

Cross Connection Control SAMS Quick Reference Guide: Submit a Repair Test Report

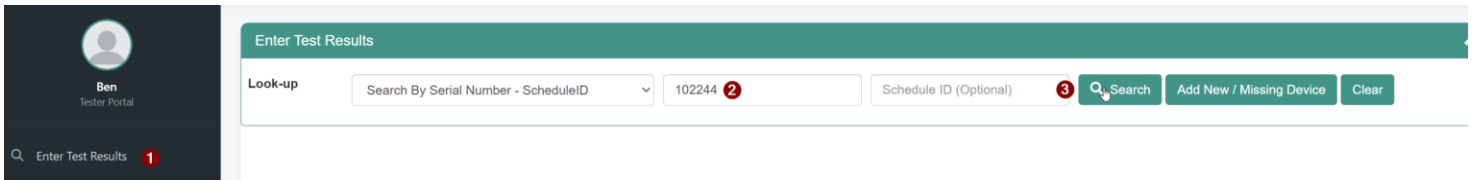
City of Calgary certified Cross Connection Control Testers must follow these steps to enter the required information into The City's compliance system, Smart Automation Management System (SAMS)

Getting Started

1. Log in to the [Tester Portal](#).
2. Complete the City of Calgary sign-in (authentication) steps.

Step 1: Search for the Device

1. Select **Enter Test Results**.
2. Enter the device **Serial Number**.
3. Click **Search**.



This is follow up test. Please enter final test results only. Initial test was performed on 9/13/2026 8:15:00 AM date.

If you see this message, the device failed its initial test. Follow the steps below to enter the repair and final test results.

Step 2: Confirm the Device

1. Check the **General Information** to confirm the correct device.

General Information

Serial Number

102244

Device Information

Watts 2 DC

Service Type

Irrigation

Device Location

Meter Room - Lockout Tag | Wilma Hanson School

Account Name

Calgary Board of Education

Contact Person

Calgary Board of Education

Email

kegallant@cbe.ab.ca

Change-out/Update Device

☐

Update Device Details

Meter Number

Meter Number

Service Address

963 QUEENSLAND DR SE

Phone

(403) 816-2893

Due Date

04/30/2026

Step 3: Repair Action

- For each check that applies, select the **Repair Action** and enter notes on the work done.

Repair Action

First Check

1

Cleaned, Debris

Flushed lines

Second Check

None selected

Notes

Shut Off Valve 1

None selected

Notes

Shut Off Valve 2

None selected

Notes

Step 4: Final Test Details

- Enter the **Final Test Date** (click on the calendar icon).
- Select your **Gauge** from the drop-down.
- Enter **Final Notes** (optional).

Final Test Details

Select Company

Cross Connection Control Demo

Entered By

Ben Charles

Final Test Date

09/28/2026 10:34

1

Gauge

km12345

2

Tester

Aaron Charlton

Email Address

btcharles@calgary.ca

Final Notes

Notes

3

Step 5A: Final Test Parameters DC

Final Test Parameters - DC

First Check

2

Pass

Reading

1

Notes

Second Check

2

Pass

Reading

Notes

Shut Off Valve 1

3

Pass

Reading

Notes

Shut Off Valve 2

3

Pass

Reading

Notes

Final Test Status

☐ Pass

4

☐ Fail

- Enter the **Reading** (psi) for each check.
- Select the **Condition** for each check: **Pass** or **Fail**. It defaults to **Pass**.
- Shut-Off Valves:** Select **Pass** or **Fail**. No reading is needed.
- Test Status:** Check **Pass** or **Fail** for the overall test.

Step 5B: Final Test Parameters RP

Final Test Parameters - RP

First Check	7 Pass	Reading	5 Notes
RVO	Pass	Reading	Notes
Second Check	6 Pass	Reading	Notes
Shut Off Valve 1	8 Pass	Reading	Notes
Shut Off Valve 2	Pass	Reading	Notes
Final Test Status	9 ☐ Pass ☐ Fail		

- 5. Enter the **Reading** (psi) for First Check and Relief Valve Opens (RVO).
- 6. **Second Check ONLY** requires a **Pass** or **Fail**.
- 7. Select the **Condition** for each check: **Pass** or **Fail**. It defaults to **Pass**.
- 8. **Shut-Off Valves**: select **Pass** or **Fail**. No reading is needed.
- 9. **Test Status**: check **Pass** or **Fail** for the overall test.

Step 6: Upload Photos (Optional)

- 1. Click the **+** button. A new window opens.

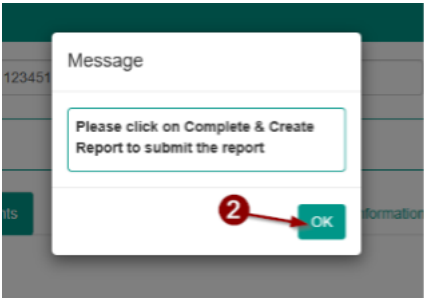
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Document Name

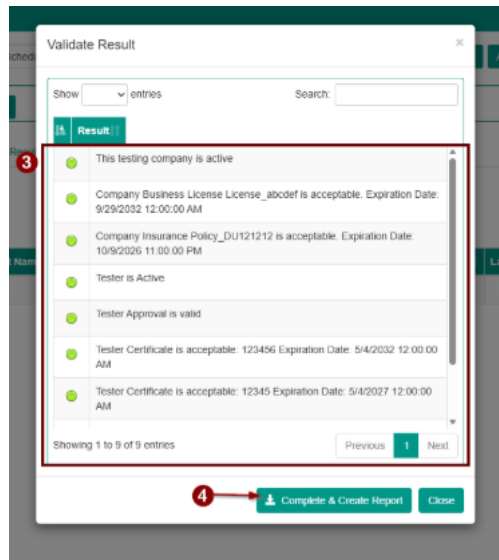
Document Date

- 2. Click **Select File**.
- 3. Choose your photo and click **Open**.
- 4. Click **Save**.

Step 7: Save and Submit the Report



- 1. A message opens. Click **OK**



2. Review the **Validate Result** window for warnings. **You cannot submit the report if any item has a red dot.**
3. Click **Complete & Create Report**. The report is sent to The City of Calgary for review, and a copy is emailed to you.

Note: You are responsible for saving the report and giving a copy to the property owner or responsible party for the test location.