Cross-Connection Test Report System Quick Reference Guide

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Cross-Connection Test Report (CCTR) System Use

This guide provides a general understanding of test report system functionality. This guide does not cover all CCTR system scenarios and should only be utilized by a Principal Master or their approved designee. For more information, contact us at 301-206-4004 or by email at CrossConnectionControlProgram@wsscwater.com.

Access the CCTR system

Purchase test reports

Access used, unused, expired, & cancelled Test Reports

Test Report Data Entry

Step 1 Violation Info, Cross-Connection Technician License/Tester ID, Serial Number, & Field Test Type

Step 2 Verifying Testable Assembly Information, Permit Number & Old Serial Number (if applicable)

Step 3 Entering or Verifying Facility and Mailing Addresses

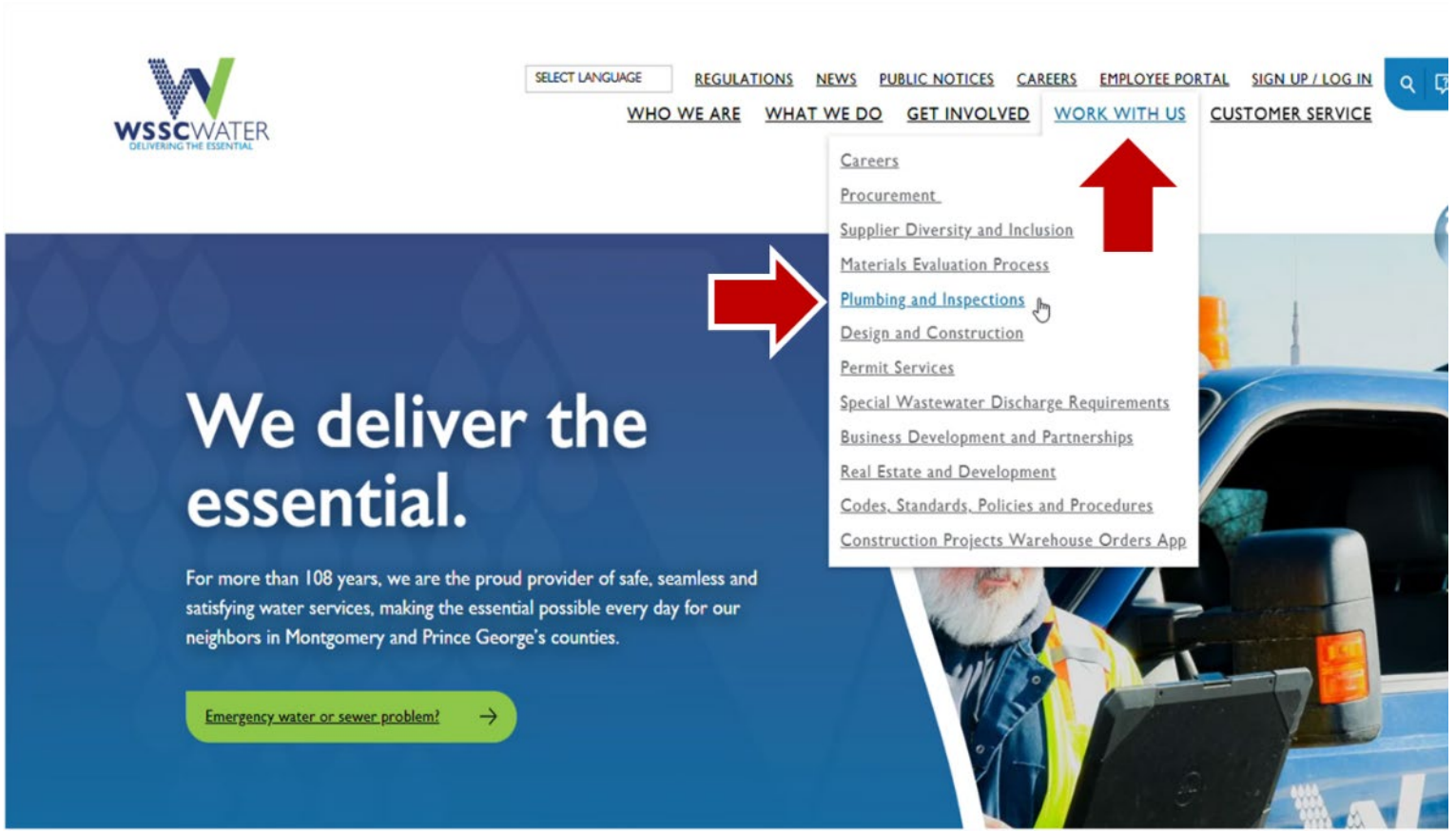
Step 4 Entering Assembly Field Test Information for the ASSE 1013, ASSE 1015, ASSE 1020, and ASSE 1056

Step 5 Test Kit Info, Date Tested, Tester Acceptance, and Remarks

Step 6 Final Verification, Review, and Final Submission

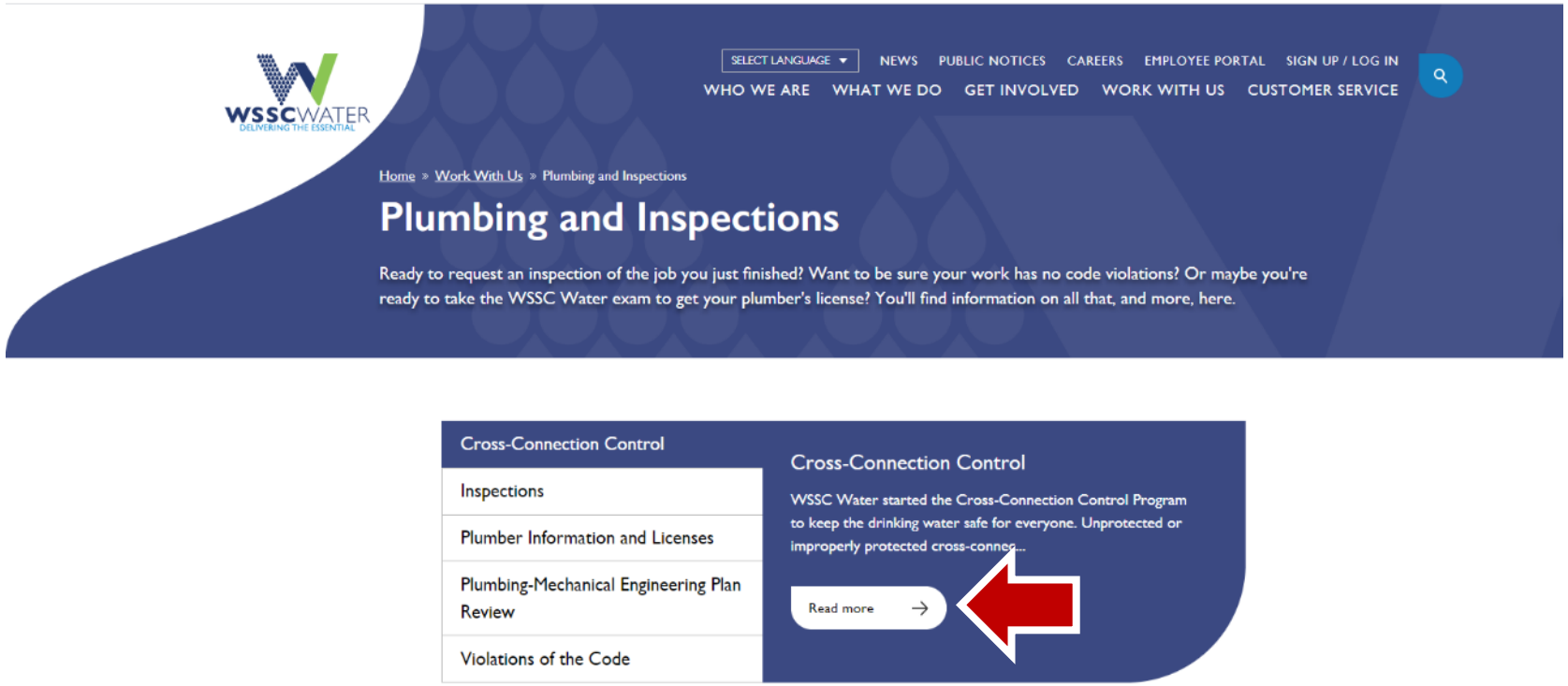
Finding the CCTR System (1 of 3)

On the wsscwater.com home page, select "Work With Us” in the main navigation menu and select “Plumbing and Inspections” from the dropdown menu.



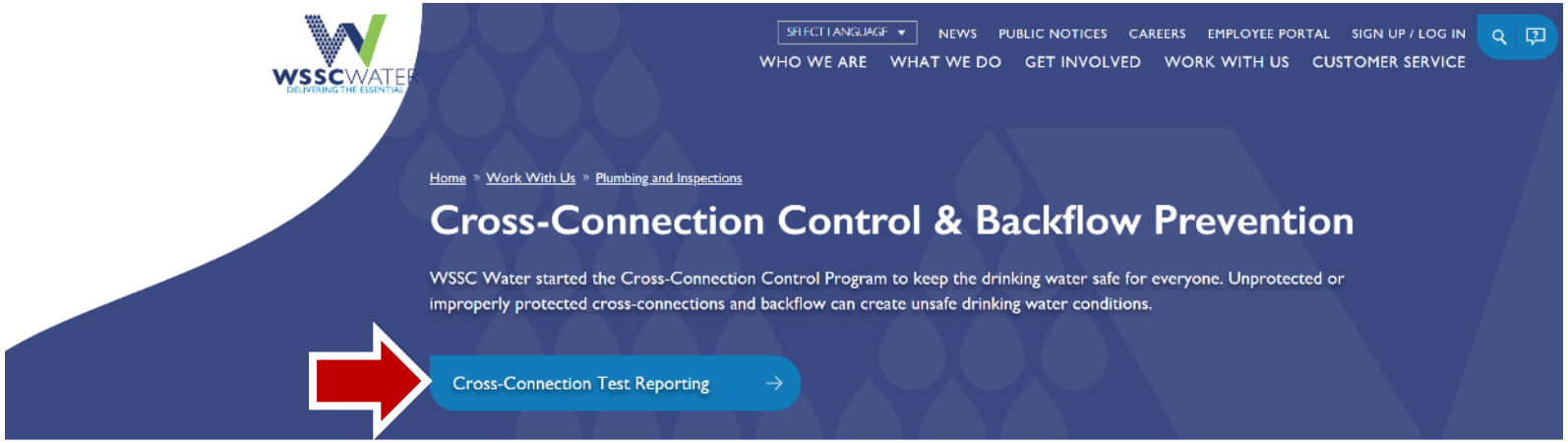
Finding the CCTR System (2 of 3)

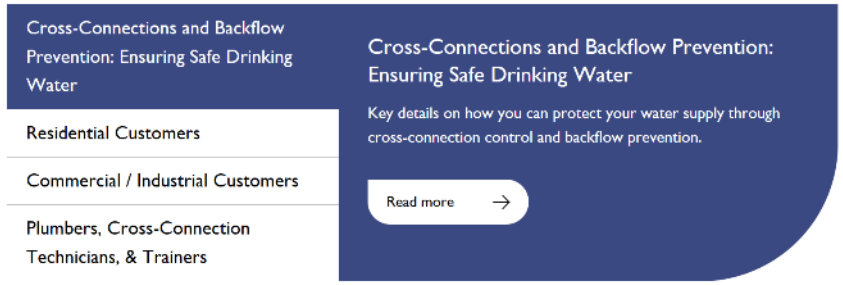
On the “Plumbing and Inspections” page, select “Read More” under the “Cross-Connection Control” option.



Finding the CCTR System (3 of 3)

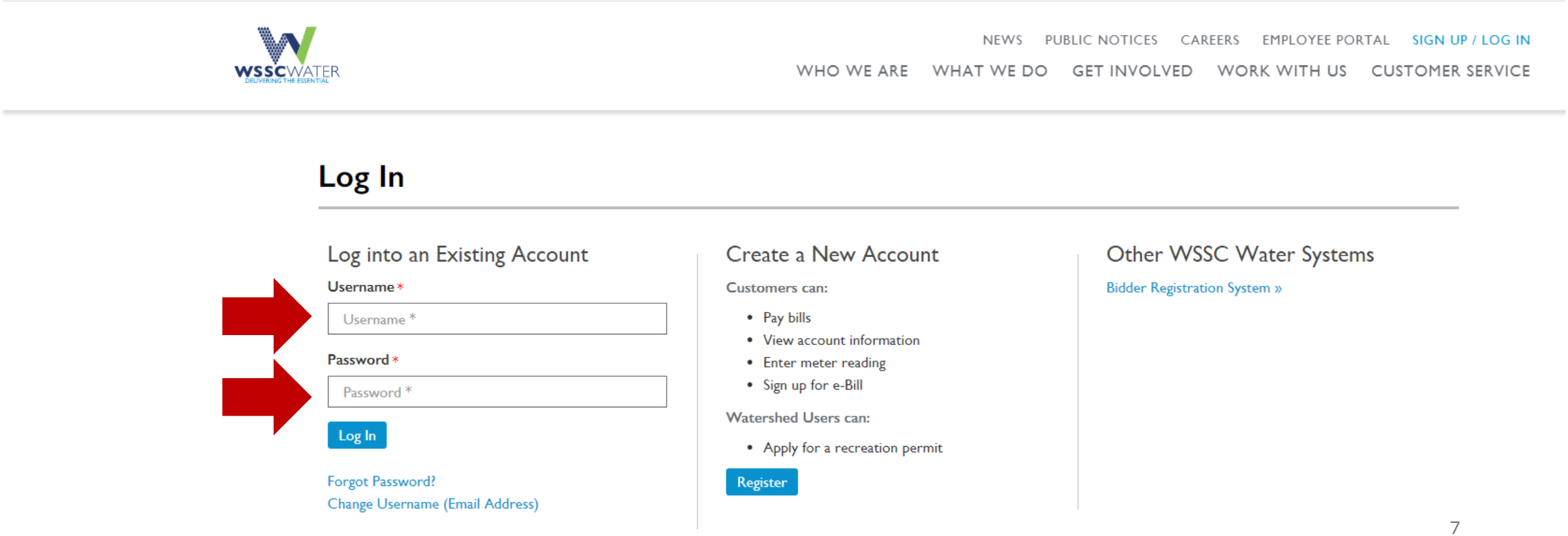
On the “Cross-Connection Control & Backflow Prevention” webpage, select “Cross-Connection Test Reporting” from the page heading section.





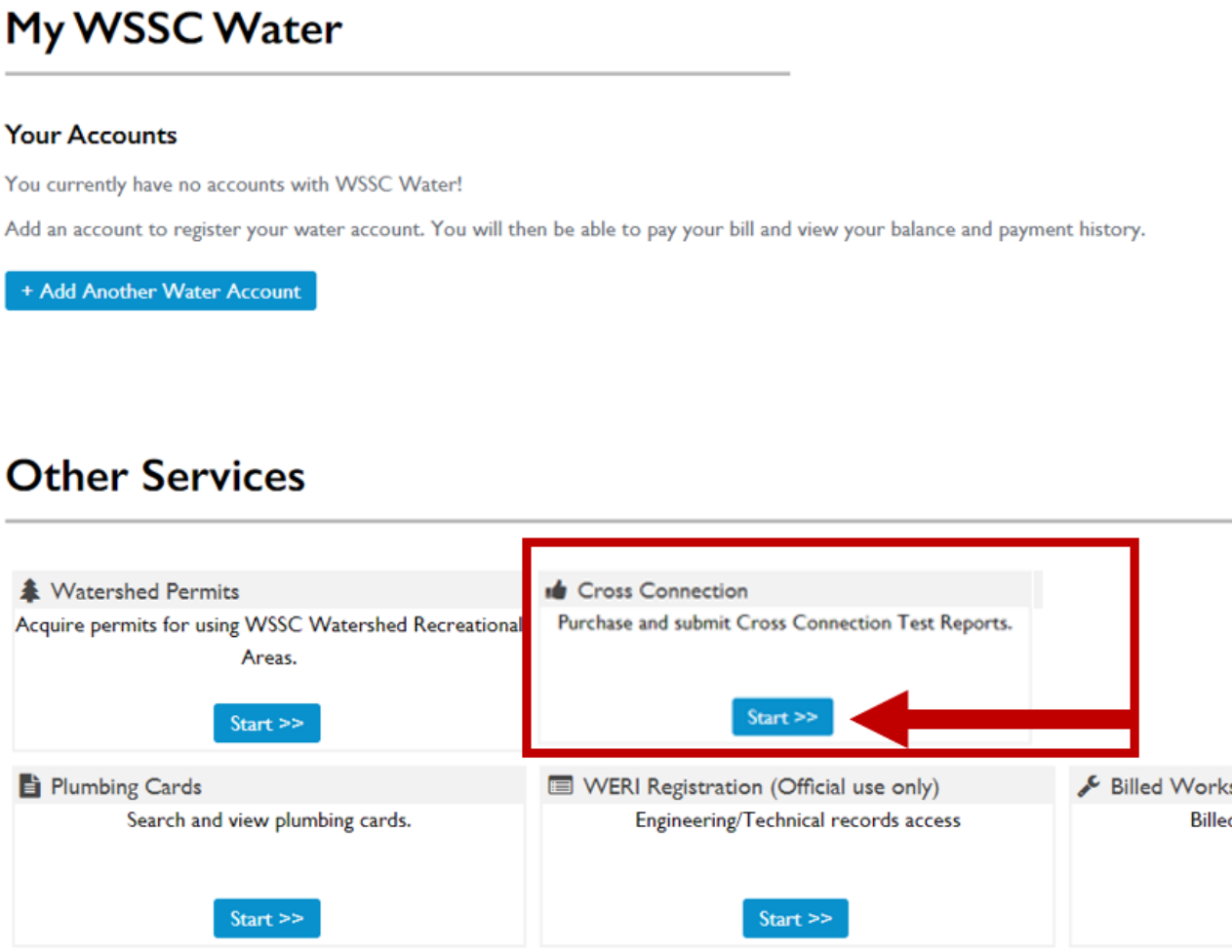
Logging in to the CCTR System

- Username must match Principal Master ePermitting CSS email
- Password is set by the Principal Master Plumber



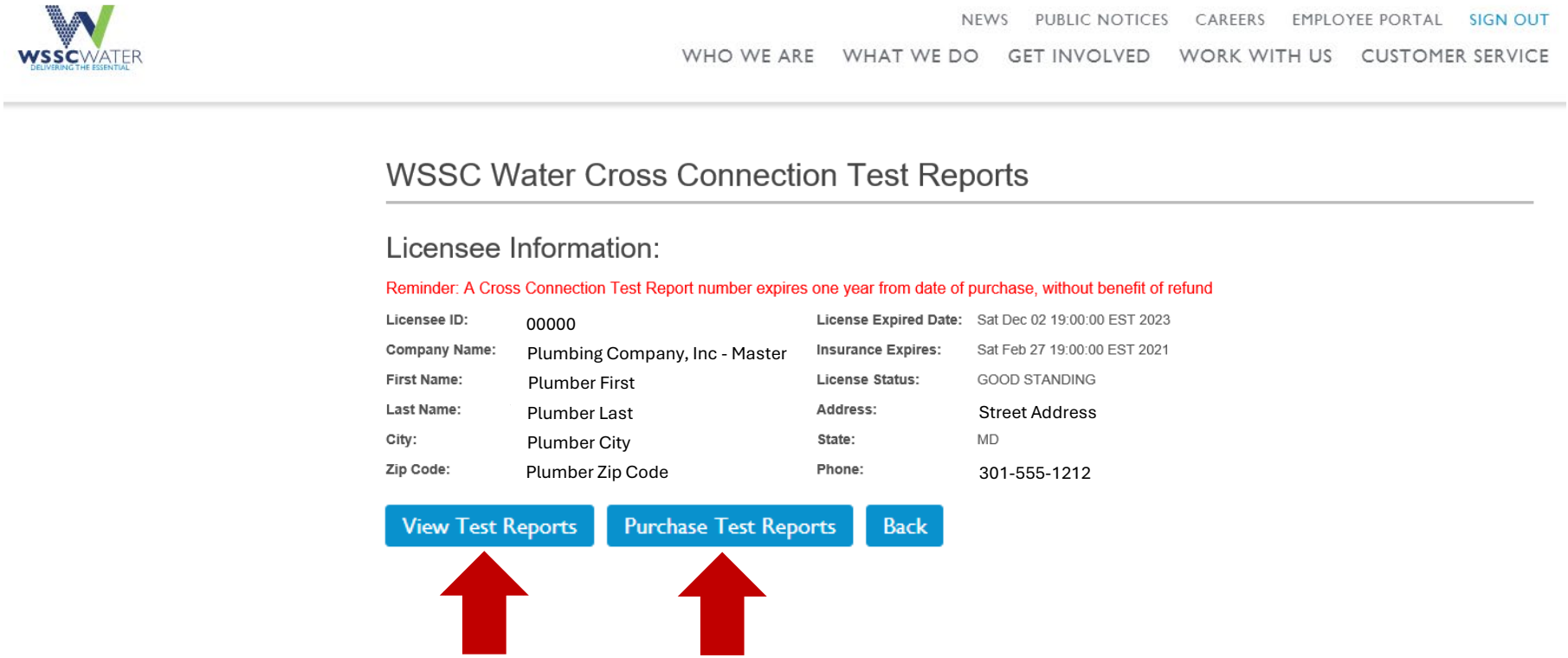
Accessing the CCTR System

- Select the “Start” button under the “Cross Connection” service tab under “Other Services
- If the Cross Connection tab is missing, email Licensing@wsscwater.com
- Only Registered Principal Master Plumbers may access the CCTR System



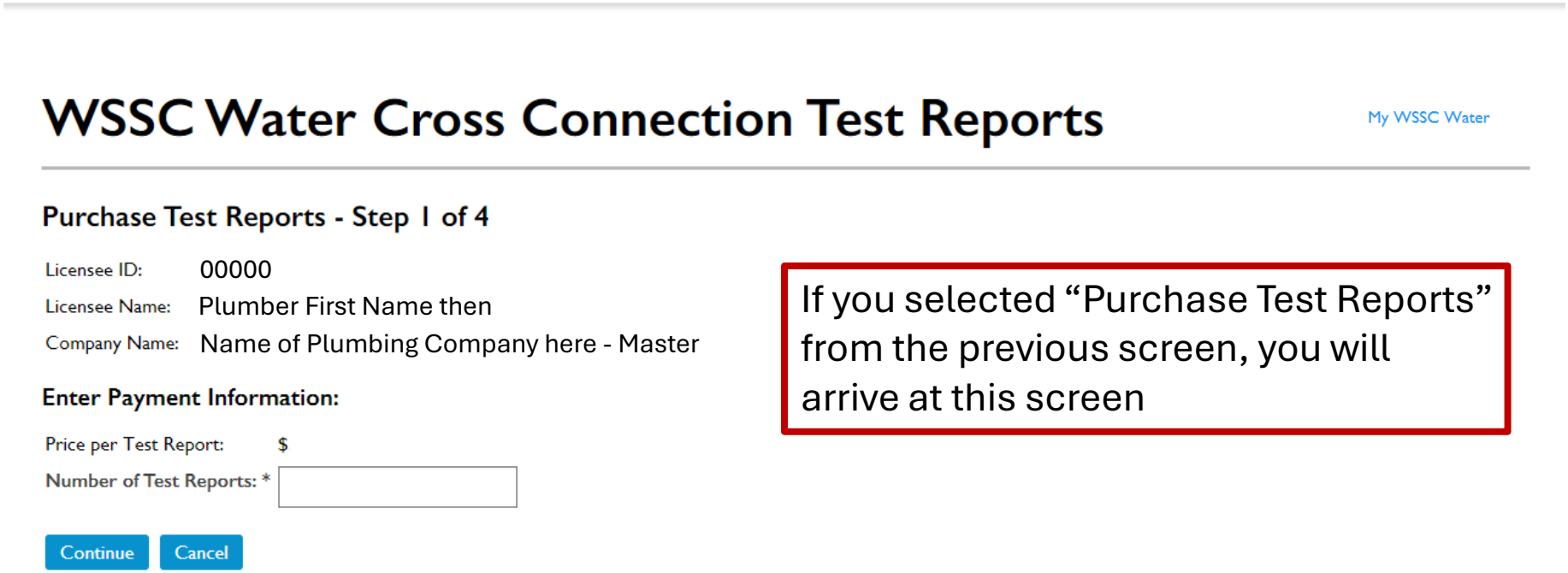
Reviewing Test Reports

- Select the “View Test Reports” button to review unused, expired, and cancelled test reports
- Select the “Purchase Test Reports” button to purchase new test reports



Purchasing Test Reports

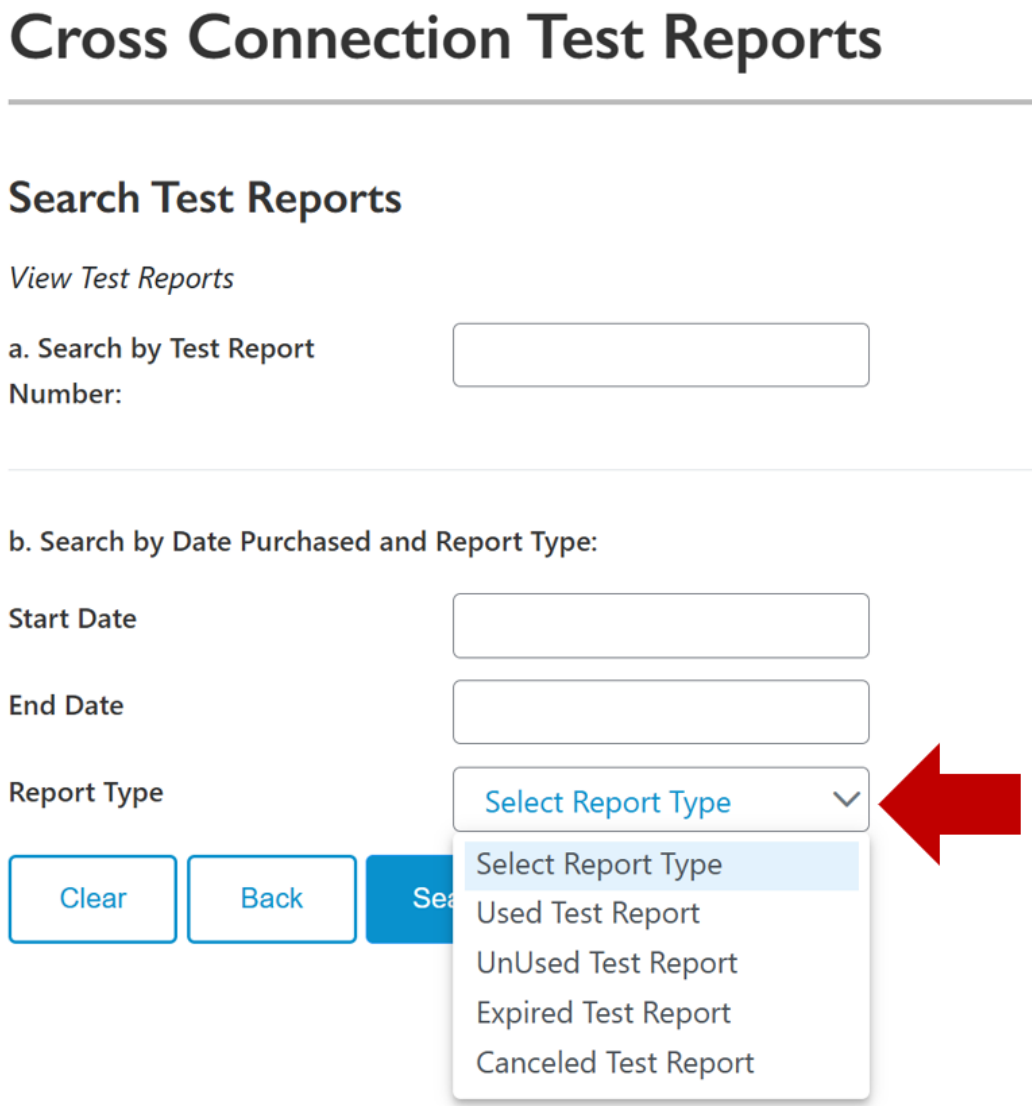
- Enter the number of test reports to be purchased
- Complete Steps 2-4 to complete the transaction
- Access purchased reports through the Test Reports menu, “Unused Test Reports” option



If you selected “Purchase Test Reports” from the previous screen, you will arrive at this screen

