



The ARAMARK Tower
1101 Market Street
Philadelphia, Pennsylvania 19107-2994

BERNARD BRUNWASSER
Commissioner

All Licensed Plumbers
Philadelphia PA

10/2/08

The Philadelphia Water Department is in the process of changing the requirements for water service ferrules. The reuse of an existing ferrule on a newly installed service line will no longer be allowed.

The original ferrule must be located and shut off or a Lost Ferrule Permit must be submitted.

The following are comments related to this change:

- 1) If the curb box is not visible, the excavation is to be dug in line with where the service leaves the property. If a curb box is visible, the excavation is to be dug in line with it. If an alternative site is selected for the new service ferrule, the location and termination of the existing service ferrule is still required. An excavation as described above must be dug and an additional Street Opening permit will be required.
- 2) It is important to locate and shut off the old ferrule. If the old ferrule is not found in your excavation, you are required to extend the bottom of your excavation at least 24" on each side, in an attempt to locate it. If the ferrule is still not located, you must notify the Drill Desk at 215-685-9627 or the Customer Service Inspector, as soon as possible; preferably before the Drill Crew arrives. A crew will be dispatched to electronically trace the old ferrule. The line tracing crew will make every effort to arrive at the site before the plumbing crew leaves. However, in the event the Line Tracing Crew does not arrive before the plumbing crew leaves, the site should be left with the location of the service line clearly marked so that it can be used to assist in locating the old ferrule.
- 3) If the old ferrule can not be located, a Lost Ferrule Permit will be necessary. There is no cost for this permit providing that an attempt to locate the ferrule has been made. This permit will be submitted by the Inspector or Drill Crew. Your obligation is to notify them that the ferrule was not located.

Discontinuance permits will not be issued to replace a service; they will only be used to **disconnect a service and terminate an account.**

The PWD Drill Crew will not install a new ferrule unless one of the following conditions is met:

- The existing ferrule is found, shut off, and the service line is disconnected.
- The excavation is in accordance with paragraphs 1 & 2 above and a Lost Ferrule Permit has been requested.

Sincerely,

Thomas McIntyre
Philadelphia Water Department
Water Distribution Unit Manager