

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!

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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.

Track My Backflow

User Name
Password
Login

Remember Me

☐

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)

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

The screenshot shows the Track My Backflow dashboard. At the top, there's a blue header with "Welcome Company Admin" and "Track My Backflow". Below this is a dark grey bar with "Customers" in the center. On the right side, there's a vertical menu with "Logout", "Dashboard", "Search-Enter Tests", "My Company", and "Contact Us". In the main area, there's a search bar with a magnifying glass icon and the text "610". Below the search bar, there's a table with columns "Id / Name". The first row shows a house icon, the ID "1175960", and the name "Sample Water Utility Customer". Below the name, the address "610 W 23rd Avenue Sample" is listed. A red box highlights the search bar and the first row of the table. A red arrow points from the text "Click on the link to access the site and all hazards" to the ID "1175960".

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)

The screenshot shows the Search-Enter Tests screen. At the top, there's a grey bar with "< Back" on the left, "Search" in the center, and a download icon on the right. Below this bar, there are three buttons: "Site ID #", "Hazard ID #", and "Serial # & Address #". The "Hazard ID #" button is highlighted with a green border.

- 3) Enter your search value:

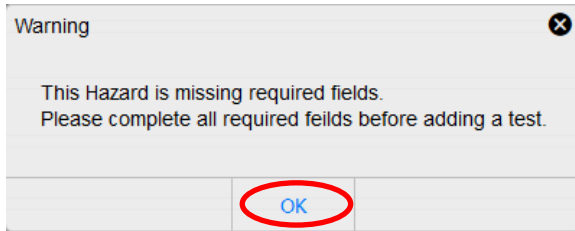
The screenshot shows the Search-Enter Tests screen. At the top, there's a grey bar with "Search" on the left and a close icon on the right. Below this bar, there's a text input field with the placeholder text "Enter Hazard ID". Below the input field, there's a blue button labeled "Search".

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

- 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.

Welcome Company Admin *Aqua Backflow*

[< Back](#)

Use to filter the list after

Total records that match search criteria: 5

Sites - Site ID - Company Name

Hazards - Hazard ID - Category

Hazard Information

Hazard Cat*	Lawn Irrigation	Choose the correct category. Remember - Not everything is "Domestic."
Manufacturer	Febco	
Model*	825Y	Search by Model #. Be sure to select the size in the drop-down list
Type	RP	NOTE: We only have ASSE and USC approved assemblies in our database!
Dev Size	0.75	
Location*		Where is it? Basement? NW Corner of house? Behind bushes?
Location2		
Serial Num*	H01234	Be sure to include all letters and numbers. Exclude spaces, punctuation, and manufacturer date
Protection*	Containment	Fire, Domestic, Irrigation, etc. are containment. Most others are isolation
Device Status	Installed	
Test Due	05/31/2016	
Install Due Date		
Installed Date		
Test Status	Pass	
Last Test	08/31/2015	
Meter		
Line Size		
Web Fee		

Submit Reset

Click "Submit" above when done

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*

Air Inlet Status

RP/DC = Closed Tight
VB = Opened At

SELECT

RP/DC = Leaked
VB = Did Not Open

Check Valve*

Check Valve Status

Closed Tight

SELECT

Leaked

Repair

Yes

No

Notes

*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" ?

