



## **Qualified Backflow Prevention Assembly Tester Terms and Conditions**

The City of Milpitas Cross-Connection Control Program maintains a list of qualified backflow prevention assembly testers approved to perform required performance testing on all backflow prevention assemblies located within the City's service area. The City will only accept backflow test results from testers/testing companies on the City's Qualified Tester List. Testers/Testing Companies must receive confirmation from the Cross-Connection Control Program of their status on the Approved List before testing an assembly.

To be included on the City's Qualified Backflow Assembly Tester List, Testers/Testing Companies must have on file with the Cross-Connection Control Program proof of the following items:

- A. City of Milpitas Business License
- B. Proof of Insurance Coverage
- C. CA-NV AWWA Backflow Prevention Assembly Tester Certification
- D. Differential Pressure Gauge Test Kit Calibration Certification (required annually for each Test Kit)
- E. Current CSLB Contractor's License C-36 A or B (required for all repair, replacement, and/or installation work)

Expired documentation will not be accepted. It is the Tester/Testing Company's responsibility to provide updated documentation before expiration to maintain on the City's list.

The City will periodically review Backflow Prevention Assembly Tester documentation and remove Testers/Testing Companies from the Qualified Tester List whose documentation has expired. It is the responsibility of the Tester/Testing Company to submit updated documents and contact information to the City for continued inclusion on the list. Testers/Testing Companies can maintain documents through the City's Backflow Prevention Assembly Test Entry Portal. If information is not current in our records, Testers/Testing Companies will be removed from the list without notice.

### **Where to submit the required documentation**

All required documentation, including the attached application packet, must be submitted electronically to [backflow@milpitas.gov](mailto:backflow@milpitas.gov). If approved, The Cross-Connection Specialist will register applicants into our data management system/test entry portal as service providers, however it is the Tester/Testing Company's responsibility to maintain all required documentation to remain on our Qualified Tester List.

Portal URL: <https://milpitasca.c3swift.com/>

### **How to apply for a City of Milpitas Business License**

You can apply for a City of Milpitas Business License by applying online, by mail, or in person at City Hall. [Business License Center | Milpitas, CA](#)



**The following requirements shall be satisfied to maintain eligibility and inclusion on the Milpitas Qualified Backflow Prevention Assembly Tester's List:**

**1. Required Testing and Administrative Procedures:**

- a. Backflow assembly tests must be reported within 15 days of completion.
- b. Electronic Test Reports: Routine/annual performance tests, or repaired assemblies; must be submitted through the City's Backflow Prevention Assembly Test Entry Portal online at <https://milpitasca.c3swift.com/>
- c. Newly installed and/or replaced assemblies must be documented on the official [Milpitas BPA Testing & Maintenance Report - \(Fillable\)](#) and submitted to the Cross-Connection Specialist for review and processing at [backflow@milpitas.gov](mailto:backflow@milpitas.gov)
- d. Reports submitted through the Backflow Prevention Assembly Test Entry Portal or on the official form will be accepted. Reports submitted outside of these channels will be rejected.
- e. *Applicant/Company must pay an annual application administration fee of \$264 (Waived for FY25-26)*
- f. Backflow Prevention Assembly Testers shall not share their login information for the Backflow Prevention Assembly Test Entry Portal.
- g. Backflow Prevention Assembly Testers shall submit test reports to the City within 15 days of completion.
- h. Test reports are due to the City within 60 days from the date of the City's first notice to the customer. If an extension is required, the customer is responsible for contacting the City via email.
- i. Testers shall record the customer's contact information (name, email, phone number), as well as the water meter number(s).
- j. Testers shall record the Backflow Asset Tag number on the test report.
- k. Incomplete test reports will not be accepted.
- l. While conducting performance testing, the tester shall follow AWWA guidelines and test procedures outlined in the USC Foundation for Cross-Connection Control and Hydraulic Research (USCFCCCHR) Manual of Cross-Connection Control, 10th Edition.
- m. When performing tests on recycled water backflow prevention assemblies, a test kit dedicated solely to recycled water shall be used. Recycled Water Test Kits shall be distinctly and permanently identified for the use of Recycled Water. **A Recycled Water Test Kit shall never be used to test a potable water backflow prevention assembly.**

