

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!

Aqua Backflow

977 Elizabeth Street
Elgin, IL 60120

Phone (847) 742-2296

Fax (847) 214-9696

Email: info@AquaBackflow.com
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



Welcome to Track My Backflow

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

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)

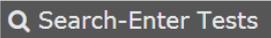
Questions?
847-742-2296
info@aquabackflow.com

TrackMyBackflow.com

TEST SUBMISSION TUTORIAL

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, it says "Welcome Company Admin" and "Track My Backflow". Below this is a "Customers" section with a search bar containing "610" and a prompt: "Search your existing customers to locate a site. Partial search is OK". Below the search bar is 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 is the address "610 W 23rd Avenue Sample". A red box highlights the ID "1175960" with a red arrow pointing to it and a text box that says "Click on the link to access the site and all hazards". On the right side of the dashboard, there is a sidebar menu with options: "Logout", "Dashboard", "Search-Enter Tests", "My Company", and "Contact Us".

or select 

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" screen. At the top, there is a "Back" button and a "Search" button. Below this are three search method options: "Site ID #", "Hazard ID #", and "Serial # & Address #". The "Hazard ID #" option is highlighted with a green border.

3) Enter your search value:

The screenshot shows the "Search" form. It has a title "Search" and a close button. Below the title is the prompt "Enter Hazard ID" and an input field. At the bottom of the form is a "Search" button.

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

4) ALL hazards at this site will now be shown.

You can access [Hazard Info](#), [Add Test](#), [See Test History](#), and [Replace Device](#) from this screen.

Search results for Site ID # 1175961. Total records that match search criteria: 5.

Site	Hazard	Serial # & Address #	Actions
- Sites	1175961 Sample Water Utility Customer 5210 S 35th Street-Sample		Site Info
- Hazards	Site: 1175961 Sample Water Utility Customer Hazard: 176401 Serial #: TEST234 FireProtection		Hazard Info Add Test See Test History Replace Device
- Hazards	Site: 1175961 Sample Water Utility Customer Hazard: 176403 Serial #: TEST345 FireDetectorBypass		Hazard Info Add Test See Test History Replace Device
- Hazards	Site: 1175961 Sample Water Utility Customer Hazard: 3417623 Serial #: H01234 LawnIrrigation		Hazard Info Add Test See Test History Replace Device
- Hazards	Site: 1175961 Sample Water Utility Customer Hazard: 3421662 Serial #: 123456 Domestic		Hazard Info Add Test ★ See Test History Replace Device

Yellow highlight means test is due within 30 days

Red highlight means test is past due

Test was added within the past 30 days. Add Test is now in RED and has a "star"

5) When you click [Add Test](#), confirm the hazard details and select "Yes."

Welcome Company Admin | Track My Backflow

Search results for Site 1175961. Total records that match search criteria: 5.

Site	Hazard	SN & Address #	Actions
- Sites	1175961 35th Street Apartments 5210 S 35th Street-Sample		Site Info
- Hazards	Site: 1175961 35th Street Apartments Hazard: 176401 FireProtection		Hazard Info Add Test See Test History Replace Device
- Hazards	Site: 1175961 35th Street Apartments Hazard: 176403 FireDetectorBypass		Hazard Info Add Test ★ See Test History Replace Device
- Hazards	Site: 1175961 35th Street Apartments Hazard: 3417623 LawnIrrigation		Hazard Info Add Test See Test History Replace Device
- Hazards	Site: 1175961		Hazard Info Add Test See Test History Replace Device

Hazard Details

Hazard ID: 3417623
Hazard Category: LawnIrrigation
Manufacturer: Febco
Model: 825Y
Type: RP
Dev Size: 0.75
Location:
Serial Number: H01234
Protection: Containment
Test Due: 05/31/2016
Meter:
Web fee: 4.85

Is this the hazard that was tested?

