



Distribution Piping Systems Policy and Procedure

Date: January 17, 2014

Rev. 1

Purpose:

This policy and procedure covers the operation of distribution piping systems under the auspices of the University of Notre Dame Utilities Department for the purposes of performing system configuration changes to allow for construction, maintenance and isolation due to failures. Systems included under this document include:

<u>Service</u>	<u>Location</u>
Steam (70 psi and 10 psi)	Tunnels and Ricwells
Condensate	Tunnels and Ricwells
Domestic Cold Water (both Hard and Soft)	Direct buried
Domestic Hot Water	Tunnels and Direct buried
Chilled Water	Direct buried
Compressed Air	Tunnels

Policy:

- All distribution system valve operations shall **only be performed by Utilities Department personnel** or their authorized designees except for valves that service:
 - Campus irrigation water only, which may be operated by the Landscape Services Department
 - Athletic field irrigation water only, which may be operated by the Athletic Department
 - Fire protection water services, specifically Post Indicator Valves (PIV), which may be operated by the Fire Department
 - Building Valves located within a facility, which may be operated by the Facilities Operations Department.
- Authorized designees so stipulated by the Utilities Department shall be those persons who have an intimate knowledge of the respective distribution system or who have been trained or briefed on the specific activity or project being undertaken. Authorized designees may only act with the full knowledge and approval of an authorized Utilities Department administrator with responsibilities and/or knowledge of the system.
- The **Utilities Operations Group shall be advised prior to all operations** that affect the delivery of services to facilities.
- All valve operations other than those covered as exceptions in item 1 shall be documented in their respective system Valve Operation Log (VOL), which shall be maintained by the Utilities Department. The VOL's shall be available for inspection at all times by Utilities personnel.
- All valves shall be referenced by a valve number using the following tagging protocol
Plat No. – System Code – Numerical Reference (two digit)
Example: FO6-DC-01

System Codes:

DC	Domestic Cold Hard Water
DS	Domestic Cold Soft Water
FP	Domestic Cold Fire Protection Water
HS	Domestic Hot (Soft) Water Supply
HR	Domestic Hot (Soft) Water Recirculation
IR	Irrigation Water
CS	Chilled Water Supply
CR	Chilled Water Return
S7	Steam 70 psi
S1	Steam 10 psi
CA	Compressed Air
CO	Condensate
ST	Storm (used for manhole/catch basin tagging)
SN	Sanitary (used for manhole tagging)

6. Domestic Cold Water Hydrants shall only be used by authorized and trained personnel of the Utilities and Fire Department (or their mutual aid partners).
 - a. Hydrants may be used for temporary water uses under the following conditions
 - i. Prior approval by the Utilities Department
 - ii. Properly equipped with cross connection controls
 - iii. Equipped with a shut off valve downstream of the cross connection control to serve as the on-off control device for the temporary water user. Operation of the hydrant to control water flow is strictly prohibited.
7. Valves associated with this policy also include drains, vents, bypasses and any other auxiliary devices associated with the various systems.
8. When activities conclude for an activity or project a review of all affected valves shall be undertaken either by visual inspection or by operation in such a manner to determine that the valves have been left in the proper position for the respective system to operate normally.
9. Where applicable the Lockout/Tagout Procedure shall be implemented in addition to the provisions listed in this document. Lockout/Tagout of underground valves is acknowledged to be problematic if not impossible. Use of the VOL for such valves provides a method of tracking and informing affected persons of the hazards.
10. Should there be a system failure or emergency situation necessary actions shall be taken to control the situation without the need to explicitly follow the requirements of this policy and its procedures. Subsequent to the event the system configuration shall be confirmed as indicated in item 7.