



Recycled Water Use Manual and Rules of Service

CITY OF HOLLISTER WATER RECLAMATION FACILITY

June 2010

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List of Abbreviations

AWWA	American Water Work Association
DPH	Department of Public Health

Chapter 1 Introduction

The City of Hollister's Recycled Water Use Manual and Rules of Service is intended to:

- Assist new customers through the application, design and construction process in order to receive a Recycled Water Use Permit
- Serve as a reference source for customers and their Site Supervisors regarding the proper operation and maintenance of their recycled water system

In order to receive and use recycled water from the City, customers must follow the rules as set forth in this document.

This document was written to be in compliance with the existing codes, laws, statues and regulations of the State of California and local governing bodies concerning the currently-approved use of recycled water. It is not intended to void any of these regulations. The manual is also not intended to void standard industry practices as presented in the American Water Work Association (AWWA) California-Nevada Section's *Guidelines for Distribution of Nonpotable Water* or *Guidelines for the On-site Retrofit of Facilities using Disinfected Tertiary Recycled Water*. However, since legal and regulatory requirements can change without the knowledge of the City, the City assumes no liability for errors in this manual. If any section, subsection, clause or phrase of the rules and regulations presented in this document is determined to be invalid, the remaining portions of these rules and regulations shall remain in effect.

Amendments to this document may be made periodically to comply with State regulations or to meet new City standards. If amendments are made, existing users will be notified of the new rules of service as well as the effective date for compliance with the new rules.

Questions regarding the information presented herein should be directed to the City's Recycled Water Supervisor. The Recycled Water Supervisor oversees all programs and facilities related to the use of recycled water distribution by the City and will coordinate with the appropriate City departments to resolve customer inquiries. Table 1-1 provides contact information for the current Recycled Water Supervisor as well as an emergency contact number.

Table 1-1: City Contacts

Contact	Mailing Address	Phone	Fax
Dennis Rose	375 Fifth Street Hollister, CA 95023	(831) 524-1880	(831) 636-4349
Water Reclamation Facility	2690 San Juan Hollister Road Hollister, CA 95023	(831) 636-4350	(831) 636-4351
<u>Emergency:</u>		911	

Chapter 2 Obtaining a Recycled Water Use Permit

2.1 Approved Uses

Each recycled water customer must have a permit from the City prior to receiving recycled water. The State of California regulates the use of recycled water, as directed under the California Code of Regulations, Titles 17 and 22. Local authorities, at their discretion, can require or specify what sites and/or uses of recycled water are to be utilized in their service area so long as it complies with State requirements.

In the City of Hollister's service area, recycled water may be used for the following applications, all of which have been approved by the California Department of Public Health (DPH) under the City's Master Permit (Order No. R3-2008-0069):

- Irrigation
 - Food crops, including all edible root crops, where the recycled water comes into contact with the edible portion of the crop
 - Parks and playgrounds
 - School yards
 - Unrestricted and restricted access golf courses
 - Cemeteries
 - Freeway landscaping
 - Ornamental nursery stock and sod farms where access by the general public is not restricted
 - Pasture for animals producing milk for human consumption
 - Non-edible vegetation with controlled access
 - Orchards, vineyards, non-food bearing trees
- Landscape Impoundment
- Nonstructural Fire Fighting
- Other Uses
 - Backfill consolidation around non-potable piping
 - Soil compaction
 - Mixing concrete
 - Dust control on roads and streets
 - Cleaning roads, sidewalks and outdoor work areas
 - Flushing sanitary sewers

The City reserves the right to disallow a proposed use on the grounds of safety, public health, technical feasibility or other concerns, for which the City's judgment shall be final. At its discretion, the City may also set forth site specific requirements as conditions for the permitted use.

2.2 Application

The first step in obtaining a Recycled Water Use Permit is to submit an Application for Recycled Water Service.¹ Copies of the application form are available from the City upon request. A completed application form will include:

