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January 1st, 2025

Dear Testers,

On February 1, 2019 the East Wenatchee Water District started requiring that all backflow assembly testers wanting to test in the District's water system to have a Plumbers or Specialties Plumbers license, in addition to submitting the current annual BAT and Test kit calibration documentation, regardless if you are only testing outside of buildings. Example: landscape sprinkler systems' backflow assemblies. A current business insurance is also required as per L&I.

East Wenatchee Water District (EWWD) will not accept any test reports from BAT's that have not submitted their Code of Conduct form. EWWD has implemented online web testing as per WAC 246-292-036. EWWD will only accept online web testing reports from backflow assembly testers. Written test reports from backflow assembly testers will only be accepted if the assembly is a new install or if the current backflow assembly is not in the EWWD backflow assembly database.

The purpose of this Code of Conduct is to supply Washington State certified backflow assembly testers ("BAT") with important information required by the State of Washington Department of Health and that the EWWD has adopted. The Code of Conduct form on the back page will need to be completed and returned to the EWWD. Once the EWWD receives the signed Code of Conduct form the EWWD will issue you a user name and password for submitting online test reports. Testers who have already been given this information will not need new passwords. It is the tester/company's responsibility to properly submit test reports using online web testing site XC2/Swift Comply.

The Chelan County PUD Water Department, City of Wenatchee Water Department, and East Wenatchee Water District (Regional Water Districts) have developed a standardized orange backflow assembly tag. The Regional Water Districts require installation of the orange tag on all backflow assemblies that are tested in their respective water service areas which will help assist in determining unaccounted for backflow assemblies. BAT's shall securely attach the orange Regional backflow assembly tag with wire ties and make sure the proper Regional Water District has been identified on the tag by using a permanent marking pen or hole punch. The Regional Water Districts will supply additional assembly tags to BAT's upon request.

All EWWD customers with backflow assemblies will receive an annual letter with the Hazard ID, Assembly Type, Serial Number and Location of the assemblies beginning in March. We send out reminder letters again in June that test reports are due no later than **July 31st of each year** to avoid late penalties.

If you have questions about the requirements, do not hesitate to call me at (509)884-3569 ext. 2

Chad Sprugasci

Water Quality & Cross Connection Control
East Wenatchee Water District

CODE OF CONDUCT FOR CERTIFIED BACKFLOW ASSEMBLY TESTERS

Standards and Procedures.

The following standards shall apply to all District approved testers for testing, repair, and certification of backflow prevention assemblies within the District's service area. District backflow testing procedures as well as the associated reporting forms are an integral part of the District's Backflow and Cross-Connection Prevention Program and deviation from the following procedures may subject the tester, within the District's discretion, to removal from the approved list.

This list is provided as a courtesy to the customers of the East Wenatchee Water District (EWWD). The BAT is not a representative of EWWD but by being publicly listed is a reflection of EWWD. It is an expectation that the Backflow Assembly Testers will conduct themselves in a professional, respectful manner. The water utility customer has a right to make a formal complaint against a BAT. EWWD takes complaints seriously and reserves the right to remove a BAT from the list on a case-by-case basis.

- 1. No person other than an employee of the District is authorized to operate the street-side meter shutoff valve (angle meter, curb stop or gate valve). The tester must call the District if it becomes necessary to operate this valve to make a replacement or repair. A tester shall not remove or replace a backflow prevention assembly without prior approval by the District. The tester may call the District's Water Operations Department, during normal business hours (7:00 am - 5:30 pm, Monday - Thursday) at (509) 884-3569 ext.2 for assistance. After hours, a call-out fee may be charged if work being done is not an emergency.**
- 2. Backflow prevention assembly installations shall be in conformance with L&I, DOH & District regulations, as now exist or as may be hereafter amended.**
- 3. All newly installed backflow assemblies shall be pressure regulated, if the inlet pressure exceeds the manufacturer's rated working pressure.**
- 4. When testing an existing backflow assembly, the test report shall only be submitted to EWWD using the District's online web testing site XC2/Swift Comply. Inspection of the proper installation/application for that type of assembly shall be verified and reported. Due to our agreement with XC2/Swift Comply tests not paid for will not be accepted until confirmation of payment received.**
- 5. When testing new or existing backflow assemblies that are not currently in the District's backflow assembly database, testers shall use the District's approved blank backflow assembly test report form. Test reports submitted that do not include the minimum information requested on the District form will not be accepted. This test report form contains information required by the District and the Department of Health. Test reports must be legible. The original signed test report shall only be submitted to EWWD via hand delivery, US postal service, or email. The original copy of all completed backflow assembly test reports must be submitted to the District within 10 days of the initial test. Reports will be date stamped the day they are received. Repeated late submittals of test reports will result in the tester or company being removed from our list of approved testers.**

