As an approved certified backflow assembly tester for Montgomery County, Ohio, you are required to submit test results to our office within 10 days of testing. Only tests for Montgomery County Water customers may be submitted to our office. Test reports for customers served by other public water systems (e.g. Jefferson Township, Vandalia, Huber Heights, Miamisburg, etc.) will be rejected and should be submitted to the appropriate water agency. Please verify which public water system serves their property (i.e. who they get their bills from) prior to testing.

Beginning August 10, 2015, test results can be submitted electronically using the County’s new online software. This document provides step-by-step guidance on the use of the online software. Currently, approved testers will be required to use the online software for all annual tests beginning January 1, 2016. Newly approved testers will be required to use the software immediately upon approval.

Use of the online software does not change how tests are performed or what information must be submitted to our office. Only the information previously required on the Backflow Prevention Assembly Test Report is required with the new software. This document indicates which parts of the online forms are required and which are optional.

The layout of this document follows the basic steps needed to submit test results to Montgomery County. Please contact the Backflow Department at backflow@mcohio.org or (937)781-2650 if you have any questions.

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The website submission form is located at http://mceswater.tokaytest.com/. The website can be accessed by most electronic devices (desktop computer, tablet, smartphone, etc.) using most common web browsers.

Logging In

Only testers passing the Department of Commerce Certified Backflow Exam will be provided a User Name and Password to access the site. Failure to maintain up to date documentation with the State of Ohio Department of Commerce will result in your login credentials being deactivated. Credentials are checked daily.

Log into the website using the User Name and Password assigned to you by the Montgomery County Backflow Department (MCBFD). This will be e-mailed to you once the MCBFD has your credentials. You must provide our office with a valid e-mail address to obtain your User Name and Password.

If you forget your User Name or Password, you will need to contact our office at backflow@mcohio.org or (937) 781-2650 to have your login information emailed to you within 24 hours/business day.

If your credentials are deactivated for any reason, please contact our office at backflow@mcohio.org or (937)781-2650. Upon resolution of the issue that resulted in deactivation, expect an additional 1 to 3 business days to reactivate your account.
Once you have logged into the application, a screen will appear as shown below. Confirm that the name and company indicated are yours. If you are registered with more than one company, you will need to check the appropriate circle next to the company you represented for this test.

**Entering Test Results**

The first step in entering test results is to add a new test. Click on the Add Test Link.
Device Profile Search

To ensure you are testing the correct device, it is very important that you obtain the device serial number, the property address and the location which are provided to the owner on the supplied test sheet that came with the notification letter from Montgomery County. This information is also required to look up the device from the Backflow Department database. **If the serial number and house/building number are not entered exactly as they appear on the customer’s letter, you will not be able to submit the test results.** We strongly recommend that you obtain this information from the owner at the time of scheduling the test.

![Diagram of device profile search](image)

- **a) Serial Number** – Located on Device. Confirm that this number matches the serial number on the letter sent to the owner and that you are testing the correct device. If not, refer to Troubleshooting/FAQs.
- **b) House/Building Number** – Numeric portion only of the street address. For example, if the address is 1850 Spaulding Rd. you would enter 1850. Obtain this number from the top portion of the test form sent to the owner where it says “Service Address”.
- **c) BFID** – is provided on the test form sent to the owner on the top, right-hand side under the device information.
- **d) Locate Device** – Once the serial number and house number have been entered, or the BFID number, click this button to search the database for the device that requires the annual test.
- **e) Clear Form** – Click this button to clear the form and start over.
Verify Site Profile

Once the correct serial number and house/building number, or BFID number, are entered, selecting “Locate Device” will bring up the “Verify Site Profile” screen as shown below. Refer to “Troubleshooting /FAQ” at the end of this document if you are having difficulty locating the device in the database.

