



## BACKFLOW QUALIFIED PERSON POLICY

Created: 2015/10/27  
Approved: 2015/11/06  
Revised: n/a

Subject: Backflow Prevention Program Qualified Person Responsibilities

### 1. POLICY STATEMENT

The Corporation of the City of Barrie (City) is committed to protecting public health by implementing a Backflow Prevention Program (Program). The Program is mandated to ensure that the municipal water supply is not compromised due to back-flow incidents resulting from *cross connections*. The Program addresses the backflow threat as a result of *cross connections* by establishing operating policies that encompass backflow prevention device selection, installation, testing, maintenance practices and procedures. The Program administers a pre-qualification program that maintains a current list of active *certified cross connection control specialists* to ensure that backflow prevention devices are tested and maintained by *Qualified Persons*. *Qualified Persons* must ensure that they abide by this policy and City's Backflow Prevention and Cross Connection Control By-Law 2010-102 (By-Law 2010-102).

### 2. OBJECTIVE

The Qualified Person Policy has been created in order to:

- i. State the roles and responsibilities of *Qualified Persons*;
- ii. Identify the appropriate certification, training and competencies required to pre-qualify under the City's Backflow Prevention Program;
- iii. Standardize documentation used amongst *Qualified Persons*; and
- iv. Outline the disciplinary actions for violation of this policy.

### 3. APPLICATION

This policy applies to all *Qualified Persons* whom have or wish to pre-qualify under the City's Backflow Prevention Program, administered by the Water Operations Branch (WOB).

### 4. DEFINITIONS

For the purposes of this policy:

"*Application Form*" means a form that shall be completed and submitted initially and henceforth annually with associated fees by a *Qualified Person* on the prescribed City of Barrie "Application for Qualified Persons Registry", as amended from time to time;

"*Authorized Functions List*" means the list of functions and the persons with the required qualifications to carry out such functions as set out as Schedule "A" of Barrie's By-law 2010-102;

"*Cross connection*" means any actual or potential connection between a potable water system and any source of pollutant or contamination;

"*Cross connection control specialist*" means an individual who is recognized as such, shall have completed and passed an *Ontario Water Works Association* endorsed *Cross Connection Control Specialist Course*;

"*Cross connection survey*" means a report which shall include existing backflow preventers, *cross connections* discovered, corrective measures and recommendations on the prescribed City of Barrie Cross Connection Survey Form, F16-15 as amended from time to time;

"*CSA*" means the Canadian Standards Association;

"*CSA Standard*" means the document(s) entitled CAN/CSA B64.10/B64.10.1 Manual Selection and installation of *backflow preventers*/Maintenance and field testing of backflow preventers" as amended from time to time;

"*Qualified person*" means a person whom meets the following requirements;

- i. The person is registered with the City's Backflow Prevention Program's "Prequalification Program"; and
- ii. The person holds a valid and current Certificate of Achievement in Cross Connection Control endorsed by the Ontario Water Works Association (OWWA); and
- iii. The person possesses a current calibration certificate as required under the "Prequalification Program" for the testing equipment to be employed;
- iv. The person maintains commercial general liability insurance; and
- v. The person is authorized to perform the specified task as indicated in the "Authorized Functions List" as set out in Schedule "A" of Barrie's By-law 2010-102, as amended from time to time;

"*Test Report*" means an inspection and testing report of a backflow preventer containing the make, model, serial number, size, type, installation date, location and installation address and the test results. The report must also contain information related to the *Qualified Person*. This report shall be completed on the prescribed City of Barrie "Testing and Inspection Report Form, F16-16", as amended from time to time;

"*Test Tag*" means a tag containing the make, model, serial number, size type, location, installation date and address as well as history of a backflow preventer. This tag shall be completed and updated annually by a *Qualified Person* on the prescribed City of Barrie "Test/Inspection Tag, F16-17", as amended from time to time;

## **5. REGISTRATION**

Pursuant to By-Law 2010-102, persons applying for registrations as *Qualified Persons* shall submit and be approved by WOB using the *application form*.

