

SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX A
WATER FACILITIES INVENTORY

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WATER FACILITIES INVENTORY (WFI) FORM

ONE FORM PER SYSTEM

Quarter: 1
Updated: 11/30/2005
Printed: 12/14/2005
WFI Printed For: On-Demand
Submission Reason: Non-Periodic update

RETURN TO: Northwest Regional Office, 20435 72nd Ave S STE 200, Kent, WA, 98032

1. SYSTEM ID NO. 77050 Y	2. SYSTEM NAME SEATTLE PUBLIC UTILITIES	3. COUNTY KING	4. GROUP A	5. TYPE Comm
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6. PRIMARY CONTACT NAME & MAILING ADDRESS WYLIE HARPER [WQ LAB ENGINEER] 800 S STACY ST SEATTLE, WA 98134	7. OWNER NAME & MAILING ADDRESS SEATTLE, CITY OF DAVE HILMOE 800 S STACY ST SEATTLE, WA 98134 TITLE: DIRECTOR	8. Owner Number 005246
STREET ADDRESS IF DIFFERENT FROM ABOVE ATTN ADDRESS CITY STATE ZIP	STREET ADDRESS IF DIFFERENT FROM ABOVE ATTN ADDRESS CITY STATE ZIP	

9. 24 HOUR PRIMARY CONTACT INFORMATION	10. OWNER CONTACT INFORMATION
Primary Contact Daytime Phone: (206) 684-7880	Owner Daytime Phone: (206) 684-7414
Primary Contact Mobile/Cell Phone: (206) 559-8517	Owner Mobile/Cell Phone:
Primary Contact Evening Phone: (206) 684-7880	Owner Evening Phone:
Fax: E-mail: wylie.harper@seattle.gov	Fax: E-mail: dave.hilmoe@seattle.gov

WAC 246-290-420(9) requires that water systems provide 24-hour contact information for emergencies.

11. SATELLITE MANAGEMENT AGENCY - SMA (check only one)

Not applicable (Skip to #12)

Owned and Managed SMA NAME: _____ SMA Number: _____

Managed Only

Owned Only

12. WATER SYSTEM CHARACTERISTICS (mark ALL that apply)

<input type="checkbox"/> Agricultural	<input checked="" type="checkbox"/> Hospital/Clinic	<input checked="" type="checkbox"/> Residential
<input checked="" type="checkbox"/> Commercial / Business	<input checked="" type="checkbox"/> Industrial	<input checked="" type="checkbox"/> School
<input checked="" type="checkbox"/> Day Care	<input checked="" type="checkbox"/> Licensed Residential Facility	<input type="checkbox"/> Temporary Farm Worker
<input checked="" type="checkbox"/> Food Service/Food Permit	<input checked="" type="checkbox"/> Lodging	<input type="checkbox"/> Other (church, fire station, etc.): _____
<input type="checkbox"/> 1,000 or more person event for 2 or more days per year	<input checked="" type="checkbox"/> Recreational / RV Park	

13. WATER SYSTEM OWNERSHIP (mark only one)	14. STORAGE CAPACITY (gallons)
<input type="checkbox"/> Association <input checked="" type="checkbox"/> City / Town <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> Investor <input type="checkbox"/> Private <input type="checkbox"/> Special District <input type="checkbox"/> State	411,570,000

--- SEE NEXT PAGE FOR A COMPLETE LIST OF SOURCES ---

WATER FACILITIES INVENTORY (WFI) FORM - Continued

1. SYSTEM ID NO. 77050 Y	2. SYSTEM NAME SEATTLE PUBLIC UTILITIES	3. COUNTY KING	4. GROUP A	5. TYPE Comm
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15 Source Number	16 SOURCE NAME LIST UTILITY'S NAME FOR SOURCE AND WELL TAG ID NUMBER. Example: WELL #1 XYZ456 IF SOURCE IS PURCHASED OR INTERTIED, LIST SELLER'S NAME Example: SEATTLE	17 INTERTIE INTERTIE SYSTEM ID NUMBER	18 SOURCE CATEGORY										19 USE					20 TREATMENT					22 DEPTH DEPTH TO FIRST OPEN INTERVAL IN FEET	23 CAPACITY (GALLONS PER MINUTE)	24 SOURCE LOCATION			
			WELL	WELL FIELD	WELL IN A WELL FIELD	SPRING	SPRING FIELD	SPRING IN SPRINGFIELD	SEA WATER	SURFACE WATER	RANNEY / INF. GALLERY	OTHER	PERMANENT	SEASONAL	EMERGENCY	SOURCE METERED	NONE	CHLORINATION	FILTRATION	FLORIDATION	IRRADIATION (UV)	OTHER			1/4 SECTION	SECTION NUMBER	TOWNSHIP	RANGE
S01	CEDAR RIVER										X				X			X	X	X	X		125000	SW SE	19	22N	07E	
S02	TOLT RIVER										X				X			X	X	X	X		83280	NW SW	32	26N	09E	
S03	RIVERTON HTS #1				X									X			X	X	X	X	359	3200	NE NW	21	23N	04E		
S04	BOULEVARD		X											X			X	X	X	X	293	2000	NW NW	16	23N	04E		
S05	RIVERTON HTS #2				X									X			X	X	X	X	270	1800	NE NW	21	23N	04E		
S06	RIVERTON HTS WF			X										X			X	X	X	X	270	5000	NE NW	21	23N	04E		

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SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX B
WATER SYSTEM MANAGEMENT AND PERSONNEL

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Water System Management and Personnel

April 2006

Seattle Public Utilities 2005 Reorganization

Seattle Public Utilities (SPU) reorganized at the end of 2005. The reorganization is designed to help SPU be more effective in delivering core services to customers, both internal and external, and help the department achieve our strategic objectives. The process began with a realignment of staff to meet the following goals:

- Create a clear point of accountability for each SPU line of business (i.e., drinking water, sewer, drainage, and solid waste).
- Group employees in branches and divisions to provide further clarity regarding roles and responsibilities.
- Streamline decision-making processes between management and staff.
- Continue to improve and refine the delivery of essential services and programs by soliciting input from our customers.

An organizational chart for SPU, which shows the new departmental structure, is provided as Exhibit 1. A brief explanation of the role of the Director's Office and each SPU branch is provided below.

Director's Office

The Director's Office includes the Director of Seattle Public Utilities and the offices of Corporate Policy and Performance, Communications, and the Community Relations Development.

The Director is responsible for making sure the utility carries out the mission adopted for SPU. The Director has responsibilities typical of a water superintendent, such as developing budgetary requirements, assuring effective performance of the water system, and implementing City ordinances and utility policies regarding water service. Functions of the offices within the Director's Office are provided below:

- **Communications**
Communications Office and communication professionals located in SPU branches provide Department-wide communication services, assure communications standards are set and followed, and manage communication responses to emergent situations and events.
- **Corporate Policy and Performance**
The Office of Corporate Policy and Performance assists the SPU Director to design and execute policy, strategy, analyses, assessments and plans in order to maintain and improve service delivery and asset management. The work of the office especially focuses on issues involving multiple disciplines, branches, departments, governments and public constituencies.

- **Community Relations Development**

Community Relations Development creates deliberate and positive relationships between SPU and professional communities, influential leaders and other community stakeholders that represent customer interests in a manner that supports and is tied to the department's Strategic Business Plan.

Utility Systems Management Branch

Utility Systems Management (USM) provides a clear point of accountability for the overall management of each SPU utility system, including SPU's drinking water, sewer, drainage, solid waste programs and associated assets. USM also includes the following functions: 1) Security & Emergency Management, 2) SCADA Development, 3) Major Inter-agency Projects, 4) Strategic Asset Management, and 5) Technology Systems. To fulfill this mission USM serves as Specifiers¹ and system managers; and exercises delegated responsibilities and authorities to assure:

- These systems and assets are properly planned, developed, funded, designed, constructed, maintained, operated, protected, replaced and monitored.
- Asset management principles and practices are applied to achieve established customer and environmental service levels at the lowest life-cycle cost.

The Drinking Water Division Director serves as the point of contact for all drinking water system-related issues. The Business Area Managers who report to the Division Director serve as the Specifier for each of the business areas in the Drinking Water Line of Business. For Drinking Water, these business areas are: Water Resources, Water Quality and Treatment, Transmission and Distribution, and Major Watersheds. The Division also includes the Water System Operational Planning and System Control business area responsible for running day-to-day operations from the Control Center and includes certified water system operators.

Field Operations & Maintenance Branch

Field Operations and Maintenance strives daily to provide outstanding customer service by professionally operating, maintaining and improving SPU's drinking water, sewer, drainage, solid waste programs, and infrastructure investments which protect public safety, public health and the environment. Water operations staff are certified as required by regulations.

¹ Specifiers plan, specify, and are accountable for the delivery of utility and corporate services. Specifiers are responsible for making sure SPU establishes and meets customer and environmental service levels, consistent with financial constraints and life cycle principles. In addition, Specifiers are responsible for ensuring the application of our asset management principles in recommending or making resource allocation decisions.

Engineering Services Branch

The Engineering Services Branch (ESB) provides a variety of engineering and engineering support services to clients within and outside of SPU. ESB provides project management, engineering, design, survey, drafting, basemapping, construction specification and contract preparation, project cost estimating, geotechnical, materials testing, construction inspection, and contract payment services. Registered professional engineers and land surveyors reside in this Branch, as well as elsewhere in SPU. ESB executes SPU capital projects from start to completion, and provides specific services as appropriate on projects developed by other City departments, other agencies, and developers. ESB applies asset management principles and practices to achieve the triple bottom line goals of customer satisfaction, environmental protection/enhancement and cost efficiency.

Science, Sustainability & Watersheds Branch

The Science, Sustainability & Watersheds Branch helps ensure that SPU's investments, operations, services, and programs are scientifically sound, promote environmental sustainability, and provide stewardship of watersheds and aquatic resources. The Branch also provides a place to research, develop, and test science and sustainability-based ideas and approaches that will contribute to the achievement of SPU's economic, social, and environmental (triple bottom-line) goals. This Branch is responsible for drinking water quality monitoring, except the monitoring that occurs at SPU's two primary water treatment plants, which is conducted by our contracted facility operators. SPU's certified water quality testing laboratory resides in this Branch.

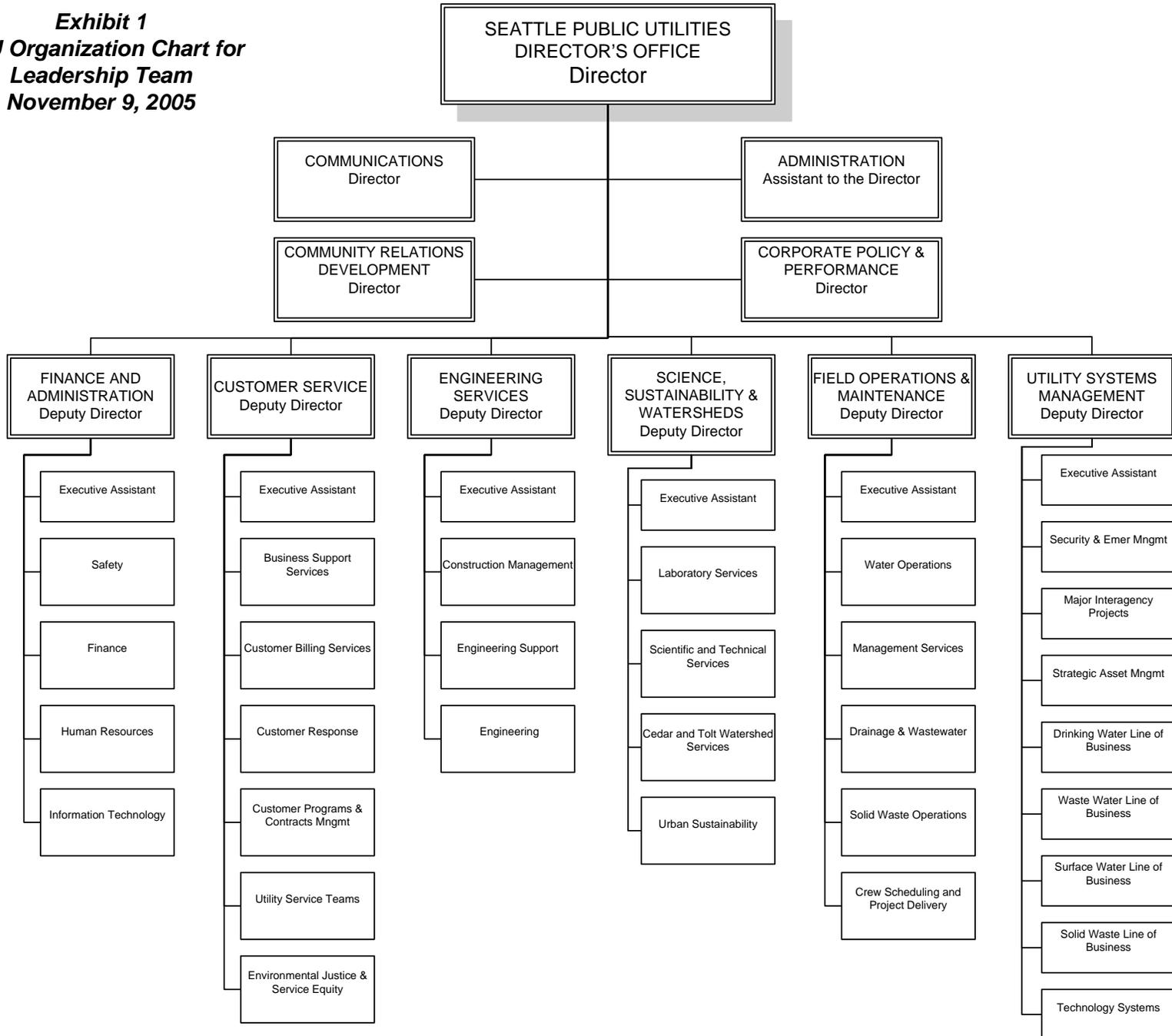
Customer Service Branch

The Customer Service Branch is responsible for providing support and assistance to all residential, commercial and key SPU customers receiving water, sewer, drainage and solid waste services. The services this branch provides include: 1) Customer Contact, Response & Outreach; 2) Customer Billing water; Water Meter Reading; 3) Resource Conservation (includes water conservation), 4) Wholesale Water Contracts Management, 5) Water Service Inspections (for new taps/lines, repairs, leaks, backflow assembly testing, cross connection control and water quality complaints); and 6) Environmental Justice & Service Equity. This branch includes several water quality inspector positions which have Backflow Assembly Tester (BAT), and Cross Connection Control Specialist (CCS) certification requirements.

