

Polk County Utilities, Florida

UTILITIES STANDARDS AND SPECIFICATIONS MANUAL

Utilities Code Reference Document 6(B)



Polk County Board of County Commissioners

USSM TABLE OF CONTENTS

SUMMARY OF CHANGES

Authorization #2 - Amendments Effective December 15, 2012

| Table of Contents | Section Name | Amendment Description |
|-------------------|------------------------------------|--|
| USSM | Chapter 2 Development Coordination | Part 1 - Part 6 - inserted title names for specific parts of Chapter 2 |
| USSM | Chapter 6 Reclaimed Water | 450-D - Inserted cross-reference information for Approved Meters List |
| Standard Drawings | Water | WA-10 - Inserted reference for new Hydraulically Operated Control Valve detail |
| Standard Drawings | Reclaimed Water | RW-03 Inserted reference for Reclaimed Water Master Meter Assembly |

Authorization #4 - Amendments Effective November 17, 2013

| Table of Contents | Section Name | Amendment Description |
|-------------------|--|--|
| USSM | Chapter 4 Water, Section 413 and Standard Screens | Added Reference to Chapter 4 - for NEW Sections, 413 Potable Water Production Facility SCADA Specifications and Standard Screens (WA-S-01 through WA-S-08) |
| USSM | Chapter 5, Wastewater, Section 519 and Standard Screens | Added Reference to Chapter 5 - for NEW Sections, 519 Wastewater Treatment Facility SCADA Specifications and Standard Screens (WW-S-01 through WA-S-12) |
| USSM | Chapter 6, Reclaimed Water, Section 611 and Standard Screens | Added Reference to Chapter 6 - for NEW Sections, 611 Reclaimed Water Facility SCADA Specifications and Standard Screens (RW-S-01 through RW-S-03) |

Authorization #5 - Amendments Effective September 10, 2014

| Table of Contents | Section Name | Amendment Description |
|-------------------|--------------------------------------|---|
| USSM | Chapter 5, Wastewater, Section 517 | Title changed from SCADA RTU Panel Specifications to SCADA and Control Panel Specifications |
| USSM | Chapter 5, Wastewater, Section 550-K | Added section for SCADA Panel I/O Listing |
| Standard Drawings | GR-14-1 Pipe Locating Wire | Title changed from Pipe Tracer Wire to Pipe Locating Wire |

USSM TABLE OF CONTENTS

SUMMARY OF CHANGES

| Table of Contents | Section Name | Amendment Description |
|-------------------|---------------------------------|--|
| Standard Drawings | WW-12-3 Duplex Lift Station | Title changed from Triplex Lift Station - Dimensions and Elevations Table to Duplex Lift Station - Dimensions and Elevations Table |
| Standard Drawings | WW-12-4 Float Type Level Switch | Added NEW Detail Float Type Level Switch Installation (Typical) |

Authorization #6 - Amendments Effective October 3, 2015

| Table of Contents | Section Name | Amendment Description |
|-------------------|--|---|
| Standard Drawings | WW-12-5 Typical Lift Station HDPE Pipe Bracing | NEW Detail Drawing for Typical Lift Station HDPE Pipe Bracing |

Authorization #8 - Amendments Effective November 5, 2017

| Table of Contents | Section Name | Amendment Description |
|-------------------|--|--|
| USSM | Chapter 7, Supervisory Control and Data Acquisition (SCADA) | NEW Section 710: SCADA Specifications |
| Standard Drawings | WA-04-1 Fire Service Master Meter Assembly (Single Cross Connection Control Assembly) | Addition of spool piece, tee/restrained joint fittings, gate valve |
| Standard Drawings | WA-04-2 Fire Service Master Meter Assembly (Double Cross Connection Control Assembly) | Addition of spool piece, tee/restrained joint fittings, gate valve |
| Standard Drawings | WA-09-1 Master Meter Assembly (3" and larger) (Single Cross Connection Control Assembly) | Addition of spool piece, tee/restrained joint fittings, gate valve |
| Standard Drawings | WA-09-2 Master Meter Assembly (3" and larger) (Double Cross Connection Control Assembly) | Addition of spool piece, tee/restrained joint fittings, gate valve |
| Standard Drawings | WW-11 Duplex Lift Station (Typical) Site Plan | Adjust point of connection from master manhole to wetwell; include odor control system |
| Standard Drawings | WW-12-1 Duplex Lift Station Plan View | Odor control, emergency female quick disconnect coupling |
| Standard Drawings | WW-12-2 Duplex Lift Station Section View | Odor control system |
| Standard Drawings | WW-20-1 Duplex Pump Control Panel Site Layout | Site layout instead of front view of panel |

