



How to Submit a Backflow Test

18 Steps

Created by

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STEP 1

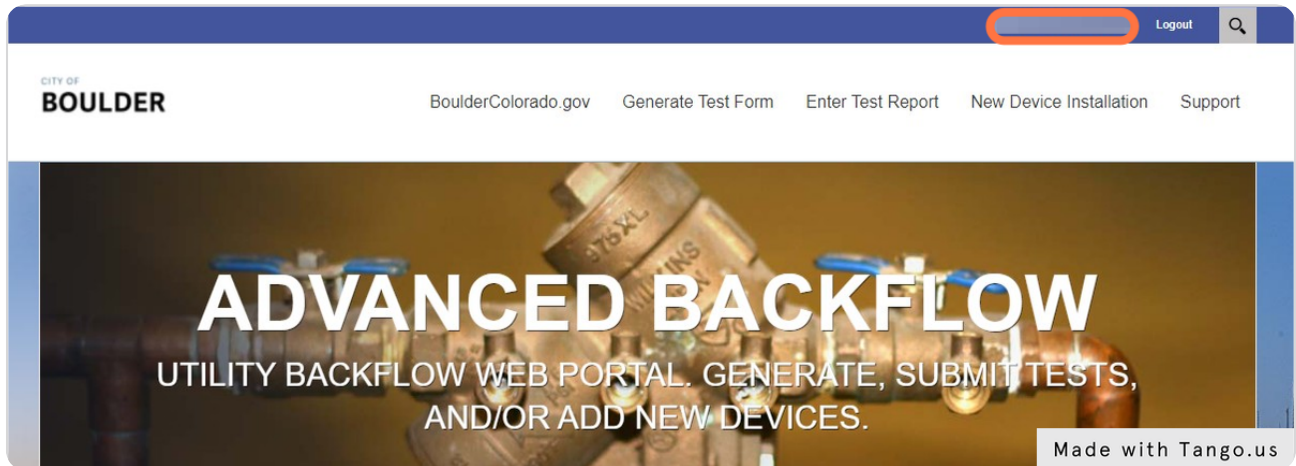
Go to <https://backflow.bouldercolorado.gov>

Please log in if you aren't already logged in.

STEP 2

Verify you are logged in.

Once you are logged in, the tester name will appear in the upper right-hand corner of the screen (blurred in this screenshot and circled in orange).




STEP 3

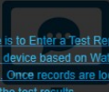
Click on Enter Test Report.


The screenshot shows a web portal interface for 'Advanced Backflow'. At the top, there is a banner with the text 'ADVANCED BACKFLOW' and 'UTILITY BACKFLOW WEB PORTAL. GENERATE, SUBMIT TESTS, AND/OR ADD NEW DEVICES.' Below the banner is a section titled 'Backflow Testing Actions' containing three buttons: 'GENERATE TEST FORM' (with a document icon), 'ENTER TEST REPORT' (with a document icon and a detailed description), and 'NEW DEVICE INSTALLATION' (with a globe icon). The 'ENTER TEST REPORT' button is highlighted with a red border. A small 'Made with Tango.us' watermark is visible in the bottom right corner of the screenshot.

ADVANCED BACKFLOW
UTILITY BACKFLOW WEB PORTAL. GENERATE, SUBMIT TESTS,
AND/OR ADD NEW DEVICES.

Backflow Testing Actions

 **GENERATE TEST FORM**

 This module purpose is to Enter a Test Report. First search for accounts that have a device based on [Water Meter #](#), [Account #](#) or [Service Address](#). Once records are located, Select the account. Then enter the test results.
ENTER TEST REPORT

 **NEW DEVICE INSTALLATION**

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STEP 4

Enter the device you tested using the Serial Number field.

You must find the device in our system before entering the test.

Troubleshooting tips:

- DO NOT use the Device Number field - it does not work.
- If the serial number is not found, check to make sure you entered it correctly. If it is still not found, try searching on city water customer's Account Number, if you have it, or the Street Number and Name.
- When searching by Street Number and Name, use ALL CAPS.
- Searching by Street Number may bring up multiple entries. If none of the options match the Serial Number you have, please call 303-413-7401 so we can help you troubleshoot the issue.
- For new devices, please see the New Device Installation guide.

