

Gwinnett County Department of Water Resources

Backflow E-Report User Manual

This document is designed to assist Backflow
Testers with test report submittal



2016

Overview

The online submittal of backflow test reports is the mandatory method of submittal in Gwinnett County, Georgia. The implementation process will include converting small groups of tester's at different increments. These groups will start with the highest submittal rates and carry forward in the same manner. The DWR Backflow staff will be available during normal operating hours to help testers become accustom to using the new submittal system. The process of implementation is projected to be completed by September of 2016. After this date all backflow tests will be required to be submitted online via the E-Report system.

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User Login Setup

During the initial implementation phase a web link will be emailed to each tester. This link will direct the tester to a webpage where they will begin their registration process.

<https://www.gwinnettcounty.com/portal/gwinnett/Departments/PublicUtilities/BackFlowTesterForm>

Once the tester opens the link they will be directed to the E-Report landing page.

The screenshot shows the 'Backflow Tester Web Access' page. On the left is a 'Tester Login' form with fields for 'Username' and 'Password', and a green 'I accept & Login' button. Below the form are links for 'Forgot Username?' and 'Forgot Password?'. The main content area has a blue header 'Backflow Tester Web Access' and a green 'Register' button. A blue arrow points to the 'Register' button with the text 'Click the register tab'. The page includes a navigation menu at the top with links like 'ABOUT GWINNETT', 'SERVICES', 'DEPARTMENTS', 'CALENDAR', 'NEWS', 'EMPLOYMENT', and 'TOP LINKS'. A search bar and social media icons are also present. The page content includes a welcome message, a security policy link, and a registration instruction: 'Registration is simple. All you need to get started is your Back Flow Certification Number. First time users, click register'. An attention note for AOL users is also visible.

Finding your information:

When you click the register link you will be given the option to register using your backflow certification number.

The screenshot shows the 'Register online user profile - Step 1 of 2' page. It features a blue header with the title and a green 'Continue' button. Below the header is a text input field for the 'Back Flow Certification Number' and a green 'Continue' button. The page includes the same navigation menu and search bar as the previous screenshot. The main content area has a blue header 'Register online user profile - Step 1 of 2' and a text input field for the 'Back Flow Certification Number' to validate for online registration eligibility. A green 'Continue' button and a blue 'Cancel' link are located below the input field.

Georgia Certification numbers must be entered as BPAT-01234; TREEO and ASSE numbers will be entered as the number only 12345. If you cannot get your certification number to populate in the E-Report system you will need to contact DWRBackflow@gwinnettcounty.com.

Your user profile:

Most of your information will already be prepopulated in the form. If you already have a county username please use it to log in. In the event you do not have a login already, please choose create username.

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Departments > Water Resources > BackFlowTesterForm Print

Register online user profile - Step 2 of 2

Fields marked * are mandatory.

Certificate Details

Calibration Expiration Date	08/18/2016
Certificate Expiration Date	08/31/2016
GC Acknowledgement Expiration Date	12/31/9999
Business License Expiration Date	03/31/2017

Personal Information

Technician Name

Company Name

Address

Phone

Email *

Profile Information

Already have a GwinnettCounty.com Username, use it

Username* [Forgot Username?](#)

Password * [Forgot Password?](#)

Don't have a GwinnettCounty.com Username, create one

Username*

Password *

Confirm Password *

[Cancel](#)

New Username:

Profile Information

Already have a GwinnettCounty.com Username, use it

Username* [Forgot Username?](#)

Password * [Forgot Password?](#)

Don't have a GwinnettCounty.com Username, create one

Username*

Password *

Confirm Password *

[Cancel](#)

Congratulations you can now submit test reports online to GCDWR!

