



Backflow Prevention Program

Online Services

Instructions to

“Submit A Backflow Preventer Test & Inspection Report”

Scenario 3 – A device not recorded in the City’s Database
Scenario 4 – New Device

Note: There are two potential scenarios:

- (1) The device is an existing device and just not recorded in the City’s database.
- (2) The device is newly installed.

(Updated: March 2021)



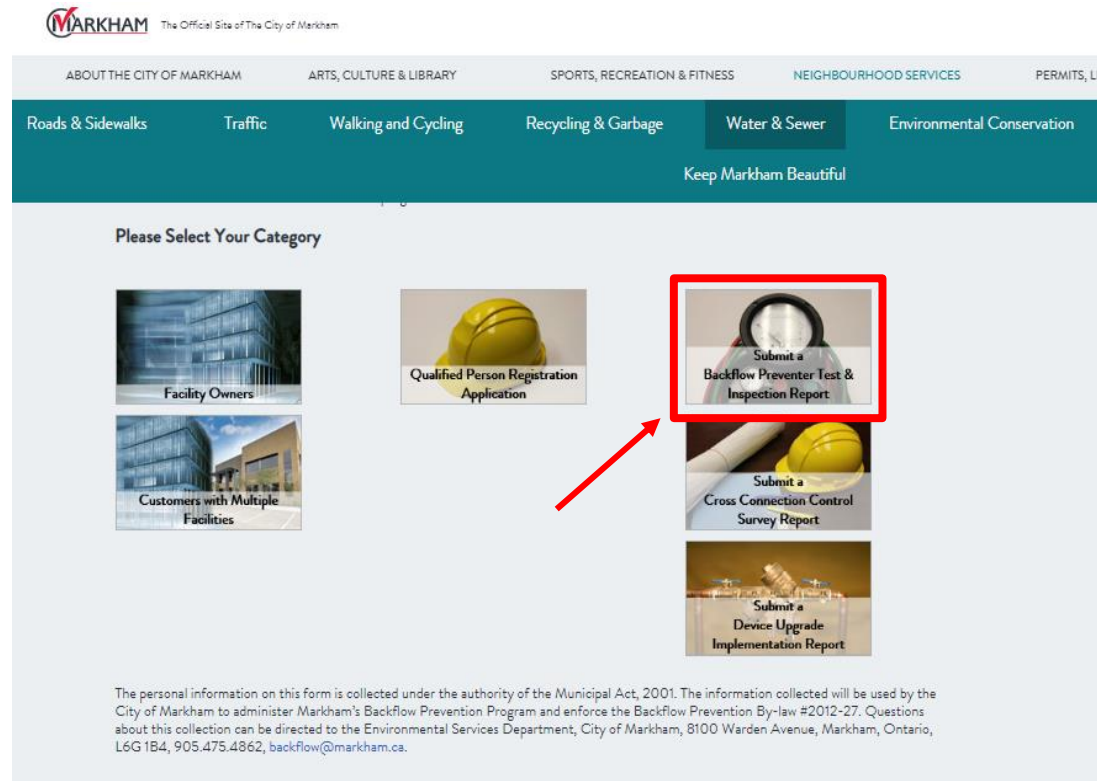
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Use “*Submit a Backflow Preventer Test & Inspection Report*” function

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.
 - *Account ID* is assigned by the City.
 - *Certification No.* is your OWWA Backflow Certification Number.
2. Click “*Login*” button.

BACKFLOW PREVENTION PROGRAM - SUBMIT A BACKFLOW PREVENTER TEST & INSPECTION

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

Registered Qualified Person - Login

MARKHAM BACKFLOW PREVENTER TEST AND INSPECTION

The Backflow Prevention Program Online Services allows "Qualified Persons" registered with the City of Markham to submit Test & Inspection Reports for:

1. existing backflow preventers,
2. replacement backflow preventers, and
3. newly installed backflow preventers in the facilities.

To use this function, you must have a "login" account issued by the City of Markham - Environmental Services Department.

Account ID

Certification No.