Enter a BackFlow Test Report

Search Test Details & Submission

Instructions

You can search for a location by entering one of the following and then clicking on the Search button:

- Serial Number
- Device Number
- Account Number
- Street Number and Name

Enter Serial Number: Search

Enter Device Number: Search

Enter Account Number: Search

Enter Street Number and Name: Search

Hint: If you are having difficulty locating an address then try 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 "WA" will retrieve street names such as "WASHINGTON" and "WALNUT". Street direction (N, S, E, W) and street type (St., Dr., Rd., etc. ...) should NOT be used.

Select the location that best matches your search:

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STEP 5

Click on Search.

• Street Number and Name

Enter Serial Number:	<input type="text" value="2050625"/>	<input type="button" value="Search"/>	
Enter Device Number:	<input type="text"/>	<input type="button" value="Search"/>	
Enter Account Number:	<input type="text"/>	<input type="button" value="Search"/>	
Enter Street Number and Name:	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Hint: If you are having difficulty locating an address then try using only a part of the street number or street name (If Made with Tango.us)

STEP 6

Select the correct device and location.

Troubleshooting tips:

- The device options will appear below the search fields.
- If no device is found based on the search field you entered, an error message will appear ABOVE the search fields (you may have to scroll up on the page to see it).
- Sometimes the service address we have on file may be different from the address you (the tester) have on file. If the Serial Number and/or Account Number matches, then you can proceed with entering the test report and enter a Note that says the addresses do not match. If you aren't sure that you're entering the test for the correct device, please call 303-413-7401.

Enter Serial Number:	<input type="text" value="2050625"/>	<input type="button" value="Search"/>	
Enter Device Number:	<input type="text"/>	<input type="button" value="Search"/>	
Enter Account Number:	<input type="text"/>	<input type="button" value="Search"/>	
Enter Street Number and Name:	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

Hint: If you are having difficulty locating an address then try 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 "WA" will retrieve street names such as "WASHINGTON" and "WALNUT". Street direction (N, S, E, W) and street type(St., Dr., Rd., etc...) should NOT be used.

Select the location that best matches your search:

#2050625 2"DC E SIDE RISER RM 1385 ROSEWOOD AVE (Account #: 001310003)

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STEP 7

Check to make sure the tester and device information are correct on the following screen.

Note: Tester name and certification number are blurred in this screenshot.

Instructions

Select the Test Type and the Backflow Device to test, then enter the test results.

Tester and account details

Tester Name: [blurred]
Certification #: [blurred]
Account: 0013
Customer: UPTOWN BROADWAY APARTMENT ASSOC
Service Address: 1385 ROSEWOOD AVE
Device #: WIL205062E
Due Dates: Re-Test: Fri Feb 11 2022 Re-Build: N/A

*1. Enter Test Date:

*2. Select Test Type:

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STEP 8

Click on the calendar icon to select the test date.

Account: [blurred]
Customer: UPTOWN BROADWAY APARTMENT ASSOC
Service Address: 1385 ROSEWOOD AVE
Device #: WIL205062E
Due Dates: Re-Test: Fri Feb 11 2022 Re-Build: N/A

*1. Enter Test Date:

*2. Select Test Type:


*3. Device Tested:

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STEP 9

Choose which test type was used (ABPA or ASSE).

Service Address: 1385 ROSEWOOD AVE
Device #: WIL205062E
Due Dates: Re-Test: Fri Feb 11 2022 Re-Build: N/A

*1. Enter Test Date: 

*2. Select Test Type: ▼

*3. Device Tested: ▼

*4. Enter Test Results


Check Valve # 1 Check Valve # 2

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STEP 10

Select the Device Tested

Due Dates: Re-Test: Fri Feb 11 2022 Re-Build: N/A

*1. Enter Test Date: 

*2. Select Test Type: ▼

*3. Device Tested: ▼

*4. Enter Test Results

Check Valve # 1 Check Valve # 2

Held At:

Closed Held At:

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STEP 11

Enter Test Results.

Fill in all applicable test results. The system will not force you to enter any specific information, so please be sure to enter all data.

Instructions
Select the Test Type and the Backflow Device to test, then enter the test results.

