

Winston-Salem / Forsyth County

Instructions for Submitting Backflow Test Reports

Web Page Link: Go to the City of Winston Salem, Utilities web page for Cross-Connection Control

<http://www.cityofws.org/departments/utilities/operations/construction-and-maintenance>

Scroll to bottom of page: Test reports are submitted by registered testing companies through Utilities online Backflow Inspection reporting application. To register as a testing company, submit a completed Testing Application with tester certifications and test kit calibrations by fax or email to:

Bill Shookman, ORC, Utilities Services Coordinator

Fax: 336-747-9342

Email: billjs@cityofws.org

Click on the link or go to: <https://www6.cityofws.org/BackflowInspect/>

1. Enter login and password
2. Type in an address in the search box (upper left corner of map)
3. Select the backflow preventer icon
4. Confirm backflow preventer information (see special notes)
5. Click the gray edit icon below the search box (this is the feature template)
6. Reselect the backflow preventer icon
7. Use the scroll bar on right to scroll to bottom of data window
8. Select "Choose File" button
9. Navigate to test report file location
10. