Appendix A

Example Notices and Letters

Example #1: Cross-Connection Control Program Survey Notice

The Purpose of the <Any City USA's> Cross-Connection Control Program, as defined in the local Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: (1) site survey, and (2) testing of backflow prevention assemblies.

The <Any City USA> will be working to conduct these surveys. Thank you in advance for your cooperation in this matter.

As part of this program, a survey of your facility's internal water system is to be completed. Inspectors will be reviewing your water system for connections that could possibly contaminate the water distribution system. The survey is tentatively scheduled for (list date), our inspector will do their best to be on site this day; however, we may be on site a day or two before or after the scheduled date. The survey must be completed during normal business hours 8:00 AM to 5:00 PM. If you need a more specific time please call (phone number) to arrange an appointment.

Any costs associated with the replacement, modification, installation and/or testing of backflow prevention assemblies is the responsibility of the property owner/manager and/or occupant.

You will be notified following the survey if modification(s) and/or testing of backflow prevention assemblies are necessary. We look forward to working with you in protecting the drinking water supply. If you have any questions or concerns, please contact:

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Example #2: Cross-Connection Control Program Survey Compliance Notice

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: (1) site survey, and (2) testing of backflow prevention assemblies.

As part of this program, a survey of your facility's internal water distribution system was completed on (Month Day, Year). Inspectors reviewed your water distribution system for any piping or connections that could possibly contaminate the water distribution system.

Your facility was either found compliant and/or the necessary changes made to comply with Ordinance. This survey is valid until your facility's next scheduled survey date. You will receive future notice for your next survey date.

If your facility has backflow prevention assemblies requiring testing, you will be receiving additional notice detailing test requirements.

If you have any questions or require additional information, please contact:

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Example #3: Cross-Connection Control Program Containment Compliance Notification

A Cross-Connection Control survey was performed at your facility. At that time, it was determined that your facility's potable water system is "contained" by an approved, properly installed backflow prevention device or assembly at the main inlet which is intended to minimize the potential backflow threat to the <Any City USA's> public water system. Therefore, your facility has met the intent of the survey portion of the Cross-Connection Program as defined in Ordinance. Compliance with the survey portion of the program requirements shall remain in effect until your facility's next scheduled survey date.

However, to fully meet the intent of the CCC Program, two (2) items must be addressed:

1. Survey of the facility? **Completed**
2. Successful annual testing of any existing testable backflow prevention assemblies within your facility.

This facility will be in **Compliance** with the Cross-Connection Control Program when the existing backflow prevention assemblies are tested this year and at yearly intervals hereafter. When it is necessary to test such assemblies your facility will receive a notification letter, test forms to be completed by a certified tester for each identified assembly, and a list of certified testers within your facility's area. Upon the successful testing of the backflow prevention assembly, please submit a copy of the completed test record(s) to the water supplier.

Note, however, it is it still possible for existing cross-connections within your facility to potentially affect the water quality within your internal plumbing system. The installation of an approved backflow preventer at the main inlet does not relieve your facility of the responsibility of providing potable water to your employees and the public. In order to comply with all applicable codes and laws, it is recommended that your facility

- Have a cross-connection control survey of the potable water piping system performed within your facility
- Ensure all piping systems downstream of the containment device/assembly are labeled properly
- Ensure backflow prevention assemblies connected to the potable water supply within your facility are tested annually

If you have any questions or require additional information, please contact:

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Example #4: Request for Internal Cross-Connection Control Information Notice

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program (1) site survey, and (2) testing of backflow prevention assemblies.

As specified by Ordinance, your facility is required to supply potable water free of existing and/or potential cross-connections to its employees and/or the public. Due to the complexity of your internal piping, a survey of the potable water piping system is necessary to determine if there are any existing and/or potential cross-connections. This survey must be completed by an individual or firm acceptable to the <Any City USA>.

The Potable Water Cross-Connection Survey Report is to be submitted within 30 days from the date of this notice. Accompanied with the Potable Water Piping Cross-Connection Survey Report shall be an Action Plan and timetable for correcting any deficiencies noted in the report.

If you have any questions or require additional information, please contact your Water Supplier at (Phone Number). Your facility's cooperation in this matter is greatly appreciated.

Example #5: Survey Noncompliance Notice 1

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: (1) site survey, and (2) testing of backflow prevention assemblies.

