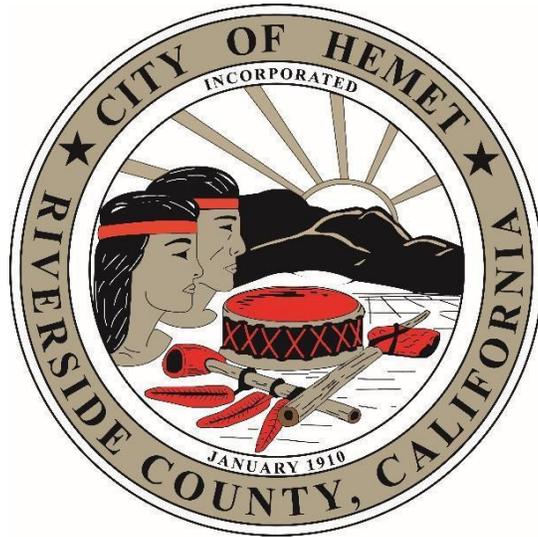


# CITY OF HEMET



## BEST MANAGEMENT PRACTICES FOR BACKFLOW PREVENTION ASSEMBLY TESTERS

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## **BEST MANAGEMENT PRACTICES FOR BACKFLOW PREVENTION ASSEMBLY TESTERS**

### **A. PURPOSE**

The Best Management Practices for Backflow Prevention Assembly Testers (BMPs) are the standards that backflow prevention assembly testers (Testers) on the City of Hemet Backflow Prevention Assembly Tester List will be held to when testing, maintaining and repairing backflow prevention assemblies (BPAs) in the City of Hemet's service area. Each Tester is required to sign and understand the City of Hemet's BMP's and Backflow Ordinance and follow the requirements, standards, and programs of the City of Hemet.

### **B. INTENT**

The intent is to ensure consistent standards and overall effectiveness of the City of Hemet's Cross-Connection and Backflow Program. State and local regulations shall be adhered to.

### **C. SUMMARY**

When a request is made to test, repair, replace, or maintain BPAs, a qualified Tester will have the following responsibilities:

1. The Tester will be responsible for performing accurate field tests, repairing BPAs, and providing reports of such tests, repairs, or replacements to the consumer and City, in addition to all State and local authorities that apply.
2. The Tester shall be equipped with and be capable of using all necessary equipment such as tools, gauges, and accessories necessary to properly test, repair, maintain or replace BPAs. All necessary equipment shall be properly maintained, calibrated, and certified where required (See Section E. Equipment Requirements).
3. The Tester shall only install the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (USC FCCC) approved BPAs or replacement parts.

### **D. CERTIFICATION REQUIREMENTS**

1. Only Riverside County Certified Testers listed on the City of Hemet's List are authorized to test BPAs within the city's service area.
2. If a Tester is removed from the Riverside County Department of Environmental Health BPA Tester certification list, the tester will be immediately removed from the city's List.

3. A copy of the current Riverside County Department of Environmental Health BPA Tester certification is required every three (3) years upon renewal.
4. Testers are required to submit documentation of their Riverside County Department of Environmental Health BPA Tester certification to remain on the city's List.
5. If a copy of the current Tester's certification is not received by the expiration date, the Tester will be removed from the city's List.
6. If a tester does not test within the city for a minimum of one year, the tester risks being removed from the city's public list. A tester who is dropped from the list can request to be added back by contacting the Cross-Connection Control Coordinator.

#### **E. EQUIPMENT REQUIREMENTS**

1. The Tester is required to calibrate their field test gauge(s) at least annually and to re-calibrate whenever a gauge is inaccurate by more than +/- 0.2 PSID.
2. Test gauge calibration must be verified against a reference source that is traceable to the National Institute of Standards and Technology ("NIST")
3. The Tester must retain the proof of their test gauge calibration and make it available to the City's Cross-Connection Control Coordinator upon request within forty-eight (48) hours.
4. The City reserves the right to require a copy of a test gauge calibration certificate during quality check proceedings and at any time deemed reasonable to the City.
5. Testers are required to keep test gauge(s) calibrated and in good repair to remain on the City's List.

