

STATE OF NEW JERSEY

**BOARD OF
PUBLIC UTILITY COMMISSIONERS**

**RULES, REGULATIONS AND
RECOMMENDATIONS**

**FOR
WATER UTILITIES**

1944

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RECOMMENDATIONS**

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WATER UTILITIES

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NOTE:

**THE FOLLOWING PAGES IN THIS BOOK ARE
BLANK, AND THEREFORE WERE NOT FILMED:**

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STATE OF NEW JERSEY.

BOARD OF PUBLIC UTILITY COMMISSIONERS.

IN THE MATTER OF ESTABLISHING
STANDARDS AND REGULATIONS
TO BE FOLLOWED BY UTILITIES
SUPPLYING WATER FOR PUBLIC
USE. } REPORT.

By section 16 of Chapter 195, Laws of 1911, the Board has power:

“(e) After hearing, by order in writing, to fix just and reasonable standards, classifications, regulations, practices, measurements or service to be furnished, imposed, observed and followed thereafter by any public utility as herein defined.

“(f) After hearing, by order in writing, to ascertain and fix adequate and serviceable standards for the measurement of quantity, quality, pressure, initial voltage or other condition pertaining to the supply of the product or service rendered by any public utility as herein defined, and to prescribe reasonable regulations for examination and test of such product or service and for the measurement thereof.

“(g) After hearing, by order in writing, to establish reasonable rules, regulations, specifications and standards to secure the accuracy of all meters, and appliances for measurements.

“(h) To provide for the examination any test of any and all appliances used for the measuring of any product or service of a public utility as herein defined.”

Pursuant to the authority vested by the statute, the Board gave notice to all public utilities furnishing water and all others interested that it would, on Tuesday, October 3rd, 1916, hold a hearing for the purpose of considering the promulgation of rules and regulations governing the service of water by public utilities, and the fixing of standards for such service.

As a preliminary to such hearing and discussion, a list of suggested rules, regulations and recommendations was submitted to all water utilities in the State, and public notice given to municipal authorities and others, and full opportunity was given for objections, suggestions and recommendations.

An adjournment was taken after a complete discussion, and further objections and recommendations were received. Following this, opportunity for the submission of briefs was afforded, of which privilege many utilities availed themselves. Practically all of the water companies doing business in the State were represented at the hearings and in the discussions. The proposed rules, except as to the provision covering the cost of installing services, met with little objection. The Board has carefully considered the objections and recommendations offered, and after full consideration has concluded to issue an order putting into effect such rules and regulations as it deems just and reasonable; reserving, however, for further consideration and future determination the form of subdivision (b) of section 1, which covers the question of whether the utility or consumer shall bear the cost of installing the service from the main to the curb line and the necessary couplings and connections, upon which subject there was much difference of opinion, and considerable objection offered to imposing such cost on the utility. The rules and regulations now promulgated are designed to cover all other matters provided for in subdivisions (e), (f), (g) and (h) of section 16 of the Act of 1911.

The Board may, however, if experience demonstrates the necessity therefor, approve special rules and regulations to cover local conditions which cannot be provided for by general rules.

Dated February 13th, 1917.

BOARD OF PUBLIC UTILITY COMMISSIONERS,

By (Signed) RALPH W. E. DONGES,

President.

[SEAL.]

Attest:

(Signed) ALFRED N. BARBER,

Secretary.

STATE OF NEW JERSEY.

BOARD OF PUBLIC UTILITY COMMISSIONERS.

IN THE MATTER OF ESTABLISHING
STANDARDS AND REGULATIONS
TO BE FOLLOWED BY UTILITIES
SUPPLYING WATER FOR PUBLIC
USE. } ORDER.

The Board of Public Utility Commissioners having this day adopted Rules, Regulations and Recommendations for utilities supplying water for public use, a copy of which Rules, Regulations and Recommendations is by reference thereto herein made part of this Order.

The Board of Public Utility Commissioners, after due hearing, hereby ascertains and fixes the Rules, Regulations and Recommendations referred to herein as establishing adequate and serviceable standards and reasonable practices and regulations to be observed by such utilities, and

HEREBY ORDERS that the Rules and Regulations so fixed shall be observed and followed by each and every individual, co-partnership, association, corporation or joint stock company, their lessees, trustees or receivers appointed by any court whatsoever that now or hereafter may own, operate, manage or control any water plant or equipment for private use under privileges granted or hereafter to be granted by the State of New Jersey or by any political subdivision thereof.

The Rules and Regulations referred to herein shall be and have the full force and effect of an order of this Board except in so far as the text of the copy of the Rules and Regulations is underlined. Where such text is underlined the part so underlined should be regarded as the recommendations of this Board for the guidance of the utilities and of subscribers to their serv-

ice when applicable to them, which recommendation, in the opinion of the Board, should be observed and followed.

