



WEIRS

Water Environmental Integrated Recordkeeping System Reference Guide

Water Protection/Cross Connection Control



Modified 6/13/2023

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Note: Examples in this reference document use test data and are for educational purposes only.



What is WEIRS?

- WEIRS is a web-based computer system that allows Austin Water to manage several water-related processes, including the various aspects of the Water Protection Program.

What is available in WEIRS as a Technician?

- With a Technician log-in for WEIRS, among other activities, you will be able to:
 - Add test results for Backflow Prevention Assembly, Private Fire Hydrant and Auxiliary/Alternate Water Site Cross Connection Tests.
 - Run various Reports, including for Approved Assembly Models and Overdue Assemblies.
 - View your own information (contact info, licenses, gauges, etc.) on file with the Austin Water Special Services Division.

How do I access WEIRS?

- WEIRS can be accessed on the internet at:

<https://weirstech.austintexas.gov/>

Note: WEIRS works best using Google Chrome or Microsoft Edge.

WEIRS

Customer Login Employee Login Technician Login Austin Water Home

Technician Login

Water Environmental Integrated Recordkeeping System

You must login with your Technician ID and Password to access WEIRS.

Technician ID Submit

Password Forgot Password?

For further information or inquires visit the Austin Water Special Services Division.

Login to and Logout of WEIRS

Login: On the WEIRS log-in screen, enter the Technician ID and Password assigned to you by the Water Protection Specialist that created your account and select “Submit”.

(<https://weirstech.austintexas.gov/>)

Note: Your Technician ID is generally your last name then first letter of your first name (ex. Bob Smith – SmithB). If you need assistance with your Technician ID, please contact the Water Protection staff.

WEIRS [Customer Login](#) [Employee Login](#) [Technician Login](#) [Austin Water Home](#)

Technician Login

Water Environmental Integrated Recordkeeping System

You must login with your Technician ID and Password to access WEIRS.

Technician ID

Password [Forgot Password?](#)

For further information or inquires visit the [Austin Water Special Services Division](#).

WEIRS **Main** Search Help

Customer Name Search Go

Home

Assembly Actions

Hydrant Actions

Reports

Logout

Color Scheme Default

[Account Info](#)

[Change Password](#)

Logout: When in WEIRS, from the “Main” drop-down menu in the upper left, select “Logout”.

Forgot Password & Reset Password

Forgot Password:

1. On the WEIRS log-in screen, click the “Forgot Password?” link.

2. Enter your Technician ID and Email Address used to sign-up for your WEIRS account, then click “Submit”.

Change Password:

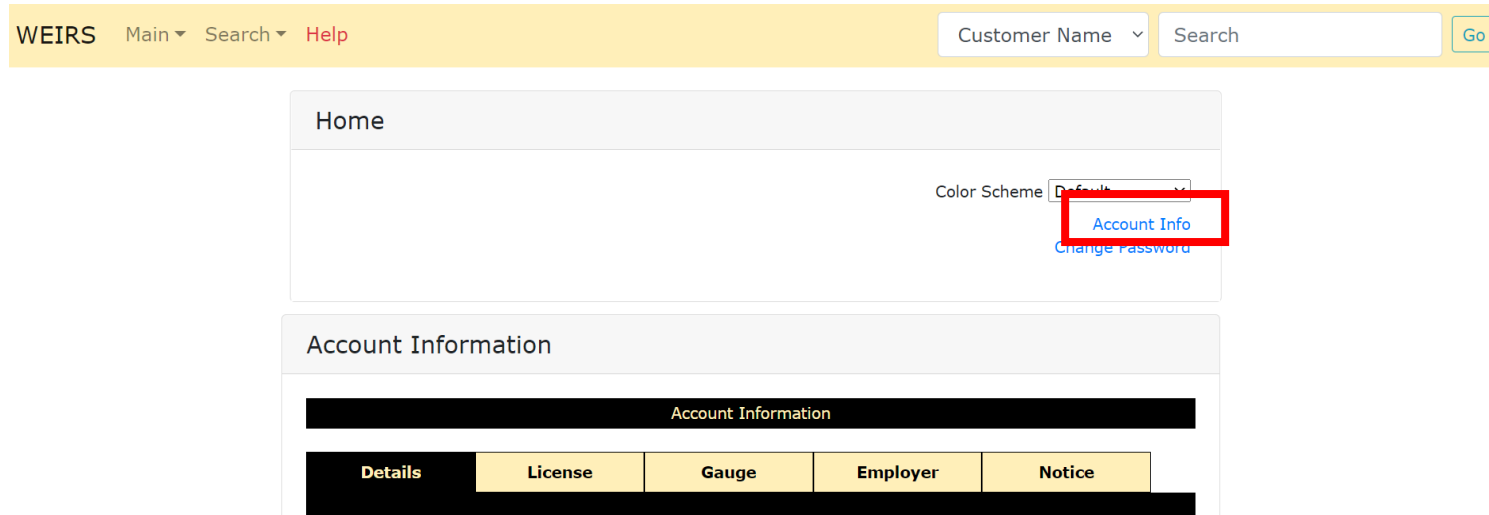
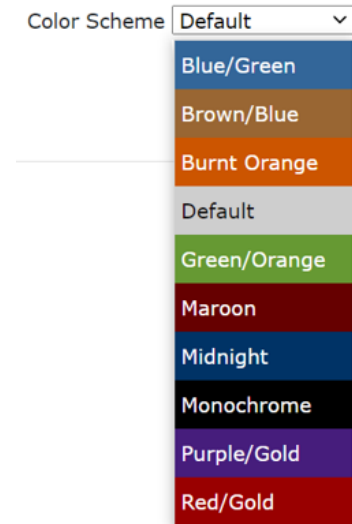
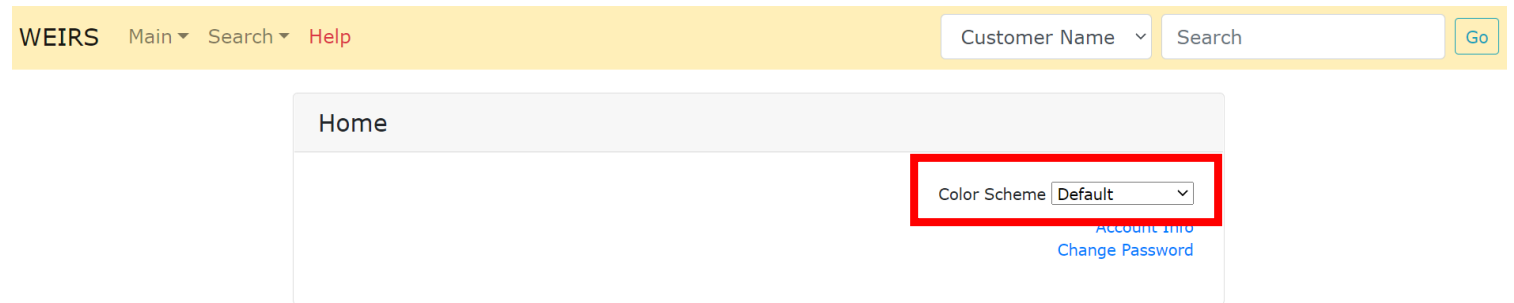
1. On the WEIRS home screen, click the “Change Password” link.

