

Prepared for:

Union Charter Township
2010 S. Lincoln Street
Mt. Pleasant, MI, 48858

CROSS CONNECTION CONTROL PLAN

For

Union Charter Township

EGLE Approved: (January 12th, 2023)

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1. INTRODUCTION

In accordance to the requirements set forth by the Michigan Department of Environment, Great Lakes and Energy (EGLE), the Union Charter Township has officially adopted the State of Michigan cross connection rules to protect the public water supply system. A cross connection is defined as a connection or arrangement of piping or appurtenances through which a backflow could occur. Backflow is defined as the undesirable reversal of flow of water of questionable quality, wastes or other contaminants into a public water supply. The purpose of this program is to avoid contamination of the public water supply by preventing and eliminating cross connections. It is the Union Charter Township's intent to carry out a comprehensive and effective cross connection control program (CCCP) to ensure public health is protected and the requirements of the Michigan Safe Drinking Water Act are complied with.



2. AUTHORITY

The authority to carry out and enforce the local CCCP is provided from local ordinance (see Appendix A), the Michigan Safe Drinking Water Act (Act 399), the Best Practices Manual for Cross Connection Control prepared by the Drinking Water and Environmental Health Division, Michigan Plumbing Code, and Michigan Residential Code.

2.1. Inspector/Designated Agent

The Union Charter Township or Designated Agent (Authority/Agent) conducting inspections on behalf of the Union Charter Township must be designated/approved by the Union Charter Township. The Authority/Agent must meet both 1) an experience component and 2) a certification/training component. Acceptable components are as follows:

Experience

- Be employed by a Utility, Water Purveyor, Building Department, or body of jurisdiction and must meet the qualifications and training requirements as dictated by the Authority conducting inspections/surveys on behalf of the Union Charter Township
- Have held a similar position (CCC Inspector) with a previous municipality
- One year full time experience in conducting cross connection control inspections in commercial, institutional and industrial facilities

Certification/Training

- Meet American Society of Sanitary Engineer Standards (ASSE) 5120 and completed their Cross Connection Inspector Course (40 hours)
- Possess a certificate of completion from one of the following:
 - USC *Cross Connection Control Specialist Course* (40 hours)
 - TREEO *Cross Connection Control Program Manager Course* (40 hour)
 - Michigan Plumbing and Mechanical Contractors Association, *Backflow Preventer Training Program* (24 hour)
- Other approved cross connection courses for surveying, as approved by the Authority for conducting inspections/surveys on behalf of the Township. Submission requirements for approvals must include the following:
 - Course outline
 - Date of attendance
 - Outline of test questions
 - Categories and grading criteria
 - Certificate of satisfactory completion



3. PROGRAM APPROACH

The objectives of this program will be met primarily by:

- Routinely inspecting water customers for cross connections or potential cross connections.
- Requiring water customers to test backflow prevention assemblies.
- Maintaining cross connection control records.
- Actively enforcing violations of the program.
- Providing public education.
- Reporting the status of the program to the EGLE.

The Union Charter Township shall ensure that there are adequate personnel and resources to carry out the necessary field and administrative requirements for this program. The Union Charter Township adopts the EGLE, Water Bureau Cross Connection Rules Manual as a guide to prevent and eliminate cross connections.



4. INSPECTIONS

The water connections and plumbing systems of all water customers or accounts shall be initially inspected for the presence of cross connections. As a result of the initial inspection, a detailed record of each account shall be established (see Section 6). A representative of the water utility or their designated agent shall be responsible for inspections. Individuals responsible for conducting inspections shall have obtained sufficient training on cross connection rules, identification, and corrective actions.

Inspections shall consist of entering a facility from the point where water service enters the facility (usually the meter) and tracing the piping to each end point of use. Using the inspection forms in Appendix B the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices, and other pertinent information. Inspectors having proper identification, shall be permitted to enter the building/premises at reasonable times for the purpose of cross connection inspections. If the inspector is refused proper access or if customer plumbing is untraceable, the Union Charter Township will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for inspections shall be placed on facilities that pose a high degree of hazard, that have a high probability that backflow will occur, or are known/suspected to have cross connections.

Once initial inspections are complete then a re-inspection frequency shall be determined for each account based on the degree of hazard and potential for backflow. The EGLE Cross Connection Rules Manual will be a guide in classifying the degree of hazard of each account. However, in general, situations in which backflow could cause illness or death shall be considered high hazard. Non-Residential and residential accounts that pose a high hazard or have a high potential for backflow to occur, must be re-inspected at least once per year. All other non-residential accounts must be re-inspected once every 1-5 years based on the degree of risk. Other factors such as new construction, water quality complaints, or anomalies in customer billing, may prompt an immediate re-inspection. After initial cross connection inspections are complete, a comprehensive list or inventory of all backflow prevention devices shall be on record including all pertinent data.

Following an inspection, the Union Charter Township shall inform the customer of their compliance status with the cross connection rules. Template notices in Appendix D may be used to inform customers of upcoming inspections, required corrective actions, compliance status, etc.

Residential inspections consist of the Designated Agent identifying and documenting all water connections inside and outside of the home that are attached to the potable water system. This inspection will occur at a minimum of once every 10 years. Other factors such as new construction, water quality complaints, water meter replacement and/or maintenance or anomalies in customer billing, may prompt an immediate cross connection inspection. After a cross connection inspection is completed, a comprehensive list or inventory of all backflow prevention devices shall be on record including all pertinent data. Using the inspection forms in Appendix B the inspector shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices, and other pertinent information. If a cross connection inspection is



refused Union Charter Township will assume a cross connection is present and take the necessary action to ensure the public water supply is protected.

Following an inspection, Union Charter Township shall inform the customer of their compliance status with the local cross connection requirements. Template notices in Appendix D may be used to inform customers of upcoming inspections, required corrective actions, compliance status, etc.



4.1 Request for Internal Cross Connection Control Information

The Authority has the legal right to request specific cross connection control information to include but not limited to piping information, piping drawings or information related to a specific point of water use in relation to cross connections. The Authority shall issue a request notice for any one of the following:

- Facility is determined by the Inspector to be large and/or complex requiring considerable amount of additional time to inspect
- Facility does not allow for free and unlimited access to areas requiring inspection/survey
- Piping configurations are complex
- Piping is not readily accessible. (i.e. concealed piping)
- Multiple piping systems
- Inadequate piping identification
- Facility changes their plumbing configurations on a regular frequency
- Secondary/auxiliary water sources
- Manufacturing/use of industrial fluids in piping systems or facility operations
- Refusal of entry
- No current as-built/engineering drawings of the potable water system

If, the Authority/Agent is not able to complete an inspection the property owner must, at their own expense, have the plumbing inspected for cross-connections by a certified firm or individual that has met the requirements in [Section 2.1](#).

4.2 Submission of Internal Cross Connection Control Information

Information that must be included is as follows:

- Methodology used to conduct the survey
- General facility overview
- List of violations/requirements - information must include the following:
 - Type of backflow prevention device to be installed
 - Size of backflow prevention device to be installed
 - Location description/remarks to include what the backflow prevention device will be supplying
- List of all existing backflow prevention devices (both testable and non-testable). Information that must be included is as follows:
 - Type of backflow prevention device installed
 - Size of backflow prevention device installed
 - Manufacturer of backflow prevention device to include:
 - Model
 - Serial number
 - Location description/remarks
- A proposed plan for the correction of violations/requirements must be submitted along with a proposed time table for completion
- Drawings of the facility's potable water piping system may be required



4.3 Containment

“Containment” * is the installation of a backflow prevention device between the facility and public distribution systems. Containment assures there is no chance for water of questionable quality to leave a facility and to enter the public distribution system.

While a facility may be contained, the Authority may still require an inspection downstream of the containment device(s). It is the responsibility of the facility to provide potable water at all times to its employees and/or public. Failure on the facility's part to take corrective action would constitute a violation thus exposing the facility to possible legal ramifications.

A Containment Notice will be issued for any one of the following:

- Facility determined to be high hazard
 - Refusal to comply with the normal steps for non-compliance
 - Facility does not allow free and unlimited access to areas requiring inspection/survey
Piping not differentiable or determined to be complex
 - Piping is not readily accessible (i.e. concealed piping)
 - Multiple piping systems
 - Inadequate piping identification
 - Facility changes their plumbing configurations on a regular frequency
 - Secondary/auxiliary water sources
 - Manufacturing/use of industrial fluids in piping systems or facility operations
 - Refusal of entry
 - No current as-built/engineering drawings of the potable water system
- * Containment assembly(s)/device(s) does not negate the facility’s responsibility to ensure the internal water system is protected utilizing appropriate backflow prevention methods.



5 APPLICATION OF BACKFLOW PREVENTERS

The following table outlines acceptable backflow protection for certain types of cross connection conditions that may be encountered. The table is to be used as a guideline in determining adequate cross connection control measures, not as an absolute requirement, see Appendix G for sample installation schematics.