This Order shall become effective March 10th, 1917.

Dated February 13th, 1917.

BOARD OF PUBLIC UTILITY COMMISSIONERS,

By (Signed) RALPH W. E. DONGES,

President.

[SEAL.]

Attest:

(Signed) ALFRED N. BARBER,

Secretary.

NOTICE TO WATER UTILITIES.

The Rules and Regulations fixed by the above Order do not include any provisions as to payments for service connections. This is the subject of a Supplemental Report and Order, published in this pamphlet after the following RULES, REGULATIONS AND RECOMMENDATIONS.

STATE OF NEW JERSEY
BOARD OF
PUBLIC UTILITY COMMISSIONERS

Rules, Regulations and Recommendations for
Water Utilities

PART I.

GENERAL.

DEFINITION.

The term utility as used in these Rules, Regulations and Recommendations includes every individual, copartnership, association, corporation, or joint stock company, their lessees, trustees or receivers appointed by any court whatsoever, that now or hereafter may own, operate, manage or control within the State of New Jersey, any water plant or equipment for public use under privileges granted by the State of New Jersey or any political subdivision thereof.

I. DUTY OF THE UTILITY.

- (a) It shall be the duty of every utility to furnish and maintain such service, including facilities, as will be in all respects proper, reasonably adequate and practically sufficient for the accommodation and safety of its patrons. These rules neither enlarge nor limit the duties now imposed upon the utilities, but merely serve to define such duties and to determine methods for their performance.

Each utility shall inform its prospective customers where peculiar or unusual conditions prevail as to the conditions under which service may be obtained from its system.

- (b) *In proposed Rules, Regulations and Recommendations submitted for hearing, a rule was included dealing with cost of service connections. No such rule is prescribed in this Order, but such a rule will be made the subject of a Supplemental Order.*
- (c) The company may require a written application for service connection before same is made.

II. IDENTIFICATION OF PROPERTY.

- (a) Each group of buildings or structures shall be provided with such signs as will definitely display the name of the operating company.
- (b) Each public hydrant is to be marked with a serial number and one or more initials, indicating the municipality in which it is located, and where there are two or more systems operating in the same territory, or in the borderland between two utilities where there may be doubt as to ownership, each hydrant shall be so marked as to readily identify its ownership.

III. CONSTRUCTION.

Buildings must be constructed and machinery and accessory apparatus installed and maintained in accordance with good standard practice.

IV. INSPECTION.

- (a) Each utility shall inspect its equipment and facilities at sufficiently frequent intervals to disclose conditions, if existing, which would interfere with safe, adequate and proper service. A periodical test of every hydrant shall be made to determine its working condition, and an inspection shall be made of each valve

in the distribution system to determine its accessibility for operation, and its operating condition. Such inspections and tests shall be made at least once a year or oftener, if required.

- (b) Each utility shall keep in its operating department a record of the location of each valve box in its system. This record shall consist of a sketch or other record showing its position in the street, with measurements from some fixed object.
- (c) Each utility shall formulate and put in practice a comprehensive and definite plan for flushing hydrant and dead ends of mains. This plan for flushing may be combined with the periodical inspection of hydrants.
- (d) A complete record of all inspections and tests shall be kept in accordance with Rule XVII.

V. OPERATING RECORDS.

- (a) Each utility shall keep a record of the time of starting and shutting down the principal units in its pumping and filtering plants, together with records of quantities of water pumped or filtered and amounts used for washing of filters. These records shall also include information as to pressures maintained at pumping stations.
- (b) Each utility shall keep a record of all interruptions to service on its entire system or on any portion thereof, which record shall contain the time, cause, extent and duration of the interruption.
- (c) Each utility shall keep a record of all accidents happening in or about or in connection with the operation of its property, filters or service, wherein any person shall have been killed or injured or property damaged or destroyed

with a full statement, as far as possible, of the causes of such accidents and the precaution, if any, taken as prevention against future accidents of similar character.

- (d) Each utility furnishing water service shall maintain a graphic recording pressure gauge at its plant, downtown office, or at some central point in the distributing system or each subdivision thereof, where continuous records shall be made of the pressure in the mains at that point.

Utilities operating in municipalities of five thousand or more inhabitants shall equip themselves with one or more graphic recording pressure gauges in addition to the foregoing, and shall make frequent records, each covering intervals of at least 24 hours duration, of the water pressure at various points on the system. All records or charts made by these meters shall be identified, dated and kept on file, available for inspection for a period of at least two years.

These records shall be kept as specified in Rule XVII.

VI. PROPERTY ON CONSUMERS' PREMISES.

- (a) A utility may refuse to connect with any customer's piping system when it is not in accordance with the plumbing rules of the municipality or the reasonable rules of the utility.

