

# **3rd Party Portal**

Backflow Preventer Inspection, Installation & Decommission

## **Quick Guide**

for Users

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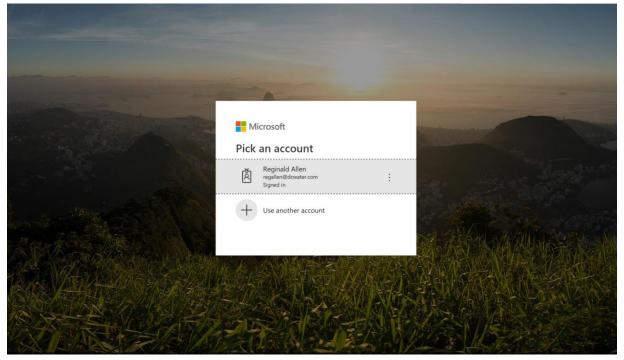
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#### Section A: Log-in

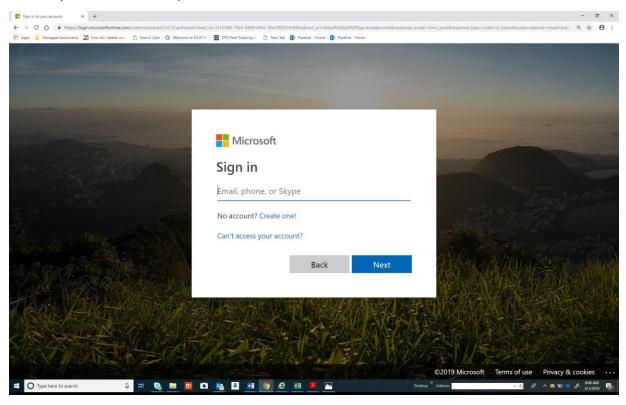
1. Sign In via <u>https://3pp.dcwater.com</u>



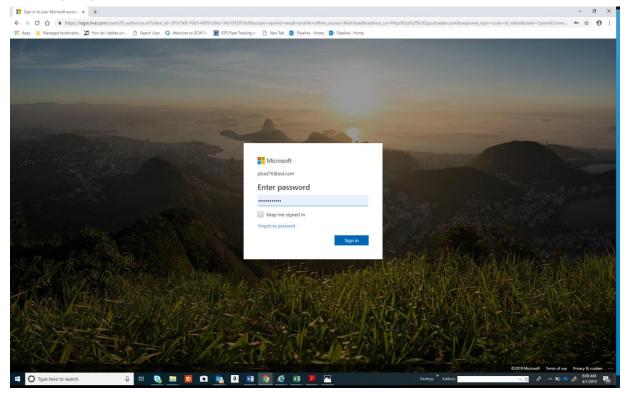
#### 2. Click use another account



#### 3. Enter your Microsoft accepted email address

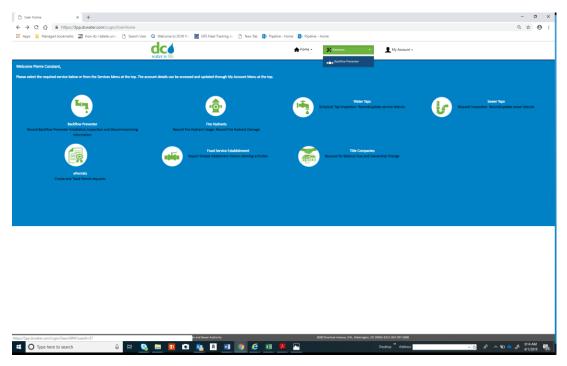


#### 4. Enter your password



## Section B: Finding BPA

1. Click backflow preventers icon or services; then backflow preventers



2. Enter serial/asset number or premise address

BPA Search × +									- ø ×
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			BPA Search				actions		
			Please search for a p		ch or search for the asset by CTION REPORTS FOR FIRE HY	using Asset number or Serial nu DRANT USAGE	umber.		
			Asset Number / Serial Number						
			Premise Address	Enter a location					
					Search				
		B District of Colum	bia Water and Sewer Authority			5000 Overlook Avenue, SIW, Washington	n DC 20082-5212 202-787-3000		_

