



User Guide

for

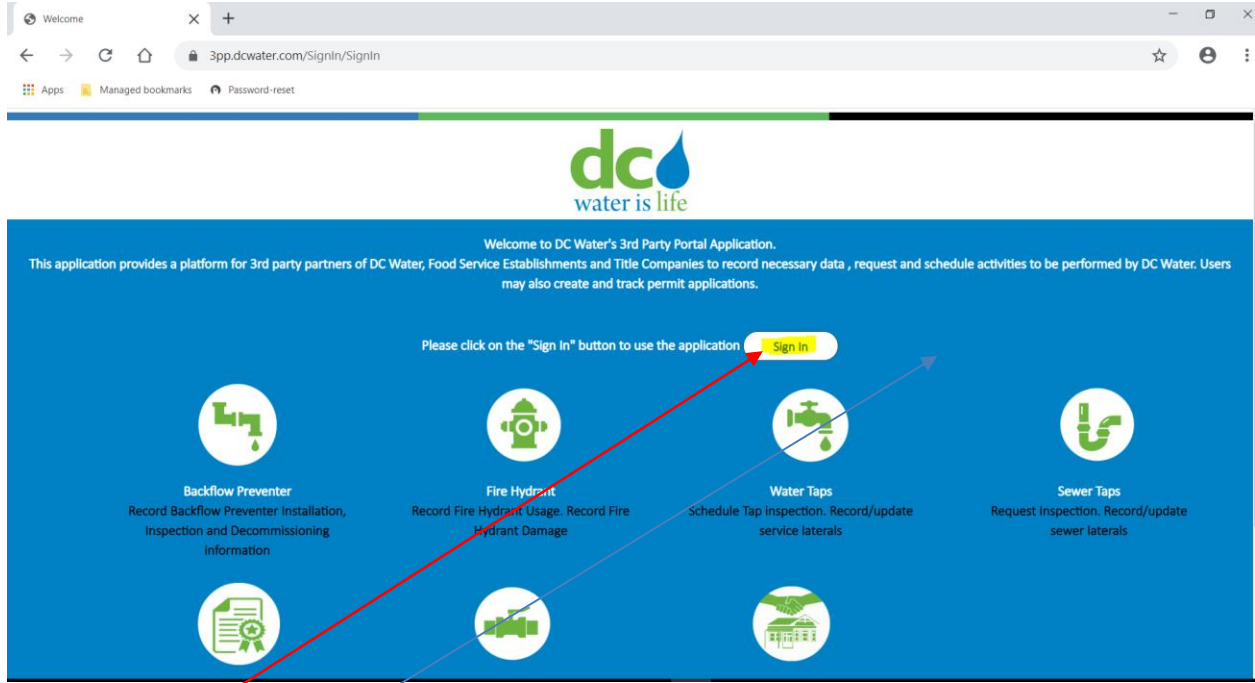
**Third Party Portal (3PP)
Fire Hydrant Use Permit
(FHUP) User Guide**

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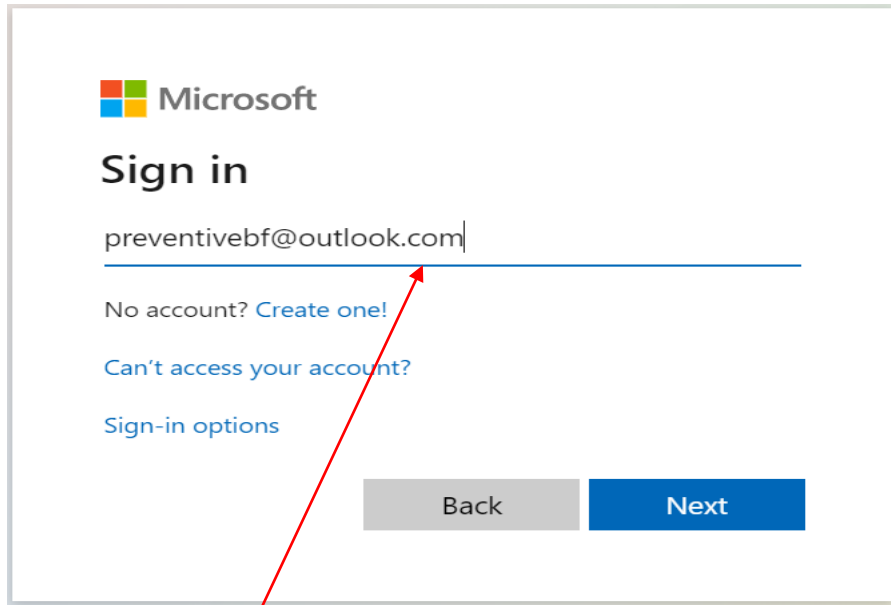
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1. User Registration