- **Property Information:** This should include a brief description of the property, including the type of land uses within the proposed recycled water use area.
- **Applicant:** Applicants must either be the owner or an authorized representative of the property to be served.
- **Site Owner:** If the site owner is the same as the applicant, this section can be left blank.
- **Developer/Design Engineer Contact:** If applicable, provide contact of person that can respond to technical questions on the proposed recycled water uses and site development.
- **User Supervisor:** Each recycled water use site owner/operator will appoint a User Supervisor to be the main point of contact with the City regarding recycled water use. The User Supervisors will be responsible for ensuring compliance with the programs and procedures for the use of recycled water, as outlined in the Recycled Water Use Permit and the *Recycled Water Use Manual and Rules of Service*. The User Supervisor must be certified through the City's training program; if the User Supervisor has not received certification at the time of application, the certification number can be left blank; however the User Supervisor must be certified in order for the site to receive a Recycled Water Use Permit. In addition to the standard contact information, an emergency phone number shall be provided for the User Supervisor. The User Supervisor must be reachable at all times in case of an emergency.
- **Proposed Recycled Water Use:** Recycled water is approved for irrigation, landscape impoundments, fire suppression and other uses listed in Section 2.1.
- **Recycled Water Demand Estimates:** The customer's best estimate should be provided to assist the City in evaluating the adequacy of the distribution system.
- **Use Area Containment Measures:** For irrigation projects this could include irrigating at agronomic rates to avoid runoff, constructing slopes to maintain drainage on-site, and/or installing containment beams. For landscape impoundments, water levels should be reduced when heading into the wet season to prevent rain induced overflows.
- **Employee or Public Access:** Potential access by employees or the public should be described.
- **Plans:** The plans should show the proposed recycled water use areas and areas to be excluded; recycled water infrastructure including the location and size of service connections, meters and backflow devices; a brief description of all special construction requirements, if applicable; areas of public access; surrounding land uses; construction details of wells in or near the use area; and location and type of signage that will be used. The design information presented in Section 2.3 should be considered in development of the plans.
- **Cross-Connection Control Procedures:** Where both potable and recycled water lines exist, a description of cross-connection control procedures shall be submitted.
- **Additional Attachments:** Other site specific information may be required depending on the proposed recycled water use:
 - Location of domestic water supply facilities in or adjacent to use area (for irrigation projects)

¹The Recycled Water Use Permit designates approval for recycled water service. Additional permits may be necessary for the construction of the recycled water facilities. The customer is responsible for applying for and obtaining other permits as may be necessary for the construction of the recycled water facilities.

- Description of Site Drainage (for irrigation and landscape impoundment projects)
- List of outdoor drinking fountains, bleachers, and designated outdoor eating areas (for irrigation projects)
- Signatures: The application shall be signed by the appointed User Supervisor as well as the owner or an authorized representative of the property to be served.

Upon receipt of a completed application, the City will review the information submitted to determine whether the proposed use conforms to the City's Rules of Service and whether the City has the necessary capacity to serve the applicant. If revisions to the proposed use are required or if additional information is needed, the City will contact the applicant and request that the necessary corrections be made or that the supplemental information be submitted. If the application meets the City's standards, the City will then forward a copy of the plans to DPH for review and approval. Following approval by DPH, the City shall approve use of recycled water per the applicant's plans.

2.3 Design Requirements

A summary of the basic design requirements for customers' facilities is provided below:

- No Cross-Connections: No cross-connections are allowed between the recycled water system and the potable water system.
- Backflow Prevention:
 - Potable System: In order to protect the public drinking water system from accidental cross-connections, a reduced pressure principal backflow prevention device is required at all meters that supply potable water to a site where recycled water is present. Additionally, for sites where the potable water is used as a back-up to the recycled water system, there must be an air gap separation between the two systems.
 - Non-Potable Wells: For agricultural wells that are connected to the customer's recycled water distribution system, a double check valve backflow prevention device is required on the well.
 - Recycled Water System: In most cases, backflow prevention devices will not be required on the recycled water service. Backflow prevention would be required on the customer's recycled water system if the City determines that there is a condition on-site that would threaten the integrity of the recycled water distribution system. Examples of potential threats to the recycled water distribution system are chemical fertilizer injection systems that are directly installed on the irrigation system and recycled water impoundments. In these cases a reduced pressure principal backflow prevention device shall be upstream of the potential threat.
- Pipe Separation: The customer's recycled water system shall be installed to meet the following separation requirements from all potable water pipelines.
 - Horizontal Pipe Separation: All recycled water service laterals and meters should be at least 10 feet from the nearest potable water facility, including pipelines, meters and hydrants. If a ten-foot parallel spacing is not practical, a separation of at least 4 feet may be allowed subject to the special construction conditions outlined in Table 2-1. Under no circumstances is horizontal separation of less than four feet or construction in the same trench as potable water facilities allowed.
 - Vertical Pipe Separation: Where a buried constant-pressure recycled water pipeline crosses a buried potable water pipeline, it should be a minimum of 4 inches below the potable water pipeline and should meet the requirements of Table 2-1. Constant-pressure recycled water pipelines are allowed over potable water pipelines with a minimum of 4 inches vertical separation and should meet the requirements of Table 2-1 or the recycled

water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. Intermittently pressurized irrigation laterals may be located a minimum of 4 inches above potable water pipelines without sleeving.