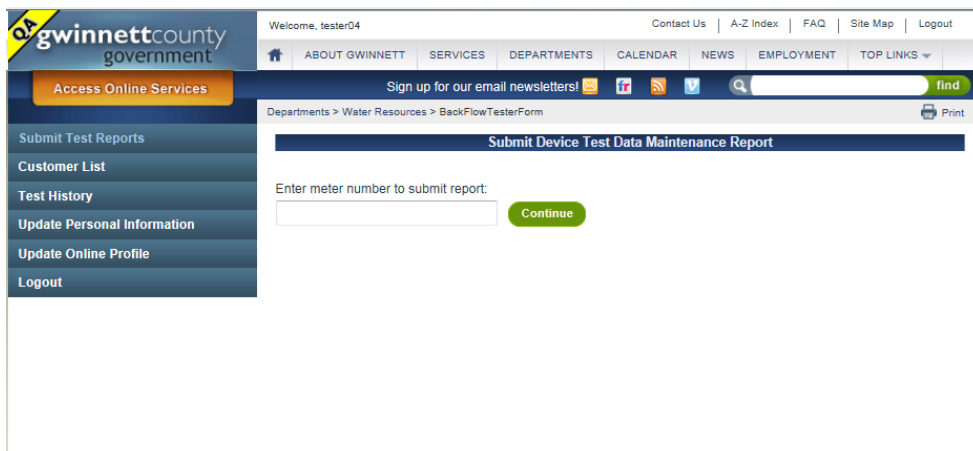
Domestic or Irrigation Navigation

Website - To enter a test reports please go to:

<https://www.gwinnettcountry.com/portal/gwinnett/Departments/PublicUtilities/BackFlowTesterForm>

Log In

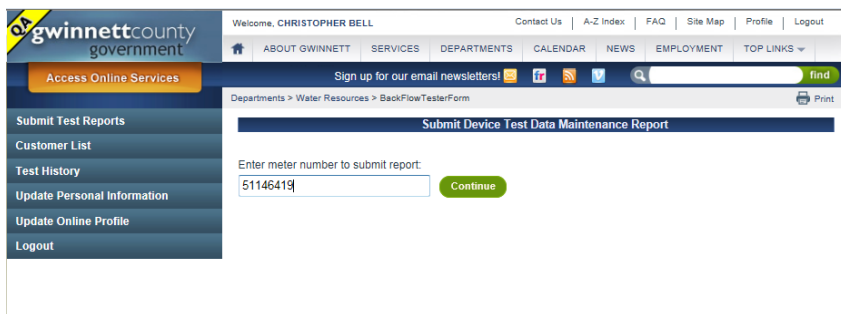
Once you are on the E-Reporting landing page, sign in using your username and password that was created when you registered. If you do not have a username and password, please refer to the [user login setup](#) instructions. Once you have logged in you should have a page that looks like this.



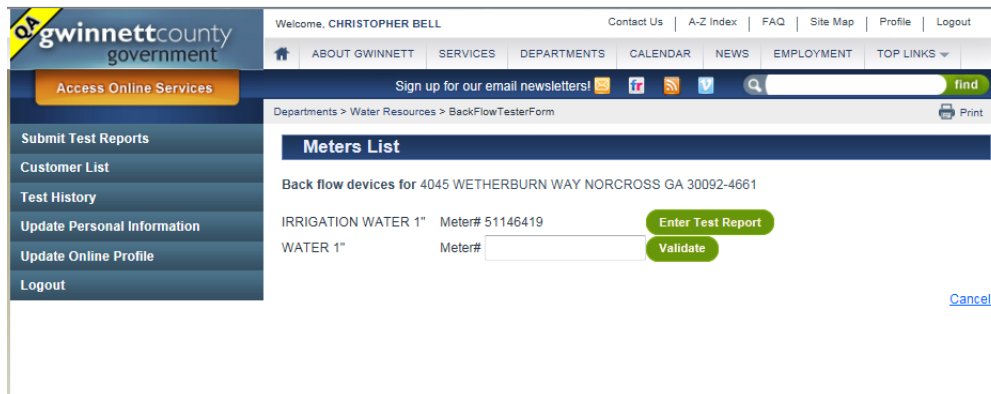
Meter Number

To enter a test report you will need the current meter number for an assembly. If you do not have the accurate meter number you will not be able to enter a test report. *If you have the accurate meter number and still cannot access the record please contact DWRBackflow@gwinnettcountry.com.*

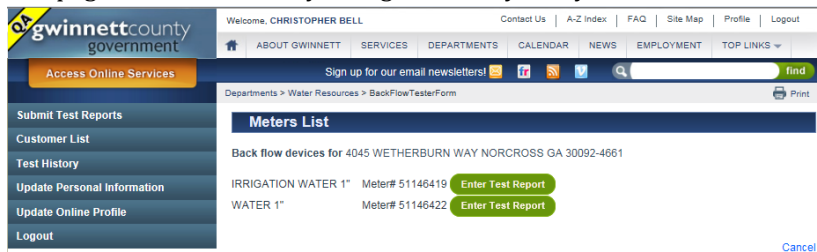
Enter your meter number and then click continue.



