



How to Add a New Backflow Device

14 Steps

Created by

Meghan Wilson

Creation Date

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Last Updated

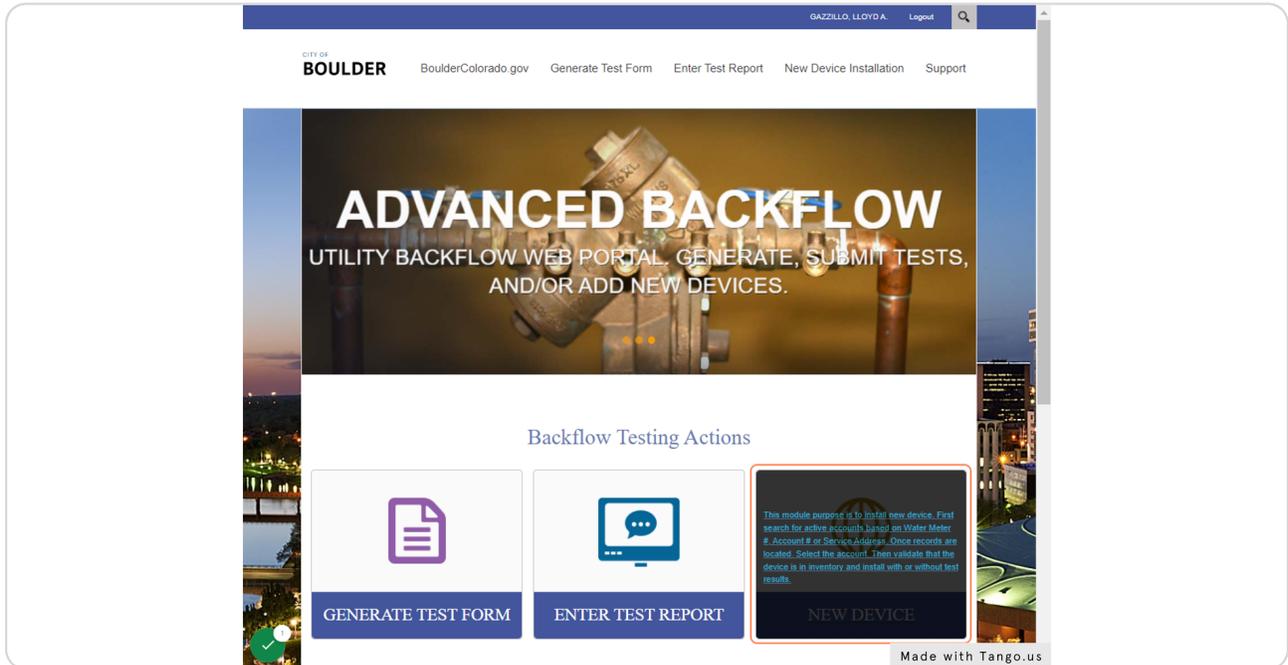
June 6, 2022

STEP 1

Go to <https://backflow.bouldercolorado.gov>

STEP 2

Click on New Device Installation



STEP 3

Click on Search to locate the address for the new device

CITY OF
BOULDER BoulderColorado.gov

New Device Installation

[Search](#) [Device Details & Submission](#)

Instructions

You can search for a location by entering one of

- Water Meter Number
- Account Number

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STEP 4

Enter the Street Number and Name, then click Search

You can also use the Water Meter Number or Account Number for the water customer, if you have it.

Troubleshooting tips:

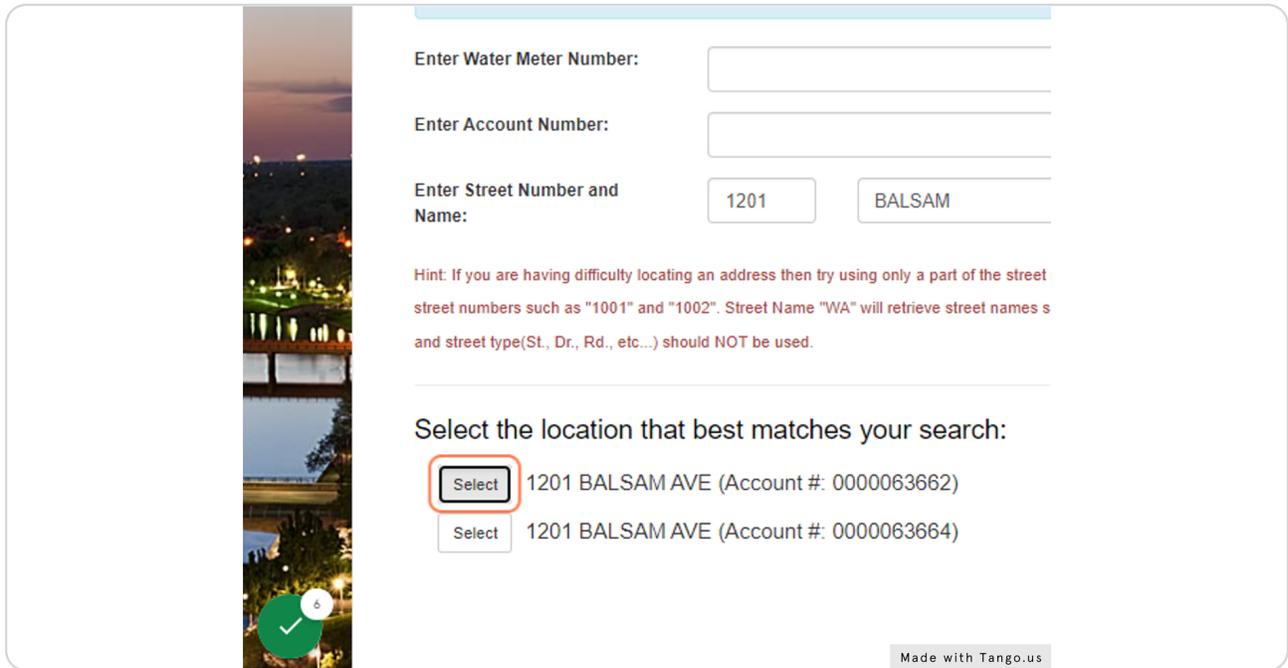
- Remember to use ALL CAPS when searching by address.
- Do not use street type (St., Ave., etc.) or direction (N, E, S, W).
- If you can't find the address, try typing the first few numbers and/or letters of the address. (For example, "100" will return 1001, 1005, etc. "MA" will return Martin Drive, Marine Street, etc.)

The screenshot shows the 'New Device Installation' page on the City of Boulder website. The page has a blue header with the city name and navigation links. The main content area is titled 'New Device Installation' and contains a search form. The form has three sections: 'Enter Water Meter Number', 'Enter Account Number', and 'Enter Street Number and Name'. Each section has an input field and a 'Search' button. The 'Enter Street Number and Name' section has two input fields, one containing '1201' and the other containing 'BALSAM'. The 'Search' button for this section is highlighted with a red box. Below the form, there is a hint section with instructions on how to search for addresses. The page footer includes the text 'Made with Tango.us'.

STEP 5

Select the correct address and account number for the device

- If multiple account numbers appear in the search, and you don't know which is correct, please contact the property owner to determine the correct account number.
- If you're still not sure, please email nobackflow@bouldercolorado.gov or 303-413-7401 to troubleshoot.



Enter Water Meter Number:

Enter Account Number:

Enter Street Number and Name:

Hint: If you are having difficulty locating an address then try using only a part of the street street numbers such as "1001" and "1002". Street Name "WA" will retrieve street names s and street type(St., Dr., Rd., etc...) should NOT be used.

Select the location that best matches your search:

1201 BALSAM AVE (Account #: 0000063662)

1201 BALSAM AVE (Account #: 0000063664)

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STEP 6

Enter the new device serial number, size, manufacturer, and model.

The Device Type field will automatically populate based on this information.

Certification #: 34549
Account: 0000063662
Customer: 1201 BALSAM OWNERS ASSOCIATION INC
Service Address: 1201 BALSAM AVE

Please create a new device:

* Serial Number:

* Size:

* Manufacturer:

* Model:

* Device Type:

* Device Use:

* Location:

Select the date the installation took place:

* Selected Date: 

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STEP 7

Select the Device Use and add Location information, if applicable.

