APPENDIX E
ECTA ADMINISTRATIVE PROCEDURES

MATERIALS SUBMITTAL FORMS

- Materials Submittal Cover* – Required with every shop drawing or material submittal

Required Checklists will vary based on the specific type of project:

- Water Main Materials Submittal Checklist*
- Water Lateral Materials Submittal Checklist*
- Water Service Line Materials Submittal Checklist*
- Sanitary Sewer Main Materials Submittal Checklist*
- Sanitary Sewer Lateral Materials Submittal Checklist*
- Sanitary Sewer Service Line Materials Submittal Checklist*

* These above forms can be found on the following pages or fillable electronic versions are on our website at www.eastcocalicotownshipauthority.com.

EAST COCALICO WATER & SEWER TOWNSHIP AUTHORITY

102 Hill Road, Denver, PA 17517
Phone: (717) 336-1731
Email: water@ecocalicotwpauth.com
www.eastcocalicotownshipauthority.com

MATERIALS SUBMITTAL COVER

** A submittal cover must be included with every shop drawing or material submittal. **
Include additional pages as needed.

Project Name: _____

Project Location: _____

Project Contact: _____

Supplier Name/Contact: _____

WE ARE SUBMITTING:
[Check applicable box(es) & include corresponding submittal checklist(s)]

- ☐ Water Main
- ☐ Water Lateral
- ☐ Water Service Line
- ☐ Sanitary Sewer Main
- ☐ Sanitary Sewer Lateral
- ☐ Sanitary Sewer Service Line

DESCRIPTION OF SUBMITTALS (e.g., Pipe & Fittings for Water Service Line):

Shop Drawing	No.	Description

TRANSMITTAL TYPE:
[Check One]

- ☐ Initial
- ☐ Resubmittal
- ☐ Change Request

Name: _____
Date: _____

ENGINEERING REVIEW:

WATER MAIN
MATERIALS SUBMITTAL CHECKLIST

Water Main – The principal supply pipe or line which conveys water for public use (typically in the street)

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Main Construction Information

Length (Linear Feet): _____

Size (Diameter): _____

Water Main Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe:			☐
Joints:			☐
Fittings:			☐
Valves:			☐
Fire Hydrants:			☐
Casing Pipe (if applicable):			☐
Air Release Valves:			☐

WATER LATERAL
MATERIALS SUBMITTAL CHECKLIST

Water Lateral – From the water main to the edge of the public right-of-way

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Lateral Construction Information

No. of Proposed Laterals: _____

Size (Diameter): _____

Water Lateral Construction Materials

	Type/Material	Manufacturer	Submittal
Saddle or Tapping Sleeve:			☐
Corp Stop:			☐
Pipe:			☐
Joints:			☐
Fittings:			☐
Valves:			☐
Curb Stop*:			☐
Curb Box*:			☐

* The curb stop and curb box are required for construction of a lateral. After project completion and dedication, the curb stop and curb box become the responsibility of the property owner as part of the privately-owned service line.

WATER SERVICE LINE
MATERIALS SUBMITTAL CHECKLIST

Water Service Line – From the edge of the public
right-of-way to the proposed dwelling/building to be served

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Water Service Line Construction Information

No. of Proposed Service Lines: _____

Size (Diameter): _____

Water Service Line Construction Materials
(Specify Domestic & Fire Service Lines)

	Type/Material	Manufacturer	Submittal
Meter Pit:			☐
Backflow Preventer:			☐
Meter (1½" or Larger):			☐
Pipe:			☐
Detectable Warning Tape:			☐
Fittings:			☐
Valves:			☐
Protective Sleeve:			☐
Pressure Regulating Valve:			☐
Booster Pump:			☐

SANITARY SEWER MAIN MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Main – The principal pipe or line used for collection and conveyance of sanitary sewage and/or industrial waste (typically in the street)

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Main Construction Information

Length (Linear Feet): _____

Size (Diameter): _____

Sanitary Sewer Main Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe (Gravity/Force):			☐
Joints:			☐
Fittings:			☐
Valves/Valve Box:			☐
Casing Pipe:			☐
Manholes:			☐
Manhole Frames:			☐
Manhole Covers:			☐
Manhole Inserts:			☐

SANITARY SEWER LATERAL MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Lateral – From the sanitary sewer main to the edge of the public right-of-way

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Lateral Construction Information

No. of Proposed Laterals: _____

Size (Diameter): _____

Sanitary Sewer Lateral Construction Materials

	Type/Material	Manufacturer	Submittal
Wyes/Tee/Saddle:			☐
Pipe (Gravity/Low Pressure):			☐
Joints:			☐
Fittings:			☐
Cleanouts*:			☐
Casing Pipe:			☐
Valves:			☐
Detectable Warning Tape:			☐
Grinder Pump Calcs (For Sizing):			☐

* 6" cleanout with test tee is required for construction of a lateral. After project completion and dedication, the cleanout becomes the responsibility of the property owner as part of the privately-owned service line.

SANITARY SEWER SERVICE LINE MATERIALS SUBMITTAL CHECKLIST

Sanitary Sewer Service Line – From the edge of the public right-of-way to the proposed dwelling/building to be served

Project Name: _____

Project Location: _____

Supplier Name/Contact: _____

Sanitary Sewer Service Line Construction Information

No. of Proposed Service Lines: _____

Size (Diameter): _____

Sanitary Sewer Service Line Construction Materials

	Type/Material	Manufacturer	Submittal
Pipe (Gravity/Low Pressure):			☐
Joints:			☐
Fittings:			☐
Cleanouts:			☐
Casing Pipe:			☐
Grinder Pump & Pit:			☐