



# 3rd Party Portal

**Backflow Preventer Inspection,  
Installation & Decommission**

**Quick Guide  
for Users**

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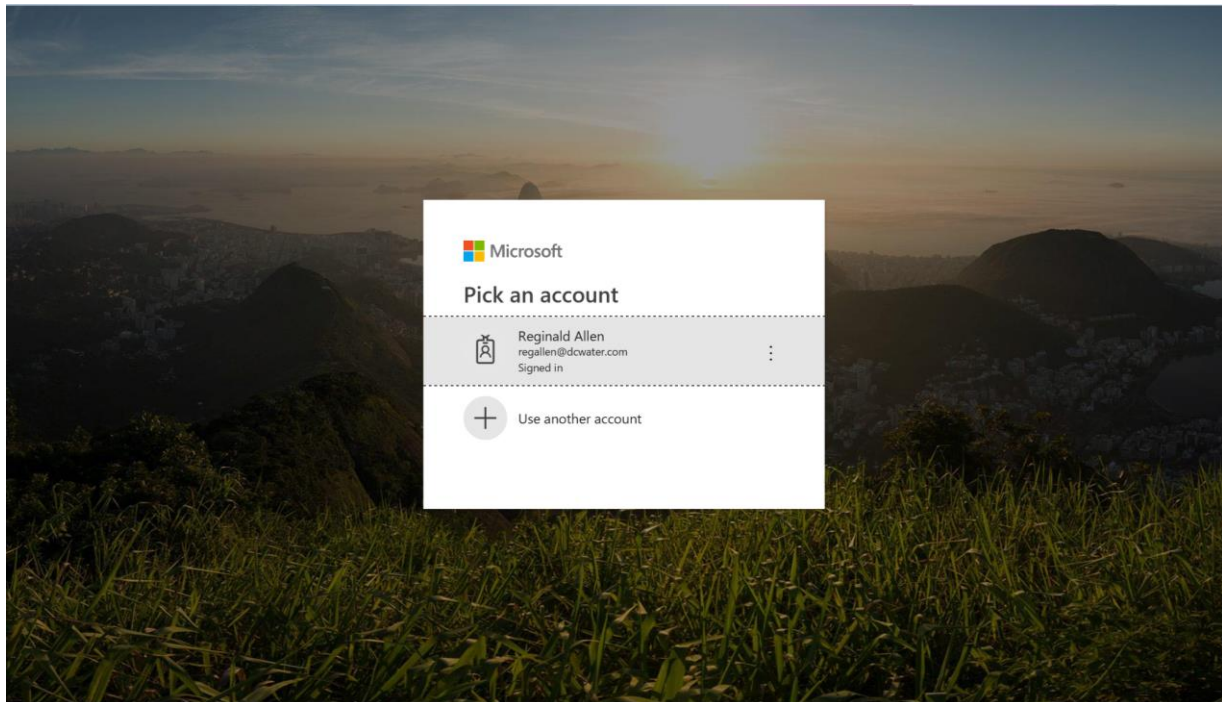
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## Section A: Log-in