Finance and Administration Branch

The Finance and Administration Branch provides financial, human resource and information technology services to all sections and employees of Seattle Public Utilities.

Exhibit 1
SPU Organization Chart for
Leadership Team
November 9, 2005



SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX C
**WATER SERVICE WITHIN THE DIRECT SERVICE AREA AND
CONNECTION CHARGE POLICY AND PROCEDURES**

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Seattle Public Utilities - Policy & Procedure

Subject: Water Service within the Direct Service Area	Number: SPU-CS-102	
	Effective: October 17, 2003	
	Supersedes: SPU-CS-010 (12/30/83) 400P-23-05 (9/01/82)	
Approved: 	Department: Seattle Public Utilities	Page(s):

1.0 PURPOSE

To establish policies and procedures for Seattle Public Utilities for granting water service connections to its water distribution system within its direct service area.

2.0 ORGANIZATIONS AFFECTED

- 2.1 City of Seattle, Seattle Public Utilities (SPU)
- 2.2 City of Shoreline
- 2.3 King County
- 2.4 Customers residing near and within SPU's direct water service area

3.0 AUTHORITY FOR RULE

- 3.1 Revised Code of Washington 35.91; 35.92; 80.28.080
- 3.2 Seattle Municipal Code 21.04
- 3.3 Most current SPU Water System Plan

4.0 GENERAL POLICIES

4.1 Standards and Requirements for New Services

- 4.1.1. All new SPU water service connections will be connected to a standard water main designed to serve that property. (see also Policy SPU-CS-101, Water Availability Certificates)
- 4.1.2 All water service connections to SPU's water distribution system will be metered and either monthly or bi-monthly bills will be sent to the property owner or owner's designee,
 - 4.1.2.1 The only exception to the above metering and billing policy will be for the fire services on Interstate Highways 5 and 90.
- 4.1.3 Application for water service by the property owner will be approved when SPU has issued a current, approved Water Availability Certificate, and when SPU has been provided with the following:
 - 4.1.3.1 SPU's application for water service form completed and signed by the property owner, and

- 4.1.3.2 the common street address and legal description of the parcel to be served, and
 - 4.1.3.3 utility plans showing all existing and proposed utilities
 - 4.1.3.4 all recorded easements needed for private service lines, when applicable.
 - 4.1.3.5 payment of the current standard or estimated deposit fees for installation, and
 - 4.1.3.6 payment of the street use permit if applicable, and
 - 4.1.3.7 payment of the Connection Charge in full (see Policy _____, Connection Charge), or entering into SPU's finance contract for its payment over a 10-year period
- 4.1.4 Each legal parcel will be served by one domestic water service, except
- 4.1.4.1 When SPU has allowed or required parcels not abutting a water main to be served by either a privately owned water main or long service lines, a covenant or homeowner bylaws will be filed with those parcels to run with the land and prohibit the property owners of those parcels from requesting individual service directly from SPU's distribution system.
 - 4.1.4.2 Certain parcels may be served by more than one domestic service due to the use of the property, i.e., hospitals, nursing homes and similar facilities, to assure continuous uninterrupted water service. Each service will be from separate water mains abutting the parcel when possible.
 - 4.1.4.3 A community containing more than one legal parcel and either more than 350 feet of private road, or a gated private road of any length, will be served with one domestic meter at the perimeter of that community of legal parcels.

It may be possible that a second SPU domestic service be available to this community's private system from a second SPU-owned water main if needed to provide reliability via a "looped" private water system, i.e., a system having two separate sources of water from the SPU distribution system. Both domestic services would be located at the perimeter of the community of legal parcels. (see also Sec. 4.4.5 of Policy SPU-CS-101, WACs)

- 4.1.4.4 One very large parcel of land which contains a privately owned water distribution system may be served by more than one domestic service to provide reliability via a "looped" private water system (e.g., the University of Washington campus).
- 4.1.4.5 One property may not serve another with water service, unless explicitly approved by both SPU and the affected property owners for a temporary, specified time period.
- 4.1.4.6 Each legal parcel will be eligible for separate water service for irrigation in addition to other domestic service.
- 4.1.4.7 Each legal parcel will be eligible for separate fire-only service.
- 4.1.5 Fire-only water services will consist of a detector check valve and a bypass meter assembly.
 - 4.1.5.1. Water may be used at no charge for testing of the on-property fire suppression system monthly as follows:
 - ◆ 100 cubic feet for fire services 1-to-2 inches
 - ◆ 500 cubic feet for fire services 3-to-5 inches
 - ◆ 1,000 cubic feet for fire services larger than 5 inches
 - 4.1.5.2. The detector check valve will be changed by SPU, at the property owner's expense, to a fully metered fire service if water used at the property regularly exceeds the above limits set for system testing
- 4.1.6. If a property's water service will be used solely or in part for an internal fire suppression system (e.g. sprinkler heads), the property shall not be served by a water service less than one inch (1") in size.
- 4.1.7 Water service to direct service area customers will be from SPU's distribution water main system and not from its supply or transmission pipelines.
- 4.1.8 Water services up to two inches (2") in size will be charged a reduced installation rate when
 - 4.1.8.1 a new water main to serve the property and to be owned by SPU is installed by a property owner, and
 - 4.1.8.2 the property owner's contractor will trench for SPU's service line and backfill the trench.

4.1.9 Water service to customers within SPU's direct service area may be obtained from a water purveyor whose distribution system abuts the property within SPU's direct service area and SPU requests this purveyor in writing to provide temporary service to a particular property until SPU is ready to serve from its own distribution system.

4.1.10 SPU will consider an application for water service to a property not located within its direct service area only when

4.1.10.1 SPU's water service pipe and meter will be within SPU's direct service area, and

4.1.10.2 the water utility whose direct service area includes this property has requested SPU in writing to serve this property until such time as that utility is prepared to serve it directly, and all other applicable requirements in SPU's policies have been fulfilled.

4.1.11 Temporary water service from the distribution system for less than six months may be authorized via a hydrant use permit or hydrant use meter issued by SPU Customer Services if no other source of water is available. No administrative or water usage charges for hydrant permit holders will be made for water main installation projects sponsored by SPU and for which SPU will pay all project costs.

4.1.11.1 Hydrant use without a hydrant permit or hydrant meter, or use of a restricted hydrant, will result in monetary penalties in addition to all other hydrant use charges:
\$ 300 penalty for the first occurrence
\$ 500 penalty for the second occurrence
\$1,000 penalty for the third and subsequent occurrence

4.1.11.2 Permits may be issued if water use will be for less than 8,000 gallons per day

4.1.11.3 Permit holder will pay a permit fee as well as a daily charge for the water used. Payment may be made either in advance of service, or subsequent to service following a billing by SPU. A billing fee will be charged for payments made subsequent to service.

4.1.11.4 Permit holder will use an SPU supplied (or approved) hydrant valve.

4.1.11.5 Permit holder will pay SPU for any hydrant repairs necessitated by the improper operation of the hydrant at a time and material basis.

4.1.11.6 Hydrant meters will be required either

4.1.11.6.1 at the discretion of SPU Customer Services, or

4.1.11.6.2 under the following circumstances:

- ◆ water use will exceed 8,000 gallons per day, and
- ◆ use will be longer than 30 days, and
- ◆ no other acceptable or practical method of measuring or estimating actual water used is practical, and
- ◆ one hydrant only will be used, and
- ◆ projected weather conditions will permit the meter to be used without danger of freezing its parts.

4.1.12 Metered service will be required when temporary water is needed from one location for longer than six months.

4.2 Standards and Requirements for Changes to Existing Services

4.2.1. Existing substandard water service will be brought to standard water service whenever possible.

4.2.1.1 When a distribution main is installed which extends the distribution system to abut properties not formerly served by an abutting main, or to serve properties not formerly served by a main designed to serve that property, each property will abandon the service line to the nonabutting main and receive service from the main designed to serve or abutting the property.

4.2.1.1.1 Property owner will not be responsible for the cost either for SPU to retire the existing water service if it is two inches (2") in size or smaller, or for SPU to relocate an existing two-inch (2") or smaller water service. (see also Policy _____ Connection Charge)

4.2.1.1.2 Property owner will be responsible for the SPU costs for retirement and relocation of the existing water service if it is larger than two inches (2"). (see also Policy _____ Connection Charge)

4.2.2. When a water main is replaced, existing water services from that segment of water main will be transferred to the new main, the property owner will not be responsible for either retirement or new installation charges.

- 4.2.3. When the City or SPU changes the street or other infrastructure abutting a property with substandard water service, that water service will be changed to conform to standard practices in preparation for other changes to or in the street.
- 4.2.4. Property owners may request changes in the size of their water service, the location of their meter along the frontage of their property, and the type of use of their existing water service.
 - 4.2.4.1. When increasing a service size, SPU will both retire an existing service and tap for a new service and property owner will pay SPU standard or time-and-material charges.
(see also Policy _____ for Connection Charge.)
 - 4.2.4.2. When decreasing a two-inch (2") or smaller service, SPU will reduce the size of the existing meter and property owner will pay on a time-and-material basis. Any subsequent changes to water service size at this property will require a service retirement and new tap.
 - 4.2.4.3. When decreasing a service larger than two inches (2"), SPU will both retire the existing service and tap for a new service and property owner will pay SPU standard or time-and-material charges.
 - 4.2.4.4. Property owner may request a relocation of an existing service to a site along the property's frontage, the new location may not be in a driveway or within five feet (5') of a tree. SPU will both retire the existing service and tap for a new service if the lateral distance between the old and new locations is 31 inches or greater. Property owner will pay SPU standard or time-and-material charges in keeping with the current SPU Standard, Connection and Administrative Charges.
- 4.2.5. An existing domestic, irrigation or fire service may be changed to another use at the request of the property owner if no change in size or location is needed. (see Connection Charge Policy _____)
 - 4.2.5.1. The property owner will pay for any SPU services required to change a fire-only service to a combination fire and domestic service
 - 4.2.5.2. Any other changes to meter type will be at SPU's discretion at no additional cost to the property owner when no change in water service location or size is requested by the property owner.
- 4.2.6. Property owner will be charged for SPU repair of damage to the curb stop, meter, meter setter, meter box or lid, or tailrun.

4.2.7. Termination of existing water service

4.2.7.1. Domestic (including irrigation) water service may be shut off by SPU due to either nonpayment of utility charges (see Policy 400P-23-02 Credit and Collection), at the request of the property owner, or to effect maintenance, repair or changes to the water system.

4.2.7.1.1. SPU may remove the meter at owner's expense following shut off of service

4.2.7.1.2. Property owner may request SPU, at owner's expense

- ◆ to remove the water meter to stop water and sewer services and charges during an extended vacancy at the property. The eventual reset of the water meter also will be charged to the property owner. Removal of the meter does not stop solid waste services or charges.
- ◆ to shut off the water meter to prevent damage to the property from leakage or unauthorized water use
- ◆ to retire the domestic or irrigation service to the property.

4.2.7.2. Fire service (either fire-only or combination domestic and fire) will not be terminated by SPU without written request by the property owner and written acknowledgement and concurrence by the local fire department or district.

4.2.8. SPU may retire a domestic water service after 15 years of nonuse and charge the property owner for the cost of the retirement.

4.2.9. If a jumper, not authorized by SPU, is installed to pilfer water, SPU may retire the service and charge the property for the retirement, as well as charge for estimated water and other utility services provided during the time period the jumper was in use, as determined by SPU.

5.0 PROGRAM REVIEW

Periodic review of this policy shall be performed by the SPU Customer Services Branch as changes or conditions warrant in order to ensure that it remains current and effective in guiding SPU employees. Any recommended changes will be submitted to the SPU Director for consideration.