BPA Search × +						- 0
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👯 Apps 📕 Managed bookmarks 🗿 How do I delete une 🗋 Sea	rch User 🗿 Welcome to DCW Pro	GPS Fleet Tracking an 🕒 New Tab 🚯 Pipeline	- Home 🚯 Pipeline - H	ome		
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	BPA Sea			Transaction		
	Pleas	e search for a premise using the address search or s DO NOT SUBMIT BPA INSPECTION			ar.	
	Asset N	lumber / Serial Init1 Number				
	Pr	emise Address Enter a location				
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		Replacement	nspection	Decommission		
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#### 3a. Enter Serial/Asset Number; then click inspection and go to step 4

#### 3bi. Enter Premise Address, click available address; then click Search

🗅 BPA Search x +								- o ×
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	water is life				~	•		
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			DO NOT SUBMIT BE	PA INSPECTION REPORTS FOR FIRE F	IDRANT USAGE			
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		Number Premise Address						
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				nue Northwest Wishington, DC, USA				
				Northweat Washington, DC, USA				
			Q 2900 10th Street North     Q 2900 Reservoir Road	Northwest Washington, DC, USA		_		
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C type nere to search Q			<u> </u>			Childp Haddless	Ŷ	4/1/2019 28

3bii-. Click red balloon indicating location. Note: if unable to view location; check box next to If you are not able to find a Premise, check this box

BPA Search x +		- व ६ ± Ө
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<u> </u>	Ater is life	
	BPA Search Transactions	
	Please search for a premise using the address search or search for the asset by using Asset number or Senial number.	
	DO NOT SUBMIT BRA INSPECTION REPORTS FOR FIRE HYDRANT USAGE	
	Asset Number / Serial Number	
	Number Premise Address 1900 Donaliton Rate Northwest, Washington, DC, USA	
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	Please hover over the Balloons to view details on the Premises. Click to select	
	Map Satellite 2	
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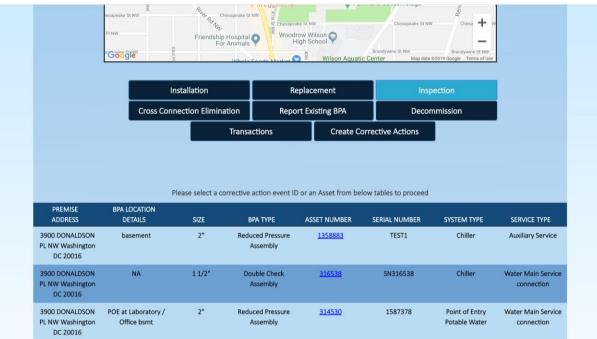
#### **3biii-click inspection**

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	-			
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	Accet Number / Serial			
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		re not able to find a Premise, check this box		
	Barry Barry Con Salary Q			
	Installation Cross Connection Elimination		pection mmbalon	

Note: If registered as inspector and installter all seven options appear. If registered as inspector only, inspection and reporting existing option appears. If registered as installer only, Installation, replacement, cross-connection and decommision option appears.

#### 4. scroll down;

- a. find the corrective action for corresponding asset and click,
- b. if unable to find corrective action, click asset number
- c. if you are unable to find the asset; click reporting existing BPA



Premises with more than 10 assets, will reveal directional signal in the arrows shown at middle right on the figure below. Click on the arrows to navigate for the additonal assemblies