- 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
- Sites 117 35 Sa

Hazards - Hazard ID - Category
- Hazards Site 35 Ha Fir
- Hazards Site 35 Ha Fir
- Hazards Site 35 Ha Lav
- Hazards Site 35 Ha Do

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

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*	<input type="text"/>
Initial Status*	<input type="text"/>
Initial Test By*	<input type="text"/>
Initial Test Kit*	<input type="text"/>
Check Valve 1 PSI*	<input type="text" value="RP must be '5' or above."/>
Check Valve 1 Status	<input type="text" value="RP/DC = Closed Tight VB = Opened At"/> <input type="text" value="SELECT"/> <input type="text" value="RP/DC = Leaked VB = Did Not Open"/>
Check Valve 2 PSI	<input type="text" value="RP value not required but accepted."/>
Check Valve 2 Status*	<input type="text" value="Closed Tight"/> <input type="text" value="SELECT"/> <input type="text" value="Leaked"/>
Relief PSI*	<input type="text" value="RP must be '2' or above."/>
Relief Status	<input type="text" value="Opened/ Passed"/> <input type="text" value="SELECT"/> <input type="text" value="Did Not Open/ Failed"/>
Repair	<input type="text" value="Yes"/> <input checked="" type="text" value="No"/>
Notes	<input type="text" value="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.

<input type="text" value="Yes"/>	<input type="text" value="SELECT"/>	<input type="text" value="No"/>
----------------------------------	-------------------------------------	---------------------------------

*The assembly is installed in accordance with manufacturers recommendations and/or state and local codes.

<input type="text" value="Yes"/>	<input type="text" value="SELECT"/>	<input type="text" value="No"/>
----------------------------------	-------------------------------------	---------------------------------

Select Yes to print &/or save Test Report after "Submit"

<input type="text" value="Yes"/>	<input checked="" type="text" value="No"/>
----------------------------------	--

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
---------------------------------------	--------------------------------------

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*

Check Valve 1 Status

Check Valve 2 PSI*

Check Valve 2 Status

Repair

Notes

*The above information is certified to be true and accurate to the best of my knowledge.

*The assembly is installed in accordance with manufacturers recommendations and/or state and local codes.

Select Yes to print &/or save Test Report after "Submit" [?](#)

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*

PVB / SVB must be a minimum of '1'

Air Inlet Status

RP/DC = Closed Tight
VB = Opened At

SELECT

RP/DC = Leaked
VB = Did Not Open

Check Valve*

PVB / SVB must be a minimum of '1'

Check Valve 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" ?

