



City of Irving
Registration for Backflow Assembly Testing

Business Name _____

TCEQ BPAT LICENSE NUMBER _____ BPAT Expiration Date _____

Address _____ Business Phone _____

City _____ State _____ Zip _____

Name of Tester _____ Phone # _____

Email Address _____ Fax Number _____

Your completed application must be mailed, along with the **\$100.00 registration fee**, to the City of Irving Water Utilities Department 333 Valley View Ln Irving, TX 75061. Payments must be made in the form of check or money order and made payable to the City of Irving. A receipt will be mailed back to the address on this registration form. You must include copies of the following with your application. Please include an email address on your application.

- TCEQ BPAT license with expiration date
- Test gauge accuracy report within the last year
- Signed Tester Practices and Code of Conduct Affidavit

I, the undersigned, hereby make application to test cross-connection backflow prevention assemblies in the City of Irving, TX, and declare to accept and abide by all pertinent ordinances and regulations in the City of Irving. I understand that falsification of any information submitted in the application shall be cause for termination of the cross-connection certification registration, and that this registration shall be renewed on an annual basis.

Signature of Tester

Date

Signature of Approving Authority
(City of Irving)

Date

Mandatory requirements for Backflow Testers in Irving Texas

We would like to remind registered BPAT's testing backflow assemblies in Irving of the following requirements.

1. You **must** use the state approved City of Irving Test and Maintenance report form.

This form is posted on our web site. Use the following link to download the form.

<https://www.cityofirving.org/DocumentCenter/View/1107/Backflow-Test-Report-Form-PDF>

If you need this form in MS Word, send me an email. rhockenberry@cityofirving.org

No other forms will be allowed.

2. You **must** fill out the entire form. You may complete the form on an electronic device immediately after testing, then print and sign the form. Or, you can complete the form manually immediately after testing and then sign and date the form. *All boxes must be filled out or a check mark placed.* If the space does not apply, enter N/A or a dash.

3. The **original** test and maintenance report form **must** be turned in to the City of Irving Water Utilities department within 10 days of the date of the test. The address is located at the bottom of the form. Do not hold onto the report form while you're awaiting parts for a repair. We need to know that the assembly passed or failed its test.

4. Copies of all test reports **must** be given to the consumer.

5. The values to record for the # 2 check on an RP are Closed Tight or Leaked. There is no numerical value to record per USC 10th edition test procedures.

6. You **must** send an updated gauge accuracy report annually. You will receive a notice if your gauge report is not current. The city of Irving will not accept test reports until an updated gauge accuracy report has been submitted.

IF ANY OTHER FORM IS USED, THE REPORT WILL BE RETURNED TO YOU

ANY OMISSIONS AND THE REPORT WILL BE RETURNED TO YOU

Thanks for your assistance in maintaining compliance with state law.

Respectfully,

City of Irving Backflow Division

972-721-2104

City of Irving Approved Backflow Prevention Assembly

Tester Practices & Code of Conduct

As per City Ordinance 8140, Article 5, the City of Irving Water Utilities department has established a Cross-Connection Control Program for the benefit of its customers. The program is maintained to assure Irving exercises its responsibility to deliver safe drinking water to these customers. This program requires certain customers to install backflow prevention assemblies that need testing on a regular basis when notified by the City of Irving. The City requires anyone wishing to test these backflow prevention assemblies for our water users within our jurisdiction to maintain as a minimum, a Texas Commission on Environmental Quality (TCEQ) Backflow Prevention Assembly Tester (BPAT) license and a current gauge accuracy report, (certified within the past year). In addition, Irving will require adherence to all Cross-Connection Control Program Rules and Policies, which are included here by reference. In addition, Irving will now require all City of Irving Approved Testers to adhere to the following Tester Practices and Code of Conduct. If a tester is found out of compliance with any Cross-Connection Control Program Rules, Policies or these Tester Practices, they may be denied inclusion on the Irving List of Certified Testers and, as a result, any submitted test reports would not be recognized or accepted. The City of Irving's Tester Practices and Code of Conduct are as given below:

1. The City of Irving-Approved Tester shall only record data and sign test forms of assemblies they have tested. A tester shall not falsify any data or results obtained from the field test and reported on the Field Test and Maintenance Form. All data shall be **LEGIBLY** submitted.
2. **ALL** boxes of the Field Test and Maintenance Form **MUST** be filled out. If the space does not apply, enter N/A or a dash. The date the test was performed is **REQUIRED**. If **Testing a Reduced Pressure Assembly**, only # 1 check and Relief valve readings are to be recorded. For the # 2 check, either "Closed Tight or Leaked" must be checked. If the Field Test and Maintenance Form is not properly filled out or readable, **it will be returned**. If replacing a device, the old serial number must be reported.
3. The City of Irving-Approved Tester shall not make any **UNNECESSARY** repairs and or replacement of parts or assemblies.
4. When backflow prevention assembly repairs are necessary, the City of Irving-Approved Tester shall only utilize original factory repair parts as manufactured for the assembly.
5. The City of Irving-Approved Tester shall not circumvent the installed backflow prevention equipment by removal or alteration of the assembly or any of its components. In extreme cases such as severe freeze damage and when no immediate replacement is available, this **MAY** be allowable if approval by the City of Irving is granted, and will be determined on a case-by-case basis.

6. The City of Irving-Approved Tester shall perform only approved field test procedures on a backflow prevention assembly. When testing an assembly the tester shall assure all components and accessories of the assembly are present for field-testing. Any discrepancies shall be listed in the comments section of the Field Testing and Maintenance Report.
7. The City of Irving-Approved Tester shall submit the appropriate **Passing or Failing** Field Testing and Maintenance Report to the City of Irving within ten (10) calendar days of performing the field test. If a test report is received after this time period, the test will not be accepted and the assembly in question will then be required to be retested, and that test form submitted within ten (10) days of the subsequent field test. The tester shall provide a copy of the completed Field Testing and Maintenance Report to the water user upon completion of the field test procedures.
8. The City of Irving-Approved Tester shall only test backflow prevention assemblies with a properly working test kit. The tester shall only use equipment that is in proper working order and within factory accuracy specifications. This test kit shall be checked for accuracy at least once a year or when in need of calibration. A copy of the annual calibration report and any subsequent reports of each test kit shall be submitted to the City for our records. Field Test and Maintenance Reports submitted using differential pressure gauges that have not been checked for accuracy within one (1) year or are out of factory accuracy specifications, will not be accepted by Irving and will be returned to the tester.
9. The City of Irving-Approved Tester shall confirm **ALL DATA** (make, model, size, serial number, meter number, etc.) on the Field Testing and Maintenance Form is correct for the assembly being tested.
10. The City of Irving-Approved Tester shall observe existing installations of backflow prevention assemblies to assure the assembly is the correct type of protection for the degree of hazard present and properly installed as per the City of Irving installation requirements. If the assembly is not the correct type of protection, or installation requirements are not proper, the tester shall proceed with the field test and note the discrepancy on the Field Test and Maintenance Report.
11. The City of Irving-Approved Tester shall comply with the City of Irving Cross-Connection employees in the exercise of their duties as covered by the rules and practices. The tester shall supply any requested information.
12. The City of Irving-Approved Tester has neither the responsibility nor the authority to represent or enforce City of Irving Cross-Connection Control program. Enforcement lies solely with the City of Irving and its appointed officials.
13. All new installations and or change outs of existing backflow prevention assemblies shall be installed in conformance with City of Irving Codes.

14. The City of Irving-Approved Tester **MAY NOT** withhold submission of the Field Testing and Maintenance Report to the customer until payment is made by the customer to the Tester.
15. All City of Irving-Approved Testers desiring to remain on our List of Approved Testers shall participate in the Recertification process yearly.

Any City of Irving-Approved Tester failing to comply with City of Irving's Tester Practices & Code of Conduct and all Cross-Connection Control Program Rules and Policies, shall be subjected to loss of recognition of Test Reports and removed from the list of testers within the City of Irving's area of authority. Irving will establish a notice system of non-compliance to Tester Practices & Code of Conduct and Cross-Connection Control Rules and Policies that shall operate as follows:

FIRST OFFENSE – Documented verbal warning by a City of Irving Environmental Compliance Specialist.

SECOND OFFENSE -- Written Warning and/or Suspension of testing privileges for up to thirty (30) days within the City of Irving, depending on the frequency and severity of the offense.

THIRD OFFENSE -- Revocation of testing privileges within the City of Irving.

Tester Affidavit: Please complete and return this page to the City of Irving.

I hereby certify that I have thoroughly read and understand the above policy and agree to fully conform to the provisions of the City of Irving Backflow Prevention Assembly Tester Practices and Code of Conduct Policy.

This document will be maintained and archived by the City of Irving. Failure to return this affidavit portion will be construed as a City of Irving-Approved Tester's unwillingness to conform to these provisions. Accordingly, that Tester's name will be removed from our List of Approved Testers.

Signed by _____ Date _____