The utility will not be held responsible for resulting inadequacy of service if customers make additions or alterations to the equipment on their premises without notifying the utility of the changes or additions, and the installation must comply with the plumbing rules of the municipality or of the utility furnishing the service, unless such rules have been after investigation by the Commission, declared to be unreasonable.

(b) The utility should have the right of access to customer's premises and to all property furnished by the utility at reasonable times for the purpose of reading meters or inspecting or replacing appliances used in connection with the supply of service, or for the removal of its property at the time service is to be terminated. The customer should obtain or cause to be obtained all necessary permits needed by the utility in giving it access to the appliances referred to. The customers should not permit access to the meter and other appliances of the utility except by authorized employees of the utility or properly qualified State or local inspectors. In case of defective service, customers should not interfere with the apparatus belonging to the utility, but should immediately notify the proper parties to have the defect remedied.

PART II.

METERS

VII. OWNERSHIP.

The utility shall, without charge furnish and install each customer supplied with water on a measured basis, with a suitable meter and such service appliances as are customarily furnished by the utility in order to connect the customer's equipment with its mains.

Note—Any utility now furnishing service through meters owned by customers must arrange to take over the same by January 1st, 1918, and thereafter own and maintain all service meters. This rule does not apply to service furnished other water-supply systems.

VIII. LOCATION.

All meters hereafter placed in buildings shall be located in the cellar or first floor, as near as possible to the point of entrance of the service, in a clean, dry, safe place, not subject to great variation in temperature, so located as to be easily accessible for installation or disconnection and for reading, and of a type suitable for the purpose and location. The installation of meters and connections shall be in accordance with the reasonable rules of the utility furnishing the service.

IX. TESTING EQUIPMENT.

Each utility having more than one hundred meters in use shall provide and maintain suitable and adequate facilities for testing its water service meters, including a complete testing equipment of a form approved by the Commission. Utilities may cooperate in arranging for such facilities. A representative of the Commission will examine and calibrate the testing apparatus and provide same with a serial number and a seal having the date of the inspection

clearly shown. After July 1st, 1918, tests made with uncertified equipment shall not be deemed authoritative.

X. ALLOWABLE ERROR.

No water meter shall be placed in service, nor allowed to remain in service, if it registers more than 103% or less than 97% of the water passed on full capacity.

XI. PERIODICAL TESTS.

- (a) No utility furnishing metered water service shall allow a meter to remain in service for a period longer or for a registration greater than that specified in the following table without checking it for accuracy and readjusting it if found to be incorrect beyond the limits established in Rule X.

$\frac{5}{8}$ -inch meter, 10 years or 750,000 gals.

$\frac{3}{4}$ -inch meter, 8 years or 1,000,000 gals.

1-inch meter, 6 years or 2,000,000 gals.

all meters above 1 inch, 4 years.

- (b) All water meters in service on or after July 1st, 1917, for which there is no record of test within five years, must be tested as soon thereafter as circumstances will permit, and in all cases within two years from July 1st, 1917.

- (c) Each water service meter installed after July 1st, 1917, shall have been tested for accuracy by the utility within one year prior to its installation. It shall also be inspected by the utility for proper connections, mechanical conditions and suitability of location within thirty days after installation.

XII. REQUEST TESTS.

Each utility shall, without charge, make a test of the accuracy of a meter upon request of a customer,

provided such customer does not make a request for test more frequently than once a year. A report giving the results of such tests shall be made to the customer and a complete record of such tests shall be kept in accordance with Rule XVII.

XIII. TESTS BY COMMISSION.

Upon formal application by any customer to the Board of Public Utility Commissioners, a test will be made of the customer's meter by an inspector employed by the Board, such test to be made as soon as possible after receipt of the application. For such test a fee of one dollar shall be paid by the customer at the time application is made for the test; this fee to be retained if the meter is found to be slow or correct within the allowable limits. If the meter is found to be fast beyond the allowable limits, the fee of one dollar will be returned to the customer and collected from the utility owning the meter. Each meter to be so tested is to be removed, and will be tested by an inspector of the Board, using the nearest certified testing apparatus. In certain cases, tests will be made with portable test meters. In cases of dispute, however, as to the accuracy of such meter, the test made with the certified testing apparatus shall be considered the correct one. The customer will be notified when the test is to be made, and should have a representative present to witness the test.

XIV. CHANGING METERS.

No utility shall make any charge for replacing a meter where such replacement is requested by a customer unless the meter first referred to has been in use less than one year, in which case a reasonable charge may be made to cover the actual expense of making the change.

XV. METER DIALS.

Meter dials shall read in United States gallons or in cubic feet.

Note—It is RECOMMENDED that wherever possible in future, meters be used which indicate gallons instead of cubic feet.