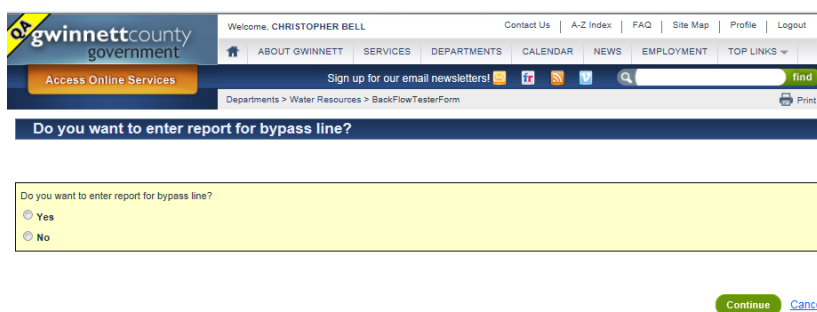
After you click continue you should see all of the meters at the location



In the instance above we see an empty text box where the meter number would be for the 1" domestic meter. To enter the test for the second meter you will have to enter the appropriate meter number to validate that you are adding the test to the proper meter. Once you validate the meter number your screen will switch to enter test report beside both meters. Once you have Vaidated the second meter you will now click enter test. The page will automatically change and ask you if you would like to enter information for a Bypass assembly.



Please select if you need to enter the bypass information; after this you will be able to enter your test results for the assembly.



Once you have completed the form click submit; and you will be redirected to the original screen where you may enter the results for the other meter.

The screenshot displays the Gwinnett County government website interface. At the top left is the logo for Gwinnett County government. The top navigation bar includes links for 'Contact Us', 'A-Z Index', 'FAQ', 'Site Map', 'Profile', and 'Logout'. Below this is a secondary navigation bar with 'ABOUT GWINNETT', 'SERVICES', 'DEPARTMENTS', 'CALENDAR', 'NEWS', 'EMPLOYMENT', and 'TOP LINKS'. A search bar with a 'find' button is also present. The main content area shows the breadcrumb path: 'Departments > Water Resources > BackFlowTesterForm'. A 'Print' icon is visible. The title of the page is 'Meters List'. A yellow message box states: 'Test report has been successfully submitted for Meter# 51146419 and its status is "PASSED".'. Below this, the address 'Back flow devices for 4045 WETHERBURN WAY NORCROSS GA 30092-4661' is listed. Two entries are shown: 'IRRIGATION WATER 1" Meter# 51146419 Test report already submitted.' and 'WATER 1" Meter# 51146422' with a green 'Enter Test Report' button next to it. A 'Cancel' link is located at the bottom right of the page.

If you have further questions please contact DWRBackflow@gwinnettcountry.com

To understand how to enter the test report, please see [Test Report Entry](#).


Fire Line

Please read [Domestic or Irrigation](#) before you go through the fire line process.

The entry is going to be exactly the same as the [domestic or irrigation](#) entry, with the exception of the Bypass entry. The system is currently setup to assume that all fire lines have a bypass assembly. This means that the form will automatically route you through the bypass test form. Once you have entered

the mainline assembly test report, the only way to continue is to click on,

[Continue to enter report for Bypass](#)


 Welcome, CHRISTOPHER BELL

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[Departments > Water Resources > BackFlowTesterForm](#)

