



# **CROSS - CONNECTION CONTROL PROGRAM**

# Cross-Connection Control Policy

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## INTRODUCTION

Title 30 of the Texas Administrative Code (30 TAC), Chapter 290, prohibits PWSs from connecting to an actual or potential contamination hazard without first protecting the potable-water supply. The Texas Commission on Environmental Quality (TCEQ) rules require PWSs to:

- adopt a plumbing ordinance, regulations, or service agreements
- require customer service inspections
- require backflow protection using appropriate backflow prevention assemblies
- require those assemblies to be tested to ensure that they are working correctly

The TCEQ Rules and Regulations (30TAC290) makes the Public Water Supply responsible for recognizing and evaluating hazards within the water distribution system. Further, when a hazard is identified, the PWS must ensure that the customers are protected from contamination and harm as a result of the hazard. The rules give the PWS the authority and responsibility to terminate the water service where an unprotected health hazard is found. The PWS may only reinstate the water service when the hazard no longer exists or after it has been properly isolated using proper backflow prevention.

Due to the fact that the effects of a backflow event can be so severe, there is no grandfather clauses that apply to cross-connection control and/or backflow prevention. A backflow incident meets the definition and intent of an accident that has a negative impact on the quality and delivery of potable water. Additionally, according to 30TAC290.46(w)(5) a backflow event must be reported to the TCEQ. The TCEQ operates a 24-hour toll-free telephone number for reporting such events (888-777-3186).

## DEFINITIONS / ABBREVIATIONS

For the purpose of this Cross-Connection Control Program, the following definitions shall apply unless the context clearly indicates or requires a different meaning. If a word or term used in this Program is not contained in the following list, its definition or other technical terms used shall have the meanings or definitions listed in the latest edition of the ***Manual of Cross-Connection Control***, published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California (USC), Los Angeles, California 90089. Many of the following definitions may be found in the Rules and Regulations for Public Water Supply, 30 TAC Chapter 290 Subchapter D.

- A. **AIR GAP:** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water to a tank, fixture, receptor, sink, or other assembly and the flood level rim of the receptacle. The Vertical, physical separation must be at least twice the diameter of the water supply outlet, but never less than 1.0 inch.
- B. **APPROVED BACKFLOW PREVENTION ASSEMBLY:** An assembly to counteract backpressures or prevent back siphonage. This assembly must appear on the list of approved assemblies issued by the District.
- C. **AUXILIARY SUPPLY:** any water source or system other than the public water supply that may be available in the building or on the premises.
- D. **BACKFLOW:** the undesirable reversal of used or non-potable water or substances into the potable water supply as the result of a cross-connection.
- E. **BACKPRESSURE:** a pressure higher than the supply pressure caused by a pump, elevated tank, boiler, air / steam, thermal expansion, or any other means that may cause backflow.
- F. **BACK SIPHONAGE:** negative or reduced pressure in the supply piping.
- G. **CONNECTION:** A single family residential unit or each commercial or industrial establishment to which drinking water is supplied from the system. For example, the number of service connections in an apartment complex would be equal to the number of individual apartment units. For the purposes of this definition, a dwelling or business which is connected to a system that delivers water by a constructed conveyance other than a pipe shall not be considered a connection if the water is used exclusively for purposes other than those defined as human consumption (see human consumption);
- H. **CONTAMINATION:** the presence of any foreign substance (organic, inorganic, radiological, or biological) in water which tends to degrade its quality so as to constitute a health hazard or impair the usefulness of the water.
- I. **CUSTOMER SERVICE INSPECTION:** an examination of the private water distribution facility for the purpose of providing or denying water service. The inspection is limited to the identification and prevention of cross-connections, potential contaminant hazards, and illegal lead materials. Customer service inspections are completed before providing continuous water service to new construction, on any existing service where there is reason to believe that cross-connections or other potential contaminant hazards exist, or after any

material improvement, correction, or addition to private water distribution facilities (see 30 TAC §290.460(j) relating to Minimum Acceptable Operating Practices for Public Drinking Water Systems).

- J. **CUSTOMER SERVICE INSPECTOR:** the person who is licensed by TCEQ to perform customer service inspections.
- K. **CROSS-CONNECTION:** any physical arrangement where a public water system is connected, either directly or indirectly (actual or potential), with any other non-potable water system, used water system or auxiliary supply, sewer, conduit, swimming pool, storage reservoir, landscape irrigation system, swamp coolers, air conditioner units, fire protection system, or any other appurtenance or system which contains, or may potentially contain contaminated water, sewage, or other liquid or solid or gas, or water of unsafe or questionable quality which may be capable of contaminating or polluting the District's water system. Bypass arrangements, jumper connections, removable sections, swivel, or change-over assemblies, or other temporary or permanent appurtenances and/or assemblies through which, or because of which, backflow may occur, are considered to be cross-connections.
- L. **DISTRICT:** Porter Special Utility District ("District" or "Porter SUD"), the Porter SUD Board of Directors or the Porter SUD Program Administrator or other District Employees, as the context dictates.
- M. **DOUBLE CHECK VALVE ASSEMBLY (DCV):** an assembly of two internally loaded, independently acting check valves, with shut-off valves on each side of the check valves, and factory-installed test cocks for checking the water-tightness of each check valve. Double Check valve assemblies do not provide air gap protection.
- N. **DOUBLE DETECTOR CHECK VALVE ASSEMBLY (DDC):** an assembly similar to the DC assembly, to be utilized on Fire-Sprinkler Systems, with a meter to detect any flow through the Fire Line and into the System. Only Double Detector Check Valve assemblies approved by the District are allowed for installation.
- O. **HEALTH HAZARD:** an actual or potential threat of contamination of a physical or toxic nature to the District's public water supply system, or the consumer's potable water system that would be a danger to health. The degrees of hazard are classified as a **non-health hazard** or **health hazard**.
  - 1. **non-health hazard:** a cross-connection, potential contamination hazard, or other situation involving any substance that generally will not be a health hazard, but will constitute a nuisance, or be aesthetically objectionable, if introduced into the public water supply.
  - 2. **health hazard:** a cross-connection, potential contamination hazard, or other situation involving any substance that can cause death, illness, spread of disease, or has a high probability of causing such effects if introduced into the potable drinking water supply.
- P. **HUMAN CONSUMPTION:** uses by humans in which water can be ingested into or absorbed by the human body. Examples of these uses include, but are not limited to drinking, cooking, brushing teeth, bathing, washing hands, washing dishes, and preparing foods.

- Q. **INSPECTOR:** a Cross-Connection Control Inspector (Customer Service Inspector) licensed by the State of Texas (TCEQ or TSBPE) and qualified to inspect for cross-connection hazards or contamination-type hazards and is properly registered with VEPO, LLC.
- R. **INTERNAL PROTECTION:** protection at each fixture, outlet, appliance appurtenance, and/or point of use within the private water supply system. (See also isolation)
- S. **ISOLATION:** protection at each fixture, outlet, appliance appurtenance, and/or point of use within the private water supply system. (See also internal protection)
- T. **PLUMBING HAZARD:** an internal or plumbing-type cross-connection in a consumer's potable water system that may be either a pollution hazard or a contamination-type hazard.
- U. **PLUMBING CODE:** universal plumbing code as adopted by the Texas State Board of Plumbing Examiners
- V. **PLUMBING INSPECTOR:** any person employed by a political subdivision for the purpose of inspecting plumbing work and installations in connection with health and safety laws and ordinances, who has no financial or advisory interest in any plumbing company, and who has successfully fulfilled the examinations and requirements of the Texas State Board of Plumbing Examiners.
- W. **POLLUTION HAZARD:** an actual or potential threat to the physical properties of the water system or the potability of the public or consumer's water system, but which would not constitute a health or safety hazard, as defined. The maximum degree of intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.
- X. **POTABLE WATER:** water that is safe for human consumption as defined by the Texas Commission on Environmental Quality (TCEQ).
- Y. **PREMISES:** any piece of land to which water is provided including all improvements, mobile structures, dwellings, and structures located on this land.
- Z. **PSI:** pounds per square inch.
- AA. **REDUCED PRESSURE PRINCIPAL ASSEMBLY (RP):** an approved assembly containing two independently acting check valves together with a hydraulically-operated and mechanically independent pressure differential relief valve located between the check valves and below the first check valve. The assembly shall include factory-installed test cocks and two shut-off valves for isolation and testing of the check valve. Only those RP assemblies approved by the District are allowed for installation within District boundaries.
- BB. **SERVICE LINE:** a pipe connecting the utility service provider's main and the water meter, or for wastewater, connecting the main and the point at which the customer's service line is connected, generally at the customer's property line.