XVI. METER TEST RECORDS.

Whenever a water service meter is tested, the original test record shall be kept as specified in Rule XVII, giving the information necessary for identifying the meter, the reason for making the test, the reading of the meter before being disturbed and the accuracy of the meter, together with all data taken at the time of the test. This record must be sufficiently complete to permit the convenient checking of the methods employed and the calculations made. A record shall also be kept showing the full history of each meter and indicating the date of the purchase, manufacture, size, serial number, various places of installations with dates of installation and removal and the reason for such removal, and the date and general results of all tests. A report shall be made to the Board at quarterly intervals giving a summary of the results of the tests. Blank forms will be furnished by the Board on which reports are to be made.

XVII. RECORDS AND REPORTS.

All records required by these rules shall be kept within the State at an office or offices of the utility located in the territory served by it, unless otherwise specially authorized by the Commission, and shall be open for examination by the Commission or its inspectors. Each utility shall notify the Commission of the office or offices at which the various classes of records are kept.

PART III.

BILLS FOR SERVICE.

XVIII. METERED SERVICE.

Bills for metered service shall be rendered at least once each quarter, and shall show the readings of the meter at the beginning and end of the period for which the bill is rendered, and shall give the dates on which the readings were taken. Bills shall also show the gross amount charged and the net amount after deducting the discount, if any, allowed for prompt payment.

When a bill is rendered a second time, covering a period for which a bill has been rendered, the period shall be clearly stated on the bill.

The basis of computing bills for metered service shall be the same as indicated by the meter dials, that is, if meters register in cubic feet, the bills shall be made out in cubic feet, or if the indication is in gallons, the bills shall be made out in gallons, unless otherwise authorized by the Commission.

XIX. INSTRUCTION.

Each utility supplying service through meters shall adopt some method to inform its customers as to the methods of reading meters, either by printing on bills a description of the method of reading meters or a notice to the effect that the methods will be readily explained on application. It is RECOMMENDED that an exhibition meter be kept on display in each office maintained by a water utility.

XX. FLAT RATE SERVICE.

Bills for service on a flat or fixture rate basis shall be based upon inspection. This inspection shall be made at least once in three years, and shall be sufficiently comprehensive to determine what changes,

if any, have been made in the fixtures served. The record of this inspection shall be kept upon the cards, slips, or in a book especially provided for this purpose, and shall show—

1. The customer's name,
2. The address.
3. The description of the property, whether store, factory, residence, fountain, hydrants, etc.
4. A list of the fixtures, with the rate charged for each.

Bills for flat rate service may be rendered annually, semi-annually, or quarterly.

STATE OF NEW JERSEY.

BOARD OF PUBLIC UTILITY COMMISSIONERS.

IN THE MATTER OF ESTABLISHING
STANDARDS AND REGULATIONS
TO BE FOLLOWED BY UTILITIES
SUPPLYING WATER FOR PUBLIC
USE. } SUPPLE-
MENTAL
REPORT.

By order dated February 13th, 1917, the Board put into effect Rules, Regulations and Recommendations for the control of water utilities, but reserved for further consideration subdivision (b), article 1, of such rules.

After ample opportunity for discussion, and after full consideration of all the matters suggested and arguments adduced, the Board concludes that subdivision (b) of article 1 should read as follows:

“(b) Upon making service connections, the tapping of the main shall be done, and the curb cock and couplings, the service lines from main to curb, curb stopcock and couplings and curb box shall be furnished and placed by the utility or its agent at the expense of the utility; the remainder of the service connection to building shall be placed by the utility, but the exact cost thereof shall be paid by the owner. The municipal charge, if any, for permission to open the street shall be paid by the applicant. Whenever a tap is made through which regular service is not immediately desired, the applicant shall bear the entire expense of tapping the main, laying and maintaining the service pipes, couplings and connections, but shall be entitled to a refund for such part as the utility is hereinbefore required to assume whenever regular service is begun.”

Upon the question covered by the rule suggested, there is no uniformity of practice or opinion of the utilities of the State. Some install and pay for the service and connections from the

main to the curb, some require the owner of the premises to pay the entire cost thereof, and some, indeed, have sought to impose in addition the initial cost of supplying and setting the meter on the consumer.

Nor is there uniformity of rulings on this question by the regulatory bodies of the country. Probably because of varying conditions and resultant practices that have grown up in different sections of the country, we find that commissions have, for a variety of reasons assigned, adopted rules providing, in some instances, that the utility shall bear the cost of service installations, and, in other instances, that the consumer shall bear the cost in part or whole.

In the discussions on this subject, both orally at the hearings and subsequently in writing, the representatives of the utilities of this State appear unanimous in the conclusion that, after it is installed, the service should be under the control of the utility and that it should be charged with the duty of maintaining and, when necessary, of replacing it. Some of them argued that, after installation at the expense of the consumer, the service should immediately become the property of the utility, which should thereafter assume all responsibility therefor.

