Backflow Prevention Assembly Test Report Instructions

Facility Information

Facility name: Name of business or property owner.

Indicate if the property is commercial or residential.

File number: This is a 4-digit number that starts with C or R and is assigned by Tacoma Water. If not known, leave blank.

Schedule code: This is the month during which the assembly is due for testing and is assigned by Tacoma Water. If not known, leave blank.

Provide the physical address where the assembly is located and the contact information for the owner.

Assembly Information

Assembly location: Describe where the assembly is located, i.e., by the meter, west wall of room 102, 15 feet SW of building.

Hazard type: Select from the drop down the hazard type.

Indicate the type of assembly.

Provide the make, model, serial number, and size of the assembly. When providing the serial number, include any alpha prefixes.

Indicate if the assembly is a new install, existing, or a replacement. If a replacement, provide the old serial number if possible.

Verify the assembly has been installed properly. All assemblies must be installed in accordance with the Uniform Plumbing Code and Tacoma Water installation requirements. If the assembly does not meet these requirements, check the no box and indicate the installation issues in the comments section.

Record the line pressure for the system.

For air gap inspections only: Record the supply pipe diameter and the air gap provided. The air gap must be at least twice the diameter of the supply pipe and not less than 1 inch. If the air gap does not meet these requirements, check the no box and indicate the installation issues in the comments section.

Test Results

Use the first column of the table to record the initial test result, test date, and test values.

Use the middle column of the table to record new parts and/or repairs and any comments regarding the assembly or inspection/testing.

Use the last column of the table to record the final test result, test date, and test values.

When recording test values:

- DCVA: PSIDs must be recorded for when check valves seated. If a check valve did not close tight, check the box to show it leaked.
- RPBA: PSIDs must be recorded for when check valve 1 seated. If a check valve did not close tight, check the box to show it leaked. PSID must be recorded for when the relief valve opened. Indicate if relief valve did not open. Verify the air gap under the relief valve port was adequate. The air gap must be at least twice the diameter of the supply pipe or have a factory approved drain cup installed.
- PVBA/SVBA: PSID must be recorded for when air inlet opened. Indicate if inlet did not open. PSID must be recorded for when check valve seated. If check valve did not close tight, check the box to show it leaked.

Tester Information

Provide the information for the testing company/tester.

Test Kit Information

Provide the make, model, serial number, and last calibration date of the test kit.

Certification of Testing

Review the information provided and attest what was submitted is true and accurate. Provide the tester certification number. The individual performing the test must sign the report.