

User Guide

for

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

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1. User Registration

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



Microsoft	
preventivebf@outlook.com	
Enter password	
Keep me signed in	
Forgot password?	
Sign in	
Enter Password	

/ork Portal - Pro...

	Let this app access your info? 3pptest.dcwater.com	
	3rd Party Portal needs your permission to:	
	View your email address 3rd Party Portal will be able to read your primary email address.	
	View your basic profile 3rd Party Portal will be able to see your basic profile (name, picture, user name).	
	Maintain access to data you have given 3rd Party Portal access to Allows 3rd Party Portal to see and update the data you gave it access to, even when you are not currently using the app. This does not give 3rd Party Portal any additional permissions.	
	Read your mail 3rd Party Portal will be able to read email in your mailbox.	
	Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://microsoft.com/consent. Show details	
	No Yes	
Click on Yes		

Project Charter

	Regis	stration	
Personal Information			
First Name *	TOR	Last Name *	ТАМ
Email ID *	torigamchi@outlook.com	Alternate Email ID	Any e-mail valid format like x@3
Phone Number *	231-408-8410	Alternate Phone Number	10 digit numeric characters
House Number *	20401	Street Name *	morningside
House Number Suffix		Apt/Suite/Unit Number	
City *	Sterling	State *	VA - Virginia 🗸
Quadrant		Zip *	20165
Registration Type			
Food Service Establishment 👔	🗅 🛛 Title Company 🚺	O All Other S	Services 🕕 🔍
Select Services	Backflow Preventer Installer	Backflow Preventer Inspector	Backflow Preventer Property Manager
	Fire Hydrant User	Water Taps	Sewer Taps
	ePermits	/	
Company Information			
	Check this box if the Company	Information is the same as your Per	sonal Information
Name	токтам		
Phone	231-408-8410	Email	torigamchi@outlook.com
House Number	20401	Street Name	morningside
House Number Suffix		Apt/Suite/Unit Number	
City	Sterling	State	VA - Virginia 🗸
	erling	State	A - Virginia 🗸
Quadrant		Zip 20	0165
	Reviev		
/			
lata. * indicates mand	atory fields		
ick on All Services R	adio button		
Fire Hydrant User			
Click on Review butto	on		
Click OK on the pop-	up scree		

		Registration Sub	mitted Successfully		
			2		
	Your registration details have t	een submitted successfully. informed of the	Your application will be review decision via email.	ed by DC Water and you will be	2
	SERVI	CE	REGISTRATION RE	FERENCE NUMBER	
	Fire Hyc	rant	REG	2667	
	If you have questions, please of service	NAME	CONTACT NUMBER	EMAIL	
	Fire Hydrant	PERMITS	202-646-8600	compliance@dcwater.com	
		Back to	ome Page		
A confirme					
A CONIIIII	alion email will be s			i user.	
Please sa	ve your Registration	1 Refence Numb	per.		
Click on b	ack to home page				
	Please take the Fire Hydrant C Certification button below	ertification quiz in order to u to start the Certification pro	se the fire hydrant service . Ple cess. The process consists of a	ase click on the Fire Hydrant video followed by a quiz.	
		Fire Hydrant	Certification		
Click on fi	re hydrant certificat	ion			
Welcome Tori Gamchi, Plassa salart the required service bab	we or from the Sension Menu at the ton. The arround details can be arrest	and and undated through Mr Arrough Manu at the trop			
	Lin	٨	. Status in Tan Inconstitu	ter Tags	Sever Tips Benuet Inspection Bennet Inspector
Record Backflow Preventer	Seckflow Preventer Installation, Inspection and Decommissioning	Record Fire Hydrant Damage	ī		
ſ		Food Service Establishment Poort Grease Abatement Device cleaning activities	Title C	ompanies ue and Ownership Change	
Create an	ePermits d Track Permit requests				
04.20.202	,				~
04-20-202	20				Page

Click on Fire hydrant module

Please watch th	ne video below and then take the quiz	to complete the certification.
	Fire Hydrant Usage Document	
	LARGE PREFABRICATE	ED UNIT
► 0:00 / 5:29 		●) [] :
Fire Hydrant Use Permit (FHUP) <u>3PP access to FHUP module.</u>	Application and Use Summary. You must re	ead below before taking the quiz for obtaining
1. All fire hydrant use permits https://www.dcwater.com/	s must be applied through the 3rd Party po /third-party-portal	ortal at https://3pp.dcwater.com or
2. The maximum duration of 3. All fire hydrant connection DC Water issued hydrant m	a fire hydrant use permit is 180 days. You r is must have an approved reduced pressure meter	must reapply prior to permit expiration. e backflow preventer meeting ASSE 1013 and a
 All fire hydrant use permits sewer usage. 	s require prepayment of equipment depos	it, permit fee, daily rental and possibly water &
5. All equipment must be pick Friday 9 am to 2 pm	ked up and dropped off at 3900 Donaldsor	PI, NW Washington DC 20016 Monday to
 Deposits and any unused b expires. 	palance are refundable. However, you must	t return equipment within 30 Days after permit
7. Fire hydrant use permits m	nust be stored and easily accessible on proj	ject site or hydrant connection.
 Fire hydrant users are resp wrenches. 	onsible for all damage to fire hydrant and	purchasing all hoses, connections and hydrant
	Quiz	