6. If repairs are needed that require more time than allowed by the test notice deadline date, the tester, owner or user shall contact the District for an extension to the original deadline.

7. Assembly testers shall securely attach the orange District's backflow assembly tags and hole punch or mark the designated water system. If the assembly has been misidentified it is the BAT's responsibility to make the corrections or inform EWWD. The District will supply assembly tags to BAT's upon request.

8. The District may randomly verify the results on submitted test forms. These reviews will be conducted within a reasonable time, as determined by the District, but not to exceed ten (10) days from the date of the initial inspection and may be cause for rejection of the test results and/or grounds for retesting of the assembly. Any retest will be performed with representatives of both the tester and the District present. In the event the review results are unsatisfactory, the District may assess the cost of such review and any subsequent review to the tester, based upon current hourly rates of District personnel.

9. It is the responsibility of the tester to call questionable practices to the attention of the District so that enforcement procedures may be implemented. Enforcement of the District's Cross-Connection program lies solely with the District. For instance, if the tester knows that there are multiple assemblies at a location, it is his/her responsibility to inform the EWWD.

10. A tester shall not knowingly falsify the results of the backflow assembly test performed by him/her. Examples of this include, but are not limited to:

- a. Signing backflow test reports for tests he/she did not perform.
- b. Making unneeded repairs.
- c. Not having proper backflow certification to perform tests in East Wenatchee.
- d. Not using proper test procedures as established by UCS FCCCHR and adopted by District Resolution # 462.
- e. Using unauthorized backflow test equipment.
- f. Not reporting failing tests and repairs made to assemblies.

11. Testers' equipment shall be calibrated, at a minimum, once per year. Calibration shall be conducted by using the procedures adopted by the American Society of Mechanical Engineers (ASME) as now exists or as may be hereafter amended, by using a Test Kit Calibration Report. A copy of the Backflow Test Kit Evaluation and Test Gauge Calibration Report, prepared by a qualified individual or company shall be submitted to the District.

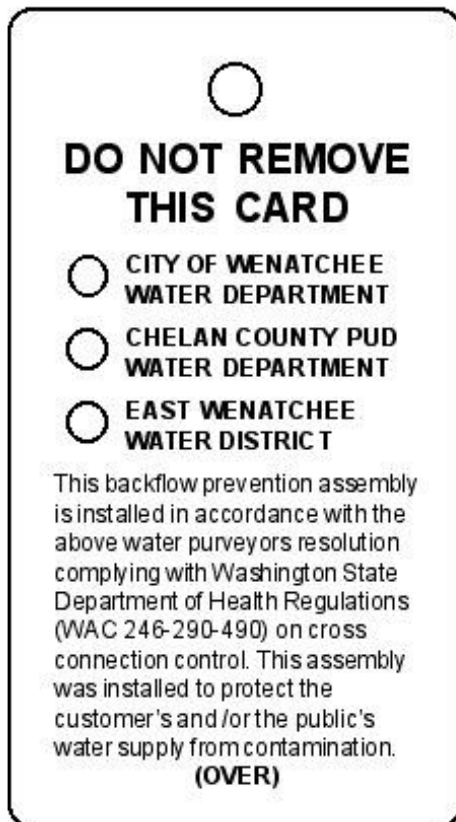
12. Tester shall provide the District with a copy of his/her current State of Washington BAT Certification Card, L&I Plumber or Specialty Plumber license and proof of business insurance. If the tester will be doing repairs to assemblies that tester shall be registered as a Contractor and provide proof bond and insurance. \$6000 Bond / \$250,000 Insurance minimums.