- CC. **SIGNIFICANT DEFICIENCIES:** significant deficiencies cause, or have the potential to cause, the introduction of contamination into water delivered to customers. This may include defects in design, operation, or maintenance of the source, treatment, storage, or distribution systems.
- DD. **SYSTEM:** the Public Water Supply System of Porter SUD.
- EE. **SYSTEM HAZARD:** an actual or potential threat to the safety and welfare of the Public Water Supply System of the District, via the actual or potential entry of a contaminant or a pollutant through a cross-connection.
- FF. **TESTER:** a person that is a licensed Backflow Prevention Assembly Tester (licensed by the TCEQ), has met the qualifications of the State of Texas (TCEQ) for testing of Backflow Prevention Assemblies, and is properly registered with VEPO, LLC.
- GG. **TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ):** the State of Texas Agency that handles environmental matters within the State, including the promulgation of “Rules and Regulations for Public Water Systems,” enforcement of the EPA’s “Safe Drinking Water Act” (SDWA) at the state level, and the licensing of Customer Service Inspectors, Backflow Prevention Assembly Testers, and Water System Operators.
- HH. **VACUUM BREAKER, ATMOSPHERIC (AVB):** AVBs protect against back siphonage and should not be used if there is a threat of backpressure backflow.
- II. **VACUUM BREAKER, PRESSURE (PVB):** PVBs are for back siphonage only and should not be installed where there is a possibility of backpressure.
- JJ. **WATER USE:**
1. **“Residential use”:** shall include single family residences or where multiple combined units are each on a separate meter, regardless if occupied or unoccupied.
  2. **“Multi-Unit use”:** shall include anywhere two or more units are served by one meter. Examples include but are not limited to duplexes, multiplex housing, apartments, RV parks, mobile home parks, hotels, multi-establishment “shopping centers”, regardless if units are occupied or unoccupied.
  3. **“Non-residential use”:** shall include all uses not specifically included in “Residential use” listed above.
  4. **Permanent water service:** shall be supplied to any connection within the boundaries of Porter SUD following the completion or compliance with all the requirements of this program.
  5. **Temporary water service:** water service shall not be provided before the completion of or compliance with the requirements of this and may only be available by express approval by the Program Director.

**SECTION 1.**  
**PROGRAM PURPOSE**

The purpose of the Cross-Connection Control Program is to protect the health and safety of the customers of Porter SUD, to fulfill the legal requirements of the Safe Drinking Water Act and comply with the Rules and Regulations for State of Texas Public Water Systems. No Cross-Connection shall be created, installed, used, or maintained within the service of the Porter SUD except in accordance with this program.



## **SECTION 2. PROGRAM ADMINISTRATOR**

A. The Operations Manager of Porter SUD is the designated Program Administrator for the District's Cross-Connection Control Program. As Program Administrator, the Operations Manager will be experienced and qualified in Cross-Connection Control and have the TCEQ license as a Customer Service Inspector (CSI) and Backflow Prevention Assembly Tester (BPAT).

B. The Program Administrator has the authority to conduct or to have conducted the various required inspections, to specify the cross-connection control assembly that is required based on the completed inspection(s) or survey(s), to specify the type of assembly, to develop certain tests and/or procedures for the qualifying of Backflow Prevention Assembly Testers, to establish recordkeeping processes related to the administration of the program, and to supervise and implement the program for the maximum benefit to the District's water supply system and the customers that are served by this system.

**SECTION 3.  
PLUMBING CODE**

As a condition of water service, all property owners shall install, maintain, and operate their piping and plumbing systems in accordance with the International Plumbing Code as approved by the Texas State Board of Plumbing Examiners.

**SECTION 4.**  
**MULTIPLE CONNECTIONS**

Any premises requiring multiple service connections for adequacy of supply, fire protection, or other purposes will be required to install a Reduced Pressure Zone backflow prevention assembly on each required service connection.

## **SECTION 5. SERVICE AGREEMENT**

The TCEQ Rules and Regulations requires every Public Water Supply (“PWS”) to adopt a Plumbing Ordinance, Plumbing Regulations, or a Service Agreement. Porter SUD, being a non-governmental entity, chose to adopt the Service Agreement.

The Service Agreement is a document that gives the PWS authority to implement a Cross-connection Control Program and enforce said program. It is important to note that the adopted Service Agreement and the Cross-connection Control Program may be more stringent than the TCEQ Rules and Regulations, however, they may not be less stringent. Further, the Service Agreement and the Cross-connection Control Program can allow for a more rigorous testing of backflow preventers and a more rigorous program for the prevention of backflow. While the Texas Commission on Environmental Quality rules and regulations address the hazards posed to the PWS, the PWS may adopt specific requirements in the Service Agreement and/or the Cross-connection Control Program. The Service Agreement strengthens the enforcement of these regulations.

The Customer Service Agreement is an agreement between the PWS and the property owner or renter. The Service Agreement additionally gives the PWS the authority to enforce the requirements of the Cross-connection Control Program, the rules and regulations of the District, and the rules and regulations of the TCEQ. A copy of the Service Agreement can be found in Appendix A.

## SECTION 6. CUSTOMER SERVICE INSPECTIONS REQUIRED

Customer Service Inspections are the most important part of a successful cross-connection control program.

The Customer Service Inspector (CSI) must be specially trained to inspect private water distribution facilities to determine the presence of cross-connections, potential contamination hazards, and illegal materials containing lead and copper. However, the CSI is not permitted to perform plumbing inspections. To conduct a Customer Service Inspection the Inspector must be licensed as a CSI by the TCEQ, a Plumbing Inspector, or a licensed plumber with a "Water Supply Protection Specialist" endorsement.

Inspections regarding the location of actual or potential cross-connections and the status of the plumbing fixtures and related lead content of the solder on copper water lines shall be conducted by those qualified as Customer Service Inspectors (having the CSI License or WSPS endorsement on the holder's plumbing license). In some cases, the Inspector may need to use more than one CSI certificate to adequately document the inspection of a facility or property. The results of the CSI are intended to identify any existing cross-connections or hazards that may pose a threat to the water distribution system. A copy of the Customer Service Inspection Certificate is found in Appendix B. All CSI and Backflow Inspections must be reported digitally through VEPO, LLC.

### CUSTOMER SERVICE INSPECTION REQUIRED

At a minimum a CSI is required under the following conditions:

- A. **NEW CONSTRUCTION:** shall inspect for cross-connections after the finalization of the construction activities and prior to the granting of permanent water service. All pressure relief valves, and thermal expansion devices must be in compliance with the plumbing code. Inspectors shall also ensure that the requirements of the State Lead Ban, as outlined in the State's Rules and Regulations for Public Water Supply Systems, are followed. The use of pipe and pipe fittings that contain more than 0.25 percent lead or solder and flux that contains more than 0.2 percent lead is prohibited in the following circumstances:
  - 1. *For installation and repair of any public water supply, and*
  - 2. *For installation or repair of any plumbing in a residential or non-residential facility providing water for human consumption and connected to a public drinking water system.*
  - 3. *This requirement will be waived for lead joints that are necessary for repairs to cast iron pipes.*
- B. **SALE OR TRANSFER OF PROPERTY OWNERSHIP:** A new CSI is to be performed upon the sale or transfer of ownership of property.
- C. **CHANGE OF RENTER**
- D. **NEW WATER SERVICE CONNECTION/INSTALLATION**

- E. **ANY MODIFICATION OF, EXPANSION TO, OR UPGRADE TO THE PRIVATE WATER DISTRIBUTION OR PLUMBING SYSTEM**
- F. **OTHER INSTANCES, NOT PREVIOUSLY COVERED, AS DEEMED NECESSARY BY THE PROGRAM DIRECTOR**

## RESPONSIBILITIES

### A. **BUILDER/PLUMBER RESPONSIBILITIES:**

1. Builders/Plumbers cannot install pipe or pipe fittings that contain more than 0.25 percent lead;
2. cannot utilize solder and flux that contains more than 0.2 percent lead;
3. must review the Safety Data Sheets (SDS) for all pipes and products to ensure that this standard is met, and these Safety Data Sheets shall be available for the Inspector's examination; and,
4. Builders/Plumbers must ensure that the pipe is properly labeled for installation into a Potable Water Supply System. The correct pipe label is PW-NSF (Potable Water-National Sanitation Foundation).

### B. **INSPECTOR RESPONSIBILITIES:** Within the legal requirements of the Customer Service Inspection,

1. Customer Service Inspectors are responsible for inspecting pipes, fittings, fixtures, and solder boxes; and
2. they should take a sample(s) to verify compliance with the Lead Ban Standard.
3. This Inspection (CSI) is not a Plumbing Inspection.

### C. **PROCEDURES REGARDING CUSTOMER SERVICE INSPECTION:** The Customer Service Inspection shall be completed no later than thirty (30) days following any of the conditions listed in Section 7 and before permanent service may be granted. Inspections shall be completed by qualified inspectors. After the inspection has been completed, the person or entity shall have up to thirty (30) calendar days, to correct deficiencies depending upon the severity of the deficiency, install new cross-connection control assemblies as allowed by the Program Administrator, make repairs to existing assemblies, or repairs to the plumbing system. The person or entity will receive a CSI Form from the inspector that outlines the deficiency or deficiencies that require correction, the cross-connection control assemblies that must be installed, inspected, or repaired, and the date of the second inspection to ensure that these items have been completed as required by the District.

Water service will be subject to immediate termination, dependent upon the threat, until such time that the Customer Service Inspection is satisfactory, or for a period of time not to exceed thirty (30) days, at which time the water service will be disconnected until a satisfactory inspection is obtained.

- D. **RE-INSPECTION:** If the first Customer Service Inspection is not satisfactory, then a second or additional Inspection [Re-Inspection(s)] will be necessary, until such time that the Inspection indicates full compliance with the District's "Cross-Connection Control Program" and all applicable State Laws.
- E. **DISCONNECTION OF WATER SERVICES:** If the property owner or renter fails to allow a Customer Service Inspection within thirty (30) days of requesting permanent service, or if the property owner or renter fails to obtain a Re-Inspection if required, then the specific water service may be disconnected or at the option of Porter SUD the appropriate backflow prevention assembly may be installed at the property owner or renter's expense, by Porter SUD after giving notice of intended disconnection or installation of a backflow prevention assembly.

#### OTHER INSPECTIONS AND SURVEYS

In addition to the inspections outlined in the previous sections, the District may require other inspections and surveys associated with the prevention and elimination of cross-connections, consistent with the District's protection of its water supply system. Disconnection of water service, after proper notice, may be initiated if the Customer, Person, or Entity fails to conform to the Regulations of the District or the Laws of the State of Texas, as pertaining to Cross-Connection Control.