a) As a source of water damp of the emergency b) [Abadeg water and air form a new man, getting water samples, checking system b) [C] Phosting a temporary source of water for construction water c) [D] Abad for advoce c) [D] Abad for c) [D] Abad for c) [D] Abad for advoce c) [D] Abad fo	pressures
(b) Photong water and air from a new mare, getting water samples, theking system (c) Photong streng supports poor or of water for construction sites (c) All of the above 2. What is the first thing that somebody should do if they wish to use a DC Water first for all shourset of the hostinate for denome.	pressures
O I howarding a temporary source of water for construction sites of All of the above 2. What is the bring that somebody should do if they wish to use a DC Water file how only howard filts from balance for domain.	
O d) All of the above 2. What is the first thing that somebody should do if they wish to use a DC Water fire h O d) becaut the first hadron for domain	
 What is the first thing that somebody should do if they wish to use a DC Water fire h a because the first hadron for domain 	
a biscost the fee badent for domain	iydrant?
o at impact the memory carriers	
Db) Connect the Backflow Prevention assembly and the meter	
O c) Acquire a Fire Hydrant Use Permit from the DC Water Permit Operations office	
O d) Conduct a fire hydrarit flow test	
. How often should the user of the fire hydrant take the meter back to the DC Water M	Meter Department for reading?
Da) Once a year	
Db) Once a month	
J c) Only after the user is finished with the hydrant.	
2 of mary	
L is it ever acceptable to open a fire hydrant using anything other than a hydrant key?	
Dal No	
. Where should the rife Hydriant Use Permit be displayed? Dal Anywhere on site	
Db) In the main office of the construction company	
C) On site, attached to the hydrant in the same location as the meter	
(a) It is not required to be visible as long as it is on site and the applicant can provide	i it upon request
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	r supply
b) It is a backflow preventer and helps to prevent contamination of the municipal wa	ater 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?	
Da) 1 Month	
D b) 1 Year	
C 6 Months	
D d) 2 Yoars	
I. True or False: The Backflow Prevention Assembly size must match the meter size.	
Da) True	
Db) False	
. What kind of Backflow Prevention Assembly is to be used on a fire hydrant?	
a) ASSE #1015 Double Check	
Db) 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?	
D a) Breaking the discharge value	
b) When one of the caps is not securely tightened and files off the hydrant	
C] When the backflow prevention assembly does not work correctly	
d) When the fire hydrant is opened or closed too quiddy	
Submit	
Juditie	
•	

Take the quiz and click on Submit button



2. User Action

2.1 Fire Hydrant Permit Request

Fire Hydrant		
	Request/Edit Permit Record Usage Report Damage	

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

Fire Hydrant				
	Request/Edit Peri	mit Record Usage	Report Damage	
Permit Number		Permit Status		Tauch
PERMIT NUMBER	PERMIT TYPE HYDRANT	REASON NUMBER OF		STATUS STATUS
		No data available in table		
Showing 0	to 0 of 0 entries			
		New		

