Backflow Prevention Program Online Services

Instructions to

"Submit A Backflow Preventer Test & Inspection Report"

Scenario 2 - Replacement of an existing device recorded in the City's Database

Note: Please do not use "New Device" function for the device replacement. Otherwise, the replaced device will still be in the City's database and your client will be required for annual testing on that replaced device.

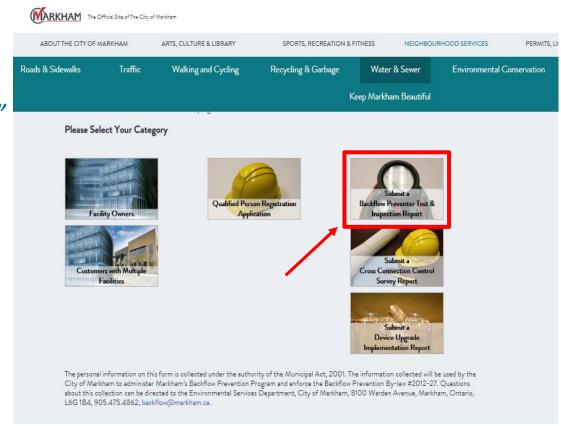## (Updated: March 2021)

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Use "*Submit a Backflow Preventer Test & Inspection Report*" function

1. Go to www.markham.ca

2. Follow the path: *"Neighbourhood Services" → "Water & Sewer" → "Backflow Prevention Online Services"*.

3. Click "**Submit a Backflow Preventer Test & Inspection Report**" icon.

"Log in" to your Registration Account

1. Log in with your account info issued by the City of Markham – Environmental Services Department.

- *Account ID* is assigned by the City.

- *Certification No.* is your OWWA Backflow Certification Number.

2. Click *"Login"* button.

Note: You must register with the City of Markham-Environmental Services Department first. Otherwise, you can not use this System.

On "Current Registration Info" Page (1) – Ensure No Expired Certificate

1. Confirm all certificates & their expiry dates are correct.

2. Scroll to bottom and click *"Next>"* button.

   Note: If any certificate is expired, the System will not allow you to submit any Backflow Reports and the "Next"> button will not work.

Note: If any certificate are expired, please follow pg. 6, if not proceed to pg. 7

On "Current Registration Info" Page (2) – Upload & Submit Renewed Certificates

If you want to update your Current Registration Information, please upload your renewed certificates in .pdf format below.

Upload Files

File Name

There are no submissions.

➕ ✖

You may also submit comments regarding your current registration

Comments

Add Entry

File Name

Attachment ID

Attachment

Select File: [Choose File] No file chosen

[Add] [Cancel]

Note : A Plumber License issued or renewed by the Ontario College of Trades may not have an expiry date on the "Certificate of Qualifications". Y
your certificate number in order to retrieve the expiry date.

Please click the "Submit Files/Comments & Exit" button below to submit your uploaded files/comments to the City for review.

[Submit Files/Comments & Exit]   [Print]   [Next >]

1. Click green "**+**" icon to open a "*Add Entry*" window.

2. Click "*Choose File*" button to select your renewed certificates.

3. Click "*Add*" button to upload your selected files to the system.

4. Click "*Submit File/Comments & Exit "* button to submit those files to the City.

Note: If submission is successful, a *"Registration Update Received"* page will appear.

Then, the City will update your info within 2 - 3 business days.

On "Test Kit & Facility Info" Page

Logout | Current Registration | Test Kit & Facility ID | Device Selection | Test Data Entry | Repair & Re-test Data Entry | Confirmation of Test Report
Test Report Submission Received

Test Kit & Facility Information

Qualified Person's Name: John Doe
Company's Email: 123markham@hotmail.com

A. Backflow Preventer Testing Equipment
Please select the test equipment used for this testing.

* Testing Equipment:

Kit	Make	Model	Serial No.	Select
1	Conbraco	40-200-TK5U	12121313	⦿

[1]

B. Facility Information
Please enter the Facility ID. Then, click ""Check Facility ID"" button to verify it is the correct Facility Address you did the Testing work for.
(Note: The City issued the Facility ID to the property owner. You can get it from your client).

* Facility ID:

13838   **[2]**   [Check Facility ID]

Facility Name & Address: Backflow Prevention - Dummy Facility 1 Dummy St

Please enter the information of the facility contact person who is aware that you conducted the Device Testing for the Facility and is submitting the Test Report to the City of Markham.

("*" indicates required fields.)
* Facility Contact Person's Name:

Jane Doe

* Company:

Online Submission Training Inc

* Phone: * Email:

(905) 477-7000   jane.doe@markham.ca
                                   Note: Please separate two emails by a semicolon

[3]

[< Previous]   [Next >]   **[4]**

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1. Select a *"Testing Equipment"* you used.

