What is a Cross Connection?

A cross connection is any connection between a potable (drinking) water supply system and any source of "non-potable" or "non-drinkable" liquid, solid, or gas. Under certain circumstances, a "non-drinkable" substance could either be pulled or pushed into the drinking water supply. This is called backflow.

Backflow can reverse the flow of water or other substances into the public or private water system, resulting in chemicals or contaminants getting into the drinking water. In other words, the water is flowing in the opposite direction from what it is intended.

Annual testing & reporting required:

Not allowed in Illinois

PVB/SVB

RP & RPDA

DC & DCDA

Annual testing not required:

Water purveyors around the globe have contracted with ***Aqua Backflow*** to manage the Water Utility's Cross Connection Control Program.

Aqua Backflow may contact you to request licensing information, ask for copies of certifications, ask for backflow test kit information, or more. Your cooperation is appreciated as we perform the required tasks for a complete cross connection control program. Please note that all test procedures and installations shall follow Federal, State and local Plumbing and Cross Connection Control Codes and regulations.

Let's keep our drinking water safe!

Aqua Backflow

977 Elizabeth Street
Elgin, IL 60120
Phone (847) 742-2296
Fax (847) 214-9696

Email: info@AquaBackflow.com
www.AquaBackflow.com

For backflow stories, please visit
www.BackflowCases.com

For online backflow tracking, Please register at and/or visit
www.TrackMyBackflow.com

For online Fats, Oils, and Grease (FOG) tracking, please visit
www.TrackMyFOG.com

Aqua Backflow's

TrackMyBackflow.com

CROSS CONNECTION CONTROL PROGRAM GUIDE

This brochure may be used as a procedural guide for:

- Backflow testing companies
- Backflow testers
- Plumbing contractors
- Plumbers
- Office support staff

Backflow Prevention tracking over the internet

…why have you received this brochure?
A water purveyor in your area has elected to utilize our efficient and Earth-friendly online backflow tracking program.

Please contact us for our current customer list.

As required by the Safe Drinking Water Act, EPA Guidelines, State Codes, and Local Regulations:

…public water users must have their sites inspected…existing backflow assemblies must be tested annually by a licensed tester… an approved cross connection control program shall be in place…

In an effort to keep costs low, to be environmentally-friendly, and to be more efficient, water purveyors in your area have chosen to utilize our online backflow tracking program.

How the Process Begins:

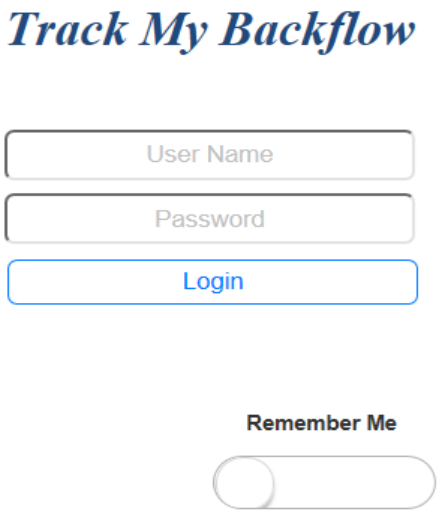
Go to:

www.TrackMyBackflow.com

Register as a new backflow tester

Once registered, you will receive a registration confirmation email within 24 business hours and a request for copies of your actual tester license/certification; test kit information; last test kit calibration certificate, etc.

Once all data has been received and verified, we will send you a user name and password. Then, proceed to TrackMyBackflow.com and log in.



Now that you are logged in:

The Dashboard shows sites where your company is the last tester on record. **To add a new test:**

1) Select "Search-Enter Tests"

2) Locate your backflow preventer by entering the serial # and building #, OR the Hazard ID #, OR Site ID #.

Houses represent sites

Triangles represent hazards

3) Select "Add Test"

4) If device information is missing, complete the noted fields.

5) Complete the test form as you would any other. Fill in the initial test results, final test results will only apply to devices that were successfully repaired. Submit the data.

6) If you have more tests to enter, repeat steps 1 - 5. When finished, click My Company, Shopping Cart and highlight tests to be processed. You can pay for many tests at one time.

7) To cover costs of the program, a filing fee is often charged for test submissions. Tests are not considered "submitted" until they are paid for.

Contact us for a current price list.

8) Payment options include:
VISA * M/C * Discover * Debit
American Express * PayPal
Savings/Checking Withdrawal

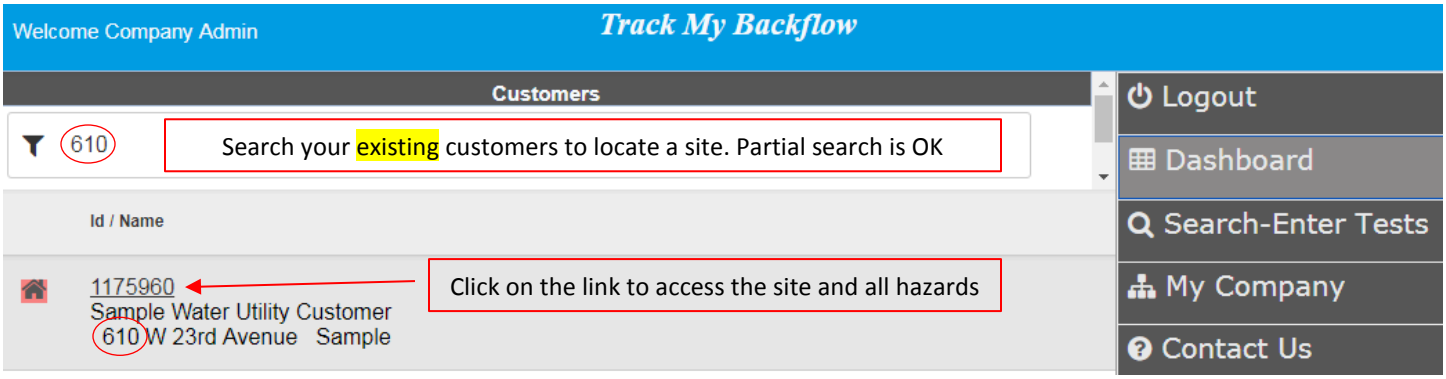
Not computer savvy?
Let ***Aqua Backflow*** enter the data for you.
(a $4 data entry fee is then required for each report)

Questions?
847-742-2296
info@aquabackflow.com

TrackMyBackflow.com

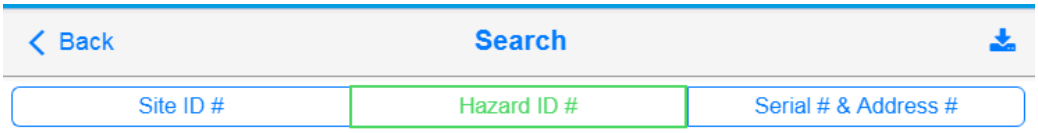
TEST SUBMISSION TUTORIAL

1) Upon login, you'll see your existing customers and you can either search thru them in the Search field at the top

