Backflow Testing Process

Backflow prevention devices (or Backflow preventers) are mechanical plumbing devices that are installed in a plumbing system to prevent water from flowing backward into the central system. A properly installed, tested and maintained Backflow preventer at the service entrance to a property can reliably prevent the backflow of water into the community water system. Many types of Backflow preventers also have test ports so that they can be tested and examined on a regular basis to evaluate whether they are functioning properly.

This topic describes how to track Backflow prevention devices and their testing.

Backflow Testing Process Overview

Each of the steps outlined below are explained in greater detail on the following pages.

- 1. Create the Backflow devices during Backflow Inventory Maintenance and maintain the following fields:
 - Installed Date
 - Test Frequency
- 2. Assign the Backflow devices to a service connection using the Create Service Connection Wizard.
- Create the Backflow Testing Workfile.
 Tip: The Backflow device's Installed Date and the Test Frequency work together to determine if the Backflow device is due to be tested.
- 4. Print and review the list of Backflow devices to be tested.
- 5. Print the Backflow Testing Notices and/or print the certified mailers for mailing to the appropriate customers.
- 6. After Backflow tests have been performed, use Backflow Workfile Maintenance to update the Backflow testing transaction with the test date and test status.
- 7. Run the Backflow Testing Post to update the Backflow device with the Test Date, Test Status and add testing detail to the history.

Backflow Inventory Maintenance

Use Backflow Inventory Maintenance to maintain information about the Backflow devices used by your facility.

- A. Click **Daily Work** from the Menu Bar.
- B. Click File Maintenance.
- C. Click Code Maintenance.
- D. Click Backflow File Maintenance.
- E. Click Backflow Inventory Maintenance

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Back Flow ID: Save 123456 Search Refrieve Refrieve Billing Type ID: State Code: Primary Service Code: Type: Series Type Code ID: Install Reading A: Dial Count: Inspection Freqency: Outside Number: Install Reading A: Manufacturer Name: Removal Reading A: Back Flow Size: P Secondary Number: Removal Reading C: Maintenance Code: The secondary Number: Radio MIU Number: Installed Date:	ack Flow Inventory Maii jle <u>A</u> dditional	ntenance			
Billing Type ID: State Code: Battery Installed Date: Primary Service Code: Type: Install Reading A: Series Type Code ID: Inspection Freqency: Install Reading A: Dial Count: Inspection Freqency: Install Reading A: Outside Number: Install Reading A: Install Reading A: Model: Removal Reading A: Removal Reading B: Serial Number: Removal Reading C: Removal Reading C: Back Flow Size: P Removal Reading C: Removal Reading C: Maintenance Code: Installed Date: Removed Date: Installed Date: Radio MIU Number: Installed Date: Installed Date: Installed Date:			Back Flow ID: 123456	Search Retrieve	
Back Flow Size: Reset Date: Secondary Number: Installed Date: Naintenance Code: Removed Date: Removed Date: Removed Date: Last Test Date: Last Test Date: Removed Date: Re	Billing Type ID: Primary Service Code: Series Type Code ID: Dial Count: Outside Number: Manufacturer Name: Model: Serial Number:		State Code: Type: Inspection Freqency:		Battery Installed Date: Install Reading A: Install Reading B: Install Reading C: Removal Reading A: Removal Reading B: Removal Reading C:
	Back Flow Size: Secondary Number: Maintenance Code: Radio MIU Number:				Reset Date: Installed Date: Removed Date: Last Test Date:
	Message Code:	P+			Test Frequency:

Enter

The new	Backflow	Wizard	displays.
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Memo:

Date Status Technician Tester Reference

Wizard		
Steps	Enter the New Back FLow Inventory ID	1: Enter ID
1: Enter ID] ·	2: Specify Information
2: Specify Information		
	Back Flow ID 123456	
	123400	
Narrativa	1	
Inditative	-	
	Back Next	
		L

To confirm the Backflow ID, click **Next** and the next window of the Backflow Wizard displays.

