

CITY OF SPOKANE WATER AND HYDROELECTRIC DEPARTMENT PUBLIC RULE AND REGULATION	RULE 4100-25-03 LGL 2025-0023 RES 2025-0068
TITLE: CROSS CONNECTION CONTROL PROGRAM	
EFFECTIVE DATE: September 24, 2025 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

Protection of the City's water system is of paramount importance for the City Water department. City of Spokane Water & Hydroelectric department is required under State and Federal law to implement and maintain a cross-connection control program to ensure protection of the water system. The City program is outlined in the attached Exhibit "A" – City of Spokane Cross Connection Control Program dated August 21, 2025. The Public Rule is intended to comply with State and Federal laws.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

Water and Hydroelectric Department

3.0 REFERENCES

Chapter 246-290 WAC
WAC 246-290-490
Chapter 90.46 RCW
SMC 13.04.120
SMC 13.04.0810
SMC 13.04.0818
SMC 13.04.0820
SMC 13.04.0822
PNWS – AWWA Cross Connection Control Committee Procedures

4.0 DEFINITIONS

See SMC

5.0 POLICY

5.1 The City maintains its Cross Connection Control Program as required by State law to protect the water distribution system from cross connection contamination, as attached in Exhibit "A".

6.0 PROCEDURES –

6.1 The Cross Connection Control Program attached as Exhibit "A" outlines the City's program to protect the water distribution system from cross contamination.

6.2 The Cross Connection Control Program applies to all water connections to the City's water system.

6.3 Cross Connection Control Program sets out approved backflow mechanisms and annual testing program in addition to incident investigation procedures

7.0 RESPONSIBILITIES

The Water and Hydroelectric Department shall maintain this program.

8.0 APPENDICES

8.1 Exhibit "A" – City of Spokane Cross Connection Control Program

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City of Spokane

**Cross Connection
Control Program**

*Protecting the Water Distribution System
from Cross-Connection Contamination*

meeting the requirements of [WAC 246-290-490](#):

**Water and
Hydroelectric Services**

August 21, 2025

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- IV. Cross Connection Annual Summary Report
- V. Cross Connection Notification Process

SECTION I

LEGAL AUTHORITY

Spokane Water Departments' (SWD) legal authority to implement a Cross Connection Control Program is provided by City of Spokane Municipal Code Section 13.04.0820. The ordinance requires SWD to implement a cross connection control program in accordance with [WAC 246-290-490](#); or subsequent revisions of the WAC as adopted by the Washington State Department of Health.

Spokane Municipal Codes related to Cross Connection

- A. Section 13.04.0818: Cross-connections Prohibited – Nuisance Declared
- B. Section 13.04.0820: Director's Authority
- C. Section 13.04.0822: Inspection and Testing – Customers to Cooperate
- D. Section 13.04.120: Entry of Premises – Testing

Washington State Administrative Codes pertaining to Cross Connection

- A. WAC 246-290-490
- B. WAC 246-290-010

SECTION II

PURPOSE, RESPONSIBILITY, AND GENERAL REQUIREMENTS OF PROGRAM

A. Purpose and Responsibility

1. The purpose of SWD's cross-connection control program shall be to protect the public water system, as defined in [WAC 246-290-490](#)., from contamination via cross-connections.
2. SWD's responsibility for cross-connection control shall begin at the water supply source to include all the public water treatment, storage, and distribution facilities, and will extend to any point of use inside a building where contamination of the drinking water could influence the City water supply or in areas accessible to the public.
3. SWD's responsibility for cross-connection control in residential buildings shall end at the property line, unless there is no premise isolation, then it will end at any point of use inside the property.

B. General Program Requirements

1. SWD shall develop and implement a cross-connection control program that meets the requirements of [WAC 246-290-490](#)., but may establish a more stringent program through Spokane Municipal Code or SWD's operating policies.
2. SWD shall ensure that good engineering and public health protection practices are used in the development and implementation of cross-connection control program. Department publications and the most recently published editions of references, such as, but not limited to those listed below, are used as guidance for the cross-connection program development and implementation.
 - a. Accepted Procedure and Practice Cross-Connection Control Manual published by the Pacific Northwest Section of the American Water Works Association (PNWS-AWWA Manual).
 - b. Backflow Prevention and Cross-Connection Control Recommended Practices Fifth Edition Published by American Water Works Association.
 - c. Manual of Cross-Connection Control published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California (USC Manual).
3. SWD shall coordinate with the local administrative authority in all matters concerning cross-connection control. SWD shall document and describe such coordination, including delineation of responsibilities in the written cross connection control program required in subsection 2 (e) of [WAC 246-290-490](#).
4. SWD shall ensure that cross-connections between the distribution system and consumer's water system are eliminated or controlled by the installation of an approved backflow preventer commensurate with the degree of hazard. This will be accomplished by implementation of a cross-connection program and policy that relies on:

