

**VILLAGE OF LOMBARD
DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING PROCEDURES**



SOP: Lead Abatement in Potable Water **SOP #:UU-08**

Division(s): Public Works Department **Date:** October 3, 2017
Revised: June 4, 2019

Approved:

Purpose:

To reduce the exposure to lead and to provide safe drinking water to residents and consumers of the Village of Lombard through education of the effects of lead and the elimination of lead in water service lines, distribution mains, water meters, and plumbing fixtures.

These guidelines will establish the criteria, procedures, and programs for property owners and the Village of Lombard in the replacement of water service lines, distribution mains, and plumbing fixtures in residential and non-residential properties.

Procedure:

The Village of Lombard, as the operator of a Community Water System (CWS), will maintain a Lead Service Line Inventory per Public Act 00-0922 (IL Senate Bill 0550). The inventory will list the total number of lead service lines in the Village's water distribution system both public and privately owned and the number of lead service lines added/subtracted from the previous year. The CWS will not be required to unearth for the sole purpose of identifying lead service lines. The inventory shall be submitted to the Illinois Environmental Protection Agency (IEPA) by April 15, 2018 and annually by April 15th each year until all lead is removed.

The Village will make every reasonable effort to notify property owners of the existence of a lead or iron/galvanized* water service connected to their home/business. Reasonable notification efforts shall include but not be limited to the following:

- Direct mailing to known or presumed known properties with lead or iron/galvanized* water service lines via the Lead Service Line Inventory
- New property owners will be notified of the lead or iron/galvanized* water service line upon setting up their new water account
- A map of known or presumed known properties with lead or iron/galvanized* water service lines via the Lead Service Line Inventory will be published and updated on the Village website at villageoflombard.com/leadwaterserviceinventory
- Information regarding lead or iron/galvanized* water service lines to be included in the Annual Water Quality Report
- Important Information about Lead in Drinking Water Brochure shall be available at the Public Works Administrative Office and at Village Hall.

The Village is also required to provide notification and information concerning best practices and mitigating risks to consuming water containing lead (i.e. flushing water for three to five minutes

depending on length of service line and cleaning aerator screens), warnings that work may result in sediment possibly containing lead releasing into water service lines, and information regarding the health hazards of lead in drinking water. For multi-dwelling complexes, written notification shall be posted at primary entrances.

Written notification timing requirements:

- 14 days prior for planned work in areas of known or suspected lead service lines to all affected residences or commercial properties (Appendix I).
- Emergency work/repairs shall be as soon as possible prior to work being performed (Appendix II).
- Water meter repair/replacement shall be made at the time work is initiated (Appendix III).

All work performed shall follow the Village of Lombard Code of Ordinances, the Illinois Plumbing Code, and the Illinois Environmental Protection Agency Regulations. The Village shall also provide information regarding lead in drinking water available to any water consumer in brochure form at Village Hall and Public Works (Appendix IV).

This Standard Operating Procedure is structured for the following Categories:

- A. Capital Projects
- B. Water service upgrades
- C. Water meter repair/replacement
- D. Emergency water distribution and water service line repairs

A. Capital Projects

Capital projects that include water main replacement; all active water service lines connected to the existing water main and that will be connected to the new water main shall be replaced with the same size water service from the corporation stop connection of the new water main up to and including the curb stop. If the existing water service is less than one inch (1") in diameter, it shall be replaced with a new one inch (1") diameter water service line. All costs associated with this work shall be borne by the Village.

The Village shall secure pricing with the project contractor for the replacement of the water service line on private property at the owner's expense. The property owner may request to upgrade the size of their existing water service line and will be responsible for the difference in cost above and beyond the minimum one inch (1") water service on both the public and private sides. Property owner's expenses may qualify for the Lead Water Service Line Replacement Reimbursement Program in the amount of 75% of the cost up to \$5,000.

The new water service line material shall be Type K copper (or approved materials as stated in the Illinois State Plumbing Code), corporation and curb stops shall be NSF/ANSI 61 certified brass.

