

## City of Moose Jaw, Engineering Department

Cross Connection Control Program

228 Main St. N

Moose Jaw, SK

Phone: (306) 694-4465

Fax: (306) 691-0292

# INSTRUCTIONS FOR REGISTRATION OF NON-COMMERCIAL CROSS CONNECTIONS AND BACKFLOW PREVENTION TESTERS

## **GENERAL PROVISIONS**

Any Corporation wishing to have their own employee(s) test the backflow prevention assemblies within their company/institution/organization must have that employee register with the City of Moose Jaw, Engineering Department as a Non-Commercial Tester. Non-Commercial Tester's are restricted to testing only devices belonging to the sponsoring company, institution, or organization. A Non-Commercial Tester may **NOT** offer testing services to the public.

## **REGISTRATION REQUIREMENTS**

In order to qualify as a registered Non-Commercial Tester with the City of Moose Jaw, the following requirements must be met:

- 1) Applicant tester must be an employee of a company/institution/organization that is willing to take responsibility for the applicant as a tester of their own devices.
- 2) Applicant tester must be certified with AWWA-WCS. Your Cross Connection Control Specialists/Testers Certification (or re-certification) must have occurred within past the 12 months. A copy of the Certificate is required.

In order to certify with AWWA, the applicant tester must have successfully completed the "Cross Connection Control Specialist/Testers Certification" Course.

- 3) The applicant shall be one of the following trades: plumber; steam fitter-pipe fitter; or sprinkler fitter. An exception may be granted to this requirement pending a detailed review of the applicant's overall related experience and qualifications.
- 4) Applicant tester cannot test any device outside of the registered employer's company/institution/ organization.
- 5) A signed application form must be completed in full by the applicant tester and the Corporate Signing Officer and submitted to the Cross Connection Control Coordinator of the City of Moose Jaw for approval.
- 6) Registration is only valid for a 12-month period.

## **REGISTRATION RENEWAL**

Testers and Corporation must apply for registration renewal each year and to be granted a renewal of the tester's registration, the following requirements must be met:

- 1) The latest AWWA certification must not have occurred more than 5 years ago. If certification is older than 5 years, re-certification is required. Re-certification can be obtained by taking a refresher course at an approved institute

- 2) The Applicant tester must have tested at least 6 backflow prevention devices with the past 12 months. It is the tester's responsibility to keep track of their devices tested so that serial numbers of at least 6 devices can be listed on the application form.
- 3) A signed application form for Registration as a Non-Commercial Tester must be completed for approval 4 weeks prior to expiry of current registration.
- 4) Registration is valid for a 12-month period.

### **FEES**

Registration and renewals are free of charge.

### **TESTER'S RESPONSIBILITIES**

- 1) It is the tester's responsibility to apply for renewal of registration 4 weeks prior to expiry. A registered tester will be issued a wallet size card showing the date of expiry of registration. The card will show the tester's AWWA certificate number.
- 2) The tester's registration number must be recorded on every test report that the tester completes. Test reports will be supplied by the City of Moose Jaw and are available from the Cross Connection Control Coordinator.
- 3) For each backflow device tested, a separate Testing & Inspection Report must be FULLY COMPLETED (incomplete reports will be returned to the tester) and distributed as follows:
  - Top white copy to the Cross Connection Control Coordinator, City of Moose Jaw, Engineering Department, 228 Main St. N, Moose Jaw, Sask. S6H 3J8 within 3 days of testing the device/assembly (can be faxed,691-0292).
  - Pink copy to the owner/building manager.
- 4) The tester must ensure that the testing equipment being used is registered with the City of Moose Jaw. Using testing equipment that is NOT registered OR EXPIRED with the City shall render the test null and void.
- 5) Cross Connection Control Testing and Inspection Reports as well as Backflow Prevention Assembly Tags will be issued to the tester after registration. The tester must fasten a tag at each device tested. The tester who performs the initial test must fill in the details of the device on the tag. Each time the device is tested, that tester must fill in the date of the test, whether the test resulted in a pass or fail, the tester's company, the tester's number and must initial the tag. The tag must not be removed from the device.
- 6) All tests must be performed in accordance with CSA B64.10-01 or the American Water Works Association - Western Canada Section – Cross Connection Control Manual.

Date of Instructions: These Instructions for Registration is dated January 5, 2005.