- **a)** **This is Correct** – This is the default. If all the information on this screen is correct leave this button checked.
- **b)** **Make Changes** – If any of the information is incorrect, select this button and enter what you feel are the correct values. Our BF staff will review any proposed changes before updating the database. Corrections of typographical errors for the serial number (e.g., correcting a missing or incorrect digit) should be made using this feature.
- **c)** **Replace Device** – If the device requires testing has been replaced since the last test, check this button and enter the relevant information for the replacement device (serial number, manufacturer, model number, type, and size). Do not use this feature to correct typographical errors for serial number (e.g., missing or incorrect digit).
- **d)** **Address** – Property address listed on the form sent to the customer with the notification letter. For master metered properties, the property address may be different than the building or unit address where the device is located. (Refer to item “f”) below.
- **e)** **Customer** – Customer or business name.
f) **Location** – Description of the location of the device. Please supplement if more detail is necessary. If the building number differs from the mailing address, please note the building address here.

g) **Hazard** – Description of the hazard that requires the backflow assembly.

h) **Meter Number** – Informational. Serial number of the water meter on the service line that feeds this installation. You are not expected to verify this information.

i) **Serial Number** – Serial number of the backflow prevention device per the Montgomery County (MC) database. If this number does not match the device you are testing, refer to the Troubleshooting/FAQ section for guidance on verifying/updating information.

j) **Manufacturer** – Manufacturer of the backflow prevention assembly. Also referred to as “make of assembly”

k) **Model** – Manufacturer’s model number.

l) **Type** – Type of device. Acceptable values are: **RP** – reduced pressure, **RPDA** - reduced pressure detector assembly, **DC** – Double Check, **DCDA** – Double Check Detector Assembly, **PVB** – Pressure Vacuum Breaker. If this value must be changed, please enter the abbreviations provided here. The correct abbreviations are used by the software to direct you to the correct data entry screen.

m) **Size** – Nominal size of the inlet and outlet piping to the backflow prevention assembly.

n) **Confirm and Enter Results** – Click this button to confirm values or save changes. All changes are proposed until reviewed and accepted by MC staff. Please note, your login session may be closed automatically if you are inactive for more than 5 minutes. Data entered but not saved will be lost.

o) **Cancel** – Clears any changes and returns you to the prior (Device Profile Search) screen.
Test Data Entry, Device Type: RP or RPDA

Please note your login session may be closed automatically if you are inactive for more than 5 minutes. Data entered but not saved will be lost. We recommend that you save your work frequently.

For reduced pressure principle devices, the following screen appears. Items in black are not tracked by MC staff.
Initial Test
a) Pass/Fail – Mandatory. Indicates if device passed or failed the initial test.
b) Date – Mandatory. Date of initial test. Select value from the pop-up calendar.

Initial Test, Check Valve #1
c) Leaked/Closed Tight – Mandatory. Indicate if Check Valve #1 leaked or closed tight.
d) Held at _____ PSID – Mandatory. Enter the test PSID for Check Valve #1.

Initial Test, Check Valve #2
e) Leaked/Closed Tight – Mandatory. Indicate if Check Valve #2 leaked or closed tight.
f) Held at _____ PSID – Data entry optional. Data not tracked by MC staff but the software may require an entry to continue. Enter the test PSID for Check Valve #2. If the PSID was not recorded enter 0.0.

g) Initial Test, Relief Valve – Mandatory.
h) Did Not Open – Check this box if the relief valve did not open at the required PSID.
i) Opened at _____ PSID – Enter the test PSID when the relief valve opened.

Repaired – Mandatory to fill in this section if repairs were made. Leave blank if no repairs.
j) Date – Date repairs were completed. Select value from pop-up calendar.

Enter Repair Details for Specific Assemblies Below – Mandatory to fill in this section if repairs were made. Leave blanks if no repairs.
k) Cleaned/Rubber Kit/Rebuild – Select box that best describes the nature of the repairs.
l) Comments – Describe repairs.

Final Test – Only fill in this section after repairs are made and the device passes all tests.
m) Pass – Check this box only if repairs were made and tests show that the device is now functioning properly.
n) Date – Date the final test was performed that showed the device is functional.

Final Test Check Valve #1
o) Closed Tight – Check this box only if repairs were made and tests show that Check Valve #1 is now functioning properly.
p) Held at _____ PSID – Enter the test PSID for Check Valve #1.

