



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

**NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION**  
Division of Infrastructure  
Bureau of Construction

**SCOP..... : 08 - 001W**

**CATEGORY.. : CONSTRUCTION**  
**Subcategory : WATER MAIN**

**SUBJECT: TRANSFER OF WATER SERVICES  
TO NEW MAINS**

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Service Connections

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**APPROVED:**

**ORIGINAL SIGNED BY**

*Chief Construction Engineer- William Svilar, P.E.*

Issue Date..... : February 8, 2008

Attached is a letter from DEP's Director of Engineering to DDC's Deputy Commissioner of Infrastructure, outlining rules governing the transfer of old taps and wet connections to new water mains. The rules are in bold and are followed by some background information for clarity. The procedures below are the end result of the "tap search" task described in the DWM Inspection Manual No. 2 section entitled "Researching a Location".

Please ensure that all DDC field staff, Consultants and Contractors are informed of these rules and that they are reviewed at all pre-construction and critical phase meetings.

Attachments: Letter from DEP to DDC and associated detailed explanation;  
Sample letter to Property Owners.



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

# MEMO

**DATE:** February 8, 2008  
**TO:** Infrastructure Construction Staff  
**FROM:** William Svilar, P.E.  
Chief Construction Engineer  
**SUBJECT:** Rules Governing the Transfer of Water Services to New Water Mains

Attached is a letter from DEP's Director of Engineering to DDC's Deputy Commissioner of Infrastructure, outlining rules governing the transfer of old taps and wet connections to new water mains. The rules are in bold and are followed by some background information for clarity. The procedure below are the end result of the "tap search" task described in the DWM Inspection Manual No.2 section entitled "Researching a Location".

**1. Install a new tap or wet connection in the new water main in front of the premises and complete a tap card.**

This rule is self-explanatory.

**2. If existing taps or wet connection were open, leave new taps or wet connections open.**

This rule is self-explanatory.

**3. If existing taps or wet connection were closed, leave new taps or wet connections closed.**

On occasion an existing service may not be in use because DEP had served a three-day notice to the property owner to repair a leaking service and subsequently shut the tap or wet connection when no action was taken preventing further damage to the roadway. Normally, the owner would hire a plumber and fix the service without delay. However, a few owners have delayed repairing a fire service since the service loss would not generate the amount of tenant complaints a domestic service loss would. If such a situation was encountered, the Resident Engineer should contact DEP Maintenance to get a history on the shutdown service connection. If DEP had given notice to the owner and subsequently shutdown the service, a courtesy letter should be sent to the owner of record reminding him of the shutdown service requiring repair, a deadline to accomplish the repair should be provided coinciding with the commencement of permanent restoration work and a warning that the matter will be referred to the Dept. of Buildings (DOB), the Fire Dept. (FDNY) and their insurance carrier if no action is taken. Our primary goal is to have repairs completed in areas where full reconstruction or a curb to curb asphalt resurfacing will be done for permanent restoration. Follow-up accordingly.

**4. If the existing tap or wet connection is less than one (1) size smaller than the service line, install a tap or wet connection one size smaller than the service line.**

This rule applies to domestic service lines only. Taps are available in the following sizes 3/4-inch, 1-inch, 1 1/4-inch, 1 1/2-inch and 2-inch. Some older mains may have 1/2-inch and 5/8-inch taps which must be replaced with a 3/4-inch (the smallest size) tap on the new main. A 3/4-inch tap can accommodate a service line up to 1-inch in diameter. For example: a 2-inch or 1 3/4-inch service line will require a 1 1/2-inch tap to be installed. A 1 1/2-inch service line will be reconnected to a new 1 1/4-inch tap. A 2-inch tap may be connected to variety of existing service lines (brass, tubing, ductile iron, galvanized steel) that are greater than 2-inches but less than or equal to 3-inches in diameter. Service



lines with diameters greater than 3-inches but less than or equal to 4-inches require a 3-inch wet connection. Service lines with diameters greater than 4-inch require a 4-inch wet connection. DOB determines/approves the size of the service and tap/wet connection for new buildings, facilities and homes. Existing tap cards may require a wet connection larger than 4-inches to be installed. Items to install wet connections and valves larger than 4-inches will be included in your contract.

- 5. If the existing tap or wet connection is supplying a fire service, sprinkler service, standpipe service or a combined fire/domestic service, install a tap or wet connection equal to the size of the service line unless the service line is larger than 4-inches.**

This rule is self-explanatory. Current DOB codes require fire protection for service areas and kitchens to be installed in multi-family dwellings (3 units or more). The combination fire/domestic service connection for a new three family dwelling would be governed by this rule. If tapping records reveal connections larger than 4-inches, items to install wet connections and valves larger than 4-inches will be included in your contract.

