Backflow Tester Policy

The City of Glendale Cross Connection Control Program is within the Water Services Department. All Backflow Tester Policy/Application, tester certification certificates, equipment calibration forms, or any other related correspondence, shall be:

Permits Required on all Backflow installations

The City of Glendale requires backflow installation permits for all new installations, including retrofits and replacement of existing backflow assemblies. Permits must be obtained at Development Services Center: 2nd Floor, 5850 W Glendale Avenue, Glendale, AZ 85301. After installation and certification of the backflow assembly please call the permit line at 623-915-3263 code 237 for backflow domestic water line, code 238 for backflow fire line, code 245 for backflow fire hydrant meter and code 246 for backflow irrigation line for inspection(s). The City has a list of standard details on the cross-connection web page at: https://www.glendaleaz.com/CrossConnection/backflowstandarddetails.cfm

The City of Glendale, Cross Connection Department will no longer be accepting backflow reports on new or replaced backflow assemblies without a backflow permit, and inspection of the backflow and underground piping.

Tester Certification

Each tester is required to complete the required course to become a Certified Backflow Prevention Assembly Tester, and thereafter retest every three years. The certificate must be current, if ineffective the test reports will not be accepted. Failure to submit required calibration certification reports will result in the tester or company removal from the List of Recognized Testers until such time the certification is received.

Timely and Accurate Submission of Backflow Prevention Assembly Testing Reports

The submission of accurate testing reports within or by the end of the month due is an essential element in the smooth operation of the City's Cross Connection Control Program. Inaccurate or incomplete reports will not be accepted. Reports lacking information or with inaccurate information will be sent back to the tester for correction. We recommend you obtain a copy of the Owners notification letter prior to testing of any assemblies.

Any incomplete test reports will not be accepted (i.e.; current/correct water meter numbers, missing or incorrect serial numbers, premise owner, etc.) The test report(s), gauge calibrations, tester certification and company document updates must be submitted online at: https://crossconnection.njbsoft.com/glendaleaz/SAMSBackflowTesterLoginPage.aspx

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Penalties for Noncompliance

The following are occurrences that may result in a penalty:

- Verified test report problems
- Incomplete test reports
- Inaccurate or false test results
- Test reports with no signature
- Missing information on test report
- Backflow assemblies installed without a permit

The following are examples of potential penalties:

- First incident – Written warning to tester by certified mail
- Second incident – Three (3) month suspension from recognized testers list
- Third incident – Six (6) month suspension from recognized testers list Following any suspension, tester must request reinstatement to list

Pressure Vacuum Breakers Shall Be Tested for Backpressure

All pressure vacuum breakers in the City of Glendale shall be tested for backpressure using the procedure listed below.

1. Complete the testing as outlined in Appendix A Section A.3.1 of the 10th edition of the Manual for Cross Connection Control and Hydraulic Research
2. Restore the assembly to service
3. Close the #1 shut-off valve
4. Open the # 2 test cock and observe the flow. The water pressure should decrease within about a minute causing the air inlet valve to open. If this occurs, close the # 2 test cock and open the #1 shut-off valve returning the assembly to service. If there is no drop-in pressure and the air inlet does not open the assembly is improperly installed and is subject to backpressure. If this condition is found, close the #2 test cock, open the #1 shut-off valve and RETURN THE ASSEMBLY TO SERVICE.
    a. If the assembly is not subject to backpressure, please note in the comment section “no backpressure.”
    b. If the assembly is subject to backpressure, check the fail box and note in the comment section “assembly subject to backpressure.”

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Calibration of Test Equipment

All test equipment used in testing of backflow prevention assemblies shall be calibrated annually. Calibration certification reports shall be submitted to the Cross-Connection office each year for all testing equipment used in the City of Glendale's water service area. This requirement is effective calendar year. Failure to submit required calibration certification reports will result in the test equipment, tester or company removal from the List of Recognized Testers until such time the certification is received.

Any incomplete test reports will not be accepted (i.e.; current/correct water meter numbers, missing or incorrect serial numbers, premise owner, etc.) The test report(s), gauge calibrations, tester certification and company document updates must be submitted online at: https://crossconnection.njbsoft.com/glendaleaz/SAMSBackflowTesterLoginPage.aspx

All new construction backflow assemblies, hydrant meter,
retrofit. Submitted online at:backflow@glendaleaz.com

Backflow testers will be held accountable to follow City of Glendale Recognized Tester Policies.

If you have any questions concerning this policy/agreement, please contact:

Cross Connection Control
623-930-4138
backflow@glendaleaz.com

Certified Tester Application

DIRECTIONS: Please fill out this form in its entirety and provide copies of the following information to_____ **(Please complete one form for each tester.)**
1. Contractor's License, 2. Current Insurance Coverage, 3. State of Arizona Tax ID Number, 4. Gauge Test Certificate, 5. Tester Certification

Employer:
Company Name: _____
Address: _____
City/State/Zip:_____
Phone/Fax: _____

Contractor's License:
License Type:_____License Type: _____
License Number:_____License Number: _____

Insurance Coverage:
Company Name: _____
Amount of Coverage: _____
Policy #: _____

State of Arizona Tax I.D. Number:
I.D. Number: _____

Test Equipment:
Make/Model:_____Gauge Serial #_____Exp. Date_____
Make/Model:_____Gauge Serial #_____Exp. Date_____
Make/Model:_____Gauge Serial #_____Exp. Date_____
(Please provide copies of each calibration certification)

Certified Tester:
Name: _____
Email Address: _____
Cell Phone #: _____
Certification Agency: _____
Certification Number: _____
Certification Expires: _____
(Please provide copies of the tester's certification)

My signature below acknowledges I have read and understood the Backflow Tester Policy and agree to follow all city, state, and federal laws, rules and policy as it relates to backflow devices when testing in the City of Glendale.

Signature:_____Date: _____

7070 W. Northern Ave.
Glendale, AZ 85303
623.930.4138