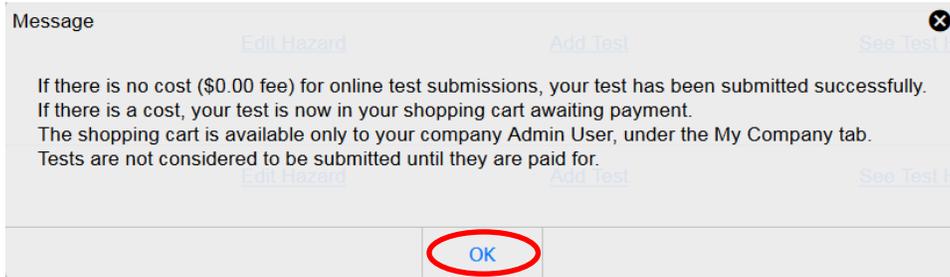
Yes

No

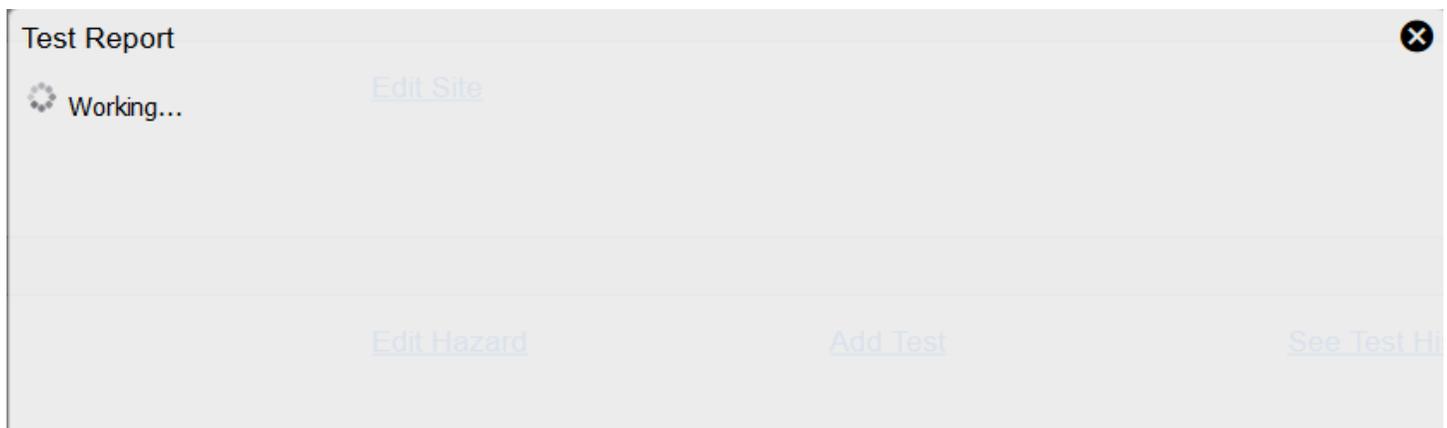
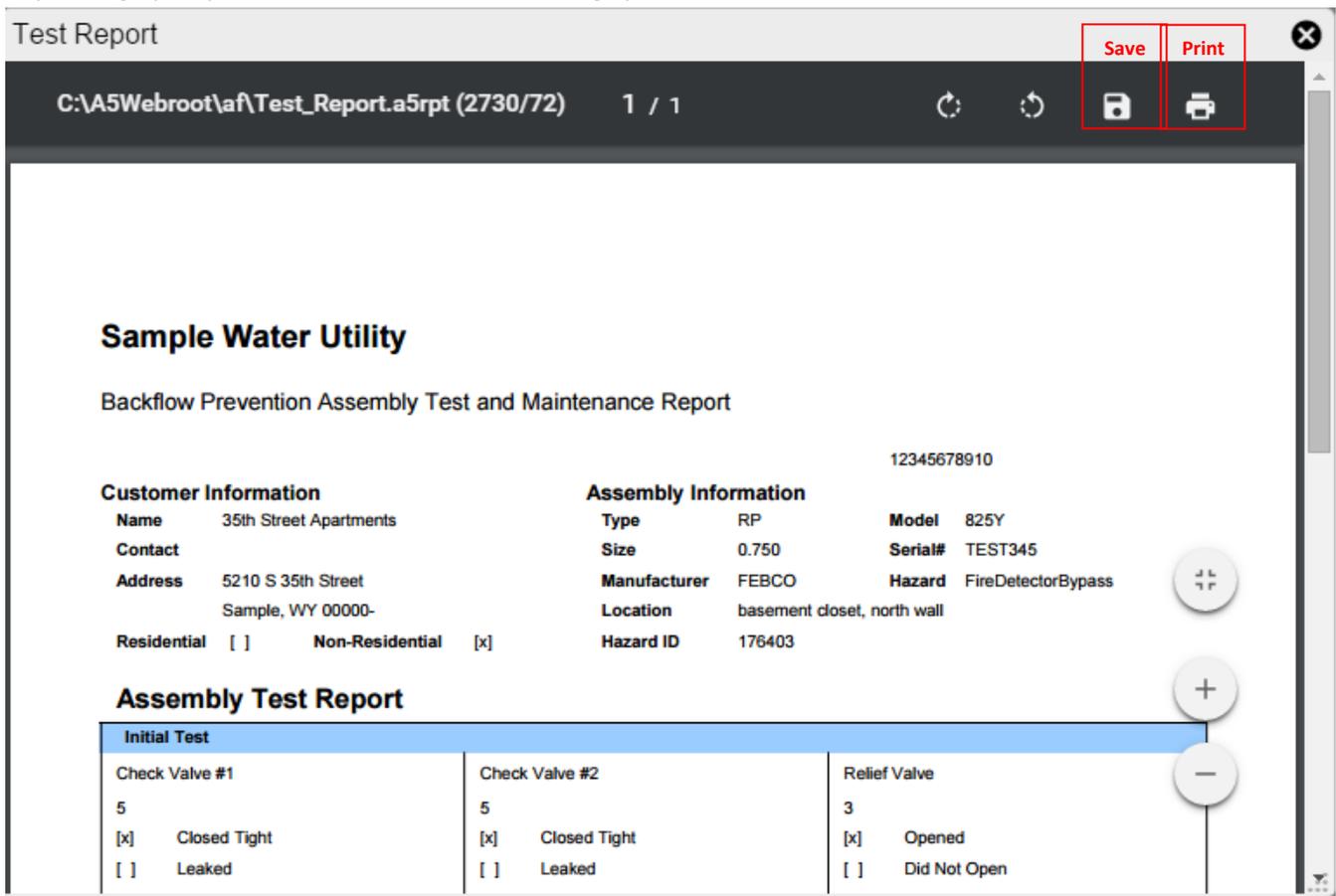
Submit