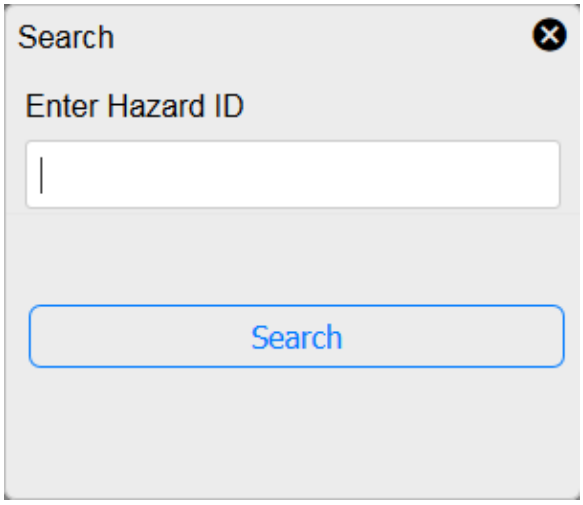


or select Search-Enter Tests

2) Selecting Search-Enter Tests takes you to the screen below. Select your search method: IE Site ID #, Hazard ID #, or Serial # and Address # (address number only, NOT street name)



3) Enter your search value:



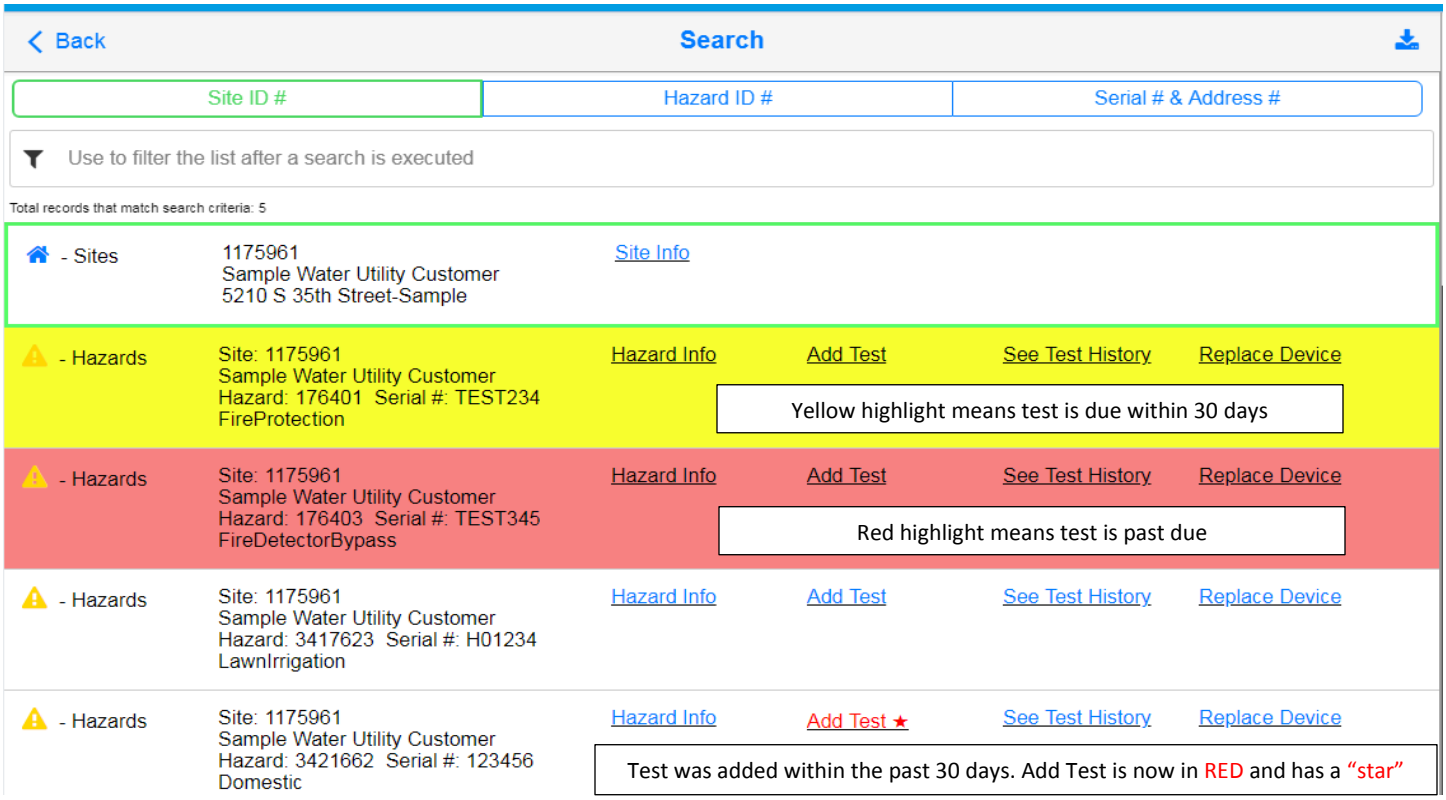
NOTES:

Site ID # and Hazard ID # are on all communications with your customer. Make a note of them to ease future test submissions

