KRISTEN ATHA
Director

BACKFLOW ASSEMBLY TESTING

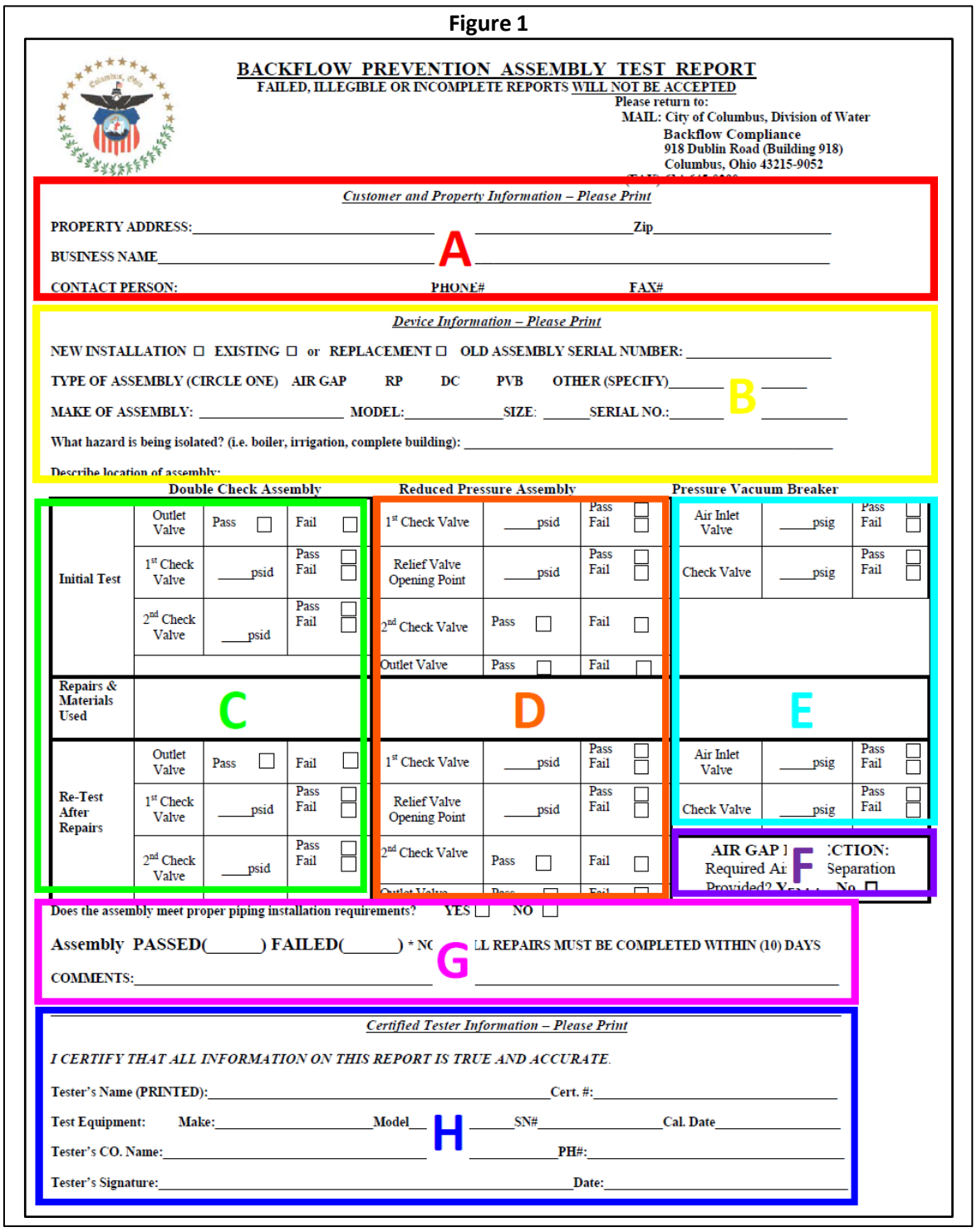
City of Columbus Submittal Instructions
Test Report Form Cross Reference
to On-line Forms
May 21, 2015

This document is provided to assist testers familiar with the City of Columbus Backflow Prevention Assembly Test Report in transitioning to use of the City's newly implemented on- line test submittal software. Refer to City of Columbus Submittal Instructions for On-line Software, on-line at www.columbus.gov/backflow/testers for detailed instructions regarding use of the new software.

How to use this document

The City of Columbus, Division of Water *Backflow Prevention Assembly Test Report* consists of eight sections as shown in Figure 1. Each section in Figure 1 has been highlighted and given a letter from A-H.

Figure 1



BACKFLOW PREVENTION ASSEMBLY TEST REPORT

FAILED, ILLEGIBLE OR INCOMPLETE REPORTS WILL NOT BE ACCEPTED

Please return to:
MAIL: City of Columbus, Division of Water
Backflow Compliance
918 Dublin Road (Building 918)
Columbus, Ohio 43215-9052

Customer and Property Information – Please Print

PROPERTY ADDRESS:_____ _____Zip_____

BUSINESS NAME_____ A _____

CONTACT PERSON: PHONE# FAX#

Device Information – Please Print

NEW INSTALLATION ☐ EXISTING ☐ or REPLACEMENT ☐ OLD ASSEMBLY SERIAL NUMBER: _____

TYPE OF ASSEMBLY (CIRCLE ONE) AIR GAP RP DC PVB OTHER (SPECIFY)_____ _____

MAKE OF ASSEMBLY: _____ MODEL:_____SIZE: _____SERIAL NO.:_____ B _____

What hazard is being isolated? (i.e. boiler, irrigation, complete building): _____

Describe location of assembly:

	Double Check Assembly			Reduced Pressure Assembly			Pressure Vacuum Breaker		
Initial Test	Outlet Valve	Pass ☐	Fail ☐	1st Check Valve	____psid	Pass ☐ Fail ☐	Air Inlet Valve	____psig	Pass ☐ Fail ☐
	1st Check Valve	____psid	Pass ☐ Fail ☐	Relief Valve Opening Point	____psid	Pass ☐ Fail ☐	Check Valve	____psig	Pass ☐ Fail ☐
	2nd Check Valve	____psid	Pass ☐ Fail ☐	2nd Check Valve	Pass ☐	Fail ☐			
				Outlet Valve	Pass ☐	Fail ☐			
Repairs & Materials Used	C			D			E		
Re-Test After Repairs	Outlet Valve	Pass ☐	Fail ☐	1st Check Valve	____psid	Pass ☐ Fail ☐	Air Inlet Valve	____psig	Pass ☐ Fail ☐
	1st Check Valve	____psid	Pass ☐ Fail ☐	Relief Valve Opening Point	____psid	Pass ☐ Fail ☐	Check Valve	____psig	Pass ☐ Fail ☐
	2nd Check Valve	____psid	Pass ☐ Fail ☐	2nd Check Valve	Pass ☐	Fail ☐			

AIR GAP I :CTION:
Required Ai F Separation
Provided? Y... No ☐

Does the assembly meet proper piping installation requirements? YES ☐ NO ☐

Assembly PASSED(_____) FAILED(_____) * NC LL REPAIRS MUST BE COMPLETED WITHIN (10) DAYS

COMMENTS:_____ G _____

Certified Tester Information – Please Print

I CERTIFY THAT ALL INFORMATION ON THIS REPORT IS TRUE AND ACCURATE.

Tester's Name (PRINTED):_____Cert. #:_____

Test Equipment: Make:_____Model_____ H _____SN#_____Cal. Date_____

Tester's CO. Name:_____ _____PH#:_____

Tester's Signature:_____Date:_____

Figures 2-6 show the various sections enlarged. Each line or check box that requires input from the tester is numbered. Generally speaking, the same information on the paper form will be entered into the electronic forms. The specific line number is a combination of the section letter and the line number. So for example, the PROPERTY ADDRESS shown in Figure **2** is Line A1. The device SERIAL NO. is Line B8. These line numbers will be referenced later in theses instructions for filling out the web-based forms.

