

Attention all BPAT Testers,

SAWS is adopting an all-electronic T&M submittal starting January 1st, 2022. This means SAWS will no longer accept paper copies of T&M forms; be it emailed forms, faxed forms, dropped off forms or standard mailed forms for any assemblies that are assigned to a Backflow permit/license (have a BKFL#). All existing or replacement assemblies assigned to a BKFL permit/license must be entered using SAWS' web-app portal.

All testers must be registered with SAWS Backflow Prevention and registered for SAWS' Backflow Web app/electronic submittal portal. Please note, these are two separate registrations. If you have already registered to submit T&M forms to SAWS, then you can proceed to register with the WEB APP Registration Section below:

SAWS BACKFLOW TESTER REGISTRATION:

In order to register with SAWS Backflow Prevention Section, copies of the following documents and information listed below are required:

- *BPAT's Driver's License (copy of)
- *BPAT License (copy of)
- *BPAT's Email Address
- *BPAT's Phone Number
- *BPAT's or Company's Current Gauge Certification (copy of)

WEB APP PORTAL REGISTRATION:

SAWS' On-line Application Form with Original Signature must be sent in to SAWS Backflow Prevention Section. This form is used to register for the electronic T&M form Submittal via the SAWS' Web-app portal.

NOTE: This form alone, if not already registered with SAWS, is NOT considered a complete registration submittal for SAWS Backflow Prevention Section. You must submit the required documentation mentioned above, along with this form, if not registered with SAWS to submit T&M Reports Forms.

All Company's should be registered with SAWS in order for your testers to be eligible to submit tests on your company's behalf, as well as those testers registered individually with SAWS Backflow Prevention Section.

To Register a COMPANY: A company's business card and/or letter head may be submitted if all contact information is current on these documents. SAWS requires your Company's phone and fax number, email address, as well as, both the Company's mailing and physical address, if different.

Don't delay; register your Tester's today! Start entering assembly annual Test & Maintenance Reports via SAWS' Web app Portal. It's seamless and "Free" to register –currently there are no registration fees. Tests are recorded nightly at 11:00 pm directly to SAWS' Backflow Database. Testers receive a copy of their submitted test via an email directly from the system. This email contains a copy of their T&M for the tester and/or company's records. This copy is so easy to read that it's ideal to send to your customer for their records. Any Questions? Contact Patricia M. Garza, via phone at (210)233-3512 or via email to patricia.garza@saws.org.

Enclosed is SAWS' Online Application. This blank form may be copied and distributed to each of your testers that need to be registered for the web app. Please mail back each tester's original signature form to SAWS:

Mail Original Signature Application to: San Antonio Water System
c/o Backflow Prevention Section
PO BOX 2449
San Antonio, Texas 78298-2449

Respectfully,

James Cantrell