- a. Premise isolation as defined in [WAC 246-290-490](#);
 - b. In-premise protection as defined in [WAC 246-290-490](#);
 - c. Combination of both.
5. When SWD's cross-connection control program relies both on premise isolation and/or in-premise protection:
 - a. The program shall comply with the premise isolation requirements specified in subsection (4)(b) of [WAC 246-290-490](#); and
 - b. May reduce premise isolation requirements and rely on in-premise protection for premise other than the type addressed in subsection (4)(b) of [WAC 246-290-490](#); if the conditions in (4)(c)(ii) of that subsection are met.
6. SWD may rely on in-premise protection only when the following conditions are met:
 - a. The in-premise backflow preventers provide a level of protection commensurate with the purveyor's assessed degree of hazard:
 - 1) Backflow preventers which provide the in-premise backflow protection meet the definition of approved backflow preventers as described in [WAC 246-290-490](#);
 - 2) The approved backflow preventers are installed, inspected, tested maintained, and repaired in accordance with subsections (6) and (7) of [WAC 246-290-490](#);
 - 3) Records of such backflow preventers are maintained in accordance with subsections (3)(j) and (8) of [WAC 246-290-490](#); and
 - 4) SWD has reasonable access to the consumer's premise to conduct an initial hazard evaluation and periodic reevaluations to determine whether the in-premise protection is adequate to protect SWD's distribution system.
7. According to SMC Section 13.04.0822: SWD shall take appropriate corrective action within its authority if:
 - a. A cross-connection exists that is not controlled commensurate to the degree of hazard assessed by SWD.
 - b. A consumer fails to comply with SWD's requirements regarding the installation, inspection, testing, maintenance, or repair of approved backflow preventers required by the [WAC 246-290-490](#).
8. SWD's corrective action may include, but is not limited to:
 - a. Denying or discontinuing water service to a consumer's premises until the cross-connection hazard is eliminated or controlled to the satisfaction of SWD
 - b. Requiring the consumer to install an approved backflow preventer for premise isolation commensurate with the degree of hazard; or
 - c. SWD may remediate the problem by installing an approved backflow preventer for premise isolation commensurate with the degree of hazard. All costs associated with the installation of the backflow preventer installed by SWD shall be charged to the property owner.

9. The Cross Connection Control Authority prior to denying or discontinuing water service to a consumer's premises for one or more of the reasons listed in subsection 2(i) of the [WAC 246-290-490](#); SWD shall notify the Director of the Water Department prior to taking such action except in the event of an emergency.
10. If SWD shall prohibit the intentional return of used water to the purveyor's distribution system. Such water would include, but is not limited to, water used for heating, cooling, or other purposes within the consumer's water system.

SECTION III

APPROVED BACKFLOW PREVENTER SELECTION

The following are tables from WAC 246-290-490

TABLE 8

APPROPRIATE METHODS OF

BACKFLOW PROTECTION FOR PREMISES ISOLATION

Degree of Hazard	Application Condition	Appropriate Approved Backflow Preventer
High health cross-connection hazard	Back siphonage or backpressure backflow	AG, RPBA, or RPDA
Low health cross-connection hazard	Back siphonage or backpressure backflow	AG, RPBA, RPDA, DCVA, or DCDA

TABLE 13

HIGH HEALTH CROSS-CONNECTION HAZARD PREMISES REQUIRING PREMISES ISOLATION BY AG OR RPBA

Agricultural (farms, marijuana grows and dairies)

Beverage bottling plant

Car washes

Chemical plants

Commercial laundries and dry cleaners

Premises where both reclaimed water and potable water are provided

Film processing facilities

Food processing plants

Hospitals, medical centers, nursing homes, veterinary, medical/dental clinic, and blood plasma centers

Premises with separate irrigation systems using the purveyor's water supply which utilizes chemical addition

Laboratories

Metal plating industries

Mortuaries

Petroleum processing or storage plants

Piers and docks

Radioactive material processing plants or nuclear reactors*

Survey access denied or restricted

Wastewater lift stations and pumping stations

Wastewater treatments plants*

Premises with an unapproved auxiliary water supply interconnected with the potable water supply.