Reset

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



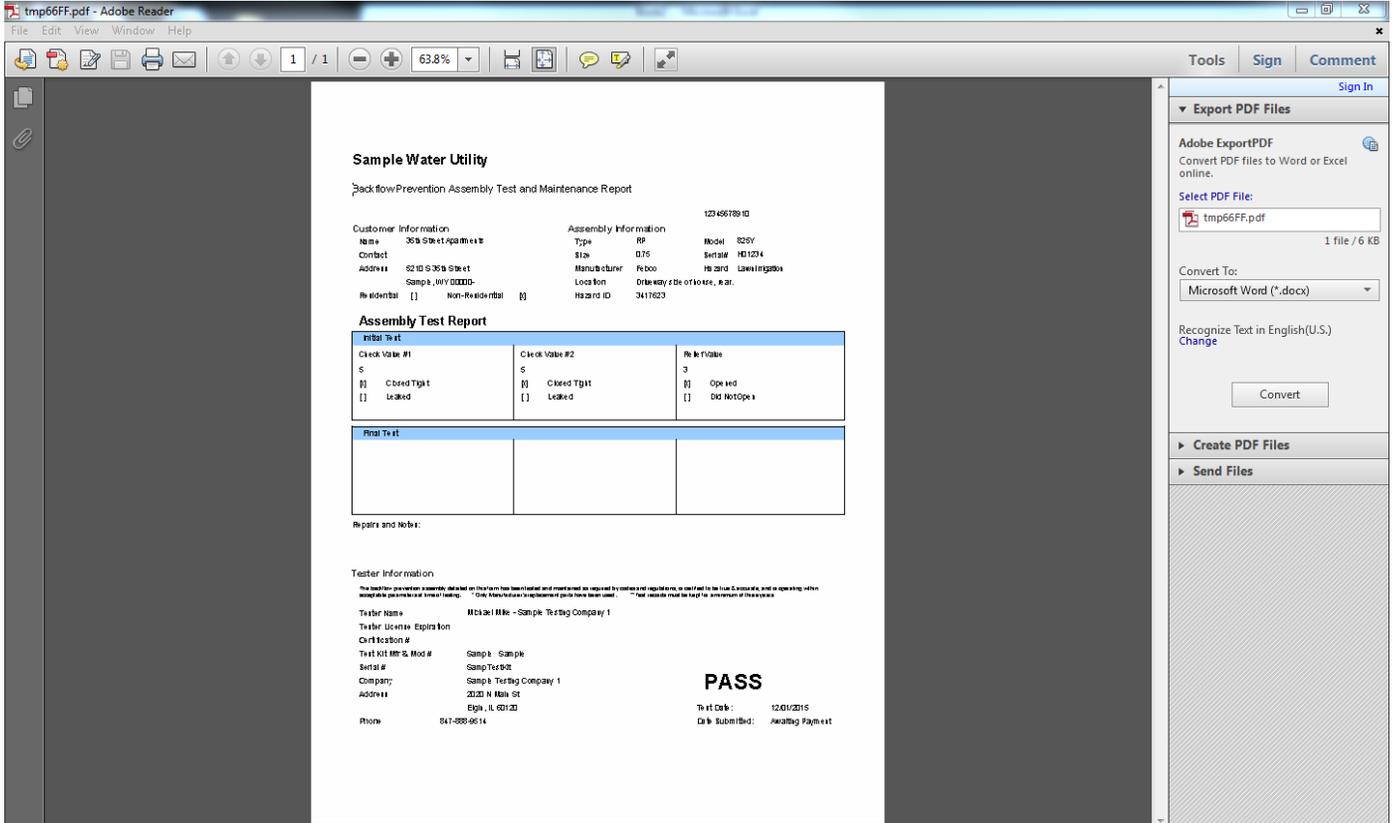
12) IF you selected 'Yes' to print or save the Test Report on the previous page, you should see one of the screens below, depending upon your web browser and the settings you have chosen...



