



Utilities & Maintenance  
**UTILITIES WATER SYSTEM**  
**CONNECTION PROCEDURE**

February 5, 2021

Rev. 4

The University of Notre Dame (UND) Utilities Department is the operator of a public water system that serves the Notre Dame campus. Members of the University's Utilities Department are certified and qualified to act as system operators in accordance with the Indiana Administrative Code 327 IAC 8-10. A critical aspect of this responsibility is to ensure that the water quality produced from wells and distributed through the piping system that supplies campus facilities meets or exceeds the water quality standards set forth in the IAC. Ensuring water quality involves many aspects of operating and maintaining the campus public water system, but in particular is the concern for proper new connections, main and lateral extensions and temporary connections to said system. To this end the Utilities Department requires contractors or other parties that may interact with the campus public water system to observe the following requirements:

1. A completed Utility Water System Connection Permit Request must be filed with the Utilities Department, a minimum of two (2) full working days (48 HRS. - weekends & holidays excluded) prior to the start of any connection or extension to the system. Exceptions will only be made in cases of an emergency.
2. All such requests can only be granted by a Certified Water System Operator so authorized by the Utilities Department.
3. Should a connection or extension require an interruption in service such interruptions shall be discussed with authorized individuals from the Utilities Department as soon as possible, as in certain cases additional time is required to interrupt service. All affected parties are to be notified a minimum of one (1) full working day (24 HRS. – weekends & holidays excluded) prior to the interruption.
4. The operation of all main or lateral valves shall be performed by or in the presence of an authorized individual from the Utilities Department.
5. All permanent connections and extensions shall be installed:
  - With care to ensure clean and uncontaminated piping, fittings and valves.
  - Treated and sterilized during installation and after in accordance with AWWA Standard C651-99.
  - Tested per IDEM standards including two consecutive "absence" test results for total coliform performed post an initial flushing and separated by at least 24 hours.
6. All temporary connections shall:
  - Be made by installing a cross connection control device between the public water system and the temporary use, including any connections to fire hydrants, hose bibs and other connection points or mechanisms.
  - The cross connection device assemblies shall include a shut-off valve which is to be off whenever the temporary connection is not supplying water.
  - Cross connection control devices shall have been tested in accordance with 327 IAC 8-10-8 and the associated test reports shall be submitted prior to the connection.
7. Should a situation occur where a cross connection is found, created or has possibly occurred it is essential that the cross connection be isolated and immediately reported to the Utilities Department.

8. I hereby confirm that my Employer has on file with the University a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
9. Parties requesting connections may appear in person or communicate electronically with the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Utilities Water System Connection Permit Request Form.
10. UND plat drawings showing detailed delineation of connection points and extension locations are mandatory with each request. Drawings other than UND Plats will not be acceptable for connection purposes. Current UND Plat drawings are available at our office for review.
11. Parties requesting connections must define the means and methods of connection.
12. Failure to properly follow the Utility Water System Connection Permit Procedure prior to connection may result in damage to utilities, contamination of the public water system or other property damage. By connecting to the University of Notre Dame water system, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption, decontamination and restoration, as well as for any claims, demands, actions, causes of actions, damages or judgments arising out of personal injuries or property damage resulting from said connections or extensions on Notre Dame Property or its service customers.
13. A unique UND Water System Connection Permit Reference Number will be assigned to each permit. Prior to executing work, the requesting party must appear at the Utilities Department to obtain a fully executed connection permit, granting a release for connection. No connection or extension work may begin without a fully executed release.
14. A copy of the fully executed connection permit must be maintained at the project site at all times. If requested this permit must be presented to University personnel who request to review said permit.
15. Temporary connection permits are valid for **TWENTY ONE (21) DAYS** maximum, including the day of issue.
16. Requests for renewals of existing permits must be made a minimum of five (5) working days prior to expiration and will be issued as separate permits.
17. In cases where excavation is required to accomplish a connection or extension the University's Excavation and Trenching Safety Policy and Utilities Excavation Permit Procedure should be followed and a separate permit obtained for the purposes of performing excavation.
18. Special care shall be taken when excavating around all utilities, but in particular those containing energy sources that may present a hazardous condition, including but not limited to natural gas, electricity, steam, chilled water and water. In order to minimize risks, all proposed excavations within 5' of existing utilities shall be hand excavated or hydro excavated to visibly determine their location, depth and orientation prior to the principle excavation taking place.
19. When a permanent change to the water system has been completed as-builts must be provided to the Utilities Department at 100 Facilities Bldg.

**FIRM:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**I hereby acknowledge that as a requestor of Utilities Water System Connection Permits I have reviewed the University of Notre Dame Utilities Water System Connection Permit Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du Lac.**