



# HARFORD COUNTY

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## PUBLIC WORKS

### DIVISION OF WATER AND SEWER

## GENERAL RULES AND REGULATIONS

January 1, 2026

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**ROBERT G. CASSILLY**  
Harford County Executive



**ROBERT S. McCORD**  
Director of Administration

December 8, 2025

**MEMORANDUM**

TO: See Distribution List

FROM: Robert S. McCord *RS McCord 12/8/25*  
Director of Administration

RE: Revisions to the Water and Sewer General Rules and Regulations

The Water and Sewer General Rules and Regulations Parts 1 through 16 were recently revised. These revisions include:

- Part 11 – Recoupments and Surcharges and Policies
- Part 13 – Water and Sewer Design Guidelines
- Part 14 – Water and Sewer Standard Specifications and Details
- Part 15 – Approved List of Suppliers and Materials for Water and Sewer Construction
- Part 16 – Approved Certification for Contractors/Vendors

Through public advertisement, a hearing was held on Thursday, December 4, 2025 to review and discuss the proposed changes.

The Water and Sewer General Rules and Regulations will become effective January 1, 2026 and copies may be obtained by contacting the Division of Water and Sewer at (410) 638 - 3300 or downloaded from the Harford County website.

CC: Robert G. Cassilly, Harford County Executive  
Robert F. Sandlass, Jr., Harford County Treasurer  
Margaret Hartka, Law Department  
Joseph J. Siemek, P.E., Director of Public Works  
William J. Bettin, P.E., Deputy Director of Public Works  
David M. Burke, P.E., Chief of Water and Sewer  
Daniel S. Pazdersky, P.E. Chief of Water and Sewer

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## CONTACT INFORMATION

### Division of Water and Sewer Administration and Engineering

Deputy Director of Water and Sewer  
3334 Abingdon Road | Abingdon, MD 21009  
(410) 638 – 3300  
Monday – Friday 8am – 5pm  
[Harfordcountymd.gov/782/Water-Sewer](http://Harfordcountymd.gov/782/Water-Sewer)  
[WSAdmin@harfordcountymd.gov](mailto:WSAdmin@harfordcountymd.gov)

### Division of Water and Sewer Maintenance

Chief of Water and Sewer Maintenance  
3111-A Philadelphia Road | Abingdon, MD 21009  
(410) 612 – 1612  
**24 Hour Emergency**

### Division of Water and Sewer Operations – Water

Abingdon Water Treatment Plant  
Chief of Water and Sewer Operations  
3340 Abingdon Road | Abingdon, MD 21009  
(410) 638 – 3939

### Division of Water and Sewer Operations – Wastewater

Sod Run Wastewater Treatment Plant  
Chief of Water and Sewer Operations  
1212 Chelsea Road | Perryman, MD 21130  
(410) 273 – 5617

### Department of the Treasury Water and Sewer Billing

220 South Main Street | Bel Air, MD 21014  
(410) 638 – 3311  
[Harfordcountymd.gov/644/Treasury](http://Harfordcountymd.gov/644/Treasury)  
[harfordws@harfordcountymd.gov](mailto:harfordws@harfordcountymd.gov)

### Department of the Treasury Bureau of Revenue Collections

220 South Main Street | Bel Air, MD 21014  
(410) 638 – 3269  
[Harfordcountymd.gov/644/Treasury](http://Harfordcountymd.gov/644/Treasury)  
[treasury@harfordcountymd.gov](mailto:treasury@harfordcountymd.gov)

### Division of Environment and Sustainability Bureau of Construction Management

212 South Bond Street | Bel Air, MD 21014  
(410) 638 – 3217  
[Harfordcountymd.gov/761/Construction-Management](http://Harfordcountymd.gov/761/Construction-Management)

### Department of Inspections, Licenses, and Permits (DILP)

220 South Main Street | Bel Air, MD 21014  
(410) 638 – 3122  
[Harfordcountymd.gov/289/Inspections-Licenses-Permits-DILP](http://Harfordcountymd.gov/289/Inspections-Licenses-Permits-DILP)

### Miss Utility

7223 Parkway Drive | Suite 100  
Hanover, MD 21076  
(800) 257 – 7777  
[Missutility.net/maryland](http://Missutility.net/maryland)

### Town of Bel Air

39 N Hickory Avenue | Bel Air, MD 21014  
(410) 638 – 4550  
[Belairmd.org](http://Belairmd.org)

### Department of Emergency Services

2220 Ady Road | Forest Hill, MD 21050  
(410) 638 – 4900  
[Harfordcountymd.gov/165/Emergency-Services](http://Harfordcountymd.gov/165/Emergency-Services)

### Harford County Health Department

120 South Hays Street | Bel Air, MD 21014  
(410) 877 – 2302  
[Harfordcountyhealth.com](http://Harfordcountyhealth.com)

### Maryland American Water

212 Archer Street | Suite B & C  
Bel Air, MD 21014  
(866) 641 – 2131  
[Amwater.com/mdaw](http://Amwater.com/mdaw)

## **PART 1 PROVIDING PUBLIC WATER AND SEWER SERVICE**

### **I. REQUEST FOR SERVICE BY INDIVIDUAL RESIDENTIAL PROPERTY OWNER**

#### **A. General.**

1. Individual residential property owners, who are interested in connecting to the public water and/or sewer system, should contact the Division of Water and Sewer Administration and Engineering. Water and Sewer staff will collect information from the property owner, evaluate the request, and determine whether public water and/or sewer is: available now; not available now but could be available with a public main extension; or not available because the property is outside of the planned service area. Water and Sewer staff will make this determination, in accordance with Harford County Code §256-6 Providing Water and Sewer Services and information in the Harford County Master Water and Sewer Plan, and will communicate the determination to the requestor.
2. If the property is within the service area, then Water and Sewer staff will further determine the method to serve the property and will advise the property owner on the procedures and requirements for connecting to the public service(s). Connection to the public system requires construction of the County-owned and maintained portion of the connection, which typically extends from the public main to the property line, and the privately owned portion of the connection.
3. The property owner is responsible for all design and construction costs including the private and public portions. One (1) water service and one (1) sewer service are allowed per property. If providing service requires the extension of a public main, then [Section IV](#) of this Part, applies to that extension.
4. For more information on plumbing procedures, which apply to the private part of the connection, contact the Department of Inspections, Licensing and Permits (DILP).

#### **B. Requirements for Connecting to Existing Public Service**

1. If a standard water and/or sewer service exists to a residential lot with an existing dwelling, a Residential Service Application (RSA) is not required. The property

owner will pay the applicable hook-up charges, as stated in [Part 5.I](#) of these Rules and Regulations, prior to their master plumber being issued a plumbing connection permit for the private part of the connection.

2. The property owner must hire a licensed master plumber, who will apply for a plumbing connection permit and install on-site private plumbing from the house to the existing service(s). Please see [Part 3.II](#) of these Rules and Regulations.
3. Once the connection has been inspected and approved by DILP and Water and Sewer Maintenance has installed a meter, if applicable, the property owner will start receiving a usage bill and applicable yearly assessments.
4. The property owner must contact the Harford County Health Department for well and septic abandonment procedures. Wells must be abandoned and sealed in accordance with current regulations and documentation must be provided to the Division of Water and Sewer upon completion of the work.
5. Fire Sprinkler System Requirements. When a fire sprinkler system is required by County Code, the size of the water service and meter must be adequate to service the property.
  - a. If a larger water service is needed, the property owner will be required to abandon the existing water service per [Section V](#) of this Part and install the new water service and meter using the RSA procedures as stated herein.
  - b. If the existing water service will adequately serve the property and the fire sprinkler system, the property owner will pay the applicable hook-up charges as stated in [Part 5.I](#) of these Rules and Regulations, prior to their licensed master plumber applying for a plumbing connection permit.

C. Requirements for Constructing and Connecting to a New Public Service.

1. If a new water or sewer service is requested or required to be constructed, the property owner shall submit a Residential Service Application (RSA) to Water and Sewer Administration. The following information must be submitted with the completed RSA:
  - a. A copy of the applicable construction drawing(s) showing the location of the

proposed service(s) which must comply with the requirements of [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations.

- b. When a fire sprinkler system is required by the County Code, the size of the water service and meter must be adequate to serve the property.
- c. The property owner's licensed master plumber must confirm that the grades for the service(s) have been verified, and that the service(s) to be constructed under this application are technically correct for the property and its use. The plumber's signature under "Service Information" on the RSA constitutes the required verification.

2. Construction of the New Public Service.

- a. The property owner shall hire a licensed utility contractor to install the water or sewer service from the main to the property line. Please see [Part 3.II](#) of these Rules and Regulations.
- b. The RSA will be reviewed by the County and if all information provided for the service(s) is found to be acceptable, the property owner will pay the hook-up charges and meter fees, if applicable, prior to the approval of the RSA.
- c. The property owner will receive a copy of the approved RSA. The private licensed utility contractor must contact Water and Sewer Maintenance to schedule a pre-construction meeting at least forty-eight (48) hours prior to starting work.
- d. All work will be accomplished under inspection by Water and Sewer Maintenance. By signing the RSA, the property owner agrees to pay for all such inspections. A Certificate of Acceptance will be provided by Water and Sewer Maintenance when the service(s) have been inspected and are ready for connection. The County will take over ownership and maintenance of the installed service(s), pursuant to [Part 3.II](#) of these Rules and Regulations.

3. On-Site Private Connection.

- a. The property owner must hire a licensed master plumber, who will apply for a plumbing connection permit and install on-site private plumbing from the house to

the County service. Please see [Part 3.II](#) of these Rules and Regulations.

- b. For new construction, the property owner will notify Water and Sewer Maintenance, seventy-two (72) hours prior to the request for Certificate of Occupancy (CofO), if applicable, for an inspection of the service(s). If this is an existing home, then the property owner shall contact Water and Sewer Maintenance, within forty-eight (48) hours after the installation has been completed for a Post Connection Inspection of the County service to confirm their plumber has not damaged the County service during the connection process.

D. Procedures for County-Owned Home Sewer Systems (COHSS). When the Division of Water and Sewer has determined that a property requires a COHSS such as a grinder pump, septic tank and effluent pump, or septic tank to receive sewer service, the following procedures are required:

- 1. Residential Service Application. The property owner will submit a completed Residential Service Application (RSA) for the COHSS for review and approval. The RSA submittal requirements include:
  - a. The property owner must hire a registered professional engineer licensed by the State of Maryland to submit engineering drawings representing the layout of the proposed COHSS on the property relative to the proposed house, property lines, and topographic features. The engineering drawings must be in accordance with [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations and shall include:
    - i. Site plan and profile of the COHSS and private plumbing
    - ii. Current details as applicable from [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations.
  - b. The property owner must hire a registered professional engineer or surveyor licensed by the State of Maryland to generate a recordable plat and/or deed of easement document which must clearly identify the lot that will be served with a COHSS and all associated easements. The plat and/or deed of easement document shall be submitted for review concurrent with the engineering

drawings. The plat and/or deed of easement document must be recorded in the County land records prior to the Division of Water and Sewer approving of the building permit.

- c. Once the engineering drawings are approved, a copy will be provided to the utility contractor listed on the RSA. The utility contractor is required to submit shop drawings of the proposed equipment prepared by the manufacturer or supplier for review and approval. The shop drawings shall be in accordance with [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations.
  - d. The RSA package, including all drawings, will be sent to Water and Sewer Maintenance and Water and Sewer Operations for review and approval.
  - e. Once the RSA submittal requirements have been met, the property owner must pay the applicable hook-up charges as stated in [Part 5.I](#) of these Rules and Regulations. Once payment has been received, Water and Sewer Administration will be able to approve any pending building permits associated with the RSA.
2. Installation and Start-Up of New COHSS Service. The utility contractor will follow the appropriate installation and start-up procedures for the required COHSS.
- a. Installation and start-up procedures for a County-owned septic tank.
    - i. The septic tank and cleanout(s) shall be furnished and installed in accordance with the approved construction drawings and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations. The installation must be declared operational prior to any other work.
    - ii. Under a plumbing connection permit, the property owner shall have a licensed master plumber install the private sewer service between the house and existing cleanout. The flushing of water and/or debris in waste drains shall not occur until the County has approved the installation. The property owner will be responsible for any overflow and/or damages.

- iii. The ground around the septic tank must be graded to the finished grades for inspection at start-up. This includes installation of sod, if proposed. The start-up test will be cancelled if the ground is not properly graded.
- iv. Wastewater Pump Stations Unit will perform a preliminary inspection and create a punch list and provide it to the property owner/contractor; the property owner/contractor must complete the items on the punch list and schedule a follow-up inspection. The Wastewater Pump Stations Unit will verify that the punch list items have been completed.
- v. Once the plumbing work is complete, the property owner/contractor shall schedule a start-up with a minimum of two (2) days advance notice. Notification shall be to Wastewater Pump Stations Unit with the following information: (1) the test date and time, (2) property address, and (3) homebuilder contact name and phone number.
- vi. On the day of start-up test, the property owner/contractor shall have a septic hauler with vacuum capabilities on-site to thoroughly clean all stones and debris from the bottom of the septic tank.
- vii. On the day of the start-up, the property owner/contractor must arrange for water to be available to fill the septic tank, as needed, to test the system operation.
- viii. The following individuals must be present at the start-up test: property owner, utility contractor, plumber, and the Wastewater Pump Stations Unit.
- ix. The property owner must contact Water and Sewer Maintenance at (410) 612-1612 to schedule CofO inspection of home, if required.
- b. Installation and start-up of County-owned effluent pumps and septic tank.
  - i. The septic tank and cleanout(s) shall be furnished and installed in accordance with the approved construction drawings, and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#) of these Rules and Regulations. The installation must be declared operational prior to any other work.
  - ii. Under an electrical permit, the property owner/contractor shall have a licensed electrician install the electrical service, control panel and disconnect



in conformance with Standard Detail LP15. The property owner is responsible for acquiring the control panel, controls, alarm system, and control/power cable from the pump supplier.

- iii. Under a plumbing connection permit, the property owner shall have a licensed master plumber install the private sewer connection between the house and existing cleanout. The flushing of water and/or debris in waste drains shall not occur until the County has approved the installation. The property owner will be responsible for any overflow and/or damages.
- iv. The ground around the septic tank must be graded to the finished grades for inspection at start-up. This includes installation of sod, if proposed. The start-up test will be cancelled if the ground is not properly graded.
- v. The Wastewater Pump Stations Unit will perform a preliminary inspection and create a punch list and will provide it to the property owner/contractor; the property owner/contractor must complete the items on the punch list and schedule a follow-up inspection. The Wastewater Pump Stations Unit will verify that the punch list items have been completed.
- vi. Once the electrical and plumbing work is complete, the property owner/contractor shall schedule a start-up with a minimum of two (2) days advance notice. Notification shall be to the Wastewater Pump Stations Unit with the following: (1) the test date and time, (2) property address and (3) the property owner contact/contractor name and phone number.
- vii. On the day of start-up, the property owner/contractor shall have a septic hauler with vacuum capabilities on-site to thoroughly clean all stones and debris from the bottom of the septic tank and effluent pump basin.
- viii. On the day of the start-up, the property owner/contractor must arrange for water to be available to fill the septic tank, as needed, to test the system operation.
- ix. The following individuals must be present at the start-up test: property owner, property owner's electrician, utility contractor, plumber, and a Wastewater Pump Stations Unit representative.

- x. Property owner must contact Water and Sewer Maintenance to schedule a CofO inspection of home, if required.
- c. Installation and start-up procedures for a County-owned grinder pump.
  - i. Under an electrical permit, the property owner/contractor shall have a licensed electrician install the electrical service, control panel and disconnect in conformance with Standard Detail LP15. The property owner is responsible for acquiring the control panel, controls, alarm system and control/power cable from the pump supplier. For duplex grinder pumps, each house will have electrical power and controls that only operate the pump for that house.
  - ii. Under a plumbing connection permit, the property owner shall have a licensed master plumber install the private sewer connection between the house and existing cleanout. The flushing of water and/or debris in waste drains shall not occur until the County has approved the installation. The property owner will be responsible for any overflow and/or damages.
  - iii. The ground around the grinder basin must be graded to the finished grades for inspection at start-up. This includes installation of sod, if proposed. The start-up test will be cancelled if the ground is not properly graded.
  - iv. The Wastewater Pump Stations Unit will perform a preliminary inspection and create a punch list and will provide it to the property owner/contractor; the property owner/contractor must complete the items on the punch list and schedule a follow-up inspection. The Wastewater Pump Stations Unit will verify that the punch list items have been completed.
  - v. After the electrical and plumbing work is complete, the property owner/contractor shall schedule a pump start-up with a minimum of one (1) week's advance notice. Notification shall be given to the Environment-1 local representative pump system supplier identified by the County, with: (1) the test date and time, (2) property address, and (3) the property owner's contact name and phone number. The same notification shall also be given to the Wastewater Pump Stations Unit.