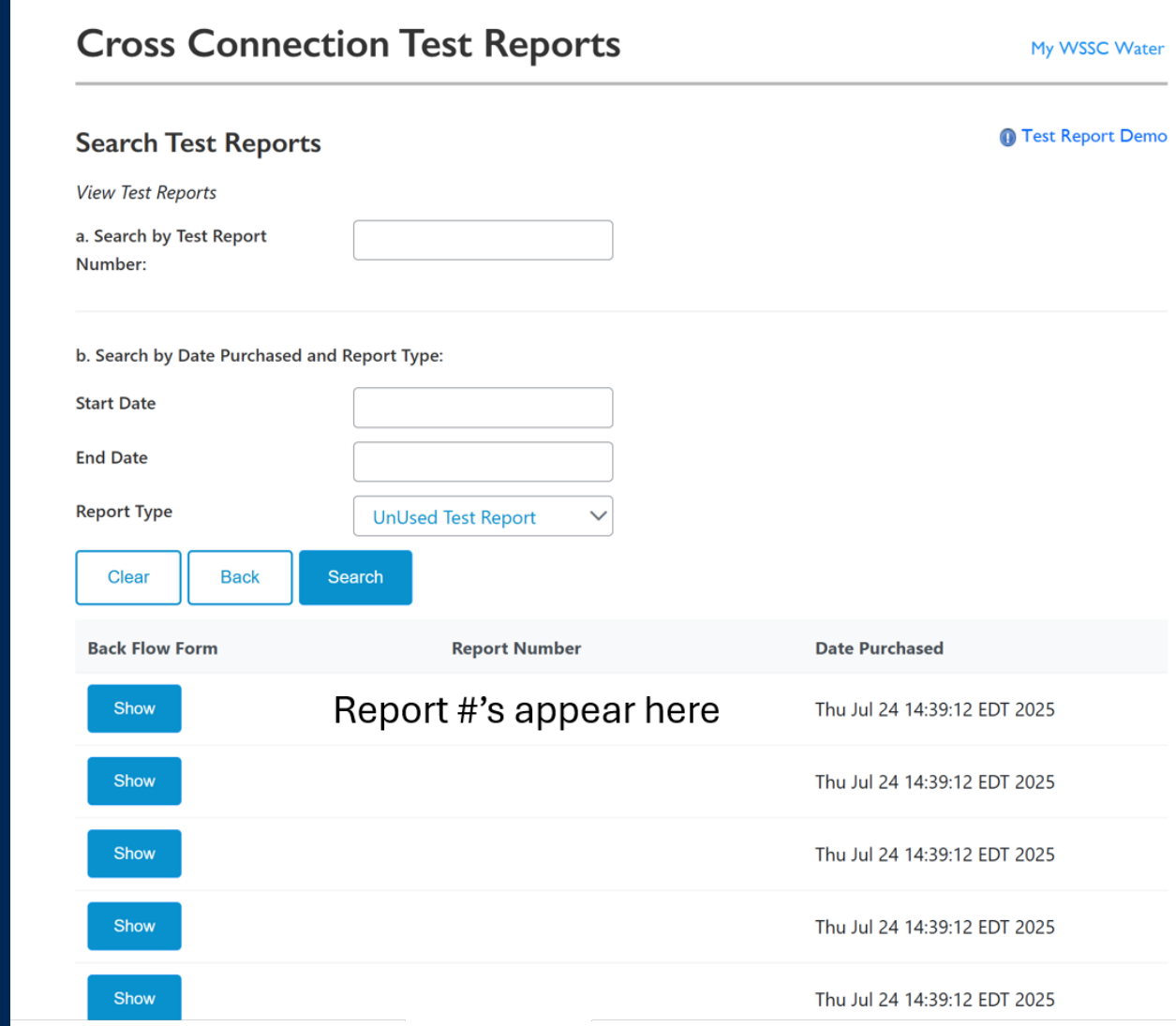
Selecting Test Reports

- Select “Report Type” dropdown and choose from the options used, unused, expired or canceled
- Select the “Search” button



Viewing Selected Reports

Test reports will be displayed in date order

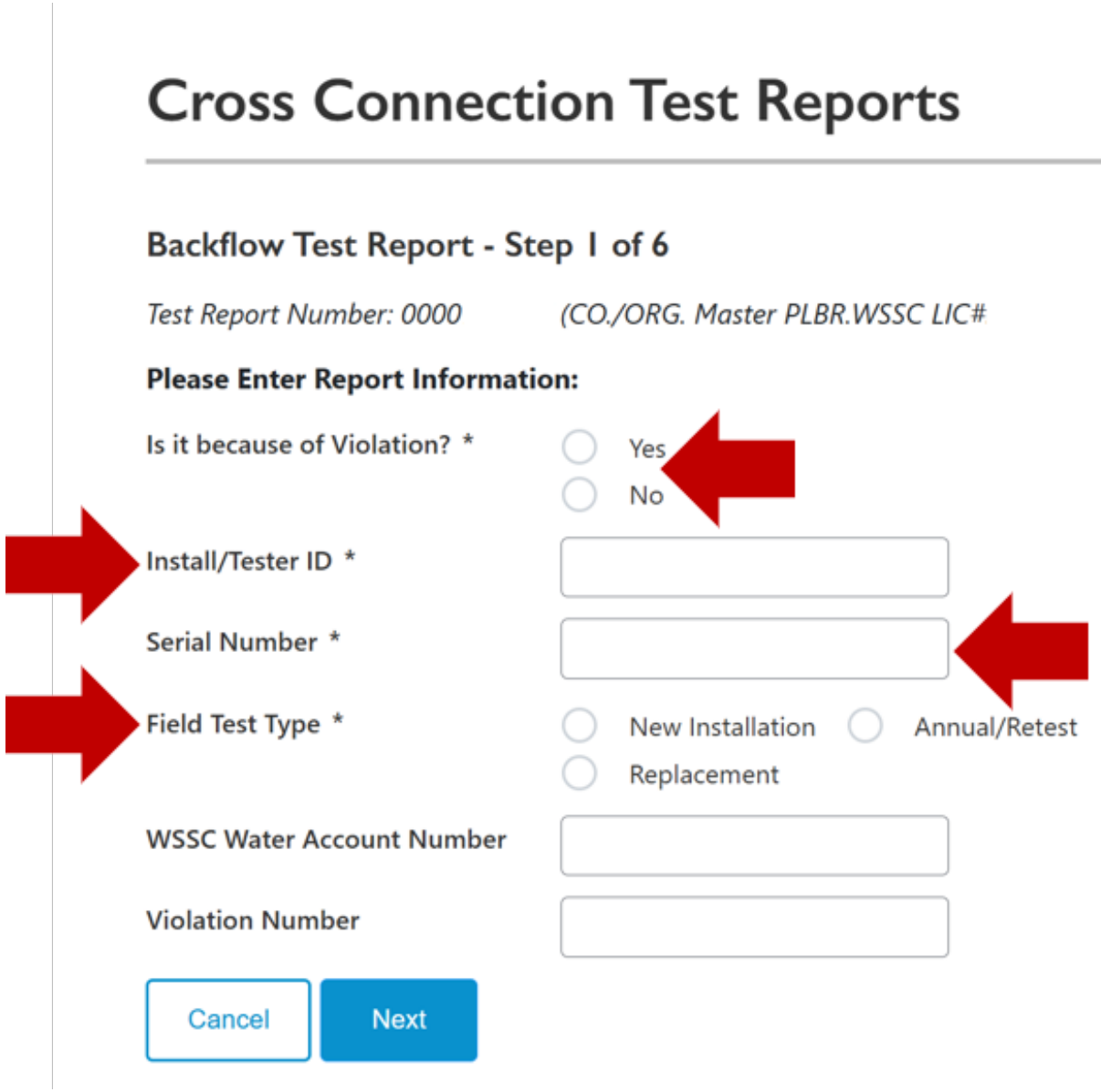


Step 1

Violation Info, Cross-Connection Technician License/Tester ID, Serial Number, & Field Test Type

Completing Step 1

- If you selected the “Show” button in “Unused Test Report,” you will arrive at this screen
- You must complete these fields, marked as required with an asterisk:
  - Answer the violation question
  - Enter the WSSC Cross-Connection Technician license number for the individual who performed the field test
  - Enter the assembly serial number
  - Enter the field test type
  - Select the “Next” button



Step 2

Verifying Testable Assembly Information, Permit Number & Old Serial Number (if applicable)

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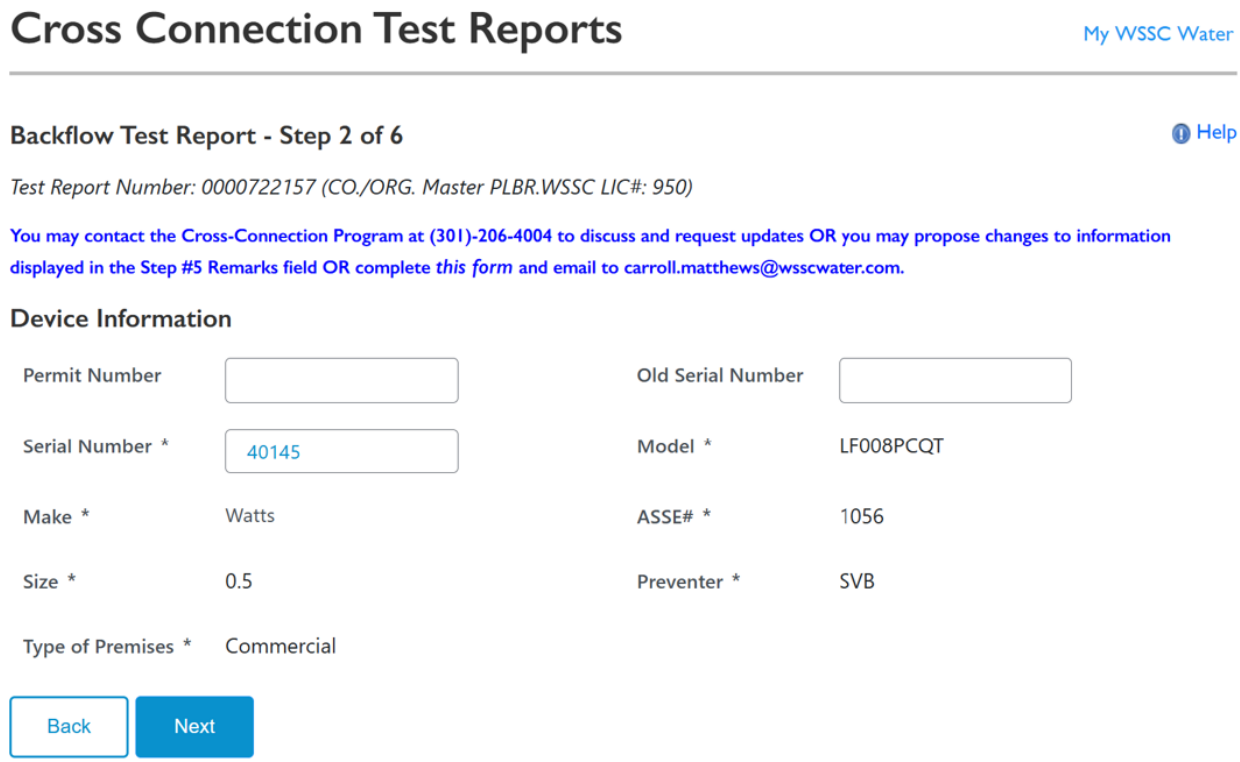
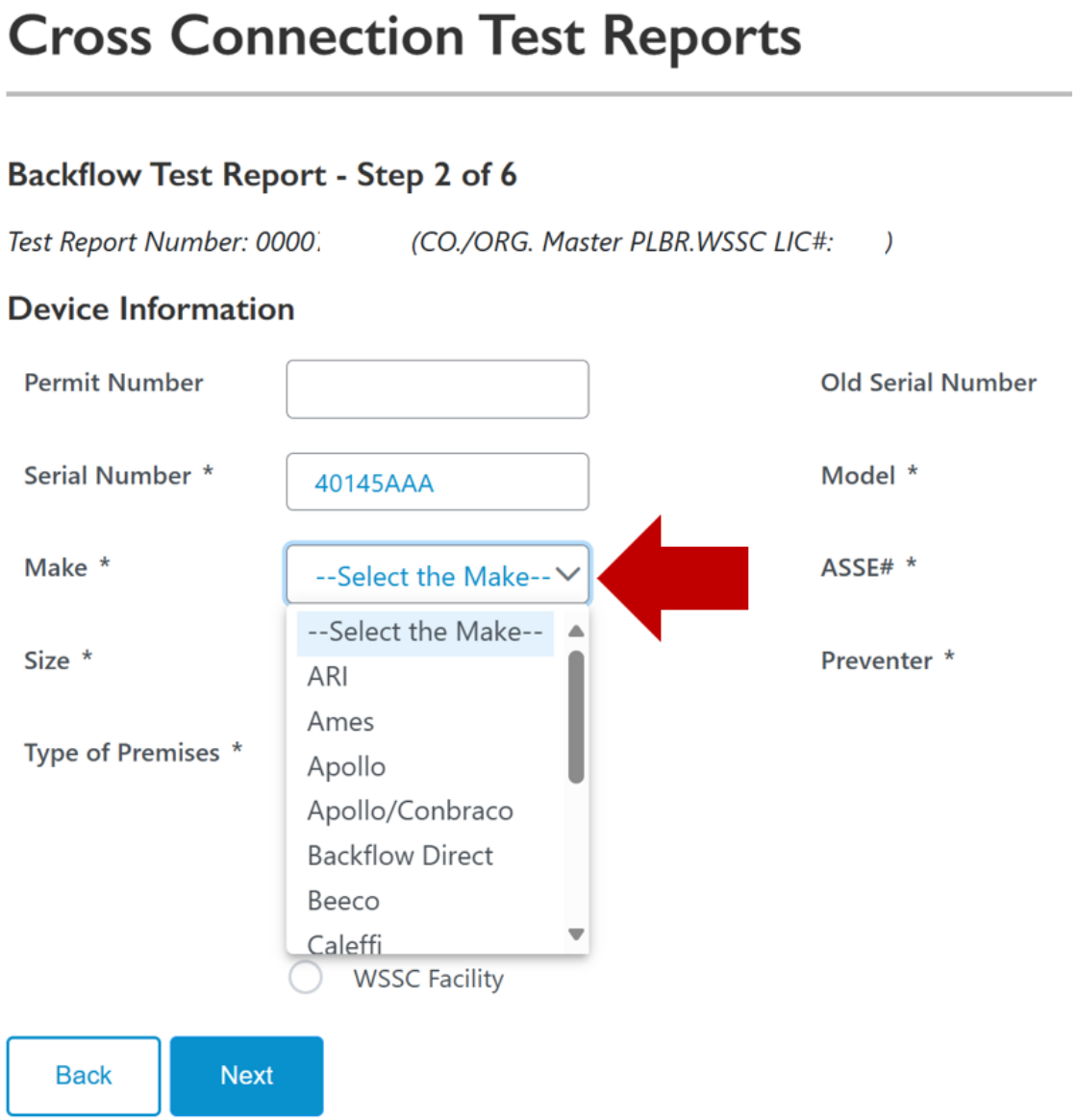
Completing Step 2: Field Test Types