Table 2-1: Pipe Separation Requirements

Horizontal Separation for Parallel Construction	
Pipe Separation	Construction Requirements
Greater than 10 feet separation	No special construction required
Between 4 to 10 feet separation	Must meet one of the following requirements: <ul style="list-style-type: none"> • Ductile iron pipe with compression joints • Class 200 PVC – AWWA C900 • HDPE pipe with fusion welded joints • Fused PVC
Less than 4 feet separation	Not allowed
Vertical Separation at Crossings	
Pipe Separation	Construction Requirements
Less than 4 inches below Potable	Not allowed
4 to 12 inches below potable	The recycled water line shall have no joints within 4 ft from either side of the water main, shall have a standard pipe segment centered over the pipe being crossed, and must also meet one of the following requirements: <ul style="list-style-type: none"> • Ductile iron pipe with mechanical joints • Class 200 PVC – AWWA C900 • HDPE pipe with fusion welded joints • Fused PVC
12 inches or greater below potable	No special construction required
Less than 4 inches above potable	Not allowed
4 inches or greater above potable	The recycled water line shall have no joints within 10 ft from either side of the water main, shall have a standard pipe segment centered over the pipe being crossed, and must also meet one of the following requirements: <ul style="list-style-type: none"> • Ductile iron pipe (continuous section) • Class 200 PVC – AWWA C900 • HDPE pipe with fusion welded joints • Fused PVC

- **Pipe Depth** – The customer’s on-site recycled water piping must be designed to provide a minimum of 12-36 inches of cover from top of the pipe to finished pavement. The minimum cover depends on whether the pipes are under constant or intermittent pressure and the pipe size. These minimum cover requirements are summarized in Table 2-2.

Table 2-2: Pipe Depth Requirements

Pipe Type	Minimum Cover (in)
Intermittent Pressure, All Sizes	12
Constant Pressure, 2.5" diameter and smaller	18
Constant Pressure, 3-10" diameter	24
Constant Pressure, 12" diameter and larger	36

- Pipe Identification:
 - New piping: All new recycled water piping below or above grade shall be purple colored pipe with the words "CAUTION — RECYCLED WATER" printed on the pipe or on marking tape. Buried recycled water piping shall be laid so that the wording faces upwards.
 - Existing piping: All existing piping above grade must be labeled with purple identification tape with the imprinted words "CAUTION — RECYCLED WATER," or replaced by purple colored pipe with the required wording. Additionally, where feasible existing piping which is uncovered during construction should be marked with the words "CAUTION — RECYCLED WATER."
- Recycled Water Warning Tags, Stickers, Labels: All recycled water appurtenances including valve boxes, quick couplers, recycled water storage tanks, air/vacuum relief valves, pressure reducing valves, pumps, backflow prevention devices and system controller boxes must be labeled with purple, weatherproof warning tags, stickers or other labels. The tags, stickers or labels must include the words "WARNING – RECYCLED WATER — DO NOT DRINK" or similar wording and "AVISO — AGUA IMPURA — NO TOMAR."
- Potable Water Identification Tags, Stickers, Labels: At sites where both recycled water and potable water systems are used, all potable water meter and above grade water devices including backflow prevention devices and hose bibs must be labeled with blue, weatherproof identification tags, stickers or other labels. The tags, stickers or labels must include the words "POTABLE WATER" and "AQUA PARA TOMAR."
- Signage: Advisory signs must be posted within the recycled water use area in locations where they can easily be seen. Lettering on the sign must be at least ½-inch tall and include the words "RECYCLED WATER" and "DO NOT DRINK – NO BEBER." At a minimum signs should be posted at entrances to the site and around outdoor eating areas. Signs should be spaced no further than 1,000 feet apart.
- Quick Coupling Valves: Quick coupling valves used on the recycled water system must be made specifically for recycled water use. The covers on all quick coupling valves must be permanently attached and made of purple rubber or vinyl with the words "RECYCLED WATER" imprinted on the locking cover.
- No Hose Bibbs: Hose bibbs are not allowed on the recycled water system. For retrofit systems, hose bibbs can be replaced by below grade quick coupling valves with locking caps.
- No Runoff: The recycled water system must be designed to prevent runoff outside the approved use area.
- No Ponding: Except for permitted landscape impoundments, the recycled water system must be configured and operated so that ponding does not occur.
- No Windblown Spray outside the Approved Use Area; Recycled water irrigation systems must be configured such that windblown spray will remain within the approved use area.