#### THE CERTIFICATE

The completed original Customer Service Inspection Certificate must be submitted to VEPO, LLC and reported to Porter SUD within 10 business days of completion of the inspection. The property owner shall retain a copy of the completed certificate and the inspector shall retain a copy of the completed certificate for a minimum of three years from the date of successful inspection.

#### FEES AND PAYMENT

Porter SUD requires developers of larger developments to arrange for the Customer Service Inspections. As such the payment for said inspection is between the inspector and the developer. The inspection fee shall be paid directly to the inspector. Porter SUD requires the property owner of other CSIs to arrange for the Customer Service Inspection through District staff. The payment for this inspection is between the District and the property owner. This inspection fee shall be paid directly to the District.

#### ACCESS TO PREMISES

In conjunction with the Porter SUD Cross-Connection Control Program, authorized Employees of the District shall have access during reasonable hours to all parts of a premise and within the building or buildings to which water is supplied. If any water user refuses access to premises or to the interior of a structure at a reasonable time and after reasonable notice for inspection by a licensed inspector, a reduced pressure principal (RPZ) assembly may be required to be installed at the service connection to that premises. The property owner will bear the full cost of purchase and installation.

## SECTION 7. BACKFLOW PREVENTION ASSEMBLY REQUIREMENT

### PURPOSE

An effective cross-connection control program must include appropriate means to prevent backflow. This is typically accomplished via the use of backflow prevention assemblies. The use of a backflow prevention assembly essentially limits the quantity of water exposed to a hazard or contamination.

### SELECTION

The Program Administrator of Porter SUD shall determine the type of backflow prevention assembly to be installed. This determination will be based on the type and degree of hazard. The Program Administrator will use as a guide the TCEQ rules and regulations 30TAC290D appendix I, the ***Manual on Cross-Connection Control***, or the Cross Connection Control program of Porter SUD whichever is more stringent, as a guide for the determination of the degree of hazard.

The TCEQ rules and regulations make a distinction between health and non-health hazards. A health hazard most often involves contamination of some type. A health hazard is a substance that may cause death, illness, or disease. A non-health hazard is a nuisance or may be a substance that is aesthetically objectionable when introduced in the water.

The strongest protection from backflow is always the Air Gap method. However, when using the air gap, the water on the customer side is often times exposed to the atmosphere and possible contamination. Additionally, water distribution system pressure is lost and as a result a pump and pressure tank must be utilized to provide pressure on the customer side. The next best backflow prevention is the reduced pressure principal backflow prevention assembly, commonly known as RP, RPZ, or RPBA. This assembly works under all conditions of backflow. Additionally, it creates an air gap between the customer's water distribution system and the PWS water distribution system under conditions of backflow. Porter SUD requires the use of the RPZ backflow prevention assembly at all required service connections.

The minimum circumstances that initiate the determination of a required backflow prevention assembly are listed in the following:

- A. If the facility contains or may contain "Hazards" as outlined in Appendix C of this Cross-Connection Control Program.
- B. The nature and extent of any activity on the premises, or the materials used in connection with any activity on the premises, or materials stored on the premises that could contaminate or pollute the drinking water supply.
- C. Premises having cross-connections or potential cross-connections as described in the DEFINITIONS of this Program.
- D. Internal cross-connections that are not correctable, or intricate plumbing system arrangements which make it impractical to ascertain the existence of cross-connections or potential cross-connections.



- E. There is a repeated history of cross-connections being established or re-established on the premises.
- F. There is unduly restricted entry so that inspections for cross-connections cannot be made with sufficient frequency or with sufficient notice to assure that cross-connections or potential cross-connections do not exist.
- G. Materials of a toxic or hazardous nature are being used such that if a backflow incident should occur, a health hazard could result.
- H. There is a Fire Sprinkler System existing on the premises or a newly installed Fire Sprinkler System.
- I. An appropriate cross-connection control survey has not been filed with the District or an inspection for cross-connection has been denied by the property owner or renter.
- J. All new construction or new service connections shall be equipped with an approved backflow prevention assembly at the service connection. Additionally, with the sale or transfer of ownership of property and the associated water service account the property owner shall have an approved backflow prevention assembly installed in accordance with these standards.
- K. When a building is constructed for non-residential purposes, and the end-use of such building is not established or determined or if the end-use could change, a reduced pressure principal backflow prevention assembly shall be installed by the property owner or renter at the service connection to provide protection of the water supply in the event of the most hazardous use of the building.
- L. Any used water return system that has been approved by the Program Administrator.
- M. In the event a point-of-use assembly has not had required testing and/or repairs, has continuously failed the required testing, or the situation or hazard is such that a point-of-use assembly may not provide sufficient reliability, a premise isolation assembly shall be installed at the service connection by the owner or renter of the property.
- N. Additions and/or rearrangements have been made to the plumbing system without notification to the District or without the appropriate inspections.
- O. All multi-story buildings greater than three (3) stories in height or any building with a booster pump or elevated storage tank.
- P. Hose bibs that are not protected by an approved back siphonage backflow preventer permanently mounted on the discharge side of the valve.
- Q. In addition to the above requirements and based on the experience and judgment of the Program Administrator, installation of an approved backflow prevention assembly may be deemed necessary to accomplish the purpose of these Cross-Connection Control Program requirements and regulations.
- R. Lawn sprinkler or landscape irrigation system.
- S. If the account has a history of cross-connections or continued leaks.
- T. All multi-unit services.

## CHECK VALVES

Check valves in and of themselves are not considered backflow prevention assemblies. Check valves cannot be tested in accordance with the standards set out by the **Manual of Cross Connection Control**. Additionally, the valve seats often become degraded or fouled thus allowing contaminants to backflow through them.

## LOCATION

The assembly shall be installed at the service connection on the customer's side of the meter within 18 inches of the water meter with no connections between the assembly and the water meter, as designated by the Program Administrator.

All hose bibs (interior or exterior) shall be protected by an approved hose bib vacuum breaker permanently mounted on the discharge side of the valve (set screws must be broken to prevent removal of device).

All new and existing facilities which are required to have backflow prevention assemblies, but where water is unable to be shut-off for testing purposes, shall be equipped with dual backflow prevention assemblies of the same type, model, brand, and size so that required testing may be accomplished without disruption of water supply.

## INSTALLATION

To ensure proper operation, inspection, testing, repair, and maintenance of these assemblies, the installation requirements for these assemblies is outlined in the following:

- A. The installation shall be accomplished by a plumber that is licensed by the Texas State Board of Plumbing Examiners as a Master Plumber or one who is employed by a plumber employed by a Master Plumber. Under certain circumstances the installation may be accomplished by the homeowner. The property owner shall be responsible for the installation and testing of the assembly and all related costs of the appropriate and approved backflow prevention assembly. The installation of the assembly shall be accomplished by an individual or company qualified to make such installations within the boundaries of Porter SUD.
- B. No part of a backflow prevention assembly shall be submerged in water or installed in a location that is subject to flooding. If a double check valve assembly is installed in a vault, with the written approval of the Program Administrator, brass plugs are always required in the test ports except during the testing process, and adequate drainage shall be provided.
- C. Installation of assemblies shall be made at the following locations:
  1. Backflow prevention assemblies utilized for premise (service) isolation shall be installed on the water service line on the customer's side of the meter as near as practical to this meter, however, in no case more than 18" from the water meter, and prior to any branches in the water service line located on the customer's premises.
  2. Point-of-use (internal) Backflow Prevention Assemblies, when approved by the Program Administrator, shall be installed close to the system or appurtenance with the cross-connection potential.

3. Variances only by Program Administrator explicit documented approval.
- D. The assembly must be protected from freezing and other severe weather conditions. However, the drain port and test cocks on the assembly shall not be obstructed in any way.
- E. The assembly shall be readily accessible with adequate room for maintenance and testing. Assemblies 2" and smaller shall have at least 6" clearance on all sides of the assembly. All assemblies larger than 2" shall have a minimum clearance of 12" on the back side, 24" on the test cock side, 12" below the assembly, and 36" above the assembly. "Y" pattern double check valve assemblies shall be installed so that the check valves are horizontal and the test cocks face upward (see MANUAL OF CROSS-CONNECTION CONTROL).
- F. Upon completion of the installation, the District shall be notified, and all assemblies must be inspected and tested. All backflow prevention assemblies must be registered digitally with the District through VEPO, LLC. Registration shall consist of:
  1. date of installation,
  2. make and model,
  3. serial number of the assembly, and
  4. initial test report.
- G. All backflow prevention assemblies shall be of a type and model approved by the District.

#### PURCHASE OF ASSEMBLIES

The property owner or renter is responsible for the purchase and installation of the backflow prevention assembly. Regardless of who purchased it or where the assembly was purchased, it must be tested upon installation. The backflow prevention assembly may be purchased at any location or outlet the property owner or renter chooses. However, the assembly must meet the standards set forth in the Texas Commission on Environmental Quality rules and regulations, the requirements set forth in this document.

#### FEES AND PAYMENT

The person or entity that owns the property on which the backflow prevention assembly, or assemblies, must be installed shall be responsible for any and all costs associated with the installation, repair, inspection, testing, and maintenance of the assembly(ies).

## **SECTION 8.**

### **PROTECTION AGAINST CONTAMINATION AND POLLUTION FROM CROSS-CONNECTIONS AND POTENTIAL CROSS-CONNECTIONS**

- A. No water service connections to any premises or buildings shall be installed or maintained unless the potable water and water supply are always protected against actual or potential contamination or pollution in the manner required by this Cross-Connection Control Program.
- B. In the event of an incident or situation occurring on the premises of the water customer or under the control of the water customer that poses a threat to or endangers the public water supply system, the water customer shall immediately notify the District's Program Administrator and take steps to contain or mitigate the threat or danger to the water system of the District.

