MONROE COUNTY WATER DISTRICT

P.S.C. KY. NO. 1

CANCELLING P.S.C. KY. NO. _____

MONROE COUNTY WATER DISTRICT

OF

205 CAPP HARLAN ROAD

TOMPKINSVILLE, KENTUCKY 42167

RATES & CHARGES

AND

RULES & REGULATIONS

FOR FURNISHING

WATER SERVICE

AT

MONROE COUNTY
KENTUCKY

FILED WITH THE

PUBLIC SERVICE COMMISSION

OF

KENTUCKY

DATE OF ISSUE _____
Month / Date / Year

DATE EFFECTIVE _____
Month / Date / Year

ISSUED BY Patrick Wyatt
(Signature of Officer)

TITLE Chairman

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 1

CANCELLING P.S.C. KY. NO.

SHEET NO.

Monroe County Water District
(Name of Utility)

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DATE OF ISSUE
Month / Date / Year

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Month / Date / Year

ISSUED BY Patrick Wyatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 2

CANCELLING P.S.C. KY. NO. _____

_____ SHEET NO. _____

Monroe County Water District
(Name of Utility)

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DATE OF ISSUE _____
Month / Date / Year

DATE EFFECTIVE _____
Month / Date / Year

ISSUED BY Patrick Nugent
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 3

Monroe County Water District
(Name of Utility)

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DATE OF ISSUE
Month / Date / Year

DATE EFFECTIVE
Month / Date / Year

ISSUED BY Patrick Myatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 1 1 2003

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SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

FOR _____
Community, Town or City

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_____ SHEET NO. _____

CANCELLING P.S.C. KY. NO. _____

_____ SHEET NO. _____

MONROE COUNTY WATER DISTRICT
(Name of Utility)

RATES AND CHARGES

5/8 Inch Meter

First	2,000	gallons	$ 14.42	Minimum bill
Next	3,000	gallons	4.70	per 1,000 gallons
Next	5,000	gallons	4.06	per 1,000 gallons
All Over	10,000	gallons	3.42	per 1,000 gallons

1 Inch Meter

First	5,000	gallons	$ 28.52	Minimum bill
Next	5,000	gallons	4.06	per 1,000 gallons
All Over	10,000	gallons	3.42	per 1,000 gallons

2 Inch Meter

First	20,000	gallons	$ 83.02	Minimum bill
All Over	20,000	gallons	3.42	per 1,000 gallons

DATE OF ISSUE 9-13-05
Month / Date / Year

DATE EFFECTIVE 10-01-05
Month / Date / Year

ISSUED BY Patrick Mizuta
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
10/1/2005
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By _____
Executive Director

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 5

Monroe County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO.

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RATES AND CHARGES

B. DEPOSITS:

5/8" x 3/4" Meter	$60.00
1" Meter	$100.00
2" Meter	$165.00

DATE OF ISSUE
Month / Date / Year

DATE EFFECTIVE
Month / Date / Year

ISSUED BY Patrick Mynatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 6

CANCELLING P.S.C. KY. NO. _____

_____ SHEET NO. _____

Monroe County Water District
(Name of Utility)

RATES AND CHARGES

C. METER CONNECTION/TAP-ON CHARGES:

5/8 Inch X 3/4 Inch	$550.00
All Larger Meters	Actual Cost

DATE OF ISSUE _____
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Month / Date / Year

ISSUED BY Patrick Mizart
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 1 1 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 7

Monroe County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO. _____

SHEET NO. _____

RATES AND CHARGES

D. SPECIAL NON-RECURRING CHARGES:

Connection/Turn-on Charge	40.00
Connection/Turn-on Charge (After Hours)	65.00*
Field Collection Charge	25.00
Late Payment Penalty	10%
Meter Relocation Charge	275.00
Meter Re-read Charge	25.00
Meter Test Charge	50.00
Re-connection Charge	50.00
Re-connection Charge (After Hours)	75.00*
Returned Check Charge	25.00
Service Call/Investigation	25.00
Service Call/Investigation (After Hours)	50.00*
Service Line Inspection	50.00

***NOTE**—Regular working hours for the utility's Maintenance Staff is 7:30 a.m. to 3:00 p.m. Monday through Friday, excluding holidays. Upon customer request, and subject to availability of Maintenance Staff, services may be performed outside regular working hours at the after hours rate.

DATE OF ISSUE _____
Month / Date / Year

DATE EFFECTIVE _____
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ISSUED BY Patrick Myatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

1st Revised SHEET NO. 8

CANCELLING P.S.C. KY. NO. 1

Original SHEET NO. 8

Monroe County Water District
(Name of Utility)

RATES & CHARGES

E. PURCHASED WATER RATES:

	Rate
City of Tompkinsville	$1.39 per 1,000 Gallons

F. LEAK ADJUSTMENT RATE:

$1.39 per 1,000 Gallons plus 10%

G. WHOLESALE WATER RATES:

Glasgow Water Company	$1.49 per 1,000 Gallons

DATE OF ISSUE 9-13-05
Month / Date / Year

DATE EFFECTIVE
Month / Date / Year

ISSUED BY Patrick Nyatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
10/13/2005
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By _____
Executive Director

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 9

CANCELLING P.S.C. KY. NO.

SHEET NO.

Monroe County Water District
(Name of Utility)

RATES AND CHARGES

H. FIRE SPRINKLER SYSTEM RATES:

Meter Size	Monthly Charge
2 Inch Meter	$10.00
3 Inch Meter	$15.00
4 Inch Meter	$20.00
6 Inch Meter	$30.00
8 Inch Meter	$40.00

DATE OF ISSUE
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Month / Date / Year

ISSUED BY Patrick Nugent
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 10

Monroe County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO.

SHEET NO.

RULES AND REGULATIONS

The following are the rules and regulations of the Monroe County Water District. The schedule of rates prescribed herein will be uniformly charged to all customers of the utility. No one will receive or be entitled to free service by the utility. No employee or individual commissioner of the utility is permitted to make an exception to these rates, rules, or regulations. These rules and regulations are subject to change by the utility at any time, subject to the approval of the Public Service Commission.

A. Service Information.

1. Upon request the utility will give its customers or prospective customers such information as is reasonably possible in order that they may secure safe, efficient, and continuous service. The utility will inform its customers of any change made or proposed in the character of its service that might affect the efficiency, safety, or continuity of operation.
2. The utility will obtain the approval of the Public Service Commission prior to making any substantial change in the character of the service furnished that would affect the efficiency, adjustment, speed, or operation of the equipment or appliances of any customer. The application will show the nature of the change to be made, the number of customers affected, and the manner in which they will be affected.
3. The utility will inform each applicant for service of each type, class, and character of service available at his/her location.
4. Upon request the utility will provide the following information to any applicant/customer:
   a) Characteristics of Water. A written description of chemical constituents and bacteriological standards of the treated water as required by the Natural Resources Cabinet.
   b) Rates. A schedule of rates for water service applicable to the service to be rendered to the customer.

DATE OF ISSUE
Month / Date / Year

DATE EFFECTIVE
Month / Date / Year

ISSUED BY Patrick Myers
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

RULES AND REGULATIONS

c) Reading Meters. Information about the method of reading meters.

d) Bill Analysis. A statement of the past readings of a customer's meter for a period of two (2) years.

B. Special Rules or Requirements.

1. The utility cannot establish any special rule or requirement without first obtaining the approval of the Public Service Commission.
2. A customer that has complied with Public Service Commission rules and regulations cannot be denied service for failure to comply with the utility's rules that have not been approved by the Public Service Commission.
3. Each prospective customer desiring water service will be required to sign the utility's Water Service Contract before service is supplied by the utility.
4. No customer is allowed to resell water except under the terms of a special contract executed by the utility and approved by the Public Service Commission.

C. Billings, Meter Readings, and Related Information.

1. Information on bills. Each bill issued by the utility will clearly show the following, if applicable: class of service; present and last preceding meter readings; date of the present reading; number of units consumed; meter constant, if any; net amount for service rendered; all taxes; any adjustments; and the gross amount of the bill. The date after which a late payment penalty applies to the gross amount will also be indicated. Estimated or calculated bills will be distinctly marked as such. The rate schedule under which the bill is computed will be furnished under one (1) of the following methods:

   a) By printing it on the bill.

   b) By publishing it in a newspaper of general circulation once each year.

RULES AND REGULATIONS

c) By mailing it to each customer once each year.

d) By providing a place on each bill where a customer may request a copy of the applicable rates. The utility will mail the customer a copy by return first class mail.

2. Bill format. A copy of the utility's billing form will be included in the utility's tariff.

3. Meter readings. Registration of each meter shall read in the same units as used for billing unless a conversion factor is shown on the billing form.

4. Frequency of meter reading. Unless prevented by reasons beyond the utility's control, meter readings will be taken every month. Records will be kept by the utility to insure that this information is available to Public Service Commission staff and any customer requesting this information. If, due to reasons beyond its control, the utility is unable to read a meter in accordance with this subsection, the utility will record the date and time the attempt was made, if applicable, and the reason the utility was unable to read the meter.

5. Related Information.

   a) Bills and notices related to the utility's business will be mailed to the customer at the address listed on the Water Service Contract unless a change of address has been filed with the utility in writing. The utility will not otherwise be responsible for delivery of any bill or notice nor will the customer be excused from the payment of any bill or any performance required in the notice.

   b) Water service will be billed monthly. Cycle I bills are mailed the last business day of each month. Cycle II bills are mailed on the last business day before the 10th day of each month.

   c) Bills are payable and due on the date of issuance.

RULES AND REGULATIONS

d) Payment must be received or postmarked before the next business day after the due date; otherwise, the delinquent bill will be assessed the late payment penalty approved and on-file with the Public Service Commission

e) The late payment penalty will be assessed on the delinquent amount of the bill, less taxes and any prior penalty amounts. Pursuant to 807 KAR 5:006 Section 8 (3)(h), a penalty may be assessed only once on any bill for rendered services.

f) With the exception of existing connections, the existence of a special contract, or unusual circumstances requiring approval of the utility, a single meter can serve no more than one residential or commercial unit on and after the effective date of this tariff.

g) For existing connections, special contracts, or other utility approved situations, where two or more units are being served by one meter, the following rules will apply:

1) One bill per meter will be sent to the customer that signed the Water Service Contract.

2) The customer that signed the Water Service Contract will be fully and solely responsible for the charges associated with the connection including payment for all water passing through the meter, regardless of which unit is responsible for the water consumption

D. Deposits.

1. Deposits to secure payment. The utility may require a minimum cash deposit or other guaranty to secure payment of bills.

2. Equal Deposits. An equal deposit amount for each class of customers will be established based on the average bill of customers in that class. Deposit amounts will not exceed two-

RULES AND REGULATIONS

twelfths (2/12) of the average annual bill of customers in each class where bills are rendered monthly. Deposit amounts are listed in the Rates and Charges section of this tariff.