If you want to use other functions of the Backflow Prevention Online Services, please go to "Home Page - Backflow Prevention Online Services".

Home Page - Backflow Prevention Program Online Services Login

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



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

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

Current Registration Information

Dear John Doe Your current registration documentation with Markham are listed below.
Your Company's Email Address: 123markham@hotmail.com

A. Company's Plumbing Contractor License:

1. Plumbing Contractor License No.	909-123456
2. Plumbing Contractor License Expiry Date:	Jan 01, 9999
3. Is this Certificate expired?	No

B. Liability Insurance Certificate:

1. Insurance Company Name:	Belair Direct Insurance Company
2. Insurance Policy No.:	679-01212
3. Insurance Policy Expiry Date:	Jan 01, 2021
4. Is this Certificate expired?	No

C. OWWA (or equivalent) Cross Connection Control Tester Certificate:

1. Certificate No.:	566
2. Certificate Expiry Date:	Jan 01, 2021
3. Is this Certificate expired?	No

D. Plumber, Professional Engineer or Other Types of Trade Certificate:

1. Type of Trade Certificate:	Plumber
2. Certificate No.:	306A-121212
3. Certificate Expiry Date:	Jan 01, 2021
4. Is this Certificate expired?	No

E. Backflow Preventer Testing Equipment(s) Certification:

No of Active Testing Equipment: 1

#	Make	Model	Serial No.	Expiry Date	Expired?
Kit 1	Conbraco	40-200-TK5U	12121313	Jun 15, 2021	No

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.





On “Current Registration Info” Page (2) – Upload and 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

Note : A Plumber License issued or renewed by the Ontario College of Trades may not have an expiry date on the "Certificate of Qualifications". Please enter 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 >**

Add Entry

File Name

Attachment ID

Attachment

Select File: **Choose File** No file chosen

Add **Cancel**

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 uploaded files to the City.

Note: If submission is successful, the System will show a “*Registration Update Received*” page.
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	<input type="radio"/>

← 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:
(905) 477-7000

* Email:
jane.doe@markham.ca
Note: Please separate two emails by a semicolon

← 3

< Previous Next > ← 4

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)

formation

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

Serial No.	Size	Type	Location	Next Test Due	Select
777	2"	DCVA	meter room	Sep 06, 2019	<input type="radio"/>
55555	3"	DCVA	Mechanical Room	Sep 05, 2019	<input type="radio"/>
234	3/4"	PVB	mmm	Dec 18, 2019	<input type="radio"/>
44444	3/4"	RP	Mechanical Room	Dec 18, 2019	<input type="radio"/>

...a device / enter a device info.
...next page by clicking the "next" button at the bottom.

...tion in the table.
...et Device Selection" button and re-select the device.

...Select" radio button in the table.
...window.
...m" button to close the pop-up window.
...et Device Selection" button and redo it all.

...p-up window;
...n to close the window.
...ot on the list" button will be inactive. To activate it, click "Reset Device Selection" button.)

...ow.
...utton to close the window.
...button will be inactive. To activate it, click "F

...e please provide the correction in the com

Reset Device Selection *

Replacement

Device not on the list

New Device

Next >

Not on List (red box) with arrow pointing to "Device not on the list" button

New Device (red box) with arrow pointing to "New Device" button

Note: If a device was selected, click “Reset Device Selection” button first.

- If a device exists in the Facility (*i.e. found during surveying, by maintenance, old records etc.*) but is not on the list, click “**Device not on the list**” button to enter that device info.
- If a device is newly installed, click “**New Device**” button to enter new device info.

Continued on next page...



On “Device Not On the List” or “New Device” Popup Windows

Size	Type	Location	Next Test Due
2"	DCVA	meter room	Sep 06, 2019
3"	DCVA	Mechanical Room	Sep 05, 2019
3/4"	PVB	mmm	Dec 18, 2019

New Device Info

Building Permit #:

Device Type:

Device Make:

Device Model:

Device Serial No.:

Device Size:

Device Location:

Device Installation Date:

Device Orientation:

Protection Type:

Click "Reset" button to reset & re-enter your data.
Click "Confirm" button to complete your data entry & go back to the webpage.