#### **F. TESTERS REQUIREMENTS**

1. Only Testers listed on the City's List are authorized to test BPAs within the city's service area.
2. Only current Riverside County certified Testers are eligible to be listed on the city's List.
3. Testers must sign the BMP's checklist acknowledging adherence to the BMPs and the City of Hemet Backflow Ordinance.
4. Any BPA test report forms received from a Tester who has not signed the city's BPA checklist is not on the city's list, or has been removed from the city's List, will be considered invalid and returned to the customer.

## G. ADMINISTRATIVE PROCEDURES

1. Only city employees and city-approved contractors are authorized to operate any valve that is upstream of the street side of the water meter. The Tester can operate any valve on the customer's side only with the owner's permission. If it is necessary to operate any city valves to make a BPA repair or replacement, the Tester must contact the City of Hemet's Water Division to schedule a street valve turn on/off, at least one (1) week in advance, with the requested date, start time, estimated duration of the job, and scope of work.
2. If the water meter is locked off, it is the Tester's responsibility to schedule the unlocking of the water meter with the City of Hemet's Water Division at least one (1) business day in advance.
3. Only the City of Hemet BPA Test Maintenance Report Form will be accepted.
4. If the city Form is missing information and/or if the writing is not legible, the city Form will be returned to the Tester for proper completion.
5. All BPA test information must be recorded clearly and legibly on the city's BPA Test Maintenance Report Form.
6. The city BPA Test Maintenance Report Form may be submitted via e-mail instead of mailing or dropping off the original form. Forms can be emailed to [cohh2obackflow@hemetca.gov](mailto:cohh2obackflow@hemetca.gov). No BPAs shall be tested after the FINAL due date without the authorization of the City's Cross-Connection Control Division.
7. **Do not cross out information on the City of Hemet Form.**
8. Changes to customer name, address, or account information must be made by the CUSTOMER, through Utility Billing. The City's Cross-Connection Control Division cannot make these types of changes.
9. A copy of the Backflow Device Test report must be provided to the owner/customer.
10. If the Tester is contacted by the City's Backflow Program to request additional information regarding an account, or request a backflow device test report be corrected and resubmitted, follow-up is expected within a **maximum** of 2 business days.

## H. TESTING AND REPAIR PROCEDURES

1. BPA's must be tested and the city's form received by the city by the due date listed on the BPA city form. If the Tester is not able to submit the city forms on or before the due date, or if repairs are needed, the Tester must request a time extension from the City's Cross-Connection Control Division. Extensions are given at the sole and absolute discretion of the City's Cross Control and Backflow Program.

2. All BPAs must be tested in accordance with the procedures outlined in the latest edition of the USC FCCC Manual of Cross-Connection Control.
3. All information on the City's Form must be verified to the actual BPA and water meter. (Remember to Notify, Identify, Inspect, and Observe; as required by USC FCCC test procedures).
4. BPA testing is required annually or more frequently if deemed necessary by the city. Certification testing is required immediately after a BPA has been relocated, replaced, or repaired per the City of Hemet Backflow Ordinance, when a BPA is found off at the #1 shut off valve (SOV) upon arrival of the Tester, the BPA must be left off at the #2 SOV, only if the test passes.
5. The city is not responsible for any work performed by the Tester.
6. Only lubricating and sealing substances receiving NSF 61 approval for use on potable water systems shall be used.
7. Only city forms will be accepted. The city form can be found on the city's website.
8. The Backflow Tester is responsible to work safely and follow all appropriate safety procedures including, but not limited to: traffic control and confined space entry precautions.