 5				•				
204 DEFENSE BLVD SW Washington DC 20332	RM 140B 6000A	3/4"	NA	31	<u>3790</u>	31616	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	POWER HOUSE #1727	4"	NA	<u>31</u>	<u>3787</u>	A08890	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	BLDG 18 - POWER PLANT - CATWALK SW WALL	3/4"	Reduced Press Assembly	sure <u>3(</u>	<u>8711</u>	3503719	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	BLDG 1300 - CLINIC - MECH RM	3/4"	Reduced Press Assembly	sure <u>3(</u>	<u>8710</u>	625548	HVAC System	Auxiliary Service
204 DEFENSE BLVD SW Washington DC 20332	BLDG 4485 - YOUTH CENTER - MECH RM SOUTH	3/4"	Reduced Press Assembly	sure <u>3(</u>	<u>8709</u>	653363	NA	NA
Showing 11 t	to 20 of 260 entries							
CORRECTIVE ACTION EVENT ID	CORRECTIVE ACTION TYPE	BPA LOCATION DETAILS	SIZE	ВРА ТҮРЕ	ASSET NUMBER	SERIAL NUMBER	SYSTEM TYPE	SERVICE TYPE
<u>2577</u>	Inspection	BLDG 485-FIRE PUMP ROOM 10102	6"	Double Check Assembly	306279	IL-1997	Fire Sprinkler	Main Fire Service
<u>2578</u>	Inspection	245 MURRAY LN SW-VEHICLE BAY	2"	Reduced Pressure Assembly	1055187	3753125	VEHICLE WASH DOWN & BATHROOM	Auxiliary Service
<u>2734</u>	Inspection	245 MURRAY LN SW-BLDG 485, MECHANICAI	3/4"	Reduced Pressure Assembly	1055188	3 021236	REVERSE OSMOSIS WATER	Auxiliary Service

## Section C: Adding Inspection

1. Enter all required information and scroll down to click Add Inspection

Backflow Prevention Assembly D × +							-	Ø
← → C 🏠 🔒 https://3pp.dcwater.com/8PAUserInstallation/Load8PAInstallationDetails							0, ☆	Θ
🗄 Apps 📔 Managed bookmarks 🔄 How do I delete univ: 🗋 Search User 🧿 Welcome to DCW Pr:	GPS Fleet Tracking a							
		Backflow Preventi	on Assembly Details					
Serv	vice Address							
	Address	3900 DONALDSON PL NW WASHIN	NGTON DC 20016					
On-3	Site Contact Information	(Engineer or Property Man	ager)					
	Contact Name *	pierre constant		pconstant@dcwater.com				
	Phone Number *	202-364-3138						
(offs	Site Contact Information	(Service Address Owner or I	Manager)					
		same as On-Site Contact details						
	Contact Name *	pierre constant	Email Address *	pconstant@dcwater.com				
	Phone Number *	202-364-3138						
	House Number *	3900	Street Name *	DONALDSONPL				
	House Number Suffix		Apt/Suite/Unit Number					
	Intersection							
	City *	Washington	State *	DC - District of Columbia				
	Quadrant *	NW	Zip *	20016				
Back	kflow Prevention Assemb	bly Information						
	Location Details*	Pent house			0			
	Assembly Make *	Ames 🔻	Model Number *	12345				
	Size *	21	Serial Number *	TEST1				
	Assembly Type *	Reduced Pressure Assembly	System Type *	Boller ¥				
	Service Type *	Auxiliary Service •	Unprotected by-pass line around assembly ? *	Select ¥				
	Is Building part of *	Government •						
	Last inspected By	Pierre Constant	Last inspected Date	3/22/2019				
		Add Is	rspection					
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Write all variables for the following field boxes-Assembly Type; System Type; Service Type

2a. Enter Failed Inspection Report; Enter Date and Fail (with Failure Description) and Click Previous to edit previous page or Review to move to next step.

d	r is life	+ Hon	ne - 🗙 Services -	My Account -
	Bac	kflow Prevention Assembly Ins	pection Details	
	BPA Test / Inspection Result Pass O F	ail • Da	te of Inspection* 03/28/2019	
	Failure Description			
	Failure Description •			
		Previous Review		
	District of Columbia Water and Sewer Authority		5000 Overlook Avenue, S.W., Washington,	Dr. 20032-5212 202-787-2000