2(a). Enter the *Facility ID*.

2(b). Then, click *"Check Facility ID"* button to ensure the Facility address is correct.

3. Enter those required *facility contact info*.

4. Scroll to bottom and click *"Next>" button.*

Note: **The "Next"> button will not work if you:**
- forgot to enter data in some mandatory field *. **OR**
- forgot to click "Check Facility ID" button.

On "Device Selection" Page (1)

C. Backflow Device Selection/ New Device Information

List of the Facility's Backflow Devices in the City of Markham's Database

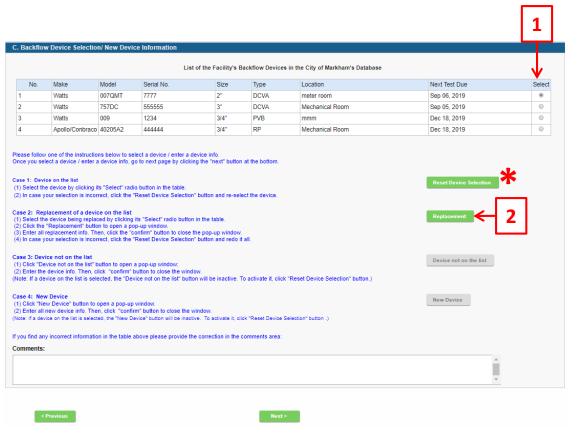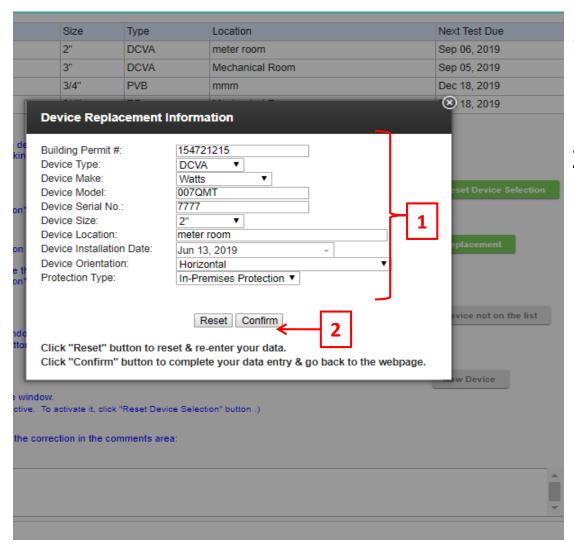| No.	Make	Model	Serial No.	Size	Type	Location	Next Test Due	Select
1	Watts	007QMT	7777	2"	DCVA	meter room	Sep 06, 2019	●
2	Watts	757DC	555555	3"	DCVA	Mechanical Room	Sep 05, 2019	○
3	Watts	009	1234	3/4"	PVB	mmm	Dec 18, 2019	○
4	Apollo/Conbraco	40205A2	444444	3/4"	RP	Mechanical Room	Dec 18, 2019	○

Please follow one of the instructions below to select a device / enter a device info.
Once you select a device / enter a device info, go to next page by clicking the "next" button at the bottom.

Case 1: Device on the list
(1) Select the device by clicking its "Select" radio button in the table.
(2) In case your selection is incorrect, click the "Reset Device Selection" button and re-select the device.

Reset Device Selection *****

Case 2: Replacement of a device on the list
(1) Select the device being replaced by clicking its "Select" radio button in the table.
(2) Click the "Replacement" button to open a pop-up window.
(3) Enter all replacement info. Then, click the "confirm" button to close the pop-up window.
(4) In case your selection is incorrect, click the "Reset Device Selection" button and redo it all.

Replacement **2**

Case 3: Device not on the list
(1) Click "Device not on the list" button to open a pop-up window;
(2) Enter the device info. Then, click "confirm" button to close the window.
(Note: If a device on the list is selected, the "Device not on the list" button will be inactive. To activate it, click "Reset Device Selection" button.)

Device not on the list

Case 4: New Device
(1) Click "New Device" button to open a pop-up window.
(2) Enter all new device info. Then, click "confirm" button to close the window.
(Note: If a device on the list is selected, the "New Device" button will be inactive. To activate it, click "Reset Device Selection" button .)

New Device

If you find any incorrect information in the table above please provide the correction in the comments area:

Comments:

< Previous   Next >

1. Select the Device that has been replaced from the list.

2. Click **"Replacement"** button to open a pop-up window.

* If you selected an incorrect device, click **"Reset Device Selection"** button and then repeat Step 1 and Step 2.