Tester and account details
Tester Name: [redacted] A.
Certification #: [redacted]
Account: 001- [redacted]
Customer: UPTOWN BROADWAY APARTMENT ASSOC
Service Address: 1385 ROSEWOOD AVE
Device #: WIL205062E
Due Dates: Re-Test: Fri Feb 11 2022 Re-Build: N/A

*1. Enter Test Date: 05/18/2022
*2. Select Test Type: ANNUAL TEST - AS
*3. Device Tested: 20E...3-2"DC - E

*4. Enter Test Results

Check Valve # 1
Held At: [dropdown menu]
 Closed
 Leaked
 Cleaned

Check Valve # 2
Held At: [dropdown menu]
 Closed
 Leaked
 Cleaned

Relief Valve Pressure: [input field]
Air Inlet: [input field]
Shut-Off Valve # 1: [input field]
Shut-Off Valve # 2: [input field]
Static Pressure: [input field]
Buffer: [input field]

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STEP 12

Select the appropriate Test Status (Pass, Fail, or Not Tested).

Shut-Off Valve # 1
Shut-Off Valve # 2

Static Pressure: [input field]
Buffer: [input field]

* Test Status: [dropdown menu showing PASS]

5. Enter Notes:

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STEP 13

Add any notes you want city staff to know (location of device, data discrepancies, etc.).

Static Pressure: Buffer:

* Test Status:

5. Enter Notes:

Device is located in the boiler room. |

Clear

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STEP 14

Click on Confirm.

he boiler room.

