

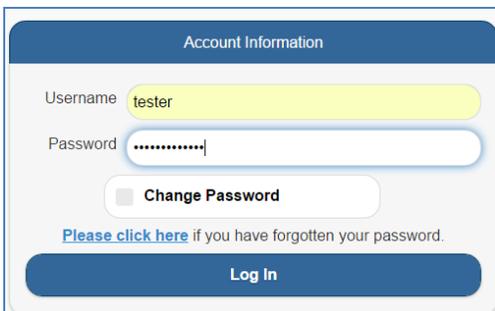
## Online Submittal Instructions for device test data for the City of Grandville Cross Connection Program

The web submittal of device test data is a simple process. You will enter the data on a web form and be prompted to submit the data once you are confident that the web form is complete. Once the data is submitted you will receive a confirmation email with an attached copy of the completed test form in pdf.

To begin, go to our website <http://www.cityofgrandville.com>. Under departments choose public works, then choose the cross connections page and click link (you can bookmark our web site to your Internet favorites). You will then enter your user name and password (provided by the City of Grandville ) to log into our system (Figure 1). You will then be required to enter the seven digit location code for the facility where the tests were completed (Figure 2) or you can enter the serial number of a device located at the facility. Location codes are entirely alphabetical (no numbers are used). The facility's test notification letter will have the location code and a list of backflow devices installed at the facility. If you are missing this code or the device serial number, please contact the facility owner or email us at [deruyterm@cityofgrandville.com](mailto:deruyterm@cityofgrandville.com).

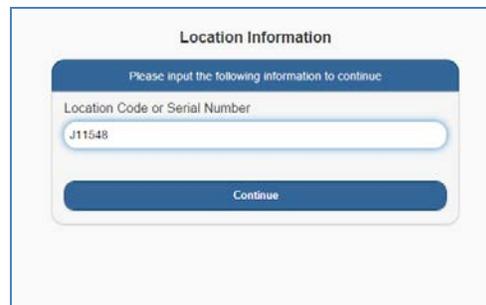
**If you have a problem logging into the system, close your browser and start over from the "Submit test results" link on our Cross Connection web site.** Do not attempt to change your password as your passwords are managed by us.

Figure 1



The screenshot shows a login form titled "Account Information". It includes a "Username" field with the text "tester", a "Password" field with masked characters, a "Change Password" button, and a "Log In" button. A link "Please click here if you have forgotten your password." is also present.

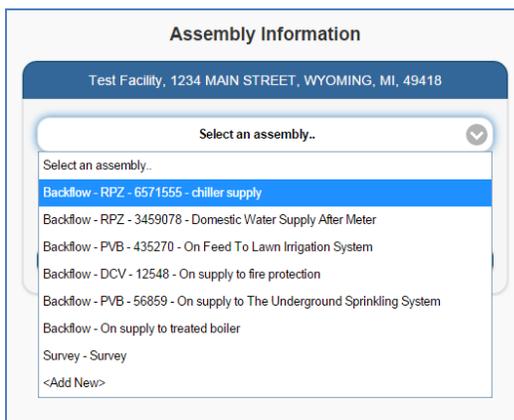
Figure 2



The screenshot shows a form titled "Location Information" with the instruction "Please input the following information to continue". It features a "Location Code or Serial Number" field containing the text "J11548" and a "Continue" button.

You then will be asked to choose the assembly for which to enter the test results for (Figure 3). If the facility has more than one assembly installed you can choose from a list of assemblies. Be sure to test all assemblies at the facility or the facility will be flagged as non-compliant until we receive the completed test results for all assemblies.

Figure 3a



The screenshot shows a form titled "Assembly Information" for "Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418". It features a dropdown menu labeled "Select an assembly..". The dropdown is open, showing a list of assemblies: "Backflow - RPZ - 6571555 - chiller supply", "Backflow - RPZ - 3459078 - Domestic Water Supply After Meter", "Backflow - PVB - 435270 - On Feed To Lawn Irrigation System", "Backflow - DCV - 12548 - On supply to fire protection", "Backflow - PVB - 56859 - On supply to The Underground Sprinkling System", "Backflow - On supply to treated boiler", "Survey - Survey", and "<Add New>".

