City of Boulder Utilities

Backflow Prevention Program Web Portal User Guide

Below are instructions for certified testers and testing companies to enter backflow prevention assembly tests into the City of Boulder's web portal.

Contents

Note: The City of Boulder's backflow web portal will go live in early 2022. Links in this document may not work until the portal is live.

This guidance is being provided for certified testers to become familiar with the portal prior to implementation.

Once the portal is fully operational, emailed tests will no longer be accepted.

Why is Boulder implementing this portal?

The City of Boulder administers more than 7,000 backflow accounts. Currently, tests for all accounts must be hand-entered into the city's database. The portal modernizes the system, ensuring more accurate data collection and better use of utility rate-payer dollars.
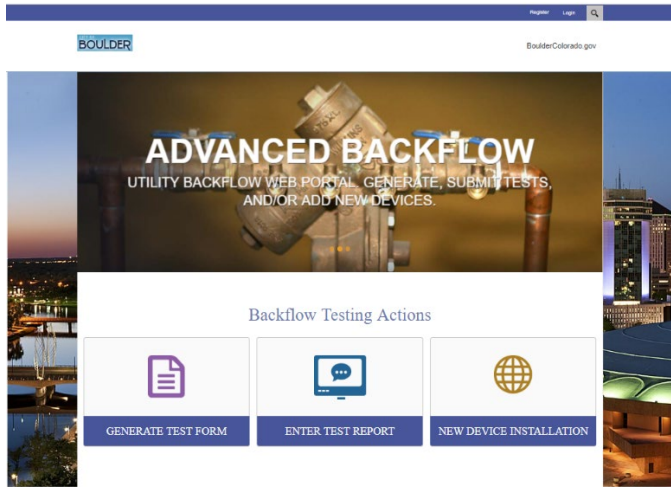
When will the portal be live?

We are working hard to put the finishing touches on the portal before requiring its use. We hope to go live in early 2022 and will communicate with testers and testing companies before using the portal is required.

For assistance and questions, please contact us at nobackflow@bouldercolorado.gov or 303-413-7401.

I. Access the Backflow Prevention Web Portal

Test URL - Use for Web Portal testing → backflowtest.bouldercolorado.gov
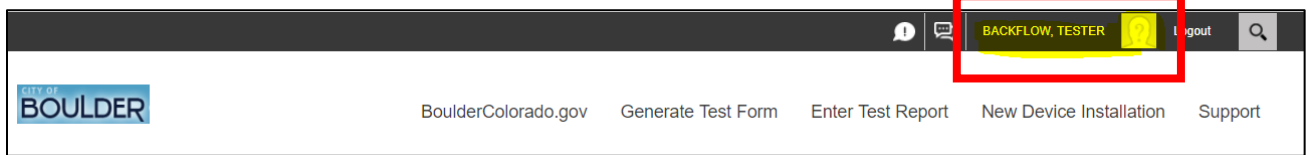
Production URL → backflow.bouldercolorado.gov

II. Register and Create Log-in

Quick Link → backflowtest.bouldercolorado.gov/Registration

1. Create a user name and password, provide your email address and tester certification number, and click "Register."

Each Tester Requires a Unique Registration
Test entry is based on the certified tester who performed the test. Therefore, testing company staff who submit tests for multiple testers will need to register each tester and enter tests under the respective tester login.

2. Confirm the certified tester's name is correct on the next screen. The name is associated with the certification number entered during registration.

