

UPPER HALFMOON WATER COMPANY

SERVICE LINE POLICY – APPROVED 07/08/2025

Summary: This policy identifies the water company and member obligations concerning the installation and repair of the water service line, including policies on curb boxes, meter pits, and PA One Call.

Authority: BY-LAW ARTICLE XI Sections 3, 4, 5

Service Line Curb Stop Valve and Curb Box

- Each service line shall have an outside shut-off valve, known as a curb stop valve, located just inside the member's property line or near the water main if the water main runs through their property.
- The water company owns and maintains the service line from the water main up to and including the curb stop valve and has the exclusive right to operate this valve.
- The member owns and maintains the service line from the member side of the curb stop valve to the inside of the home or building. For those members living in homes where the curb stop valve is right next to the home, the owner of these homes remains responsible for the service line from inside the home, back to the water main or property line, whichever is closer to the home. If repair work needs to be performed on any of these service lines, the water company will place a new curb stop valve closer to the water main or property line (at the expense of the water company) to allow for these members' service lines to be shut off and repaired.
- The member is responsible for maintaining the "curb box" which creates the vertical shaft that provides access to the buried curb stop valve via a water utility "T" handle wrench.
- If access to the curb stop valve is not possible through the curb box (or the curb box cannot be located), the member may be notified by the water company and given 30 days to find, clean out, or repair the curb box to restore access to the curb stop valve. If access to the curb stop valve is not restored after those 30 days, the water company or a water company's contractor may locate, clean out, repair, or replace the curb box to regain access to the curb stop valve at the member's expense.

Meter Pits

- The purchase of the meter pit, meter setter, and installation costs are the member's responsibility.
- For new members, if a service line is to exceed 300 feet in length or the water company board determines that a meter pit should be installed, the meter must be placed in a meter pit at a location close to the curb stop valve that is agreeable to the water company.
- If a second leak is detected on an existing service line over 300 feet in length that does not have a meter pit, the member must install a meter pit in addition to completing the service line repair.
- After notification by the water company, if a member fails to repair a leaking service line per the Service Line Repair section below, the water company or a water company's contractor may install a meter pit near the curb stop valve at the member's expense and with the approval of the water company board of directors.
- If a member cannot remove the cast iron cover of a meter pit to obtain a meter reading due to a handicap or physical disability, the member may contact the water company to discuss alternative options.

Service Line Repair

- Any service line repair work must be witnessed and inspected by a water company employee before the trench is backfilled.
- The member is responsible for repairing a leaking service line on the member's side of the curb stop valve. (Refer to the Curb Stop Valve section above if the curb box is located next to the home.)
- Once a member has been notified of a service line leak, the member will have 14 calendar days to have the service line leak repaired. The water company board of directors may shorten or lengthen this time interval as deemed appropriate depending on the perceived size of the service line leak by the water system operator.
- After notification by the water company, if a member fails to repair a leaking service line in accordance with this policy, the water company may shut off the water at the curb stop valve. Alternatively, the water company or its contractor may install a meter pit near the curb stop valve at the member's expense and with the approval of the water company board of directors.

Service Line Installation and Replacement

- Any service line installation or replacement must be inspected by a water company employee before the trench is backfilled.
- All new service line material must be AWWA C901-rated, CTS-sized high-density polyethylene (HDPE) tubing rated at 250 PSI or Type-K copper tube.
- Plastic service lines shall consist of a single continuous length of tubing with stainless steel stiffeners placed inside both ends at the compression connections.
- New copper service lines shall have no more than two couplings between the curb stop valve and the building.
- Service lines shall be installed at a minimum of 48 inches in depth.
- If Type-K copper tube is used, the bedding and covering must be limestone-free (no rock screenings).
- Service lines shall be bedded in and covered by several inches of fine or granular fill, such as sand, rock screenings (plastic lines only), rock-free clay, or clean topsoil to prevent crushing and abrasion from sharp or large rocks in the trench floor, wall, and backfill.
- All buried pipe and tube fittings must be certified for underground use and be of the compression or pack joint type. Stainless steel double-clamped barbed fittings may be used to couple into older non-CTS size plastic tubing during repair work.
- A conduit or sleeve for new service lines should be installed under planned sidewalks, driveways, and other landscape or greenscape features that the member would prefer not to have disturbed in the future if excavation for a replacement line or line repair is required. The member is responsible for documenting the existence and location of any such conduit or sleeve and informing the water company and their excavator before replacement or repair work begins.
- All new and full-length service line replacements require tracing or locating wire to be installed alongside the new service line. (See detailed installation instructions below.)
- As an additional precaution, the installer may, but is not required to, place underground blue plastic “Water Line Below” excavation warning tape between 12 and 24 inches above the service line as a visual indicator of a line buried below.

Tracing/Locating Wire Installation Detail

- The wire must be made with a solid copper or copper-clad steel (CCS) core with a diameter of at least #12 AWG or larger.
- The wire must have a minimum insulation thickness of 30 mil and must be rated for direct burial. The preferred jacket color is blue.
- THWN and THHN nylon-jacketed copper wires are not suitable for direct burial and should not be used as substitutes.
- From where the new trench starts (at the water main tap point or at the curb stop valve), use a ground clamp to connect the wire end to a cut section of ground rod that is at least 16 inches long.
- Drive or secure the section of ground rod into the bottom of the trench next to the start of the new service line.
- For trenches too narrow to enter, lay the wire in the trench next to the new service line. For wider trenches, tape the wire to the new service line at regular intervals as you follow the new service line toward the foundation wall.
- Any buried wire splicing must be performed using an industry-approved underground splice kit for the gauge of wire used.
- Once at the building foundation, spool out an additional 10 feet of wire and cut it at this point to separate it from the remaining spool.
- Bring the wire up to daylight on the outside of the foundation wall through a ½-inch plastic PVC electrical conduit that terminates into a single-gang weatherproof plastic splice box.
- Attach the splice box to the building 12 to 24 inches above grade.
- After the trench is backfilled, trim the wire and leave an 8-inch pigtail extending from the electrical box, and then strip the insulation off the last 2 inches of wire.
- Coil the pigtail of wire inside the box, attach the lid, and label the box "Water Line Locate Wire".

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Pennsylvania One Call for Service Lines

- The water company (as owner) will mark service lines from the water main to the curb box if the location can be determined.
- The member (as owner) is responsible for marking the water service line from the curb box to the building.
- If requested, the water company will provide no-fault assistance to the member in attempting to locate and mark a full-length copper service line or a service line with an intact functional tracer wire installed.
- Regardless of who or how the line was marked before excavation, the member is responsible for repairing any damage to their portion of the service line (Refer to the Service Line Repair section above).

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