

## **Acceptance Requirements for Backflow Assembly Test Reports Submitted to Tacoma Water**

1. All test reports must be completed in ink.
2. All test reports must be submitted to Tacoma Water within 15 days of completion. A map of the Tacoma Water service area is available at [www.mytpu.org](http://www.mytpu.org) on the Water System page.
3. Test reports may be submitted in the following manner:  
  
Mail – PO Box 11007, Tacoma WA, 98411-0007, Attn Water Quality  
Fax – 253-502-8721  
Email – [backflow@cityoftacoma.org](mailto:backflow@cityoftacoma.org)
4. Test reports will not be accepted until Tacoma Water receives copies of the tester's current BAT certification card and equipment calibration/verification certificates. These need only be submitted once per year as long as they remain valid.
5. The backflow assembly test report must be completed in its entirety. See instructions for completing backflow assembly test reports.
6. DOH approved test procedures must be used unless an alternate procedure is specifically approved in writing by Tacoma Water.
7. All test reports suspected of being fraudulent will be investigated and reported to the State of Washington Department of Health Certification Offices.
8. Test reports will not be accepted from any tester found to have submitted fraudulent test reports.
9. Incomplete test reports will not be accepted.
10. All test reports must include legibly printed testers name, certification number, test completion date, and phone number. The **tester** must also sign the test report.