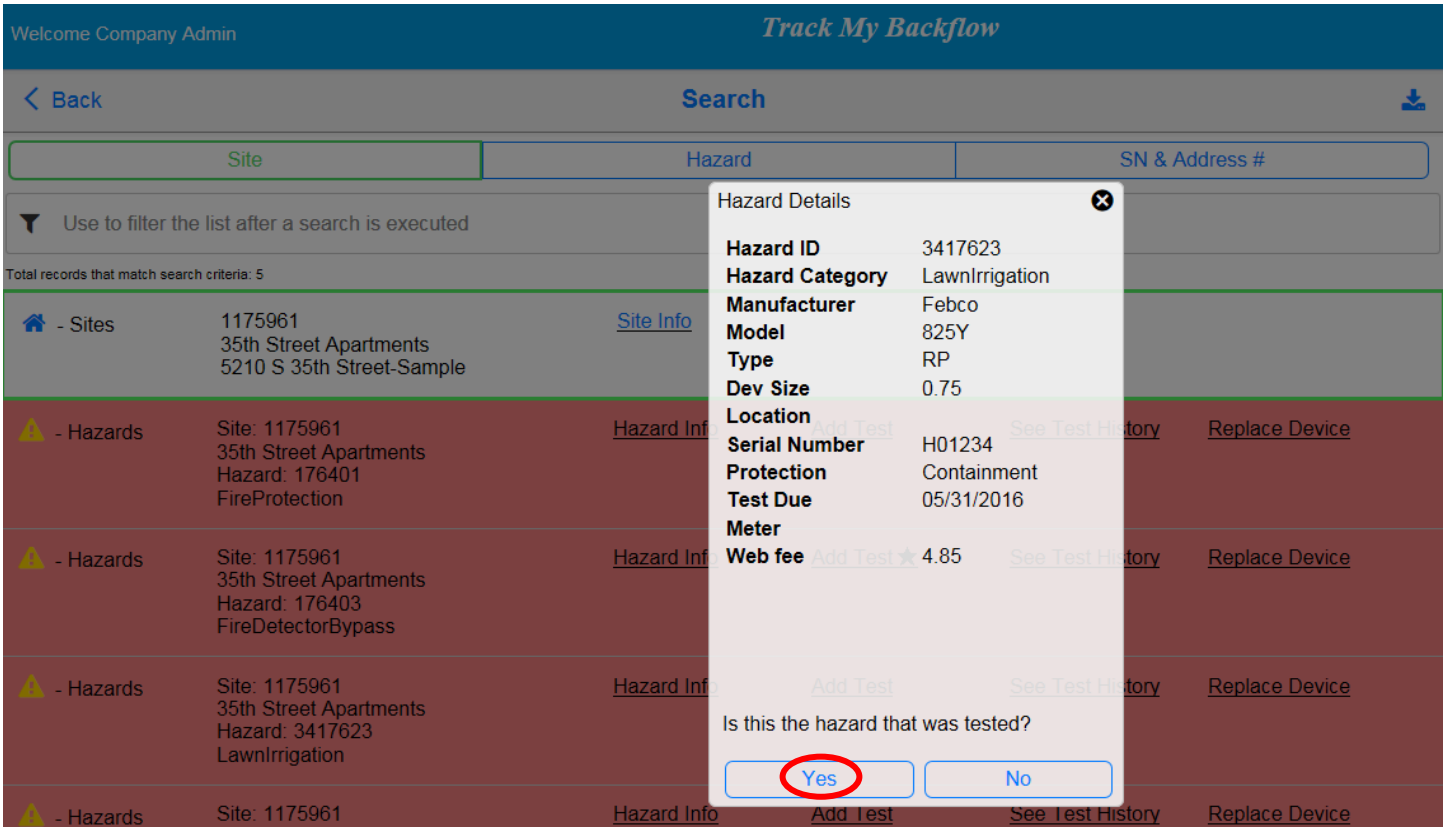
When searching using a Serial #, you will also need to enter the Address #. This is done for data security purposes.
DO NOT ENTER THE STREET NAME

4) **ALL** hazards at this site will now be shown.

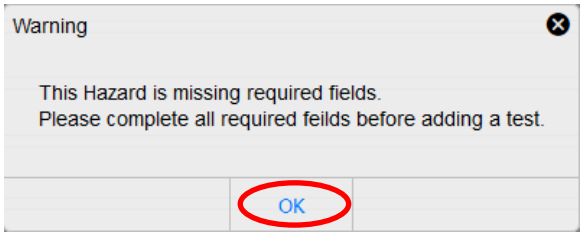
You can access Hazard Info, Add Test, See Test History, and Replace Device from this screen.



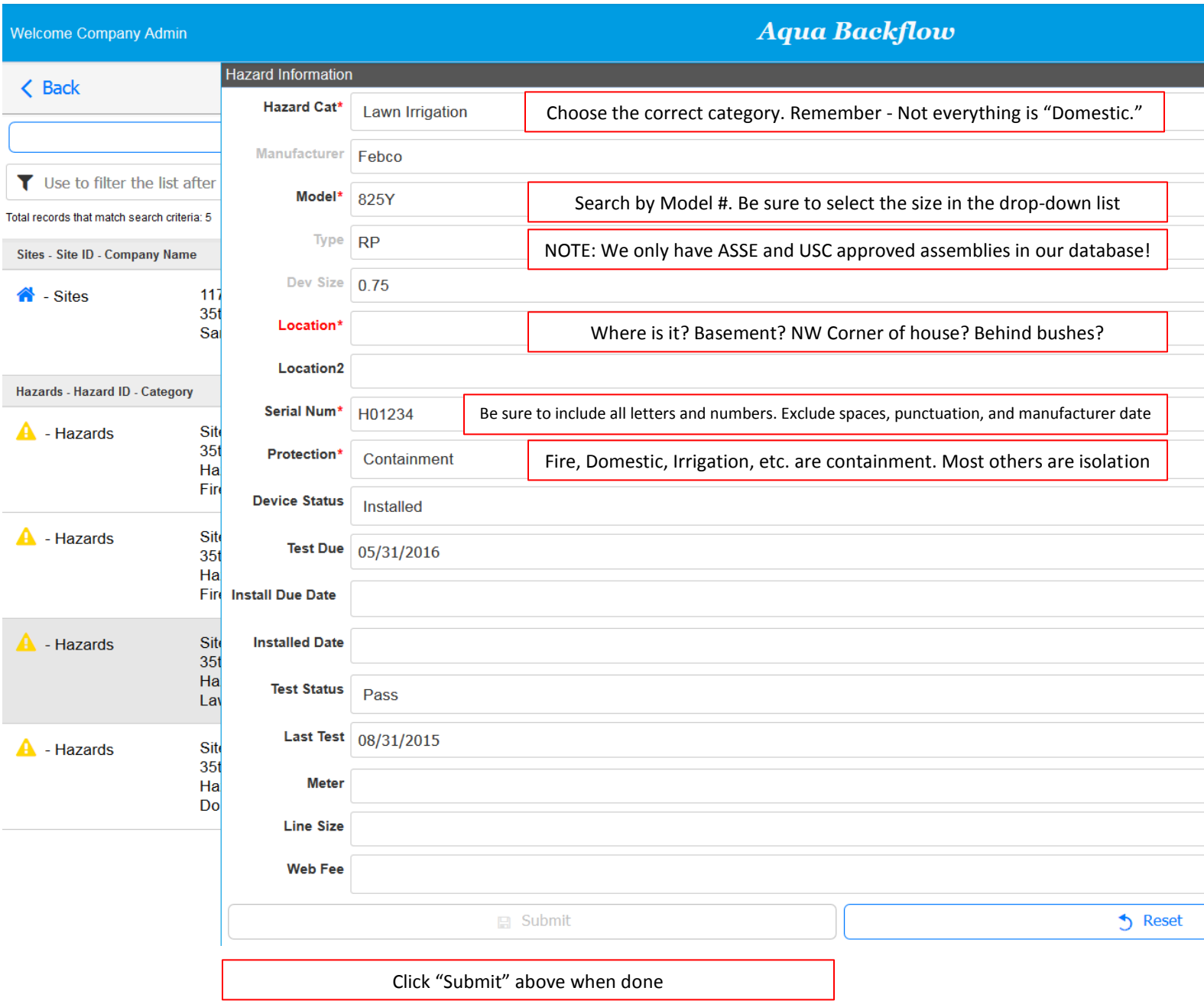
5) When you click Add Test, confirm the hazard details and select "Yes."