6.0 RESPONSIBILITIES

6.1 Property owner is responsible for

- ◆ the installation, replacement or repair of the privately owned service line from the City's union to the building(s) served, including changing a private service line when the service location to the property changes in accord with this Policy
- ◆ calling SPU Customer Services for inspection of all private underground water service line installations, repairs or replacements prior to covering
- ◆ marking the desired location of a new water service before SPU installs the service
- ◆ identifying and correcting water leakage or unauthorized water usage and notifying SPU of corrections allowing SPU to inspect any repairs or corrected water use problems
- ◆ notifying SPU of changes in property ownership or owner's designee for receiving the utility billings

6.2 SPU is responsible for

- ◆ the installation, replacement or repair of the publicly owned service from the City's water main, including the tap into the main, to the City's union
- ◆ timely inspection and other customer services
- ◆ responsiveness to customer needs
- ◆ offering all customers in like circumstances the same requirements, services, contracts or agreements, or privileges
- ◆ notifying property owner of any water usage excesses through fire services to allow owner to correct any problems prior to SPU's changing the fire service from a detector check to a meter.

7.0 DEFINITIONS

7.1 Abutting water main is a main which crosses some amount of the property; it may not be a standard main designed to serve if either the abutting main does not cross the full frontage of the property and there is a developable parcel beyond the property, or if the abutting main is not standard in size or material.

7.2 Direct water service area is the retail service area served by SPU's water distribution system as defined by the most current SPU Water System Plan.

- 7.3 Domestic service is a type of water service serving all potable water used at a property except fire-only water service.
- 7.4 Fire-only water service is available to provide stand-by water service for the sole purpose of supporting fire suppression devices on property (sprinklers, private hydrants, etc.) via a detector check meter assembly. A combination fire and domestic service is a domestic water service and is not a fire-only water service.
- 7.5 Irrigation service is a type of domestic water service designed to provide irrigation-only water at a property; sewer charges are not made on the water used through irrigation-only water services.
- 7.6 Jumper is a pipe installed to allow domestic or irrigation water to freely flow from the publicly owned service line to the user without being measured or billed by a meter, usually located in the meter box when a meter has been removed or not yet installed.
- 7.7 Master meter is a metered water service from a SPU-owned water main serving more than one legal parcel due to and in accordance with established SPU policy and procedure.
- 7.8 Private water service consists of the underground pipe leading from SPU's union to the building(s) being served, including any valves, stopcock, private submeters, backflow devices, etc.
- 7.9 Retirement of water service occurs when SPU has removed the connection to its distribution system by removing the tap to the water main and all other related water service equipment
- 7.10 Standard water service exists when a property receives metered water service from a standard water main designed to serve that property
- 7.11 Substandard water service exists either when a property's water service comes from a water main not designed to serve that property (i.e., it could be an abutting or non-abutting substandard water main or a non-abutting standard main), or when a property's water service comes from a neighboring property's water service.
- 7.12 Tail run is a short length of pipe installed by SPU from the meter box to SPU's union.
- 7.13 Termination of water service may include shut off of water at the meter, removal of the water meter, or retirement of SPU's tap and service line to the property
- 7.14 Transmission or supply pipelines are used to move water from the source to the treatment plant and from the plant to the distribution system.

- 7.15 Union is a coupling at the end of SPU's water service connecting the public water service to the privately owned water service.
- 7.16 Water main designed to serve a property is a main either abutting the property or located as close to the property as possible considering barriers such as slope, soil or other conditions which make it unsafe or impractical to bring the water distribution system closer to the property. (see also Standard and Substandard Water Service)
- 7.17 Water service provides water from the distribution system to residential, industrial and commercial users within the direct service area. It includes a tap into a SPU water main and a SPU service line. (An active water service also includes a meter, tail run and union which connects to the property's private service line; an inactive water service has had the meter removed or not yet installed.)
- 7.17.1 Domestic water service is available to provide any potable water to a property, excluding fire-only water service.
- 7.17.2 Fire-only water service is available to provide stand-by water service for the sole purpose of supporting fire suppression devices on property (sprinklers, private hydrants, etc.) via a detector check meter assembly. A combination fire and domestic service is a domestic water service and is not a fire-only water service.

Seattle Public Utilities - Policy & Procedure

Subject: Connection Charge	Number: SPU-DR-02-03	
	Effective: May 20, 2004	
	Supersedes: SPU-CS-010 (12/30/83)	
Approved: Chuck Clarke 4/23/04	Department: Seattle Public Utilities	Page(s): 5

1.0 PURPOSE

To establish policies and procedures for Seattle Public Utilities (SPU) for charging property owners in SPU's direct service area seeking to connect to and receive water from the water system a reasonable and equitable share of the cost of the water system.

2.0 ORGANIZATIONS AFFECTED

Property owners within SPU-Water's direct service area.

3.0 AUTHORITY FOR RULE

3.1 Revised Code of Washington 35.91.020, 35.92.025, 80.28.080

3.2 Seattle Municipal Code 21.04.105, 21.04.115, 21.04.465

4.0 GENERAL POLICIES

At the time of ordering a new or changed water service from SPU's water system, the property owner shall contribute to the water system by either

- ◆ Paying the current Connection Charge in full, or
- ◆ Signing a finance contract with SPU for payment of the Connection Charge and interest over a 10-year time period, or
- ◆ Designing and installing a water main for SPU ownership from which the property will receive its water service in accordance with Policy SPU-CS-100, 101 and 102, or
- ◆ Having contributed an equitable share to the water main costs designed to serve the property and installed by another property owner(s) as evidenced by written documentation to SPU by the property owner who installed the water main at the time of design and construction, or
- ◆ Contributing to a current Local Improvement District for installation of the water main.

4.1 New Water Service

- 4.1.1** If the property owner requests domestic, fire, irrigation, or combination water service for a property, including newly created legal parcels, currently not having a water service from SPU, then SPU will charge the Connection Charge at the time of receiving one or more applications for domestic, irrigation, fire, or combination water service for a property or group of properties in accordance with Policy SPU-CS-102, Water Service in the Direct Service Area, Sections 4.1.4.3 and 4.1.4.4.
- 4.1.2** If SPU requires the property owner to design and install the water main for SPU's ownership and operation in order to serve the property owner's proposed use on the property, then SPU will not charge the Connection Charge on water services for the properties owned by that owner, or owners, which will be served by the segment of water main so designed and installed. See Policy and Procedures SPU-CS-100 and SPU-CS-101.

4.2 Existing Water Service

- 4.2.1** SPU will compute and charge a Connection Charge when
 - 4.2.1.1** Owner seeks an increase in the size of the existing SPU domestic, irrigation, fire, or combination service for a property, or
 - 4.2.1.2** Owner seeks to add a separate service to the property for a use (domestic, fire, irrigation) which is not separately provided to the property currently, or
 - 4.2.1.3** Owner either seeks, or is required by SPU to order, a separate water service to a property currently being served by a water service serving another property.
 - 4.2.1.4** Owner seeks to change an existing fire-only water service to a domestic water service.
- 4.2.2** SPU will not charge a Connection Charge to a property currently receiving water service when
 - 4.2.2.1** Either SPU or a property owner replaces the existing water main with a new one, and no change in the size or use of water service is being sought, and the transfer of service occurs at the time of the replacement of the water main.
 - 4.2.2.2** Either SPU or a property owner extends the water main distribution system so that a water main is designed to serve a property which has an existing water service, and if the existing service is transferred to the main at the

time of its installation and no change in water service size is sought by the property owner.

4.3 Payment of Connection Charge

Before completion of the water service order, the owner will pay any applicable Connection Charge either

4.3.1 in full, or

4.3.2 by signing a 10-year Finance Contract with SPU in accordance with Seattle Municipal Code 21.04.115.

4.4 Calculation of Connection Charge

4.4.1 The current Connection Charge will consist of the product of Connection Charge Units (CCU) and the current Connection Charge Unit Rate (CCUR).

4.4.2 The CCUR is expressed as the equity value of the water system per customer equivalent. The equity value is the portion of the utility plant left after subtracting accumulated depreciation and the value of revenue bonds outstanding.

4.4.3 The CCU will be based on the Customer Equivalents (CE) of the water services to a property. The number of CEs is the sum of retail connections serving one property * weighted by their hydraulic capacities, as follows:

<u>Service Size</u>	<u>CE</u>
3/4"	1.0
1"	1.7
1.5"	3.3
2"	5.3
3"	11.0
4"	17.0
6"	33.0
8"	53.0
10"	77.0
12"	104.0

16"	168.0
20"	244.0
24"	330.0

*See also Section 4.1.1 and Policy and Procedure SPU-CS-102 Sections 4.1.4.3 and 4.1.4.4

4.4.4 The CCU per property will be calculated using the following steps:

1. Total the CE of the property's domestic water services
2. Total the CE of the property's fire-only water services and multiply the sum by 0.4
3. Choose the larger number derived from Steps 1. and 2.
4. Total the CE of the domestic water services which will remain available to the property plus the CE of any additional domestic water services ordered for the property.
5. Total the CE of the fire-only water services which will remain available to the property plus the CE of any additional fire-only water services ordered for the property, and multiply the sum by 0.4
6. Choose the larger number derived from Steps 4. and 5.
7. If the number derived in Step 3. is larger than the number derived in Step 6, then there will be no Connection Charge made.
8. The difference between the numbers obtained in Steps 3. and 6. is the CCU if the number derived in Step 6. is larger than the number derived in Step 3.

4.4.5 The Connection Charge due per property will be the product of multiplying the CCU derived in Section 4.4.4 by the current CCUR, as found in SPU's current Standard, Connection and Administrative Charges document. (In 2004, the CCUR will be \$661.00.)

5.0 PROGRAM REVIEW

Periodic review of this policy shall be performed by the SPU Customer Services Branch as changes or conditions warrant in order to ensure that it remains current and effective in guiding SPU employees. Any recommended changes will be submitted to the SPU Director for consideration.

6.0 RESPONSIBILITIES

SPU is responsible for offering all customers in like circumstances the same requirements, services, contracts or agreements, or privileges.

7.0 DEFINITIONS

- 7.1 Connection to the water system includes a tap into an SPU water main in SPU's direct service area and a SPU service line; see also water service
- 7.2 Irrigation water service is a type of domestic water service designed to provide irrigation-only water at a property; sewer charges are not made on the water used through irrigation-only water services.
- 7.3 Property is synonymous with the term legal parcel, as recorded with King County, and may be created via lot boundary adjustments, shortplats, subdivisions.
- 7.4 Water main designed to serve a property is a main either abutting the property or located as close to the property as possible considering barriers such as slope, soil or other conditions which make it unsafe or impractical to bring the water distribution system closer to the property.
- 7.5 Water service provides water from the distribution system to residential, industrial, and commercial users within the direct service area. It includes a tap into a SPU water main and a SPU service line. (An active water service also includes a meter, tail run and union which connects to the property's private service line; an inactive water service has had the meter removed or not yet installed.)
- 7.5.1 Domestic water service is a type of water service serving all potable water to a property, excluding fire-only water service.
- 7.5.2 Fire-only water service is a type of water service to provide stand-by water service for the sole purpose of supporting fire suppression devices on property (sprinklers, private hydrants, etc.) via a detector check meter assembly. A combination fire and domestic service is a domestic water service and is not a fire-only water service.

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SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX D
SAFETY PROCEDURES

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Safety Procedures

May 2006

Seattle Public Utilities (SPU) continues to make worker safety a top priority and the utility is committed to meeting all OSHA and WISHA regulations, including meeting all safety training requirements. The mission of SPU's Safety Program is to promote safe and healthy workplaces and to empower employees to take personal responsibility for job safety. There have been no substantial changes to the safety program since the 2001 Water System Plan Update.

The Tolt and Cedar Water Treatment Facilities are operated and maintained by private entities. Staff at these facilities are required, through their Service Agreement contracts with SPU, to maintain a level of safety consistent with applicable laws and regulations, insurance requirements, best industry practice, and the requirements of each facility's operation and maintenance manual.

Potential workplace hazards for the water system are identified in the Job Safety Analysis, and include safe driving, the handling and storage of chlorine and other water treatment chemicals, lockout/tagout, confined space entry, and use of heavy equipment. In addition, Material Safety Data Sheets (MSDS) are located at each SPU facility that houses hazardous chemicals. This inventory can be requested at any time. MSDSs are also available on the internal SPU Safety website.

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SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX E
RECORDKEEPING AND REPORTING PROCEDURES

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Recordkeeping and Reporting For Water Quality and Supply April 2006

This appendix prepared for the *2007 Water System Plan* summarizes the procedures and tools used by Seattle Public Utilities (SPU) to record and report on data about water quantities and quality in the system. Some of this effort provides regulatory compliance data to the Washington State Department of Health (DOH), while other data is gathered to aid and document decisions about operations, planning and design.

The attached Public Records Retention Schedule & Destruction Authorization tables, most recently updated in 2004, describe the records produced by sections within SPU to support their functions and states the length of time the records must be maintained. The City of Seattle Records Management Program develops records retention schedules to meet legal, fiscal and historical requirements and assists with identifying the method of disposal for records past their approved retention via shredding, recycling or transfer to the Municipal Archives.

In recent years, SPU has taken steps to increase the use of computerized databases for recording and reporting data. In addition to the efficiencies and capabilities inherent in a database, the electronic storage makes it practical to archive historical data indefinitely while having it easily accessible for analysis. SPU has traditionally retained data well beyond the minimum time periods specified in WAC 246-290-480, and the computerized systems will facilitate this.