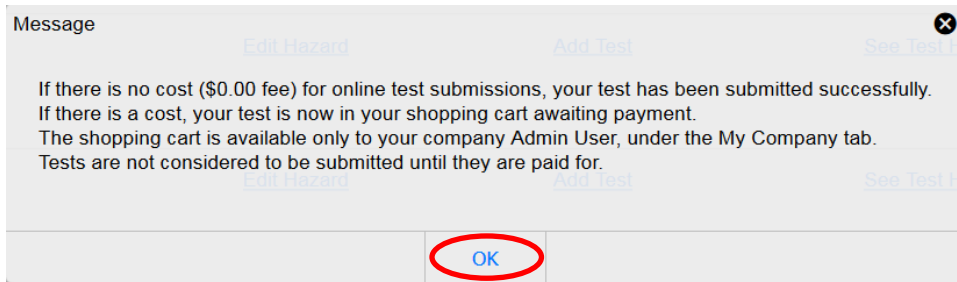
Yes

No

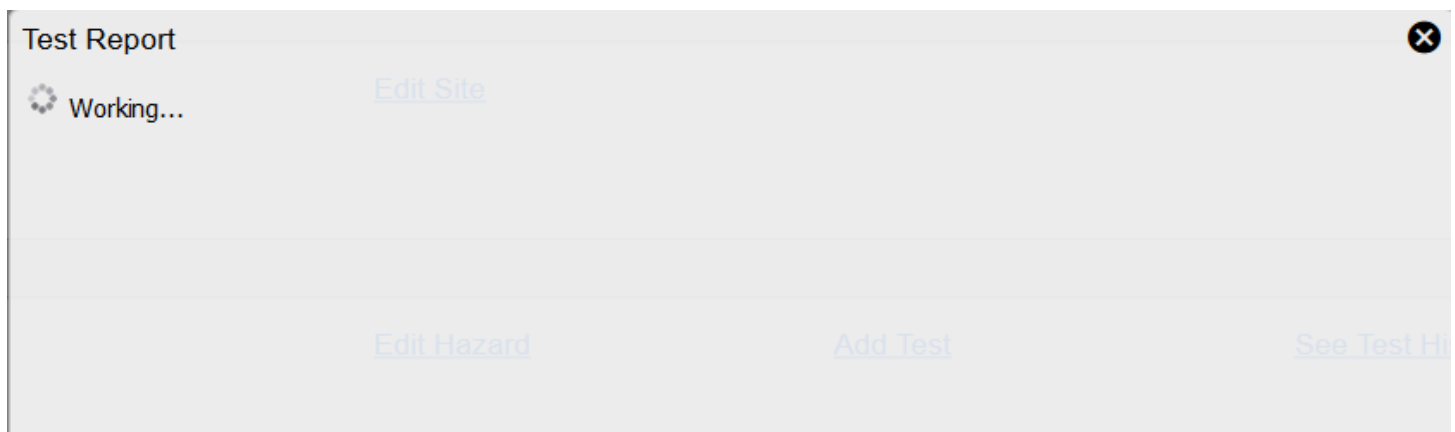
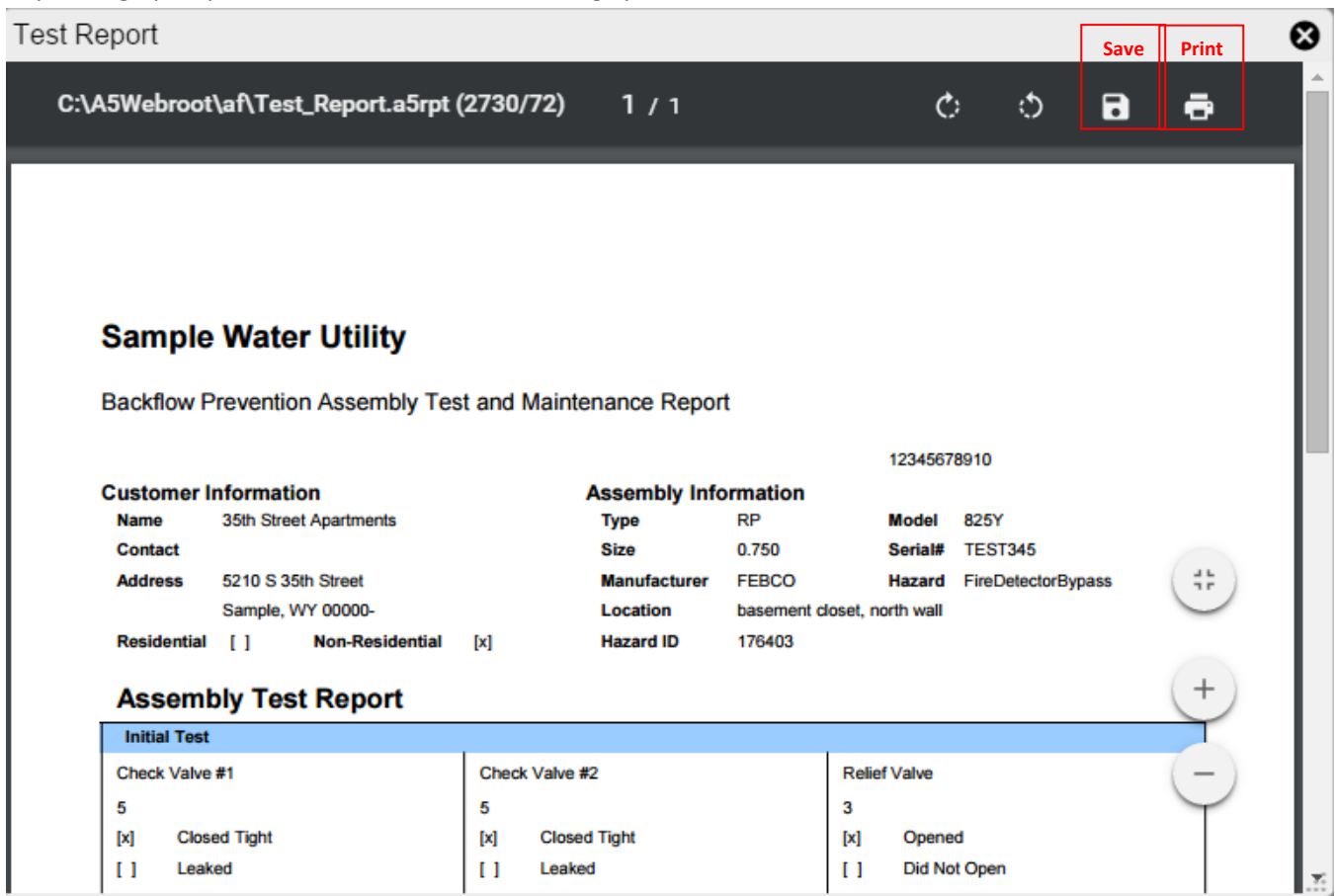
Submit