Figure 2

Cross-Reference Key – Customer and Property Information; Device Information

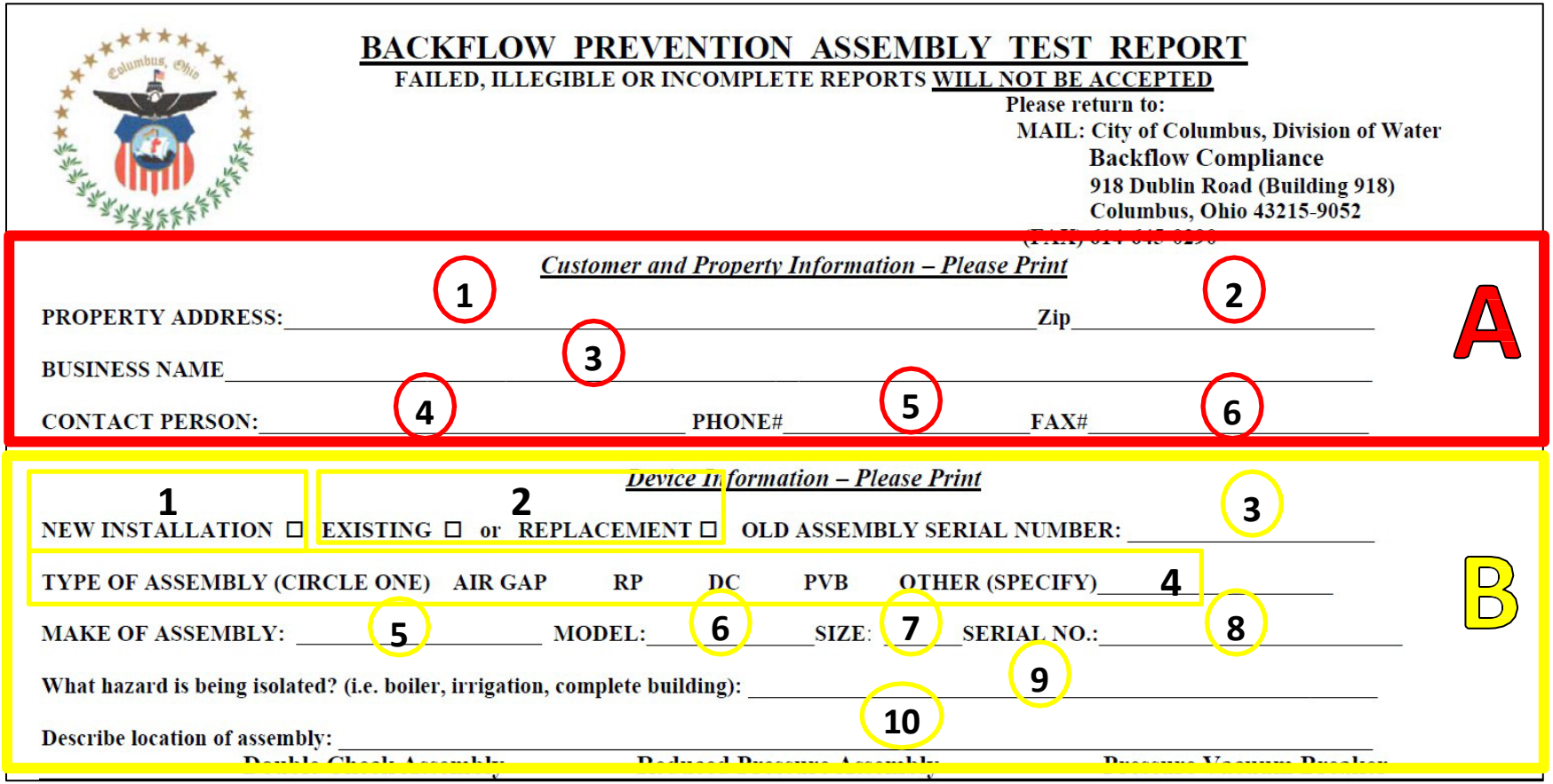
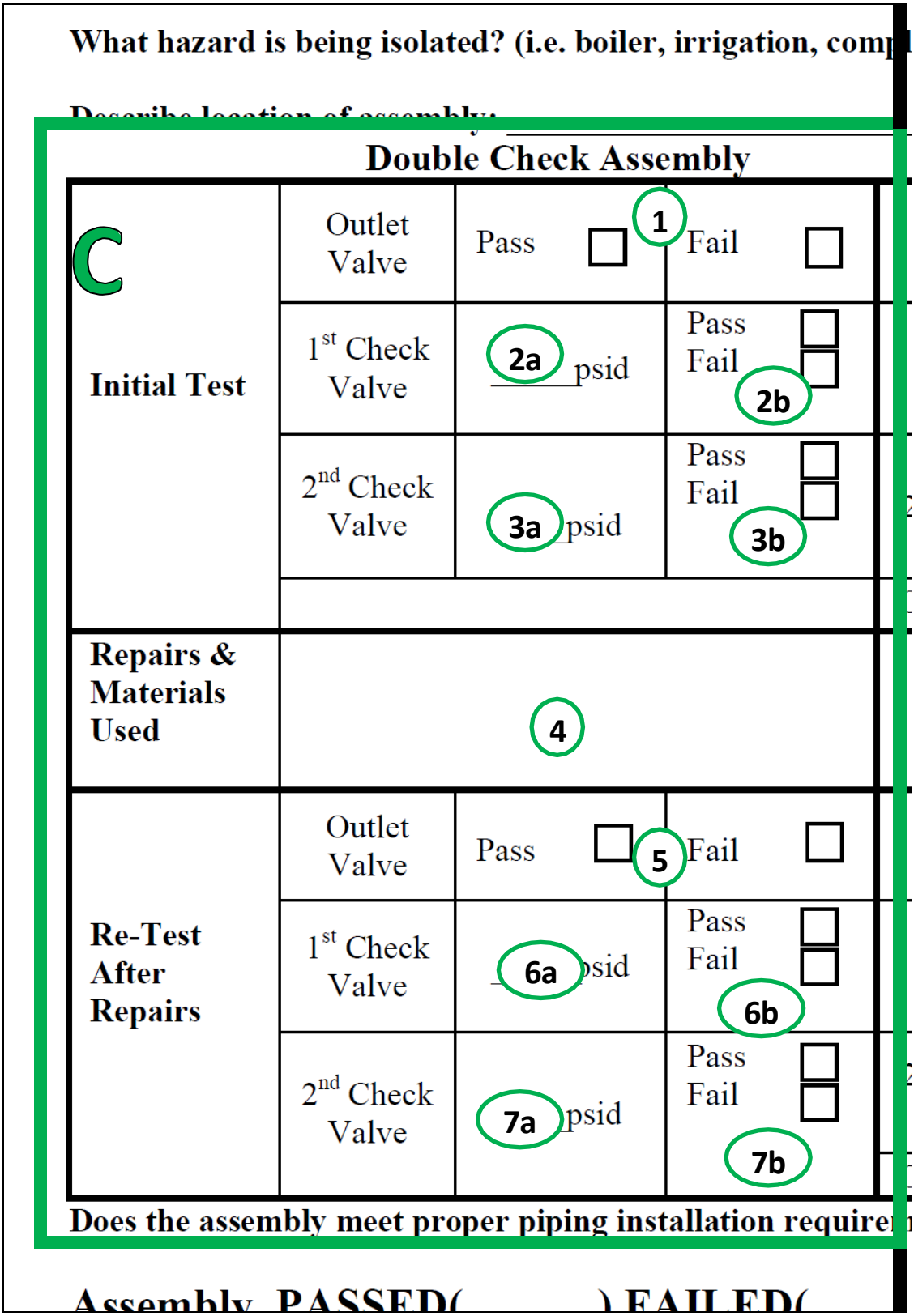


Figure 3

Cross-Reference Key – Double Check Assembly



What hazard is being isolated? (i.e. boiler, irrigation, comp

Describe location of assembly:

Double Check Assembly

C **Initial Test**	Outlet Valve	Pass ☐ 1	Fail ☐
	1st Check Valve	2a psid	Pass ☐ Fail ☐ 2b
	2nd Check Valve	3a psid	Pass ☐ Fail ☐ 3b
Repairs & Materials Used	4		
Re-Test After Repairs	Outlet Valve	Pass ☐ 5	Fail ☐
	1st Check Valve	6a psid	Pass ☐ Fail ☐ 6b
	2nd Check Valve	7a psid	Pass ☐ Fail ☐ 7b

