



User Guide

for

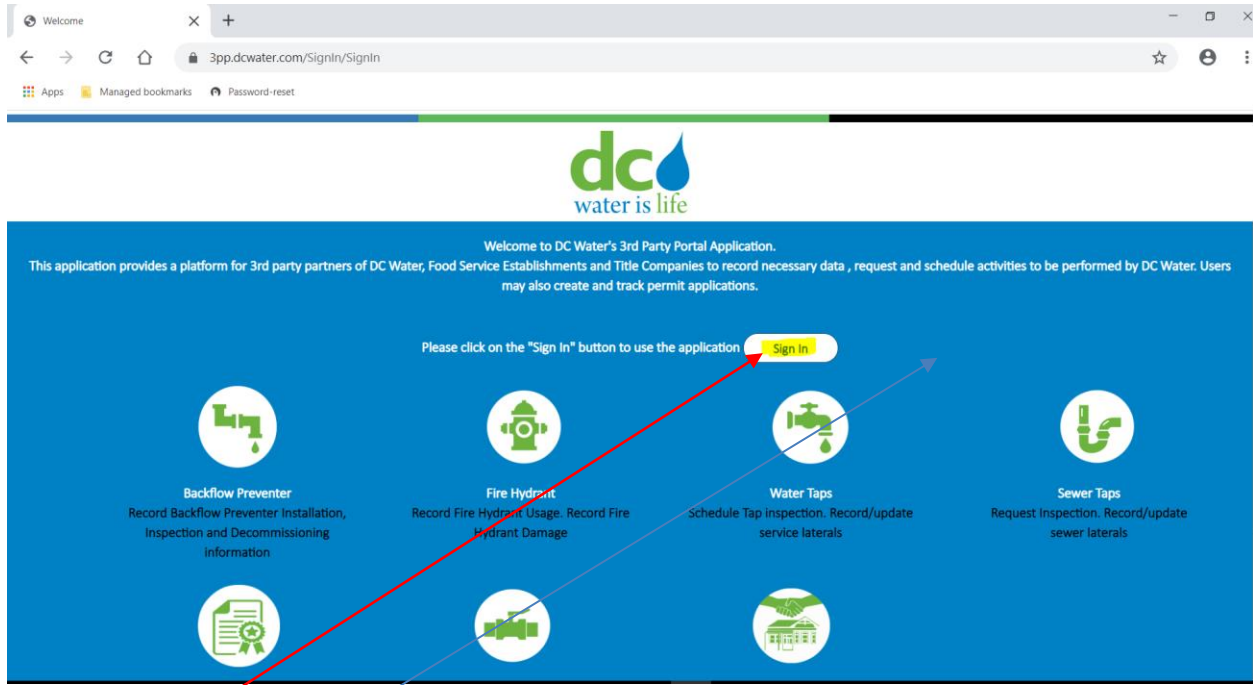
**Third Party Portal (3PP)
Fire Hydrant Use Permit
(FHUP) User Guide**

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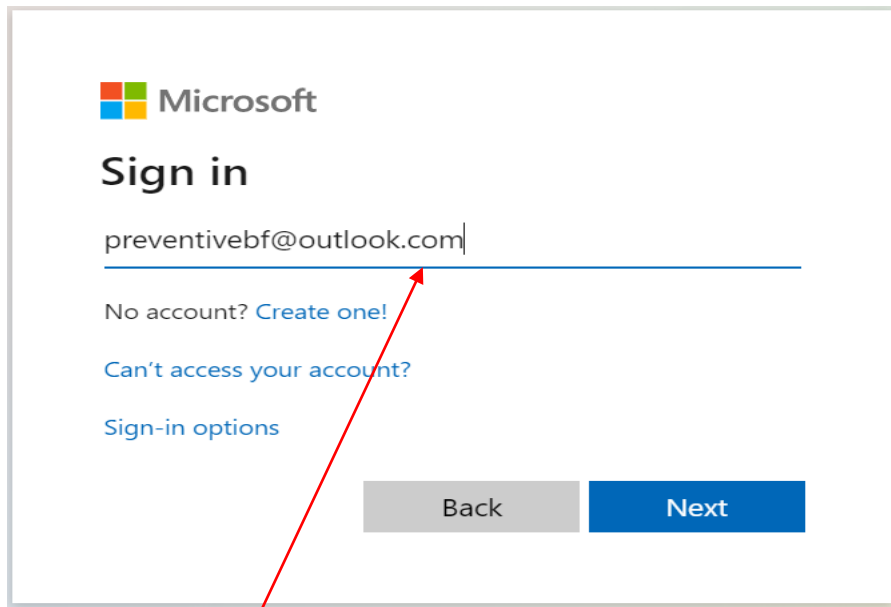
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1. User Registration