1. Enter **all** the information required for the backflow device.
Note: For a new device, a building permit number is mandatory.
2. Then, click “**Confirm**” to close the popup window.

Continued on next page...



On “Device Selection” Page (2)

he device.

Reset Device Selection

Replacement

Device not on the list

New Device

ctivate it, click "Reset Device Selection" button.)

Reset Device Selection" button .)

ments area:

- Once you click the “**Confirm**” button on the “**Device not in City’s Record Info**” or “**New Device Info**” window, the System will bring you to the “**Device Selection**” page.

Note: At this stage, you cannot click any button other than “Next>”. Otherwise, all of your data entry for the new device will be gone.

1. Click “**Next**” to enter the test data for the new device.





On “Test Data Entry” Page

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

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
* Test Date: Jun 13, 2019
* Static Inlet Line Pressure at Time of Test (psi): 50

* 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:

1. Select the “**Test Type**” by using the drop-down menu bar. (Note: It should be an “**annual test**” for “**Device not on the list**” and an “**initial test**” if 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 on 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**”

< 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 only if “**Test Data Entry**” page has a “**Failed**” “**Test Result**”.

Test Kit : Conbraco , 40-200-TK5U , 12121313
Backflow Device : Watts , 007QMT, 7777, 2", DCVA at meter room

E. Repair Entry

Check Applicable Valve(s) (Note: select at least one):

relief valve check valve#1 check valve#2

air inlet valve shut off valve

Check Applicable Repair (Note: select at least one):

cleaned replaced

spring diaphragm

guide o-rings

repair kit disc

seat

poppet

F. Re-Test Data Entry

* Test Date: Jun 13, 2019

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

* Check Valve 1
 Leaked Closed Tight

* Pressure Drop across check valve 1 (psi): 5

* Check Valve 2
 Leaked Closed Tight

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

Test Result
PASSED

Tester's Remarks:

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1. Select the applicable valve(s) on which you conducted the repair.
2. Select the applicable repair(s) that you performed on those valve(s).
3. Enter the “**Test Date**” that the re-test was conducted on by clicking the calendar icon. Input the “**Static Inlet Line Pressure at Time of Test (psi)**”. (Note: Should be a numerical value).
4. Input the applicable results based on the re-test results. The System will determine & enter the “**Test Result**”.
5. Scroll to the bottom and click “**Next**”



On “Confirmation of Test Report” Page

Your company email address in the City's database | 123markham@hotmail.com

* Would you like to receive the City's response for your submission through this email?
 Yes No

* Email
newemail@email.ca

* Confirm Email Address:
newemail@email.ca

1

IN ORDER TO USE THIS ONLINE SERVICE, USERS ARE REQUIRED TO INDICATE THAT THEY HAVE READ AND ACCEPT THE CITY OF MARKHAM'S "TERMS OF USE AND PRIVACY POLICY". ON THE "I HAVE READ AND AGREE" CHECKBOX BELOW, YOU ARE AGREEING TO BE BOUND BY THE CITY OF MARKHAM'S "TERMS OF USE AND PRIVACY POLICY".

I have read and agree to the terms and conditions above and to the City of Markham's [Terms of Use & Privacy Policy](#).

2

< Previous

Print

3

Submit

- An overview of your data entry will be displayed on the page.
- Review all data entries before submitting it to the City.

1. Your company's email address in the City's database will be the default for receiving the City's response. If that email address is incorrect or you would like to use other one, click **“No”** and enter new one in textboxes as displayed.
2. Select the check box to agree with the **“City of Markham's Terms of Use and Privacy Policy”**.
3. Scroll to the bottom and click **“Submit”**.



On “Test Report Submission Received” Page(1)

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

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 your submission is successful, the “*Test Report Submission Received*” page will appear. In addition, you will receive an email with a submission number from the System.
- Otherwise, this page will not appear and you will not receive such email.

Testing Report for Facility ID 13838 - 223337341691 - Message (HTML)

File Message Tell me what you want to do...