Device Test Data Maintenance Report			
Account Name : 3-D INNOVATIVE PROPERTIES LLC	Account No. : 20288777	<input type="button" value="Containment"/>	
Mailing Address : 4850 STONE MOUNTAIN HWY SUITE 100 LILBURN GA 30047-4814			
Customer's Email address : <input type="text"/>			
Service Address : 4850 STONE MOUNTAIN HWY LILBURN GA 30047-4814		Meter No. : 32923423	
Location of Device : front vault			
Device : <input type="text" value="DCCA"/>	Manufacturer : <input type="text" value="WATTS"/>	Model : <input type="text" value="774DCCA"/>	Size : <input type="text" value="6"/>
Serial No. : <input type="text" value="1089110106"/>			
Test Date : <input type="text"/>	Test Time : <input type="text"/>	Line Pressure At Time of Test : <input type="text"/>	

	CHECK VALVE NO. 1	CHECK VALVE NO. 2	DIFFERENTIAL PRESSURE RELIEF VALVE	SHUT-OFF VALVE NO. 2
Initial Test	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID Backpressure Test <input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight	<input type="checkbox"/> Opened at <input type="text" value="0.0"/> PSID <input type="checkbox"/> Did not open	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight
Repairs	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Final Test	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID Backpressure Test <input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight	<input type="checkbox"/> Opened at <input type="text" value="0.0"/> PSID <input type="checkbox"/> Did not open	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight

Remarks :

By checking this box and clicking submit I certify that the information provided in this report is, to the best of my knowledge, true and accurate at the time of testing. Furthermore, the test was performed by me under my certification number and utilizing the testing equipment referenced by the Test Kit Serial No. I have provided. I understand that knowingly submitting a false test report may result in penalties, per Gwinnett County Department of Water Resources policy, including suspension of my ability to test backflow devices in Gwinnett County up to and including notification to my certifying agency.

Tested By	: CHRISTOPHER BELL
Cert No	: BPAT-02129
Repaired by	: <input type="text"/>
Test Kit Serial No	: <input type="text"/>

[Continue to enter report for Bypass](#) [Cancel](#)

Test Form Entry

The test report has required fields that you will need to enter before you will be able to submit a test report. We will review the field requirements so you will understand what information we are looking for. *You need to enter all Tests' you perform regardless if the assembly passed or failed.*

Section 1 – Information

The section at the top of the test sheet includes the information necessary for the location and the assembly. The required information in this section includes all fields with the exception of the customer email address. We would like for the customer email address to be required, yet we do understand that this information may not always be available. Most of this information will be prepopulated from our current records for the assembly you are entering the report for; if you are entering the information for the bypass assembly the information will most likely not prepopulate. If you have problems please contact DWRBackflow@gwinnettcounty.com.

Account Name : UFCW LOCAL 1996		Account No. : 20069439		<input checked="" type="radio"/> Containment	
Mailing Address : 3302 MCGINNIS FERRY RD SUWANEE GA 30024-7148					
Customer's Email address : <input type="text"/>					
Service Address : 3435 WILDWOOD RD SUWANEE GA 30024-2875				Meter No. : 60530321	
Location of Device : <input type="text" value="FRONT CURB"/>					
Device : <input type="text" value="DC"/>	Manufacturer : <input type="text" value="WATTS"/>	Model : <input type="text" value="007M1QT"/>	Size : <input type="text" value="200"/>	Serial No. : <input type="text" value="103961"/>	
Test Date : <input type="text"/>	Test Time : <input type="text"/>	Line Pressure At Time of Test : <input type="text"/>			

Section 2 – Test Values

This section of the form is where you will enter the values you obtained during the test. The Pass/Fail criterion is already built into this form, so please make sure you are entering the information correctly. The fields are meant to mimic your current test form and have been simplified as much as we possibly can.

	CHECK VALVE NO. 1	CHECK VALVE NO. 2	DIFFERENTIAL PRESSURE RELIEF VALVE	SHUT-OFF VALVE NO. 2
Initial Test	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID Backpressure Test <input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight	<input type="checkbox"/> Opened at <input type="text" value="0.0"/> PSID <input type="checkbox"/> Did not open	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight
Repairs	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced	<input type="checkbox"/> Cleaned <input type="checkbox"/> Repaired <input type="checkbox"/> Replaced
Final Test	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight at <input type="text" value="0.0"/> PSID Backpressure Test <input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight	<input type="checkbox"/> Opened at <input type="text" value="0.0"/> PSID <input type="checkbox"/> Did not open	<input type="checkbox"/> Leaked <input type="checkbox"/> Closed tight

Pass/Fail Criteria

The pass/fail criteria should be considered the standard used for many years by different certifying bodies. A couple of items that stick are the number 2 shutoff valve, and backpressure. Yes, either item failing the assembly will fail. Backpressure is not required for the Double check, but the option exists to select the check box in the event you tested the Double Check for backpressure.

