How to Submit a Backflow Test

18 Steps

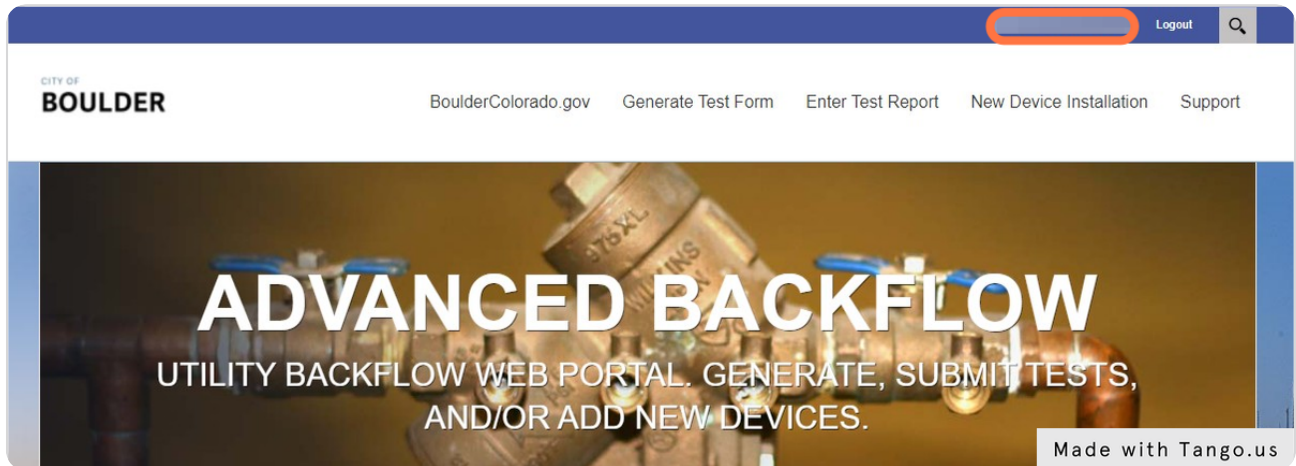| Created by	Creation Date	Last Updated
Meghan Wilson	May 25, 2022	June 2, 2022

Go to https://backflow.bouldercolorado.gov

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

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).
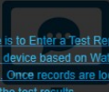
Click on Enter Test Report.

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.

Click on Search.

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.

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.

Click on the calendar icon to select the test date.

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

Select the Device Tested

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.