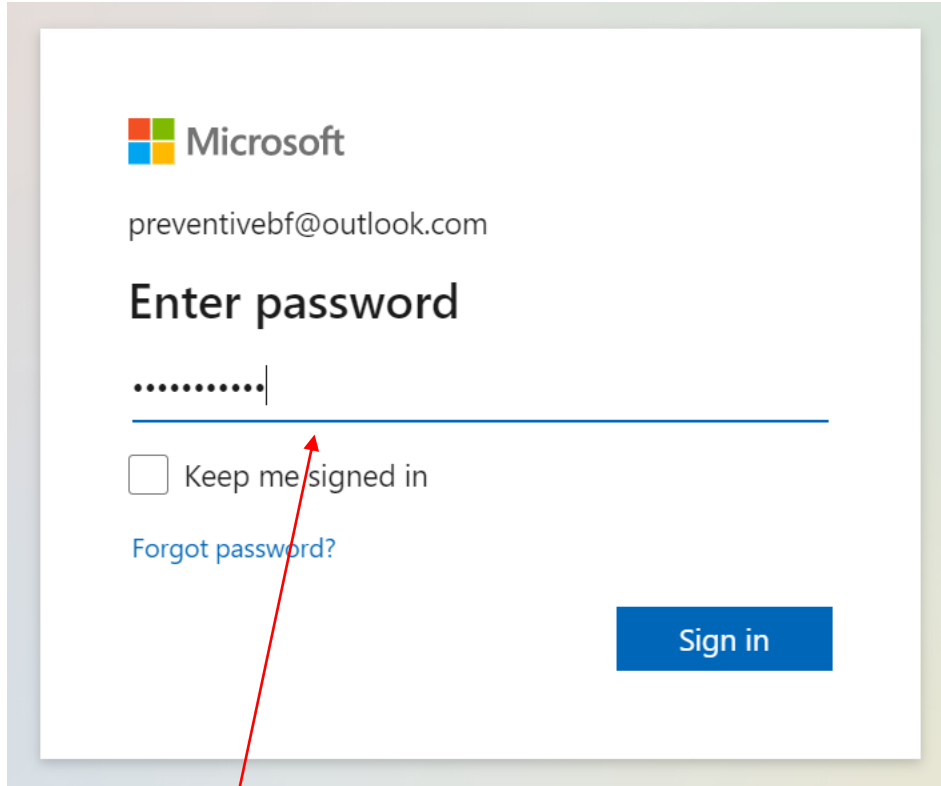
Url:- <https://3pp.dcwater.com/signin>



Click on Sign in

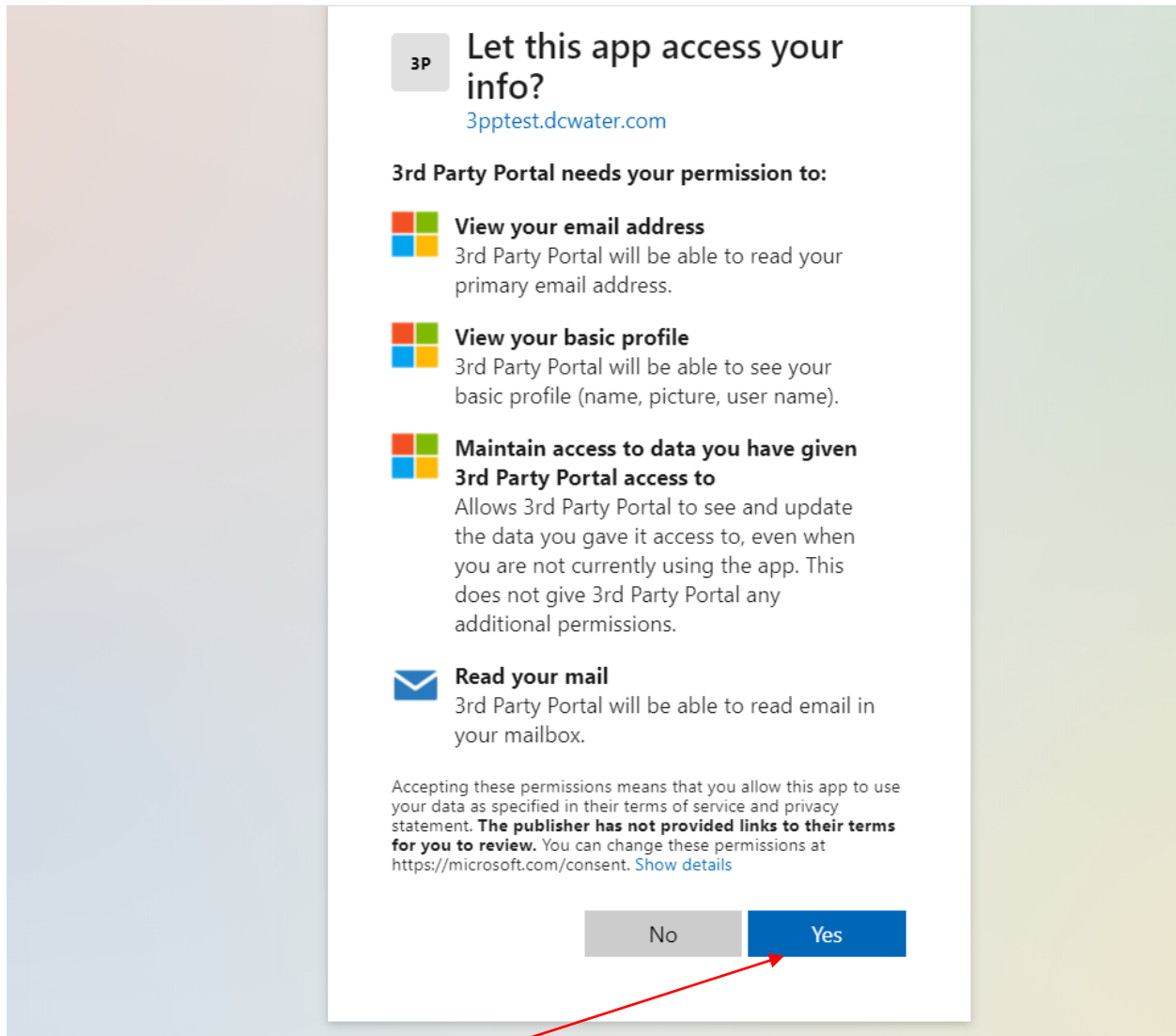


Enter Username



Enter Password

ork Portal - Pro...



