

CROSS CONNECTION SURVEY REPORT INSTRUCTIONS

Community Public Water Systems (CPWSs) Serving 1,000 persons or less and Non-Community PWSs

NOTE: Do not include this page with report

General Information: This form is to be used by Community Public Water Systems (PWSs) Serving 1,000 persons or less and Non-Community PWSs to satisfy the annual reporting requirements of cross connection inspection and backflow prevention device testing specified in Section 19-13-B102(f) of the Regulations of Connecticut State Agencies (RCSA).

Report Submission: This report is required to be submitted to the CT DPH, Drinking Water Section by **March 1st** each year summarizing the prior annual or 5 year inspection for cross connections and the prior year's annual tests of backflow prevention devices. This report is a pdf fillable form and is capable of accepting electronic signatures of the PWS owner / legal contact persons and the CT DPH Certified Backflow Prevention Device Tester and Cross Connection Survey Inspector. Reports are requested to be e-mailed to: dph.ccsr@ct.gov Please list the PWS ID# in the subject of any e-mail report submissions.

Additional information (certificates, individual device test results, lab calibration test sheets, instructions, report summaries, etc.) are not required to be submitted along with this report. However, these records must be retained by the PWS as outlined below, and may be requested by the Department as necessary.

Record Retention Requirements: Section 19-13-B102(l)(1)(H) of the RCSA requires that PWSs maintain records (any reports, test results, correspondence or other records collected as part of the system's cross connection control program) for a period of not less than 5 years.

Inspection for Cross Connections: The PWS must have Inspections for cross connections performed of consumer premises where 1 or more of the 5 categories of concern (see item G. below) are known to exist at these premises. Inspections must be performed either annually or every 5 years based on the categories of concern known to exist (see item H. below) per RCSA Section 19-13-B102(f). Inspections for cross connections may only be performed by persons who are actively certified as a CT DPH Cross Connection Survey Inspector (DWCI certification) in accordance with the requirements of Section 25-32-11 of the RCSA. The purpose of these inspections is to identify violations of the RCSA, including but not limited to sections 19-13-B38a, 19-13-B37, 19-13-B51c, 19-13-B39, 19-13-B45, 19-13-B37a-1, and Section 19a-37d of the CGS.


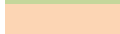


A list of Cross Connection Survey Inspectors who are available for contract work can be accessed via the internet at <https://www.elicense.ct.gov/>

Tests of backflow prevention devices: The PWS must have annual tests conducted of all testable backflow prevention devices (i.e. Reduced Pressure Principle Backflow Preventers (RPDs), Double Check Valve Assemblies (DCVAs) or Pressure Vacuum Breakers (PVBs)), which are installed at their customers locations per the requirements of RCSA Sec. 19-13-B38a. Tests on backflow prevention devices may only be performed by persons who are actively certified as a CT DPH Backflow Prevention Device Tester (DWBT certification) in accordance with the requirements of section 25-32-11 of the RCSA. The purpose for conducting the test is to determine whether the testable backflow prevention device is properly operating.

A list of Backflow Prevention Device Testers who are available for contract work can be accessed via the internet at <https://www.elicense.ct.gov/>

Because only specifically certified individuals may perform inspections for cross connections (i.e. CT DPH Certified Cross Connection Survey Inspectors) and tests of backflow prevention devices (i.e. CT DPH Certified Backflow Prevention Device Tester) this form requires attestations of the certified individuals whose information is summarized on the report. (NOTE: a number of individuals hold both certifications)

Report Form Color Key

	Information that identifies the PWS and the compliance year, which the report reflects.
	Information provided by the PWS Owner / Legal Contact
	Information provided by the CT DPH Certified Cross Connection Survey Inspector
	Information provided by the CT DPH Certified Backflow Prevention Device Tester

Item	Form Item Name	Instruction Notes / Requirements
A.	PWS ID#	Provide the PWS ID#.
B.	PWS Name	Provide the name of the PWS.
C.	Survey Year	List the year (Jan. 1 thru Dec. 31) for which information is summarized on the this report.
D.	Report Attestation - Cross Connection Survey Inspector	Attestation (name, signature, date) of the Cross Connection Survey Inspector certifying that this report has been forwarded to the PWS Owner and/or Legal Contact Person and that this person has been made aware that this report will be used by the CT DPH, DWS for regulatory compliance determinations under Section 19-13-B102(f) of the RCSA. The Inspector is to keep record of all report submissions to the PWS Owner and/or Legal Contact Person and shall be able to provide, upon DPH request, records of report submissions. <u>Note, the Signature field is capable of accepting an electronic signature.</u>

