

## Document 2 – Backflow Prevention Program Requirements

### Introduction

The responsibilities for property owners, backflow device testers and the City of Ottawa under the Backflow Prevention Program are outlined below. The site survey, backflow device installation and annual testing requirements are also summarized.

### Roles and Responsibilities

The responsibilities of owners, testers and the City are based on the Ministry of the Environment and Climate Change [Guide for Drinking Water System Owners Seeking to Undertake a Backflow Prevention Program](#) and the InfraGuide [Methodology for Setting a Cross-Connection Control Program](#).

**Property owners:** owners of business, industrial, commercial, institutional or multi-residential properties classified as severe or moderate risk for backflow incidents will:

- Comply with the program requirements.
- Hire a qualified person to complete a site survey every five years and submit it to the City for review.
- Hire a qualified person to install backflow devices as required.
- Hire a qualified person to test devices annually and submit results to the City.
- Maintain backflow devices and have them repaired or replaced as required.
- Review data or information that is submitted by testers on their behalf, including site surveys and test reports.

**Backflow device testers:** testers who have successfully completed the required training with an accredited organization and have a current tester's certificate will:

- Register as a testers and provide information on qualifications.
- Maintain a current tester's certificate.
- Submit annual calibration test data for testing equipment.
- Submit test results on behalf of an owner and site survey if applicable.
- Collect tester and administration fees and submit administration fees to the City.

**City of Ottawa:** the City is responsible for administering the backflow prevention program and complying with the program as a property owner. The City will:

- Oversee administration of the program.
- Inform property owners about the program and their responsibilities. Send notifications on site survey and test requirements.
- Allow testers to register and submit test results on behalf of owners.
- Provide access to owners to be able to review their test data.
- Track the City's backflow device assets for maintenance and other purposes.
- Collect City administration fees from testers.

### **Site Survey Requirements**

A site survey is a building analysis for severe and moderate risk properties to confirm backflow risks and what is needed for backflow prevention. The City will notify property owners when a site survey is required. Surveys need to be updated every five years, or within 30 days of any hazard level increase. Site survey requirements will be identified in the Backflow Program Site Survey Form. The survey will be completed by a qualified person and submitted to the City for review before a backflow device is installed.

### **Backflow Device Installation Requirements**

A premise backflow device will be installed on a water service for moderate and severe risk properties to prevent contaminants from entering the City's water supply. The selection and installation of devices will follow the Canadian Standards Association (CSA) [Manual for the Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers](#) (CSA B64.10) and the Ontario Building Code. A qualified person will install the device and test it to ensure it is functioning properly.

### **Backflow Device Testing Requirements**

Premise backflow devices will be tested at the time of installation and annually. City test requirements will be identified in the Backflow Program Test Report Form. The maintenance and testing of devices will follow the CSA [Manual for the Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers](#) (CSA B64.10). A qualified person will test devices and submit results to the City.