+ For example, parks, playgrounds, golf courses, cemeteries, estates, etc.

* RPBA's for connections serving these premises are acceptable only when used in combination with an in-plant approved air gap; otherwise, SWD shall require an approved air gap at the service connection.

- A. Backflow protection for residential services.
 - a. SWD will rely on backflow protection provided at the point of hazard in accordance with Section 603 of the 2021 Uniform Plumbing Code (UPC) for hazards such as, but not limited to:
 - 1) Irrigation systems
 - 2) Swimming pools or spas
 - 3) Ponds
 - 4) Boilers
 - 5) Booster Pumps
- B. Backflow protection for commercial services.
 - a. SWD may rely on backflow preventers commensurate with the degree of hazard determined by SWD to be installed for premise isolation for connections serving premises that have characteristics such as, but not limited to, the following:
 - 1) Complex plumbing arrangements
 - 2) Plumbing potentially subject to frequent changes
 - 3) A repeated history of cross-connections being established or reestablished; or
 - 4) Cross-connection hazards are unavailable or not correctable, such as, but not limited to tall buildings.
 - 5) Booster Pumps
 - b. SWD shall rely on backflow preventers commensurate with the degree of hazard determined by SWD to be installed for in-premise isolation for buildings that pose health hazards that are not protected by premise isolation or are easily accessible to the public.
- C. Backflow protection for fire protection systems.
 - a. Backflow protection is not required for residential flow-through or combination fire protection systems constructed to potable water piping and materials.
 - b. For service connections with fire protection systems other than flowthrough or combination system, SWD shall ensure that backflow protection is consistent with Section 603 of the UPC is installed. SWD requires minimum protection as follows:
 - 1) An RPBA or RPDA for fire protection systems with chemical addition or using unapproved auxiliary water supply
 - 2) An RPBA or RPDA for fire protection systems with booster pumps
 - 3) A DCVA or DCDA for all other fire protection systems.
 - c. For new connections SWD shall ensure that backflow protection is installed before water service is provided.
 - d. For existing fire protection systems:
 - 1) With chemical addition or using unapproved auxiliary supplies, SWD shall ensure that backflow protection is installed within ninety days of the purveyor

notifying the consumer of the high health cross-connection hazard or in accordance with an alternate schedule acceptable to the purveyor.

- 2) Without chemical addition, without on-site storage, and using only SWD's water (i.e., no unapproved auxiliary supplies on or available to the premises), the purveyor shall ensure that backflow protection is installed within ninety days, or within a schedule acceptable to SWD, or at an earlier date if required by the agency administering the Uniform Building Code as adopted under chapter [19.27 RCW](#).

SECTION IV

APPROVED BACKFLOW PREVENTERS

- A. SWD shall ensure that all backflow prevention assemblies relied upon by the SWD are models included on the current list of backflow prevention assemblies approved for use in Washington State. The current approved assemblies' list is available from the State.
- B. SWD may rely on testable backflow prevention assemblies that are not currently approved by the department, if the assemblies
 1. Were included on the department and/or [USC list of approved backflow prevention assemblies](#) at the time of installation
 2. Have been properly maintained
 3. Are commensurate with SWD's assessed degree of hazard; and
 4. Have been inspected and tested at least annually and have successfully passed the annual test.
- C. SWD shall ensure that an unlisted backflow prevention assembly is replaced by an approved assembly commensurate with the degree of hazard, when the unlisted assembly:
 1. Does not meet the conditions specified in subsection B of this section.
 2. Is moved or
 3. Cannot be repaired using parts from the original manufacturer.
- D. SWD does not allow AVB's as an approved, testable assembly for backflow prevention.
- E. SWD does not allow single check backflow assemblies as approved backflow prevention.