2. Enter your Current Password once and New Password twice, then click “Submit”.

Change Color Scheme & View Account Info

Optional: If you would like to change the color scheme of WEIRS, on the Home screen, click the drop-down menu to the right of “Color Scheme” and select your preferred choice. This color scheme will carryover to future log-ins.

Recommended: View details of your Technician account (contact info, licenses, gauges, employer, etc.). From the WEIRS Home screen, select “Account Info”.



Account Info “Details” Tab

The “Details” tab displays your main account information including WEIRS specific information (user type, username, etc.) as well as more general information such as your email address and mailing address.

Account Information

Account Information

Details	License	Gauge	Employer	Notice
---------	---------	-------	----------	--------

Name

Type

Setting / Requirement

Identification

Identification Type

User Name

Email Address

System Access

Status

Num. Failed Logins

Password Expiration

Mailing Address

City

State

Zip

Phone

Alt Phone

Fax

Notes

Note: Should updates be needed, please contact the Water Protection staff. See page 41 for contact information.

Account Info “License” and “Gauge” Tabs

The “License” tab displays information related to your current license(s) that the Austin Water Special Services Division has on file.

After renewing an expired license, please update the Water Protection staff to ensure there is not a disruption in your WEIRS access.

Account Information

Account Information

Details License **Gauge** Employer Notice

Name COY, LIZ

Serial #	Model	Calibration Exp.	Reclaim
000056	WATTS TK-99E	May 31, 2022	
05110353	WILKINS TG-5	Mar 30, 2022	
06101608	APOLLO/CONBRACO 40-200-TK5U	May 9, 2022	
07102016	WILKINS TG-5	Aug 31, 2022	
09111428	MIDWEST 845-5	Aug 31, 2022	
138823	WATTS TK-99E	May 31, 2022	

Account Information

Account Information

Details License Gauge Employer Notice

Name COY, LIZ

Type Backflow Prevention Assembly Tester

License # ABC12345

Registration Date Oct 5, 2021

Effective Date Oct 31, 2018

Expiration Date Oct 31, 2023

Type Customer Service Inspector

License # TEST

Registration Date Oct 5, 2021

Effective Date Oct 31, 2018

Expiration Date Oct 31, 2022

The “Gauge” tab displays gauge(s) that are associated with you. This includes gauges owned by you or by your current employer(s).

Note: Should updates be needed, please contact the Water Protection staff. See page 41 for contact information.

Account Info “Employer” and “Notice” Tabs

The “Employer” tab displays your current employer(s).

Note: Should updates be needed, please contact the Water Protection staff. See page 41 for contact information.

Account Information

Account Information

Details	License	Gauge	Employer	Notice
---------	---------	-------	-----------------	--------

Name

Employer	Type	Employed
TEXAS STAR FIRE SYSTEMS, LLC	Primary	Oct 1, 2011

Account Information

Account Information

Details	License	Gauge	Employer	Notice
---------	---------	-------	----------	---------------

Name

The “Notice” tab can be disregarded.

WEIRS Reports

WEIRS has several pre-set reports that you may find beneficial. The Reports options include:

- ◆ Approved Assembly Models*
- ◆ Assembly Test History
- ◆ Auxiliary Test History
- ◆ Hazard List
- ◆ Hydrant Test History
- ◆ Notices
- ◆ Overdue Assemblies
- ◆ Overdue Auxiliary Water Sites
- ◆ Overdue Hydrants

The “Approved Assembly Models” report now includes the valid orientations for a particular model.

See example to the right.

Backflow Prevention Assembly Model Details

Backflow Prevention Assembly Model Details	
Manufacturer	WILKINS
Model	350
Size	1 inch
Type	DCVA
Orientation	<input type="radio"/> H <input type="radio"/> VU
Approval Date	Apr 21, 2006
Renewal Date	
Manual	9
Shutoffs	
Spare Parts Only	No
Lead Free	No
Meters	
Notes	

WEIRS Reports Cont'd.

WEIRS **Main** Search Help Customer Name Search Go

- Home
- Assembly Actions
- Hydrant Actions
- Reports**
- Logout

Color Scheme Default Account Info Change Password

WEIRS Main Search Help Customer Name Search Go

Reports

Select Report

Select a Report... Submit

Report - Assemblies with Next Test Past Due

Sort By Test Due Date Submit

Report - Assemblies with Next Test Past Due

Report Generated Oct 15, 2021 12:45 PM

Area Selected: All Areas Assemblies Listed: 14,683

Customer	Service Address	Site Type	Assembly	Assembly Location	Hazard	Test Due
POND SPRGS CH OF CHRIST	13300 POND SPRINGS RD 78729	[B]	78271 - 1 1/2" WATTS 007M2QT	WATER METER	CONTAINMENT AT SOURCE DUE TO PREMISES ISOLATION CODE	Oct 31, 2004
POND SPRGS CH OF CHRIST	13300 POND SPRINGS RD 78729	[B]	77634 - 1 1/2" WATTS 007M2QT	WATER METER	CONTAINMENT AT SOURCE DUE TO PREMISES ISOLATION CODE	Oct 31, 2004
FREP III SPRINGDALE SHOPPING CENTER LLC	7112 ED BLUESTEIN BLVD SVRD SB 78723	[B]	13407 - 3/4" WATTS 009QT	BACK ROOM BY SLOP SINK	CONTAINMENT AT SOURCE DUE TO PREMISES ISOLATION CODE	Aug 31, 2005

To access and run a report:

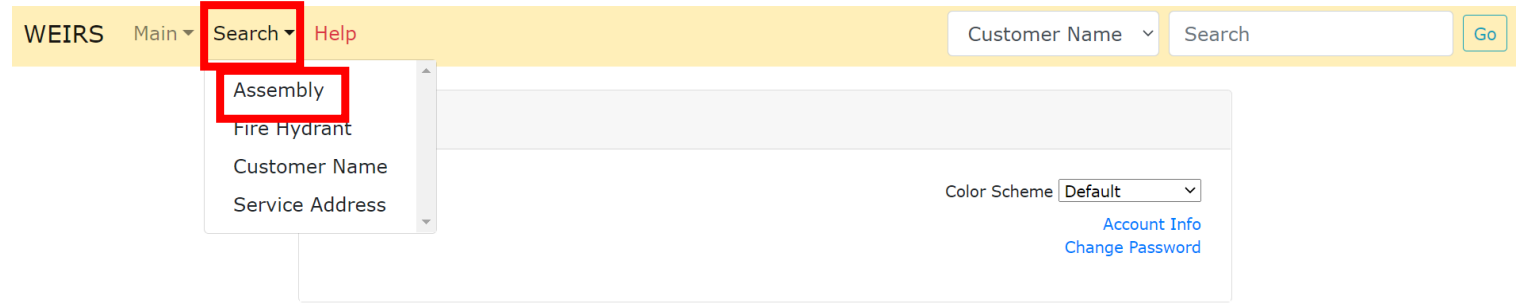
1. From the “Main” menu on the upper left of the WEIRS Home screen, select “Reports”.
2. On the Reports screen, select a report from the drop-down list, then click “Submit”.
3. A secondary screen will appear where you can select the search criteria for the specific report, then select “Submit”.