2b. Enter Pass Inspection for Double Check (DC) BPA (ASSE 1015); Enter test values; Click Previous to edit previous page or Review to move to next step.

water is life			A Home - 🗙	Services 👻	My Account -
	Ba	ackflow Prevention Ass	embly Inspection Deta	ils	
	BPA Test / Inspection Result				
	Pass 💌	Fail O	Date of Inspection*	03/28/2019	
	Double Check Assembly				
	1st Check *	Closed Tight At	2nd Check *	Closed Tight At	
	Test Gauge Information Test Gauge Serial Number		Test Gauge Last Calibration	03/20/2019	
			Date *		
		Previous	Review		
© District of C	Columbia Water and Sewer Authority		5000 Overloi	ok Avenue, S.W., Washington, DC 20032-	2-5212 202-787-2000

2c. Enter pass inspection for Reduced Pressure (RP) BPA (ASSE 1013); Enter test values; Click Previous to edit previous page or Review to move to next step.

Ba	ckflow Prevention	Assembly Inspection Deta	ils	
BPA Test / Inspection Result				
Pass 🖲	Fail 🖸	Date of Inspection*	03/04/2019	ī
Reduced Pressure Assembly	1			
	Opened At			
Relief Vent *	2.0	Appropriate air gap at relief vent?*	Yes •	
	Closed Tight At		Closed Tight At	
1st Check*	7.0	2nd check *	6.0	
	Closed Tight At			
Backsiphonage	0	_		
Test Gauge Information				
Test Gauge Serial Number		Test Gauge Last Calibration Date *	03/03/2019	)
Comments				
and the second second				
Comments				
	Previou	us Review		
C District of Columbia Water and Sewer Authority		5000 Overloo	ok Avenue, S.W., Washington, DC 200	32-5212 202-787-2000

2d. Enter pass inspection for Pressure Vacuum Breaker (PVB) (ASSE 1020); Enter test values; Click Previous to edit previous page or Review to move to next step.

dca water is life			A Home - 🗙	Services -	My Account -	
	Ва	ackflow Prevention Asse	embly Inspection Det	tails		
	BPA Test / Inspection Result					
	Pass •	Fail 🔾	Date of Inspection*	03/27/2019		
	Pressure Vaccum Breaker As	ssembly				
		Opened At		Opened At		
	Air Inlet *	3.0	Check Value *	3.0		
	Test Gauge Information					
	Test Gauge Serial Number		Test Gauge Last Calibration Date •			
		Previous	Review			
District of Coli	umbia Water and Sewer Authority		5000 Overli	look Avenue, S.W., Washington, DC 20032-	5212 202-787-2000	

3. Click Print icon (top Right)

 ater is life	A Hom	e 🗙 Services 🗸	Ser Management	-
Ba	ckflow Prevention Ass	embly Inspection Repo	rt	
	print this page (click icon in upp	er right corner of the page) and gi	ive it to the customer.	
Service Address				
Address	204 DEFENSE BLVD SW WASHINGTO	DN DC 20332		
On-Site Contact Information	(Engineer or Property Manag	ger)		
Contact Name *	REGGIE MCCOTTER	Email Address *	TODDESTUS@CRWMECHANICA	
Phone Number *	703-559-2210			
Off-Site Contact Information	(Service Address Owner or N	1anager)		
	e same as On-Site Contact details			
Contact Name *	REGGIE MCCOTTER	Email Address *	TODDESTUS@CRWMECHANICA	
Phone Number *	703-559-2210			
House Number *	204	Street Name *	DEFENSE BLVD	
House Number Suffix		Apt/Suite/Unit Number		
Intersection				
City •	Washington	State *	DC - District of Columbia 🔹	
Quadrant *	SW	Zip *	20332	
Backflow Prevention Assemb	ly Information			
Location Details *	245 MURRAY LN SW-VEHICLE BAY		0	

