



STANDARD CONSTRUCTION OPERATING PROCEDURE

**NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION**
Division of Infrastructure
Bureau of Construction

SUBJECT: WATER MAIN FIELD CARDS

SCOP..... : 06 -005W

CATEGORY..: CONSTRUCTION
Subcategory : Water Mains

Keywords : Water Mains,
Field Cards, As-Builts

Supersedes..... : N/A
Supplements..... : N/A
Sheet..... : 1 of 1

APPROVED:

ORIGINAL SIGNED BY

Assistant Commissioner - Richard Zetterlund, P.E.

Issue Date..... : June 26, 2006

Transmitting accurate Field Cards in a timely manner to the appropriate DEP personnel upon installation of water mains is critical to DEP's operation of the water supply system. Field Cards are to be prepared in accordance with the *DDC Manual for the Inspection and Distribution Water Main Installation - Field Card Preparation*.

Field Cards are to be prepared upon the completion of water main installation on every block. Field Cards are to be submitted to DEP within one month of the completion of each distinct location on multiple location projects, one month after completion of each project phase, or one month following substantial completion, whichever is earlier. When a project is shut down for an extended period of time, then Field Cards for the completed portion are to be submitted within a month of the project shut down.

Attached is a transmittal letter to be used for the submission of the Field Cards to the appropriate DEP personnel. The Resident Engineer (RE) will submit copies of the Field Cards to the Borough's Reviewer, designated by the Borough Director, through the Engineer-In-Charge. The Borough's Reviewer will review the Field Cards to insure completeness, accuracy, correct format, etc., and return the copies promptly to the RE with comments and correction marked in red. After all comments and corrections are addressed, the RE is to make three copies of the field cards and distribute them as follows, the original to DEP, the first copy to the Construction Support Unit (CSU), the second copy to the Borough Reviewer and the third copy for the project records.

Attachment: Sample Field Card Transmission Sheet



DAVID J. BURNEY, AIA
Commissioner

ERIC C. MACFARLANE, P.E.
Deputy Commissioner
Infrastructure

RICHARD W. ZETTERLUND, P.E.
Assistant Commissioner
Infrastructure
Brooklyn/Staten Island
Construction Support Unit

(DATE)

(NAME)

Central Mapping and Records Unit Chief
NYC Dept Of Environmental Protection
59-17 Junction Blvd., 12th Floor
Corona, NY 11368

RE: FMS (CAPIS) ID:
JOB DESCRIP:
Contract Reg #:
Contractor:
Water Main Field Cards

Dear (NAME):

Enclosed please find the *(Number in Total)* field cards, for the water mains constructed under the subject contract at the following location(s):

(ENTER STREET NAME(S) AND LIMITS)

If you have any questions or comments regarding the enclosed cards, please contact *(NAME)*, the Resident Engineer at *(PHONE)* or the Engineer-in-Charge at *(PHONE)*.

Sincerely,

(NAME)
Engineer-in-Charge

Received By: _____
Name Signature Date

Cc: Borough Reviewer, Resident Engineer, Construction Support, Borough File
All with Attachments

DDC99-1-326