- Drinking Fountains, Outdoor Eating Areas, Bleachers: Drinking fountains, outdoor eating areas, bleachers and similar facilities must be located in areas that will not be subject to spray from sprinklers. The facilities may be protected by modifying the irrigation system, relocating the protected facilities, or installing a shielding device.
- Protection of Aquifers: No irrigation with recycled water shall take place within a horizontal distance of 50 feet of any domestic water supply well. All irrigation systems shall be designed and located accordingly. In addition, all recycled water impoundments must be horizontally separated by a distance of at least 100 feet from any domestic water supply well.

2.4 Construction

Provided that all permits for construction have been obtained and the City approves the plans submitted with the Application for Recycled Water Service, construction of the recycled water systems may begin.

As part of the construction process for new facilities a temporary potable water connection will be required to perform cross-connection and coverage testing. The customer must obtain approval from the City prior to constructing a jumper (temporary connection) to an on-site potable system. A City inspector must be on-site when a jumper to the potable water system is made and removed. Jumpers connecting to a recycled water supply are prohibited at all times. If there are no potable water facilities in the vicinity of the project, the City at its discretion may eliminate the need for cross-connection testing, and coverage testing will be waived until recycled water is available to the site.

Because the City is responsible for inspecting the system during and after construction to ensure compliance with the approved plans, the applicant must notify the City prior to the start of construction and provide the City with updated construction schedules.

All conceptual or major changes from the approved plans must be approved by the City before implementation.

2.5 Inspection

The City will maintain and update a Construction Inspection Checklist throughout the construction process. The elements of the Construction Inspection Checklist are:

- Certified User Supervisor Designated: The City must verify that the designated User Supervisor has been certified through the City's annual training program.
- Utilities Horizontal and Vertical Separation Verified: Through the City's on-site inspections during the construction of the system, inspectors will be able to verify adherence to the pipe separation requirements specified in Section 2.3.
- Advisory Signs, Tags and Labeling in Accordance with DPH Approved Plans: The City must check that the location and type of signage and warning labels match the plans as approved by DPH.
- Additional DPH Requirements Completed: The City is responsible for ensuring that additional requirements resulting from DPH's review have been incorporated.
- Cross-Connection Test Passed: The customer must conduct a cross-connection test to ensure that the recycled water system is not connected to the potable water system. The test must be performed by a certified AWWA cross-connection control specialist provided by the City. In addition to coordinating with the City to complete the cross-connection test, the customer must submit a map showing all potable connections that will be removed from the recycled water system prior to connecting to the meter.
- Coverage Test Passed: The customer shall schedule a coverage test walk through to demonstrate to the City that there is not excessive overspray, runoff or ponding and that no contact occurs

between recycled water and drinking water fountains, outdoor eating areas or bleachers. If adjustments to the system are required that can not be made during the site walk, the City will issue a punch list and the customer must address each item on the list prior to rescheduling the coverage test.

- **Meter Installation:** Following the final construction inspection and successful completion of the cross-connection and coverage tests, the City will coordinate with the customer on installation of the recycled water meter(s).
- **On-site System Connected to Recycled Water:** Prior to connecting to recycled water system the City shall verify that all potable water connections, as identified on the customer's map, have been removed.
- **Record Drawings Submitted:** The customer is required to submit record drawings. The drawings must include all changes from the original plans.

2.6 Permit

Once the City has verified that each item on the Inspection Checklist has been completed, a Recycled Water Use Permit will be issued to the customer. Recycled water service is conditioned upon requirements which may be attached to the permit and proper operation and maintenance of the system as discussed in Chapter 3.

If the property is transferred to a new owner or tenant, the customer must notify the City in writing within 30 days to transfer the permit.