- vi. On the day of the start-up, the property owner/contractor shall have a septic hauler with vacuum capabilities on-site to thoroughly clean all stones and debris from the bottom of the pump basin.
  - vii. On the day of the start-up, the property owner/contractor must arrange for water to be available to fill the basin, as needed, to test the pump.
  - viii. The following individuals must be present at the start-up test: property owner, property owner's electrician, plumber, contractor, pump supplier technician, and a Wastewater Pump Stations Unit representative.
  - ix. The pump supplier technician will then test all of the electrical connections and inspect the installation. If all is acceptable to the technician and Wastewater Pump Stations Unit, the technician will install the pump core and check its operation. If all operations are successful, the pump may be put into service.
  - x. The property owner must provide three (3) Master Lock Padlocks (Master Lock #3 (0464) County-keyed) with weather protection coating.
  - xi. A two (2) year warranty from the pump manufacturer for each pumping unit shall be provided to Wastewater Pump Stations Unit as each installation occurs.
  - xii. The property owner must contact Water and Sewer Maintenance to schedule a CofO inspection of home, if required.
- d. Private Pump to County Pump Considerations. When it has been determined that a privately owned sewage pump is required to interface with the County-owned pump system, a copy of the private pump specifications must be provided to Water and Sewer Administration certifying the following:
- i. The capacity of the private ejector/grinder pump does not exceed eleven (11) gallons per minute.
  - ii. The capacity of the holding basin for the private ejector/grinder pump does not exceed fifty (50) gallons.
- e. Power Supply Requirements and Considerations. The power supply for the sewage pump shall be installed per [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) and [Part 14 WATER AND SEWER STANDARD](#)

SPECIFICATIONS AND DETAILS of these Rules and Regulations.

- i. The property owner shall pay all electrical costs for operating the pump. The property owner is responsible for adhering to the operating instructions provided by Water and Sewer Operations and, in the event the property owner or their agent's actions result in damages to the COHSS, the property owner is responsible for paying the cost to repair or replace the damaged COHSS equipment. The property owner is also responsible for paying the cost to repair or replace damaged underground wiring, which has been damaged as a result of the actions of the property owner or their agents. The property owner shall contact Miss Utility prior to any excavation and take all necessary precautions to protect any onsite electrical and utility lines.
  - ii. The Division of Water and Sewer is responsible for maintenance and repairs from the service entrance breaker to the pump control panel then underground to the pump basin.
  - iii. The sewage pump cannot operate without electrical power. Therefore, the property owner is responsible for minimizing the usage of any water-using fixtures within the home during electrical outages. This is to prevent a sewage backup until the utility company restores electrical power to the home. A property owner who uses water-using fixtures during a power outage does so at his/her own risk.
- f. Other Requirements and Considerations.
- i. Upon start-up and acceptance by the County of a COHSS, the County shall be responsible for operation and maintenance of all installed County tanks and pumping units except that all costs associated with such operation and maintenance prior to the expiration of the maintenance term specified in an applicable Public Works Utility Agreement or RSA shall be the responsibility of the property owner or developer.
  - ii. For twenty-four (24) hour emergency service, please refer to the [Contact Information](#) page of these Rules and Regulations.
  - iii. Following inspection, start-up, and acceptance, a Certificate of Acceptance will be provided by Water and Sewer Maintenance.

- iv. Once the connection has been inspected and approved by DILP and Water and Sewer Maintenance has installed a meter, if applicable, the property owner will start receiving a usage bill and applicable yearly assessments.
- v. The property owner must contact the Harford County Health Department for well and septic abandonment procedures.
- vi. Wells located in a Well Head Protection Area must be abandoned and sealed, in accordance with current regulations, and documentation must be provided to the Division of Water and Sewer upon completion of the work.

## **II. REQUEST FOR SERVICE BY INDIVIDUAL COMMERCIAL PROPERTY OWNER**

A. Initial Request. When a commercial property owner requests connection to public water or sewer, Water and Sewer Administration will provide the requestor with a Commercial Service Application (CSA) package to be completed and submitted. One (1) water service and one (1) sewer service are allowed per lot. A staff member will assist the requestor and their team through the approval process. The staff member will also schedule and conduct a pre-application meeting with them.

### **B. CSA Requirements.**

1. A Complete CSA submittal includes the following:
  - a. Application form
  - b. Fixture Count Value Form
  - c. Pre-treatment Division Industrial Discharge Survey Questionnaire
  - d. Inside Meter License Agreement Application (if applicable)
2. The business/property owner(s) shall submit all required documentation and plans. Any CSA package that is submitted and determined by Water and Sewer Administration to be incomplete will be rejected and returned to the business/property owner(s) for completion.

### **C. Commercial Service Application Review Process.**

1. The County will review and comment on the submitted drawings which may include but are not limited to drawings for the site plan, meter vault or meter setting details,

- fire sprinkler/meter room details, etc. One (1) redline mark-up will be returned to the engineer, designated on the application form, for corrections. When drawings are corrected, the engineer must resubmit one (1) copy in PDF format or hard copy of the corrected drawings for review and approval.
2. The completed Pre-treatment Division Industrial Discharge Survey Questionnaire shall be submitted. It will be forwarded to Water and Sewer Operations, Pre-treatment Inspector for review and approval. If an Industrial Discharge Permit is required, see [Part 8](#) of these Rules and Regulations, the property owner will receive an application via mail or Email to complete and return to the County. This must be completed prior to approval of the CSA.
  3. If an Inside Meter License Agreement is required, the County will prepare the agreement for the property owner to sign. Once signatures from all property owners and the County are obtained, the agreement will be recorded in the County land records.
  4. The property shall be reviewed for compliance with Adequate Public Facilities Ordinances by Water and Sewer Engineering.
  5. If easements for County access are required, it shall be the property owner's responsibility to prepare any necessary deed of easement and exhibit, record plat, or revised deed and submit the document(s) for County review and approval before executing any such document(s).
  6. If all required CSA information is not available at the time of application for a building permit, for reasons such as the project is in the design-build process, the County has the option, at its discretion, to prepare Special Conditions to the CSA to allow approval of the CSA and the building permit subject to completion of the Special Conditions as specified.

D. CSA Approval.

1. Hook-up charges must be paid in full at time of CSA approval and before any pending building permits for the property can be approved.

2. Following the payment of hook-up charges and the completion of C.1 through C.6 above, any pending building permit applications may be approved and copies of the approved CSA application package will be forwarded to the property owner and Water and Sewer Maintenance.

E. Construction and Connection.

1. The contractor will be responsible for contacting Water and Sewer Maintenance a minimum of twenty-four (24) hours before starting work to schedule a pre-construction meeting. The work will be accomplished under the inspection of Water and Sewer Maintenance.

NOTE: NO WORK SHALL COMMENCE UNTIL THE HOOK-UP CHARGES ARE PAID, THE APPLICATION IS APPROVED, AND A PRE-CONSTRUCTION CONFERENCE HAS BEEN HELD.

2. A Certificate of Acceptance will be provided by Water and Sewer Maintenance when the service(s) have been inspected and accepted by the County for connection.
3. The property owner must hire a licensed master plumber, who will apply for a plumbing connection permit and install on-site private plumbing from the building to the County services. Please see [Part 3.II](#) of these Rules and Regulations.
4. Once the connection has been inspected and approved and Water and Sewer Maintenance has inspected the meter setting, if applicable, the property owner will start receiving a usage bill and applicable yearly assessments.
5. The property owner must contact the Harford County Health Department for well and septic abandonment procedures. Wells located in a Well Head Protection Area must be capped in accordance with current regulations and documentation must be provided to the Division of Water and Sewer upon completion of the work.

- F. Meter Vaults. Meter vaults shall be installed in an area dedicated as County easement. The business/property owner(s) shall prepare the easement documents. The business/property owner(s) shall prepare the easement documents and submit the document(s) for County review and approval before executing any such document(s). The vaults shall be dedicated to the County, and the County shall be responsible for

maintenance of the vault(s) and appurtenances after final acceptance by County of the facilities installed under the CSA. The business/property owner(s) agree(s) to reimburse the County for any maintenance work required during the first year of operation after date of acceptance.

G. Other Requirements and Considerations.

1. Business/property owner(s) must ensure that all fire service fixtures will be used only in the event of a fire.
2. The County shall not be considered, in any manner, an insurer of the serviced property or persons and the business/property owner(s) shall indemnify and hold harmless the County from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure, inspection, or for any other related matter arising from providing the applied services.
3. The Division of Water and Sewer shall have the right to enter the premises of the business/property owner(s) at any reasonable time for the purpose of making inspections to ensure proper use of fire service fixtures, to verify actual plumbing fixture count values after construction is complete, and to verify installation of water and/or sewer connection(s) and appurtenances.
4. The business/property owner(s) will be responsible for notifying Water and Sewer Maintenance a minimum of seventy-two (72) hours prior to requesting a CofO. If additional plumbing fixtures have been installed since issuance of a building permit, the adjusted water and sewer hook-up charges, if any, must be paid prior to issuance of CofO by the County.
5. Business/property owner(s) are responsible for obtaining approval from the County for any modifications made at any time to the fire service and plumbing fixtures.
6. The business/property owner(s) are responsible for paying any charges for fire service as adopted by County Council and to pay any fees established in these Rules and Regulations or the Division of Water and Sewer for violation of the above requirements.



7. The County maintains the right to discontinue domestic and/or fire service upon written notice given fifteen (15) days in advance for violation of any of the above requirements herein stated.

### **III. REQUEST FOR SERVICE BY A WATER AND SEWER PETITION**

#### **A. General.**

1. One or more individual property owners who are interested in connecting to public water and/or sewer service through the petition process should contact the Division of Water and Sewer Administration and Engineering. Water and Sewer staff will collect information from the property owner or owners, evaluate the request, and determine if the property or properties are within the service area. Water and Sewer staff will make this determination in accordance with Harford County Code §256-6 Providing Water and Sewer Services and information in the Harford County Master Water and Sewer Plan, and will communicate the determination to the requestor(s).
2. If the property or properties are within the service area, then Water and Sewer staff will advise the property owner or owners on the procedures and requirements for initiating a petition.
3. For successfully petitioned service, the County will take action to develop the service and will track and record all costs incurred by the County to provide the petitioned service. All property owners in the petitioned service area will be obligated to pay for those costs through a method of assessment adopted by the County Council.

#### **B. Petition Initiation.** The property owner requesting the initiation of a water or sewer petition submits a letter to Water and Sewer Administration petitioning the County for service.

1. Once the petition request letter has been received, Water and Sewer Planning establishes a service area and provides the petitioner with a packet of information including a petition area map, a list of the potentially affected property owners, and petition forms expressing interest to be signed by the property owners requesting service.

2. Water and Sewer Planning will evaluate the interested petition forms once they have been returned.
  - a. If the petition contains the majority of property owners within the proposed service area expressing interest in receiving public water or sewer, the engineering staff will complete a preliminary water or sewer design and an estimated cost of providing service.
  - b. If the petition does not contain the majority of property owners within the proposed service area expressing interest in receiving public water or sewer, the property owners initially requesting the petition will be notified and asked to obtain additional signatures. No further action will be taken pending the receipt of additional signatures. Once additional signatures have been received, the process will continue as described below.
3. Water and Sewer Planning will contact the Harford County Health Department for their assessment. If the Health Department elects to complete a survey of the area and prepares a report of its findings, this report will be provided as part of the package to the petitioners.

C. Ballot Package.

1. A packet of information containing a map of the proposed service area, a fact sheet with the preliminary estimated cost and annual assessment, a ballot, and the Health Department Septic report, if prepared, will be sent by mail to each property owner in the proposed service area. The ballot shall include a statement that obligates all property owners to pay for all costs associated with the project upon authorization by the County Council.
2. A community meeting will be scheduled with the property owners involved before they are required to return the ballots to explain all aspects of the project and answer any questions the owners might have.
3. Once the returned ballots have been tallied:
  - a. If the majority of property owners return a valid YES ballot, a formal public hearing will be scheduled before the County Council.
  - b. If the majority of property owners do not return a valid YES ballot, Water and

Sewer Planning will inform the Health Department of this ballot result. If the Health Department makes a recommendation to provide public water or sewer service (Harford County Code §256-6.C), then the Division of Water and Sewer may, at its discretion, proceed to public hearing before the County Council. If the Health Department does not make such a recommendation, the property owners will be notified and the project file will be closed until such time that the property owners request it to be reopened.

**D. County Council Action.**

1. When a petition is brought before the County Council at a public hearing, the County Council will be requested to consider one or more of the following actions as may be appropriate:
  - a. Approval of the petition through resolution.
  - b. Transfer of funding and appropriation legislation to create a capital project.
  - c. Revision of the Water or Sewer Master Plan.
2. If the project is approved by County Council, the property owners will be notified of the approval of the project and the projected schedule of completion. If the County Council does not approve the petition, the property owners will then be notified as to the outcome and the file will be closed.
3. County Council authorization of funding will be based upon the project cost estimate. The estimated project cost will be updated when the project design is nearing completion. If the estimated project cost exceeds available funding, the County Council must approve a funds transfer prior to award of the construction contract. Water and Sewer Administration will notify all affected property owners of associated revised costs.

**IV. DEVELOPER'S PROJECT REQUIREMENTS AND PROCEDURES**

- A. Fee Authorization Letter. The developer must submit a completed Fee Authorization Letter to the Department of Public Works Division of Water and Sewer concurrent with the initial submittal of any documents to the County for review. The letter obligates the developer to assume financial responsibility for the costs incurred by the County for all

technical and engineering review, and any inspections required for the project. Documents include, but are not limited to, concept plans, preliminary plans, site plans, and water and sewer construction drawings. The developer must also pay all administrative charges for the preparation of Public Works Utility Agreements, processing of bonds or letters of credit, asset acceptances, etc.

B. Project Design, and Acquisition of Rights-of-way and Easements.

1. The developer is responsible for engaging an engineering firm to prepare, and submit for County review and approval, all necessary drawings, construction documents, right-of-way descriptions, easements, and other engineering and survey work necessary to construct the facilities per [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) and [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#).
2. The developer is responsible for acquiring all required rights-of-way and easements.
3. After the water and sewer construction drawings have been approved by the County, the developer shall deliver to the County the original mylar construction drawings and six (6) sets of prints. The Division of Water and Sewer may approve the record plat for the project after the mylar construction drawings have been received by the County.
4. When the project involves the construction of a County-owned sewage pumping station or County-owned water booster station, a deed is required to dedicate to the County, the property on which these facilities are located. The aforementioned deed must be executed and recorded prior to operational approval of the facility. Note that final subdivision plats must be recorded prior to the issuance of any permits.

C. Public Works Utility Agreement (PWUA). The County shall execute a PWUA with the property owner(s) (hereinafter referred to as “developer”) when an extension of the County public water and/or sewer system is required, in accordance with Harford County Code §256-6.D. Requirements and procedures for development of a PWUA follow below:

1. Initiation. The developer shall notify Water and Sewer Administration, in writing, requesting the County to prepare a PWUA. The PWUA preparation may begin when

the final mylar construction drawings have been submitted for approval. The developer shall provide to the County the recorded final subdivision plat reference at the time of signing the PWUA. The PWUA may not be executed until the construction drawings have been approved and all required easement documents have been recorded.

2. Adequate Public Facilities (APF) Check.
  - a. Prior to the execution of a PWUA, Water and Sewer Planning shall complete an APF check of the existing County water and sewer facilities to serve the proposed development
  - b. An APF check and subsequent preliminary plan or PWUA approval does not constitute a commitment of capacity. The County does not guarantee to provide any water and sewer pumping, transmission, or treatment capacity that is beyond the capacity of the existing pumping, transmission, and treatment facilities at the time actual connections are made.
  - c. Building permits shall not be issued unless the existing water and sewer facilities are considered adequate under Harford County Code §267-126 at the time of issuance.
3. Documentation of property ownership is required as an Exhibit to the PWUA in the form of a Title Certificate, Title Insurance Policy or Attorney Opinion Letter or a recorded deed.
4. The PWUA shall be written in accordance with approved water and sewer construction drawings which may contain one or more operational breaks.
5. Construction of a subsequent section or phase of a development will be initiated only after at least twenty-five percent (25%) of the facilities in the current phase have been constructed, and after the PWUA has been executed for the subsequent phase.
6. The developer shall have nine (9) months following the date of execution of the PWUA in which to commence construction of the facilities for which the PWUA is written. In the event the developer fails to commence construction of the facilities or, if after having commenced construction of the facilities, the developer stops

construction of the facilities for a period in excess of six (6) months, the PWUA shall become null and void and of no further force and effect unless the County has granted an extension. The developer is responsible for requesting in writing an extension of the PWUA at least sixty (60) days before the PWUA is scheduled or projected to expire. The County is under no obligation to extend the PWUA.

D. Construction.

1. Pre-Construction Conference. The developer shall contact the Bureau of Construction Management to schedule the pre-construction conference upon satisfying the pre-construction requirements set forth below:
  - a. The developer shall obtain Maryland Department of the Environment (MDE) Construction Permits (when required), Water Resources Permits or other government permits as required by law and deliver them to the County prior to the pre-construction conference.
  - b. The developer shall provide the original mylar drawings to Water and Sewer Planning.
  - c. The developer shall meet any additional requirements identified in the PWUA that are required prior to the pre-construction conference.
2. The developer shall select utility contractors which are pre-qualified with the Harford County Department of Procurement, under Sections D-1 and D-2 for Water and Sewer Utilities to perform the work required under the PWUA. For contractors and vendors that perform certain specialty work, the developer must utilize a contractor approved by the County in accordance with [Part 16 APPROVED CERTIFICATION FOR CONTRACTORS AND VENDORS](#).
3. The developer shall construct the facilities in accordance with the approved drawings, and with all applicable federal, state and local laws, codes, rules, regulations and permits. The construction is subject to inspection and approval by the County.

