



City of Houston
Public Works Department
Regulatory Compliance/Cross Connection Control
Registration for Cross-Connection Testing



7000 Ardmore
Houston, TX, 77054
Ph: 832-395-3800
Fax: 832-395-3882

Business Name _____

TCEQ BPAT License Number _____ BPAT Expiration Date _____

Address _____ Business Phone _____

City _____ State _____ Zip _____

Manager of Operations _____ Emergency Number _____

Name of Tester _____ Mobile # _____

Testers Drivers License _____ State _____

Email Address _____ Fax Number _____

Your Completed Application Must Be Submitted Along With:

- **TCEQ BPAT renewable license with expiration date**
- **Testing gauge calibration report within the last year**
- **Actual gauge for verification**
- **Copy of liability insurance**
- **Company employment letter requesting tester registration under the company**
- **Signed copy of Tester Practices and Code of Conduct**

I, the undersigned, hereby make application to test cross-connection backflow prevention device in the City of Houston, TX, and declare to accept and abide by all pertinent ordinances and regulations in the City of Houston. I understand that falsification of any information submitted in the application shall be cause for termination of the cross-connection certification registration.

 Signature of Owner/Tester

 Signature of Approving Authority

 Date

 Date

Assigned Tester #



Tester Practices & Code of Conduct

City of Houston, Public Works & Engineering Department has established a Cross-Connection Control Program for the benefit of its customers. The program is maintained to assure Houston exercises its responsibility to deliver safe drinking water to their customers. This program requires certain customers to install backflow prevention assemblies that need testing on a regular basis. The City requires anyone wishing to test these backflow prevention assemblies for our water users within our jurisdiction to maintain as a minimum, a Texas Commission on Environmental Quality (TCEQ) Backflow Prevention Assembly Tester (BPAT) license certification. In addition, Houston requires tester registration and adherence to all Cross-Connection Control Program Rules and Policies, which are included here by reference. In addition to the Cross-Connection Control Program Rules and Policies, Houston will now require all City of Houston-Registered Testers to adhere to the following Tester Practices and Code of Conduct. If a tester is found out of compliance with any Cross-Connection Control Program Rules, Policies or these Tester Practices they may be denied inclusion on the Houston List of Certified Testers and, as a result, any submitted test reports would not be recognized or accepted. The City of Houston's Tester Practices and Code of Conduct are as given below:

1. The City of Houston-Registered 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. **ALL** boxes of the Field Test and Maintenance Form **MUST** be filled out. If any information is not available, enter N/A or a dash. The date the test was performed is **REQUIRED**. If the Field Test and Maintenance Form is not properly filled out or readable, **it will be returned, and the device will fail**. If replacing a device, the old serial number must be reported, if the old device had one.
3. The City of Houston-Registered Tester shall not make any **UNNECESSARY** repairs and or replacement of parts or assemblies.
4. When backflow prevention assembly repairs are necessary, the City of Houston-Registered Tester shall only utilize original factory repair parts as manufactured for the assembly.
5. The City of Houston-Registered Tester shall not circumvent the installed backflow prevention equipment by removal or alteration of the assembly or any of its components.



6. The City of Houston-Registered Tester shall perform only approved field test procedures on a backflow prevention assembly. 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.

7. The City of Houston-Registered Tester shall submit the appropriate **Passing or Failing Field Testing and Maintenance Report to the City of Houston within fifteen (15) calendar days of performing the field test.** If a test report is received after this time period, the test will not be accepted and assembly in question will be required to be retested and submit the test form within fifteen (15) 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.

8. The City of Houston-Registered 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 the City for our records. Field Test and Maintenance Reports submitted using differential pressure gauges that have not been checked for accuracy within one year or are out of factory accuracy specifications will not be accepted by Houston and will be returned to the tester.

9. The City of Houston-registered Tester shall confirm **ALL DATA** (make, model, size, serial number, etc.) on the Field Testing and Maintenance Form is correct for the assembly being tested.

10. The City of Houston-Registered 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 the City of Houston adapted plumbing code. 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.

11. The City of Houston-Registered Tester shall comply with the City of Houston Cross-Connection employees in the exercise of their duties as covered by the rules and practices. The tester shall supply any requested information.

The City of Houston-Registered Tester has neither the responsibility nor the authority to represent or enforce City of Houston Cross-Connection Control program. Enforcement lies solely with the City of Houston and its appointed officials.



13. All new installations and or change outs of existing backflow prevention assemblies shall be installed by a licensed plumber in conformance with City of Houston plumbing Codes.
14. The City of Houston-Registered Tester ***MAY NOT*** withhold submission of the Field Testing and Maintenance Report to the customer until payment is made by the customer to the Tester.
15. All City of Houston-Registered Testers desiring to remain on our List of Approved Testers Shall maintain and provide copies of their License and test kit calibration before its expiration.

Any City of Houston-Registered Tester failing to comply with City of Houston's Tester Practices & Code of Conduct 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 the City of Houston's area of authority. Houston will establish a notice system of non-compliance to Tester Practices & Code of Conduct and Cross-Connection Control Rules and Policies that shall operate as follows:

FIRST OFFENSE: *Documented warning by a City of Houston Cross Connection Control Compliance Specialist and/or suspension of testing practices up to two weeks.*

SECOND OFFENSE: *Written Warning and/or Suspension of testing privileges for up to thirty (30) days within the City of Houston, depending on the frequency and severity of the offense.*

THIRD OFFENSE: *Revocation of testing privileges within the City of Houston and/or notifying TCEQ for further action.*



Tester Affidavit:

Please complete and return this page to the **City of Houston, Cross Connection Control Group**
7000 Ardmore, Houston, TX, 77054.

I hereby certify that I have thoroughly read and understand the above policy and agree to fully conform to the provisions of the City of Houston Backflow Prevention Assembly Tester Practices and Code of Conduct Policy.

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

Signed by _____ Date _____

Tester Name _____ Tester Firm _____

City Assigned Tester Number _____