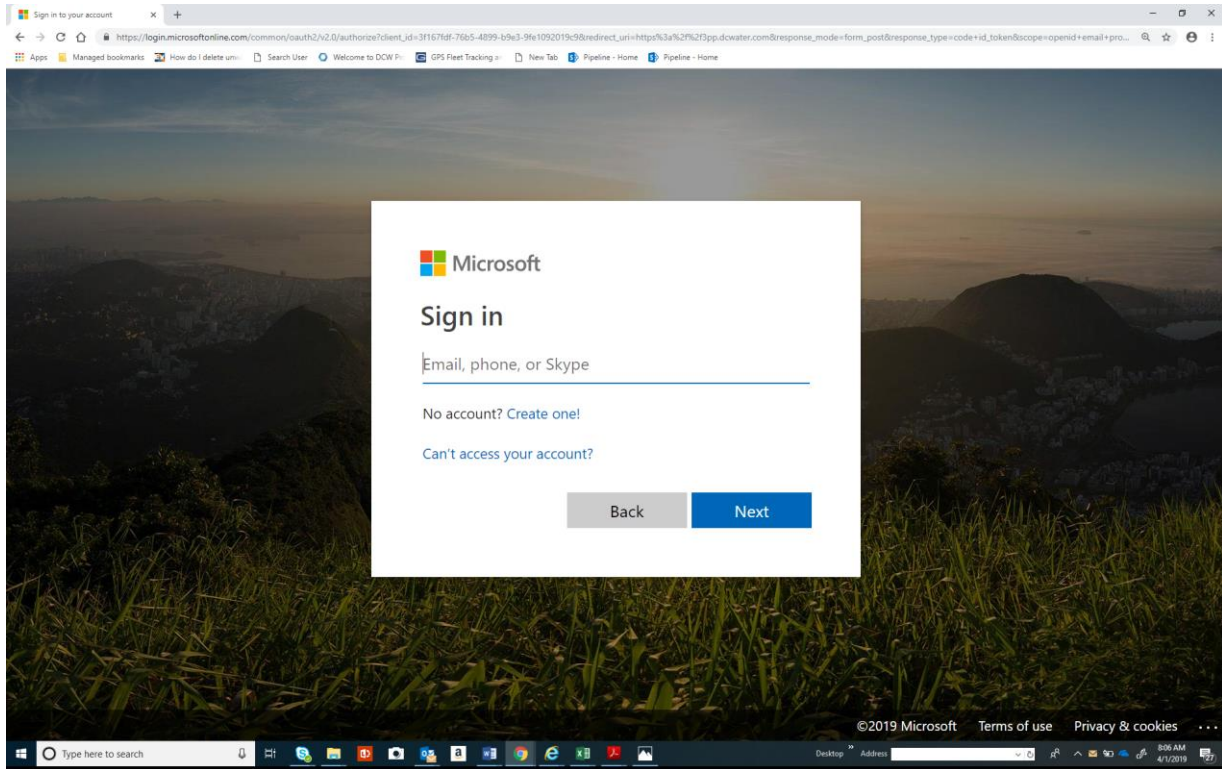
1. Sign In via <https://3pp.dwater.com>



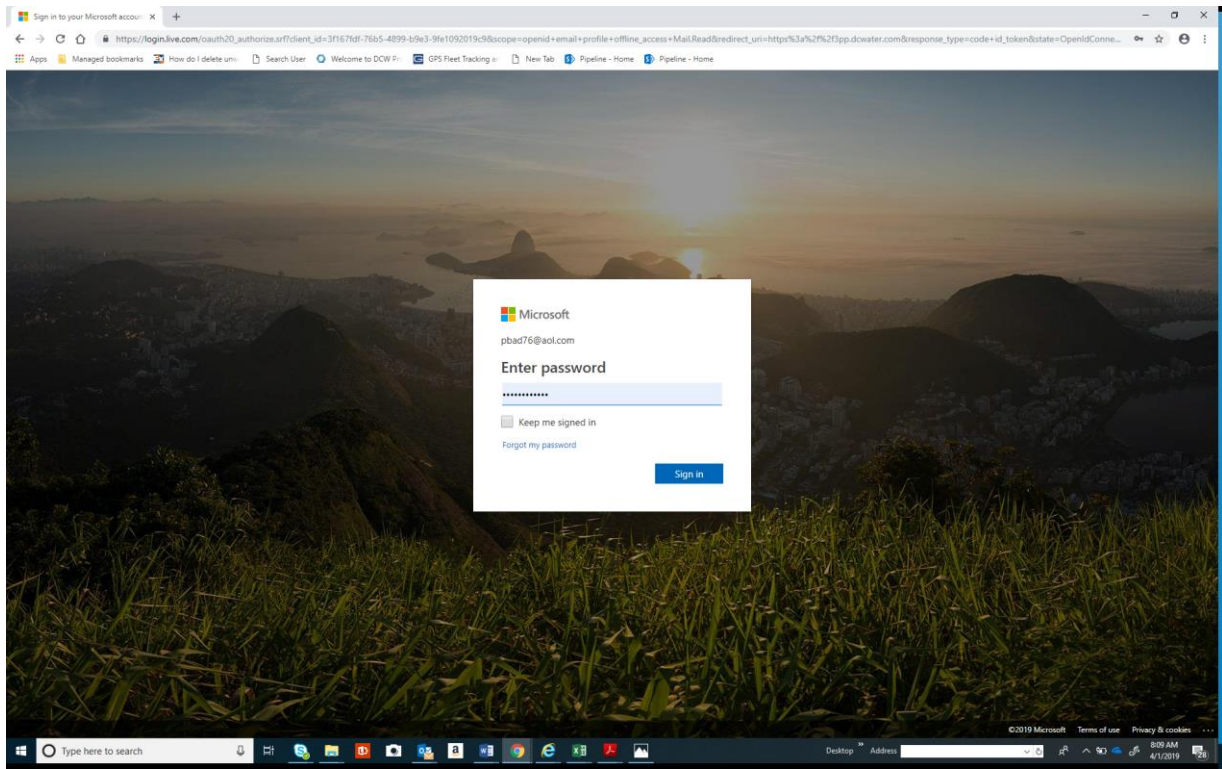
2. Click use another account



### 3. Enter your Microsoft accepted email address

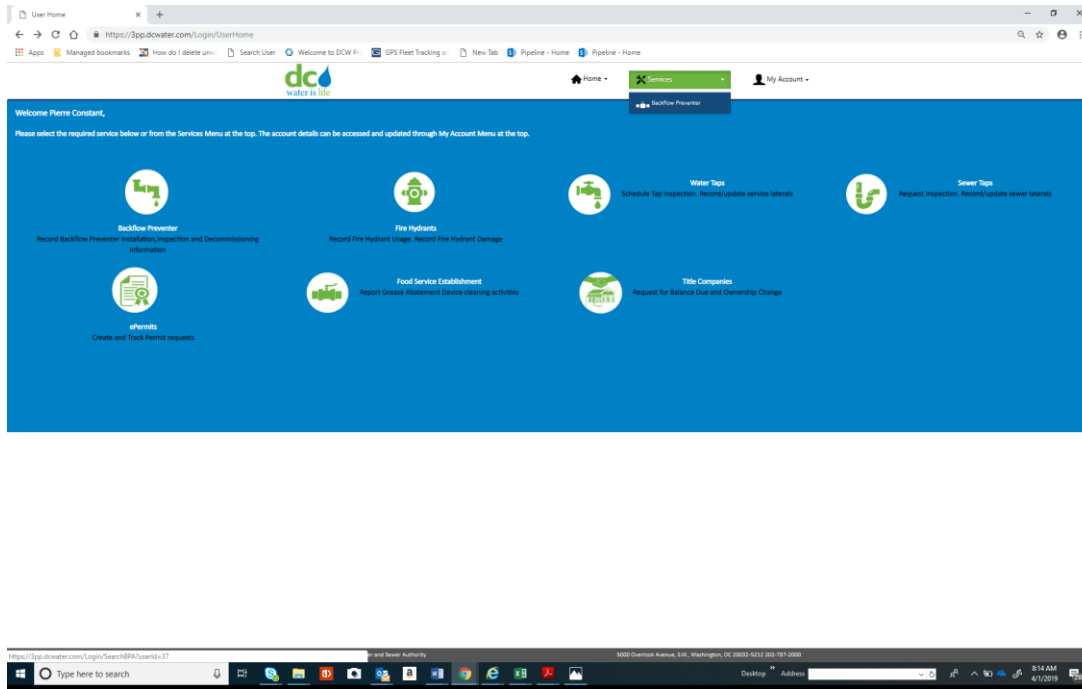


### 4. Enter your password

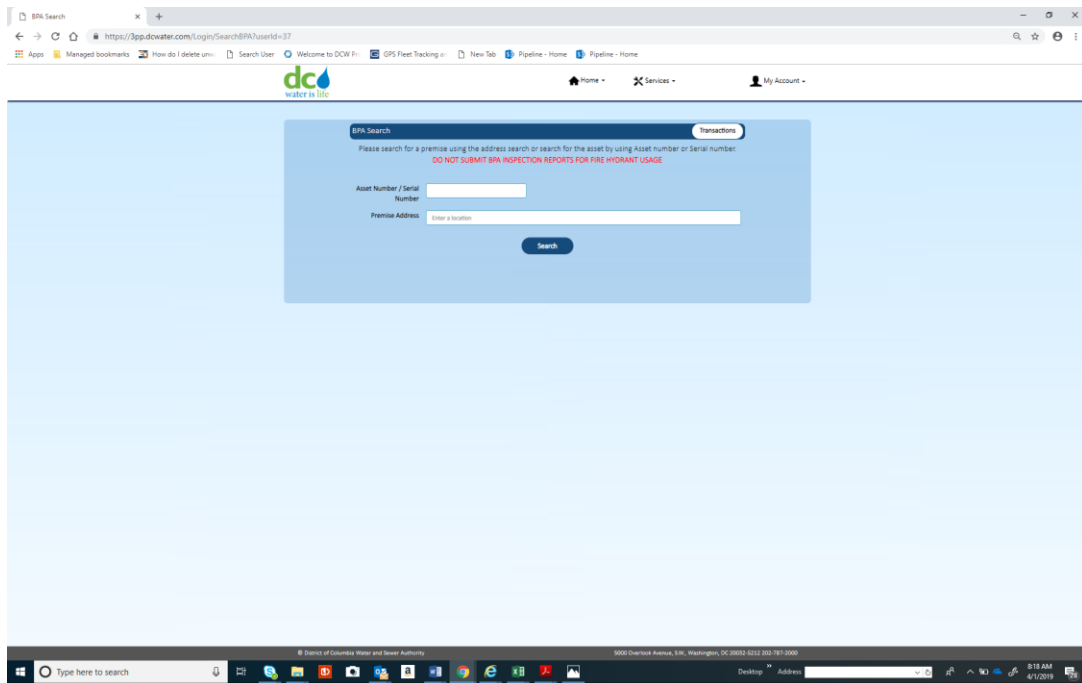


# Section B: Finding BPA

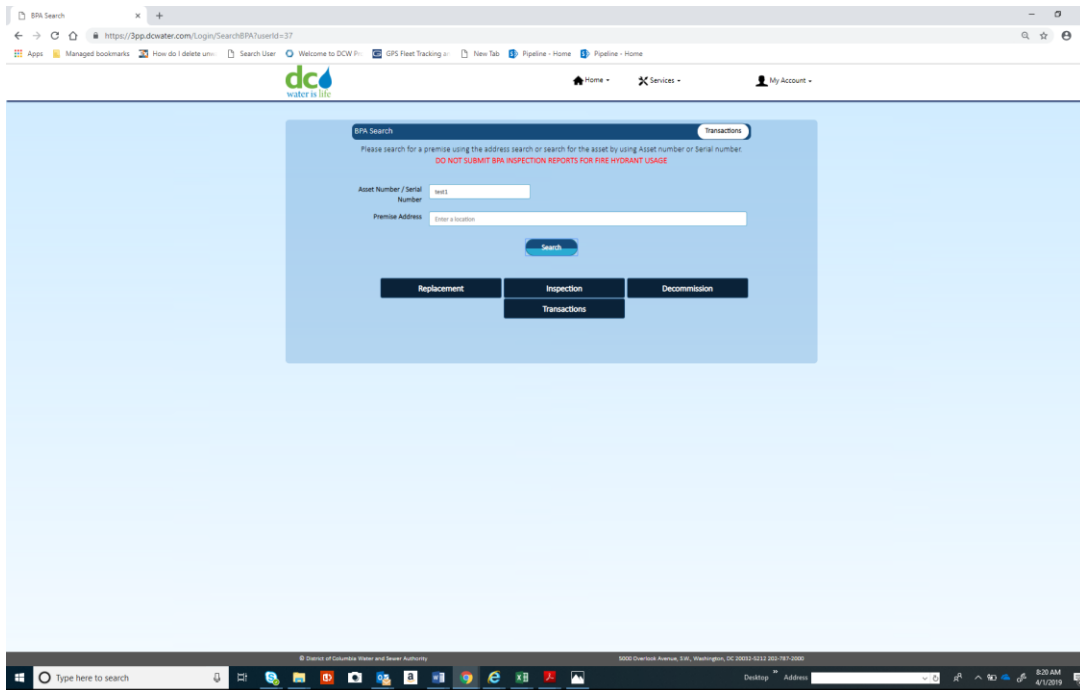
1. Click backflow preventers icon or services; then backflow preventers



