

**SPRINGFIELD WATER AND SEWER COMMISSION
P.O. BOX 2551, SPRINGFIELD, MASSACHUSETTS, 01101
TELEPHONE: 413-787-6060**

Plumbing Procedures for Secondary Meters

All fee credits initiated through the Springfield Water and Sewer Commission tied to the “use of secondary meters” need to meet the following requirements of the Massachusetts State Plumbing Code Procedures.

1. A Plumbing Permit is to be taken out for each installation.
2. A licensed plumber is to do the work.
3. If meter is to be used for process piping, lawn sprinkler or other possible cross connection, a Backflow Preventer Unit must be installed of the same size as the meter connection.
4. The Plumbing Permit for such meter is to list each backflow preventer.
5. Regulations governing secondary meters will be in compliance with the Springfield Water and Sewer Commission “Rules and Regulations for Acceptance of Auxiliary Meters”.

The attached “Water Meter Form” will be picked up on the day of your scheduled appointment by the Cross Connection Inspector and should be completely filled out to guarantee processing of your application.

SPRINGFIELD WATER AND SEWER COMMISSION

RULES AND REGULATIONS FOR ACCEPTANCE OF AUXILIARY METERS

Prior to submitting requests for new auxiliary accounts, the following rules and regulations will apply for acceptance by the Springfield Water and Sewer Commission.

1. All auxiliary meters must be new with inseparable register head and body.
2. All auxiliary meters must register in **CUBIC FEET**. Gallon and dial meters will not be accepted.
3. Indicate the number of digits the initial reading consists of. Newer models are six (6) or seven (7) digits. Most important is the existence of a stationary zero stamped to the right of moving digits. If a stationary zero is present, it must be included in the initial reading.
4. Indicate the make (Rockwell, Badger, Trident, etc.), meter size (5/8" to 4"), and full serial number stamped on cover of meter.
5. Indicate detailed location of the auxiliary meter.
6. Please be aware that any connection on the water service prior to the primary meter is an illegal connection ("T" setup). All auxiliary pipe connections must be installed on piping after the primary meter.
7. Include the meter reading from the primary meter while at the property.
8. Include daytime telephone number of contact person.

**SPRINGFIELD WATER AND SEWER COMMISSION
SECONDARY WATER METER FORM**

Revised: 03/19/2008

A licensed plumber must install the meter and a permit must be taken out at the Springfield Code Enforcement Office Located at the Department of Public Works at 70 Tapley Street, in Springfield, MA 01109. Credit for usage on secondary meters cannot be given until the Springfield Water and Sewer Commission inspector has sealed the meter.

Upon completion of installation of system and meter, please complete the following:

Name: _____

Address: _____

Telephone Number: _____

Purpose of Meter: _____

Make or Brand of Meter: _____ Serial Number: _____

Meter Readings: Primary: _____ Secondary: _____

Meter Size: _____ Installed by: _____

Date of Installation: _____ Location: _____

Contact Person: _____ Phone: _____

Account Number: _____

Code Enforcement Permit Number: _____

PLEASE COMPLETE ALL INFORMATION OR THERE MAY BE A DELAY IN PROCESSING YOUR APPLICATION.

CONTACT THE CROSS CONNECTION INSPECTORS GROUP AT 413-787-6207, EXTENSION 214, TO SCHEDULE AN APPOINTMENT FOR SEALING THE METER AND PROCESSING THIS APPLICATION.

FOR OFFICE USE ONLY

DATE: _____

APPROVED: _____

DISAPPROVED: _____