

This instruction sheet was developed to assist backflow prevention assembly testers (BPAT) to correctly and completely fill out the Test and Maintenance Report (TMR) form. ***It is the BPAT's responsibility to assure that the information on this report form is true, correct and complete.*** Illegible or incomplete reports will not be accepted. A (BPAT) who fails to submit a legible and/or complete TMR is subject to receive a "Tester Notice of Violation". The receipt of three (3) Tester NOV's within a period of two (2) years is grounds for the tester to lose his/her registration with the City of Austin for a period of one (1) year.

Please review the following instructions. Please direct all questions to a Water Protection Specialist at the Special Services Division (SSD) office at (512) 972-1060. Office hours are Monday thru Friday, from 8:00 a.m. until 3:30 p.m.

Approvals: When testing any backflow assembly be sure it is installed and oriented in an approved manner. Also be sure the model is approved by the University of California Foundation for Cross Connection Control and Hydraulic Research (USC,FCCC&HR) Hyperlink @: <http://www.usc.edu/dept/fcccchr/> Refer to the "Approved Backflow Assemblies" list, which is available at SSD Hyperlink @: <https://www.ci.austin.tx.us/water/weirs/index.cfm?fuseaction=report.publicApprovedBPAModel> . If you have questions call SSD and ask for help from a Water Protection Specialist. We will need the complete model number and size of the assembly.

Installation: Installation requirements for backflow prevention assemblies are determined by SSD. The tester should consult SSD if they have any questions. If an assembly is installed in an unapproved manner, this must be indicated as not meeting local codes in the bottom section of the TMR form.

Removal of a Backflow Prevention Assembly shall require the approval from (SSD) as per §15-1-15. https://www.municode.com/library/tx/austin/codes/code_of_ordinances?nodeId=TIT15UTRE_CH15-1CRNRE02

Forms: There are two Test & Maintenance Report (TMR) forms accepted by the SSD. They are: **"Test and Maintenance Report"** - Test results from new and existing backflow assemblies are recorded on these TMR forms. Use ink (no pencils).

"Fire Hydrant Meter Test and Maintenance Report" - Temporary Fire Hydrant TMRs are used to record tests on RPZs which are mounted on temporary water meters attached to fire hydrants for temporary purposes, such as construction work.

The following is a line-by-line guide for your convenience. Please take the time to read it and keep it handy for future reference. Illegible or incomplete TMRs cannot be accepted by SSD. If you have trouble obtaining any information for this form, contact a cross connection specialist *before* submitting the TMR at 512-972-1060.

FOR BACKFLOW TESTERS ON LINE:

Go to	www.austintexas.gov/departments/special-services-water-protection
Scroll to	Featured Items
Click on	New Water Environmental Integrated Recordkeeping System (WEIRS) [Technician Login]
Enter	User name and password



*** DO NOT LEAVE ANY INFORMATION SPACES BLANK. ***

Test and Maintenance Report Instructions

Forward This Original Report to:

Mail, fax (512-972-1260) or deliver the Test and Maintenance Report (TMR) form to: Special Services Division, 3907 South Industrial Drive #100, Austin TX 78744-1070 or email a PDF to awcrossconnection@austintexas.gov

BACKFLOW ASSEMBLY INFORMATION BLOCK:

Information in this block should tell us how to identify and locate the assembly.

- Serial Number:** Print the assembly's entire serial number (including letters) from the nameplate. If the serial number is illegible or missing, SSD can furnish you with a replacement tag and assigned serial number.
- Manufacturer:** Print the name of the manufacturer from the nameplate.
- Model:** Print the entire model number from the nameplate. Include all letters, numbers and modification listings. Only USC approved models will be accepted. If you do not know if a model is approved call SSD. (Examples: 009M1QT, 009 M3, 975XL, 4010502)
- Size:** Print the nominal pipe size of the backflow prevention assembly. (Examples: 3/4", 1", 1 1/2)
- Is this Commercial Property?:** Place an "X" in the "YES" box if one of the following applies: apartments, businesses, hospitals, industrial complexes, farms, ranches and government buildings.
- Phone:** Print the phone number of the property owner /agent in this space. This should be the phone number of the person responsible for having the assembly tested. Do not leave this space blank. If the facility is under construction and does not yet have a phone, write in "no phone yet". This space is not for the builder or contractor's phone number.
- Occupant/Business Name:** Print the name of the occupant or the business residing or doing business at the address identified in the "Physical Address" described below. If this is an irrigation assembly on a new unoccupied home print the name and phone number of the builder.
- Physical Address:** Print the physical street address where the assembly is located. The street address of the residence or place of business where you are testing the backflow prevention assembly is the address required. This includes building number/letter and suite number/letter (N/A must be entered if these designations do not apply).