If the customer's recycled water system is found to be in violation of the rules of service, the City will direct the customer to mitigate for these violations. A site inspection will be scheduled after a reasonable mitigation period to ensure compliance. Failure to comply will result in termination of recycled water service until improvements are made.

Chapter 3 Operating and Maintaining a Recycled Water System

3.1 User Supervisor Responsibilities

As part of the application and permitting process, each recycled water use customer will appoint a User Supervisor to be the main point of contact with the City regarding recycled water use. The User Supervisors will be responsible for ensuring compliance with City and State regulations for the use of recycled water. The User Supervisor will be responsible for:

- Ensuring that all use site facilities that serve recycled water are maintained and operated in accordance with the Recycled Water Use Permit and this manual.
- Operating and controlling the irrigation systems in a manner to prevent human consumption of recycled water, to control and limit runoff, and to prevent contamination of nearby domestic supply wells, as applicable.
- Ensuring that all personnel are educated in practices and procedures for working with recycled water.
- Installing and maintaining signs around the use site.
- Preventing cross-connection between recycled water facilities and domestic water facilities.
- Notifying, preparing and submitting reports to the City when there are system failures that cause unauthorized discharges.
- Notifying the City for its approval of any proposed modification or additions to facilities.
- Ensuring that recycled water for irrigation is used at agronomic rates and is not used during rainfall events.

In the event that a customer wishes to make personnel changes to the User Supervisor position, the City must be notified in writing, and the newly designated User Supervisor must attend the City's training program with 120 days of the personnel change.

3.2 Maintenance

In order to keep the recycled water system in compliance with the City's rules and regulations, the User Supervisor shall perform the following preventive maintenance activities:

- Perform no less than weekly inspections of the entire recycled water system including sprinkler heads, drip irrigation system emitters, spray patterns, piping and valves, pumps, storage facilities and controllers.
- Immediately repair all broken sprinkler heads, faulty spray patterns, leaking pipes or valves, or any other noted condition that violates the recycled water use requirements.
- Check all recycled water identification signs, tags, stickers, and above grade pipe markings for their proper placement and legibility. Replace damaged, unreadable, or missing signs, tags, stickers, and pipe markings.
- Check spray patterns to eliminate ponding, runoff and wind blown spray conditions. If evidence of ponding or runoff is noted, affected areas should be indicated on a sketch and sprinkler heads should be adjusted to prevent further ponding or runoff. Evidence of mosquitoes breeding within ponding should be noted and immediately eliminated.
- Establish and maintain an accurate record keeping system of all inspections, modifications and repair work in a bound inspection logbook. A summary of the observations made during water

recycling area inspections and a brief discussion of any corrective actions taken or planned shall be submitted to the City Recycled Water Supervisor at the end of the calendar year.

- Coordinate with the City to complete a cross-connection test annually.
- Coordinate with the City to complete annual testing of backflow assemblies.

3.3 Hours of Irrigation

Hours of irrigation with recycled water must be maintained to minimize potential public contact with recycled water. The following guidelines should be followed:

- For areas that are easily accessed by the general public, irrigation must take place during the periods of least use by the general public, generally between the hours of 9 pm and 7 am.
- For areas where public access is restricted or prohibited, such as highway medians, commercial nurseries, etc., irrigation may occur at all times.
- Irrigation of areas accessed by the general public may be performed at other times provided that the irrigation system is operated manually and is supervised (someone present at all times) to avoid inadvertently exposing any members of the general public.
- Irrigators should take into account that irrigated areas might need a reasonable dry-out period before the area is accessed by the general public.

3.4 System Modifications

The User Supervisor must obtain approval from the City before modifying an approved recycled water system. This includes converting any piping used for recycled water back to potable water, such as switching from a recycled water system to a backup potable water system.

Emergency modifications necessary to prevent contamination, damage or a public health hazard can be made without the prior approval of the City. However, immediately after the modification has been implemented and the hazard has been abated, the User Supervisor shall notify the City of the emergency modifications and file a written report.

3.5 Personnel Training

The User Supervisor is responsible for training all personnel involved with recycled water so they are familiar with the rules and regulations. At a minimum, the training program should convey the following information:

- The City's recycled water, although highly treated, is non-potable and must never be used for human consumption.
- Regulations prohibit ponding, windblown spray and runoff of recycled water.
- Working with non-potable recycled water is safe if common sense is used and appropriate regulations are followed.
- State law prohibits a connection between the recycled water and the potable water systems.

