

Appendix C

Cross-Connection Control Program

- (1) Letter to Users Requiring Cross-Connection Control Investigation and Backflow Prevention Device Testing
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- (3) Cross-Connection Control Investigation and Test Report
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Appendix C (1)

Letter to Users Requiring a Cross-
Connection Control Investigation and
Backflow Prevention Device Testing

Appendix C (2)

List of A.W.W.A. Certified Cross-
Connection Control Specialists in the
Yountville Area

Appendix C (3)

Cross-Connection Control Investigation and Test Report

Appendix C (4)

Backflow Prevention Assembly Test Report

(Town of Yountville Letterhead)

Sample Notification Letter

Cross-Connection Control Investigation Required

April 15, 20XX

Dear *Recycled Water User Supervisor*,

It is time to complete a cross-connection control investigation and test all backflow prevention devices installed at your site. This activity is an annual requirement of your Recycled Water Use Permit and is done to protect your potable water supply.

Title 17 of the California Code of Regulations requires the hiring of a certified Cross-Connection Control Specialist to complete the investigation and conduct the backflow prevention device testing. **It is your responsibility to hire a certified tester and complete the work within the next 30 days.** A list of A.W.W.A. certified Cross-Connection Control Specialists in the local area has been prepared for your convenience.

Please give the attached Cross-Connection Control Investigation and Test Report and the Backflow Prevention Assembly Test Report to the contracted specialist. The forms must be filled out, signed by the specialist, and returned to the Town of Yountville by *Weekday*, May 15th, 20XX. The forms are not considered complete until all cross-connections have been eliminated and the backflow prevention devices pass the test.

Return the forms to:

Attn: *Name*
Wastewater Systems Supervisor
Town of Yountville
6550 Yount Street
Yountville, CA 94599

If you have any questions, please call (707) 944-2988.

Sincerely,

Name
Wastewater Systems Supervisor

Attachments (3)

List of A.W.W.A. Certified Cross-Connection Control Specialists in the Yountville Area¹

Last Name	First Name	Street Address	City	State	Zip Code	Phone Number	Certificate Expiration Date	Certificate Number
Cain	Jeff	405 Wallace Ave.	Vallejo	CA	94590	707-642-1187	03/31/06	02673
Chan	Kevin C.	350 Ladera Drive	Vallejo	CA	94591	(707) 552-1408	03/31/06	09672
De Wan	Jerry	149 Wallace Ave.	Vallejo	CA	94590	(707) 642-5224	05/31/06	07182
DeMille	Stephen	4100 Paoli Loop Rd.	American Canyon	CA	94589	(707) 644-5100	05/31/06	05827
Diggs	James Dyson	304 Benson Ave.	Vallejo	CA	94590	(707) 557-3359	09/30/04	03764
Feil	Kenneth F.	414 Southport Way	Vallejo	CA	94591	(707) 643-3034	10/31/06	00034
Franzi	Eugene Anthony	2636 Bradford St.	Napa	CA	94558	(707) 255-3700	05/31/06	07185
George	Cherlyn A.	341 Coombs St. #1	Napa	CA	94559	(707) 226-6986	02/28/05	07843
Hill	Thomas R.	850 Caymus St.	Napa	CA	94559	(707) 257-8840	11/30/05	08135
Hurst	Kenneth W.	2650 Indiana St.	Napa	CA	94558	(707) 257-2481	02/28/06	07090
Jorgensen	Eric	3501 Dover St.	Napa	CA	94558	(702) 224-6622	08/31/05	09353
Lehman	Michael	304 Grapewood	Vallejo	CA	94590	707-642-0670	06/30/05	01360
Lopez	Daniel A.	2314 Solano Ave.	Napa	CA	94558	(707) 255-6918	11/30/05	08197
Mares	Dave	3036 Webb St.	Vallejo	CA	94591	707-644-6190	06/30/07	04265
McCarty	Dennis William	1324 Ensign Ave.	Vallejo	CA	94590	(707) 648-2072	07/31/05	09330
Mentzer	Bill	1100 West Street	Napa	Ca	94559	(707) 253-8743	04/28/05	09216
Miller, Sr.	Garry D.	125 Bayview Ave.	Vallejo	CA	94590	707-557-9047	11/30/05	01364
Molinar	Adam	145 Franklin St.	Vallejo	CA	94591	(619) 464-1619	03/31/06	08201
Newton	Jon	637 Carduna St.	Vallejo	CA	94590	(707) 552-2513	11/30/05	09444
Olson, Jr.	Irwin A.	154 Muirwood Pl.	Vallejo	CA	94591	(707) 648-1920	02/28/05	01098
Patrick	Daniel S.	3213 Beard Rd.	Napa	CA	94558	(707) 226-3344	06/30/05	07982
Ragan	Shane	878 El Centro Ave	Napa	Ca	94558	(707) 255-2874	04/30/07	08752
Raygoza	Arthur J.	501 Keats Dr.	Vallejo	CA	94590	(707) 648-2632	02/28/06	09618
Salinas	Gonzalo	878 El Centro	Napa	CA	94558	707-255-2874	05/31/05	05499
Schick	Michael W.	1938 Tennessee St.	Vallejo	CA	94590	(707) 552-6548	05/31/06	07204
Sells	Robert B.	1514 Spyglass Parkway	Vallejo	CA	94591	(707) 557-2931	03/31/06	09674
Shafer	Adam James	720 Rosewood Ave.	Vallejo	CA	94591	(707) 647-3217	07/31/05	09339
Sylvester	Perry A.	2447 Wine Country Ave	Napa	CA	94558	707-252-2248	02/28/06	02755
Wood	Don	1255 Manzanita Hills Ave.	Redding	CA	96001	(800) 750-4547	11/30/04	10399
Wooden	Bertrand J.	572 Phoenix Circle	Vallejo	CA	94589	(707) 552-8601	05/31/05	08676

Town of Yountville Recycled Water Program Cross-Connection Control Investigation & Test Report

Recycled Water User: _____

Site Address: _____

Form Completed by: _____

Test Date: _____

Site Cross-Connection Testing History

To be completed prior to testing

Is this the site's first cross-connection test? Yes, then skip to "Today's Scheduled Testing"

No, then continue

Date of last Cross-Connection Control Investigation: _____ passed failed

Date of last complete testing (Parts I & II) _____ passed failed

If the User's system has failed in the past, attach a copy of the failed "Test Report."