#### 4. Generate Print page.

Print				3/22/2019	Backflow Prev	vention Assembly Inspection Report		
Total: 2 sheet	s of paper			Bai	ckflow Prevention As	sembly Inspection Repo	rt	ę.
	Print	Cancel		Per DCRA regulations, j Service Address	arint this page (click icon in up	per right corner of the page) and g	we it to the customer.	
				Address	3900 DONALDSON PL NW WASHIN	WGTON DC 20016		
Destination	ion if fre-trailer01 on bst-winm Change All e.g.1-5, 8, 11-13 1 Portrait			On-Site Contact Information[E	ingineer or Property Manag	ger)		
	Change			Contact Name *	pierre constant	Email Address *	pconstant@dowates.com	
				Phone Number *	202-364-3138			
Pages	ation in fre-trailer01 on bst-winm Change a All c.e.g. 1-5, 8, 11-13 a 1 Portrait			Off-Site Contact Information[5	iervice Address Owner or N	Aanager)		
	0 80 1-5 8 1	1-13		Off-site details are	same as On-Site Contact details			
	0 0.9.10,0,1	110		Contact Name *	pierre constant	Email Address *	pconstant@dcwater.com	
Copies	1			Phone Number *	202-364-3138			
Copies				House Number *	3900	Street Name *	DONALDSONPL	
Laurant	Destroit			House Number Suffix		Apt/Suite/Unit Number		
Layout	Foldalt	•		Intersection				
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Color	Color	Ŧ		Quadrant *	NW	Zp*	20016	
				Backflow Prevention Assembly	rinformation			
More settings		~		Location Details *	basement			0
				Assembly Make *	Ans V	Model Number*	12345	
Print using sys	stem dialog (Ctrl+Sh	ift+P) 🛛		Size •	<i>z</i> <b>v</b>	Serial Number*	TEST1	
				Assembly Type *	Reduced Pressure Assemit 🛛 🔻	System Type *	Chiler 🔻	
				Service Type *	Audiary Service 🛛 🔻	Unprotected by-pass line around assembly ?*	No T	
				Is Building part of	Covernment 🔻			
				Last Inspected By	Pierre Constant	Last Inspected Date	7/12/2018	
					uthority			

#### 5. Click confirm

Pass	Fail O	Date of Inspection*	03/06/2019	
Double Check Assembly				
	Closed Tight At		Closed Tight At	
1st Check *	2	2nd Check *	3	
Test Gauge Information				
Test Gauge Serial Number		Test Gauge Last Calibration	01/03/2019	
		Date *		
	Edit	Confirm		

#### 6. View Transaction reference number

water is life	A Home	X Services -	💁 User Management 🗸	1.
Backflow Prevention Assembly Details have b	peen submitted su	ccessfully. Transac	tion reference number is T	RN6529.

#### Sample of electronic automated generated email confirmation notification after each transaction.

Inspector: p constant

Onsite Contact: pierre Constant Offsite Contact: pierre Constant

The following transaction was approved.

Transactior Number	Inspection Reference Number	Premise	Location Details	ВРА Туре	Size	Asset#	Serial#	Status	System Type	Service Type
TRN6529	INS18989	3900 DONALDSON PL NW Washington DC 20016	basement	Double Check Assembly		314529	003968		Potable	Water Main Service connection

Transaction type	Transaction Date	Inspected Date
Update Installation	03/22/2019	03/14/2019

If you have any questions, please contact the DC Water Compliance Program. You must provide the transaction number.