The results will appear on a separate pop-up window.



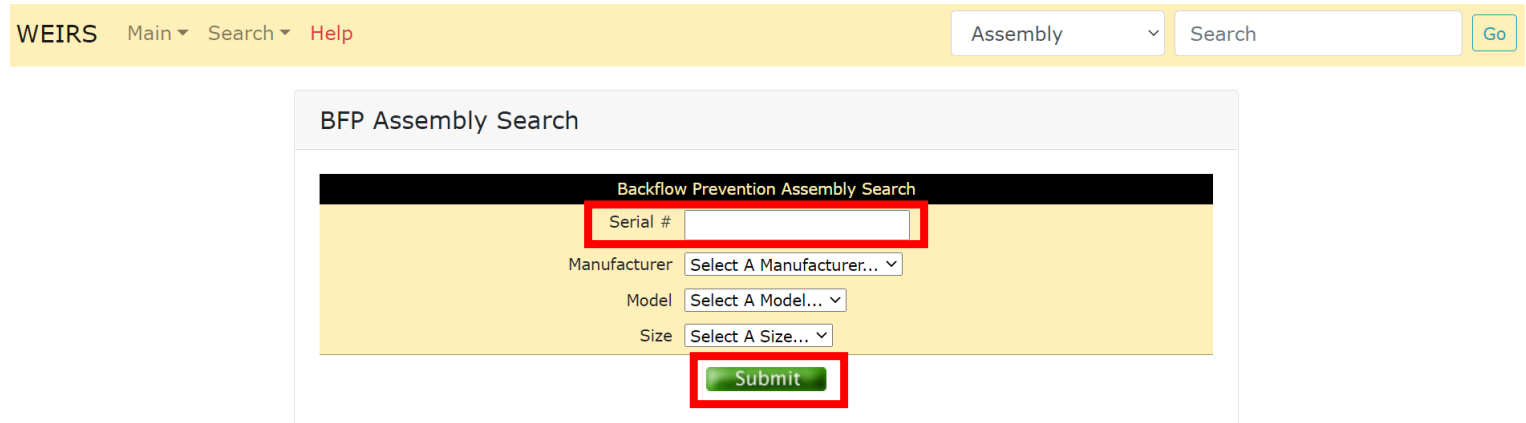
Basic “Assembly” Search Procedures

1. From the “Search” menu on the upper left of the WEIRS Home screen, select “Assembly”.



The screenshot shows the WEIRS Home screen. The navigation bar includes 'WEIRS', 'Main', 'Search', and 'Help'. The 'Search' menu is open, showing options: 'Assembly', 'Fire Hydrant', 'Customer Name', and 'Service Address'. The 'Assembly' option is highlighted with a red box. To the right, there is a search bar with 'Customer Name' selected and a 'Go' button. Below the search bar, there is a 'Color Scheme' dropdown set to 'Default' and links for 'Account Info' and 'Change Password'.

2. On the “BFP Assembly Search” enter the “Serial #” at a minimum. You can select a Manufacturer, Model and/or Size to narrow your search. Then, click “Submit”.



The screenshot shows the 'BFP Assembly Search' form. The form has a title bar 'Backflow Prevention Assembly Search'. Below the title bar, there is a 'Serial #' input field highlighted with a red box. Below the 'Serial #' field, there are three dropdown menus: 'Manufacturer' (Select A Manufacturer...), 'Model' (Select A Model...), and 'Size' (Select A Size...). At the bottom of the form, there is a green 'Submit' button highlighted with a red box. The navigation bar at the top shows 'WEIRS', 'Main', 'Search', and 'Help', with 'Assembly' selected in the search dropdown and a 'Go' button.

Note: It is not advisable to use the search feature in the upper right corner of the WEIRS screen for an “Assembly” as the results are less targeted than the method listed.

Basic Assembly Search Results

- “0 Matching Records Were Found”:

This means a new Assembly will need to be added to WEIRS.

BFP Assembly Search Results

Backflow Prevention Assembly Search Results

Serial Num	Model	Type
0 Matching Records Were Found.		

[New Assembly](#)

- 1 Assembly Found:

You will be taken to the “Manage Backflow Prevention Assembly” page for that Assembly. Verify the account information is correct and, if so, continue as needed.

Manage Backflow Prevention Assembly

Manage Backflow Prevention Assembly

Serial #	AF9066	T E
Model	1" FEBCO 805Y	
Type	DCVA	

- Multiple Assemblies Found:

Select the blue link of the correct Serial Number to get to the “Manage Backflow Prevention Assembly” page.

BFP Assembly Search Results

Backflow Prevention Assembly Search Results

Serial Num	Model	Type
00062F	1" APOLLO/CONBRACO 40-105-T2	DCVA
00187F	3/4" APOLLO/CONBRACO 40-104-T2	DCVA
01242F	1" APOLLO/CONBRACO 40-105-T2	DCVA
01261F	1" APOLLO/CONBRACO 40-105-T2	DCVA
02398F	3/4" FEBCO 850	DCVA
0418F04	8" AMES 2000-DCA	DCVA
0608F01	6" AMES 2000	DCVA
0615F41	8" AMES 2000SS	DCVA
0717F14	6" AMES 2000	DCVA
0717F14	6" AMES 2000-DCA	DCVA

Page 1 ~ 00062F... to 0717F14...

[New Assembly](#)

Note: If needed, click “New Assembly” to start the process of adding a new assembly to WEIRS.

“Manage Backflow Prevention Assembly” Page

The “Manage Backflow Prevention Assembly” page displays the current details about an assembly. From this screen:

- Tests may be entered for assemblies that are in service at an active site by clicking the black “T”.
- Assemblies may be removed from service or replaced by clicking the yellow “E”.
- Any assembly (in or out of service) may be relocated to an active site by clicking the yellow “E”.