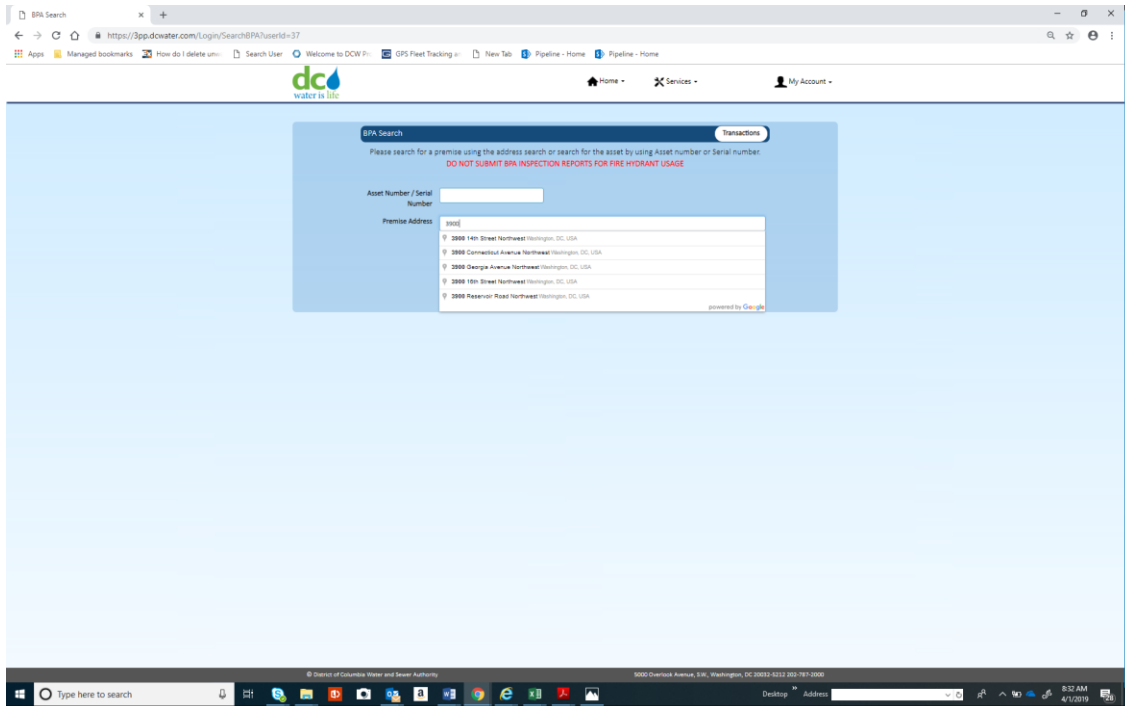
2. Enter serial/asset number or premise address



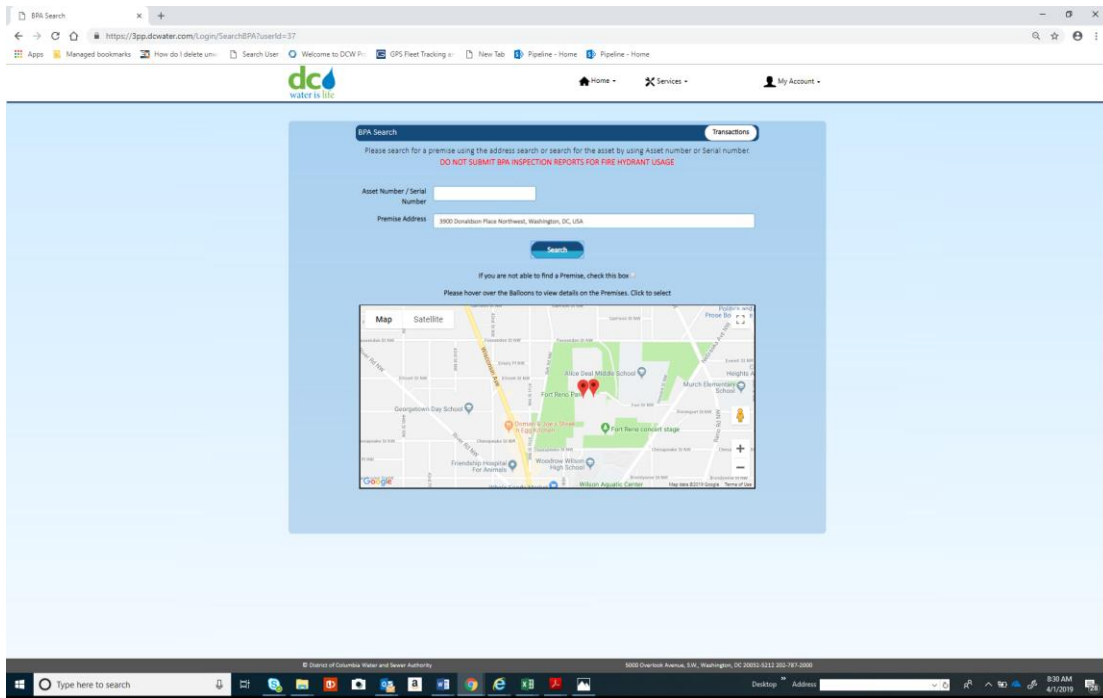
3a. Enter **Serial/Asset Number**; then click **inspection** and go to step 4



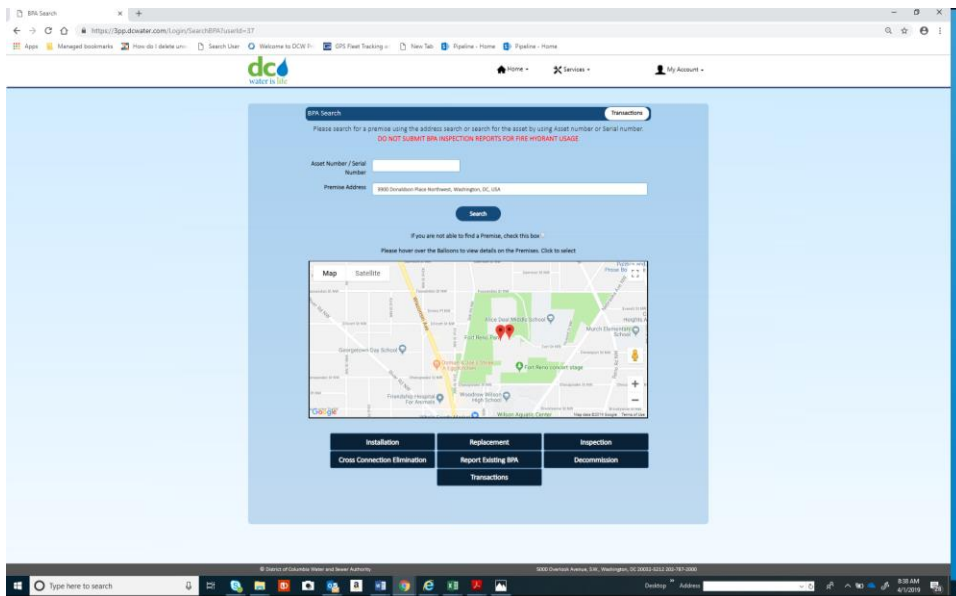
3bi. Enter **Premise Address**, click **available address**; then click **Search**



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



3biii-click inspection



Note: If registered as inspector and installer 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 decommission 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**

PREMISE ADDRESS	BPA LOCATION DETAILS	SIZE	BPA TYPE	ASSET NUMBER	SERIAL NUMBER	SYSTEM TYPE	SERVICE TYPE
3900 DONALDSON PL NW Washington DC 20016	basement	2"	Reduced Pressure Assembly	<a href="#">1358883</a>	TEST1	Chiller	Auxiliary Service
3900 DONALDSON PL NW Washington DC 20016	NA	1 1/2"	Double Check Assembly	<a href="#">316538</a>	SN316538	Chiller	Water Main Service connection
3900 DONALDSON PL NW Washington DC 20016	POE at Laboratory / Office bsmt	2"	Reduced Pressure Assembly	<a href="#">314530</a>	1587378	Point of Entry Potable Water	Water Main Service connection

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 additional assemblies

204 DEFENSE BLVD SW Washington DC 20332	RM 140B 6000A	3/4"	NA	<a href="#">313790</a>	31616	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	POWER HOUSE #1727	4"	NA	<a href="#">313787</a>	A08890	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	BLDG 18 - POWER PLANT - CATWALK SW WALL	3/4"	Reduced Pressure Assembly	<a href="#">308711</a>	3503719	NA	NA
204 DEFENSE BLVD SW Washington DC 20332	BLDG 1300 - CLINIC - MECH RM	3/4"	Reduced Pressure Assembly	<a href="#">308710</a>	625548	HVAC System	Auxiliary Service
204 DEFENSE BLVD SW Washington DC 20332	BLDG 4485 - YOUTH CENTER - MECH RM SOUTH	3/4"	Reduced Pressure Assembly	<a href="#">308709</a>	653363	NA	NA