Final Test, Check Valve #2 – Only fill in this section after repairs are made and the device passes all tests.
q) **Closed Tight** – Check this box only if repairs were made and tests show that Check Valve #2 is now functioning properly.

r) **Held at _____ PSID** – Data not tracked by MC staff but the software may require an entry to continue. Enter the test PSID for Check Valve #2. If the PSID was not recorded enter 0.0.

**Final Test, Relief Valve** – Only fill in this section after repairs are made and device passes all tests.

s) **Opened at _____ PSID** – Enter the test PSID when relief valve opened.

**Details**

- **t)** Proper Install, Yes/No – Mandatory. Does the assembly meet proper installation requirements?
- **u)** #2 Shutoff, Leaked/Closed Tight – Mandatory. Did the Outlet valve leak or close tight?
- **v)** Service Restored, Yes/No – Data Entry Optional. Not tracked by MC Staff.
- **w)** RV Exercised, Yes/No – Data Entry Optional. Not tracked by MC Staff.
- **x)** Held Backpressure, Yes/No Data Entry Optional. Not tracked by MC Staff.
- **y)** Line PSI/Meter Reading - Data Entry Optional. Not tracked by MC Staff.

**Test Kit**

- **z)** Mandatory. Select the serial number for the test kit used for the test. Test kits must be registered with the MC Staff. A test kit may not be used if it has been more than 12 months since it was last calibrated.

**Comments**

- **aa)** Data entry optional. Provide any comments.
- **bb)** Certification – Tests cannot be submitted to MC Staff until you have checked the box acknowledging the three certification statements are true.
- **cc)** Save Test Data – Temporarily saves test data until you are ready to submit test results to the MC Staff. Your login session may be closed automatically if you are inactive for more than 5 minutes. Data entered but not saved will be lost. We recommend that you save your work frequently.
- **dd)** Cancel – Clicking this button discards any unsaved changes and returns you to the prior (“Verify Site Profile”) screen.

**To submit your test, go to page 16 of this guide.**
Test Data Entry, Device Type DC or DCDA
For Double Check devices the following screen appears. Items in circled black are not tracked by MC Staff.

Initial Test
a) Pass/Fail – Mandatory. Indicates if device passed or failed the initial test.
b) Date – Mandatory. Date of initial test. Select value from the pop-up calendar.

Initial Test, Check Valve #1
  c) Leaked/Closed Tight – Mandatory. Indicate if Check Valve #1 leaked or closed tight.
d) Held at _____ PSID – Mandatory. Enter the test PSID for Check Valve #1.
Initial Test, Check Valve #2
  e) Leaked/Closed Tight – Mandatory. Indicate if check valve #2 leak (failed) or closed tight (passed).
  f) Held at _____ PSID – Mandatory. Enter the test PSID for Check Valve #2

Repaired – Mandatory to fill in this section if repairs were made. Leave blank if no repairs.
  g) Date – Date repairs were completed. Select value from pop-up calendar.

Enter Repair Details for Specific Assemblies Below – Mandatory to fill in this section if repairs were made. Leave blanks if no repairs.
  h) Cleaned/Rubber Kit/Rebuild – Select box that best describes the nature of the repairs.
  i) Comments – Describe repairs.

Final Test – Only fill in this section after repairs are made and the device passes all tests.
  j) Pass – Check this box only if repairs were made and tests show that the device is now functioning properly.
  k) Date – Date the final test was performed that showed the device is functional.

Final Test Check Valve #1
  l) Closed Tight – Check this box only if repairs were made and tests show that Check Valve #1 is now functioning properly.
  m) Held at _____ PSID – Enter the test PSID for Check Valve #1.