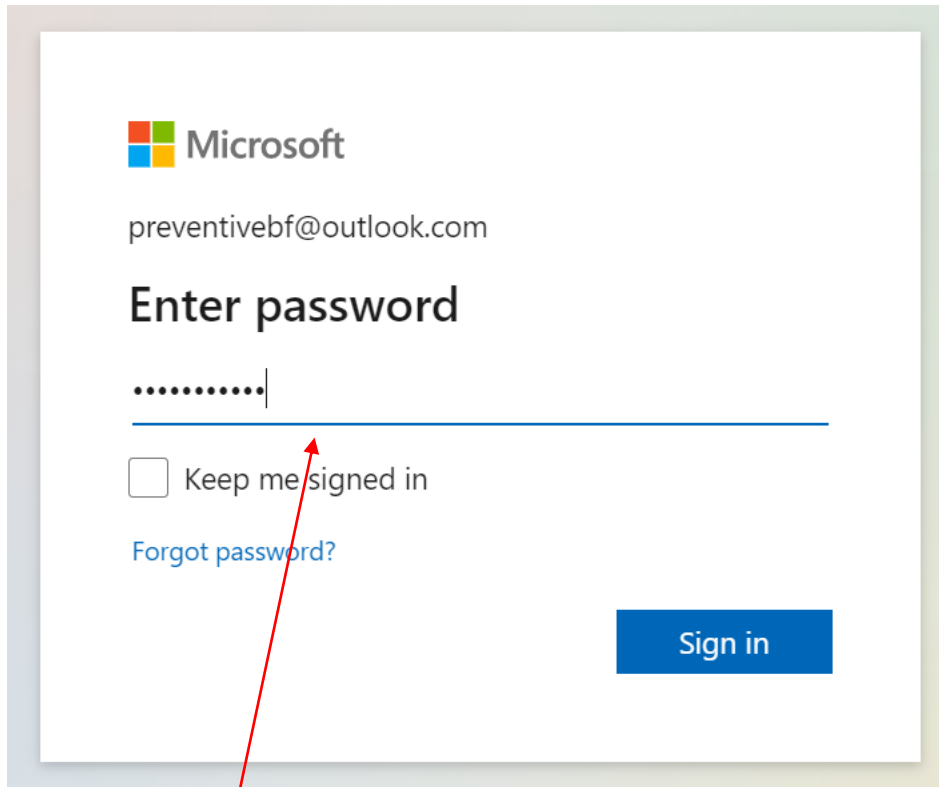
Url:- <https://3pp.dcwater.com/signin>



Click on Sign in



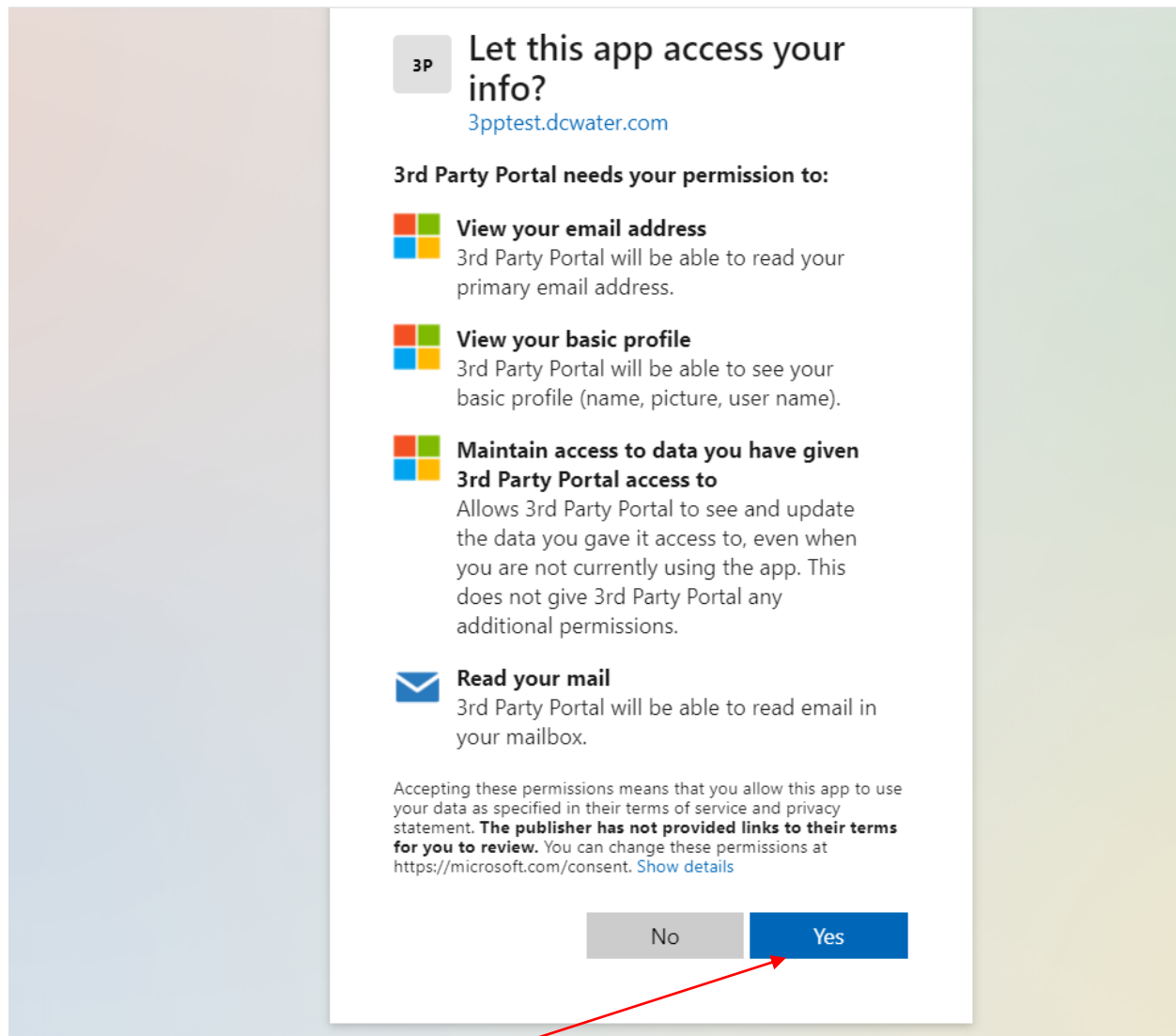
Enter Username



The image shows a Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address 'preventivebf@outlook.com' is displayed. The main heading is 'Enter password'. Below this is a password input field containing eight dots and a cursor. Under the password field is a checkbox labeled 'Keep me signed in'. Below the checkbox is a blue link that says 'Forgot password?'. To the right of these elements is a blue button with the text 'Sign in'. A red arrow originates from the text 'Enter Password' located below the form and points to the password input field.

Enter Password

ork Portal - Pro...



