



Please follow these instructions when completing the Backflow Prevention Assembly Test Report.

1. Provide the name of the water purveyor; if unknown, ask the contact person.
2. Provide the water meter number. The number is stamped on the body of the meter.
3. Provide the plumbing permit number if this is a new assembly or replacement assembly.
4. Provide the backflow assembly information (manufacturer, size, model number, and serial number).
5. Provide management company name, address including zip code, contact person, and telephone number.
6. Provide the name of the owner and address, or owner's representative's address including zip, contact person and telephone number.
7. Provide assembly address, on-site location of assembly, and the primary business or service performed at this location.
8. Check the appropriate box to indicate whether the assembly is a new or existing assembly. If this assembly is a replacement for another assembly, provide the serial number of the assembly that was replaced.
9. Check the appropriate box to indicate whether the assembly is used for secondary or primary protection.
- 9A. Indicate what system on which the backflow preventer is installed (fire system, landscaping, or potable).
10. Circle the appropriate assembly to indicate what type of assembly is being tested; Spillproof Vacuum Breaker (SVB), Pressure Vacuum Breaker (PVB), Double Check Valve Assembly (DC), Reduced Pressure Principle Valve Assembly (RP), or "Other." The "Other" could be air gap. If "Other," please describe in the comments section.
11. Provide the line pressure at the time of the test.
12. Enter the initial test and/or observation results for the assembly tested. Different test procedures will require different information. The test procedures will indicate the proper entry.
13. Use the "Comments" area to describe any initial observations or repairs.
14. Indicate any repairs. List any replaced parts in the "Comments" area of the test form. Part numbers must be listed.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotope) upon request. Contact Planning and Development at (602) 262-7811 voice or (602) 534-5500 TTY.

15. Before testing a backflow assembly on a fire sprinkler system, check with the local jurisdiction on proper procedures and notify the alarm company responsible for monitoring the fire system. If there is no alarm company, notify the Fire Department. Enter the name of the alarm company or indicate that the Fire Department has been notified. These entries along with the name of the contact person, time, and date of notification go in the "Comment" area of the test form. Provide the time and date the fire system was taken off the line and when it was returned to service.
16. When the test is complete mark either passed or failed, sign and print your name, certification number, and test kit serial number. If it fails, write the date of failure, date of repair, date passed, certificate number, and test kit serial number.

Please be advised that the timely submission of accurate testing reports is an essential element in the smooth operation of the city of Phoenix Backflow Prevention Program. Inaccurate or incomplete reports will not be accepted. Reports lacking information or with inaccurate information will be returned to the tester for correction. In addition, the owner of the assembly will be notified that the backflow certification for their assembly is not acceptable for the stated reasons.

Email Backflow Prevention Assembly Test Reports / Backflow Tester Application to Backflow.Prevention@phoenix.gov or mail to:

City of Phoenix
Backflow Prevention Program
438 West Adams Street
Phoenix, Arizona 85003

If you have questions, need additional information, or would like to speak to someone in person, please call 602-534-2140 or Email at Backflow.Prevention@phoenix.gov.