Click on Yes

The screenshot shows a 'Registration' form with the following sections and fields:

- Personal Information:** First Name (TOR), Last Name (TAM), Email ID (torigamchi@outlook.com), Alternate Email ID, Phone Number (231-408-8410), Alternate Phone Number, House Number (20401), Street Name (morningside), House Number Suffix, Apt/Suite/Unit Number, City (Sterling), State (VA - Virginia), Quadrant, and Zip (20165).
- Registration Type:** Radio buttons for Food Service Establishment, Title Company, and All Other Services.
- License Information:** Checkboxes for Backflow Preventer Installer, Backflow Preventer Inspector, Backflow Preventer Property Manager, Fire Hydrant User (checked), Water Taps, Sewer Taps, and ePermits.
- Company Information:** A checked box for 'Check this box if the Company Information is the same as your Personal Information' and a duplicate set of personal information fields.


Red arrows indicate the sequence of actions: one arrow points from the 'Review' button to the 'Fire Hydrant User' checkbox, and another points from the 'Review' button to the 'All Other Services' radio button.

Enter data. * indicates mandatory fields

Next Click on All Services Radio button

- 1- Fire Hydrant User
- 2- Click on Review button
- 3- Click OK on the pop-up screen

Registration Submitted Successfully



Your registration details have been submitted successfully. Your application will be reviewed by DC Water and you will be informed of the decision via email.

SERVICE	REGISTRATION REFERENCE NUMBER
Fire Hydrant	REG2667

If you have questions, please contact the listed representative for the selected service.

SERVICE	NAME	CONTACT NUMBER	EMAIL
Fire Hydrant	PERMITS	202-646-8600	compliance@dcwater.com

[Back to Home Page](#)

A confirmation email will be sent by Dc Water to the registered user.

Please save your Registration Refence Number.

Click on back to home page

Please take the Fire Hydrant Certification quiz in order to use the fire hydrant service . Please click on the Fire Hydrant Certification button below to start the Certification process. The process consists of a video followed by a quiz.

[Fire Hydrant Certification](#)

Click on fire hydrant certification

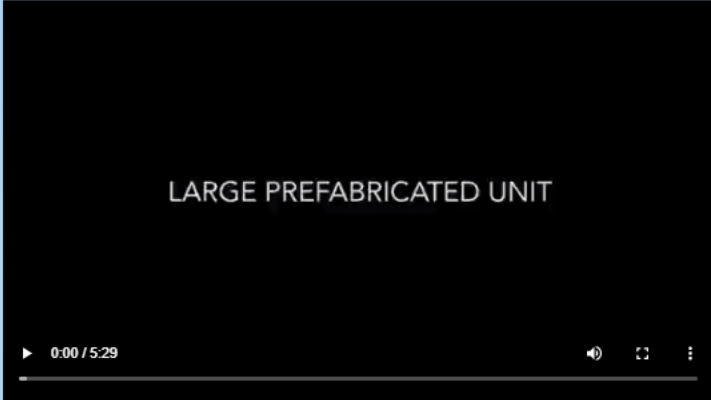
Welcome Tori Gamch!,
Please select the required service below or from the Services Menu at the top. The account details can be accessed and updated through My Account Menu at the top.

 Backflow Preventer Record Backflow Preventer Installation, Inspection and Decommissioning information	 Fire Hydrants Record Fire Hydrant Usage, Record Fire Hydrant Damage	 Water Taps Schedule Tap Inspection, Record/Update service laterals	 Sewer Taps Request Inspection, Record/Update sewer laterals
 ePermits Create and Track Permit requests	 Food Service Establishment Report Grease Abatement Device cleaning activities	 Title Companies Request for Balance Due and Ownership Change	

Click on Fire hydrant module

Please watch the video below and then take the quiz to complete the certification.

Fire Hydrant Usage Document



Fire Hydrant Use Permit (FHUP) Application and Use Summary. You must read below before taking the quiz for obtaining 3PP access to FHUP module.

1. All fire hydrant use permits must be applied through the 3rd Party portal at <https://3pp.dewater.com> or <https://www.dewater.com/third-party-portal>
2. The maximum duration of a fire hydrant use permit is 180 days. You must reapply prior to permit expiration.
3. All fire hydrant connections must have an approved reduced pressure backflow preventer meeting ASSE 1013 and a DC Water issued hydrant meter
4. All fire hydrant use permits require prepayment of equipment deposit, permit fee, daily rental and possibly water & sewer usage.
5. All equipment must be picked up and dropped off at [3900 Donaldson Pl, NW Washington DC 20016](#) Monday to Friday 9 am to 2 pm.
6. Deposits and any unused balance are refundable. However, you must return equipment within 30 Days after permit expires.
7. Fire hydrant use permits must be stored and easily accessible on project site or hydrant connection.
8. Fire hydrant users are responsible for all damage to fire hydrant and purchasing all hoses, connections and hydrant wrenches.

Quiz

Click on Quiz

Please take the quiz below to complete the certification. All the questions are mandatory.