The first implementation of a comprehensive quality and supply database was the Integrated Water Resource Management System (IWRMS), which came into use in 1995. This PC-based system replaced separate main-frame databases for supply and quality information. The new database included weather information from the watershed areas, water quantity information (e.g., reservoir levels and intake flows), and water quality data related to microbiology standards. The data generally represented daily values, such as totalized flow over 24 hours or the instantaneous value of a parameter at a certain time each day. The system also had the capability to generate many of the monthly reports required by DOH for compliance with the Total Coliform Rule (TCR) and Surface Water Treatment Rule (SWTR). These monthly reports were then transferred to the Laboratory Information Management System (LIMS) in 1998. Some of the less voluminous data, such as results of chemical monitoring, were not included in the database, but were maintained in separate spreadsheets. Some operational information, for example hourly values of distribution storage levels, was not included because of the effort that would be needed to input the data manually. This data continued to be recorded on paper by system operators or by chart recorders.

In 1996, SPU began using SCADA-style hardware and software to automatically log system operations data received at the Operations Control Center at 15-second intervals. This greatly reduced the reliance on paper records for logging system data. However, IWRMS was not intended to handle this volume of information, and the data is currently archived on CD-ROMs. In early 2006, SPU achieved the switchover from the “big board” – a largely analog display of system information – to a new PC-based SCADA

system. The current SCADA system includes a data warehouse, with data that is updated in time frames that range from seconds to days.

The LIMS installed in 1998 provided improved tools for management of laboratory operations, such as tracking samples, and reporting results. The system could not be easily linked to IWRMS, and has been used for storage and reporting of water quality data. In 2006 the Water Quality Laboratory began implementing a new LIMS that will better facilitate handling of all lab data that the old LIMS could not. The new LIMS will also advance our ability to implement the data warehouse.

SPU is beginning the implementation of a data warehouse to provide the long-term storage of all operational data in one location along with the capabilities for trend analysis. This new Information Management System (IMS) is intended to facilitate the warehousing and distribution of SCADA and LIMS data, as well as other data of interest to many user groups. It is anticipated that IWRMS will be retired when IMS is implemented, but all historic IWRMS data will be retained and transferred.

Sections within the Drinking Water Division have responsibility for reporting and managing operational data. The Laboratory Services Division has the responsibility for water quality data and the submission of reports to DOH. The Water System Planning & System Control section has primary responsibility for most supply-related data, with assistance from the Water Resources Management and SCADA sections.



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PER RCW 40.14

PUBLIC RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORIZATION

OSOSF-002 (Formerly SSA-24)

Page 1 of 28

1. AGENCY TITLE City of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Public Utilities: Field Operations: Water Quality & Supply	3. OFFICE/SECTION TITLE 18.03.06	4. DATE SUBMITTED December 23, 2004
5. ADDRESS (PO Box or Street, City, and Zip Code) City of Seattle 600 Fourth Ave. PO Box 94728 Seattle, Wa. 98124-4728		6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler	
		6b. RECORDS MANAGER TELEPHONE (206) 684-8154	6c. RECORDS MANAGER E-MAIL jennifer.winkler@seattle.gov
7. RECORDS MANAGER SIGNATURE (Required) <i>I hereby certify that I have prepared this schedule in compliance with current federal, state, and local regulations, and I ensure it's accuracy.</i>		SIGNATURE _____	

8. LIST OF RECORDS SERIES

8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME OF RECORDS (cubic ft.)	8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION/REMARKS
	DIVISION DIRECTOR'S OFFICE							
1.	<u>Closed Storage Inspection Program Policy & Procedures</u> Records document the Utility's policies and procedures for operating storage facilities to meet regulatory requirements and Department water quality standards. Includes procedures for monitoring, prevention of water quality degradation, security, reservoir maintenance, treatment and emergency response. May also include drafts documenting substantive changes, correspondence, meeting notes, etc.	OF M			When Updated, Revised, or Superseded	6 Years	GS50-01-01	Potentially Archival
2.	<u>Facility Inspection Reports – Secondary Treatment</u> Records document fire inspections performed by the Seattle Fire Department at the Utility's secondary treatment facilities to determine compliance with fire codes. May include copies of inspection reports, violation notices, recommendations and documentation of corrective action taken.	OF M			Upon Completion of Inspection and Applicable Corrective Action	6 Years	GS53-04-05	

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3.	<u>Maps / Drawings of Water Distribution System – Secondary</u> Working copies of maps and drawings showing construction details of water tanks, distribution reservoirs, secondary treatment facilities, etc. Used for system maintenance purposes.	OF M	SPU Engineering Vault		When Revised or Superseded	0 Years	GS55-06A-18(S)	
4.	<u>Open Reservoir Annual Report</u> Report is a summary of the Utility's open reservoir protection program activities that is compiled and submitted to WDOH annually. Includes a summary of significant actions undertaken at each reservoir (outlet disinfection, reservoir security, contamination prevention, etc...), action taken to maintain/improve open reservoir water quality and treatment, plan of operation, water treatment summary, water quality monitoring information, etc.	OPR			Report Completed	10 Years	GS55-06A-21	2 copies to Municipal Archives
5.	<u>Open Reservoir Chart Recordings</u> Circular and strip charts are used to monitor chlorine residual and reservoir water flow periodically throughout the week. May include hard copy or electronic charts. Charts are organized by geographic location then date.	OF M			End of Calendar Year	3 Years	GS55-06A-17	

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6.	Open Reservoir Daily Patrol Inspections Records document daily security inspection of the Utility's open reservoirs. Information includes inspector name, date and time of visit to the reservoir, vehicle information, etc. May also include inspector's observation notes and a description of any follow-up actions. Information is summarized in annual reports submitted to WDOH.	OF M			End of Calendar Year	10 Years	GS50-06B-16	
7.	Open Reservoir Daily Treatment Logs Records are daily logs documenting secondary drinking water treatment applications and water flow in and out of the open water distribution reservoirs. Records include time information logged, water meter reading, chemical feed, chemical dosage residual, operator remarks and initials. Logs are submitted to WDOH monthly.	OPR			End of Calendar Year	10 Years	GS55-06A-21	
8.	Open Reservoir Database - Secondary Database is used to electronically track the daily activities and findings documented in the Open Reservoir Daily Patrol Inspections. Information includes date and time of visit, name, description of reservoir condition and any actions taken.	OF M			End of Calendar Year	2 Years	GS50-06B-16(S)	

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9.	Open Reservoir Material Recovery Records Records are reports documenting type and quantity of materials or debris recovered during annual washing of reservoirs. Information includes date and time washing occurred, name of reservoir, description of material recovered, etc. Individual reservoir reports are summarized and submitted to WDOH annually.	OPR			End of Calendar Year	10 Years	GS55-06A-21	
10.	Open Reservoir Protection Program Policy and Procedures Records document the Utility's policies and procedures for operating its open distribution reservoirs to meet regulatory requirements and department water quality standards. Includes procedures for monitoring, prevention of water quality degradation, security, reservoir maintenance, treatment and emergency response. May also include drafts documenting substantive changes, correspondence, meeting notes, and additional supporting documentation.	OF M			When Updated, Revised, or Superseded	6 Years	GS50-01-01	Potentially Archival

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11.	Open Reservoir Security Breach Reports Reports document security violations occurring in or around open reservoir areas such as vandalism, break-ins, trespass, theft, suspicious behavior, etc. Reports may include description of the incident, day and time the incident occurred and information on follow-up actions taken.	OF M			Incident Resolved	10 Years	GS50-06B-11	
12.	Open Reservoir Weekly Treatment Reports Internal report summarizing weekly treatment activities at each reservoir (average chlorine residual, comments regarding unusual occurrences, etc.). Used for program reporting purposes.	OF M			Report Completed	3 Years	GS55-06A-17	
13.	Sanitary Survey Compliance Files Records document the Utility's response to findings documented in sanitary surveys conducted by WDOH. May include list of findings or deficiencies submitted by the State, documentation of corrective action taken or explanations of why repairs cannot be made, out of service orders, spreadsheets used to track completion of repairs, and additional supporting documentation.	OPR			Completion of Survey and Applicable Corrective Action	10 Years		WAC 246-290-480 c

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14.	Sanitary Survey Inspection Log Spreadsheet used to schedule internal sanitary survey inspections conducted throughout the year.	OF M			End of Calendar Year	0 Years	GS50-01-02	
15.	Sanitary Survey Internal Inspection Reports Records document quarterly ground level and annual rooftop inspections performed by the Utility to monitor components of the water distribution system for needed maintenance and repairs. Includes inspection reports, photos, and related supporting documentation.	OPR			Completion of Survey and Applicable Corrective Action	10 Years	GS55-06A-21	WAC 246-290-480 c
REGULATORY COMPLIANCE SECTION								
16.	Agreed Order Compliance Files Agreement between the City of Seattle and WDOH to bring the Cedar River Water Source into compliance with the Surface Water Treatment Rule. Records are used to document City compliance with agreement. May include copy of agreed order, modifications and amendments, work plans, project/compliance timelines, and additional supporting documentation.	OPR			Termination of Agreement	6 Years	GS50-01-11	

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DESTRUCTION AUTHORIZATION**

OSOSF-002 (Formerly SSA-24)

Page 7 of 28

1. AGENCY TITLE City of Seattle		2. DEPARTMENT/DIVISION TITLE Seattle Public Utilities: Field Operations: Water Quality & Supply		3. OFFICE/SECTION TITLE 18.03.06		4. DATE SUBMITTED December 23, 2004	
5. ADDRESS (PO Box or Street, City, and Zip Code) City of Seattle 600 Fourth Ave. PO Box 94728 Seattle, Wa. 98124-4728				6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler		6b. RECORDS MANAGER TELEPHONE (206) 684-8154	
						6c. RECORDS MANAGER E-MAIL jennifer.winkler@seattle.gov	
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17.	Algae Count Reports Periodic reports used to monitor seasonal Lake Youngs algae blooms and make operational adjustments to filtration system. Information includes sample site identification, date and time of sampling intervals, volume and algae type.	OF M			End of the Calendar Year	10 Years	GS50-01-32	
18.	Aquatic Microorganism Photographs Records are photographs of microorganisms taken from samples in the City water system. Used for species identification and water quality monitoring purposes.	OF M			Reference Purpose Served	0 Years	GS50-06F-06	Potentially Archival
19.	Bilateral Compliance Agreement Agreement between the City of Seattle and WDOH documenting steps and timeline for bringing the City into compliance with the lead and copper rule. May include copy of agreement, modifications and amendments, monitoring requirements and results, progress reports, corrosion control studies, etc.	OPR			Termination of Agreement	6 Years	GS50-01-11	

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20.	<u>Building Inspection Reports</u> Records document fire inspections performed by the Seattle Fire Department at the Water Quality Lab to determine compliance with fire codes. May include copies of inspection report, violation notices, recommendations and documentation of corrective action taken.	OF M			Upon Completion of Inspection and Applicable Corrective Action	6 Years	GS53-04-05	
21.	<u>Chemical Analysis Reports – Not for Regulatory Compliance</u> Reports are compilations of finished data generated from LIMS or other database systems, which are not used for regulatory reporting purposes. Examples include Purveyor Reports that are provided to purveyors per contract along with invoice for service, internal reports that are generated in response to Utility staff requests for specific information on certain data points, and other data summary reports used for internal water quality monitoring purposes.	OF M			End of Calendar Year	6 Years	GS55-06A-17 GS50-01-32	

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22.	<u>Chemical Analysis Reports – Regulatory Compliance</u> Records are compilations of finished data used to document compliance with State and Federal water quality regulations. Includes, but is not limited to, annual inorganic reports, quarterly disinfection analysis, run reports and additional data summaries used to document compliance with State water quality regulations.	OPR			Life of the Water System	0 Years		Potentially Archival 40 CFR 141.33 WAC 246-290-480(a)
23.	<u>Chemical Raw Data Records – Non-Regulatory Compliance</u> Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. These samples are not required to be reported to WDOH but, are taken to demonstrate good laboratory practices. Examples include seepage tests, customer call samples (i.e. tap tests), purveyor or other contracted service test results, etc. May include lab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc.	OF M			End of Calendar Year	6 Years		

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24.	<u>Chemical Raw Data Records – Regulatory Compliance</u> Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. Used to document compliance with State drinking water regulations. May include lab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc.	OPR			Life of the Water System	0 Years		40 CFR 141.33 WAC 246-290-480(a)
25.	<u>Consumer Confidence Reports</u> Records are drinking water quality reports provided annually to utility customers. May include information about water source, identification of any contaminants found in the water, contamination levels, possible contamination source, contact information, etc. Used to document compliance with State drinking water regulations.	OPR			Report Completed	6 years	GS55-06A-21	WAC 246-290-72011(6)
26.	<u>Fire Extinguisher Inspection Tags</u> Prepared by fire departments or private firms.	OF M			Destroy when Obsolete or Superseded	0 Years	GS50-06B-03	

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OSOSF-002 (Formerly SSA-24)

Page 11 of 28

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27.	Fire Incident Reports – Secondary Includes basic information collected to document each fire incident.	OF M	Seattle Fire Department		Closure of Investigation	3 Years	GS53-04-14(S)	
28.	FPA Database Database contains flavor profile analysis results that document taste and order characteristics of the City's drinking water. Data is used to monitor drinking water for customer satisfaction purposes.	OF M			End of the Calendar Year	6 Years	GS50-01-02	
29.	Laboratory Accreditation Records Documentation of the Washington Department of Ecology's accreditation of the utility's water quality laboratory. May include annual accreditation application, copy of the quality assurance manual, performance evaluation (PE) samples analysis report, results of WDOE on-site audit and additional supporting information.	OPR			Upon Renewal of Accreditation	6 Years		Potentially Archival