Or

D.	Report Attestation - PWS Owner or Legal Contact Person	Attestation (name, signature, date) of the PWS Owner or Legal Contact Person certifying to the best of their knowledge that the information summarized in this report is complete and correct. I understand that the information provided will be used by the CT DPH, DWS for regulatory compliance determinations under Section 19-13-B102(f) of the RCSA. <u>Note, the signature field is capable of accepting an electronic signature.</u>
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E.	Inspection Attestation: CT DPH Certified Cross Connection Survey Inspector	Provide the name & certificate # of the individual whose inspection for cross connection information is summarized on this page. The CT DPH Certified Cross Connection Survey Inspector must sign & date (mm/dd/yyyy) this report certifying that the cross connection inspection information for each of the listed consumer premises summarized in sections F., G., H., I. & J. of this report is correct. <u>Note, the signature field is capable of accepting an electronic signature.</u>
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F.	Consumer Premise:	List the name or address of all consumer premise(s) where one or more categories of concern (see list below) are known to exist. A consumer premise is considered to be any location where water is provided. The term consumer premise could include any customer of a Public Water System (i.e. residence, non-residential facility, commercial establishment...etc.).
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A school, factory, shopping or industrial center, convalescent home...etc., which is supplied by it's own Public Water System may itself be considered a consumer premise. In this situation list the name of the Public Water System under Consumer Premise.

Use additional forms if more than 4 consumer premises, served by the PWS, have categories of concern required for inspection.

G.	Categories of Concern:	List the "categories of concern" (i.e. 1., 2., 3., 4. and/or 5. Per RCSA Section 19-13-B102(f)) that are known to exist at the listed "consumer premise"
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1. Any water supply source other than that of the public water system is known to exist.
2. Toxic or objectionable chemical or biological substances are used in water solution on public, commercial, or industrial premises.
3. Water pressure is raised by pumping on other than residential premises above that furnished by the supplier.
4. There is a water storage tank for other than residential use, commercial swimming pool or commercial water filter
5. There is known to be a sprinkler system for either fire protection or irrigation.

If none of the categories of concern are known to exist at all premises served by the PWS then an Exemption Verification Form should be signed and submitted to the CT DPH for review. This form can be found on the following CT DPH web page: <http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387288>

- H. **Date of most recent inspection** Provide the date (mm/dd/yyyy) of the most recent Cross Connection inspection performed on the listed consumer premise.
- A consumer premise having a item 2. category of concern, by itself or in combination with other categories of concern, must be inspected annually (i.e. date of the most recent inspection should be within in the Survey Year).
- A consumer premise having a item 1., 3., 4., and/or 5. category of concern, must be inspected at least once every five years (i.e. year of date of most recent inspection should be no more than 5 years before the Survey Year).
- I. **Violations Identified:** Provide total numbers of violations, such as no device or wrong device, found during the inspection for cross connection and the number that remain uncorrected (i.e. "Number uncorrected") through December 31 of the Survey Year. DO NOT include violations related to device testing.
- Correction to identified violations are the responsibility of the property owner served by the Public Water System.**
- J. **Status of Uncorrected Violations** Use below codes to indicate the status of any uncorrected violation, which remain uncorrected through December 31 of the survey year:
- A) Correction of violation has been scheduled,
 - B) Installation of backflow prevention device has been scheduled,
 - C) Consumer premise (i.e. customer of PWS) notified of violation, awaiting response,
 - D) Other - provide specific information on separate sheet as to the status of the uncorrected violation.
- K. **Device Test Attestation: CT DPH Certified Backflow Prevention Device Tester** Provide the name & certificate # of the individual whose test of backflow prevention device information is summarized on this page. **The CT DPH Backflow Prevention Device Tester must sign & date (mm/dd/yyyy) this report certifying that the device test result & calibration information summarized in sections L., & M. in this report is correct. Note, the signature field is capable of accepting an electronic signature.**
- L. **Summary of Backflow Prevention Devices & Test Results** Provide the total number of devices, per device type (i.e. RPD, DCVA or PVB) that are installed per the requirements of RCSA Section 19-13-B38a., at each of the listed consumer premises. Where there are no devices, of a particular type , at a consumer premises, list "0". Per device type, provide the number tested, number failed and number repaired from Jan. 1st through Dec. 31 of the survey year. **Per RCSA Sec. 19-13-B38a.(f)(7) any malfunctioning device (i.e. failed device) shall be promptly restored to proper operating condition by the customer of the Public Water System (i.e. property owner).**
- M. **Backflow Prevention Device Test Kit Calibration Information** The calibration information of the test kit(s) used to perform backflow prevention device tests, summarized in Sec. L. of this report, is to be provided by the CT DPH Certified Backflow Prevention Device Tester named in Section K of this report. It is recommended that that backflow prevention device test kits be tested themselves for accuracy (Ref. American Water Works Association, M14 Standard, Appendix B. P. 138, 4th ed. 2015) annually or every 100 tests, whichever occurs first.