- E. Operational Approval. Requirements and procedures for the developer to achieve operational approval are as follows:

1. The developer must complete all construction activities, including successful testing, cleaning, restoration and punch list items.
2. The developer shall request an operational inspection. The County will conduct an operational inspection when (1) all facilities are constructed in accordance with pre-determined operational breaks pursuant to approved construction drawings and the PWUA, (2) the base course of paving for roadways and parking lots which contain water or sewer facilities has been installed, and (3) non paved areas where facilities are located are at final grade. No approval for operational breaks other than those noted on approved drawings will be given.
3. The developer shall post a maintenance security.
  - a. For procedures for posting water or sewer securities, see [IV.G](#) of this Part.
  - b. The developer shall ensure that the security remains in full force and effect until the developer has met all its obligations under the PWUA. In the event the security is cancelled or otherwise terminated before this, then the County shall not issue any additional permits or approve any certificates of occupancy within the development until the security is reinstated or replaced.
4. The developer shall provide the County with certified as-built drawings on original mylars using the following procedures:
  - a. Immediately after the construction of the section for which an operational inspection will be requested is complete, the developer or his agent shall field-locate, using horizontal and vertical control, all valves, hydrants, curb stops, meter vaults, manholes, lampholes, cleanouts, and any other water and sewer appurtenances that were installed as part of the contract.
  - b. The engineer or surveyor must then incorporate the engineer's field-located and certified as-built information and the lot addresses onto a set of prints using red ink and submit them to the County for review and approval. Once all comments have been addressed and the prints have been approved, the engineer shall submit a new set of mylar drawings and two (2) sets of prints with the as-built information shown in red ink.
  - c. All work required to provide the as-built information onto the drawings shall be performed by the engineering company that designed the project or the engineer

or surveyor that performed the construction stakeout and shall be signed by the licensed professional responsible for the preparation of the as-built drawings. Completion of the as-built survey and subsequent drawing amendments must be performed in accordance with the as-built requirements in [Part 13 WATER AND SEWER DESIGN GUIDELINES](#). A third party can perform this work only with the written approval of the Director of Public Works. This is the exception, not the rule.

- d. The as-built drawing submittal must be accompanied by a digital copy of the final contract drawings and all of the water and sewer features surveyed. The contract drawings shall be in AutoCAD format and the survey information shall be a comma delimited file with the following information: Point Name, Northing, Easting, Elevation and Code. Additionally, an ESRI GIS Feature Class within a Geodatabase must be provided for all surveyed features and should use the following spatial characteristics: NAD 1983 (2011) State Plane Maryland FIPS 1900 (US Feet). This information shall be submitted from all surveyors and engineers who utilize electronic survey equipment.
  - e. The County will make every effort to review, comment upon or accept the as-built certified drawings within five (5) working days after receipt of the submittal from the developer.
5. If the project includes County-owned grinder pump(s), the developer shall submit the following:
- a. An affidavit from the pump supplier to the Division of Water and Sewer, which verifies the following items were pre-purchased and will be made available at the local pump supplier warehouse:
    - i. Number of grinder pump cores
    - ii. Number of electrical cables
    - iii. Number of control panels
    - iv. Number of all other parts and materials required to complete each pump unit
    - v. Documentation that a two (2) year warranty on the equipment will begin at start-up and installation.



- b. A copy of all paid invoices for materials noted above must be submitted.
- c. A separate bond shall be required to cover the cost of the control panels, cabling and pump cores as noted above.
- d. Spare pump cores will be required to be purchased and delivered to Wastewater Pump Stations Unit as identified in the design drawings.

F. Certificate of Occupancy (CofO) Inspection and Approval.

1. General. The developer is ultimately responsible for providing facilities which comply with County standards. This includes the mains and all service connections to the property, including but not limited to, cleanouts, curb stops, meter vaults, grinder pumps and water booster pumps. Recognizing that the construction of buildings frequently results in modification or damage to the water or sewer service connections by the builder or building permittee, or their agents, an inspection of the water and sewer services is required prior to approval of the CofO by Water and Sewer Maintenance.
2. Requirements. The following requirements are applicable to the water and sewer CofO inspection and approval:
  - a. The permittee/builder must call Water and Sewer Maintenance to request a CofO inspection. A forty-eight (48) hour notification is required. The minimum amount of information which must be provided with a CofO inspection request is a permit number; a builder's lot number; an address; a subdivision; a builder's name and a telephone number.
  - b. The initial CofO inspection is provided at no cost to the permittee/builder. All re-inspections will be billed at the rate as stated in [Part 5](#) of these Rules and Regulations.
  - c. When the inspection is performed, it is strongly recommended that the permittee/builder have a representative available to witness the inspection. The result of the inspection will be recorded by the water and sewer staff, to be left with the permittee/builder representative or attached to a window on the property.
  - d. Permittee/builder shall ensure water and sewer service connections meet current

standards prior to requesting a CofO inspection appointment.

- e. For the sewer service cleanout at property line, the stack or wye branch connection shall be visible from the cleanout opening and all obvious visible problems corrected. If, upon visual inspection, the pipe appears to be distorted or deflected, there are alternative inspections that the permittee/builder can perform with approval from the County.
- f. Permittee/builder must call when re-inspection is needed, and a forty-eight (48) hour notification is again required.
- g. If deficiencies identified during the inspection for a permittee/builder Type I CofO have not been resolved within time limits specified by the County (i.e. one (1) to thirty (30) days), no additional CofO permits will be issued to that builder until outstanding Type I deficiencies are resolved. An exception to the time frame requirement may apply only to Type I approvals issued for winter seeding and grading. A Type I that is on hold due to winter seeding and/or grading must be resolved by June 1.
- h. A water meter must be set before issuance of an approval of the CofO by Water and Sewer Maintenance.

#### G. Procedures and Requirements for Posting Water or Sewer Securities.

- 1. General. The developer shall furnish securities in favor of the County, binding the developer as principal and the surety to promptly and properly replace any damage or improper work or material that may become apparent within the period during which the security is in effect. Securities shall be in the form of a cash performance bond, a performance bond issued by an acceptable insurance company or an irrevocable letter of credit, as applicable and acceptable to the County.
- 2. Performance Security for Building Permit Approval. Harford County Code authorizes the release of building permits prior to completion of construction of water and sewer facilities in a development provided that a performance security has been posted.
  - a. Requirement. The developer must post performance security in the amount of one hundred and fifteen percent (115%) of the amount of the contract by and between the developer and the contractor that will perform the work (said contract to describe a complete scope of work including all utility grading costs,

installation, material, excavation, equipment, labor, soil stabilization, seeding and mulching, known sub-surface rock removal, etc.), guaranteeing the completion of the construction of the water and/or sewer facilities required to provide services to the improvements to which the building permit applies as determined by the County.

b. Procedures to post security.

- i. The developer shall make a written request to Water and Sewer Administration to post performance security. The request shall include a copy of the contract by and between the contractor and the developer. The request shall also specifically detail the water and sewer contract numbers, and operational break(s), if applicable.
- ii. Water and Sewer Administration shall review the request, and the required performance security amount shall be confirmed by Water and Sewer Administration in writing.
- iii. The developer shall submit the performance security to Water and Sewer Administration for review and acceptance.

c. Procedures to reduce security.

- i. Request for a reduced performance security amount for facilities installed and tested, including services, shall be made by the developer, in writing to Bureau of Construction Management with a copy to Water and Sewer Administration. The request shall include a breakdown of quantities of work completed including footage and sizes of various pipes, manholes, valves, hydrants and pumping facilities, etc. and contingency items. The request shall also specifically detail the water and sewer contract numbers and operational break(s), if applicable.
- ii. The County may process one (1) reduction of the performance security during construction at fifty percent (50%) completion of the construction of facilities upon receiving verification from the Bureau of Construction Management.

- iii. Water and Sewer Administration shall review the request for reduction, and the required performance security amount shall be confirmed by Water and Sewer Administration in writing.
- iv. The developer shall submit the fifty percent (50%) performance security to Water and Sewer Administration for review and acceptance.

3. Performance Security for Off-Site Restoration.

- a. The developer shall furnish a performance security for off-site restoration in favor of the County prior to the pre-construction conference for the facilities.
- b. The performance security shall be in the amount of ten percent (10%) of the amount of the contract by and between the developer and the utility contractor that will perform the work to construct the off-site portion of the facilities. The developer must provide a copy of said contract to the County a minimum of two (2) weeks prior to requesting a pre-construction conference. Said contract shall describe a complete scope of work including all paving and grading costs, installation, material, excavation, equipment, labor, soil stabilization, seeding and mulching, known sub-surface rock removal, etc.
- c. The performance security for the off-site restoration shall be in effect until the developer has replaced this security with a performance security or a maintenance security for the entire project, phase or operational break that would include the off-site restoration. At that time, the County will release the off-site restoration security.

4. Performance Security for Developer Relocation of Existing County Utilities.

- a. The developer shall furnish a performance security for the relocation of existing water or sewer utilities in favor of the County prior to the pre-construction conference for the facilities.
- b. The performance security shall be in the amount of one hundred and fifteen percent (115%) of the amount of the contract by and between the developer and the contractor that will perform the work (said contract to describe a complete scope of work including all utility grading costs, installation, material, excavation, equipment, labor, soil stabilization, seeding and mulching, known sub-surface rock removal, etc.), and shall guarantee the completion of the

relocation/reconstruction of the water or sewer facilities identified under the PWUA.

- c. The developer must provide a copy of said contract to the County a minimum of two (2) weeks prior to requesting a pre-construction conference.
5. Maintenance Securities. Prior to approval of the operational certificate, the developer shall post a maintenance security in favor of the County to Water and Sewer Administration.
- a. Requirement. The developer shall post maintenance security in the amount of fifteen percent (15%) of one hundred fifteen percent (115%) of the total actual project cost.
  - b. Procedures.
    - i. As part of processing the operational certificate for approval, Water and Sewer Administration will review current developer project securities held.
      - a) If a developer project performance security is active and in full force then it may be reduced to fifteen percent (15%) of one hundred fifteen percent (115%) of the total actual project cost, and then serve as the maintenance security.
      - b) If there is no existing performance security, the developer shall submit a maintenance security in the amount of fifteen percent (15%) of one hundred fifteen percent (115%) of the total actual project cost.
    - ii. To determine the total actual project cost:
      - a) The developer must submit an original Project Cost Affidavit stating the actual costs of all facilities installed under each approved operational break or the entire project. The original affidavit shall be signed by the developer, notarized and returned to Water and Sewer Administration. The actual costs shall include all costs for excavation, material, equipment, labor, soil stabilization, sub-surface rock removal, etc., needed to perform the installation of the public water and sewer mains.

- b) The developer must submit a breakdown of actual quantities for all facilities actually installed under each approved operational break or the entire project. The actual quantities breakdown must be on the contractor's letterhead and include all actual cost for all excavation, material equipment, labor, soil stabilization, sub-surface rock removal, etc.
- iii. The developer is required to complete, sign and return Page 2 titled Developer Agreement of the Project Acceptance form. By signing, the developer is granting ownership of the asset to the County but remains responsible for correction or replacement of improper work or materials that may become apparent during the required maintenance period.

6. Payment Securities:

- a. The developer may post an approved security to secure the payment of the hook-up charges described herein. The security shall be one hundred percent (100%) of the amount of the estimated hook-up charges. The hook-up charges shall be calculated at the rates in effect at the time the plumbing connection/service connection permit to the County system is finalized or anticipated to be completed.
- b. The County may process one (1) reduction of the payment security posted when fifty percent (50%) of the units covered under this security have received finalized approved plumbing connection/service connection permits. The retention amount shall be recalculated based on fifty percent (50%) of the original units covered under this security multiplied by the rates in effect at the time the plumbing connection/service connection permit to the County system is finalized or anticipated to be completed for the remaining units. This request for reduction shall be made in writing by the developer to Water and Sewer Administration and shall include the addresses and lot numbers for which hook-up charges have been paid.

H. Procedures and Requirements for Final Acceptance and Security Release.

- 1. The developer shall request, in writing, the final inspection by the County to initiate the release of securities held on the project. operation and maintenance responsibility shall be borne by the developer until:

- a. For residential projects:
  - i. Ninety-five percent (95%) of the units in the development or within the operational break have been constructed and connected to the facilities or one (1) year has passed since the date of operational certificate approval, whichever is later; and
  - ii. The developer has requested final inspection in writing, and has completed all punch list items detailed during that inspection, and the County has verified, in writing, that the punch list is satisfactorily complete. A County punch list is valid for only sixty (60) days. The developer must complete final punch list work within sixty (60) days of receipt. If the developer fails to complete the punch list work, the County may re-inspect and issue an updated punch list. Inspection charges will be billed in accordance with [Part 5](#) of these Rules and Regulations; and
  - iii. Roadways within the limits of the facilities being accepted have had the final surface applied. If the facilities or any part of the facilities are located within non-paved areas, then final grading must be completed.
- b. For non-residential projects:
  - i. Ninety-five percent (95%) of the buildings on the lots in the development or within the operational break have been constructed and connected to the facilities or one (1) year has passed since the date of operational certificate approval, whichever is later; and
  - ii. The developer has requested final inspection in writing, and has completed all punch list items detailed during that inspection, and the County has verified, in writing, that the punch list is satisfactorily complete. A County punch list is valid for only sixty (60) days. The developer must complete final punch list work within sixty (60) days of receipt. If the developer fails to complete the punch list work, the County may re-inspect and issue an updated punch list. Inspection charges will be billed in accordance with [Part 5](#) of these Rules and Regulations; and
  - iii. Roadways within the limits of the facilities being accepted have had the final surface applied. If the facilities or any part of the facilities are located within non-paved areas, then final grading must be completed.

- c. For off-site facilities: This applies only to facilities that do not include services under the contract drawings or within the operational break.
    - i. One (1) year has passed since the date of operational certificate approval; and
    - ii. The developer has requested final inspection in writing, and has completed all punch list items detailed during that inspection, and the County has verified, in writing, that the punch list is satisfactorily complete. A County punch list is valid for only sixty (60) days. The developer must complete final punch list work within sixty (60) days of receipt. If the developer fails to complete the punch list work, the County may re-inspect and issue an updated punch list. Inspection charges will be billed in accordance with [Part 5](#) of these Rules and Regulations; and
    - iii. Roadways within the limits of the facilities being accepted have had the final surface applied. If the facilities or any part of the facilities are located within non-paved areas, then final grading must be completed.
  - d. Developer constructed pumping stations, booster stations, or water tanks:
    - i. In accordance with a PWUA, facility shall be dedicated to the County through final acceptance within ninety (90) days of the date of the operational certificate with no outstanding punch list items.
    - ii. The developer shall have posted a maintenance bond, to be held for a minimum period of five years, from the time of asset acceptance. The developer shall be responsible for the cost of operation and maintenance of the facility for five (5) years from the date of asset acceptance except when the pumping station has been built for double or more than the capacity required for the developer's project. In this instance, the developer shall be responsible for the cost of operation and maintenance of the facility until the developer's project is one hundred percent (100%) built-out (at the time of the last Certificate of Occupancy) or five (5) years from the date the asset acceptance is fully executed, whichever is sooner.
2. Should the developer fail to correct operation or maintenance problems during the maintenance period, or should the developer fail to request final acceptance, the



County may complete the work and bill any costs against the developer. The County reserves the right to utilize any securities which have been posted on the project to recover any such costs.

## **V. WATER AND SEWER PUBLIC SERVICE ABANDONMENT**

- A. General. A property owner may only permanently abandon public water or sewer service(s) after receiving the proper approvals from the Division of Water and Sewer under a Residential Service Application (RSA) or Commercial Service Application (CSA) or construction drawings and County utility or State highway utility permits.
- B. Procedures and Requirements.
  - 1. The property owner is required to submit plans showing the water or sewer public service(s) to be abandoned.
    - a. If the abandonment of the public water or sewer service(s) is part of a development, then the service(s) to be abandoned must be identified on the water or sewer construction drawings.
    - b. Otherwise, a site plan must show the service(s) to be abandoned as part of the RSA or the CSA.
  - 2. The property owner must contact Water and Sewer Maintenance to request that water be turned off and water meter equipment removed from the property. The usual turn-off/turn-on fees do not apply.
  - 3. The property owner must have all utility work performed in accordance with [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#), under the inspection of Water and Sewer Maintenance.
  - 4. The property owner must have all utility abandonment work coordinated with and approved by Water and Sewer Maintenance.
  - 5. To abandon a sewer service at a manhole, the property owner must have their utility contractor refer to [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#), for abandonment procedures.