6) If the hazard is missing any required information you will see the warning box below. When this warning box is closed, the Edit Hazard screen will automatically open.



7) Missing required information is identified in red.
Enter the required information and click "Submit." The add test screen will automatically open.



8) **RPZ – Reduced Pressure Zone**: Enter the test results. Notice the questions at the bottom of the form.

Initial Test

Initial Test Date*

Initial Status*

Initial Test By*

Initial Test Kit*

Check Valve 1 PSI*

RP must be '5' or above.

Check Valve 1 Status

RP/DC = Closed Tight
VB = Opened At

SELECT

RP/DC = Leaked
VB = Did Not Open

Check Valve 2 PSI

RP value not required but accepted.

Check Valve 2 Status*

Closed Tight

SELECT

Leaked

Relief PSI*

RP must be '2' or above.

Relief Status

Opened/ Passed

SELECT

Did Not Open/ Failed

Repair

Yes

No

Notes

Tester notes…Difficult to pass, may need replacement soon, etc.

*The above information is certified to be true and accurate to the best of my knowledge.

Yes

SELECT

No

*The assembly is installed in accordance with manufacturers recommendations and/or state and local codes.

Yes

SELECT

No

Select Yes to print &/or save Test Report after "Submit"

Yes

No

Submit

Reset

Single-click Submit, as you don't want to duplicate the test submission

9) **DC – Double Check**: Enter the test results. Notice the questions at the bottom of the form.

Initial Test

Initial Test Date*

Initial Status*

Initial Test By*

Initial Test Kit*

Check Valve 1 PSI*

DC must be a minimum of '1'

Check Valve 1 Status

RP/DC = Closed Tight
VB = Opened At

SELECT

RP/DC = Leaked
VB = Did Not Open

Check Valve 2 PSI*

DC must be a minimum of '1'

Check Valve 2 Status

Closed Tight

SELECT

Leaked

Repair

Yes

No

Notes

Tester notes…Difficult to pass, may need replacement soon, etc.

*The above information is certified to be true and accurate to the best of my knowledge.

Yes

SELECT

No

*The assembly is installed in accordance with manufacturers recommendations and/or state and local codes.

Yes

SELECT

No

Select Yes to print &/or save Test Report after "Submit"

Yes

No

Submit

Reset

10) **PVB / SVB – Pressure Vacuum Breaker / Spill-proof Vacuum Breaker**: Enter the test results.

Initial Test

Initial Test Date*

Initial Status*

Initial Test By*

Initial Test Kit*

Air Inlet*

PVB / SVB must be a minimum of '1'

Air Inlet Status

RP/DC = Closed Tight
VB = Opened At

SELECT

RP/DC = Leaked
VB = Did Not Open

Check Valve*

PVB / SVB must be a minimum of '1'

Check Valve Status

Closed Tight

SELECT

Leaked

Repair

Yes

No

Notes

Tester notes…Difficult to pass, may need replacement soon, etc.

*The above information is certified to be true and accurate to the best of my knowledge.

Yes

SELECT

No

*The assembly is installed in accordance with manufacturers recommendations and/or state and local codes.

Yes

SELECT

No

Select Yes to print &/or save Test Report after "Submit"