3. Recalculation of deposits. If the utility retains the deposit for more than eighteen (18) months, it will notify customers in writing that, at the customer's request; the deposit will be recalculated every eighteen- (18) months based on actual usage of the customer. The notice of deposit recalculation will be included either on the customer's application for service or not the receipt of deposit, or may be included annually with or on customer bills. The notice of deposit recalculation will state that if the deposit on account differs by more than ten (10%) percent for nonresidential customers, from the deposit calculated on actual usage, then the utility will refund any over-collection and may collect any underpayment. Refunds will be made either by check or by credit to the customer's bill, except that the utility will not refund any excess deposit if the customer's bill is delinquent at the time or recalculation.

4. Waiver of Deposits. The deposit may be waived upon a customer's showing of satisfactory credit or payment history. In determining whether a deposit will be required or waived, the following criteria will be considered:

   a) Previous payment history with the utility. If the customer has no previous history with the utility, statements from other utilities, banks, etc. may be presented by the customer as evidence of good credit.

   b) Whether the customer has an established income or line of credit.

   c) Length of time the customer has resided or been located in the area.

   d) Whether the customer owns the property to be served.

   e) Whether another customer with a good payment history is willing to sign as a guarantor for an amount equal to the required deposit.

RULES AND REGULATIONS

5. Additional deposit requirement. If a deposit has been waived or returned and the customer fails to maintain a satisfactory payment record, the utility may require that a deposit be made. The utility may require a deposit in addition to the initial deposit if the customer's classification of service changes or if there is a substantial change in usage.

6. Receipt of deposit. The utility will issue a receipt to every customer that pays a deposit. The receipt will show the name of the customer, location of the service or customer account number, date, and amount of deposit. If the notice of recalculation described in this section is not included in the utility's application for service or mailed with customer bills, the receipt of deposit will contain the notification. If deposit amounts change, the utility will issue a new receipt of deposit to the customer.

7. Deposits as a condition of service. Service may be refused or discontinued if payment of requested deposits is not made.

8. Deposit Refunds. Deposit refunds will be made either by check or by credit to the customer's bill. Meter deposits are refunded with final bill after termination of service. After one year of service a customer may request a meter deposit refund with a review of the customer's payment history by the utility.

E. Special Non-recurring Charges:

1. The utility will collect for special nonrecurring charges to recover customer-specific costs incurred which would otherwise result in monetary loss to the utility or increased rates to other customers to whom no benefits accrue from the service provided or action taken. The utility may establish or change any special nonrecurring charge by applying for Public Service Commission approval of such charge in accordance with the provisions of 807 KAR 5:011, Section 10.

RULES & REGULATIONS

2. Special nonrecurring charges will be applied uniformly throughout the area served by the utility. Such charges will relate directly to the service performed or action taken and only yield enough revenue to pay the expenses incurred in rendering the service.
3. The utility will assess a charge for the following non-recurring services:
   a) Connection/Turn-on Charge: Will be assessed for new service turn-ons, seasonal turn-ons, temporary service, or transfer of service. The charge will be made for initial installation of service where a meter connection/tap-on charge is applicable.
   b) Field Collection Charge: Will be assessed when a utility representative visits the premises of the service connection to terminate service, and the customer is on-site and pays the bill to avoid termination of service. This fee may only be charged once per billing period.
   c) Late Payment Penalty: Will be assessed on the delinquent amount of the bill, less taxes.
   d) Meter Relocation Charge: Will be assessed when a property owner or other authorized person requests that a meter be relocated, changed, or modified. A meter can only be moved from one location to another on the same property of which meter was purchased to service. Those requesting a change must reimburse the utility for the costs incurred, including but not limited to appropriate legal, administrative, engineering, overhead, or other related costs.
   e) Meter Re-read Charge: Will be assessed when a customer requests the utility to re-read the customer's meter and the re-read proves that the original meter reading was correct.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
10/13/2005
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By
Executive Director

RULES AND REGULATIONS

f) Meter Test Charge: Will be assessed when a customer requests the utility perform a test on the customer's meter to check for accuracy, and the test shows the customer's meter is not more than two percent (2%) fast.

g) Reconnection Charge: Will be assessed to reconnect service that has been terminated for non-payment of service or for violation of Utility or Public Service Commission rules and regulations, and will include the cost of the service trip for both the disconnection and the reconnection.

h) Returned Check Charge: Will be assessed when a customer's check is returned, either due to insufficient funds or other reason due to customer fault.

i) Service Call/Investigation Charge: Will be assessed when a customer requests the onsite presence of utility personnel to investigate a service problem and the problem is a result of the customer's own plumbing facilities, beyond the utility's delivery point, or not caused by failure of utility facilities. Any maintenance and repair of facilities beyond the utility's delivery point is the responsibility of the customer.

j) Service Line Inspection Charge: Will be assessed to inspect a customer's service line from the point of delivery at the meter service to the point of usage. The service line inspection charge will be waived if confirmation is received from the Kentucky State Plumbing Inspector that a state plumbing permit has been obtained and the State Plumbing Inspector will inspect the service line.

F. Customer Complaints to the Utility. Upon complaint to the utility by a customer at the utility's office, by telephone, or in writing, the utility will make a prompt and complete investigation and advise the complainant of its findings. The utility's operator/manager will make a decision within ten (10) days, which the complainant will then have ten (10) days to appeal to the utility's

RULES AND REGULATIONS

board of commissioners. The customer will receive a final decision from the utility no later than thirty (30) days following the date that the complaint was made. If the complainant is not satisfied with the utility's decision, the utility will provide written notice to the complainant of his/her right to appeal the utility's decision by filing a complaint with the Public Service Commission. The utility will also provide the customer with the address and telephone number of the Public Service Commission. The utility will keep a record of all written complaints. This record will show the name and address of the complainant, the date and nature of the complaint, and the adjustment or disposition of the complaint. Records will be maintained for two (2) years from the date of resolution of the complaint.

G. Bill Adjustments:

1. Fast or slow reading meters:

a) If upon periodic test, requested test, or complaint test, a meter in service is found to be more than two (2) percent fast, additional tests will be made to determine the average error of the meter. The tests will be made in accordance with Public Service Commission rules and regulations applicable to the type of meter involved.

b) If test results on a customer's meter show an average error greater than two (2) percent fast or slow, or if a customer has been incorrectly billed for any other reason, except in an instance where a utility has filed a verified complaint with the appropriate law enforcement agency alleging fraud or theft by a customer, the utility will immediately determine the period during which the error has existed, and will recompute and adjust the customer's bill to either provide a refund to the customer or collect an additional amount of revenue from the underbilled customer. Any adjustment to the customer's account will be in accordance with the rules and regulations of the Public Service Commission pursuant to 807 KAR 5:066 Section 9(c).

RULES AND REGULATIONS

c) The utility will readjust the account based upon the period during which the error is known to have existed. If the period during which the error existed cannot be determined with reasonable precision, the time period will be estimated using such data as elapsed time since the last meter test, if applicable, and historical usage data for the customer. If that data is not available, the average usage of similar customer loads will be used for comparison purposes in calculating the time period. If the customer and the utility are unable to agree on an estimate of the time period during which the error existed, the Public Service Commission will determine the issue. In all instances of customer overbilling, the customer's account will be credited or the overbilled amount refunded at the discretion of the customer within thirty (30) days after final meter test results. A utility will not require customer repayment of any underbilling to be made over a period shorter than a period coextensive with the underbilling.

2. Meter read failure. When a meter has ceased to register, or a meter reading cannot be obtained, the quantity of water to be billed will be based upon an average of twelve-months' consumption. If said meter readings are not available for an entire twelve-month period, the water bill will be averaged by the utility, according to the number of months available.

3. Monitoring usage. The utility will monitor a customer's usage at least annually in such a way to draw the utility's attention to unusual deviations in a customer's usage. If a customer's usage is unduly high (100% above average) and the deviation is not otherwise explained, the utility will test the customer's meter to determine whether the meter shows an average error greater than two (2) percent fast or slow.

4. Usage investigation. If the utility's procedure for monitoring usage indicates that an investigation of a customer's usage is necessary, the utility will notify the customer in writing either during or immediately after the investigation of the reasons for the investigation, and

of the findings of the investigation. If knowledge of a serious situation requires more expeditious notice, the utility will notify the customer by the most expedient means available.

5. Customer notification. If a meter is tested and it is found necessary to make a refund or back bill a customer, the customer will be notified in substantially the following form:

> On _____, 19___, the meter bearing identification No. ____ installed in your building located at _____ (Street and Number) in _____ (city) was tested at _____ (on premises or elsewhere) and found to register _____ (percent fast or slow). The meter was tested on _____ (Periodic, Request, Complaint) test.
>
> Based upon this we herewith _____ (charge or credit) with the sum of $____, which amount has been noted on your regular bill. If you desire a cash refund, rather than a credit to your account, of any amount overbilled, you must notify this office in writing within seven (7) days of the date of this notice.

H. Status of Customer Accounts during Billing Disputes. With respect to any billing dispute, customer accounts shall be considered to be current while the dispute is pending as long as the customer continues to make undisputed payments and stays current on subsequent bills.

I. Customer's Request for Termination of Service.

1. Any customer desiring service terminated or changed from one address to another shall give the utility three (3) working days' notice in person, in writing, or by telephone, provided such notice does not violate contractual obligations. The customer will not be responsible for charges for service beyond the three- (3) day notice period if the customer provides proper notification and reasonable access to the meter during the notice period. If the customer notifies the utility of his/her request for termination by telephone, the burden of proof is on the customer to prove that service termination was requested if a dispute arises.

RULES AND REGULATIONS

2. Upon request that service be reconnected at any premises subsequent to the initial installation or connection to its service lines, the utility will charge the applicant a reconnect fee as set out in this tariff and approved by the Public Service Commission

J. Customer Relations.

1. Display of customer rights. The utility will prominently display in the office in which payment is received a copy of Customer's Rights. If a customer indicates to any utility personnel that he is experiencing difficulty in paying a current utility bill, that employee will refer the customer to the designated representative for explanation of the customer's rights.

2. Partial payment plans. The utility shall negotiate and accept reasonable partial payment plans at the request of residential customers who have received a termination notice for failure to pay, except that a utility is not required to negotiate a partial payment plan with a customer who is delinquent under a previous partial payment plan. Partial payment plans must be mutually agreed upon. Plans which extend for a period longer than thirty (30) days will be in writing and will advise customers that service may be terminated without additional notice if the customer fails to meet the obligations of the plan.

3. Utility inspections of service conditions prior to providing service. The utility will inspect the condition of the meter and service connections before providing service to a new customer so that prior or fraudulent use of the facilities will not be attributed to the new customer. The new customer will be afforded the opportunity to be present at such inspections. The utility will not be required to render service to any customer until any defects in the customer-owned portion of the service facilities have been corrected.