Showing 11 to 20 of 260 entries

CORRECTIVE ACTION EVENT ID	CORRECTIVE ACTION TYPE	BPA LOCATION DETAILS	SIZE	BPA TYPE	ASSET NUMBER	SERIAL NUMBER	SYSTEM TYPE	SERVICE TYPE
<a href="#">2577</a>	Inspection	BLDG 485-FIRE PUMP ROOM 10102	6"	Double Check Assembly	306279	IL-1997	Fire Sprinkler	Main Fire Service
<a href="#">2578</a>	Inspection	245 MURRAY LN SW-VEHICLE BAY	2"	Reduced Pressure Assembly	1055187	3753125	VEHICLE WASH DOWN & BATHROOM	Auxiliary Service
<a href="#">2734</a>	Inspection	245 MURRAY LN SW-BLDG 485, MECHANICAL	3/4"	Reduced Pressure Assembly	1055188	021236	REVERSE OSMOSIS WATER	Auxiliary Service



# Section C: Adding Inspection

1. Enter all required information and scroll down to click [Add Inspection](#)

The screenshot shows a web browser window displaying the 'Backflow Prevention Assembly Details' form. The form is titled 'Backflow Prevention Assembly Details' and is divided into several sections:

- Service Address:** Address: 3900 DONALDSON PL NW WASHINGTON DC 20016
- On-Site Contact Information (Engineer or Property Manager):** Contact Name: pierre constant, Email Address: pconstant@dcwater.com, Phone Number: 202.364.8138
- Off-Site Contact Information (Service Address Owner or Manager):** Contact Name: pierre constant, Email Address: pconstant@dcwater.com, Phone Number: 202.364.8138, House Number: 3900, Street Name: DONALDSON PL, City: Washington, State: DC - District of Columbia, Zip: 20016
- Backflow Prevention Assembly Information:** Location Details: Pent house, Assembly Make: Ames, Model Number: 12345, Size: 1", Serial Number: 10371, Assembly Type: Reduced Pressure Assembly, System Type: Boiler, Service Type: Auxiliary Service, Is Building part of: Government, Last Inspected By: Pierre Constant, Last Inspected Date: 3/22/2019

An 'Add Inspection' button is located at the bottom of the form.

*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.

The screenshot shows the 'Backflow Prevention Assembly Inspection Details' form. The form is titled 'Backflow Prevention Assembly Inspection Details' and is divided into several sections:

- BPA Test / Inspection Result:** Pass , Fail , Date of Inspection: 03/28/2019
- Failure Description:** Failure Description: [Empty text box]

'Previous' and 'Review' buttons are located at the bottom of the form.

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.

**Backflow Prevention Assembly Inspection Details**

**BPA Test / Inspection Result**  
 Pass  Fail  Date of Inspection\* 03/28/2019

**Double Check Assembly**  
 Closed Tight At Closed Tight At  
 1st Check\* 2.0 2nd Check\* 4.0

**Test Gauge Information**  
 Test Gauge Serial Number Test Gauge Last Calibration Date\* 03/20/2019

[Previous](#) [Review](#)

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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.

**Backflow Prevention Assembly Inspection Details**

**BPA Test / Inspection Result**  
 Pass  Fail  Date of Inspection\* 03/04/2019

**Reduced Pressure Assembly**  
 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\* 03/08/2019

**Comments**  
 Comments

[Previous](#) [Review](#)

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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.

**Backflow Prevention Assembly Inspection Details**

**BPA Test / Inspection Result**  
 Pass  Fail  Date of Inspection \* 03/27/2019

**Pressure Vacuum Breaker Assembly**  
 Opened At  
 Air Inlet \* 3.0 Check Value \* 3.0

**Test Gauge Information**  
 Test Gauge Serial Number Test Gauge Last Calibration Date \* 03/26/2019

[Previous](#) [Review](#)

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3. Click [Print](#) icon (top Right)

**Backflow Prevention Assembly Inspection Report**

Per DCRA regulations, print this page (click icon in upper right corner of the page) and give it to the customer.

**Service Address**  
 Address 204 DEFENSE BLVD SW WASHINGTON DC 20332

**On-Site Contact Information(Engineer or Property Manager)**  
 Contact Name \* REGGIE MCCOTTER Email Address \* TODDESTUS@CRIWMCHANICA  
 Phone Number \* 703-559-2210

**Off-Site Contact Information(Service Address Owner or Manager)**  
 Off-site details are same as On-Site Contact details  
 Contact Name \* REGGIE MCCOTTER Email Address \* TODDESTUS@CRIWMCHANICA  
 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 Assembly Information**  
 Location Details \* 245 MURRAY LN SW-VEHICLE BAY

Print icon

#### 4. Generate Print page.

Print  
Total: 2 sheets of paper

Destination: fre-trailer01 on bst-winn...

Pages:  All  
 e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Color: Color

More settings

Print using system dialog... (Ctrl+Shift+P)

3/23/2019 Backflow Prevention Assembly Inspection Report

**Backflow Prevention Assembly Inspection Report**

Per DCRA regulations, print this page (click icon in upper right corner of the page) and give it to the customer.

Service Address:

On-Site Contact Information (Engineer or Property Manager)  
Contact Name \*  Email Address \*   
Phone Number \*

Off-Site Contact Information (Service Address Owner or 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 \*   
Intersection \*   
City \*  State \*   
Quadrant \*  Zip \*

Backflow Prevention Assembly Information  
Location Details \*   
Assembly Make \*  Model Number \*   
Size \*  Serial Number \*   
Assembly Type \*  System Type \*   
Service Type \*  Unprotected by pass line around assembly? \*   
Is Building part of \*   
Last Inspected By \*  Last Inspected Date \*

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#### 5. Click confirm

**BPA Test / Inspection result**

Pass  Fail  Date of Inspection \*

**Double Check Assembly**

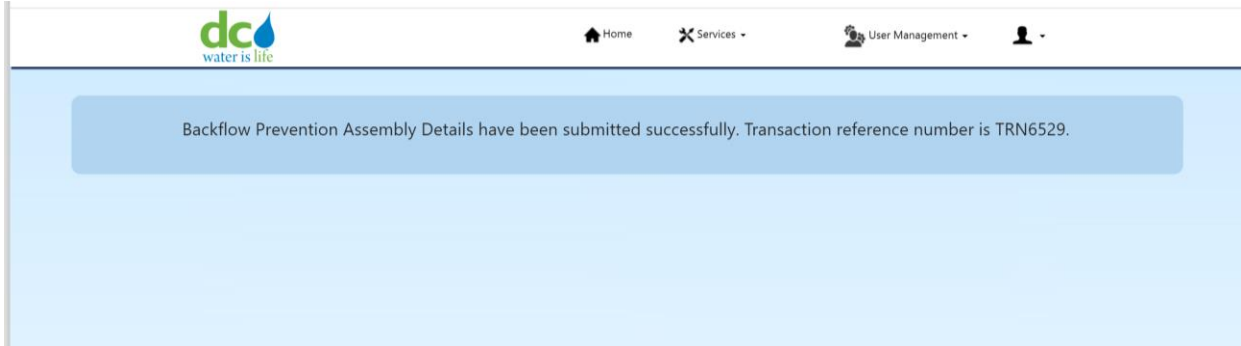
Closed Tight At

1st Check \*  2nd Check \*

**Test Gauge Information**

Test Gauge Serial Number  Test Gauge Last Calibration Date \*

## 6. View Transaction reference number



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.

Transaction Number	Inspection Reference Number	Premise Address	Location Details	BPA Type	Size	Asset#	Serial#	Status	System Type	Service Type
TRN6529	INS18989	3900 DONALDSON PL NW Washington DC 20016	basement	Double Check Assembly	2"	314529	003968	Passed	Point of Entry Potable Water	Water Main Service connection

