



CERTIFIED BACKFLOW ASSEMBLY TESTER CODE OF CONDUCT

UBWA recognizes that the water purveyor has the responsibility of protecting the public water supply. Thus, in the exercise of this responsibility, UBWA must take all reasonable precautions to protect the public water supply from the hazards originating on the premises of its customers that may degrade the public water supply. To ensure protection of the public water supply, certified Backflow Assembly Testers who perform testing within our service area are held responsible and accountable to operate according to the Oregon Administrative Rules (OARs) and UBWA Cross-Connection Control (CCC) Program Standards.

The following standards shall apply to all Backflow Assembly Testers (BAT) testing, repairing, and certifying backflow prevention assemblies within jurisdictions of Umpqua Basin Water Association.

UBWA's BAT list is provided as a courtesy to our customers. Approved and listed BAT's are not representatives of UBWA. Nevertheless, approved and listed BAT's are expected to conduct themselves in a professional, timely, and respectful manner.

UBWA will review the list periodically and may remove a BAT from the list based on complaints from our customers and or noncompliance with any of the UBWA Tester Code of Conduct's.

The following information outlines the Code of Conduct that all certified Backflow Assembly Testers will adhere to:

1. Each calendar year, a tester who wishes to provide testing services in the Umpqua Basin Water service area must read and sign the Umpqua Basin Water Assembly Tester Standards.
2. Tester shall provide UBWA with a copy of his/her current State of Oregon Business License.
3. Tester shall provide UBWA with a copy of his/her current Insurance Certificate of Liability.
4. Testers performing tests shall have and provide to UBWA a current Backflow Assembly Tester Certification issued by the Oregon Health Authority (OHA).
5. Prior to testing any backflow assembly an approved Oregon State Certified Backflow Assembly Testers ("BAT") shall complete, sign and return UBWA's Code of Conduct form.
6. Testers' equipment shall be calibrated at a minimum of once per year. Calibration shall be conducted per OHA guidelines and must be provided to UBWA prior to the expiration of the previous calibration report.
7. Proper test procedures as established by an OHA-approved Backflow Assembly Tester course shall be followed at all times.
8. Test reports must be submitted in a manner or form acceptable to UBWA and OHA. If a written form is used it must be legible and contain all appropriate information pertaining to the test.
9. The signed test report must be submitted to UBWA within 10 days, via hand delivery, US postal service, or email at office@ubwa.org. Test reports shall be submitted based upon the initial test, no matter the result. If there is a specific issue relating to the test, the tester shall contact the office of UBWA within 48hrs, excluding weekends and holidays.
10. Backflow prevention assembly installations shall be in conformance with UBWA requirements, as they now exist or may be hereafter amended.
11. No person other than an employee of UBWA is authorized to operate the street-side meter shutoff valve (angle meter, curb stop or gate valve). The tester must call UBWA if it becomes necessary to operate this valve to make a replacement or repair.
12. UBWA may, at its discretion, verify the results on submitted test forms. Verifications will be conducted within a reasonable time, as determined by UBWA, but not to exceed three (3) weeks from the date of the initial inspection. If the results of the verification are different from the results on the submitted test forms, UBWA may reject the submitted test forms and require a retesting of the assembly before it will be approved by UBWA. Any retest must be performed with representatives of both the tester and UBWA present. UBWA will not be responsible for any costs associated with the retest.
13. A tester shall not remove or replace a backflow prevention assembly without prior approval by UBWA and the customer. The tester will call UBWA during normal business hours (8:00 am - 4:30pm, Monday -Friday) for assistance. If after hours assistance is needed, then the tester will call 541-672-5559 to reach an UBWA technician.
14. When testing new or existing backflow assemblies that are not currently in UBWA's backflow assembly database, testers shall use an OHA approved blank backflow assembly test report form. This test report form contains

information required by UBWA and OHA.

15. If an assembly fails to pass a test the tester shall use the comment field of the test report to record what failed, and what was done to achieve a passing test result (i.e. repairs made, parts installed). Additionally, the 'Test After Repairs' portion of the test report shall be completed.
16. A tester shall not make unnecessary repairs or replacement.
17. If repairs are needed that require more time than allowed by the test reporting deadline date, the tester, owner or user shall contact UBWA to request a deference of the original deadline by emailing office@ubwa.org before the expiration of the reporting deadline.
18. If the test report is for a replacement assembly the tester shall use the comment field of the test report to record what assembly it is replacing (if not known state "unknown").
19. If the device is non repairable and needs to be replaced, the tester is required to verify with UBWA if the device being replaced is the correct device for the hazard.
20. The tester and or tester's company shall notify the customer within 72hrs as to a failure, replacement of, or issue with the device being tested. Along with a timeframe for repairs and or replacement.
21. A tester shall not remove, replace or relocate a backflow assembly without prior notification to UBWA. Approval by UBWA is required for any change in backflow prevention protection. The tester will call UBWA during normal business hours (8:00 am - 4:30pm, Monday -Friday) for assistance. If after hours assistance is needed, then the tester will call 541-672-5559 to reach a UBWA technician.
22. All fire line detector meter valves shall be left open after the backflow assembly has been tested. The by-pass meter on a fire line is required to be operational in order to record low amounts of usage for leak detection purposes.
23. It is the responsibility of the tester to inform UBWA of any changes in their address, phone numbers, etc.
24. A tester will not knowingly falsify the results of a backflow assembly test performed by him/her.

Examples of this include, but are not limited to:

- a. Signing and or submitting backflow test reports for tests they did not perform.
- b. Making unneeded repairs.
- c. Using non approved test procedures established by OHA.
- d. Using non approved testing equipment.
- e. Not reporting failing tests and or repairs made to assemblies.

Testers who fail to comply with the provisions of this Code of Conduct can/will be subject to the loss of testing privileges within UBWA's jurisdiction. If you have questions or additional information is needed please contact the office of UBWA at 541-672-5559. In addition to the tester requirement procedures above, a tester must also comply with the latest edition of Oregon Administrative Rule (OAR) 333-061-0070 through 333-061-0072, and the Umpqua Basin Water's Cross Connection Control Program requirements. Evaluation and implementation of the OARs is subject to interpretation by the General Manager of Umpqua Basin Water but in no case shall Umpqua Basin Water's requirements be less stringent than the requirements of the OARs

This document will be kept on file within the office of UBWA. Failure to return this signed portion of this agreement will be construed as a Tester's unwillingness to follow UBWA's rules of conduct. Accordingly, that Tester's name/company will be removed from our List of Approved Testers and subsequently all tests will be rejected. UBWA reserves the right to disallow any BAT that does not adhere to any portion of the above code of conduct.

Tester Name:			Certification Number:
Tester Signature:			Date:
Company Name:			
Company Address:			
City:	State:	Zip Code:	
Phone Number:	Email Address:		

By signing this document, I hereby certify that I have thoroughly read and understand this agreement and agree to fully conform to the provisions of this agreement.