Backflow Preventer Type	Degree of Hazard	Application	Applicable Standard
Backflow prevention assemblies:			
Double Check Valve Assembly (DCV)	Low hazard	Backpressure or backsiphonage	ASSE 1015, AWWA C510, CSA B64.5, CSA B64.5.1
Double Check Detector Assembly (DCDA)	Low hazard	Backpressure or backsiphonage	ASSE 1048
Pressure Vacuum Breaker Assembly (PVB)	High or low hazard	Backsiphonage	ASSE 1020, CSA B64.1.2
Reduced Pressure Principle Backflow Prevention Assembly (RPBP)	High or low hazard	Backpressure or backsiphonage	ASSE 1013, AWWA C5411, CSA B64.4, CSA B64.4.1
Reduced Pressure Detector Assembly (RPDA)	High or low hazard	Backsiphonage	ASSE 1047
Spill-resistant Vacuum Breaker Assembly (SVB)	High or low hazard	Backsiphonage	ASSE 1056
Backflow prevention devices:			
Antiphon-type Fill Valve (FV)	High hazard	Backsiphonage	ASSE 1002, CSA B125.3
Atmospheric Vacuum Breaker (AVB)	High hazard	Backsiphonage	ASSE 1001, CSA B64.1.1
Backflow Preventer for Carbonated Beverage Equipment (VMBP)	Low hazard	Backpressure or backsiphonage	ASSE 1022
Backflow Preventer with Intermediate Atmospheric Vent (VDCV)	Low hazard	Backpressure or backsiphonage	ASSE 1012, CSA B64.3
Dual Check (DC)	Low hazard	Backpressure or backsiphonage	ASSE 1024, CSA B64.6
Hose Connection Backflow Preventer (HCBP)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1052, ASME A112.21.3, CSA B64.2.1.1
Hose Bibb Vacuum Breaker (HBVB)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1011, ASME A112.21.3, CSA B64.2, CSA B64.2.1
Anti-frost Hoe Bibb Vacuum Breaker	High or low hazard	Low head backpressure or backsiphonage	ASSE 1011, ASME A112.21.3, CSA B64.2, CSA B64.2.1
Lab Faucet Vacuum Breaker (LFVB)	High or low hazard	Backsiphonage	ASSE 1035, CSA B64.7



Backflow Preventer Type	Degree of Hazard	Application	Applicable Standard
Backflow prevention devices:			
Vacuum Breaker Wall Hydrants (HBIVB)	High or low hazard	Low head backpressure or backsiphonage	ASSE 1019, ASME A112.21.3, CSA B64.2.2
Other means or methods:			
Air Gap (AG)	High or low hazard	Backsiphonage	ASME A112.1.2
Air Gap Fittings for use with Plumbing Fixtures, Appliances and Appurtenances	High or low hazard	Backsiphonage	ASME A112.1.3
Barometric Loop	High or low hazard	Backsiphonage	MI Plumbing Code Sec. 608.13.4



6 TESTING BACKFLOW PREVENTION ASSEMBLIES

When inspections have been completed, a comprehensive list of backflow preventers installed on customer plumbing systems will be on record. The backflow preventers that are testable assemblies shall be placed on a routine testing schedule. All testable assemblies will be tested upon installation, upon repair and on an annual basis.

Upon notice from the Union Charter Township, it shall be the responsibility of the water customer to arrange and absorb any costs associated with assembly testing and subsequent repair/replacement of backflow prevention assemblies.

Following the initial cross connection inspections and subsequent classification of accounts (e.g. assigning a degree of hazard), assembly testing notices shall be sent to all residential and non-residential water customers annually in accordance with Charter Township of Union Ordinance 2022-06 Article 1, Section 1.01. The notices shall be sent out in a timely manner to provide adequate time for customers to comply, and the timing will consider seasonal assemblies. Template notices in Appendix D may be used to inform customers of testing requirements. These notices will:

- Clearly identify the assembly requiring testing (size, make, model, location, etc.)
- Stipulate the date by which the assembly must be tested.
- Indicate that tests must be completed by a certified tester. A list of approved testers may be provided and updated lists may be obtained from the EGLE.
- Enclose either a standard test form (see Appendix E) or a list of testable backflow prevention assemblies.

When assembly testing reports are received by the utility, they will be checked for the following:

- All the necessary information was provided
- Name and certification number of the tester is provided
- The test results appear valid
- The assembly tested matches the assembly requiring testing (Make, Model, etc.)
- The assembly is approved

Test results are only valid if testing was performed by an individual holding an active ASSE 5110 certification.

Cross connection control program staff will follow up with owner or tester on questionable test forms. A customer may be asked to have an assembly retested if the original test results do not appear valid. Test forms must be received and kept on record for each required test.



7 RECORD KEEPING

A system of cross connection record keeping shall be maintained. Special software specifically for cross connections may be used for:

- Efficient record searches
- Easy reporting
- Simple updating
- Automatic letter generation
- Automatic deadline notification

All cross connections account information must be in the records including:

- Address and location
- Owner name and contact information
- List of testable assemblies
- Description of other cross connections within the facility
 - Air gaps
 - Non-testable assemblies
- Degree of hazard classification and basis
- Required re-inspection frequency
- Photos or sketches if available

All testable assemblies must be in the records including:

- Location of the assembly
- Name and contact information of assembly owner
- Make, model, and size of assembly
- Degree of hazard classification
- Required testing frequency and basis

Tracking changes in water use or tracking new customers is a critical part of the cross connection program. The Union Charter Township shall make every attempt to prevent/eliminate cross connections at installations to ensure future compliance. An effort shall be made to cooperate and communicate with the local plumbing code inspector to better accomplish this goal.

Standard letter, form, and report templates may be used to simplify the program requirements including:

- Inspection forms
- Assembly testing forms
- Inspection and/or assembly testing notification letters
- Noncompliance letters
- Water service termination notice
- Hydrant use authorization forms

Copies of the written cross connection control program, ordinance, and EGLE approval letter should be kept on file. Copies of the EGLE annual reports shall be kept for a minimum of 10 years.



8 ENFORCEMENT

To protect public health, water customers found to be in violation of the cross connection rules will be brought into compliance in a timely manner or lose their privilege to be connected to the public water system. To properly enforce these rules the Union Charter Township ordinance provides authority to inspect facilities, terminate water service, and assess fines.

Following an inspection, the customer will be sent either a compliance notice or a non-compliance notice. The timeframe to complete the necessary corrective actions is at the discretion of the utility and will be based primarily on the degree of risk posed by the violation but should also consider the complexity/cost of the necessary corrective actions. Cross connections that pose an imminent and extreme hazard shall be disconnected immediately and so maintained until proper protection is in place. Cross connections that do not pose an extreme hazard are generally expected to be eliminated within 30-60 days. The necessary corrective action and deadline shall be described in the non-compliance notice to the customer.

Failure to submit a test form for a backflow prevention assembly that has successfully passed testing requirements constitutes a cross connection and must be corrected and may result in the termination of water service and/or the assessment of a fine(s).

If a water shut off is necessary to protect the public water system, the local health department, fire department, local law enforcement, and Union Charter Township manager may need to be notified.



9 NEW SERVICE INSPECTION

9.1 Procedures

All plumbing plans and permits for a proposed building shall be reviewed by the Authority, Plumbing Inspector, Building Inspector and building contractor(s). The Authority's Cross Connection Control Plan and Backflow Prevention requirements will be reviewed with the responsible party.

9.2 Inspections

The Authority/Designated Agent conducting the cross connection control inspection shall inspect the building for compliance with the Cross Connection Control Program.

9.3 Compliance

Upon completion of the cross connection control inspection and determination that the building is in compliance and has met any required actions of this plan, a certificate of occupancy and water service may be initiated as applicable.

9.4 Non-Compliance

If the building does not comply with the Cross Connection Control Program the Authority shall enforce this plan as required. The water service and the certificate of occupancy will not be initiated until compliance is achieved and approved.



10 PUBLIC EDUCATION

The cross connection control program staff must have a good understanding of the program. The Union Charter Township shall ensure their cross connection control staff receives proper in-the-field training as well as classroom education focusing on terminology, backflow prevention devices/assemblies, regulations, and hydraulic concepts. In addition, cross connection control staff will be encouraged to receive continuing education to be made aware of new backflow prevention devices/assemblies, regulation changes (i.e. plumbing code updates), new water use devices that pose cross connection concerns, etc.

Furthermore, attempts to educate the public about cross connections will be made by distributing pamphlets on common residential cross connections, visiting schools, providing onsite education of facility management and maintenance staff during routine inspections, speaking at condominium association meetings, showing videos on local access channels, or posting newspaper announcements.

Cross connection staff shall also be available upon request to provide backflow prevention education to pertinent community officials and Union Charter Township employees.



11 ANNUAL REPORT

Part 14 of the Michigan Safe Drinking Water Act requires that each community report the status of their program to the EGLE annually. The report summarizes testing, inspection, and corrective action efforts. Cross connection records shall be on file to document each number on the report. The annual report form shall be filled out completely and submitted by the deadline. A narrative description shall be included explaining any unusual numbers or significant events such as:

- The addition or loss of a cross connection staff person
- Greatly expanded/contracted number of cross connection accounts
- Status of accounts not currently in compliance



APPENDIX A - LOCAL ORDINANCE

ARTICLE VII

112.700 - CROSS CONNECTIONS

112.701 - [Private water systems.]

Sec. 7.01. It shall be unlawful for any person to make or maintain any cross connection between the Township Water System and a private water supply or other water supply system. No person shall install or maintain a private well in the Township on property served by the Township Water System without first receiving a permit. Such permit shall be issued only if the Township determines that there is no possibility of introducing contaminated water, water of questionable quality, waste, or other contaminants into the Township Water System.

(Ord. No. 1993-12, 11-10-93)

112.702 - [State rules adopted by reference.]

Sec. 7.02. The Township adopts by reference the Water Supply Cross Connection Rules of the Michigan Department of Public Health, being R 325.11401 to R 325.11407 of the Michigan Administrative Codes and a subsequent amendment thereto.

(Ord. No. 1993-12, 11-10-93)

112.703 - [Inspections.]

Sec. 7.03. It shall be the duty of the Township Water Department, or its designee, to make inspections of all property served by the Township Water Supply System where a cross connection with the Township Water Supply System is deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by Union Township and as approved by the Michigan Department of Public Health.

(Ord. No. 1993-12, 11-10-93)



112.704 - [Right of access.]

Sec. 7.04. The representative of the Township Water Department shall have the right to enter at any reasonable time any properties served by a connection to the Township Water System for the purpose of inspecting the piping system or systems thereof for cross connections. On request, the owner, lessees or occupants of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. The refusal of such information or refusal of access when requested shall be deemed evidence of the presence of a cross connection.