* Serial Number:

* Size:

* Manufacturer:

* Model:

* Device Type:

* Device Use:

* Location:

Select the date the installation took place:

* Selected Date: 

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STEP 8

Use the calendar button to select the date the device was installed

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 Name: GAZZILLO, LLOYD A.
Certification #: 34549
Account: 0000063662
Customer: 1201 BALSAM OWNERS ASSOCIATION INC
Service Address: 1201 BALSAM AVE

1. Please create a new device:

* Serial Number:

* Size:

* Manufacturer:

* Model:

* Device Type:

* Device Use:

* Location:

2. Select the date the installation took place:

* Selected Date: 

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STEP 9

Click on Confirm

* Model:

* Model:

* Device Type:

* Device Use:

* Location:

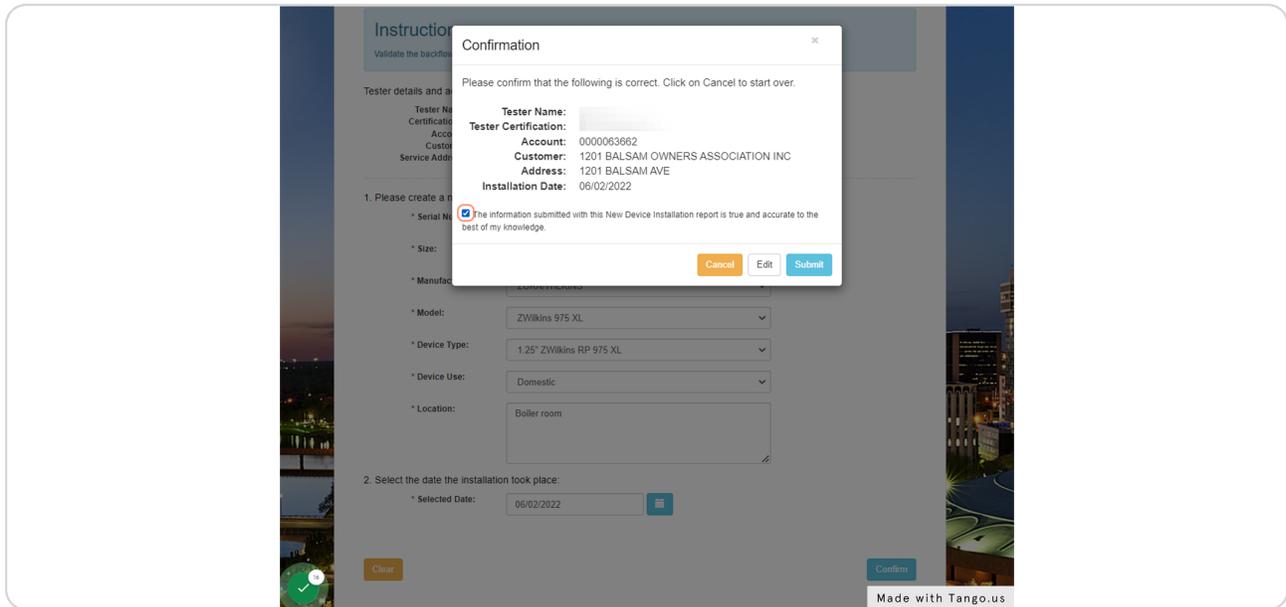
2. Select the date the installation took place:

* Selected Date: 