1. Which of the following is an acceptable use of a fire hydrant?
 a) As a source of water during a fire emergency
 b) Flushing water and air from a row main, getting water samples, checking system pressures
 c) Providing a temporary source of water for construction sites
 d) All of the above
2. What is the first thing that somebody should do if they wish to use a DC Water fire hydrant?
 a) Inspect the fire hydrant for damage
 b) Connect the Backflow Prevention assembly and the meter
 c) Acquire a Fire Hydrant Use Permit from the DC Water Permit Operations office
 d) Conduct a fire hydrant flow test
3. How often should the user of the fire hydrant take the meter back to the DC Water Meter Department for reading?
 a) Once a year
 b) Once a month
 c) Only after the user is finished with the hydrant
 d) Daily
4. Is it ever acceptable to open a fire hydrant using anything other than a hydrant key?
 a) Yes
 b) No
5. Where should the Fire Hydrant Use Permit be displayed?
 a) Anywhere on site
 b) In the main office of the construction company
 c) On site, attached to the hydrant in the same location as the meter
 d) It is not required to be visible as long as it is on site and the applicant can provide it upon request
6. What is the RPZ Assembly and why is it important?
 a) It is a backwater valve and helps to prevent contamination of the municipal water supply
 b) It is a backflow preventer and helps to prevent contamination of the municipal water supply
 c) It is the meter and helps to make sure the applicant is accurately billed
 d) It is optional and is not important
7. For how long is a backflow prevention certification good?
 a) 1 Month
 b) 1 Year
 c) 6 Months
 d) 2 Years
8. True or False: The Backflow Prevention Assembly size must match the meter size.
 a) True
 b) False
9. What kind of Backflow Prevention Assembly is to be used on a fire hydrant?
 a) ASSE #1015 Double Check
 b) ASSE #1020 Pressure Vacuum Breaker
 c) ASSE #1012 or #1024 Residential Dual Check
 d) ASSE #1013 Reduced Pressure
10. Which of the following can cause damage to the hydrant?
 a) Breaking the discharge valve
 b) When one of the caps is not securely tightened and flex off the hydrant
 c) When the backflow prevention assembly does not work correctly
 d) When the fire hydrant is opened or closed too quickly

[Submit](#)

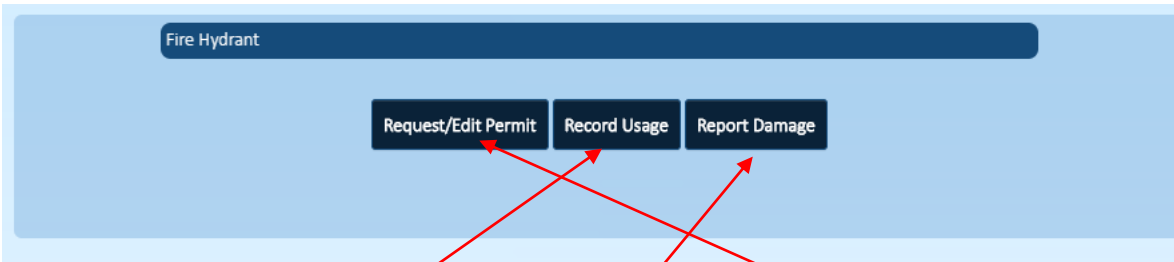
Take the quiz and click on Submit button

Congratulations, you have successfully completed Fire Hydrant Certification

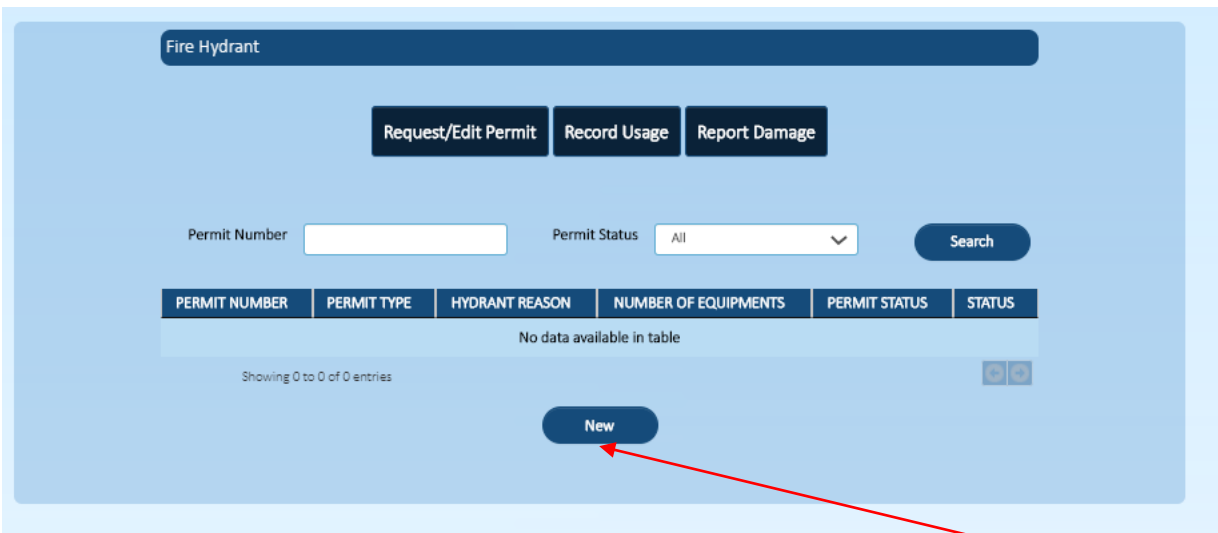
[Fire Hydrant Home](#)

2. User Action

2.1 Fire Hydrant Permit Request



After user pass the quiz the user can do three action, Request fire hydrant permit, enter the fire hydrant record usage or report damage



After click on request/edit permit the user should request new or edit the request if it is new user should fill out the form for fire hydrant request permit as bellow

Request Permit Details

Permit Type * Reason for use of Hydrant *

FH Usage Start Date * FH Usage End Date *

Number of Equipment Need * Scheduled Equipment Pick-up date *

Equipment1 *

Equipment1 Backflow Prevention Assembly Inspection report *

Equipment2 *

Locate Fire Hydrant

Please select the required Fire Hydrants. Enter the address and click on Search button below and then select the required Fire Hydrant.