#### **CONTAINMENT PROGRAMS**

A containment program is also known as a "premises isolation program". This type of program has a backflow prevention assembly located at the main water connection (the meter) for the facility. This type of program protects the water utility but does not protect the population working or residing within the facility. Protection from internal cross-connections to health hazards is extremely important as they can be found in many facilities where there may be many people working or residing.

In situations where containment backflow prevention is used, the customer must be aware of the hazard associated with thermal expansion. The backflow prevention assembly creates a "closed loop system". Therefore, it is important that the customer verify the operation of the T&P valve on their water heater.

In cases where having the water turned off for inspections is not possible or practical two backflow prevention assemblies must be installed in parallel. In this instance, the two assemblies must be the same make, model, and size.

Therefore, it is the policy of Porter SUD to require a customer service inspection to be completed at least annually in facilities utilizing internal cross-connection control.

#### **INTERNAL CROSS-CONNECTION CONTROL PROGRAMS**

An internal cross-connection control program is one that is located within a facility where an actual or potential contamination hazards may exist or may be connected to the internal potable water system. This type of program is strictly internal and should not be confused with the cross-connection control program that is administered by Porter SUD. The internal hazards and cross-connections should be identified during the Customer Service Inspection. The internal cross-connection control program should consist of backflow prevention at specific locations within a facility where hazards may be located. An example of a commercial hazard that requires internal cross-connection control would be the carbonation system for a soda fountain machine. An example of a residential hazard that requires internal cross-connection control would be a swimming pool. The need for internal cross-connection control is not limited to these two examples and may be necessary for multiple hazards within the internal plumbing system. The internal cross-connection control program is very important since it is not only Porter

SUD water supply that is being protected but also the people within the facility. The challenge is the need to install and test more than one backflow prevention assembly. The adequacy of an internal cross-connection control program is dependent on periodic Customer Service Inspections. Periodic Customer Service Inspections will help to identify any cross-connections that have been installed since the last visit and will help ensure existing cross-connections are still in place and tested. Therefore, it is the policy of Porter SUD to require a customer service inspection to be completed at least annually in facilities utilizing internal cross-connection control.

#### EXISTING BACKFLOW PREVENTION ASSEMBLIES

All existing backflow prevention assemblies that do not meet the requirements of this Program but were approved assemblies at the time of installation, shall not be required to be upgraded to a currently approved type unless an inspection should reveal a malfunction that cannot be corrected, or if the assembly should malfunction prior to an inspection and the assembly cannot be properly repaired. All existing backflow prevention assemblies shall be required to undergo the appropriate test and inspection as outlined in this program.

## SECTION 9.

### TESTING AND INSPECTION OF BACKFLOW PREVENTION ASSEMBLIES

#### INTRODUCTION

Assemblies used for protection of the potable water supply, whether installed at the meter or part of an internal program, must be tested upon installation and at least once per year thereafter by a licensed Backflow Prevention Assembly Tester and the records must be retained by VEPO, LLC on behalf of Porter SUD for at least three years.

Like all mechanical devices, backflow prevention assemblies are subject to failure over time and must be tested to ensure that they are operating properly and are protecting the potable-water supply.

In addition to recording the test results, the Test and Maintenance Report (T&M) form on VEPO, LLC (appendix D), which a licensed Backflow Prevention Assembly Tester must fill out and sign, requires that the licensed BPAT certify whether the installation of the assembly complies with manufacturer recommendations and local codes. The BPAT then submits the information on VEPO, LLC.

Licensed BPATs are qualified to test and repair assemblies on any domestic, commercial, industrial, or irrigation service. There is an additional requirement for BPATs who test and repair assemblies on fire suppression systems or fire lines. BPATs may test an assembly on these systems only if they are permanently employed by an approved fire-line contractor.

The District is partnered with VEPO, LLC for recordkeeping of BPAT records for all documented assemblies in their database. VEPO, LLC will annually send out notifications prior to routine inspection due dates. Three (3) letters will be sent: GREEN, notification in advance of the due date. YELLOW, due date soon. RED, past due and subject to discontinued service until compliance is met.

#### TESTING REQUIREMENTS

The Program Administrator shall cause all assemblies to be tested and inspected in each of the following circumstances:

- A. Backflow prevention assemblies must be tested by a recognized Backflow Prevention Assembly Tester immediately after the assembly has been installed or if it has been relocated, removed, and reinstalled, or repaired. If the assembly is installed on a fire protection line the inspector must be approved as a fire line tester.
- B. All backflow prevention assemblies shall be tested at least once per year by a licensed tester that is properly registered with VEPO, LLC. The test report shall be sent to VEPO, LLC. The test report shall be completed on the form provided online by VEPO, LLC, no other forms will be allowed or accepted (see appendix D).
- C. Depending on the service conditions and potential degree of hazard, assemblies may be required to be tested more frequently if the Program Administrator deems necessary.
- D. The Owner of the property shall have the responsibility for ensuring that assemblies are tested and inspected per the requirements of this program

and the costs for these tests and inspections shall be borne by the property owner or renter.

#### PROCEDURES FOR TESTING AND INSPECTION

- A. All assembly testing shall be performed by a licensed backflow prevention assembly tester who is a Tester licensed by the State of Texas and properly registered with VEPO, LLC. The Tester shall keep a copy of this report for their records and a report copy shall be submitted to the property owner.
- B. In addition to Annual or other Testing Requirements, all Backflow Prevention Assemblies must be TESTED upon installation, repair, and removal.
- C. The District shall not be responsible or liable for:
  - 1. any damage to any backflow prevention assembly that occurs during the installation or repair process or during the testing process.
  - 2. loss of water service during the process of installation, repair, or testing of any backflow prevention assembly.
- D. In the testing and inspection of all backflow prevention assemblies, the Tester must follow the methodology as outlined in ONLY the latest edition of the **Manual of Cross-Connection Control**.

#### MAINTENANCE AND REPAIR OF ASSEMBLIES

- A. A person or entity who owns, operates, or manages premises, or resides on such premises, shall maintain, and repair the backflow prevention assemblies located on those premises. Maintenance and/or repair of these assemblies shall be accomplished by competent and qualified individuals.
- B. A person or entity commits an offense if:
  - 1. He/she fails to properly test, maintain, and/or repair backflow prevention assemblies as required under this Program.
  - 2. Backflow enters the Porter SUD public water system from premises he/she owns, resides within, operates, or manages.
- C. It is the responsibility of the property owner or renter to eliminate the possibility of THERMAL EXPANSION, and if a closed system has been or will be created by the installation of a backflow prevention assembly, a Thermal Expansion Device must be installed by the property owner or renter, the owner/renter shall pay the full cost for such installation.
- D. The costs associated with the testing, maintenance, and repair of these assemblies shall be borne by the property owner or renter.
- E. Any water pressure drop caused by the installation of a backflow prevention assembly is not the responsibility of the District. Porter SUD will provide information, if available, concerning pressure in any area(s) of the District, but Porter SUD is neither liable nor responsible for the application of this information.

## SECTION 10.

### RESIDENTIAL AND NON-RESIDENTIAL SERVICE CONNECTIONS

- A. To provide the greatest possible protection to the water distribution system, all service connections shall have a Reduced Pressure Zone (RPZ) backflow prevention assembly installed and properly tested. All new service connections shall have a RPZ prevention assembly installed and tested prior to permanent service being energized.
- B. Any residential property which has been determined to have an actual or potential cross-connection will be required to have an RPZ backflow prevention assembly installed in accordance with the District's Cross-Connection Control Program.
- C. Any non-residential property which has been determined to have an actual or potential cross-connection will be required to have an RPZ backflow prevention assembly installed in accordance with the District's Cross-Connection Control Program.
- D. The property owner shall be responsible for the installation, maintenance, repair, and testing of all backflow prevention assemblies located on their property. When the tenants change, or if the plumbing is altered or increased in any way, it is the responsibility of the property owner to notify Porter SUD.
- E. Any property notified of the need to add / modify backflow prevention shall have 30 calendar days from the date of notification to comply. Day 31 from the date of notice, the District will disconnect the water service connection.

#### FEES AND PAYMENT FOR BACKFLOW PREVENTION TESTING

Porter SUD requires the property owner or renter to have ALL backflow prevention assemblies tested **AT LEAST ANNUALLY**.

The property owner must hire a licensed BPAT and pay for the test directly to the BPAT, and then the BPAT submits the test report to VEPO, LLC for filing.



**SECTION 11.**  
**DISCONNECTION OF WATER SERVICE**

- A. The property owner's water system shall be open for inspection at all reasonable times to authorized representatives of the District to determine the existence of cross-connections or potential cross-connections, or if there are existing or potential sanitary or structural hazards, including violations of these regulations. When such conditions become known, the District shall deny or immediately discontinue water service to the premises until the property owner or renter has corrected the condition(s) in conformance with the District's Cross-Connection Control Program.
- B. Water service may be denied, disconnected, and/or discontinued by the District if one or more of the following conditions occurs:
  - 1. Failure of the property owner or renter to have the assembly (or assemblies) tested/inspected within the appropriate time period.
  - 2. Failure of the property owner or renter to install the backflow prevention assembly, or assemblies, as directed by the District's Program Administrator.
  - 3. Denial by the property owner or renter to the District's Program Administrator or designated employee of Porter SUD to access the buildings and premises in which actual or potential cross-connections may exist.
  - 4. Failure of the property owner or renter to allow an inspection of their property as regarding a Customer Service Inspection or cross-connection inspection or the failure of the property owner or renter to respond to a cross-connection survey or other questions relating to the actual or potential cross-connections on the property that is under the control of the property owner or renter.
  - 5. Potential or actual situations whereas the District's water supply system is under the threat of a backflow incident and whereas the Program Administrator shall have the authority to immediately disconnect the water service of the property posing the backflow threat.
- C. Porter SUD shall submit prior notification to the property owner or renter before the disconnection of water service is initiated, unless the hazard is such that the District's water system is placed in jeopardy and in this case the water service will be terminated without delay and without notice.