(Ord. No. 1993-12, 11-10-93)

112.705 - [Disconnection for violations.]

Sec. 7.05. The Union Township Water Department is authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this Ordinance exists and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the Township Water System. Water service to such property shall not be restored until the cross connection(s) has been eliminated in compliance with the provisions of this Ordinance.

(Ord. No. 1993-12, 11-10-93)

112.706 - [Protection of water supply.]

Sec. 7.06. That [sic] the potable water supply made available on the property served by the Township Water System shall be protected from possible contamination as specified by the Ordinance and by the State and Local Plumbing Codes. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as "WATER UNSAFE FOR DRINKING."

(Ord. No. 1993-12, 11-10-93)

112.707 - [Ordinance supplemental to other plumbing codes.]

Sec. 7.07. This Ordinance shall not supersede the State Plumbing Code and/or Local Plumbing Ordinance, but is supplementary thereto.

(Ord. No. 1993-12, 11-10-93)



APPENDIX B - FIELD FORMS

Facility Comments	
-------------------	--

Facility Information			Mailing Information		
Facility Name:			First:	Last:	
Address:			Address:		
Address 2:			Address 2:		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Ext:	Fax:	Phone:	Ext:	Fax:
Contact Name:			Email:		

Inspection Date	<input type="text"/>	Facility Type	<input type="text"/>	Requirements	<input type="text"/>
Inspection Status	<input type="text"/>	Facility Status	<input type="text"/>	Assemblies	<input type="text"/>
Inspection Frequency	<input type="text"/>	Test Cycle	<input type="text"/>	Devices	<input type="text"/>
High Hazard	<input type="checkbox"/>			Last Insp Notice	<input type="text"/>
				Next Insp Notice	<input type="text"/>

Containment:

Potable Supply	<input type="text"/>	Private Well	<input type="text"/>	Reclaim Water	<input type="text"/>
Fire Supply	<input type="text"/>	Surface Water	<input type="text"/>	Grey Water	<input type="text"/>
Containment Existing	<input type="checkbox"/>	Containment Required	<input type="checkbox"/>	FP Properly Protect	<input type="checkbox"/>

Isolation Hazards:

Facility Comments	
Inspector's Name	<input type="text"/>
Contact's Name	<input type="text"/>
Contact's Signature	<input type="text"/>



APPENDIX C ASSEMBLY AND DEVICE LEGEND

Backflow Preventer Legend			
A.S.S.E Standard	Legend	Acronym	Testable Device
1001	Atmospheric Type Vacuum Breakers	AVB	No
1002	Anti-siphon Fill Valves (Ballcocks)	ASBC	No
1011	Hose Connection Vacuum Breaker	HBVB	No
1012	Backflow Preventer w/Intermediate Atmospheric Vent	VDCV	No
1013	Reduced Pressure Backflow Prevention Assembly	RPBP	Yes
1015	Double Check Valve Backflow Prevention Assembly	DCV	Yes
1019	Vacuum Breaker Wall Hydrants	HBIVB	No
1020	Pressure Vacuum Breaker Assembly	PVB	Yes
1022	Backflow Preventer for Carbonated Beverage Machine	VMBP	No
1024	Dual Check Valve Type Backflow Preventers	DC	No
1024	Residential Dual Check	RDC	Yes/No
1035	Laboratory Faucet Backflow Preventer	LFVB	No
1037	Pressurized Flushing Devices (Flushometers)	PFD	No
1047	RP Detector Backflow Prevention Assembly	RPDA	Yes
1048	Double Check Detector Backflow Prevention Assembly	DDCV	Yes
1052	Hose Connection Backflow Preventer	HCBP	No
1055	Chemical Dispensing Systems	AG	No
1056	Spill Resistant Vacuum Breaker Assembly	SVB	Yes
1057	Freeze Resistant Yard Hydrant W/Backflow		No
A112.1.2	Air Gap	AG	No
	Single Check Valve	SCV	No



APPENDIX D – NON-RESIDENTIAL PROGRAM NOTICE TEMPLATES



Cross Connection Control Program Inspection Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local Ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection and 2) testing of backflow prevention assemblies.

The [ORGNOME] will be working jointly with inspectors from HydroCorp to conduct these inspections. Thank you in advance for your cooperation in this matter.

As part of this program, an inspection of your facility's internal water system is to be completed. Inspectors will be reviewing your water system for connections that could possibly contaminate the water distribution system. The inspection is tentatively scheduled for **[SCHEDULEDDATE]**. Our inspector will do their best to be on site this day, however, we may be on site the day before or after the scheduled date. The inspection must be completed during normal business hours of 8:00 AM to 5:00 PM. If you need a more specific time, please call 1.800.690.6651 to arrange an appointment.

Any costs associated with the replacement, modification(s), installation, and/or testing of backflow prevention assemblies is the responsibility of the property owner/manager and/or occupant.

You will be notified following the inspection if modification(s) and/or testing of backflow prevention assemblies are necessary. We look forward to working with you in protecting the drinking water supply. If you have any questions or concerns, please contact HydroCorp at 1.800.690.6651 or visit their website at www.hydrocorpinc.com/resources/links/.



Cross Connection Control Program Inspection Compliance Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNNAME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection and 2) testing of backflow prevention assemblies.

As part of this program, an inspection of your facility's internal water distribution system was completed on [SCHEDULEDDATE]. Inspectors reviewed your water distribution system for any piping or connections that could possibly contaminate the water distribution system.

Your facility was either found compliant and/or the necessary changes made to comply with local ordinance. This inspection is valid until your facility's next scheduled inspection date. You will receive future notice for your next inspection date.

If your facility has backflow prevention assemblies requiring testing, you will be receiving additional notice detailing test requirements.

If you have any questions or require additional information, please contact **HydroCorp at 1.800.690.6651** or visit their website at **www.hydrocorpinc.com**.



Cross Connection Control Program Containment Compliance Notification

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

A Cross Connection Control inspection was performed at your facility. At that time, it was determined that your facility's potable water system is "contained" by an approved, properly installed backflow prevention device or assembly at the main inlet which is intended to minimize the potential backflow threat to the [ORGNOME]'s public water system. Therefore, your facility has met the intent of the inspection portion of the Cross Connection Program as defined in local Ordinance [ORDINANCENUMBER]. Compliance with the inspection portion of the program requirements shall remain in effect until your facility's next scheduled inspection date.

However, to fully meet the intent of the CCC Program, two- (2) items must be addressed:

1. Inspection of the facility: Completed.
2. Successful annual testing of any existing testable backflow prevention assemblies within your facility.

This facility will be in compliance with the Cross Connection Control Program when the existing backflow prevention assemblies are tested this year and at yearly intervals hereafter. When it is necessary to test such assemblies, your facility will receive a notification letter, test forms to be completed by a certified tester for each identified testable assembly, and a list of certified testers within your facility's area. Upon the successful testing of the backflow prevention assembly, please submit a copy of the completed test record(s) to HydroCorp.

Note, however, it is still possible for existing cross connections within your facility to potentially affect the water quality within your internal plumbing system. The installation of an approved backflow preventer at the main inlet does not relieve your facility of the responsibility of providing potable water to your employees and the public. To comply with all applicable codes and laws, it is recommended that your facility:

- Have a cross connection control survey of the potable water piping system performed within your facility.
- Ensure all piping systems downstream of the containment device/assembly are labeled properly.
- Ensure backflow prevention assemblies connected to the potable water supply within your facility are tested annually.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651.



Request for Internal Cross Connection Control Information Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in the local Ordinance [ORDINANCENUMBER] is to help eliminate direct and potential hazards to the public water distribution system. A cross connection is an actual or potential connection between the potable water supply and any other environment which may introduce contaminants into the drinking water. We have hired a specialized consulting firm (HydroCorp) to assist in helping water customers comply with the CCC Program.

There are two required components of the CCC program; 1) Site inspection of your plumbing system, and 2) Compliance with the local CCC Ordinance and State Plumbing Code. HydroCorp conducted a cursory CCC assessment of your facility on [LASTSURVEYDATE]. At the time of that initial contact, it was indicated that your facility has not had a thorough cross connection inspection. Due to the size and complexity of your building(s) and plumbing system(s) the Utility cannot undertake the responsibility of the inspection at your facility.

The [ORGNAME] recommends, but does not require, that your company contract HydroCorp for your initial CCC inspection. This recommendation is because HydroCorp ultimate role in this process would be to "protect the water system" and provide the most cost effective and unbiased opinion of how to correct any cross connections. However, should you choose to select your own contractor, coordination of services is required with HydroCorp since they have ultimate approval of our CCC program.

If your company has had a complete Cross Connection Control Survey, please provide inspection/survey results of the entire potable water piping system within your facility along with the following required information:

- Testers Certification number of the person(s) conducting the inspection/survey
- A list of all testable backflow preventers with locations, serial # and Regulated Object #
- A list of all non-testable type backflow preventers with locations
- A list of all water connections with no backflow prevention with locations
- A written plan for correcting any cross connections identified during inspection
- A copy of the survey performed and name and contact information of the company who performed it
- A time frame for correcting all cross connections found during inspection.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651. Your facility's cooperation in this important safety program is greatly appreciated.



Containment Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in Ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system.

“Containment” is the installation of a backflow prevention device, or a testable assembly between the facility and the public water distribution system. Containment assures there is no chance for water of questionable quality to leave your facility and to enter the public water distribution system.

As authorized by Ordinance [ORDINANCENUMBER], the containment backflow prevention assemblies on the attached list are to be installed immediately after the municipal water meter and before the first tap. If a by-pass around the backflow prevention assembly is required, the by-pass shall also be protected with a backflow prevention assembly of equal protection. **Your facility has 30 days to install the assemblies shown on the attached pages.**

Please be advised that the installation of containment devices does not relieve your facility of the responsibility of providing potable water to its employees and visitors. To comply with applicable laws, and to ensure the integrity of your internal water distribution system, a comprehensive cross connection inspection should be completed. If you have any questions, please contact HydroCorp at 1.800.690.6651.