Address

Map

Fire Hydrant Number	Address	Remove
H05407	20TH ST INT PENNSYLVANIA AVE NW- NWC	<input type="button" value="Remove"/>

Applicant of Record

Primary Contact

First Name * Last Name *
 Email Address * Phone Number *
 CompanyName *


Secondary Contact

First Name * Last Name *
 Email Address * Phone Number *

Enter data into all required area

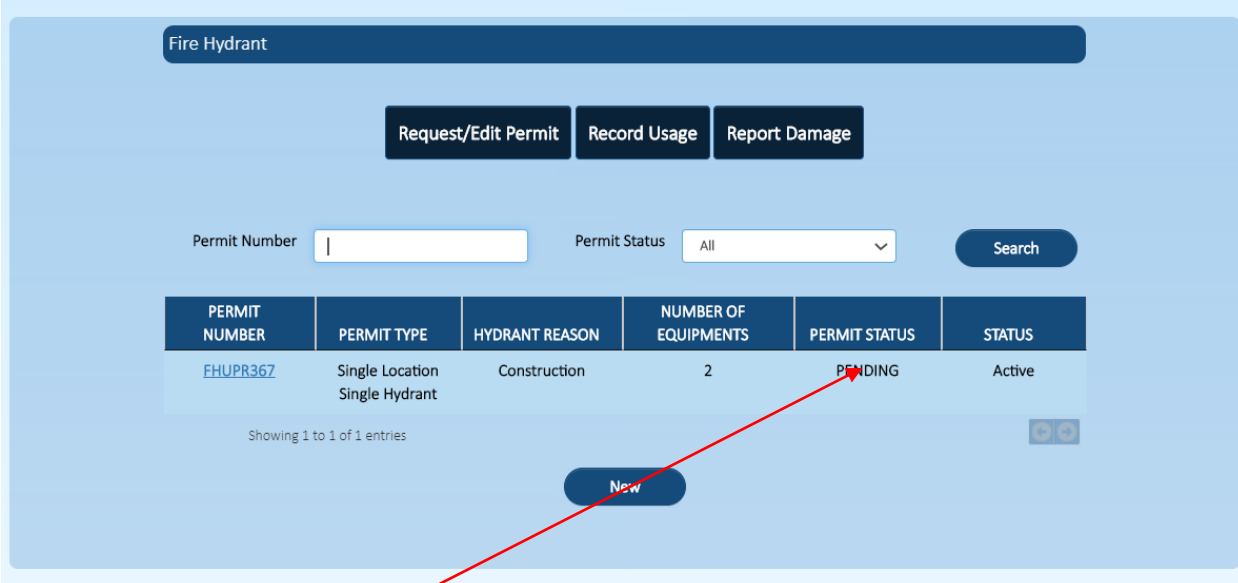
FHUP usage start date, FHUP usage end date, enter the number of equipment, determine the equipment pick up date, upload the document

Enter the address and then select the generate the estimate deposit and click on submit button

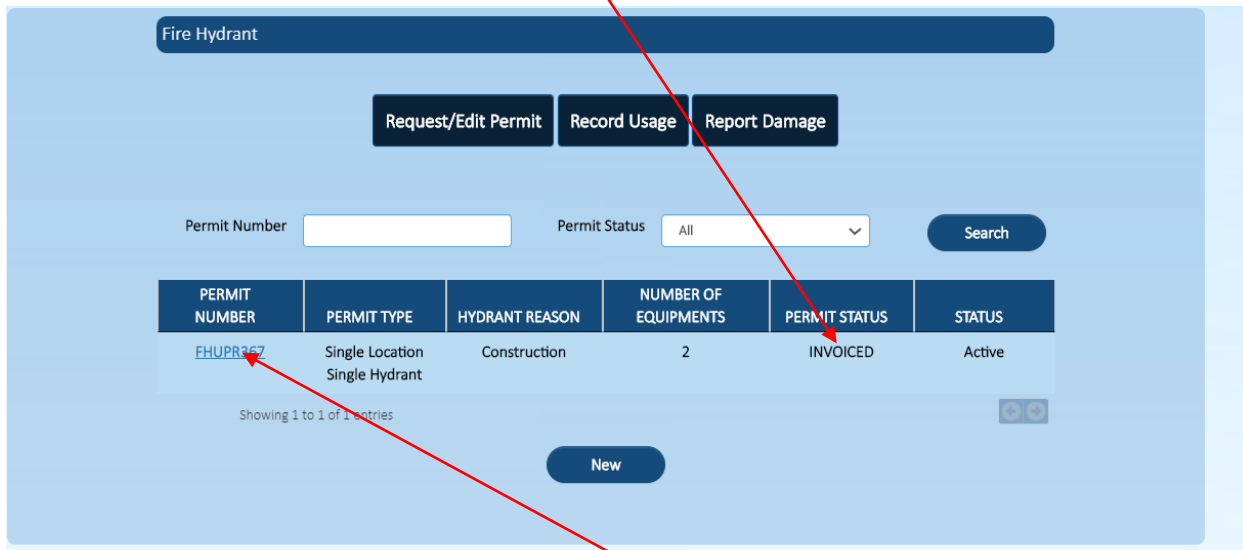
Fire Hydrant Request Permit transaction has been submitted successfully. 

Transaction reference number is FHUPR367.

