

Cross Connection Control SAMS Quick Reference Guide: Submit a Test Report for a Replaced or Updated Device

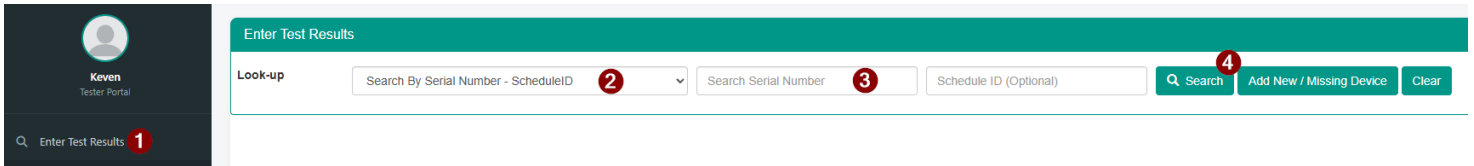
City of Calgary certified Cross Connection Control Testers must follow these steps to enter the required information into The City's compliance system, Smart Automation Management System (SAMS).

Getting Started

1. Sign in to the [Tester Portal](#).
2. Complete the City of Calgary authentication process.

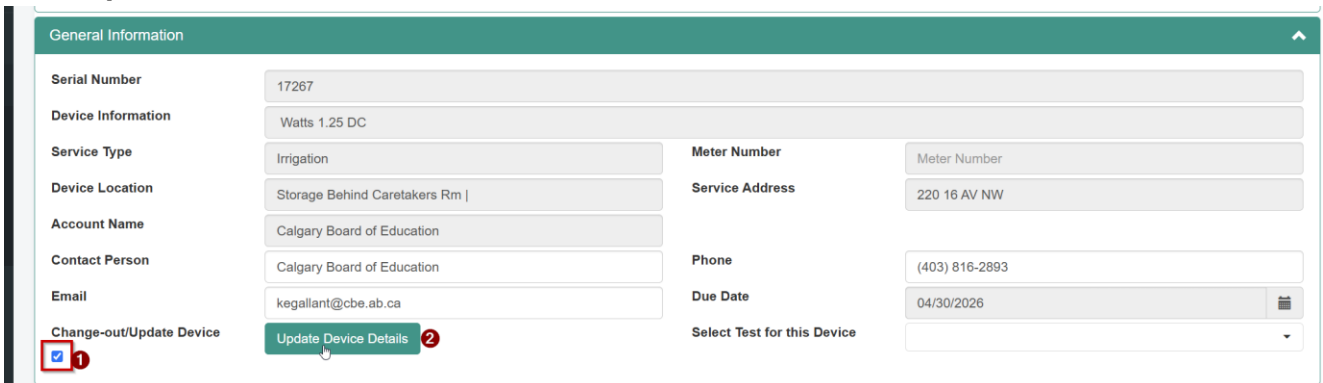
Step 1: Search for the Existing Device

1. Click **Enter Test Results**.
2. From the drop-down, select **Search By Serial Number - ScheduleID**.
3. Enter the **Serial Number** of the existing (old) device.
4. Click **Search**.



Step 2: Update the Device Details

1. Check the **Change-out/Update Device** box.
2. Click **Update Device Details**.



3. Enter the new device **Serial Number** (replace the old one).

4. From the **Backflow Library** drop-down, select the new device. It is easiest to search by Model Number.

Device Details

Serial Number: 123451 ³

Backflow Library: 37221 DC Watts U719QT 2 ⁴

Manufacturer: Watts

Size: Watts

Service Type: Watts

Assembly Location: Watts

Manufacturer	ModelNumber	DeviceSize	DeviceTypeLabel	LeadFree
Watts	U719QTR10	0.75	DC	
Watts	U719QTR10	0.5	DC	
Watts	U719QT	2	DC	
Watts	U719QT	1.5	DC	
Watts	U719QT	1.25	DC	

5. Click **Save**.
6. In the **Change-out Action Type** window, select **Replace Device** and click **OK**. To correct details on the existing device, select the **Update Device**.

Change-out Action Type

Change-out Action Type: Replace Device

Buttons: OK, Cancel

Step 3: Initial Test Details

1. Enter the **Test Date** (click on the calendar icon).
2. Select your **Gauge** from the drop-down.
3. Enter **Notes** (optional).
4. Enter the **Line Pressure** (psi).