(DC) Double Check: Passing report

1. Shut-off Valve 2="Closed Tight",
2. $CV1 \geq 1.0$ psi,
3. $CV2 \geq 1.0$ psi,
4. BP=Not Required but if Entered "Closed Tight",
5. DRV=Not used,
6. $CV1+CV2 \leq 10$ psi (The total for both checks cannot be a value greater than 10psi.)

(RP): Reduced Pressure Principle Assembly Passing report

1. Shut-off Valve 2="Closed Tight",
2. $CV1 \geq DRV+3$ psi,
3. $CV2 \geq 1.0$ psi,
4. CV2 BP="Closed tight",
5. $DRV \geq 2.0$ psi

(DCDA): Double Check Detector Assembly Passing Report

1. Shut-off Valve 2="Closed Tight",
2. $CV1 \geq 1.0$ psi,
3. $CV2 \geq 1.0$ psi,
4. BP= Not Required but if Entered "Closed Tight",
5. DRV=Not Used/Not Required, ,
6. $CV1+CV2 \leq 10$ psi (The total for both checks cannot be a value greater than 10psi.)
7. **A Bypass test is required for all DCDA's.**

If you have any questions please contact us at DWRBackflow@gwinnettcountry.com

Section 3 – Responsibility

This section is where we get your feedback and comments about an assembly or installation. The remarks field is required; meaning that we want to know what you think about either the installation or the assembly itself. You will then have to click the certifying check box and fill in your test kit serial number. This is where you tell us that you tested the assembly and attest to this. This means you are responsible for any detail with this test report.

Remarks :

By checking this box and clicking submit I certify that the information provided in this report is, to the best of my knowledge, true and accurate at the time of testing. Furthermore, the test was performed by me under my certification number and utilizing the testing equipment referenced by the Test Kit Serial No. I have provided. I understand that knowingly submitting a false test report may result in penalties, per Gwinnett County Department of Water Resources policy, including suspension of my ability to test backflow devices in Gwinnett County up to and including notification to my certifying agency.

Tested By	: CHRISTOPHER BELL
Cert No	: BPAT-02129
Repaired by	: <input type="text"/>
Test Kit Serial No	: <input type="text"/>

[Continue to enter report for Bypass](#) [Cancel](#)

Test History

You can find the test reports that you have previously submitted. To find your previously entered test reports click on “Test History”.

Departments > Water Resources > BackFlowTesterForm

No reports found for your search criteria

Reports History

Filter data using the search

From Date: To Date:

Device #: Account #:

Street Number / Name: /

Apartment/Suite:

City: Zip:

Backflow Doc#	Device#	SL Address	Contract Account	BP Name	Date Submitted	BF Document status
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You do not have to use a date range; but if you use the date range feature. Make Sure you have the correct dates in the filter.

gwinnettcounty government

Welcome, PEPPER HAY

Departments > Water Resources > BackFlowTesterForm

No reports found for your search criteria

Reports History

Filter data using the search

From Date: 01/01/2016 To Date: 10/18/2016

Device #: Account #:

Street Number / Name: /

Apartment/Suite:

City: Zip:

Backflow Doc#	Device#	SL Address	Contract Account	BP Name	Date Submitted	BF Document status
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You can then search by entering data in any of the other filters, or by leaving the filters blank. Then simply click on search.

Reports History

Filter data using the search

From Date: 01/01/2016 To Date: 10/18/2016

Device #: Account #:

Street Number / Name: /

Apartment/Suite:

City: Zip:

Backflow Doc#	Device#	SL Address	Contract Account	BP Name	Date Submitted	BF Document status
800000074405	80287654	8855 JIMMY CARTER BLVD NORCROSS	20046758	TAYLOR, LEE &	07/18/2016	Passed