



May 20, 2016

## 2016 CITY OF YAKIMA GUIDELINES FOR CROSS CONNECTION TEST REPORTING

When performing Cross Connection Testing in the City of Yakima it is required that you are a Certified Backflow Tester in the State of Washington. A copy of your BAT certificate and current test report on your calibration kit must be submitted to the City of Yakima prior to testing.

When submitting cross connection test reports to the City of Yakima, make sure all tests are documented on the report forms that are provided by the City of Yakima via City of Yakima web site <https://www.yakimawa.gov/services/water-irrigation/cross-connection-control-or-backflow-prevention/> . Please have all test report forms filled out **completely and legibly** by the certified backflow assembly tester who completed the inspection. **If the report is not submitted with all the required information it will be returned. If returned please resubmit the form within 5 working days.**

When filling out test report forms (forms at <https://www.yakimawa.gov/services/water-irrigation/files/Backflow-test-Report-Fillable.pdf> ) make sure to include the following:

1. Mailing address and Service Address ( addresses may be different)
2. List: Type of Assembly, Manufacturer, Model, Size and Serial No. Also fill out test results, including pressure and if test passed.
3. Location of Backflow Assembly (basement, boiler room, etc.)
4. If a repair is completed, please notate on the test report form along with the results.
5. Check to make sure all entries are **legible, complete, signed and dated by tester** (online form is fillable, we would prefer you use this method to complete form).
6. List Washington State BAT number on the test report form.
7. Provide a copy of the test report to the customer, The City of Yakima Water/Irrigation Division at 2301 Fruitvale Blvd Yakima, WA 98902 and maintain a copy for your records.
8. Submit all test reports within **15 days** of testing. This will help eliminate some of the non-compliance letters to your customers.
9. Submit completed test reports to [backflow.report@yakimawa.gov](mailto:backflow.report@yakimawa.gov) or Fax to 509-575-6187, or mail to address above.

**\*The City of Yakima Water Device Technicians administers Initial (first time) Inspections, tests all city owned devices, annual inspections for Air gaps and removed device/capped inspections and also random follow up testing.**

Your help with the above is greatly appreciated. If you have any further questions or concerns please contact Jeff Morris at 576-6455.

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