It would appear from these lines of reasoning that the utilities recognize generally the desirability, if not the necessity, of the service being under the control of the utility with respect to its original installation and maintenance in order that proper service may be assured.

There can be no question of the desirability of the utility controlling in these matters. Conditions that have arisen by reason of improper services have been repeatedly brought to our attention by complaints of consumers. Conflicts arise as to responsibility for inadequate service where the consumer installs the service and the company disclaims responsibility therefor. These would all be obviated if the utility, which is the only one having the privilege to use public highways for the purpose, installs the line.

It is the practice of some of the largest utilities to install services at their own expense.

The Public Service Electric Company installs the service from the curb to the house, provided it does not exceed thirty feet in length.

In *Stein vs. Consolidated Gas Co.*, decided April 5th, 1916, this Board decided that the utility should pay the cost of the conduit and cable from the curb line into the building, if the distance is not greater than 30 feet.

It has been the practice with gas companies operating in cities and towns to bear the entire cost of installing the service to the house, unless it should be of unusual length.

In *Titus vs. New Jersey Gas Co.*, Vol. 3., N. J. Utility Board Reports, p. 179, this Board said:

“After hearing, and full consideration of all the facts brought out, the Board is of opinion that any charge for that portion of the service connection lying between the curb lines is improper, and that the entire cost of that portion of the service must be borne by the gas company. With reference to the portion of the service connection from the curb line into the building it is not so clear that the company is in duty bound to pay the entire cost. This distance varies considerably, some buildings being located but a short distance from the curb line and others being located some distance back. It does not appear entirely just to burden all of the customers of a company with an excessive cost for a service connection occasioned by the location of the building at some distance back from the curb.”

In *Lane vs. Tuckerton Water Co.*, June 15th, 1915, this Board concluded that the Water Company should clean out the service as part of its duty to supply water.

In *Gilmore vs. Hackensack Water Company*, December 7th, 1915, this Board decided that the practice of the utility in requiring the owner of the property to pay for the installation of the service within the street lines and the stop-cock could not be approved as a just and reasonable charge.

From the foregoing it will appear that the Board has given consideration to the question here discussed as applied to various kinds of public utilities, and has uniformly found that so

much of the service as lies within the curb lines should be paid for by the utility. After further consideration, we are unable to conclude that this rule is unfair and unreasonable. It appears to us to be manifestly just and reasonable and in accord with good utility practice and calculated to result more advantageously both to the utility and the consumer than any other rule.

It follows, of course, that expenditures actually made for the installation of services may be capitalized, and should be given due consideration in a proceeding for the ascertainment of just and reasonable rates.

A supplemental order will issue incorporating in the rules and regulations heretofore adopted and promulgated provision above set forth.

Dated February 19th, 1917.

BOARD OF PUBLIC UTILITY COMMISSIONERS,

By (Signed) RALPH W. E. DONGES,

[SEAL.]

President.

Attest:

(Signed) ALFRED N. BARBER,

Secretary.

The regulation and practice hereby fixed is intended to be in addition to any regulations and practices heretofore fixed by the order of this Board.

This Order shall become effective March 14th, 1917.

Dated February 19th, 1917.

BOARD OF PUBLIC UTILITY COMMISSIONERS,

By (Signed) **RALPH W. E. DONGES,**

[SEAL.]

President.

Attest:

(Signed) **ALFRED N. BARBER,**

Secretary.

STATE OF NEW JERSEY.

BOARD OF PUBLIC UTILITY COMMISSIONERS.

IN THE MATTER OF ESTABLISHING
STANDARDS AND REGULATIONS
TO BE FOLLOWED BY UTILITIES
SUPPLYING WATER FOR PUBLIC
USE.) EXTENSION
AND MODI-
FICATION
OF ORDER.

The Board of Public Utility Commissioners, on the 19th day of February, 1917, entered an order to become effective March 14th, 1917, fixing a regulation and practice to be observed and followed by utilities supplying water for public use upon making service connections, the said order being entitled "IN THE MATTER OF ESTABLISHING STANDARDS AND REGULATIONS TO BE FOLLOWED BY UTILITIES SUPPLYING WATER FOR PUBLIC USE—SUPPLEMENTAL ORDER."

The Board having on the 14th day of May ordered a rehearing in the matter of this order and said rehearing having been held, the Board

HEREBY ORDERS AND DIRECTS that the second paragraph of its order of February 19th, 1917, be extended and modified so that the second paragraph of the same shall read as follows:

Upon making service connections, the tapping of the main shall be done and the curb cock and couplings, the service lines from main to curb, curb stop-cock and couplings and curb box shall be furnished and placed by the utility or its agent at the expense of the utility. The exact cost of the remainder of the service connection shall be paid by the owner, and the said remainder may be placed by the owner or by agreement between the owner and the utility, by the utility or its agent; *provided, however*, that if placed by the owner it shall conform to reasonable specifications prescribed by the utility.