USSM TABLE OF CONTENTS

SUMMARY OF CHANGES

| Table of Contents | Section Name | Amendment Description |
|-------------------|--|-----------------------|
| Standard Drawings | WW-20-2 Duplex Pump Junction Box Details | New Detail Drawing |
| Standard Drawings | WW-20-3 Duplex Pump Conduit Schedules Block Diagram | New Detail Drawing |
| Standard Drawings | WW-22-1 Duplex Pump Electrical Legend | New Detail Drawing |
| Standard Drawings | WW-22-2 Duplex Pump Panel Enclosure Layout | New Detail Drawing |
| Standard Drawings | WW-22-3 Duplex Pump Electrical Panel Interior Layout | New Detail Drawing |
| Standard Drawings | WW-22-4 Duplex Pump Enclosure Deadfront Layout | New Detail Drawing |
| Standard Drawings | WW-22-5 Duplex Pump Enclosure Deadfront Layout Details | New Detail Drawing |
| Standard Drawings | WW-22-6 Duplex Pump Enclosure Bill of Materials | New Detail Drawing |
| Standard Drawings | WW-22-7 Duplex Pump Nameplate Schedules | New Detail Drawing |
| Standard Drawings | WW-22-8 Duplex Pump Electrical Power Schematics 230VAC, 3PH | New Detail Drawing |
| Standard Drawings | WW-22-9 Duplex Pump Electrical Power Schematics 460VAC, 3PH | New Detail Drawing |
| Standard Drawings | WW-22-10 Duplex Pump Electrical Schematics AC Control Wiring | New Detail Drawing |
| Standard Drawings | WW-22-11 Duplex Pump Electrical Schematics AC Control Wiring | New Detail Drawing |
| Standard Drawings | WW-22-12 Duplex Pump Electrical Schematics DC Control Wiring | New Detail Drawing |
| Standard Drawings | WW-22-13 Duplex Pump Electrical Schematics PLC Digital Inputs | New Detail Drawing |
| Standard Drawings | WW-22-14 Duplex Pump Electrical Schematics PLC Digital Outputs | New Detail Drawing |

USSM TABLE OF CONTENTS

SUMMARY OF CHANGES

| Table of Contents | Section Name | Amendment Description |
|-------------------|--|-----------------------|
| Standard Drawings | WW-22-15 Duplex Pump Electrical Schematics PLC Analog Inputs | New Detail Drawing |
| Standard Drawings | WW-22-16 Duplex Pump Network Communication Diagram | New Detail Drawing |

