

June 1, 2017

New Wet Tap Procedure for Engineering and Construction Services Contracts and In Conjunction with Development/Third-Party Projects

Effective Date: June 19, 2017

The Ontario Ministry of the Environment and Climate Change has issued an order stipulating that all wet taps performed on City of Toronto watermains must be performed by, or under the supervision of, a Certified Operator in accordance with Ontario Regulation 128/04. The City of Toronto must comply with this order on or before July 1, 2017.

As a result, and **effective June 19, 2017**, the City of Toronto is implementing a new protocol respecting the performance and verification of wet taps undertaken by contractors on all projects administered by Engineering and Construction Services as well as contractors engaged by third-parties to perform wet taps on City watermains. All contractors are required to comply with this protocol by following the process set out below.

Planned Work Procedure

1. Verification that wet taps are performed in accordance with all required procedures must be done by Toronto Water staff or their designate.
2. Contractors must request Toronto Water to perform wet tap verification **by 11:00 am one (1) business day prior** to the planned wet tap work.
3. Contractors will e-mail the request to TWTaps@toronto.ca, copied to the City of Toronto Contract Administrator and Inspector, and including all of the following information:
 - Contract Number
 - Location of Wet Tap(s) (intersection location(s) or municipal address(es))
 - Time(s) of scheduled Wet Tap(s)
 - Size of Service Connection(s) (19 mm; 25 mm; 50 mm; 38 mm; 100 mm etc.)
 - Contractor name, site contact name and cell phone number
4. Toronto Water will acknowledge the request by the end of business same day of request.
5. Toronto Water will attend within one (1) hour of the requested Wet Tap verification time. The contractor must not undertake any wet tapping without the Toronto Water Certified Operator or their designate present and observing the work.

Emergency Work Procedure

1. Only work deemed an emergency by Toronto Water will be permitted to follow this process.
2. Contractors are to contact Toronto Water Dispatch at 416-338-3486 and send an email to TorontoWaterDispatch@toronto.ca, copied to the City of Toronto Contract Administrator and Inspector, providing the following information:
 - Contract Number
 - Location of Wet Tap (address)
 - Anticipated time of unscheduled Wet Tap
 - Size of Service Connection (19 mm; 25 mm; 50 mm; 38 mm; 100 mm etc.)
 - Site contact name and cell phone number
3. Please allow for at least two (2) hours to ensure the service can be provided. The contractor must not undertake any wet tapping without the Toronto Water Certified Operator or their designate present and observing the work.

Cancellations

1. Contractors must notify the Toronto Water by 7:00 am the day of the scheduled tap for cancellations by calling 416-338-3486 and emailing TWTaps@toronto.ca
2. Cancellations that occur during the day or on short notice shall also be done in accordance with the above requirement.

Important Wet Tap Procedures

1. The Contractor shall ensure that the following minimum procedure is performed at every wet tap location and shall be prepared to ensure that the Certified Operator can verify the activities:
 - Ensure all PVC surfaces have been cleaned and all mud and debris has been removed.
 - When tapping into an iron water main choose a smooth and clean surface to tap, do not tap into a surface that is discoloured or has deep scratches.
 - Safely clean the exterior of the iron water main of rust, mud and debris using a scalar if necessary.
 - Using a minimum of 5% sodium hypochlorite solution, disinfect the exterior of the water main and all pieces that may come into contact with drinking water, including but not limited to:
 - the main stop
 - drill bit
 - saddle
 - The sodium hypochlorite can be administered by spraying it or wiping down the parts with a saturated rag.
 - Ensure that the disinfected parts do not become dirty or contaminated prior to use. Shall they become contaminated, re-disinfection using sodium hypochlorite solution must be performed.
2. For your reference we attach a copy of Toronto Water's Safe Operating Procedure on Wet Taps.

Need more information?

The City of Toronto is in the process of updating construction specifications TS 7.30: Procedure for Disinfecting Watermains and TS 7.70: Watermain Replacement and connection Procedure to reflect the new requirements for Wet Taps. These will be made available prior to July 1, 2017.

If you have any other questions about these new requirements in relation to a specific construction contract, please contact the Engineering and Construction Services Contract Administrator for City contracts or the Engineering Review Case Manager for development or Third-Party projects.