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

Project	Charter
---------	---------

Permit Type				
	Single Location Single	\sim	Reason for use of Hydrant *	Construction 🗸
FH Usage Start Date	09/30/2020		FH Usage End Date *	12/31/2020
Number of Equipment Need	2	~	Scheduled Equipment Pick-up date *	10/04/2020
Equipment1	Meter Only	~		
Equipment1 Backflov	v		Upload View	
Prevention Assembl Inspection report	y '	_		
Equipment2	Small Assembly	~		
Locate Fire Hydrant				
Please select the required	Fire Hydrants. Enter the add	fress and Hyd	d click on Search button below and frant.	then select the required Fire
Address 200	0 Pennsylvania Avenue Northwe	ist, Washi	ington, DC, USA	
	4	•	Search	
Man Satallite	* + Katini	8		6 ⁰ 1 1
wiap Satellite	Sonal Ankers	Y	900 K Street 9	Korea Economic Institute
220031	Hotel Lomb	ardy Eleg	tant & Castle 🖓 🎽	
	SINW		Chalins Metroral Sta	ation I St NW +
Whole Foods Market	Captain Copkie E	no se com	of Mexico	World Bank I Building Wicked W Takeout - De
	ISENW Takeout / Dervery	in Wach	the second se	
				Washington, DC/
ashington Cloyd Heck	Q	chipatle l	Mexica ril	AKA White
lashington clence and Cloyd Heck Marvin Center The George	• • • •	thipotle I akeour - De	Mexica rul International Ermational End Hg2	AKA white room
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ashington Clence and Markin Center Washington University Google Kogan Plaza	Isner Auditorium P R Auditorium Addres	tor the the	HERNOLD US	AKA White more score score 1 was function OC.
Ashington Clyrol Heck Clence and Mann Center Washington University Google Kogan Plaza Rire Hydrant Number H05407	Address 20TH C INT PENNS	to The YUVANIA	H B NW H SWARD	Weshington, DC
Adhington Clayd Heck Center The George Washington University Google Kogan haza Rie Hydran Number H05407 Applicant of Record	Addrese 20TH 57 INT PENNS		Market and Second Secon	Weinington DD NUC White and United Nation United Nation Annove
Ashington Chyst Hecker Weshington University University Coogle Kogat Raza Rire Hydrark Number H05407 Applicant of Record —Primary Contact—	Addres		AVE NW- NWC	Weilington DC
Ashington Chyst Heck Carlo Washington University Google Kagan Raza Fire Hydrark Number H95407 Applicant of Record —Primary Contact— First Name	Addres		AVE NW- NWC	Westington; DC
Ashington Clays Heck Concerst and Mark Center The George Washington University Google Kapan Maza Fire Hydrank Number H05407 Applicant of Record Primary Contact- First Name	Addres		AVE NW- NWC Last Name * Elocos Ramber *	Amore Generi
Ashington Clayer Heck Care and Mark Center The George Washington University Google Kopat fraza Fire Hydrank Number H05407 Applicant of Record Primary Contact- First Name Email Address	Address Torn Torn Torn Torn Torn	Chippetite is associated in the second control of the second contr	AVE NW- NWC Last Name * Phone Number *	Amove GameNt 231-438-0410
Ashington Cleve and Carter The George Washington University Google Kopathaza Fire Hydraet Number H05407 Applicant of Record Primary Contact— First Name Email Address CompanyName	Address 2011 / Stint PENNS 2011 / Stint PENNS 2011 / Stint PENNS 100 100 100 100 100 100 100 10	Chipotte e sessor - De sessor	AVER NW- NWC Last Name * Phone Number *	Amov Gameti 231-408-8410
Abhington The George Washington University Google Kopathaza Fire Hydrant Number HOSA07 Applicant of Record Primary Contact Finst Name Email Address CompanyName	Address 20TH J TINT PENNST Torr Torr Torr Torr Torr Torr Torr To	Chipotte e Secor - De Contra de Cont	ADVENTION OF THE SECOND OF THE	Amount GameN
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Addington Clays Heck Core and Carter The George Kosen Paza Google Kosen Paza Her Hydrast Number HoS407 Applicant of Record Primary Contact First Name Email Address CompanyName Email Address			H BRW Find HU E Deorge Washington AVE NW- NWC Last Name * Fhone Number * Phone Number *	Gameli 233-408-8410

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

Request/Edit Permit Record Usage Report Damage Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Construction 2 PENDING Active Showing 1 to 1 of 1 entries Showing 1 to 1 of 1 entries Search Search	Request/Edit Permit Record Usage Report Damage Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Construction 2 PerMIDING Active Showing 1 to 1 of 1 entries New	Fire Hydrant					
Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS EHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries Education Construction 2 Education Construction	Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Construction 2 PENDING Active Showing 1 to 1 of 1 entries New		Reques	st/Edit Permit Reco	ord Usage Report	Damage	
PERMIT NUMBER PERMIT TYPE HYDRANT REASON NUMBER OF EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries Showing 1 to 1 of 1 entries Education Education <td< td=""><td>PERMIT NUMBER PERMIT TYPE HYDRANT REASON NUMBER OF EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries Verw Verw Verw Verw Verw</td><td>Permit Number</td><td>1</td><td>Permit</td><td>Status</td><td>~</td><td>Search</td></td<>	PERMIT NUMBER PERMIT TYPE HYDRANT REASON NUMBER OF EQUIPMENTS PERMIT STATUS STATUS FHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries Verw Verw Verw Verw Verw	Permit Number	1	Permit	Status	~	Search
EHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries	EHUPR367 Single Location Single Hydrant Construction 2 PENDING Active Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries Image: Showing 1 to 1 of 1 entries	PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
Showing 1 to 1 of 1 entries	Showing 1 to 1 of 1 entries	FHUPR367	Single Location Single Hydrant	Construction	2	PENDING	Active
	New	Showing 1	to 1 of 1 entries				00