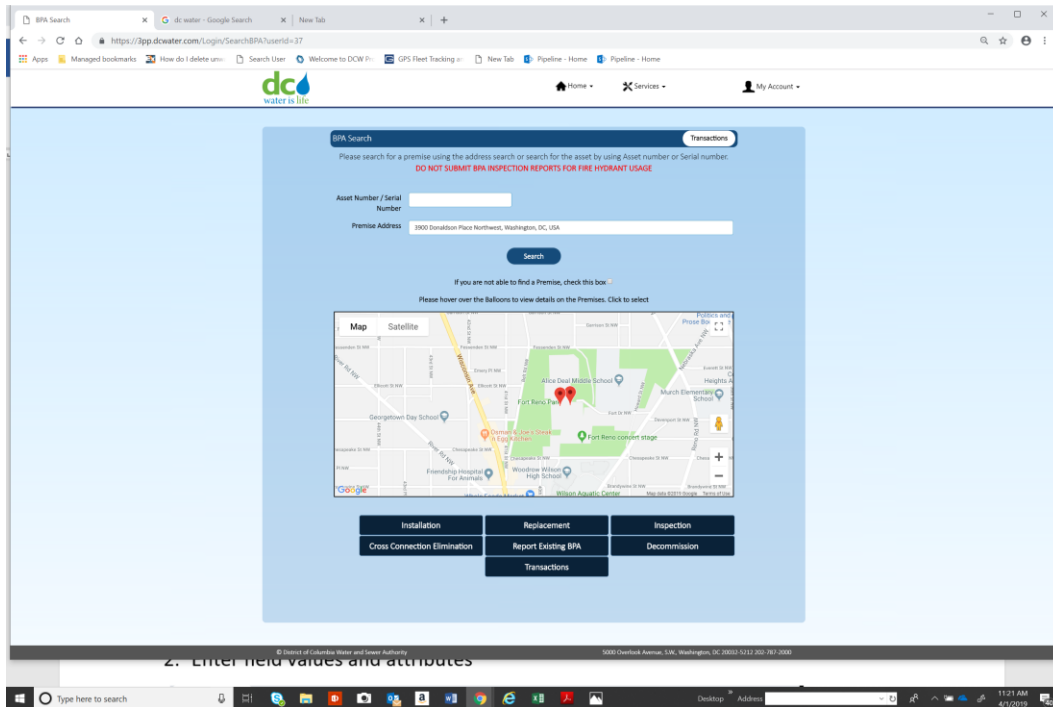
Transaction type	Transaction Date	Inspected Date
Update Installation	03/22/2019	03/14/2019

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

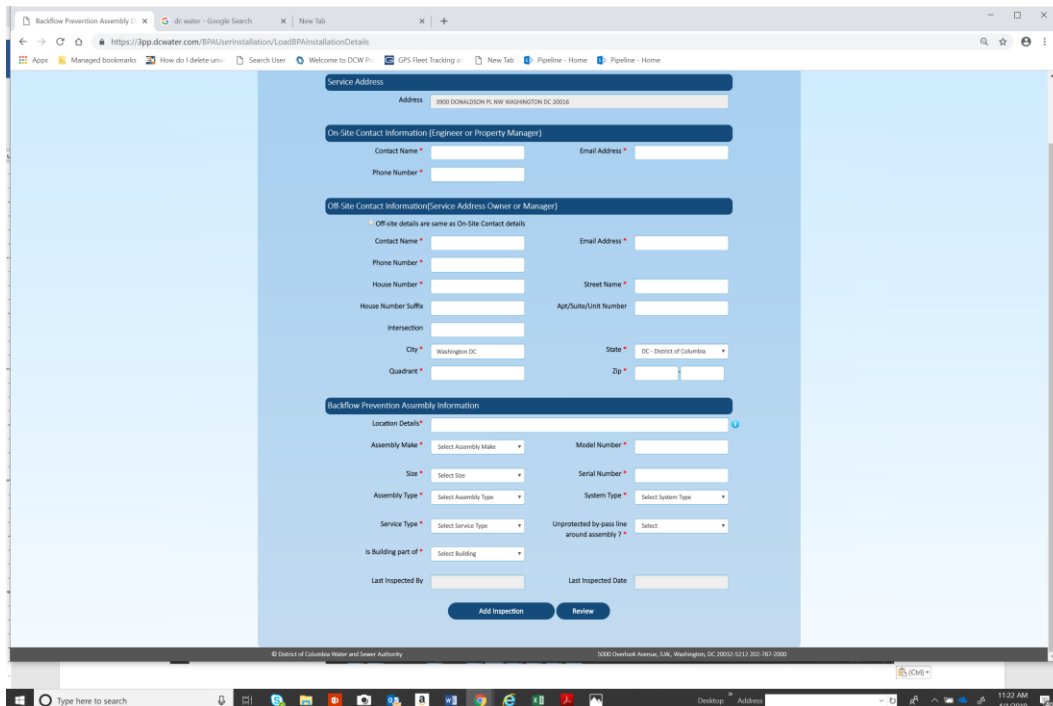
DC Water Compliance Program
Office: 202-364-3144 Email: <a href="mailto:Compliance@dcwater.com">Compliance@dcwater.com</a>

# Section D: Reporting Existing Device

## 1. Click reporting existing BPA

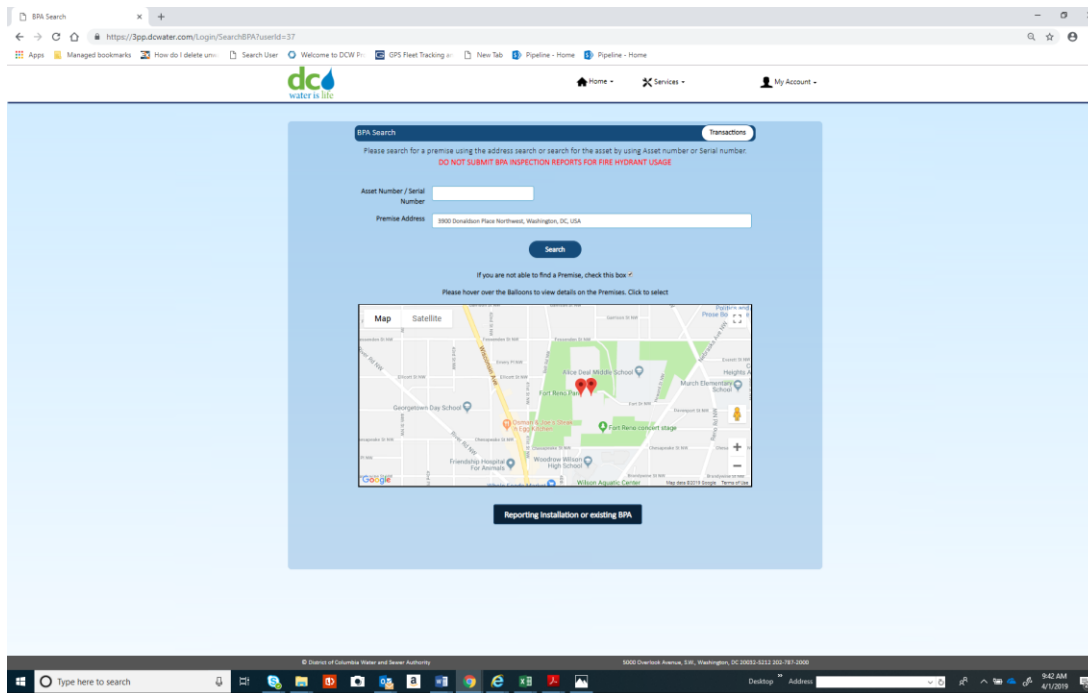


## 1. Enter all required information; then click add inspection and go to section C

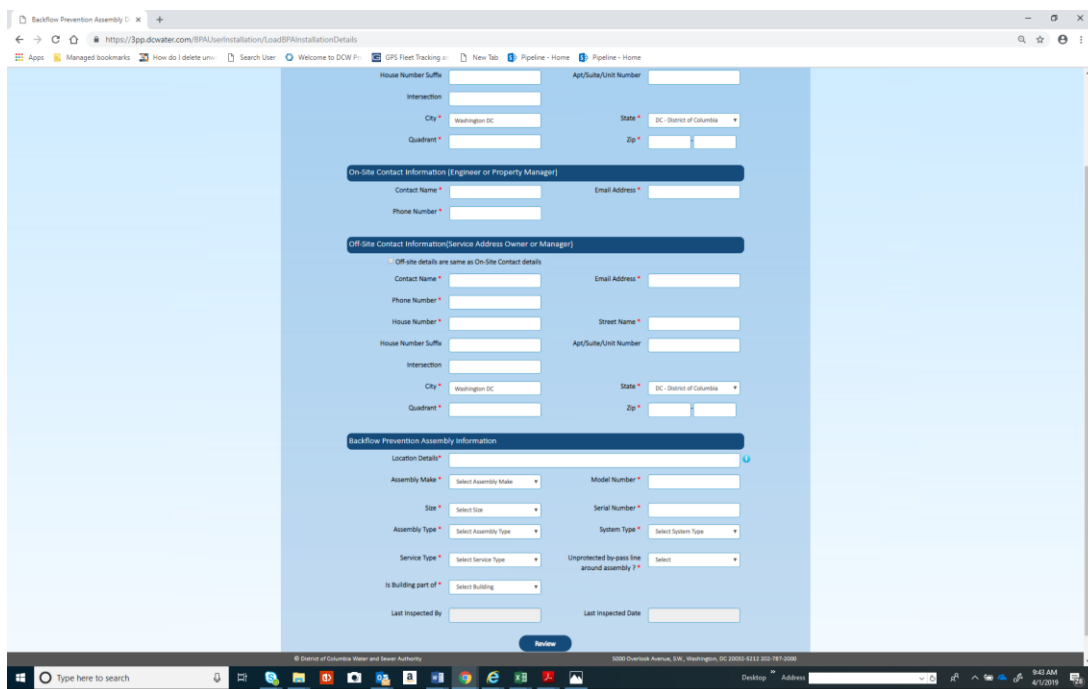


# Section E: Entering inspection for unable to find premises

## 1. Click reporting installation or existing BPA



## 2. Enter field values and attributes



### 3. Click confirm

The screenshot shows a web browser window displaying a form for 'Backflow Prevention Assembly' details. The form is divided into several sections:

- Intersection:** City: Washington, State: DC - District of Columbia, Quadrant: NW, Zip: 20036.
- On-Site Contact Information (Engineer or Property Manager):** Contact Name: Pierre Constant, Email Address: pconstant@dcwater.com, Phone Number: 202-364-3138.
- Off-Site Contact Information (Service Address Owner or Manager):** Off-site details are same as On-Site Contact details. Contact Name: Pierre Constant, Email Address: pconstant@dcwater.com, Phone Number: 202-364-3138, House Number: 2900, Street Name: Stonabon pl, House Number Suffix: NW, Apt/Suite/Unit Number: [blank].
- Backflow Prevention Assembly information:** Location Details: basement, Assembly Make: Ames, Model Number: 375, Size: 1/2", Serial Number: 5903, Assembly Type: Double Check Assembly, System Type: Butler, Service Type: Auxiliary Service, Unprotected by pass line around assembly: No, Is Building part of: Government, Last Inspected By: [blank], Last Inspected Date: [blank].

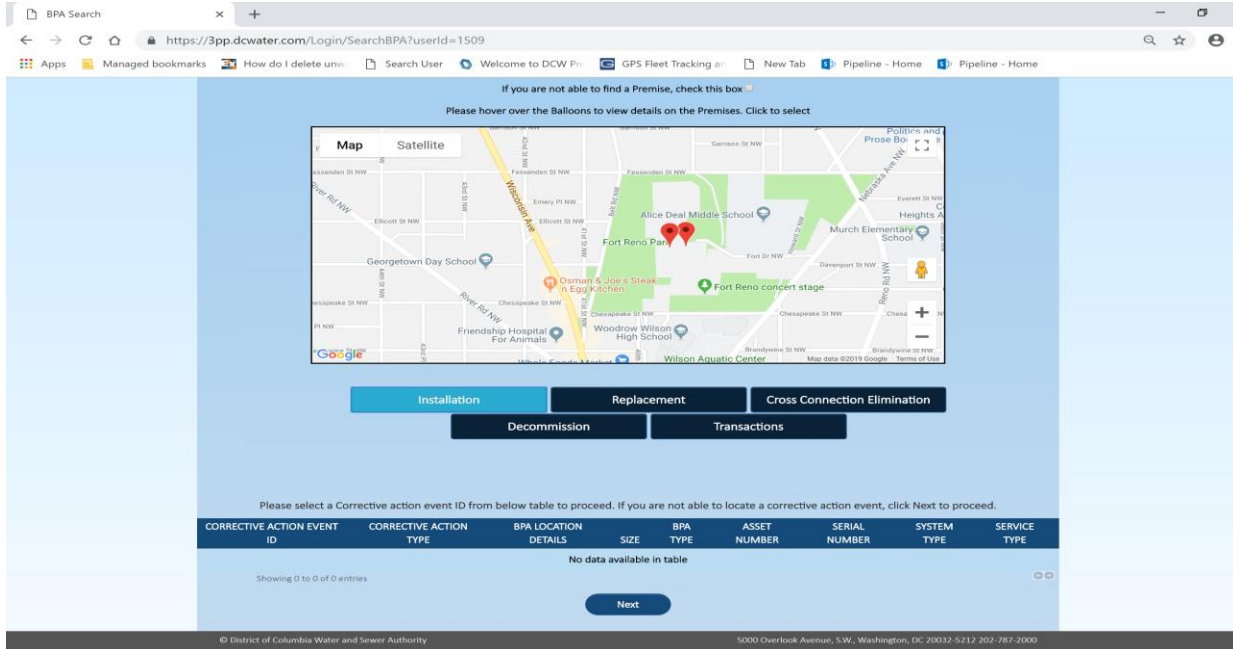
At the bottom of the form, there are two buttons: 'Edit' and 'Confirm'.

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

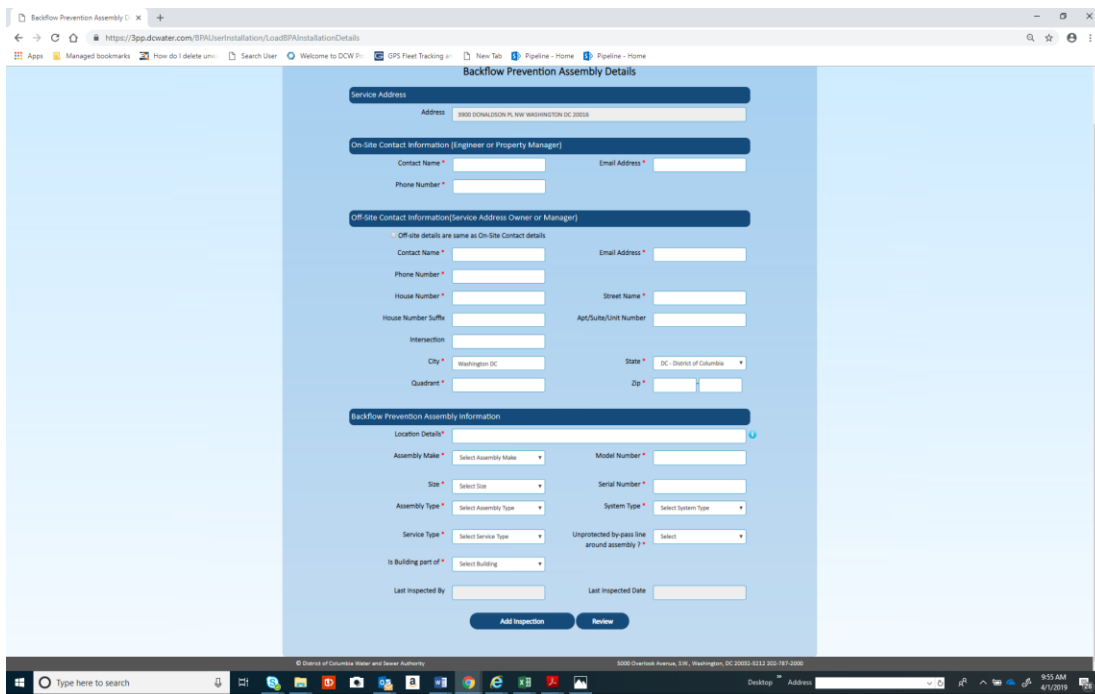


# Section F: Installation

1. Click on [Installation](#) and then [Next](#)



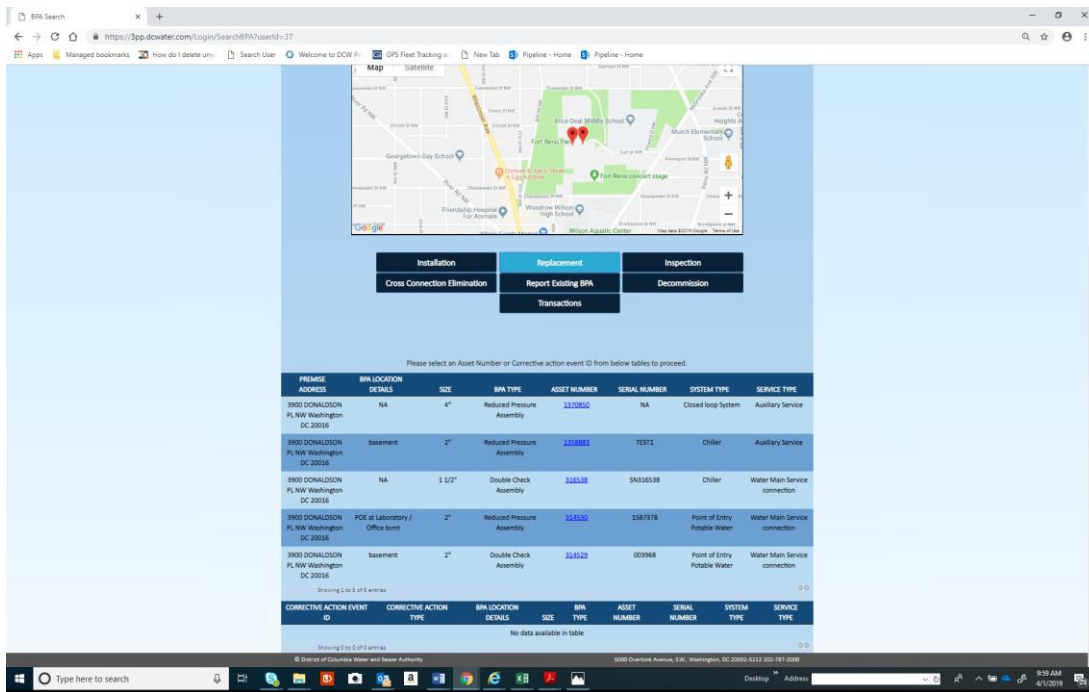
2. Enter all required information; then click [add inspection](#) and go to Section C