6. Generally, assessments do not stop when service(s) are abandoned. For assessment information refer to [Part 4](#) of these Rules and Regulations. For billing information refer to [Part 5](#) of these Rules and Regulations.

## **PART 2     METERS**

### **I.    METER INSTALLATION REQUIRED FOR CERTIFICATE OF OCCUPANCY**

- A. Meter Supply and Installation. Water and Sewer Maintenance supplies and installs residential and commercial meters one inch (1") or smaller. Commercial property owners are responsible for supplying and installing commercial meters 1 ½" or larger under the inspection of Water and Sewer Maintenance. An approval of a Certificate of Occupancy (CofO) by Water and Sewer Maintenance will not be issued until a meter is installed and inspected. Failure to arrange for a meter installation or inspection shall result in cessation of services with turn-off/turn-on fees, as established in [Part 5.IV](#) of these Rules and Regulations.

### **II.   ACCESS TO METERS**

- A. All customers shall maintain adequate access to meters for reading and maintenance purposes. Shrubbery shall be pruned as necessary to allow meter reading. Any new construction such as decks, porches, and garages shall not hinder meter access and meters shall be relocated, if required, as determined by the County, at customer cost. The meter and the associated appurtenances located inside of a building shall be accessible for reading, repairing or replacement. The customer shall remove any obstructions such as access panels, furniture, or other items prior to arrival of Water and Sewer Maintenance staff. If a meter must be relocated due to inadequate access, the property owner shall pay the cost of relocation at the rates established in [Part 5.II](#) of these Rules and Regulations.
- B. When access is inadequate, the Division of Water and Sewer shall notify the customer by certified mail. The customer shall have thirty (30) calendar days to correct the reason for inadequate access. Failure to correct the inadequate access will result in cessation of service with turn-off/turn-on fees as established in [Part 5.IV](#) of these Rules and Regulations.
- C. Harford County retains ownership of all meters used for County billing. It will be necessary from time to time to gain access to a customer's property for the purpose of repairing, retrofitting, replacing, checking or re-reading a meter and or appurtenances

related to the water and sewer equipment. Water and Sewer Maintenance will work with the customer in trying to set up a mutually satisfactory time for this work. Should the customer fail to grant Water and Sewer Maintenance staff access to their property for this purpose, a certified letter will be mailed to the customer giving fifteen (15) days to set up an appointment, and forty-five (45) days to have the work completed. Failure to do so will result in cessation of service with turn-off/turn-on fees as established in [Part 5.IV](#) of these Rules and Regulations. Refer to Harford County Code §256.20.E for details of sufficient access to metering equipment.

### **III. CUSTOMER REQUEST FOR METER TESTING**

- A. If a customer or property owner believes the water meter is reading improperly, and requests that it be tested, Water and Sewer Maintenance shall test the meter subject to the conditions stated below:
  - 1. The property owner will be invited to witness the test.
  - 2. The property owner agrees to pay for testing if the meter is found to be reading properly.
  - 3. The meter will be removed and tested. A meter test shall be deemed acceptable if, at normal rate of flow, the meter registers not less than ninety-eight and a half percent (98.5%) and not more than one hundred and one and a half percent (101.5%) of the water that actually passes through it.
  - 4. If the meter fails the test, the property owner will not be charged the test fee, and the meter will be repaired or replaced.
  - 5. Meter Testing Charges are as shown in [Part 5.III](#) of these Rules and Regulations.

### **IV. WATER SERVICE LINES AND METER SIZING**

- A. The following water service lines and meter sizes will be used in the Harford County water system:

<u>Service Line</u>	<u>Meter Size</u>	<u>Maximum.Flow Rate (GPM)</u>
3/4"	5/8"	25
1"	3/4"	35
1 ½"	1"	70
2"	1 ½"	105
2"	2"	160

## **V. MODIFICATIONS, UNAUTHORIZED COMMENCEMENT, AND TAMPERING**

- A. No unauthorized modifications are allowed to any meter installation. Any meter installation found to have unauthorized modifications will be repaired at the customer's cost at the rates established in [Part 5.X](#) of these Rules and Regulations. Refer to Harford County Code §256.20.D for authority to charge fees for unauthorized commencement or tampering with meter or appurtenances. These fees are established in [Part 5.IV.E](#) of these Rules and Regulations.
- B. Adjustments in past billings may be required to ensure that appropriate water consumption fees are charged.

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## **PART 3     COLLECTION AND DISTRIBUTION SYSTEM**

### **I.    MISS UTILITY MARKING PROCEDURES**

- A. The Division of Water and Sewer is a member of the [Miss Utility](#) program and will mark water and sewer mains that have been declared operational, even if they have not yet been accepted by the County as an asset. However, the lateral service lines to individual lots will not be marked unless the lots are graded in accordance with County requirements at the time the lines are declared operational and the County can effectively determine the location of the lines.
- B. Existing state statute allows the County to collect funds to offset expenses incurred for locating water and sewer mains. By mandate of the statute, contractors shall pay the fee for such location. Fees do not apply to an owner of a private residence who excavates entirely on the land upon which the private residence is situated.
- C. Requests for Miss Utility location markings will be billed at the rate stated in [Part 5.IX](#) of these Rules and Regulations.

### **II.   WATER AND SEWER SERVICE PIPE – LIMIT OF RESPONSIBILITY**

- A. The County shall own and maintain the portion of the service pipe from the main to the sewer cleanout, curbstop, or meter vault located at the boundary line of the easement, public road, or street, under which the main is located, and generally depicted on the construction drawings or service application. Such boundary line will generally be the property line. The limit of County responsibility is indicated in the Standard Details.
- B. The property owner shall install and maintain that portion of the service pipe from the end of the County's portion as stated in paragraph A above, to the structure on the premises served. It shall be constructed of approved materials and shall be installed and maintained in accordance with accepted good practices and in conformance with applicable codes or governmental regulations. If the property is equipped with a stack connection, the entire wye fitting shall be the responsibility of the property owner. All governmental approvals must be obtained before the connection can be made to the County utility.

### **III. SEWER BLOCKAGES**

- A. County Responsibility. The County is responsible for correcting any sewer blockages that occur from the property line (clean out) out into the County system.
- B. Property Owner Responsibility. The property owner is responsible for the maintenance of the sewer line that runs from the property line (clean out) to the house or other structure. Any blockage in the property owner's line and damages that result from a back-up caused by said blockage which flows into the house or other structure, is also the responsibility of the property owner.
- C. Substances that damage or cause blockages in sewers shall not be introduced into the sewer system. These substances include, but are not limited to:

- Fats, oils, or grease
- Glass
- Metal
- Seafood shells
- Stone
- Lubricating oil or grease
- Gasoline
- Diapers, rags or cloth
- Flushable or disposable wipes
- Plastic objects
- Kitty litter
- Explosives
- Flammable material
- Strong chemicals (e.g. chemicals with hazardous warning labels such as pesticides, herbicides and acid bases.)
- Caustic or toxic cleaning solutions such as oven cleaners

### **IV. WATER LEAKS**

- A. County Responsibility. Harford County is responsible for correcting any water leaks between the water main and the property line (curb stop or outside meter vault).
- B. Private Property Responsibility.
1. The property owner is responsible for correcting any water leaks on the property owner's side of the curb stop or outside meter vault and in other areas on the property. Limits of responsibility for Harford County maintenance are indicated in the Standard Details.



2. When in the opinion of the County, an obvious or visible leak occurring on private property may cause damage, nuisance or possible danger to private or public property, the Division of Water and Sewer shall turn-off the water as soon as possible at the property line. The customer will be notified and will be responsible for correcting the leak before service is restored. The Treasury Department will be advised of such leaks and no turn-off/turn-on service fees will be charged.
3. When a minor leak is detected on private property, Division of Water and Sewer personnel shall notify the customer of the problem and allow a period of three (3) calendar days for taking action to correct the leak. After three (3) calendar days, the service will be discontinued and shall not be restored until the leak is repaired and no turn-off/turn-on service fee will be charged. The Chief of Water and Sewer for Maintenance may grant an extension of up to three (3) additional calendar days provided that the customer demonstrates extenuating circumstances.

## **V. ILLEGAL CONNECTIONS INTO THE SANITARY SEWER OR WATER SYSTEM**

- A. No connection will be authorized to the County sanitary sewer system or water system other than facilities that have received approval from the Division of Water and Sewer, have paid their appropriate connection charges and have been issued a plumbing connection/service permit.
  1. Unauthorized types of connections or discharges include, but are not limited to, sump pumps, down spouts, floor drains, French drains, swimming pools, outside drains, and inlets. Under no circumstance shall any of these types of discharges be connected to the public sewer system.
  2. The connection of condensate drains into the public sanitary sewer system is prohibited.
- B. If an illegal connection is found, the property owner shall be responsible for all costs associated with proper disconnection of illegal types of discharges and the proper reconnection of legal discharges. Property owner shall also be required to pay any and all applicable hookup charges, connection fees, user fees and any penalty that may apply. These fees shall begin from the date that the illegal connection was originally made or, if that cannot be determined, on the date the connection was discovered.

## **VI. FIRE BOOSTER PUMP OPERATION AND ON-SITE STORAGE**

- A. General. Periodic testing of private fire protection systems and filling of private on-site storage tanks can create a substantial demand on the public water system and, therefore, shall be conducted only with County approval and coordination.
- B. Requirements. A commercial water service or fire service customer connected to the County water system, may not install, test or conduct periodic exercising of a private on-site fire storage and fire booster pump system unless the property owner has complied with the following requirements.
  - 1. If periodic (daily, weekly, monthly or yearly) testing of a fire system requires the use of water from the County, the customer shall submit the following information with the Commercial Service Application (CSA) for the property:
    - a. Type of Test
    - b. Duration of Test (Time)
    - c. Required Flow Rate (in GPM)
    - d. Total Water Required (Gallons)
    - e. Schedule for Testing
    - f. Plan for the Discharge/Disposal of Test Water
    - g. Indication of Automatic or Manual Operation
  - 2. Harford County shall review the CSA and shall have the authority to approve the application, reject the application or request additional information or clarification. A fire storage or fire booster pump system shall not be installed or operated until the CSA is approved.
  - 3. Prior to conducting any testing or periodic exercising of a private on-site fire storage and fire booster pump system, the customer shall provide notice to the County at least three (3) business days prior to the test or activity. County reserves the right to:
    - a. Require rescheduling of the time or date of the test;
    - b. Modify the allowed flow rate during the test;
    - c. Modify the duration of the test in the event that existing water system parameters

or operating conditions, in the opinion of the County, make testing inadvisable. Testing or exercising shall not proceed until the County approves the activity after receiving notice.

- C. Compliance. Failure to comply with the above requirements will result in discontinuation of the fire line service. In addition, it is punishable as a misdemeanor, subject to a fine as stated in Harford County Code §256-54 Violations and Penalties, or is punishable via issuance of a civil citation in accordance with Harford County Code §1-23, General Penalty.

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## **PART 4     ANNUAL WATER AND SEWER ASSESSMENTS**

### **I.    GENERAL**

- A. Annual Assessments shall, where established by law, be levied to pay for costs associated with water and sewer system construction, establishment and improvements, and the related debt service payments according to Harford County Code §§256-27 and 256-42.2.

### **II. ASSESSMENT TYPES**

#### **A. User Benefit Assessment (UBA).**

- 1. After a property is connected to a service, an annual UBA shall be imposed in accordance with Harford County Code §256-45.2. The UBA shall continue for the established term regardless of the status of the service.
- 2. The County may require the payoff of the UBA prior to building permit and plat approvals from the Division of Water and Sewer if the existing service is to be abandoned or has been abandoned, or the original property with the service is being consolidated into other properties. The payoff amount must be requested in writing from the Department of the Treasury, Water and Sewer Billing and will be calculated at the full annual value times the remaining years.

#### **B. Front-Foot Benefit Assessment.**

- 1. Properties connected to water or sewer mains classified as a Front Foot Basic Main will be charged an annual assessment of \$1.00 per front foot for water and \$1.30 per front foot for sewer.
- 2. The County may require the payoff of a Front-Foot Benefit Assessment prior to approvals from the Division of Water and Sewer if the existing service is to be abandoned or has been abandoned, or the original property with the service is being consolidated.

#### **C. Other Benefit Assessments.**

1. Other methods of assessment are provided in Harford County Code §256-30 Method of Assessment and §256-42.5. All assessments for a project using one of these methods will have a common termination date regardless of the date of connection for each individual property, unless earlier paid off as follows.
2. Payoff of a Benefit Assessment will be required when a property is benefited by main(s) other than the one constructed originally for the property.
3. When allowed by Harford County Code, payoff of the Benefit Assessment will be considered when requested in writing to the Water and Sewer Billing office by the property owner.

#### D. Fire Hydrant Assessment

1. Properties, improved or unimproved, benefited by the placement of hydrants on Maryland American Water lines, will pay a fee at least once per fiscal year or as the Treasurer may direct, equal to the amount computed by the following formula:

Annual Rental Charge per Hydrant	X	Number of Hydrants in Area Benefited	+	25% Administrative Costs
Number of Properties in Area Benefited				

2. Properties are hereby defined as "benefited" when they are within a six hundred foot (600') radius of a hydrant, unless the fire hydrants were installed by a developer-initiated and approved petition. For developer-initiated petitions, any properties that are within the original development boundary will be defined as "benefited". Existing properties outside of the developer-initiated petition will not be defined as "benefited" for these newly installed fire hydrants and in turn will not be charged a fire hydrant rental fee from the County.
3. The fee will be assessed based on the annual rental charge listed per hydrant in the tariff approved for Maryland American Water, or its successor or assign, by the Maryland Public Service Commission.

### **III. ADJUSTMENTS**

- A. It is the responsibility of the County Treasurer to review benefit assessments that meet the criteria specified in Harford County Code §256-28 at least biannually to ensure that all assessments will provide the requisite amount of money to defray the expenses of the capital improvements. Any increase in an assessment must be approved by the County Council. Adjustments will be proposed when the difference exceeds the yearly bill, by a maximum of ten percent (10%), starting with the next billing cycle. Where it is determined that the assessment can be decreased, the County Treasurer may, at his or her sole discretion, determine that, instead of lowering the annual assessment per year, it is in the best interest of all concerned to shorten the term of the assessment.

### **IV. SPECIAL CONDITIONS**

- A. All assets of the Water and Sewer enterprise fund are exempt from paying any assessments.
- B. With the exception of County libraries, Harford County owned properties, other than Water and Sewer enterprise fund assets, are required to pay all assessments, benefit assessments and user benefit assessments in full at time of connection.
- C. State and federally owned properties are required to pay all assessments in accordance with the required terms.
- D. Assessments for property, which is the site of a fire station, shall be treated in accordance with the Harford County Code.
- E. Prior to January, 1978, there were certain exemptions such as churches and other non-profit organizations. However, since January, 1978, no further exemptions to the payment of assessments are allowed, except as provided herein and in the Harford County Code.

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## PART 5 BILLING AND COLLECTING

### I. WATER AND SEWER HOOK-UP CHARGES

A. General. Water and Sewer hook-up charges consist of all one-time charges which must be paid to become a customer and include capital charges, recoupments, surcharges and policy charges. The charges/fees shall be collected at the time specified in [Section I.D](#) of this Part, at the rates that are in effect at the time the actual physical connection is made or anticipated to be made. Pre-payment or a partial payment of the hook-up charges do not prohibit the County from collecting full payment of the hook-up charges at the rates that are in effect at the time the actual physical connection is made to the County system. In the event that the actual water and sewer hook-up charges owed are greater than the amount paid at application for the plumbing connection permit, the property owner shall pay the difference to the County prior to the County approving the Certificate of Occupancy. For existing homes, the property owner shall pay the difference to the County at time of connection.

B. Types of Hook-Up Charges.

#### 1. Capital Charges (General Charges)

Water Connection Charge (Water Area Charge) (Bill 80-84)	\$650
Sewer Connection Charge (Sewer Area Charge) (Bill 80-84)	\$450
Water Surcharge (Bill 87-19)	\$450
Sewer Surcharge (Bill 87-19)	\$100
* Water System Development Fee (Bill 20-002)	\$5,226
* Sewer System Development Fee (Bill 20-002)	\$10,803

\* The System Development Fees apply to all properties connecting to public water or sewer, that are served by a County treatment facility. The fees listed above are as of FY25, July 1, 2024 and increase four and one half percent (4.5%) each July 1st in accordance with Harford County Code §256.45.4. Contact Water and Sewer Billing or Water and Sewer Administration for current rates.

2. Other Charges include, but are not necessarily limited to, recoupments, surcharges and policy charges listed and described in [Part 11](#) of these Rules and Regulations. These charges are applied based on the location of the property connecting to

County water and/or sewer and are calculated at the rate stated in [Part 11](#) of these Rules and Regulations and any applicable agreement.

C. How Hook-Up Charges are Applied.

1. General. The two forms listed below are referenced throughout the following section. The forms are available at the hyperlinks below, and also at the Division of Water and Sewer [website](#).