Figure 3b



The screenshot shows the same "Assembly Information" form as Figure 3a, but with the dropdown menu closed and "Backflow - RPZ - 6571555 - chiller supply" selected. A "Replace the selected assembly" button is visible below the dropdown, and a "Continue" button is at the bottom.

You also have the option for **replacing the existing assembly** if the assembly was changed out (Figure 4). If a device was replaced do not enter a new device but choose replace the selected assembly or there will be duplicate devices for the facility. Be sure to fill in the details (including the new serial number) for the replaced assembly when you enter the test results on the web form for the replaced assembly.

Figure 4a

**Assembly Information**

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Backflow - On supply to treated boiler

Replace the selected assembly

Continue

Figure 4b

2014-01 Backflow-Wyoming, MI

**Account Information**

Facility Name Test Facility	Property Type Manufacturing	Location Code E0W0H0G0
Service Address 1234 MAIN STREET, WYOMING, MI, 49418		
Mailing Name Joe Brown	Phone 616-234-4567	
Mailing Address 1234 MAIN STREET, WYOMING, MI, 49418		

**Assembly Information**

Type RPZ	Assembly Description Backflow (On supply to treated boiler)		
Manufacturer WATTS	Model 009	Serial Number A81256	Size 1"

**Check Valve #1**

Initial Test	Held at (PSID)	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
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You can also choose add new if a new assembly was installed at the facility (Figure 5). Again be sure to fill in a description (include the location) for the new assembly and complete the details when you enter the test results on the web form for the new assembly.

Figure 5a

**Assembly Information**

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

Select an assembly..

- Select an assembly..
- Backflow - chiller supply
- Backflow - RPZ - 3459078 - Domestic Water Supply After Meter
- Backflow - PVB - 435270 - On Feed To Lawn Irrigation System
- Backflow - On supply to fire protection
- Backflow - PVB - 56859 - On supply to The Underground Sprinkling System
- Backflow - On supply to treated boiler
- <Add New Backflow>

Figure 5b

**Assembly Information**

Test Facility, 1234 MAIN STREET, WYOMING, MI, 49418

<Add New Backflow>

Replace the selected assembly

New Assembly Description

On supply to boiler located in the mech room

Continue

When you click continue the test form will open and allow you to enter your test results. Use the fields for each initial test. **NEW!** For any **device that fails the initial tests be sure to check the box** (assembly failed) on the **“Test Exceptions”** section of the test form, (Figure 6a) use the comments field to note why the device failed. This will notify us that repairs are necessary and that the device will be retested in the future. **(MDEQ requires us to track all failed devices).**

**Figure 6a**

Assembly Information			
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)		
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"
Assembly Test Exceptions			
<input checked="" type="checkbox"/> Assembly Failed or Removed	Please describe reason for test failure or device removal. Device testing failed, repairs needed		
Tester Information			
Comments:			

**NEW!** As in the past, a contractor cannot delete an assembly. If an **assembly was removed check the box** (assembly removed) on the **“Test Exceptions”** section of the test form, (Figure 6b) use the comments field to note that the device was removed. This will notify us that we need to go out and verify why the device was removed.

**Figure 6b**

Assembly Information			
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)		
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"
Assembly Test Exceptions			
<input checked="" type="checkbox"/> Assembly Failed or Removed	Please describe reason for test failure or device removal. Device was removed		
Tester Information			
Comments: Comment			

Make sure to complete all the fields including the pass/fail, closed/open, service restored, and gauge readings. Choose the tester if your company has multiple testers, the test gauged used (Figure 7) gauge certification must be current, enter the tester certification number, and sign the form (some notation must be in the signature box).

You must choose the test gauge used

Test gauge certification must be current

Figure 7a

Figure 7b

Company Name: City of Wyoming CC Program		Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418	
Test Gauge: Please select...			
Inspected By: Please select...		Date of Test: 3/31/2015	
Tester Signature:  			Certification Number: 12122