- If you selected “New Installation” or “Replacement” in Step 1, you need a valid WSSC permit number; enter the full permit number including the three letters preceding the permit number and the permit listed year after the permit number
- If you selected “Annual/Retest” with known serial numbers, the system will auto-populate all known information; complete any fields that remain blank and select the “Next” button
- If you selected “Replacement,” enter the old assembly’s serial number in the “Old Serial Number” field



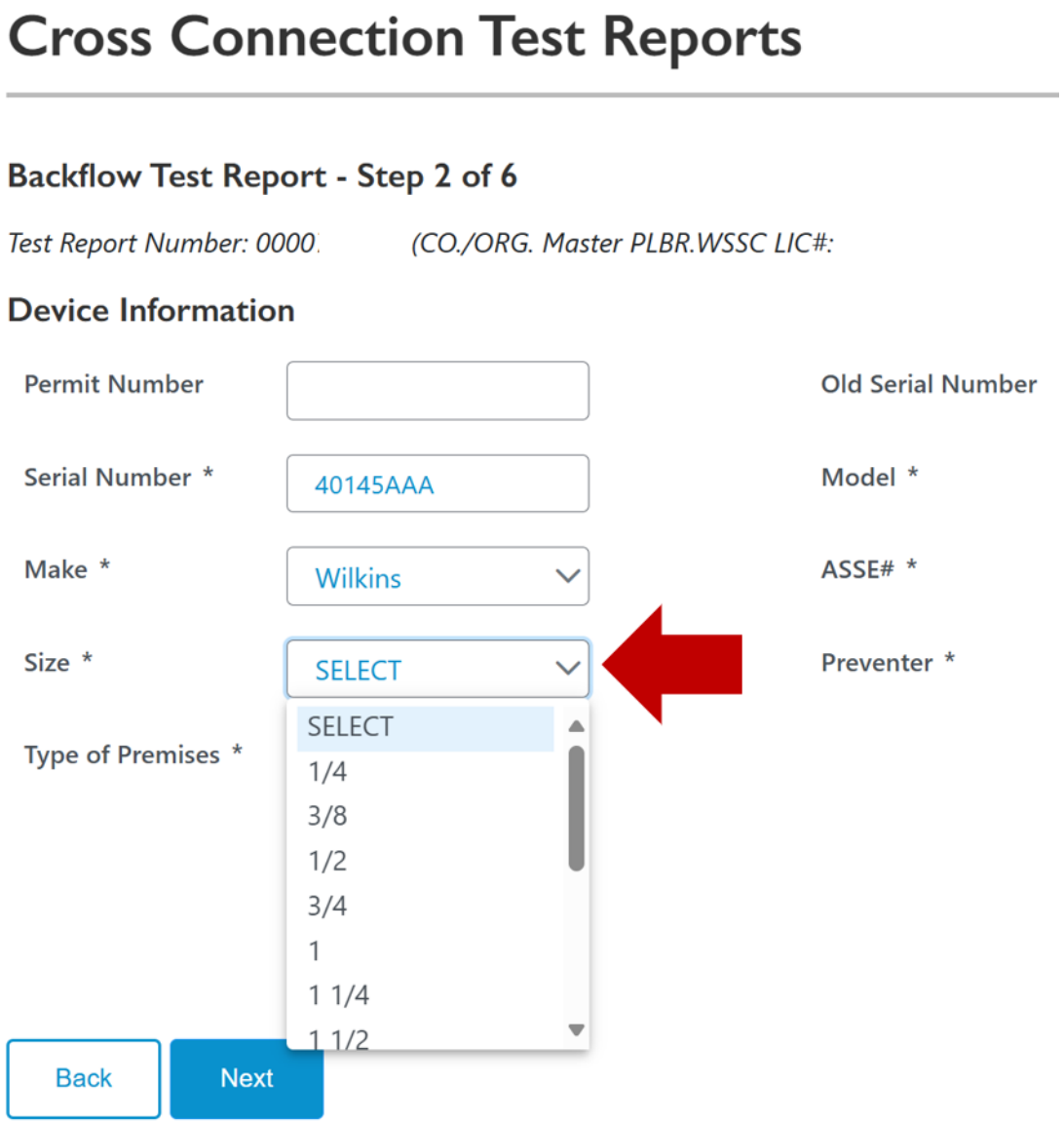
Completing Step 2: Manufacturer

- New Installation, Replacement, and Serial Numbers not stored; require selection of manufacturer
- Select the assembly manufacturer name from the “Make” dropdown menu
- If any information is unknown, such as make or model number, call the Cross Connection Program at 301-206-4004 for assistance



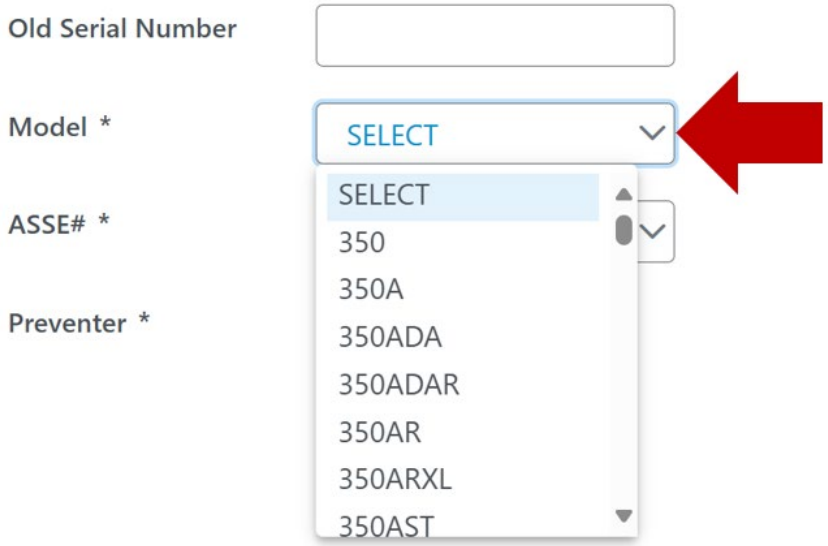
Completing Step 2: Assembly Size

Select the assembly size from the dropdown menu



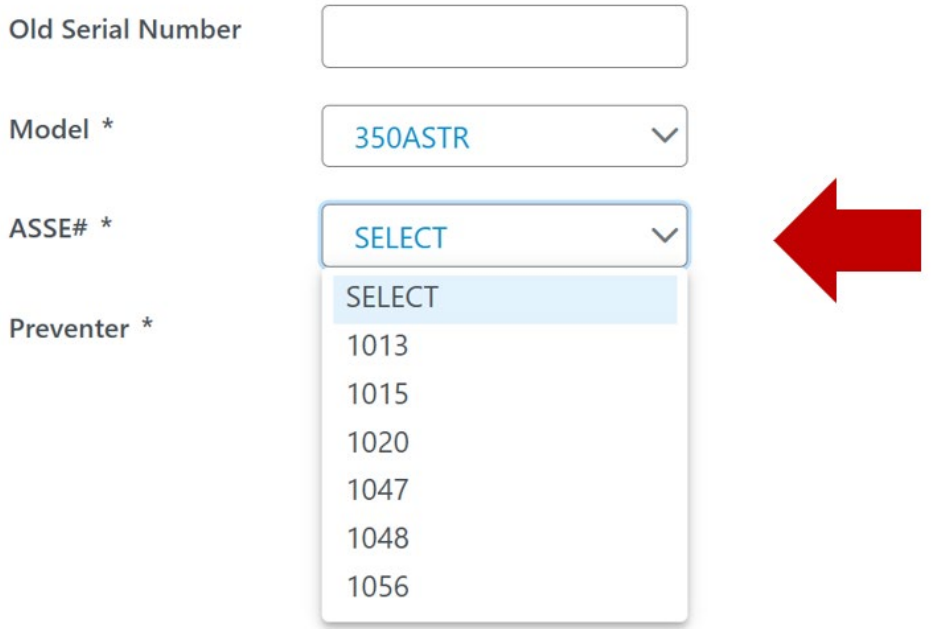
Completing Step 2: Assembly Model

- Select the exact assembly model from the dropdown menu; verify prefix and suffix letters for accuracy
- If model number is unknown, call the Cross Connection Program at 301-206-4004 for assistance.



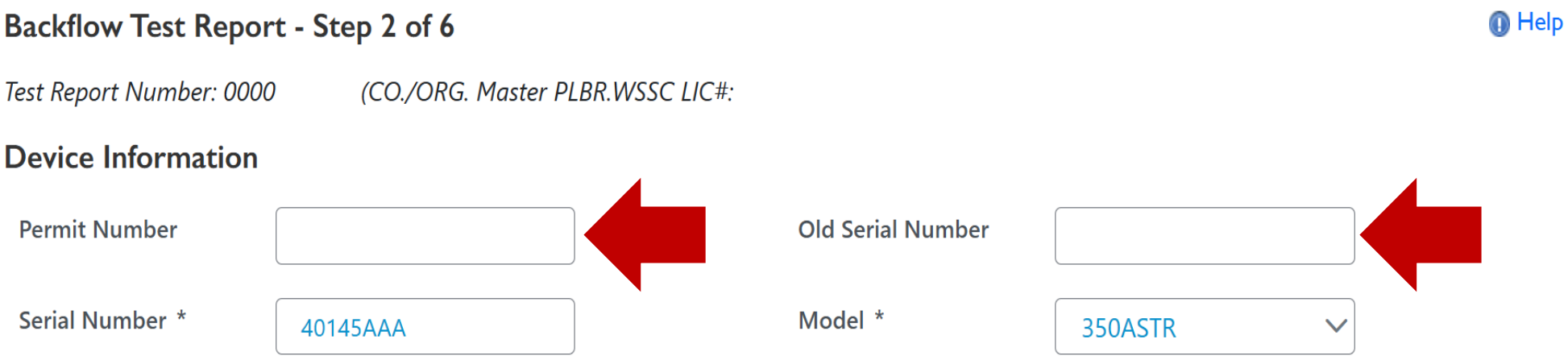
Completing Step 2: ASSE Number

- Select the ASSE number from the dropdown menu: 1013 – RP, 1015 – DCVA, 1020 – PVB, 1047 – RPDA, 1048 – DCDA, 1056 – SVB
- Preventer type will auto-populate
- ASSE 1047 and ASSE 1048 field tests require two test report numbers
- Complete one test report for the primary line and complete one test report for the bypass line (Type 1 assembly or Type 2 device)



Completing Step 2: Permit and Serial Numbers

- Permit number is required for replacements or new installations
- Old serial number is required for replacements
- Once all fields with a red asterisk are completed, select “Next”