Authorization #10 - Amendments Effective October 21, 2020

| Table of Contents | Section Name | Amendment Description |
|-------------------|---|---|
| Standard Drawings | GR-29 Bollard (Typical) | New Detail Drawing |
| Standard Drawings | WA-01-3 Blow Off Valve (Above Ground) – Automatic | New Detail Drawing/configuration |
| Standard Drawings | WW-01-1 Doghouse Concrete Manhole | Deleted "Connection" |
| Standard Drawings | WW-14-2 Triplex Lift Station – Section View | Deleted "Duplex or" and "Above Ground Piping" |
| Standard Drawings | WW-20-1 Duplex Pump Control Panel Site Layout | Retitled to Lift Station Control Panel Installation |
| Standard Drawings | WW-20-2 Duplex Pump Junction Box Details | Deleted |
| Standard Drawings | WW-20-3 Duplex Pump Conduit Schedules Block Diagram | Deleted |
| Standard Drawings | WW-22-1 Duplex Pump Electrical Legend | Deleted |
| Standard Drawings | WW-22-2 Duplex Pump Panel Enclosure Layout | Deleted |
| Standard Drawings | WW-22-3 Duplex Pump Electrical Panel Interior Layout | Deleted |
| Standard Drawings | WW-22-4 Duplex Pump Enclosure Deadfront Layout | Deleted |
| Standard Drawings | WW-22-5 Duplex Pump Enclosure Deadfront Layout Details | Deleted |
| Standard Drawings | WW-22-6 Duplex Pump Enclosure Bill of Materials | Deleted |
| Standard Drawings | WW-22-7 Duplex Pump Nameplate Schedules | Deleted |
| Standard Drawings | WW-22-8 Duplex Pump Electrical Power Schematics 230VAC, 3PH | Deleted |

USSM TABLE OF CONTENTS
SUMMARY OF CHANGES

| Table of Contents | Section Name | Amendment Description |
|--------------------------|--|---|
| Standard Drawings | WW-22-9 Duplex Pump Electrical Power Schematics 460VAC, 3PH | Deleted |
| Standard Drawings | WW-22-10 Duplex Pump Electrical Schematics AC Control Wiring | Deleted |
| Standard Drawings | WW-22-11 Duplex Pump Electrical Schematics AC Control Wiring | Deleted |
| Standard Drawings | WW-22-12 Duplex Pump Electrical Schematics DC Control Wiring | Deleted |
| Standard Drawings | WW-22-13 Duplex Pump Electrical Schematics PLC Digital Inputs | Deleted |
| Standard Drawings | WW-22-14 Duplex Pump Electrical Schematics PLC Digital Outputs | Deleted |
| Standard Drawings | WW-22-15 Duplex Pump Electrical Schematics PLC Analog Inputs | Deleted |
| Standard Drawings | WW-22-16 Duplex Pump Network Communication Diagram | Deleted |
| Standard Drawings | WW-23 Duplex Pump Control Schematic | Replaced with "This page is intentionally blank." |
| Standard Drawings | WW-24 Duplex Pump Enclosure | Replaced with "This page is intentionally blank." |

Authorization #12 - Amendments Effective November 27, 2022

| Table of Contents | Section Name | Amendment Description |
|--------------------------|--|------------------------------|
| Standard Drawings | WA-01-02 Blow Off Valve (Above Ground) Automatic | Deleted |

TABLE OF CONTENTS

PREFACE

TABLE OF CONTENTS

TABLE OF STANDARD DRAWINGS

CHAPTER 1 GENERAL INFORMATION

- 110 Introduction
- 111 Abbreviations
- 112 Definitions
- 113 Approval Process for New Products

CHAPTER 2 DEVELOPMENT COORDINATION

- 210 Development Coordination
 - Part 1 Introduction
 - Part 2 Submittal Process
 - Part 3 Project Acceptance Documentation (i.e Record Drawings, Surveys, GPS Coordinate Data)
 - Part 4 Acceptance Documents (Construction Costs, Engineer's Certification, Test Reports, Operation and Maintenance Manuals, etc.)
 - Part 5 Construction Coordination Meetings
 - Part 6 Construction Plan Time Limitation
- 211 Project Design Documents and Submittals
- 250 Standard Drawings – Development Coordination
 - 250-A Request for Restricted Information
 - 250-B Records Distribution Tracking Form
 - 250-C Request for Utilities Bond Form
 - 250-D Developer's Letter of Dedication and Statement of Warranty Form
 - 250-E Engineer of Record's Letter of Certification Form
 - 250-F Contractor's Letter of Certification Form
 - 250-G THIS SECTION IS INTENTIONALLY BLANK
 - 250-H THIS SECTION IS INTENTIONALLY BLANK
 - 250-I THIS SECTION IS INTENTIONALLY BLANK
 - 250-J Request to Connect to Existing Utility Main Form
 - 250-K Polk County Utilities Easement Form (Corporate)
 - 250-L Polk County Utilities Easement Form (Individual)