Inspection Non-Compliance Notice 1

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in the [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection and 2) testing of backflow prevention assemblies.

An inspection of your facility's internal water distribution system was completed on [LASTSURVEYDATE]. Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. A list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All testable assemblies must be tested immediately at the time of installation.***

These requirements must be completed by [RESPONSEDATE]. After the requirements and devices have been installed (if applicable) please call the number below on or before the date listed above to schedule a compliance inspection. Failure to do so will result in future non-compliant notices.

To arrange for compliance review please contact HydroCorp at 1.800.690.6651. If you require additional information, please visit their website at www.hydrocorpinc.com.



Inspection Non-Compliance Notice 2

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in the [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection and 2) testing of backflow prevention assemblies.

An inspection of your facility's internal water distribution system was completed on [LASTSURVEYDATE]. Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. **A letter of notification was previously sent to you outlining the required corrective measures.** For your reference, a duplicate list of requirements is enclosed.

Requirements on this list must be addressed using only State approved backflow prevention devices. A licensed plumber should be able to assist you with acquiring approved backflow prevention devices. Some backflow prevention devices (assemblies) also require testing by a State Certified Tester. We suggest that the licensed plumber installing the testable assemblies also have the state certification to test assemblies. ***All testable assemblies must be tested immediately at the time of installation.***

These requirements must be completed by [RESPONSEDATE]. After the requirements and devices have been installed (if applicable) please call the number below on or before the date listed above to schedule a compliance inspection. Failure to do so will result in future non-compliant notices.

To arrange for compliance review please contact HydroCorp at 1.800.690.6651. If you require additional information, please visit their website at www.hydrocorpinc.com.



Inspection Non-Compliance – Shut-Off Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear [GREETING]

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in the [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection and 2) testing of backflow prevention assemblies.

As part of this program, an inspection of your facility's internal water distribution system was completed on [LASTSURVEYDATE]. Inspectors reviewing your water system found connections that could possibly contaminate the public water distribution system. Two- (2) previous letters of notification were sent to you outlining the required corrective measures. For your reference, a duplicate list of requirements is attached.

We presently have no record or notification from you that the corrective action has been completed. If you have already completed the requirements, please call the number below to schedule a compliance inspection.

You are hereby notified that in accordance with the [ORGNAME] local ordinance, the water supply to the above noted premises will be discontinued as of _____ . Water service may not be resumed until corrective measures have been addressed

To arrange for compliance review please contact HydroCorp at 1.800.690.6651. If you require additional information, please visit their website at www.hydrocorpinc.com.

Sincerely,

[Name]

[Title]



Cross Connection Control Program Testing Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This correspondence addresses testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email.

Completed test forms are to be entered online by [RESPONSEDATE]. Please retain a copy of the report for your records.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

THE FOLLOWING PAGE(S) MUST BE FORWARDED TO YOUR TESTER



INSERT CLIENT LOGO

Cross Connection Control Program Testing Notice

Sample Person
12345 Somewhere
City, St, Zip

Print Date: [PRINTDATE]

Dear Water Customer, please provide this page(s) to your tester.

ATTENTION TESTERS: This correspondence addresses testing of backflow prevention assemblies. Following completion of testing and/or repairs, all test results must be submitted online at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email. A onetime registration process must be completed by each tester before any test results will be accepted. Assistance with the registration and test form entry process can also be found at gethydrosoft.com. Testers will be required to provide the reference number listed below upon submission of test results for each facility where testing has been completed. If you have any questions or require additional information, please contact HydroCorp at 1-844-950-5026.

Completed test forms are to be entered online by 09/15/2017.

RE: Facility For Sample Notice at 12345 Somewhere

Reference #: 4C5DA5A9E

Device	Protection	Manufacturer	Model	Serial #	Size	Test Date	Test Status
Location/Comments:							
Line PSI:		CV1:		CV2:		RV:	



Cross Connection Control Program Testing Notice #2

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This is your second notice pertaining to testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com Test forms will no longer be accepted via mail, fax or email.

Completed test forms are to be entered online by [RESPONSEDATE]. Please retain a copy of the report for your records.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

THE FOLLOWING PAGE(S) MUST BE FORWARDED TO YOUR TESTER



INSERT CLIENT LOGO

Cross Connection Control Program Testing Notice

Sample Person
12345 Somewhere
City, St, Zip

Print Date: [PRINTDATE]

Dear Water Customer, please provide this page(s) to your tester.

ATTENTION TESTERS: This correspondence addresses testing of backflow prevention assemblies. Following completion of testing and/or repairs, all test results must be submitted online at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email. A onetime registration process must be completed by each tester before any test results will be accepted. Assistance with the registration and test form entry process can also be found at gethydrosoft.com. Testers will be required to provide the reference number listed below upon submission of test results for each facility where testing has been completed. If you have any questions or require additional information, please contact HydroCorp at 1-844-950-5026.

Completed test forms are to be entered online by 09/15/2017.

RE: Facility For Sample Notice at 12345 Somewhere

Reference #: 4C5DA5A9E

Device	Protection	Manufacturer	Model	Serial #	Size	Test Date	Test Status
Location/Comments:							
Line PSI:		CV1:		CV2:		RV:	



Testing Shut-Off Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This your third notice pertaining to testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

You are hereby notified that in accordance with local ordinance, the water supply to the above noted premises will be discontinued as of **[RESPONSEDATE]**. Water service may not be resumed until corrective measures have been addressed.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

Sincerely,

[NAME]
[TITLE]



INSERT CLIENT LOGO

Cross Connection Control Program Testing Notice

Sample Person
12345 Somewhere
City, St, Zip

Print Date: [PRINTDATE]

Dear Water Customer, please provide this page(s) to your tester.

ATTENTION TESTERS: This correspondence addresses testing of backflow prevention assemblies. Following completion of testing and/or repairs, all test results must be submitted online at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email. A onetime registration process must be completed by each tester before any test results will be accepted. Assistance with the registration and test form entry process can also be found at gethydrosoft.com. Testers will be required to provide the reference number listed below upon submission of test results for each facility where testing has been completed. If you have any questions or require additional information, please contact HydroCorp at 1-844-950-5026.

Completed test forms are to be entered online by 09/15/2017.

RE: Facility For Sample Notice at 12345 Somewhere

Reference #: 4C5DA5A9E

Device	Protection	Manufacturer	Model	Serial #	Size	Test Date	Test Status
Location/Comments:							
Line PSI:		CV1:		CV2:		RV:	



APPENDIX E – RESIDENTIAL PROGRAM NOTICE TEMPLATES



Cross Connection Control Program Inspection Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear Water Customer,

The [ORGNAM] is required under Public Act 399, Part 14, to maintain a cross connection control program to identify and eliminate any possible connections that could contaminate the public water system. The City has implemented a program for its commercial and industrial customers for a number of years; however, in order to fully comply with this State mandate, we must now include residential customers as part of this program. The City has contracted with HydroCorp of Troy, MI to assist with facilitating this program.

An inspector from HydroCorp will be in your neighborhood within the next two weeks reviewing the **exterior** of your home for connections that could possibly contaminate the water distribution system. A typical site visit lasts less than twenty minutes and the inspector will be looking at exterior garden hose connections, lawn sprinkler systems, pools/spas and any secondary water sources, such as privately owned wells. HydroCorp inspectors will **not** be entering your home at this time.

There are no fees for the inspection(s); however, in circumstances where cross-connections exist, any costs associated with the replacement, modification, installation and/or testing of backflow prevention assemblies remain the obligation of the home owner. The most common requirement for home owners is for an Anti-Frost Hose Bibb Vacuum Breaker on outside hose bibbs.

At this time there is no action required on your part. You will be notified following the survey if modification(s) and/or testing of backflow prevention assemblies are necessary.

We look forward to working with you in protecting everyone's drinking water supply. If you have any questions or concerns, please contact HydroCorp by phone at 1.800.690.6651 or email residential@hydrocorpinc.com. For additional information regarding the program, please visit their website at www.hydrocorpinc.com/residential.



Cross Connection Control Program Inspection Compliance Notice

Upon completion of inspection and the water customer is in compliance with all aspects of the program, they will receive a compliance door hanger or be notified by mail informing the water customer of their compliance status, see below.

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear Water Customer,

The purpose of the [ORGNAME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

As part of this program, an external inspection of the water distribution system at your home was completed on [SCHEDULEDDATE]. Inspectors reviewed your water distribution system for any piping or connections that could possibly contaminate the water distribution system.

Your home was either found compliant and/or the necessary changes were made to comply with local ordinance. This inspection is valid until your homes' next scheduled inspection date. You will receive a future notice for your next inspection date.

If your home has backflow prevention assemblies requiring testing, you will be receiving additional notices detailing test requirements.

Thank you for assisting the [ORGNAME] in protecting our water supply! If you have any questions or concerns please contact HydroCorp by phone 1.800.690.6651 or email residential@hydrocorpinc.com.



Inspection Non-Compliance Notice 1

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear Water Customer,

The [ORGNAME] has contracted with HydroCorp of Troy, MI to perform the State mandated Cross Connection Control and Backflow Prevention Program inspections. As part of this program, a survey of your property was completed on [LASTSURVEYDATE]. During the survey the inspector found water uses on your property that could potentially contaminate the public water distribution system and/or the water inside your home.

The State of Michigan Safe Drinking Water Act, P.A. 399 Part 14, mandates that any connections to a public water system shall comply with the State Plumbing Act, PA 733. The attached list details the connections found on your property that are in violation with these State of Michigan requirements. The [ORGNAME] is mandated by the State to ensure these connections either (1) comply with the laws and rules of the State or (2) are permanently disconnected from the public water system.