Click on Yes

Registration

Personal Information

First Name *	TOR	Last Name *	TAM
Email ID *	torigamchi@outlook.com	Alternate Email ID	Any e-mail valid format like x@y
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 ☐ All Other Services ☒

License Information

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 Personal Information

Name	TOR TAM		
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
City	Sterling	State	VA - Virginia
Quadrant		Zip	20165

Review

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 Tort Gamch!,

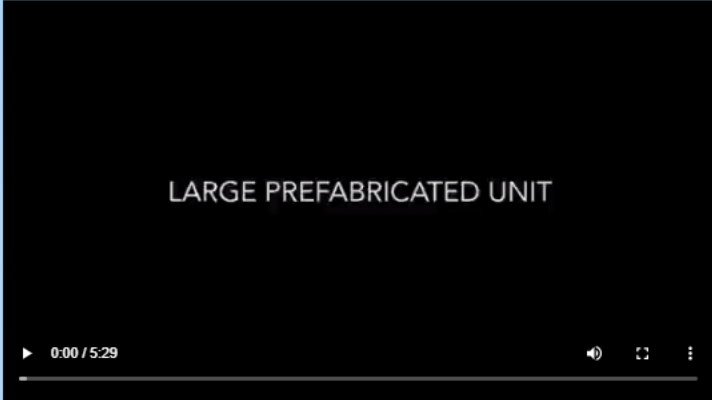
Please select the required service below or from the Services Menu at the top. The account details can be accessed and updated through My Account Menu at the top.