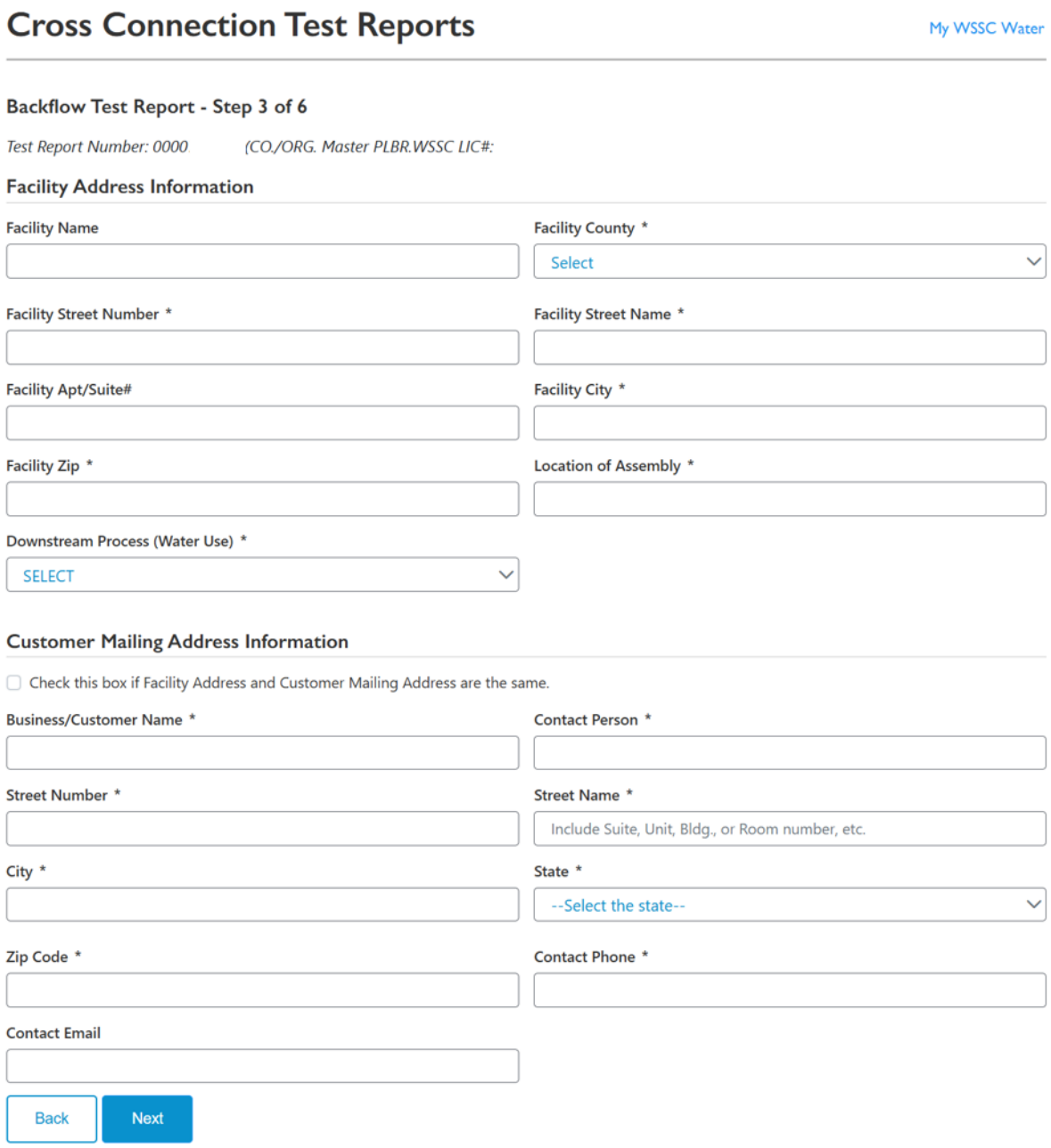


Step 3

Entering or Verifying Facility and Mailing Addresses

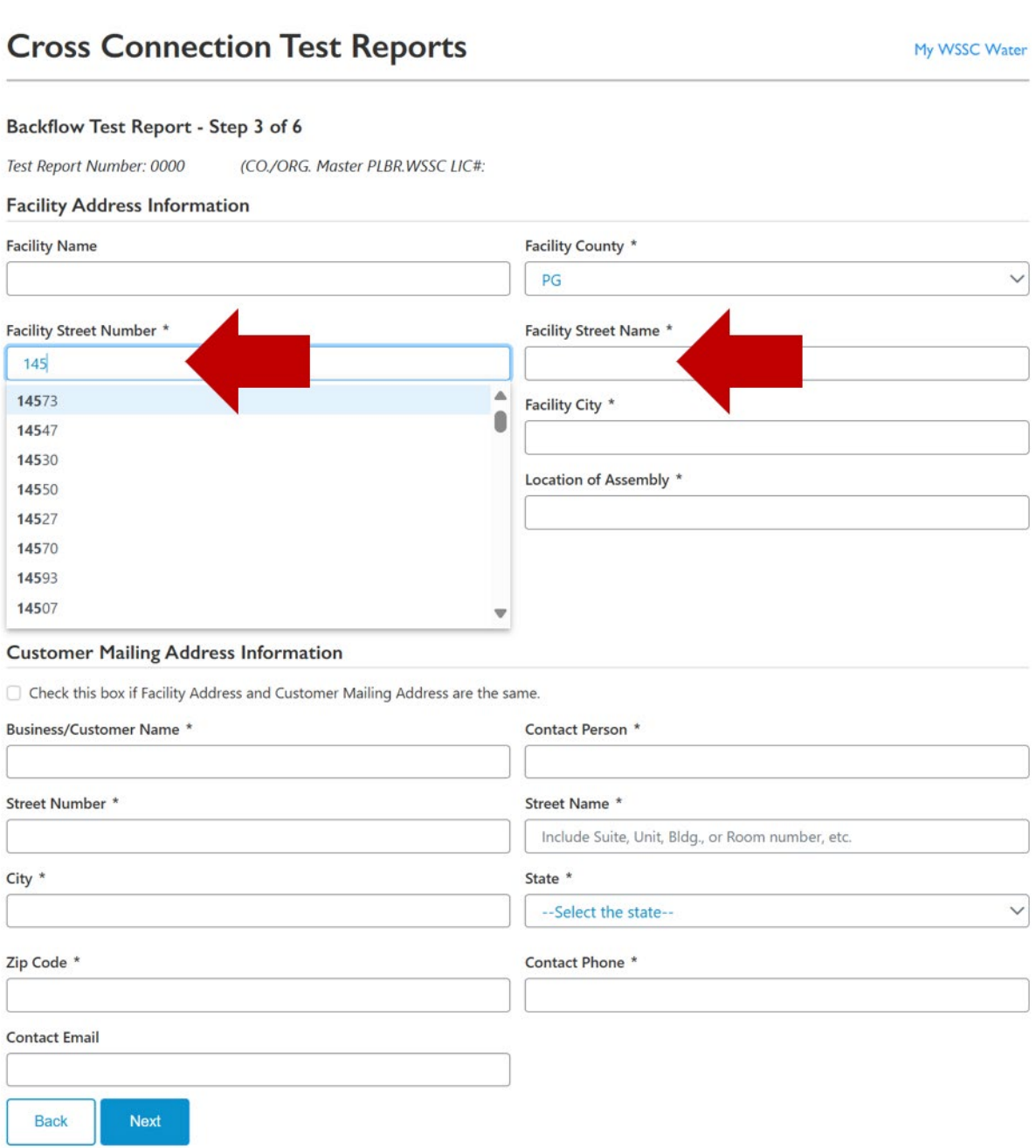
Completing Step 3: Sections

- For New Installation, complete all required fields. For Replacement, stored information will be displayed, complete any required fields where blank.
- **Section 1:** Enter Facility Address Information, Location of Assembly at Facility, and the Downstream Process (Water Use). If assembly serves as system containment, select domestic containment from dropdown. See WSSC Plumbing and Fuel Gas Code for containment information.
- **Section 2:** Enter Customer Mailing Address Information
- Once all fields with a red asterisk are completed, select “Next”



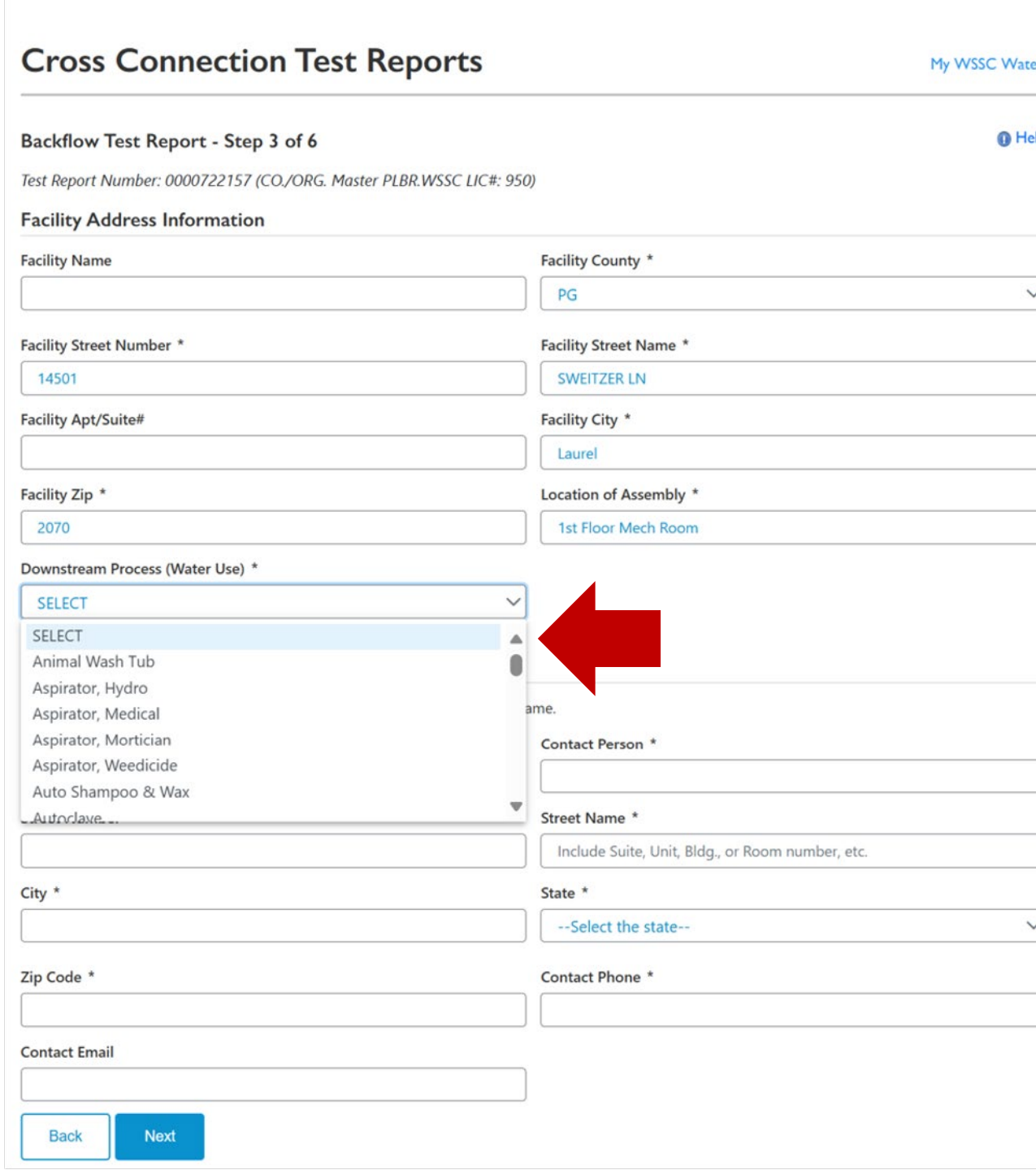
Completing Step 3: Facility Address

- Use dropdown selector for street number and street name
- If selections do not include your street number or street name, enter the information manually



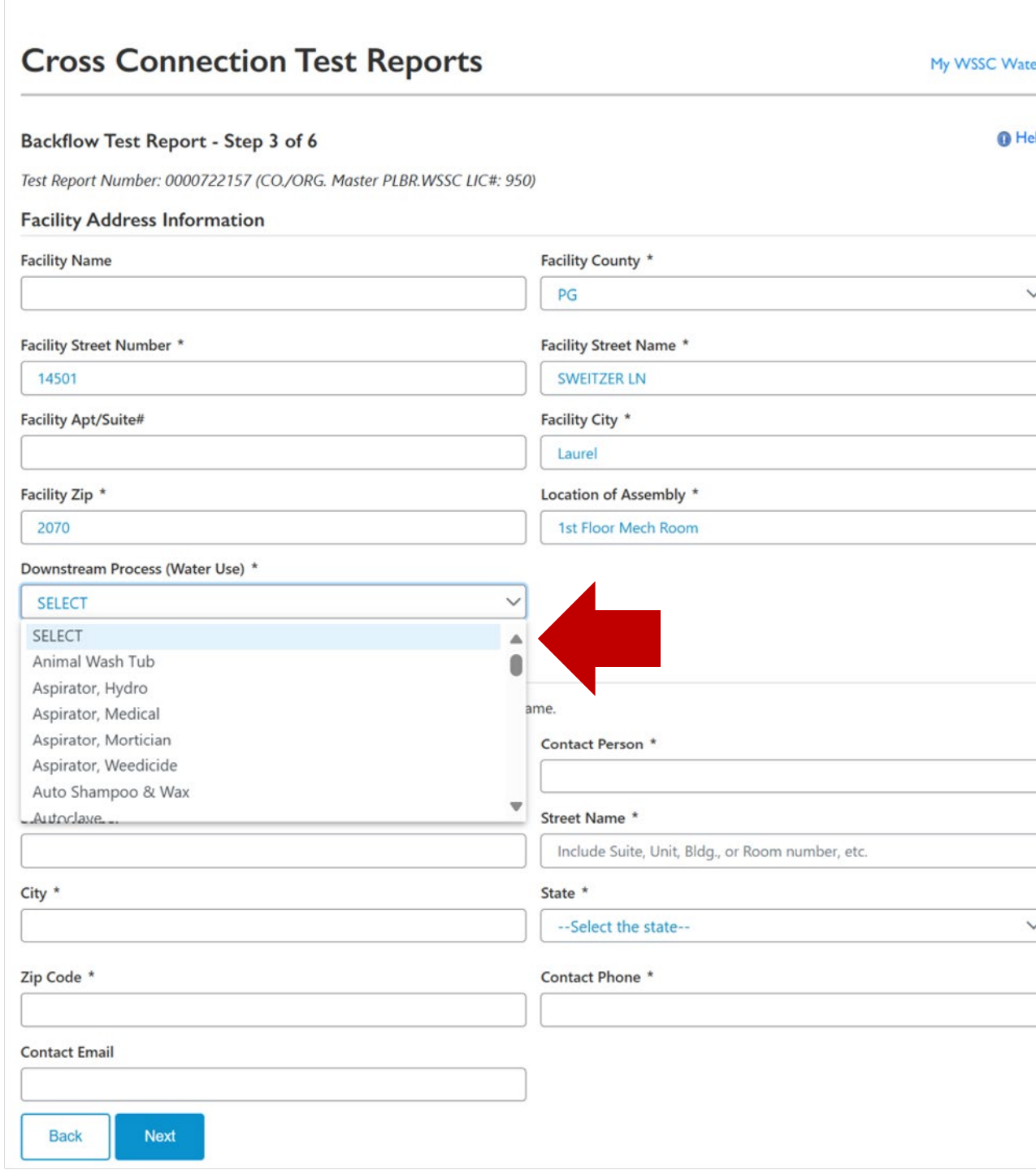
Completing Step 3: Downstream Use

- Unknown downstream uses should be addressed in the field and clarified in advance of submitting test report results
- The Tester should affirm what water use is downstream of the assembly prior to submitting the test report
- Accurate downstream use is critical, and the Cross-Connection Technician is required by the WSSC Plumbing & Fuel Gas Code for accurate generation of data.



Completing Step 3: Required Information

- If facility address and customer mailing address are identical, selecting the check box will transfer the facility address information into the customer mailing address fields
- Contact person name and contact phone number fields are required
- Contact person is the individual at the facility that is responsible for assembly testing & maintenance – ***not*** the plumbing contractor
- Customer email required if final assembly test status is Fail
- Once all fields with a red asterisk are completed, select “Next”



Step 4

Entering Assembly Field Test Information for the ASSE 1013, ASSE 1015, ASSE 1020, and ASSE 1056

