

## INSTRUCTIONS FOR ANNUAL TESTING OF BACKFLOW PREVENTION DEVICES

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1. Retain a qualified person from your yellow pages under Plumbing. (All contractors operate independently from the City of Guelph).
2. Have **ALL** your backflow devices tested including any devices that may be installed on your fire sprinkler system. Your facility has been given a test month and your annual testing is due on the first of that month each year.
3. If your devices do not pass, have them repaired or replaced immediately. If you replace a device, the test report for the replacement must indicate the serial number of the device that was removed.
4. If you remove a device and it is not being replaced, the Removal Form must be submitted with the serial number of the device being removed and the reason that it was removed.
5. Permits are required if you install additional devices, or replace a device that is not identical to the one being removed. If the replacement device is a different type, size, changed location or used for a different purpose, a permit is required. Inspections are required for all work done with a permit. Permits can be obtained from Building Services, 1 Carden St. 3rd floor and inspections can be arranged by calling (519) 837-5614.
6. When all testing is complete, please forward a **CLEAR** copy of the test reports within **fourteen** days by one of the following methods:

mail to: City Hall, Building Services, 1 Carden St. Guelph Ont. N1H 3A1 (Attn: Lin Holmes)

email to: [backflow@guelph.ca](mailto:backflow@guelph.ca)

fax to: 519-837-5652

NOTE: All test reports are required to be received in this office by your due date in order to avoid possible disruption of your water service. Your due date is noted on your letter in the list of devices due. This due date does not change.

If you have any further questions, please feel free to call Lin Holmes at 519-837-5615 ext. 2642 or email at [backflow@guelph.ca](mailto:backflow@guelph.ca).

Your cooperation in this matter is greatly appreciated