

## Form TCEQ-20700 - Instructions

City of Westworth Village - PWS #2200131 – Utilities Department: 817-710-2505 311 Burton Hill Rd., Westworth Village, TX 76114

#### **General Instructions:**

The purpose of form TCEQ-20700 Backflow Prevention Assembly Test and Maintenance Report (T&M Form) is to document the results of testing a backflow prevention assembly. The form can be completed in one of two ways:

- 1. The form can be printed and completed by hand, or
- 2. The form can be completed electronically through an electronic medium (tablet, laptop computer, etc.). The yellow areas on the form can be completed electronically.

# **NOTE**: <u>The form is intended to be completed on-site while testing is occurring</u>. If the form is completed electronically, the electronic device must also be on-site for proper use of this form.

The form must be printed and signed by the Licensed Tester that performed the work, unless TCEQ approved electronic recording keeping is in use. The hardcopy original must be provided to the Public Water System (PWS) as specified in *Title 30 of the Texas Administrative Code 290.44(h)(4)(c)*.

#### **Specific Instructions:**

Please follow the instructions below when completing form TCEQ-20700:

- 1. Check boxes: If completing the form electronically, all check boxes can be selected to make the desired indication. Selecting a box will insert an "X" in the box.
- 2. When performing the test, if the "Initial Test" yields acceptable results, do not complete the "Repairs and Materials Used\*\*" or "Test After Repairs" rows on the form.
- 3. Remarks: If completing the form electronically, the "Remarks" section of the form is expandable, which means the final report can be more than one page. All pages of the T&M Report must be submitted to the water system.
- 4. Testing completed by a licensed tester must be documented on one form. Any follow-up testing performed by a different tester must be documented on a separate form.

#### Things to remember:

- 1. Differential pressure gauges:
  - a. In order to prevent contamination, gauges used on potable water backflow prevention assemblies must **not** be used to test non-potable backflow prevention assemblies.
  - b. Gauges need to be tested for accuracy annually and that date plus the serial number and other gauge information must be correctly recorded on the form. This allows Public water systems to ensure that the gauges are in compliance.
- 2. Annual testing of backflow prevention assemblies (those installed to protect against health hazards) or differential pressure gauges is to occur no more than 12 months from the last test date.
- A tester's license is based on the testing procedures described in the University of Southern California's 10th edition manual. These procedures are expected to be used when testing backflow prevention assemblies



### **Backflow Prevention Assembly Test and Maintenance Report**

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The following form must be completed for each assembly tested. A signed and dated original must be submitted to the public water supplier for recordkeeping \*purposes:

NAME OF PWS:	City of Westworth Village
PWS ID#:	2200131
PWS MAILING ADDRESS:	311 Burton Hill Rd., Westworth Village, TX 76114
PWS CONTACT PERSON:	Cody Morse, <a href="mailto:ccookemorse@cityofwestworth.com">ccookemorse@cityofwestworth.com</a> , 817-710-2504
ADDRESS OF SERVICE:	

The backflow prevention assembly detailed below has been tested and maintained as required by commission regulations and is certified to be operating within acceptable parameters.