**2. Installing/Repairing & Replacing Assemblies (Current active CSLB Class A, B or C-36 license is required)**

- a. All new assemblies installed as meter/service protection must be a Reduced Pressure Principle Backflow Prevention Assembly (RP) or an assembly type in compliance with the California State Water Resources Control Board Cross-Connection Control Policy Handbook (CCCPH).



- b. If an existing PVB or DC installed as meter/service protection fails annual performance testing, the assembly shall be replaced with an RP assembly. Exceptions include fire protection assemblies (DCDA).
- c. A plumbing permit issued by the City's Building Safety and Fire Prevention Department, or the respective jurisdiction having authority over building permits, is required before the replacement or installation of a backflow prevention assembly.
- d. Assemblies shall be installed in accordance with the City's approved Engineering Standard Details/Drawings and Design Criteria.

### **3. Qualified Backflow Prevention Assembly Tester - Signatories**

Qualified Backflow Prevention Assembly Testers may elect to authorize one or more signatories to submit backflow prevention assembly test reports in the Backflow Prevention Assembly Test Entry Portal on their behalf under the following conditions.

- a. The tester acknowledges that they are responsible for personally completing performance tests on backflow prevention assemblies, and their tester certificate shall not be used to submit performance tests completed by any other person.
- b. Tester acknowledges they are responsible for all test reports submitted to the Backflow Prevention Assembly Test Entry Portal made by authorized signatories on their behalf.
- c. Misuse of the Backflow Prevention Assembly Test Entry Portal by either the tester or the signatory may result in the revocation of access to the portal and/or removal from the Qualified Backflow Tester List.
- d. Signatories shall not share their login information to the Backflow Prevention Assembly Test Entry Portal with any other individuals.

### **4. Removal from the Qualified Testers List**

A Tester may be removed from the City's Qualified Tester List and lose eligibility to test backflow prevention assemblies within the City of Milpitas service area for, but not limited to the reasons listed below:

- a. Failure by Tester to submit test reports within the required timeframe.
- b. Incompetence in performing tests.
- c. Falsification of a test report(s).
- d. Numerous registered customer complaints.
- e. Inaccurate test reports.
- f. Failure to obtain required building permits. City of Milpitas Backflow Tester Policy and Procedures



**Application to be listed as an Approved Qualified Backflow Prevention Assembly Tester for the City of Milpitas during the period of:**

**November 1, 2025, to October 31, 2026**

**Application Acceptance Period: August 1, 2025, to September 30, 2025**

Dear Prospective Applicant,

To assist customers and maintain the highest level of service, the City of Milpitas has initiated an annual program to approve companies for performing backflow prevention device testing, installation, and repairs. All qualified companies are invited to apply and submit their application. A copy of the **Qualified Backflow Prevention Assembly Tester Terms & Conditions** is included, along with the application and checklist of required documents. Please allow up to four weeks for your application to be reviewed, processed, and determined if your company will be added to the list of qualified testers, installers, and repairers.

The City will not accept test results from companies not on the City-approved list. Only those companies that complete and sign the application and provide updated information regarding tester certifications, insurance, test kit calibration certificates, and other essential details throughout the list period will be considered for approval.