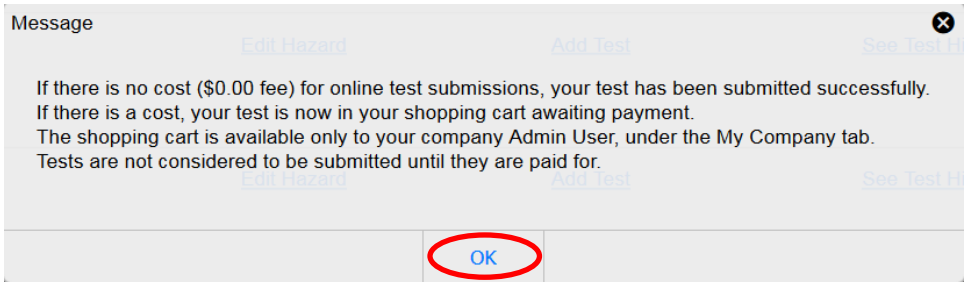
Yes

No

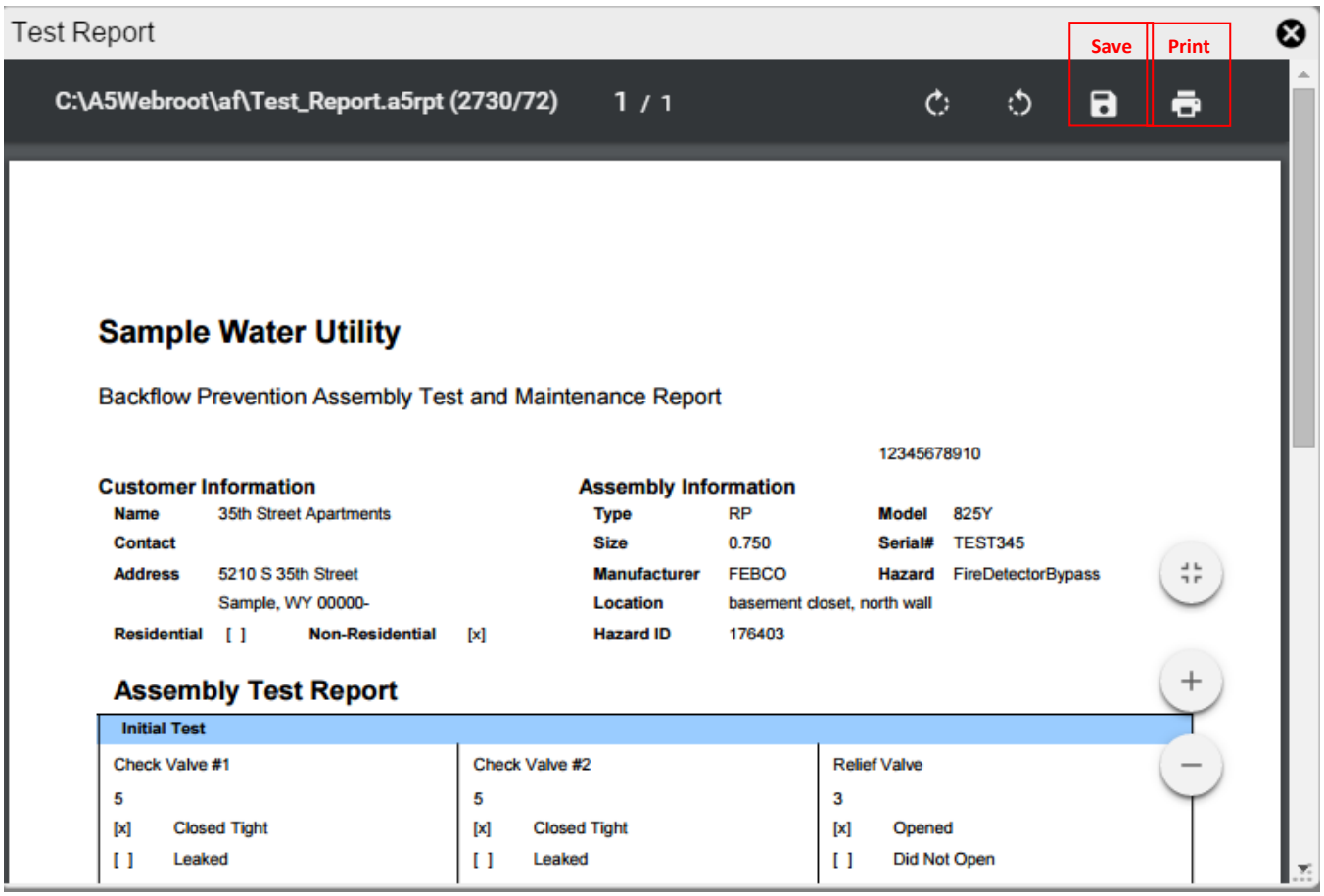
Submit

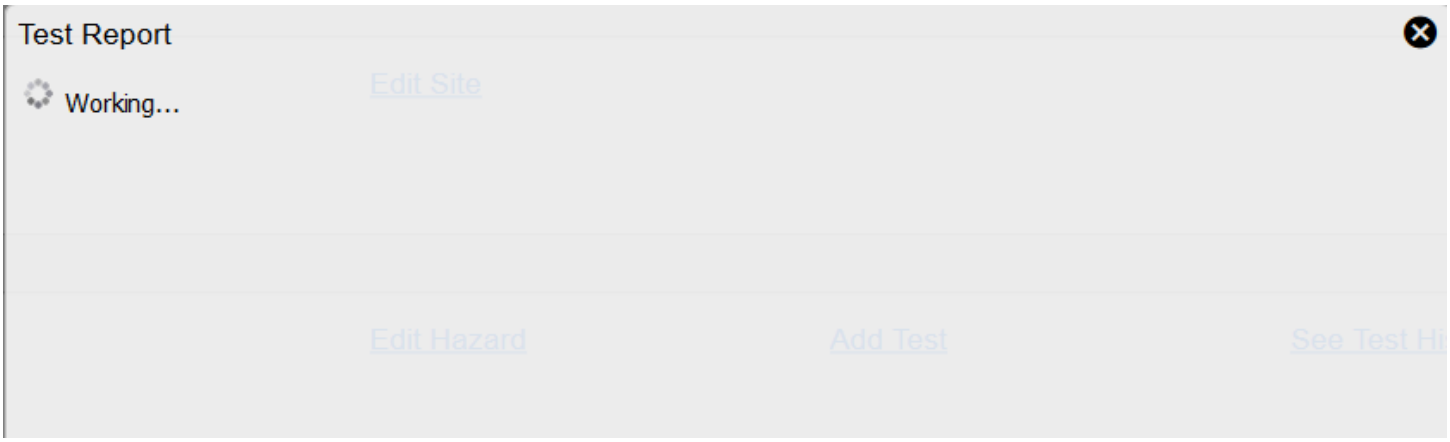
Reset

11) After you click “Submit,” you will see the message box below. You must click OK to proceed.



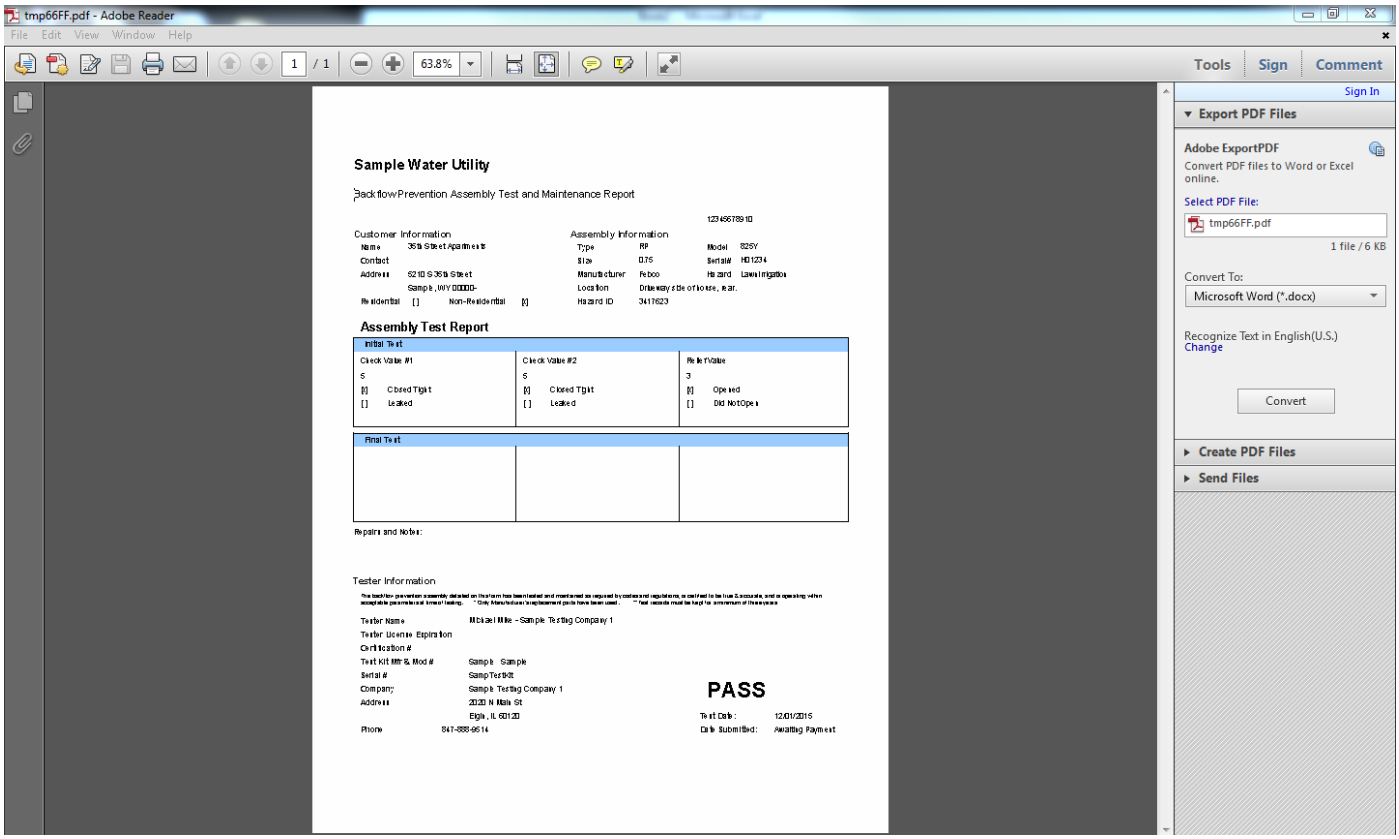
12) IF you selected ‘Yes’ to print or save the Test Report on the previous page, you should see one of the screens below, depending upon your web browser and the settings you have chosen...