A survey of your facility's internal water distribution system was completed on (List Date). Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. A list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All assemblies must be tested immediately at the time of installation.***

These requirements must be completed by (Insert Date). After the requirements and devices have been installed (if applicable), please call the number below on or before the date listed above to schedule a compliance survey. Failure to do so will result in future noncompliance notices.

To arrange for a compliance review or if you require additional information, please contact:

Example #6: Survey Noncompliance Notice 2

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program (1) site survey, and (2) testing of backflow prevention assemblies.

As part of this program, a survey of your facility's internal water distribution system was completed on (insert date) Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. A letter of notification was previously sent to you outlining the required corrective measures. For your reference, a duplicate list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All assemblies must be tested immediately at the time of installation.***

These requirements must be completed by (insert date). After the requirements and devices have been installed (if applicable), please call the number below on or before the date listed above to schedule a compliance survey. Failure to do so will result in future noncompliance notices.

To arrange for compliance review or if you require additional information, please contact:

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Example #7: Cross Connection Control Program Survey Shut-Off Notice

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system.

As part of this program, a survey of your facility's internal water distribution system was completed on (Date: Month Day, Year). Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. Two (2) previous letters of notification were sent to you outlining the required corrective measures. For your reference, a duplicate list of requirements is attached.

We presently have no record or notification from you that corrective action has been completed. If you have already completed the requirements, please call the number below to schedule a compliance survey.

You are hereby notified that in accordance with Ordinance, the water supply to the above noted premises will be discontinued as of (Date). Water service may not be resumed until corrective measures have been addressed.

Upon completion of the required corrective action, please contact (**Insert Contact**) on or before the above date at (phone number) to schedule a compliance review.

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Example #8: Annual Test Notice

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: 1) site survey, and 2) testing of backflow prevention assemblies.

This correspondence addresses testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site survey(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The enclosed preprinted test forms are the only test forms that will be accepted. Testing should be completed in advance of the completion date noted to allow for repair(s), should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing is attached for reference.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to (insert fax number), mailed or emailed to the following address:

<Any City USA>

<Address>

Backflow prevention assemblies within the <Any City USA> are required to be tested on an annual basis. Our records indicate that we have not received the annual test reports on the following backflow assemblies enclosed with this letter.

Completed test forms are to be returned by "[Insert notice response date]". Please retain a copy of the device test results for your records.

If you have any questions or require additional information, please contact:

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Example #9: Test Notice #2

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: (1) site survey, and (2) testing of backflow prevention assemblies.

This is your **second notice** pertaining to testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site survey(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate (1) it is time for testing of backflow prevention assemblies at your facility, and that (2) you have not yet returned the previously provided test forms. For your convenience, we have enclosed additional preprinted test forms. Testing of backflow prevention assemblies must be completed by a state registered tester. A partial listing is attached for reference.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to "[Insert fax number]", or mailed to the following address:

<Any City USA>

<Address>

Completed test forms are to be returned by (insert date). Please retain a copy of the device test results for your records.

If you have any questions or require additional information, please contact:

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Example #10: Testing Shut-Off Notice

The purpose of the <Any City USA's> Cross-Connection Control Program, as defined in Ordinance, is to help eliminate possible contamination of the public water distribution system. There are two required components of the program: (1) site survey, and (2) testing of backflow prevention assemblies.

This is your **third notice** pertaining to testing of backflow prevention assemblies, and is independent of previous correspondence pertaining to site survey(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate that you have not yet returned the previously provided test forms. For your convenience, we have enclosed additional preprinted test forms. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing is attached for reference.

You are hereby notified that in accordance with Ordinance, the water supply to the above noted premises will be discontinued as of "[Insert notice response date]". Water service may not be resumed until testing of backflow prevention assemblies has been completed.

Following completion of assembly testing and/or repairs, completed test forms may either be faxed to (insert number), or mailed to the following address:

<Any City USA>

<Address>

Please retain a copy of the device test results for your records. If you have any questions or require additional information, please contact:

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Appendix B

Testing Procedures or Methods

INFORMATION PROVIDED BY:

New England Water Works Association, a Section of AWWA

AWWA Pacific Northwest Section

American Society of Sanitary Engineers (ASSE)

University of Florida Training, Research, and Education for Environmental Occupations (TREEO)

The following testing procedures and methods are provided as information to the user. AWWA publication of these testing procedures and methods does not consistute endorsement of any procedure, product or product type, nor does AWWA test, certify, or approve any product. The use of these procedures and methods is entirely voluntary and their use should not supersede or take precedence over or displace any applicable law, regulation, or codes of any governmental authority.