 Backflow Preventer Record Backflow Preventer Installation, Inspection and Decommissioning Information	 Fire Hydrants Record Fire Hydrant Damage, 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.

- 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 raw main, getting water samples, checking system pressures
☐ c) Providing a temporary source of water for construction sites
☐ d) All of the above
- 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
- 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
- Is it ever acceptable to open a fire hydrant using anything other than a hydrant key?
☐ a) Yes
☐ b) No
- 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
- 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
- For how long is a backflow prevention certification good?
☐ a) 1 Month
☐ b) 1 Year
☐ c) 6 Months
☐ d) 2 Years
- True or False: The Backflow Prevention Assembly size must match the meter size.
☐ a) True
☐ b) False
- 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
- 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 flies 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](#)

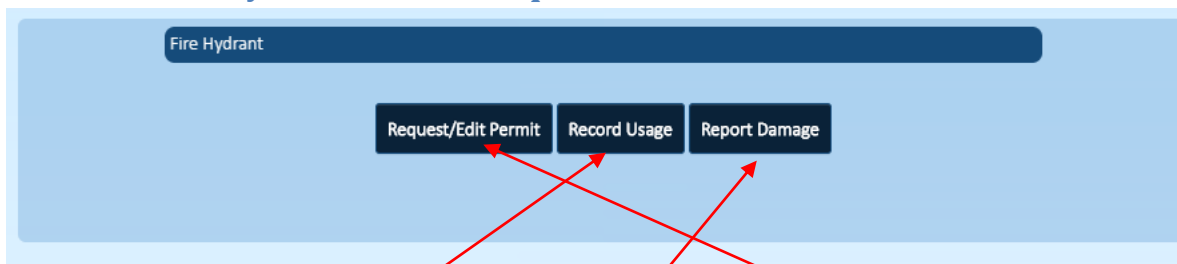
Take the quiz and click on Submit button

Congratulations, you have successfully completed Fire Hydrant Certification

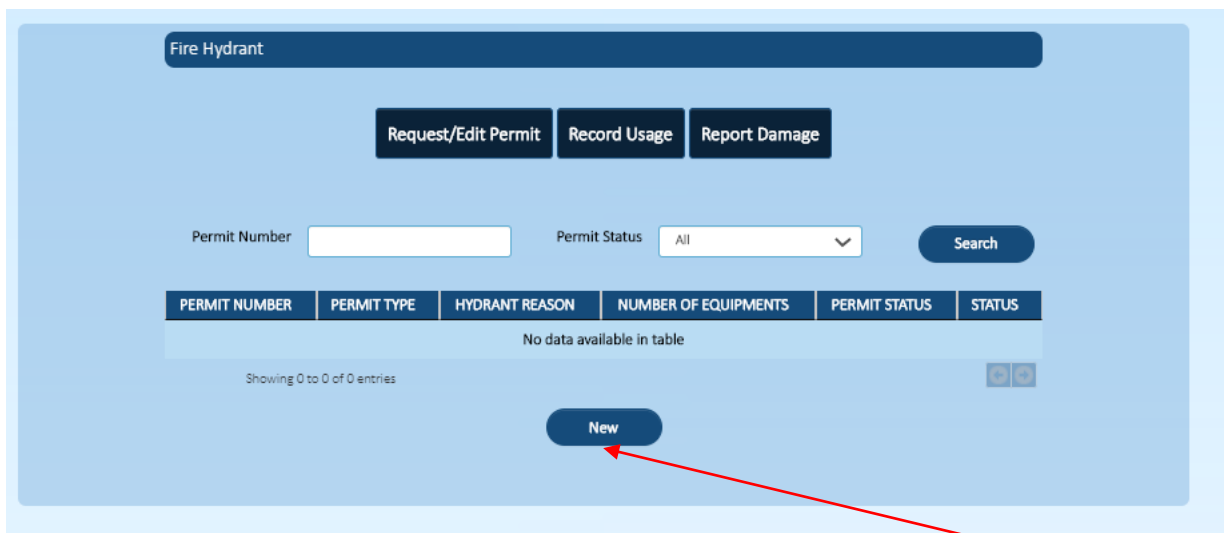
[Fire Hydrant Home](#)