3.6 Annual Self Inspection Report

An annual self-inspection must be conducted at each use site while the recycled water system is in use. The User Supervisor must conduct this inspection and provide a report of the inspection to the City using the City's Annual Self Inspection Report form. The original report must be submitted to the City with a copy kept on-site by the User Supervisor.

The following questions must be answered as part of the annual inspection report:

- Is there evidence of recycled water runoff from the site? If yes, the User Supervisor must submit a sketch showing the affected area(s) and estimated volume of runoff.
- Is there an odor due to recycled water at the site? If yes, the User Supervisor must provide a description of the apparent source, characterization, direction of travel, and any public use areas or off-site facilities affected by the odors.
- Is there evidence of recycled water ponding, and/or evidence of mosquitoes breeding due to ponded water?
- Is there evidence of leaks or breaks in the system piping or tubing?
- Are advisory signs, tags and above-ground pipe markings in good condition and properly posted to inform public that water is recycled?
- Is there evidence of plugged, broken or otherwise faulty drip irrigation system emitters or spray irrigation sprinklers on the site?
- In the past year or since the last annual site inspection report, were there any modifications of the piping or the recycled water system as approved by DPH? If yes, the User Supervisor must submit a Facilities Modification Log.
- In the past year or since the last annual site inspection report, has the site owner, tenant or user supervisor changed?
- What corrective actions are being taken to correct any problems noted in the report?

3.7 Emergency Procedures

3.7.1 Disaster Response

Following a major earthquake, flood, fire or other incident which could likely damage a customer's recycled or potable water systems, the User Supervisor should inspect the potable and recycled water systems for damage as soon as it is safe to do so. If either system appears damaged, both the potable and recycled water systems should be shut off at their points of connection. If the User Supervisor cannot inspect the site and damage is expected, then both water systems should be shut off at their points of connection. The Supervisor should immediately contact the City for further instruction.

3.7.2 Unauthorized Discharge

An unauthorized discharge is defined as any amount of recycled water that leaves the designated use site. If a system failure results in an unauthorized discharge, every effort should be made to contain the recycled water and prevent it from entering the storm drain system. The User Supervisor is responsible for immediately notifying the City of the unauthorized discharge, and then preparing and submitting a report estimating the volume of discharge, identifying the cause of the system failure and discussing the corrective measures taken.

In the event that an unauthorized discharge occurs that may endanger public health or the environment, the City will verbally notify the RWQCB and DPH within 24 hours.

3.7.3 Cross-Connection

If a cross-connection occurs or is suspected of having occurred on the customer's premises, the User Supervisor must immediately implement the following Emergency Cross-Connection Response Plan:

- Immediately following discovery of the cross-connection, shut down the recycled water supply to the facility.
- Notify the City and DPH of the incident by telephone immediately. The City will notify the local health department. Within 24 hours the customer's verbal notifications must be followed by a written notice to the City that includes an explanation of the nature of the cross-connection, date

and time discovered, steps taken to mitigate the cross-connection and the contact information of the person reporting the cross-connection.

- Keep the potable system pressurized and post "Do Not Drink" signs at all potable water fixtures and outlets.
- Provide bottled water for employees until the potable water system is deemed safe to drink.
- Coordinate with the City to collect water samples from the potable water system and perform a 24-hour bacteriological analysis. If the bacteriological analysis is positive, chlorinate the potable water system maintaining a chlorine residual of at least 50 mg/l for 24 hours, flush the potable water system after the 24-hour chlorination period and perform standard bacteriological analysis. The City shall assist with the sampling and laboratory analyses at the customer's expense.
- Coordinate with the City to conduct a cross-connection test to verify that all cross-connections were eliminated.
- Follow additional procedures outlined by the City, DPH and local health department.

After final approval has been obtained from DPH and the local health department, the City will bring the recycled water system back into service and inform the customer to remove the "Do Not Drink" signs from all potable water fixtures and outlets.