4. Prompt connection of service. The utility will reconnect existing service within twenty-four (24) hours, and will install and connect new service within seventy-two (72) hours, when the cause for refusal or discontinuance of service has been corrected and the rules and regulations of the utility and Public Service Commission have been met.

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5. Advance termination notice. When advance termination notice is required, the termination notice will be mailed or otherwise delivered to the last known address of the customer. The termination notice will be in writing, distinguishable and separate from any bill. The termination notice will plainly state the reason for termination, that the termination date will not be affected by receipt of any subsequent bill, and that the customer has the right to dispute the reasons for termination.

K. Refusal or Termination of Service.

1. The utility may refuse service to a customer under the following conditions:

   a) For noncompliance with utility or Public Service Commission rules and regulations. The utility cannot refuse service to any customer for noncompliance without first having made a reasonable effort to obtain customer compliance. After such effort by the utility, service may be refused only after the customer has been given a written notice of refusal stating the reasons for refusal of service.

   b) For dangerous conditions. If a dangerous condition exists which could subject any person to imminent harm or result in substantial damage to the property of the utility or others is found to exist on the customer's premises, then service will be refused. The utility will notify the customer in writing and, if possible, orally for the reasons for refusal of service. Such notice will be recorded by the utility and will include the corrective action to be taken by the customer before service can be provided.

   c) For refusal of access. When a customer refuses or neglects to provide reasonable access to the premises for installation, operation, meter reading, maintenance or removal of utility property, the utility may refuse service. The utility will notify the customer in writing and, if possible, orally for the reasons for refusal of service. Such notice will be recorded by the utility and will include the corrective action to be taken by the customer before service can be provided.

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d) For outstanding indebtedness. The utility will not furnish new service to any customer who is indebted to the utility until that customer has repaid the indebtedness.

e) For noncompliance with state, local, or other codes. The utility may refuse service to a customer if the customer does not comply with state, municipal or other codes, rules, and/or administrative regulations applying to such service. The utility will notify the customer in writing and, if possible, orally for the reasons for refusal of service. Such notice will be recorded by the utility and will include the corrective action to be taken by the customer before service can be provided.

2. Utility Initiated Termination of Service.

a) The termination notice requirements stated herein will not apply if termination notice requirements to a particular customer or customers are otherwise dictated by the terms of a special contract between the utility and customer which has been approved by the Public Service Commission.

b) When advance termination notice is required, the termination notice shall be mailed or otherwise delivered to the last known address of the customer. The termination notice shall be in writing, distinguishable and separate from any bill. The termination notice shall plainly state the reason for termination, that the termination date will not be affected by receipt of any subsequent bill, and that the customer has the right to dispute the reasons for termination.

c) The utility may terminate service to a customer under the following conditions with an advance termination notice:

1) For noncompliance with utility or Public Service Commission rules and regulations. The utility cannot terminate service to any customer for noncompliance without first having made a reasonable effort to obtain customer compliance. After such effort by the utility, service may be

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terminated only after the customer has been given at least ten (10) days written termination notice.

2) For refusal of access. When a customer refuses or neglects to provide reasonable access to the premises for installation, operation, meter reading, maintenance, or removal of utility property, the utility may terminate service. Such action will be taken only when corrective action negotiated between the utility and customer has failed to resolve the situation and after the customer has been given at least ten (10) days' written notice of termination.

3) For noncompliance with state, local, or other codes. The utility may terminate service to a customer that does not comply with state, municipal, and/or other codes, rules, and regulations that apply to such service. A utility may terminate service only after ten (10) days' written notice of termination is provided unless ordered to terminate immediately by a governmental official.

4) For nonpayment of bills. The utility may terminate service for nonpayment of charges incurred for utility services. The utility may terminate service only after five (5) days' written notice of termination is provided, and after twenty (20) days have elapsed since the mailing date of the original unpaid bill.

d) The utility may terminate service to a customer if the following conditions exist without an advance termination notice. Within twenty-four (24) hours after such termination, the utility shall send written notification to the customer of the reason(s) for termination upon which the utility relies, and of the customer's right to challenge the termination by filing a formal complaint with the Public Service Commission.

1) For illegal use or theft of service. The utility may terminate service to a customer without advance notice if it has evidence that a customer has obtained unauthorized service by illegal use or theft. This right of termination

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is separate from and in addition to any other legal remedies that the utility may pursue for illegal use or theft of service.

2) For dangerous conditions. If a dangerous condition relating to the utility's service which could subject any person to imminent harm or result in substantial damage to the property of the utility or others is found to exist on the customer's premises, then service will be terminated immediately. Upon termination the utility will leave notification at the customer's dwelling and, if possible, orally contact the customer to inform him/her of the reasons for the termination. Such notice will be recorded by the utility and will include the corrective action to be taken by the customer or utility before service can be restored.

3) Unapproved Extensions and/or Additions. Any extension or additions to an existing service connection that have not been approved by the utility will be considered theft of service, and will constitute grounds for termination of service. This right of termination is separate from and in addition to any other legal remedies that the utility may pursue for illegal use or theft of service.

4) Misrepresentation. Any misrepresentation in the application or contract as to the property or fixtures to be supplied or additional use to be made of water will constitute grounds for termination of service, and the customer shall be liable for any damage to any of the utility's facilities or equipment.

5) Failure to Report Changes. Failure to notify the utility of additions to the property or fixtures to be supplied or additional use to be made of water will constitute grounds for termination of service.

6) Resale of Water. Under no circumstances will a customer be allowed to resell or give away water except under the terms of a special contract executed by

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the utility and approved by the Public Service Commission. Failure to comply with this rule will constitute grounds for termination of service.

7) Waste or Misuse. Waste or misuse of water due to improper or imperfect service pipes and/or failure to keep said pipes in suitable state of repair will constitute grounds for termination of service.

8) Tampering with meter, meter seal, service, valves, or other system facilities, or permitting such tampering by others will constitute grounds for termination of service.

9) Connections, cross-connections, or permitting the same, of any separate water supply to premises that receive water from the utility will constitute grounds for termination of service.

10) If payment is made to the utility with a non-sufficient fund check, termination of service will result after a ten-day notification to the customer.

11) Termination of service will result without prior notification if a customer has made a payment with a non-sufficient fund check after the utility has sent a delinquent notice to the customer.

12) If service has been terminated due to customer non-payment and payment is made to have service reconnected with a non-sufficient fund check, the utility will terminate service without prior notification to the customer.

13) The utility must receive cash, money order or cashier's check for payment of a non-sufficient fund check and returned check service charge.

e) The utility will not terminate service to a customer if the following conditions exist:

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1) If payment for services is made. Service will not be terminated to a customer that was sent a termination notice if the customer delivers full payment to the utility prior to the actual termination of service.

2) If a partial payment agreement is in effect. Service will not be terminated for nonpayment if the customer and the utility have entered into a partial payment plan and the customer is meeting the requirements of the plan.

3) If a medical certificate is presented. Service will not be terminated for thirty (30) days beyond the termination date if a physician, registered nurse or public health officer certifies in writing that termination of service will aggravate a debilitating illness or infirmity on the affected premises. The utility may refuse to grant consecutive extensions for medical certificates past the original thirty (30) days unless the certificate is accompanied by an agreed partial payment plan. The utility will not require a new deposit from a customer to avoid termination of service for a thirty (30) day period who presents to the utility a medical certificate certified in writing by a physician, registered nurse or public health officer.

L. Meter Testing.

1. Water meters will be tested before being installed for use by any customer. The water meter will be in good working order and adjusted as close to the optimum operating tolerance as possible, in accordance with 807 KAR 5:022, Section 8(3)(a), 807 KAR 5:041, Section 17(1)(a)-(c) and 807 KAR 5:066, Section 15(2)(a)-(b).

2. The utility may have all or part of its meter testing performed by another utility or agency approved by the Public Service Commission. The utility will notify the Public Service Commission of the make, type, and serial number of standards used for testing.

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3. The utility cannot place in service any basic measurement standard unless the Public Service Commission has approved the calibration. The Public Service Commission will be notified promptly of the adoption or deletion of any basic standards requiring approval of the calibration.

4. Meter testers must be certified by the Public Service Commission. Certified meter testers will perform tests as necessary to determine the accuracy of the utility's meters and to adjust the utility's meters to the degree of accuracy required by the rules and regulations of the Public Service Commission.

M. Meter Test Records.

1. A complete record of all meter tests and adjustments and data sufficient to allow checking of test calculations will be recorded by the meter tester. Such record will include: information to identify the unit and its location; date of tests; reason for such tests; readings before and after test; statement of "as found" and "as left" accuracies sufficiently complete to permit checking of calculations employed; notations showing that all required checks have been made; statement of repairs made, if any; identifying number of the meter; type and capacity of the meter; and the meter constant. The complete record of tests of each meter will be continuous for at least two (2) periodic test periods and will in no case be less than two (2) years.

2. The utility will keep numerically arranged and properly classified records for each meter owned, used and inventoried by the utility. The identification number, date of purchase, name of manufacturer, serial number, type, rating, and name and address of each customer on whose premises the meter has been in service with date of installation and removal will be included in the records. These records will also contain condensed information concerning all tests and adjustments including dates and general results of such adjustments. The records will reflect the date of the last test and indicate the proper date for the next periodic test required by the applicable Public Service Commission rule and/or regulation.

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3. Upon completion of adjustment and test of any meter pursuant to Public Service Commission rules and regulations, the utility will affix to the meter a suitable seal in such a manner that adjustments or registration of the meter cannot be altered without breaking the seal.

N. Customer Requested Meter Tests.

1. The utility will make a test of any meter upon written request of any customer if the request is not made more frequently than once every twelve- (12) months. The customer shall be given the opportunity to be present at the requested test. If the test shows that the meter was not more than two (2) percent fast, the utility will make a reasonable charge for the test, the amount being approved by the Public Service Commission and set out in the utility's tariff.

2. After having first obtained a test from the utility, any customer of the utility may request a meter test by the Public Service Commission upon written application. Such request shall not be made more frequently on one (1) meter than once every twelve- (12) months.

O. Access to Property.

1. The utility shall at all reasonable hours have access to meters, service connections, and other property owned by it and located on customer's premises for purposes of installation, maintenance, meter reading, operation, replacement or removal of its property at the time service is terminated. Any employee of the utility whose duties require him/her to enter the customer's premises will wear a distinguishing uniform or other insignia identifying him/her as an employee of the utility, or show a badge or other identification which will identify him/her as an employee.

2. Obtaining easements and right-of-ways necessary to extend service will be the responsibility of the utility.

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3. All customers must grant, convey, or cause to be granted or conveyed to the utility a perpetual easement and right-of-way across any property owned or controlled by the customer wherever necessary for the utility's facilities in order to provide service.

