

# How to Add a New Backflow Device

14 Steps

Created by

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## Go to https://backflow.bouldercolorado.gov

#### STEP 2

## **Click on New Device Installation**





## Click on Search to locate the address for the new device





### 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).

 $\cdot$  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.)

	CATORIA BoulderColorado.gov Generate Test Form Enter Test Report New Device Installation Support
	New Device Installation Search Device Details & Submission
	Instructions You can search for a location by entering one of the following and then clicking on the Search button: Water Meter Number Account Number Street Number and Name
	Enter Water Mutter Number: Search Enter Account Number: Search Enter Street Number and 1201 BALSAM Search
H H H H	Hint: If you are having difficulty locating an address then by using only a part of the street number or street name (IN CAPS). Street number "100" will retrieve street numbers such as "1001" and "1002". Street Name "VA" will retrieve street names such as "WASHINGTON" and "WALHUT". Street direction (IN, S, E, W) and street type(SL, Dr, Rd., etc) should NOT be used.
	Select the location that best matches your search:
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## Select the correct address and account number for the device

 $\cdot$  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 1201 BALSAM	
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 and street type(St., Dr., Rd., etc) should NOT be used.	st S
Select the location that best matches your search: Select 1201 BALSAM AVE (Account #: 0000063662) Select 1201 BALSAM AVE (Account #: 0000063664)	
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#### Enter the new device serial number, size, manufacturer, and model.

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

Certification #: 34 Account: 00 Customer: 12 Service Address: 12	549 00063662 01 BALSAM OWNERS ASSOCIATION INC 01 BALSAM AVE	
se create a new devic	ce:	
* Serial Number:	3061145	
* Size:	1.25"	~
* Manufacturer:	ZURN/WILKINS	~
* Model:		~)
* Device Type:	1.25" ZWilkins 350 DC	~
* Device Use:	Domestic	~
* Location:		
		4
ct the date the installa	ation took place:	
* Selected Date:	MM/dd/yyyy	Made with Tango.us

#### STEP 7

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

* Serial Number:	3061145	
* Size:	1.25" 🗸	
* Manufacturer:	ZURN/WILKINS ~	
* Model:	ZWilkins 975 XL	
* Device Type:	1.25" ZWilkins RP 975 XL	
* Device Use:	Domestic 🗸	
* Location:	Boiler room	
ct the date the installation	n took place:	
* Selected Date:	MM/dd/yyyy	
		C
		Made with Tango.us



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STEP 8
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Use the calendar button to select the date the device was installed

	Instructions Validate the backflow device to inst Tester details and account selec Certification #: 34540 Account: 0000 Customer: 1201 E Service Address: 1201 E	Install by device number or create new device with device number, serial # and device type. elected details: AZZILO, LLOYD A. ISA 1549 101 BALSAM OWNERS ASSOCIATION INC 101 BALSAM AVE
	1. Please create a new device:	be:
	* Serial Number:	3061145
	* Size:	1.25' 🗸
	* Manufacturer:	ZURNMILKINS
	* Model:	ZWilkins 975 XL V
	* Device Type:	1.25" ZWilkins RP 975 XI
	* Device Use:	Domestic S M T W T F S
and the second	* Location:	Boiler room         29         30         31         1         2         3         4           5         6         7         8         9         10         11         1
11 10 all es		12 13 14 15 16 17 18
	<ol><li>Select the date the installation</li></ol>	19 20 21 22 23 24 25 ation took place: 26 27 28 29 30 1 2
A	* Selected Date:	MM/ddbwwy
	Clear	Confirm

#### STEP 9

## **Click on Confirm**

	ZURN/WILKINS	~	
* Model:	ZWilkins 975 XL	~	8
* Device Type:	1.25" ZWilkins RP 975 XL	~	
* Device Use:	Domestic	~	
* Location:	Boiler room	ĥ	
2. Select the date the installati	on took place:		
* Selected Date:	06/02/2022		
Clear			Confirm



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

	Instruction	Terrer Karra X		
	Validate the backflow	lirmation		
	Plana	a confirm that the following is correct. Click on Cancel to start over		
	Tester details and a	e contirm that the following is correct. Click on Cancel to start over.		
	Tester Na Contification	Tester Name:		
	Acco Test	er Certification:		
	Custor Service Addr	Customer: 1201 BALSAM OWNERS ASSOCIATION INC		
	Jointe Addi	Address: 1201 BALSAM AVE		
	1 Please create a n	stallation Date: 06/02/2022		
	* Serial Ni	information submitted with this New Device Installation report is true and accurate to the		
	best of	my knowledge.		
	* Size:		and the second se	
		Cancel Edit Submit		
	* Manufac	LURIWHICKING		
	* Model:			
		ZWIIKINS 975 XL		
	* Device Type:	1.25" ZWilkins RP 975 XL		
	* Device Use:	Domestic	0004	
	* Location:	Poller room		
and the second		Doller Fouri	11	
			6 6 6 C	
		l		
	2. Select the date the installa	ation took place:	Ken C	
4	* Selected Date:	06/02/2022		
	Close		Confirm	
8			Committee and the second se	
× /			Made with Tango.us	

#### 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!)

	In a factor of the second			
	Validate the backflow	mation ×		
	Please of	confirm that the following is correct. Click on Cancel to start over.		
	Tester details and a	Tester Name:		
	Certificatio Tester Acco	Certification: Account: 0000063662		
	Service Addr	Customer: 1201 BALSAM OWNERS ASSOCIATION INC Address: 1201 BALSAM AVE		
	Inst 1. Please create a n	allation Date: 06/02/2022		
	* Serial Nu I The info best of my	prmation submitted with this New Device Installation report is true and accurate to the knowledge.		
	* Size:			
	* Manufac	Cancel Edit Submit		
	* Model:	2005/an 075 VI		
		ZVVIIKIIIS 575 AL	and the second se	
	* Device Type:	1.25° ZWilkins RP 975 XL 🗸		
	* Device Use:	Domestic		
and the second	* Location:	Boiler room		
1010 m			1 0 1 C	
	<ol> <li>Select the date the installation</li> </ol>	an took place:		
	* Selected Date:			
	crected bute.	06/02/2022		
			(*)	
5	Clear		Confirm	
			Made with Tango.us	



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

Account: Customer: Address: Installation Date:	0000063662 1201 BALSAM OWNERS ASSO 1201 BALSAM AVE 06/02/2022	CIATION INC
The information submitted best of my knowledge.	with this New Device Installation report is	true and accurate to the
Would like to	o enter test results associa device installation	eted with this new ? No Enter Test
/pe: 1.25" ZWilkin	s RP 975 XL	~
se: Domestic		Made with Tango.us



## 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	Closed	
	Leaked	Leaked	
	Cleaned	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:		
	ontainment type: Containment		
R	epiaces device - serial number 459123		
• est.			
the state of the s		li	• M
	ear	Contirm	
No. of Concession, Name			
			1.
28			
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## 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	
	Heid At: 2	Held AE 1.6	
	Leaked	Leaked	
	□ Cleaned	Cleaned	
	Relief Valve Pressure	Air Inlet	
	Shut-Off Valve # 1	Shut-Off Valve # 2	
	Static Pressure:	Buffer:	
		2.00	
Constant of the second s			
	* Test Status:		
. در هلر .	PASS		
HILF at a	5. Enter Notes:		
	Replaces device - serial number 459123		
10 million	Clear	Confirm	
· · · · ·			
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