Initial Test Details

Select Company: Cross Connection Control Demo

Entered By: Ben Charles

Test Date: ¹ Test Date

Test Received Date: Test Received Date

Gauge: ²

Tester: Ben Charles

Email Address: [Redacted]

Notes: ³ Notes

Line Pressure (psi): ⁴ Line Pressure (psi)

Step 4A: Initial Test Parameters DC

The screenshot shows the 'Initial Test Parameters - DC' form. It has a teal header bar with the title and an upward arrow. The form contains several sections: 'First Check' with a dropdown set to 'Pass' and a text input with '3.2'; 'Second Check' with a dropdown set to 'Pass' and a text input with '2.2'; 'Shut Off Valve 1' with a dropdown set to 'Pass' and a disabled 'Reading' input; 'Shut Off Valve 2' with a dropdown set to 'Pass' and a disabled 'Reading' input; and 'Test Status' with a checked 'Pass' radio button and an unchecked 'Fail' radio button. To the right of these are four 'Notes' text input fields. Red callout numbers are placed as follows: '1' points to the first 'Notes' field; '2' points to the 'First Check' dropdown; '3' points to the 'Shut Off Valve 1' dropdown; and '4' points to the 'Test Status' radio buttons.

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

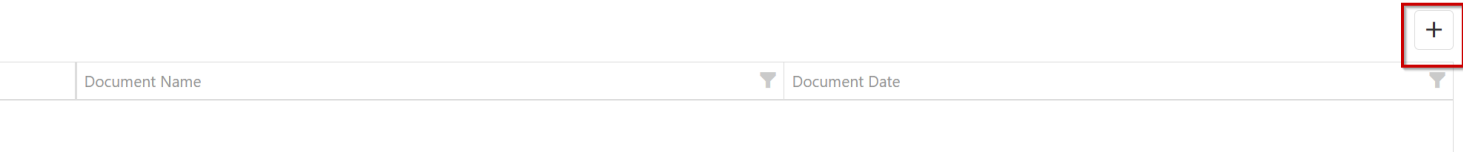
Step 4B: Initial Test Parameters RP

The screenshot shows the 'Initial Test Parameters - RP' form. It has a teal header bar with the title. The form contains several sections: 'First Check' with a dropdown set to 'Pass' and a text input; 'RVO' with a dropdown set to 'Pass' and a text input; 'Second Check' with a dropdown set to 'Pass' and a disabled 'Reading' input; 'Shut Off Valve 1' with a dropdown set to 'Pass' and a disabled 'Reading' input; 'Shut Off Valve 2' with a dropdown set to 'Pass' and a disabled 'Reading' input; and 'Test Status' with unchecked 'Pass' and 'Fail' radio buttons. To the right are five 'Notes' text input fields. Red callout numbers are placed as follows: '5' points to the first 'Notes' field; '6' points to the 'Second Check' dropdown; '7' points to the 'First Check' dropdown; '8' points to the 'Shut Off Valve 1' dropdown; and '9' points to the 'Test Status' radio buttons.

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.

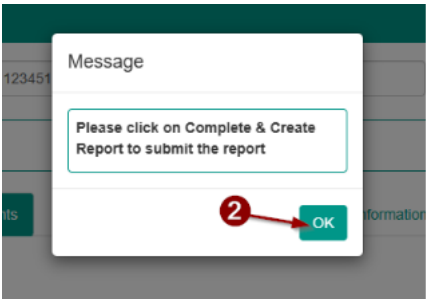
Step 5: Upload Photos (Required)

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

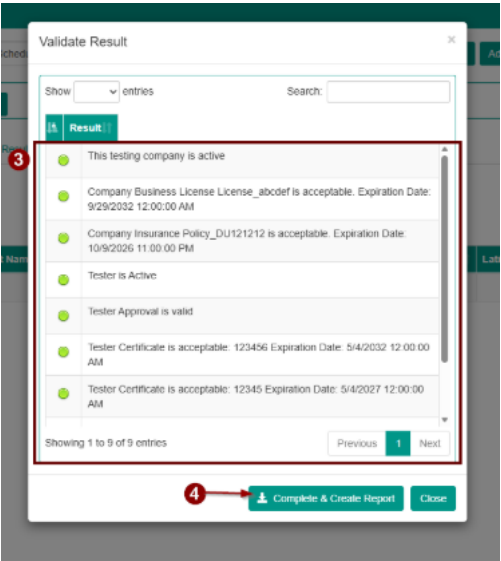


- 2. Click **Select File**.
- 3. Choose a clear photo of the device **rating plate** (serial number must be readable) and click **Open**.
- 4. Click **Save**.

Step 6: Save and Submit the Report



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



2. Review the **Validate Result** window for warnings.

Note: 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.