Today's Scheduled Testing

Part I (Cross-Connection Investigation)

Part II (Cross-Connection Control Test)

Note: Initial test consists of Parts I and II. Thereafter, Part I is required annually and Part II is required at least once every 5 years.

Names of Inspection Team Members

Recycled Water Program Inspector (if present): _____

A.W.W.A. Certified Cross-Connection Control Specialist: _____

Recycled Water Supervisor (or representative): _____

Part I: Cross-Connection Control Investigation

Yes	No	For any "No" response, an explanation must be given below under No. 7.
		1a. Did User provide record drawings of recycled and potable water systems?
		1b. Did the inspection team review the drawings?
		2a. Did the team discuss changes made to recycled and potable system since the last test?
		2b. Have the changes (from 2a) been recorded on the drawings?
		2c. Did the team visually inspect changes to verify absences of cross-connections?
		3a. Did the team visibly account for all backflow prevention devices on site (inside and outside)?
		3b. Have all backflow preventers been tested annually according to California Title 17 regulations?
		4a. Did the team field-check the location of the recycled water meter and potable water meter?
		4b. Do all meters appear to be correctly installed?
		4c. Are the water meters free of visible cross-connection?
		5a. Did the User inform the inspector on who has access to the recycled water system?
		5b. Did the team discuss needed training of recycled water supervisor and workers?
		6a. Are the recycled water quick couplers and other recycled water access points easily identified by recycled water signs or color coding?
		6b. Is a "Warning" sign posted where the public enters the recycled water use area?
		6c. Are all the <u>portable</u> fixtures and hoses (used on the recycled water system) permanently labeled to indicate they are for use only with recycled water?
		6d. Are appropriate "Warning" signs in place at recycled water meters, valve boxes, controllers?

		6e. Are all the "Warning" signs in good condition, legible, and visible?
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**Town of Yountville Recycled Water Program
Cross-Connection Control Investigation & Test Report (Cont.)**

7. An explanation must be given for any "No" response posted above.
List the comments and explanations in the space provided below and identify them by question number.

Results of the Cross-Connection Control Investigation

- PASSED
- FAILED

The following actions must be completed by the User prior to re-testing. When the corrections are made, the User must contact the Certified Cross-Connection Control Specialist to schedule another inspection.

Required Date of Completion: _____

Required Corrective Actions:

Inspection Completed By: _____

*Signature of Certified Cross-Connection
Control Specialist*

Certification Number: _____

Date: _____

Report Received By: _____

Signature of User Representative

Print Name and Title: _____

Date: _____

**Town of Yountville Recycled Water Program
Cross-Connection Control Investigation & Test Report (Cont.)**

Part II: Cross-Connection Control Test

Testing of the Potable Water System:

Check Box when Complete

- Step 1. Turn off recycled water system at meter.
- Step 2. Open all valves on the recycled water supply, downstream of the meter.
- Step 3. Depressurize and drain (if possible) recycled water system.
Record pressure in recycled water system after depressurizing: _____ psi
- Step 4. Confirm potable system is activated and pressurized by operating a few potable fixtures.
Record pressure in potable water system: _____ psi
- Step 5. Potable water system must remain pressurized after recycled water system has been depressurized and while Steps 6 through 11 are performed.
- Step 6. Identify the location, and obtain access to, all the potable water fixtures to be tested in Steps 7 and 8.
- Step 7. Open all (one at a time) outdoor potable water fixtures and note any fixtures that have no flow.
- Step 8. Open all indoor faucets and drinking fountains, and note any that have no flow.
List all potable fixtures with no flow observed in Steps 7 and 8:

- Step 9. Open (one at a time) all fixtures on the recycled water system.
Note if water flows through any of the fixtures and the location of the affected fixtures:
Quick connects _____ Sprinkler heads _____
Other type of fixtures _____
- Step 10. If no flow was found in Steps 8 and 9, proceed to the "Results" section. Observed flow may indicate a cross-connection. However, flow discovered in Steps 8 and 9 may be caused by incomplete drainage of the recycled water system. The test shall be extended at this point to confirm the source of the flow.
- Step 11. If a valid cross-connection is discovered, continue with testing of the recycled water system to determine the locations of the cross-connections. After the testing is completed, turn off the supply of recycled water, depressurize the system, and disinfect the potable water system (per ANSI/AWWA guidelines). Note locations of cross-connections below:

**Town of Yountville Recycled Water Program
Cross-Connection Control Investigation & Test Report (Cont.)**

Results of the Cross-Connection Control Test

- PASSED
- FAILED

The following actions must be completed by the User prior to re-testing. When the corrections are made, the User must contact the Certified Cross-Connection Control Specialist to schedule another inspection.

Required Date of Completion: _____

Required Corrective Actions:

Inspection Completed By: _____
*Signature of Certified Cross-Connection
Control Specialist*

Certification Number: _____

Date: _____

Report Received By: _____
Signature of User Representative

Print Name and Title: _____

Date: _____