#### **I. ASSEMBLY INSTALLATION REQUIREMENTS**

1. The backflow tester is responsible for following proper installation procedures for new or replacement BPAs per the California Code of Regulations, Title 17, USCFCC approval, City standard drawings, and Plumbing Code.
2. The Tester should contact the City Cross-Connection Control Division if there are any questions about whether the BPA meets the degree of hazard protection required.
3. If the Tester finds an incorrect installation, the Tester shall notify the City Cross-Connection Control Division.
4. BPA sizing needs to meet the requirements outlined in the City of Hemet Standards and Plumbing Code
5. BPA installations for the supply of domestic water shall comply with the California Lead-Free Law.
6. BPAs shall be located within one foot twelve inches (12") of the water meter unless a variance is obtained from the City's Cross-Connection Control Division before installation.
7. No outlets, tees, or connections shall be allowed between the meter and the BPAs.
8. BPAs shall maintain a vertical clearance of twelve inches (12") (minimum) to thirty-six inches (36") (maximum) from the lowest point of the BPA to the finished grade. Lateral clearances from the BPA shall also be at least twelve inches (12") and at least twenty-four inches (24") on the test cock side per City Standards.

9. BPA installations must allow adequate drainage and access to the BPA for testing and maintenance.
10. Parallel installations of BPAs are strongly recommended for all facilities requiring uninterrupted water supply, such as hospitals and schools.
11. Freeze protection is recommended; however, the relief valve must be able to vent freely and test cock openings shall remain exposed.
12. Theft prevention devices are strongly recommended for bronze BPAs; however, the BPAs must allow adequate drainage and access to the BPA for testing and maintenance.
13. BPAs shall not be installed below grades such as vaults and basements.

#### **J. CONDUCT REQUIREMENTS**

1. **The Tester is not authorized to enforce the City's Cross-Connection Control Program. Enforcement lies solely with the City of Hemet. The Tester is responsible to report to the City any actual or suspected conditions that may pose a risk to public health.**
2. Testers on the City's List are expected to perform their work in a professional manner. Failure to work in a professional manner or receipt of continuing customer complaints may result in an administrative hearing and notification sent to the Riverside County Department of Environmental Health.
3. The Tester must never knowingly falsify the results of a BPA test or the condition of a BPA. Any Tester found to have deliberately reported false information to the city will be subject to removal from the City's List and notification to the Riverside County Department of Environmental Health.

Examples of falsifying include, but are not limited to:

- Signing BPA test reports for tests not performed by the individual signing the report.
- Submitting BPA test reports on BPAs that were not tested (falsification of test reports).
- Making unneeded repairs or replacements.
- Testing without current Riverside County Health Department BPA Tester certification.
- Testing with equipment not authorized by the Riverside County Health Department or with test equipment without a current calibration date.

#### **K. ENFORCEMENT PROCEDURE**

1. If a Tester does not submit a copy of his/her current certification by the expiration date, the Tester will be removed from the City's List.
2. If the Riverside County Department of Environmental Health removes a Tester from the County

Tester list, the Tester will be immediately removed from the City's List and will not be permitted to test, repair, or maintain BPAs within the City's service area, until the Tester has been recertified by the County and reinstated by the city. To be reinstated on City List, a Tester must re-sign the BMP's checklist and acknowledgment and submit new certifications

3. Failure to comply with City's Backflow Ordinance or City's BMPs will result in disciplinary action by the city, per the procedures outlined in these BMPs.
4. A Tester found to violate the City's Backflow Ordinance or the BMPs, will be subject to enforcement action. Violations will be investigated and recorded in the Tester's file. The Tester's actions will be taken into consideration based on the seriousness of the violation's impact on public health.
  - a. All violations or repeated violations will be recorded in the Tester's file and the Tester will be made aware that recurrence of the violation or any new violations will make a Tester subject to removal from the City's List.
  - b. If a Tester is removed from the District List for any reason, the initial suspension period will be for a minimum of six (6) months. To be reinstated to the City List, the Tester must re-sign the BMP's checklist and acknowledgment and submit new certifications. Any Tester suspended more than once may be subject to permanent removal from the City's List.

