



Calgary Local Registration Approval Request For Cross Connection Control Tester

E 1397 (R2024-10)

Registration Checklist - be sure to have copies of the required items to submit:

- Your first time registration requires that we verify your identity in person by viewing your government issued identification in person, to make an appointment go online: <https://calgary-cwiprod.motorolasolutions.com/cwi/direct/WTSCCTES>
- This form completed and signed.
- AWWA Certificate (copy, current)
- Calibration reports for all test kits (copies, current)
- If you have NOT completed your AWWA CCC Specialist Certificate in the past year you will need copies of six test reports completed within the last year. If this is not available be sure to note this in your request for an appointment.

Re-Registration Checklist - be sure to have scanned copies of the required items to upload online:

- For more information where to upload your documentation visit www.calgary.ca/ccctesters
- AWWA Certificate (scanned copy, current – upload to Tester Certification first.
- This form completed, signed, and scanned - upload second.
- If you have not submitted six backflow tests to the City of Calgary in the last year, we will follow up with you.

Testers AWWA Number	Certification Year	
Full Name	Preferred Name	
Email		
Occupation	Cell Number ()	

Employer	Employer Phone Number ()
Address	General Email

Test Equipment Serial Number	Issue Date of Calibration or Calibration Date
Make	Model

If you have additional employers or need to remove employers, please submit these changes online: <https://calgary-cwiprod.motorolasolutions.com/cwi/direct/WTSCCTES>. Additional Test Equipment can be uploaded online once access is granted.

The City of Calgary's Cross Connection Control Program (CCC) ensures the quality of potable water is protected from any potential pollutants or contaminants. The CCC ensures The City of Calgary exercises its responsibility as a water purveyor to deliver safe drinking water to its customers. This task is accomplished by working to eliminate all cross-connections and/or requires the installation and maintenance of an approved backflow prevention assembly wherever a potential hazard is determined to exist. Any persons testing backflow prevention assemblies within The City of Calgary jurisdiction must first be registered. The City of Calgary requires all registered backflow prevention testers to adhere to this fact sheet. Failure to do so will revoke registration and test reports will not be recognized as completed reports.

Submission of Test Reports

- To satisfy the requirements for submission to the Director according to The City of Calgary Bylaw 40M2006, as amended from time, (Bylaw 40M2006) to time, the Backflow Prevention Test Report form MUST be filled out accurately and submitted online in accordance with the timelines stated in Bylaw 40M2006 to The City of Calgary. Submissions are considered valid when they are submitted online, for more information on how visit www.calgary.ca/ccctesters.
- The tester must upload their test results online within 5 calendar days of performing the backflow preventer test in accordance with the Bylaw 40M2006. This includes backflow prevention assemblies that have not been previously registered.
- Tester must upload their test results online two calendar days of performing the backflow preventer test where the previous test was failed in accordance with Bylaw 40M2006. This includes test reports for replacement and repaired backflow prevention assemblies that the last test was failed.
- Testing companies and individuals MAY NOT withhold submission of the backflow test report due to customer pending payment. All test reports must be reported online within the timelines described above in accordance with Bylaw 40M2006. The fine for late submission is **\$500** per late test report.
- Your online account access is your authentication as a tester, do not share your access with anyone as you are responsible for any submissions made using your account. It is your responsibility to keep your account details secure.
- Inappropriate use of the data available to you will result in revocation of your eligibility to submit tests to the City of Calgary as a tester.
- Testers are responsible for the quality and accuracy of the data submitted, even those who use an administrator to submit test reports for them.

Completion of Test Reports

- Tester is responsible to confirm ALL DATA (make, model, size, serial number) on the test report for the assembly being tested. Where information needs updating please include a photo for verification where possible, particularly a photo of the Serial Number on the actual assembly.



