

# STANDARD OPERATING PROCEDURES INDEX

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## **"Click" on Process Below for Instructions**

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[View "BPAT Electronic Service Agreement" - Backflow Tester Application](#)

[Login to WebApp](#)

[Change WebApp Password](#)

[Forgotten Password](#)

[Permit Lookup by License \(BKFL\)](#)

[Permit Lookup by Serial Number](#)

[Permit Lookup by Assembly Address](#)

[View Status of Assembly Inspections](#)

[Print Completed T&M Reports](#)

[Print Blank T&M Reports](#)

[Complete Existing T&M Report](#)

[Add Assembly](#)

[Remove Assembly](#)

[Change / Update Assembly Information](#)

# LOGIN - ACCESS

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**Click to Return to Backflow Standard Operating Procedure Index**

[Click here to Visit SAWS Backflow Prevention Electronic Submittal Login Web-Page](#)

## **View / Print Blank BACKFLOW TESTER APPLICATION**

Click "BPAT Electronic Service Agreement"

**Note:** Must be Printed and Manually Completed

Goes to "[BPAT Electronic Service Agreement](#)"

To Exit Click "**X**" located in Right-Hand Tab above Form

## **Login to WebApp**

Enter BPAT ID Number into "[BPAT ID](#)" Box

**Note:** Use the following format: BP\*\*\*\*\*

Enter BPAT Password into "[Password](#)" Box

**Note:** Password is **Case Sensitive**

Click "[Submit](#)" Command

In case of **Forgotten Password** contact SAWS Backflow Department

# BPAT DASHBOARD

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**Click to Return to Backflow Standard Operating Procedure Index**

**Note:** Tester Information

Located at Top Right of Page

"[Technician](#):" - Name Associated with Tester License Number

"[License No.](#):" - License Number of Associated Tester

"[Exp.](#)" - Expiration Date for Associated Tester

**Search for Assemblies using License (BKFL) Number**

Enter License (BKFL) in "[Backflow Permit ID](#):" Box

**Note:** Does Not Require "[BKFL](#)-"

Click "[Submit](#)" Command

Goes to "[Permit Assemblies List](#)" Page

**Display License's (BKFL) Searched for during Current Session**

"[Select Working Permit](#)" Dropdown

"[Search Permit by](#):"

"[Assembly Serial No.](#)" - Click Link to Search by Assembly Serial Number

Opens New **Window** - Goes to "[Permit Lookup](#)" Page

"[Location Address](#)" - Click Link to Search by Assembly Location Address

Opens New **Window** - Goes to "[Permit Lookup](#)" Page

"[Change Password](#)"

Select to Change Tester Password

During Initial Setup Users must Change **Temporary Password** provided by SAWS

Goes to "[Change Password](#)" Page

"[Logout](#)"

Select to Logout of BPAT Dashboard

Goes to "[Backflow Prevention Testing](#)" Login Page

# PERMIT LOOKUP - BY SERIAL NUMBER

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[Click to Return to Backflow Standard Operating Procedure Index](#)

## **Search for Assemblies using Assembly Serial Number**

Enter Assembly Serial Number in Space above "[Search](#)" Command

Click "[Search](#)" Command

List of License's (BKFL's) associated with that **Serial Number** will be listed under "[Permit No.](#)"

Click on the BKFL Under "[Permit No.](#)" to go to that Assembly's "[Permit Assemblies List](#)" Page

**To Exit** "[Permit Lookup](#)" Page - Click "[Close Window](#)" Command

Goes to "[BPAT Dashboard](#)" Page

# PERMIT LOOKUP - BY ASSEMBLY ADDRESS

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**Click to Return to Backflow Standard Operating Procedure Index**

## **Search for Assemblies using Assembly Address**

Enter Assembly Location Address (or portion of Address) in Space above "[Search](#)" Command

Click "[Search](#)" Command

List of Assemblies having that Address will be listed under "[Permit No.](#)"

Click on the BKFL Under "[Permit No.](#)" to go to that Assembly's "[Permit Assemblies List](#)" Page

**To Exit** "[Permit Lookup](#)" Page - Click "[Close Window](#)" Command

Goes to "[BPAT Dashboard](#)" Page

# PERMIT ASSEMBLIES LIST

[Click to Return to Backflow Standard Operating Procedure Index](#)

**Status of each Assembly** listed under "[Status](#)"

"[Pending...](#)" - SAWS has not yet received/processed a T&M

"☒ [Completed](#)" - T&M has been Completed during this Session

"\*\*\*[PENDING ADD](#)\*\*\*" - Assembly will be **Added** to License

"☒ \*\*\*[REMOVED](#)\*\*\*" - Assembly will be **Removed** from License

Under heading of "[Action](#)" the "[Edit](#)" Link will take you to that Assembly's T&M

