



May 4, 2011

RE: Navasota Backflow Program Procedures

Dear Tester,

As a valued member of the backflow testing community, we wish to inform you that the City of Navasota has partnered with Backflow Solutions, Inc (BSI) and adopted a new method for backflow test report submittal. The new procedures are detailed as follows:

- Beginning on **June 16th, 2011**, all annual backflow assembly test reports must be submitted electronically via the BSI Online system at www.bsionlinetracking.com. This will not require you to scan your test reports – you will simply be transferring information from your report onto the site. From now till June 15th, 2011, please simply mail or fax all test reports directly to BSI at PO Box 46, Worth, IL 60482 or 888-414-4990.
- There will be a filing fee of \$9.95 for each backflow test report submitted, which must be paid via credit card at the time of online submittal. This fee will go into effect on **June 16th, 2011**.
- There will also be no filing fee in the initial year for any previously undiscovered backflow assemblies. If you locate an existing assembly that the City is unaware of and not currently tracking, simply send the applicable information to BSI. We will enter it on your behalf for the initial year. This also applies to brand new backflow assemblies (for the initial test).
- Testers must submit up to date copies of their test kit calibration certificates to BSI. If a valid certificate is not on file, your test reports will not be accepted and your customers will be listed as non-compliant.
- Detailed instructions for BSI Online are enclosed. The site is fairly simple to operate, but please feel free to contact us. We are more than happy to help walk you through the system.

There will be many benefits for the test companies with this new program, including email notification to the last tester of record when a test due notice is sent to the backflow assembly owner. The last tester of record's company name and phone number will also be listed on customer's notice, helping your customers reach you more quickly.

It is imperative that you register your company on BSI Online, so that your company will be listed as the last tester of record for all reports submitted by you for the past year. We look forward to working with you in protecting the City of Navasota's water. Please feel free to contact us with any questions. Thank you.

For your convenience, here is the BSI contact information:

Address: PO Box 246, Worth, IL 60482
Phone: 800-414-4990 Fax: 888-414-4990

Sincerely,

Brad Stancampiano, Executive Vice President
Backflow Solutions, Inc (BSI) / Agent for the City of Navasota



**Submit this report upon completion electronically via BSI Online system at
www.bsionlinetracking.com**

Backflow Prevention Assembly Test and Maintenance Report

(PWS # 0930001)

Backflow Assembly Information		Please Print	
Serial Number: _____		Manufacturer: _____	
Model: _____		Size: _____	
Type of Assembly: <input type="checkbox"/> RPZ <input type="checkbox"/> DCA <input type="checkbox"/> PVB <input type="checkbox"/> RPZ-D <input type="checkbox"/> DCA-D <input type="checkbox"/> SRPVB			
Resident / Business Name: _____			
Physical Address: _____			
Assembly location on property: _____			
Reason the assembly is installed: <input type="checkbox"/> Fireline <input type="checkbox"/> Domestic <input type="checkbox"/> Irrigation			
Is the assembly installed in accordance with manufacturer Recommendation and / or local codes?: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Initial Test	Reduced Pressure Backflow Prevention Assembly			Pressure Vacuum Breaker	
	Double-Check Valve Assembly		Pressure Relief Valve	Air Inlet	Check Valve
	1 st Check	2 nd Check	Opened at _____ PSID	Opened at _____ PSID	Held at _____ PSID
	Held at _____ PSID	Held at _____ PSID	Did Not Open <input type="checkbox"/>	Did Not Open <input type="checkbox"/>	Did Not Open <input type="checkbox"/>
	Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>	Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/>			

Repairs And Material Used	
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Test After Repairs	Held at _____ PSID	Held at _____ PSID	Opened at _____ PSI	Opened at _____ PSI	Held at _____ PSI
	Closed Tight <input type="checkbox"/>	Closed Tight <input type="checkbox"/>			

The backflow prevention assembly listed has been tested and maintained by TCEQ Regulations and is certified to be operating within acceptable parameters. YES NO

I certify that all information on this report is true and correct at the time of testing.

Gauge Calibration Date: _____	Gauge Model: _____
Gauge Serial #: _____	License #: _____ Exp: _____
Firm Name: _____	Backflow Technician: _____
Firm Address: _____	Signature: _____
Firm Phone Number: (____) ____ - _____	
Date: ____ / ____ / ____	