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## COUNTY OF SAN LUIS OBISPO CROSS-CONNECTION PROGRAM POLICY AND PROCEDURES

1. The County of San Luis Obispo 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. The County of San Luis Obispo Registered Testers shall not conduct themselves in any manner that may bring discredit upon the County of San Luis Obispo. County of San Luis Obispo Registered Testers shall conduct themselves in a courteous and professional manner at all times when dealing with members of the public and/or employees of the County of San Luis Obispo.
3. **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 is not legible, it will be returned to the facility owner, and the device test will be considered incomplete. If replacing a device, the original serial number must be reported, if the original device had one. The registered tester must include their signature, county issued tester ID number and the date the test was performed on all Test and Maintenance forms.
4. The County of San Luis Obispo Registered Tester shall not make any **UNNECESSARY** repairs and/or replacement of parts or assemblies.
5. When backflow assembly repairs are necessary, the County of San Luis Obispo Registered Tester shall only utilize original factory parts manufactured for the assembly and notify the facility owner or water user. Repairs should include lead free parts whenever possible.
6. The County of San Luis Obispo Registered Tester shall not circumvent the installed backflow prevention assembly equipment by removal or alteration of the assembly or any of its components.
7. The County of San Luis Obispo Registered Tester shall perform only U.S.C. Manual of Cross-Connection 10<sup>th</sup> Edition 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.

8. The County of San Luis Obispo Registered Tester shall submit the appropriate **Passing or Failing Field Testing and Maintenance Report to the County of San Luis Obispo Cross-Connection Program within ten (10) calendar days of performing the field test**. All forms are due on or before the due date listed on the Test & Maintenance form. If the test is performed less than 10 days prior to the due date, the result should be submitted to the County of San Luis Obispo Cross-Connection Program on or before the due date if possible. The County of San Luis Obispo Registered Tester shall provide a copy of the completed Field Testing and Maintenance Report to the water user or facility owner and the appropriate water purveyor upon completion of the field test procedures.
9. The County of San Luis Obispo Registered Tester shall only test backflow 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 per 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 County of San Luis Obispo Cross-Connection Program for our records. Field Test and Maintenance Reports using differential pressure gauges that have not been checked for accuracy within one year or are out of factory specifications will not be accepted by the County and will be returned to the tester.
10. The County of San Luis Obispo Registered Tester shall confirm **ALL DATA** (make, model, size, serial number, etc.) on the Field Test and Maintenance Form is correct for the assembly being tested.
11. The County of San Luis Obispo Registered Tester shall observe existing installation of backflow assemblies to assure the assembly is the correct type of protection for the degree of hazard present and properly installed per Engineering Installation Standards or plumbing code in which the assembly is located. If the assembly is not the correct type of protection or the installation is not correct, the tester shall proceed with the field test and note the discrepancy on the Field Test and Maintenance Report.
12. County of San Luis Obispo Registered Testers shall comply with the County of San Luis Obispo Cross-Connection staff in the exercise of their duties as covered by the policy and procedures and any other written directives. County of San Luis Obispo Registered Testers shall supply any requested information.
13. All County of San Luis Obispo Registered Testers desiring to remain on the County of San Luis Obispo List of Approved Testers shall maintain and provide copies of their Backflow Tester Certification(s) before its expiration. The County of San Luis Obispo accepts certifications from AWWA, ABPA, ASSE, County of Los Angeles, County of Ventura, and County of Orange.
14. The County of San Luis Obispo Registered Tester must obtain original test forms from the property owner/facility at the time of testing, repair or retesting. Please call our office

directly if a form is missing and we will reissue to the facility owner or water user.

15. The County of San Luis Obispo Registered Tester must notify our office within one week of a phone number, business name, email address or business address change.

***Any County of San Luis Obispo Registered Tester failing to comply with the County of San Luis Obispo Cross-Connection Program Policy and Procedures as well as all other cross-connection written directives may be subjected to loss of recognition of test reports and removed from the County of San Luis Obispo list of registered testers. The County of San Luis Obispo will also notify the California Department of Health of the tester's removal from our registered tester list. The County of San Luis Obispo Cross-Connection Program will establish a notice system of non-compliance to the Tester as follows:***

#### **ENFORCEMENT PROCEDURES**

**First Offense – Verbal or email warning and consultation from the Cross-Connection Specialist or Program Manager.**

**Second Offense – Written warning and/or suspension of testing privileges for up to thirty (30) days within the County of San Luis Obispo area of jurisdiction, depending on the frequency and severity of the offense.**

**Third Offense – Revocation of testing privileges within the County of San Luis Obispo area of jurisdiction and removal from the list of approved testers. A third offense penalty shall not be imposed without an office hearing.**

***\*Depending on the nature and seriousness of any complaint(s) lodged against a County of San Luis Obispo Registered Tester, the County may elect to move immediately to an office hearing to resolve the complaint. Based on the outcome of the hearing, the County of San Luis Obispo may impose second or third offense penalties.***

#### **APPEAL PROCESS**

***A written request to appeal any decision of this Department must be received by this Department within thirty (30) days of the enforcement notification. The written request is to be addressed to the: Cross-Connection Control Inspector.***