**Companies on the City's existing list will be removed after October 30, 2025, if a new application with the required documentation has not been completed and approved. All required documentation must be merged into one file (PDF) and submitted electronically to [backflow@milpitas.gov](mailto:backflow@milpitas.gov)**

For administrative questions about this application and/or the City's Cross-Connection Control Program, please contact:

**Cross-Connection Specialist - Raymond Moreno**

**Desk:** (408) 586-3348

**Cell:** (408) 690-9752

**Email:** [rmoreno@milpitas.gov](mailto:rmoreno@milpitas.gov)

You may also send inquiries & cc [backflow@milpitas.gov](mailto:backflow@milpitas.gov)

Sincerely,

City of Milpitas Public Works – Utility Engineering Section

**Cross-Connection Specialist – Raymond Moreno**

**Desk: (408) 586-3348 Cell: (408) 690-9752 Email: [rmoreno@milpitas.gov](mailto:rmoreno@milpitas.gov)**



## Qualified Backflow Prevention Assembly Tester, Repairer, or Installer

### Application and Agreement

Period of Activity: **November 1, 2025, to October 31, 2026**

1. Name of Applicant/Company: \_\_\_\_\_

2. Mailing Address of Applicant/Company: \_\_\_\_\_  
\_\_\_\_\_

3. Address to Use on Tester/Installer List for the public (if different than mailing):  
\_\_\_\_\_  
\_\_\_\_\_

4. Contact Information for Questions About Application/Certifications

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. Phone Number for the public (Appears on the list): \_\_\_\_\_

Please complete the following information for all individuals who will perform tests and/or repairs. Attach a copy of the backflow tester certificate and current wallet card for each person listed. Please also include the serial number for the test kit assigned to each technician and attach proof of its most recent calibration date. **Test results will not be accepted from anyone whose name and test kit are not on the list and/or whose certifications have expired.** Please contact [backflow@milpitas.gov](mailto:backflow@milpitas.gov) throughout the year to add testers, test kits, and update certifications. **(Attach a separate sheet if necessary)**

Tester 1		Name					
AWWA Certification #					Expiration Date		
Test Kit	Make	Model		Serial #		Expiration Date	
Tester 2		Name					
AWWA Certification #					Expiration Date		
Test Kit	Make	Model		Serial #		Expiration Date	
Tester 3		Name					
AWWA Certification #					Expiration Date		
Test Kit	Make	Model		Serial #		Expiration Date	
Tester 4		Name					
AWWA Certification #					Expiration Date		
Test Kit	Make	Model		Serial #		Expiration Date	
Tester 5		Name					
AWWA Certification #					Expiration Date		
Test Kit	Make	Model		Serial #		Expiration Date	

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<b>Tester 6</b>	<b>Name</b>							
<b>AWWA Certification #</b>					<b>Expiration Date</b>			
<b>Test Kit</b>	<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>	
<b>Tester 7</b>	<b>Name</b>							
<b>AWWA Certification #</b>					<b>Expiration Date</b>			
<b>Test Kit</b>	<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>	
<b>Tester 8</b>	<b>Name</b>							
<b>AWWA Certification #</b>					<b>Expiration Date</b>			
<b>Test Kit</b>	<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>	
<b>Tester 9</b>	<b>Name</b>							
<b>AWWA Certification #</b>					<b>Expiration Date</b>			
<b>Test Kit</b>	<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>	
<b>Tester 10</b>	<b>Name</b>							
<b>AWWA Certification #</b>					<b>Expiration Date</b>			
<b>Test Kit</b>	<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>	

6. Testing of recycled water backflow assemblies will only be accepted from testers using a dedicated kit for recycled water and registered with the City of Milpitas.

**Please indicate the RW test kit(s) details below and attach proof of calibration currency (if applicable)**

<b>Recycled Water Test Kits</b>						
<b>Make</b>		<b>Model</b>		<b>Serial #</b>		<b>Expiration Date</b>
Make		Model		Serial #		Expiration Date
Make		Model		Serial #		Expiration Date
Make		Model		Serial #		Expiration Date
Make		Model		Serial #		Expiration Date
Make		Model		Serial #		Expiration Date

7. Has the applicant, any predecessor of applicant, or any shareholder, director, officer, partner or employee of applicant (or any other company owned or controlled by any of the foregoing) been reprimanded by, or the subject of an investigation by any governmental agency, or water utility related to backflow prevention assembly testing, repairing, or installations?