## 6. RESPONSIBILITIES

### THE QUALIFIED PERSON

The qualified person responsibilities are as follows:

- Ensure that Certificate of Commercial General Liability Insurance (CGLI), Certificate of Calibration for each test kit, Cross Connection Control Specialist Certificate, and Ontario College of Trades (OCOT) Membership (if applicable) are kept up to date and in good standing. When the certificates are renewed, a current copy must be provided to WOB immediately.
- Ensuring that the City's standard forms pertaining to Backflow Prevention have all fields completed legibly, and accurately prior to submission.
- When Installing, Testing, or Repairing a backflow prevention device:
  - Ensure that the installation, maintenance, and field testing of backflow prevention devices be in accordance with the *CSA Standard*.
  - Affix a standard City cross connection control *test tag* to the device or immediately adjacent to the device on the piping connected thereto.
  - Provide WOB with a test report within 14 days of testing the device.
  - Upon finding that such device is malfunctioning or otherwise not maintained in proper working order, immediately notify the owner of the premises and WOB in writing of such conditions.
- When conducting a *Cross Connection Survey*:
  - Ensure that the hazard assessment of cross connections and selection of backflow prevention devices are in accordance with the *CSA Standard*.
  - When a *cross connection* identified is not classified within the *CSA standard*; the qualified person shall assess the hazard and classify it in one of the following three categories:
    - **Minor** – any type of cross-connection or potential cross connection that involves a substance that constitutes only a nuisance and that results in a reduction in only the aesthetic qualities of the water.
    - **Moderate** – a minor hazard with a low probability of becoming a severe hazard. This category includes, but is not limited to, connections involving water where aesthetic qualities of the water have been reduced and under certain conditions, can create a danger to health.
    - **Severe** – any type of cross-connection or potential cross-connection involving water that has additives or substances that, under any concentration, can create a danger to health.

## 7. VIOLATIONS

For *Qualified Persons* who are found in violation of this policy, WOB will implement disciplinary actions that may range from warning letters to revocation of their designation in the program depending on the severity of this violation. Violations can be classified as:

**Minor violations**

- Submission of incomplete documentation.
- Failure to provide WOB with current Certificate of CGLI, Certificate of Calibration for each test kit, Cross Connection Control Specialist Certificate, and OCOT Membership (if applicable).
- Failure to immediately notify WOB in writing of a malfunctioning backflow prevention device.
- Failure to affix a standard City cross connection control *test tag* to the device or immediately adjacent to the device on the piping connected thereto

**Recurrent violations**

Recurrent violations are subsequent minor violations occurring within one year of occurrence of the first minor violation.

**Severe violations**

These are violations that involve professional misconduct, negligence, or poor workmanship that may result in potential health risks and compromising the City’s drinking water supply system.

**8. DISCIPLINARY ACTIONS**

The following disciplinary actions will be implemented by WOB for the violations noted above:

<b>Violation</b>	<b>Disciplinary Action</b>
Minor	A warning letter issued to the <i>Qualified Person</i> .
Recurrent	Upon 2 <sup>nd</sup> occurrence, suspension of the <i>Qualified Person’s</i> designation for a period of 6 months. Upon 3 <sup>rd</sup> occurrence, suspension of the <i>Qualified Person’s</i> designation for a period of one year.
Severe	From a five year suspension to permanent revocation of <i>Qualified Person’s</i> designation.

**9. REFERENCE DOCUMENTS**

- i. City of Barrie Backflow Prevention and Cross Connection Control By-Law 2010-102 as amended
- ii. CAN/CSA B64.10/B64.10.1 Manual Selection and installation of *backflow preventers*/Maintenance and field testing of *backflow preventers*” as amended
- iii. F16-17 Test/Inspection Tag
- iv. F16-16 Testing and Inspection Report Form
- v. F16-15 Cross Connection Survey Form
- vi. Application for Qualified Persons Registry



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## ACKNOWLEDGMENT OF BACKFLOW QUALIFIED PERSON POLICY

Each specialist must read the Backflow Qualified Person Policy and sign the acknowledgment below. Please return the signed acknowledgment form to our office at 20 Royal Parkside Dr., Barrie or by email at [backflow@barrie.ca](mailto:backflow@barrie.ca)

<b>Business/ Company Name:</b>	
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<p>Date: _____</p> <p>I, (Specialist's Name) _____, hereby acknowledge that I have read and understood the Backflow Qualified Person Policy, and accepted that if I am found in violation of this policy, disciplinary actions will be implemented by the City of Barrie Water Operations branch.</p> <p>Specialist's Signature: _____</p>
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<p>Date: _____</p> <p>I, (Specialist's Name) _____, hereby acknowledge that I have read and understood the Backflow Qualified Person Policy, and accepted that if I am found in violation of this policy, disciplinary actions will be implemented by the City of Barrie Water Operations branch.</p> <p>Specialist's Signature: _____</p>
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