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30.	Laboratory Information Management Systems (LIMS) Database system tracks drinking water quality sampling activities and results. May include sample identification numbers and descriptions, collection date and location, name of person collecting sample, type of test performed, analytical results, etc. System is used for project management and to support regulatory reporting functions.	OF M			Life of the Water System	0 Years		
31.	Lead and Copper Compliance Records Records used to document compliance with State and Federal drinking water regulations related to lead and copper monitoring. May include sampling data and analyses, reports, surveys, letters, evaluations, schedules, etc.	OPR			End of Calendar Year	12 Years		40 CFR 141.91
32.	Limited Alternative Filtration Application Records document the City's application to WDOH and Environmental Protection Agency for Limited Alternative Filtration status. May include treatment plan report, water quality data, public meetings response to comments, questions, etc.	OPR			Termination of LAF Status	6 Years		

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33.	Limnology Field Data Books Logbooks used to record field data collected monthly at various locations in the water system. Documents depth of water and temperature, oxygen and saturation data.	OF M			End of Calendar Year	10 Years		
34.	Limnology Monitoring Plan Monitoring plan documenting the Utility's annual limnological sampling schedule. Includes name of water source and information on sampling parameters, number of sample stations, and frequency of sampling event (weekly, monthly quarterly, yearly, etc.). Also includes revisions and updates made to the original monitoring plan.	OF M			End of Calendar Year	10 Years	GS50-01-38	Potentially Archival
35.	Limnology Reports Reports summarize long-term data used to evaluate changes in reservoir water quality and ecology. Includes biological, chemical and physical data related to the water body in addition to conclusions and recommendations for improved water quality.	OPR			Life of the Water System	0 Years		

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36.	Macrophytes Map Map documents the aquatic plant habitat of various water sources. Map is produced annually and depicts plant type, quantity and distribution. Used to track long-term ecological trends and support environmental management projects and practices.	OF M			Life of the Water System	0 Years	GS50-18-38	Archival
37.	Microbiology Bench Sheets Daily compilation of water sampling results. Information includes LIMS number, site code, description of sampling location, sample type, collection time, temperature, and analysis results. Used to document compliance with State drinking water regulations and to demonstrate good laboratory practices.	OPR			End of Calendar Year	6 Years	GS55-06A-21	
38.	Microbiology Field Sheets Also know as chain-of-custody forms. Sheets document when and where water samples were taken from the distribution system, person taking sample, sample code, water temperature, chloride residual, LIMS number, etc. Used to document compliance with State drinking water regulations and to demonstrate good laboratory practices.	OPR			End of Calendar Year	6 Years	GS55-06A-21	

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39.	<u>Microbiology Quality Assurance / Quality Check Records</u> Records are logbooks that document results of daily, monthly and annual QA/QC tests of laboratory's microbiology equipment and materials (equipment calibration, sterility, temperature, etc.). Used to support the laboratory accreditation process and demonstrate validity of sampling results.	OPR			End of Calendar Year	6 Years	GS55-06A-17	
40.	<u>Operating Permits</u> Permits for operational functions: elevator, sprinklers, fire systems, boilers, extinguishers etc. Used to ensure permit is valid or current for building.	OF M			Expiration of Permit	0 Years	GS50-06B-10	
41.	<u>Quality Assurance Plan/Manual</u> Plan documents standard operating procedures of the Utility's Water Quality Lab and is used to support the laboratory accreditation process.	OPR			When Revised, Updated or Superseded	Permanent	GS50-01-24	

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42.	Surface Water Treatment Rule Reporting Files Records document results of annual inspection of watershed treatment areas as required by WDOH under the Surface Water Treatment Rule. May include annual reports, correction letters from WDOH, and additional supporting documentation.	OPR			Upon Completion of Report and Applicable Corrective Action	6 Years	GS55-06A-21	
43.	Taste and Odor Reports Records document results of weekly drinking water taste tests. Information includes name of water source, flavor rating assessment (FRA) results, summary of issues/events affecting water taste (algal blooms, dredging, etc.), and graphs. Records are used to document the laboratory's voluntary monitoring of secondary drinking water regulations.	OFM			End of Calendar Year	3 Years	GS55-06A-17	
44.	Water Facilities Inventory (WFI) Form Inventory of the City's water system updated and reported to WDOH annually. Information includes identification of water sources, number of connections, population served, type of treatment used, type of system, contact information, etc.	OPR			End of Calendar Year	6 Years		

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5. ADDRESS (PO Box or Street, City, and Zip Code) City of Seattle 600 Fourth Ave. PO Box 94728 Seattle, Wa. 98124-4728	6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler	
	6b. RECORDS MANAGER TELEPHONE (206) 684-8154	6c. RECORDS MANAGER E-MAIL jennifer.winkler@seattle.gov

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45.	Water Quality Monitoring Waivers Records are requests from the Utility to WDOH requesting exceptions to the water quality monitoring requirements. May include waiver application, approval/denial from State, correspondence, etc.	OPR			Upon Revocation, Expiration or Denial of Waiver	6 Years		40 CFR 141.33(d)
46.	Water Quality Special Studies – Project Files Records are supporting documentation related to the development of special studies, projects and surveys related to water quality issues. Examples include studies on water distribution improvements, corrosion treatment optimization, etc. May include drafts documenting significant changes, meeting notes, correspondence, completed surveys, background research, and additional supporting documentation.	OPR			Project Completed	6 Years	GS50-01-39	Potentially Archival
47.	Water Quality Studies – Final Reports Final reports resulting from water quality related projects, special studies, surveys, etc.	OF M			Report Completed	6 Years	GS50-01-32	Potentially Archival

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48.	<u>Water Quality Violation Notices</u> Records are notices to consumers informing them when water supply is out of compliance with drinking water regulations. Information includes description of violation, violation date, populations affected, actions consumers can take, summary of corrective action, etc. Also includes documentation of notice distribution (media, web, mail, etc.).	OPR			Upon Issuance of Notice	6 Years		Potentially Archival WAC 246-290-480(f)
49.	<u>Weather Station Data</u> Periodic data reports documenting various climatological conditions throughout the water supply area. It includes station location, dates and times of temperature and precipitation checks, daily air temperature, type and amounts of precipitation, listing of other weather occurrences such as fog, sleet, hail or damaging wind, etc. Used to track weather impacts on water source ecosystems.	OF M			Life of the Water System	0 Years	GS50-01-32	
50.	<u>Zooplankton Database</u> System consists of zoo and phyto plankton related data parameters extracted from the LIMS database. Used for environmental monitoring and trend tracking purposes.	OF M			End of the Calendar Year	10 Years	GS50-01-02	

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	SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SECTION							
51.	<u>SCADA Bid and Proposal Files – SI – (Successful Bids and Proposals Only)</u> Case histories of requests for bids and proposals to develop the Utility's SCADA system.	OPR			Contract Close-Out	6 Years	GS50-08A-01	
52.	<u>SCADA Bid & Proposal Development Files</u> Files documenting the process of developing the SCADA request for proposal (RFP) for contractor bid. May include user surveys / questionnaires, brochures, needs assessment records, meeting notes, and additional supporting documentation.	OPR			RFP Completed	6 Years	GS50-01-39	Potentially Archival
53.	<u>SCADA Contract and Amendments – Awarded</u> Files containing documentation of the administration, receipt, inspection and payment of contract, amendments and warranties. Records may include requests for proposals (RFPs), contractor proposals, presentation booklets, the contract, billing information, progress reports, correspondence, SI SCADA meeting minutes, closeout documentation, etc.	OPR			Contract Closed-Out	6 Years	GS50-01-11	

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54.	SCADA Strategic Planning Files Records documenting the development of the SCADA strategic plan. Plan is used to guide the development and implementation of the SCADA system. May include draft plans, notes, comments, correspondence, meeting and committee materials and supporting records generated during the development of the plan.	OPR			Project File: Plan Completed	6 Years	GS50-01-39	Potentially Archival
Final Plan: Upon Update or Revision					6 Years	GS50-01-32	Potentially Archival	
55.	SCADA System Development Project Files Files documenting the SCADA system development process and used for internal project planning, tracking and implementation purposes. May include problem identification reports, system objective studies, cost benefit analysis, project sign-offs, testing data, correspondence, SCADA implementation team meeting minutes and additional project administration documentation.	OPR			Project Completed	6 Years*	GS50-01-39	* If records are needed to document compliance with contract requirements, retain per "Contracts and Amendments – Awarded" schedule

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56.	SCADA System Documentation Documentation of the SCADA system including data elements developed in house or by the system development contractor. May include operator manuals, general description of design, system definition, design detail, file layout, establishment of programs, listing of reports and data dictionary.	OF M			Data Successfully Transferred to New or Upgraded System	1 Year	GS50-06A-07	
					System No Longer in Operation	10 Years		
57.	SCADA System Records Computer system monitors and controls pressures, flows, water levels, water quality, valve positions, pump activity, and operating and security alarms for the water distribution system. Used to control the water system remotely according to set parameters.	OPR			End of the Calendar year	10 Years	GS55-06A-17	* Online data is transferred to oracle every two minutes

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	WATER MANAGEMENT SECTION							
58.	Modeling System Data Systems are used to develop a broad range of models related to the City's water system. Examples include hydraulic network models and yield models. Data is used to determine the affects certain conditions and changes will have on the distribution and water supply system.	OF M			When superseded or no longer needed	0 Years	GS50-01-32	
59.	Modeling System Documentation May include data and file specifications, codebooks, record layout information, calibration/validation reports, user guides and similar records related to documentation of modeling systems.	OF M			After code revision, retirement of system or until all records existing in system have passed their retention period, whichever is longer	0 Years	GS50-06A-07	

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60.	Precipitation Tower Measurements Records are monthly precipitation depth readings from the watershed's rain tower. Data is no longer being collected due to safety hazards. The Cedar River Watershed previously reported this data to the Water Management Section for precipitation monitoring purposes.	OF M			End of Calendar Year	3 Years	GS55-06A-17	
61.	Snow Pack Measurements Measurements are collected by the Cedar River Watershed twice a year and reported to the Water Management Section and Department of Agriculture for watershed monitoring and water forecasting purposes. Information includes date, location and depth readings.	OF M			End of Calendar Year	3 Years	GS55-06A-17	
62.	Turbidity Measurement Records Records document daily cloudiness readings in watershed river bodies. Readings are reported to the Water Management Division for inclusion in the Water System Operating Guidelines. Information includes date, time and location of reading in addition to turbidity measurements.	OF M			End of Calendar Year	3 Years	GS55-06A-17	WAC 246-290-480(1)(e)

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63.	<u>Water Management Interagency Agreements</u> Files document the development and administration of agreements with other government agencies such as the Landsburg Mitigation Agreement and Instream Flow Agreement. May include agreement, agreement oversight documentation, correspondence, closeout records, etc.	OPR			Termination of Agreement	6 years	GS50-01-11	Potentially Archival
64.	<u>Water Management Reports / Studies – Final</u> Final technical reports or studies prepared by or for the Water Management Section. Study examples include: accretion flow, switching criteria, stream gage, fish monitoring, long-term weather impacts, and biological studies related to stream flow and habitat relationships.	OF M			Report Completed	6 Years	GS50-01-32	Potentially Archival
65.	<u>Water Management Reports /Studies – Development Documentation</u> Files relating to the development of special studies and reports produced in-house or by Water Management sponsored committees or task forces.	OPR			Project Completed	6 Years	GS50-01-39	Potentially Archival

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66.	<u>Water Supply Condition Reports</u> Weekly briefing reports posted on the web site to keep public informed of water supply conditions and are summaries of operating guidelines. May include data on precipitation, fish habitat, SPU construction projects, and related news on supply conditions.	OF M			Administrative Purpose Served	0 Years	GS50-01-32	Potentially Archival
67.	<u>Water Supply Graphs /Tables</u> Various daily/weekly/monthly graphs and tables used to monitor and report water supply conditions and trends for the Cedar and Tolt River Watersheds. Specific data may include precipitation, water surface elevations, consumption, inflow, snow pack telemetry (SNOTEL), synopsis graphs, etc.	OF M			End of Calendar Year	3 Years	GS50-01-32	Potentially Archival
68.	<u>Water System Operating Guidelines</u> Summaries of daily/weekly water flow, instream resource conditions and system operating guidelines issued to meet instream flow requirements. May include recorded precipitation, fish condition reports, target flow range, status reports on distribution reservoirs, demand forecast projections, climate outlooks, reservoir /river operation summaries, etc.	OPR			End of Calendar Year	6 Years	GS55-06A-17	Potentially Archival

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69.	<u>Weather Data Records</u> Periodic data reports documenting various climatological conditions throughout the water supply area. Data may include date, location of station, month, times of temperature and precipitation checks, maximum and minimum daily air temperature, type and amount of precipitation, weather conditions (fog, sleet, hail, damaging wind, etc.), and staff gauge reads. Used to track weather impacts on water source ecosystems and for long-term water supply forecasting purposes.	OF M			Life of the Water System	0 Years	GS50-01-32	
70.	<u>Well Monitoring Readings</u> Records document results of periodic piezometer readings. Data is reported to the Water Management Section from the Cedar River Watershed for groundwater monitoring purposes. Information includes date and time of data reading, well identification number and depth to water data.	OF M			End of Calendar Year	3 Years	GS55-06A-17	