Wizard		
Steps	Edit the Information to Describe the New Back Flow Inventory Item	1: Enter ID
1: Enter ID		Back Flow ID 123456
2: Specify Information		2: Specify Information
	Primary Service Code 1 - Water	
	Bushing of	
	Reading	
Narrative		
	Eatek Next Finish	

Enter the following:

	Backflow Inventory Wizard Prompts			
Primary Service	To select the primary service code for the Backflow device, click a choice in the drop-			
Code	down list. (2.0 numeric)			
Reading	Enter the present reading for the Backflow device, if applicable. (10.0 numeric)			
	To update the new or changed information, click Finish or press [ENTER] . Keyboard shortcut: [ALT + s]			
Finigh	CAUTION To avoid losing data, you must click Finish.			

After you click **Finish**, the Backflow Wizard closes and the Backflow Inventory Maintenance window displays for entry of the remaining fields. For Questions on the field descriptions, please refer to the Edifice WebHelp.

k Flow Inventory Mai	intenance		
<u>A</u> dditional			
		Back Flow ID: 123456 Retrie	en la
Billing Type ID: Primary Service Code: Series Type Code ID: Dial Count: Outside Number: Manufacturer Name: Model: Serial Number: Back Flow Size: Secondary Number: Maintenance Code: Radio MIU Number:	Water	State Code: Type: Inspection Freqency: 1	Battery Installed Date: Install Reading A: Install Reading B: Install Reading C: Removal Reading A: Removal Reading B: Removal Reading C: Installed Date: Removed Date: Last Test Date: Installed Date: Instal
Purchase Date:		Purchase Price: 0.00	Last Test Status: UnKnown
Message Code: Memo:	ρ ₊		Test Frequency: 2 Test Month Calendar:
Date Status	Technician Tester	Reference	

Assign the Backflow Devices to a Service Connection

Assign the Backflow devices to a service connection using the Create Service Connection Wizard.

Wizard		
Steps	Edit the Information to Describe the New Connection	1: Choose Location ID
1: Choose Location ID		Location ID 25-4325-003
2: Specify Information		2: Specify Information
3: Specify Information (Cont.)		3: Specify Information (Cont.)
3: Specify Information (Cont.) 4: Billing Information	Reference Type Back Flow Reference ID Location Reference Serial ID Meter Primary Service Code Back Flow Billing Type ID Fuel Tank Parent Connection ID Inventory	3: Specify Information (ConL) 4: Billing Information
Narrative		
The Reference ID and Type describes the type of Service Connection to be billed.		
A Reference ID that currently exists on the system may be selected or a New Reference ID may be created.		
	Back Next	

	Backflow Inventory Wizard Prompts
Reference Type	To specify that this is a Backflow device, click to select Backflow from the drop-down list.

Create the Backflow Testing Workfile

Use the Backflow Testing Create Workfile routine to create a workfile of Backflow prevention devices to be tested to ensure they are working properly. This process will pull in devices due to be tested based on the Installed date or the Last Test date and Test Frequency.

Tips:

- The Backflow device's Last Test Date and the Test Frequency work together to determine if the Backflow device is due to be tested.
- Before creating the Backflow Testing Workfile, you may view a list of customers and locations with Backflow devices due to be tested by running the iKnowSys report *Backflow Devices to be Tested*.
 - A. Click **Processes** from the Menu Bar.
 - B. Click Backflow Testing.
 - C. Click Create Workfile.