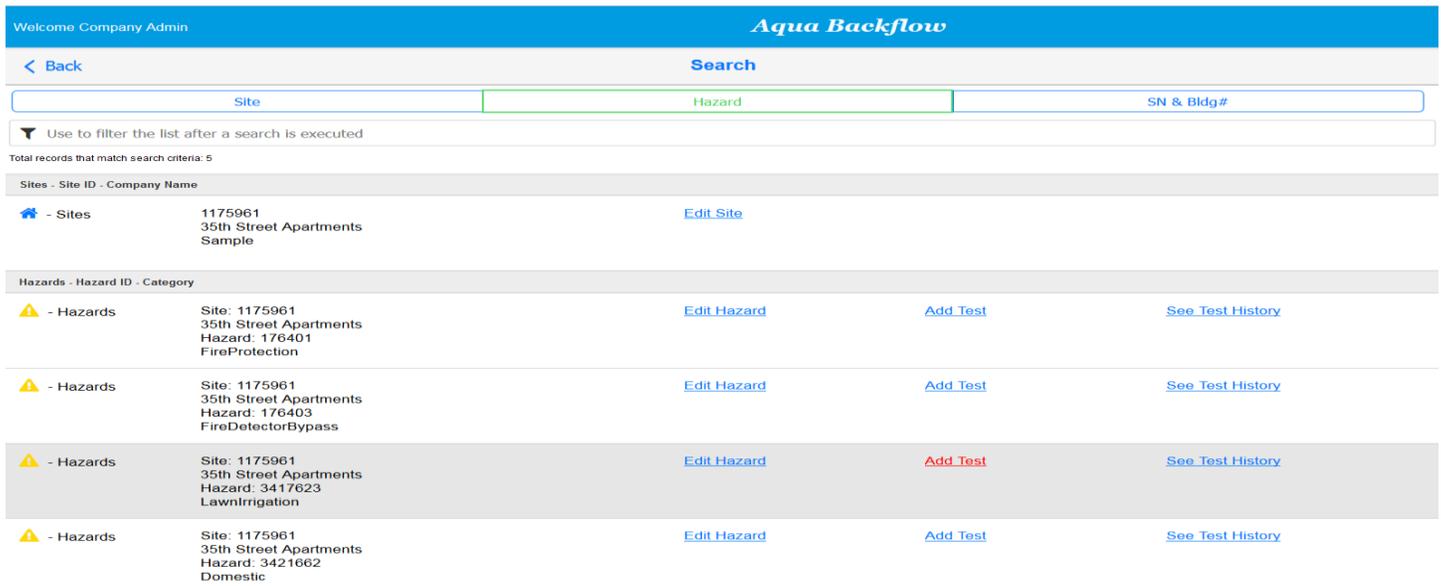
13) If the complete form does not appear in the pop-up box, it is because your browser is not set up to automatically download and you will need to select 'download' from your browser.



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.



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.