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	WATER SUPPLY & TREATMENT / OPERATIONS TRANSITIONS							
71.	<u>Distribution System Monitoring Charts</u> Circular and strip charts that record daily conditions of the water distribution system. Data parameters may include flow, pressure, temperature, etc. Records are primarily used to monitor and detect problems in system operations but may also be used to support studies related to future water consumption and system design improvements. Charts are organized by geographic location then date.	OF M			End of the Calendar Year	10 Years	GS55-06A-17	
72.	<u>Distribution System Significant Incident Reports</u> Reports document conditions of the distribution system during significant geological events such as earthquakes, volcanic eruptions, etc. Includes description of event and copies of system monitoring charts documenting changes in system flow, pressure and temperature. Used to support engineering studies and projects related to natural disaster mitigation.	OF M			End of the Calendar Year	10 Years	GS50-01-32	

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 DIVISION OF ARCHIVES & RECORDS MANAGEMENT
 LOCAL RECORDS COMMITTEE
 PER RCW 40.14

**PUBLIC RECORDS RETENTION SCHEDULE
 & DESTRUCTION AUTHORIZATION**

1. AGENCY TITLE City of Seattle	2. DEPARTMENT/DIVISION TITLE Seattle Public Utilities: Field Operations: Water Quality & Supply	3. OFFICE/SECTION TITLE 18.03.06	4. DATE SUBMITTED December 23, 2004
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5. ADDRESS (PO Box or Street, City, and Zip Code) City of Seattle 600 Fourth Ave. PO Box 94728 Seattle, Wa. 98124-4728	6a. RECORDS MANAGER NAME (TYPE OR PRINT) Jennifer Winkler	
	6b. RECORDS MANAGER TELEPHONE (206) 684-8154	6c. RECORDS MANAGER E-MAIL jennifer.winkler@seattle.gov

7. RECORDS MANAGER SIGNATURE (Required) <i>I hereby certify that I have prepared this schedule in compliance with current federal, state, and local regulations, and I ensure it's accuracy.</i>	SIGNATURE
--	------------------

8. LIST OF RECORDS SERIES

8a. ITEM NO.	8b. TITLE/DESCRIPTION	8c. OPR/ OFM	8d. OFFICE OF PRIMARY COPY	8e. VOLUME OF RECORDS (cubic ft.)	8f. CUT-OFF (start of retention period)	8g. RETENTION PERIOD	8h. DISPOSITION AUTHORITY NO. (DAN)	8i. ARCHIVAL DESIGNATION /REMARKS
73.	Flow Summary Reports Monthly summary reports compiled from the daily system monitoring chart data. Information includes reporting period, water levels, pressure readings, and critical flow.	OFM			Report Completed	10 Years	GS55-06A-06	
74.	Maps and Drawings – Water Distribution System (Secondary) Records are copies of drawings and maps that contain construction details of pipelines, conduits, mains, water tanks, reservoirs, groundwater wells, pumps and pump stations, facilities, etc.	OFM	SPU Engineering Vault		When Revised or Superseded	0 Years	GS55-06A-18(S)	
75.	System Transition Project Files Project management files used to document transition of large capital improvement projects (Cedar Water Treatment Facility, Landsburg Fish Passage, etc.) from the construction phase to operation. May include project manager updates, meeting notes, agendas, transition schedules, correspondence and copies of operation and maintenance manuals, copies of as-built drawings, change orders and additional supporting documentation.	OPR			Project Complete	10 Years	GS50-01-39	

AGENCY MANAGER SIGNATURE:	AGENCY ARCHIVIST SIGNATURE:
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FOR RECORDS MANAGEMENT SECTION USE ONLY - DO NOT FILL IN BEYOND THIS POINT

Initials of Records Management Section Analyst: _____

LOCAL RECORDS COMMITTEE ACTION: Approved as Submitted-DATE: _____ Approved as Amended-DATE: _____ Returned Unprocessed-DATE: _____

No approval by Local Records Committee necessary; State Archives review of schedules verifies all series meet requirements of Local Government General Records Retention Schedules. Signature of State Archives representative: _____

SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX F
**POTENTIAL NEW INTERTIES BETWEEN SPU AND
ITS WHOLESALE CUSTOMERS**

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Potential New Interties Between SPU and Its Wholesale Customers June 2006

DOH regulations (WAC 246-290) define an intertie as “an interconnection between public water systems permitting the exchange or delivery of water between those systems.” Each SPU service connection with a wholesale customer fits this definition. The regulations require DOH approval prior to the construction or use of any new intertie, and as a prerequisite of approval the intertie must be addressed in an approved Water System Plan (WSP), Coordinated WSP, WSP amendment, or Small Water System Management Program. The regulations also outline the intertie elements to be covered in a WSP, and DOH planning guidelines call for these elements to be addressed in the WSPs of all affected systems, in this case the wholesale customer and SPU.

The wholesale customer’s WSP would cover more aspects of and in greater detail the proposal for the new service connection. The customer would have the lead responsibility for obtaining DOH approval of the connection, including the required DOH approval of the design of the intertie. From SPU’s perspective, the affect of any new wholesale connection on its system would be essentially the same regardless of location on the transmission lines, as described below.

Details that would need to be included in the customer’s WSP include:

- The exact location of intertie.
- Date intertie connection is proposed to be utilized.
- The purpose, physical capacity, service area, and proposed usage of the intertie.
- A copy of the wholesale contract that covers the connection.
- Description of how the intertie:
 - (A) Improves overall system reliability;
 - (B) Enhances the manageability of the system;
 - (C) Provides opportunities for conjunctive use; or
 - (D) Delays or avoids the need to develop new water sources.
- Discussion of any water quality and treatment issues. If the customer has its own source, any blending issues would need to be investigated by the customer and discussed in their WSP.
- Alternatives to the intertie, both initially and at the expiration of the intertie agreement if it is not in perpetuity.

- If alternatives are of poorer quality or from a less reliable source, the connection would have health and safety benefits to the wholesale customer and would be noted as such.

Only certain aspects of a new wholesale service connection would be relevant to SPU and under its control, and are discussed below to satisfy the requirement that this WSP address potential new interties.

Date connection is to be utilized. Other than in an emergency, SPU would not activate the connection until the customer obtained DOH approval of the intertie connection and any water right issues were resolved.

The purpose, physical capacity, service area, and proposed usage of the intertie Providing service to new wholesale customers would need to be consistent with SPU's Service Area Policy. Providing additional service connections to existing wholesale customers would occur according to the provisions of our wholesale customer contracts.

Identification of any potential public health or safety concerns. No potential impacts to SPU's system are expected.

Demonstration of the source capacity and hydraulic capacity of the supplying and receiving systems at the designed flow rate through the intertie. As described in this WSP, the existing source capacity, expressed as firm yield, is projected to meet forecasted demand until beyond 2060, including the increased demand from existing and potential new wholesale customers. SPU has large diameter transmission mains with excess capacity near all existing or possible new wholesale customers. Any proposed intertie would be along one of these mains, and the WSP describes the adequacy of the hydraulic capacity of the transmission lines. SPU has a well calibrated hydraulic model of its regional transmission system, and can advise the customer on the minimum pressure and flow that will be available for a new connection. These parameters are included in wholesale contracts.

Water right assessment. As demonstrated in the water rights evaluation part of this WSP, SPU has sufficient rights to cover projected growth in water demands, including those of potential new wholesale customers. If a new connection would result in providing water outside the existing place of use for the water right of the source that would feed the connection, SPU would not agree to supply service to this connection unless the department was able to change the place of use for that source.

SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX G
EMERGENCY RESPONSE PROGRAM

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Seattle Public Utilities Emergency Response Program

October 2006

Note: This document is an extract from the **Seattle Public Utilities Disaster Readiness and Response Plan** (DRRP), updated July 2004, that has been modified for security purposes for inclusion in the *2007 Water System Plan*. The terms of the plan, appendices, and annexes referred to in the DRRP are not provided within this extract.

PURPOSE: The purpose of this plan is to describe how Seattle Public Utilities (SPU) will engage its collective resources to administer a **comprehensive emergency management program** in the event of a major emergency or disaster. Specifically, it describes SPU's roles and responsibilities within the City of Seattle Incident Command System. The principal aims of this program are:

- To serve as a member of the City of Seattle's coordinated response and recovery effort and to minimize the adversity a **major emergency** or **disaster** could inflict on citizens, the environment and public and private property.
- To reconstitute, as speedily as possible, the sewer, drainage, solid waste, and water systems and infrastructure investments that may become impaired from the effects of a **major emergency** or **disaster**.
- To promote mitigation strategies that will improve the survivability of critical infrastructure and reduce the public's exposure to recurrent hazards.
- To develop an increased level of emergency preparedness within the utility.
- To support a regular training and exercise program designed to train all personnel and assist in the preparation of realistic plans.
- To effectively use technological advances in day to day activities in order to better prepare for **major emergency** and **disaster** situations.
- To incorporate the principals of the **Incident Command System** in daily operations throughout the organization.
- To ensure that employees always conduct operations in accordance with approved safety practices, regardless of the situation.

I. SITUATION, HAZARD IDENTIFICATION, VULNERABILITY ANALYSIS AND ASSUMPTIONS

A. Situation. The City of Seattle is a major metropolitan area that is susceptible to a wide variety of hazards.

B. Hazard Identification and Vulnerability Analysis. A thorough analysis conducted by the City of Seattle's Office of Emergency Management produced a hazard

ranking by incidence of risk for 17 types of hazards (e.g., earthquakes, floods). See Attachment 1 for a summary.

C. Assumptions.

1. A **major emergency** or **disaster** could happen at any time.
2. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and on SPU's ability to respond.
3. SPU and the other operational departments are prepared and have adequate resources, or access to adequate resources, to adequately handle a **major emergency**.
4. A **disaster** would severely stress normal municipal systems, and would likely require outside assistance from the State and Federal governments.
5. In a **disaster** it is likely that local government response may be delayed, and that the general public should be prepared to take care of their basic survival needs for at least 72 hours.

II. MISSION: The emergency preparedness mission of Seattle Public Utilities is to: prepare for; plan; respond; and mitigate; the effects of major emergencies and disaster in order to protect the people, property and environment of the City of Seattle.

III. CONCEPT OF OPERATIONS:

A. General. The roles played by the City of Seattle, State and Federal agencies change with the onset of a major emergency or disaster. A description of these roles has been clarified in a companion document.

B. Integrated Emergency Management and the Incident Command System.

The four key components of **Integrated Emergency Management** and the **Incident Command System** are: Incident Command, Lead Agency Responsibilities, Control Centers, and City of Seattle Emergency Operations Center (EOC).

1. Incident Command. Incident Command is the nationally recognized and mandated standard for emergency management mandated by Seattle Municipal Code (SMC), WAC and Federal requirements. It is the standard by which public safety, public health and public works organizations operate together. Some of the key components are:
 - a) Common Terminology
 - b) Clearly Defined Command Structure
 - c) Manageable Span of Control
 - d) Defined Duties and Tasks.
2. Lead Agency Responsibilities. Lead agency responsibilities in incidents are mandated by Seattle City Charter, SMC and WAC. In situations where there is more than one hazard present during the Incident, the agency or department with

the largest component of the Incident normally has responsibility for the overall incident. As an incident evolves and the situation changes, Lead agency status can also change. If, during a declared emergency, there is disagreement or uncertainty by field supervisors over which department is responsible for serving as “lead agent”, it will be resolved by immediate referral to the EOC director. While not a complete listing, SPU is mandated or can assume to have Lead Agency Responsibility for the following hazards:

HAZARD	LEGAL AUTHORITY
Slide/ Subsidence	SMC 10.06.010
Volcanic Eruption	SMC 3.12.030C
Dam Break (Cedar River/Tolt River Dams)	WAC 173-175-530
Flood (affecting Watershed)	WAC 173-175-790

C. Relationship between Emergency and Normal Functions. While emergency operations can make heavy demands on available personnel and logistical resources and create an array of urgent needs and actions, the City's initial ability to respond would depend on the use of existing departmental assets. SPU is accustomed to dealing with emergencies on an everyday basis and already has organizational systems in place to manage their first response obligations. The difference between these everyday occurrences and a **major emergency** or **disaster** is that the latter are characterized by the necessity to mobilize and direct and control a more substantial effort, one requiring the participation of multiple agencies or individuals that do not habitually work together.

D. Emergency Organization. The emergency organization for SPU is set up so that it can be rapidly expanded to match the level of emergency conditions and needs that exist in the field. The National Incident Management System (NIMS) and the standardized Incident Command System (ICS) are the organizational model used by SPU. Pivotal in this process is the **Incident Commander**. It is this person, who is responsible for directing the tactical size-ups that are used to ascertain the situation's status and parameters. This person is also the principal authority for making field decisions regarding:

1. What resources are needed,
2. What their composition must be,
3. When they are needed on scene, and
4. When and how they will be employed.

In a simple emergency, the **Incident Commander** draws upon the resources available and calls back to one of the **Control Centers** for any additional support needed to stabilize the situation.

If there is more than one Incident or the Incident crosses several departmental lines, the next step is to activate the **Operations Control Center** in accordance with (IAW) an **Emergency Action Plan (EAP)** relating to that incident. Under those circumstances, expertise and assistance is collected at the Operations Control Center to support the **Incident Commander**. Functions at the **Operations Control Center** are generally broken down into the designated **Incident Command** functions of Operations, Planning, Logistics, and Finance/ Administration. Each EAP designates the appropriate staffing for the hazard encountered.