[Residential Fixture Count Form with Values](#)

[Commercial Fixture Count Form with Values](#)

2. Residential Use – Domestic Demand Only. Hook-up charges shall be collected in accordance with Harford County Code §§256-44, 256-45.1, and 256-45.4 and as detailed below for each approved residential dwelling unit behind the County water meter or sewer service.
  - a. All residential customers utilizing a 5/8" or 3/4 " water meter, shall be charged one (1) full set of Capital Charges and, if applicable, one (1) full set of Other Charges. Refer to [Part 11](#) of these Rules and Regulations.
  - b. All residential customers utilizing a 1" water meter shall be charged two (2) full sets of Capital Charges and, if applicable, one (1) full set of Other Charges. Refer to [Part 11](#) of these Rules and Regulations for Other Charges. All residential customers that utilize a water meter 1 1/2" or larger shall be charged Capital Charges and Other Charges in accordance with [Table 5.1](#) titled Schedule of Peak Demands, Meter Capacities and Hook-up Charges.
  - c. Residential Condominiums and Residential Apartments have been determined to utilize ninety percent (90%) of peak flow as it relates to an equivalent dwelling unit (EDU). Therefore, these style units shall be charged Capital Charges based on ninety percent (90%) of the number of units, rounded up to the next whole number. Other Charges are assessed based on the total number of units. If a residential condominium or apartment complex has onsite fire protection equipment, an irrigation system, or other water using fixtures, additional hookup

charges will apply. To calculate, refer to [5.I.C](#) of this Part.

- d. In the case of an existing residential use with an existing/proposed business use where it is occupied as a residence and as a business, a field audit of the fixture count shall be performed before the Division of Water and Sewer can approve a plumbing connection permit. All residential fixtures shall be counted using the [Residential Fixture Count Form with Values](#) and all commercial fixtures shall be counted using the [Commercial Fixture Count Form with Values](#). The fixtures shall be added together and if a 3/4" or smaller water meter can accommodate the proposed use of the property, as defined by [Table 5.1](#), charges shall be assessed as a residential customer. When the fixture count or peak demand of the property requires the use of a meter larger than 3/4", the County shall utilize [Table 5.1](#) to determine charges based upon the applicable fixture count or peak demand information.

### 3. Commercial Use – Domestic Demand Only.

- a. Domestic Peak Flow Calculation – Fixture count values and hook-up charges shall be counted and collected as stated below for each commercial unit behind the County domestic water meter or sewer service, unless otherwise noted. The domestic peak flow will be based on fixture count values of all water-using fixtures and equipment connected to or proposed to be connected to a water main or discharging into the sewer system. Values are counted for rough-ins. Credits may be granted for fixtures that are cut, capped and inspected under a plumbing cut and cap permit and verified by a field audit. Domestic fixture count values will be calculated in accordance with the [Commercial Fixture Count Form with Values](#) and [Table 5.1](#). One (1) set is equal to 1-30 fixture count values; two (2) sets are equal to 31-60 fixture count values and so on. All fixture count values will be rounded up to the next whole set. No pro-rated or partial sets will be granted. The domestic meter size shall correspond to the total number of fixture values behind the domestic meter.
  - i. In cases where a fixture is not listed on the [Commercial Fixture Count Form with Values](#) then a fixture value will be determined by the line size serving the water-using fixture, and added to the [Commercial Fixture Count Form with](#)

[Values](#) in order to determine the total fixture count values behind the domestic meter.

- ii. In cases where specialty equipment is or will be connected (e.g. processing, manufacturing, or other equipment not listed on the [Commercial Fixture Count Form with Values](#)), the fixture value will correspond to the peak gallons per minute that the equipment utilizes as described in the manufacturer's engineering information. Using the peak demand information, the County will utilize [Table 5.1](#) to determine the corresponding number of fixture units served by the specialty equipment, and add it as a value to the [Commercial Fixture Count Form with Values](#) in order to determine the total fixture count values behind the domestic meter.
- iii. In cases where no manufacturer's specification is provided, then the Division of Water and Sewer may utilize the meter size to determine the number of hook-up charges due.
- iv. In cases of hotels and care facilities, such as hospitals and assisted living facilities, the County will utilize the [Residential Fixture Count Form with Values](#) to assess the fixture count values of each type of private room, and then add the total fixture count values for all rooms to the [Commercial Fixture Count Form with Values](#) in order to determine the total fixture count values behind the domestic meter.
- v. In cases of daycare centers and schools, the County will utilize the [Commercial Fixture Count Form with Values](#) to count all fixtures as values based on Employee Use Only.
- vi. In cases where there is a master water meter serving commercial condominiums, the fixture values and payments of hook-up charges shall remain credited to the property owner of each commercial condominium.
- vii. In cases where a change-in-use has occurred from an existing residential use to a business use (commercial), an informational field audit will be required and the County will utilize the [Commercial Fixture Count Form with Values](#) to count all fixtures proposed and existing.

- viii. In cases where a shell permit is applied for with no plumbing and no Certificate of Occupancy (CofO) requiring approval from the Division of Water and Sewer will be issued, no hook-up charges will be due prior to approval of the shell permit. If any plumbing permits (inside or connection) are applied for associated with the shell permit, then hook-up charges must be paid prior to the issuance of the plumbing permit.
- ix. In cases where the meter is intentionally oversized by the applicant, the applicant will be charged for the lowest number of equivalent sets which the meter is able to serve based on [Table 5.1](#).
- x. The domestic peak equivalent water sets will also determine the number of sewer charges, minus any hose bibs which are located outside the building.

#### 4. Commercial Use – Fire Flow Calculation.

- a. General. Fire flow peak demand to calculate fire flow hook-up charges will be derived from the total gallons per minute demand of any and all fire protection equipment, e.g., hose streams, fire pump, private fire hydrants, and fire sprinkler systems. The charges will be based on the number of sets calculated after evaluating the peak fire flow calculation method for the property. Where fire protection is required for a property, a property owner will be required to complete a Commercial Service Application (CSA) indicating fire flow information on the Fire Service page of the CSA. By using the information provided on the Fire Service page of the Commercial Service Application and the approved Site Utility Plan, fire flow charges will be determined as follows:
  - i. In cases where the property does not require a fire pump, the County will add together the gallons per minute of the three (3) items listed below:
    - If the property has private on-site fire hydrants, a maximum of two private on-site fire hydrants will be assigned a value of five hundred (500) gallons per minute each and added to the peak fire demand on the CSA; and
    - The Total Sprinkler System's gpm, if there are more than one building in the complex then the maximum single building sprinkler demand will be used; and

- The gallons per minute for a hose stream, if applicable.
- ii. In cases where the property requires a fire pump, the County will add together the gallons per minute of the two (2) items listed below:
- The rated capacity of the fire pump. The hook-up charges will be based on one hundred percent (100%) of the rated capacity of the fire pump; and
  - If the property has private on-site fire hydrants not served by the fire pump, a maximum of two (2) on-site private fire hydrants will be assigned a value of five hundred (500) gallons per minute each and added to the rated capacity of the fire pump.
- iii. Following completion of the evaluation using the steps above, divide the peak demand by one hundred (100), and round up to the next whole number. For every one hundred (100) gallons per minute of fire demand, one equivalent unit of water hook-up charges (no sewer hook-up charges will be assessed for fire flow demand, unless for some reason the fire equipment is plumbed to the sewer line) will be due. This calculation will be utilized whether the system is a closed, open or combined. All combined and open systems must be metered.
5. Irrigation Systems. The water demand for irrigation systems will be determined by the manufacturer's literature, the number of heads designed to operate simultaneously, and the gallons per minute flow rate delivered to each head.
- a. If the irrigation system is served by the domestic meter, then the maximum flow rate of the system will be correlated to [Table 5.1](#) and the corresponding fixture value will be added to the total Domestic Peak flow to determine the total amount of water hook-up charges due.
- b. If the irrigation system has a separate meter, then the corresponding fixture value will be rounded up to the next whole number in determining the number of sets of water hook-up charges due.

**SCHEDULE OF PEAK DEMANDS, METER CAPACITIES  
AND HOOK-UP CHARGES – Table 5.1**

Each Meter Connection

Peak Demand GPM**	No. of Equivalent Fixture Units Served at Peak Demand**	# of Sets of Hook-Up Charges per Fixture Count or Peak Demand	Minimum Meter Size*
20	30	1	5/8"
30	60	2	3/4"
40	90	3	1"
50	120	4	1"
70	150	5	1-1/2"
75	180	6	1-1/2"
87	210	7	1-1/2"
100	240	8	1-1/2"
105	270	9	2"
110	300	10	2"
115	330	11	2"
120	360	12	2"
125	390	13	2"
130	420	14	2"
135	450	15	2"
140	480	16	2"
145	510	17	2"
150	540	18	2"
153	570	19	2"
160	600	20	2"
164	630	21	3"
(@ 4 gpm to 350)	(@ 30 F.U. to 2100)	(to 70)	3"
(@ 4 gpm to 630)	(@ 30 F.U. to 5250)	(to 175)	4"
(@ 2.5 gpm to 1300)	(@ 30 F.U. to 12000)	(to 400)	6"
2000	19,200	640	8"

- \* Meter sizes based upon AWWA maximum safe-operating capacities with normal pressure at meter.
- \*\* Peak Instantaneous Demand based upon diversity curves for gpm versus fixture units, American National Standard, Uniform Plumbing Code, American Society of Mechanical Engineers, 2009. (Values beyond 500 gpm obtained by geometric extension.)

NOTE: Hook-Up Charges are determined by entering the Customer's Fixture Unit Count into the Schedule or, if Fixture Unit Count is unavailable, by entering the Customer's Peak Demand in terms of gpm into the Schedule; then, using that quantity if listed, or the next larger fixture count or gpm demand listed, follow across the Schedule to the number of hook-up charges. Note that demands and hook-up charges beyond 630 fixture units and 164 gpm continue to be listed in increments of 30 fixture units, 4 gpm, and 2.5 gpm.

D. Payment of Hook-Up Charges. If proposed residential or commercial properties are to be connected to water or sewer services that are operational, the hook-up charges shall be paid before a plumbing connection permit can be issued. If the water or sewer services are not operational, but the proper performance security has been posted, the hook-up charges shall be paid before the building permit can be approved by Water and Sewer Administration.

1. Residential. Two (2) business days notice must be given to Water and Sewer Administration before hook-up charges can be paid. When giving this notice, the following minimum information must be provided:
  - a. Property owner(s) name
  - b. Property address
  - c. Lot number of property
  - d. Subdivision
  - e. Type of dwelling
  - f. Water meter size
  - g. Type of fire sprinkler system (feed by municipal water source or stand-alone tank)
  - h. Name of contact person and telephone number
  - i. Date, two (2) business days or more after request, that the invoice is needed.
  - j. Water and Sewer Administration will prepare the hook-up charge worksheet and forward to Water and Sewer Billing to prepare the invoice. Payment shall be made at the Revenue Collections counter or on-line.
2. Commercial. Refer to [Part 1.II](#) of these Rules and Regulations.
3. Commercial Plumbing Permits for Remodeling, Expansions, Retrofits, etc.
  - a. At the time a plumbing permit is issued from the Department of Inspections, Licenses and Permits, for remodeling, expansion, retrofit, etc. to existing structures, a notice will be provided informing the applicant/property owner that



they must request a field audit to be conducted by the Division of Water and Sewer for the purpose of verifying fixture count values once the plumbing work is completed.

- b. When a field audit is conducted to determine the fixture count, as defined in [I.C.2](#) of this Part, the resulting information will be reviewed along with any previously paid fees to determine if any additional hook-up fees are due.
- c. Water and Sewer Administration shall prepare the hook-up charge worksheet and forward to Water and Sewer Billing. Water and Sewer Billing will prepare an invoice and bill the property owner. The hook-up charges must be paid prior to the release of the Certificate of Occupancy. Unpaid hook-up charges can result in a lien being placed against the property.

4. Financing of Capital Charges.

- a. Capital Charges, as defined in [I.B.1](#) of this Part, for existing residential dwelling units may be financed over a five (5) year period and the interest charges on any unpaid balance shall be the prime rate of interest as identified in the Wall Street Journal plus two percent (2%) per year.
- b. The Other Charges (Recoupments, Surcharges, Meters, and Policies as defined in [Part 11](#) of these Rules and Regulations) are not included in this payment option and must be paid in full at the time the initial hook-up charge payment is made or as provided in [Part 11](#).
- c. Hook-up charges cannot be financed for commercial properties, new residential dwelling units or multi-residential units such as apartments and condominiums. Refer to Harford County Code §256-12.A.

## II. METER AND INSTALLATION CHARGES

- A. In accordance with Harford County Code §256-20.B, the following charges for the furnishing and installation of a meter and an Encoder Receiver Transmitter (ERT) shall be collected when hook-up charges are paid.

<u>METER SIZE</u>	<u>CHARGE</u>
5/8"	\$ 320.00
3/4"	\$ 365.00
1"	\$ 395.00

- B. For meters larger than 1", a charge of one hundred dollars (\$100.00) for furnishing and installation of an ERT shall be collected when hook-up charges are paid.
- C. Charges for meters 1 1/2" and larger will be calculated at the time the engineering estimate is made and shall include required fittings, etc.

### **III. METER AND BACKFLOW PREVENTER TESTING FEE**

- A. Residential Water Meter Tests. If requested by the customer, residential water meters sized 5/8", 3/4" and 1" will be removed from the property and tested by Water and Sewer Maintenance. The cost for the test is one hundred and forty dollars (\$140.00).
- B. Backflow Preventer and Other Water Meter Tests. If requested by the customer, backflow preventers and water meters other than the residential meters noted above will be tested in place. The test will be performed by a third party testing firm under contract with the County. The cost for the test will be the contract price for the testing firm, plus the labor cost for the County employee that supervises the test.
- C. Procedure. If the test is requested by the customer, the customer shall acknowledge in writing the required payment of fees prior to the County testing a meter or backflow preventer. For details on customer meter testing, see [Part 2.III](#) of these Rules and Regulations.

### **IV. WATER OR SEWER USAGE BILLING**

- A. Responsibility of Property Owner.
  - 1. The owner of the property will be billed for water and sewer usage. Tenants are not billed with the exception of existing tenant accounts established prior to November 11, 1987, which are non-transferrable. It is the responsibility of the property owner to pay the bill as unpaid bills are a lien against the property and delinquencies will result in additional charges and tax sale.

2. The property owner must inform Water and Sewer Billing of any change of address.

B. Delinquent Bills and Service Turn-offs.

1. Bills become delinquent after thirty (30) calendar days from the billing date. A five percent (5%) late penalty is computed and charged based on the unpaid balance.
2. Within twenty (20) calendar days after the above thirty (30) calendar days has elapsed, a past due notice will be mailed to the property owner giving an additional fourteen (14) calendar days to settle the account. The turn-off date is printed on this notice. If the property address is different from the owner's address, a copy of the past due notice is sent to the property address.
3. Failure to receive a notice does not excuse the nonpayment of charges. Should an account remain unpaid by close of business on the day before the scheduled turn-off date on the past due notice, water service will be interrupted.
4. The fifty dollar (\$50.00) turn-off/ turn-on service fee, as per Harford County Code §256-19.C, will be assessed if one or more of the following conditions apply:
  - a. The total amount due exceeds the amount of the turn-off fee with the exception of returned checks.
  - b. The payment or confirmation number from a payment service was not received by 5:00 p.m. on the day prior to the scheduled turn-off date.
  - c. The payment was left in the night drop box and was not collected by the Bureau of Revenue Collections until the scheduled turn-off date.
  - d. The turn-off work order was generated by the system.
5. The past due amount must be paid before service is restored. The turn-off/ turn-on service fee may be deferred until the next billing statement.
6. When water must be turned off at:
  - a. A facility serving food to the public, Water and Sewer Maintenance will notify the Health Department.
  - b. A children's day care center, Water and Sewer Maintenance will notify the

Maryland State Department of Education.

C. Discontinuation of Water or Sewer Service and Billing.

1. Temporary

- a. When the property owner requests that their water be turned off, a fifty dollar (\$50.00) turn-off service fee will be charged as per Harford County Code §256.19.C. This request must be made in writing acknowledging the fifty dollar (\$50.00) turn-off service fee as well as awareness that, under the Livability Code, if a tenant resides on the property, the failure to provide potable water and sewage disposal may be a violation. Service will be turned off within forty-eight (48) hours after receipt of notice or on the date requested by the property owner.
- b. When a service has been interrupted or discontinued and a request has been made to restore service, payment of all outstanding balances as well as a written authorization from the property owner must be received in Water and Sewer Billing.
- c. If the property is a sewer customer only, a flat rate bill will still be applicable until abandonment procedures have been adhered to.

2. Permanent. Prior to the discontinuation of water or sewer service and the cancellation of a billing account, the property owner shall:

- a. Follow the procedures as stated in [Part 1.V](#) of these Rules and Regulations; and
- b. Pay any outstanding Benefit Assessments or User Benefit Assessments in full in accordance with [Part 4.II](#) of these Rules and Regulations.

D. Payment Schedules.

1. Water and Sewer Billing will work diligently with all customers in an effort to get bills paid without resorting to turning off service. This includes making reasonable payment plans based on the customer's credit history with Water and Sewer Billing.
2. Payment plans will be granted to property owners who have experienced leaks or have extremely high water/sewer bills.