The municipal charge, if any, for permission to open the street shall be paid by the applicant.

Whenever a tap is made through which regular service is not immediately desired, the applicant shall bear the entire expense of tapping the main, laying and maintaining the service pipes, couplings and connections, but shall be entitled to a refund for such part as the utility is hereinbefore required to assume, whenever regular service is begun.

With the exception of the change in the second paragraph to make the same read as above, the order of February 19th, 1917, is to be in all respects the same as on the date of its adoption.

This order extending and modifying the order of February 19th, 1917, shall become effective June 21st, 1917.

Dated May 28th, 1917.

BOARD OF PUBLIC UTILITY COMMISSIONERS,

By (Signed) RALPH W. E. DONGES,

[SEAL.]

President.

Attest:

(Signed) ALFRED N. BARBER,

Secretary.

PART IV.

COMPANIES' RULES AND REGULATIONS, PROPOSED BY THE BOARD OF PUBLIC UTILITY COMMISSIONERS.

In order that the utilities may conduct their relations with their customers with the least amount of friction, and with equity to both the utility and the customer, it is suggested that, so far as applicable, the following rules and regulations be adopted by the utilities. Where any rule or regulation is not applicable in a specific case, it may be omitted, but it is the intent of the proposed rules to cover the matters which come generally within the scope of reasonable rules and regulations.

It is not intended that the following rules and regulations shall form part of the Board's orders unless some such rule or regulation is definitely set forth as part of an order in the preceding. The preceding (pages 3 to 23) contain all rules and regulations which have the force of an order of the Board.

Under the heading "Service," conditions are mentioned under which service may be discontinued. Such discontinuance should not be arbitrary, but reasonable notice should be given in every case in order that the customer may have opportunity to correct or remove the condition giving cause for discontinuance, or, in the event of disagreement, to submit the matter in dispute to this Board.

In suggesting the following rules and regulations it is not intended that their adoption will preclude the Board from issuing orders inconsistent therewith where it appears that enforcement of a rule or rules under circumstances existing in particular cases would be inequitable.

PROPOSED RULES AND REGULATIONS TO BE
ADOPTED BY WATER UTILITIES.

1. APPLICATION FOR SERVICE CONNECTION.

Written application for service connection shall be made to the utility before any such connection shall be installed.

2. SERVICE CONNECTION.

A service line will be used to supply a single building or a single group of buildings such as a group of factory buildings, hospital buildings, or a single institution having a number of separate buildings. Not more than one service line shall be run into a building unless by special agreement between the utility and the applicant for such service line.

“Customer” as used herein shall be the party contracting for service to a property as hereinafter classified, i. e.,

(a) A building under one roof owned by one party and occupied as one business or residence, or

(b) A combination of buildings, owned by one party in one common enclosure occupied by one family or business, or

(c) The one side of a double house having a solid vertical partition wall, making it capable of divided ownership.

(d) A building owned by one party of more than one apartment and using in common one hall and one entrance, or

(e) A building owned by one party having a number of apartments or offices and using in common one hall and one or more means of entrance, or

(f) Each apartment of a multi-family dwelling or apartment house where service to individual families is desired.

Where two or more customers are supplied through a single service line the discontinuance of service to an individual customer shall not be accomplished by the use of curb stop but by

the use of a stop-cock which shall be provided in accordance with the following specifications:

1. A suitable location must be provided in the basement or cellar where all meters can be placed in an accessible position, free from danger of damage either from frost or hot water, or undue heat, and where they will not be subject to possible mechanical damage.

2. The piping of the building must be so arranged that each apartment will be supplied through its independent meter and the piping for each apartment run independently from the meter location.

3. The connections at the meter must include a suitable stop-cock of a type arranged to be locked when closed and must also be so arranged that the water company will not be required to do any pipe fitting but will merely have to connect the meter by means of unions already in place. The union connections are to be put in place at the expense of the owner and will remain as a part of the permanent piping of the building.

Stop-cocks at curb line are for the exclusive use of the utility, and attention is directed to the following provision of the statute of the State of New Jersey, approved April 8th, 1903, forbidding interference with a utility's property, to wit:

“Any person or persons who shall, without permission, connect or disconnect the meter pipe or conduits of any gas or water utility, or in any other manner without such permit tamper or interfere with the meters, pipes or conduits, or who shall without permit connect with the meter pipe or conduits of such company by pipes, conduits or other instruments for the purpose of obtaining power or electrical current or gas or water, with intent to defraud such company or companies, shall be guilty of a misdemeanor.”

Service pipes will not be installed when the service pipe passes over or through premises which at the time may be the property of persons other than the owner of the premises to be supplied unless the owner of the premises supplied assumes the liability.

3. SERVICE.

Where a water connection has been previously installed and water is desired, a proper application must be signed by the person occupying the premises to be supplied, or by the owner if charges for service are to be paid by him.