Manage Backflow Prevention Assembly

Manage Backflow Prevention Assembly

Serial #	AF9066	T E
Model	1" FEBCO 805Y	
Type	DCVA	
Business / Site	BAKER, CHRIS	
Service Address	8611 APPALACHIAN DR 78759	
Status	In Service	
Location	WATER METER	
Hazard	IRRIGATION W/ CITY POTABLE WATER	
Hazard Level	Low	
Install Date	Jul 9, 1993	
Test Cycle	0 Months	
Notice Month	June	
Next Test Due		

Notes

Tests						
Test Date	Tester	Type	Results		Status	
			CK1	CK2		
Jul 9, 1993	UNKNOWN, KNOWN U, JR	Test	1	1	Passed	

Basic “Customer Name” Search Procedures

1. From the “Search” menu on the upper left of the WEIRS Home screen, select “Customer Name”.

2. On the “Customer Search” enter at least part of the Name on the “Customer Name 1” field. Then, click “Submit”.

Customer Search Results Options:

- Click the blue link under the “Customer Name” to go to the “Customer Information” screen.
- Click the blue link under the “Type” to go to the “Business / Site Details” screen.

Note: The “Customer Name” search in the upper right of the WEIRS screen will produce the same results.

WEIRS Main Search Help

Customer Name Search Go

Assembly
Fire Hydrant
Customer Name
Service Address

Color Scheme Default

[Account Info](#)
[Change Password](#)

WEIRS Main Search Help

Customer Name Search Go

Customer Search

Customer Search

Type **WATER PROTECTION SITE** Include Inactive History

Customer Name 1 Contains []

Customer Name 2 Contains []

Customer DBA Contains []

OR

Select... []

Submit

WEIRS Main Search Help

Customer Name Search Go

Customer Search Results

Customer Name	DBA	Type
CITY OF AUSTIN, 8601 6207 5103		Water Protection Site
Service Address: 703 1/2 W 21ST ST		
CITY OF AUSTIN, ATCHD	COA-1000-8300-8788	Water Protection Site
Service Address: 11612 FOUR IRON DR		

Basic “Service Address” Search Procedures

1. From the “Search” menu on the upper left of the WEIRS Home screen, select “Service Address”.
2. On the “Service Address Search” enter the Street Number and at least part of the Street Name (Street Suffix and Direction are not necessary). Then, click “Submit”.

Potential Results:

- “0 Matching Records Were Found”:
This means a new site will need to be added to WEIRS.
- 1 Matching Address Found:
You will be taken to the “Business Site/Details” page of the Water Protection site.
- Multiple Matching Address Found:
Select the blue link of the correct customer name to go to the “Business Site/Details” page of the Water Protection site.

Note: It is not advisable to use the search feature in the upper right corner of the WEIRS screen for a “Service Address” as the results are less targeted than the method listed.

The screenshot displays the WEIRS interface. At the top, there is a navigation bar with 'WEIRS', 'Main', 'Search', and 'Help'. The 'Search' dropdown menu is open, showing options like 'Assembly', 'Fire Hydrant', 'Customer Name', and 'Service Address', with 'Service Address' highlighted. Below the navigation bar, there is a search bar with 'Customer Name' and a 'Go' button. The main content area shows the 'Service Address Search' form. The form has a yellow background and contains the following fields: 'Street Number' (with an equals sign dropdown), 'Street Name' (with a 'Contains' dropdown), 'Street Suffix' (with a 'Select...' dropdown), and 'Direction' (with a 'Select...' dropdown). The 'Street Number' and 'Street Name' input fields are highlighted with red boxes. Below the form is a green 'Submit' button, also highlighted with a red box.

“Business Site/Details” Page

The “Business Site/Details” page displays details about the Water Protection site.

One way to access this page is thru a “Service Address” search. The various clickable tabs on the screen include:

- Details
- Contact
- Facility
- Assembly
- Hydrant
- Auxiliary

Continue for more information about what is available on each tab.

WEIRS Main Search Help Customer Name Search Go

Business / Site Details

Business / Site Details	
Customer	Type
CITY OF AUSTIN, AUSTIN WATER (GLENN BELL SERVICE CENTER)	Water Protection Site N

Details	Contact	Facility	Assembly	Hydrant
Service Address	3907 SOUTH INDUSTRIAL DR, 78744			
Site Types, Notice Months	Auxiliary Water Backflow Prevention [August] Private Fire Hydrant [August]			
Times Delinquent	14			
Notes				
<input type="text"/>				

Auxiliary

“Business Site/Details” Details Tab

Business / Site Details

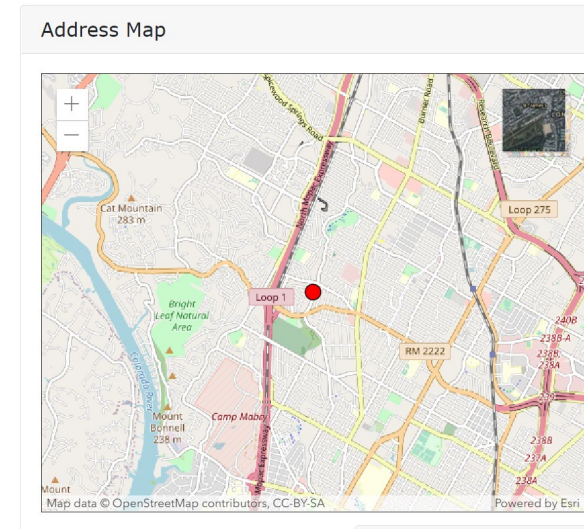
Business / Site Details				
Customer		Type		
GONZALEZ, CHRISTINE		Water Protection Site		
N				
Details	Contact	Facility	Assembly	Hydrant
Service Address	6000 SHOAL CREEK BLVD, 78757			
Site Types, Notice Months	Backflow Prevention [August]			
Times Delinquent	0			
Notes				
Auxiliary				

The “Details” tab displays basic information about the water protection site. This is the default tab when accessing the “Business Site/Details” screen.

“Business Site/Details” Contact Tab

Business / Site Details

Business / Site Details				
Customer		Type		
GONZALEZ, CHRISTINE		Water Protection Site		
N				
Details	Contact	Facility	Assembly	Hydrant
Service Address		6000 SHOAL CREEK BLVD, 78757		
Contact		Title		Type
< details >				Primary Mailing
Auxiliary				



Customer Address Details

Address / Contact Details for Water Protection Site GONZALEZ, CHRISTINE	
Contact	
Title	
Affiliation	
Country	USA
Mailing Address	4513 ELWOOD RD
City	AUSTIN
State / Province	TX
Zip	78722
Phone	
Alt Phone	
Fax	
E-mail	
Type	Primary Mailing

The “Contact” tab displays a listing of mailing address/contact info for the water protection site. Note, contact names and phone numbers are not displayed.

- To access an “Address Map”, click on the blue “Service Address” link.
- To view additional contact information, click the “<details>” blue link.

“Business Site/Details” Facility Tab

The “Facility” tab displays basic info about the service address/facility.