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

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

Click on Confirm.
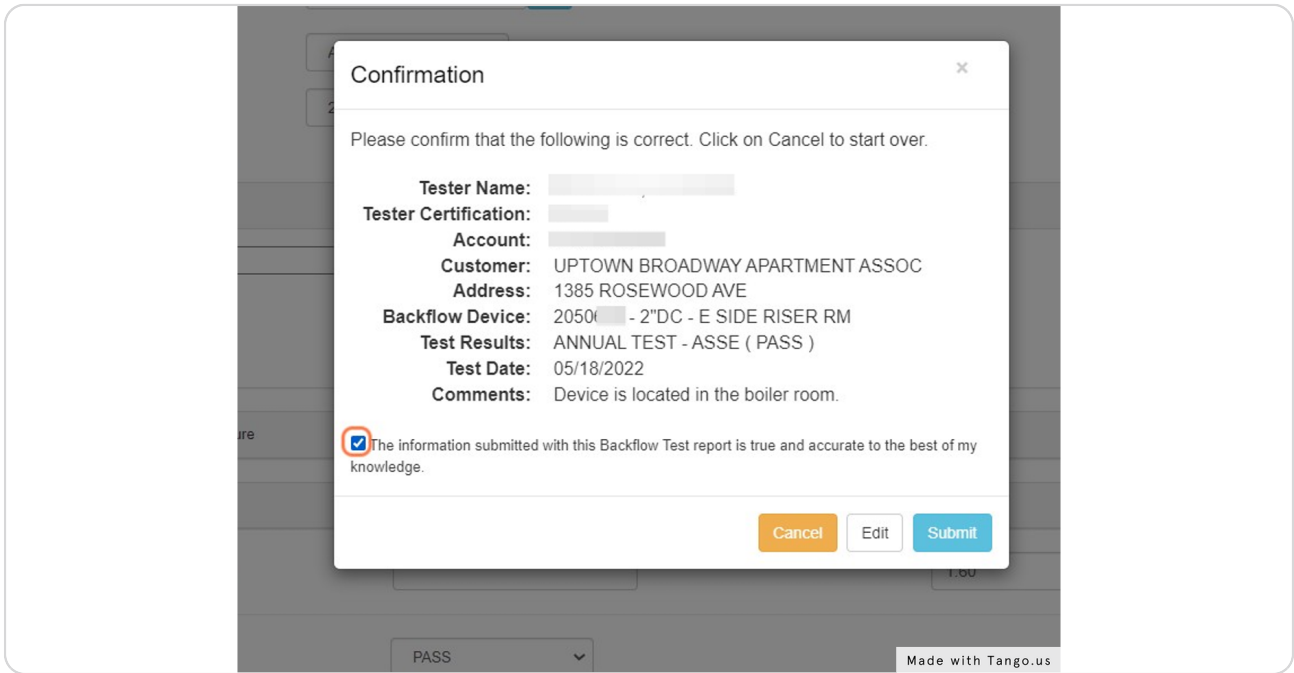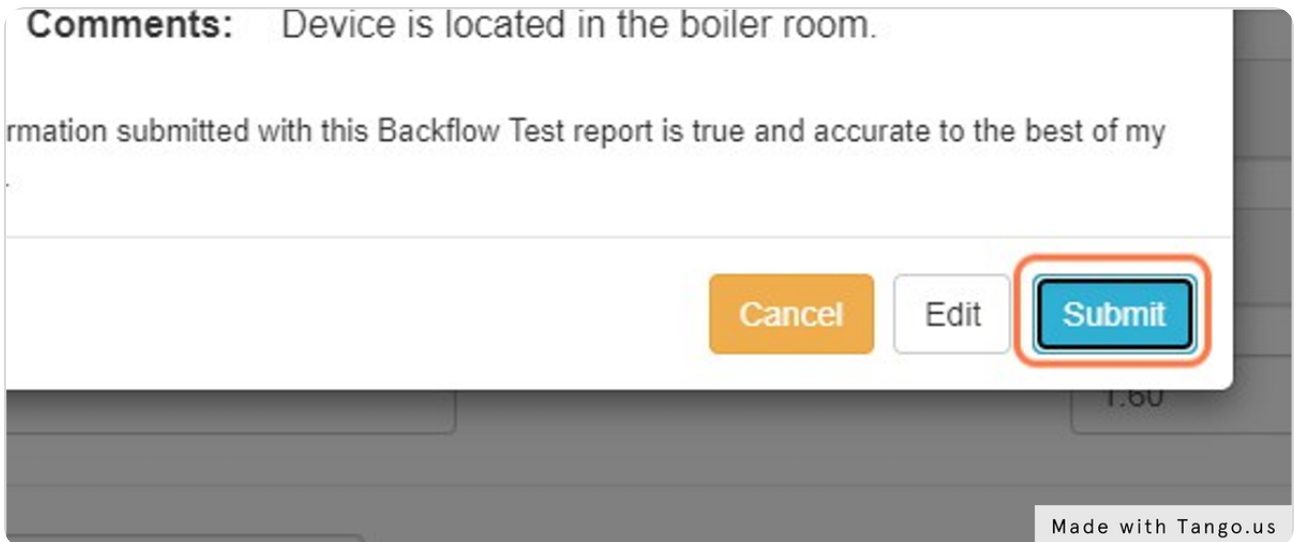
Verify information and click on the check box.