Reset

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



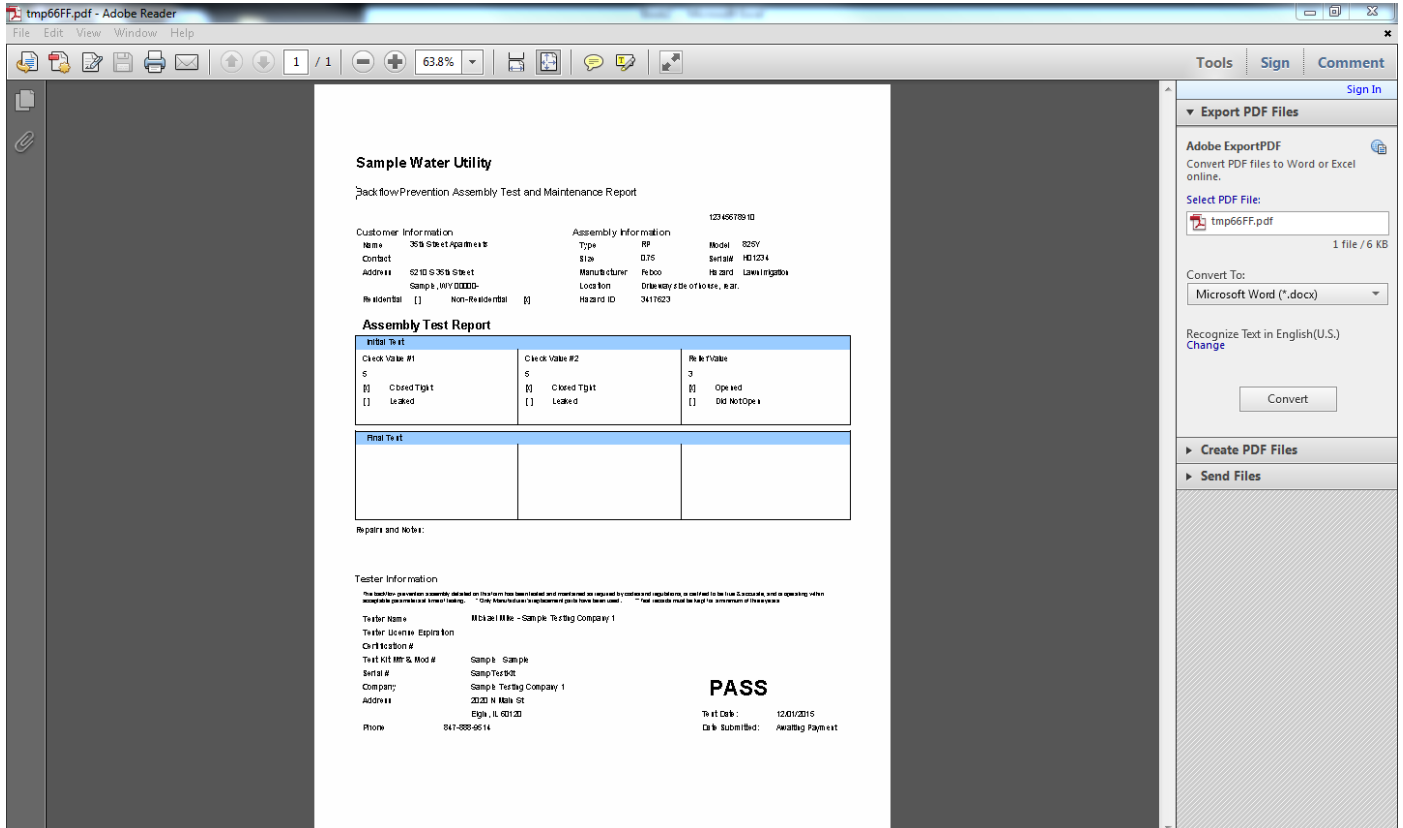
12) IF you selected 'Yes' to print or save the Test Report on the previous page, you should see one of the screens below, depending upon your web browser and the settings you have chosen...



- 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.

Welcome Company Admin **Aqua Backflow**

[Back](#) **Search**

Site Hazard SN & Bldg#

Use to filter the list after a search is executed

Total records that match search criteria: 5

Sites - Site ID - Company Name			
- Sites	1175961 35th Street Apartments Sample	Edit Site	

Hazards - Hazard ID - Category				
- Hazards	Site: 1175961 35th Street Apartments Hazard: 176401 FireProtection	Edit Hazard	Add Test	See Test History
- Hazards	Site: 1175961 35th Street Apartments Hazard: 176403 FireDetectorBypass	Edit Hazard	Add Test	See Test History
- Hazards	Site: 1175961 35th Street Apartments Hazard: 3417623 LawnIrrigation	Edit Hazard	Add Test	See Test History
- Hazards	Site: 1175961 35th Street Apartments Hazard: 3421662 Domestic	Edit Hazard	Add Test	See Test History

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”

 - Hazards

Site: [REDACTED]
FORT WAYNE ALLEN COUNTY AIRPORT
Hazard: [REDACTED]
LawnIrrigation

[Hazard Info](#)

[Add Test](#)

[See Test History](#)

[Replace Device](#)

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

Hazard Details

Hazard ID	[REDACTED]
Hazard Category	LawnIrrigation
Manufacturer	Watts
Model	009M2QT
Type	RP
Dev Size	2
Location	IRRIGATION - OUTSIDE BEHIND ELECTRICAL
Serial Number	[REDACTED]
Protection	Containment
Test Due	05/27/2018

Is this the hazard you want to replace?

