

CWS-Approved Backflow Prevention Assembly Tester Professional Responsibility Policy

As per our *Water Rules and Regulations*, Section H, of the Charleston Water System, located in the City of Charleston, has established a Cross-Connection Control Program for the benefit of its customers. The program is maintained to assure CWS exercises its responsibility to deliver safe drinking water to these customers. This program requires certain customers to install backflow prevention assemblies that need testing on a regular basis when notified by CWS. The CWS requires anyone wishing to test these backflow prevention assemblies for our water users within our jurisdiction to maintain as a minimum, a SC Department of Health and Environmental Control tester certification. In addition, CWS will require adherence to all Cross-Connection Control Program Rules and Policies, which are maintained and available for downloading at www.charlestonwater.com and included here by reference. In addition to the Cross-Connection Control Program Rules and Policies, CWS will now require all CWS-Approved Testers to adhere to the following Tester Professional Responsibility Policy. If a tester is found out of compliance with any Cross-Connection Control Program Rules, Polices or this Tester Policy, they may be denied inclusion on the CWS List of Certified Testers and, as a result, any submitted test reports would not be recognized or accepted. CWS's Tester Professional Responsibility Policy is as given below:

1. The CWS-Approved Tester shall only record data and sign test forms of assemblies they have tested. A tester shall not falsify any data or results obtained from the field-test and reported on the Field Test and Maintenance Form. All data shall be legibly submitted.
2. The CWS-Approved Tester shall not make any **UNNECESSARY** repairs and or replacement of parts or assemblies.
3. When backflow prevention assembly repairs are necessary, the CWS-Approved Tester shall only utilize original factory repair parts as manufactured for the assembly.
4. The CWS-Approved Tester shall not circumvent the installed backflow prevention equipment by removal or alteration of the assembly or any of its components. In extreme cases such as severe freeze damage and when no immediate replacement is available, this **MAY** be allowable if approval by CWS is granted, and will be determined on a case-by-case basis.
5. The CWS-Approved Tester shall perform only CWS-Specified Field Test Procedures on a backflow prevention assembly. A copy of the test procedures and needed equipment are available on the CWS web site. When testing an assembly the tester shall assure all components and accessories of the assembly are present for field-testing. Any discrepancies shall be listed in the comments section of the Field Testing and Maintenance Report.
6. The CWS-Approved Tester shall submit the appropriate **Passing or Failing** Field Testing and Maintenance Report to CWS within seven (7) calendar days of performing the field test. If a test report is received after this time period, the test will not be accepted and the tester will be required to re-test the assembly in question at their own expense and submit the test form within seven (7) days of the subsequent field test. The tester shall

provide a copy of the completed Field Testing and Maintenance Report to the water user upon completion of the field test procedures.

7. The CWS-Approved Tester shall only test backflow prevention assemblies with a properly working test kit. The tester shall only use equipment that is in proper working order and within factory accuracy specifications. This test kit shall be checked for accuracy at least once a year or when in need of calibration. A copy of the annual calibration report and any subsequent reports of each test kit shall be submitted to CWS for our records. Field Test and Maintenance Reports submitted using differential pressure gauges that have not been checked for accuracy within one (1) year or are out of factory accuracy specifications, will not be accepted by CWS and will be returned to the tester.
8. The CWS-Approved Tester shall confirm **ALL DATA** (make, model, size, serial number, meter number, etc.) on the Field Testing and Maintenance Form is correct for the assembly being tested.
9. The CWS-Approved Tester shall observe existing installations of backflow prevention assemblies to assure the assembly is the correct type of protection for the degree of hazard present and properly installed as per CWS installation requirements. If the assembly is not the correct type of protection, or installation requirements are not proper, the tester shall proceed with the field test and note the discrepancy on the Field Test and Maintenance Report.
10. The CWS-Approved Tester shall comply with CWS Cross-Connection Control Officials in the exercise of their duties as covered by the rules and practices. The tester shall supply any requested information and or appear on the site of the assembly when requested.
11. The CWS-Approved Tester has neither the responsibility nor the authority to represent or enforce CWS's Cross-Connection Control program. Enforcement lies solely with CWS and its appointed officials.
12. All new installations and or change outs of existing backflow prevention assemblies shall be installed in conformance to CWS's Cross-Connection Control Program Manual.
13. The CWS-Approved Tester **MAY NOT** withhold submission of the Field Testing and Maintenance Report to CWS until payment is made by the customer to the Tester. While it is understood that some customers are late in making payment for Tester services, or in the past have refused to make payment, the Small Claims Court is the appropriate avenue to pursue compensation. Testers failing to submit test results based on these circumstances **will be subject to removal from CWS's List of Approved Testers.** Once you have performed the test, you are **REQUIRED** to submit your passing or failing Field Testing and Maintenance Report to the Administrative Authority within the prescribed time period and without exception.
14. All CWS-Approved Testers desiring to remain on our List of Approved Testers **SHALL** participate in the Recertification process at **CWS's Recertification Site ONLY** at least once every three years – **NO EXCEPTIONS.** Additionally, CWS-Approved Testers will have their test equipment examined at least once every three (3) years (differential pressure gage with calibration certificate, short tube, vertical sight tube, and