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 *

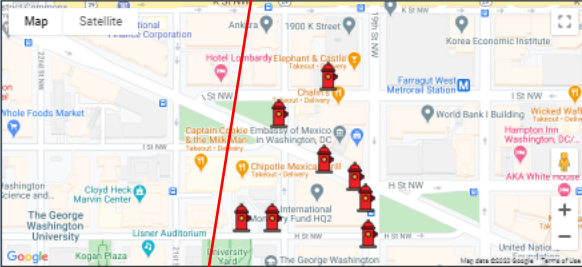
Equipment1 Backflow Prevention Assembly Inspection report *

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



Fire Hydrant Number	Address	Remove
H05407	20TH STREET PENNSYLVANIA AVE NW- NW-C	Remove

Applicant of Record

Primary Contact

First Name * Last Name *

Email Address * Phone Number *

Company Name *

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 screenshot shows a web interface for managing fire hydrant permits. At the top, there's a header 'Fire Hydrant' and three buttons: 'Request/Edit Permit', 'Record Usage', and 'Report Damage'. Below these are search filters for 'Permit Number' (with an input field) and 'Permit Status' (with a dropdown menu set to 'All'), followed by a 'Search' button. A table displays the permit details:

PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
FHUPR367	Single Location Single Hydrant	Construction	2	PENDING	Active

Below the table, it says 'Showing 1 to 1 of 1 entries' and there is a 'New' button. A red arrow points from the 'PENDING' status in the table to the explanatory text below.

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

This screenshot shows the same interface as above, but the permit status has been updated. The 'PERMIT STATUS' column now shows 'INVOICED' instead of 'PENDING'. A red arrow points from the 'INVOICED' status to the explanatory text below. Another red arrow points from the 'FHUPR367' link in the 'PERMIT NUMBER' column to the text below.

PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
FHUPR367	Single Location Single Hydrant	Construction	2	INVOICED	Active