Later the user can edit request using the Transaction reference number



The request will stay on pending status until the admin approve it after the admin approve it the permit status will change from pending to Invoiced



After the status changed to Invoiced click on the Permit Number

And the user submit payment

Click on the Payment Reference and enter the reference number is should be Alpha numeric

FireHydrant Request Permit

Request Permit Details

Permit Type * <input type="text" value="Single Location Single Hy"/>	Reason for use of Hydrant * <input type="text" value="Construction"/>
FH Usage Start Date * <input type="text" value="10/06/2020"/>	FH Usage End Date * <input type="text" value="12/31/2020"/>
Number of Equipment Need * <input type="text" value="2"/>	Scheduled Equipment Pick-up date * <input type="text" value="10/01/2020"/>
V1 Account Number <input type="text" value="63913793"/>	V1 Phone Number <input type="text" value="129-737-6128"/>
Equipment1 * <input type="text" value="Meter Only"/>	
Equipment1 Backflow Prevention Assembly Inspection report * <input type="text" value="00signin.PNG"/>	<input type="button" value="Upload"/> <input type="button" value="View"/>
Equipment2 * <input type="text" value="Small Assembly"/>	
Estimated Deposit <input type="text" value="\$3235.00"/>	
Payment Reference * <input type="text" value="AA120"/>	

Permit Invoice
[Download Invoice PDF](#)

Description of Charges	Qty	UnitPrice	Multiplier for multiple meters/assemblies	Total
Permit Application fee (Max. Six Equipment)	1	\$75.00	1	\$75.00
Deposit (METER_ONLY) each	1	\$1600.00	1	\$1600.00
Deposit (SMALL_ASSEMBLY) each	1	\$700.00	1	\$700.00
Deposit (LARGE_ASSEMBLY) each	0	\$2200.00	0	\$0.00
Prepaid Rental fee (METER_ONLY) day(s)	86	\$5.00	1	\$430.00
Prepaid Rental fee (SMALL_ASSEMBLY) day(s)	86	\$5.00	1	\$430.00

Click on submit button

Fire Hydrant Number	Address	Remove
H05407	20TH ST INT PENNSYLVANIA AVE NW- NWC	


Applicant of Record

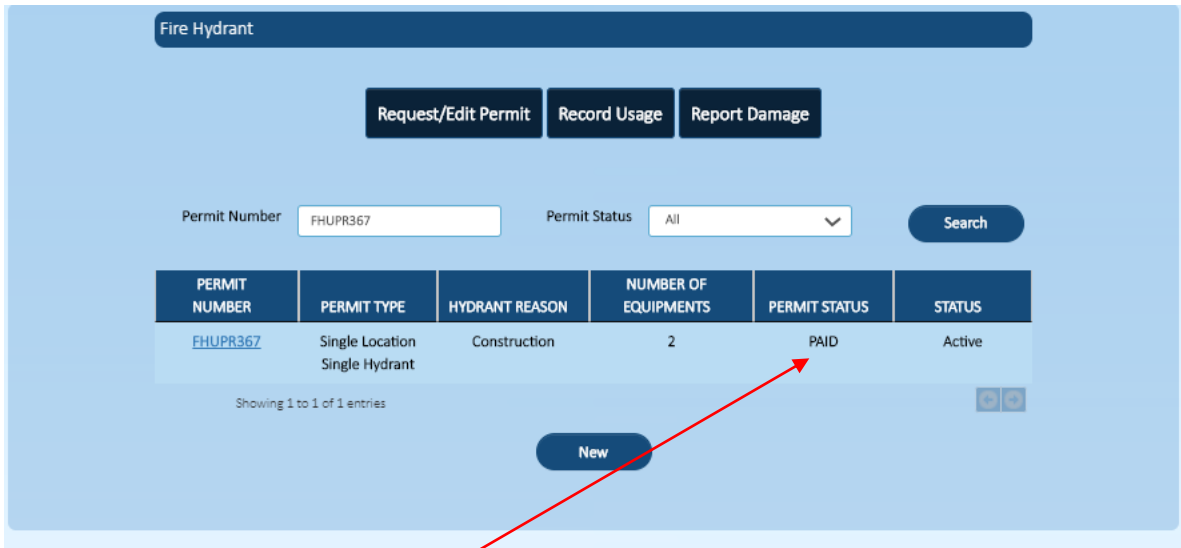
Primary Contact

First Name *	<input type="text" value="Tori"/>	Last Name *	<input type="text" value="Gamchi"/>
Email Address *	<input type="text" value="torigamchi@outlook.com"/>	Phone Number *	<input type="text" value="231-408-8410"/>
CompanyName *	<input type="text" value="Tori Gamchi"/>		