**Error**

Error! Missing Prerequisites

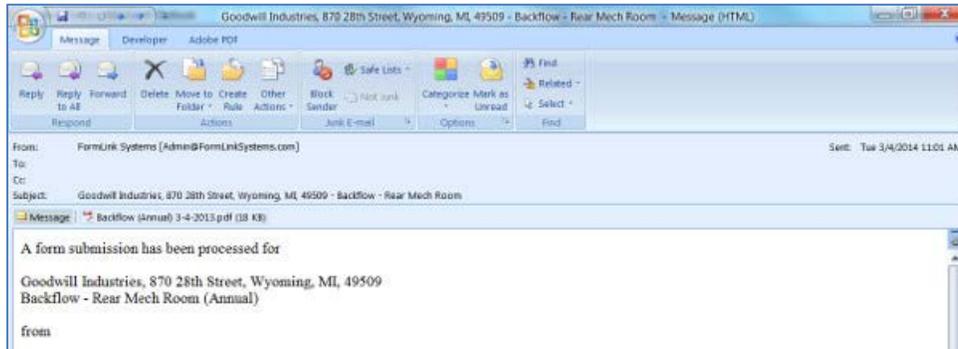
Warning! This login has no gauges (or their calibrations are expired). You need to fix these issues before trying to complete a submission.

Be sure to click save. If any information is missing you will be prompted to finish completing the form before you can save the form. You will be given one more opportunity to review the data before you submit the assembly test results. Submitting the form is final and it cannot be modified once it is submitted.

Assembly Information				
Type: PVB	Assembly Description: Backflow (On Feed To Lawn Irrigation System)			
Manufacturer: APOLLO	Model: PVB4A	Serial Number: 435270	Size: 1 1/2"	
Pressure Vacuum Breaker/Spill-Resistant Vacuum Breaker				
Initial Test: <span style="background-color: #4a7ebb; color: white; padding: 2px;">Pass</span> <span style="background-color: #ccc; padding: 2px;">Fail</span>	Air Inlet opened at (PSID): 3	<input type="checkbox"/> Did not open	Check Valve held at (PSID): 2	<input type="checkbox"/> Leaked
Tester Information				
Comments: <input type="button" value="Comment"/>				
The above is certified to be true at the time of testing				Service Restored: <span style="background-color: #4a7ebb; color: white; padding: 2px;">Yes</span> <span style="background-color: #ccc; padding: 2px;">No</span>
Company Name: City of Wyoming CC Program		Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418		
Test Gauge: MidWest 845 (8060782, Last: 2/5/2015, Next: 2/5/2016)				
Inspected By: Tom Engelama	Date of Test: 4/1/2015	Phone #: (616) 261-3568		
Tester Signature:  Clear		Certification Number: 12-222		
Save				

Just a reminder, be sure to enter all the test results accurately as the CC Department will be reviewing your data. If you have any questions please call the CC Department at 616-538-1990 or email [deruyterm@cityofgrandville.com](mailto:deruyterm@cityofgrandville.com).

Once the completed device test form is saved and the data submitted, you will receive an email confirmation (to the email address you submitted) which will include a copy of the test results for for your records, see below.



City of Wyoming CC Dept  
 2350 Ivanrest Ave. S.W.  
 Wyoming, MI 49418  
 Phone: (616) 261-3568

Account Information			
Facility Name: Test facility	Property Type: Manufacturing	Location Code: EOWKHQG	
Service Address: 1234 MAIN STREET, WYOMING, MI, 49418			
Mailing Name: Joe Blow	Phone: 616-234-4567		
Mailing Address: 1234 MAIN STREET, WYOMING, MI, 49418			
Assembly Information			
Type: DCV	Assembly Description: Backflow (On supply to fire protection)		
Manufacturer: AMES	Model: ss2000	Serial Number: 12548	Size: 4"
Check Valve #1			
Initial Test: <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID): 10	<input checked="" type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Repairs and Materials Used			
Final Test CV #1			
Final Test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID):	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Check Valve #2			
Initial Test: <input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID): 10	<input checked="" type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Repairs and Materials Used			
Final Test CV #2			
Final Test: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Held at (PSID):	<input type="checkbox"/> Closed Tight	<input type="checkbox"/> Leaked
Tester Information			
Test Gauge Maker/Model: Watts	Serial Number: 12345	Cal/Accuracy Date: 02/12/14	
Comments: The above is certified to be true at the time of testing			
			Service Restored: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Company Name: City of Wyoming CC Dept	Company Address: 2350 Ivanrest Ave. S.W., Wyoming, MI, 49418		
Inspected By: Tom Engelsma	Date of Test: 2/10/2014	Phone #: (616) 261-3568	
Tester Signature: 	Certification Number: 01-25		

Screen shot for example only