3. Click on the "Logout" button so you can test the Login Screen.

   Quick Link to login → backflowtest.bouldercolorado.gov/Signin

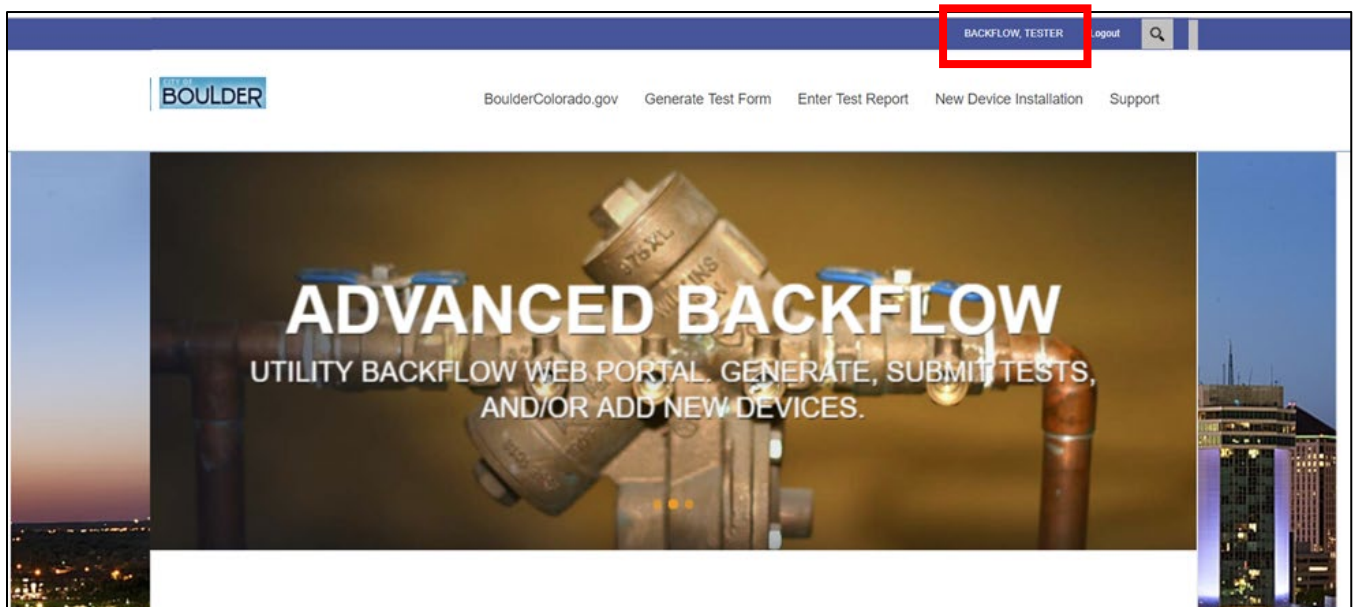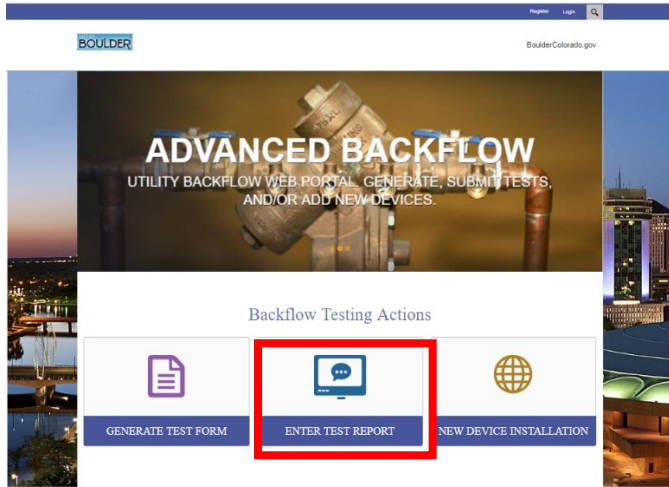
4. After clicking on the Login button, the following screen appears, which is almost identical to the Home page, except the Certifier's Name appears in the upper right corner of the page.

III. Enter Test Report Data

1. To enter a test report for an assembly that's already in the city's database, click "Enter Test Report" on the home screen. If you need to add a new device to the system, see section IV of this guidance.

2. Locate the backflow device by searching for the serial number, water meter account number, or service address. Do not use the device number to search.

   Note: Backflow prevention assemblies installed within the City of Boulder distribution system must be approved by the University of Southern California's Foundation for Cross-Connection Control and Hydraulic Research. **The portal uses the term "device" to refer to assemblies the city tracks for regulatory compliance.**

The assembly information will include information such as type, size and location description.

When searching by Service Address, you can enter a partial street number to display multiple addresses that begin with that number.

3. If there are multiple results, select the correct location. If you are searching by account and there are multiple assemblies on an account, select the account number to view all associated assemblies.

   Once you select the appropriate assembly, you can enter test data as follows.

4. Enter the test date, type of test, and select the device tested (not automatically populated).

5. Enter test results:

6. Choose the Confirm Button, Click the Checkbox to confirm the report is accurate and true, and then Submit:

7. If you would like to print your test report, click Print.

Please confirm that the following is correct. Click on Cancel to start over.

Your test entry has been successfully saved. Thanks for submitting your test results.