**Yes**      **No**      If "Yes", please provide full details on a separate sheet

8. **Attach** either a State of California License Class A, B or C-36 (Required if intending to perform repairs and/or replacements & new installations).

9. **Attach** a copy of the current City of Milpitas Business License.

10. **Attach** proof of general liability insurance in full force and effect. Such insurance must include coverage for bodily injury, personal injury, including death resulting therefrom, and property damage, with limits not less than \$1,000,000 per occurrence, combined single limit.



~~Finance, Attn: Cross Connection Control Program.~~

~~11. Attach check for annual Backflow Installation, Removal, and Relocation Company Fee (one per Applicant and/or Company). Checks will be returned if application is unsuccessful.~~

**Fee Schedule (effective 7/1/2025)\* Waived for FY25-26**

Annual Milpitas Approved Tester List Fee.....\$264.00

*(One annual fee per company)*

**Statement of Compliance:** I (1); agree to comply with all Cross-Connection Control Program Policies, Procedures & Qualified Tester Terms & Conditions and to instruct all individuals employed, or otherwise engaged by applicant to perform backflow prevention assembly testing, repairs, replacements/installations to comply with them (2); agree that failure to comply with those mentioned above may result in the City of Milpitas removing the applicant(s) and/or company from the approved list of Qualified Backflow Prevention Assembly Testers and (3); authorize the City of Milpitas to contact any government agency, water utility or customer about this application.

Please Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Please submit all required documentation along with this application form to [backflow@milpitas.gov](mailto:backflow@milpitas.gov) for review and processing by the Cross-Connection Specialist**



## Backflow Prevention Assembly Tester Signatory Authorization

Qualified Backflow Prevention Assembly Testers may elect to authorize up to three signatories from their Testing Company to submit backflow prevention assembly test reports in the **Backflow Prevention Assembly Test Entry Portal**. This form must be completed and signed by the Backflow Tester(s) and submitted by the signatory to [backflow@milpitas.gov](mailto:backflow@milpitas.gov) for consideration and approval by the City. Multiple Testers and signatories may be included on the same form per company.

**Company Name:** \_\_\_\_\_

Tester 1	Name		
AWWA Certification #		Expiration Date	
Tester 2	Name		
AWWA Certification #		Expiration Date	
Tester 3	Name		
AWWA Certification #		Expiration Date	
Tester 4	Name		
AWWA Certification #		Expiration Date	
Tester 5	Name		
AWWA Certification #		Expiration Date	
Tester 6	Name		
AWWA Certification #		Expiration Date	
Tester 7	Name		
AWWA Certification #		Expiration Date	
Tester 8	Name		
AWWA Certification #		Expiration Date	
Tester 9	Name		
AWWA Certification #		Expiration Date	
Tester 10	Name		
AWWA Certification #		Expiration Date	

Signatory 1	Name		
Phone #		Email Address	
Signatory 2	Name		
Phone #		Email Address	
Signatory 3	Name		
Phone #		Email Address	

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1. The tester acknowledges that they are responsible for personally completing performance tests for backflow prevention assemblies, and their tester certificate shall not be used to submit performance tests completed by any other person.
2. The tester acknowledges that they are responsible for all test reports submitted to the **Backflow Prevention Assembly Test Entry Portal** made by authorized signatories.
3. Misuse of the **Backflow Prevention Assembly Test Entry Portal** by either the tester or the signatory may result in the revocation of access to the portal and/or removal from the Qualified Backflow Tester List.
4. Signatory Authorization is for the individual named on this form only. Signatories shall not share their login information to the **Backflow Prevention Assembly Test Entry Portal** with any other individuals.

**Tester 1** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 2** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 3** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 4** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 5** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 6** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 7** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 8** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 9** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tester 10** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatory 1** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatory 2** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signatory 3** Signature: \_\_\_\_\_ Date: \_\_\_\_\_