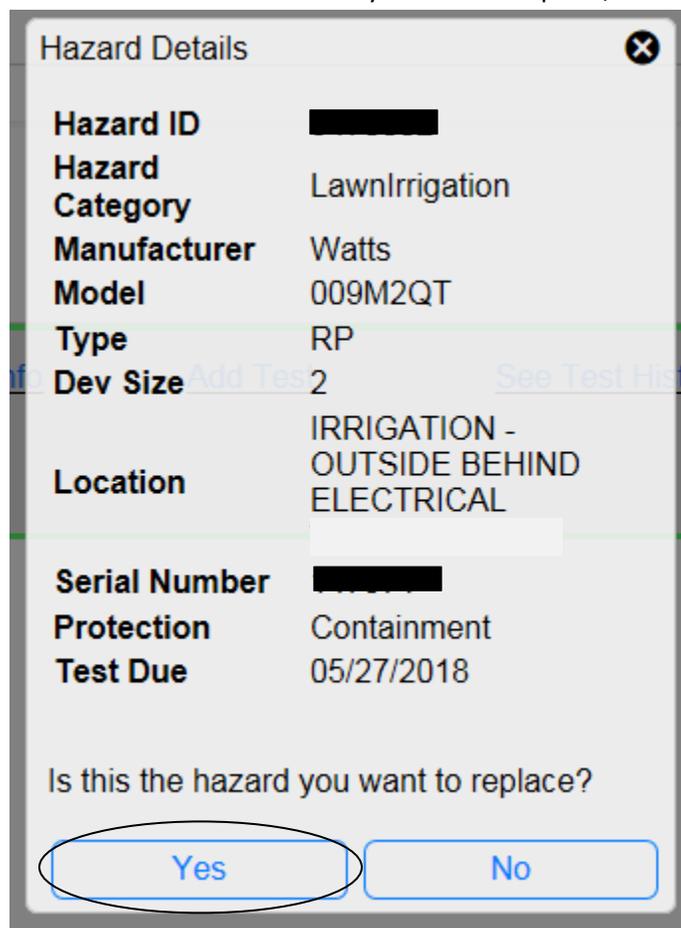
This is what appears after completing a Hazard ID search.

Select "Replace Device"



A screenshot of a web interface showing hazard details. The page has a grey header with a yellow warning icon and the text "- Hazards". To the right of the icon, the site name "FORT WAYNE ALLEN COUNTY AIRPORT" is displayed. Below the site name, the hazard name "LawnIrrigation" is shown. There are four blue links: "Hazard Info", "Add Test", "See Test History", and "Replace Device". The "Replace Device" link is circled in red.

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



A screenshot of a "Hazard Details" dialog box. The dialog box has a title bar with "Hazard Details" and a close button (X). The details are as follows:

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

Below the details, the question "Is this the hazard you want to replace?" is displayed. At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is circled in red.

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

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.”

The screenshot shows a 'Hazard Details' window with the following information:

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

Below the details is the question: "Is this the hazard that was tested?"

At the bottom are two buttons: "Yes" and "No". The "No" button is circled in red.

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.

The screenshot shows a 'Message' dialog box with the question: "Did you replace the backflow preventer?"

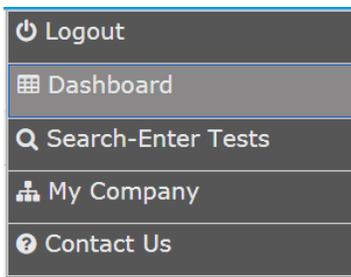
At the bottom are two buttons: "Yes" and "No". The "Yes" button is circled in red.

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

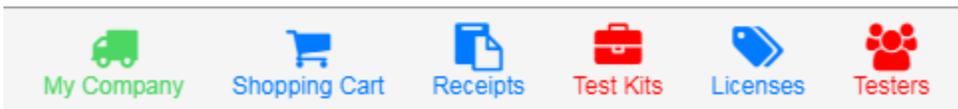
Select "My Company"



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	\$4.85	6049...
5210 S 35th Street			

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.