SECTION V.
APPROVED BACKFLOW PREVENTER INSTALLATION

- A. SWD shall ensure that approved backflow preventers are installed in the orientation for which they were originally approved by the certifying laboratory.
- B. SWD shall ensure that approved backflow preventers are installed in a manner that:
 - 1. Facilitates their proper operation, maintenance, inspection, and/or in-line testing (as applicable) using standard installation procedures acceptable to the department such as those in the Manual of Cross-Connection Control, Tenth Edition published by University of Southern California or the Cross Connection Control Manual Accepted Procedure and Practice Sixth Edition published by PNWS-AWWA.
 - 2. Ensures that the assembly will not become submerged due to weather-related conditions such as flooding; and
 - 3. Ensures compliance with all applicable safety regulations.
- C. SWD shall ensure that approved backflow assemblies for premise isolation are installed at a location adjacent to the meter or property line or an alternate location acceptable to SWD.
- D. When premise isolation assemblies are installed at an alternate location acceptable to SWD, SWD shall ensure that there are no connections between the point of delivery from the public water system and the approved backflow assembly, unless the installation of such a connection meets cross-connection control requirements and is specifically approved by SWD.
- E. SWD shall ensure that approved backflow preventers are installed in accordance with the following time frames:
 - 1. For new connections made on or after the effective date of these regulations, the following conditions listed in Section A through B shall be met before service is provided.
 - 2. For existing connections where the purveyor identifies a high health cross connection hazard, the provisions listed in Section VII C.4.e.1 shall be met:
 - 3. For existing connections where the purveyor identifies a low health cross connection hazard, the provisions listed in Section VII C.4.e.2 shall be met in accordance with a schedule acceptable to the purveyor.
- F. SWD shall ensure that bypass piping installed around any approved backflow preventer is equipped with an approved backflow preventer that:
 - 1. Affords at least the same level of protection as the approved backflow preventer that is being bypassed; and
 - 2. Complies with all applicable requirements.

SECTION VI

APPROVED BACKFLOW PREVENTOR INSPECTION AND TESTING

- A. SWD shall ensure that:
 - 1. A SWD CCS inspects backflow preventer installations to ensure that protection is provided commensurate with the assessed degree of hazard.
 - 2. Either a Backflow Assembly Tester (BAT) or CCS inspects:
 - a. Backflow prevention assemblies for correct installation and approval status.
 - b. Air gaps installed in lieu of approved backflow prevention assemblies for compliance with the approved air gap definition.
 - 3. A BAT tests the approved backflow prevention assemblies upon installation for proper operation.
- B. SWD shall ensure that inspections and/or tests of approved air gaps and approved backflow assemblies are conducted:
 - 1. At the time of installation
 - 2. Annually, after installation, or more frequently if required by for connections serving premises or systems that pose a high health cross-connection hazard or for assemblies that repeatedly fail
 - 3. After a backflow incident; and
- C. After an assembly is repaired, reinstalled, or relocated or an air gap is replumbed.
- D. SWD shall ensure that approved backflow prevention assemblies as tested using procedures acceptable to the department, such as those specified in the most recently published edition of the USC Manual. When circumstances, such as, but not limited to, configuration or location of the assembly, preclude the use of USC test procedures, SWD may allow, on a case-by-case basis, the use of alternate (non-USC) test procedures acceptable to the department.
 - 1. SWD does not accept any alternate testing methods even if it is accepted by the USC or not.
- E. SWD shall ensure that the results of backflow prevention assembly inspections and tests are documented and reported in a manner acceptable to SWD.
- F. SWD shall ensure that an approved backflow prevention assembly, whenever found to be improperly installed, defective, not commensurate with the degree of hazard, or failing a test (if applicable) is properly reinstalled, repaired, overhauled, or replaced.
- G. SWD shall ensure that an approved air gap, whenever found to be altered, or improperly installed, is properly replumbed or, if commensurate with the degree of hazard, is replaced by an approved RPBA.