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STEP 10

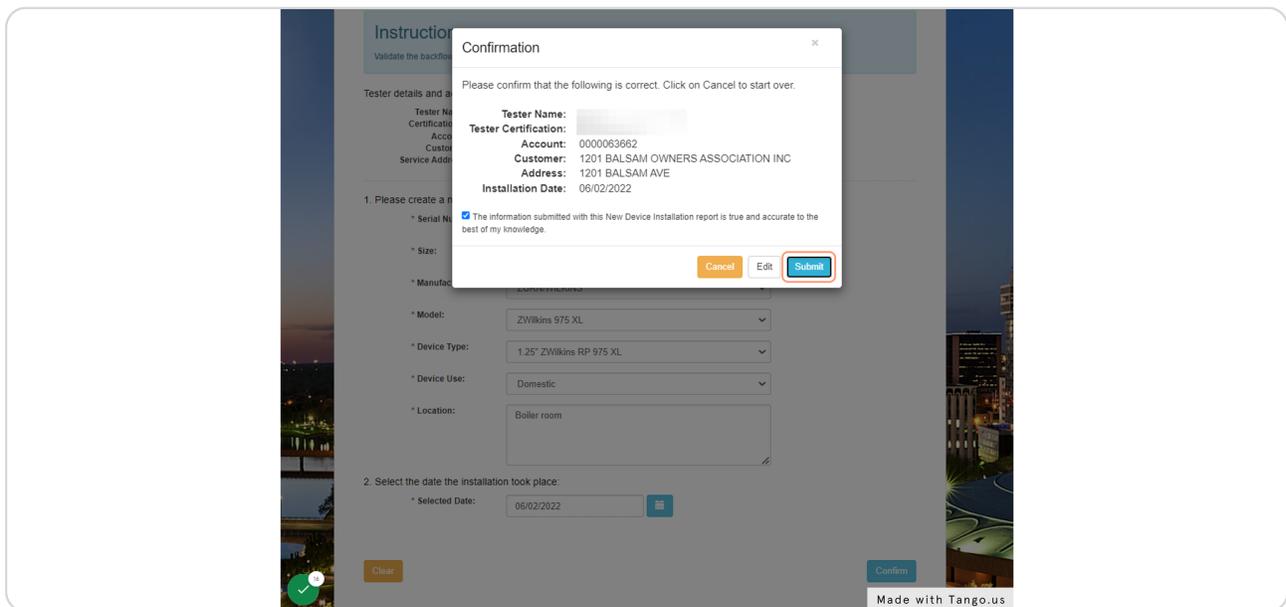
Click the check box to confirm the information you entered is accurate



STEP 11

Click on Submit

IMPORTANT: Please proceed immediately with entering the test results for this new device. The city needs to collect additional information on this device that will be entered on the test report form. (Continue reading below!)



STEP 12

Click on Enter Test to enter a test for the new device

Account: 0000063662
Customer: 1201 BALSAM OWNERS ASSOCIATION INC
Address: 1201 BALSAM AVE
Installation Date: 06/02/2022

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

Would like to enter test results associated with this new device installation ?

Type: 1.25" ZWilkins RP 975 XL
Use: Domestic

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STEP 13

Fill out the test details and enter notes for the new device.

For new devices, please supply the following in the Notes field:

- Containment type: Isolation, Containment, or Containment by Isolation
- The previous device serial number, is this is replacing a device.

For instructions on submitting a test, please see the "How to Submit a Backflow Test" guide.

Closed
 Leaked
 Cleaned

Closed
 Leaked
 Cleaned

Relief Valve Pressure

Air Inlet

Shut-Off Valve # 1

Shut-Off Valve # 2

Static Pressure:

Buffer:

* Test Status:
PASS

5. Enter Notes:
Containment type: Containment
Replaces device - serial number 459123

Clear Confirm

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STEP 14

Click on Confirm and proceed with submitting the test

For instructions on submitting a test, please see the "How to Submit a Backflow Test" guide.

*2. Select Test Type: ANNUAL TEST - AE

*3. Device Tested: 3061145 - 1.25" ZW

*4. Enter Test Results

Check Valve # 1	Check Valve # 2
Held At: 2	Held At: 1.6
<input checked="" type="checkbox"/> Closed <input type="checkbox"/> Leaked <input type="checkbox"/> Cleaned	<input checked="" type="checkbox"/> Closed <input type="checkbox"/> Leaked <input type="checkbox"/> Cleaned
Relief Valve Pressure	Air Inlet
Shut-Off Valve # 1	Shut-Off Valve # 2
Static Pressure:	Buffer: 2.00

* Test Status: PASS

5. Enter Notes:
Containment type: Containment
Replaces device - serial number 459123

Clear Confirm

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