Does the assembly meet proper piping installation require

Assembly PASSED( ) FAILED(

Figure 4

Cross-Reference Key – Reduced Pressure Assembly

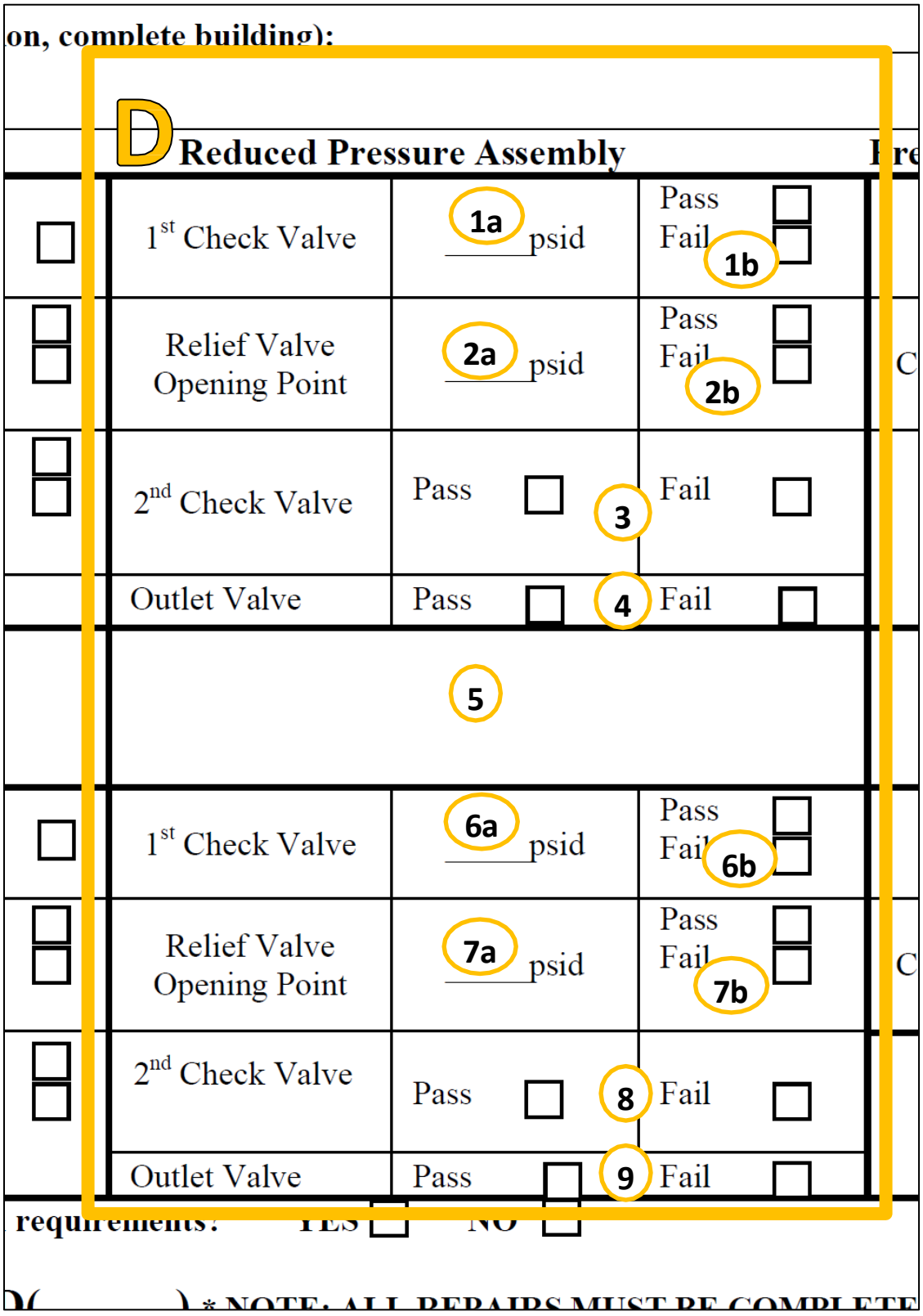


Figure 5

Cross-Reference Key – Pressure Vacuum Breaker; Air Gap Inspection

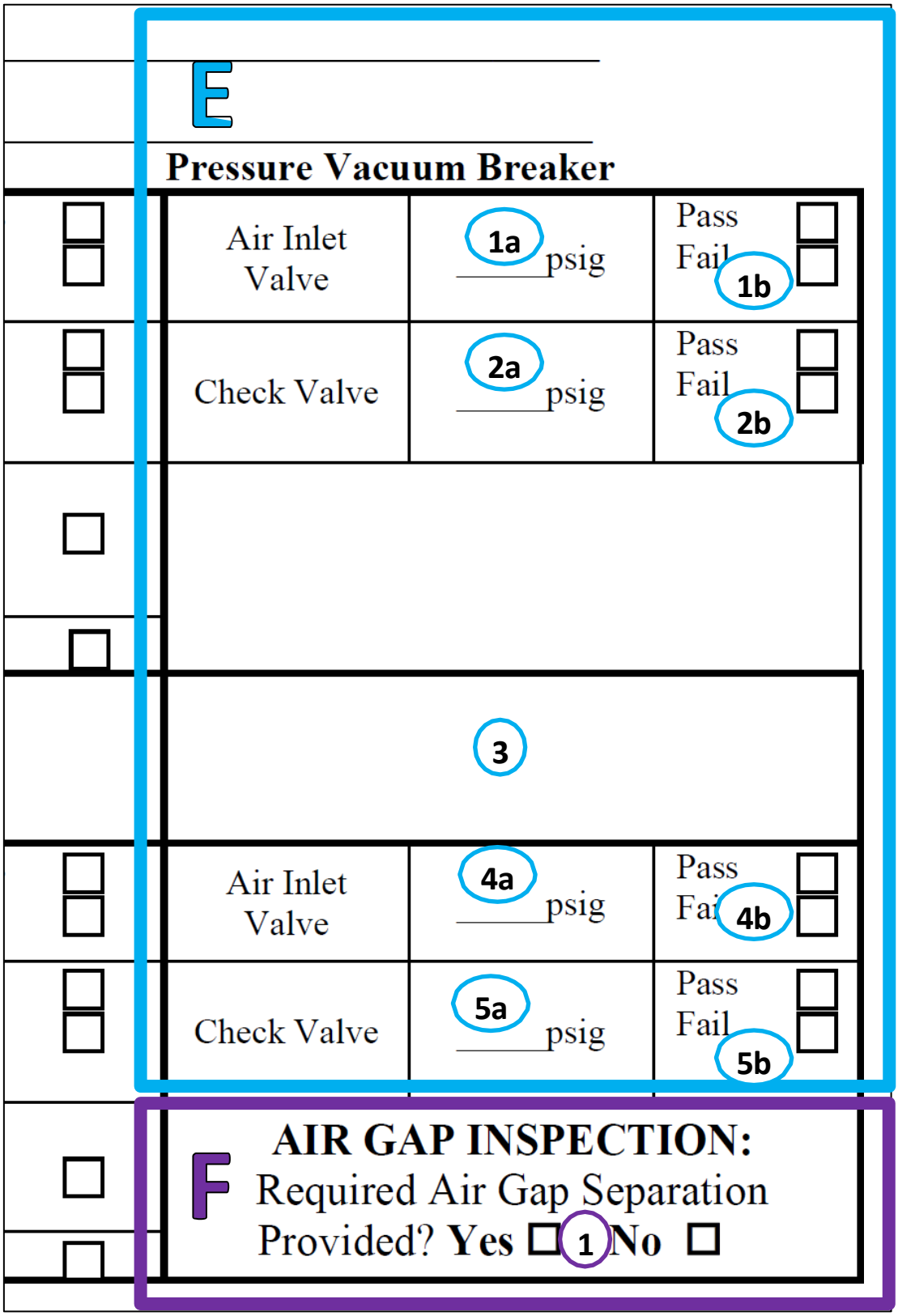
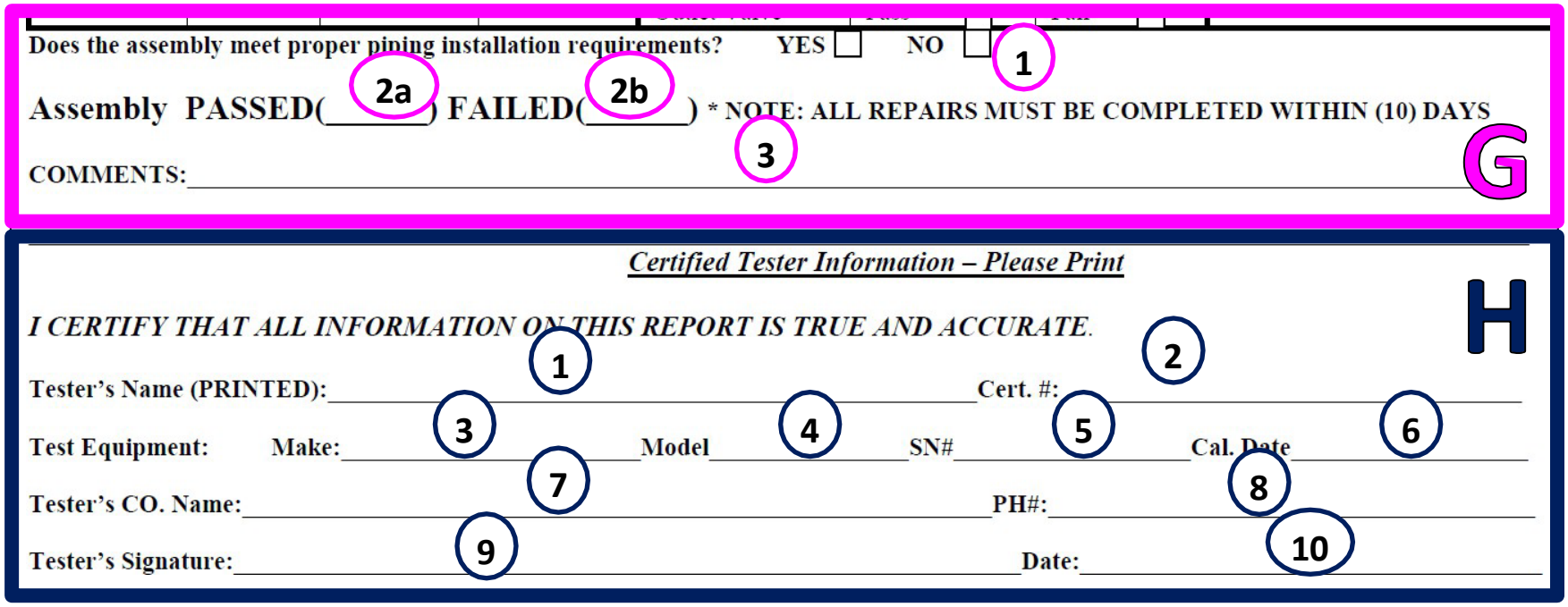


Figure 6
Cross-Reference Key – Assembly Status; Certified Tester Information



Using the On-Line Application

Refer to the Backflow Assembly Testing, City of Columbus Submittal Instructions on the Columbus web site, at www.columbus.gov/backflow/testers for detailed instructions on use of the software, including log in instructions. The following screen-captures from the software show what information is required and where that information previously would have been recorded on the old forms. The same information entered on the old forms is required when filling out the on-line forms.