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

Request/Edit Permit Record Usage Report Damage Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPRET Single Location Construction 2 INVOICED Active Showing 1 to 1 of 1 ot res Status Status Status Status	Request/Edit Permit Record Usage Report Damage Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON NUMBER OF PERMIT STATUS STATUS FHUPR27 Single Location Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 tories New	Fire Hydrant					
Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPR2C2 Single Location Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 extres Status Status Status Status Status	Permit Number Permit Status All Search PERMIT PERMIT TYPE HYDRANT REASON EQUIPMENTS PERMIT STATUS STATUS FHUPR327 Single Location Construction 2 INVOICED Active Showing 1 to 1 of 1 otries New		Reques	t/Edit Permit Rec	ord Usage Report	Damage	
PERMIT NUMBER PERMIT TYPE HYDRANT REASON NUMBER OF EQUIPMENTS PERMIT STATUS STATUS FHUPREF Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 extries Environ Environ Environ Environ	PERMIT NUMBER PERMIT TYPE HYDRANT REASON NUMBER OF EQUIPMENTS PERMIT STATUS STATUS FHUPRET Single Location Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 setries New New New New New	Permit Number		Permit	: Status All	~	Search
EHUPR307 Single Location Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 outries	EHUPR207 Single Location Single Hydrant Construction 2 INVOICED Active Showing 1 to 1 of 1 setties Image: Showing 1 to 1 of 1 setties Image: Showing 1 to 1 of 1 setties Image: Showing 1 to 1 of 1 setties	PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
Showing 1 to 1 of 1 otries	Showing 1 to 1 of Pactries	EHUPR367	Single Location Single Hydrant	Construction	2	INVOICED	Active
	New	Showing 1	to 1 of 1 entries				\odot

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 Detals						
Permit Type *	Single Location Single Hy	~	Reason for use of H	lydrant * Construction	n 🗸	
FH Usage Start Date *	10/06/2020		FH Usage Er	d Date * 12/31/2020		
Number of Equipment Need	2	✓ ^S	cheduled Equipmen	t Pick-up 10/01/2020 date *		
V1 Account Number	63913793		V1 Phone	Number 129-737-612	8	
Equipment1 *	Meter Only	~				
Equipment1 Backflow Prevention Assembly Inspection report *	OQsignin.PNG		Jpload View)		
Equipment2 *	Small Assembly	~				
Estimated Deposit	\$3235.00					
Payment Reference *	AA120					
Permit Invoice		_		Download	Invoice PDF	
Description of Charges		Qty	UnitPrice	Multiplier for multiple meters/assemblies	Total	
Permit Application fee (Max. Six E	Permit Application fee (Max. Six Equipment)		\$75.00	1	\$75.00	
Deposit (METER_ONLY) each	Deposit (METER_ONLY) each			1	\$1600.00	
Deposit (SMALL_ASSEMBLY) each	Deposit (SMALL_ASSEMBLY) each			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_ASSEM	1BLY) day(s)	86	\$5.00	1	\$430.00	

Click on submit button
W Map Satellite
K St NW International Square Starragut North K St NW
George Washington () CIRCA at Foggy Bottom University Hoppital () CIRCA at Foggy Bottom
Foggy Botton GWUM 2 151 NW Chipotle Mexican Grill W Washington, DC/
The George Washington University
Monetary Fund Charles E. Smith Center Washington Washington Map dam 20200 dogs Map dam 20200 dogs Terms of Use
Fire Hydrant Number Address Remove
H05407 2UTH ST INT PENNSYLVANIA AVE NW- NWC
Applicant of Record
Primary Contact
First Name * Tori Last Name * Gamchi
Email Address * torigamchi@outlook.com Phone Number * 231-408-8410
CompanyName * Tori Gamchi
Secondary Contact
First Name * Torkamant Last Name * Tamadonigamchi
Email Address * torigamchi@outlook.com Phone Number * 231-408-8410
Previous Submit
Previous Submit
Previous Submit 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 uo date the statuse will change to issued

	Reques	t/Edit Permit Rec	ord Usage Report	Damage		
Permit Number	FHUPR367	Permit	Status All		Search	
					Jearch	
PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS	
FHUPR367	Single Location Single Hydrant	Construction	2	ISSUED	Active	
Showing 1 to 1 of 1 entries						
		N	lew			

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

Fire Hydrant Usage transaction has been submitted successfully. Transaction reference number is TRN737.

2.3 Fire Hydrant Damage Report

Click on record Damage and click new Damage



Select the meter

Report Equipment Damage							
Permit Id *	FHUPR367	Tracking Number	20-651109				
Equipment Number *	Select Equipment Number	Search Damage Type *	Select Damage Type	~			
Image	Select Equipment Number	Upload					
	FH00436671	Review					
	FH00436674	amage Report					
Equipment Number Equip	oment Type Equipment Field Status	Damage Type Damage Repo	ort Date Damage Status	Comments			



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