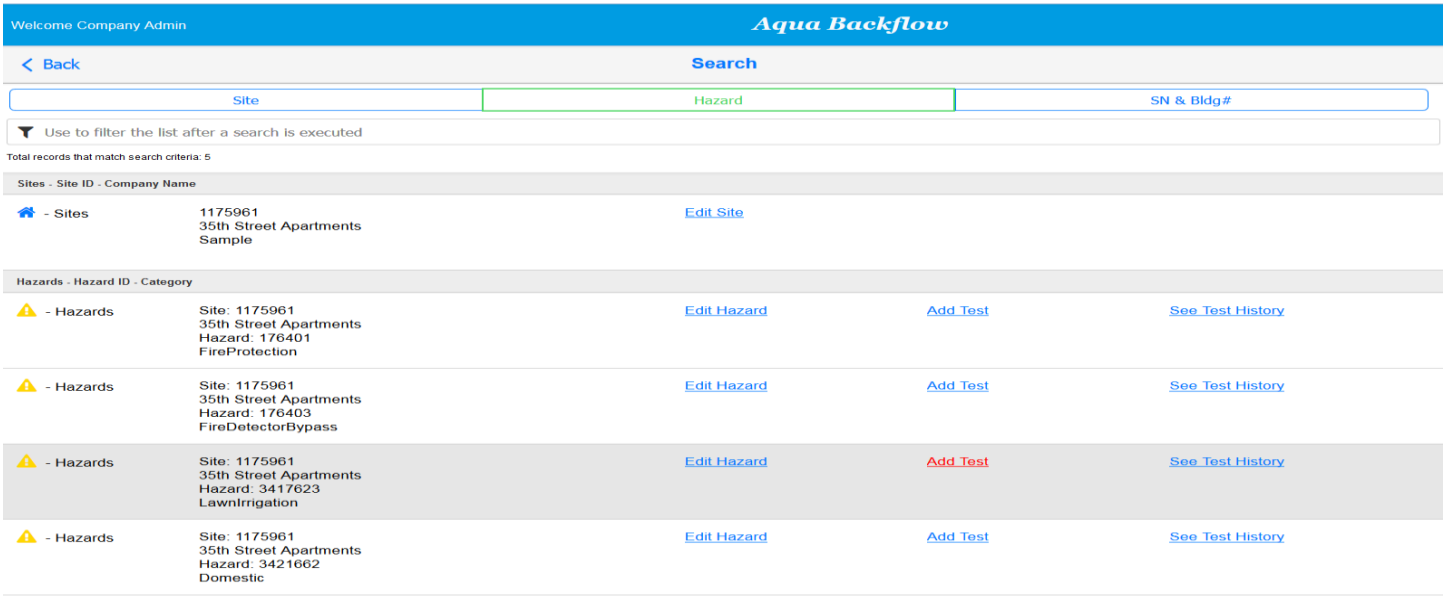


13) If the complete form does not appear in the pop-up box, it is because your browser is not set up to automatically download and you will need to select ‘download’ from your browser.

The completed test form will open as a PDF in a new window.



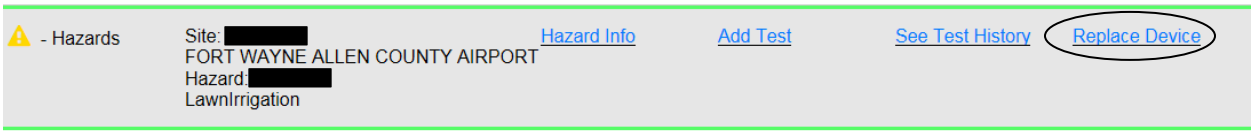
14) After you close the box (either blank or containing the completed test form), you will be returned to your search screen containing your search results. Notice ‘Add Test’ is now shown in red. This indicates that a test for this hazard has been entered in the past 30 days and helps you to avoid duplicate entries.



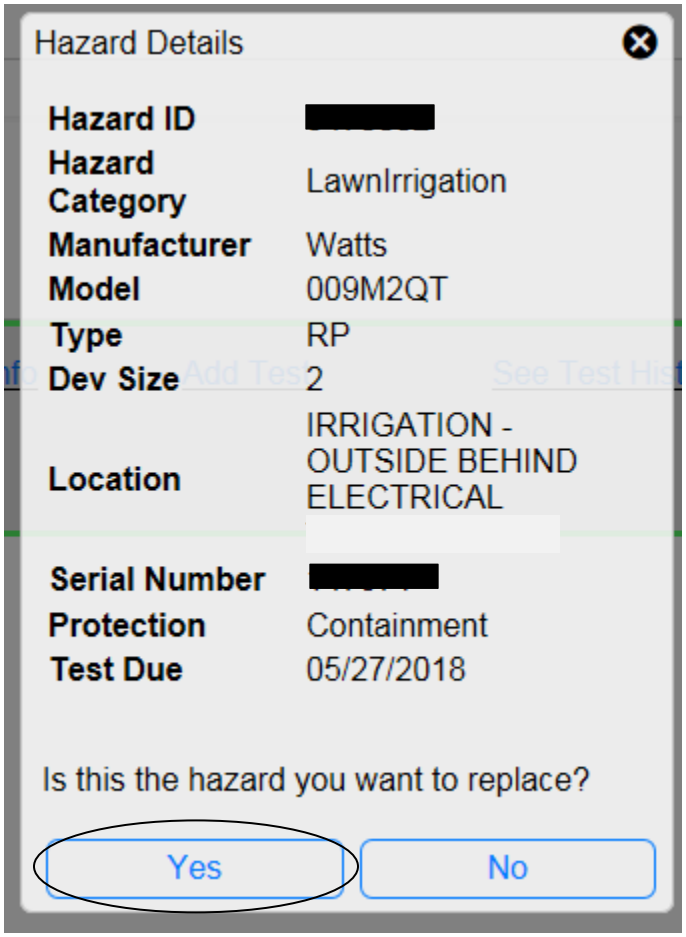
Editing an existing hazard with a REPLACEMENT device

NOTE: Utilizing the "Replace Device" option allows the current Hazard ID number to remain in use while retaining a history of the former device and testing. It also avoids a duplicate hazard being created.