compensating tee/bleed valve) to ensure the equipment meets industry, SC-DHEC and CWS standards, rules and policies.

Any CWS-Approved Tester failing to comply with CWS's Tester Professional Responsibility Policy and all Cross-Connection Control Program Rules and Policies, shall be subjected to loss of recognition of Test Reports and removed from the list of testers within CWS's area of authority. CWS will establish a notice system of non-compliance to Tester Professional Responsibility Policy and Cross-Connection Control Rules and Policies that shall operate as follows:

FIRST OFFENSE – Verbal warning and consultation with a CWS Compliance Inspector or Cross-Connection Manager.

SECOND OFFENSE – Written Warning and/or Suspension of testing privileges for up to thirty (30) days within the Charleston CWS distribution system, depending on the frequency and severity of the offense.

THIRD OFFENSE – Revocation of testing privileges within the Charleston CWS distribution system.

If a tester is found to have falsified a Field Testing and Maintenance Report, a Legal and Defensible Document, they will be revoked from testing privileges within our service area. Requests for reinstatement will be reviewed on a case-by-case basis.

CWS's Required Field Test Procedures, Program Ordinance, Program Manual, Field Testing and Maintenance Report, Clarification Statements and other related documents are available for downloading in Adobe Acrobat Reader format at <http://www.charlestonwater.com/>. Go to the link entitled "Developers/Contractors" for the link to the Cross-Connection page. **PERIODIC UPDATES ARE MADE TO OUR WEB SITE AND IT SHALL BE THE RESPONSIBILITY OF ALL CWS-APPROVED TESTERS TO VISIT OUR WEB SITE AND ENSURE THEY HAVE THE MOST CURRENT MATERIAL OR DOCUMENTS.**

A copy of the Clarification Statement is included with this Policy.

THE CHARLESTON WATER SYSTEM

Dale Strong _____
CWS Cross-Connection Manager

Kin Hill, P.E _____
CWS Chief Executive Officer

Tester Affidavit: Please complete all information and return this page to CWS within ten (10) days.

I hereby certify that I have thoroughly read and understand the above verbiage and agree to fully conform to the provisions of this CWS Backflow Prevention Assembly Tester Professional Responsibility Policy.

PLEASE PRINT LEGIBLY:

Tester Name _____ DHEC Certification Number _____

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Home Address _____

City _____ State _____ Zip Code _____

Home Telephone _____ Work Telephone _____

Fax Number _____ Pager _____ Cell Phone _____

Signature: _____ Date _____

Email Address: _____

**This document will be maintained and archived by CWS. Failure to return this affidavit portion will be construed as a CWS-Approved Tester's unwillingness to conform to these provisions. Accordingly, that Tester's name will be removed from our List of Approved Testers.

Received by CWS Inspector _____ Date _____