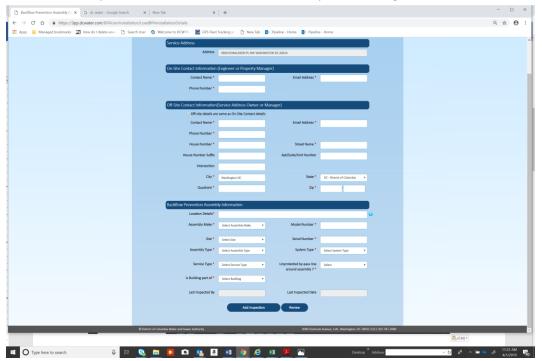
DC Water Compliance Program Office: 202-364-3144 Email: Compliance@dcwater.com

## Section D: Reporting Existing Device

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		Please search for a premise using the address search for search for the asset by using Asset number of Serial number. DO NOT SUBJECTION REPORTS FOR INFE HYDRANT USAGE Asset Number / Serial	
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Cross Connection Elimination Report Existing BPA Decommission Transactions		Image     Section       Image     Section	
		Cross Connection Elimination Report Existing BPA Decommission	
Contract Contraction Ward and Service Andready     Service Contraction Co		t of Calumbia Water and Sewer Authority 5000 Overlook Avenue, SM, Washington, DC 20003-5112 200-707-0000	

1. Click reporting existing BPA

1. Enter all required information; then click add inspection and go to section C



## Section E: Entering inspection for unable to find premises

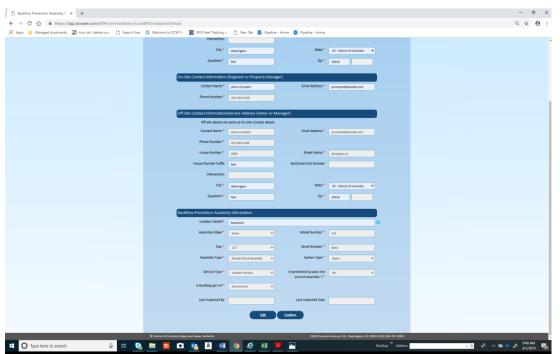
#### 1. Click reporting installation or existing BPA

dic water is h	forme - ★ Services - L My Account -	
	EXA Search     Francetors     Faces search for a premise using the address search or search for the asset by using Asset number or Search number     CO NOT SUBMIT BAN ROPECTION REPORTS FOR HEE HYDRART USAGE	
	Asatt Number (Senal Number Premis Admts 1930 Dusatus Faux Kurteski, NauTagan, SC, SA	
	If you are not able to find a Premise, check this box * Please hover over the Balloons to view details on the Premises. Click to select	

#### 2. Enter field values and attributes

Backflow Prevention Assembly D: × +							-	. 0	×
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	House Number Suffix		Apt/Suite/Unit Number						^ <sup>1</sup>
	Intersection								
	City*	Washington DC	State •	DC - District of Columbia 🔻					
	Quadrant *		Zp*						
	On-Site Contact Information	(Engineer or Property Mana	ger)						- 1
	Contact Name *		Email Address						- 11
	Phone Number *								- 11
									- 1
	Off-Site Contact Information(		fanager)						
	Off-site details are Contact Name *	same as On-Site Contact details	Email Address *						
			Email Address *						- 11
	Phone Number *								- 11
	House Number *		Street Name *						- 11
	House Number Suffix		Apt/Suite/Unit Number						- 11
	Intersection								- 11
	City*	Washington DC	State *	DC - District of Columbia					- 11
	Quadrant *		Zp *						- 11
									- 11
	Backflow Prevention Assemb	ly Information							- 11
	Location Details*				0				- 11
	Assembly Make *	Select Assembly Make 🔻	Model Number *						- 11
	Size *	Select Size *	Serial Number *						- 11
	Assembly Type *	Select Assembly Type 🔹	System Type *	Select System Type 🔻					- 11
									- 11
	Service Type *	Select Service Type 🔹	Unprotected by-pass line around assembly ? *	Select •					
	Is Building part of *	Select Building •							- 11
	Last inspected By		Last inspected Date						- 11
	tast majoritor by		task inspected pass						- 11
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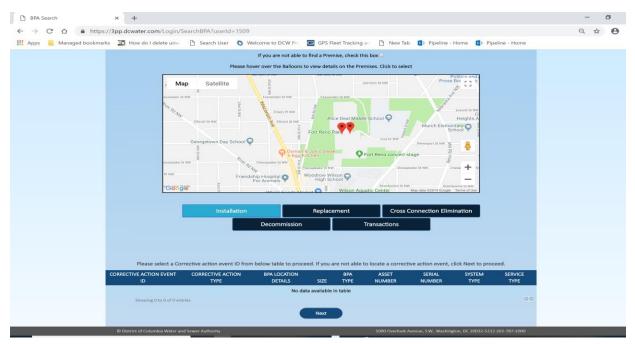
#### 3. Click confirm