All contracts or agreements covering water supply shall expire on the first day of _____ next succeeding the date of said contract or agreement but all contracts or agreements shall continue in force from year to year after the expiration of that date, unless thirty days' notice in writing is given by either party of a desire to terminate the contract on next succeeding first day of _____; provided, that nothing herein shall be construed to prevent the making of contracts for extensions of service or other special conditions.

When the supply of water is to be temporarily cut off, notice will be given, when practicable, to all customers affected by the shutting off, stating the probable duration of the interruption of service, and also the purpose for which the shut-off is made.

A supply of water for building or other special purposes except on a lot or premise already supplied with water by meter, must be specially applied for.

All use of water other than by the applicant, or for any purpose or upon any premises not stated or described in the application, must be prevented by him. The applicant will be liable for the amount of water used in conformity with the schedule of rates or tariffs of the utility.

Service under an application may be discontinued for any of the following reasons:

(a) For the use of water for any other property or purpose than that described in the application.

(b) Under the flat-rate service, for addition to such property or fixtures, or increase in the use to be made of water supply without notice to the utility.

(c) For wilful waste of water through improper or imperfect pipes, fixtures or otherwise.

(d) For failure to maintain, in good order, connections, service lines or fixtures owned by the applicant.

(e) For molesting any service pipe, meter, curb stop-cock or seal or any other appliance of the company.

(f) In case of vacancy of premises.

(g) For neglecting to make or renew advance payments or for non-payment for water service, or any other charges accruing under the application.

(h) For refusal of reasonable access to property for purposes of inspecting or for reading, caring for or removing meters.

Water will be turned off from any premises upon the written order of the applicant without in any way affecting the existing agreement for service.

As necessity may arise, in case of breakdown, emergency, or for any other unavoidable cause, the company shall have the right to temporarily cut off the water supply to make necessary repairs, connections, etc.; but the utility will use all reasonable and practicable measures to notify the consumer of such discontinuance of service. All persons having boilers within their premises not supplied by a tank or cistern are hereby cautioned against collapse. In such case the utility will not be liable for any damage or inconvenience suffered.

Service will be renewed under a proper application when the conditions under which such service was discontinued are corrected, and upon the payment of all proper charges, provided in the schedule of rates or tariffs of the utility, due from the applicant.

4. METER.

Meters shall be conveniently located at the point approved of by the utility so as to control the entire supply, and a proper place and protection for the meter shall be provided by the applicant, unless the meter is to be installed at the curb. A straight-way stop-cock or gate valve shall be placed on the service line on the street side of and near the meter, and a stop and waste-cock or valve on the other side of the meter. A suitable check valve shall be placed between the stop and waste-cock or valve and the meter if required by the utility.

No check valve shall be installed unless a safety valve is inserted at some convenient point on the house piping to relieve excess pressure due to heating water.

Meters will be maintained by the utility so far as ordinary wear and tear are concerned, but damage due to freezing, hot water or external causes shall be paid for by the customer.

The charge for the reinstallation or changing of a meter when removed because damaged in any way, due to negligence of customer, shall be \$1.00 for meters 1" in diameter and smaller, and \$2.00 per inch in diameter or fraction thereof for meters larger than 1", which charge shall include testing of the repaired meter.

In case of a disputed account involving a question as to the accuracy of a meter, such meter will be tested upon the request of the applicant, in conformity with the provisions of the rules and regulations pertaining to water service utilities of the Board of Public Utility Commissioners of New Jersey. In the event that the meter so tested is found to have an error in the registration in excess of three per cent, the bills will be corrected accordingly.

Customers may test the accuracy of a meter at any time by drawing water until the meter registers one or more cubic feet. Each cubic foot of water equals approximately $7\frac{1}{2}$ gallons or weighs $62\frac{1}{2}$ pounds.

Where water is furnished by flat rate, the utility shall have the right to install, maintain and inspect a meter to determine the quantity supplied, and the applicant shall provide a suitable location therefor. The utility reserves the right to change from flat-rate service to metered service at any time under uniform nondiscriminatory rules.

Where water is furnished by a meter the quantity recorded by it shall be taken to be the amount passing the meter, except where the meter has been found to be registering inaccurately or has ceased to register. In such cases the quantity may be determined by the average registration of the meter when in order, or by such fair and reasonable method as shall be based

upon the best information obtainable. Where excessive leakage has been found adjustments may be made.

5. FLAT RATE CONTRACTS.

Customers supplied with water under a flat rate contract will not be permitted to use the water for any other purpose than stated in the application or agreement; nor to supply water in any way to any other person, house or premises without a written permit from the utility. No additions, alterations or extensions shall be made or caused to be made in any water pipes or fixtures without giving notice of such proposed addition or alteration, and the rate charged will be proportioned from the date on which the additions and extensions are made.