The testing procedures and methods provided may reference material that was not provided to AWWA. The user is directed to contact the appropriate agency for this additional information.

- New England Water Works (NEWWA): http://www.newwa.org/
- AWWA Pacific Northwest Section: http://www.pnws-awwa.org/
- American Society of Sanitary Engineers: http://www.asse-plumbing.org/
- University of Florida Training: http://www.treeo.ufl.edu/

INFORMATION PROVIDED BY:

New England Water Works Association, a Section of AWWA

Three-Valve Differential Test Kit

Field-Test Procedure

Double Check Valve Assembly

This field-test procedure evaluates the operational performance characteristics as specified by nationally recognized industry standards of the independently-operating internal spring loaded check valves while the assembly is in a no-flow condition. This field-test procedure utilizes a three-valve differential pressure test kit to measure the static differential pressure across the check valves. This field-test procedure will reliably detect weak or broken check valve springs and validate the test results by determining that a no-flow condition exists while not closing the upstream shut-off valve. This test procedure will work with all three-valve differential pressure test kits.

Prior to initiating the test, the following preliminary testing procedures shall be followed.

1. The device has been identified.
2. The direction of flow has been determined.
3. The test cocks have been numbered and adapters have been installed.
4. The test cocks have been flushed.
5. Permission to shut-down the water supply has been obtained.
6. The downstream shut-off valve has been closed. (See Note A)
7. The device is inspected and evaluated for a backpressure condition.

The double check valve assembly field-test procedure will be performed in the following sequence to evaluate that:

1. The first check valve has a minimum differential pressure across it of 1 psid.
2. The second valve has a minimum differential pressure across it of 1 psid.
3. The downstream shut-off valve is tight and/or there is no-flow condition through the assembly (including backflow) or no demand downstream.

Note A: Prior to closing the downstream shut-off valve, if it is determined that the device may be prone to backpressure, a standard psi calibrated pressure gauge should be connected to test cock #1 and test cock #4. The pressure readings (psi) should be noted. See Figure B-1.

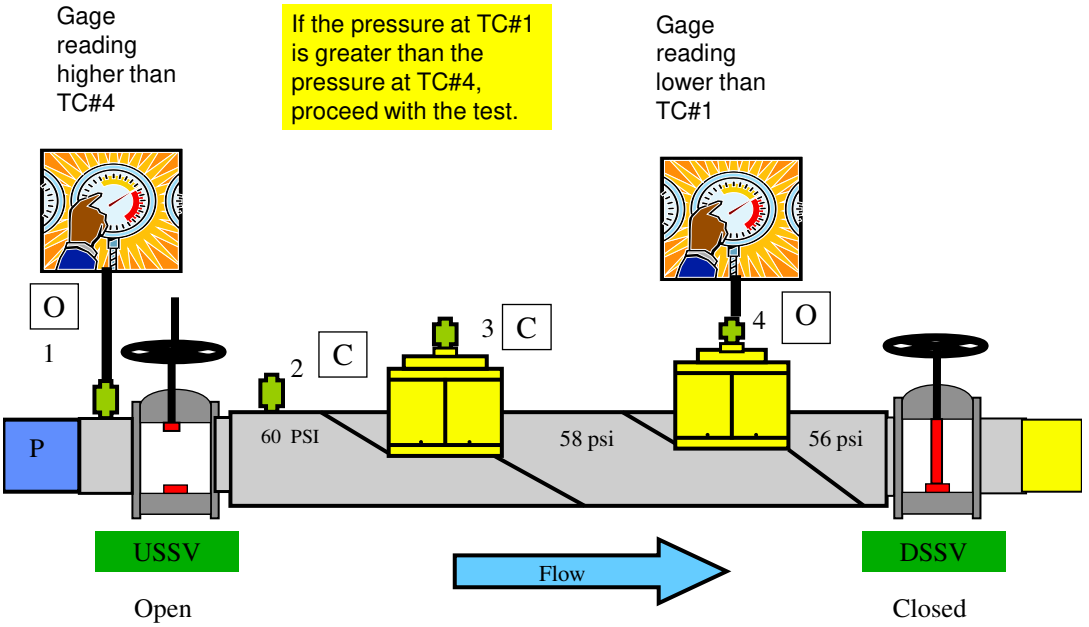

Figure B-1 Double Check Valve Assembly Test

A. If the pressure (psi) reading at test cock #1 is higher than the pressure (psi) reading at test cock #4, close the downstream shut-off valve and proceed to Step 1, number 3.