Many of the items found by our contracted inspection provider are very simple to correct and can be completed by the home owner at very little expense. Some items, particularly lawn irrigation systems, may require the assistance of a licensed plumber. **If you have questions or are unsure of what you need to do, please contact HydroCorp at 248-250-5000.** They have staff in their office that are trained specifically to assist you with technical and other questions regarding the program.

Please complete these requirements and call HydroCorp on or before [RESPONSEDATE] to arrange a compliance inspection. Failure to do so will lead to further enforcement action in accordance with the [ORGNAME] Code of Ordinances and possible interruption of service.

Thank you for assisting the [ORGNAME] in protecting our water supply! If you have any questions or concerns or would like to schedule a compliance review please contact HydroCorp by phone 1.800.690.6651 or email residential@hydrocorpinc.com. For additional information regarding the program please visit their website at www.hydrocorpinc.com/residential.



Inspection Non-Compliance Notice 2

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear Water Customer,

The [ORGNAME] has contracted with HydroCorp of Troy, MI to perform the State mandated Cross Connection Control and Backflow Prevention Program inspections. As part of this program, a survey of your property was completed on [LASTSURVEYDATE]. During the survey the inspector found water uses on your property that could potentially contaminate the public water distribution system and/or the water inside your home.

The State of Michigan Safe Drinking Water Act, P.A. 399 Part 14, mandates that any connections to a public water system shall comply with the State Plumbing Act, PA 733. The attached list details the connections found on your property that are in violation with these State of Michigan requirements. The [ORGNAME] is mandated by the State to ensure these connections either (1) comply with the laws and rules of the State or (2) are permanently disconnected from the public water system.

Many of the items found by our contracted inspection provider are very simple to correct and can be completed by the home owner at very little expense. Some items, particularly lawn irrigation systems, may require the assistance of a licensed plumber. **This is the second notice you should have received regarding this matter. If you have questions or are unsure of what you need to do, please contact HydroCorp at 248-250-5000.** They have staff in their office that are trained specifically to assist you with technical and other questions regarding the program. **Please complete these requirements and call HydroCorp on or before [RESPONSEDATE] to arrange a compliance inspection. Failure to do so will lead to further enforcement action in accordance with the [ORGNAME] Code of Ordinances and possible interruption of service.**

Thank you for assisting the [ORGNAME] in protecting our water supply! If you have any questions or concerns or would like to schedule a compliance review please contact HydroCorp by phone 1.800.690.6651 or email residential@hydrocorpinc.com. For additional information regarding the program please visit their website at www.hydrocorpinc.com/residential.



Inspection Non-Compliance – Shut-Off Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1]

Dear Water Customer,

The [ORGNAME] has contracted with HydroCorp of Troy, MI to perform the State mandated Cross Connection Control and Backflow Prevention Program inspections. As part of this program, a survey of your property was completed on [LASTSURVEYDATE]. During the survey the inspector found water uses on your property that could potentially contaminate the public water distribution system and/or the water inside your home.

The State of Michigan Safe Drinking Water Act, P.A. 399 Part 14, mandates that any connections to a public water system shall comply with the State Plumbing Act, PA 733. The attached list details the connections found on your property that are in violation with these State of Michigan requirements. The [ORGNAME] is mandated by the State to ensure these connections either (1) comply with the laws and rules of the State or (2) are permanently disconnected from the public water system.

Many of the items found by our contracted inspection provider are very simple to correct and can be completed by the home owner at very little expense. Some items, particularly lawn irrigation systems, may require the assistance of a licensed plumber. **This is the third notice you should have received regarding this matter. If you have questions or are unsure of what you need to do, please contact HydroCorp at 248-250-5000.** They have staff in their office that are trained specifically to assist you with technical and other questions regarding the program. **Please complete these requirements and call HydroCorp on or before [RESPONSEDATE] to arrange a compliance inspection. Failure to do so will lead to further enforcement action in accordance with the [ORGNAME] Code of Ordinances and possible interruption of service.**

Thank you for assisting the [ORGNAME] in protecting our water supply! If you have any questions or concerns or would like to schedule a compliance review please contact HydroCorp by phone 1.800.690.6651 or email residential@hydrocorpinc.com. For additional information regarding the program please visit their website at www.hydrocorpinc.com/residential.



Cross Connection Control Program Testing Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This correspondence addresses testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email.

Completed test forms are to be entered online by [RESPONSEDATE]. Please retain a copy of the report for your records.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

THE FOLLOWING PAGE(S) MUST BE FORWARDED TO YOUR TESTER



INSERT CLIENT LOGO

Cross Connection Control Program Testing Notice

Sample Person
12345 Somewhere
City, St, Zip

Print Date: [PRINTDATE]

Dear Water Customer, please provide this page(s) to your tester.

ATTENTION TESTERS: This correspondence addresses testing of backflow prevention assemblies. Following completion of testing and/or repairs, all test results must be submitted online at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email. A onetime registration process must be completed by each tester before any test results will be accepted. Assistance with the registration and test form entry process can also be found at gethydrosoft.com. Testers will be required to provide the reference number listed below upon submission of test results for each facility where testing has been completed. If you have any questions or require additional information, please contact HydroCorp at 1-844-950-5026.

Completed test forms are to be entered online by 09/15/2017.

RE: Facility For Sample Notice at 12345 Somewhere

Reference #: 4C5DA5A9E

Device	Protection	Manufacturer	Model	Serial #	Size	Test Date	Test Status
Location/Comments:							
Line PSI:		CV1:		CV2:		RV:	



Cross Connection Control Program Testing Notice #2

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This is your second notice pertaining to testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com Test forms will no longer be accepted via mail, fax or email.

Completed test forms are to be entered online by [RESPONSEDATE]. Please retain a copy of the report for your records.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

THE FOLLOWING PAGE(S) MUST BE FORWARDED TO YOUR TESTER



INSERT CLIENT LOGO

Cross Connection Control Program Testing Notice

Sample Person
12345 Somewhere
City, St, Zip

Print Date: [PRINTDATE]

Dear Water Customer, please provide this page(s) to your tester.

ATTENTION TESTERS: This correspondence addresses testing of backflow prevention assemblies. Following completion of testing and/or repairs, all test results must be submitted online at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email. A onetime registration process must be completed by each tester before any test results will be accepted. Assistance with the registration and test form entry process can also be found at gethydrosoft.com. Testers will be required to provide the reference number listed below upon submission of test results for each facility where testing has been completed. If you have any questions or require additional information, please contact HydroCorp at 1-844-950-5026.

Completed test forms are to be entered online by 09/15/2017.

RE: Facility For Sample Notice at 12345 Somewhere

Reference #: 4C5DA5A9E

Device	Protection	Manufacturer	Model	Serial #	Size	Test Date	Test Status
Location/Comments:							
Line PSI:		CV1:		CV2:		RV:	



Testing Shut-Off Notice

RE: [FACILITYNAME] at [SERVICEADDRESS1][SERVICEADDRESS2]

Reference #: **[REFERENCENUMBER]**

Dear [GREETING]

The purpose of the [ORGNOME]'s Cross Connection Control Program, as defined in local ordinance [ORDINANCENUMBER], is to help eliminate possible contamination of the public water distribution system. There are two required components of the program; 1) site inspection, and 2) testing of backflow prevention assemblies.

This your third notice pertaining to testing of backflow prevention assemblies and is independent of previous correspondence pertaining to site inspection(s). Periodic testing of backflow prevention assemblies is required to ensure proper working order.

Our records indicate it is time for testing of backflow prevention assemblies at your facility. The assemblies required to be tested at this time are listed on the following page(s). Testing should be completed in advance of the completion date noted to allow for repair(s) should they be necessary. Testing of backflow prevention assemblies must be completed by a State approved certified tester. A partial listing of testers available in your area can be viewed on HydroCorp's website at hydrocorpinc.com/resources/testers.

You are hereby notified that in accordance with local ordinance, the water supply to the above noted premises will be discontinued as of **[RESPONSEDATE]**. Water service may not be resumed until corrective measures have been addressed.

Following completion of testing and/or repairs, all test results must be entered electronically by your plumber &/or certified tester at gethydrosoft.com. Test forms will no longer be accepted via mail, fax or email.

If you have any questions or require additional information, please contact HydroCorp at 1.800.690.6651 or visit their website at hydrocorpinc.com.