## **SECTION 12.**

### **QUALIFICATIONS FOR CUSTOMER SERVICE INSPECTOR AND BACKFLOW PREVENTION ASSEMBLY TESTER**

- A. Backflow prevention assembly testing shall be conducted by individuals holding a Backflow Prevention Assembly Tester (BPAT) license as issued by the Texas Commission on Environmental Quality
  - 1. Proper registration with VEPO, LLC as a Backflow Prevention Assembly Tester
- B. Customer Service Inspections shall be conducted by individuals holding a current Customer Service Inspector (CSI) license as issued by the Texas Commission on Environmental Quality, Water Supply Protection Specialist endorsement on a current plumbing license, or licensed plumbing inspector.
  - 1. Proper registration with VEPO, LLC as a licensed inspector.
- C. All Customer Service Inspectors and Backflow Prevention Assembly Testers must register with VEPO, LLC to submit documentation for Porter SUD records. Instructions can be found in appendix E.

## SECTION 13.

### RESPONSIBILITIES OF BACKFLOW PREVENTION ASSEMBLY TESTER

- A. A licensed Backflow Prevention Assembly Tester shall set up with VEPO, LLC for registration as a Backflow Prevention Assembly Tester to conduct backflow prevention assembly testing within the District boundaries by, completing the appropriate online set up and paying fees as required. Registration shall be maintained and remain in force, through VEPO, LLC acting on behalf of the Program Administrator. Registration may be revoked by the District at any time due to just cause pursuant to this section. The revocation will remain in effect until the cause for revoking the registration has been resolved to the satisfaction of the Program Administrator.
- B. Each applicant to be registered as a qualified Backflow Prevention Assembly Tester shall furnish evidence to show that he/she has available the necessary tools and equipment to properly test and certify such assemblies. The serial number for each test kit shall be on record with VEPO, LLC. Annually, each recorded test kit shall be tested for accuracy and calibrated to maintain a plus or minus accuracy factor as indicated in the latest edition of the **Manual of Cross Connection Control**. A copy of the test results for the recorded test kit shall be kept up to date through VEPO, LLC. The Tester shall be responsible for performing competent and accurate tests and certifications of backflow prevention assemblies and shall submit completed test reports to the VEPO, LLC as required.
- C. Registration by Backflow Prevention Assembly Testers must include all test gauges to be used by said tester. Registered serial numbers from test gauges shall be listed on tests and maintenance reports that are to be submitted to VEPO, LLC. Failure to register the test gauge serial numbers annually or failure to annually calibrate gauges shall be grounds for revocation of a Tester's registration. Testers shall not change the design or the operational characteristics of a test assembly.
- D. Porter SUD assumes no responsibility for these Testers and shall not be liable for any actions of any Backflow Prevention Assembly Tester. Additionally, any business transactions between the property owner, the property owner's renter, and the Tester are solely the responsibility of these parties.
- E. Reports not submitted through VEPO, LLC are considered incomplete and subject to delinquency.

**SECTION 14.**  
**INSTALLATION STANDARDS AND SPECIFICATIONS**

The Installation Standards and Specifications for Backflow Prevention Assemblies is contained in the latest edition of the **Manual of Cross-Connection Control**.

## **SECTION 15.**

### **ENFORCEMENT OF CROSS-CONNECTION CONTROL PROGRAM**

- A. The Program Administrator and other Employees of Porter SUD are hereby authorized by the Board of Directors of Porter SUD to enforce the provisions of this "Cross-Connection Control Program".
- B. The Program Administrator, Inspectors and other Employees of the District charged with the enforcement of this Cross-Connection Control Program shall be deemed to be performing a function of Porter SUD for the benefit of the general public and the customers of the District, in accordance with State Laws and Regulations, and neither the District, the Board of Directors, the Program Administrator, nor the other Employees of Porter SUD, while engaged in inspection or enforcement activities under this program and when acting in good faith and without malice, shall ever be held liable for any loss or damage, whether real or asserted, caused or alleged to be caused, as a result of the performance of such function.

## **SECTION 16. RECORD KEEPING**

Porter SUD initially adopted a Cross-Connection Control Program June 1, 2000. This is the most current revision which was adopted on January 30, 2023.

Porter SUD is required by TCEQ to maintain records of all Customer Service Inspections and backflow prevention assembly testing for a minimum of 3 years. Porter SUD has partnered with VEPO, LLC to digitally maintain these records on file within their secure domain. TCEQ approval was received February 23, 2022 (copy in Appendix F).

Porter SUD will no longer accept paper copies of CSI or BPAT forms. Therefore, reports not submitted properly through VEPO, LLC are considered incomplete and subject to delinquency.



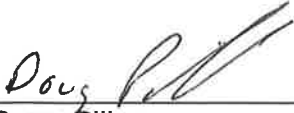
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Chris F. Wright  
Operations Manager



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Jonathon Smith  
General Manager



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Doug Pillow  
Board President

# APPENDIX

## A





# Porter Special Utility District

22162 Water Well Road

Porter, Texas 77365

Office: (281) 354-5922

Fax: (281) 354-5050

## SERVICE APPLICATION and AGREEMENT

Applicant's Name: \_\_\_\_\_ Co-Applicant's Name: \_\_\_\_\_  
 Phone # (H/W/C): \_\_\_\_\_ Phone # (H/W/C): \_\_\_\_\_  
 Service Address: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ DL/ID: \_\_\_\_\_

I hereby swear and affirm that my status regarding the property located at the above service address is as follows: (1) I am the property owner (initials) \_\_\_\_\_ or (2) I rent (lease) this property (initials) \_\_\_\_\_.

- A. The District shall sell and deliver water service to the Applicant and the Applicant shall purchase, receive, and/or reserve service from the District in accordance with the terms and conditions set forth in the District's Rules and Regulations, and other applicable policies and procedures.
- B. All water service shall be metered by a meter(s) to be furnished and installed by the District. The meter connection is for the sole use by the Applicant and, unless designated as a "Master Meter", is to provide water service for only one (1) dwelling or business.
- C. The Applicant shall be bound by the District's Rules and Regulations, which is not limited to but includes the following policies: Water Conservation Plan, Drought Contingency Plan, and Cross-Connection Control Program. Copies of these policies are available on the District's website.
- D. The Applicant shall pay all service charges and fees in a timely manner, in accordance with the District's Rules and Regulations. Failure to make timely payment will result in the disconnection of water service. Water bills are due upon receipt. Late fees apply after the 15<sup>th</sup> of each month.
- E. By signing this "Service Application and Agreement", the Applicant agrees that non-compliance with the terms of this Agreement or with the District's Rules and Regulations shall constitute denial or disconnection of water service until such time as the violation is corrected to the satisfaction of the District.

Meter Size: _____	Account # _____	Work Order # _____
Deposit \$ _____	Tap \$ _____	Meter \$ _____
Application Fee \$ _____	Impact \$ _____	Inspection \$ _____
Other: _____	Amount \$ _____	
<b>TOTAL \$ _____</b>	<b>Payment \$ _____</b>	<b>Cash _____</b>
	<b>Check # _____</b>	<b>CC #: _____</b>

Comments: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Porter SUD Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX

## B



### CSI Inspection Submission

#### Account Information of Public Water Supplier

**CSI Account:** JUNIOR Sample  
**Water Supplier:** Sample City  
**Texas CSI/Plumbing Inspector/WSPFS:** License valid  
**Insurance Policy:** Insurance policy valid

#### Water Supplier

**Water Supplier:** Sample City  
**Address:** 12345 Somewhere St  
 Anywhere, Texas 77000  
**PWS ID:** 12300456000  
**Phone Number:** 321-654-9870  
**Email Address:** sample@vepolc.com

#### CSI Inspector

**Company Name:** Sample CSI  
**Title of Inspector:** Chief Inspector  
**Inspector Name:** Junior Sample  
**Address:** 123 Anywhere St Anywhere Texas 77777  
**Phone Number:** 123-456-7890  
**Email Address:** junior@csi.com  
**License Number:** C10000011  
**License Type:** TCEQ - CSI License

#### Location / Property Information

**Property Type:** Commercial  
**Business Name:** Super Grocery Store  
**Property Address:** 2000 W Baker Rd  
 Anywhere, TX 77000

#### Contact / Mailing Information

**Company Name:** Super Grocery Store  
**Contact Name:** Bob  
**Mailing Address:** 2000 W Baker Rd  
 Anywhere, TX 77000  
**Phone Number:**  
**Email Address:**

#### Inspection Details

**Reason for Inspection:** Please select  
**Inspection Date:** 4/4/2018  
**Time:** 12:05 AM

I, **Junior Sample**, upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge:

	Compliance	Non-compliance
1. No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with applicable regulations.	<input type="radio"/>	<input type="radio"/>
2. No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed.	<input type="radio"/>	<input type="radio"/>
3. No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.	<input type="radio"/>	<input type="radio"/>
4. No pipe or pipe fitting which contains more than 0.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014.	<input type="radio"/>	<input type="radio"/>
5. Plumbing installed on or after January 4, 2014 bears the expected labeling indicating ≤0.25% lead content. If not properly labeled, please provide written comment.	<input type="radio"/>	<input type="radio"/>
6. No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988.	<input type="radio"/>	<input type="radio"/>

I further certify that the following materials were used in the installation of the private water distribution facilities:

**Service Lines:**  Lead  Copper  PVC  Other  
**Solders:**  Lead  Lead Free  Solvent Weld  Other

I recognize that this document shall be retained by the aforementioned Public Water System for a minimum of ten years and that I am legally responsible for the validity of the information I have provided.

