



From Fort Wayne City Utilities

- ❖ REMINDER TO ENTER AND PAY FOR YOUR TESTS IN A TIMELY MANNER
- ❖ INSPECTION TAGS
- ❖ SCHEDULING BACKFLOW TEST
- ❖ ADDING DEVICES ON [TRACKMYBACKFLOW.COM](https://trackmybackflow.com)
- ❖ HAVING WATER TURNED ON BY CITY UTILITIES FOR BACKFLOW TESTING
- ❖ REMINDER: TEMPORARY (“CONSTRUCTION”) METER PROGRAM & BACKFLOW PREVENTION REQUIREMENTS
- ❖ CROSS-CONNECTION CONTROL DEVICE TESTER CERTIFICATION CLASS [April 2025](#)
- ❖ UPDATED TESTER BUSINESS LISTING – PLEASE REVIEW!

Entering your tests and paying for them promptly will prevent your customer from receiving enforcement notices. “Fort Wayne Code of Ordinances, Chapter 52: Water and Watercourses” **requires test results to be submitted within ten calendar days.** Its good practice to submit the test even sooner if the customer is non-compliant to diminish their chance of having their water service terminated. If you have trouble with entering or paying for your test’s entries, please contact Aqua Backflow at (847) 742-2296 or by email at info@aquabackflow.com.

IDEM requires that inspection tags be placed on backflow devices after testing. These tags are important in the event of a plumbing inspection, cross connection investigation, a misplaced test report, and prevents a customer's water from being turned off due to backflow non-compliance. Inspection tag templates are posted on our webpage for you to download, edit, and print for your convenience.

There has been an increase in the number of final notices, prior to disconnection, letters sent to customers within the last year. Please encourage customers to schedule their annual backflow device for 2025 once their device is tested this year. This helps mitigate a customer receiving a final notice and reduces the number of emergency phone calls that testers may get regarding the backflow devices.

As you're probably aware, devices that are brand new installations or existing devices that have never been reported to City Utilities will not be found on the website. Therefore, you will not be able to enter your test results directly, and you must email the report. The initial \$9.95 fee is waived for the first test on a new device. Please note this does not include replacements. To ensure the new device is processed quickly, you may email the test report to Info@aquabackflow.com and CrossConnectionControl@cityoffortwayne.org. If the project is being reviewed by City Utilities Development Services, you should also copy Rick.Seals@cityoffortwayne.org. All new devices are reviewed by City Utilities before being added to Trackmybackflow.com. This ensures that they are installed on the correct address and service line on the website.

It is the testers responsibility, not the customer, to contact City Utilities to have the water turned back on for testing a backflow device in the event the customer's water was disconnected due to non-compliance or has an irrigation meter in a pit that is

FRONT	BACK																																				
<p>BACKFLOW DEVICE INSPECTION TAG</p> <p>To be completed by a Registered Backflow Tester</p> <p>Serial #: _____</p> <p>Manufacturer: _____</p> <p>Model #: _____</p> <p>Size: _____</p> <p>Type: _____</p>	<p style="font-size: 2em; font-weight: bold; transform: rotate(-90deg);">DO NOT REMOVE</p> <p style="font-size: 1.5em; font-weight: bold; transform: rotate(-90deg);">Company Name</p> <p style="font-size: 1.5em; font-weight: bold; transform: rotate(-90deg);">Company Phone Number</p>																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Tester Name</th> <th style="width: 33%;">Tester #</th> <th style="width: 33%;">P/F Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Tester Name	Tester #	P/F Date																																		
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Templates are Available on our Webpage

turned off. **Call City Utilities Field Operations at 260-427-2476 to schedule an “On/Off for Backflow Testing” service appointment at least one business day in advance.** These appointments can be scheduled Monday through Friday; weekend appointments are not available.

FOR NON-COMPLIANCE

A City Utilities’ Field Service Representative will meet you on site to turn the water on for testing and will wait 15 minutes while you perform the testing. **If you require more than 15 minutes, the Representative will leave to go to their next appointment while you perform the testing. After the testing is complete, you must call the Representative on their cell phone to inform them of the results.** If the device passes testing, the water will be left on. If the device fails testing, the Representative will return to the site (unless they are still there) and turn the water back off to protect the safety of the public water supply. The results of the test should be submitted immediately to prevent the service from being disconnected again. If you cannot keep the scheduled appointment time, you should call Field Operations to reschedule.

❖ REMINDER: TEMPORARY (“CONSTRUCTION”) METER PROGRAM & BACKFLOW PREVENTION REQUIREMENTS

With construction season starting back up, City Utilities would like to remind you of our policies regarding temporary (“construction”) meters. Backflow prevention is required on all temporary water meters due to the varying types of direct or indirect cross connections and varying degrees of hazards that can occur at temporary water service connections. Either an approved Reduced Pressure Principal Assembly (RP) or an approved Air Gap (AG) must be installed on the downstream side of the water meter and upstream of any cross connection. Test results for RPs must be provided by the customer before the temporary water meter will be issued. Tests for AGs will be performed and reported by a City Utilities Certified Backflow Device Tester at the time the temporary water meter is to be picked up.

Your office may be contacted to test a backflow device for a temporary water meter. Tests may be performed at the jobsite for an existing device that is being utilized in the field and is due for annual testing. New devices must be tested before the temporary water meter will be issued and can be tested at your facility if you have access to a water connection. You may also call City Utilities’ Water Maintenance and Service Department at **260-427-1182** to schedule a time to utilize a fire hydrant to test the device near their office at 415 E. Wallace St. Fort Wayne, IN 46803.

❖ CROSS-CONNECTION CONTROL DEVICE TESTER CERTIFICATION CLASS April 2025

City Utilities is hosting a Cross-Connection Control Device Tester Certification Class scheduled for April 07-11, 2025, at City Utilities’ Field Operations located at 415 E Wallace Street in Fort Wayne. Registration form is included in this letter. *Spots are limited.*

❖ UPDATED TESTER BUSINESS LISTING—PLEASE REVIEW!

The Backflow Tester Business Listing has been updated to better serve you and the customers. Please review the enclosed listing and contact Miranda Sparkman at 260-427-2543 or Miranda.Sparkman@cityoffortwayne.org if any sections are incorrect or if your business was left off by mistake. Please check that your preferred phone number and web address are listed. The latest list is currently available on City Utilities’ website. Corrections will be made as soon as they are brought to our attention. Please let us know if there is anything else that you would find helpful to have readily available on our website.

Sincerely,

Miranda Sparkman, MPH

Miranda Sparkman, MPH

Manager – Facilities Operations Compliance

Fort Wayne City Utilities

705 Glasgow Ave— Fort Wayne, IN 46803

Phone: 260-427-2543 – Web: www.cityoffortwayne.org/utilities

Email: Miranda.Sparkman@cityoffortwayne.org

Webpage: www.cityoffortwayne.org/utilities/backflow-prevention

City Utilities welcomes your suggestions for information you would like to see on our webpage or recommendations that could make our program more effective. Please contact our office if you have ideas, questions, or concerns regarding the Cross Connection Control & Backflow Prevention Program.

Please post and distribute this newsletter to the staff in your office.