4. The utility cannot require a prospective customer to obtain easements or rights-of-way on property not owned by the prospective customer as a condition for providing service. However, the cost of obtaining easements or rights-of-way will be included in the total per foot cost of an extension, and will be apportioned among the utility and customer in accordance with the applicable extension administrative regulation.

P. Location of Records. All records required by Public Service Commission rules and regulations will be kept in the office of the utility and will be made available to representatives, agents or staff of the Public Service Commission upon reasonable notice at all reasonable hours.

Q. Safety Program. The utility will adopt and execute a safety program, appropriate to the size and type of its operations. At a minimum, the safety program will:

1. Establish a safety manual with written guidelines for safe working practices and procedures to be followed by utility employees.

2. Instruct employees in safe methods of performing their work.

3. Instruct employees who, in the course of their work, are subject to the hazard of electrical shock, asphyxiation or drowning, in accepted methods of artificial respiration.

R. System Inspections.

1. The utility will adopt inspection procedures to assure safe and adequate operation of its facilities and compliance with Public Service Commission rules and regulations. These procedures will be filed with the Public Service Commission for review.

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2. Upon receipt of a report of a potentially hazardous condition at any utility facility made by a qualified employee, public official, or customer, the utility will inspect all portions of the system which are the subjects of the report.

3. Appropriate records will be kept by the utility to identify the inspection made, deficiencies found and action taken to correct the deficiencies.

4. Inspections. The utility will make systematic inspections of its system in the manner set out below to insure that the Public Service Commission's safety requirements are being met. These inspections will be made as often as necessary but not less frequently than is set forth below for various classes of facilities and types of inspection.

   a) The utility will annually inspect all structures pertaining to source of supply for their safety and physical and structural integrity, including dams, intakes, and traveling screens. The utility will semiannually inspect supply wells, their motors and structures, including electric power wiring and controls for proper and safe operation.

   b) The utility will annually inspect all structures pertaining to purification for their safety, physical and structural integrity and for leaks, including sedimentation basins, filters, and clear wells; chemical feed equipment; pumping equipment and water storage facilities, including electric power wiring and controls; hydrants, mains, and valves.

   c) The utility will monthly inspect construction equipment and vehicles for defects, wear, operational hazards, lubrication, and safety features.

S. Reporting of Accidents, Property Damage, or Loss of Service.

1. Within two (2) hours following discovery the utility will notify the Public Service Commission by telephone or electronic mail of any utility related accident which results in:

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a) Death; or shock or burn requiring medical treatment at a hospital or similar medical facility, or any accident requiring inpatient overnight hospitalization;

b) Actual or potential property damage of $25,000 or more; or

c) Loss of service for four (4) or more hours to ten (10) percent or 500 or more of the utility's customers, whichever is less.

2. A summary written report will be submitted by the utility to the Public Service Commission within seven (7) calendar days of the utility related accident.

T. Continuity of Service.

1. Emergency interruptions. The utility will make all reasonable efforts to prevent interruptions of service and when such interruptions occur will endeavor to reestablish service with the shortest possible delay consistent with the safety of its consumers and the general public. If an emergency interruption of service affects service to any public fire protection device, the utility will immediately notify the fire chief or other public official responsible for fire protection.

2. Scheduled interruptions. If the utility finds it necessary to schedule an interruption of its service, it will notify all customers to be affected by the interruption, stating the time and anticipated duration of the interruption. Whenever possible, scheduled interruptions will be made at hours of least inconvenience to customers. If public fire protection is provided by mains affected by the interruptions, the utility will notify the fire chief or other officials responsible for fire protection of the interruption, stating the time and anticipated duration. The fire chief or other official responsible for fire protection will be notified immediately upon restoration of service.

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3. Record of interruptions. The utility will keep a complete record of all interruptions on its entire system. This record will show the cause of interruption, date, time, duration, remedy and steps taken to prevent recurrence.

U. Pressures.

1. Standard pressure. The utility will maintain a standard pressure in its distribution system at locations to be designated as the point or points of "standard pressure." The selection of such points will be confined to locations fairly representative of average conditions. In selecting points for fixed standard pressure, the utility may divide its distribution system into districts if division is necessary due to differences of elevation or loss of pressure because of friction, or both, and may either adopt a standard pressure for each division or establish a single standard pressure for its distribution system as a whole. In no case will the constant difference between the highest and lowest pressures in a district for which a standard has been adopted exceed fifty (50) percent of such standard. The utility may, in extenuating circumstances, furnish service that does not comply with the foregoing specifications if the customer is fully advised of the conditions under which average service may be expected. The Public Service Commission, upon investigation, may require improvements when it appears right and proper that such upgrades should be made. In no event, however, will the pressure at the customer's service pipe under normal conditions fall below thirty- (30) psig nor will the static pressure exceed 150 psig.

2. Pressure surveys. At least once a year the utility will make a survey of pressures in its distribution system of sufficient magnitude to indicate the quality of service being rendered at representative points in its system. Pressure charts for these surveys will show the date and time of beginning and end of the test and the location at which the test was made. Records of these pressure surveys will be maintained at the utility's office and will be made available to the Public Service Commission upon request.

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 34

Monroe County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO.

SHEET NO.

RULES AND REGULATIONS

V. Service Lines & Connections.

1. The utility will furnish and install at its own expense for the purpose of connecting its distribution system to the customer's premises that portion of the service connection from its main to and including the meter and meter box. The utility will recoup this expense from the customer in accordance with KRS 278.0152.
2. In areas where the distribution system follows well-defined streets and roads, the customer's point of service will be located at that point on or near the street right-of-way or property line most accessible to the utility from its distribution system. In areas where the distribution system does not follow streets and roads, the point of service will be located as near the customer's property line as practicable. Prior to installation of the meter the utility will consult with the customer as to the most practical location.
3. Depth of service line. All service lines must be laid at a sufficient depth (a minimum of 24 inches) to prevent freezing during the coldest weather normally experienced except where services are not intended for use during freezing weather and are actually drained during such periods.
4. A plumbing permit from the appropriate regulatory agency is required before the utility can set the meter.
5. The applicant/customer must furnish and lay the necessary pipe to make the connection from the point of service to the point of usage and be financially responsible for all costs associated with the installation and maintenance of his/her service line plumbing, including a shut-off valve and one-way check valve, installed on his/her property beginning at the outlet side of the water meter. The service line must be kept in good repair and in accordance with utility and Public Service Commission rules and regulations.
6. The installation and maintenance of the water service line must be in accordance with the rules and regulations of the Kentucky Department of Health.

DATE OF ISSUE
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ISSUED BY Patrick Muratt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. DATED

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 1 1 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 35

CANCELLING P.S.C. KY. NO.

SHEET NO.

Monroe County Water District
(Name of Utility)

RULES AND REGULATIONS

7. A cross-connection of the utility's system with any other source is strictly prohibited.
8. A well that has or is being used on the premises must be inspected by utility personnel to verify disconnection and separation.
9. All service lines on the customer's side of the meter must consist of copper or PVC pipe with a rating of no less than 200 psi, and should not be less than 3/4 inches.
10. Absolutely no galvanized pipe or fittings can be used in the installation.
11. The utility will not set a meter on a customer's service line at a point that does not deliver 30 psig at the meter.
12. If the applicant/customer's point of usage is at a higher elevation than the meter, the customer should consult with a reputable engineering firm to properly size the service line from the meter to the point of usage.
13. Should an applicant/customer desire a higher pressure due to location or other need, provisions must be made by the applicant for an individual pressure booster system. The manner of connection, location cross-connection protection and type is subject to approval by the utility. The utility reserves the right to require discontinuance and disconnection should the private booster system have a detrimental effect on the utility's system.
14. Piping on the premises of the applicant/customer must be installed so that connections are conveniently located with respect to the utility's lines and mains. A place must be provided for metering that is unobstructed and accessible at all times.
15. The utility may require the applicant/customer may, at his/her own expense, to install a back-flow preventor and/or pressure regulator.
16. All meters will be installed, renewed, and maintained at the expense of the utility, and the utility reserves the right to approve the size and type of meter used.

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ISSUED BY Patrick Prugar
(Signature of Officer)

TITLE Chairman

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PUBLIC SERVICE COMMISSION
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PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

RULES AND REGULATIONS

17. All taps and connections to the mains of the utility must be made by and/or under the direction and supervision of utility personnel and will incur a meter connection/tap-on charge, an amount that has been approved by the Public Service Commission for such service. Payment of this fee is for the privilege of connecting to the water system and the payment of the fee does not constitute the purchase of a water meter.

18. Should an applicant requesting a 5/8" x 3/4" meter require service on the opposite side of the road from the water main, the utility will provide the service at no additional cost to the customer other than the standard meter connection/tap-on charge. All larger size meters will be charged the actual cost of installing the meter, including, when applicable, the additional costs for crossing the road.

19. Any customer having boilers and/or pressure vessels that receive water from the utility must have a check valve on the water supply line and a vacuum valve on the steam line in order to prevent a collapse were the water supply from the utility be interrupted or discontinued.

W. Leak Adjustments. A customer may make a request for a bill adjustment in the event of a leak under the following conditions:

1. Customers with a 5/8" X ¾" meter must request a leak adjustment in writing to the utility. The total amount of water that passed through the meter due to a leak must be five times the customer's average monthly usage to qualify for a leak adjustment.

2. Customers with a meter 1" or larger must request a leak adjustment in writing to the utility. The total amount of the bill must be $500.00 more than the average monthly bill to qualify for a leak adjustment.

3. The adjusted bill step will be based on two components. The first step will be to calculate the customer's average monthly usage over a ten-month period. The second step will be to deduct the customer's average monthly usage (as calculated in the above) from the total amount of water that passed through the meter. The usage calculated in step one will be

RULES AND REGULATIONS

billed at the utility's regular rates, while the remaining usage will be charged at the per thousand gallon leak adjustment rate, as set forth in the rates and charges portion of the utility's approved tariff. All water passing through the meter must be accounted and paid for by the customer. So the customer will owe the amount of his/her average bill plus the per thousand gallon leak adjustment rate for the remainder of the water that passed through the meter.

4. If meter readings are not available for an entire ten-month period, the water bill will be estimated by the utility, subject to an upward or downward adjustment once a ten-month average of actual meter readings can be calculated.
5. Only one (1) leak adjustment will be made per twelve-month period.

X. Ownership of Mains, Services, and Appurtenances:

1. All mains, fire hydrants, valves, crossings, and other appurtenances are and shall remain the property of the utility, whether installed by the utility or the customer.
2. All service lines from the main to the meter with appurtenances are and shall remain the property of the utility, whether installed by the utility or the customer.
3. The customer shall install, own, and maintain his/her service line from the meter (or point of delivery) to the point of usage.