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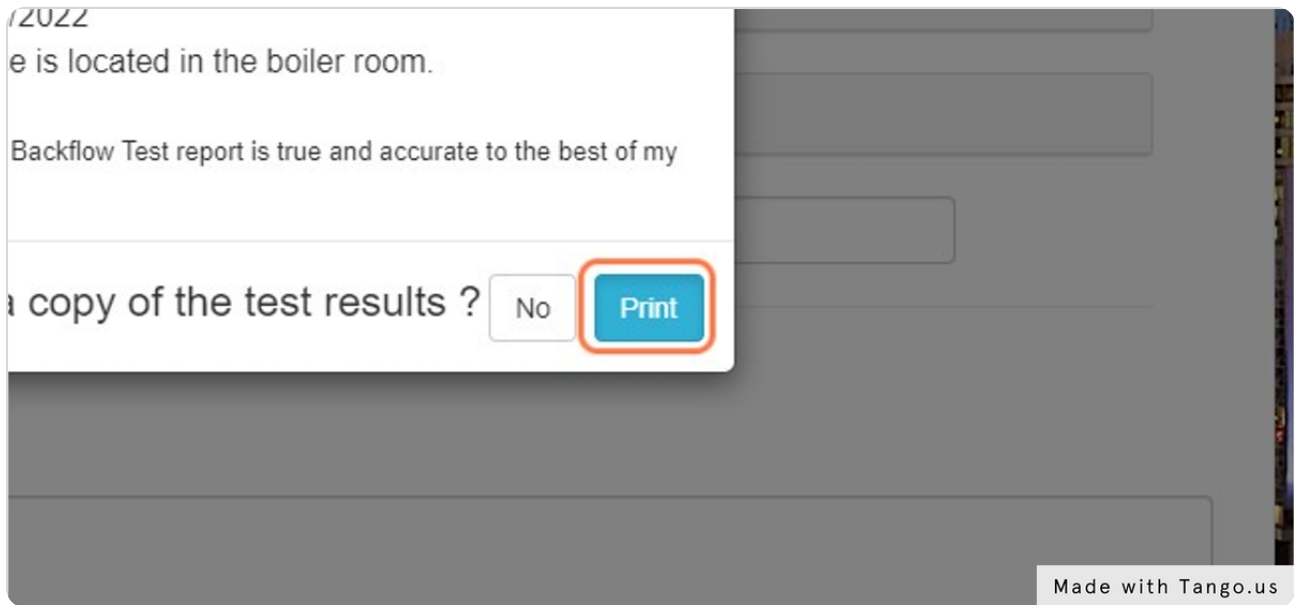
Click on Submit.

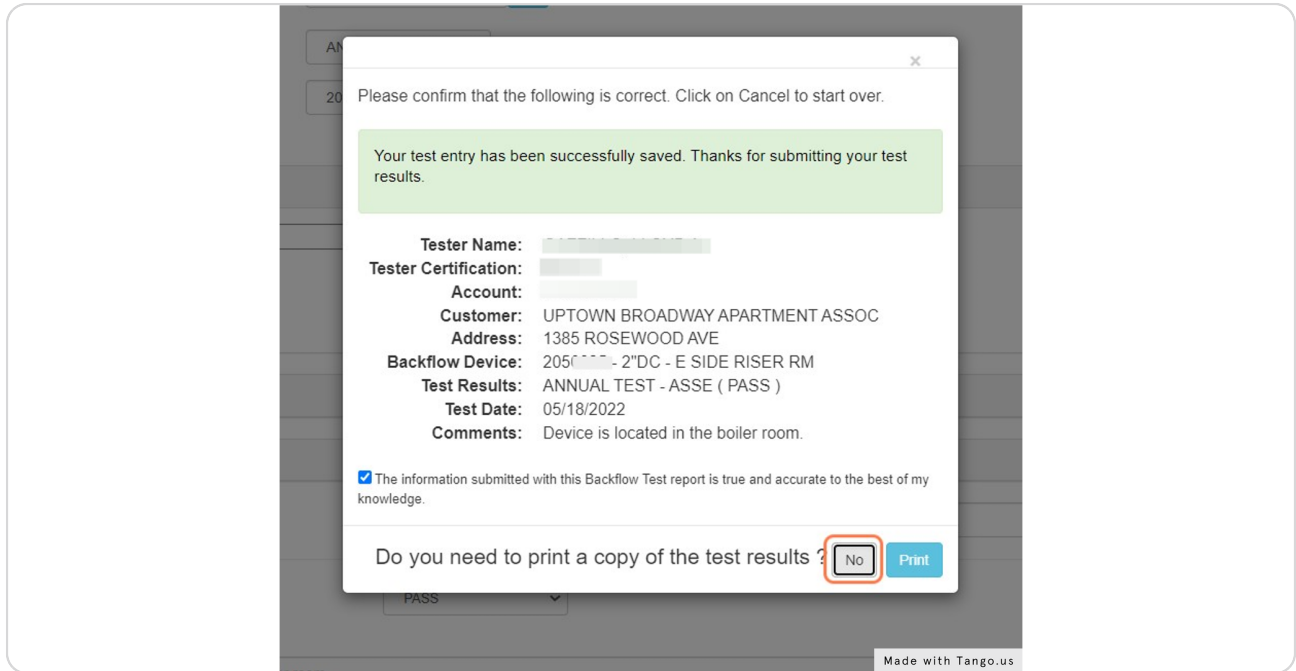**If you would like to print the test or create a PDF, click Print. You will be directed to print or save a copy.**

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.

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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