Delete Reply Reply All Forward Reply & Delete Create New Move Categorize Follow Up Translate Zoom

Thu 6/13/2019 10:49 AM

backflow@markham.ca

Testing Report for Facility ID 13838 - 223337341691

To Backflow Prevention

223337341691.pdf 51 KB

223337341691.pdf - Adobe Acrobat Reader DC

Home Tools Document

06/13/2019
Confirmation #: 223337341691

Backflow Preventer Test & Inspection Report

Qualified Person: John Doe OWWA Cert. No.: 566
Company: XYZ Mechanical Limited Phone No.: 905-477-7000

A. Backflow Preventer Testing Equipment:
Make: Conbraco, Model: 40-200-TK5U, Serial No.: 12121313

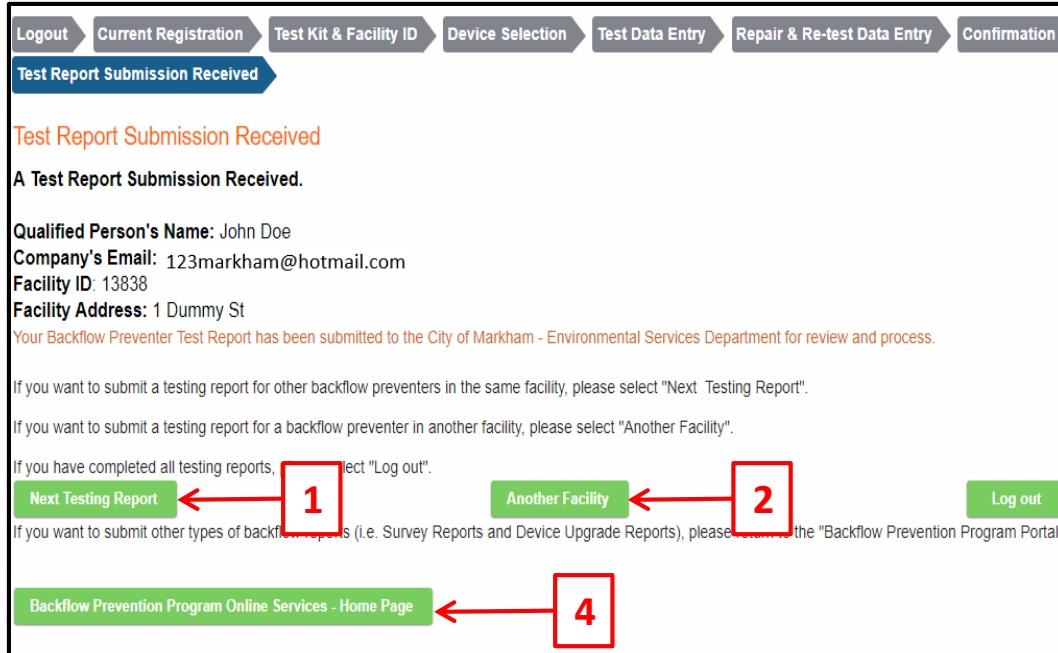
B. Facility Information
Facility ID: 13838
Facility Name & Address: Backflow Prevention - Dummy Facility 1 Dummy St
Facility Contact Person's Name: Dummy Contact Company: Dummy Co Ltd
Phone: (123) 456-7890 E-mail: dummy@email.ca

C. Backflow Preventer Information:
Watts, 007QMT, 7777, 2", DCVA at meter room
Comments:

D. Test Data Entry:
Test Type: Annual Test
Test Date: Jun 13, 2019
Static Inlet Line Pressure at Time of Test: 50 psi
Check Valve 1
 Leaked Closed Tight



On “Test Report Submission Received” Page(2)



- You have 4 choices to submit other backflow report(s).

1. Select the **“Next Testing Report”** button if you need to submit a Test Report for other backflow preventers in the same facility.
2. Select the **“Another Facility”** button if you need to submit a Test Report for backflow preventers in another facility.
3. Select **“Log out”** button if you submitted all Test Reports.
4. Select **“Backflow Prevention Program Online Services – Home Page”** if you need to submit other types of backflow prevention report.