Y. Notification of System Problems. The customer shall notify the utility immediately should the service be unsatisfactory for any reason, or should there be any defects, problems, trouble, or accidents affecting the water system.

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Z. Legal Disclaimers.

1. The utility shall in no event be held responsible for any claims made against it for reasons of system failure or interruption of service. No persons shall be entitled to damages nor for any portion of a payment refunded for any system failure or interruption of service which in the opinion of the utility is deemed necessary.
2. No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure appurtenance or equipment which is a part of the utility's water system. Any person violating this provision will be subject to immediate arrest and/or discontinuance of water service and shall pay the cost of repairing or replacing the utility's facilities.
3. If any loss or damage to the property of the utility or any accident or other injury to persons or property is caused by or results from the negligence or wrongful action of a customer, members of his/her household, his/her agent or employee, the cost of necessary repairs or replacements shall be paid by the customer of the utility and any liability otherwise resulting shall be that of the customer.
4. For purposes of fire protection, including any customer's fire protection system, the utility cannot guarantee a water supply at any particular flow rate or pressure. The fire flow may vary depending upon other water demands on the system, various water facility limitations, or other circumstances. The customer will indemnify and hold harmless the utility and its employees from and against all claims, damages, losses, and expenses incurred as a result of insufficient water supply or deficient system facilities.

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 39

Monroe County Water District
(Name of Utility)

CANCELLING P.S.C. KY. NO.

SHEET NO.

RULES AND REGULATIONS

AA. Fire Departments. For the purpose of off-setting fifty percent or more of its operation expenses, any fire department not receiving public funds from the Commonwealth of Kentucky, or any political subdivision thereof, may withdraw water from the utility's facilities at no charge, for the extinguishing of fires or the training of firemen. A fire department making such withdrawals shall provide an estimate of its withdrawals to the utility at the end of each month.

AB. Fire Hydrants:

1. In accordance with 807 KAR 5:066 Section 10(2)(b), a new fire hydrant will not be installed unless:

   a) A professional engineer with a Kentucky registration has certified that the system can provide a minimum fire flow of 250 gallons per minute, and

   b) The system supporting this flow has the capability of providing this flow for a period of not less than two (2) hours plus consumption at the maximum daily rate.

2. The location, installation, and the responsibility for maintenance of fire hydrants, public and private fire protection facilities, connecting mains, and their ownership may be subject to negotiation between the utility and the applicant/customer. Fire hydrants and public and private fire protection facilities shall be installed as required by the utility and if owned by the utility shall be subject to any conditions the Public Service Commission may impose, based upon the compensation received for this service.

AC. Fire Sprinkler Systems. Unless specifically exempted within the utility's approved tariff, all connections to the utility's system must be metered; one exception being fire sprinkler systems, subject to utility inspection and approval. A monthly charge will be assessed for each fire sprinkler system. The charge will be approved by the Public Service Commission and included in the rates and charges portion of the utility's approved tariff.

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ISSUED BY Patrick Myatt
(Signature of Officer)

TITLE Chairman

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
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PUBLIC SERVICE COMMISSION
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PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY
EXECUTIVE DIRECTOR

Monroe County Water District
(Name of Utility)

RULES AND REGULATIONS

AD. Requirements for New Water Connections.

1. The water line must be buried in a ditch that is at a minimum of 24 inches in depth.
2. The water line must be a minimum of 200 psi
3. A shut-off valve must be installed.
4. A one-way check valve must be installed.
5. A pressure regulator may be required as prescribed by the utility.
6. There shall be absolutely no galvanized pipe or fittings used in the installation.
7. The water line must be visually inspected by the utility.
8. If a well is being used, it must be disconnected and the utility must inspect to verify separation.

AE. Water Main Extensions.

1. Normal extension. An extension of fifty (50) feet or less shall be made by a utility to its existing distribution main without charge for a prospective customer who shall apply for and contract to use service for one (1) year or more.
2. Other extensions.
   a) When an extension of the utility's main to serve an applicant or group of applicants amounts to more than fifty (50) feet per applicant, the utility may require the total cost of the excessive footage over fifty (50) feet per applicant/customer to be deposited with the utility by the applicant or the applicants, based on the average estimated cost per foot of the total extension.
   b) When an extension of the utility's main to serve an applicant or group of applicants amounts to more than fifty (50) feet per applicant, the utility will require the

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applicant(s) to sign an agreement between the utility and the property owner (applicant/customer) that specifically define the responsibilities of each party with regards to the extension.

3. Nothing contained herein shall be construed to prohibit the utility from making extensions under different arrangements if such arrangements have received the prior approval of the Public Service Commission.

4. Upon complaint to and investigation by the Public Service Commission a utility may be required to construct extensions greater than fifty (50) feet upon a finding by the Public Service Commission that such extension is reasonable and that an extension of fifty (50) feet or less is unreasonable under the circumstances.

AF. Extension Procedures for Developers and/or New Subdivisions.

1. The owner/developer will be responsible for expense of water line and apparatus for the water line extension. The utility will install the water line and upon completion the extension solely becomes property of the utility.

2. If the owner/developer privately installs a water line extension, it has to be engineered and certified by the state. The total expenses will be the responsibility of the owner/developer. Installation will be over seen by the utility and upon approved completion the extension solely becomes the property of the utility.

FOR Monroe County, Kentucky
Community, Town or City

P.S.C. KY. NO. 1

Original SHEET NO. 47

CANCELLING P.S.C. KY. NO. _____

SHEET NO. _____

Monroe County Water District
(Name of Utility)

RULES AND REGULATIONS

Sample Bill

MONROE COUNTY WATER DISTRICT
205 CAPP HARLAN ROAD
TOMPKINSVILLE, KY 42167

ACCOUNT	0009-02950-002	04/05/05 TO 05/10/05
SERVICE AT	230 Anywhere St	

RETURN SERVICE REQUESTED

PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID TOMPKINSVILLE, KY 42167 PERMIT NO. 60

PLEASE BRING ENTIRE BILL TO OFFICE OR MAIL STUB WITH PAYMENT

TYPE	PRESENT	PREVIOUS	USAGE	CHARGES
WA	542110	534140	7970	39.22
LT				1.18

ACCOUNT	DUE DATE
0009-02950-002	06/10/05

AMOUNT DUE ON OR BEFORE DUE DATE	SAVE THIS	AMOUNT DUE AFTER DUE DATE
40.40	3.92	44.32

NOTICE CALL MONROE COUNTY WATER DISTRICT BEFORE YOU DIG DAMAGES TO WATER LINES WILL BE CHARGED TO RESPONSIBLE PARTY

****AUTO**
JOHN AND JANE DOE
230 ANYWHERE ST
ANYTOWN KY

171R001

42157-8004

CLASS	AMOUNT DUE AFTER DUE DATE	DUE DATE	AMOUNT DUE ON OR BEFORE DUE DATE
R01	44.32	06/10/05	40.40

MONROE COUNTY WATER DISTRICT
205 CAPP HARLAN ROAD
TOMPKINSVILLE, KY 42167

BRING BILL WHEN PAYING AT THE OFFICE. WRITE ACCOUNT NUMBER ON CHECK OR MONEY ORDER TO ASSURE PROPER CREDIT. NIGHT DEPOSIT SERVICE IS AVAILABLE BESIDE THE DRIVE-THRU WINDOW.

FAILURE TO RECEIVE BILL DOES NOT EXCUSE PAYMENT.

RATES AVAILABLE UPON REQUEST

A 10% PENALTY IS APPLIED TO ALL BILLS NOT PAID BY DUE DATE SET FORTH ON EACH BILL.

SERVICE IS SUBJECT FOR DISCONNECT FOR A RETURNED CHECK IF NOT PAID IN CASH OR MONEY ORDER (PLUS SERVICE CHARGE) BY DATE ON DISCONNECT NOTICE.

CODES
WA - WATER
LT - LOCAL TAX
TX - SALES TAX

DATE OF ISSUE _____
Month / Date / Year

DATE EFFECTIVE _____
Month / Date / Year

ISSUED BY Patrick Myatt
(Signature of Officer)

TITLE CHAIRMAN

BY AUTHORITY OF ORDER OF THE PUBLIC SERVICE COMMISSION
IN CASE NO. _____ DATED _____

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
7/15/2005
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By _____
Executive Director

Monroe County Water District

205 Capp Harlan Road
Tompkinsville, Ky 42167
Phone: 270-487-8131
Fax: 270-487-0932

Partial Payment Plan

Date: _____

Account: _____

Address: _____

_____ owes the Monroe County Water District a bill for water service in the amount of $_____, which has accumulated from _____ through _____, and agrees to pay this bill in full before _____ and further agrees to make the following payments **plus a full payment of the regular monthly water bill**:

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If payment is not made by the specified date, the water service will be disconnected immediately without any notification to the customer. If the customer does not sign and return the partial agreement to the Monroe County Water District, water service will be disconnected _____. In the event service is disconnected, the unpaid balance and a reconnection fee must be paid before service is restored.

_____
Customer's signature

_____
Date

_____
Ricky Ross, Manager
Monroe County Water District

_____
Date

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE
7/15/2005
PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

By _____
Executive Director

MONROE COUNTY WATER DISTRICT

205 Capp Harlan Road
Tompkinsville, Kentucky 42167
Phone: 270-487-8131
Fax: 270-487-0932

WATER SERVICE CONTRACT

WE, the undersigned, do hereby apply for a meter to the Monroe County Water District for the supplying of water to our residence to be located at _____

_____.

The undersigned are the owners/renters (cross out inapplicable category) of the residence at that address.

In applying for water service with the Monroe County Water District, the undersigned agree to comply with all Bylaws, rules and regulations, and tariffs of the District, to notify the District of any leaks when same are observed, and insure that no one else taps into their water supply or uses water which is unmetered and generally to comply with all other rules and regulations of the District, including the prompt payment for the monthly billed amount for water consumed by the undersigned during the preceding month. Water charges to the undersigned will commence on the date service is made available by the District regardless of whether the undersigned is connected to the system, or is in fact using water from the system. We jointly agree to pay said bill when same shall become due and payable, plus any penalties thereon for non-payment.

We, the undersigned, do verify that we will not have any connections or cross-connections with any other separate water supply other than with the Monroe County Water District as stated in the Monroe County Water District rules and regulations. We also understand if the Monroe County Water District determines we have a cross-connection our water service will be disconnected immediately.

We also understand the water pressure in Monroe County varies from one area to another; therefore moving from one area to another can influence the amount of pressure we have and if the pressure is lower than our previous residence or place of business, the District is only required to supply 30 PSI at the meter.

Dated this the _____ day of _____, 20____.