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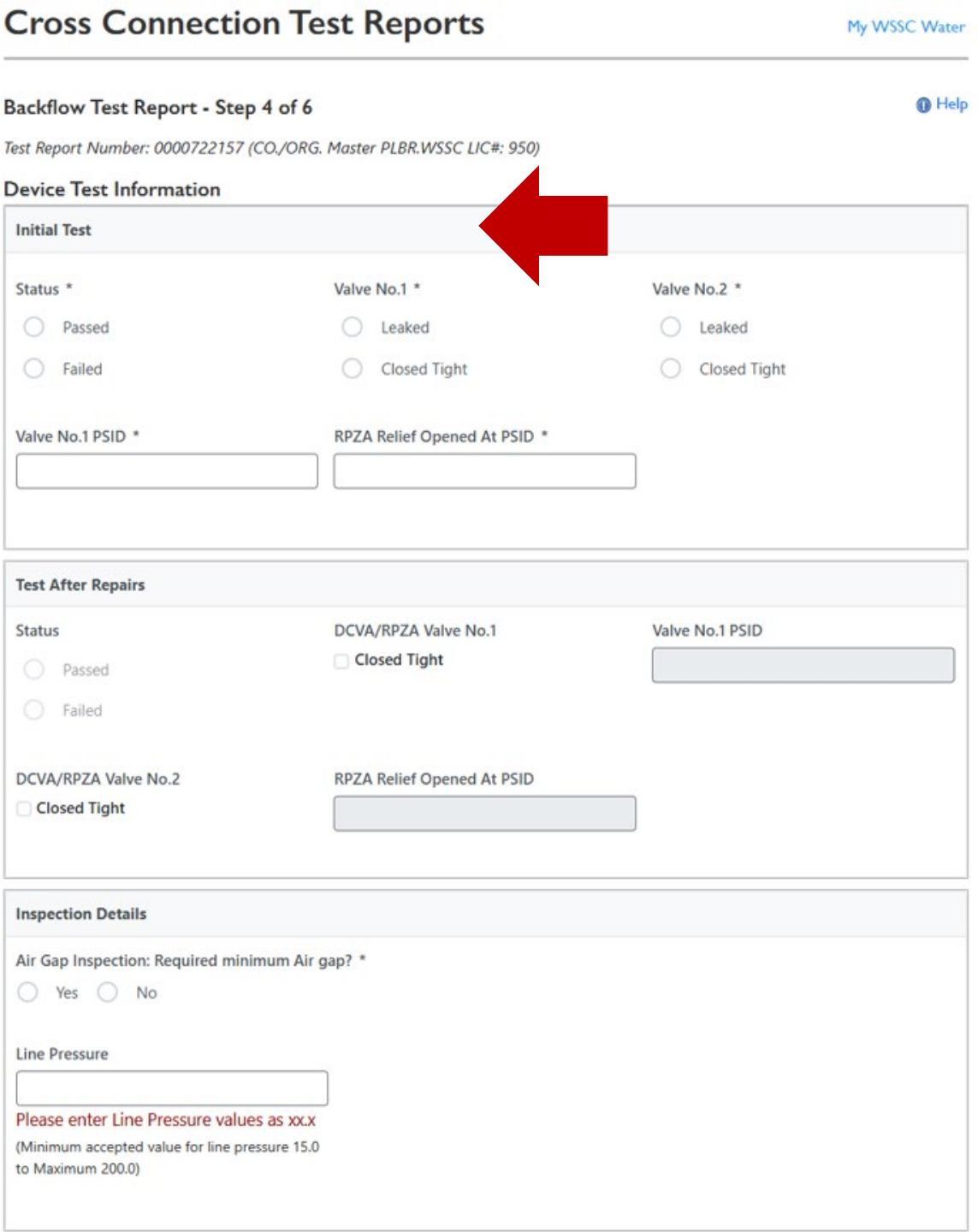
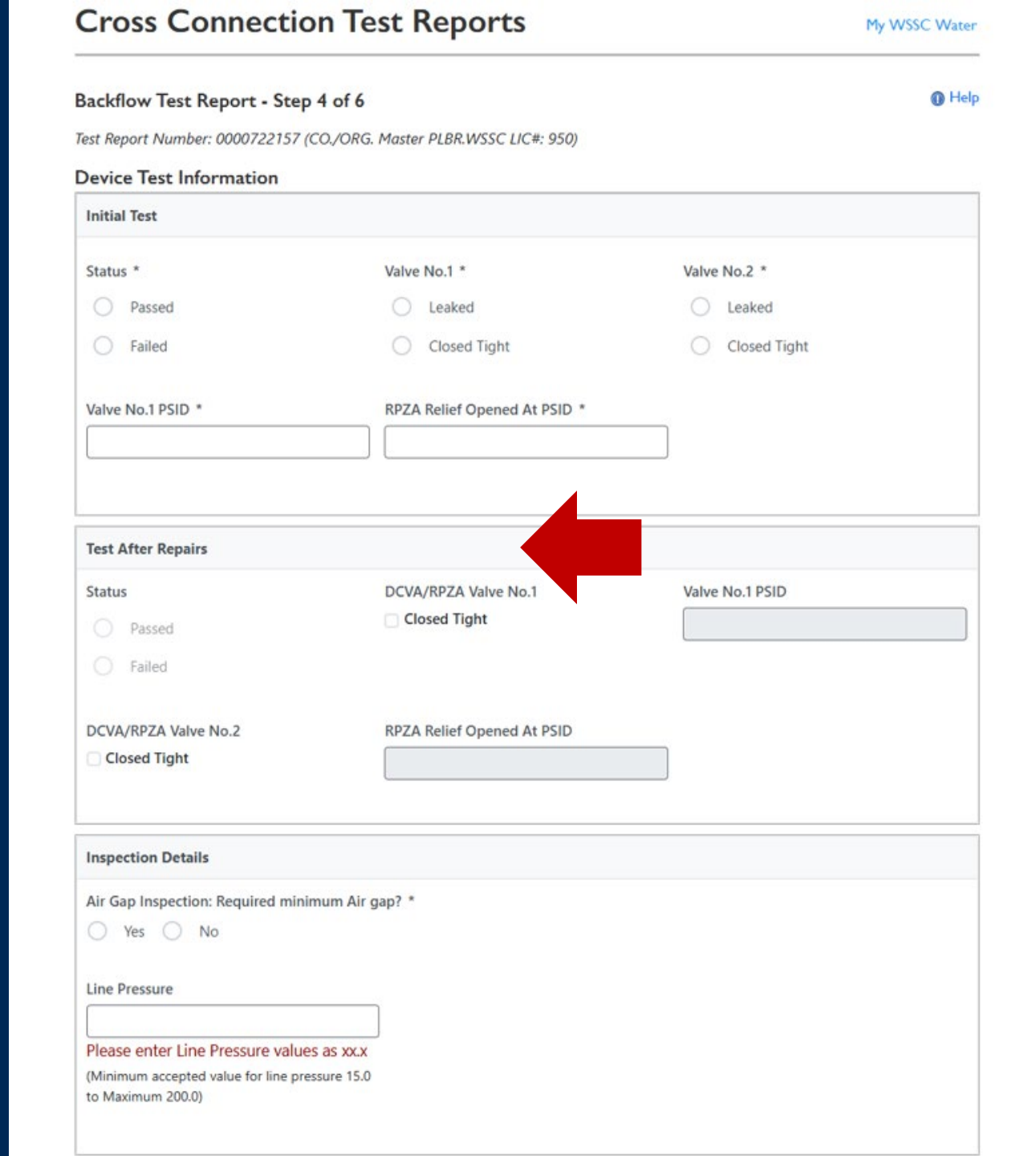
Completing Step 4: Submitting ASSE 1013 Field Test Results (1 of 3)

- **Initial Test (Required Section)**
  - Enter Field Test Status as Passed or Failed
  - Valve No. 1 PSID is the actual reading for Check Valve No. 1
  - Valve No. 1 Record as Leaked or Closed Tight
  - Valve No. 2 Record backpressure test results as Leaked or Closed Tight
  - RPZA Relief Opened at PSID is the relief valve opening point
  - Note: Differential for Check Valve #2 is not entered



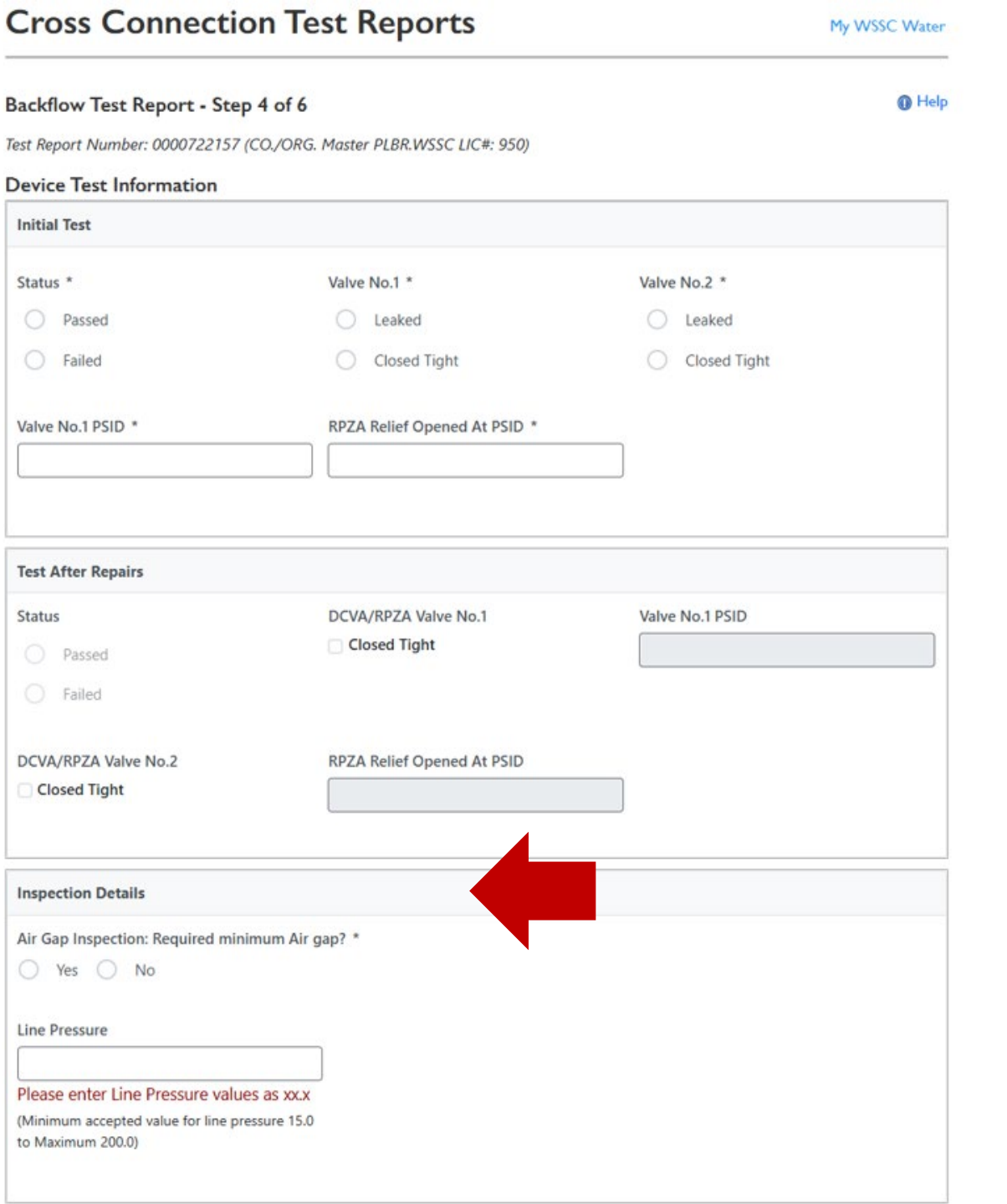
Completing Step 4: Submitting ASSE 1013 Field Test Results (2 of 3)

Test After Repairs: Only required if Initial Test failed



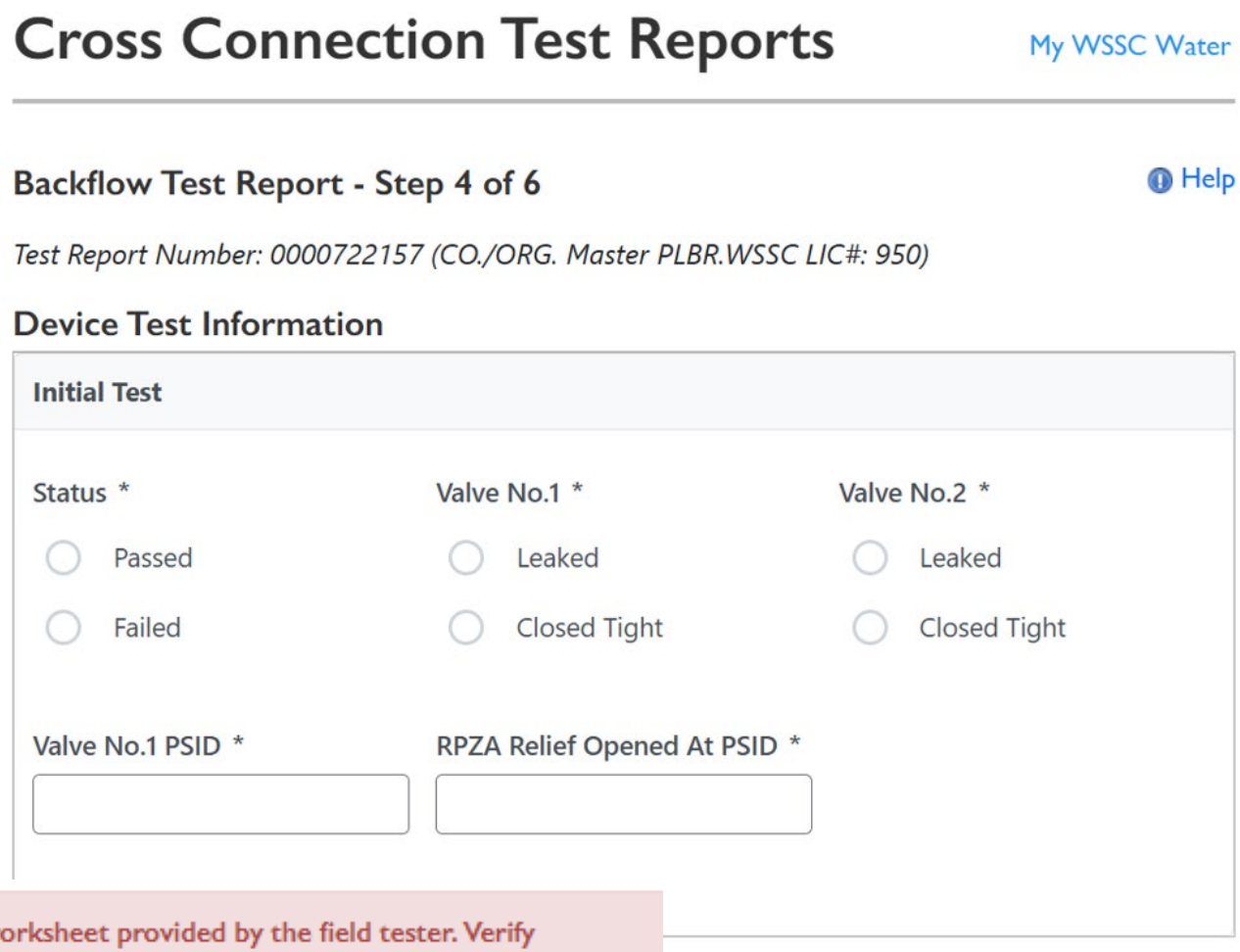
Completing Step 4: Submitting ASSE 1013 Field Test Results (3 of 3)

- Air Gap Inspection and Water Service Restored questions are required when submitting ASSE 1013 field test results
- If line pressure is entered, ensure that the number entered represents the PSI of the water pressure at the inlet shut-off valve
- Once all fields with a red asterisk are completed, select “Next”