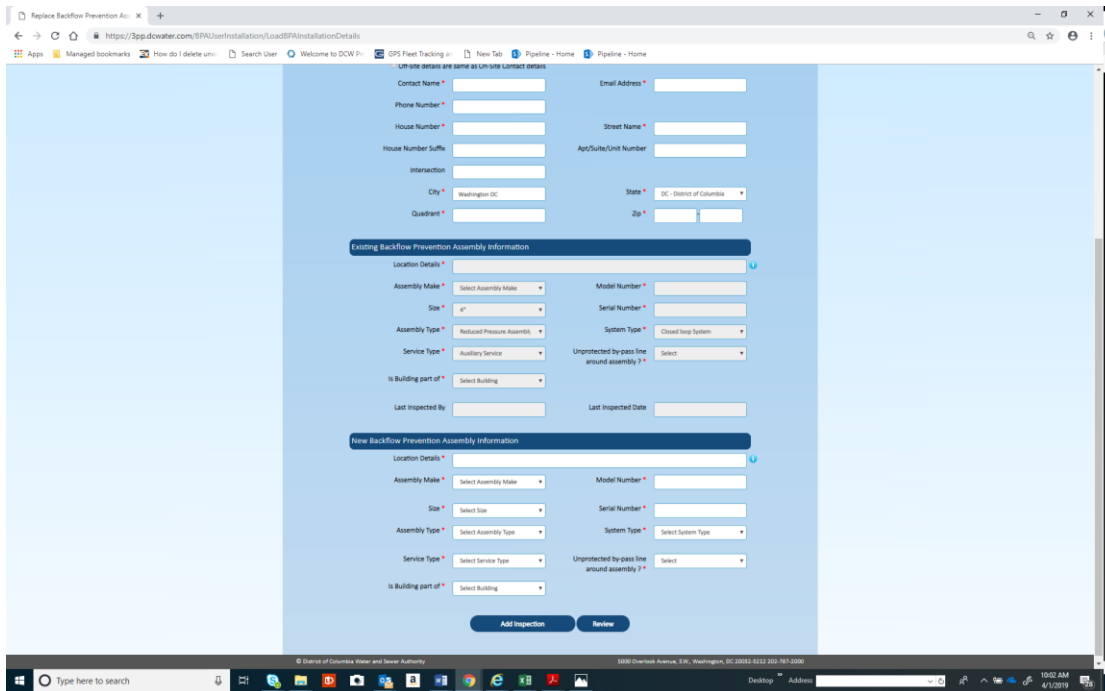
# Section G: Replacement

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

1. Click [replacement](#); then click [asset number](#)

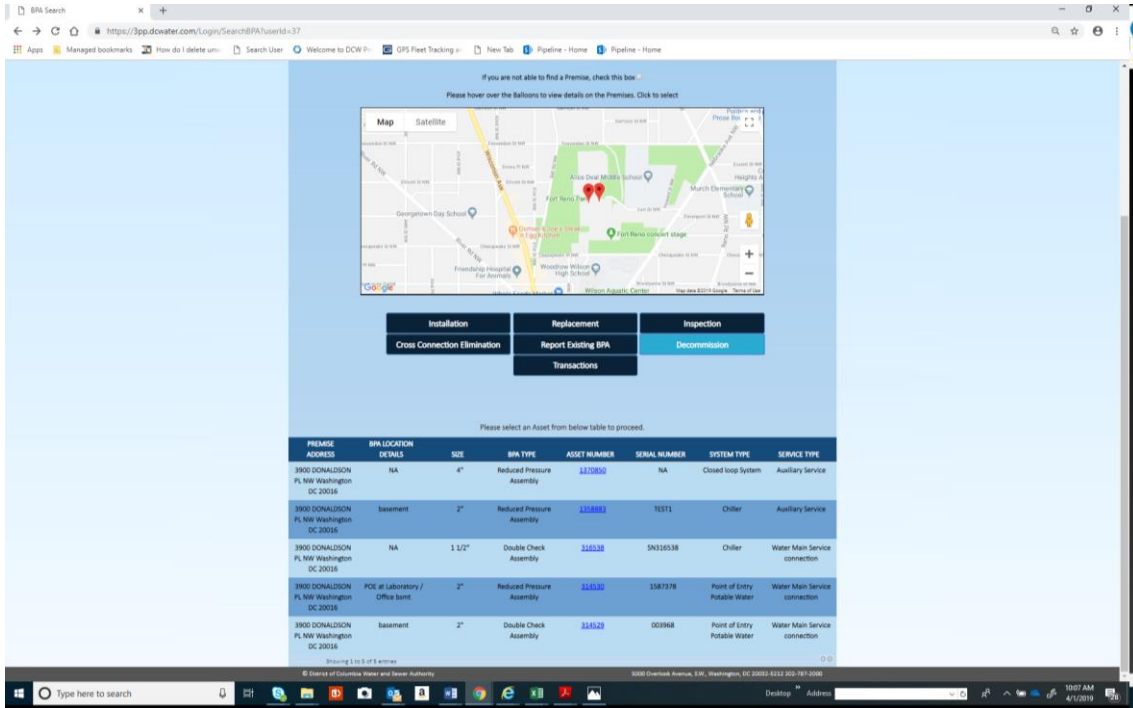


2. Enter all required information; then click [add inspection](#) and go to Section C

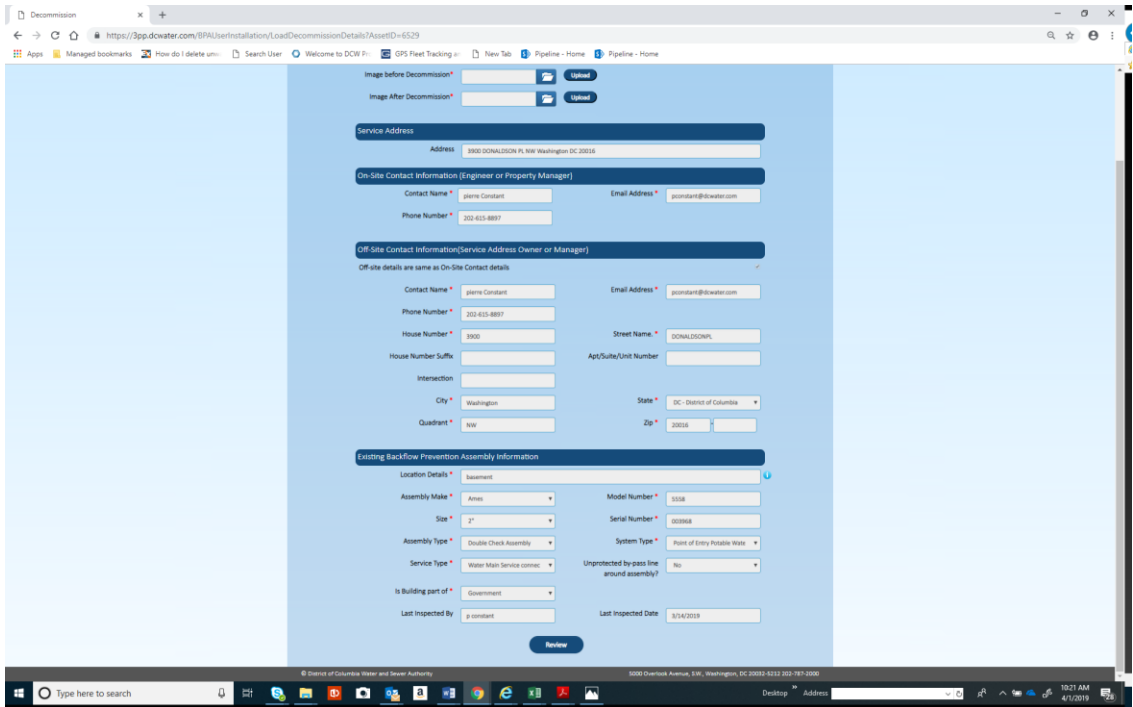


# Section H: Decommission

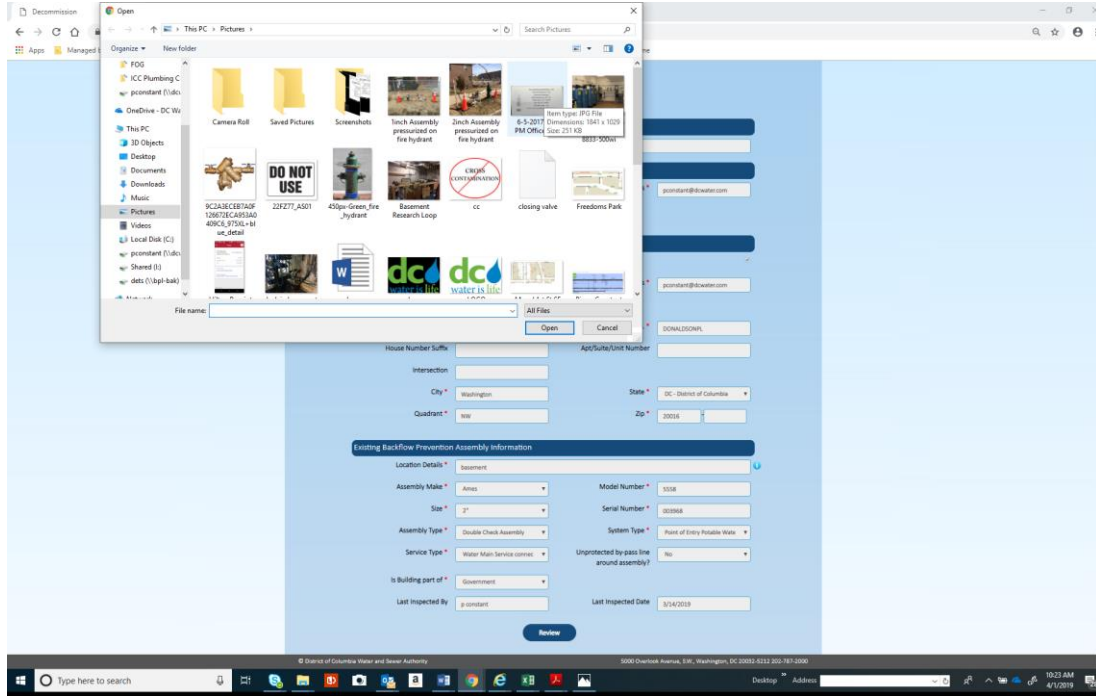
1. Click [decommission](#); then click [asset number](#)



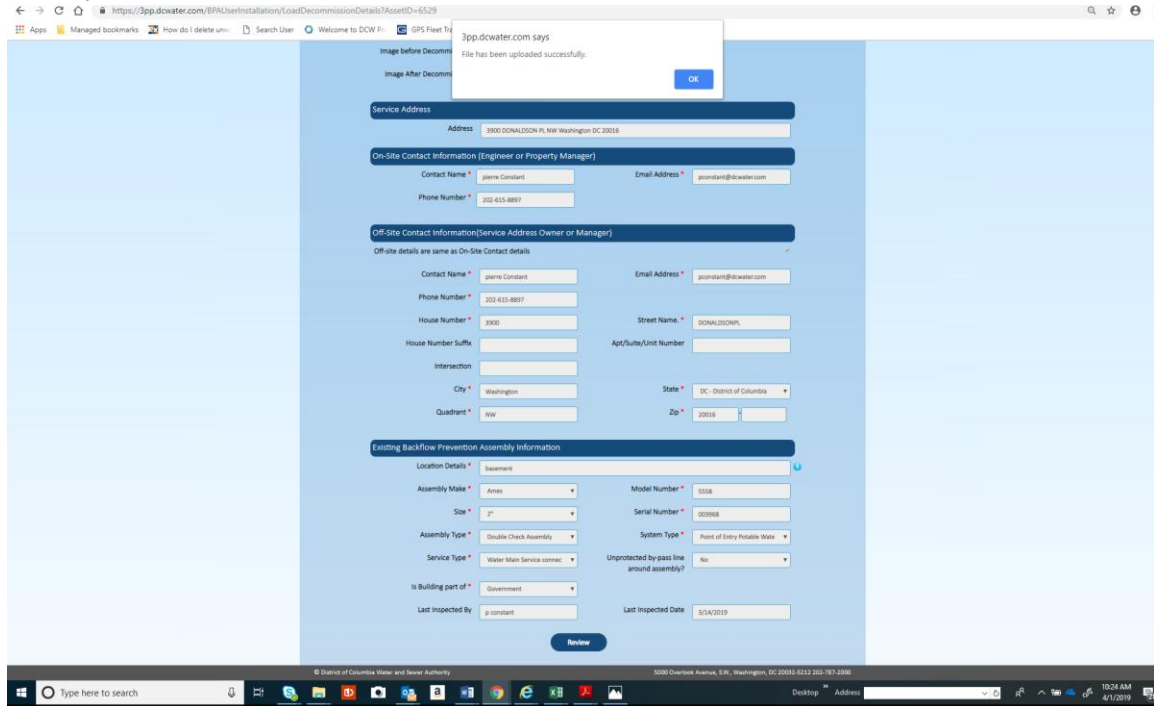
2. Click image folder



### 3. Find picture and click open



### 4. Click upload; then OK



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

The screenshot shows a web browser window displaying the 'Decommission' form. The browser address bar shows the URL: <https://app.dcwater.com/EPAL/Installations/LoadDecommissionDetails?AssetID=6529>. The form is titled 'Decommission' and is divided into several sections:

- Decommission Details:** Includes fields for 'Image before Decommission' and 'Image After Decommission', each with an 'Upload' button and a 'View' button.
- Service Address:** Includes an 'Address' field with the value '3900 DONALDSON PL NW Washington DC 20038'.
- On-Site Contact Information (Engineer or Property Manager):** Includes fields for 'Contact Name' (pierre Constant), 'Email Address' (pconstant@dcwater.com), and 'Phone Number' (202-415-8897).
- Off-Site Contact Information (Service Address Owner or Manager):** Includes fields for 'Contact Name' (pierre Constant), 'Email Address' (pconstant@dcwater.com), 'Phone Number' (202-415-8897), 'House Number' (3900), 'Street Name' (DONALDSON PL), 'House Number Suffix', 'Apt/Suite/Unit Number', 'Intersection', 'City' (Washington), 'State' (DC - District of Columbia), 'Quadrant' (NW), and 'Zip' (20038).
