



Village of Greenport Building Department

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www.villageofgreenport.org

FORM-ST1

Village of Greenport Sewer Tapping

General:

The Village of Greenport requires that all sewer pipe taps use tapping saddles or sleeves. When the tap is done between 22.5° and 45° from the spring line a Romac CB Sewer Saddle or equal is to be used. When the tap is done vertically, a Romac SST tapping sleeve or equal is to be used. The tapping saddle/sleeve should be designed for tapping sewer pipes. The saddle/sleeve must support the pipe about its entire circumference. The saddle/sleeve must not have any serrations that may damage the pipe. The saddle/sleeve must not have any distorted bearing points after tightening.

Equipment:

Manufacturer-approved tapping lubricant.

Tapping Sleeve/Saddle.

Hole saw.

Power Drill.

Sabre Saw.

Torque wrench & sockets.

Procedure:

1. CALL FOR MARKOUTS **PRIOR TO ANY DIGGING/EXCAVATION.**
2. Verify the tap will be in an appropriate location. A tap must be at least 24 inches from the end of the pipe, at least 36 inches from other taps axially (along the length of the pipe).
Multiple taps on opposite sides of the pipe must be staggered at a minimum of 18 inches apart.
3. Check the diameter of the main and branch pipe to make sure you are using the correct size saddle gasket. Also check the gasket to make sure it is the size needed.
4. Make sure no foreign materials lodge between the saddle gasket and the pipe.
5. Place the saddle in position on the pipe and mark a guideline for the hole cut-in, using the saddle hole as a template. Remove the saddle from the pipe.
6. Using the hole guide mark, cut the hole through the pipe using a sabre saw or power drill designed for pipe material with a hole saw. The hole should be no larger than the inside diameter of the saddle gasket.
7. Place lubricant around the hole and place saddle into position. Secure with straps, nuts and bolts.
8. Tighten nuts evenly, alternating between them until the appropriate torque is reached. Over tightening can deform the PVC and is to be avoided.
9. Heat the area if the saddle gasket is below 45°F.
10. Bevel exposed edges of the main line to reduce the chance of sewer hanging up on rough edges.