- Surveys that have been completed or marked as ready for viewing can be displayed by clicking available blue link(s) under the “ID” column.
- To access an “Address Map”, click on the blue “Service Address” link.

Business / Site Details

Business / Site Details				
Customer	Type			
SATELLITE HEALTHCARE, CENTRAL	Water Protection Site			
N				
Details	Contact	Facility	Assembly	Hydrant
Service Address		10001 S IH 35 SVRD NB BLDG 1, 78747		
GIS Place ID		3317778		
County		Travis		
Service Connections				
Type	Meter	Protection		
There Are No Service Connections For This Address				
Surveys				
ID	Survey Date	Completed	Survey Type	
630	May 14, 2013	May 23, 2013	[BFP]	
Auxiliary				

“Business Site/Details” Assembly Tab








Business / Site Details



Business / Site Details

Customer: SATELLITE HEALTHCARE, CENTRAL Type: Water Protection Site N

Details Contact Facility **Assembly** Hydrant

Service Address: 10001 S IH 35 SVRD NB BLDG 1, 78747

Serial #	Model	Location	Next Test	
164067	1 1/2" WATTS 009M2QT	1, WATER TREATMENT, WATER TREATMENT TANKS, LOCATED IN BOILER ROOM ON BACK WALL.	Mar 31, 2022	 
82977	1/2" WATTS 007QT	BACK OF BUILDING IN BREAKROOM UNDER SINK.		
HB34359	1" FEBCO 850	SOUTHWEST PARKING LOT ISLAND BY WATER METER		
HI-1324	4" AMES COLT 200	1, RISER ROOM	Mar 31, 2021	  

 [Facility Assembly Report](#) 

Auxiliary

The “Assembly” tab displays a listing of the assemblies that are installed at the Water Protection site.

- Click the blue link Serial Number of any assembly to bring up “Backflow Prevention Assembly Details” which includes prior tests. *(Info is not editable)*
- New Assemblies may be added by clicking the green “A” button.
- Click the black “M” button to view the “Manage Backflow Prevention Assembly” screen for any assembly. A red exclamation point indicates that the Assembly is past due for a test.
- Run a printable report of Assemblies at the Water Protection site by clicking “Facility Assembly Report”.

Note: Before Backflow Prevention Assembly (BPA) testing begins, the tester should **always** select the “Assembly” tab to confirm which BPAs require testing at the site. This will also enable the tester to identify new BPAs not in WEIRS and test and enter them. It is advisable that a printed “Facility Assembly Report” be carried with the tester while at the site.











“Business Site/Details” Hydrant Tab

The “Hydrant” tab displays a listing of the hydrants that are at the Water Protection site.

- Click the blue link Hydrant ID of any hydrant to bring up “Fire Hydrant Details”. (*Info is not editable*)
- New hydrants may be added by clicking the green “A” button.
- Click the black “M” button to view the “Manage Fire Hydrant” screen for any hydrant.
- A red exclamation point indicates that the hydrant is past due for a test.
- Run a printable report of hydrants at the Water Protection site by clicking “Fire Hydrant Report”.
- See where the hydrants are located by clicking on “Hydrant Map”.

Business / Site Details

Business / Site Details				
Customer		Type		
5301 DECKER LTD		Water Protection Site N		
Details	Contact	Facility	Assembly	Hydrant
Service Address		5301 DECKER LN, 78724		
ID	Lat / Long	Service Status	Next Test	
870381	30.278077 / -97.635585	Operable	Jan 1, 2021	
870389	30.27769 / -97.634761	Operable	Jan 1, 2021	
870397	30.277349 / -97.634593	Operable	Jan 1, 2021	
870412	30.277159 / -97.635097	Operable	Jan 1, 2021	
870420	30.276511 / -97.634145	Operable	Jan 1, 2021	
870430	30.276004 / -97.634571	Operable	Jan 1, 2021	
870441	30.276367 / -97.634692	Operable	Jan 1, 2021	
		Facility Hydrant Report	Hydrant Map	
Auxiliary				

“Business Site/Details” Auxiliary Tab

Business / Site Details

Business / Site Details				
Customer		Type		
H E BUTT GROCERY COMPANY (HEB # 639)		Water Protection Site N		
Details	Contact	Facility	Assembly	Hydrant
Service Address		1801 E 51ST ST BLDG E, 78723		
Auxiliary Water Sources		Other Reclaimed		
Cross Connection Test		Required Annually		
Due		Jul 31, 2020		
Last Test		Sep 25, 2019 (Passed)		
Type		Complete		
Pre-Approval		Required		
Sources				
Type	Protection	Details		
Reclaimed	RPZ			
Auxiliary				


If there are any Auxiliary Water sources at the Water Protection site, information can be found on the “Auxiliary” tab.

- Click the blue link under “Type” to view the “Auxiliary Water Source Details”.
- Click the black “T” button to add new Cross Connection test information.
- Click on the blue link of the “Last Test” to view information on prior Cross Connection Tests at the Water Protection site.

Add a Test to an Existing Assembly

From the “Manage Backflow Prevention Assembly” page (see page 14):

Manage Backflow Prevention Assembly

Serial # AF9066  T E

Model 1" FEBCO 805Y

Type DCVA


Add Assembly Test

**Add Assembly Test for Water Protection Site
BAKER, CHRIS**

Serial # AF9066

Model 1" FEBCO 805Y

Service Address 8611 APPALACHIAN DR

Test Date Oct 13, 2021 

Gauge Select A Gauge... ▾

Continue Cancel

1. Click black “T” button to access the “Add Assembly Test” screen.

2. Select the Test Date by clicking on the calendar icon, select the Gauge used for the test and then click “Continue”.

Add a Test to an Existing Assembly Cont'd.

Add Assembly Test

Add Assembly Test for Water Protection Site
BAKER, CHRIS

Serial #	AF9066
Model	1" FEBCO 805Y [DCVA]
Service Address	8611 APPALACHIAN DR
Location	WATER METER
Hazard	IRRIGATION W/ CITY POTABLE WATER
Test Date	Oct 13, 2021
Gauge	05110353

Initial Test

Check Valve #1	<input type="text"/>
Check Valve #2	<input type="text"/>

Repairs Use Only Manufacturer's Replacement Parts ***

Select a repair...

Test After Repairs

Check Valve #1	<input type="text"/>
Check Valve #2	<input type="text"/>

Installed to Code Yes No

Notes (250 Characters Maximum)

Certification and Acknowledgement Statement

I certify that all information on this report is true and correct as of this test date. I understand that the customer must keep a record of this report for at least three years.

3. On the following “Add Assembly Test” screen:

- Enter the test results on the “Check Valve #1” and “Check Valve #2” fields. If there was a repair and re-test performed, see note below.
- Select the circle next to “Yes” or “No” on the “Installed to Code” line.
- Check the box next to the “Certification and Acknowledgement Statement”.
- In the “Notes” box, type the time of the test and employer name.
- Click “Submit”.