3. Customers who do not follow the terms of the payment plan or default on the agreed payment terms will be subject to cessation of service and a turn-off/ turn-on service fee in accordance with [Section IV.B](#) of this Part. The payment plan, upon breach of its terms, will be considered null and void and the entire amount owed will be past due, with penalties, and must be paid before the service is restored.

E. Unauthorized Commencing or Restarting of Water Service and Meter Tampering.

1. Unauthorized commencing or restarting of water service after turn off by the County is prohibited and is subject to a fee of not more than one hundred dollars (\$100.00) per incident. Tampering with a service, meter, curb stop or its appurtenances is not permitted and subject to a tampering fee of no more than three hundred dollars (\$300.00) per incident, as per Harford County Code §256-20.D. All costs are the responsibility of the property owner and the property owner will also be charged for water and sewer usage based on the last full average daily consumption.
2. The County reserves the right to charge for all costs associated with the cessation of service.

F. Restoration of Service.

1. Water and sewer staff, including meter mechanics, will not accept any payments.
2. Customers whose service has been discontinued must pay delinquent bills at the Bureau of Revenue Collections or by electronic payment through the County's third-party processor.
  - a. Payment must be received prior to 12:00 p.m. and, if paid electronically, the customer must call in a confirmation number from the County's third-party processor to Water and Sewer by 12:00 p.m. to have the service restored the same day.
  - b. Bills paid after 12:00 p.m. will have service restored on the next County business day (Monday through Friday, 7:00 a.m. to 3:00 p.m.).
  - c. If the service has been off for more than twenty-four (24) hours, an appointment

must be made with Water and Sewer Maintenance for restoration of service.

G. Special Meter Readings and Home Inspections.

1. In the case of a special meter reading, a written request from the property owner is required and a service fee of fifty dollars (\$50.00) will be charged. A minimum of twenty-four (24) hours' notice is required for a special meter reading.
2. When a service has been turned off and a home inspection has been scheduled prior to a property settlement, a written request from the current property owner must be received in Water and Sewer Billing along with a completed application for temporary service and the service fee must be paid prior to the service being restored. Service will be left on for seventy-two (72) hours.

H. Returned Payments.

1. Customers presenting a payment to the County that is later returned or not honored, for any reason, will receive a letter from Water and Sewer Billing allowing eight (8) calendar days to fulfill their payment obligation, in addition to a returned payment fee in the amount authorized by Maryland Commercial Law §15-802(b)(2). Payments must be made by cash, money order, certified funds or credit card.
2. Customers who fail to make the payment within the eight (8) days specified above will have their service interrupted and will be charged the turn-off service fee plus the returned payment fee.
3. Payments for water and sewer usage charges must be made by cash, money order, certified funds or credit card for a period of twelve (12) months following the receipt by the County of a returned or not honored payment for that account.
4. In the event that service has been interrupted to a property and the customer presents a payment to the County to have service restored that is later returned for any reason, service to that property will be interrupted with no prior notice.
5. In the event that a payment made during a penalty period is returned for any reason, service to the property may be interrupted with no prior notice and additional fees may be incurred.

I. Adjustment of Water or Sewer Bills.

1. No legitimate water/sewer bill will be abated. If a bill is in dispute prior to turn-off date, service will not be interrupted as long as payment is made equivalent to an average bill for the two (2) preceding billing cycles. The County Treasurer or designee will resolve such disputes after obtaining all pertinent information from the Division of Water and Sewer.
2. Water Leaks or Breaks
  - a. Inside: In the event of an inside water leak or break that produces a bill that is more than three (3) times the average bill for the same billing cycle for the preceding two (2) years, an adjustment may be made to the bill upon submission of documentation, by the customer, and evidence that the leak or break has been repaired or otherwise resolved. Adjustments in these situations shall be at the sole discretion of the County Treasurer or his or her designee and only after an appropriate investigation has been conducted. An adjustment, if granted, will be such that the final bill will be no less than three (3) times the average bill for the same billing cycle for the preceding two (2) years.
  - b. Underground. In the event of an underground leak or break, which produces a bill that is more than three (3) times the average bill for the same billing cycle for the preceding two (2) years, an adjustment may be made upon submission by the customer of evidence that the leak or break has been repaired. Acceptable evidence would be a copy of a licensed master plumber's bill that shows the repair has been made. Adjustments in these situations may be made at the sole discretion of the County Treasurer or his or her designee and only after appropriate investigation has been conducted. An adjustment, if granted, will be such that the final bill will be no less than the average bill for the same billing cycle for the preceding two (2) years. This type of adjustment is not available for high bills due to leaks or breaks from hoses, hose bibs, water faucets, sillcocks or irrigation systems.
  - c. Customers whose bills are less than three (3) times the average bill for the same billing cycle for the preceding two (2) years are not eligible for an adjustment.
  - d. An account that has been adjusted under the above provisions will not be eligible

for a subsequent adjustment until after one (1) full year has elapsed.

### 3. Meter Discrepancies

- a. **Meter Inaccuracy.** If a meter test shows that the meter reading is outside of the allowable range per the applicable American Water Works Association (AWWA) standard for the size and type of meter, reimbursement may be calculated by using the results of the test and for a time period of a maximum of two (2) years to the same customer, e.g. if the test shows that the meter was reading twenty percent (20%) too high, a reimbursement of twenty percent (20%) of payments for the previous two (2) years of bills (maximum) shall be made. At least minimum payments may be required for all billing cycles. There will be no adjustment on the Base Charge, Water Asset Reinvestment Charge (WARC) and Sewer Asset Reinvestment Charge (SARC).
- b. **Remote Indicator Different from Inside Meter.**
  - i. If a remote indicator reading is lower than the inside meter reading, the customer may be billed for the difference for the extra water and sewer service used.
  - ii. If a remote indicator reading is higher than the inside meter reading, the customer shall receive a credit for the difference.
- c. **All Other Malfunctioning Meters.** In cases of malfunctioning meters or reading devices, other than as described above, an account may be billed or adjusted so that the customer is charged the average of the prior two (2) years, if available, before the problem began.

### 4. Other Requirements and Considerations.

- a. In the event that an account has been under-billed or over-billed, the County may adjust the amount owed to reflect the amount of the underpayment for a period of three (3) years or refund for a three (3) year period.



- b. No water or sewer adjustment will be issued for outdoor water use, including but not limited to, the watering of lawns by hose, lawn sprinkler or irrigation systems, or the filling of swimming pools, ponds or other water features.
- c. A deduct meter, also known as a submeter, for the purpose of measuring an amount of water not discharging into the sanitary sewer system is not permitted.
- d. It shall be the obligation of the customer to contact Water and Sewer Billing to provide required documentation of repair costs when seeking remedy under the above provisions. Any objection to the amount of a bill must be raised within six (6) months or two (2) quarters of its issuance or the County will not consider an adjustment.

J. Base Charges Prior to the Installation of a Meter.

- 1. Base Charges including service charges and Asset Reinvestment Charges will be billed to an account starting when the plumbing connection permit passes inspection, which is recorded as the end date on the inspection permit for the connection to the County water and sewer system. These charges may cover a period of time before a meter is installed and before any water is used.
- 2. Charges billed will be those in effect at the time of the billing and based on the size and type of meter to be installed for the account.
- 3. Charges will be billed to the owner of record per the normal billing cycle.
- 4. All outstanding charges shall be paid prior to the transfer of the property.

K. Method for Determining Base Charge Associated with Meter Type.

- 1. Single Meter: For a service that has a single meter, the base charge shall be determined as follows:

- a. Water Base Charge shall be based on the installed water meter size.
  - b. Sewer Base Charge shall be based on the installed water meter size.
- 2. Compound Meter: For a service that has a compound meter with a combined domestic and fire line service, the base charge shall be determine as follows:
  - a. Water Base Charge shall be based on the largest installed water meter size or register actually installed.
  - b. Sewer Base Charge shall be based on the largest installed water meter size or register actually installed.
- 3. Multiple Service Lines.
  - a. For a service that is configured with separate meters for separate domestic and fire line services, the base charge shall be determined as follows:
    - i. Water Base Charge shall be based on the largest installed water meter size.
    - ii. Sewer Base Charge shall be based on the smallest installed water meter size.
  - b. For a service that has an un-metered fire line, the base charge shall be applied as follows:
    - i. Water Base Charge shall be based on the size of the largest water service line serving the property.
    - ii. Sewer Base Charge shall be based on the installed water meter size.
- 4. Contractual Meter Installation: For water and sewer services that are installed or used pursuant to a municipality or private utility system agreement, the base charges shall be determined by the terms of the agreement.
- L. Estimated Bills. In the event a meter cannot be read for any reason, the billing will be based upon an estimated consumption. The estimated consumption is based upon prior consumption.

## **V. RENTAL OR PRIVATELY OWNED FIRE HYDRANT METERS**

- A. County-Owned Fire Hydrant Meters.

1. The deposit and charges for rental of County-owned fire hydrant meters are as follows:

Deposit:

1" meter and hydrant wrench	\$450.00
3" meter and hydrant wrench	\$1,600.00

- The deposit will be refunded when the meter is returned in good condition.
- The deposit shall be forfeited if the meter is not returned.
- The amount refunded will be reduced by the cost to repair any damage to the meter.
- The refunded amount shall be reduced by forty dollars (\$40.00) if the hydrant wrench is not returned.

Rental:

1" meter	\$4.00 per day
3" meter	\$10.00 per day

- B. Privately Owned Fire Hydrant Meters. Privately owned hydrant meters may be registered with Water and Sewer Maintenance for use with County-owned hydrants.

1. An application for Registration of Privately Owned Hydrant Water Meter can be obtained from Water and Sewer Maintenance. The completed application shall be provided to the County along with the meter for inspection. Upon approval, a registration will be issued allowing use of the meter.

C. Usage Charges and Fees.

1. Water usage charges shall be paid in accordance with the following:

Water Consumption Fee =

$$\frac{\text{\# of gallons used}}{1,000} \times \text{wholesale water rate} + \frac{\text{purchased water adjustment charge}}{1,000}$$

- There is no minimum usage requirement.
- Wholesale water rates shall be the rate in effect at the time of meter reading, as approved by the County Council
- Purchased Water Adjustment Charge, in dollars per thousand gallons, is calculated each billing period in accordance with procedures specified in the County Code.

2. Administration Fee. A twenty-five dollar (\$25.00) administrative fee shall be assessed in each quarterly bill.
3. Penalties for failure to appear for quarterly operational check :
  - a. Forfeiture of deposit
  - b. Return of meter
  - c. One hundred dollar (\$100.00) fee per quarter as referenced in Harford County Code §256-20.F
4. Fire hydrant usage is prohibited except as stated in [Part 6](#) of these Rules and Regulations. The Division of Water and Sewer shall charge a fee of no more than three hundred dollars (\$300.00) per incident for unauthorized use as referenced in Harford County Code §256-20.F

## VI. LABORATORY TESTS

- A. There are times when agencies or industrial users request that laboratory tests be performed for them by Laboratory Support. The Chief of Water and Sewer for Operations will determine if the laboratory can handle the extra tests when requested.

The charges for these tests are as follows:

pH	\$15.00	per test
BOD	\$40.00	per test
Total Suspended Solids	\$15.00	per test
Total Coliform and/or E. Coli	\$35.00	per test
Other	\$40.00	per test minimum

- B. An industrial user shall pay the County three hundred dollars (\$300.00) for each self-monitoring test of the user's discharge(s) conducted by the County at the user's request. This fee covers monitoring for BOD, TP, TKN, TSS, pH, TPH and total oil and grease. Any other test the County is required to perform, in order to determine the compounds or parameters of a discharge shall be charged to the user at the cost to the County to perform the test or have an independent certified lab perform the test in accordance with U.S. Environmental Protection Agency (EPA) and Maryland Department of the Environment (MDE) protocols.

- C. Fees are established as permitted in Harford County Code §256-91 Charges and Fees.

## **VII. WASTEWATER DISCHARGE PERMIT FEE**

- A. Each Industrial user shall pay an initial permit fee of one hundred and fifty dollars (\$150.00) for the processing of any new permit request pursuant to Harford County Code §256-72 Permit Application.
- B. The annual industrial wastewater discharge permit fee shall be in accordance with Harford County Code §157-23.A.

## **VIII. SEPTAGE HAULER PERMIT FEE AND USER CHARGE**

- A. The annual septic hauler permit fee shall be in accordance with Harford County Code §157-23.B.
- B. Septic Systems. A monthly treatment user charge bill shall be calculated from all manifests for a septic hauler based on the quantity of septage discharged during the billing period. The quantity of discharge shall be determined by the capacity of the truck identified in each manifest. The bill shall be forwarded by the County Treasurer to the hauler. This bill shall be based on the current septage charge fee.
- C. Holding Tanks. The septage hauler shall identify on each manifest form the name and address of the property owner of the holding tank and shall note on the manifest the words "holding tank". Bills for loads from holding tanks shall be based on the current sewer usage fee.
- D. Recreation Vehicle. A recreation vehicle may discharge at a septage discharge receiving station upon payment of a treatment fee of three dollars (\$3.00) at the Sod Run Wastewater Treatment Plant Administration Building prior to discharge.
- E. A violation fee of one hundred and fifty dollars (\$150.00) shall be charged to a hauler

who discharges without a manifest.

## **IX. MISS UTILITY LOCATION MARKING CHARGES**

- A. Requests for Miss Utility Location Markings will be billed at the rate of thirty-five dollars (\$35.00) per marking as set by legislation. A fifteen dollar (\$15.00) fee will be charged for any re-marking. These fees are waived for markings requested by a residential property owner.

## **X. CHARGES FOR REIMBURSEABLE WORK**

- A. Review of Plans. In agreement with Harford County Code §§157-21, 157-22, and, 157-31, reimbursable work performed for review of plans will be charged at seventy dollars (\$70) per hour.
- B. Inspections.
  - 1. All water and sewer construction shall be in accordance with [Part 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#). In agreement with Harford County Code §§157-21, 157-22, and 157-31, reimbursable work performed for inspections of construction practices will be charged at sixty-five dollars (\$65) per hour.
  - 2. Certificate of Occupancy Inspections. Initial Certificate of Occupancy inspection is provided at no cost to permittee/builder. All re-inspections will be billed at the rate of fifty dollars (\$50) per visit, payable prior to the issuance of the Certificate of Occupancy.
- C. Other Labor.
  - 1. Routine Work (as defined in [Part 7.II](#) of these Rules and Regulations). Labor, other than review of plans and inspections, performed during routine reimbursable work will be charged at sixty-five dollars (\$65) per hour.
  - 2. Non-Routine Work (as defined in [Part 7.III](#) of these Rules and Regulations). Labor performed during non-routine reimbursable work will be charged at a calculated salary rate per hour that represents all employees on the job site and will be adjusted

each fiscal year based on the percent change in the Consumer Price Index. Treasury calculates this adjusted rate at the beginning of each fiscal year. This adjustment shall reflect the annual change in the “Consumer Price Index” for “All Urban Consumers” for the expenditure category “All Items Not Seasonally Adjusted”, and for all regions. Contact Water and Sewer Maintenance for current rates. The labor rate applies to all working hours and travel time.

D. Equipment Hourly Charges (without operator):

<b><u>EQUIPMENT</u></b>	<b><u>PER HOUR</u></b>
Trouble Truck	\$75.00
Dump Truck	\$75.00
SUV or Van	\$30.00
Pickup with Tools/Utility Body	\$50.00
Backhoe	\$80.00
Loader	\$80.00
Mini Excavator	\$80.00
Skid Steer	\$80.00
Jet Cleaner	\$80.00
Vacuum/Jet Truck	\$200.00
Air Compressor	\$30.00
Trash Pump	\$20.00
Generator	\$20.00
Pipe and Chain Saw	\$20.00
Self-Propelled Road Saw	\$30.00
Arrow Board	\$20.00
Electric Sewer Rodder	\$12.00
Equipment Trailer	\$20.00
Sewer Camera Inspection Truck	\$150.00
Portable/Push Inspection Camera	\$50.00
Tapping Machine	\$25.00
Tanker Truck	\$100.00
Crash Attenuator Truck	\$25.00
Lighting Equipment	\$20.00
Miscellaneous Safety Equipment	\$25.00

Any equipment required and not specifically listed above will be charged at the cost of rental for Harford County.

## **XI. CITATIONS DURING DROUGHT AND EMERGENCY CONDITIONS**

- A. Pursuant to [Part 10](#) of these Rules and Regulations, a fee of fifty dollars (\$50.00) shall be charged for the second and any subsequent citations for violation. This fee shall constitute a lien upon the property if unpaid.

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## **PART 6 FIRE HYDRANTS**

### **I. GENERAL**

The Division of Water and Sewer will coordinate with the Harford County Volunteer Fire and Emergency Medical Services (VFEMS) Association on the placement and use of public County-owned fire hydrants. Fire hydrants may be used by contractors or other parties to obtain water in accordance with applicable rules, procedures, limitations and fees. This policy does not apply to private fire hydrants on private property not contained within a County-owned drainage and utility easement. All private fire hydrants shall be painted red.