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- Tester must only complete and submit test reports for assemblies they have tested.
- If the Backflow Prevention Assembly Test form is not completed or fails to document details accurately, the report will be rejected for corrections and the tester will need to resubmit. Please note a location with a backflow prevention assembly will not be credited a test until the corrected report has been submitted and approved by The City of Calgary. The location will be subject to fines and water service suspension until compliance is met.
- If a backflow prevention assembly has been replaced, the serial number from the previous device must be noted in the Replaces Serial # field on the test report and the Replacement Assembly choice from the Type of Test drop down menu.
- For all inactive or removal requests the CCC Program will conduct a follow up visit to ensure it was removed/inactivated properly and there is no cross-connection potential. All information provided by the testers will be reviewed.
- Testers should only submit test reports for City of Calgary service areas. If you are not certain if a location is serviced by The City of Calgary, please ask the customer who provides them water service.

Testing Procedures

- Testers must conduct tests in accordance with the AWWA training and City of Calgary requirements.
- Testers must conduct tests with valid test kits/gauges. Test reports notating non-registered equipment or without current calibration will not be accepted. The backflow prevention assembly must be retested using a registered and calibrated gauge, sight tubes are not accepted for use for backflow testing in The City of Calgary.
- When testing an assembly, the tester must ensure the backflow assembly is up to manufacturers recommendation. Any discrepancies must be listed in the Remarks / Comments remarks section of the Backflow Prevention Assembly Test Report.
- Tester must not circumvent the installed backflow prevention equipment by removal or alteration of the assembly or any of its components.

New Installations and Repairs

- Testers are required to submit a test report online within 5 calendar days if the assembly passed, and within 2 calendar days if the assembly failed and was not repaired or replaced immediately.
- Cross Connection Control Assemblies may only be installed by a licensed contractor. All installations must comply with the National Plumbing Code of Canada and local Bylaws.
- Cross Connection Control Assemblies may be repaired by a registered tester. Only certified manufacturers repair kits are to be used.
- All newly installed, relocated, and repaired Cross Connection Control Assemblies must be tested immediately upon installation, repair, or relocation and noted in the comments section of the test reports.

Establishments/Customers

- Testers do not have the authority to represent The City of Calgary. Testers do not deem a location to be in compliance or give enforcement. Compliance and enforcement lies solely with The City of Calgary and its delegated officials.
- If the tester was unable to test a device, they are required to notify the customer and The City of Calgary via 311 Online.
- Customers who have questions regarding inspections conducted by a City of Calgary CCC employee must contact the program directly via phone or email, this is provided at the time of inspection and any communication by an Inspector.
- A customer becomes compliant once the test report is entered and accepted by The City of Calgary.
- Tester must notify the customer within 24 hours of performing the failed test and of any pending repairs or replacement of backflow assemblies. Notification of repairs and replacements may be provided by the customer to The City of Calgary.

Eligibility as a tester

- To apply and remain eligible to be a tester, the tester's CCC Specialist certification with the AWWA must be current and up to date.
- Registration with The City of Calgary is required every year to remain in good standing as an approved Tester. Should a tester's CCC Specialist Certification from the AWWA or Registration with The City of Calgary lapse, they will not be able to enter test reports and test reports cannot be entered in their name by an Administrator.

Enforcement

Testers may need to attest to their test report results and details submitted to The City of Calgary on behalf of their customer. Testers who fail to comply with rules and regulations will result in enforcement action deemed appropriate which includes fines and revocation of registration to test and submit reports to The City of Calgary.

I, the undersigned, hereby understand the rules and regulations regarding backflow assembly testing and reporting for The City of Calgary in Bylaw 40M2006 as amended from time to time; I declare to abide by all Bylaws and pertinent regulations for backflow testing and report submission in The City of Calgary; I understand that the falsification of any information submitted in this application or test reports will result in the forfeiture of my City of Calgary Local Registration for Cross Connection Control Tester.

Signature of Applicant	Date YYYY MM DD
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To submit your application upload online or if you are a new tester please refer to our website at www.calgary.ca/ccctesters. Once this registration is approved, it is only valid for one year from the date signed.

For Office Use Only: ID Verified _____ initial (required for new applicants only)

Your personal information is being collected for the purpose of registering as a Cross Connection Control Tester. This information is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about this collection, please contact the Team Lead – Cross Connection Control; City of Calgary Water Services, 625 25 Ave SE, Calgary, AB. Tel: 403-801-3611.