Continued on next page…

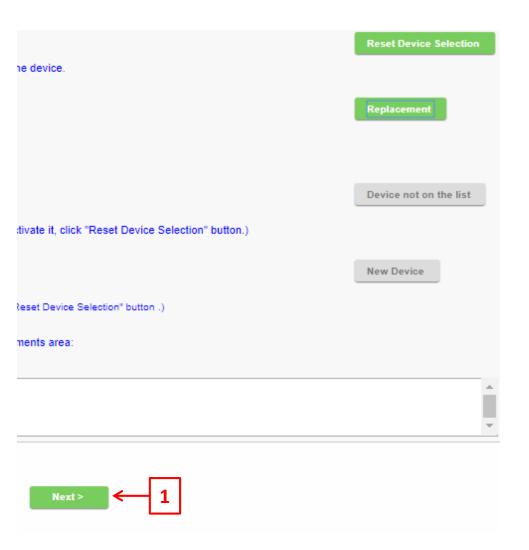# On "Device Replacement Information" Popup Window

1. Enter **all** the information required for the replacement device.

2. Click *"Confirm"* to close the popup window

Continued on next page...

On "Device Selection" Page (2)

- Once you click the **"Confirm"** button on the **"Device Replacement Information"** window, the System will bring you to **"Device Selection"** page.
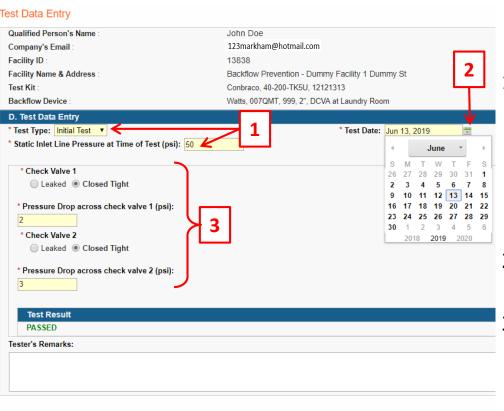
Note: At this stage, you should not click any button other than "Next". Otherwise, all of your data entry for that replacement device will be gone.

1. Click **"Next"** button to enter the test data for the replacement device.

On "Test Data Entry" Page

Note: Ensure "Backflow Device" info on the page corresponds to your selection.

1. Select the **"Test Type"** by using the drop-down menu bar. (Note: It should be an "**initial test"** because it is newly installed). Input the **"Static Inlet Line Pressure at Time of Test (psi)"** (Note: A numerical value should be entered).

2. Select the **"Test Date"** by clicking the calendar icon.

3. Select the applicable results based on the test results. The system will determine & enter the "Test Result".
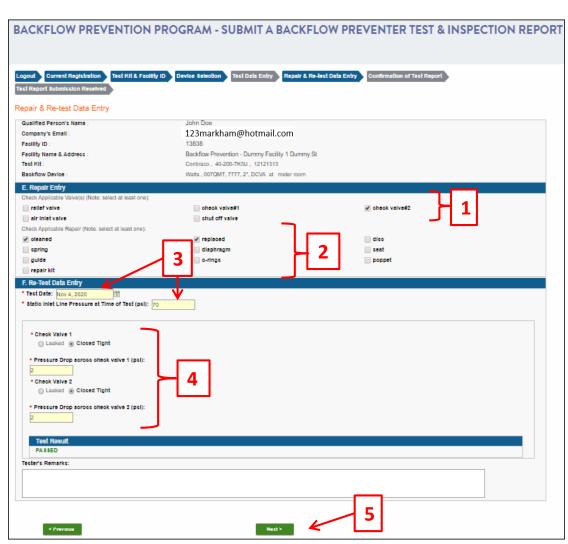
4. Scroll to the bottom and click **"Next"**

Test Data Entry

Qualified Person's Name :	John Doe
Company's Email :	123markham@hotmail.com
Facility ID :	13838
Facility Name & Address :	Backflow Prevention - Dummy Facility 1 Dummy St
Test Kit :	Conbraco, 40-200-TK5U, 12121313
Backflow Device :	Watts, 007QMT, 999, 2", DCVA at Laundry Room

D. Test Data Entry

* Test Type: Initial Test ▼

* Static Inlet Line Pressure at Time of Test (psi): 50

* Test Date: Jun 13, 2019

| June |
| S M T W T F S |
| 26 27 28 29 30 31 1 |
| 2 3 4 5 6 7 8 |
| 9 10 11 12 13 14 15 |
| 16 17 18 19 20 21 22 |
| 23 24 25 26 27 28 29 |
| 30 1 2 3 4 5 6 |
| 2018 2019 2020 |

* Check Valve 1
  ○ Leaked ● Closed Tight

* Pressure Drop across check valve 1 (psi): 2

* Check Valve 2
  ○ Leaked ● Closed Tight

* Pressure Drop across check valve 2 (psi): 3

Test Result
PASSED

Tester's Remarks:

< Previous   Next >

Note: If any mandatory field is missing, the "Next" button will not work.