Date:       Closed Tight □       Closed Tight □       Did not open □       Did not open □       Leaked □         Time:       Leaked □       Did not open □       Did not open □       Did it fully open (Yes □ / No □)       Leaked □         Repairs and Materials       Used**       Used**       Held at psid Closed Tight □       Opened at psid Closed Tight □       Point open □       Held at psid Closed Tight □				TYPE C	F BACH	KFLOW	PREVENTION ASSEMBLY	' (BPA):			
□       Pressure Vacuum Breaker (PVB)       □       Spill-Resistant Pressure Vacuum Breaker (SVB)         Manufacturer:       Size:       Spill-Resistant Pressure Vacuum Breaker (SVB)         Model Number:       BPA Location:       Spill-Resistant Pressure Vacuum Breaker (SVB)         Serial Number:       BPA Location:       BPA Serves:         Reason for test:       New □       Existing □       Replacement □       Old Model/Serial #         Is the assembly installed in accordance with manufacturer recommendations and/or local codes?       □ Yes       No         Is the assembly installed on a non-potable water supply (auxillar)?       □ Yes       □ No         Reduced Pressure Principle Assembly (RPBA)       PVB & SVB       □ Yes       No         1*f Check       2 <sup>rd</sup> Check***       Relief Valve       Air Inlet       Check Valve         Initial Test       Held atpsid       Opened atpsid       Opened atpsid       Leaked □         Leaked       □       Leaked       □       Did it fully open       Leaked □       Did it fully open         Ster       VE       Site:       Site:       Site:       No-Potable:       Site:       Site:         Bate:       Closed Tight □       Closed Tight □       Closed Tight □       Opened atpsid       Opened atpsid       <		Reduced Pre	duced Pressure Principle (RPBA)				Reduced Pressure Principle-Detector (RPBA-D)				
Manufacturer:       Size:         Model Number:       BPA Location:         Serial Number:       BPA Serves:         Reason for test:       New         Is the assembly installed in accordance with manufacturer recommendations and/or local codes?       Pres         Is the assembly installed on a non-potable water suppl (auxillar)?       Pres       No         Reduced Pressure Principle Assembly (RPBA)       PVB & SVB       PVB & SVB         Initial Test       Held at psid       Opened at psid       Opened at psid         Date:       Closed Tight       Closed Tight       Opened at psid       Did not open         Itest After Repair       Held at psid       Closed Tight       Opened at psid       Held at psid         Ifferential pressure gauge used:		Double Chee	Souble Check Valve (DCVA)			Doubl	e Check-Detector (DCVA	-D)			
Model Number:         BPA Location:           Serial Number:         BPA Serves:           Reason for test:         New              Existing              Replacement              Old Model/Serial #           Is the assembly installed in accordance with manufacturer recommendations and/or local codes?         Ives             Ives             Ives             Ives            Is the assembly installed on a non-potable water supply (auxiliary)?         Ives             Ives             Ives          Ives            Reduced Pressure Principle Assembly (RPBA)         Relief Valve         Air Inlet         Check Valve           Initial Test         Ives          DCVA         Relief Valve         Air Inlet         Check Valve           Initial Test         Held atpsid         Closed Tight I         Leaked I         Did not open I         Did not open I         Did if fully open           It set After Repair         Held at psid         Closed Tight I         Closed Tight I         Did not open I         Did if fully open         Held at psid           Ifferential pressure gauge used:         Potable:         Potable:         Non-Potable: I         Ives            Test After Repair         Held at psid         Closed Tight I         Closed Tight I         Did not open I         Did it fully open         Ives            Time:		Pressure Vacuum Breaker (PVB)				Spill-R	Resistant Pressure Vacuu	m Breaker (SVB)			
Serial Number:         BPA Serves:           Reason for test:         New         Existing         Replacement         Old Model/Serial #           Is the assembly installed in accordance with manufacturer recommendations and/or local codes?         If ves         No           Is the assembly installed on a non-potable water supply (auxiliary)?         If ves         No           Reduced Pressure Principle Assembly (RPBA)         PVB & SVB         If ves         No           Reduced Pressure Principle Assembly (RPBA)         Relief Valve         Air Inlet         Check Valve           1* Check         2** Check***         Relief Valve         Air Inlet         Check Valve           Initial Test         Held atpsid         Closed Tight I         Leaked I         Did not open I         Held at psid           Image:         Leaked I         It full to go to	Manuf	facturer:					Size:				
Reason for test:       New       Existing       Replacement       Old Model/Serial #         Is the assembly installed in accordance with manufacturer recommendations and/or local codes?       Ives       No         Is the assembly installed on a non-potable water supply (auxiliary)?       Ives       No         Reduced Pressure Principle Assembly (RPBA)       PVB & SVB       PVB & SVB         Initial Test       DCVA       Relief Valve       Air Inlet       Check Valve         Initial Test       Opened atpsid       Opened atpsid       Did not open       Held atpsid       Leaked       Ivespsid       Leaked       Ivespsid       Leaked       Ivespsid       Leaked       Ivespsid       Leaked       Ivespsid       Leaked       Ivespsid       Ivespsid       Ivespsid       Leaked       Ivespsid       Ive	Model Number:					BPA Location:					
Is the assembly installed in accordance with manufacturer recommendations and/or local codes?       Image: No         Is the assembly installed on a non-potable water supply (auxiliary)?       Image: No         Reduced Pressure Principle Assembly (RPBA)       PVB & SVB         Image: DCVA       Relief Valve         1° Check       2° d Check***         Initial Test Date:       Held at psid         Leaked       1° Check ***         Held at psid       Closed Tight         Leaked       1° Check ***         Repairs and Materials       Closed Tight         Used**       Held at psid         Held at psid       Closed Tight         Leaked       1° Check ***         No       Derection on the print on the prin	Serial	Number:					BPA Serves:				