IV. COMMUNICATIONS: SPU has developed a detailed communications plan to follow during emergency events.

V. PLAN DEVELOPMENT AND MAINTENANCE

A. Development and Maintenance. The development and maintenance of the SPU's Basic Plan is a cooperative effort among all sections of SPU. Accordingly, the following specific responsibilities are assigned:

1. SPU's Emergency Preparedness Officer will administer the coordinating steps involved in the development, maintenance, promulgation, review and approval, and publication of the entire plan. Initial staffing will be conducted through the Safety Lateral Team.
2. Appendices to this plan. Appendices and annexes are of a nature that have a broad use by SPU. Because these relate to specialized functions that individual departments and/or support organizations deliver or provide for, it is clear that those with the day-to-day technical expertise and experience would know the function best. With this rationale in mind, assignments for developing, writing, and maintaining specific functional annexes, both in lead and associate capacities, are rooted in applicability to normal missions.
3. Emergency Action Plans (EAPs). EAPs are normally mandated by Federal, State or City code or regulation and are normally/site and event dependant. Seattle has created EAPs for potential disasters. They are designed to give clear guidance in the necessary steps to prevent loss of life, property or degradation of the environment under specific circumstances.

B. Review.

1. In order for this plan to offer reliable guidance for administering the City's comprehensive emergency management program on a day-to-day basis and during times of crises, it is essential that it be kept current. Therefore, each branch is responsible for ensuring that those portions of this plan that are assigned to them are reviewed annually and updated at least every four years from the date of the last revision.
2. Revisions will be submitted, upon completion, to Emergency Preparedness Officer for coordination, executive and legislative review and approval, printing, and distribution. The Emergency Preparedness Officer will ensure that two copies of all locally approved revisions, together with a completed plan review checklist, are furnished to the Seattle Office of Emergency Management, no latter than 90 calendar days after publication.

Seattle Public Utilities

Hazard Identification and Vulnerability Assessment Summary

July 2006

City's Hazard Identification and Vulnerability Assessment

Vulnerability analyses are contained within several assessments. At the highest level is the City of Seattle's Hazard Identification and Vulnerability Assessment (HIVA), updated in 2004, which is available at

http://www.cityofseattle.net/emergency_mgt/pdf/shiva.pdf.

This assessment lays out the natural and man-made hazards that the city plans for. Within the HIVA, and other assessments, Seattle Public Utilities (SPU) considers a number of hazards and the associated risks. These include:

Natural

- Weather
- Seismic
- Landslide

Man-made/Technological

- Non-intentional
 - Chemical release
 - Communications disruption
 - Utility disruption/outages
 - SCADA or IT failure
- Intentional
 - Terrorism
 - Vandalism
 - Cyber attack

SPU's Vulnerability Assessment

SPU takes into account the above hazards in specific ways within our internal policies and plans. In 2002, SPU used the Sandia National Labs' Risk Assessment Methodology for Water (RAM-Water) and for Dams (RAM-D) assessment tools to examine the security threats to the SPU regional water system. SPU and Sandia developed this information into a comprehensive analysis and fault-tree. This provided the basis for mitigation and response plans.

Other sources of hazard data which SPU uses in planning and policy making comes from the US Geological Survey (USGS) landslide (2000, 2003, 2005) and seismic (1999 & 2003) modeling for King County and Seattle.

SPU has prioritized our water supply and delivery functions/purposes against the risks. The priorities SPU uses for providing water during emergencies includes the following:

1. Public safety (e.g., any threat to large sectors of population, such as dam failure or major contamination to the water system)
2. Fire flow
3. Water for critical customers (may be non-potable)
4. Water to the largest number of people possible (may be non-potable)
5. Potable water for the largest number of people possible

At SPU's source impoundment reservoirs, South Fork Tolt Reservoir and Chester Morse Lake, the vulnerabilities include the risk of water contamination from:

- Unauthorized public access,
- Road and land maintenance,
- Vehicular and equipment leaks (fuel, lubricating and hydraulic oils, antifreeze),
- Wildfire mitigation and control (including chemical retardants).

Security risks to the dams and critical infrastructure are included in vulnerabilities that are assessed; both for impact to the water system and for public safety.

For the transmission and distribution system, seismic and landslide risks are assessed. All exposed pipelines and critical control points are being examined for contamination and security risks. At points of chemical water treatment, chemical release risks, both accidental and intentional, are considered. SPU is eliminating gaseous chlorine treatment at in-town treatment sites. Conversion to brine or sodium hypochlorite is almost complete.

Seismic assessments are also included for the 15 dams for which SPU maintains emergency action plans. In addition, seismic risks are driving upgrades or replacements of several above-ground water storage facilities.

System operation plans include manual processes to account for SCADA or utility failures (i.e., power and telecommunications).

Planning and operations of the water system takes vulnerability analyses into account regularly. The need for capital investments to address these vulnerabilities is being evaluated, balancing risk, cost and benefit.

SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX H
PLAN CONTENT CHECKLISTS

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**Washington State Department of Health
Water System Planning Handbook
Plan Content Checklist**

Seattle Public Utilities (SPU) 2007 Water System Plan, November 2006

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Chapter 1 - Description of Water System			
Ownership and Management			
System Name	I	1.1	
Type of Ownership	I	1.1	
Management Structure	Appendix	VII.B	
Water Facilities Inventory Report Form	Appendix	VII.A	
System Background			
History of Water System Development and Growth	I	1.1	
Geography	I	1.1	
Neighboring/Adjacent Purveyors	I	2.3	
Ordinances/By Laws	I	1.2 2.1 3.1 4.1 5.1	
	II	2.1	
Inventory of Existing Facilities			
Description of Facilities and Major Components	I Appendix	2.3 3.3 4.3 5.3 II.A III.A IV.A	
Number of Service Connections (Existing and Approved)	I	2.3	
Existing Interties	I	2.3	
Related Plans			
List of Related Plans	I	2.4	
Comments From Agencies and Adjacent Purveyors			<i>To be added as appropriate</i>
Responses to Comments			<i>To be added as appropriate</i>
Existing Service Area and Characteristics			
Existing Service Area Map	I	1.1 2.3	
Zoning and Land Use	Appendix	VII.I	
Future Service Area			
Future Service Area Map	I	2.3	
Zoning and Land Use	Appendix	VII.I	
Service Area Agreements	I	2.3	
Service Area Policies	I	2.1	
Satellite Management			Not applicable

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Condition of Service Policies	I Appendix	2.1 III.B VI.B VII.C VII.F	
Complaints			
Policy	I	5.4	
Recordkeeping	I Appendix	5.4 VII.E	
Chapter 2 - Basic Planning, Data and Water Demand Forecasting			
Current Population, Service Connections, Water Use, and Equivalent Residential Units			
Current Population	I	2.3	
Total Service Connections	I	2.3	
Water Use Data Collection	I Appendix	2.3 I.A – I.C	
Equivalent Residential Units			Not applicable
Projected Land Use, Future Population, and Water Demand			
Projected Land Use	I Appendix	2.4 I.A	
Projected Population	I Appendix	2.4 I.A	
Projected Non-Residential Water Needs	I Appendix	2.4 I.A	
Projected Non-Revenue Water	I Appendix	2.3 2.4 5.2 – 5.4 I.A	
Water Rates and Rate Impacts on Water Demand	I Appendix	2.4 I.A – I.B	
Water Demand Forecasting	I Appendix	1.4 2.4 I.A – I.B	
Chapter 3 – System Analysis			
System Design Standards	Appendix	IV.B IV.C	
Water Quality Analysis			
Historical Review of Trends	I	3.2 – 3.3	
Future Requirements	I	3.4 - 3.5	
System Description and Analysis			
Source	I	2.3 – 2.4	
Water Treatment	I Appendix	3.3 – 3.4 II.A	

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Storage	I Appendix	4.3 5.3 – 5.4 III.A IV.A IV.B	
Distribution System/Hydraulic Analysis	I Appendix	2.3 4.3 – 4.4 5.3 – 5.4 III.A IV.A IV.B	
Identification of System Improvements Assessment of Alternatives Prioritizing Improvements Selection of Alternatives	I	1.2 – 1.3 2.4 – 2.5 3.3 – 3.5 4.4 – 4.5 5.4 – 5.5	
Chapter 4 - Conservation Program, Water Right Analysis, System Reliability and Interties			
Conservation Program Development and Implementation			
Required Measures For All Systems Other Measures and Level of Implementation Conservation Program Outline Regional Conservation Programs	I Appendix	1.1 1.4 2.1 – 2.5 I.B	
Source of Supply Analysis			
Enhanced Conservation Measures	I Appendix	1.1 1.4 2.1 – 2.5 I.B	
Water Right Changes	I Appendix	1.4 2.3 - 2.4 I.C	
Interties			SPU has no plans to use interties for normal supply purposes
Artificial Recharge	I	2.3	
Use of Reclaimed Water, Reuse, and other Non-potable Sources	I Appendix	2.1 2.4 – 2.5 I.E	
Treatment	I Appendix	3.3 – 3.4 II.A	
Water Right Evaluation			
Permits, Certificates, Claims and Applications – Narrative Existing Water Right(s) Status Forecasted Water Right(s) Status Water Rights, Current Water Usage and Projected Needs Assessment of Need for Additional Water Rights	I Appendix	2.3 2.4 I.B I.C	

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Water Reservations			Not applicable
Water Supply Reliability Analysis			
Summary of System Reliability Efforts	I	1.2 1.4 2.1 2.3 - 2.5 3.1 4.1 - 4.4 5.1 5.3	
Water Shortage Response Planning	I Appendix	1.1.1 I.D	
Monitoring Well Levels	Appendix	I.F	
Interties			
Existing Interties	I	2.1 2.3 - 2.4 3.3 4.1 - 4.2	
New Intertie Proposals	Appendix	III.B VII.F	
Intertie Agreements	I	2.3	
Identification of System Improvements Assessment of Alternatives Prioritizing Improvements Selection of Alternatives	I Appendix	2.3 - 2.4 I.C	
Chapter 5 - Source Water Protection			
Wellhead Protection Program	I	3.3	See also Seattle Public Utilities, <i>Highline Wellfield Wellhead Protection Program</i> , 2000. Unchanged since approval with 2001 WSP, except for potential contaminant inventory updated in 2003 and 2005.
Watershed Control Program	I	1.1 3.1 3.3 - 3.4	See also Seattle Public Utilities, <i>Watershed Protection Plan</i> , February 2004, covering Cedar River Municipal Watershed, South Fork Tolt Municipal Watershed, Lake Youngs Reservation.
Identification of System Improvements Assessment of Alternatives Prioritizing Improvements Selection of Alternatives	I	3.4	Refer also to Wellhead Protection and Watershed Protection Plans, above.
Chapter 6 - Operation and Maintenance Program			
Water System Management and Personnel	Appendix	VII.B	
Operator Certification	Appendix	V.A	
System Operations and Control			See Seattle Public Utilities, <i>System Operations and Control</i> , March 2006.

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Identification of Major System Components	I Appendix	2.3 3.3 4.3 5.3 II.A III.A IV.A	
Routine System Operation			See Seattle Public Utilities, <i>System Operations and Control</i> , March 2006.
Preventative Maintenance Program	I	1.2 – 1.3 2.3 – 2.4 3.3 – 3.4 4.3 – 4.5 5.2 – 5.4	
Equipment, Supplies and Chemical Listing	Appendix	II.D	
Comprehensive Monitoring (Regulatory Compliance) Plan	Appendix	II.C	
Emergency Response Program Water System Personnel Emergency Call-Up List Notification Procedures Vulnerability Analysis Contingency Operational Plan	I Appendix	1.2 3.3 – 3.5 4.4 5.2 VII.G	See also Seattle Public Utilities, <i>System Operations and Control</i> , March 2006.
Safety Procedures	Appendix	VII.D	
Cross-Connection Control Program	Appendix	II.B	
Customer Complaint Response Program	I Appendix	5.4 - 5.5 VII.E	
Recordkeeping and Reporting	I Appendix	5.3 5.4 VII.E	
O & M Improvements Identification of System Improvements Assessment of Alternatives Prioritizing Improvements Selection of Alternatives	I	2.4 – 2.5 3.3 – 3.5 4.4 – 4.5 5.3 – 5.5	
Chapter 7 - Distribution Facilities Design and Construction Standards			
Project Review Procedures	I Appendix	5.4 IV.C	
Policies and Requirements for Outside Parties	I Appendix	5.4 IV.C	
Design Standards (Performance Standards and Sizing Criteria)	I Appendix	5.4 - 5.5 IV.B	
Construction Standards (Materials and Methods)	I Appendix	5.4 - 5.5 IV.B IV.C	See also the 2005 <i>City of Seattle Standard Specifications</i> and 2005 <i>Seattle Standard Plans</i> .
Construction Certification and Follow-up Procedures	I Appendix	5.4 IV.C	