On "Repair & Re-test Data Entry" Page

Note: This page will appear <u>only</u> if the "**Test Data Entry**" page has a "*Failed" Test Results.*

1. Select types of *valve* you repaired.

2. Select types of *repair* you did on those valves.

3(a). Enter *"Test Date"* you re-tested by clicking calendar icon.

3(b). Input *"Static Inlet Line Pressure at Time of Test (psi)".*

(Note: It should be a numerical value).

4. Input required *Re-test data*.

(Note: The System will determine & enter the "*Test Result*" based your Re-test data).

5. Scroll to bottom & click *"Next>"* button.

On "Confirmation of Test Report" Page

Note: All of your data entry will be displayed on the page.

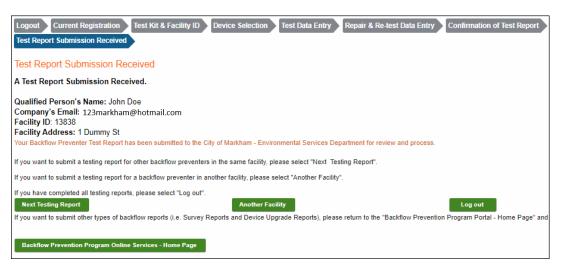Review your data entry before submitting the Report.

1. Your company's *email address* in the City's database will be default for receiving the City's response. If that one is incorrect or you like to use other one, click *"No"* and enter new *email address*.

2. Click the *check* box if you agree with the *"City of Markham's Terms of Use and Privacy Policy".*

3. Scroll to bottom and click *"Submit"* button.
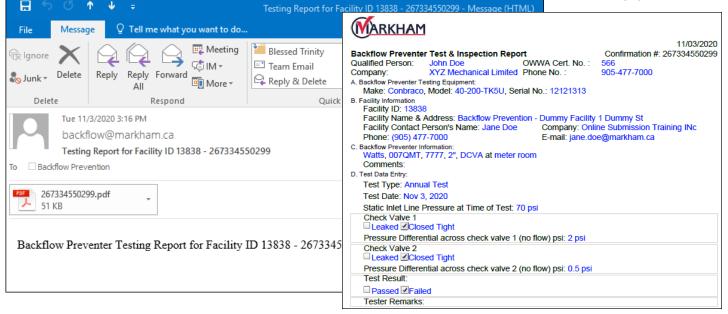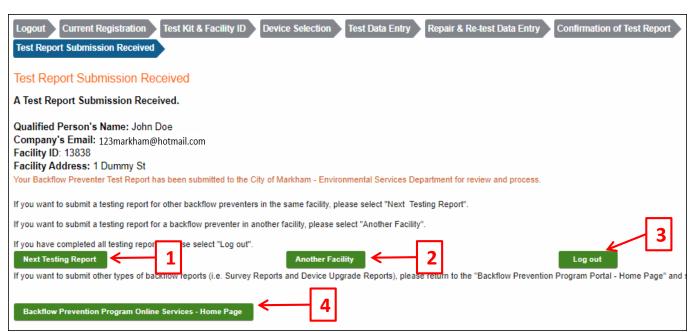
On "Test Report Submission Received" Page(1)

- If your submission is successful, the System will **(1) show this page** & **(2) email you a PDF file** (i.e. your Test Report) with a submission #.

- Otherwise, none of them will happen.

On "Test Report Submission Received" Page(2)

Logout ▸ Current Registration ▸ Test Kit & Facility ID ▸ Device Selection ▸ Test Data Entry ▸ Repair & Re-test Data Entry ▸ Confirmation of Test Report

Test Report Submission Received

Test Report Submission Received

A Test Report Submission Received.

Qualified Person's Name: John Doe
Company's Email: 123markham@hotmail.com
Facility ID: 13838
Facility Address: 1 Dummy St
Your Backflow Preventer Test Report has been submitted to the City of Markham - Environmental Services Department for review and process.

If you want to submit a testing report for other backflow preventers in the same facility, please select "Next Testing Report".

If you want to submit a testing report for a backflow preventer in another facility, please select "Another Facility".

If you have completed all testing reports, please select "Log out".

[Next Testing Report] **1**   [Another Facility] **2**   [Log out] **3**

If you want to submit other types of backflow reports (i.e. Survey Reports and Device Upgrade Reports), please return to the "Backflow Prevention Program Portal - Home Page" and s

[Backflow Prevention Program Online Services - Home Page] **4**

Note: After you submit a "Test Report", you have 4 choices to proceed next step.

1. Click *"Next Testing Report"* button if you need to submit Test Reports for other devices in the same facility.

2. Click *"Another Facility"* button if you need to submit Test Reports for devices in other facility.

3. Click *"Log out"* button if you complete your submissions.

4. Click *"Backflow Prevention Program Online Services – Home Page"* button if you need to submit other types of Backflow Report.