#### Remarks

A Customer Service Inspection Certificate should be an file for each connection in a public water system to document compliance with 30 TAC §290.44(h)/290.46(j).

Sample City - Customer Service Inspection

Sample City  
12345 Somewhere St  
Anywhere, Texas 77000

PWS ID: 12300456000  
Phone Number: 321-654-9870  
Email Address: sample@vepollco.com

Inspection Information

Company Name: Sample CSI

Title of Inspector: Chief Inspector  
Inspector Name: Junior Sample  
Address: 123 Anywhere St  
Anywhere, Texas 77777

License Number: C1000011  
Phone Number: 123-456-7890  
Email Address: junior@csi.com

Location Information

Property Type: Commercial  
Business Name:  
Property Address: 2000 W Baker Rd  
Anywhere, TX 77000

Company Name: Super Grocery Store  
Contact Name: Bob  
Mailing Address: 2000 W Baker Rd  
Anywhere, TX 77000

Phone Number:  
Email Address:

Inspection Results

Reason for Inspection: Existing service where contaminant hazards are suspected  
Inspection Date: 3/12/2018 10:15 AM

I, Junior Sample, upon inspection of the private water distribution facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge:

	Compliance	Non-compliance
1. No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with Commission regulations.	<input checked="" type="radio"/>	<input type="radio"/>
2. No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure principle backflow prevention assembly is properly installed.	<input checked="" type="radio"/>	<input type="radio"/>
3. No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.	<input checked="" type="radio"/>	<input type="radio"/>
4. No pipe or pipe fitting which contains more than 8.0% lead exists in private water distribution facilities installed on or after July 1, 1988 and prior to January 4, 2014.	<input checked="" type="radio"/>	<input type="radio"/>
5. Plumbing installed on or after January 4, 2014 bears the expected labeling indicating $\leq 0.25\%$ lead content. If not properly labeled, please provide written comment.	<input checked="" type="radio"/>	<input type="radio"/>
6. No solder or flux which contains more than 0.2% lead exists in private water distribution facilities installed on or after July 1, 1988.	<input checked="" type="radio"/>	<input type="radio"/>

I further certify that the following materials were used in the installation of the private water distribution facilities:

Service Lines:  Lead  Copper  PVC  Other  
Solder:  Lead  Lead Free  Solvent Weld  Other

I recognize that this document shall be retained by the aforementioned Public Water System for a minimum of ten years and that I am legally responsible for the validity of the information I have provided.

Remarks

Since the last inspection on 2/28/18, the T & M reports have been submitted.

# APPENDIX

# C

Figure: 30 TAC §290.47(f)

**Appendix F: Assessment of Hazards and Selection of Assemblies**

The following table lists many common hazards. It is not an all-inclusive list of the hazards which may be found connected to public water systems.

Premises Isolation: Description of Premises	Assessment of Hazard	Required Assembly
Aircraft and missile plants	Health	RPBA or AG
Animal feedlots	Health	RPBA or AG
Automotive plants	Health	RPBA or AG
Breweries	Health	RPBA or AG
Canneries, packing houses and rendering plants	Health	RPBA or AG
Commercial car wash facilities	Health	RPBA or AG
Commercial laundries	Health	RPBA or AG
Cold storage facilities	Health	RPBA or AG
Connection to sewer pipe	Health	RPBA or AG
Dairies	Health	RPBA or AG
Docks and dockside facilities	Health	RPBA or AG
Dye works	Health	RPBA or AG
Food and beverage processing plants	Health	RPBA or AG
Hospitals, morgues, mortuaries, medical clinics, dental clinics, veterinary clinics, autopsy facilities, sanitariums, and medical labs	Health	RPBA or AG
Metal manufacturing, cleaning, processing, and fabrication plants	Health	RPBA or AG
Microchip fabrication facilities	Health	RPBA or AG
Paper and paper products plants	Health	RPBA or AG
Petroleum processing or storage facilities	Health	RPBA or AG
Photo and film processing labs	Health	RPBA or AG
Plants using radioactive material	Health	RPBA or AG
Plating or chemical plants	Health	RPBA or AG
Pleasure-boat marinas	Health	RPBA or AG
Private/Individual/Unmonitored wells	Health	RPBA or AG
Rainwater harvesting system	Health	RPBA or AG

Reclaimed water systems	Health	RPBA or AG
Restricted, classified or other closed facilities	Health	RPBA or AG
Rubber plants	Health	RPBA or AG
Sewage lift stations	Health	RPBA or AG
Sewage treatment plants	Health	RPBA or AG
Slaughter houses	Health	RPBA or AG
Steam plants	Health	RPBA or AG
Tall buildings or elevation differences where the highest outlet is 80 feet or more above the meter	Nonhealth	DCVA

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Internal Protection - Description of Cross-Connection	Assessment of Hazard	Required Assembly
-------------------------------------------------------	----------------------	-------------------

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Aspirators	Nonhealth†	AVB
Aspirator (medical)	Health	AVB or PVB
Autoclaves	Health	RPBA
Autopsy and mortuary equipment	Health	AVB or PVB
Bedpan washers	Health	AVB or PVB
Connection to industrial fluid systems	Health	RPBA
Connection to plating tanks	Health	RPBA
Connection to salt-water cooling systems	Health	RPBA
Connection to sewer pipe	Health	AG
Cooling towers with chemical additives	Health	AG
Cuspidors	Health	AVB or PVB
Degreasing equipment	Nonhealth†	DCVA
Domestic space-heating boiler	Nonhealth†	RPBA
Dye vats or machines	Health	RPBA
Fire-fighting system (toxic liquid foam concentrates)	Health	RPBA
Flexible shower heads	Nonhealth†	AVB or PVB
Heating equipment		
Commercial	Nonhealth†	RPBA
Domestic	Nonhealth†	DCVA
Hose bibs	Nonhealth†	AVB

Irrigation systems with chemical additives	Health	RPBA
without chemical additives	Nonhealth†	DCVA, AVB, or PVB
Kitchen equipment - Commercial	Nonhealth†	AVB
Lab bench equipment	Health or Nonhealth†	AVB or PVB
Ornamental fountains	Health	AVB or PVB
Swimming pools		
Private	Nonhealth†	PVB or AG
Public	Nonhealth†	RPBA or AG
Sewage pump	Health	AG
Sewage ejectors	Health	AG
Shampoo basins	Nonhealth†	AVB
Specimen tanks	Health	AVB or PVB
Steam generators	Nonhealth†	RPBA
Steam tables	Nonhealth†	AVB
Sterilizers	Health	RPBA
Tank vats or other vessels containing toxic substances	Health	RPBA
Trap primers	Health	AG
Vending machines	Nonhealth†	RPBA or PVB
Watering troughs	Health	AG or PVB

NOTE: AG = air gap; AVB = atmospheric vacuum breaker; DCVA = double check valve backflow prevention assembly; PVB = pressure vacuum breaker; RPBA = reduced-pressure principle backflow prevention assembly.

\*AVBs and PVBs may be used to isolate health hazards under certain conditions, that is, back siphonage situations. Additional area of premises isolation may be required.

†Where a greater hazard exists (due to toxicity or other potential health impact) additional area protection with RPBA is required.



# APPENDIX

## D

### Backflow Test Submission

The following form must be completed for each assembly tested. A signed and dated original must be submitted to the public water supplier for recordkeeping purposes.

<b>SMAT Account:</b>	Zone Sample	<b>ICCG - BPAT Account:</b>	123456789
<b>Water Supplier:</b>	Sample City	<b>Insurance Policy:</b>	Insurance policy valid
<b>Market Type:</b>	General/Manufacturing	<b>Test Gauge:</b>	Watts TX 91C 123456 (Potable)
<b>Test Gauge:</b>	Watts TX 91C 123456 (Potable)		

<b>Water Supplier:</b>	Sample City	<b>PWS ID:</b>	123045678
<b>Address:</b>	12345 Somewhere St Anytown, Texas 77000	<b>Contact Name:</b>	
		<b>Phone Number:</b>	212.555.1234
		<b>Email Address:</b>	sample@vep.com

<b>Company Name:</b>	Sample BPAT	<b>Phone Number:</b>	212-555-7890
<b>Owner Name:</b>	John Doe	<b>Email Address:</b>	john@bpat.com
<b>Address:</b>	123 Anywhere Street Anywhere Texas 77000	<b>License Number:</b>	BP1234567
		<b>License Exp Date:</b>	12/31/2019

<b>Property Type:</b>	Commercial	<b>Company Name:</b>	Burger Hut
<b>Business Name:</b>	Burger Hut	<b>Contact Name:</b>	Manager
<b>Property Address:</b>	123 N. Lombard Ave #154 Anytown, TX 77000	<b>Mailing Address:</b>	300 N. Kimberly Ave #101 Anytown, TX 77000
		<b>Phone Number:</b>	
		<b>Fax Address:</b>	

**Backflow Prevention Assembly Information**

The backflow prevention assembly detailed below has been tested and maintained as required by applicable regulations and is certified to be operating within acceptable parameters.