Water System Planning Handbook Chapter	Seattle Public Utilities 2007 Water System Plan		
	Part	Section	Comments
Identification of System Improvements Assessment of Alternatives Prioritizing Improvements Selection of Alternatives	I	5.4 – 5.5	
Chapter 8 - Improvement Program			
Improvement Schedule	II	1.2 1.3	
	Appendix	VIA	
Chapter 9 - Financial Program			
Water Systems with 1,000 or More Connections (Not Regulated by UTC)			
Past and Present Financial Status	II	2.2	
Available Revenue Sources	II	2.2 2.3	
Allocation of Revenue Sources	II	2.4	
Program Justification	II	2.4 2.5	
Assessment of Rates	II	2.3	
Chapter 10 - Miscellaneous Documents			
Supportive Documents			
State Environmental Policy Act			Separately bound
Other Documents			<i>None at this time</i>
Agreements			Not applicable
Comments on WSP from County			<i>To be added as appropriate</i>
Comments on WSP from Adjacent Utilities			<i>To be added as appropriate</i>

Municipal Water Law Water System Plan General Approval Checklist

Item	Element	Addressed in plan on pages indicated	Comments
Water rights and system capacity			
1	The water rights self-assessment you have included in your WSP and SWSMP must be complete and must adequately reflect your water right status. Please review your self-assessment for completeness, accuracy and consistency with your water rights. If there are factors (i.e. supplemental, seasonal, etc.) to your water right that are not addressed in the self-assessment format, provide additional statements on how those factors affect your self-assessment.	Appendix I.C	
2	The system capacity analysis must incorporate the water right quantity parameters (QaQi) found in your water rights self-assessment. Identify the number of connections, population served, and/or Equivalent Residential Units (ERUs) that you are currently serving and identify your current instantaneous and annual water usage. Water use demand should not exceed existing water right QaQi.	Appendix I.C	
3	The system capacity analysis must incorporate the water right quantity parameters (QaQi) found in your water rights self-assessment. For a 6-year planning horizon, evaluate the number of connections, population served, and/or Equivalent Residential Units (ERUs) that you are planning on serving, utilizing historical water usage and future population projections. Water use demand projections should not exceed existing water right QaQi.	Part I, p. 2-25; Appendix I.C	
Service Area Delineation			
4	Provide a map and description of the water system service area. The map must delineate your retail service area (existing and future) as well any other service area (existing and future) you wish to include in your water right place of use. Provide clear differentiation between the two boundaries.	Part I, p. 2-10	
5	Provide a copy of the land use map(s) for jurisdictions served by your system.	Appendix VII.I	
Conservation			
6	New language has been added to RCW 70.119A, which states, "...municipal water suppliers shall continue to meet the existing conservation requirements of the department and shall continue to implement their current water conservation programs." Describe what, if any, previous efforts will be discontinued. For discontinued efforts, identify why continuation of these efforts would be ineffective or provide documentation that the discontinued program had a prescribed end date or savings level.	Part I, p. 2-26 and 2-27; Appendix I.B	No plans to discontinue efforts.
7	Must meet current conservation requirements. Please review the requirements (attached) and provide identification of where in your current WSP each of the elements is included.	Part I, Chapter 2; Appendix I.A; Appendix I.B ; etc.	See attached listing for details.

Item	Element	Addressed in plan on pages indicated	Comments
8	Provide a completed Water Conservation Program (Element 14 of the SWSMP).	N/A	For SWSMPs only
9	Describe the projects, technologies, and other cost-effective measures that comprise your water conservation program.	Appendix I.B, Water Conservation Plan 2007-2012, p. 4-5; Part I, p. 2-17	
10	Describe the improvements in the efficiency of water system use resulting from implementation of your water conservation program over the last six years.	Part I, p. 2-17 and 2-18	
11	Provide a demand forecast for the next 6-years based on the water savings expected from the planned conservation measures.	Part I., p. 2-25 and 2-26	
12	Provide a demand forecast for the next 6-years based on the water savings expected if implementing additional conservation measures that were considered cost-effective, including those that were not chosen to be implemented at this time.	Appendix I.B, Water Conservation Plan 2007-2012, page 1.	No conservation measures are considered to be cost-effective.
Reclaimed Water			
13	Exploring opportunities for water reclamation is an element of the Municipal Water Law that must be addressed in this plan Systems > 1000 Connections must complete Attachment 9: Water Reclamation Checklist for Systems with 1,000 or more Connections or provide comparable documentation.	Appendix I.E	
Duty to Serve			
14	Describe how your system responds to requests for new water service by providing: <ol style="list-style-type: none"> 1. The process for service requests, including timeframes 2. How you determine that your system's capacity is adequate to provide new water service (including sufficient water rights) 3. Conditions of a non-technical nature that may affect your ability to provide new water service (annexation procedures, water rights issues, local ordinances, etc.) 4. Your system's procedures for granting or requesting extensions of time during a water service related project, and describe your procedure for handling disputes and appeals when water service requests are denied 	Appendix VII.C, Policy and Procedure, Water Service within the Direct Service Area.	

Item	Element	Addressed in plan on pages indicated	Comments
Local Government Consistency			
15	<i>Consistency with applicable adopted local plans, regulations and policies must be determined prior to plan submittal. For each appropriate planning agency provide a completed "Consistency Statement Checklist" or analogous documentation.</i>	Consistency documents for Seattle, Shoreline and King County will be attached prior to submittal to DOH.	
Watershed Coordination			
16	If your system is located in an area developing a watershed plan per RCW 90.82, describe your efforts to coordinate with the local planning unit. We have attached a list of Water Resource Inventory Areas (WRIA) where watershed plans are currently in development along with contact names for each area.	Part I, p.2-48; Watershed Plans.	

Current Conservation Planning Requirements for Water System Plans (WSPs)

Water Use Reporting

Item	Comment	Authority	Location in SPU's WSP
1	Provide a summary of historical average and peak water usage.	<ul style="list-style-type: none"> - WAC 246-290-221(1) - WAC 246-290-480 (2)(e)(v) 	Part I., p. 2-15; Appendix I.A, page 10
2	Source meters are required. If the water system's sources are lacking a source meter, provide a schedule for installing a source meter within the next six years.	<ul style="list-style-type: none"> - WAC 246-290-415(3) & (5) - WAC 246-290-480 (1)(e)(v) - WAC 173-173-040 - WAC 246-290-130(4)(g) 	N/A
3	Provide a breakdown of the system's unaccounted for water. The breakdown should identify the difference between the total unaccounted for water and the non-revenue water that can be identified (or estimated).	<ul style="list-style-type: none"> - RCW 90.44.110 - RCW 90.03.005 - WAC 246-290-480(2)(e)(v) 	Part I., p. 2-15 and 2-16
4	If unaccounted for water is 20% or greater, provide a plan to decrease it.	<ul style="list-style-type: none"> - RCW 90.03.005 - RCW 90.03.400 - RCW 90.44.110 - WAC 246-290-415(3) & (5) 	N/A
5	Systems that do not collect water use data must provide a schedule as to when acceptable data collection will occur during the next six years.	<ul style="list-style-type: none"> - WAC 246-290-100(4)(d)(iii) - WAC 246-290-480(1)(e)(v), (2)(d), & (2)(e)(v) 	N/A

Demand Forecasting

Item	Comment	Authority	Location in SPU's WSP
1	Consecutive 6-year and 20-year water demand forecasts (for both Average Day Demand (ADD) and Maximum Day Demand (MDD)) must be provided.	<ul style="list-style-type: none"> - WAC 246-290-100(4)(b)(ii) & (4)(d)(ii) - WAC 246-290-221(1) 	Part I., p. 2-25 and 2-26; Appendix I.A, page 10

Conservation Program

Item	Comment	Authority	Location in SPU's WSP
1	Include an evaluation that identifies the cost-effectiveness of conservation measures (as determined by the utility) and determine which conservation measures will be implemented. Provide details of analysis.	<ul style="list-style-type: none"> - RCW 90.03.005 - WAC 246-290-100(4)(d)(i) 	Appendix I.B, Water Conservation Plan 2007-2012, page 1. No conservation measures are considered to be cost-effective.
2	For each conservation program element chosen, describe how and when the element will be implemented. Measures must be in the Capital Improvement Program and financial program (if substantive).	<ul style="list-style-type: none"> - WAC 246-290-100(4)(d)(i) & (g) 	Appendix I.B., Water Conservation Plan 2007-2012, p.6, Exhibit 3

3	Provide a copy of the system's rate structure. Provide an evaluation of the rate structure that looks at (1) the feasibility of adopting and implementing a rate structure that promotes water conservation, and (2) the affordability of water rates.	– WAC 246-290-100(4)(d)(i), & (4)(h)(iv)	Part II, p. 2-5 through 2-7
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Municipal Water Supply—Efficiency Additional Requirements:

Item	Comment	Location in SPU's WSP
1	Describe what, if any, previous efforts will be discontinued. For discontinued efforts, identify why continuation of these efforts would be ineffective or provide documentation that the discontinued program had a prescribed end date or savings level.	Part I, p. 2-17. No discontinued efforts.
2 > 1,000 conn.	Describe the projects, technologies, and other cost-effective measures that comprise the water conservation program.	Appendix I.B, Water Conservation Plan 2007-2012, p. 4-5; Part I, p. 2-17
3 > 1,000 conn.	Describe the improvements in the efficiency of water system use resulting from implementation of your water conservation program over the last six years.	Part I, p. 2-17 and 2-18
4 > 1,000 conn. Inchoate Water	Provide a demand forecast for the next six years based on the water savings you expect from the planned conservation measures.	Part I, p. 2-25 and 2-26
5 >1,000 conn. Inchoate Water	Provide a demand forecast for the next six years based on the water savings expected if implementing additional conservation measures that were considered cost-effective, but not chosen to be implemented.	See Appendix I.B, Water Conservation Plan 2007-2012, page 1. No conservation measures are considered to be cost-effective.

Recommended WSP Comments:

Item	Comment	Location in SPU's WSP
1	The WSP checklists from the MOU for Water Use Data Collection, Demand Forecasting, and Water Conservation Planning Requirements should be completed and included in the plan.	Appendix I.B., p.7.
2	A 6-year and 20-year water demand forecast (for both ADD and MDD) should be provided which includes the changes in demand due to conservation savings.	Part I, p. 2-25 and 2-26 Appendix I.A, page 10
3	Conservation program promotion should be implemented on an annual basis. Note: Will be required if part of their past program unless considered ineffective or prescribed to end.	Part I, p. 2-26 and 2-27, Appendix I.B.
4	Please evaluate all of the recommended conservation measures (in the Conservation Planning Requirements) for your size system. If pursuing additional water rights in the next 20 years, as part of your source of supply analysis, evaluate all recommended measures from the next larger system size category.	Appendix I.B. –Conservation Potential Assessment, p. 8 through 9 Table 3; Ten Year Program Plan p. 8 through 13; and Appendix I.E, Reclaimed Water Opportunities

Water Reclamation Checklist for Systems with 1,000 or more Connections

The Municipal Water Supply - Efficiency Requirements Act, Chapter 5, Laws of 2003 (Municipal Water Law), amended Chapter 90.46 of the Revised Code of Washington (RCW) to require public water systems serving 1000 or more connections to evaluate opportunities for reclaimed water when completing their water system plans (WSP). This checklist may be used to ensure that your WSP includes sufficient information about opportunities for reclaimed water and your system's efforts to develop those opportunities.

Water System Name: Seattle Public Utilities

Date: September 2006

PWS ID: 77050Y

SPU's 2007 Water System Plan, Appendix I.E, Reclaimed Water Opportunities, contains the following elements as applicable to the evaluation of reclaimed water opportunities in SPU's retail service area.

<p>1. An evaluation of water reclamation opportunities is found in the WSP on pages: At a minimum, include the following in your evaluation of reclamation opportunities:</p> <ul style="list-style-type: none">• An inventory of large water users.• Identification of potential reclaimed water users.• Estimates of how much water could be saved by development of reclaimed water projects• Identification of opportunities that your system intends to pursue within the next six years• A brief analysis of the financial and operation feasibility of identified opportunities <p>The form on the opposite side of this page is provided to assist you in conducting an inventory of potential users and estimate savings. Use of this form is optional.</p>
<p>2. Provide the results of that evaluation. If new or additional reclaimed water opportunities are available, include a brief description of activities you are considering undertaking or those activities you will undertake to pursue development of those opportunities.</p> <p>If reclaimed water opportunities are not available, include a brief description of the interaction with the local wastewater facility (or other entity within the area you serve that may be a generator of reclaimed water) to evaluate opportunities to develop reclaimed water.</p>
<p>3. If evaluation of water reclamation is not included because such an evaluation has been completed by the wastewater facility, or other entity, please include a copy of that evaluation.</p>
<p>4. If water reclamation is mandated for this water system through local government agreement, contract, local regulations, ordinances, or other mechanism, please provide a copy of the governing mechanism.</p>
<p>5. If reclaimed is available within the service area of your water system please include the following information:</p> <ul style="list-style-type: none">• Name of Facility• Class of Water Received (A, B, C or D)• Reclamation Permit Number• Amount of Reclaimed Water received• A brief description of how this water is used, including information on cross connection control• Date when your utility began receiving reclaimed water

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SEATTLE PUBLIC UTILITIES
2007 WATER SYSTEM PLAN

VII. MISCELLANEOUS

APPENDIX I
SEATTLE ZONING MAP
(PROVIDED IN LIMITED COPIES)

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Appendix for Seattle Zoning Maps for North and South Seattle

This is a placeholder for the hard copies of the Seattle Zoning Maps – North and South, which will only be provided in copies submitted to WDOH and maintained in SPU's files.

Note: Customers can look up zoning information at the following city web site:

http://www.seattle.gov/dpd/Research/Zoning_Maps/default.asp

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