Sincerely,

[NAME]
[TITLE]



APPENDIX F – TEST FORM

Test Status Not Tested Passed Failed

Facility Name Address Address 2

City State Zip Code

Type: Size: Meter #: Manufacturer: Model:

Serial:3 Permit: Containment Isolation Fire Protection

Location Comments:

Shut Off Valve 1: Closed Leaked Shut Off Valve 2: Closed Leaked Line Pressure: Initial Test Date:

1st Check	2nd Check	Relief Valve	PVB/SVB Air Inlet	PVB/SVB Check Valve
<input type="checkbox"/> Closed <input type="checkbox"/> Leaked	<input type="checkbox"/> Closed <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened <input type="checkbox"/> Did Not Open <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened <input type="checkbox"/> Failed	<input type="checkbox"/> Held <input type="checkbox"/> Failed
PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>

Tester/Repair Comments:

Tester Name: Testing Company:

Tester Cert #: Gauge Manufacturer: Gauge Model: Gauge Serial #: Calibration Date:

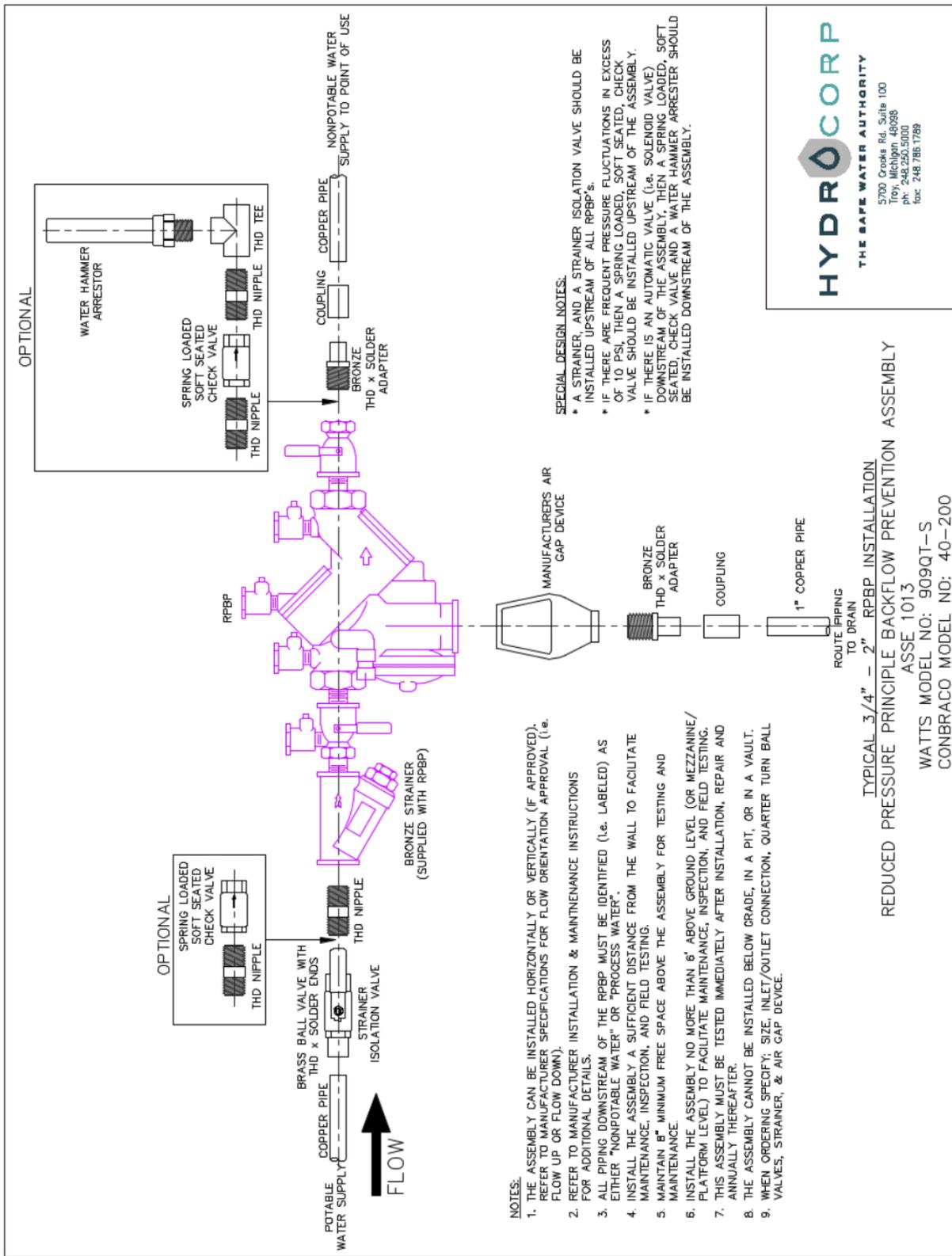
1st Check	2nd Check	Relief Valve	PVB/SVB Air Inlet	PVB/SVB Check Valve
<input type="checkbox"/> Closed <input type="checkbox"/> Leaked	<input type="checkbox"/> Closed <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened <input type="checkbox"/> Did Not Open <input type="checkbox"/> Leaked	<input type="checkbox"/> Opened <input type="checkbox"/> Failed	<input type="checkbox"/> Held <input type="checkbox"/> Failed
PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>	PSID: <input type="text"/>

Final Test Date:

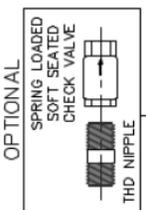
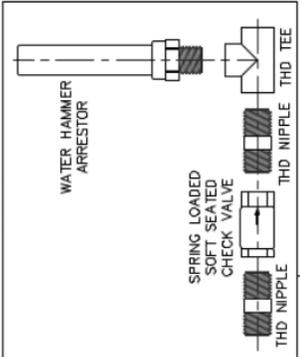


APPENDIX G – INSTALLATION SCHEMATICS

Drawings contained in this section are only “typical” installations for reference purposes. All new installations must be installed per code and manufacturer specifications.



OPTIONAL



- NOTES:**
1. THE ASSEMBLY CAN BE INSTALLED HORIZONTALLY OR VERTICALLY (IF APPROVED). REFER TO MANUFACTURER SPECIFICATIONS FOR FLOW ORIENTATION APPROVAL (I.e. FLOW UP OR FLOW DOWN).
 2. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 3. ALL PIPING DOWNSTREAM OF THE RPBP MUST BE IDENTIFIED (I.e. LABELED) AS EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
 4. INSTALL THE ASSEMBLY A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 5. MAINTAIN 6" MINIMUM FREE SPACE ABOVE THE ASSEMBLY FOR TESTING AND MAINTENANCE.
 6. INSTALL THE ASSEMBLY NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE/PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
 7. THIS ASSEMBLY MUST BE TESTED IMMEDIATELY AFTER INSTALLATION, REPAIR AND ANNUALLY THEREAFTER.
 8. THE ASSEMBLY CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
 9. WHEN ORDERING SPECIFY: SIZE, INLET/OUTLET CONNECTION, QUARTER TURN BALL VALVES, STRAINER, & AIR GAP DEVICE.

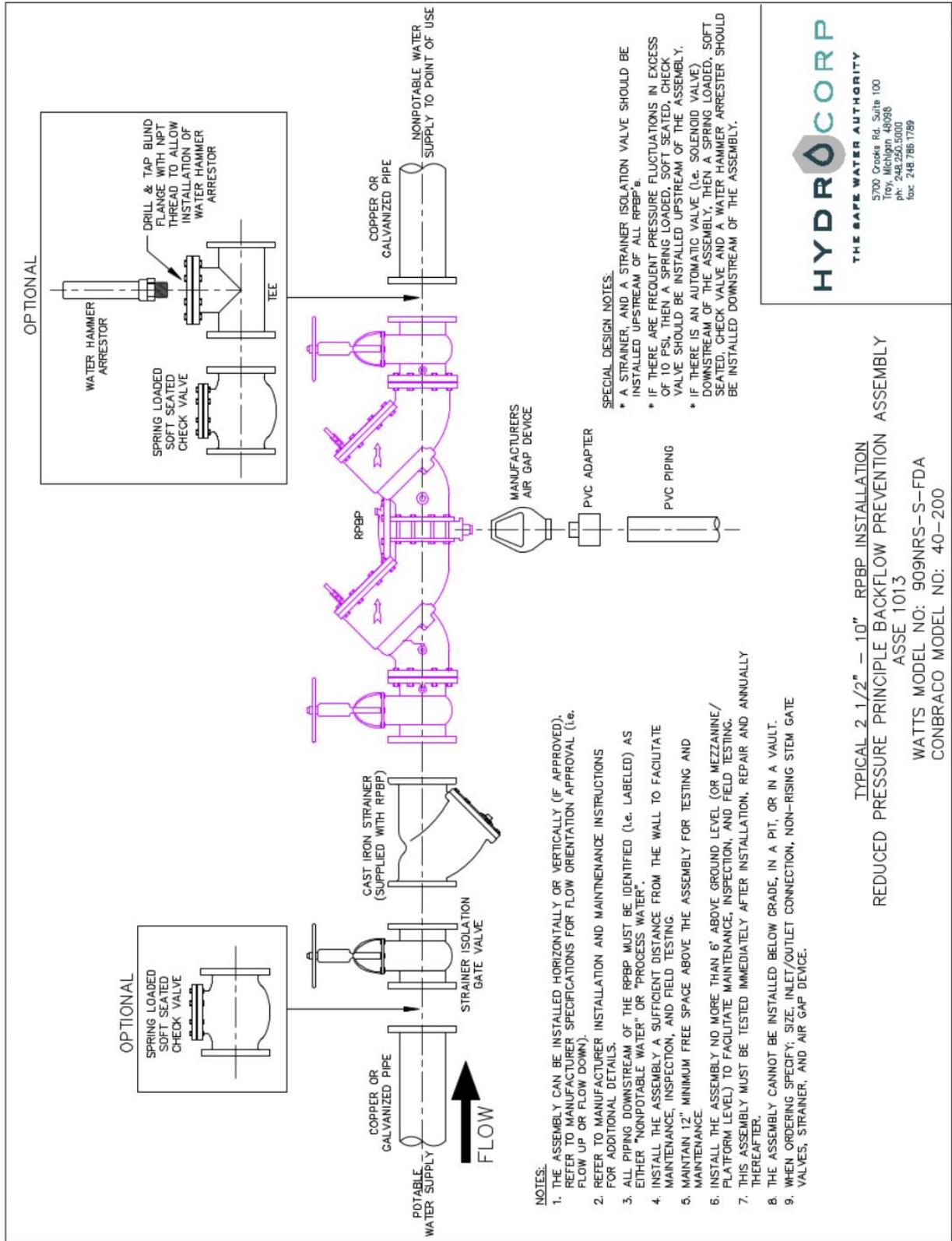
SPECIAL DESIGN NOTES:

- A STRAINER, AND A STRAINER ISOLATION VALVE SHOULD BE INSTALLED UPSTREAM OF ALL RPBP'S.
- IF THERE ARE FREQUENT PRESSURE FLUCTUATIONS IN EXCESS OF 10 PSI, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE SHOULD BE INSTALLED UPSTREAM OF THE ASSEMBLY.
- IF THERE IS AN AUTOMATIC VALVE (I.e. SOLENOID VALVE) DOWNSTREAM OF THE ASSEMBLY, THEN A SPRING LOADED, SOFT SEATED, CHECK VALVE AND A WATER HAMMER ARRESTER SHOULD BE INSTALLED DOWNSTREAM OF THE ASSEMBLY.

