

April 2020

Re: 2020 Pool Registration

Dearly Appreciated:

Enclosed, please find a copy of the Annual Pool Filling Registration Form for 2020 as well as a copy of the Authority Rules and Regulations pertaining to the drainage of pools, spas, and hot tubs.

Should you wish to qualify for a reduction of sewer charges for pool fills, it is necessary for us to have the enclosed documentation as soon as possible. Please fill out the form titled, "Annual Pool Filling Registration Form" and remit it to our office via mail, walk-in, or drop-box (located on either porch).

If your pool is not registered, you will not be eligible for a reduction of sewer charges. Additionally, please remember to call before and after each fill to qualify for a reduction of sewer charges. Staff will no longer be issuing reminders regarding compliance with this program.

If you no longer have a pool, please let me know so I can remove you from our list.

Thank you for your participation. We look forward to serving you.

Sincerely,

Amy Bell
Administrative Assistant
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RULES & REGULATIONS FOR DRAINING SWIMMING POOLS, SPAS, AND HOT TUBS

Purpose: These provisions have been adopted from information provided by the PA DEP for the purpose of assuring that swimming pools, spas, and hot tubs are drained in a proper manner to limit, or reduce, effects on the ecology of the area as well as adjacent or adjoining properties.

Exceptions: These regulations are to be followed in the draining of any swimming pool wherein the depth of water can exceed twenty-four (24") inches. Kiddy and baby pools are exempt from these regulations, since they are generally untreated and unfiltered units, having a depth of less than twenty-four (24") inches. These regulations shall apply to the degree that no drainage of those pools shall be directed onto an adjoining, public right-of-way, or public storm water system.

Swimming Pool Drainage: These regulations have been developed to provide for the safe release of pool water onto the ground surface. Drainage directly into municipal storm water systems and/or directly onto public roads or right-of-ways shall not be considered an option. Permission to drain into Authority facilities may be approved by the Authority, in certain circumstances (i.e. when adjoining properties and structures are likely to be affected by the drained water, due to their close proximity to the pool, etc.).

First and foremost no chlorine, bromine, or other disinfectants shall be introduced to the water for a minimum period of five (5) days prior to the intended discharge of pool water. Water should be circulated during the five-day pre-drain period in order to avoid growth of microorganisms. After the five-day period has expired, disinfectant levels shall be checked using a pool test kit. Little or no traces of chlorine or bromine should be present. If levels are still elevated, additional waiting time is needed. Check again, using test kit in a day or two and proceed with draining only when acceptable levels have been reached.

You may proceed once water is acceptable for discharge onto the ground. The preferred method is always slow release, using a ¼" or ½" garden hose. A pump may be used to begin the siphon process. Once flow has begun the pump should be turned off. It may be necessary to restart the pump to fully drain the pool. If a pool owner is draining a significant amount of water (5,000 gallons or more) it may be necessary to stage drainage to assist in the percolation into the subsurface area. It may also be wise to take additional tests of the chlorine and bromine levels during the drainage process.

Pool water shall only be discharged onto ground with as much as possible percolating into the soil. The area to be used should be a well-draining grass covered surface, generally in close proximity to the pool. This will minimize how much water leaves the property entering onto an adjacent roadway, public right-of-way, and/or storm system. It is illegal to direct the discharge at or onto an adjoining property.

The precautions noted herein must be taken for the purpose of minimizing any ecological impact as well as impacts on adjoining property owners. The property owner(s) shall realize that they may be held liable for any ecological impacts resulting for drainage of the pool. No discharge shall be made during freezing temperatures, for any reason.

Hot Tubs and Spas: The regulations provided herein are designed to deal with water from swimming pools. The use of oils and other additives in hot tubs and spas raises a different level of concern. As such these shall only be drained via a safe waste (siphon proof) connection into an approved sewer system.

ANNUAL POOL FILLING REGISTRATION FORM

The Authority will again permit owners of pools to have a reduction of their sewer bills, related to the amount of water used during non-drought periods. (No pools shall be filled from Authority water supplies during a declared drought.) The reduction will be in the form of forgiveness for the sewage portion of the bill directly related to the amount of water used, subject to the approval of the sewer provider, provided the property owner(s) comply with the following:

- ⇒ Pools must have a current registration on file for the present pool season prior to any fills. To register, please fill out and return the lower portion of this form to the Authority office. Failure to include all of the requested information will result in either a delay of the process, or a denial of requests for reductions.
- ⇒ Certify by the property owner(s) signature(s) below that pool filling and draining will be conducted according to the Authority's Rules and Regulations, and any related Borough or Township regulations.
- ⇒ The property owner(s) shall contact the Authority prior to filling, or topping-off, a pool with the current pre-fill meter reading. Please use exact meter reading on the water meter. If it is after hours, or you are unable to make contact on your call, you must leave the required information on a voice mail so that it is time stamped.
- ⇒ After filling the pool, you must call again to provide the current post-fill meter reading. Please use the exact meter reading on the water meter. If it is after hours, or you are unable to make contact on your call, you must leave the required information on a voice mail so that it is time stamped for audit purposes.
- ⇒ Delinquent accounts will not be eligible for sewer credits.
- ⇒ Failure to comply with these provisions will be viewed as a violation of Authority polices and rules and regulations. As such, repeated violations will result in your forfeiture of the rate reduction benefit.
- ⇒ Please note Penn Township residents: Penn Township credits will be issued per occurrence over 1000 gallons, for the exact whole digit gallon amount used. No credits will be issued for activity involving less than 1000 gallons in a single fill.
- ⇒ Please note Manheim Borough & Rapho Township credits will be issued per occurrence over 500 gallons, for the exact whole digit gallon amount used.
 No credits will be issued for activity involving less than 500 gallons in a single fill.
 For example: Meter Readings: 26748.52 to 27421.32 for use of 672.80 gallons. Sewer credit: 673 gallons.
 Meter Readings: 26748.52 to 27223.52 for a use of 475 gallons. No sewer credit.

PLEASE PRINT IN ALL FIELDS EXCEPT THE SIGNATURE FIELD

Property Owner(s) Name: _____ Daytime Phone: _____

Property Owner(s) Address: _____

Address where pool is located (if different): _____

Pool Type: _____ Above-ground _____ In-ground _____ On-Ground

Dimensions: _____ Water capacity: _____ gallons

Pool Filling & Drainage Owner Certification:

⇒ I am the owner of the property on which this pool is located, I understand that certain regulations exist for the purpose of governing the procedures to be followed in the process of draining my pool. I certify that I will comply with these polices, rules, and regulations at all times, and that failure to comply with these provisions will be viewed as a violation thereof. As such, repeated violations will result in my forfeiture of the rate reduction benefit provided herein.

Signature of Property Owner(s): _____ Date: _____