Addressing Step 4a

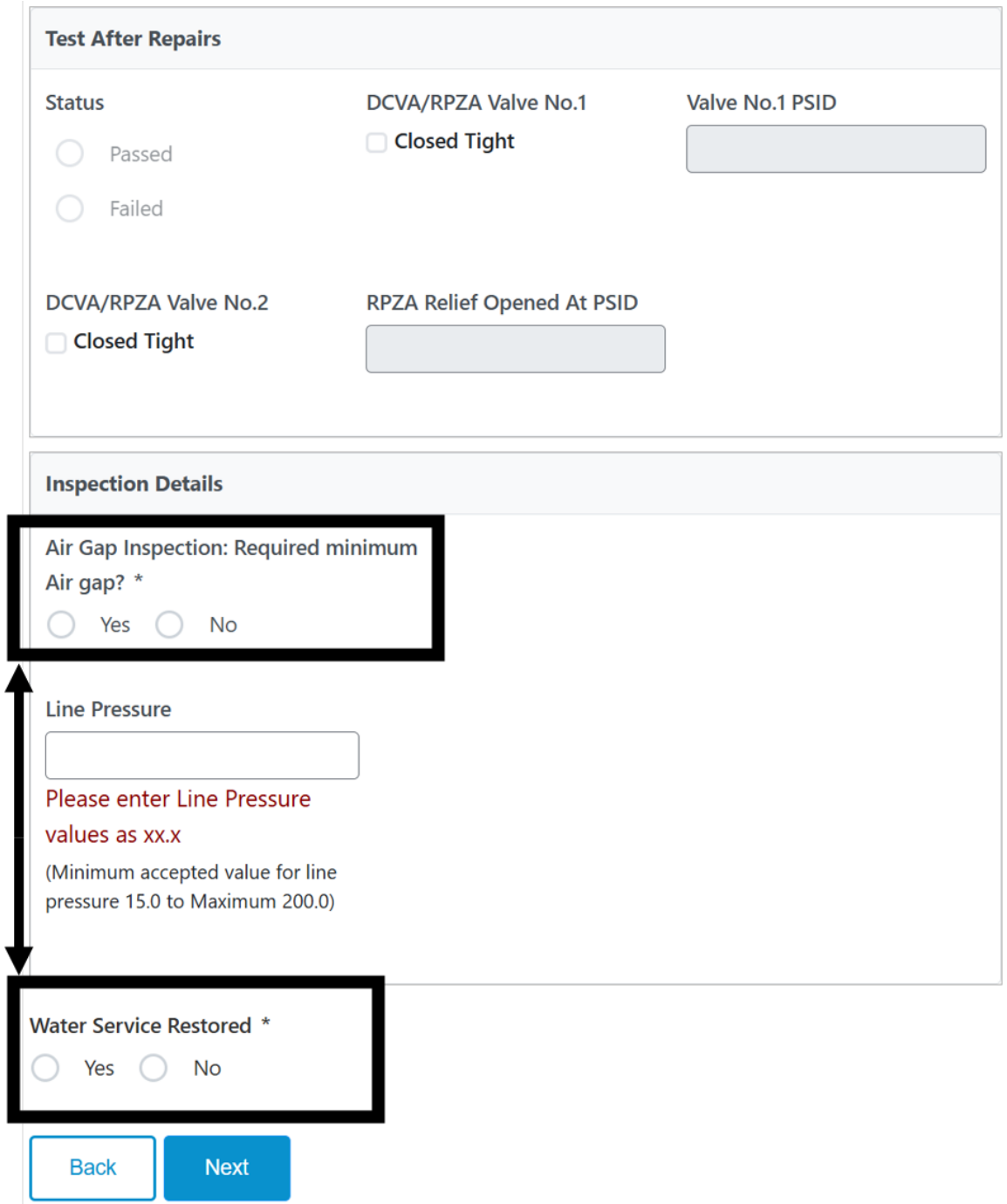
- Only enter Valve No.2 backpressure test results
- Differential for Check Valve #2 is not entered
- Valve No. 1 PSID is the actual reading for Check Valve Number 1
- RPZA Relief Opened at PSID is the relief valve opening point
- Error message information: If the following error message appears, verify the RV value submitted. If certain the value is correct, verify with the field tester. If field tester affirms the value, have the field tester follow the instructions provided.



RV reading submitted in excess of normal standards. Please review the field test worksheet provided by the field tester. Verify recorded RPZA or Relief Valve Opened at data and re-enter value provided by field tester. If the relief valve opening reading is in excess of 6.0 psi, please call the Cross-Connection office at (301)-206-4004

Addressing Step 4b

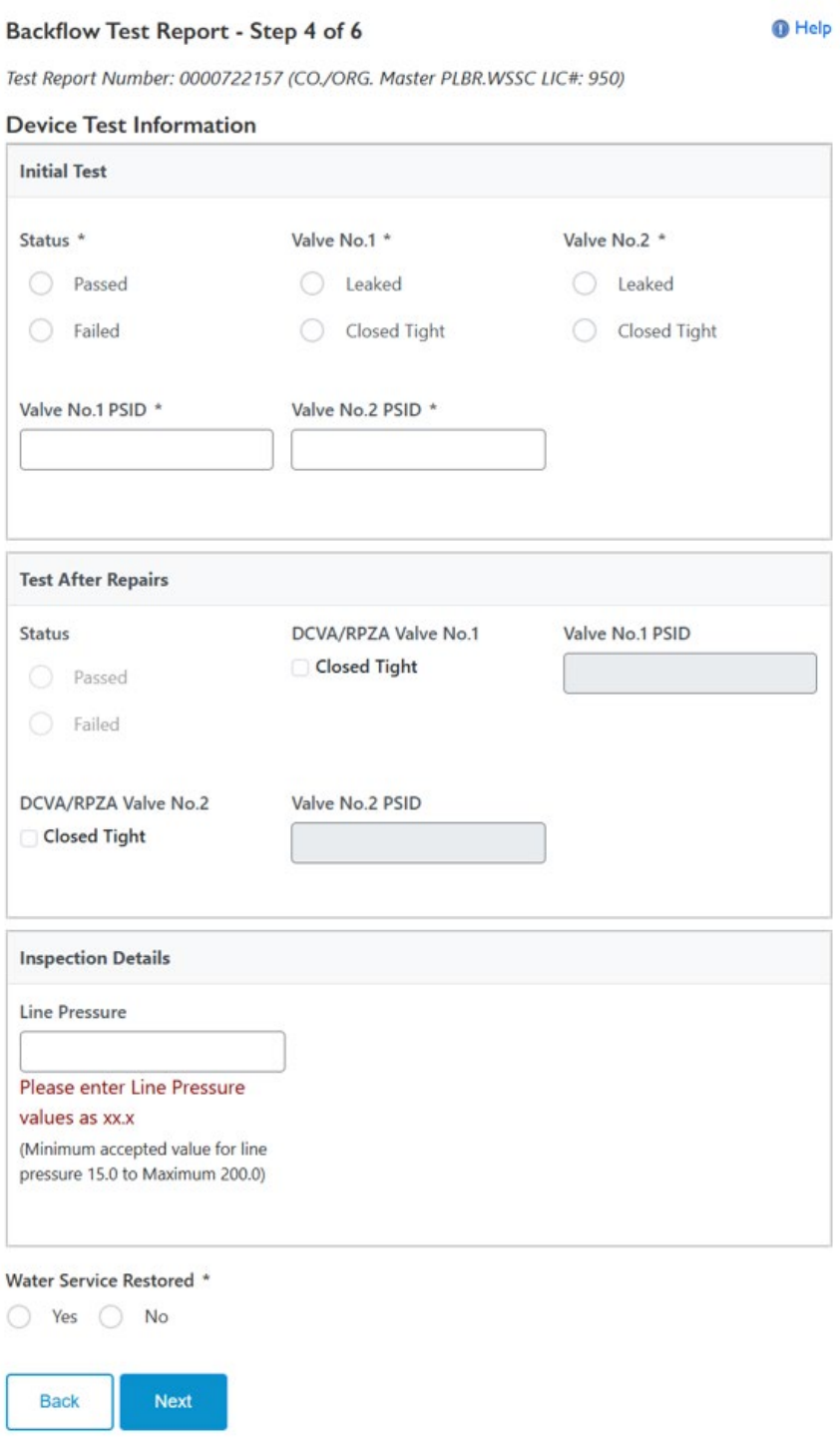
- ***Only*** enter information in Test After Repairs if Initial Test was recorded as ***Failed***
- After repair is complete, enter Test Results after repair
- Air Gap Inspection is a required entry
- Water Service Restored is always a required entry
- Line Pressure – measured upstream of Check Valve #1
- Line Pressure entry is optional



Completing Step 4: Submitting ASSE 1015 Field Test Results

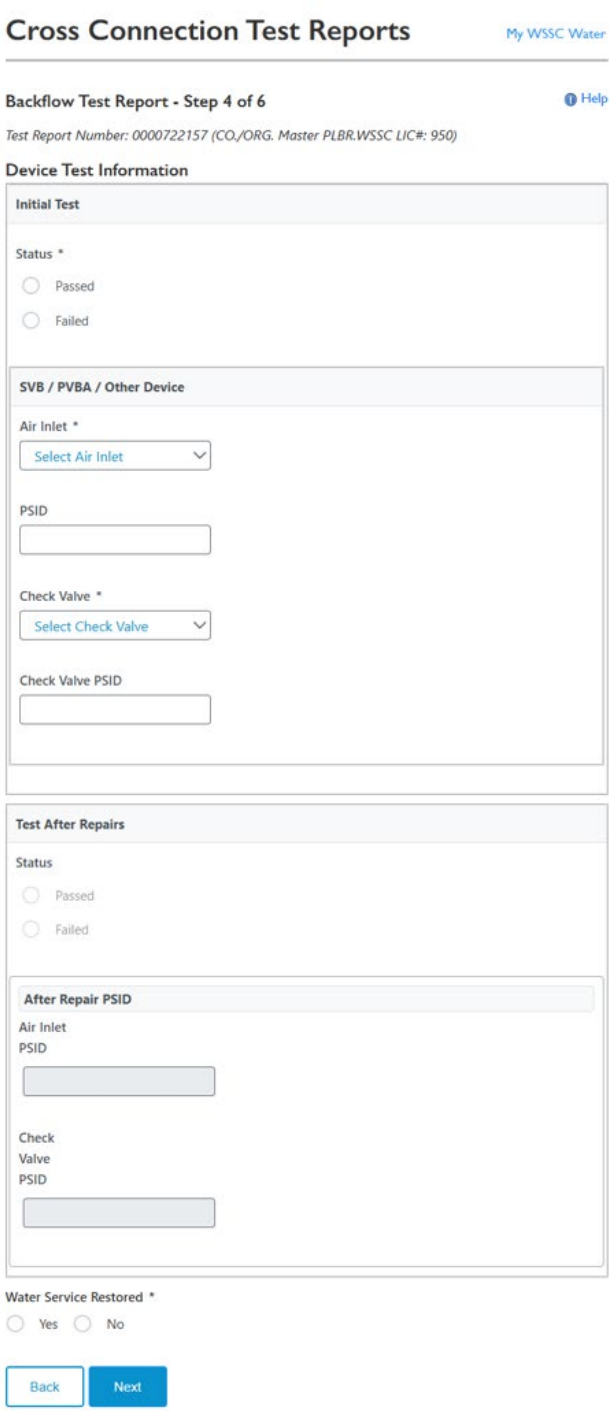
- Record Initial Test results for Check Valve No. 1 & Check Valve No. 2
- ***Only*** enter information in Test After Repairs if Initial Test was recorded as ***Failed***
- After repair is complete, enter test results after repair
- Line Pressure – measured upstream of Check Valve #1; Line Pressure entry is optional
- Water Service Restored is always a required entry
- Error message information: If the following message appears, verify the values submitted. If certain the values are correct, verify with the field tester. If field tester affirms the values, have the field tester follow the instructions provided.

Submitted values for ASSE 1015 are in excess of standard. Call the applicable County Cross-Connection Control Office. Prince George's County - (301)-206-8601. Montgomery County - (301)-206-7932.



Completing Step 4: Submitting ASSE 1020 & 1056 Field Test Results

- ASSE 1020: Pressure Vacuum Breaker
- ASSE 1056: Spill Resistant Vacuum Breaker
- Record the initial test results for the air inlet and check valve
- If the initial test failed, complete repairs, then enter final assembly test results in Test After Repairs section
- Water Service Restored is always a required entry



Step 5

Test Kit Info, Date Tested, Tester Acceptance, and Remarks

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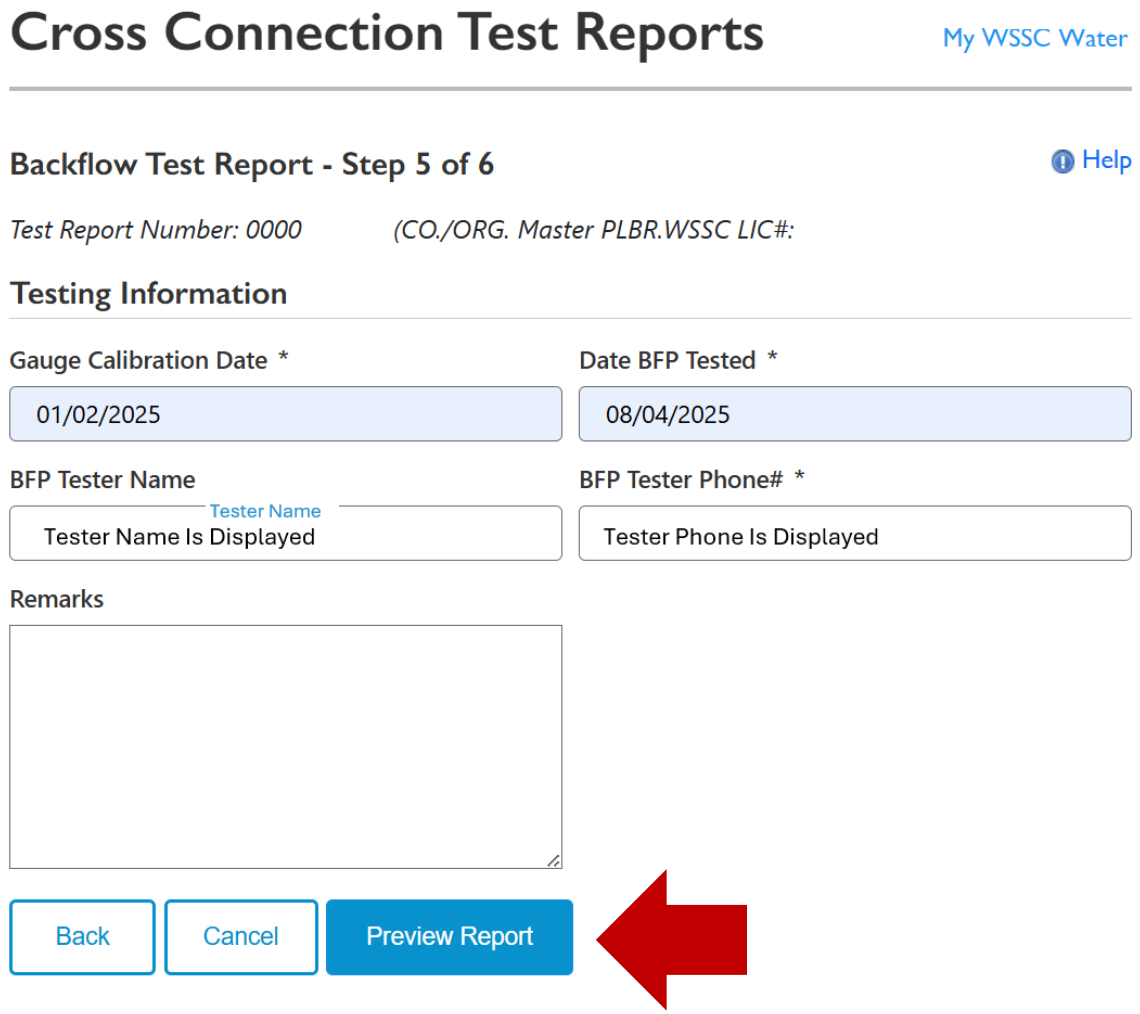
Completing Step 5

- Enter last accuracy check or calibration date for the field test equipment
- Enter the date the assembly was tested
- BFP Tester Name is prepopulated to match Tester ID entered in Step #1
- Enter any comments to be submitted with Test Report
- Selecting “Preview Report” generates a review copy in Step #6 where the user can verify all information as submitted. “Preview Report” does not submit the report but provides a confirmation screen to review all information submitted.