HYDRACORP
 THE SAFE WATER AUTHORITY
 5700 Crooks Rd, Suite 100
 Troy, Michigan 48068
 ph: 248.250.5000
 fax: 248.786.1789

TYPICAL 3/4" - 2" RPBP INSTALLATION
 REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY
 ASSE 1013
 WATTS MODEL NO: 909QT-S
 CONBRACO MODEL NO: 40-200

dwg. name: PWA.dwg effective: 2/27/02



HYDRACORP

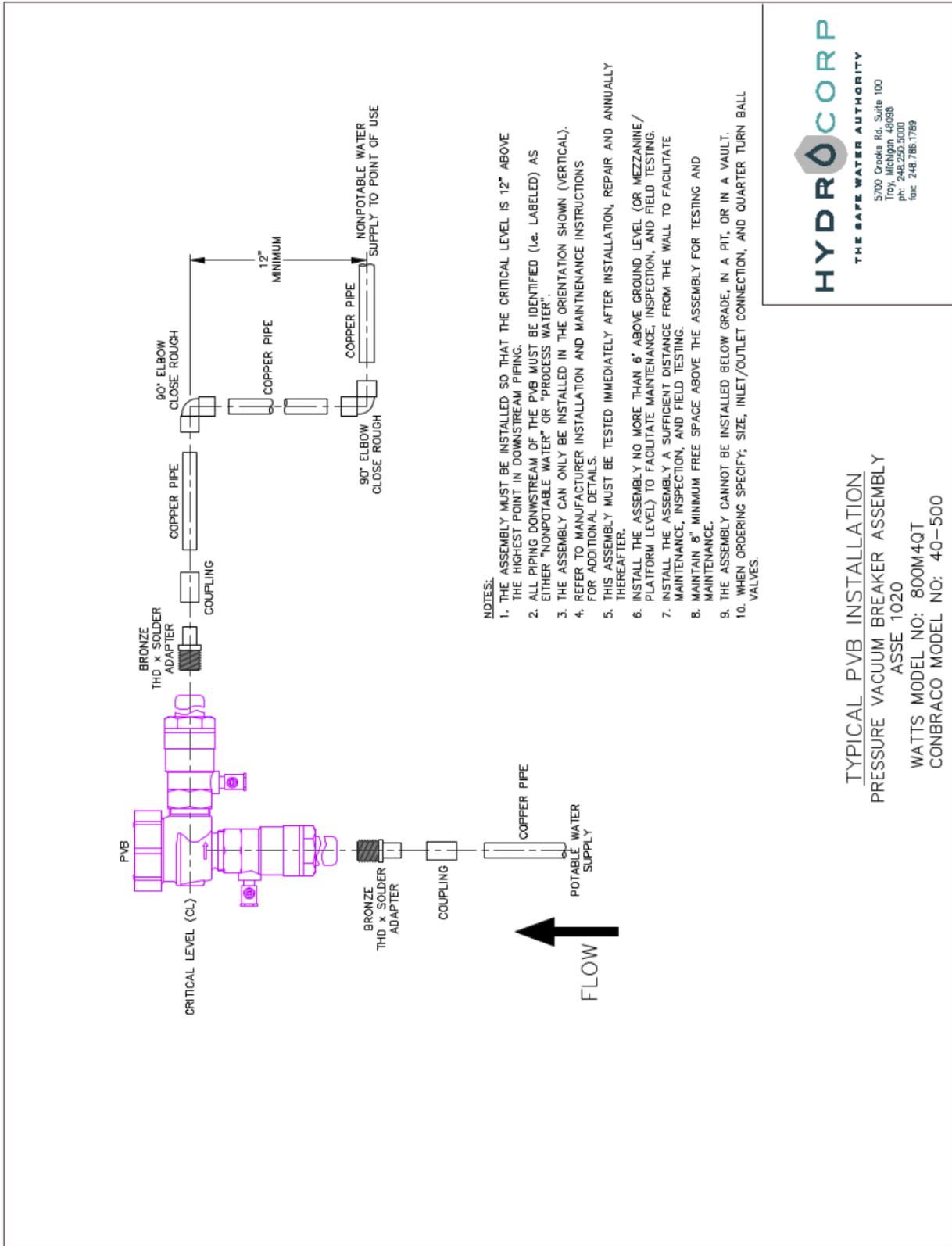
THE SAFE WATER AUTHORITY

5700 Crooks Rd, Suite 100
 Troy, Michigan 48068
 ph: 248.250.5000
 fax: 248.786.1789

TYPICAL 2 1/2" - 10" RPBP INSTALLATION
 REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY
 ASSE 1013
 WATTS MODEL NO: 909NRS-S-FDA
 CONBRACO MODEL NO: 40-200

des. name: PW10.dwg eff: date: 2/27/02

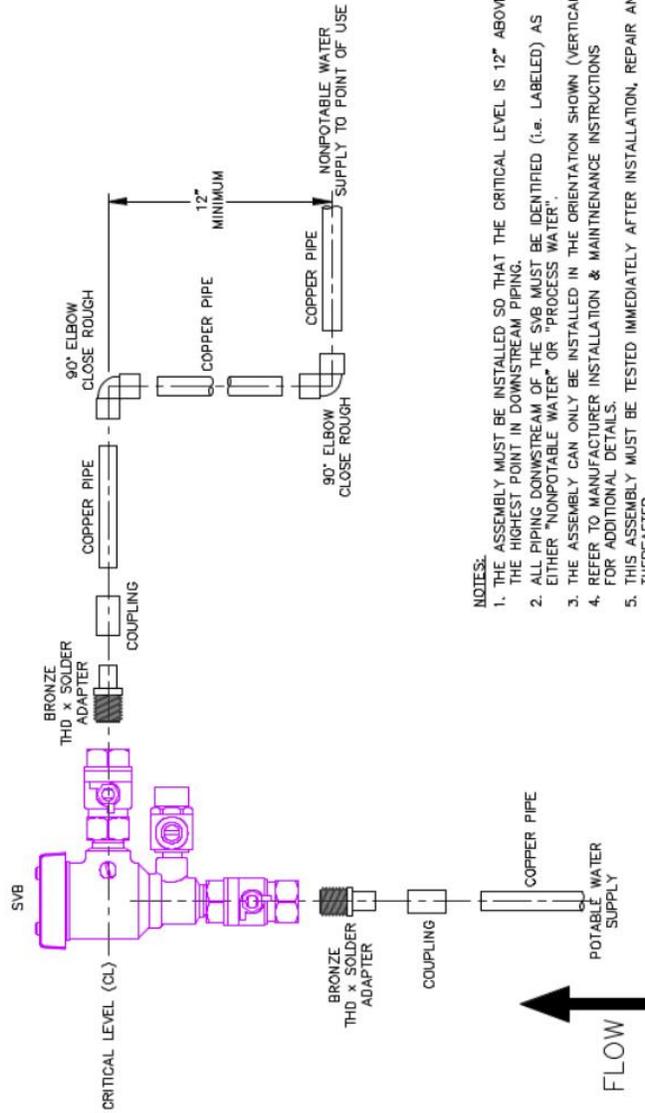




HYDROCORP
 THE SAFE WATER AUTHORITY
 5700 Credle Rd, Suite 100
 Troy, Michigan 48068
 ph: 248.250.5000
 fax: 248.786.1789

TYPICAL PVB INSTALLATION
 PRESSURE VACUUM BREAKER ASSEMBLY
 ASSE 1020
 WATTS MODEL NO: 800M4QT
 CONBRACO MODEL NO: 40-500

dwg. name: PWB.dwg effective: 2/27/02



NOTES:

1. THE ASSEMBLY MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 12" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. ALL PIPING DOWNSTREAM OF THE SVB MUST BE IDENTIFIED (i.e. LABELED) AS EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
3. THE ASSEMBLY CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN (VERTICAL).
4. REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. THIS ASSEMBLY MUST BE TESTED IMMEDIATELY AFTER INSTALLATION, REPAIR AND ANNUALLY THEREAFTER.
6. INSTALL THE ASSEMBLY NO MORE THAN 6' ABOVE GROUND LEVEL (OR MEZZANINE / PLATFORM LEVEL) TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
7. INSTALL THE ASSEMBLY A SUFFICIENT DISTANCE FROM THE WALL TO FACILITATE MAINTENANCE, INSPECTION, AND FIELD TESTING.
8. MAINTAIN 8" MINIMUM FREE SPACE ABOVE THE ASSEMBLY FOR TESTING AND MAINTENANCE.
9. THE ASSEMBLY CANNOT BE INSTALLED BELOW GRADE, IN A PIT, OR IN A VAULT.
10. WHEN ORDERING SPECIFY; SIZE, INLET/OUTLET CONNECTION, AND QUARTER TURN BALL VALVES.