Back Flow Test Work File		×
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	Creates the Back Flow Testing Work File	
		Carter Cart
Services	Companies	Status
v 01. vvater		01 : Open Activity
		02 : In Final
		O3 : Not Active
		04 : Bankrupt
		06 : Collection
		07 : Bad Debt
	Books 🗹 Rate Class	s 🔽 🗹
▶ 0100		
0110		
0120	05:COMMER	CIAL
✓ 0130	06 : MUNICIP/	AL I
☑ 0140	▼ 07 : FEDERAL	
₩ 0150		
Installed From:	Installed Thro	ugh:
	Process Date: 04/30/2015	
	Proceed <u>Cancel</u>	

	Backflow Testing Create Workfile Prompts
<u>Services</u>	To select the services to consider, click to check the appropriate services listed. Tip: To quickly select or de-select services listed, click Check All
<u>Companies</u>	To select the companies to consider, click to check the appropriate companies listed.
<u>Status</u>	To select the statuses to consider, click to check the appropriate statuses listed.
Books	To select the books to consider, click to check the appropriate books listed.
Rate Class	To select the rate classes to consider, click to check the appropriate rate classes listed.
<u>Installed</u> <u>Date</u> From	To limit the Backflow devices being tested to a specific range of installed dates, enter the beginning Install Date in the range. (mm/dd/ccyy, <i>slashes and century are</i> <i>optional</i>) Tip: To include all dates, leave blank.
Installed Date Through	To limit the Backflow devices being tested to a range of dates, enter the ending Install Date in the range. (mm/dd/ccyy, <i>slashes and century are optional</i>) Tip: To include all dates, leave blank.
Process Date	To accept the default Process Date, press [TAB] or enter another date as the Process Date. (mm/dd/ccyy, <i>slashes and century optional</i>)
Proceed	To run the routine and generate the report, click Proceed or press [ENTER] . Keyboard shortcut : [ALT + p]
<u>C</u> ancel	To escape from the routine, click Cancel . Keyboard shortcut: [ALT + c]
Status	Displays information pertaining to the various phases of the Create Workfile process to guide you. Note: The status displays Complete when the process is ended. In addition, the Message window displays Process Ended and 100% to alert you when the routine is complete.
×	To close the Backflow Testing Create Workfile program when Complete displays and the routine is finished, click Close

Print and Review the List of Backflow Devices to be Tested in Workfile

Use the iKnowSys report **Backflows to be Tested in Workfile List** to generate a list of Backflow devices in the Backflow Workfile that are due to be tested.

Note: If the iKnowSys Reporting module is not activated, use the Search function in Backflow Workfile Maintenance to generate a simple list of customers with Backflow devices to be tested. From Backflow Workfile Maintenance, click Search. From the Search window, click File → Print to generate the list.

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¢	Lists: Customer Backflows To Be Tested (Work File)
Edifice utilitybilling FINANCIAL FINANCIAL SUMMARY LISTS Location Master Address Occu Location Master Address Vaca Location Address Columns Location Address Columns Location Status Location Profiles Customer Master	RANGE From Through Customer ID
Customer Service Detail Status Street Index Meter Master Location Meter Detail Meter By Size Meters without Radio MIU Meters with Radio MIU Location Customer Status	Lists: Customer Backflows To Be Tested (Work File) nds : 10/07/2015 : 15:07:44
Backflow Customer List Backflow Master List Backflow Testing Month Backflow Testing Results Backflows To Be Tested Backflows To Be Tested in Wo Additional Addresses Listing customer messages Listing Bill To Information with Meter Listing with Test Results Listing Paperless Customer	===== SELECTION CRITERIA ===== SORT CUSTOMER ID RANGE LOCATION ID RANGE BACKFLOW ID RANGE TEST MONTH CALANDER RANGE LAST TEST DATE RANGE

Location ID	00000400765	Customer ID	000000000003	First RICHARD		Last SMITH	
Backflow ID 2	2433941	Backflow Size	34	Street Number	120	Street Name	COMMERCIAL ST
Manufacturer V	WILK	Model	975X	Serial Number	2433941	Testing Frequency	2
Last Test Date 2	2012-01-06	Last Test Status	Good	Secondary Number		Installed Date	
Memo 1 N	NEW BUILDING	Memo 2	RPZ-REDUCED PRESSURE	Memo3		Test Month Calendar ID	2-1
Location ID 0	000009999999	Customer ID	000000000061	First JOHN		Last JONES	
Backflow ID	3A9697	Backflow Size	2	Street Number	184	Street Name	
Manufacturer F	FEBO	Model	825	Serial Number	BA9697	Testing Frequency	2
Last Test Date 2	2012-01-03	Last Test Status	Good	Seconda ry Number		Installed Date	
Memo 1 NEW BU	UILDING	Memo 2	RPZ-REDUCED PRESSURE	Memo3		Test Month Calendar ID	2-1