- 6. If an existing tap or wet connection for a property is not transferred to the new water main, prepare a tap card which indicates that the existing tap or wet connection was not transferred to the new water main.**

This rule is for recordkeeping purposes. Once an existing service is not transferred to a new main, the completed tap card indicating so would close the “account” at Water Registry. There are many instances where a service is no longer in use and has been abandoned without a tap card indicating so. Basically, this rule requires the inspector to reconcile what was found on the old main and what is transferred to the new main with the existing tapping records and remedy any inconsistencies. For example: A house or building demolished by DOB on an emergency basis would require a private plumber to be hired to disconnect the service at the tap and destroy the tap or remove it and install a plug in the tapped hole. The private utilities (gas, electric) would address their own facilities. In this example the plumber was hired and the service was capped at the building line before demolition. When encountered during new main installation the tap and service line would appear to be servicing a vacant lot and was just abandoned. However, tapping records would indicate the tap was still in use. The inspector would fill out a new tap card indicating the encountered abandoned service was “Not Transferred to the New Main – Abandoned Service/Vacant Lot”.

- 7. Destroyed taps or wet connections should not be transferred to the new water main.**

This rule is self-explanatory. On a record keeping basis, a tap card would have been previously filled out noting the destruction of a tap or wet connection or removing a tap and plugging the tapped hole would close the “account”. The inspector would fill out a new tap card indicating the encountered abandoned service was “Not Transferred to the New Main – Old Tap Destroyed or Plugged”.

- 8. Abandoned taps or wet connections should not be transferred to the new water main.**

This rule is self-explanatory. On occasion DEP-Maintenance would shut taps or wet connection valves to leaking services that were abandoned. A tap card would be filled out indicating that DEP shut the tap to abandoned service. When encountered during a new main installation, a new tap card indicating the aforementioned service was “Not Transferred to the New Main – DEP previously closed tap to Abandoned Service” must be prepared.

September 25, 2007



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INFRASTRUCTURE  
EXECUTIVE OFFICE  
2007 SEP 26 PM 1:56

**Re: Transferring of Old Tap & Wet Connections  
to New Water Mains by DDC Contractors**

Dear Mr. Farlane:

This office has been advised by staff that reiterating the reinforcement of the Department of Environmental Protection (DEP) procedure for the Department of Design & Construction (DDC) engineers and inspectors supervising transfer of taps and wet connections by DDC contractors from old water mains to new water mains would be beneficial at this time.

DDC engineers and inspectors should be advised to direct contractors to strictly adhere to the following procedures:

- 1) Install new tap or wet connection in new water mains in front of the premises and complete a tap card.
- 2) If existing taps or wet connections were open, leave new taps or wet connections open.
- 3) If existing taps or wet connections were shut, leave new taps or wet connections shut.
- 4) If the existing tap or wet connection is less than one (1) size smaller than the service line, install a tap or wet connection one (1) size smaller than the existing service line.
- 5) If the existing tap or wet connection is supplying a fire service, sprinkler service, standpipe service or combined fire/domestic service, install a new tap or wet connection which is equal to the size of the service line unless the service line is larger than 4."
- 6) If an existing tap or wet connection for a property is not transferred to the new water main, prepare a tap card which indicates that the existing tap or wet connection was not transferred to the new water main.
- 7) Destroyed taps or wet connection should not be transferred to the new water main.
- 8) Abandoned taps or wet connections should not be transferred to the new water main.

If your staff has any questions regarding this matter, please direct them to contact Mr. Herbert Kass, P.E., Chief Division of Permitting & Connections at (718) 595-5464.

Very truly yours,

Magdi Farag, P.E.  
Director of Engineering

DDC99-1-356



SAMPLE COURTESY LETTER TO REGISTERED PROPERTY OWNERS

DATE:

MR/MS 1<sup>ST</sup> NAME LAST NAME  
STREET ADDRESS  
CITY, STATE ZIP

RE: CAPIS ID:  
Contract Reg. #:  
JOB DESCRIPTION:  
Borough:  
Ref: Transfer of Water Services to (*Property Address, Block & Lot Nos.*)

**DAVID J. BURNEY, AIA**  
Commissioner

**ERIC C. MACFARLANE, P.E.**  
Deputy Commissioner  
Infrastructure

**RICHARD W. ZETTERLUND, P.E.**  
Associate Commissioner  
Infrastructure  
Construction

Dear Mr./Ms. (*Name*):

We are in the process of installing new water mains adjacent to your property and found your existing (*service size in inches*) (*fire/domestic/combo*) service was shutdown. Further investigation revealed that NYCDEP Maintenance issued a "3-day notice", on (*date*), directing you to hire a licensed plumber to repair your leaking service. Subsequently, DEP shutdown the service, on (*date*), to prevent further damage to the roadway after you failed to take necessary action.

You are urged to hire a plumber and start repairs as soon as possible. The repair work must be completed one month prior to the scheduled final restoration commencement date of (*date*). Please notify (*name*), the Resident Engineer, at (*field office tel. no.*) when the repairs are completed and service restored.

This matter will be referred to the New York City Department of Buildings (DOB), the Fire Department of New York City (FDNY) and your insurance carrier for further action if you fail to commence and complete the repair work one month prior to the scheduled date for commencement of final restoration work.

If you have any further questions, please contact (*name*), the Engineer-In-Charge for this project, at (*phone number*).

Very truly yours,

(*Name*)  
Resident Engineer  
Infrastructure/Construction

cc: DIR., DD., E.I.C., R.E., file

DDC99-1-357