[Yes](#)[No](#)

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.

Current Hazard Information	
Hazard ID	██████████
Hazard Category	LawnIrrigation
Manufacturer	Watts
Model	009M2QT
Type	RP
Dev Size	2
Location	IRRIGATION - OUTSIDE BEHIND ELECTRICAL
Serial Number	██████████
Protection	Containment
Test Due	05/27/2018

Replacement Hazard Information	
Replace Date*	11/30/2017
Hazard Cat*	Lawn Irrigation
Model*	Search by Model #. Be sure to select the size in the drop-down list
Manufacturer	NOTE: We only have USC and ASSE approved assemblies in our database!
Type	
Dev Size	
Location*	IRRIGATION - OUTSIDE BEHIND ELECTRICAL
Serial Num*	
Protection*	Containment
Submit Reset	

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.”

Hazard Details

Hazard ID	[REDACTED]
Hazard Category	LawnIrrigation
Manufacturer	Watts
Model	009M2QT
Type	RP
Dev Size	2
Location	IRRIGATION - OUTSIDE BEHIND ELECTRICAL
Serial Number	[REDACTED]
Protection	Containment
Test Due	05/27/2018

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.

Message

[REDACTED]

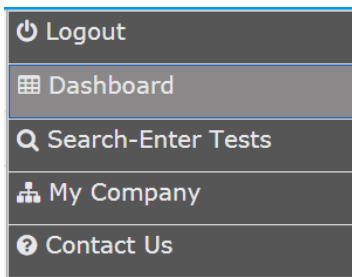
Did you replace the backflow preventer?

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

Initial Test	Final Test
Date: 12-01-2015 Test By: Michael Mike - Sample Testing Com... Status: Pass	Report View
Date: 08-31-2015 Test By: Marty Storm - Sample Testing Comp... Status: Pass	Report View
Date: 06-30-2015 Test By: Stanley Storm - Sample Testing Com... Status: Pass	Report View
Date: 05-21-2015 Test By: Marty Storm - Sample Testing Comp... Status: Pass	Report View

14) The payment process and your Shopping Cart

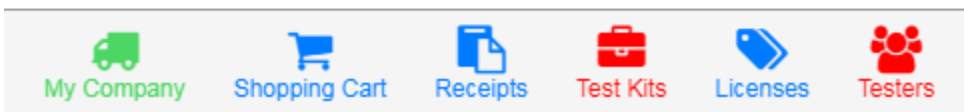
Select "My Company"



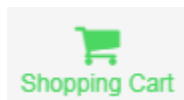
You'll see the icons below across the bottom of your screen

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.

[refresh](#)

Unpaid Tests

* Payments for tests performed within utilities formerly managed by ArchonSafe must be processed separately from payments for tests performed within Aqua Backflow managed utilities.

Company	...	Fee	T...
Sample Water Utility C...	3422...	\$9.95	6048...
Sample Water Utility C...	3422...	\$9.95	6048...
Sample Water Utility ... 3421... 5210 S 35th Street		\$4.85	6048...
Sample Water Utility ... 3417... 5210 S 35th Street		\$4.85	6048...
Sample Water Utility C... 176401 5210 S 35th Street		\$4.85	6049...

2 test filing fee(s) selected to pay.

Total \$9.70

Click below to pay with
VISA, AMEX, Mastercard,
Discover, or PayPal

NOT A PAYPAL USER?

No problem! We can also process
your credit card using
PayPal's Credit Card Processing.
Just click the PayPal button!

PayPal Questions?
888-215-5506
888-221-1161
Ask for an Agent

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.