Note: You will be unable to add inspection until DC Water admin reviews and approves the transaction

## Section F: Installation

1. Click on Installation and then Next

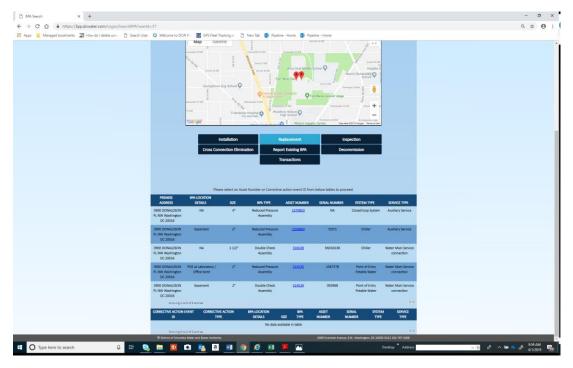


2. Enter all required information; then click add inspection and go to Section C

Backflow Prevention Assembly D × +							-	0
→ C A ■ https://3pp.dcwater.com/BPAUserInstallation/LoadB	Dilasta Ration Data In						Q \$	
Apps Kanaged bookmarks 2 How do I delete unit: 1 Search User		D. No. 74 S. Post	. Harris 💼 Martine Harris				ਪ ਮ	9
Apps Managed bookmarks 23 How do I delete unvi D Search User	Welcome to DCW Pro GPS Fleet Tracking a		on Assembly Details					
		backhow revenu	on resenting becaus					
	Service Address							
	Address	3900 DONALDSON PL NW WASHIN	IGTON DC 20056					
	On-Site Contact Information	(Engineer or Property Man	arer)					
	Contact Name *	(	Email Address *					
	Phone Number *							
	Prione Number *							
	Off-Site Contact Information	(Service Address Owner or I	Manager)					
	Off-site details are	same as On-Site Contact details						
	Contact Name *		Email Address *					
	Phone Number *							
	House Number *		Street Name *					
	House Number Suffix							
			Apt/Suite/Unit Number					
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## Section G: Replacement

Note: Replacement is a combination of decommissioning and installing of BPA asset



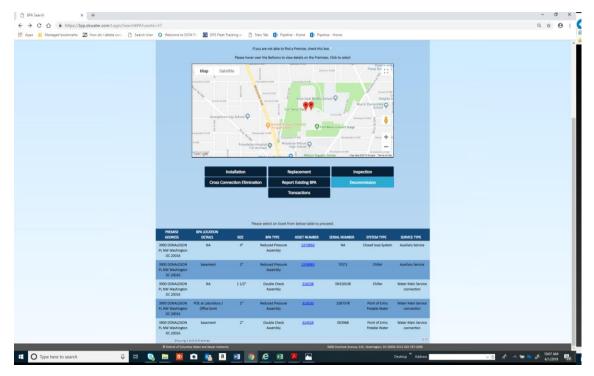
1. Click replacement; then click asset number

2. Enter all required information; then click add inspection and go to Section C

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## Section H: Decommission

1. Click decommission; then click asset number



#### 2. Click image folder

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#### 4. Click upload; then OK

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5. Upload second image by following steps 2 to 3. Note: Make sure you see view option to confirm upload was successful

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#### 6. Click review

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8. Confirm transaction was successful when you see the image below