Test After Repairs: Repairs may be entered as needed underneath the “Initial Test” by selecting from the “Repairs” drop-down list and then clicking the green “A” button. The “Test After Repairs” fields need to be entered as well. In this case, you will have test results in the “Check Valve #1” and “Check Valve #2” fields for both “Initial Test” and “Test After Repairs”. See page 26 for an example.

4. On the subsequent “Add this test” pop-up, click “OK”.

Add this test?



Example of Assembly Test with Repair

Add Assembly Test

Add Assembly Test	
Serial #	A791228
Model	1" WATTS 007QT [DCVA]
Customer	BAKER, CHRIS
Service Address	8611 APPALACHIAN DR 78759
Location	WATER METER
Hazard	IRRIGATION W/ CITY POTABLE WATER
Test Date	Oct 15, 2021
Gauge	000056

Initial Test

Check Valve #1	0
Check Valve #2	0

Repairs *** Use Only Manufacturer's Replacement Parts ***

Select a repair...	Cleaned / Flushed
--------------------	-------------------

Test After Repairs

Check Valve #1	2.7
Check Valve #2	3.1

Installed to Code Yes No

Notes (250 Characters Maximum)

Original Test: 12:30pm, ABC Backflow Company
Re-Test: 1:45pm, ABC Backflow Company

Certification and Acknowledgement Statement

I certify that all information on this report is true and correct as of this test date. I understand that the customer must keep a record of this report for at least three years.

When the Initial Test results in a failure, a repair and re-test is required. The red boxes to the left is an example of how the data entry will look different than a test that initially passed.

The Repairs options list in WEIRS are:

- Cleaned / Flushed
- Complete Kit
- First Check
- Second Check

Note: In the “Notes” area, be sure to include both the time of the original (failed) test and re-test.

Add a New Assembly to an Existing Site

To add a new Assembly to an existing site, start with a “Service Address” search (see page 16, if needed).

- If one result, you will be taken to the “Business / Site Details” page for the account.
- If more than one result, click the blue address link for the location that matches the subject location of the TMR.

1. From the “Business / Site Details” page for the account, click on the “Assembly” tab, then click on the green “A” in the upper right to add a new Backflow Prevention Assembly to the account.

WEIRS Main Search Help

Customer Name Search Go

Business / Site Details

Business / Site Details				
Customer	Type			
CITY OF AUSTIN, AUSTIN WATER (GLENN BELL SERVICE CENTER)	Water Protection Site N			
Details	Contact	Facility	Assembly	Hydrant
Service Address				3907 SOUTH INDUSTRIAL DR, 78744
Serial #	Model	Location	Next Test	A
04940	1/2" WATTS 007QT	1ST FLOOR BREAKROOM		M
04981	1/2" WATTS 007QT	2ND FLOOR BREAKROOMBELOW SINK		M
123456	6" BACKFLOW DIRECT DERINGER 30X	1, VAULT @ PROP LINE	Aug 31, 2022	M

Add a New Assembly to an Existing Site Cont'd.


2. Using information from the TMR, on the “Add Backflow Prevention Assembly” screen:

- Enter the Serial Number.
- Select the Manufacturer, Model, Size & Hazard.
- Click “Submit”.

Add Backflow Prevention Assembly

Add Backflow Prevention Assembly for Water Protection Site
CITY OF AUSTIN, AUSTIN WATER (GLENN BELL SERVICE CENTER)

Serial #	A791228
Manufacturer	WILKINS
Model	350 (DCVA)
Size	1
Hazard	IRRIGATION W/ CITY POTABLE WATER



3. On the following “Add Backflow Prevention Assembly” screen, using the Calendar icon to the right of the blank field, select the “Install Date” and enter the “Location”. When completed, click “Submit”.

Note: For multi-unit properties, building and suite numbers are helpful as part of the “Location”.

Add Backflow Prevention Assembly

Add Backflow Prevention Assembly for Water Protection Site
CITY OF AUSTIN, AUSTIN WATER (GLENN BELL SERVICE CENTER)

Service Address	3907 SOUTH INDUSTRIAL DR
Serial #	A791228
Model	1" WILKINS 350 [DCVA]
Hazard	IRRIGATION W/ CITY POTABLE WATER
Install Date	Oct 8, 2021
Building	
Suite	
Location	Next to Pool

Notes (250 Characters Maximum)

Add a New Assembly to an Existing Site Cont'd.

4. A pop-up box will appear to confirm you want to add the Assembly. Select "OK".



5. If an Assembly Test was performed, continue to add the test results (see pages 24-26).

Relocate an Existing Assembly to an Existing Site

Assemblies may be relocated to another location at the same Water Protection site or to another site. To start the process, from the “Manage Backflow Prevention Assembly” page (see page 14):

1. Click yellow “E” button to access the “Add Assembly Test” screen.

2. On the “Edit Backflow Prevention Assembly for Water Protection Site” screen, select the “Relocate Assembly” on the Assembly Action, then click “Submit”.

The image displays two screenshots from a web application. The top screenshot, titled "Manage Backflow Prevention Assembly", shows a form with the following fields: "Serial #" (AF9066), "Model" (1" FEBCO 805Y), and "Type" (DCVA). A yellow button labeled "E" is highlighted with a red arrow. The bottom screenshot, titled "Backflow Prevention Assembly Edit Selection", shows the same form with an additional "Service Address" field (8611 APPALACHIAN DR). Below the form is a dropdown menu labeled "Select a Backflow Prevention Assembly Action" with options: "Edit Serial # / Model", "Relocate Assembly" (highlighted with a red box), "Remove Assembly", and "Replace Assembly". At the bottom of the form are "Submit" and "Cancel" buttons, with "Submit" also highlighted by a red box.

Relocate an Existing Assembly to an Existing Site Cont'd.

3. On the “Select Service Address” screen, enter the Street Number and at least part of the Street Name of the new location for the Assembly and click “Submit”.

Select Service Address

Select New Backflow Prevention Assembly Service Address

[Transfer Assembly to Alternate Location at Same Service Address](#)

Service Address Search

Street Number = AND

Street Name Contains

Street Suffix Select...

Direction Select...

4. On the “Service Address Search Results” screen, click the blue link of correct the service address.

Service Address Search Results

Backflow Prevention Assembly Service Address Search Results

Place ID	Service Address
441412	3907 SOUTH INDUSTRIAL DR, 78744

Relocate an Existing Assembly to an Existing Site Cont'd.

5. On the “Relocate Backflow Prevention Assembly” screen, verify the Hazard (if needed, select another from the list) and click “Submit”.

6. On the next “Relocate Backflow Prevention Assembly” screen, add the “Relocation Date” and verify the Location (update if needed).