_____	_____
Applicant	Applicant
SSN: _____	SSN: _____
Phone: _____	

PUBLIC SERVICE COMMISSION
OF KENTUCKY
EFFECTIVE

SEP 11 2003

PURSUANT TO 807 KAR 5:011
SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

Monroe County Water District

EASEMENT AGREEMENT

This EASEMENT AGREEMENT made and entered into as of the _____ day of _____

in the year _____, between _____
Owner

and the MONROE COUNTY WATER DISTRICT, a water utility and political subdivision organized and existing according to Kentucky Revised Statutes, hereinafter referred to as the SUPPLIER.

WITNESSETH: That for and in consideration of the sum of one dollar ($1.00) cash in hand paid the receipt of which is hereby acknowledged and other good and valuable consideration as specifically set out in a water service contract between parties given above.

The owner agrees to and does hereby grant and convey to the SUPPLIER, a permanent easement over, across, under, and upon land situated in said County, being a strip of land ten (10) feet wide for the purpose of laying, maintaining, operating, inspecting, replacing, and removing a water line, meter, and/or appurtenances. Said easement adjoins and parallels the road on which the property fronts and extends from one side line of the property the other side line of the property along said road, or otherwise so as to permit access to suppliers facilities, and may also be utilized for service installation to that property lying immediately across the road, or adjacent to suppliers facilities.

IN WITNESS WHEREOF, we have executed this Easement Agreement this, the aforementioned day and year.

WITNESS:

_____
Water User

_____

_____
Address

_____
Phone

Attest:

Monroe County Water District
Water System

_____

By_____

STATE OF KENTUCKY
COUNTY OF _____

_____
Title

I, the undersigned, do certify that the foregoing instrument was produced to me in the County aforesaid, and was acknowledged by _____, to be his/their free act and deed. This _____ day of _____ in the year _____.

PUBLIC SERVICE COMMISSION
OF KENTUCKY
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SECTION 9 (1)

BY _____
EXECUTIVE DIRECTOR

My Commission expires:

MONROE COUNTY WATER DISTRICT

SAFETY PROGRAM

AND

INSPECTION

PROCEDURES

PUBLIC SERVICE COMMISSION
OF KENTUCKY
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BY _____
EXECUTIVE DIRECTOR

MONROE COUNTY WATER DISTRICT

I. INTRODUCTION

1. Statement of Purpose

II. RESPONSIBILITY FOR SAFETY

1. Manager
2. Foreman
3. Employee

III. GENERAL SAFETY RULES

1. Safety Manual: Who has it, where kept, how used,new employee training
2. Safety meetings: When scheduled, required attendance
3. Conduct at work
4. Protecting the Public
5. Housekeeping of Job Site and Equipment
6. Reporting Hazardous Situations
7. Fire Prevention and Control

IV. SAFE WORKING PRACTICES

1. Clothing
2. Personal Protection
3. How to Lift
4. Handling Materials and Equipment
5. Proper Use and Care of Equipment: hand tools, machine tools, ladders, etc.

V. PROPER PROCEDURES

1. Operations
2. Maintenance
3. Repair

VI. REPORTING

1. What is to be reported
2. When should it be reported
3. To whom is it reported

VII. USE OF MOTOR VEHICLES

VIII. FIRST AID

IV. ARTIFICIAL RESUSCITATION

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BY
EXECUTIVE DIRECTOR

I. INTRODUCTION

SAFETY- A condition of being safe; freedom from danger or hazard, or the quality of being devoid of whatever exposes one to danger or harm.

This safety program is developed with the implicit intent providing a safe working environment for the employees of Monroe County Water District and of providing positive means of ensuring the public safety from exposure to the hazards of those daily operations accomplishment by management, staff, and employees of Monroe County Water District.

This program addresses three (3) general areas of safety:

- Organizational Safety- The prevention of injury to employees, both on and off the job site.
- Fleet Safety- Prevention of automobile or equipment accidents.
- Public Safety- Prevention of injury to the general public.

This safety program establishes certain minium requirements aimed toward providing the enjoyment of an accident free work environment, but no program may ever be expected to supplant a careful, alert and aware conduct exercising good sound judgement tempered with a generous application of common sense.

II. RESPONSIBILITY FOR SAFETY

Safety is everyone's responsibility and each employee from general manager to the newest trainee/hiree shares in that responsibility not only for personal safety but for group safety.

III. GENERAL SAFETY RULES

This safety program will be publishes in loose leaf form and distributed as follows:

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1. Safety Manual Safety Meeting

One copy to each employee.

One copy to each Board Member.

Upon publication each employee shall receive a formal presentation outlining the contents of the safety program contained herin. New hirees will be briefed on the con-

tents of this publication during the hiree's initial job orientation.

The Superintendent and his Assistant are the designated safety officials for Monroe County Water District. Responsibities in that regard includes:

a. Retain the master copy of publication.
b. Conduct reviews of safety education materials, new state and federal regulations and initiate appropriate changes to the Safety Program.
c. Distribute and ensure the posting of changes to this program made subsequent to its publication. Supervise the preparation of reports and records.
d. Cause records and reports concerning safety and/or accident to be filled in a recoverable file in the central office.
e. Draft and finalize all reports, routine recurring or special reports, that must be submitted to outside agencies and ensure that the distribution is timely.
f. Procure or cause to be procured safety related promotional materials that abet or enhance safety awareness.
g. Advise the Commission on the status of the safety program.
h. Develop and maintain an individual safety awards program.
i. Analyze and classify each accident report by a systematic method.
j. Recommend disciplinary or administrative action where an accident review indicates serious, repeated or flagrant violation of this program or other pertinent safety doctrine.

Safety training or education will bring the importance of safety to the employees and constantly review them of that importance.

Safety training or education may be formal or informal.

Minium requirements for employees of Monroe County Water District shall include:

a. Prominent position of safety posters and reminders in each work area.
b. Procurrment and distribution of promotional material on publication which emphasize job safety.
c. Each first line supervisor will, with all the employees for whom he is directly responsible, conduct a weekly safety talk of at least five minutes duration. These talks will be on safety subjects of the supervisor's choosing and will pertain to the immediate work area in which the people are involved.
d. Posting of pertinent safety rules and regulations in each work area
e. A thorough management/supervisor instigated familiarity with the contents of this program by every employee.

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2. Personal Conduct

The use of intoxicating liquor by any employee during his working hours, including the lunch hour, is strictly prohibited, and any violation shall sufficient for dismissal.

Any employee reporting for duty under the influences of liquor shall be dismissed and any foreman or other person in charge who permits such employee to go to work shall also be subject to dismissal.

3. Protecting the Public

When doing work on public or private property, every precaution must be taken to warn and protect the public. Areas dangerous because of trenches, holes or overhead work must be protected by adequate guards, flags, signs, barricades or lights. If necessary, flagmen or watchmen shall be detailed to warn and direct traffic.

Never allow persons to stand or pass under men working aloft.

Remove all unused and waste material from public and private property upon completion of the work.

Co-operate with other companies and organizations in the promotion of safety for their employees and yourself.

When it is necessary to leave equipment or other obstructions unattended, the following precautions shall be taken:

1. They shall not be left adjacent to fire plugs or directly in front of entrances to private or public property.
2. They shall be locked, blocked, or otherwise secured.
3. They shall be adequately protected by approved warning devices.

When chiseling, chipping or welding is done in locations where others are exposed to eye hazards, shields shall be placed around the work or the area shall be roped off or barricaded.

Taking Chances

a. Before commencing any work that may be hazardous, care shall be taken to establish a safe procedure. When more than one employee is engaged in the same job, all employees concerned shall understand the procedures to be followed. (Tailboard conference.) Under no circumstances shall safety be sacrificed for speed.

b. Employees shall always place themselves in a safe and secure position. The care exercised by others shall not be relied upon for one's own protection.

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4. Housekeeping

Working locations, vehicles, and the inside and outside of buildings shall be kept clean and orderly at all times.

a. Combustible materials, such as oil-soaked rags waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practicable.

b. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

c. Flammable liquids such as gasoline, benzene, naphtha and lacquer thinner shall not be used for general cleaning purposes.

d. All solvents shall be kept in approved, properly labled containers. Gasoline, benzene, naphtha, lacquer thinner, and other solvents of this class shall be handled and dispensed only in U.L. approved properly labled (yellow letters) red safety cans.

e. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats orother methods shall be used to reduce the hazard from slipping.

f. Stairways, aisles, permanent roadways, walkways, and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions, and debris.

5. Reporting Hazardous Conditions

a. When an employee observes a hazardous condition that may cause injury or property damages or interfere with services, regardless of the department in which the condition exists, he shall report it promptly to a proper authority and when necessary guard it.

b. An employee who receives a report of any hazardous emergency condition shall obtain the name of the informant, the exact location and the nature of the trouble. He shall immediately refer this information to the person having responsibility for such matters.

6. Fire Prevention And Control

Smoking

Smoking or open flames shall not be permitted in areas where dangerous gases might be present; for example oil rooms, hydrogen areas, acetylene storage, or similar areas. Neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept. Absence of "No Smoking" signs shall not excuse smoking in danderous place.

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a. Fire protection equipment shall be properly located at all times. Except for actual use, employees

shall not move or remove such equipment without proper authority.

b. Except for wheeled-type equipment, all fire extinguishers shall be mounted. (Recommended height is 42 inches or less.)

c. Employees shall be familiar with both the location and the operation of all five protective equipment in the vicinity of their work area.

d. All employees shall know the classes of fire, their burning characteristics and the proper extingushing agent to be used.

(Class "A" fires involve ordinary combustibles such as wood and paper. Extinguishing agents includes water, soda-acid and multipurpose dry chemical.)

(Class "B" fires involve oils and flammable liquids. Extinguishing agents include CO_2 and dry chemical.)

(Class "C" fires involve electrical equipment. Extinguishing agents include CO_2 and dry chemical.)

IV. SAFE WORKING PRACTICES

1. Clothing

The overriding concern of any accident prevention program is prevent of accidents that harm persons or property.

Each person must carefully consider the job from their point of performing the task safely and efficiently. To assist you in safe performance, we urge you to be aware of the following:

Wearing personal protective equipment when specified for a task or area is not a personal option. The wear or use of such equipment as ear, eye, face, head, or other body element protection is MANDATORY, when the equipment is specified.

Goggles will be worn for all activity that presents a danger to the eyes. Should goggles of a shade recommended by the manufacturer will be used for all welding, grinding, or chemical handling operations.

Hands, body, and feet, when required will be protected by gloves and protective clothing.

2. Goggles and Face Shields

Goggles shall be carefully inspected and kept clean. Cracked or broken lenses shall be replaced before goggles are used. A sign requiring the use of goggles when grinding shall be posted in a conspicuous place near each grinding wheel.

Suitable goggles or eye shields shall be worn when engaged in or near work involving:

a. Drilling or chipping stone, brick, concrete, paint, pipe coatings or metal.

b. Acetylene or electric welding.