SECTION VII

EVALUATION OF PROTECTION REQUIRED

A. New Water Services - Commercial

1. Prior to providing water service, the following procedures are followed:
 - a. A service application shall be properly filled out by the owner of the project or his designated agent.
 - b. A copy of the site plan is required.
 - c. If premise is listed as a high hazard, per table 13 in [WAC 246-290-490](#)., SWD will initially classify it as a high health hazard.
 - 1) If a premise does not specify what the premise will be used for, SWD will assume it will be a high health hazard.
 - d. If the premise is not listed in table 13 of [WAC 246-290-490](#); or there is a question as to whether it is a high hazard, the following steps are followed:
 - 1) A copy of the mechanical (plumbing) and plumbing fixture schedule is requested.
 - a. For all properties with booster pumps, SWD will assess the property as High Health Hazard immediately.
 - 2) The plans are reviewed for actual and potential cross connections.
 - 3) Each fixture and/or cross connection is assessed for degree of hazard and backflow protection required for each according to plans.
 - 4) Based on this information, the degree of hazard the premise poses to SWD public water system is assessed and backflow protection shall be required in accordance with the assessed degree of hazard.
 - 5) Backflow protection will be required at the property line or where water service enters the premise prior to the first branch tee.
 - 6) Approved plans will refer to CCC program and WAC
 - 7) City of Spokane General Water Notes are printed on all approved plans that were reviewed through the SWD

B. New Water Services - Residential

1. At the time of service installation an SWD Water Service Inspector (CCS) will assess the degree of hazard posed by the residential premises to SWD's distribution system.
 - a. For all properties with booster pumps, SWD will assess the property as High Health Hazard immediately.
2. Based on this information, the degree of hazard the premise may pose to SWD's distribution system is assessed and backflow protection shall be required in accordance with the assessed degree of hazard.

C. Existing Water Services

1. Existing premises, where cross connections were suspected, are listed on a water use survey "Final Notice Tracker".

2. Water use surveys are conducted in accordance with [WAC 246-290-490:](#), which was interpreted as water purveyor's responsibility including the customers plumbing system.
 - a. Therefore, backflow protection was required on the service line to some facilities, service lines and at the fixture(s) for others, or required only at the fixture. When relying on only fixture protection, UPC and current PNWS AWWA Cross Connection Control Manual and/or SWD's requirements were depended upon to ensure backflow protection was commensurate with degree of hazard.
 - b. During Water Use Surveys, SWD will evaluate the property as severe, high, or low health risk as referenced by Table 13 in [WAC 246-290-490:](#).
3. When SWD is relying on in-premise backflow protection in the future, SWD will require owners to follow the following provisions which includes but is not limited to:
 - a. A water use survey of premise's entire plumbing system by an SWD inspector (CCS).
 - b. The SWD Inspector (CCS) shall be required to correctly prepare a cross-connection control Water Use Survey including:
 - 1) Identifying all cross connections including degree of hazard and if properly controlled in accordance with Section III.
 - 2) Inspect all backflow protection for correct installation, in accordance with [WAC 246-290-490:](#)
 - 3) If owner does not comply, SWD will proceed with procedures for discontinuing water service or installing backflow protection on the water service line as described in Section II.B.9.

D. Periodic Reevaluation

1. All commercial premises being served by SWD are subject to periodic reevaluation.
 - a. All changes in occupancy of commercial and industrial facilities will be monitored through SWD's backflow computer database and business office billing system computer.
 - b. If type of occupancy changes which may increase degree of hazard, a water use reevaluation will be conducted within 90 days. The procedures followed are:
 - 1) A letter will be sent to the owner of each premises to be reevaluated. This letter will review cross connection control basics and include reasons for the reevaluation and a prospective date for a meeting and/or water use survey.
 - 2) Based upon the water use survey, backflow protection will be required commensurate with degree of hazard as described in Section III.
 - a. If it is determined the premise poses a high hazard to SWD's public water system; an RPBA will be required on water service to facility within 90 days or in accordance with an alternate schedule acceptable to SWD.

- b. If it is determined the premise poses a low hazard to SWD's public water supply, a DCVA will be required on water service to facility within 90 days or in accordance with an alternate schedule acceptable to SWD. Reason for DCVA requirement is:
 - i. SWD has no control of plumbing changes inside premises.

SECTION VIII

SWD CROSS CONNECTION CONTROL PERSONNEL AND DUTIES OF PERSONNEL

A. SWD CROSS CONNECTION CONTROL SPECIALIST (CCS):

- a. Assesses the degree of hazard posed by the consumer's water system upon SWD's distribution system; and
- b. Determines the appropriate method of backflow protection for premise isolation in accordance with table 8 listed in [WAC 246-290-490](#).
- c. Premise isolation requirements.
 - i. For service connections with premises posing a high health cross connection hazard including, but not limited to, those premises listed in Table 13, the purveyor shall ensure that an approved air gap or RPBA is installed for premise isolation.
 - ii. If SWD's CCS determines that no hazard exists for a connection serving a premise of the type listed in Table 13, the requirements of 3.a. of this section do not apply.
 - iii. SWD will document, on a case-by-case basis, reasons for not applying the requirements section III, to a connection serving premises of the type listed in Table 13 and include such documentation in the cross-connection control program summary report as required by [WAC 246-290-490](#).