Final Test, Check Valve #2 – Only fill in this section after repairs are made and the device passes all tests.
  n) Closed Tight – Check this box only if repairs were made and tests show that Check Valve #2 is now functioning properly.
  o) Held at _____ PSID – Enter the test PSID for Check Valve #2

Details
  p) Proper Install, Yes/No – Mandatory. Does the assembly meet proper installation requirements?
  q) #2 Shutoff, Leaked/Closed Tight – Mandatory. Did the Outlet valve leak or close tight?
  r) Service Restored, Yes/No – Data Entry Optional. Not tracked by MC Staff.
  s) Held Backpressure, Yes/No Data Entry Optional. Not tracked by MC Staff.
  t) Line PSI/Meter Reading - Data Entry Optional. Not tracked by MC Staff.
Test Kit

u) Mandatory. Select the serial number for the test kit used for the test. Test kits must be registered with the MC Staff. A test kit may not be used if it has been more than 12 months since it was last calibrated.

Comments

v) Data entry optional. Provide any comments.

w) Certification – Tests cannot be submitted to MC Staff until you have checked the box acknowledging the three certification statements are true.

x) Save Test Data – Temporarily saves test data until you are ready to submit test results to the MC Staff. Your login session may be closed automatically if you are inactive for more than 5 minutes. Data entered but not saved will be lost. We recommend that you save your work frequently.

y) Cancel – Clicking this button discards any unsaved changes and returns you to the prior (“Verify Site Profile”) screen.

To submit your test, go to page 16 of this guide.
Test Data Entry, Device Type PVB
For vacuum breaker devices the following screen appears. Items in black are not tracked by MC Staff.

**Initial Test**

a) **Pass/Fail** – Mandatory. Indicates if device passed or failed the initial test.

b) **Date** – Mandatory. Date of initial test. Select value from the pop-up calendar.

**Initial Test, PVB, Air Inlet**

c) **Did Not Open** – Check this box if the air inlet valve failed to open at all when water pressure was released from the body of the pressure vacuum breaker.

d) **Opened at _____ PSID** – If the air inlet opened when water pressure was released from the body of the pressure vacuum breaker, record the pressure differential that it opened.
e) **Opened Fully** – Check this box if the air inlet opened fully when all of the water drained from the body of the pressure vacuum breaker.

**Initial Test, Check Valves**

f) **Leaked** – Check this box if the check valve was not water tight at pressures less than 1 psig.

g) **Held at _____PSID** – Record the maximum pressure obtained without the check valve leaking.

**Repaired** – Mandatory to fill in this section if repairs were made. Leave blank if no repairs.

h) **Date** – Date repairs were completed. Select the value from the pop-up calendar.

**Enter Repair Details for Specific Assemblies Below** - Mandatory to fill in this section if repairs were made. Leave blank if no repairs.

i) **Cleaned/Rubber Kit/Rebuild** – Select box that best describes the nature of the repairs.

j) **Comments** – Describe repairs.

**Final Test** – Only fill in this section after repairs are made and the device passes all tests. If no repairs are necessary leave this section blank.

k) **Pass** – Check this box only if repairs were made and tests show the device is now functioning properly.

l) **Date** – Date the final test was performed that showed the device as functional.

**Final Test, PVB, Air Inlet Only** – Only fill in this section after repairs are made and the device passes all tests.

m) **Open Fully** – Check this box if the air inlet opened fully when all of the water drained from the body of the pressure vacuum breaker.

n) **Opened at _____ PSID** – If the air inlet opened when water pressure was released from the body of the pressure vacuum breaker record, the pressure differential that it opened.

**Final Test, PVB Check Valve** - Only fill in this section after repairs are made and the device passes all tests.

o) **Held at _____PSID** – Record the maximum pressure obtained without the check valve leaking.

**Details**

p) **Proper Install, Yes/No** – Mandatory. Does the assembly meet proper installation requirements (pass)?

q) **#2 Shutoff, Leaked/Closed Tight** – Data Entry Optional. Not tracked by MC Staff.

r) **Service Restored, Yes/No** – Data Entry Optional. Not tracked by MC Staff.

s) **Held Backpressure, Yes/No** Data Entry Optional. Not tracked by MC Staff.

t) **Line PSI/Meter Reading** - Data Entry Optional. Not tracked by MC Staff.
Test Kit

u) Mandatory. Select the serial number for the test kit used for the test. Test kits must be registered with MC Staff. A test kit may not be used if it has been more than 12 months since last calibrated.