### **II. PLACEMENT OF FIRE HYDRANTS**

A. Requirements. [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) 3.2.C.3 presents fire flow requirements, and [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) 3.4.C presents requirements for fire hydrant location and spacing.

B. Plan Review and Approval.

1. Any Preliminary Plan or Site Plan submitted to the Development Advisory Committee (DAC) shall include the locations of the nearest existing public fire hydrants. The VFEMS Association shall have a representative review and comment on this submittal through the DAC process.
2. When construction plans are received by the Division of Water and Sewer for review, a representative thereof will inform the VFEMS-appointed DAC representative that there are plans available for review. The assigned VFEMS-appointed DAC representative, or the acting representative, shall review any and all fire hydrant locations. The VFEMS DAC representative will review the construction drawings within the service area of the project. Comments shall be returned to the Division of Water and Sewer Administration and Engineering in writing during the review stage of the drawings. If no comments are received from the VFEMS DAC representative or the acting alternate after notification by the Division of Water and Sewer, the Department of Public Works will make the final decision on the fire hydrant locations in accordance with [Part 13 WATER AND SEWER DESIGN GUIDELINES](#) 3.4.C.

3. Any comments made by the VFEMS DAC representative or the acting alternate that are not acceptable to the Division of Water and Sewer shall be explained to the representative who submitted the comments.
4. No water construction plans will be signed by the Deputy Director of the Division of Water and Sewer or by the Director of Public Works until proper notification has been made to an authorized representative of the Harford County VFEMS Association.
5. Fire hydrants and appurtenances shall be designed, furnished and installed in accordance with the Rules and Regulations and as indicated on the construction plans.

### **III. PAINTING AND OUT OF SERVICE MARKING**

- A. Fire hydrants shall be painted with approved yellow paint and repainted as required. Fire hydrants attached to certain transmission mains shall be painted yellow with a blue bonnet, if directed by the Division of Water and Sewer
- B. All hydrants being placed in service or taken out of service for any reason shall be reported by Water and Sewer Maintenance and to the Department of Emergency Services by phone immediately and documented during working hours.
- C. Out of service hydrants shall be marked with a red reflector ring at least twelve inches (12") in diameter attached to the steamer connection.

### **IV. HYDRANT FLOW TESTING PROCEDURES**

- A. General. Any company performing hydrant testing must have the permission of the County. The contractor is responsible for contacting the Division of Water and Sewer Administration and Engineering at (410) 638 - 3300 at least three (3) days in advance to schedule the test and must provide their own testing equipment. A County employee must be present during the test as witness and to operate any valves.
- B. Procedures.
  1. A typical hydrant flow test will require two (2) static gauges, one (1) pitot gauge, and a County test form for the specific water zone being tested.

2. The County representative present will contact the control center to obtain the system operations information for the form.
3. Place the static gauge on both the flow and residual hydrant. Measure each pressure and record under the appropriate "static pressure" area on the form.
4. Attach a pitot gauge to the two and a half inch (2 1/2") nozzle (opposite from static gauge) on the flow hydrant. Slowly open the flow hydrant all the way. Static gauges will fluctuate until the system settles out. When gauges stabilize, record the pitot gauge pressure and gallons per minute (GPM) at the flow hydrant. Also, record the residual pressures during the test. Then close the flow hydrant.
5. After the system stabilizes, upon the hydrant being closed, record the post pressure at each hydrant.
6. Make sure all other necessary information is recorded on the form including the date, time of test, personnel present, etc.
7. The completed test form for the fire hydrant flow test shall be submitted to the Division of Water and Sewer Administration and Engineering.
8. The County reserves the right to cancel the test at any time in the event of an unanticipated emergency or operating condition.
9. In the event of a drought or emergency, a flow test will be performed only with a written waiver from the County.

## **V. OPERATION OF FIRE HYDRANTS**

- A. Authorized Users. The only personnel authorized to operate public fire hydrants in the County system or draw water from them are:
  1. Members of the Division of Water and Sewer; or
  2. Members of fire companies when on official duty; or

3. Persons or entities who are using a privately owned fire hydrant meter registered with the County, have paid all applicable fees and charges, and are in compliance with applicable Rules and Regulations and the terms of the registration; or
4. Persons or entities who are using a County-owned fire hydrant meter under a rental agreement with the County, have paid all applicable fees and charges, and are in compliance with applicable Rules and Regulations and the terms of the rental agreement; or
5. Persons or entities conducting a fire flow test under the approval and oversight of the Division of Water and Sewer.

B. General Requirements.

1. Use correct wrench when operating fire hydrants.
2. Open and close fire hydrants slowly to prevent water hammer (pressure surges) in the lines.
3. Always operate hydrants in the full open position – DO NOT ATTEMPT TO THROTTLE A HYDRANT.
4. Check for drain-down from barrel after any fire hydrant closing.
  - a. Critical condition is when temperature is thirty-two (32) degrees and lower.
  - b. Report any non-drain immediately to Water and Sewer Maintenance at (410) 612 - 1612.
5. Report any damage as soon as possible to Water and Sewer Maintenance (410) 612 - 1612.
6. Report any un-metered, non-approved use of fire hydrants to Water and Sewer Maintenance (410) 612 - 1612, such as:

- a. Construction sites (plumbers, block layers, etc.)
  - b. Lawn care companies
  - c. Pool suppliers
  - d. Anyone other than local fire company
7. Any connection used to fill a tank or other container shall provide a vertical air gap of at least six inches (6") between the discharge point of the pipe and the top of the tank.

## **VI. REQUIREMENTS FOR USE OF FIRE HYDRANT METERS**

- A. Meters for use with fire hydrants may be rented from Water and Sewer Maintenance.
- 1. The availability of rental meters is limited and not guaranteed. Meters are rented on a first come – first served basis.
  - 2. An application for Hydrant Meter Rental can be obtained from Water and Sewer Maintenance. The completed application and the applicable deposit shall be delivered to the Department of Treasury. Upon approval, an assigned meter shall be picked up from Water and Sewer Maintenance office.
- B. All privately owned or rented temporary fire hydrant meters shall be taken to Water and Sewer Maintenance office prior to being used for the first time and at least once each quarter for a reading and operational check. Quarterly checks will be during the months of February, May, August and November between the hours of 7:30 a.m. and 2:00 p.m. Monday thru Friday, except on holidays. The quarterly check takes approximately fifteen (15) minutes.
- 1. The hydrant meter renter is responsible for operating the meter in the correct manner. The costs for any damages to a rented meter or to any fire hydrant or other public water facility as a result of misuse are the responsibility of the hydrant meter renter. The hydrant meter renter is also responsible for notifying the Water and Sewer Maintenance office immediately if any damage to County property has occurred.

2. If a meter is not to be used for an extended period of time, the meter must be taken to the Water and Sewer Maintenance office for a final reading and taken out of service. The meter must be re-registered when it is put back in service.
  3. All temporary fire hydrant meters shall be equipped with an approved double check valve backflow preventer.
  4. Failure to comply with these procedures may result in the loss of the right to use fire hydrant meters in the County. Failure to produce the meter for a quarterly reading shall result in the suspension of authorization to use the meter and penalties will be charged in accordance with [Part 5.V.C.3](#) of these Rules and Regulations.
- C. A fee for unauthorized use will be charged in accordance with [Part 5.V.C.4](#) of these Rules and Regulations.

## **VII. REQUIREMENTS FOR FIRE HYDRANT USE BY LOCAL FIRE DEPARTMENTS**

- A. There shall be no restrictions on the use of fire hydrants for emergency situations (which includes occasional non-scheduled testing of equipment); however, any time a fire hydrant is used for a fire event, the following steps should be followed:
1. Notify the Department of Emergency Services with:
    - a. date
    - b. location
    - c. type of use
    - d. time started
    - e. time shut down
  2. Fill the [Fire Hydrant Use Log Form](#) out completely and return it to the Water and Sewer Engineering Office at the physical or e-mail address noted on the Form. Fire Hydrant Use Log Form can be found on-line on the Harford County Division of Water and Sewer website.
- B. Any time a fire hydrant is to be used for a training exercise or testing equipment, the following steps should be followed:

1. Contact the Water and Sewer Operations Abingdon Water Treatment Plant at (410) 638 - 3939 between the hours of 8:00 a.m. and 3:00 p.m. weekdays, at least two (2) working days in advance of the proposed use to request approval of the location and date.
2. The County reserves the right to cancel the test at any time in the event of an unanticipated emergency or operating condition.
3. In the event of a drought emergency, a training exercise will be performed only with County approval.

#### **VIII. REQUIREMENTS FOR FILLING WATER TANKER TRUCKS**

- A. All water tanker trucks using an issued or registered and approved temporary fire hydrant meter in accordance with these Rules and Regulations shall utilize the approved designated location for filling tankers. Operators of water tanker trucks must call ahead to the Water and Sewer Maintenance office (410) 612 - 1612 to receive approval and location of filling site. The prevailing water wholesale usage rate shall be charged for tanker filling.
- B. Any connection used to fill a tank or other container shall provide a vertical air gap of at least six inches (6") between the discharge point of the pipe and the top of the tank.
- C. A person or company filling a water tanker truck without prior approval from the Water and Sewer Maintenance office shall be charged a fee in accordance with [Part 5.V.C.4](#) of these Rules and Regulations.

#### **IX. REQUEST FOR FIRE HYDRANT SERVICE IN A PRIVATE WATER SYSTEM SERVICE AREA.**

- A. Applicability.
  1. Property owners of properties that are not located within the corporate limits of the Town of Bel Air and that are served by Maryland American Water (MAW) may petition the County for fire hydrant service in accordance with Harford County Code §256-15.D.

2. New developments or new construction within the MAW service area, outside of the corporate limits of the Town of Bel Air may also petition the County for fire hydrant service. However, all capital costs associated with the initial installation must be paid for by the developer and MAW. The developer must declare to all buyers of such properties the terms of service for a fire hydrant rental fee which is charged by MAW but billed and collected through the County.

B. Fire Hydrant Service Petition Procedures.

1. A property owner wishing to initiate a fire hydrant service petition shall submit a letter to Water and Sewer Engineering requesting fire hydrant service.
2. Once the petition request letter has been received, Water and Sewer Administration and Engineering shall establish a service area and provide the petitioner with a packet of information including a petition area map, a list of the property owners, and petition forms to be signed and returned by the persons requesting fire hydrant service. Water and Sewer will determine the extent of the area which could be served by the fire hydrant service petition and tally the number of petition forms returned.
3. Water and Sewer Administration and Engineering will evaluate the completed petition.
  - a. If petition forms are signed and returned by the majority of property owners within the proposed service area, the County will complete a preliminary study to determine the feasibility and the estimated cost of providing fire hydrant service to this community.
  - b. Only petitions with a majority of property owner interest will be considered. Petitions with less than a majority interest will be held pending the receipt of additional signatures.
4. A packet of information containing a map of the proposed service area, a fact sheet with the estimated annual assessment, and a ballot will be sent via mail to each property owner. (The ballot shall include a statement that obligates all property owners to pay the annual fire hydrant rental charge upon authorization by the Harford County Council).



5. Once the ballots have been tallied:
  - a. If less than a majority of property owners vote in favor of service, the property owners will be notified and the project file will be closed until the property owners request it to be reopened.
  - b. If a majority of property owners are in favor of fire hydrant service, a formal public hearing will be scheduled before the County Council.
6. When a fire hydrant service petition is brought before the County Council at a public hearing, the County Council will be requested to consider the approval of the fire hydrant service petition through legislative act.
  - a. If the fire hydrant service petition is approved by County Council, the property owners will be notified of the approval of the fire hydrant service petition.
  - b. If the County Council does not approve the fire hydrant service petition, the property owners will then be notified as to the outcome and the file will be closed.

C. Additional Details.

1. See [Part 4.II.D](#) of these Rules and Regulations for details of method of calculating fire hydrant assessments.
2. The County only has authority to bill for fire hydrants in areas that petitioned the County for such fire hydrants in the manner prescribed in Harford County Code §256-15 Fire Hydrants. Only legislatively approved petitions will be added to the billing process.
3. Petitions for service were approved by the County Council for properties located in the Wakefield Meadows, Colonial Acres, Fairmont, and Bynum Ridge subdivisions, along with the Harford County Detention Center petitioned for service and are being billed. All other properties served by fire hydrants installed before December 1, 2014 are not being billed since the County Council did not approve petitions for their service. Only legislatively approved petitions will be added to the billing process.

4. Existing fire hydrant(s) located inside of the corporate limits of the Town of Bel Air are the responsibility of the Town of Bel Air and the County will not be subject to MAW fire hydrant rental fees.
5. Any property annexed into the corporate limits of the Town of Bel Air, which has an existing fire hydrant rental fee associated with it, is not the responsibility of the County. The County will contact MAW and the Town of Bel Air and have the fire hydrant rental fee removed from the County bill. Any monies collected in advance for that Fiscal Year (FY) for fire hydrant rental fees are non-refundable.

## **PART 7 REIMBURSABLE WORK**

### **I. GENERAL**

- A. The Division of Water and Sewer will collect information for all work subject to reimbursement. Such reimbursable work includes, but is not limited to, for water and/or sewer lines and facilities: application review, design review, installation, inspection, testing, start-up support, operation, maintenance, and repairs.
- B. Categories of reimbursable work include, but are not limited to:
  - 1. Developer Projects. Water and Sewer personnel perform reimbursable work on developer projects in accordance with the project's Public Works Utility Agreements.
  - 2. New Service Connections. Water and Sewer personnel perform reimbursable work in the review and approval of applications for new service connections, and in the inspections of those constructed new services. This reimbursable work is authorized by the applicant's signature on the new service application.
  - 3. Emergency Repairs. Water and Sewer personnel perform reimbursable work in this category on developer projects in accordance with the project's Public Works Utility Agreements, and also in response to damage to water and sewer lines and facilities by others.
- C. Charges for Reimbursable Work. [Part 5.X](#) of these Rules and Regulations presents information on charges for reimbursable work performed by Water and Sewer personnel,

### **II. ROUTINE WORK**

- A. General. Water and Sewer personnel perform routine reimbursable work under the terms of a Public Works Utility Agreement for developer projects and under an applicant's authorization signature for new service connections.
- B. Examples of routine reimbursable work include, but are not limited to:
  - 1. Review and processing of agreements and new service applications.

2. Review of plans from the conceptual plan stage to the end of a project's maintenance term, including field visits, processing operational approvals, asset acceptances, and other staff time that may be required for design review and reviews during and after construction.
3. Testing of water and sewer lines in accordance with [Part 14.WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#).
4. Operational inspection of water and sewer lines and facilities.
5. Inspection for the preparation of punch lists for final acceptance.
6. All work required for the routine operation, maintenance, and repair of new facilities, including sewage pumping stations, water booster stations, and water tanks during the Public Works Utility Agreement defined maintenance period.

### **III. NON-ROUTINE WORK**

- A. Non-Emergency Repairs. The County will give notice to the developer of any and all repairs needed on a non-emergency basis during the maintenance period as defined in the Public Works Utility Agreement. The developer will receive two (2) notices requiring them to complete the repairs.
  1. Initial (verbal or Email) notice from the Chief of Water and Sewer for Operations or Chief of Water and Sewer for Maintenance or designee, and
  2. If work is not completed within ten (10) working days of verbal notice, written notice from the Deputy Director of Water and Sewer or designee, and
  3. If work is not completed within five (5) working days of written notice, then the County will take whatever action is necessary to complete the repairs. All costs shall be the responsibility of the developer in accordance with its obligations under the Public Works Utility Agreement.
- B. Emergency Repairs.

1. Developer Projects. In the case of repairs needed that are of an emergency nature, Water and Sewer personnel, at their sole discretion to protect the public or life, environment, or property, may make the repair without prior notification to the developer. All costs shall be the responsibility of the developer in accordance with their obligations under the Public Works Utility Agreement.
2. Damage by Others. In the case of damage of water and sewer lines and facilities by others, Water and Sewer personnel, at their sole discretion to protect the public or life, environment, or property, may make repairs without prior notification. All costs shall be the responsibility of the damaging entity.

#### **IV. OTHER REIMBURSABLE COSTS**

- A. Materials. All costs to the County for materials used during reimbursable work will be billed for reimbursement in the amount of the cost to the County.
- B. Equipment and Services. All costs to the County for equipment or contractor services will be billed for reimbursement in accordance with [Part 5.X](#) of these Rules and Regulations, or in the amount of cost to the County.
- C. Electric Usage. Electric usage costs for developer-built facilities, under the terms and for the period specified in the Public Works Utility Agreement, will be reimbursed to the County by the developer.

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## **PART 8 WASTEWATER TREATMENT WORKS**

### **I. GENERAL**

#### **A. Reference.**

1. Harford County Code Chapter 256 ARTICLE VIII Wastewater Collection and Treatment, §§ 256-56 through 256-105.
2. Harford County Code § 256-61 Pretreatment Requirements incorporates all applicable federal requirements (40 C.F.R. Part 403) and state requirements (COMAR 26.08).

B. The following requirements may be in addition to, or in association with, Harford County Code and/or the specific Industrial Discharge Permit issued by the County to an industrial user. County Code and the Discharge Permit supersede any potential conflicting requirements in this Part of the Rules and Regulations.

