

CITY OF ABERDEEN  
DEPARTMENT OF PUBLIC WORKS  
60 NORTH PARKE STREET  
ABERDEEN MD 21001



**REQUEST FOR HYDRANT FIRE FLOW TEST**

Company Performing Flow Test: \_\_\_\_\_

Tax ID / License Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address / Location of Test: \_\_\_\_\_

Flow Hydrant Location: \_\_\_\_\_

Test Hydrant Location: \_\_\_\_\_

Proposed Date & Time of Test: \_\_\_\_\_

*The applicant shall submit a Hydrant Flow Test request to the City Engineer at least ten (10) business days from the desired date. The engineer shall submit a letter with a proposed sketch of the location of the testing, date of test, and number of hydrants to be tested. If the request is for an EXISTING building, please include a aerial map of the property. If the request is for a NEW building, please include a site plan indicating where the service will connect to the main along with a aerial map image. The signed request must be submitted by PDF via email to [DPW@aberdeennmd.gov](mailto:DPW@aberdeennmd.gov), mail, or hand delivered to City Hall. The City Engineer may be reached at 410-272-1600 x214.*

**APPLICANT HAS READ AND UNDERSTANDS THE ENCLOSED HYDRANT FLOW TEST POLICY AND PROCEDURES:  
(SEE FOLLOWING PAGES)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Flat Rate for Hydrant Testing: **\$325.00** Date Collected: \_\_\_\_\_ Initials: \_\_\_\_\_

DPW Maintenance Staff Approval: ☐ DPW Water Treatment Staff Approval: ☐

APPROVAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### **POLICY AND PROCEDURES**

1. The applicant shall submit a Hydrant Flow Test request to the City Engineer at least ten (10) business days from the desired date. The applicant shall submit a letter with a proposed sketch of the location of the testing, date of test, and number of hydrants to be tested. If the request is for an EXISTING building, please include an aerial Map of the property. If the request is for a NEW building, please include a site plan indicating where the service will connect to the main along with an aerial map image. Information will be submitted either by signed PDF emailed to DPW@aberdeensmd.gov, mail, or hand delivered to City Hall. The City Engineer may be reached at 410-272-1600 x 214.

2. The City Engineer shall provide a response within two (2) business days of receipt of the request whether the proposed date is acceptable. The City Engineer shall be the primary point of contact between the Applicant and City Staff in coordinating the City's response to the Applicant's request. The applicant may communicate via email or phone after the initial written request should the date or time need to be adjusted in response to either party. The City will make all attempts to meet the applicant's request on the date of the test but reserves the right to reschedule if a departmental emergency exists and staff are unable to support the test. Emergencies may include snow or ice events, water main breaks, or other natural disasters.

3. The applicant shall ensure that the test is conducted by a responsible firm with operational knowledge practice in hydrant testing. The firm shall test the hydrant according to NFPA 291 (Latest edition): Recommended Practice for Fire Flow Testing and Marking of Hydrants. The testing firm shall provide all testing equipment necessary to include flow pressure gauges, testing devices, stop watches, discharge hoses and water diffuser or sock, de-chlorination tablets, etc. All hydrant testing is recommended to occur when the average ambient air temperature is thirty-five (35) degrees Fahrenheit and rising. Approval for testing when temperatures do not meet this requirement will be at the discretion of the Director of Public Works or designated alternate. The firm shall discharge all water in a manner that does not cause property damage (public or private) or risk public safety i.e. hazards for traffic.

4. The firm shall not proceed with the test until City Staff is on site and authorizes the commencement of the test. City staff will monitor the test to ensure safe practices in the opening/closing of the hydrant at the beginning and end of the test. City staff shall not be responsible for any hydrant flow measurements. City staff shall provide general water system characteristics at the time of the test i.e. hydrant number, water zone, water elevation in the towers, pump station (on/off). The testing firm is responsible for any damage that may occur or be attributed to the fire flow testing procedures.

5. The City shall charge a flat rate of \$325.00 for water usage and staff support during the hydrant flow test and Staff time in monitoring the contractor. This rate incorporates the support of city staff needed to monitor the test, provide data, and payment of water used during the test. This rate is also based on a single point of measurement in the distribution system to support the firm that is required to design the considered site. If a hydrant flow test falls outside of regular hours the flat rate will be charged at one and one-half (1.5) times. Regular hours are from 7:30 a.m. to 2:30 p.m., Monday through Friday, City observed holidays excluded. A bill shall be submitted by the City to the Engineer within seven (7) days of the completion of the test.