CHAPTER 3 GENERAL REQUIREMENTS

- 310 General Standards and Specifications
- 311 Site Preparations, Surface Removal, and Restoration Specifications
- 312 Excavations, Backfill, Compaction, and Grading Specifications

TABLE OF CONTENTS

| | |
|-------|---|
| 313 | Installation of Pipe Specifications |
| 314 | Directional Drilling Standards and Specifications |
| 315 | Jack and Bore Standards and Specifications |
| 316 | Aerial Crossing Standards and Specifications |
| 317 | System Connection Specifications |
| 318 | Field Testing and Inspection Procedures |
| 350 | Standard Drawings – General Requirements |
| 350-A | Utilities Inspection Report Form |
| 350-B | Inspector’s Overtime Tracking Form |

CHAPTER 4 WATER

| | |
|-------|--|
| 410 | Potable Water System Standards and Specifications |
| 411 | Raw Water System Standards and Specifications |
| 412 | Potable Water Production Facilities Standards |
| 413 | Potable Water Production Facility SCADA Specifications |
| | Standard Screens (WA-S-01 through WA-S-08) |
| 450 | Standard Drawings – Water |
| 450-A | Testing and Inspection for Acceptance of Water Systems |
| 450-B | Approved Materials Checklist – Potable Water |
| 450-C | Water Hydraulic Modeling Standards |
| 450-D | Approved Meters List |
| 450-E | Potable Water Main Pressure Test Report Form – PVC & DIP |
| 450-F | Potable Water Main Pressure Test Report Form – HDPE |
| 450-G | Potable Water Main Pigging Report Form |
| 450-H | Fire Hydrant Flow Test Form |
| 450-I | Potable Water Schedule of Values Form |

CHAPTER 5 WASTEWATER

| | |
|-------|--|
| 510 | Gravity Wastewater System Standards and Specifications |
| 511 | Wastewater Force Main Standards |
| 512 | Wastewater Lift Station Standards and Specifications |
| 513 | Wastewater Pipes, Valves, and Appurtenances Specifications |
| 514 | Wastewater System Bypass Specifications |
| 515 | Submersible Wastewater Pumps Specifications |
| 516 | Wastewater Lift Station Electrical System Specifications |
| 517 | SCADA and Control Panel Specifications |
| 518 | Wastewater Treatment Facilities Standards |
| 519 | Wastewater Treatment Facility SCADA Specifications |
| | Standard Screens (WW-S-01 through WW-S-12) |
| 550 | Standard Drawings – Wastewater |
| 550-A | Testing and Inspection for Acceptance of Wastewater System |

TABLE OF CONTENTS

| | |
|-------|---|
| 550-B | Testing and Inspection for Acceptance of Wastewater Lift Stations |
| 550-C | Approved Materials Checklist – Wastewater |
| 550-D | Wastewater Hydraulic Standards |
| 550-E | Wastewater Force Main Pressure Test Form – PVC & DIP |
| 550-F | Wastewater Force Main Pressure Test Form – HDPE |
| 550-G | Wastewater Gravity Main CCTV and Mandrel Inspection Form |
| 550-H | Wastewater Force Main Pigging Report Form |
| 550-I | Wastewater Lift Station Start Up Completion Form |
| 550-J | Wastewater Schedule of Values Form |
| 550-K | SCADA Panel I/O Listing |

CHAPTER 6 RECLAIMED WATER

| | |
|-------|--|
| 610 | Reclaimed Water System Standards and Specifications |
| 611 | Reclaimed Water SCADA Specifications |
| | Standard Screens (RW-S-01 through RW-S-03) |
| | 450-D Refer to Chapter 4, Section 450-D for Approved Meters List |
| 650 | Standard Drawings – Reclaimed Water |
| 650-A | Testing and Inspection for Acceptance of Reclaimed Water Systems |
| 650-B | Approved Materials Checklist – Reclaimed Water |
| 650-C | Reclaimed Water Main Pressure Test Report Form – PVC & DIP |
| 650-D | Reclaimed Water Main Pressure Test Report Form – HDPE |
| 650-E | Reclaimed Water Pigging Report Form |
| 650-F | Reclaimed Water Schedule of Values Form |