Figure 7
Device Profile Search

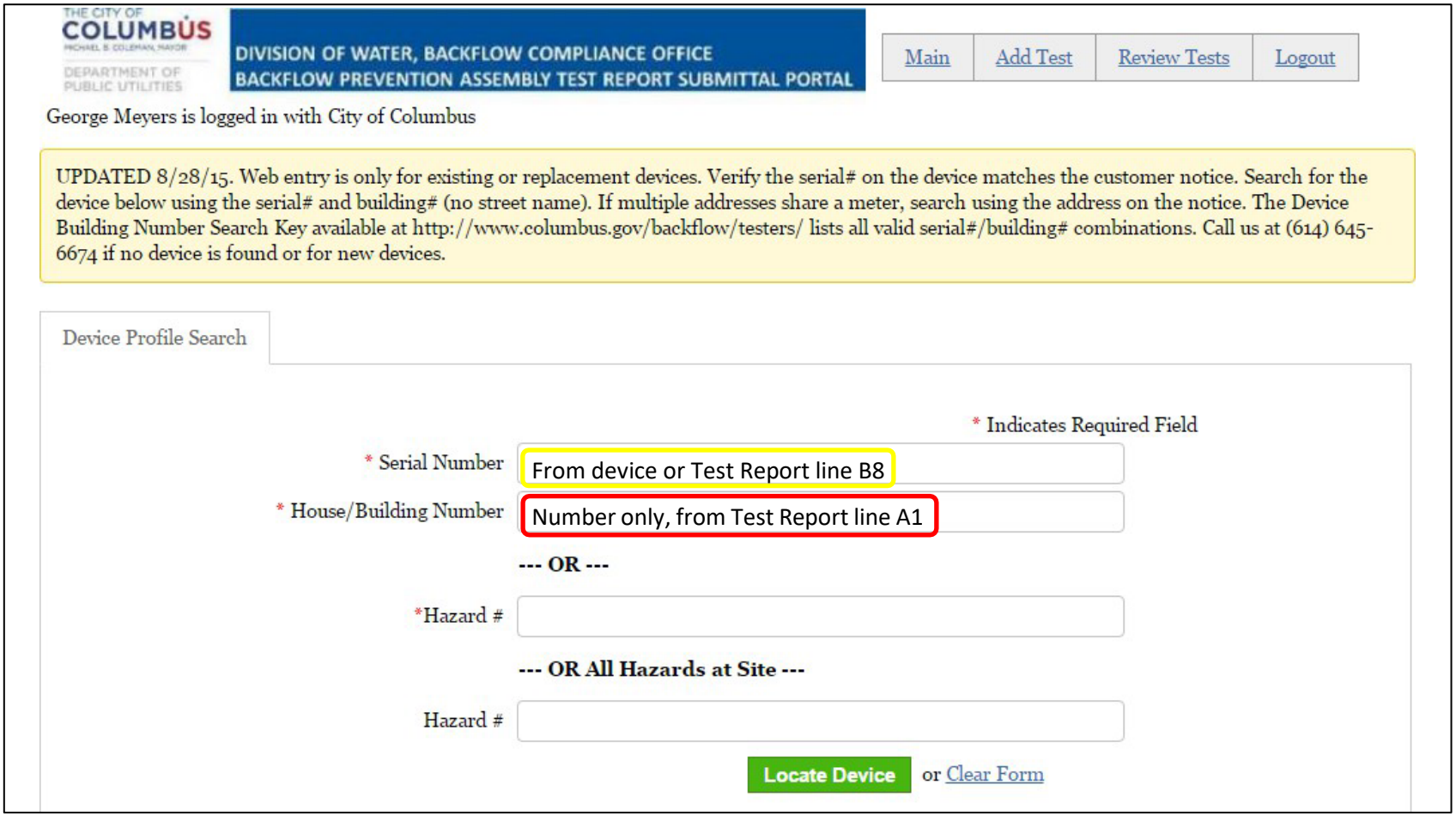


Figure 8
Verify Site Profile

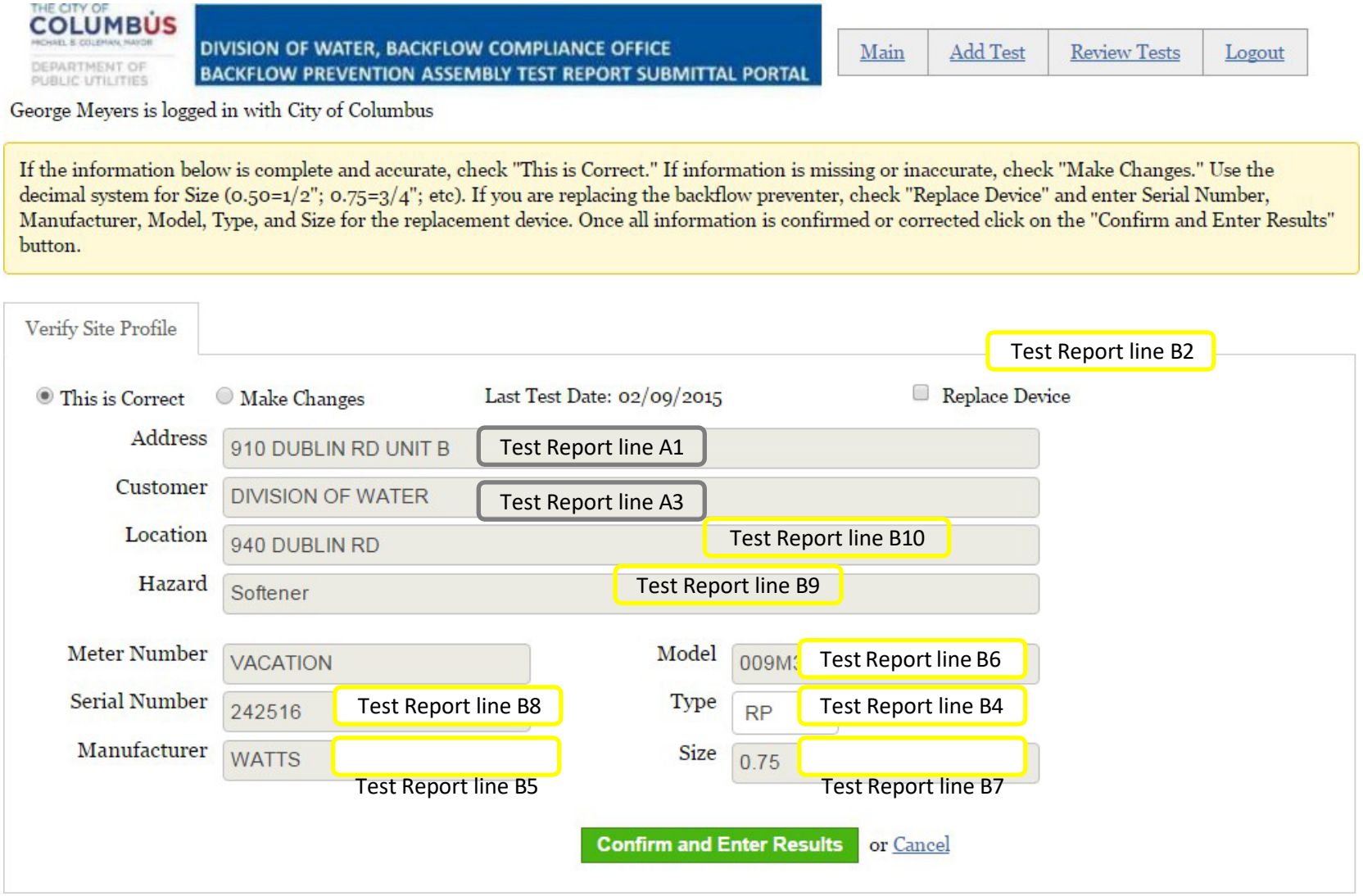


Figure 9

