Water/Irrigation Division
Cross Connection Control Program
Working Together for Excellence in Water Distribution

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2301 Fruitvale Blvd.
Yakima, WA 98902

CITY OF YAKIMA GUIDELINES FOR BACKFLOW ASSEMBLY TEST REPORTING

When performing backflow assembly testing in the City of Yakima you are required to be a certified backflow tester in the State of Washington with a current certification. Please send a copy of your BAT certificate, current copy of your test kit calibration data and business information to jeff.morris@yakimawa.gov .

The City of Yakima requires all backflow assembly testers to submit a request form indicating that they want to be listed on the backflow assembly tester list, annually. This list is distributed to our customers. If your company only tests certain types of assemblies or only in certain areas please indicate that on the form. All testers are required to sign a form indicating that they understand the test report submittal requirements and must be submitted to jeff.morris@yakimawa.gov before any submittal via https://yakima.tokaytest.com will be accepted. **Upon submittal you will be sent a tutorial for the link as well as a username and password**.

The City of Yakima only accepts backflow test reports online thru a submittal process powered by Tokay software. Tokay's web test online portal gives backflow assembly testers the opportunity to enter test reports and review information for our mutual customers.
To sign in, visit https://yakima.tokaytest.com. Currently the city pays any fees associated with submittals, however these fees may be passed onto the tester in the future.

Please have all test report forms filled out completely and legibly before submittal, be sure, to include the following:

- Mailing address and Service Address (address may be different)
- List: type of assembly, manufacturer, model, size and serial number
- Test results, including pressure and if passed or failed.
- Location of backflow assembly (basement, boiler room, etc.)
- If a repair is completed or device is replaced, notate on the test report form along with the results including any new information like size, serial number type of device.
- Check to make sure all entries are legible, complete, signed and dated by tester.
- Submit all test reports within **15 days** of testing. This will help eliminate some of the non-compliance letters to our customers.

In order to operate a business within the City of Yakima you must meet certain requirements please check with the City of Yakima Code's Division to make sure you meet all necessary requirements.

*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.

If you should have any questions, comments, or concerns regarding the City of Yakima's Cross Connection Control Program please contact me or Jeff Morris. You may reach me by phone at (509) 575-6154 or Jeff at (509) 576-6455 you may also contact both of us by email at Emilio.lopez@yakimawa.gov or jeff.morris@yakimawa.gov

Sincerely,
Emilio Lopez
City of Yakima Water Distribution Supervisor
Cross Connection Control Program Manager
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