



CITY OF SAN JOSE MUNICIPAL WATER

REQUIREMENTS FOR TESTING AND MAINTENANCE OF BACKFLOW PREVENTION ASSEMBLIES

1. The “Customer” (with the Muni Water account), at their sole expense, is responsible for the installation, testing, maintenance, repairs, and replacements of “BPAs” (Backflow Prevention Assemblies) where required by “Muni Water” (the City of San Jose Municipal Water).
2. The Customer is responsible to maintain records of testing, maintenance, and repairs of BPAs for three (3) years and to provide the original backflow Test Reports to Muni Water upon request.
3. Tees, branches, connections, or hose bibs are not allowed before BPAs or on BPAs at any time.
4. Cages or protective covers for BPAs are not required but recommended. Supports may be needed.
5. BPAs may be painted, but not on serial #'s, or test cocks. Only Fire BPAs should be painted red.
6. BPAs shall be tested immediately after they are installed, relocated, repaired, or replaced and shall not be placed in service until they are functioning properly. The Tester should contact the Muni Water “CCS” (Cross Connection Specialist - Jason Reed, 408-794-6771) to approve the materials and location. The CCS may inspect all new, replaced or relocated BPAs. All newly installed, replaced or relocated backflow prevention devices shall be lead free (per the California Health and Safety Code), on the Approved List by the USC Foundation (fccchr.usc.edu/list.html), and in conformance with AWWA’s “Manual M14” (5th edition). For new BPA installations and guidelines for location of BPAs, refer to Muni Water’s “RP Assembly Installation” Detail.
7. BPAs shall be tested annually by the due date with a minimum of one test each calendar year if the water meter is connected. If BPA is tested before the Initial Notice is sent two months prior to the due date, then the BPA may be retested unless the test was approved beforehand by the CCS.
8. BPAs must remain in the Muni Water approved location. Modifications to BPAs are not allowed and shall remain in the USC Foundation’s approved configuration (fccchr.usc.edu).
9. If a BPA fails a test, a copy of the Test Report (TR) shall immediately be sent to Muni Water and the Customer. The Customer is required to repair/replace and retest their BPA within thirty (30) days from the failed date, per City Ordinance. All repairs must be made with lead free materials.
10. Only AWWA (American Water Works Association) Testers certified as a “Backflow Prevention Assembly General Tester,” in good standing with Muni Water, are allowed to test BPAs in Muni Water’s service area. Testers must use procedures from USC Foundation for Cross Connection Control and Hydraulic Research’s 10th edition “Manual of Cross-Connection Control”.
11. Backflow “Testing Companies” and “Testers” are required to register with Muni Water and maintain current records including Registration Forms and Tester Paperwork (AWWA certificate, AWWA expiration card, and calibration sheets). TRs may not be accepted if the Testing Company is not registered or does not provide current Backflow Tester Paperwork.
12. Backflow test(s), and work, must be performed by the Tester listed. All BPA information including serial numbers shall be verified or provided by the Tester. Any discrepancies and/or compliance issues must be noted (i.e. BPA location, height, or modifications). TRs must be legible and filled out in blue, red, or black ink. Date of the test must include month, day, and year.
13. Backflow “Test Kits”, equipment for BPA tests, shall be checked for accuracy at least annually by a certified company and get calibrated if needed. Test Kit calibration sheets shall be submitted to Muni Water upon request. Test Kit Serial Number shall be recorded on all TRs.
14. Original TRs shall be sent via USPS mail from the Company or Tester. TRs sent via email (TR-E) are only accepted from Companies with an Email Agreement and follow the five (5) steps. Signature of Tester on TR-E can be entered by others. Photos of TRs will not be accepted.
15. Passing BPA tests must be recorded and submitted on current Muni Water TRs. If a TR is submitted on any other form, then it will be a placeholder until the report is resubmitted onto a current Muni Water TR. The TR must be single-sided, legible, and clear.
16. Only authorized Muni Water staff are allowed to turn water off before the meter, or in the street. Customer or Tester must call Customer Service (408-277-3671) if water needs to be shut off/on.