13. Washington State certified backflow assembly testers ("BAT") shall complete and return the District's Code of Conduct form prior to testing any backflow assembly that is located within the jurisdiction of the District's water system.

District Backflow Assembly Tags

The EWWD will supply the assembly tags to BAT's upon request. Call or stop by the office to pick up.

Lettering on Front of Tag



A rectangular tag with rounded corners and a hole at the top center. The text is centered and reads:

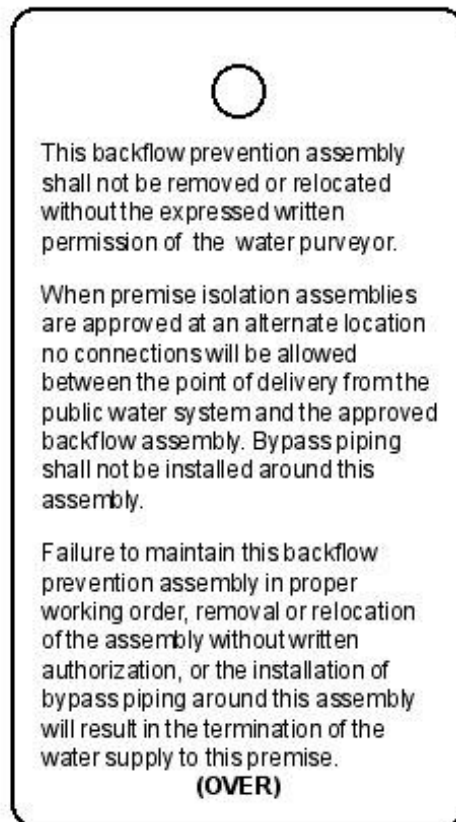
**DO NOT REMOVE
THIS CARD**

- CITY OF WENATCHEE
WATER DEPARTMENT
- CHELAN COUNTY PUD
WATER DEPARTMENT
- EAST WENATCHEE
WATER DISTRICT

This backflow prevention assembly is installed in accordance with the above water purveyors resolution complying with Washington State Department of Health Regulations (WAC 246-290-490) on cross connection control. This assembly was installed to protect the customer's and /or the public's water supply from contamination.

(OVER)

Lettering on Back of Tag



A rectangular tag with rounded corners and a hole at the top center. The text is centered and reads:

This backflow prevention assembly shall not be removed or relocated without the expressed written permission of the water purveyor.

When premise isolation assemblies are approved at an alternate location no connections will be allowed between the point of delivery from the public water system and the approved backflow assembly. Bypass piping shall not be installed around this assembly.

Failure to maintain this backflow prevention assembly in proper working order, removal or relocation of the assembly without written authorization, or the installation of bypass piping around this assembly will result in the termination of the water supply to this premise.

(OVER)

When testing newly installed assemblies you are required to hang the orange assembly tags on the assembly. This allows our inspectors to verify that the assembly has received its initial test upon installation.

2024 Code of Conduct for Certified Backflow Prevention Assembly Testers

By signing this you hereby certify that you are an approved State of Washington Backflow Prevention Assembly Tester, have thoroughly read and understand the East Wenatchee Water District's Code of Conduct, and agree to comply.

Upon completing and sending back this form to the EWWD you will receive (unless one has already been issued) your personal web link, login and password which will allow you to submit online web test reports.

Attached hereto are copies of the requirements to test in the East Wenatchee Water District:

- 1. State of Washington BAT Certification Card**
- 2. Current Backflow Test Kit Calibration Verification Report**
- 3. * Current plumber or specialty backflow certification**
- 4. * Current Copy of individual / Company Insurance as per L&I**

** Property Owners and/or their employees are exempt from needing a plumbers / specialty plumbers license as per L&I*

- Yes, list me on public BAT listing**
- No, please do not include me on the public list**

Please update your information and return this form.

Name: _____

Company: _____

Address: _____

Email: _____

Phone: _____

Cell Phone: _____

Signature

_____ **Date** _____

Printed Name