



Cross Connection Test Reporting Online System Clarifications

1. CCTR Step #2 – “Old Serial Number” box is required when a backflow assembly is replaced. If unknown, call Inspection Services (301)-206-4004 or email crossconnectioncontrolprogram@wsscwater.com
2. CCTR Step #2 – If you have difficulty submitting a Manufactured Backflow Direct assembly, a DCDA (ASSE 1048), a RPDA (ASSE 1047) or any other assembly, contact an Inspection Services Agent at (301)-206-4004 or by email crossconnectioncontrolprogram@wsscwater.com
3. CCTR Step #2 – When selecting “new installation” or “replacement” please accurately record your Short Form or Long Form Permit number. Do not put any other information in the “Permit No.” field other than the WSSC Issued Permit Number. When replacing an assembly, select “replacement” not “existing” if you have replaced an assembly with a permit.
4. CCTR Step #2 – Field Verify then select the correct and complete assembly model number in the CCTR system. For example, if the assembly is a Model 757DCDABF, DO NOT select Model 757. Include, if necessary, the correct prefix or suffix. For example, a LF909QT is different than a 909QT.
5. CCTR Step #3 – Please accurately record the downstream uses.
6. CCTR Step #3 – Please strive for accuracy with the Facility Address and Customer Mailing Address. When entering the Street Number and Street Name, allow the WSSC System to complete your entry for Address # and Street Name. Use the abbreviations provided in the Street Name, do not type your own street name.
7. CCTR Step #3 – Please provide an accurate & detailed location of the assembly.
8. CCTR Step #3 - Mailing address field is for the Customer Mailing Address and not the address of the field testing company.
9. CCTR Step #5 – “Tester Name, Phone, & Signature” is the name and contact information of the licensed WSSC Journey or Master Plumber that tested the assembly. Do NOT input the name of the Agency or the individual that checked the gauge for accuracy or the information from the gauge calibration company.
10. CCTR Step #5 – “Date Tested” box is for recording the date of the assembly field test performed by the Cross Connection Technician. This box is not for entry of the differential pressure gauge annual test calibration date.
11. General - WSSC has Inspection Services Staff available to help with any issues encountered with the WSSC CCTR Online Test Report Entry System. Inspection Services Staff is available by phone at (301)-206-4004 or through crossconnectioncontrolprogram@wsscwater.com