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 *

FH Usage Start Date *

Number of Equipment Need *

V1 Account Number

Equipment1 *

Equipment1 Backflow Prevention Assembly Inspection report *

Equipment2 *

Estimated Deposit

Payment Reference *

Reason for use of Hydrant *

FH Usage End Date *

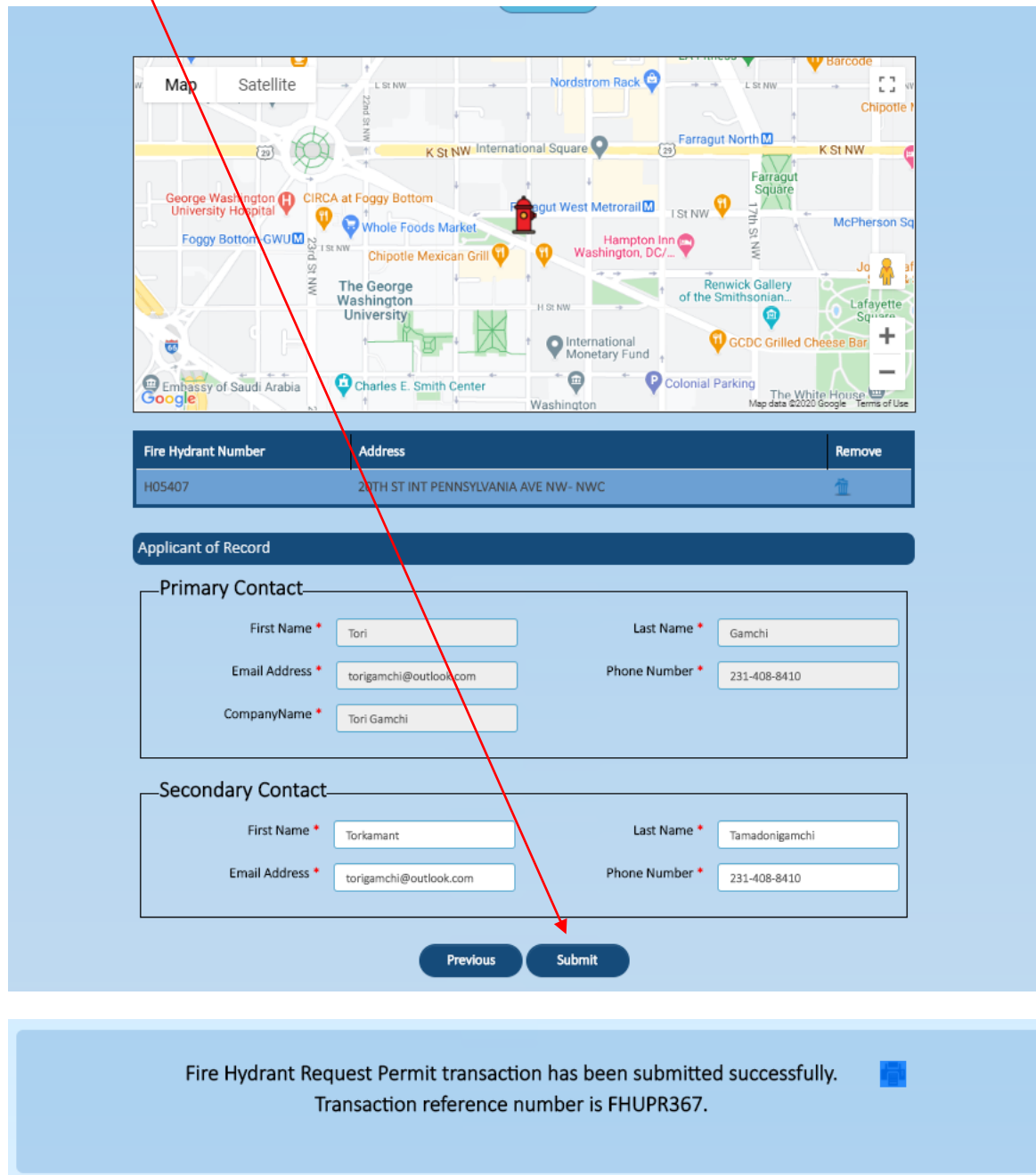
Scheduled Equipment Pick-up date *

V1 Phone Number

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



The screenshot shows a web application for requesting a fire hydrant permit. It includes a map of Washington, D.C., a table for fire hydrant details, and contact information for primary and secondary contacts. The 'Submit' button is highlighted with a red arrow.

Map | Satellite

Fire Hydrant Number | **Address** | **Remove**

H05407	20TH ST INT PENNSYLVANIA AVE NW- NWC	
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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**

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

The screenshot shows a web application for managing fire hydrant permits. At the top, there's a header 'Fire Hydrant' and three buttons: 'Request/Edit Permit', 'Record Usage', and 'Report Damage'. Below these are search filters for 'Permit Number' (with the value 'FHUPR367') and 'Permit Status' (with a dropdown menu set to 'All'). A 'Search' button is to the right. The main content is a table with the following data:

PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
FHUPR367	Single Location Single Hydrant	Construction	2	PAID	Active

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom center is a 'New' button. A red arrow points from the 'PAID' status in the table to the text below.

The Permit status changed to Paid

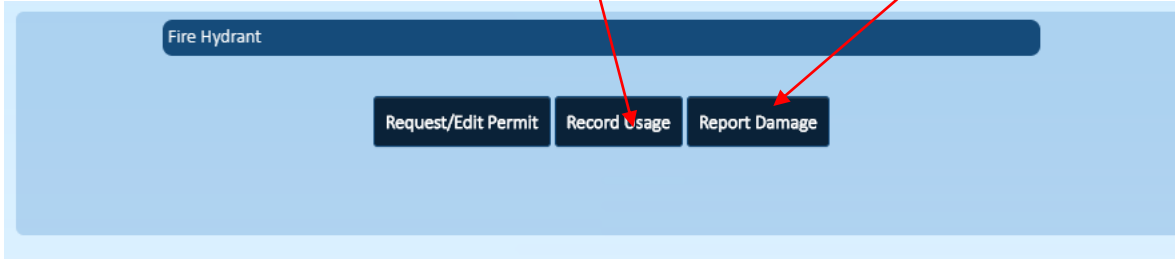
After the admin approved and issued the permit with meter and pick up date the status will change to issued

This screenshot shows the same web application as the previous one, but the 'PERMIT STATUS' in the table has changed to 'ISSUED'. The rest of the interface, including the search filters and buttons, remains the same. A red arrow points from the 'ISSUED' status in the table to the text above.