**Backflow Method:** Reduced Pressure Principle Detector Type II

<b>Main Assembly Manufacturer:</b>	Backflow Guard	<b>Model:</b>	CG-1000	<b>Size:</b>	1/2"	<b>Serial #:</b>	000001
<b>Bypass Assembly Manufacturer:</b>	Backflow Guard	<b>Model:</b>	BG-1000	<b>Size:</b>	1/2"	<b>Serial #:</b>	000001

**LOCATION (ENTER ZIP CHARACTER):** At the back of the building on the water main on the east side of the building.

**HAZARD (Y/N):** \*\*\*\*

**Test Results:**  Passed  Failed

**Reason for Test:**  Regular  Old Model/Serial #

**Is the assembly installed in accordance with manufacturer recommendations and/or local codes?**  Yes  No

**Is this assembly contained on a non-potable water supply (sewerage)?**  Yes  No

**Test Gauge:** Watts TX 91C 123456 (Potable)

	Check Valve #1	Main Assembly	Relief Valve	Bypass Assembly
<b>Initial Test</b>	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared Replaced: <input type="checkbox"/> O-ring <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Inlets <input type="checkbox"/> Seal <input type="checkbox"/> O-ring	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared Replaced: <input type="checkbox"/> O-ring <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Inlets <input type="checkbox"/> Seal <input type="checkbox"/> O-ring	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared Replaced: <input type="checkbox"/> O-ring <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Inlets <input type="checkbox"/> Seal <input type="checkbox"/> O-ring	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared Replaced: <input type="checkbox"/> O-ring <input type="checkbox"/> Spring <input type="checkbox"/> Guide <input type="checkbox"/> Pin Retainer <input type="checkbox"/> Inlets <input type="checkbox"/> Seal <input type="checkbox"/> O-ring
<b>Repeat Details</b>				
<b>Test After Repair</b>	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared	Held at <input type="text"/> PSI <input type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked <input type="checkbox"/> Cleared

**Water Meter Type \*\*\*\*** Meter reading prior to test:  Meter registers a flow?  Meter reading upon completion:

**Notes:**

The above is certified to be true at the time of testing.  
 \* TEST APPROVE MUST BE DONE FOR AT LEAST THREE YEARS  
 \*\* USE ONLY MANUFACTURER'S REPLACEMENT PARTS  
 \*\*\* All Check Valve reading required for Double Check Valve only  
 \*\*\*\* Indicate additional information not present on the standard ICQG report

**Sample City - Backflow Prevention Assembly Test and Maintenance Report**

The following form must be completed for each assembly tested. A signed and dated original must be submitted to the public water supplier for recordkeeping purposes:

Sample City	PWS ID:	12300468000
12345 Somewhere St	Contact Name:	City Personnel
Anywhere, Texas 77000	Phone Number:	321-654-9870

**BPA Information**

<b>Company Name:</b> Sample BPA	<b>Phone Number:</b> 123-456-7890
<b>Tester Name:</b> Junior Sample	<b>Email Address:</b> junior@bpa.com
<b>Address:</b> 123 Anywhere Street	<b>License Number:</b> BP1234567
Anywhere, Texas 77000	<b>License Expiration:</b> 4/26/2019

**Location Information**

**Property Type:** Commercial  
**Business Name:** Burger Hut  
**Property Address:** 200 N Kimberly Ave #204  
 Anywhere, TX 77000

**Contact Information**

**Company Name:** Burger Hut  
**Contact Name:** Manager  
**Mailing Address:** 200 N Kimberly Ave #204  
 Anywhere, TX 77000  
**Phone Number:**  
**Email Address:**

**Backflow Information**

The backflow prevention assembly detailed below has been tested and maintained as required by commission regulations and is certified to be operating within acceptable parameters.

**Backflow Method:** Reduced Pressure Principle Detector Type II  
**Main Assembly Manufacturer:** Backflow Direct **Model:** DERIGNER50 **Size:** 2 **Serial Number:** 008886  
**Bypass Assembly Manufacturer:** Backflow Direct **Model:** DERIGNER50 **Size:** 3/4 **Serial Number:** 133331  
**Location:** In the front of the building by the water meter on the southwest side.  
**Hazard Type \*\*\*\*:** Domestic/Premises Isolation

**Backflow Test Information**

**Test Result:** Passed  
**Reason for Test:** Replacement **Old Model/Serial #:**  
 Is the assembly installed in accordance with manufacturers recommendations and/or local codes? **Yes**  
 Is the assembly installed on a non-potable water supply (auxiliary)? **No**  
**Differential pressure gauge used:** Watts TK-99E (potable) **Serial Number:** 123456 **Date Tested for Accuracy:** 4/16/2018

	Reduced Pressure Principle Detector Type II			
	Check Valve #1	Check Valve #2	Relief Valve	Air Gap Check
<b>Initial Test</b> Date: 4/16/19 Time: 9:15 AM	Held at 8.2 PSID <input checked="" type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked	Held at 0 PSID <input checked="" type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked	Opened at 5.1 PSID <input type="checkbox"/> Did not open	Held at 2 PSID <input checked="" type="checkbox"/> Closed Tight <input type="checkbox"/> Leaked
<b>Repairs and Materials Used:</b>				
<b>Repair Details:</b>				
<b>Test After Repairs:</b>	Held at 0 PSID <input type="checkbox"/> Closed Tight	Held at 0 PSID <input type="checkbox"/> Closed Tight	Opened at 0 PSID	Held at 0 PSID <input type="checkbox"/> Closed Tight
<b>Water Meter Test:</b>	Meter reading prior to test: 0 Meter registers a flow? Meter reading upon completion: 0			

**Remarks**

The assembly is not in a cage and is easy to access.

The above is certified to be true at the time of testing.  
 \* TEST RECORDS MUST BE KEPT FOR AT LEAST THREE YEARS [30 TAC 200.48(B)]  
 \*\* USE ONLY MANUFACTURER'S REPLACEMENT PARTS  
 \*\*\* 2nd Check: Numeric reading required for double check valve only.  
 \*\*\*\* Indicates additional information not present on the standard TCEQ report

Cross Connection Detail

**Cross Connection Type:** Restaurant/Vending/Grocery > Flexible Head Sprayer  
**Assembly Description:** RP Wilkins 976XL2 1/2"  
**Serial Number:** 123456  
**Location Description:** Deli under cabinet.  
**Comments:**

**Cross Connection Type:** Restaurant/Vending/Grocery > Flexible Head Sprayer  
**Assembly Description:** RP Wilkins 976XL2 1/2"  
**Serial Number:** 864321  
**Location Description:** Produce area by mop sink.  
**Comments:**

# APPENDIX

# E

## **Cross Connection Control / Backflow**

### What is a Cross Connection?

A cross connection is a connection between a potable drinking water supply and a possible source of contamination or pollution. Under the provisions of the Safe Drinking Water Act of 1971, the Environmental Protection Agency (EPA) established national standards for safe drinking water. Each state is required to enforce the various regulations of the Safe Drinking Water Act and how it relates to its state laws.

To meet these provisions, the Texas Commission on Environmental Quality (TCEQ) on January 1, 1996, enacted a state law which requires the public water suppliers to implement and enforce the Cross Connection Control Program requirements located in the Texas Administrative Code (TAC), Title 30, Chapter 290 of the Rules and Regulations for Public Water Suppliers.

### What is Backflow?

Backflow is the undesirable reversal of flow in a potable water distribution system. Water that is always under pressure can only flow in one direction. Then how can water flow in reverse? Water will always flow towards the point of lowest pressure. If a water main were to break or if the fire department opened several fire hydrants to help fight a fire, the pressure in the water main could drop. The demand upstream could cause a reversal in flow.

Cross connections and the possibility of backflow need to be recognized so they do not occur. A garden hose submerged in a hot tub, swimming pool, car radiator or attached to an insect/fertilizer sprayer could siphon the liquid back into the water main. Water from an irrigation system could be siphoned back into the public water supply.

Backflow prevention assemblies are designed to protect the public water system from these types of concerns.

### Testing of Backflow Prevention Assemblies

All backflow protection assemblies must be tested upon installation, repair or relocation. Because backflow prevention assemblies are mechanical devices that will degrade over time, all backflow assemblies should be tested annually to ensure they are in working order.

The Porter Special Utility District has chosen to partner with Vepo, LLC to allow for the online submission of Backflow Prevention Assembly Test and Maintenance Reports through the Envirotrax® system. All testing information will be entered directly by the tester into the online password protected system provided by Vepo, LLC. Testers will no longer be able to submit paper test reports directly to the district.

### Finding or Becoming a Registered Tester

All Backflow Prevention Assembly Testers (BPATs) are required to register with Vepo, LLC. Upon registration and verification of license, insurance, and test for accuracy reports, the tester will be added to the approved list of Backflow Prevention Assembly Testers.

# Envirotrax® Online CSI Management System

## Quick Start Guide



Open a web browser and go to [www.vepollc.com](http://www.vepollc.com). We recommend Windows Edge, or Google Chrome.

### Create an Account:

1. In the **CSI Management** menu, click on **Inspector Login**.
2. Create a "Master" account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional licensed employees should be entered as "sub-accounts" to the Master account in the **My Account > Sub Account Management** menu.

### Login to Your Account:

1. In the **CSI Management** menu, click on **Inspector Login**.
2. Enter your User ID and Password and click on the **Login** button.

### Select One of More Participating Water Suppliers:

1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

### Register your License(s):

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Submit one or more license numbers and the Vepo staff will verify the license and validate the account. The name on the license must match the name on the account.

### Submit your Insurance if Required:

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Enter the insurance policy number and upload a Certificate of Insurance. The name on the insurance policy must match the name on the master account.