Goes to "[Backflow Prevention Assembly Test & Maintenance Report](#)" Page

"[Action](#):" Dropdown

"[Print Completed T&M Report Forms](#)"

Print T&M's for any Assemblies with a Status ☒ [Completed](#)"

Can only be performed on Inspections Completed before 11:00PM that day

To Exit Click "[X](#)" located in Right-Hand Tab above Form

Returns to "[Permit Assemblies List](#)" Page

"[Print Blank T&M Report Forms](#)"

Scroll down list to insure desired Assembly T&M is present

To Exit Click the "[X](#)" located in Right-Hand Tab above Form

Returns to "[Permit Assemblies List](#)" Page

"[Add a New Assembly](#)"

Goes to **Blank** "[Backflow Prevention Assembly Test & Maintenance Report](#)" Page

Enter **ALL** information associated with New Assembly

Failure to enter **ALL** Information will result in a "Failed" T&M due to Incomplete Form

System will not always inform user of Missing Information

"[Reset to Original](#)"

Returns to the "[BPAT Dashboard](#)" Page without Saving any information

"[Exit & Remove](#), \*\*Do not save\*\*"

Returns to the "[BPAT Dashboard](#)" Page without Saving any information

"[Save & Exit](#)"

Saves **ALL** changes made during that session and Returns to the "[BPAT Dashboard](#)" Page

Edits to Assembly Data/Status can be made by Returning to the License (BKFL) until 11:00pm that day

# BACKFLOW PREVENTION T&M REPORT

**Click to Return to Backflow Standard Operating Procedure Index**

Enter **ALL** Information Required by Type of Assembly

**Shaded** Portion of "[ASSEMBLY TEST](#)" shows Required Readings for that Assembly Type

DCVA

R/P

PVB

SVB

Under "[BPA Serves](#)" enter Specific Function of Assembly

Under "[BPA Location](#)" enter Location of Assembly to aid future Testers and SAWS in locating Assembly

Use Calendar Icon to select Current Date - Automatically fills "Date:"

Enter Time of Initial Test

Format: ex. 05:55 PM

Test After Repair "[Date:](#)" and "[Time:](#)" are Automatically filled from Initial Test data

If Necessary - Change "[Test After Repair](#)" Date and Time

Initial Test Data is used to Automatically fill the "[Test After Repair](#)" Readings

If Readings have changed after the Initial Test - Manually change "[Test After Repair](#)" Readings

Enter any comments under either "[Repairs and Material Used](#)" or "[Remarks](#)" as appropriate

Limited to 250 Characters (including spaces)

If Test Failed use either "[Repairs and Material Used](#)" or "[Remarks](#)" to describe Reason for Failure

After **ALL** data has been entered - Go to bottom of Report and Complete "[Assembly Test Confirmation](#)" Section

Select "[Pass](#)" or "[Fail](#)" as Appropriate

Read and **Check Box** Certifying Inspections

When all information has been confirmed - Click "[Submit](#)" Box

A Window will open if Information is Missing from Report

Enter Missing Information before Submitting Report

Returns to "[Permit Assemblies List](#)" Page

Assembly Status should read "☒ [Completed](#)"

When all Reports for that License (BKFL) have been completed use "[Action:](#)" Dropdown

Select "[Save & Exit](#)" to Save

Saves ALL changes made during that session and Returns to the "[BPAT Dashboard](#)"

Select "[Exit & Remove, \\*\\*Do not save\\*\\*](#)"

No Changes for this session are submitted and Returns to the "[BPAT Dashboard](#)"

Exit by Clicking the "[RETURN TO ASSEMBLIES](#)" Command

If you wish to Save any Data entered into T&M select the "[Save & Exit](#)" from the "[Action:](#)" Dropdown

If data is missing at end of day the Report will Automatically be Failed

Saves ALL changes made during that session and Returns to the "[BPAT Dashboard](#)"

Select "[Exit & Remove, \\*\\*Do not save\\*\\*](#)" from the "[Action:](#)" Dropdown to Cancel Entries

Returns to "[BPAT Dashboard](#)" Page

# ADD ASSEMBLY

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## Click to Return to Backflow Standard Operating Procedure Index

Refer to "[Backflow Prevention T&M](#)" for Instructions on Completing T&M Report