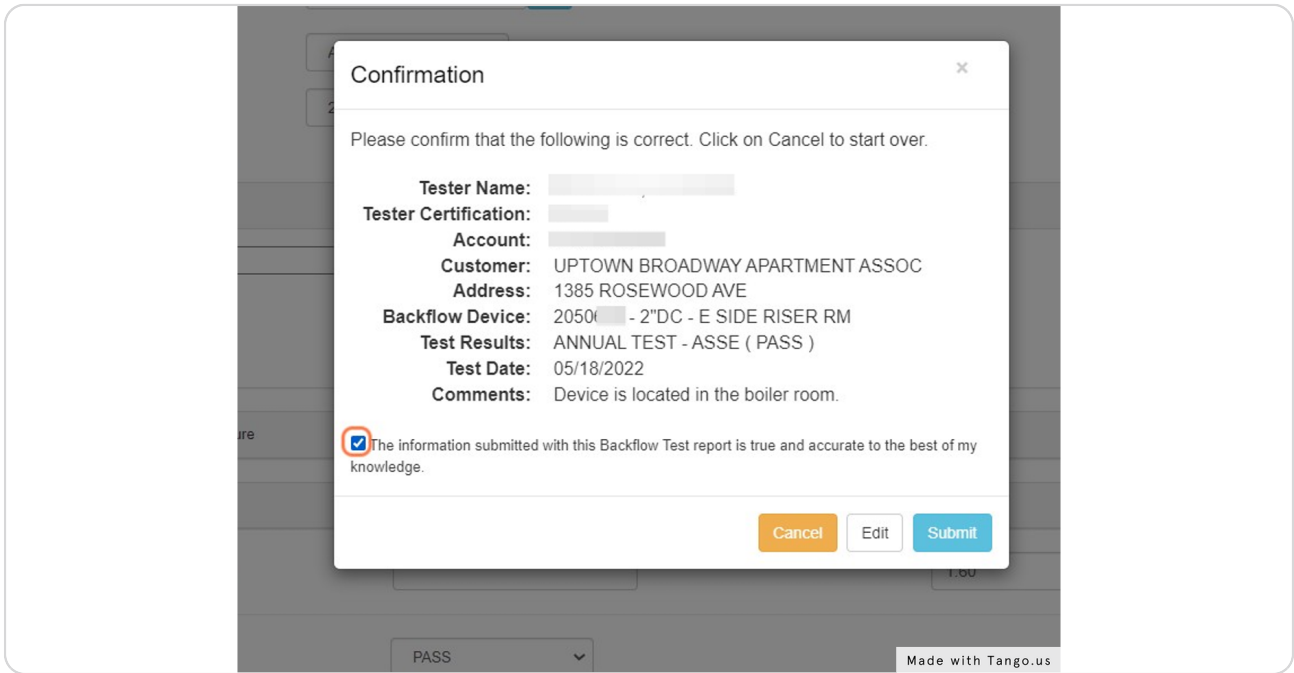
Confirm

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STEP 15

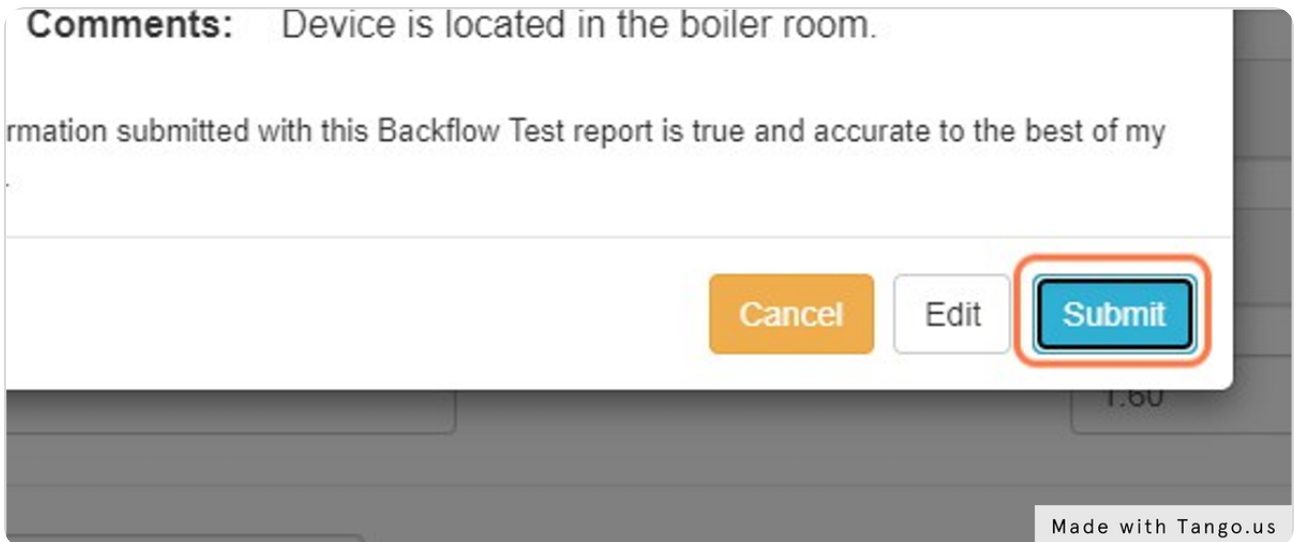
Verify information and click on the check box.

The check box is your verification that the test data is true and accurate, and that the test was performed by a certified tester.



STEP 16

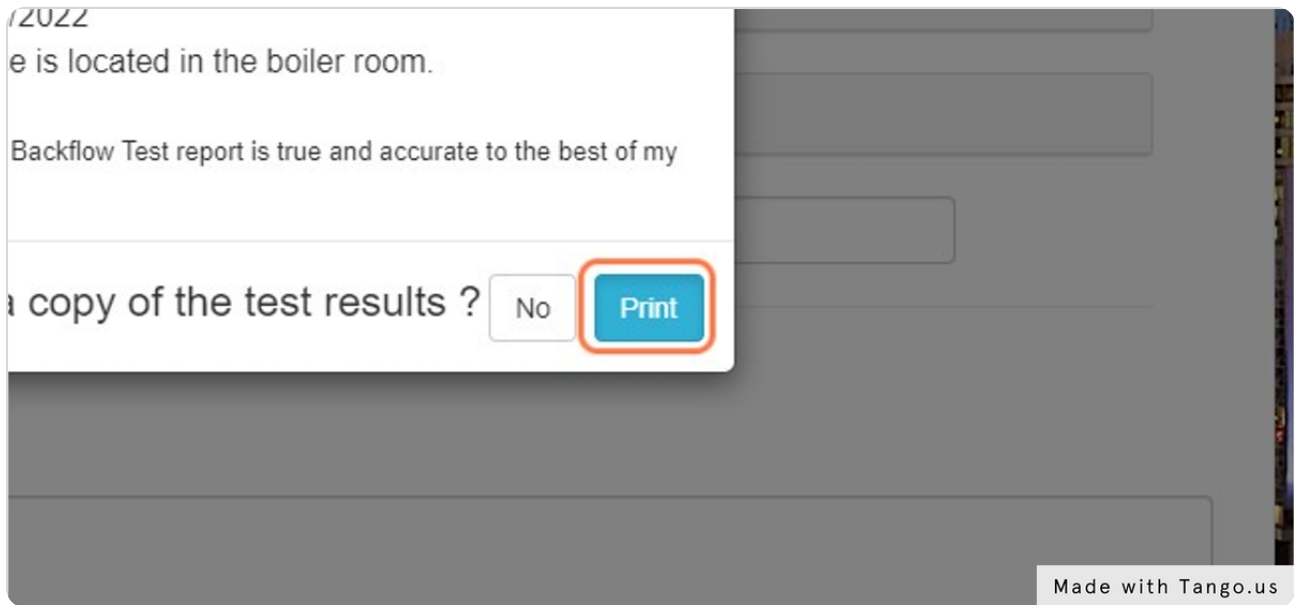
Click on Submit.