CHAPTER 7 SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)

| | |
|-----|----------------------|
| 710 | SCADA Specifications |
|-----|----------------------|

TABLE OF CONTENTS
STANDARD DRAWINGS

DEVELOPMENT COORDINATION250

- DC-01 Private Development Project Cover Sheet (Sample of Recommended Format)
- DC-02 Community Investment Project Cover Sheet (Required Format)

GENERAL REQUIREMENTS.....350

- GR-01 Bedding and Trenching - Type A
- GR-02 Bedding and Trenching - Type B
- GR-03 Subaqueous Crossing (Typical)
- GR-04 Restrained Pipe Table
- GR-05 Thrust Collar
- GR-06 Bore and Jack
- GR-07 Gate Valve and Box (Shallow)
- GR-08 Butterfly Valve and Box (Shallow) (For Storage Tank Isolation Use Only)
- GR-09 Plug Valve (Shallow) (For Wastewater Treatment Facility Use Only)
- GR-10 Typical Valve Box Cover
- GR-11 Valve Box Assembly (Deep)
- GR-12 Valve Collar
- GR-13 Pipe Line Marker (Typical)
- GR-14-1 Pipe Locating Wire
- GR-14-2 Pipe Identification - Potable Water Mains
- GR-14-3 Pipe Identification - Wastewater Force and Gravity Mains
- GR-14-4 Pipe Identification - Reclaimed Water Mains
- GR-14-5 Pipe Identification - Raw Water Mains
- GR-15-1 Automatic Air Release Valve (Above Ground)
- GR-15-2 Automatic Air Release Valve (In Ground)
- GR-16 Minimum Separation Requirements
- GR-17-1 Aerial Crossing and Access Barrier (Typical): Potable Water and Reclaimed Water Mains
- GR-17-2 Sign for Aerial Crossing and Access Barrier: Potable Water and Reclaimed Water Mains
- GR-18 Residential Service Locations (Typical)
- GR-19-1 Single Family Residential Utility Plan (Typical): Potable Water
- GR-19-2 Single Family Residential Utility Plan (Typical): Wastewater
- GR-19-3 Single Family Residential Utility Plan (Typical): Reclaimed Water
- GR-20-1 Potable Water and Reclaimed Water Services (Typical)
- GR-20-2 Standard Rectangular Meter Box Assembly: Potable Water and Reclaimed Water
- GR-21 MJ Tapping Sleeve and Gate Valve Assembly (Typical)

TABLE OF CONTENTS
STANDARD DRAWINGS

| | |
|-------|-------------------------------------|
| GR-22 | General Notes |
| GR-23 | THIS PAGE IS INTENTIONALLY BLANK |
| GR-24 | Pig / Swab Launcher Port (Typical) |
| GR-25 | Pig / Swab Receiving Port (Typical) |
| GR-26 | Concrete Arch and Full Encasement |
| GR-27 | Concrete Cradle and Half Encasement |
| GR-28 | Deflection of Pressure Mains |
| GR-29 | Bollard (Typical) |