B. SWD can provide current list of State Certified Cross Connection Control Specialists, and State Certified Backflow Assembly Testers upon request.

- a. City of Spokane's head CCS is the Superintendent.

SECTION IX

ANNUAL TESTING PROGRAM

- A. SWD has developed and implemented a backflow prevention assembly testing quality assurance program. This includes:
1. Documentation of tester certification by requiring proof of current certification of all testers.
 2. Documentation of brand, model, serial number, and date of last verification of accuracy is required on all test kits used to test backflow Preventers in SWD's jurisdiction.
 - a. Verification of accuracy of test kits is required annually.
 3. A test notice for each backflow prevention assembly required to be tested is sent to the owner of the backflow preventer.
 - a. Test notice lists the following information:
 - 1) Owner's name, address, and service number
 - 2) Name of business, if applicable, and contact person
 - 3) Assembly serial number
 - 4) Cross connection controlled
 - 5) Location of backflow preventer
 - 6) Type, Brand, Model, and size of backflow preventer
 - b. The tester is required to correctly fill out the test report, including:
 - 1) System water pressure at time of test.
 - 2) Pressure differentials, buffer, etc. for assembly being tested
 - 3) Note if assembly passed or failed test
 - 4) Is assembly installed correctly
 - 5) Are there any unauthorized connections or modifications to assembly
 - 6) Test kit brand, model, serial number and date of last verification of accuracy
 - 7) Print full name and phone number
 - 8) Signature and certification number of tester
 - 9) Date of initial test
 - 10) If assembly failed
 - a. List repairs made
 - b. Person making repairs
 - c. Results of final test
 - d. Signature and certification number of tester
 - e. Date of final test
 - c. A letter contains the basics of cross connection control as described in Section VII with the addition of testing requirements and compliance date for returning test report.
 - a. All notifications follow approved CCC Notification Process

- i. First notice
 - ii. Second notice
 - iii. Final notice
 - iv. Service Interruption Notice
- 2) A list of verified testers is included in the letter
 - a. Verified business license and insurance
 - b. Verified BAT cert through state
- d. Compliance date for returning completed test is included in the letter.

SECTION X

RECORD KEEPING

- A. SWD has developed and maintains cross connection control records including, but not limited to, the following:
1. A master list of:
 - a. All premises that a water use survey has been completed
 - b. All backflow protection installed to protect SWD's public water supply
 - c. Backflow incidents known to have occurred,
 2. Information maintained in record system are:
 - a. Premise that a water use survey has been completed, including:
 - 1) Name of premise, address, and phone number
 - 2) Name of owner, renter/lessee and contact person
 - 3) File number and service number
 - 4) A diary and copies of all correspondence with owner/lessee/contractor regarding water use survey, installation, inspection, testing of backflow protection, etc.
 - 5) Date(s) and name of CCS who performed water use survey.
 - 6) List of cross connections located, hazard of each, assessed hazard the premise poses to SWD's public system, and required backflow protection.
 - 7) Backflow protection installed to protect SWD's public water supply.
 - 8) These records are kept as long as the premise poses a cross-connection hazard to SWD's public water supply.
 - b. Approved backflow prevention assemblies including:
 - 1) Name of facility, address, and phone number.
 - 2) Name of owner, renter/lessee and contact person.
 - 3) File number, assembly number and service number
 - 4) Location of backflow prevention assembly assessed degree of hazard, and cross connection controlled.
 - 5) Assembly brand, model, type, size serial number.
 - 6) Field test, repair and/or inspection history.
 - 7) Names, including certified testers numbers of those who have repaired, tested, or inspected backflow prevention assemblies.
 - 8) Records of individual backflow prevention assemblies are kept a minimum of 5 years after the life of the assembly.
 - c. Approved air gaps installed in lieu of approved backflow prevention assemblies include:
 - 1) Name of premise, address, and phone number
 - 2) File number and service number
 - 3) Exact location of air gap and cross connection controlled

- 4) Assessed degree of hazard and date of installation
 - 5) History of inspection and results
 - 6) Name of inspector including certification number
 - 7) Records of individual air gaps will be kept for a minimum of 5 years after the air gap is no longer relied on.
- d. Records of all documented backflow incidents occurring in SWD's service area will be reported within 24 hours to the State. These records will be kept for a minimum of 5 years after the life of the device.
 - e. All cross-connection control records and reports are either maintained in a backflow protection computer database program, as hard copies, or both.
 - f. A cross connection control annual summary report will be submitted annually to the State using a form or format available from or approved by the State. These reports will be kept by SWD a minimum of 5 years.