PERMIT NUMBER	PERMIT TYPE	HYDRANT REASON	NUMBER OF EQUIPMENTS	PERMIT STATUS	STATUS
FHUPR367	Single Location Single Hydrant	Construction	2	ISSUED	Active

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

The screenshot shows the 'FireHydrant Record Usage' form. It includes the following fields and elements:

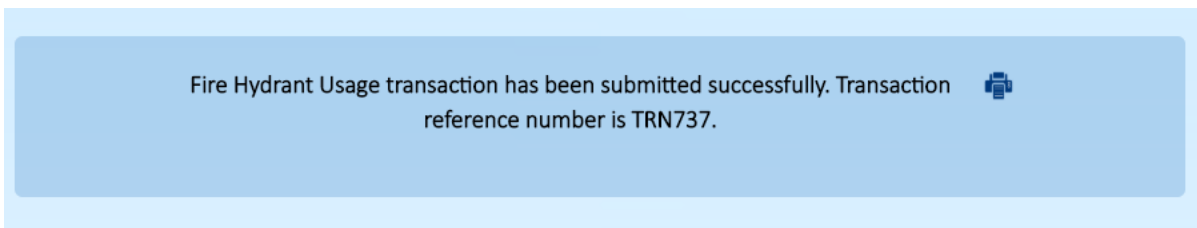
- Permit ID ***: FHUPR367
- Tracking Number**: 20-651109
- Search**: A dark blue button.
- Meter Number ***: A dropdown menu with 'Select Meter Number' and a list of options: FH00436671, FH00436674.
- Meter Reading ***: A dropdown menu with 'Select Meter Number'.
- Recorded Date ***: 10/14/2020
- Meter Reading Image ***: An upload button.
- Upload**: A dark blue button.
- Table of Meter Reading**:

Equipment Number	Read Date	Equipment Field Status
FH00436671	10/02/2020	ACTIVE
FH00436674	10/02/2020	ACTIVE
- Previous** and **Submit**: Dark blue buttons at the bottom.

Red arrows point from the text above to the 'Search' button, the 'Meter Number' dropdown, the 'Recorded Date' field, and the 'Upload' 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

The screenshot shows a web interface for 'Fire Hydrant'. At the top, there is a dark blue header with the text 'Fire Hydrant'. Below the header, there are three buttons: 'Request/Edit Permit', 'Record Usage', and 'Report Damage'. The 'Report Damage' button is highlighted with a red arrow. Below the buttons, there is a table with the following columns: 'REFERENCE NUMBER', 'DAMAGE TYPE', 'EQUIPMENT NUMBER', 'EQUIPMENT TYPE', and 'STATUS'. The table is empty, and the text 'No data available in table' is displayed. Below the table, there is a button labeled 'New Damage'.

Select the meter

The screenshot shows a web interface for 'Report Equipment Damage'. The form has the following fields and buttons:

- Permit Id ***: Text input field with value 'FHUPR367'.
- Tracking Number**: Text input field with value '20-651109'.
- Search**: Button.
- Equipment Number ***: Dropdown menu with the text 'Select Equipment Number' and a downward arrow. A red arrow points to this dropdown.
- Image**: Text input field with value 'Select Equipment Number'.
- Damage Type ***: Dropdown menu with the text 'Select Damage Type' and a downward arrow.
- Upload**: Button.
- Review**: Button.
- Damage Report**: Button.

At the bottom of the form, there is a table with the following columns: 'Equipment Number', 'Equipment Type', 'Equipment Field Status', 'Damage Type', 'Damage Report Date', 'Damage Status', and 'Comments'.

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
------------------	----------------	------------------------	-------------	---------------

Select Damage Type

- Select Damage Type
- Backflow Preventer
- BP Relief Vent
- BP Test Cock
- Meter Housing
- Strainer
- Meter Dial
- Meter Handle
- Stand
- Valve
- Fitting/Adapter

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.