B. Water Service Upgrades

The following requirements shall apply to all properties whether residential or non-residential. All property owners are responsible for all costs and fees to install a new water service line from the building water meter to the curb stop. No work shall commence until a permit has been issued by the Community

Development Department, Building Division. The required size of the water service shall be determined or verified during the permit application review process.

a. Water Service Upgrades Non-Capital Projects

If the property owner chooses or is required to upgrade their water service and it is lead or iron/galvanized (*in which the iron/galvanized pipe is connected to a lead water service in the public right-of-way) in material, the Village shall install a new minimum one inch (1”) water service from the corporation stop at the water main up to and including the curb stop in the Village right-of-way after the property owner installs the private portion of the water service. The property owner shall be responsible for the installation and cost of the water service line from the curb stop up to the water meter. A shut off valve shall be installed on the street side of the water meter if one is non-existent. Water service size shall be a minimum of one inch (1”) from the curb stop to the water meter. If the property owner is required by code to increase the size of water service the Village shall install the required size from the corporation stop up to and including the curb stop and the property owner shall be responsible for the difference in cost to upsize from one inch (1”). This applies to water services up to two inches (2”). Property owner’s expenses may qualify for the Lead Water Service Line Replacement Reimbursement Program.

If an existing water service material is copper and is required by the Community Development Department to increase the size of the water service, the homeowner is responsible for installation and costs of the new water service up to the water main (including the Village fee for the new tap on the watermain), the street, curb, sidewalk, and parkway restoration associated with new water service installation.

C. Water Meter Repair/Replacement

Water meters on occasion will need to be repaired or replaced due to a system wide water meter change-out program, increase in water need, or due to meter failures. Water meter repair and replacement shall follow the Water Meter Inventory SOP #XXX. Written notification and information concerning lead in drinking water shall be provided to the property owner at the time of water meter work performed.

D. Emergency Water Distribution and Water Service Line Repairs

The Village shall provide affected residents written notification of the potential release of lead into drinking water due to repairs or replacements of water distribution mains and/or water service lines as soon as possible prior to the work being performed. Property owners shall be notified door to door.

a. Water Service Line Repairs

If an existing lead water service fails on the public portion of the water service, the Village shall replace the water service line from the corporation stop at the water main up to and including the curb stop in the Village right-of-way with the same size or a minimum one inch (1”) water service line. All costs associated with this work shall be borne by the Village. No partial repairs to lead water service lines shall be allowed within the public right-of-way.

The property owner shall be notified of the work and shall be given the opportunity to apply for the Lead Water Service Line Replacement Reimbursement Program to replace the private portion of the water service if it is lead or iron/galvanized* in material.

When the Village becomes aware of a failure/leak of a water service on the private portion of the water service, the Village shall notify the property owner in writing of their responsibility to make the repair. The property owner shall have ten business days to contact the Public Works Department with a plan of action to repair or replace the water service line. If the water service is lead in material, the property owner may qualify for the Lead Water Service Line Replacement Reimbursement Program. If the water service on the public portion is lead in material, the Village shall replace that portion as stated above. If the property owner fails to contact the Village after the ten business days, the water service may be shut off until contact or repair/replacement is made to protect the water distribution system from possible contamination.

E. Partial Lead Service Line Replacement and Opt-Out

Property owners that wish to opt-out of the replacement of their private portion of the lead or iron/galvanized* water service shall sign a release waiver and be provided a POU (point of use) filter pitcher and two replacement cartridges. The Village will also provide post construction water testing of a property that chooses to opt-out of the full lead water service replacement for a period of one year on a monthly basis. The Village shall provide the sample bottles, instructions, and deliver the sample to the laboratory at Village expense. The property owner shall be responsible to collect the sample and notify the Village when complete.

Upon changes in state regulation, property owners may not be eligible to opt-out of full lead service line replacements.

Appendices:

- Appendix I Lead Information Notice – General
- Appendix II Water Shut-Off Door Hanger
- Appendix III Lead Information Notice – Water Meter Replacement
- Appendix IV Important Information about Lead in Drinking Water Brochure
- Appendix V Lead Water Service Line Replacement Reimbursement Program
- Appendix VI Partial Lead Service Line Replacement Waiver