STEP 17

If you would like to print the test or create a PDF, click Print. You will be directed to print or save a copy.

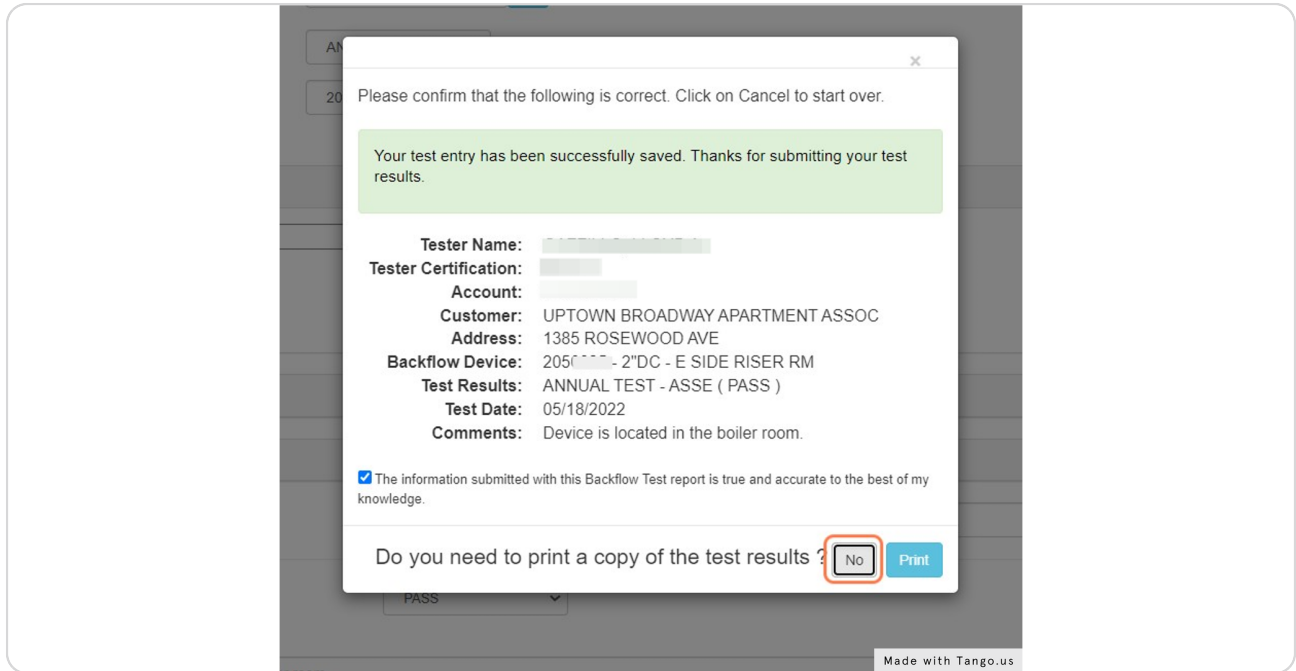
IMPORTANT: After you've printed or saved a copy, click Cancel on the Print Test Form. This will take you back to the test report entry page. You **DO NOT** need to resubmit the test. Click on the Search tab near the top of the screen to find another device and start entering another test.



STEP 18

If you did not need to print a copy, click No.

The page will then return to the Search page so you can submit another test.



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