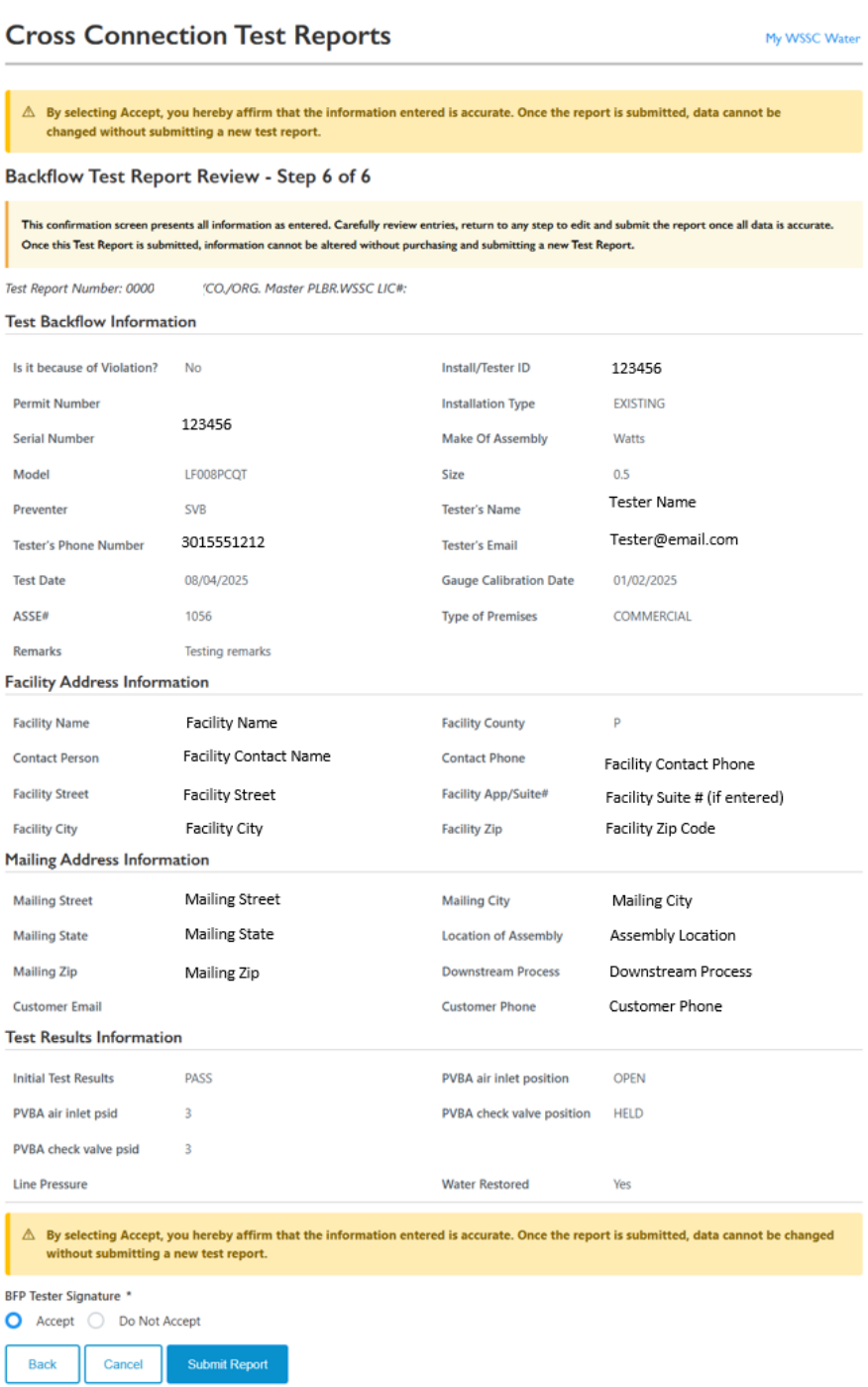


Step 6

Final Verification, Review, and Final Submission

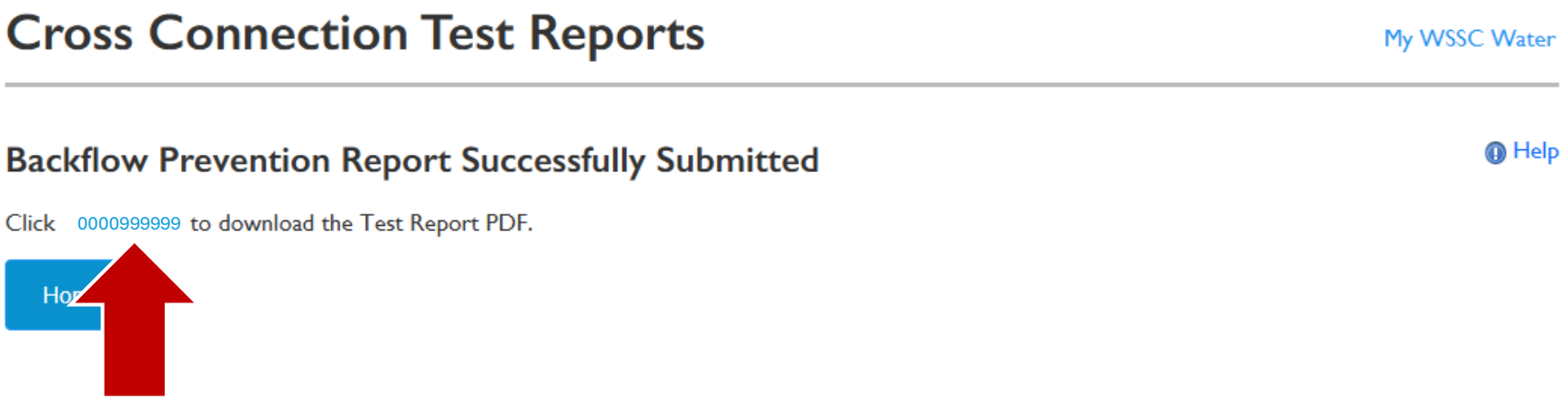
Step 6 provides all information as entered in Steps 1 through 5

- Carefully review all information on this screen prior to submitting the report
- Tester must accept signature of the report
- Select “Back” to return to any step for data correction
- Selecting “Submit Report” transmits all entered information to WSSC Water electronically
- **Note:** Once the report is submitted, the test report and all associated submitted data ***cannot be changed*** without purchasing and submitting a new test report
- ***Do not*** submit the report if any information is inaccurate on this confirmation screen. Select “Back” to return to any step for data correction



Confirmation & Report Output Access

- After report submission, this confirmation screen will be displayed. To view, save, or print a PDF copy of the submitted test report, select the hyperlinked test report number displayed to access the submitted test report PDF (See red arrow below).
- The test report will also be stored in the Master Plumber's Used Test Reports.
- The Cross-Connection Technician is responsible for ensuring that a copy of the submitted est report is on-site where the assembly is installed.



Backflow Test Report Example

- This is an example of a submitted test report
- The test report will also be stored in the Master Plumber's used test reports

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Backflow Test Report

Report No: 999999

Test Report Information			
Is it because of violation:	No	Violation Number:	
Install/Tester ID:	Tester Name	WSSC Water Hazard ID:	
WSSC Water Account Number:		CO./ORG. Master PLLBR.# :	XXXXXXX
Permit No:		Field Test Type:	Annual/Retest
Serial Number :	365122TST	Old Serial Number:	
Make :	Watts	Model:	LF009M2QT
Size:	1	ASSE#:	1013
Type of Premises:	commercial	Preventer:	RPZA
Tester Name :	TEST	Tester Phone#:	301-555-
Tester Signature :	ACCEPT	Date Tested :	07/06/2023
Gauge Calibration Date :	07/04/2023		

Remarks
Testing

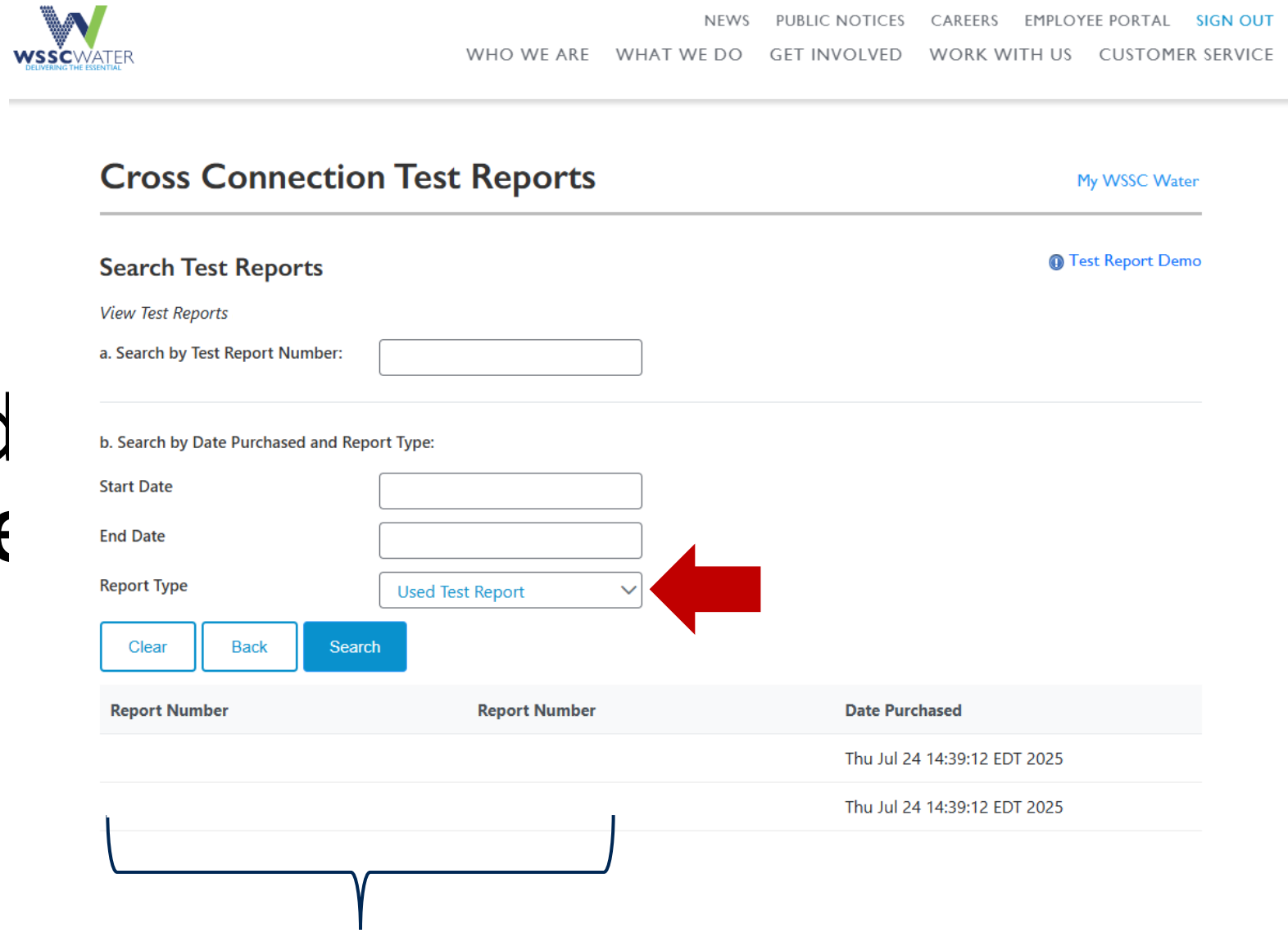
Facility Address Information			
Facility Name :		Facility County:	MO
Facility Street :	22230 TEST DR	Facility Apt/Suite# :	
Facility City :	Gaithersburg	Facility Zip:	20876
Location of Assembly:	1st Floor	Downstream Process:	Fluid System, Industrial

Mailing Address Information			
Mailing Street:	22230 TEST DR	Business/Customer Name:	Test Report
Mailing City:	Gaithersburg	Contact Person:	Test
Mailing Zip:	20876	Contact Phone:	301-555-1212
Mailing State:	MD	Contact Email:	

Test Results Information			
Initial test:	PASS		
Valve1 position:	CLOSED	Valve1 psid:	8
Valve2 position:	CLOSED	Valve2 psid:	
RPZA opened at psid:	2.6	#1 check psid:	
PVB/SVB air inlet position:		PVB/SVB air inlet psid:	
PVB/SVB check valve position:		PVB/SVB check valve psid:	
Final test:			
Valve1 closed tight psid:		Valve2 closed tight psid:	
RPZA opened at psid:		#1 check psid:	
PVB/SVB air inlet psid:		PVB/SVB check valve psid:	

Air Gap Inspection:	Yes	Line Pressure:	
Water Service Restored:	Yes	Submitted Date:	Date Submitted

Submitted test reports will be stored as report type “Used Test Reports”



Used report numbers will display here

Need Help? Contact Us

Email: CrossConnectionControlProgram@wsscwater.com

Inspection Services Support Phone: 301-206-4004

Montgomery County Program Office Phone: 301-206-7932

Prince George's County Program Office Phone: 301-206-8601

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