WATER450

| | |
|---------|--|
| WA-01-1 | Blow Off Valve - Standard |
| WA-01-2 | THIS PAGE IS INTENTIONALLY BLANK |
| WA-01-3 | Blow Off Valve (Above Ground) - Automatic |
| WA-02 | Fire Line Double Check Detector Assembly (4 Inches to 12 Inches) |
| WA-03 | Fire Hydrant Assembly |
| WA-04-1 | THIS PAGE IS INTENTIONALLY BLANK |
| WA-04-2 | THIS PAGE IS INTENTIONALLY BLANK |
| WA-05 | Meter and Reduced Pressure Zone Cross Connection Control Assembly (Up to 2 Inches) |
| WA-06 | Jumper Connection (Typical) |
| WA-07-1 | Water System Interconnect - Site Plan |
| WA-07-2 | Water System Interconnect – Plan and Section Views |
| WA-08 | Potable Water Irrigation Master Control Assembly (Four Inches and Larger) |
| WA-09-1 | Master Meter Assembly – 3 Inch and Larger (Single Cross Connection Control Assembly) |
| WA-10 | Hydraulically Operated Control Valve (Pressure Reducing/Sustaining) |

WASTEWATER.....550

| | |
|---------|--|
| WW-01-1 | Precast Concrete Manhole (Typical) |
| WW-01-2 | Doghouse Concrete Manhole |
| WW-02 | Manhole Connection |
| WW-03-1 | Standard Manhole Frame and Cover Set |
| WW-03-2 | Large Manhole Frame and Cover Set |
| WW-04 | Manhole in Non-Paved Area |
| WW-05-1 | Service Lateral (Standard) (Typical) |
| WW-05-2 | Service Lateral (Deep) (Typical) |
| WW-06-1 | Force Main to Gravity Sewer Manhole Connection (Typical) |
| WW-06-2 | Force Main Manifold Connection (Typical) |
| WW-07 | Grease Interceptor (Typical) |
| WW-08 | Lint / Hair Trap Interceptor (Typical) |

TABLE OF CONTENTS
STANDARD DRAWINGS

| | |
|--|--|
| WW-09 | Lift Station Notes |
| WW-10 | Lift Station Notes (Continued) |
| WW-11 | Duplex Lift Station (Typical) - Site Plan |
| WW-12-1 | Duplex Lift Station - Plan View |
| WW-12-2 | Duplex Lift Station - Section View |
| WW-12-3 | Duplex Lift Station - Dimensions and Elevations Table |
| WW-12-4 | Float Type Level Switch Installation (Typical) |
| WW-12-5 | Typical Lift Station HDPE Pipe Bracing |
| WW-13 | Triplex Lift Station (Typical) - Site Plan |
| WW-14-1 | Triplex Lift Station - Plan View |
| WW-14-2 | Triplex Lift Station - Section View |
| WW-14-3 | Triplex Lift Station - Dimensions and Elevations Table |
| WW-15 | Pipe Support and Gauge/Diaphragm Assembly (Typical) |
| WW-16 | Chain Link Fence (Typical) |
| WW-17-1 | Lift Station Wall (Typical) - Section View |
| WW-17-2 | Cantilever Swing Gate (Typical) |
| WW-18 | Lift Station Wash Down Assembly (Typical) |
| WW-19 | THIS PAGE IS INTENTIONALLY BLANK |
| WW-20-1 | Lift Station Control Panel - Installation |
| WW-20 and WW-22 series sheets (Control Panel Details) are available from PCU upon request. Please request from SCADAdept@polk-county.net | |
| WW-21 | THIS PAGE IS INTENTIONALLY BLANK |
| WW-23 | THIS PAGE IS INTENTIONALLY BLANK |
| WW-24 | THIS PAGE IS INTENTIONALLY BLANK |
| WW-25 | THIS PAGE IS INTENTIONALLY BLANK |
| WW-26-1 | Lift Station Grounding (Typical) |
| WW-26-2 | Lift Station Cover and Door Grounding (Typical) |
| WW-26-3 | Lift Station Ground Test Well |
| WW-26-4 | Lift Station Fence Post Grounding (Typical) |
| WW-27 | THIS PAGE IS INTENTIONALLY BLANK |

RECLAIMED WATER.....650

| | |
|-------|--|
| RW-01 | Reclaimed Water Signage ("Do Not Drink Water") |
| RW-02 | Reclaimed Water Signage ("Do Not Drink / Do Not Swim") |
| RW-03 | Reclaimed Water Master Meter Assembly |