

HAYDEN LAKE IRRIGATION DISTRICT

2160 W. Dakota Ave.
Hayden, Idaho 83835-5122
24 hr. (208) 772-2612 ♦ FAX (208) 772-5348
backflowhlid@haydenirrigation.com

BACKFLOW TESTER RULES AND REGULATIONS

1. The person performing the test (Tester) must provide Hayden Lake Irrigation District (HLID) a current copy of their Backflow Assembly Tester license issued by the State of Idaho.
2. Tester shall maintain calibration records on all test equipment and provide a current copy to HLID.
3. No reminders will be sent by HLID to you of expired certification/calibration.
4. Test reports shall be **legible** and **complete** (complete all fields related to the assembly tested and test equipment information). **An incomplete test form will be rejected.**
5. Tester shall be notified by HLID of rejected test reports:
 - Seventy-two (72) hours will be provided to correct the matter
 - The property owner will be notified within seven (7) days if a response has not been received by HLID
6. **Passing test** reports shall be submitted within seven (7) days of the date of the test.
7. **Failed test** reports shall be submitted within seventy-two (72) hours of the test (assembly turned off) and be accompanied by a time estimate of when the repairs will be made.
8. Test reports may be dropped off at our office, mailed or faxed using the information above or emailed to backflowhlid@haydenirrigation.com. Illegible or incomplete reports will be rejected.
9. Lawn irrigation systems must be tested when the system is recharged (turned on) and/or prior to June 30th. The system does not have to be operating by June 30th but a satisfactory backflow test must be submitted prior to June 30th.
10. Tester may be contacted by HLID to observe the tester perform a test within the boundaries of Hayden Lake Irrigation District.
11. Test reports may be immediately rejected under the following circumstances:
 - Contains incomplete or known inaccurate information
 - Illegible
 - Signed by individual not on HLID's approved testers list
 - HLID accepted test form **not** used and/or modified
 - Test is signed by individual other than person who actually performed the test
 - Test report not submitted within the seven (7) day requirement.
 - Tester license is expired
 - Test equipment has expired calibration report

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Backflow Prevention Assembly Tester Application

Application Requirements

1. Provide a current copy of your Idaho Bureau of Occupation License (IBOL).
2. Provide a copy of your current calibration report for all test gages that will be used in field testing procedures. Test gages must be calibrated within the previous twelve (12) months prior to application and maintain annual calibration. Information required on the calibration report are as follows:
 - a. Manufacturer
 - b. Model
 - c. Serial Number
 - d. Calibration Date
 - e. Owner of Gage
3. A completed and signed application may be dropped off at our office, mailed or faxed using the information above or emailed to backflowhlid@haydenirrigation.com.
4. Read and sign the Code of Ethics. If the Code of Ethics is not received with a signature, your application will be considered incomplete and will not be submitted.

The approved tester information is on a first come first serve program. This list is capped at 20 companies.

Please check one of the options below:

I would like to be listed on the approved tester list

I **DO NOT** want to be listed on the approved tester list

The undersigned has read, understands and agrees to abide by HLID's Rules and Regulations.

Print Name

Signature

Date

Backflow Prevention Assembly Tester Application

Tester must be licensed in Idaho

TESTER INFORMATION

Name of Tester: _____

License No: _____ Expiration Date: _____

Mailing Address: _____

Please fill out company information for all companies you test for
(use additional pages if necessary)

Company Name: _____

Address: _____

Phone: _____ Fax: _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

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Code of Ethics for Hayden Irrigation District

Requirements:

- A) The backflow assembly needs to be tagged with the appropriate type of tag. A business card is not standard and could result in the District denying a submitted test. The backflow assembly must have the testers name, date and a pass or fail identifier that is eligible to read. The District does not recommend the use of marker. With the fluctuation of our climate/weather the marker tends to smudge or smear causing difficulty to read the tag.
- B) The District and the Code of Ethics requires that all testers provide the customer with a copy of a pass or failed test.
Reminder: If a test fails and the water is left on the tester has 1 business day to report it to the District. If the water is left off, the tester has 3 business days to report the failed test to the District.
- C) It is the testers responsibility to submit the test to the correct water purveyor. It is not any Districts responsibility to provide a test to the appropriate purveyor. If you are having difficulty distinguishing the correct district, visit www.spokaneaquifer.org for a reliable reference. The District also has a district map on our website www.haydenirrigation.com. Or simply ask the customer that you are providing the service to.
- D) **June 30th** is the deadline for submitting test to the District. If a customer is on your agenda for a scheduled testing after the deadline the protocol for the District is to have the tester contact the office to add that customer to our delayed list. This will alleviate any unnecessary fees to the customer's account and will hold the tester responsible to complete the test on the date that was provided to the District. If the District receives a test that was tested before the deadline date after June 30th the customer will have acquired fees that will not be waived. The District will advise the customer to contact the tester and/or company for reimbursement for the cost of the unwarranted fees.
- E) A confirmation email from the District is required to give the tester verification that the test or tests have been received. If no confirmation from the District is received within 2 business days, the tester is recommended to resend the test. To ensure that the District can confirm confirmation all tests are to be sent to backflowhid@haydenirrigation.com with a compatible email address. If the District can not respond to an email being sent this will result in a strike against the tester and/or company.

If any of these standards are not met by a tester it will be consider a strike against the tester and/or company. Once a strike is ensued on a tester and/or company, that tester or company will be removed from our approval list for the following year. The District will except tests the following year but your company will not be endorsed by the District. If a second strike is ensued on a tester and/or company, they will be prohibited to be on the approval list indefinitely. The District will continue to except tests. Once a third strike is ensued the tester and/or company will not be allowed to test in the District and any tests that are submitted will be rejected. The Districts number one priority is our customers. To endorse a tester, we need to ensure that our customers needs are being met.

The District has about 7 to 8,000 backflow assembly tests to submit yearly. Human error does occur on both the District and the testers end. If we work as a collaborated unit, we can make the following backflow process go in accordance to plan.

The undersigned has read, understands and agrees to abide by HLID's Code of Ethics.

Print Name

Signature

Date