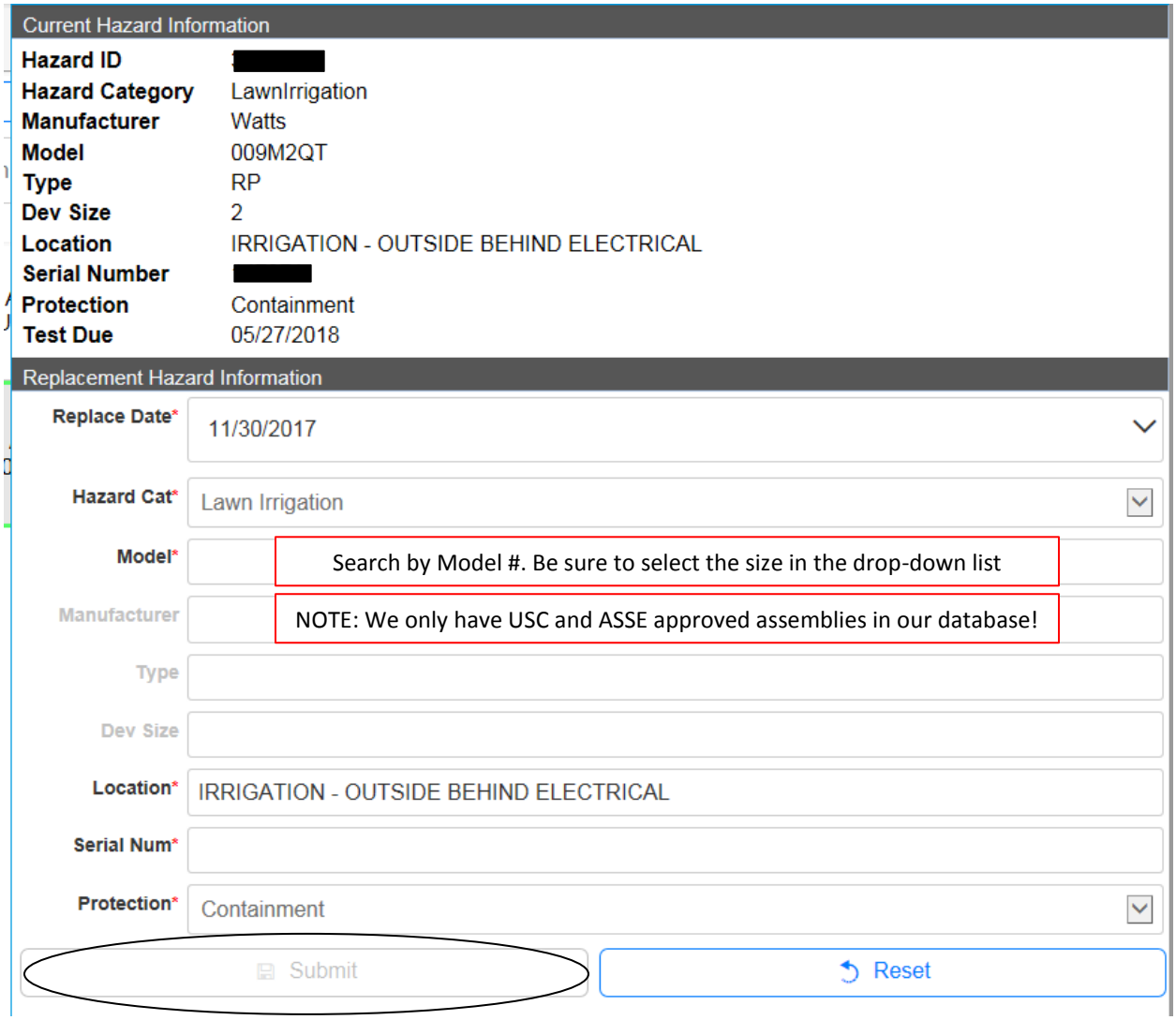
This is what appears after completing a Hazard ID search.
Select "Replace Device"



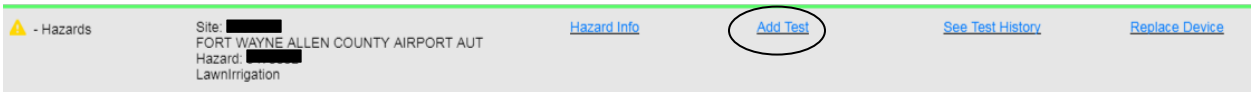
Confirm that this is the device you want to replace, then select "Yes."



Enter the replacement device information and then select “Submit.” Once the “Submit” button has been clicked, it will bring you to the test entry screen where you will enter your test results as usual.

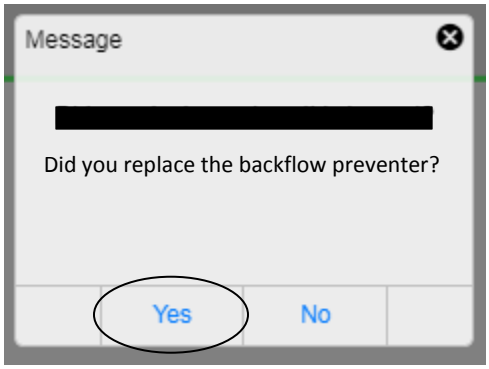


You can also replace device information under the “Add Test” option.

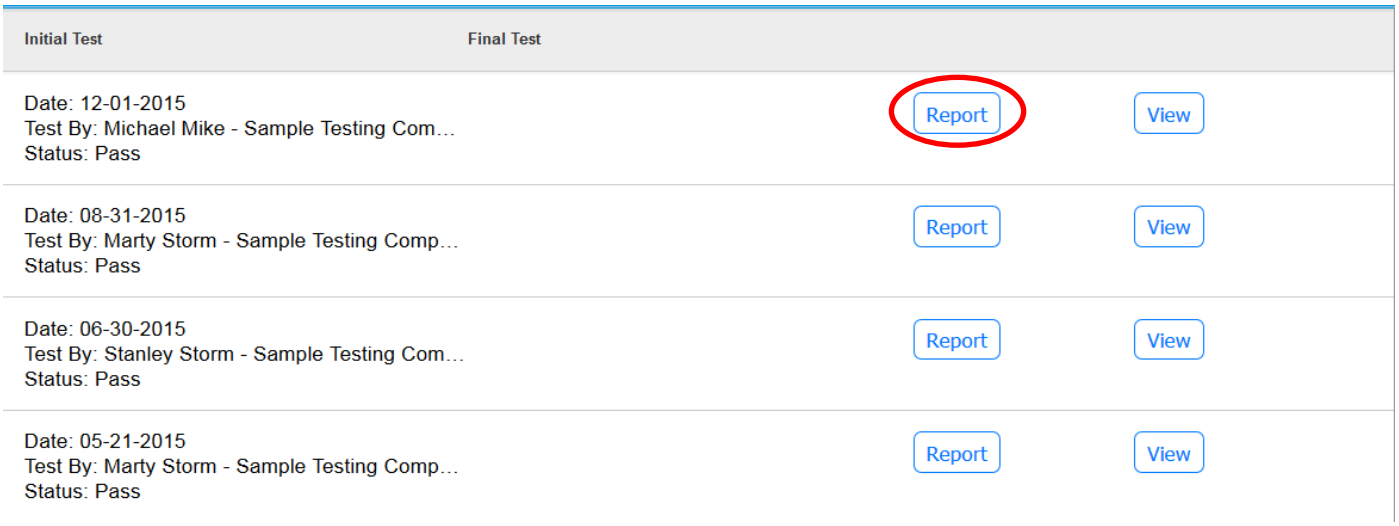


After selecting “Add Test,” this is the screen that will appear. If you need to change the hazard information with a REPLACEMENT device, you would answer “No” to “Is this the hazard that was tested.”