Comments

v) Data entry optional. Provide any comments.

w) Certification – Tests cannot be submitted to MC Staff until you have checked the box acknowledging the three certification statements are true.

x) Save Test Data – Temporarily saves test data until you are ready to submit test results to the MC Staff. Your login session may be closed automatically if you are inactive for more than 5 minutes. Data entered but not saved will be lost. We recommend that you save your work frequently.

y) Cancel – Clicking this button discards any unsaved changes and returns you to the prior (“Verify Site Profile”) screen.

To submit your test, go to page 16 of this guide.
Reviewing and Submitting Tests

Once tests have been saved they will appear in the list on the Review Tests Page.

Tests that have not been submitted can be reviewed by clicking on the “Unsubmitted” tab. Click on the serial number to open that particular test. Unsubmitted tests may be edited or deleted.

When you are ready to submit a test, check the box in the “Select” column next to the test or tests you wish to submit, and then click on “Submit Tests.” Tests submitted will be available to our staff the next business day.

To review tests that have been submitted click on the “Submitted” tab. Submitted tests may only be viewed or printed. They cannot be edited or deleted. If you need to modify a test you already submitted, you must contact the MC Staff.

Printing Test Reports
Test reports can be printed from either the “Unsubmitted” or the “Submitted” tabs on the “Review Tests” page. Click on the box under the “Select” column to place a check in the box next to the report(s) you wish to print.

![Backflow Prevention Assembly Test Report](image)

Once you are done printing, use the back button to return to review tests page.

**Log Out** – When you are finished entering test results, you may log out by selecting this button. If you do not log out on your own, the site may automatically log you out after approximately 5 minutes of inactivity.
Troubleshooting/Frequently Asked Questions

What if the serial number on the device does not match the serial number on the owner’s notification letter?
Possibilities: You are on the wrong device; The device has been replaced; or the information in the database is incorrect. You will need to troubleshoot to determine which scenario is the case.

Search the Device Profile Search using the serial number you found on the device and the property address. If the search locates a record in the database, you are likely not at the correct device. Confirm if the owner has other backflow assemblies. Tests performed on the incorrect device may result in non-compliance for the device noted on the customer’s letter.

If a search of the serial number on the device does not locate a record in the database and you are at the correct device, the device may have been replaced or the serial number in the database may be incorrect. Does the owner have knowledge of the device being replaced? Does the other device information (manufacturer, model, type, and size) match? Is the serial number on the device similar to the one on the letter? Use your judgement to determine if the device was replaced or the serial number in the database is incorrect. Pull up the record in the database using the serial number and address on the owner’s notification letter to locate the record in the database. Select either “Make Changes” button or the “Replace Device” button as appropriate, and enter the information.
What if I cannot locate a device in the database using the serial number and address provided on the owner’s letter?
First make sure the notification letter is from Montgomery County Water Services, not another public water system. If the owner received a letter from MC Staff notifying them of their annual testing requirement, then the device exists in the MC database and the most likely cause of the problem is searching using incorrect values. Double check the serial number and the house/building number you are entering into the cells on the search screen. The information you are entering must match the information on the back of the letter. Only the numeric portion of the house/building number should be entered. This information must come from the “Property Address” line on the top of the supplied test form. Make sure you use the service address, and not the mailing address as these could be different.

How do I enter newly installed backflow devices where there were no previous devices?
Currently, this backflow software does not enable the plumber to enter new devices. All newly installed devices must be submitted through our e-mail address: BACKFLOW@mcohio.org Once we receive these, MC staff will input test form supplied by you, and you will receive an e-mail back from us that looks like the following example:

Received
Edwin Petticrew
Permits and Backflow Supervisor
Montgomery County
Department of Environmental Services
1850 Spaulding Road
Kettering, OH 45432
937-781-2650

This will be your receipt that the test arrived to Montgomery County staff.