Tester ID:	2897
Tester Name:	BACKFLOW, TESTER
Account:	0000057868
Customer:	PONDEROSA MOBILE HOME PARK
Address:	4475 BROADWAY
Backflow Device:	164574 - 1.5" Watts RP 009 M2QT - UNIT C SOUTH WALL
Test Results:	ANNUAL TEST - ABPA (PASS)
Test Date:	07/30/2019
Comments:	

☑ The information submitted with this report is true and accurate to the best of my knowledge.

Do you need to print a copy of the test results ? No **Print**

Sample printed test:

7/30/2019   Enter Test Report

City of Boulder Backflow Test Form

Account:**0000057868** Customer:

Address:**4475 BROADWAY, 1**

Device:**123456 - .50" Watts RP 009 QT - Miragen Wash Room**

Due Date: **N/A** Rebuild: **N/A**

* Tester Id:	2897	* Tester Name:	BACKFLOW, TESTER
* Test Date:	07/30/2019		

Mark the test type that best fits the description of your test:

☑ ANNUAL TEST - ABPA   ☐ ANNUAL TEST - ASSE

* Manufacturer:	WATTS	* Model:	Watts 009 QT
* Category:	Reduced Pressure		

Test Results :

* Check Valve #1:	7.5	PSID
* Check Valve #2:	2.4	PSID
* Relief Valve:		PSID
* Line Pressure:		PSI
* Test Status:	PASS	

Comments:

IV. Add a New Assembly (Device)

1. To add a new device, determine the location of the device by searching the water service account number or service address. Testers will not be able to search on water meter number.
   Note: The customer account number and service address are included on city annual testing reminder letters to customers.

2. Select the correct location from the list. If you believe the correct address is not listed, please contact us at nobackflow@bouldercolorado.gov or 303-413-7401.

3. Enter all the required fields (*). The Device Type will auto-populate based on the Size, Manufacturer, and Model. If this field is blank, then there is no corresponding Device Type data in the city's database. Confirm the initial fields are entered correctly, and the assembly is USC-approved. Click on the support link on your screen if you cannot complete the process.

Instructions

Validate the backflow device to install by device number or create new device with device number, serial # and device type.

Tester details and account selected details:

Tester ID:	2897
Tester Name:	BACKFLOW, TESTER
Account:	0000057868
Customer:	PONDEROSA MOBILE HOME PARK
Service Address:	4475 BROADWAY

1. Please create a new device:

* **Serial Number:** 123456

* **Size:** .50"(1/2)

* **Manufacturer:** WATTS

* **Model:** Watts 009 QT

* **Device Type:** .50" Watts RP 009 QT

* **Device Use:** DOMESTIC

* **Location:** Miragen Wash Room

2. Select the date the installation took place:

* **Selected Date:** 07/30/2019

4. Confirm the information you entered is correct and click Submit.

Confirmation

Please confirm that the following is correct. Click on Cancel to start over.

Tester ID:	2897
Tester Name:	BACKFLOW, TESTER
Account:	0000057868
Customer:	PONDEROSA MOBILE HOME PARK
Address:	4475 BROADWAY
Installation Date:	07/30/2019

☑ The information submitted with this report is true and accurate to the best of my knowledge.

Cancel   Edit   Submit

5. To enter a test for the device you just added, click Enter Test.

Please confirm that the following is correct. Click on Cancel to start over.

> Your entry has been successfully saved.

Tester ID:	2897
Tester Name:	BACKFLOW, TESTER
Account:	0000057868
Customer:	SECURITY TITLE CO
Address:	4475 BROADWAY
Installation Date:	07/30/2019

☑ The information submitted with this report is true and accurate to the best of my knowledge.

Would like to enter test results associated with this new device installation ? No **Enter Test**

6. Enter test data as described in Section III.

Instructions

Select the Test Type and device associated with the selected account. Then enter the test results.

Tester and account details

Tester ID:	2897
Tester Name:	BACKFLOW, TESTER
Account:	0000057868
Customer:	
Service Address:	4475 BROADWAY
Device #:	1
Due Dates:	Re-Test: Wed Dec 31 1969 Re-Build: N/A

*1. Enter Test Date: MM/dd/yyyy 📅

*2. Select Test Type: ANNUAL TEST - ABF ▾

*3. Device Tested: 123456 - .50" Watts F ▾