Is the assembly installed on a non-potable water supply (auxiliary)?  Reduced Pressure Principle Assembly (RPBA)  Reduced Pressure Principle Assembly (RPBA)  DCVA  1 <sup>st</sup> Check  2 <sup>nd</sup> Check***  Relief Valve  Relief Valve  Air Inlet  Check Valve  Air Inlet  Check Valve  Air Inlet  Check Valve  Air Inlet  Check Valve  Relief Valve  Relief Valve  Air Inlet  Check Valve  Relief Valve Relief Valve  Relief Valve  Relief Valve  Relief Valve  Relief Valve Relief Valve  Relief Valve Relief				0							
Reduced Pressure Principle Assembly (RPBA)       PVB & SVB         DCVA       1st Check       2nd Check***         Initial Test       1st Check       2nd Check***         Date:       Closed Tight         Leaked           Leaked         Ist Accelee       Closed Tight         Leaked           Leaked         Beapirs and Materials       Did not open         Did it fully open           Repairs and Materials       Held at psid       Opened at psid       Opened at psid         Itst After Repair       Held at psid       Closed Tight         Leaked         Did it fully open           State **       Closed Tight         Closed Tight         Did it fully open         Held at psid         Itst After Repair       Held at psid       Opened at psid       Opened at psid       Held at psid         Itst After Repair       Held at psid       Closed Tight         Opened at psid       Opened at psid       Held at psid         Itst After Repair       Held at psid       Opened at psid       Opened at psid       Held at psid         Itst After Repair       Held at psid       Opened at psid       Opened at psid       Itst After Repair         Itst After Repair       Non-Potable:							lations and/or local code	es?			
DCVA   1 <sup>st</sup> Check   1 <sup>st</sup> Check <tr< td=""><td>Is the a</td><td>assembly insta</td><td>lled on a non-potable w</td><td>ater supply</td><td>(auxilia</td><td>ary)?</td><td></td><td>1</td><td>🗆 Yes 🛛 No</td></tr<>	Is the a	assembly insta	lled on a non-potable w	ater supply	(auxilia	ary)?		1	🗆 Yes 🛛 No		
Initial Test   Initial Test   Date:   Closed Tight     Leaked      Leaked      Leaked      Leaked      Leaked      Repairs and Materials   Used***   Held atpsid   Closed Tight      Leaked      Bater:   Licensed Tight      Closed Tight      SN:   Date tested for accuracy:   Remarks:   Company Name:   Company Name:   Licensed Tester Name (Signature):   Company Address:   License #      License #      License # #   License # #   License Expiration Date:			Reduced Pressure Prin	iciple Assem	nbly (RF	y (RPBA)		PVB & SVB			
1st Check       2nd Check***			D	CVA			Poliof Value	Air Inlat	Chack Value		
Date: Closed Tight   Closed Tight   Did not open   Did not open   Did not open   Leaked     Time: Leaked   Did not open   Did it fully open (Yes   No  ) Did it fully open (Yes   No  )   Repairs and Materials   Ised ** Held at			1 <sup>st</sup> Check	2 <sup>nd</sup> Ch	neck***	*	Relief valve	Air miet			
Image: Concord in the con	Initial Test Date:		Closed Tight	Closed Tight			••				
Used**     Test After Repair   Date:   Date:   Time:     Closed Tight □   Closed Tight □   Closed Tight □     Potable:   Image:   Potable:   Non-Potable:     Non-Potable:     Make/Model:     SN:     Date tested for accuracy:     Remarks:     Company Name:   Company Address:     Licensed Tester Name (Signature):     Company Phone #:     BPAT License #   License Expiration Date:     License Expiration Date:	nme:		Leaked 🛛	Leakec	1						
Date: Closed Tight   Time: Closed Tight     *** 2nd check: numeric reading required for DCVA only     Differential pressure gauge used:     Potable:     Make/Model:     SN:     Date tested for accuracy:     Make/Model:     SN:     Date tested for accuracy:     Remarks:     Company Name:     Licensed Tester Name (Print/Type):     Company Address:     Licensed Tester Name (Signature):     Company Phone #:     BPAT License #   License Expiration Date:	Repairs Used**										
Differential pressure gauge used:     Potable:     Non-Potable:       Make/Model:     SN:     Date tested for accuracy:       Remarks:	<u>Test Aft</u> Date: Time:	er Repair	'				Dpened at psid	Opened at psid	Held at psid		
Make/Model:     SN:     Date tested for accuracy:       Remarks:			*** 2 <sup>nd</sup> check: numeric	reading req	uired fo	or DCVA	A only				
Remarks:	Differe	ential pressure	gauge used:			Po	otable: 🛛	Non-Potable:			
Company Name:     Licensed Tester Name (Print/Type):       Company Address:     Licensed Tester Name (Signature):       Company Phone #:     BPAT License #       License Expiration Date:     License Expiration Date:	Make/	Model:			SN:			Date tested for accuracy:			
Company Address:     Licensed Tester Name (Signature):       Company Phone #:     BPAT License #       License Expiration Date:     License Expiration Date:	Remar	ks:									
Company Address:     Licensed Tester Name (Signature):       Company Phone #:     BPAT License #       License Expiration Date:     License Expiration Date:											
Company Address:     Licensed Tester Name (Signature):       Company Phone #:     BPAT License #       License Expiration Date:     License Expiration Date:											
Company Phone #:     BPAT License #       License Expiration Date:	Company Name: Licensed Tester Name (Print/Type):										
License Expiration Date:	Compa	Company Address: Licensed Tester Name (Signature):									
	Compa	any Phone #:			F						
						LICENSE	e Expiration Date:				

TEST RESULT	
PASS 🗆	
FAIL 🗆	



## FOR INTERNAL CITY USE ONLY

Α.	WATER DEPARTMENT	
	$\Box$ Form Received by:	Date:
	$\Box$ Entered into Incode and Scanned into Tyler Content Manager by:	Date:
	$\square$ Copy Emailed to Public Works and Building Departments by:	Date:
	$\Box$ Annual Review or $\Box$ 20 Year Review	
	Copy Added to TCEQ Audit Book by:	Date:
В.	RECORDS DEPARMENT Retention: UT5025-07a – Keep for 3 years.	