Test Data Entry, Device Type DC/DCDA

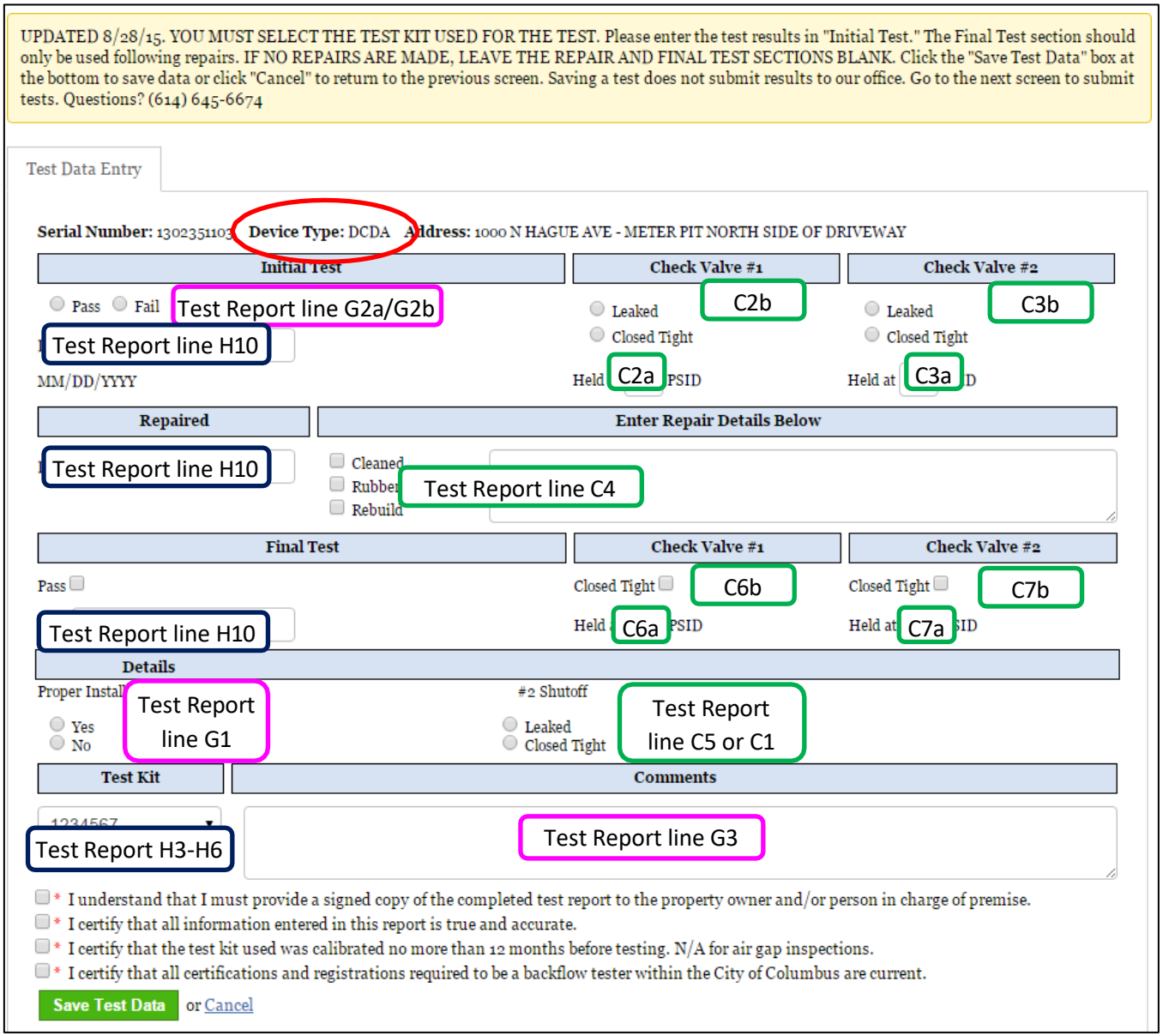


Figure 10

Test Data Entry, Device Type RP/RPDA

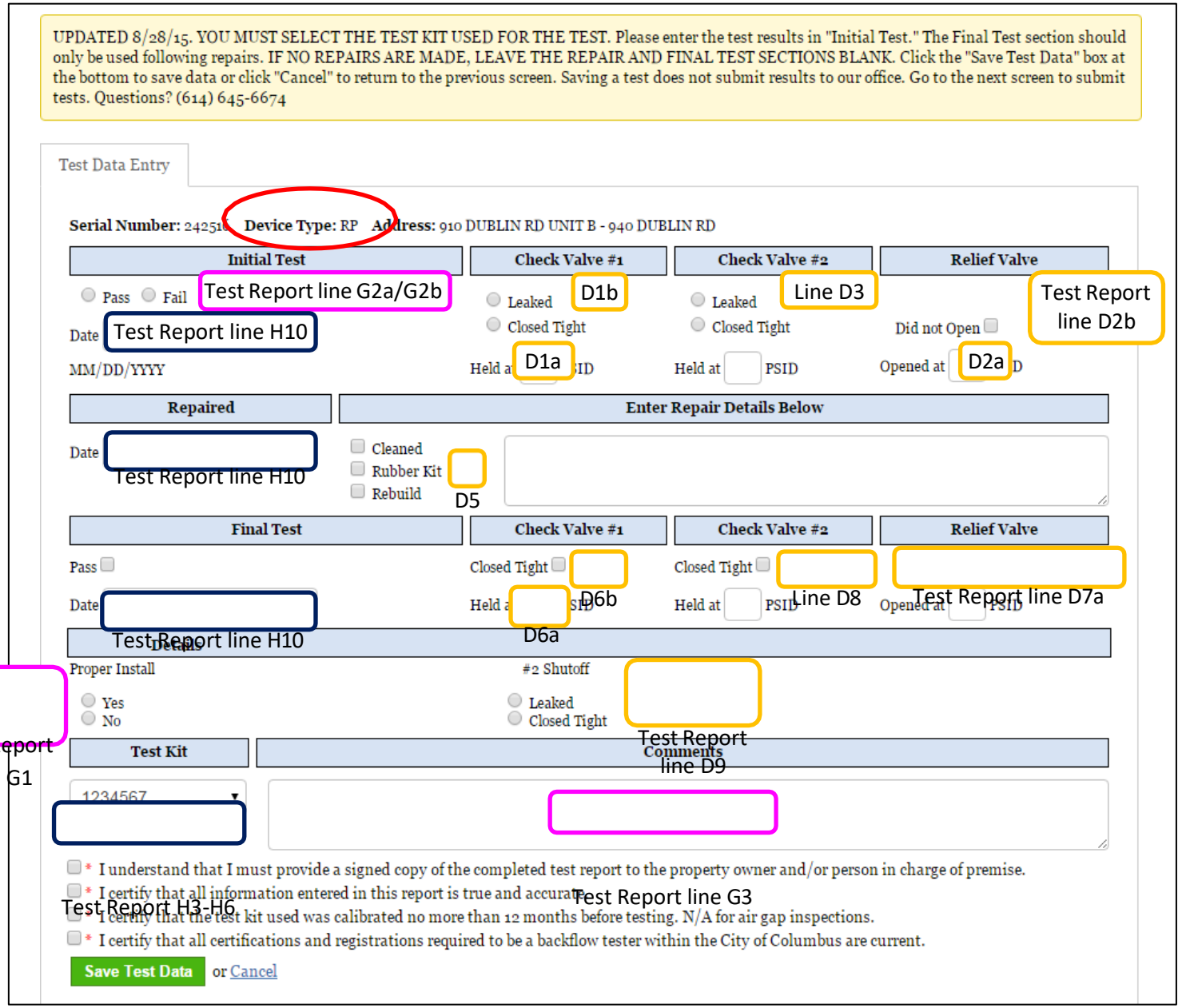