Post office boxes and street corners are not physical addresses and will not be accepted. Be sure to include street suffix, i.e. St., Rd., Hwy., Cv., Trl., Ter.

**Assembly location
on the property:**

This information needs to be specific so that the owner or owner's agent will be able to locate the backflow prevention assembly for its next periodic test.
(Examples: 1st floor mechanical room; valve box near the water meter; penthouse - west wall 4' AFF)

**Reason the assembly
is installed:**

Be specific. What is the hazard to the drinking water that requires the backflow assembly installation. The data system will only recognize hazards from the official SSD "**Hazards List**". Do not print; "to protect the drinking or potable water". Current hazards Lists are available at SSD and can be accessed at:

<https://www.ci.austin.tx.us/water/weirs/index.cfm?fuseaction=report.publicWTRHazard>

CUSTOMER INFORMATION BLOCK:

Property

Owner/Agent:

Print the name of the *individual who is responsible* to have the backflow assembly tested.

Mailing Address:

Print the actual mailing address for the customer or customer's agent, identified above, including

City:

post office boxes, building numbers, suite numbers, city, state and zip code.

State:

Print the actual mailing address where the customer or the responsible customer's agent receives

Zip Code:

their mail. If you do not know the address ask the question; "What is the mailing address of those responsible to have the backflow prevention assembly tested?" Print this information on the form.

TEST RESULTS BLOCK:

Always record test failures. If an RPZ is leaking prior to a test, record it as a failed test and record all repairs, i.e. "replaced 2nd check, flushed, etc."

1. Initial Test:

Double Check Valve

Assembly:

#1 Check Valve

Print the gauge reading for the first check valve test in the space marked "DCVA".

#2 Check Valve

Print the gauge reading for second check valve test in the space marked "DCVA". (Examples: 1.0, 1.6, 3.2 etc.)

**Reduced Pressure
Backflow Prevention**



Assembly:	#1 Check Valve	Print the gauge reading for the first check valve test in the space marked "RPZ" (<i>Examples: 5.0, 6.4, 7.2 etc.</i>)
	#2 Check Valve	Place an X in the "did not open" box if the air relief does not open.
	Differential Pressure Relief Valve	Print the gauge reading for the relief of valve opening or check the box if it did not open. <i>Examples: 2.0, 3.4, 3.8, etc.</i>
Pressure Vacuum Breaker:	Air Relief	Print the gauge reading at the point where the air relief valve opens, or place an X in the "did not open" box if the air relief does not open.
	Check valve	Print the gauge reading at the point where the check valve Closes, or place an X in the "did not close" box if the air relief does not open.

2. Repairs/Comments

Use this space to record all repairs made on assemblies. (Examples: #1 check kit, flushed assembly, relief valve kit. etc.) If ordering parts, indicate when you expect to make repairs, and send in the TMR. Fill out another TMR when the repairs have been made. Note: Never fail a backflow assembly unless you have tested it, and always record the test failures.

If the assembly is replaced, show the old and new serial numbers. Let SSD know if the old assembly is to be scrapped or put on the shelf to be used again after repairs.

3. Test After Repairs

Record test results after repairs are made. If the assembly still fails, show the failure and repairs on the TMR.

TECHNICIAN INFORMATION BLOCK:

Indicate whether the backflow assembly is installed in accordance with manufacturer recommendations and local codes by placing an X in the appropriate box.

Final Backflow Test Status: Place an X in the appropriate box. Did the backflow assembly pass or fail?

Tester License #: Print your nine-digit TCEQ backflow license number on this line.

Phone: Print your daytime phone number in this space. Do not use your home phone number. SSD needs this number to contact you during working hours. Cell phone and pager numbers are preferred.

Date: Print the date that the backflow assembly was tested.

Date Gauge tested For accuracy: Print the date that the gauge used for this test was last tested for accuracy.



- Gauge Serial #:** Print the gauge serial number used to conduct the operational backflow prevention assembly certification test. This must be a gauge that is registered with SSD. You can be registered with more than one gauge. Others can be registered on the same gauge.
- Licensed tester:** BPAT's name here.
- Signature:** The backflow tester signs the form here. The TMR is a legal document. Use ink.
- Forward the original TMR to SSD. You must keep a copy for your own records, and give a copy to your customer.**