#### **L. QUALITY CONTROL PROCEDURES**

1. The City of Hemet may perform a quality check to verify the results of any City of Hemet Form submitted to the City of Hemet. If the findings of the City of Hemet are inconsistent with the Tester's data, the Tester will be asked to retest the device with a representative from the City of Hemet's Cross-Connection Control Division present. The Tester will perform the test per USC FCCC approved test procedures and section H of this document.
2. A quality check that includes inspection and/or retesting will be conducted within a reasonable time of the initial inspection or BPA test as determined by the City of Hemet.
3. Any re-inspection or retest that finds improper testing, repairs, and/or reporting may result in the removal of the Tester from the City of Hemet's List and notification sent to the Riverside County Department of Environmental Health, after an administrative hearing per section J of this document.

## BACKFLOW PREVENTION ASSEMBLY TESTER CHECKLIST

- The backflow tester is responsible for following proper installation procedures for **new or replacement** BPAs per California Code of Regulations, Title 17, USCFCC approval, District Administrative Code, City of Hemet standard drawings, and Plumbing Code.
- Backflow Testers must maintain their Riverside County Backflow Tester Certification and test kit calibration. It is the Backflow Tester's responsibility to provide the Cross-Connection Control Coordinator with proof of certification upon expiration, to remain on the City of Hemet's Tester List.
- If the Riverside County Department of Environmental Health removes a tester from the County Tester list, that tester will immediately be removed from the City Tester list.
- The Backflow Tester may be subject to an audit to maintain the integrity of the Cross Connection Control Program. Any tester refusing to perform testing in the presence of a District auditor will be subject to removal from the city's Tester List.
- If for any reason a Tester is removed from the City's Tester List, such Tester will be required to repeat the orientation process before being allowed back on the city's tester list.
- All backflow assemblies must be tested in accordance with the procedures outlined in the USC FCCC Manual of Cross-Connection Control (latest edition).
- Only the City of Hemet BPA Test Maintenance Report Form will be accepted.
- At the time of the test**, all information must be filled out clearly and legibly on the City BPA Test Maintenance Report Form, including customer and tester signatures, meter read, correct installation, and ALL appropriate pressure values.
- All information on the backflow test report must be verified to the actual backflow assembly and water meter. (Remember to properly Notify, Identify, Inspect, and Observe).
- When needed, the Backflow Tester is responsible to schedule the unlocking of water services with the Cross-Connection Control and Backflow Program at least 1 business day in advance.
- If a shutdown is needed and the shut-off valve is located in the street, a **minimum** of one week's notice is required to schedule the shutdown with the City of Hemet. The City of Hemet will need the planned date for the shutdown, start time, duration, and scope of work.
- No backflow assembly shall be tested after the FINAL due date without prior authorization of the Cross-Connection Control and Backflow program.

- All test reports, **including failed tests**, must be submitted by mail, email, or dropped off in-person to the Cross-Connection Control and Backflow Program at 3777 Industrial Ave, Hemet, CA 92545 within 10 days of the test but, no later than the FINAL due date without prior authorization (Faxed test reports will not be accepted).
- Do not cross out any information on the test report. Changes and corrections of test report information must be placed in the proper fields or the comments section of the test report.
- Changes to customer name, address, or account information must be made by the CUSTOMER through the Utility Billing. The Cross-Connection Control and Backflow program cannot make these types of changes.
- Changes to the mailing address for **backflow notifications only** must be made by the CUSTOMER to the Cross-Connection Control and Backflow Program.
- If the Tester is contacted by the city's Backflow to request additional information regarding an account, or request a backflow device test report be corrected and resubmitted, follow-up is expected within a **maximum** of 2 business days
- When a backflow device to be tested is found off at the #1 SOV upon arrival, if the test passes, the backflow must be left off at the #2 SOV only.
- The Backflow Tester is not authorized to enforce the City's Cross Connection Control Program, enforcement lies solely with the city. The Backflow Tester is responsible to report to the City any actual or suspected conditions that may pose a risk to public health.
- The Backflow Tester must never knowingly falsify the results of a backflow test or the condition of a backflow assembly. Any tester found to have deliberately reported false information to the city will be subject to removal from the City's Tester List and referral to the Riverside County Department of Environmental Health.
- I have read and understood The City of Hemet's Backflow Ordinance and BMP's

**Name of Tester**

Print: \_\_\_\_\_

Tester Number: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

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