“Customer” as referred to herein is defined as follows:

- (a) A building under one roof owned by one party and occupied as one business or residence; or
- (b) A combination of buildings owned by one party in one common enclosure occupied by one family or business, or
- (c) The one side of a double house having a solid verticle partition wall, or
- (d) A building owned by one party of more than one apartment and using in common one hall and one entrance, or
- (e) A building owned by one party having a number of apartments or offices and using in common one hall and one or more means of entrance.

Water will not be furnished where pipes are inferior, the plumbing defective, or the faucets, water-closets or other fixtures leaky or imperfect, and when such conditions are discovered the supply of water will be cut off or a meter installed, unless immediate repairs are made.

No rebate will be allowed customers using water under a flat-rate contract for temporary discontinuance of service, unless the water is turned off and on by an agent of the utility upon written application to the utility's office, for which service a charge of \$1.00 will be made. Customers will be held responsible for all charges accruing for water service until written notice has been

given to the office of the utility to discontinue the supply or notice has been given of a change of occupancy of said premises.

The paragraph relating to rebates is not to apply to seasonal resorts where the flat-rate contracts are for the season or contract period, and where houses are only occupied during a portion of the contract period.

6. BILLS.

If a bill remains unpaid for a period of over 15 days after mailing or presentation, notice will be served or mailed that unless the bill is paid within seven days from date of such notice the water supply will be discontinued. When the water is turned off under such conditions, it will remain off until the amount owing is paid in full or until satisfactory arrangements for payment have been made.

7. DISCOUNTS FOR PROMPT PAYMENT.

(1) Where the published schedule of rates provides for a discount for prompt payment of bills the discount shall be allowed.

(a) Where the net amount due is paid or tendered, on or before the last day provided by such schedule, at an office of the utility during ordinary business hours. If such last day shall fall upon a holiday, the discount period shall extend to the next ensuing business day.

(b) When the net amount due is mailed to an office of the utility in time to arrive at such office during ordinary business hours on or before such last day allowed by such schedule, the time of transit by mail is to be assumed to be in accordance with Post Office schedule or time-table. The Post Office date stamped by the sending office will determine the date and time of mailing. The envelope in which such payment has been mailed will be preserved by the utility in each case in which it may refuse to allow a discount on the ground that the time allowed by the schedule of rates has been exceeded.

(2) If payment, as above provided, be made by a check which is dishonored, the customer shall forfeit his right to claim the discount.

(3) Where the published schedule of rates provides for a penalty for non-payment of bills, this penalty shall be imposed:

(a) When the net amount is not paid or tendered on or before the last day provided by such schedule at an office of the utility during ordinary business hours. If such last day fall upon a holiday, the penalty period shall not begin until after the next ensuing business day.

(b) When the net amount due is not mailed to an office of the utility in time to arrive at such office during ordinary business hours or before such last day allowed by such schedule, the time of transit by mail is to be assumed to be in accordance with Post Office schedule or time-table. The Post Office date stamped by the sending office will determine the time and date of mailing. The envelope in which such payment has been mailed will be preserved by the utility in each case in which it may impose the penalty on the ground that the time allowed by the schedule of rates has been exceeded.

(c) If payment, as above provided, be made by a check which is dishonored.

8. COMPLAINTS.

Complaints with regard to the character of the service furnished or the reading of meters or of the bills rendered must be made at the utility's office, either verbally or in writing, and a record of such complaint will be kept by the utility, giving the name and address of the complainant, the date, the nature of the complaint and the remedy.

9. FIRE SERVICE.

No person, except the superintendent or other authorized person, shall take water from any public fire hydrant, hose plug, street washer or fountain pipe, except for fire purposes or for the use of the fire department in case of fire; and no public fire hydrant shall be used for sprinkling streets, flushing sewers or gutters or for any other than fire purposes, except with the approval of the utility.

10. PRIVATE FIRE SERVICE.

When, in the judgment of the utility, it is practical, private fire service mains may be allowed for which a flat or meter rate, at the option of the utility, will be charged, subject to special contract and special rules and regulations governing such service.

11. GENERAL.

All pipes, meters and fixtures shall be subject at all reasonable hours to inspection by employees of the utility, identified by proper badges. No water fixture will be considered cut off until it is disconnected, so that it cannot be used again or sealed in a manner satisfactory to the utility. No plumber, owner or other unauthorized person shall turn the water on or off at any corporation stop or curb stop, or disconnect or remove the meter without the consent of the utility. No agent or employee of the utility shall have authority to bind it by any promise, agreement or representation not provided for in these rules.

The utility reserves the right, subject to the approval of the Public Utility Commission, to change, take from or add to the foregoing rules and regulations.

A copy of these rules will be delivered to each new customer upon beginning service of water, and to connected customers on request.