### **II. FEES AND BILLING**

A. Each industrial user, as defined in County Code, shall be assessed an initial permit fee and an annual industrial wastewater discharge permit fee in the amount specified pursuant to Harford County Codes §§157-23A and 256-72. A discharge permit shall not be issued or renewed until the fee is paid.

1. The initial permit fee shall be charged in accordance with [Part 5.VII](#) of these Rules and Regulations.
2. The annual industrial wastewater discharge permit fee shall be in accordance with Harford County Code §157-23A.

B. For requested laboratory monitoring requirements, the industrial user shall comply with fees established in [Part 5.VI](#) of these Rules and Regulations.

### III. LOCAL LIMITS

- A. No discharge by an industrial user or a commercial user shall contain any of the substances listed below in a concentration greater than that permitted by the local limits and requirements defined below for Sod Run Wastewater Treatment Plant, Joppatowne Wastewater Treatment Plant, and Spring Meadows Wastewater Treatment Plant. Should an industrial or commercial user be in a defined categorical industry that is regulated by the U.S. Environmental Protection Agency (EPA), the EPA limits will apply if they are lower than those listed below.

<u>Parameter</u>	<u>Max. Concentration Expressed in mg/L*</u>
1. Total Arsenic	3.74
2. Total Cyanide	2.76
3. Total Lead	7.05
4. Total Mercury	0.009
5. Total Chromium	6.70
6. Total Copper	3.07
7. Total Cadmium	2.86
8. Total Nickel	6.35
9. Total Silver	0.24
10. Total Zinc	7.37
11. Total Toxic Organics**	2.13
12. pH	6.0 min., 9.0 max.

\* All values are expressed in mg/L which are milligrams per liter or parts per million unless otherwise noted

\*\* TTO is defined as the sum of the concentrations of the toxic organic compounds shown on the County DPW Local Limits Total Toxic Organics List.

These limitations are for all Industrial Users, as defined in County Code.

- B. Additional Charges. In accordance with Harford County Code §256-91.A(10), the County may adopt additional charges for industrial users whose wastewater discharges have concentrations of BOD, nitrogen, suspended solids and/or phosphorous in excess of the



average concentration of those pollutants in discharges from other than industrial users in the County which discharge into a POTW. The current discharge concentrations above which additional charges may be assessed are:

- |                                    |          |
|------------------------------------|----------|
| 1. Biochemical Oxygen Demand (BOD) | 300 mg/L |
| 2. Total Nitrogen                  | 45 mg/L  |
| 3. Total Suspended Solids (TSS)    | 300 mg/L |
| 4. Total Phosphorus                | 6.6 mg/L |

#### **IV. REPORTING AND ANALYTICAL REQUIREMENTS**

- A. Industrial users shall conduct required reporting and analysis in accordance with their discharge permit, and with Harford County Codes §§256-68 and 256-69.

#### **V. DISCHARGE NOTIFICATION REQUIREMENTS**

- A. In the event of a slug discharge or a discharge which bypasses a user's pretreatment system or a discharge which violates the prohibitions of the County Code, the user shall immediately notify the Chief of Water and Sewer for Operations, Plant Operations Manager or Plant Superintendent Wastewater Operations. Please refer to the [Contact Information](#) page of these Rules and Regulations. If a hazardous compound is in the discharge, notification to 9-1-1 is also required.
- B. Any person who maintains a toxic pollutant which may, through mistake, inadvertence or otherwise, wind up in a discharge to a wastewater treatment plant shall maintain employee signs or placards in all areas in which a leak, spill or discharge of the toxic pollutant may occur which contain, at a minimum, the following information:
1. Safety Data Sheet (SDS);
  2. Proper disposal or re-use procedure;
  3. Steps to contain, control and report leak, spill or discharge;

4. List of names and phone numbers of contact personnel;
  5. Contact procedures for Sewer Operations if spill goes to sanitary sewer.
- C. In the event of a spill or discharge of a toxic pollutant which has entered or will be discharged to any wastewater drain, immediately notify the Chief of Water and Sewer for Operations, Plant Operations Manager or Plant Superintendent Wastewater Operations. Please refer to the [Contact Information](#) page of these Rules and Regulations. If a hazardous compound is in the discharge, notification to 9-1-1 is also required.

## **PART 9 SEPTAGE DISPOSAL**

### **I. GENERAL**

- A. Reference. Harford County Code Chapter 256 ARTICLE VIII Part 4 Septage Haulers, §§ 256-81 through 256-86.
- B. Definitions used within this Part of the Rules and Regulations:
  - 1. Septage - Any waste pumped from a septic tank or holding tank which contains wastewater from any person (County resident) other than an industrial user subject to the pretreatment requirements in Harford County Code §256-61 Pretreatment Requirements.
  - 2. Septage Discharge Permit - The Harford County permit a septage hauler must obtain before discharging septage to any wastewater treatment plant in Harford County.
  - 3. Septage Hauler - Any person or company who hauls or transports septage that is discharged to a wastewater treatment plant.

### **II. PERMITTING REQUIREMENTS FOR SEPTAGE HAULERS**

- A. Submission of a completed application for a septage discharge permit for all vehicles to be utilized for septage hauling.
- B. Each septage hauler shall pay an annual septage hauler fee by October 31<sup>st</sup> of each year. The annual septage hauler permit fee shall be in accordance with Harford County Code §157-23B.
- C. The permit shall run from November 1<sup>st</sup> of the year of issuance to October 31<sup>st</sup> of the following year.
- D. Every vehicle used by a septage hauler to transport septage shall be inspected annually by the Harford County Health Department or designee. Prior to inspection, the septage hauler must provide a two thousand dollar (\$2,000.00) surety bond in favor of Harford County for each truck. Each septage truck that has passed inspection shall be issued a metal identification tag. During the annual inspection, vehicles will receive a tag with the

current year indicating approved disposal privileges for the year. The identification tags shall be affixed to each vehicle discharging septage to a County-owned wastewater treatment plant. Any vehicle that does not have the proper identification tags shall be refused permission to discharge at a wastewater treatment plant. The identification tags shall be displayed on the vehicle.

- E. Upon compliance with all laws, Rules and Regulations of the County and the State of Maryland, a septage hauler shall be issued a permit allowing the discharge into a wastewater treatment plant.

### **III. THE RIGHT TO DISCHARGE SEPTAGE**

- A. No septage hauler shall discharge any septage into a wastewater treatment plant unless the septage hauler has a valid septage discharge permit. The permit tag shall be displayed on the windshield.
- B. The Chief of Water and Sewer Operations, or designee, has the authority to limit the quantity and frequency of septage discharges based on treatment plant capacity and operating conditions in effect at the time.
- C. Septage haulers must comply with staff guidance regarding discharge location, hose clearing, hose connection and disconnection procedures, and all directions given to minimize spills and/or releases of material and all other directions/guidance. The County reserves the right to limit the quantity and frequency of septage discharges based on hauler performance of the aforementioned aspects. The Chief of Water and Sewer Operations, or designee, has the authority to limit septage discharges as noted above.

### **IV. DISCHARGE LOCATION**

- A. Septage discharges shall be made only at such points approved for discharge pursuant to these Rules and Regulations unless otherwise directed by Chief of Water and Sewer for Operations or designee.
- B. A septage hauler shall discharge septage only at County-owned wastewater treatment plants.

- C. The primary discharge location shall be the Sod Run Wastewater Treatment Plant (SRWTP) at the septic receiving station.
- D. Grease loads must be discharged at the Fats, Oils, Grease (FOG) receiving basin at the SRWTP and may not be blended with septage or holding tank waste.
- E. Secondary discharge location(s) shall be at the direction and locations provided by Chief of Water and Sewer for Operations or designee.
- F. A septage hauler shall notify the SRWTP staff at the Administration Building of any operational difficulties at a receiving station.

## **V. DOCUMENTATION REQUIRED FROM SEPTAGE HAULERS**

- A. Each septage hauler shall prepare and submit a manifest form for each load of septage discharged to a wastewater treatment plant.
- B. Manifest forms shall be obtained from the Administration Building located at the SRWTP.
- C. The manifest form shall clearly and legibly identify:
  - 1. The name and address of the origins (property owners) of any septage in a load; and
  - 2. The name of the septage hauling company, and truck number; and
  - 3. Tank capacity of the truck and volume of the load; and
  - 4. The date and time of collection of the septage; and
  - 5. The date and time of the discharge of the septage into a County wastewater treatment plant; and
  - 6. The name of the driver of the truck who collected the load and the signature of driver; and
  - 7. The name of the driver of the truck when the load was discharged to the County wastewater treatment plant and the signature of the driver or an authorized representative of the septage hauler; and

8. The signature of the waste generator.
- D. A manifest form for each load of septage discharged shall be submitted at the Administration Building located at SRWTP at the time each discharge is made or to a location as directed by Chief of Water and Sewer for Operations or designee.

## **VI. USER CHARGE**

- A. Monthly treatment user charge shall be calculated in accordance with [Part 5.VIII](#) of these Rules and Regulations.
- B. The septage hauler will be charged based on the measured gallons of septic tank and holding tank waste discharged at the County wastewater treatment plant septic receiving station.
- C. The grease loads will be billed to the closest higher five hundred (500) gallon increment up to the tank capacity. Should the hauler decide to be charged for a partial load, the hauler may request sewer operations personnel to inspect the truck prior to discharge. The quantity in a partial load shall be estimated to the nearest five hundred (500) gallons by the sewer operations personnel based on their observations of the glass level indicating tube on the truck and/or the use of a mag meter that has been installed on the septage receiving line. Sewer operations personnel shall note the estimated amount of the discharge on the manifest and initial the manifest.
- D. The septage hauler is responsible for properly installing and maintaining the sight glass level indicating tube on each of his or her vehicle, and if there is any indication that the sight glass level indicating tube is not properly functioning, the hauler shall be charged for a full load.

## **VII. VIOLATIONS**

- A. Violations of the requirements in the Septage Discharge Permit or County Code will be subject to administrative fines, permit suspension or revocation. The administrative fines are not to exceed three hundred dollars (\$300) per day per violation.

- B. In addition to the administrative fines imposed for permit and Code violations, the permit holder may also be subject to additional fines or penalties established in Harford County Code §§256-104 and 256-105.
- C. In addition, violations of the conditions of a septage discharge permit, failure to pay an outstanding bill, failure to submit a manifest for each load or partial load discharged, and any violation of County law may result in termination of a septage discharge permit.
- D. A violation fee for discharging septage without a permit shall be charged in accordance with [Part 5.VIII](#) of these Rules and Regulations.

#### **VIII. SEPTAGE DISPOSAL ACCESS AND HOURS OF OPERATION**

- A. Septage haulers may access the entrance gate to the SRWTP using their company-specific gate access.
- B. Septage haulers shall have access twenty-four (24) hours per day seven (7) days per week.
- C. A septage hauler shall notify the SRWTP staff at the Administration Building of any operational difficulties at a receiving station.

#### **IX. PROCEDURE FOR SEPTAGE FROM HOLDING TANKS**

- A. Septage haulers shall process septage from a holding tank as follows:
  - 1. The septage hauler shall submit the name and address of the property owner of the holding tank to the sewer operations staff, or designee.
  - 2. The septage hauler shall submit verification of the Harford County Health Department requirement concerning the frequency of holding tank pumping.
- B. Holding tank sewer usage fee shall be charged in accordance with [Part 5.VIII](#) of these Rules and Regulations.

## **X. RECREATION VEHICLE TREATMENT FEE**

- A. Recreation vehicle treatment fee shall be charged in accordance with [Part 5.VIII](#) of these Rules and Regulations.

## **XI. PROCESS FOR PROHIBITED SUBSTANCES**

- A. A septage hauler shall be prohibited from discharging septage exhibiting any of the characteristics which are prohibited by Harford County Code §§256-58 and 256-59. These include:
1. pH less than 6.0 units (acids).
  2. pH greater than 9.0 units (alkalizes such as lye, caustic solutions).
  3. Petroleum oils.
  4. Flammable septage containing such items as gasoline, paint thinner, toluene, benzene or other volatile organic compounds.
  5. Containing solids greater than one-half inch in diameter.
  6. Containing rocks, stones, gravel and sand.
  7. Toxic pollutants as the term is defined by the Environmental Protection Agency in the rules and regulations supporting the Clean Water Act found at 40 C.F.R. Section 401.15.
- B. If a septage hauler has any reason to believe that a load of septage contains any prohibited substances, the hauler is prohibited from discharging pursuant to the permit or County Code. The septage hauler shall notify the Pretreatment Inspector at the Sod Run Wastewater Treatment Plant. Please refer to the [Contact Information](#) page of these Rules and Regulations.
- C. Any load of septage that the hauler believes may contain any prohibited substance shall be inspected by sewer operations staff prior to discharge.



## **PART 10 WATER CONSERVATION POLICY DURING DROUGHT AND EMERGENCY CONDITIONS**

### **I. GENERAL**

- A. Being good stewards of the environment and recognizing that water is a limited resource and required for all facets of life, the County encourages everyone to be responsible consumers of water and to practice water conservation principles every day. For more information on water conservation and tips, the following site may be helpful:

[mde.maryland.gov/programs/Water/waterconservation](http://mde.maryland.gov/programs/Water/waterconservation)

- B. While the County has a well-planned water treatment and distribution system with sufficient capacity there may be times, due to unforeseen events, emergencies or drought conditions that may affect a localized area or the whole system, when the County must impose mandatory water conservation limits on its customers. Any and all restrictions can be imposed immediately by the Director of Public Works. If imposed, the Division of Water and Sewer will notify its customers through the local media. Any notice or user fee imposed for violation of this policy during the first thirty (30) days may be waived at the discretion of the Director.

### **II. PROCEDURES**

- A. It is the County's practice during drought conditions to follow the Maryland Department of the Environment (MDE) Drought Monitoring and Response Plan. To find information on the current MDE Drought Status, and recommended actions for each drought stage, please see the following website:

[mde.maryland.gov/programs/Water/droughtinformation](http://mde.maryland.gov/programs/Water/droughtinformation)

- B. In addition to MDE's restrictions during drought events, the County, from time to time, may be required to impose additional limitations due to localized droughts or emergencies. When this occurs, watering of lawns with unattended devices will be prohibited at the properties served by the County water system. Additional restrictions may be imposed, if necessary.

### **III. ENFORCEMENT**

A. Enforcement of this water conservation policy shall be as follows

1. First violation shall be subject to a warning notice.
2. Second and subsequent violations shall be subject to a fee as stated in [Part 5.XI](#) of these Rules and Regulations.

## **PART 11 RECOUPMENTS AND SURCHARGES AND POLICIES**

### **I. GENERAL**

As of January 1, 2026, the current versions of the Active and Closed Recoupments, Surcharges and Policies have been incorporated into the Rules and Regulations.

Please see the current documents at the links below:

[ACTIVE - RECOUPMENTS, SURCHARGES AND POLICIES](#)

[CLOSED - RECOUPMENTS, SURCHARGES AND POLICIES](#)

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## **PART 12 MASTER WATER AND SEWER PLAN UPDATE**

### **I. GENERAL**

Harford County shall update the Master Water and Sewer Plan twice a year, March and September, through the Harford County Council in accordance with Harford County Code §256-13 Water and Sewer Plan. The deadline for requests for changes to the plan is February 1<sup>st</sup> and August 1<sup>st</sup> and must be submitted in writing to the Division of Water and Sewer Engineering and Administration. Requests for revisions at any time other than the scheduled semi-annual updates will require a processing fee of two thousand dollars (\$2,000.00).

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## **PART 13 WATER AND SEWER DESIGN GUIDELINES**

### **I. GENERAL**

As of January 1, 2026, the current version of the Water and Sewer Design Guidelines of Harford County, Maryland has been incorporated into the Rules and Regulations.

Please see the current version at the link below:

[WATER AND SEWER DESIGN GUIDELINES](#)

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## **PART 14 WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS**

### **I. GENERAL**

As of January 1, 2026, the current version of the Water and Sewer Standard Specifications and Details has been incorporated into the Rules and Regulations.

Please see the current version at the link below:

[WATER AND SEWER STANDARD SPECIFICATIONS AND DETAILS](#)

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## **PART 15 APPROVED LIST OF SUPPLIERS AND MATERIALS FOR WATER AND SEWER CONSTRUCTION**

### **I. GENERAL**

As of January 1, 2026, the current version of the Approved List of Suppliers and Materials for Water and Sewer Construction has been incorporated into the Rules and Regulations. The Chief of Water and Sewer Maintenance maintains this document and periodically updates it.

Please see the current version at the link below:

[APPROVED LIST OF SUPPLIERS AND MATERIALS FOR WATER AND SEWER CONSTRUCTION](#)

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## **PART 16   APPROVED CERTIFICATION FOR CONTRACTORS / VENDORS**

### **I.   GENERAL**

As of January 1, 2026, the current version of the Approved Certification for Contractors/Vendors has been incorporated into the Rules and Regulations. The Chief of Water and Sewer Maintenance maintains this document and periodically updates it.

Please see the current version at the link below:

[APPROVED CERTIFICATION FOR CONTRACTORS/VENDORS](#)

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