Secondary Contact

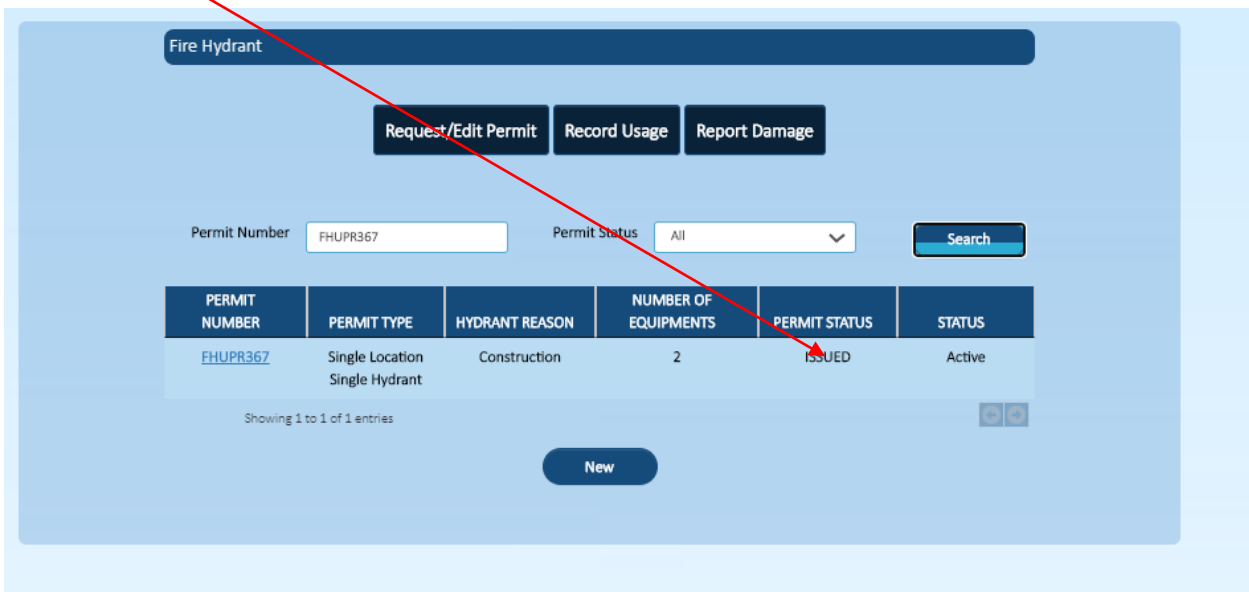
First Name *	<input type="text" value="Torkamant"/>	Last Name *	<input type="text" value="Tamadonigamchi"/>
Email Address *	<input type="text" value="torigamchi@outlook.com"/>	Phone Number *	<input type="text" value="231-408-8410"/>

Fire Hydrant Request Permit transaction has been submitted successfully. 
Transaction reference number is FHUPR367.



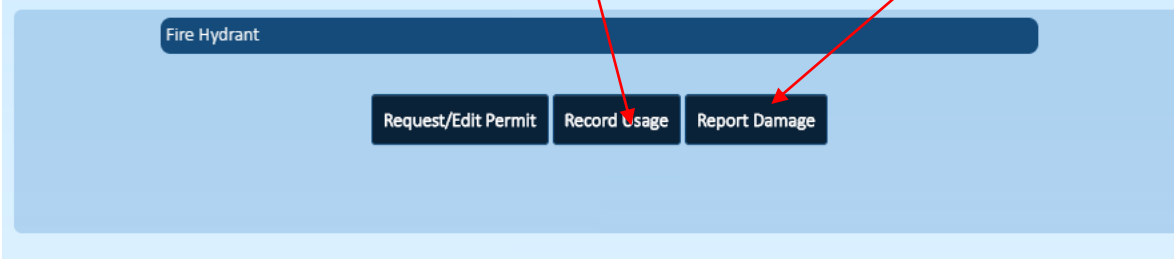
The Permit status changed to Paid

After the admin approved and issued the permit with meter and pick up date the stature will change to issued

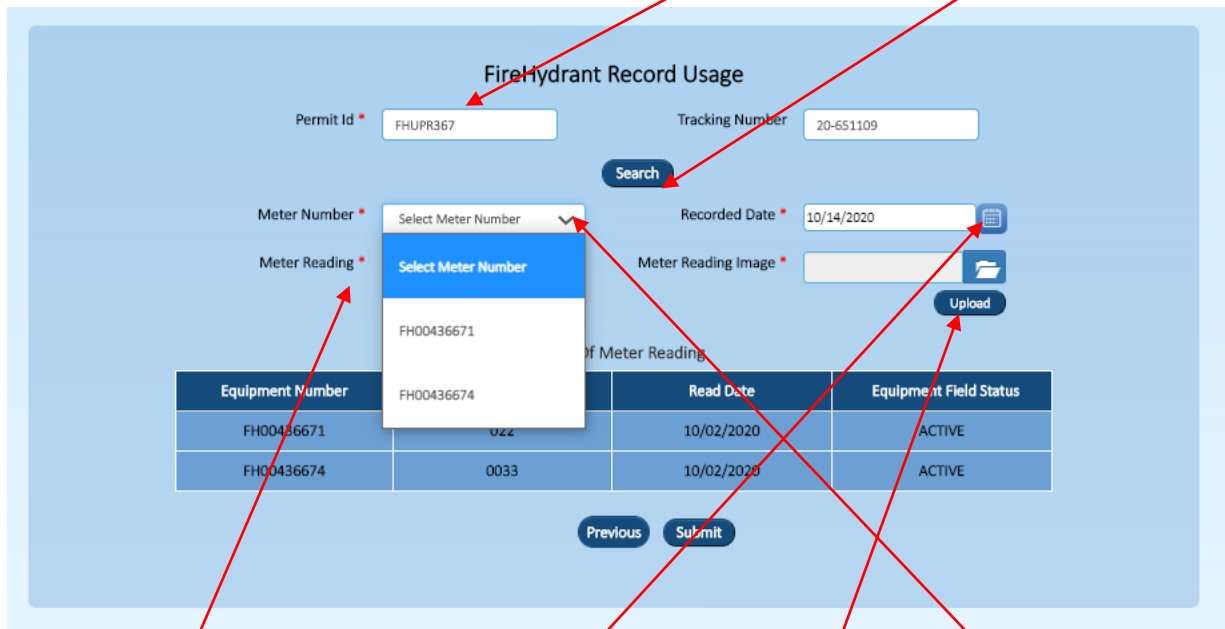


2.2 Fire Hydrant Record Usage

After the permit issued the user can later record the usage or report damage for the meter

