

Cross Connection Control SAMS Quick Reference Guide: Add a New Device or Location

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

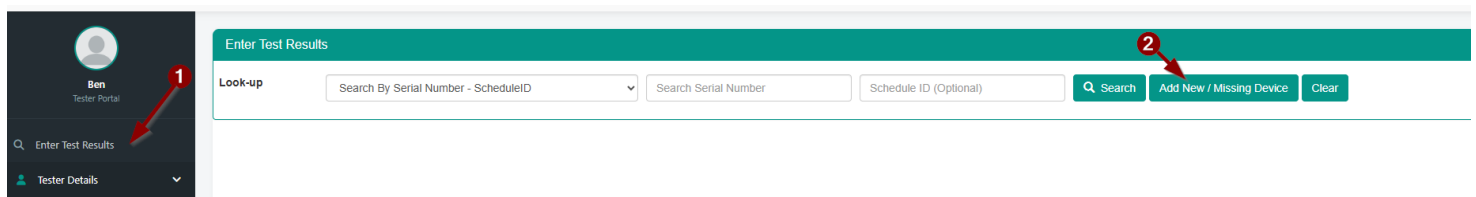
Getting Started

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

Important: A clear, legible photo of the rating plate (serial number readable) is required for every new or updated device, including devices found on site, no matter who installed them. If office staff enter the report for you, the on-site Tester must take the photo and make sure it is attached. Reports without a rating plate photo will be returned.

Step 1: Add the Device

1. Click **Enter Test Results**.
2. Click **Add New / Missing Device**.



- 3. Enter the new device **Serial Number**.
- 4. Select the device from the **Backflow Library**.
 - a. Type in the column headers (Manufacturer, Model, Size) to filter the list.

Add New / Missing Device

Serial Number

12345abc

Backflow Library

Backflow Library

Manufacturer

Watts

Size

1.5

Service Type

Irrigation

Assembly Location

Main flr maint. room SE corner of BLD#1000

Service Address

123 Purple St NE

Owner Phone Number

(403) 123-2233

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. Select the **Service Type**.
- 6. Enter the **Assembly Location** (where the device is).
 - a. Be specific, e.g., Main flr maint. room SE corner of BLD#1000.
- 7. Enter the **Service Address**.
 - a. Tip: Look up the address on The City of Calgary’s [My Property site](#).
- 8. Enter the **Owner Phone Number**.
- 9. Enter the **Owner Name**.
- 10. Click **Create**.

Add New / Missing Device

Serial Number

12345abc

Backflow Library

37220 DC Watts U719QT 1.5

Manufacturer

Watts

Size

1.5

Service Type

Irrigation

Assembly Location

Main flr maint. room SE corner of BLD#1000

Service Address

123 Purple St NE

Owner Phone Number

(403) 123-2233

Model

U719QT

Device Type

DC

Owner Name

John Snow

Create

Cancel

Step 2: Confirm the Device

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

General Information

Serial Number

12345abc

Device Information

Watts U719QT 1.5 DC

Service Type

Irrigation

Device Location

Main fir maint. room SE corner of BLD#1000

Account Name

John Snow

Contact Person

Contact Person

Email

Email

Change-out/Update Device

Update Device Details

Meter Number

Meter Number

Service Address

123 Purple St NE

Phone

(403) 123-2233

Due Date

Due Date

Select Test for this Device

| Ben Charles| Initial Test

Step 3: Initial Test Details

1. Enter the **Test Date** (click 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

Notes

3 Notes

Line Pressure (psi)

4 Line Pressure (psi)

Step 4A: Initial Test Parameters DC

Initial Test Parameters - DC

First Check

2

Pass

Second Check

2

Pass

Shut Off Valve 1

3

Pass

Shut Off Valve 2

3

Pass

Test Status

4

☒ Pass ☐ Fail

3.2

2.2

Reading

Reading

1

Notes

Notes

Notes

Notes

Has Final Test?

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 includes sections for 'First Check', 'RVO', 'Second Check', 'Shut Off Valve 1', 'Shut Off Valve 2', and 'Test Status'. Red callouts are placed as follows: 5 points to the 'Reading' input field for the first check; 6 points to the 'Pass' dropdown for the second check; 7 points to the 'Pass' dropdown for the first check; 8 points to the 'Pass' dropdown for shut-off valve 2; and 9 points to the 'Pass' radio button in the 'Test Status' section.

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)

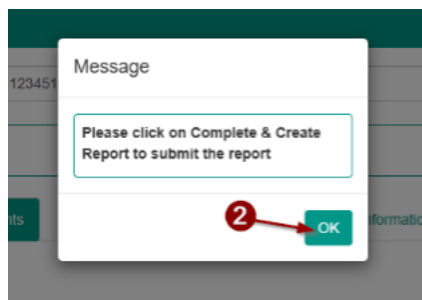
1. Click the + button. A new window opens.

The screenshot shows a file upload interface with a header bar containing 'Document Name' and 'Document Date' fields. A red box highlights a '+' button in the top right corner.

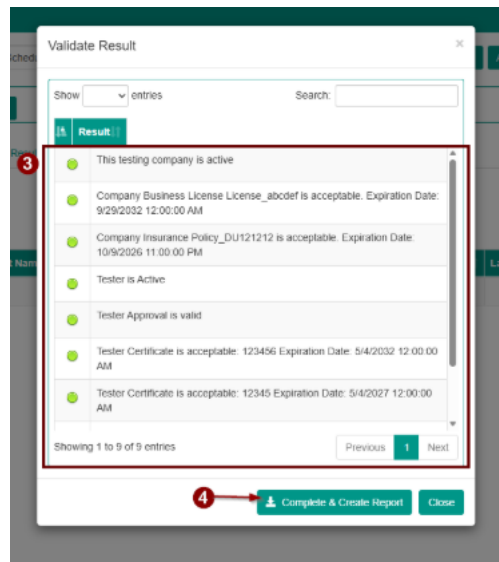
2. Click **Select File**.
3. Choose a clear photo of the device **rating plate** (the assembly info must be readable) and click **Open**.
4. Click **Save**.

Step 6: Save and Submit the Report

1. Click **Save**.



2. A message opens. Click **OK**.



3. Review the **Validate Result** window for warnings. **You cannot submit the report if any item has a red dot.**
4. 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.