You will then answer “Yes” to “Did you replace the backflow preventer?” at which time you will be brought to the “Replacement Hazard Information” screen as illustrated on the previous page. After updating the data, enter the test.

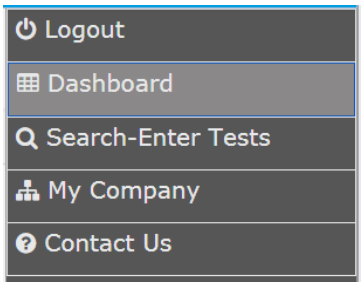


15) Completed test reports can be printed at any time by selecting See Test History at the hazard level, and Report.



14) The payment process and your Shopping Cart

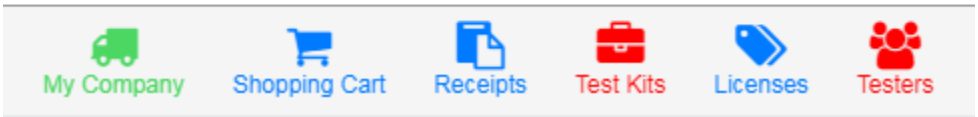
Select "My Company"

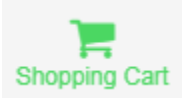


You'll see the icons below across the bottom of your screen

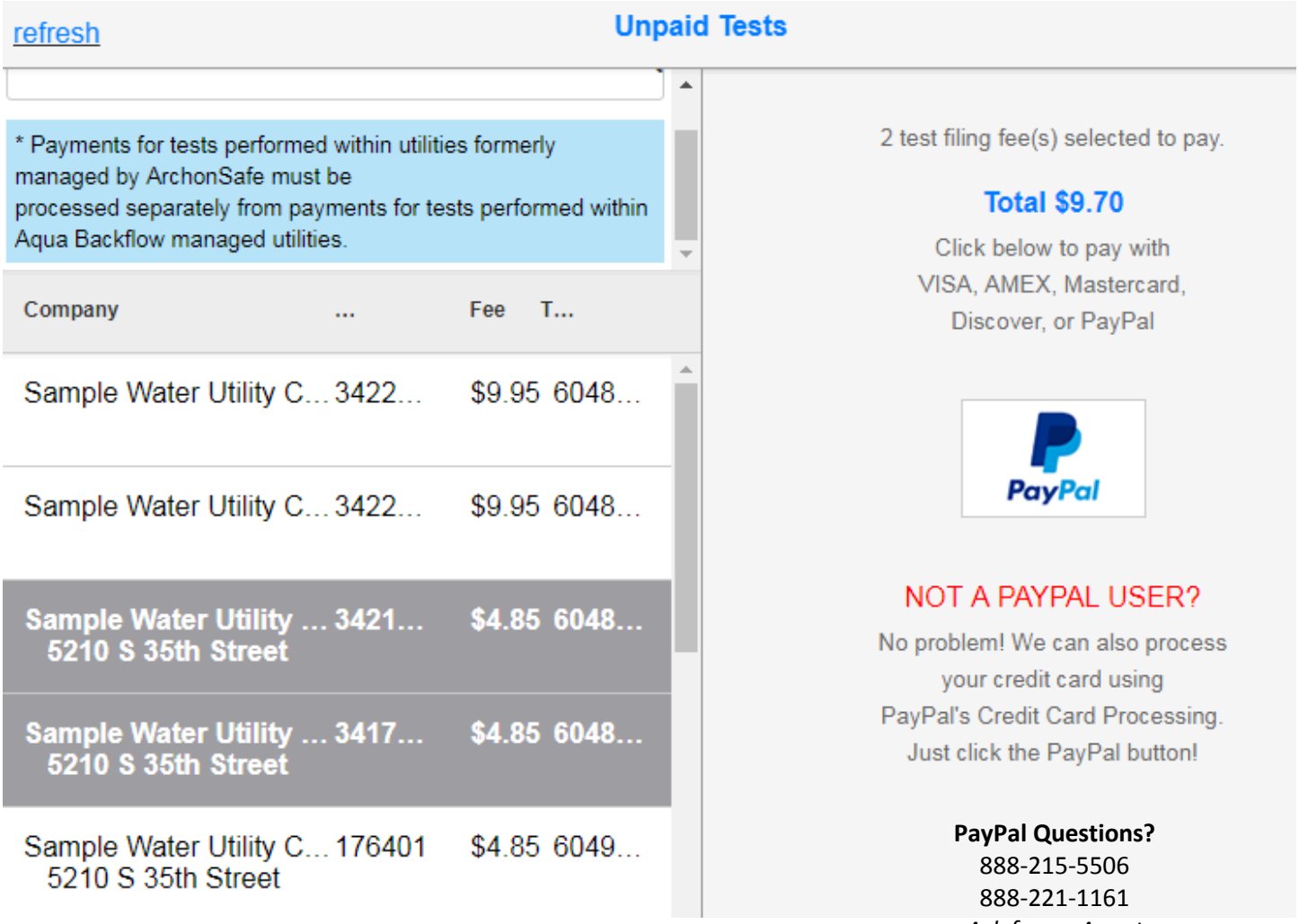
Red indicates that attention is needed in that particular category, such as an expired test kit.

Click into each category as needed to edit/add/delete tester or test kit information, print receipts, to checkout, etc.



To pay, click on the Shopping Cart icon 

Single-click the tests to be submitted. You can select and unselect tests as needed.



Click on the PayPal button, even if you don't have a PayPal account

[Avoid double-clicking during the payment process and be patient]

Do not close the payment window until the payment has been processed.

To save time, you may submit ALL of your tests with one transaction. An itemized receipt will be emailed to you and receipts are also accessible on your My Company page.

Setting up a PayPal account can expedite test payments, as your information is saved. Contact them with questions.

Can't locate a Site or Hazard in TrackMyBackflow?

Contact us at 847-742-2296 or email: info@aquabackflow.com

New backflow preventer installation?

Different utilities have different methods. Contact us if you have questions about a specific utility's process. Standard procedure is to contact us, obtain a Hazard ID #, and enter the installation information / test results. That specific backflow preventer information will then appear on your dashboard.