



CITY OF PEORIA
Application for Recognition as a
Backflow Assembly Tester

READ ALL OF THESE INSTRUCTIONS AND QUESTIONS CAREFULLY BEFORE FILLING OUT THIS APPLICATION

- 1. All statements in this application are subject to investigation by the Division.
2. The application shall be typed or filled out in blue or black ink.
3. Improperly prepared or incomplete applications will be returned.
4. A separate form is required for each tester within your company/organization.

NEW TESTER: [ ] RENEWAL: [ ]

TESTER NAME:
COMPANY NAME:
MAILING ADDRESS:
EMAIL ADDRESS:
CITY: STATE: ZIP:
PHONE: FAX: CELL:

EDUCATIONAL INFORMATION

COURSE NAME: MOST RECENT
DATES ATTENDED: COURSE LOCATION:
ASETT CERTIFICATE NO: EXPIRATION DATE:
AWWA CERTIFICATE NO: EXPIRATION DATE:
ABPA CERTIFICATE NO: EXPIRATION DATE:
PIPE CERTIFICATE NO: EXPIRATION DATE:

TEST GAUGE INFORMATION

MAKE/MODEL: GAUGE SERIAL NO: EXP:

INSURANCE INFORMATION

INSURANCE CO: POLICY NO:
LIABILITY AMOUNT: EXPIRATION DATE:

CONTRACTORS PLUMBING LICENSE INFORMATION

LICENSE TYPE: LICENSE NO: EXPIRES:
LICENSE TYPE: LICENSE NO: EXPIRES:

CITY OF PEORIA TAX ID# EXPIRES:

I hereby certify that this application contains no willful misrepresentations or falsification and the information given by me is true and complete to the best of my knowledge.

TESTER SIGNATURE: DATE:

8401 W Monroe St
Peoria, Arizona 85345
(623) 773-8444 Office
(623) 773-8490 Fax

## RECOGNIZED TESTER APPLICATION NEED TO KNOW INFORMATION

1. **Certified Tester Application** – A signed and completed Application for Recognition along with all required documentation must be submitted to the Cross Connection Specialist for approval. Improperly prepared or incomplete applications will be returned; note there are TWO pages and signatures that are required on both. Upon approval, your Tester Company will be added to the Recognized Tester List and updated on the backflow prevention website at [www.peoriaaz.gov/backflow](http://www.peoriaaz.gov/backflow) . All businesses are directed to refer to the website list to employ the services of Peoria Recognized Testers.
2. **Annual Tester Information Update** – Each Tester Company will be required to resubmit an application and all required documentation is due annually to remain on the Recognized Tester List. Tester Companies who fail to submit the required documentation by the deadline will be suspended from testing in the City of Peoria for **30 days** effective from the date of the suspension letter.
3. **Backflow Assembly Test Report Submittals** – Test reports are due to the Cross-Connection Specialist no later than 30 days after completion of the final test. Inaccurate or incomplete test reports will not be accepted, and will be returned back to the Tester for correction by first class US mail. Ongoing issues may require disciplinary action which include a verbal warning, written warning, suspension, or revocation.
4. **Complaints** – All complaints received will be evaluated on a case by case basis and documented within the Tester’s permanent file. Each complaint evaluation conducted shall be disciplined according to the complaint severity, negligence or repeated violation of any portion of the Cross Connection Program. Disciplinary action may include a verbal warning, written warning, suspension, or revocation. Any single or combination of complaints may be disciplined by immediate suspension at the discretion of the Cross Connection Specialist and the Public Works-Utilities Department Manager.
5. **Suspension** – Upon completion of a suspension period, the Tester Company may resubmit all required documentation required in section one for review. Reinstatement shall be at the discretion of the Cross Connection Specialist and based on the nature of suspension and/or past disciplinary history.
6. **Permits** – When replacing stolen or defective backflow prevention assemblies, a permit must be obtained prior to installation. A test report must then be completed and submitted to this office with a pass rating. The permit can be obtained at the City of Peoria Municipal Campus in the Development and Community Services Building located on 9875 N. 85<sup>th</sup> Ave. The fee for a permit is **\$75.00**. Only one permit is necessary for each address.
7. **Appeal Hearing** – A Tester Company that has its certification denied, suspended, or revoked by the City of Peoria may submit a written appeal to the Peoria City Clerk requesting an administrative hearing to review the City’s action. An appeal must be filed within 30 days of a Tester Company’s receipt of a City notice. The hearing will be conducted by an independent hearing officer appointed by the City. Unless the hearing officer finds that exceptional circumstances exist, any City action will not be stayed during the appeal. The hearing officer’s written decision on the appeal shall be final.

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I hereby certify that this document has been reviewed and understood as a condition for consideration for Recognition as a Tester.

**TESTER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_