SECTION XI

BACKFLOW INCIDENT INVESTIGATION PROCEDURES

- A. The SWD has adopted the PNWS-ANJWA Cross Connection Control Committee Procedures for incident investigation reporting. The following attachments are provided within this Cross Connection Control Program (CCCP):
1. Appendix A— Backflow Incident Investigation Procedures
 2. Appendix B — Water Quality Complaint Form
 3. Appendix C — Backflow Incident Response Flowchart
 4. Appendix D — Cross Connection Annual Summary Report

SECTION XII

RECLAIMED WATER

- A. If/when premises served by SWD receive/utilize reclaimed water, SWD will establish a program that meets the State's requirements under a permit issued in accordance with [Chapter 90.46 RCW](#).
- B. Any property, commercial or residential, that have reclaimed water will follow all guidelines for “unapproved auxiliary water.”
 - 1. This includes having a RPBA installed at property line, or immediately inside building.

SECTION XIII

PUBLIC EDUCATION

- A. An organized and well-executed education program is essential for SWD's Cross Connection Control (CCC) program to succeed. SWD has been involved for years in educating all entities associated with the water works industry. This includes, but is not limited, to the following:
1. CCC Organizations
 - a. SWD has been actively involved in establishing, supporting, and actively participating in National (American Backflow Protection Association), Regional (Pacific Northwest Section — American Water Works Association), and Local (Spokane Regional CCC) organizations. These organizations strive to establish continuity of enforcement and requirements in CCC. In doing so, they develop various manuals, brochures, and training aids that are used in education. SWD depends on much of this material for their public education program.
 2. Water works related entities
 - a. Actively involved in educating the related entities that SWD's CCC program is greatly dependent upon. This includes plumbers, plumbing inspectors, fire protection contractors, irrigation installers, etc. This is accomplished using training sessions, brochures, handouts, and face-to-face conversations.
 3. SWD Employees
 - a. SWD's employees believe in the CCC program and are knowledgeable in cross connection control. This enables them to intelligently discuss, explain, and answer questions regarding CCC.
 4. SWD Customers (Residential)
 - a. Attempts to educate SWD's customers have been conducted through mail stuffers and brochures, through SWD's billing statements, hand out material specifically designed for customers installing irrigation systems; displays and information booths set up in shopping malls, displays set up in SWD's business office, etc.
 5. SWD Customers (Commercial)
 - a. Attempts to educate commercial customers through Water Use Surveys, brochures, picture examples, and letters. This is for but are not limited to cross connections such as soda machines, ice machines, irrigations, fire lines, reverse osmosis machines, etc.

SECTION XIV

BACKFLOW ASSEMBLY TESTER LIST

- A. SWD publishes a “Tester List” each year. That process is as follows
1. At the beginning of December each year, the CCC Team will send an email to every email of users in the backflow tracking software. That email will include the deadline of January 31st, to submit the following documents to be included on the list.
 - a. Certificate of Liability Insurance
 - b. State Business License
 2. The CCC Team will send a follow up email to all users in the backflow software in the beginning of January each year to remind each company.
 3. If a company does not respond with the correct documents, they will not be included in the Tester List for that year.
 4. Each year, the Tester List will be published on the CCC website.

PUBLIC RULE 4100-25-03 (Attachment A to RES 2025-0068)

Final Audit Report

2025-09-24

Created:	2025-09-23
By:	Nathan Basham (nbasham@spokanecity.org)
Status:	Signed
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-  Document created by Nathan Basham (nbasham@spokanecity.org)
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-  Document emailed to Mike Piccolo (mpiccolo@spokanecity.org) for signature
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-  Signer Mike Piccolo (mpiccolo@spokanecity.org) entered name at signing as Michael J Piccolo
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