Select "[Action:](#)" Dropdown

Select "[Add a New Assembly](#)" from "[Action:](#)" Dropdown

Goes to "[Backflow Prevention Assembly Test & Maintenance Report](#)" Page

Enter **ALL** Information Required by Type of Assembly

If Data is missing at 11:00PM the Report will be **Failed**

Select "[Pass](#)" or "[Fail](#)" as Appropriate

Read and **Check Box** - Certifying Inspections

When all information has been confirmed - Click "[Submit](#)" Box

### **A Window will open if Required Information is Missing from Report**

Enter Missing Information before Submitting Report

When all information has been confirmed - Click "[Submit](#)" Box

Returns to "[Permit Assemblies List](#)" Page

Assembly Status should read "☒ [Completed](#)"

When all Reports for that License (BKFL) have been completed use "[Action:](#)" Dropdown

Select "[Save & Exit](#)" to Save

Saves ALL Changes and Returns to the "[BPAT Dashboard](#)"

Select "[Exit & Remove](#), **\*\*Do not save\*\***" to **Cancel ALL Changes**

Returns to "[BPAT Dashboard](#)" Page

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**IF YOU DO NOT SELECT "[Save & Exit](#)" from the "[Action:](#)" Dropdown - REPORTS WILL NOT BE SUBMITTED TO SAWS**



# REMOVE ASSEMBLY

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**Click to Return to Backflow Standard Operating Procedure Index**

Click "[Edit](#)" link associated with the Assembly to be **Removed**

Goes to "[Backflow Prevention Assembly Test & Maintenance Report](#)" Page

If Removed Assembly is being replaced by New Assembly

Enter Reason for Replacement in the "[Repairs and Materials Used](#)" Section

Ex. "This Assembly is replacing Assembly Serial Number XY\*\*\*"

Enter Information in "[Old Model/Serial No.](#)" Box

If Removed Assembly is **Not** being replaced by New Assembly

Enter Reason for Removal in the "[Repairs and Materials Used](#)" Section

Ex. "Assembly has been removed from System"

Send Evidence (ex. Pictures) of **Removed Assembly**

Be sure to Record Serial Number of Assembly being Removed

Select "[Remove](#)" from "[Reason for Test](#)" Portion of T&M Report

Returns to "[Permit Assemblies List](#)" Page

"[Status](#)" for Assembly to be Removed should Read "☒ **\*\*\*REMOVED\*\*\***"

When all Reports for that License (BKFL) have been completed use "[Action:](#)" Dropdown

Select "[Save & Exit](#)" to Save

Saves ALL Changes and Returns to the "[BPAT Dashboard](#)"

Edits can be made before 11:00PM that day

Select "[Exit & Remove](#), **\*\*Do not save\*\***" to **Cancel ALL Changes**

**IF YOU DO NOT SELECT "[Save & Exit](#)" from the "[Action:](#)" Dropdown - REPORTS WILL NOT BE SUBMITTED TO SAWS**

# UPDATE ASSEMBLY INFORMATION

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**Click to Return to Backflow Standard Operating Procedure Index**

System **Does Not Allow** Tester to Correct Assembly Information using the Existing Assembly

**Note: Add New Assembly BEFORE Removing Assembly Requiring Update**

Add a New Assembly - Refer to "[Add Assembly](#)" Instructions if Needed

Update **ALL** Information Associated with Assembly

Assembly Status should read "☒ [Completed](#)"

Remove the Old Assembly - Refer to "[Remove Assembly](#)" Instructions if Needed

"[Status](#)" for Assembly to be **Removed** should Read "☒ **\*\*\*REMOVED\*\*\***"

When all Reports for that License (BKFL) have been completed use "[Action:](#)" Dropdown

Select "[Save & Exit](#)" to Save

Saves ALL Changes and Returns to the "[BPAT Dashboard](#)"

Edits can be made by Returning to the License (BKFL) before 11:00PM that day

Select "[Exit & Remove](#), **\*\*Do not save\*\***" to **Cancel ALL Changes**

**IF YOU DO NOT SELECT "[Save & Exit](#)" from the "[Action:](#)" Dropdown - REPORTS WILL NOT BE SUBMITTED TO SAWS**

# CHANGE PASSWORD

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**Click to Return to Backflow Standard Operating Procedure Index**

Enter Old Password or Temporary Password (Given by SAWS) "[Old Password](#)" Box

Case Sensitive

Enter New Password in "[New Password](#)" Box

Must be at least 8 Characters

Case Sensitive

Enter New Password again in "[Confirm New Password](#)" Box

Be Sure to **Note New Password**

Click "[Submit](#)" Command

Returns to "[BPAT Dashboard](#)" Page

To Cancel Click the [Back Arrow](#) on you Browser

Returns to "[BPAT Dashboard](#)" Page