Note: For the Location, Building and Suite information is recommended to be entered for multi-unit properties.

7. Click “OK” on the “Relocate this assembly?” pop-up box and continue to enter the Test information (see page 24).

Relocate Backflow Prevention Assembly

Relocate Backflow Prevention Assembly to Water Protection Site
BAKER, CHRIS

Serial #	AF9066
Model	1" FEBCO 805Y
Hazard	IRRIGATION W/ CITY POTABLE WATER

Hazard

IRRIGATION W/ CITY POTABLE WATER

Submit Cancel

Relocate Backflow Prevention Assembly

Relocate Backflow Prevention Assembly to Water Protection Site
BAKER, CHRIS

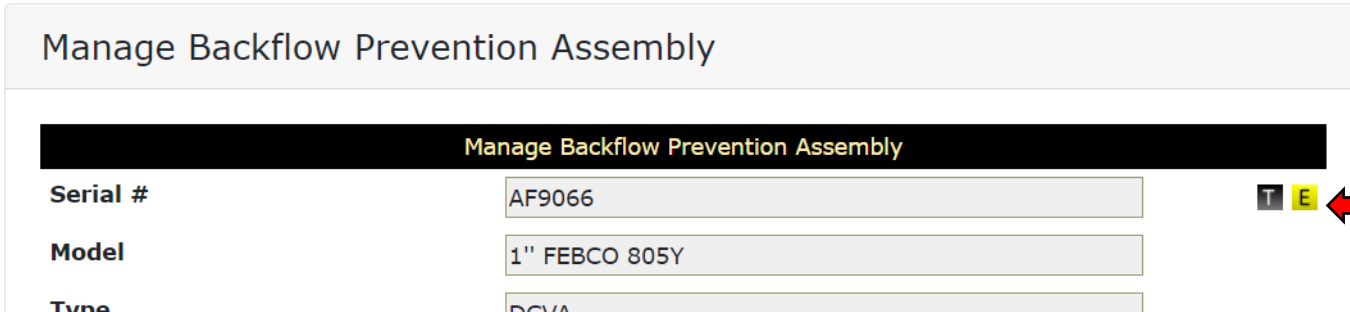
Service Address	3907 SOUTH INDUSTRIAL DR
Serial #	AF9066
Model	1" FEBCO 805Y
Hazard	IRRIGATION W/ CITY POTABLE WATER
Relocation Date	Oct 14, 2021
Building	
Suite	
Location	WATER METER

Notes (250 Characters Maximum)

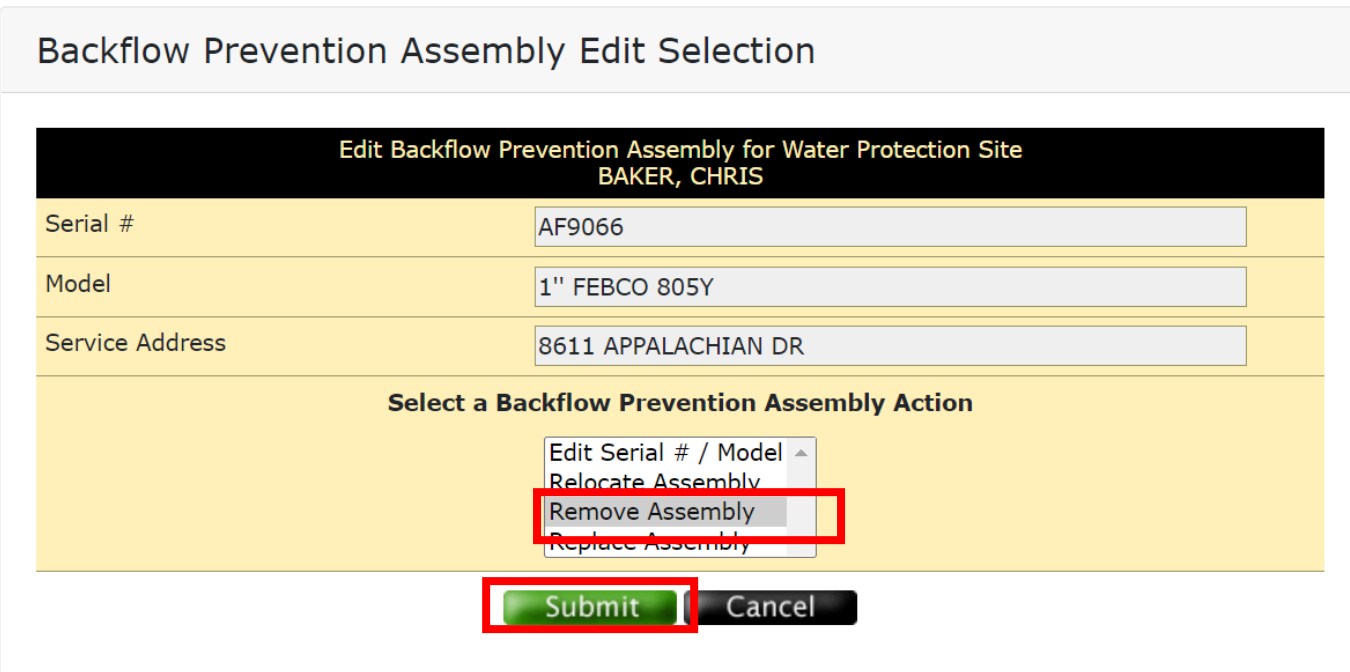
Submit Cancel

Remove an Existing Assembly

It is important that an existing Assembly be removed when it is confirmed to no longer be in use. To start the removal process, from the “Manage Backflow Prevention Assembly” page (see page 14):



1. Click yellow “E” button to access the “Add Assembly Test” screen.



2. On the “Edit Backflow Prevention Assembly for Water Protection Site” screen, select the “Remove Assembly” on the Assembly Action, then click “Submit”.

Note: Do not edit an already existing Assembly with new Assembly information. Always remove the old Assembly and add a new Assembly instead.

Remove an Existing Assembly Cont'd.

Remove Assembly

Remove Assembly from Water Protection Site
BAKER, CHRIS

Serial #	AF9066
Model	1" FEBCO 805Y
Service Address	8611 APPALACHIAN DR
Removal Date	Oct 14, 2021
Notes (250 Characters Maximum)	

Submit Cancel

3. Select the Removal Date by clicking the calendar icon. Removing an Assembly from service should include a note as to why. When complete, click "Submit".

Remove this assembly?

OK Cancel

4. On the "Remove this assembly?" pop-up box, click "OK".

Replace an Existing Assembly

Before you start the replacement process in WEIRS, make sure you have the serial number, manufacturer, model and size of the new Assembly. With that information, from the “Manage Backflow Prevention Assembly” page (see page 14):

1. Click yellow “E” button to access the “Add Assembly Test” screen.

2. On the “Edit Backflow Prevention Assembly for Water Protection Site” screen, select the “Replace Assembly” on the Assembly Action, then click “Submit”.