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c. Blowing out machines or equipment with compressed air.

d. Handing materials which are subjects to flaking or scaling.

e. When an excessive amount of dust, dirt or sawdust is blowing about.

g. Working in thick brush.

h. Opening and closing switches where there is a possibility of creating a serious arc.

3. How To Lift

The right way to lift is the easiest and safest. Take a firm grip; secure good footing; place the feet a comfortable distance apart; bend the knees; keep the back vertical; keep the shoulders back; and lift with the leg muscles.

Employees shall not attempt to lift loads beyond their capacities. Secure help when needed.

When two or more men are lifting or pulling together, one man shall give signals for the group.

Cranes, block and tackle, or hoist shall be used for lifting heavy loads.

Use gloves or hand pads when lifting or handling rough or heavy materials.

Employees shall never lift and carry a load so large that it obstructs the vision.

4. Handling Materials And Equipment

Employees shall not stand or pass under loads supended by ropes, chains, or cables.

Heavy timbers, steel beams and other heavy objects shall as far as practical, be lowered to place and not dropped.

Nail points, ends of loops or tie wire, etc., shall not be left exposed when packing and unpacking boxes, crates, kegs, barrels, etc.

Nails shall be removed from loose lumber or the points shall be bent down. All such nails and lumber shall be disposed of in a location where they shall not become a hazard.

Sharp or pointed articals shall be so stored as to prevent persons from coming into contact with the sharp edges or points.

When packing or unpacking porcelain, glass-ware and other fragile objects, it shall be kept in mind that they have sharp edges when broken and necessary precautions taken.

Loads shall not be handled from the street or road side of a vehicle if it can be avoided.

The weights of materials being moved or stored shall be considered so that floors and walls are not overstressed or overloaded.

Materials and supplies shall be stored in an orderly manner to prevent their falling or spreading and to eliminate stumbling hazards.

Stairways, aisles, exits, roadways, walkways and material storage areas shall be kept resonably free from obstructions, depressions and debris.

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Rope slings of suitable strength may be used for lighter work provided that no cutting actions will take place on sharp edges or projections.

Dry rope slings, only, shall be used around energized equipment.

5. Hand Tools

Employees shall use proper tools suitable for job in progress and only those in good repair.

Each employee shall use and handle tools properly and see that they are returned to their proper place in good condition.

Employees shall avoid awkward positions when using tools to avoid strains and possible injury in case the tool should slip.

Cutting tools shall be kept properly sharpened.

Tools with mushroomed heads must be dressed before being used.

The use of an axe, hatchet, or chain saw is prohibited when working on a pole or in a tree.

Proper handles shall be fitted to tools where required, such as files.

The handles of all tools shall be kept tight.

Cracked or broken handles shall be replaced as soon possible. Continued use of tools with defective handles will not be permitted.

Screwdrivers with metal shanks which extend all the way through the handle must not be used around energized equipment.

Tools shall be kept on tool boards, tools racks or in tool boxes when not in use. They must not be placed or left on ladders or elevated places where they might fall.

The cutting edges of all hand and tree saws should be protected by suitable guards when not in use.

All tools including the personal tools of employees, must be of good grade, maintained in good condition at all times and subject to inspection by the foreman at all time.

V. PROPER PROCEDURES

Trench Construction

1. Use tools that are sharp and in good condition.
2. Maintain a safe working distance from other workers.
3. Do not jump into a trench. Use a ladder or in shallow trenches sit on the side of the trench and slide in.
4. Ladders will be provided for entry to and exit from trenches exceeding three feet in depth.
5. Do not pile loose soil less than two feet from trench banks.
6. If under cutting of banks is necessary, keep personnel out under cut area.
7. Keep tool equipment and people out of traffic lanes.
8. Erect sufficient warning equipment to insure the safe-

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ty of motorist, pedestrians, and fellow workers.
9. Brace trench walls when trench exceeds four feet in depths and personnel must enter the trench.
10. Know where you are digging. Check for underground utility lines or electric cable before digging.
11. Keep children and onlookers out of construction area.

Pump Station

The plant deserves special condsideration as a hazardous work place. Most of the condition which creates unsafe conditions exist in any plant area. Safety of the work environment can be enhanced by:

1. BE ALERT - BE AWARE - TAKE IMMEDIATE ACTION TO CORRECT UNSAFE CONDITIONS.
2. Keep the work area clean and orderly.
3. Replace safety guards or moving machinery.
4. Wear ear, eye, and body protection where required
5. Provide safe storage for hazardous chemicals and use them only in accordance with proper direction.
6. Know where safety devices are and how to use them.
7. Never leave an unsafe condition for someone else to find the hardway.
8. Wipe up spills immediately.
9. Report unsafe work practices by others.
10. Keep safety posters and warning devices in a condition where they serve the employee.
11. Do not violate posted rules.

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BY [signature]
EXECUTIVE DIRECTOR

MONROE COUNTY WATER DISTRICT

OUTLINE FOR INSPECTION PROCEDURES

Equipment	Minium Inspection Period
A. Water Meters (Mastermeters) 1. Turbine Meters 2. Compound Meters	Daily
B. Tanks 1. Standpipes 2. Elevated Tank 3. Reservoirs	~~Monthly~~ Annually
C. Valves And Hydrants 1. Gate Valves 2. Sluice Valves 3. Dry Barrel Fire Hydrants 4. Wet Barrel Fire Hydrants 5. Rubber-Seated Butterfly Valves 6. Backflow Prevention Device (Double Check Valve Types) 7. Ball Valves 8. Swing-Check Valves	Annually
D. Pumping Equipment 1. Pump 2. Motors	Monthly
E. Buildings 1. Condition: paint, structure, roof, windows 2. Wiring 3. Safety Codes	Annually
F. Vehicles 1. Fluid Levels 2. Belts 3. Lights 4. Horn 5. Tires	Weekly

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BY Thomas M. Dorman
EXECUTIVE DIRECTOR

VI. REPORTING ACCIDENTS AND INJURY

Accidents to Employees

Any accident resulting in serious injury or death to an employee shall be immediately reported to main office by radio, telephone or in person by employee who has full knowledge of the incident.

In reporting of serious accidents and where an ambulance or doctor is needed make clear the exact location and directions for reaching the accident scene. Also, report the nature of the injury and what is being done for the injured person.

All accidents, regardless of severity, should be reported in writing to main office locations as promptly as possible. This report should contain all information pertaining to the accident including the specific cause or causes.

Any employee receiving a minor accidental injury shall report it to his foreman and shall immediately obtain the required First Aid treatment.

If the accidental injury involves loss of time or is one that could have serious, a complete detailed investigation shall be made to prevent similar accidents in the future.

All injuries involving loss of time shall be reported to main office location and a record kept of such injuries.

If an injury involves loss of time, permission should be obtained from the attending physician for the injured employee to assume his assigned duties before he is allowed to return to work.

Automobile Accidents

In case of any accidents involving the operation of a system vehicle or a privately owned vehicle on system business, the driver, or some other employee, shall:

1. Stop at once, determine if anyone was injured, the nature and extent of injury, and give first aid and all reasonable help.
2. obtain the names and addresses of all witnesses before they leave the scene of the accident.
3. Obtain the name and address of the driver of each vehicle involved, and the names and addresses of all passengers riding with such driver.
4. Secure all available data of each vehicle involved, including make, model, type, state, and license number.
5. Secure all available data from the operators or drivers license of the driver of each vehicle involved.
6. Note the time and place of the accident.

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7. Make or have prepared, a diagram of the accident location, giving distances, exact positions of the vehicle and their relation to sidewalks, curbs, intersections or other objects.
8. Obtain, if possible, serval snapshots of vehicles and area before vehicles are moved.
9. Carefully list damage to each vehicle involved.
10. Secure name and badge number of any police officials who appear.
11. If a packed vehicle is involved in an accident and the owner cannot be located leave a notice on or in the vehicle giving name and address, and within 24 hours, notify the police, sheriff or Highway Patrol of the accident.
12. Comply with other reports as required by state or local ordiance.
13. Avoid discussing the accident and make no admissions of responsibility to anyone except authorized representatives. Necessary data given to a law officer should be given in private. Never obligate your employer for damages or medical expense for nonemployees.
14. Report the accident to the main office location along with the above information.

Public Accident

All accidents resulting in injury or death to a member of the public, and in which the Sysem may be involved, shall be reported to the main office location at once. There will include any accident involving electricity, regardless of the location of the accident.

In the event of damage to property of some members of the public, such damage shall be reported to main office location at once.

No employee shall make statements concerning liability or indicating that settlement will be made in any accident resulting in injury or property damage to some member of the public.

In all accidents involving the public, it is important that the names and address of all witnesses be obtained.

VII. USE OF MOTOR VEHICLES

A good driver checks and maintains a vehicle properly, uses all safety equipment, shows courtesy to the other driver, signals well in advance of directional changes, and takes pride in developing driving skills. These general rules apply:

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1. Pre-operations checks of any vehicle to be operated will include, at the beginning of the shift, these inspections.
   a. Check for leaks under the vehicles.

b. Check for operationof lights, wipers, horn.
c. Check for proper tire inflation.
d. Ensure the proper safety equipment is on board the vehicle.
e. Check braking system and exhaust system.
f. If you are uncertain about the safety of your vehicle, CHECK WITH YOUR SUPERVISOR BEFORE OPERATING .
g. Do not load vehicle beyond manufactures specification.

2. During operation listen for unusual noises and note perculiarity in operation.

   a. Be certain that sufficient clearances exist in areas where vehicles are being operated.
   b. Warn all present before reversing direction of vehicle.
   c. If you need wipers to keep the windshield clean, you need headlights on as a warning to other motoristists and pedestrians.
   d. Observe all laws concerning vehicle operations.
   e. Drivers will not operate unsafe vehicles.
   f. Drivers will not operate vehicles while under the influence of alcohol or drugs prescribed or illegal.
   g. Drivers will inform management of any action that threatens the validity of the driver's license and priviledga to operate a vehicle on public property.
   h. Utility vehicles even in emergency have no authourity to exceed speed limits or violate road warning devices.

3. Passenger safety is a primary responsibility of the vehicle driver.

   a. Seat belts will be worn by the driver and cab passengers.
   b. In vehicles with bench seats, the cab capacity is three - if seat belts are installed. Do not exceed capacity.
   c. Hauling passengers in the truck bed is discourged. necessary to haul passengers, the driver must ensure that those passengers are seated in the truck bed, their combined weight does not exceed manufactures specification for the vehicle, and that unsafe materials or equipment has been removed from the truck load.
   d. The practice of passenger sitting on truck bed sides or tail gates is specifically forbidden. The driver is instructed to refuse to operate the vehicle if such a condition exists.

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4. After operations check of vehicle will be accom-

plished by each driver at shift change. Irregularities will be reported to the immediate supervisior. if the vehicle is not safe to operate, the supervisor will gather and retain all vehicle ignition keys until the unsafe condition is corrected.

