

INSTRUCTIONS FOR FILLING OUT THE TEST AND MAINTENANCE REPORTS

This instruction sheet is developed to aid back flow prevention testers (BPAT) to correctly and completely fill out the Test and Maintenance Report (TMR) form. **It is the BPAT'S responsibility to assure that the information on the Report form is true, correct, and complete. Illegible or incomplete reports will not be accepted.** A (BPAT) who fails to submit a legible and/or complete TMR is subject to receive a "Test Notice of Violation". The receipt of two Tester NOV'S within a period of two years is grounds for the tester to lose his/her registration with the Lower Valley Water District (LVWD) for a period of one year.

Please evaluate the following instructions. If any questions or concerns, feel free to contact Hilda Ramirez, Cross Connection Coordinator at (915) 791-4480 ext. 1014. Office hours are Monday through Friday, from 8:00 A.M to 5:00 P.M.

Approvals: When testing any backflow assembly be sure it is installed and tested in accordance with methods and procedures approved by LVWD. Also be sure assembly is an approved model by TCEQ Regulations. If you have any inquiries call the Cross Connection Coordinator. We will need to be provided with the complete model number and size of assembly.

Installations: Installation requirements for backflow prevention assemblies are determined by LVWD. If an assembly is installed in a manner that is not in compliance, it must be indicated as not meeting code at designated section of TMR form.

Forms: There is only one Test and Maintenance Report form accepted by LVWD. Please use the form provided with the customer notice or contact our office for an updated TMR form. – Test results from new and existing backflow assemblies should be recorded on only this TMR form. Please only use ink (no pencils).

The following is a line-by-line guide for your convenience. Please take the time to read it and keep it handy for future reference. Original illegible and incomplete TMR'S will not be accepted. If you have trouble acquiring any information for the assembly being tested, contact Hilda Ramirez, Cross Connection Coordinator before sending in original TMR form at (915) 791-4480 ext. 1014.