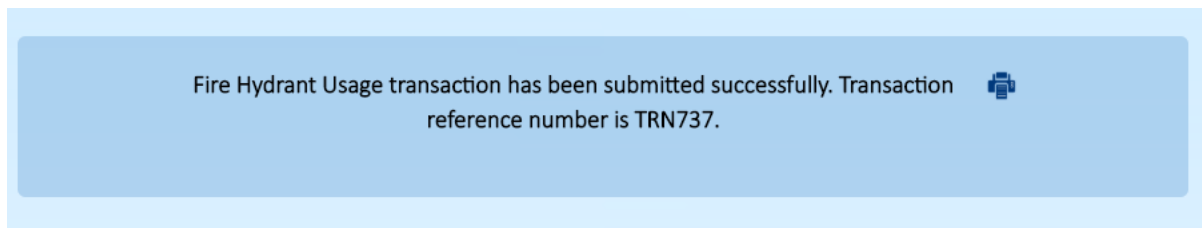


The user clicks the record usage after entering the Permit ID and click on search button



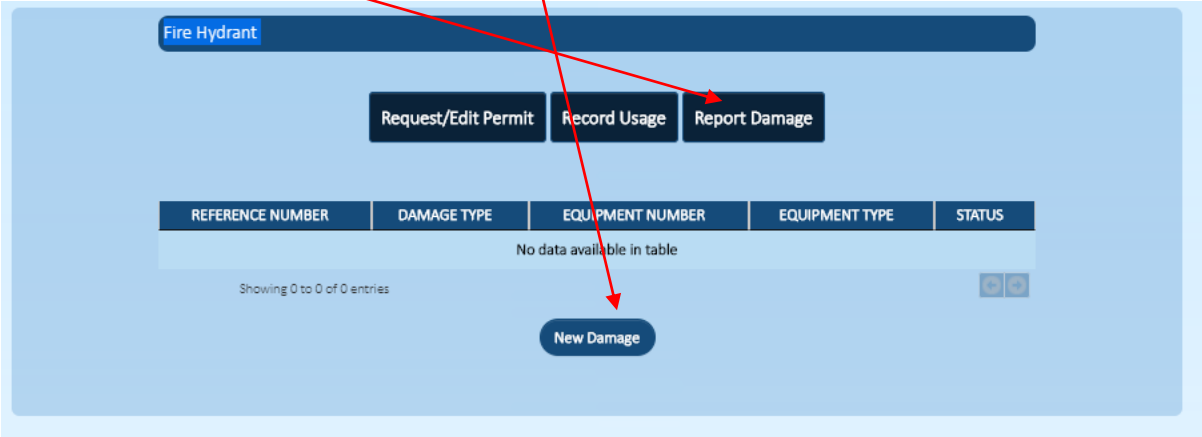
After clicking the search, it will provide the meter and user should select what meter he/she want to record the reading (there might be more than one meter associated to the specific permit).

The user should also enter the date of recording and the image for meter read, and finally the meter read and click submit

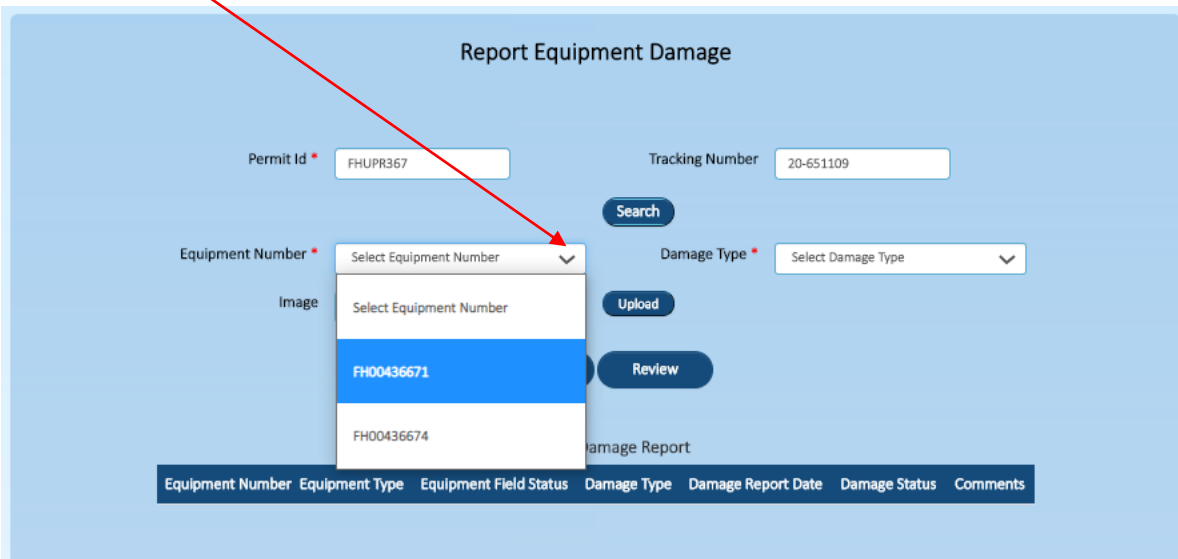


2.3 Fire Hydrant Damage Report

Click on record Damage and click new Damage



Select the meter



Select the damage type and upload image of damaged meter and click confirm

Report Equipment Damage

Permit Id * FHUPR367 Tracking Number 20-651109

Search

Equipment Number * Select Equipment Number Damage Type * Select Damage Type

Image 00signin.PNG Upload

Previous Review

History Of Damage Report

Equipment Number	Equipment Type	Equipment Field Status	Damage Type	Damage Report
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Please refrain from using browser back button. You may use "Home" menu icon to navigate to previous pages.

Fire Hydrant Damage transaction has been submitted successfully. Transaction reference number is REF98.