- Existing Backflow Prevention Assembly Information:** Includes fields for 'Location Details' (Basement), 'Assembly Make' (Ames), 'Model Number' (5558), 'Size' (2"), 'Serial Number' (003968), 'Assembly Type' (Double Check Assembly), and 'System Type' (Point of Entry Potable Water).

A 'Review' button is located at the bottom of the form.

6. Click [review](#)

This screenshot is identical to the previous one, showing the 'Decommission' form. The 'Review' button at the bottom of the form is now highlighted in blue, indicating it is the active element.

## 7. Click confirm

The screenshot shows a web browser window with the URL <https://3pp.dcwater.com/BPAUserInstallation/LoadDecommissionDetails?AssetID=6529>. The page title is "Decommission Summary". The form contains the following sections:

- Image before Decommission\*** and **Image After Decommission\***: Each has a "Upload" button and a "View" button.
- Service Address**: Address field with value "8888 SCHMIDTDRIVE PL, NW Washington, DC 20016".
- On-Site Contact Information (Engineer or Property Manager)**: Contact Name "pietra Constant", Email Address "pconstant@dcwater.com", Phone Number "202-433-8897".
- Off-Site Contact Information (Service Address Owner or Manager)**: Note "Off-site details are same as On-Site Contact details". Contact Name "pietra Constant", Email Address "pconstant@dcwater.com", Phone Number "202-433-8897".
- Existing Backflow Prevention Assembly Information**: Location Details "basement", Assembly Make "Ames", Model Number "5516", Size "2", Serial Number "003968", Assembly Type "Double Check Assembly", System Type "Point of Entry Potable Water", Service Type "Water Main Service connec...", Unprotected by pass line around assembly? "No", Is Building part of "Government", Last Inspected By "pconstant", Last Inspected Date "3/14/2019".

Buttons "Save" and "Confirm" are located at the bottom of the form.

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