VIII. FIRST AID

General Directions For First Aid

Following are nine general directions for first aid in emergency, outlined by the American Red Cross.

1. Keep the injured person lying down.
2. Examine. Look for serious bleeding, stoppage of breathing, and poisoning.
3. Keep injured person warm.
4. Send someone to call a physician or ambulance.
5. Keep calm. Do not be hurried into moving the injured person unless it is absolutely necessary.
6. Never give an unconscious person anything to drink.
7. Keep the crowd away.
8. Make the patient comfortable and keep him cheerful.
9. Don't let the patient see his injury.

Other General Information

Knowing what not to do in an emergency is as important as knowing what to do. The original injury can be magnified by the worse kind of treatment or handling, or by rough and improper transportation. If a victim must be transported, make sure that methods described in a standard first aid text are used. With neck or back injuries, particularly, serious damage can be done by improperly transporting the patient. If possible, it is better to leave him lying where he is until a physician arrives, rather than increase the injury wrong handling methods.

There is always major danger in minor injuries if care isn't prompt. Broken skin opens the gates for infection and the longer treatment is delayed, the greater the chance for infection to gain a foothold. After two hours bacteria have begun to multiply in a wound, and there is less preventive value in external cleaning.

Always be on the look out for signs of shock. If it is necessary to use a waterproof bandage because the employee is working in a wet area, replace with a sterile gauze bandage at the end of the shift so that air will be admitted.

Hand injuries are always of special concern, because nerves and tendons are close to the surface. Unless you are sure the wound is slight, hand injuries call for a physician's attention.

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Other injuries requiring prompt medical supervision are:

1. Wounds with jagged or torn edges.
2. Wounds where the edges do not come together.
3. Head and face wounds, unless very slight.
4. Possibility of damage to deep structures- such as a blow on the abdomen, over the kidney area, over tendons.
5. Puncture wounds.
6. Head wounds causing unconsciouness.
7. Supected fractures.

Infection

Infection is usually manifested by pain, swelling, redness and heat, within 24 to 36 hours after an injury. Common causes are delayed or improper treatment of minor wounds, or metal and wood splinters that are not removed immediately by antiseptic methods.

The most important preventive step is to report all injuries immediately to the first aid attendant for skillful treatment. Antiseptic should be applied immediately (a type recommended by your doctor), and a sterile dressing should be applied; the antiseptic alone, is insufficient.

Wounds should never be touched by fingers, handkerchiefs, or any dirty material. Do not apply salve to a wound, as it may aid infection.

Wounds should be bandaged loosely; change dressing when they become soiled, too loose, wet, or uncomfortable.

If swelling or pain develops in or near a wound patient should see a doctor at once.

SPECIFIC EMERGENCIES

Abrasions, Cuts, Scratches

Wash gently but thoroughly with an approved soap and warm water.

Rinse with clean water.

Make sure that no foreign particles cling to the wound or remain embedded in the skin.

Avoid use of tinctures (solutions containing alcohol) as antiseptics.

Apply a sterile dressing.

If necessary to keep bandage from sticking, sterile petrolarum or an oinment prescribed by physician may be applied around wound.

If foreign particles are embedded in tissue, send patient to physician.

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Acute Illness

Headache, dizziness, nausea, sore throat, elevated temperature and vomiting may be forerunners of a communicable disease, or they may accompany exposure

to certian toxic solvents, carbon monoxide, etc. Cough chills, fever, and sore throat may result from exposure to metallic fumes

If symptons are severe enough to cause complaint medical advice should be sought. Protect others from possible exposure by isolation.

Amputation

In case of partial or complete amputation, make sure every effort to preserve the servered part. Hold in position with sterile compress and support with a splint.

Control bleeding as quickly as possible..... by direct pressure with sterile compress, or by tourniquet if pressure fails to control hemorrhage.

Place a sterile dressing about all injured tissue.

Treat for shock.

Get victim to physician immediately.

Asphyxia and Drowning

In case of asphyxia, (breathing stopped), get victim to fresh air immediately.

In case of drowning, quickly drain water from throat and upper respiratory area. Make sure the tongue has not relaxed backwards, and that there is no obstruction to air passage. Have someone call a physician, ambulance, or rescue squad.

Start artificial respiration at once. Use Mouth-to-Mouth method or the Nielsen (Back-Pressure Arm-Lift) method if you can't or won't use the Mouth-to-Mouth technique.

During resuscitation, treat for shock. Blankets may be placed underneath the individual by helpers without interfering with artificial respiration.

Continue artificial respiration until assistance is obtained, until victim is breathing spontaneously, until a physician pronounces the person dead, or until rigor mortis sets in. Cases are on record of success after more than three hours of effort.

Eye Injuries

Eye Chemical Burn Wash Out Eye At Once by closest means of irrigation. Face can be immersed in a bowl of water, gently pulling back eyelids and moving eye back and forth. A steam of water can be directed against eyeball, with head held so waterstream does not contract the other eye. Any method should be used that will dilute the chemical and wash it away from direct contact with eyeball and lids.

Washing process should continue until all possible trace of chemical is gone, with particular attention to areas under lids. This usually requires at least 15 minutes and often longer.

Where there is possibility of chemical burns

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an adequate supply of clean water should always be available. Special eye fountains and showers are available for this purpose, and are strongly recommended.

Eye-Foreign Body Inspect eyeball carefully under good illumination and aid of magnifying glass. Inner surface of lower lid may be inspected by pulling lid down; upper lid by inverting it.

If foreign body is freely movable, use cotton-tipped swab moistened in water or normal saline solution to remove it, or wash out eye with normal salt solution.

If foreign body is near pupil, refer case to a phyician, because scars caused by minute scratches can interfere with vision. Or if body is embedded, or there is pigment such as rust spots at injury site, refer to physician immediately.

Eye-Injury to Eyeball If there is bleeding from eyeball, or suspected puncture, the slightest pressure can cause contents of eyeball to flow out. Do not attempt to examine. Do not instili any medication. Place an eye pad over eye and bandage in place without pressure to injured eye, and take to physician at once.

If there is a protruding foreign body, bandage both eyes, but use great caution so that the object is not driven further into eyeball.

If eyelids and tissue around them are lacerated, apply a firm banfage to prevent movement of the lids.

Eye Care-General Hands must be scrupulously clean. Never use an eye cup. Never use instruments; they are for an ophthalmologist, only. Never exert pressure on an eyeball. Never put oil or ointment into an injured eye except on specific order. Always be concerned about an eye injury, even if it appears to be very slight. Warning: let no one but a physician, preferably an ophthalmologist, treat an embedded foreign body rust rings, or other eyeball injuries.

Fainting

Place victim on back with head lower than body.

Supply cool air.

Aromatic spirits of ammonia may be placed on gauze and held under patients nose.

Clean mouth and throat of excessive saliva and vomitus.

If a person says he feels like fainting [illegible] him to bend his body forward until the head is level with his knees; hold this position for a minute or two will often prevent fainting.

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Fracture

Actual or Suspected Fracture Keep injured part at rest. Keep adjacent joints quiet. Keep [illegible] and quiet until transportation is arranged. The injured part should be splinted before he is moved. Except

when injury is to a small bone, such as in the hand or foot, splinting should be done by a physician, if possible, or a trained ambulance attendant.

Compound Fracture If the bone shows through the shin, cover injured part with a sterile dressing. Do not distrub position of injured part. Await expert medical attention.

Head Injury

Unless injury is slight, place victim in a lying down position, with head elevated.

If there is bleeding, treat as indicated by wound.

Apply ice cap or cold compress to head.

If blow was sufficiently severe to cause even momentary unconsciousness, medical care is needed. If patient regains consciousness and later becomes unconscious again, report this to the physician.

Heart Attack

Common evidences of heart attack are pain and shortness of breath or fainting. The pain is usually in the chest or upper abdomen; it sometimes radiates to the left arm or neck. Hear of death may be great. The pain may be agonizing; but even though it is mild the stricken person needs immediate medical care. Sudden upper abdominal pain with nausea or vomiting may denote a heart attack.

Call a physician at once.

Keep the victim lying down if possible. Sometimes the pain is so great that he wishes to walk about. Discourage this gently it is probably best not to be insistent. Provide pillows to raise the head and shoulders, if breathing is difficult.

Give warm black coffee if the person can tolerate it.

Provide reassurance. Solve the problems of hospitalization and the like without bothering the victim. See that he is undisturbed.

Heat Exhaustion or Heat Shock

Victim will show signs of shock. Place him in a lying down position, head level with or lower than his body.

Keep the person comfortably warm. Give tea, salt, boullon, or hot milk.

Slivers and Splinters

If sliver is neat the surface, remove as a puncture wound.

If skin is deeply punctured by a foreign object tetanus may result. Such wounds should be treated by a physician.

Sprains

Apply cold compresses; elevate injur

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Unless pain stops and function returns in a short time, send patient to physician. A fracture is always a possibility.

A firm bandage, as described in American Red Cross first aid textbook, preferably a woven "stretch bandage" is useful in supporting the injured part until it can be examined by a physician.

Strains

Emergency treatment: Heat and rest usually bring relief. If pain persists, refer person to his physician.

Unconsciousness

Unconsciousness may be caused by a number of things such as heart failure, stroke, diabetic coma or insulin shock, fainting, epilepsy, excessive drinking, inhalation of toxic gases, head injuries, internal hemorrhage, etc.

If possible, try to determine the cause of unconsciousness and treat accordingly.

Do not move the person more than is necessary.

If breathing has stopped, start artifical respiration.

Treat for shock.

Get medical care at once, if patient does not respond promptly.

Puncture Wounds

If the wound is slight, encourage bleeding by mild pressure wash area with soap and water, and apply a sterile dressing.

Puncture wounds that penetrate into underlying tissue require medical attention because this type of wound may result in tetanus or other serious infection.

Shock

Shock, associated with injuries, is a depressed state of all body functions, due to failure of circulation. It is a serious condition and may result in death.

Shock occurs:

1. If there is loss of blood, as from hemorrhage.
2. If there is loss of plasma, as in severe or excessive burns.
3. If blood vessels fail to maintain their size and elastic tone.

Signs of Shock

1. Body surface, particularly face, arms, legs, and are cold and clammy.
2. Breathing is rapid, shallow; is irreglar in severe shock.
3. Pulse is rapid.
4. Sweating usually occurs.
5. There is feeling of weakness, dizziness, and faintness.

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6. There may be nausea and vomiting.
7. Eyes may appear vacant and lack luster. Pupils are wide and dilated.
8. The person is apathetic and does not respond to stimuli and treatment.

IV. ARTIFICIAL RESUSCITATION

All employees of the Monroe County Water District are certifided in cardiopulmonary resuscitation and emergency cardiac care, (CPR).

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