TYPICAL SVB INSTALLATION
 SPILL RESISTANT VACUUM BREAKER ASSEMBLY
 ASSE 1056
 WATTS MODEL NO: 008QT
 CONBRACO MODEL NO: N/A



5700 Crooke Rd. Suite 100
 Troy, Michigan 48068
 PH: 248.253.0000
 FOC: 248.786.1789

diag. name: PM4.dwg effective: 2/27/02



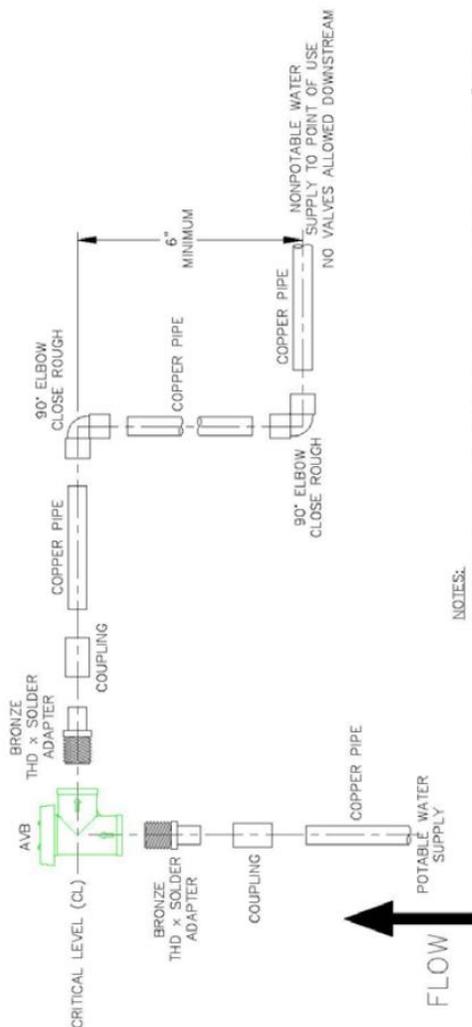


HYDRACORP

THE SAFE WATER AUTHORITY

5700 Crooks Rd, Suite 100
Troy, Michigan 48068
ph: 248.250.5000
fax: 248.786.1789

dwg. name: PW6.dwg effective: 2/27/02



NOTES:

1. THE DEVICE MUST BE INSTALLED SO THAT THE CRITICAL LEVEL IS 6" ABOVE THE HIGHEST POINT IN DOWNSTREAM PIPING.
2. NO VALVES ARE ALLOWED DOWNSTREAM OF THE AVB.
3. ALL PIPING DOWNSTREAM OF THE AVB MUST BE IDENTIFIED (I.E. LABELED) AS EITHER "NONPOTABLE WATER" OR "PROCESS WATER".
4. THE DEVICE CAN ONLY BE INSTALLED IN THE ORIENTATION SHOWN (VERTICAL). REFER TO MANUFACTURER INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
5. WHEN ORDERING SPECIFY: SIZE AND INLET/OUTLET CONNECTION.

TYPICAL AVB INSTALLATION

ATMOSPHERIC VACUUM BREAKER

ASSE 1001

WATTS MODEL NO: 288A-C

CONBRACO MODEL NO: 38-100

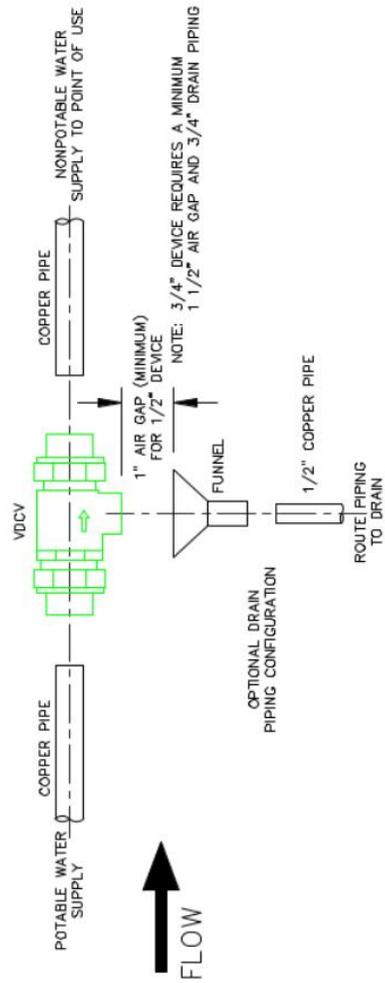


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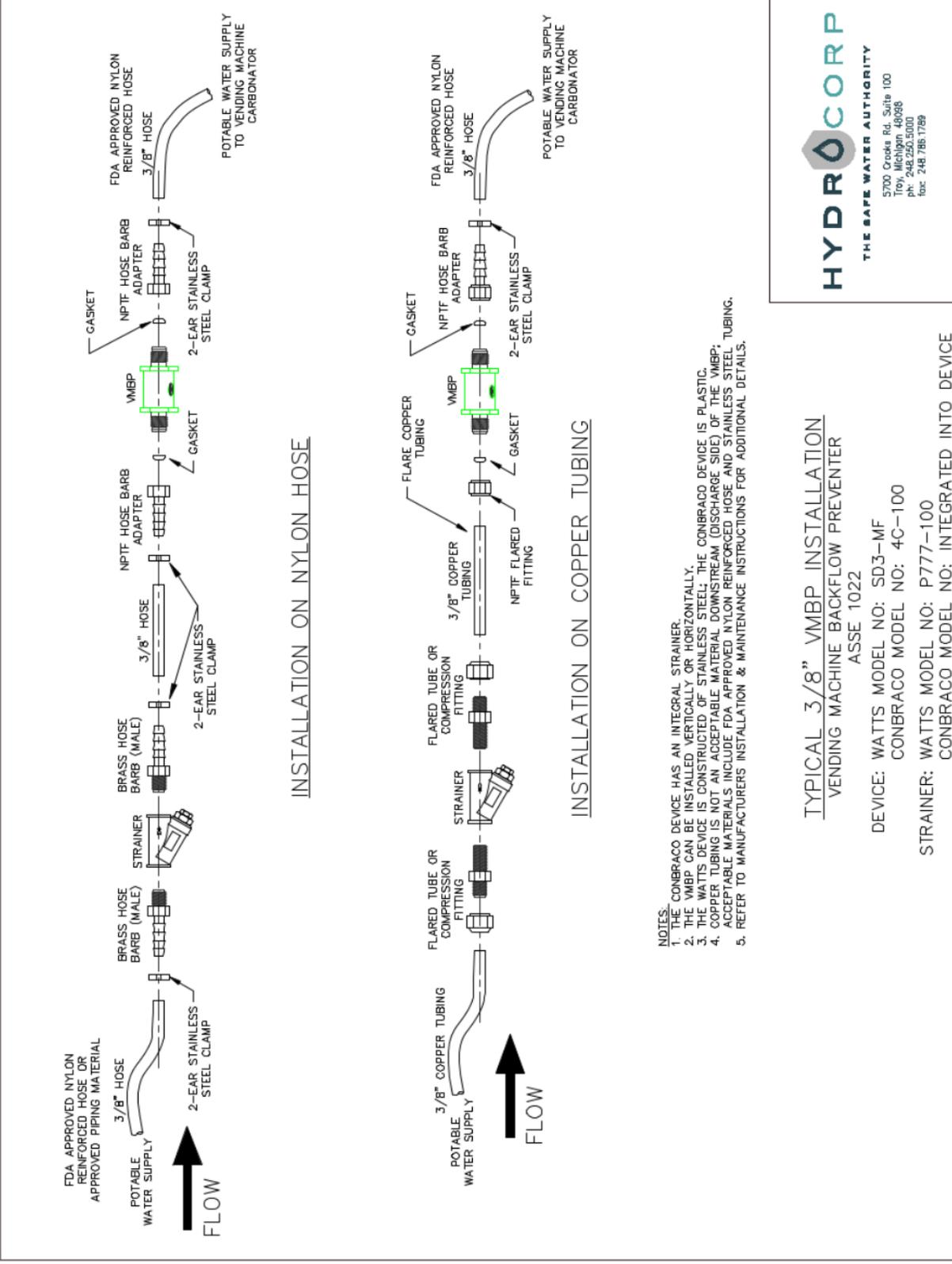
5700 Crooks Rd, Suite 100
Troy, Michigan 48068
ph: 248.250.5000
fax: 248.786.1789

dwg. name: PWS.dwg effective: 2/27/02



- NOTES:**
1. THE VDCV CAN BE INSTALLED VERTICALLY OR HORIZONTALLY.
 2. ENSURE VENT FROM THE DEVICE IS ORIENTED IN THE DOWN POSITION.
 3. REFER TO MANUFACTURERS' INSTALLATION & MAINTENANCE INSTRUCTIONS FOR ADDITIONAL DETAILS.
 4. WHEN ORDERING SPECIFY: SIZE & INLET/OUTLET CONNECTION.

TYPICAL VDCV INSTALLATION
 VENTED DUAL CHECK VALVE
 ASSE 1012
 WATTS MODEL NO: 9D
 CONBRACO MODEL NO: 40-400



INSTALLATION ON NYLON HOSE

INSTALLATION ON COPPER TUBING

- NOTES:**
1. THE CONBRACO DEVICE HAS AN INTEGRAL STRAINER.
 2. THE VMBP CAN BE INSTALLED VERTICALLY OR HORIZONTALLY.
 3. THE WATTS DEVICE IS CONSTRUCTED OF STAINLESS STEEL; THE CONBRACO DEVICE IS PLASTIC.
 4. COPPER TUBING IS NOT AN ACCEPTABLE MATERIAL DOWNSTREAM (DISCHARGE SIDE) OF THE VMBP;
 5. ACCEPTABLE MATERIALS INCLUDE FDA APPROVED NYLON REINFORCED HOSE AND STAINLESS STEEL TUBING.

TYPICAL 3/8" VMBP INSTALLATION
VENDING MACHINE BACKFLOW PREVENTER
 ASSE 1022

DEVICE: WATTS MODEL NO: SD3-MF
 CONBRACO MODEL NO: 4C-100
 STRAINER: WATTS MODEL NO: P777-100
 CONBRACO MODEL NO: INTEGRATED INTO DEVICE

HYDROCORP
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 5700 Crooke Rd. Suite 100
 Troy, MI 48068
 PH: 248.262.5000
 FAX: 248.786.1789