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January 2, 2025

RE: 2025 Backflow Tester Registration Fee & Online Submittal via the Map Portal will remain the same with the exception of two enhancements discussed below:

Dear Backflow Tester:

The tester/admin will be submitting the test reports via the GIS/Map portal. We will add that if the tester does not intend to submit the test reports (**and only Admin will be submitting them**), please note that on the tester data form.

Each backflow prevention device has been assigned an Asset Number. In the search field of the map, you have the option of searching for the address, the device serial number or the asset number. Each tester will have the option of uploading the passing test report or choosing to fill in the test report form provided through the online portal. You will receive notification that the test has been submitted/entered successfully. **CHANGE #1:** If choosing to submit by filling out the form, there will be options for each device type, which should simplify this method. **CHANGE #2:** - The option to print a confirmation of the test report submittal will be available.

The annual registration fee per tester is \$200.00, payable by check or cash. Please include "Backflow Tester Registration" in the memo line of the check and mail to: 6658 Olentangy River Road, Delaware, Ohio 43015. Return the Backflow Tester Data Sheet, DOC Certification, and the Test Kit Calibration by email to [tlayman@delcowater.com](mailto:tlayman@delcowater.com). Once all items are received, the tester will be registered and receive a username and password for accessing the system. Please be advised that each tester is required to have a unique email address to utilize the system. Failure to provide a unique email may result in the tester having issues using the system or receiving notifications pertaining to their account.

Del-Co will maintain a list of registered testers on our website for our customers' convenience when selecting a backflow tester. The list will only include the tester's name and company information. Please indicate on the Tester Data Sheet if you do not wish to have your information published on the website.

For your convenience, a step by step instructional guide has been included with your packet this year. If you have any registration questions or concerns, please contact Tonya Layman at [tlayman@delcowater.org](mailto:tlayman@delcowater.org) or call 740- 548-7746 ext. 2226

With any other questions or concerns, please call 740-548-7746 ext. 2503

Sincerely,  
Del-Co Water Co., Inc.

**DEL-CO WATER COMPANY, INC.  
BACKFLOW TESTER DATA SHEET**

Complete this form and return it to Del-Co Water by email (tlayman@delcowater.org) on or before **Feb 14, 2025**.

| Item                   | Please Complete All Information Below |
|------------------------|---------------------------------------|
| First Name             |                                       |
| Last Name              |                                       |
| Certification Number   |                                       |
| Certification Date     |                                       |
| Cert. Expiration Date  |                                       |
| Mobile Phone Number    |                                       |
| Email Address **       |                                       |
| Test Kit Serial Number |                                       |
| Test Kit Manufacturer  |                                       |
| Test Kit Model         |                                       |
| Last Calibration Date  |                                       |
| Company Name           |                                       |
| Company Address        |                                       |
| Company Phone          |                                       |
| Company Fax            |                                       |

☐ **Please exclude my name/contact information from the Del-Co Water Website**

☐ Check box **ONLY** if tester will be submitting test reports through the GIS Map Checklist of required items:

1. Payment of \$200.00
2. Copy of Backflow Tester License & Copy of Test Kit Calibration Cert.

\*\* Failure to provide a unique email for each tester may result in the tester having issues using the system or receiving important notifications regarding their account.

