



**CITY OF LEAVENWORTH
CODE OF CONDUCT
AND
PROGRAM ORIENTATION FOR CERTIFIED
BACKFLOW ASSEMBLY TESTERS**

Standards and Procedures

The following standards shall apply to all **City of Leavenworth** approved testers for testing, repair, and certification of backflow prevention assemblies within the City of Leavenworth service area. City of Leavenworth's backflow testing procedures as well as test forms are an integral part of the City of Leavenworth's Cross Connection Control Program and deviation from the following procedures may subject the tester, within the City of Leavenworth's discretion, to removal from the approved list.

This list is provided as a courtesy to the customers of the City of Leavenworth. The Backflow Assembly Tester (BAT) is not a representative of the City of Leavenworth but by being publically listed is a reflection of the City. It is an expectation that the Backflow Assembly Testers will conduct themselves in a professional, respectful manner. The water utility customer has a right to make a formal complaint against a BAT. The City of Leavenworth takes complaints seriously and reserves the right to remove a BAT from the list on a case by case basis.

1. No person other than an employee of the City of Leavenworth is authorized to operate the street side meter shutoff valve (angle meter, curbs stop or gate valve). The tester must call the City of Leavenworth if it becomes necessary to operate this valve to make a replacement or repair. **A tester shall not remove or replace a backflow prevention assembly without prior approval by the City of Leavenworth. The tester may call City Hall, during normal business hours (9:00 am – 5:00 pm, Monday – Friday) at (509) 548-5275 for assistance. Weekends or holidays calls must be directed to the City of Leavenworth's Water Treatment Plant (7:00 am – 3:00 pm) (509) 548-4235.**
2. Backflow prevention assembly installations shall be in conformance with the City of Leavenworth's regulations, as now exist or as may be hereafter amended. The Cross Connection Control Program and Policy may be viewed at the City of Leavenworth Public Service Department located at 700 HWY 2.
3. When testing an existing backflow assembly, test reports shall only be submitted using the City's online testing site. The proper installation/application for that type of assembly shall be verified and reported.

4. Test reports are to be uploaded to the city's Tokay website:
<https://leavenworth.tokaytest.com/>
5. When testing a backflow assembly that is not currently in the City of Leavenworth's database, testers shall use the City's approved test report form. The original signed test report may be submitted via hand delivery, US postal service, fax, or email.
6. Reports **must** be submitted within 10 days of the initial test. If a tester submits test reports more than three times past the 10 day grace period, it will be grounds for being removed from the list.
7. If repairs are needed that require more than allowed by the test notice deadline date or 10 (ten) day submittal period, the tester, owner, or user shall contact the City of Leavenworth for an extension to the original deadline.
8. Assembly testers shall securely attach backflow assembly test tags and mark the appropriate information. If the assembly has been misidentified it is the BAT's responsibility to make the corrections or inform the City of the problem. The City will supply assembly test tags to the BAT upon request.
9. The City of Leavenworth may randomly verify the results of submitted test forms. These reviews will be conducted within a reasonable time, as determined by the City of Leavenworth, but not to exceed (3) weeks from the date of the initial inspection and may be cause for rejection of the test results and/or grounds for retesting the assembly.
10. It is the responsibility of the tester to call questionable practices to the attention of the City of Leavenworth, that enforcement procedures may be implemented. Enforcement of the City of Leavenworth Cross Connection Control program lies solely with the City of Leavenworth.
11. A tester shall not knowingly falsify the results of the backflow assembly test performed by him/her. Examples of this include, but not limited to:
 - a. Signing backflow test reports for tests he/she did not perform
 - b. Making unneeded repairs
 - c. Not using proper test procedures as established by the City of Leavenworth Program and Policy.
 - d. Not having backflow certification to perform tests.
 - e. Using unauthorized backflow test equipment.
 - f. Not reporting failing tests and repairs made to assemblies.
12. Testers' equipment shall be calibrated, at a minimum, once per year. Calibration shall be conducted by using the procedures adopted by the American Society of Mechanical Engineers (ASME) as now exists or as may be hereafter amended. A copy of the Backflow

Test Kit Evaluation and Test Gauge Calibration Report, prepared by a qualified individual or company, shall be submitted to the City of Leavenworth.

13. Tester shall provide the City of Leavenworth with a copy of his/her current State of Washington BAT Certification Card.
14. Tester shall provide the City of Leavenworth with a copy of his/her current State of Washington Department of Labor and Industries Specialty Plumber Certification, if repairing assemblies inside buildings.
15. **Testers or the company they work for shall have a current City of Leavenworth Business License on file.**
16. A completed, signed City of Leavenworth Code of Conduct form shall be submitted prior to testing any backflow assembly that is located within the jurisdiction of the City of Leavenworth's water system.

**CODE OF CONDUCT ONLINE WEB TESTING
AND
PROGRAM ORIENTATION FOR CERTIFIED
BACKFLOW ASSEMBLY TESTERS**

I hereby certify that I am an approved State of Washington Backflow Prevention Assembly Tester and have thoroughly read and understand the City of Leavenworth's Backflow and Cross Connection Control regulations and procedures with which I agree to comply.

Upon completing and sending back this form to the City of Leavenworth you will receive your personal web link, login and password which will allow you to submit online web test reports.

Attached hereto are copies of the requirements to test in City of Leavenworth Water System:

The following items to be included:

- Backflow Test Kit Evaluation and Test Gauge Calibration Report
- WA BAT Certification Card
- WA L & I Specialty Plumber Certification
- City of Leavenworth Business License

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- Yes, list me on public BAT listing.
 - Do you accepts text messages?
 - No, Please do not include me on the public list.

Please Update your information and return this form.

BAT Tester Name: _____

BAT TESTER CERTIFICATE NUMBER: _____

Company Name: _____

Email: _____

Phone: _____ Cell Phone: _____

BAT SIGNATURE: _____ Date: _____

Please return to: tvalentine@cityofleavenworth.com or

City of Leavenworth
Attn: Tracey Valentine
Post Office Box 287
Leavenworth, Washington 98826