Print the Backflow Testing Notices & Mailers

If needed, use the XML Testing Notice Letter to print Backflow Testing Notices and/or print the certified mailers for mailing to the appropriate customers.

Note: Please contact NDS Support if this letter needs to be set up.

- A. Click Processes from the Menu Bar.
- B. Click Backflow Testing.
- C. Click XML Testing Notice Letter.

Back Flow Test Letter				
XML BACK FLOW TEST WRITER				
This will create an XML stream based on the Back Flow Work File as an interface with the following: PDF Document Microsoft Excel Microsoft Word Document				
Services Image: Constrained and the con				
Print Cancel				

Backflow XML Testing Notice Letters Prompts				
<u>Services</u>	To select the services to print, click to check the appropriate services listed. Tip: To quickly select or de-select <i>all</i> services listed, click Check All . Note: The Roll Parameter record can limit the services that print.			
Test Calendar	To select the test calendars, click to check the appropriate calendars listed.			
<u>P</u> rint	To begin printing click Print , or press [ENTER] . Keyboard shortcut: [ALT + p] Mathematical State and State an			
2	To print to the Print View screen, click here.			
<u>C</u> ancel	To escape from the print routine, click Cancel . Keyboard shortcut: [ALT + c]			

Maintain Backflow Test Dates and Statuses

After Backflow tests have been performed, use Backflow Workfile Maintenance to update the Backflow testing transactions with the test date and test status.

- A. Click **Processes** from the Menu Bar.
- B. Click Backflow Testing.
- C. Click Workfile Maintenance.

Back Flow ID:		
	<u>S</u> ave Sea <u>r</u> ch Re <u>t</u> rieve	
]	

Backflow Testing Workfile Maintenance Prompts			
Backflow ID	Enter the identification for the Backflow device and then press [Enter]. (up to 17 characters)		
	To update the new or changed information, click Save or press [ENTER].		
Save	CAUTION To avoid losing data, you must save new or changed records.		
Search	To view all of the existing Backflow test records, click Search . From the Search list you can select the record to change or delete.		
<u>Technician</u>	Enter the Code for the technician who performs the Backflow test. (up to 7 characters)		
<u>Tester</u> <u>Number</u>	Enter the informational tester number, if applicable. (up to 10 characters)		
Test Status	To assign the test status, click a choice in the drop-down list.		
<u>Test Date</u>	Enter the date the Backflow test is performed. (mmddccyy, slashes and century optional)		
Reference	Enter a reference for the Backflow test, if applicable. (up to 60 characters)		

Perform Backflow Testing Post

Run the Backflow Testing Post to update the Backflow device with the Test Date and Test Status, and to add testing detail to the history.

Notes:

- Prior to beginning the Post routine make sure you have updated the Backflow records in Backflow Workfile Maintenance with the test date and test status.
- The Backflow Testing Post performs the following functions:
 - For each Backflow device that was tested, the Backflow device Test Date and the Test Status is updated.
 - Generates the Backflow testing history records.
- You can view the updated Backflow device in the Service Connections Area of the Customer Inquiry.
 - A. Click **Processes** from the Menu Bar.
 - B. Click Backflow Testing.
 - C. Click Post.

Post Back Flow Test Work File	×
This utility will update the Back Flow Test Records from the Back Flow Test Work File.	
Proceed <u>Cancel</u>	

Click **Proceed** to run Backflow Testing Post.