



CITY OF LA CROSSE UTILITIES WATER - SEWER - STORM

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La Crosse Water Utility Backflow Device Testing Policy

The La Crosse Water Utility will offer Backflow Device testing and reporting services, effective June 2017, to other City Departments. If Departments choose to utilize the Utility's Service Tech for their backflow device testing, the following procedures will apply:

- 1) The Utilities office will send out one (1) reminder each year in January to Departments regarding the need for them to schedule the annual inspection/testing/re-certification of their Backflow Devices.
- 2) Departments will be responsible for monitoring the testing requirements for the backflow devices at their facilities, and for scheduling annual testing. The Water Utility or the Utility's Service tech will not track Backflow Devices in City facilities. All Backflow Device testing and re-certification must be scheduled through the Utilities Office.
- 3) The Water Utility has one employee trained and certified in Backflow Device testing and repair. Departments must contact the Utilities Office a minimum of 2 weeks prior to the current certification expiration date of their Backflow Device. This notification is necessary to allow sufficient time to schedule the Service Tech, test and repair the backflow device as needed, and submit the results to the Wisconsin Department of Safety and Professional Services (DSPS). Testing and certification requests will be scheduled and completed in the order they're received.
- 4) If the Backflow Device does not test properly and needs repair:
 - a. The Service Tech will notify the Department of the need to repair the device with an estimate of the repair costs.
 - b. Once authorized to proceed by the Department, the Service Tech will order needed parts*, complete the repairs, and notify the Department when the device tests properly.

* It may be necessary to purchase a kit containing parts used for the repair of a specific backflow device. In the event some of the parts in the kit are not needed for a specific repair, the remaining kit and backflow device parts will be stored by the department for future use.
 - c. Departments will be charged an hourly labor rate for the Service tech, plus materials, for the completed Backflow Device inspection/testing/repair/certification.

5) Following successful completion of annual inspection/testing/repairs/certification, the Service Tech will follow through with submitting the required annual report online to the DSPS, and forward a copy of the test results and proof of reporting to the Department. Departments are responsible for payment of any fees associated with the annual reporting.

6) The Utilities Office will invoice Departments for the work required to complete annual inspection/testing/repairs/certification/reporting. Payments will be processed via monthly journal entry upon approval.

7) Backflow Device Testing Fees

a. Test and reporting fee \$65.00 per device (includes the \$20 DSPS fee)

b. Backflow Device Repair fees Employee labor costs (wage + ILR) + parts