### Submit a CSI Certificate:

1. Within your account, click on **Submit CSI** in the **CSI Management** menu.
2. Search to see if a previous inspection for the address already exists within the system.
3. If an inspection already exists within the system, click on the **Submit CSI** button to the right of the address to submit a new inspection certificate for the existing address.
4. If the inspection is not found within the system, click on the **Start CSI Submission with a New Property Record** button to begin a new inspection for the property location.
5. Enter the inspection results and click on the **Continue to the Cross Connection Details** button.
  - a. If a previous inspection has been performed and the backflow assemblies have been associated with the property, click on the **Import Details** button.
  - b. If no backflow assemblies have been associated, click on the **Add Cross Connection Details** button and follow the prompts to add an assembly to the property location.
6. Click on the **Complete Submission** button at any time to submit the inspection certificate into the system.

### Checkout:

1. The inspection certificate will not appear in the system until you complete the payment process, even if the charge for the inspection is \$0.00. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. Check off which inspections you wish to submit and click on the **Update** button.
3. Enter your payment information if necessary and click on the **Complete Submission** button.

# Envirotrax® Online Backflow Management System

## Quick Start Guide



Open a web browser and go to [www.vepollc.com](http://www.vepollc.com). We recommend Windows Edge or Google Chrome. Click on the **Help** icon for additional information.

### Create an Account:

1. In the **Backflow Management** menu, click on **BPAT Login**.
2. Create a "Master" account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional licensed employees should be entered as "sub-accounts" to the Master account in the **My Account > Sub Account Management** menu.

### Login to Your Account:

1. In the **Backflow Management** menu, click on **BPAT Login**.
2. Enter your User ID and Password and click on the **Login** button.

### Select One of More Participating Water Suppliers:

1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

### Register your License(s):

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Submit one or more license numbers and the Vepo staff will verify the license and validate the account. The name on the license must match the name on the account.

### Submit your Insurance if Required:

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Enter the insurance policy number and upload a Certificate of Insurance. The name on the insurance policy must match the company name on the master account.

### Register your Test Gauge(s):

1. Within your account, click on the **Gauge Management** button on the **Account Overview** page, or click on **Gauge Management** in the **My Account** menu.
2. Register a gauge and upload the Test for Accuracy Certification.

### Submit a Backflow Test:

1. Within your account, click on **Submit Backflow Test** in the **Backflow Management** menu.
2. Search to see if a previous test for the assembly already exists within the system.
3. If an assembly already exists within the system, click on the **Submit Test for This Assembly** button to the right of the assembly information to submit a new test report for the existing assembly.
4. If the assembly is not found within the system, click on the **Submit a Test for an Assembly with No Previous History** button to begin a new test for the assembly.
5. Enter the test results and submit the report to the system.

### Checkout:

1. The test report will not appear in the system until you complete the payment process. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. Check off which reports you wish to pay for and click on the **Update** button.
3. Enter your payment information and click on the **Complete Submission** button.



# APPENDIX

# F

Jon Niermann, *Chairman*  
Emily Lindley, *Commissioner*  
Bobby Janecka, *Commissioner*  
Toby Baker, *Executive Director*



PWS\_1700068\_CO\_20220223\_CCC

**RECEIVED**

MAR 01 2022

## Texas Commission on Environmental Quality **PORTER SUD**

*Protecting Texas by Reducing and Preventing Pollution*

February 23, 2022

Mr. Doug Pillow, Administrative Contact  
Porter Special Utility District  
22162 Waterwell Road  
Porter, TX 77365-5381

Re: Porter SUD - PWS ID No. 1700068  
Request for Approval of Electronic Record Keeping of Backflow Prevention  
Assembly Test and Maintenance Reports  
Request for Approval of an Alternate Backflow Prevention Assembly Test and  
Maintenance Report Form  
Request for Approval of Electronic Record Keeping of Customer Service  
Inspection Certificate  
Request for Approval of an Alternate Customer Service Inspection Certificate  
Montgomery County, Texas  
RN101193712 | CN602804056

Dear Mr. Pillow,

On January 4, 2022, the Texas Commission on Environmental Quality (TCEQ) received a request on behalf of Porter SUD (System), requesting approval to use Vepo, LLC (service) software for Backflow Prevention Assembly Test and Maintenance Reports (T&M Form) and Customer Service Inspection (CSI) records pertaining to the System's Cross-Connection Control Program. Approval was also requested to use an alternate T&M Form, provided by the service, as specified in Title 30 of the Texas Administrative Code (30 TAC) §290.44(h)(4)(C). This regulation states that any form which varies from the official TCEQ Form No. 20700, must be approved by the TCEQ prior to being placed in use. Approval was also requested to use an alternate CSI Certificate. As specified in 30 TAC §290.46(j), any CSI Certificate which varies from the format specified in TCEQ Form 20699, must be approved by the TCEQ prior to being placed in use. Each request is addressed separately below.

### Electronic Record Keeping of T&M Forms

The rules in 30 TAC §290.44(h)(4)(C) require that the signed and dated original T&M Form be submitted to the System for record-keeping purposes. Per this request, the licensed backflow prevention assembly tester will use a unique username and password to access the service via an internet-based management software and will enter the test results from each test. The TCEQ considers the security inherent in the access of the software via username and password as being equivalent to receiving a signed and dated original document. Based on this, the TCEQ is **granting** the System approval to utilize electronic record-keeping software for T&M Forms contingent on the following conditions:

- When requested by TCEQ staff, a hardcopy form will be printed so that compliance with TCEQ regulations can be determined;

- System staff must have a level of proficiency with the service such that information can be located and a hardcopy T&M Form can be printed in a timely manner;
- Per 30 TAC §290.46(f)(3)(B), T&M Forms are required to be stored by the System for a period of at least three years. The data used to generate the test report must be available for printing a hard copy test report form for a minimum of three years; and
- All necessary precautions, such as backing up the data, must be taken in order to prevent the loss or corruption of the electronic data.

#### Alternate T&M Form

Based on the TCEQ review of the Vepo, LLC test report which will be printed from the software, we are **granting** your request to use the enclosed alternative T&M Form. This approval is for the enclosed T&M Form only. Please note that this alternate form approval is applicable only to System's use of this form. Use of this alternate form by another public water system (PWS) could result in a violation for the other PWS.

#### Electronic Record Keeping of CSI Forms

Per this request, a licensed plumbing inspector, a licensed plumber with Water Supply Protection Specialist endorsement or customer service inspector will use a unique username and password to access the service via an Internet-based management software and enter findings from each inspection. Based on the TCEQ review of your request, the TCEQ is **granting** approval of electronic record keeping of CSI certificates for the System's Cross-Connection Control Program via the Vepo, LLC software. This approval is for the enclosed CSI Certificate only and is contingent on the following conditions:

- When requested by TCEQ staff, the System must be able to provide a printed hardcopy in order to determine compliance with TCEQ regulations;
- System staff must have a level of proficiency with the service such that information can be located and a hardcopy CSI Certificate can be printed in a timely manner;
- As specified in 30 TAC §290.46(f)(3)(E), CSI Certificates are required to be maintained by the System for a minimum of ten years. The data used to generate the CSI Certificate must be available for printing in hardcopy form for a minimum of ten years; and
- All necessary precautions, such as backing up the data, must be taken in order to prevent the loss or corruption of the electronic data.

#### Alternate Customer Service Inspection (CSI) Certificate.

Based on our review of the Vepo, LLC system and the CSI certificate which will be printed from the system, we are **granting** your request to use the enclosed alternative CSI Certificate. Please note that this alternate form approval is applicable only to the System's use of this form. Use of this alternate form by another PWS could result in a violation for the other PWS.

TCEQ's CSI rule requires a CSI to be conducted on three occasions:

- Prior to providing continuous water service to new construction;
- On any existing service either when the water purveyor has reason to believe that cross-connections or other potential contaminant hazards exist; or
- After any material improvement, correction, or addition to the private water distribution facilities.

Mr. Doug Pillow, Administrative Contact  
Page 2  
February 23, 2022

If the System wishes to use forms other than the approved alternate forms enclosed in this letter or the official forms found on the TCEQ website, an additional request must be submitted and approval must be received prior to the new forms being placed into use.

Obtaining TCEQ approval for an alternate form makes the alternate form an official document for your water system. If the form is to be valid, it must be filled out in its entirety and retained for the required amount of time. This document is now one of the primary records for your Cross-Connection Control Program. During a Comprehensive Compliance Investigation by a TCEQ Regional Investigator, it will be reviewed when determining compliance with the TCEQ record retention requirements.

All approvals are subject to periodic review and may be revoked or amended if warranted. A copy of this letter and enclosures must be maintained for as long as these alternate forms are being used. These records must be made available to TCEQ staff upon request. In the event that the subject System chooses to discontinue using this service, the System will continue to be responsible for compliance with TCEQ's Cross-Connection Control record retention requirements. For your convenience, the official TCEQ forms are available at:

[www.tceq.texas.gov/drinkingwater/cross-connection/cc\\_control.html](http://www.tceq.texas.gov/drinkingwater/cross-connection/cc_control.html)

Due to homeland security concerns, the TCEQ strongly recommends that the System limit access to the backflow prevention assembly and customer service inspection record keeping system to specified internal staff.

If you have any questions concerning this letter, or if we can be of additional assistance, please contact Ms. Katherine McGlaughlin by email at [katherine.mcgloughlin@tceq.texas.gov](mailto:katherine.mcgloughlin@tceq.texas.gov) or by telephone at (512) 239-1374 or by correspondence at the following address:

Texas Optimization Program and Response Team (MC 159)  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, Texas 78711-3087

Sincerely,



Texas Optimization Program and Response Team  
Emergency Preparedness and Response Section  
Water Supply Division  
Texas Commission on Environmental Quality

BM/km

Enclosures: Approved T&M Form  
Approved CSI Form

cc: Vepo, LLC, 25740 Century Oaks Blvd., Hockley, Texas 77447