B. If the pressure (psi) reading at test cock #1 is lower than the reading at test cock #4, the device is in a backpressure condition and the downstream shut-off valve must be closed prior to performing the test of the device. See Figure B-2.

   1. After closing the downstream-shutoff valve, test cock #4 should be bled again and the pressure readings at test cock #1 and #4 should be noted. If the pressure reading at test cock #1 is higher than the reading at test cock #4, proceed to Step 1, number 3. If the pressure reading at test cock #1 is still lower than the reading at test cock #4, the downstream shut-off valve is considered leaking and a backpressure condition still exists. The downstream shut-off valve must be reclosed, repaired, or a no-flow condition must be established before testing the device. The device cannot be tested in a backpressure condition.

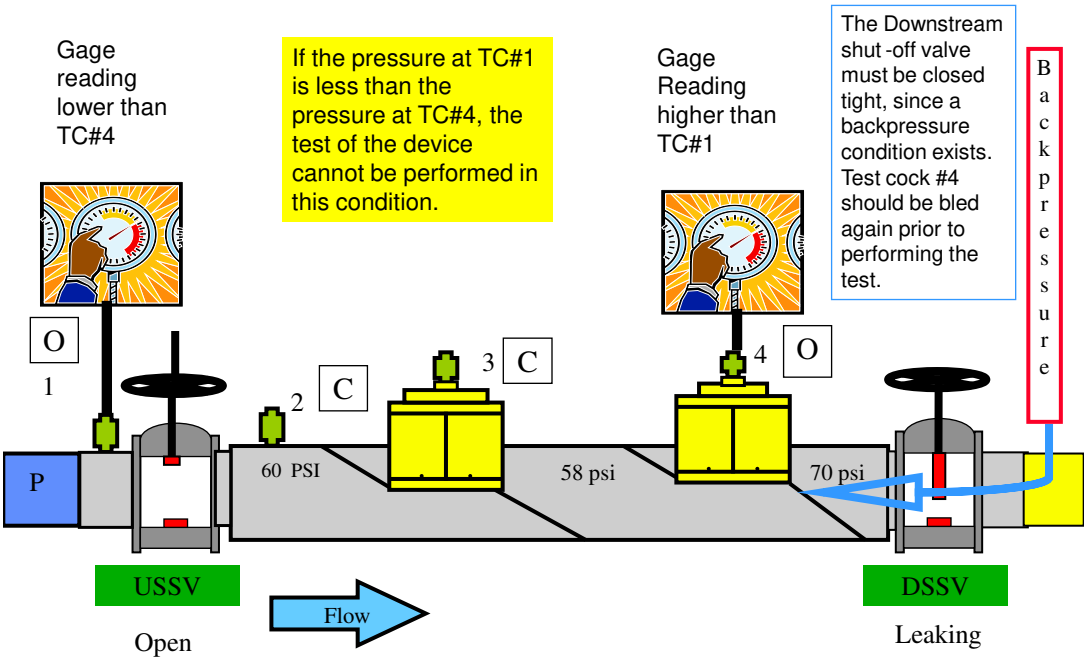

Figure B-2 Double Check Valve Assembly Test—Backpressure Condition

DOUBLE CHECK VALVE ASSEMBLY THREE VALVE FIELD-TEST PROCEDURE

Step 1: Test the first check valve to determine that it has a minimum static differential pressure across it of 1 psi **(See Figure B-3.)**

1. Verify that upstream shut-off valve is open.
2. Close the downstream shut-off valve (If it is determined that the device is prone to backpressure as in a fire protection system, see Note A prior to closing the downstream shut-off valve.)
3. Orientate the test kit. Close high and low control valves on the test kit. Open the vent control valve.
4. Connect the high pressure hose to test cock #2.
5. Connect the low pressure hose to test cock #3.
6. Open test cocks #2 and #3.
7. Open the high control valve on the test kit to bleed the air from the high pressure hose. Close the high control valve. (Water will bleed through the vent hose.)
8. Open the low control valve on the test kit to bleed the air from the low pressure hose. Close the low control valve. (Water will bleed through the vent hose.)
9. The differential pressure gauge reading should be a minimum of 1 psid. This differential pressure gauge reading is the apparent reading. This gauge reading cannot be validated until it is confirmed that the device is in a no-flow condition. (See Note B)
10. Close test cocks #2 and #3. Disconnect the hoses.