Figure 11

Test Data Entry, Device Type PVB/SVB

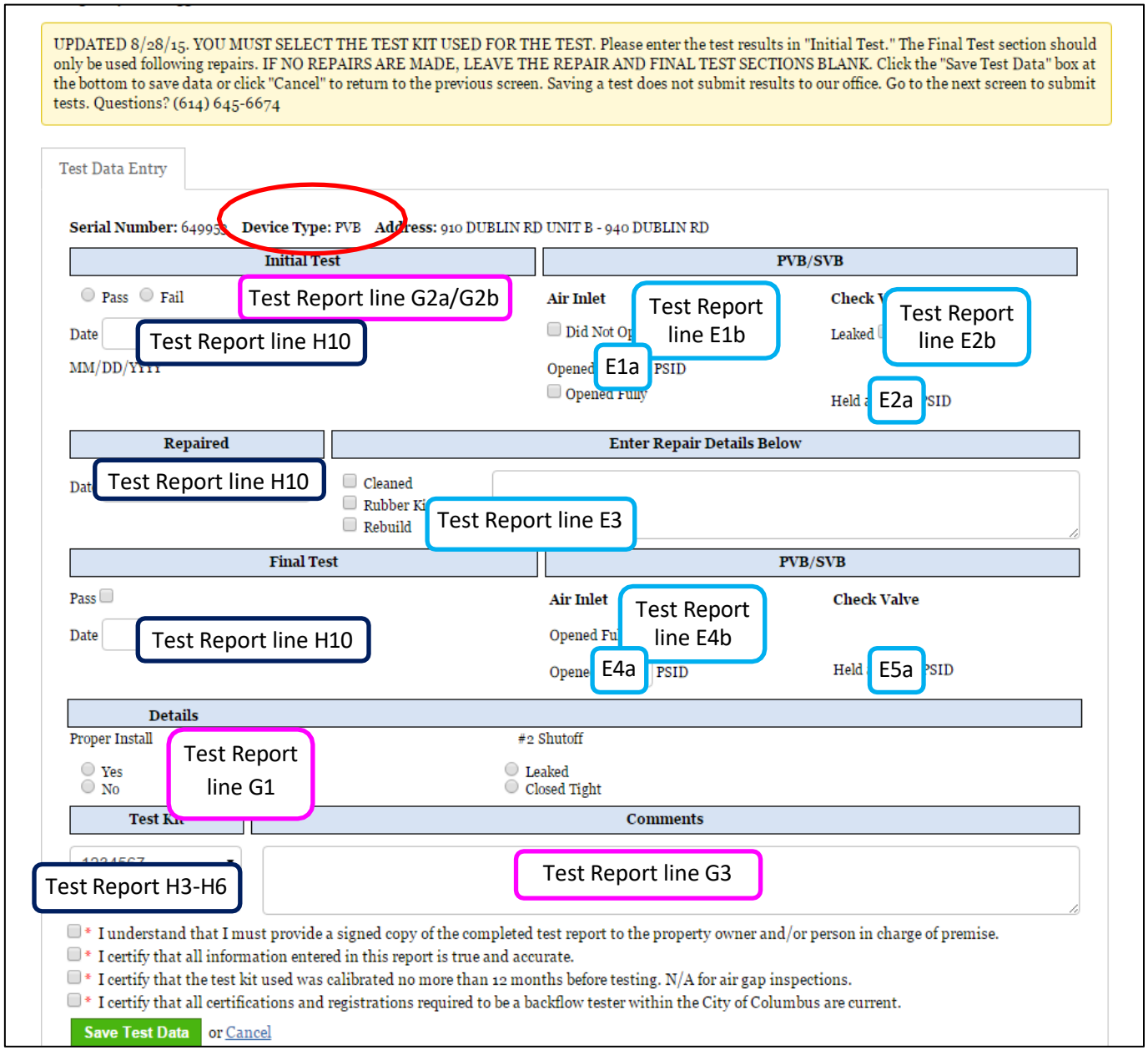


Figure 12

Test Data Entry, Air Gap Inspection