The screenshot displays two web application screens. The top screen, titled "Manage Backflow Prevention Assembly", shows a form with the following fields: "Serial #" with value "AF9066", "Model" with value "1\" FEBCO 805Y", and "Type" with value "DCVA". To the right of the "Serial #" field is a yellow button labeled "E" with a red arrow pointing to it. The bottom screen, titled "Backflow Prevention Assembly Edit Selection", shows the same form fields with the "Service Address" field added, containing "8611 APPALACHIAN DR". Below the form is a dropdown menu titled "Select a Backflow Prevention Assembly Action" with options: "Edit Serial # / Model", "Relocate Assembly", "Remove Assembly", and "Replace Assembly". The "Replace Assembly" option is highlighted with a red box. Below the dropdown are two buttons: a green "Submit" button and a black "Cancel" button, both also highlighted with red boxes.

Replace an Existing Assembly Cont'd.

3. On the “Replace Backflow Prevention Assembly for Water Protection Site” screen, enter the Serial Number and select the Manufacturer, Model and Size of the new Assembly. Then, click “Submit”.

Note: The Hazard can not be changed since this is a replacement.

4. On the next “Replace Backflow Prevention Assembly for Water Protection Site” screen, add the “Replacement Date” and verify the Location (update if needed).

Note: For the Location, Building and Suite information is recommended to be entered for multi-unit properties.

5. Click “OK” on the “Replace this assembly?” pop-up box and continue to enter the Test information (see page 24).

Replace Backflow Prevention Assembly

Replace Backflow Prevention Assembly for Water Protection Site
BAKER, CHRIS

Replaced Assembly	AF9066 - 1" FEBCO 805Y - DCVA
Service Address	8611 APPALACHIAN DR
Serial #	
Manufacturer	Select A Manufacturer... ▾
Model	Select A Model... ▾
Size	Select A Size... ▾
Hazard	IRRIGATION W/ CITY POTABLE WATER

Replace Backflow Prevention Assembly

Replace Backflow Prevention Assembly for Water Protection Site
BAKER, CHRIS

Replaced Assembly	AF9066 - 1" FEBCO 805Y - DCVA
Service Address	8611 APPALACHIAN DR
Serial #	A791228
Model	1" WATTS 007QT
Hazard	IRRIGATION W/ CITY POTABLE WATER
Replacement Date	Oct 15, 2021 <input type="button" value="Calendar"/>
Building	
Suite	
Location	WATER METER

Notes (250 Characters Maximum)

New Alternate Facilities

New Alternate Facilities may be needed when an assembly is being added to or relocated to a site that doesn't exist in the system.

New Alternate Facilities require the entry of customer and service address information.

WEIRS Main Search Help Return

Customer Name Search Go

Service Address Search Results

Backflow Prevention Assembly Service Address Search Results	
Place ID	Service Address
633692	6000 SHOAL CREEK BLVD, 78757

New Alternate Facility Cancel

Note: New Alternate Facility may only be found when searching for an address in the Add Assembly or Relocate Assembly process.

Relocate Backflow Prevention Assembly

Relocate Backflow Prevention Assembly

Customer Name 1

Customer Name 2

Country USA

Mailing Address

City

State / Province

Zip / Postal Code

Phone

Service Address

Serial # AF9066

Model 1" FEBCO 805Y

Hazard IRRIGATION W/ CITY POTABLE WATER

Relocation Date Oct 15, 2021

Building

Suite

Location WATER METER

Notes (250 Characters Maximum)

Submit Cancel

Add a New Assembly to a New Site

BFP Assembly Search Results

Backflow Prevention Assembly Search Results		
Serial Num	Model	Type
0 Matching Records Were Found.		
New Assembly		

Select Service Address

Select Backflow Prevention Assembly Service Address

Service Address Search

Street Number = AND

Street Name Contains

Street Suffix

Direction

[Submit](#) [Cancel](#)

Service Address Search Results

Backflow Prevention Assembly Service Address Search Results		
0 Matching Records Were Found.		
New Alternate Facility Cancel		

1. To add a new Assembly to a new site, start with an “Assembly” search (see page 12, if needed).

The result will be “0 Matching Records Were Found”. Click “New Assembly”.

Note: The “Assembly” search should be performed even if you know that the Assembly is not in WEIRS.

2. On the resulting “Select Service Address” screen, enter the Street Number and at least part of the Street Name and click “Submit”.

Note: “Street Suffix” and “Direction” are not required fields. It is best to not select either option.


Once again, the result will be “0 Matching Records Were Found”. Click “New Alternate Facility”.

Add a New Assembly to a New Site Cont'd.

Add Backflow Prevention Assembly

Add Backflow Prevention Assembly for Water Protection Site
CITY OF AUSTIN, AUSTIN WATER (GLENN BELL SERVICE CENTER)

Serial #	A791228
Manufacturer	WILKINS
Model	350 (DCVA)
Size	1
Hazard	
IRRIGATION W/ CITY POTABLE WATER	



3. Using information from the TMR, on the “Add Backflow Prevention Assembly” screen:

- Enter the Serial Number.
- Select the Manufacturer, Model, Size & Hazard.
- Click “Submit”.

4. On the “Add Backflow Prevention Assembly” screen, enter known data from the TMR. The required fields are bolded (“Customer Name 1”, “Service Address”, “Install Date” and “Location”). When complete, click “Submit”.

Note: For multi-unit properties, building and suite numbers are helpful as part of the “Location”.

Add Backflow Prevention Assembly

Add Backflow Prevention Assembly

Customer Name 1	XYZ Company
Customer Name 2	
Country	USA
Mailing Address	1234 Main Street
City	Austin
State / Province	TX
Zip / Postal Code	78750
Phone	
Service Address	1234 Main Street
Serial #	A791228
Model	1" WILKINS 350 [DCVA]
Hazard	IRRIGATION W/ CITY POTABLE WATER
Install Date	Oct 8, 2021
Building	
Suite	
Location	Next to Pool
Notes (250 Characters Maximum)	

Add a New Assembly to a New Site Cont'd.

5. A pop-up box will appear to confirm you want to add the Assembly. Select "OK".



6. If an Assembly Test was performed, continue to add the test results (see pages 24-26).

For Additional Information:

- **Phone:** (512) 972-1060
 - Select option 5 (Industrial Waste and Water Protection)
 - Then option 1 (Water Protection and Cross Connection)
- **Email:** awcrossconnection@austintexas.gov
- **Website:** <http://austintexas.gov/department/cross-connection-control-water-protection-program>
- **Office Hours:** Monday – Friday, 7:30AM to 4:00PM
 - Voicemails and emails outside of office hours will be answered the following business day.

Note: The Cross Connection Control/Water Protection Program is not currently accepting any in-person visitors.

