



WATER MANAGEMENT
CITY OF DURHAM

January 5, 2022

Subject: Backflow Permit submittal for New Test and Maintenance reports - Letter to Industry (LTI)

The City of Durham's Cross Connection Control (CCC) ordinance mandates the installation of backflow assemblies on certain potential processes, including domestic containment at commercial locations, fire protection, lawn irrigation systems, chillers, boilers, and health facilities, etc. All newly installed, replaced, removed, and/or relocated backflow preventers require a backflow permit prior to installation to allow CCC staff to inspect, inventory, and coordinate with the licensed contractors performing the work.

New Test and Maintenance (T&M) reports are associated with each backflow permit. CCC staff has been accepting T&M reports for newly installed assemblies via a variety of methods, including emails to CCCProgram@durhamnc.gov, which has led to significant issues due to failure to provide complete information. This has resulting in difficulty coordinating inspections and inefficiencies due to multiple copies of tests and or re-inspections in different locations. In order to ensure the CCC inspectors have all the required documentation *prior* to performing the final inspection to close out the permit, the below protocol will be implemented. This will improve the CCC staff's efficiency and result in more timely permit processing.

This letter is to notify our contractors that **effective January 1, 2022:**

1. CCC will no longer accept paper T&M reports via CCCProgram@durhamnc.gov, in person, US Mail, etc.
2. All T&M reports for new installations must be uploaded and attached in PDF format in LDO under the appropriate backflow preventer permit application when scheduling the inspection.
 - a. Go to the LDO system at <https://ldo4.durhamnc.gov/DurhamWeb/Account/LoginIndex>
 - b. Login to your account
 - c. Click on the "Inspections" on the left side of the page
 - d. Click on "Schedule Inspection"
 - e. Search by "Permit Number" and enter your backflow permit and click "Search"
 - f. Click "Select permit to schedule inspection"
 - g. Continue to follow the online inspection request as normal
 - h. When you get to the "Schedule Inspection – Attachments (option)" page, upload the PDF copy of the backflow T&M report associated with the backflow permit. Please upload a T&M report for EACH backflow listed on the permit
 - i. Click "Finish"

For questions about this process, please see Exhibit 1, Sample T&M Form or contact Nissa Pauley, CCC Program Administrator (Water Management), at 919-560-4194 at extension *35249 or at nissa.pauley@durhamnc.gov.

Sincerely,

Donald F. Greeley, PE, PLS, Director



****THIS FORM IS ONLY FOR INSTALLATIONS THAT DO NOT ALREADY EXIST IN BSI****
Backflow Prevention Assembly Test and Maintenance Report

Name of Owner: _____ Building Permit No: _____
(Required for Cert. of Occupancy)

Mailing Address: _____ Backflow Permit No: _____
(Required on New Installs)

City, State & Zip Code: _____

Location of Assembly: _____

Service Meter Number: _____ By-pass Meter Reading: _____

Type: _____ Manufacturer: _____ Model: _____ Size: _____ Serial No: _____

Tester: _____ Certification No: _____ *Date: _____ Time: _____

Type of Service: _____ **New Test:** **Recertification Test:** Line Pressure: _____

Test Kit: _____ Serial No: _____ Calibration Date: _____

NO. 1 CHECK VALVE	NO. 2 CHECK VALVE	RELIEF VALVE	PRESSURE VACUUM BREAKER
<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight Diff Pressure Across Check Valve _____.____PSID	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed Tight Diff Pressure Across Check Valve _____.____PSID	Opened at _____.____PSID <input type="checkbox"/> Did not Open	Air Inlet _____.____PSID <input type="checkbox"/> Did not Open Check Valve _____.____PSID <input type="checkbox"/> Leaked
<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced <small>(List parts in comments)</small>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced <small>(List parts in comments)</small>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced <small>(List parts in comments)</small>	<input type="checkbox"/> Cleaned <input type="checkbox"/> Replaced <small>(List parts in comments)</small>
Closed Tight at _____.____PSID	Closed Tight at _____.____PSID	Opened at _____.____PSID	Air Inlet _____.____PSID Check Valve _____.____PSID
Shut Off Valve #1 Leaked <input type="checkbox"/> Closed Tight <input type="checkbox"/>		Buffer: _____	Shut Off Valve #2 Leaked <input type="checkbox"/> Closed Tight <input type="checkbox"/>

Comments: _____

Assembly Status: PASSED **FAILED

I hereby certify that this data is accurate and reflects the proper operation and maintenance of the assembly.

(Signature of Licensed Tester and Date)

(Company Name)

***Test and Maintenance Report must be submitted within 15 days.**
****All repairs must be made within 10 business days.**