Note B: If the differential pressure is 0 psid, this is an indication that the first check valve is leaking and the device and downstream-off valve cannot be tested for tightness using the procedure outlined in Step 3. However, an affirmation can be made that since the first check valve has a differential pressure of 0 psid, the device is in a no-flow condition. The gauge would record a positive psid if the device was in a flow condition. The second check valve can and should be tested to determine if the device is providing protection.

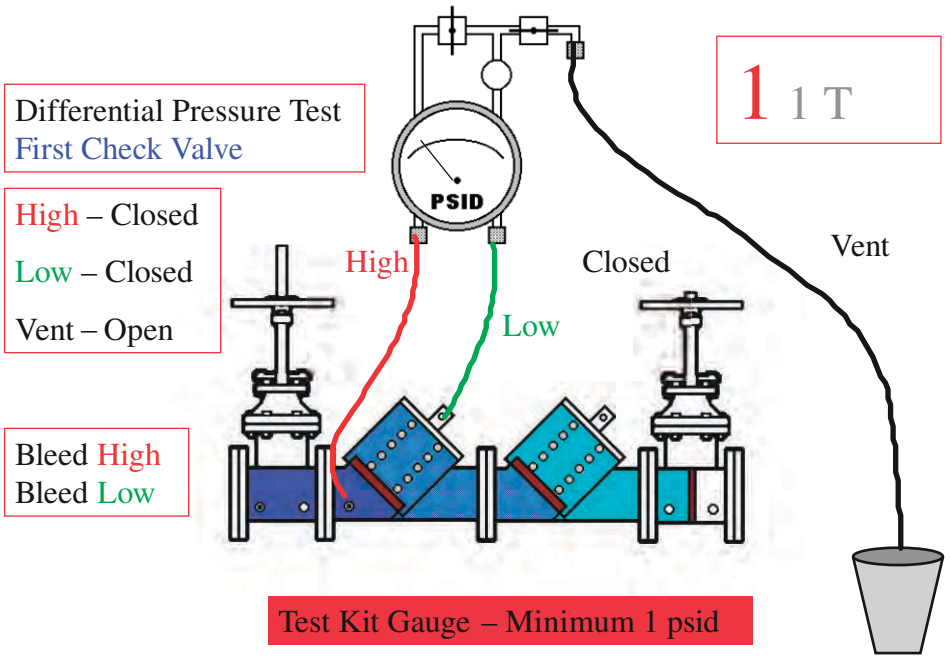

Figure B-3 DCVA—Step #1

Step 2: Test second check valve to determine that it has a minimum static differential pressure differential across it of 1 psi **(See Figure B-4.)**

1. Orientate the test kit valves. Close high and low control valves. Open vent control valve.
2. Connect the high pressure hose to test cock #3.
3. Connect the low pressure hose to test cock #4.
4. Open test cocks #3 and #4.
5. Open the high control valve on the test kit to bleed the air from the high pressure hose. Close the high control valve.
6. Open the low control valve on the test kit to bleed the air from the low pressure hose. Close the low control valve.
7. The differential pressure gauge reading should be a minimum of 1 psid. The differential pressure gauge reading is the apparent reading. This gauge reading cannot be validated until it is confirmed that the device is in a no-flow condition. (See Note C)
8. Close tests cocks #3 and #4. Disconnect the hoses.

Note C: If the differential pressure is 0 psid, this is an indication that the second check valve is leaking if the device is confirmed to be in a no-flow state (no backpressure). The device and downstream shut-off valve cannot be tested for tightness using the procedure outlined in Step 3. However, the device should be tested for backpressure, since a 0 psid reading across the second check valve may be an indication that the downstream shut-off valve is leaking and the device is in a backflow condition.