



Instructions for Completing City of Tallahassee

Backflow Prevention Assembly Test & Maintenance Report

Cross-Connection: 850-891-1248

All fields must be completed in accordance with the following instructions in order for test to be accepted. Please contact Cross-Connection with any questions.

Please note that NO faxes will be accepted. Original tests shall be delivered to the office of Cross-Connection Control 4505-A Springhill Rd. Tallahassee, FL 32305

Before a Certificate of Occupancy is given the test must be received and approved

1. Assembly/Tag Number

- a. **If Existing?:** A backflow device assembly number will be located on the tag which will be attached to the backflow device
 - i. Example: (94-02-006-RP; 94-02-006-DC; 94-02-006-DDCA; 94-02-006-DDCB; 94-02-006-PVB; 003406; [05000; 94-02-006-DDCA – tag’s current number must include all letters and digits, including zeroes])
- b. **If New?:** Please write in the word “New”
- c. **If Missing?:** If backflow assembly number cannot be located, please write in the word “Missing”

2. Water Meter Number

- a. The number is located on the water meter, this number **shall be verified** by the tester for each backflow device test performed.

3. COT Permit Number (Required If This Is A New/Replaced Installation)

- a. For all new/replaced backflow assemblies a number is assigned by Growth Management.

4. Inlet Pressure

- a. Acquired by tester from number 1 or 2 test cock

5. Customer

- a. Owner/Tenant/Property Manager

6. Street Address (Premises)

- a. Physical address assigned to the water meter for this backflow assembly

7. Mailing Address

- a. This is the address of the customer/responsible parties who obtained the backflow assembly test

8. Location of Assembly

- a. Description of the physical location of the backflow assembly device being tested
(Example: NW Corner, Middle of Yard, In Room/Closet)

9. Device

- a. Is it Existing, New, or Replaced?

10. Point of Use

- a. To the best of your knowledge, is this device for Domestic, Fire, or Irrigation uses?

11. Type of Assembly

- a. RP; DC; DCDA circle (main or bypass); PVB; RPDA circle (main or bypass)

12. Size

- a. Located on backflow device

13. Manufacturer

- a. Located on backflow device

14. Model

- a. Located on backflow device

15. Serial Number

- a. Located on backflow device

16. Installed To Specs?

- a. Has the device been installed in accordance with the construction standards of the City of Tallahassee Cross-Connection Manual? [Yes or No]

17. Riser Material/ Clearance (Inches)

- a. What type of pipe material is the device installed with/on
 - i. (Example: Copper, Galvanized, Ductile Iron)
- b. Distance from the lowest point of the backflow assembly to the final grade

18. ---Placed Here Will Be A Matrix Of Test Results---

- a. All corresponding fields **MUST** be filled-out

19. Comments

- a. Any comments regarding variances, or to explain details regarding the test or the condition of the backflow assembly and surroundings
 - i. Example: “observed leaks”, “device is turned-off”, etc.

Certification Statement

- b. Read and understand the certification statement prior to completing remainder of the form

20. Tester (Signature)

- a. **Print** and **Sign** the name of the tester

21. Certification Number

- a. This is your assigned Backflow Prevention Tester certificate number

22. Date

- a. Date the test was **performed**

23. Time

- a. Time of day when test was performed

24. Tester Telephone Number

- a. Working and up-to-date telephone number of the **tester**

25. Tester Email

- a. Working and up-to-date email address of the **tester**; this is **optional** (*)

26. Repaired By:

- a. Name of company who performed any repairs, if known

27. Gauge Serial #

- a. Serial Number printed on testing gauge

28. Calibration Date

- a. Date of most recent calibration of testing device

29. Assembly Installed By:

- a. Name of company who installed device, if known

30. Phone Number

- a. Phone # of the installer, if known

31. This Assembly: Passed? Failed?

- a. The form must be checked either “passed” or “failed”