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# Calibration Backflow Tester (MTC-P007)

Milford Public School District

## 1.0 SCOPE:

- 1.1 To describe the responsibility, frequency and location of documents for the backflow prevention test kit.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

## 2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Maintenance

*Approval Signature on File*

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance

Signature

Date

## 4.0 DEFINITIONS:

- 4.1 Backflow prevention test kit; Used to test for fouled check valves, test relief valve openings and accurately test for differential pressure zones. This gauge enables the tester to visually locate problems that other wise would be impossible to find.
- 4.2 AWWA American Water Works Association
- 4.3 CCCC Cross Connection Committee

## 5.0 PROCEDURE:

- 5.1 Back Flow Testing Device will be tested for accuracy and recalibrated if necessary every 100 test or annually, whichever comes first.
  - 5.1.1 The Backflow Tester is used at each school site on an annual basis.
  - 5.1.2 Milford Public Schools maintains a list of required sites to be tested per the Regional Water Authority.
    - 5.1.2.1 Milford Public Schools maintains records of testing and equipment.
- 5.2 The testing and recalibration is performed by a reputable company that is equipped to do such work.
- 5.3 Retain receipt of payment or copy of certificate of calibration and enter this notice when gauge was tested on the cross connection form to the Connecticut Department of Public Health.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Certificate of Calibration or receipt of payment
- 6.2 Copy of repairs (if there are any)
- 6.3 Backflow Prevention Device Inspection and Maintenance Report Form – MTC-F008

## 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificate and/or Receipt of Payment	Maintenance Files	5 Years	Regular Trash	Locked Office

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/15/2003	A	Initial Release

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