3.8.1 Quarterly Reporting

G. RECYCLED WATER USE AREA MONITORING

1. The quantity of reclaimed water distributed to each reuse site shall be recorded on a weekly basis. Total flows shall be metered or estimated based on irrigation run times and distribution system design flow rates. Total as applied flows shall be compared to Supplier effluent flow rates.
2. All nutrient (fertilizer) additions during the quarter are to be reported. At a minimum, the application date, nutrient, application quantity, % content and any other appropriate information are to be included.
3. During periods of recycled water application the Distributor or Users, as applicable, shall inspect the irrigation use areas no less frequently than weekly to verify and document compliance with Order No R3-2008-0069. The visual inspections shall be noted in a bound inspection logbook(s) and at a minimum shall document proper sprinkler operation, runoff, erosion, saturated surface conditions, and odors. The logbook(s) shall be made available to the City of Hollister, Water Board and DPH upon request. A summary of observations made during water recycling area inspections and a brief discussion of any corrective actions taken or planned shall be included with each annual monitoring report.
4. Each individual User Reclaimed Water Site Supervisor shall provide quarterly updates to the Distributor regarding irrigation frequency and flow rates, proposed system modifications, system peculiarities, and to verify employee training. The Distributor shall keep a record of all system modifications and document that all work is conducted in accordance with the Cross Connection Control Plan and applicable regulations.

The Quarterly monitoring reports shall be submitted as follows:

Monitoring Period	Report Due Date
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January 1 – March 31	April 15 th
April 1 – June 30	July 15 th
July 1 – September 30	October 15 th
October 1 – December 31	January 15 th

