



«DATE_TO_PRINT»

«MAILING_CONTACT»
«SERVICE_CONTACT»
«MAILING_ADDRESS»
«MAILING_CSZ»

RE: BACKFLOW ASSEMBLY TEST DUE

Dear Backflow Assembly User:

This letter is to inform you that one or more backflow devices located on your premises are currently due for annual testing (please see list of devices and due dates attached).

The installation, maintenance and testing of backflow prevention assemblies is required by both the California State Code and the City's Municipal Code. These regulations were developed to help protect the City's drinking water supply from contamination that may occur as a result of backflow; which is the undesirable reversal of flow from customer water systems into the City's drinking water system.

Your backflow prevention assembly must be tested by one of the qualified backflow assembly testers listed on the City's approved *Backflow Prevention Assembly Tester List*. You can find the provided list enclosed with this notice. Backflow assembly tests must be reported on the City's *Backflow Assembly Device Field Testing and Maintenance Report*. Reports that are not submitted on the official City form, forms which are incomplete, or forms that are not completed by a City-approved backflow assembly tester will not be accepted. Official City test forms are available at the following two locations or on the web at www.redwoodcity.org/CrossConnection.

Public Works Services Department
1400 Broadway Avenue
Redwood City, CA 94063

City Hall
1017 Middlefield Road
Redwood City, CA 94063

Annual testing and completed forms must be received by Public Works Services Department by «DUE_DATE». Please schedule testing in advance of the due date to allow for repairs, should they be necessary. For more information regarding the City's Cross Connection Control Program, or to review the City's Cross Connection Control Ordinance, visit: www.redwoodcity.org/CrossConnection.

For any questions regarding the contents of this notice, please contact the Public Works Services Department at (650) 780-7464 and request to speak to the Cross Connection Control Section.

Sincerely,

Water Resources Management Division
Cross Connection Control Section

City of Redwood City Cross Connection Control Program

The following is a list of backflows that are due for testing by «DUE_DATE»

«FACILITY_NAME»

Address/Backflow Location	Make/Model/Type	Serial #	Size	Meter
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