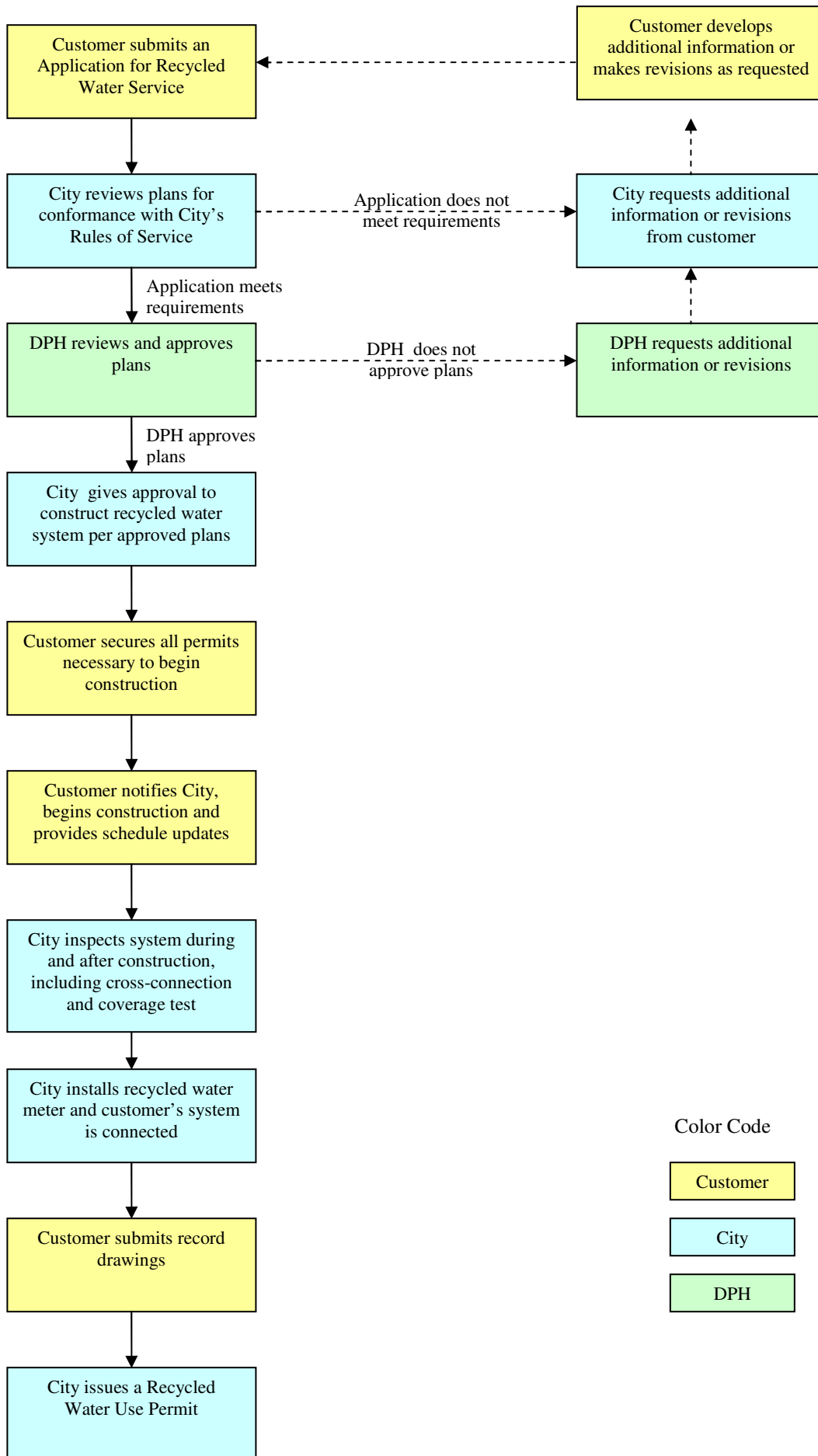
Appendix A - Definitions

Whenever the following terms occur in this document, the intent and meaning shall be interpreted as follows:

AIR GAP	A physical separation between the free flowing discharge end of a water supply pipeline and an open or non-pressure receiving vessel. An approved air gap must be at least twice the diameter of the water supply pipe measured vertically above the overflow rim of the vessel, and in no case less than one inch.
APPROVED USE	An application of recycled water in a manner, and for a purpose, designated in a Recycled Water Use Permit issued by the City and in compliance with all applicable Regulatory Agency requirements.
APPROVED USE AREA	A site with well-defined boundaries designated on the approved Site Drawings, to receive recycled water for an approved use and acknowledged by all applicable regulatory Agencies.
CROSS-CONNECTION	Any physical connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved for human consumption. This includes direct piping between the two systems, regardless of the presence of valves, backflow prevention devices, or other appurtenances.
CUSTOMER	Any person, persons or firm including any public utility, municipality or other public body or institution issued a Recycled Water Use Permit by the City. They may be the owner, tenant, or property manager as appropriate.
INSPECTOR	Any person authorized by the City, the local authorities or the local or state health agencies to perform inspections on or off the customer's site before construction, during construction, after construction and during operation.
LANDSCAPE IMPOUNDMENT	A body of recycled water used for aesthetic enjoyment or which otherwise serves a function not intended to include public contact.
NONPOTABLE WATER	Water that has not been treated for human consumption in conformance with the latest edition of the United States Public Health Service Drinking Water Standards, the California Safe Drinking Water Act, or any other applicable standards.
ON-SITE	Designates or relates to all irrigation facilities downstream of the recycled water meter.
OVERSPRAY	The spray of recycled water outside of the approved irrigation area.
OWNER	Any holder of legal title, contract purchaser, or lessee under a lease with an unexpired term of more than one (1) year, for property for which recycled water service has been requested or established.
POINT OF CONNECTION	This is the point where the customer's system ties to the City's system. This is usually at the water meter.
PONDING	Unauthorized retention of recycled water on the surface of the ground or other natural or manmade surface for a period following the cessation of an

POTABLE WATER	approved recycled water use activity. Water that is authorized for human consumption according to the latest edition of the California Safe-Drinking Water Act, or other applicable standards.
PUBLIC	Any person or persons other than the site owner or employees who may come in contact with facilities and/or areas where recycled water is approved for use.
RECYCLED WATER (or NONPOTABLE RECYCLED WATER)	Water that meets California Administration Code Title 22, Division 4 of the Environmental Health Water Reclamation Criteria and is approved for purposes other than human consumption. For the purpose of these rules and regulations, “recycled water” refers to “Nonpotable recycled water.”
RECYCLED WATER USE PERMIT	A permit issued to the customer as required by DPH and the RWQCB that outlines monitoring, self-inspection, reporting, and site-specific requirements.
RUNOFF SERVICE	Recycled water that is allowed to drain outside the approved use area. The furnishing of recycled water to a customer through a metered connection to the onsite facilities.
STANDARD PIPE LENGTH	A section of pipe 18 to 20 feet in length that has no joints.
UNAUTHORIZED DISCHARGE	Any release of recycled water that violates the rules and regulations of City or applicable Federal, State or local statutes, regulations, ordinances, contracts or other requirements.
USER SUPERVISOR	The responsible person designated by the customer to provide liaison with the City. This person must have the authority to carry out any requirements of the City, must be responsible for the operation and maintenance of the recycled water system, and must prevent potential violations.
VIOLATION	Noncompliance with any condition of the Recycled Water Use Permit by any person, action or occurrence, intentional or unintentional.

Appendix B - Flow Chart



Color Code

Customer

City

DPH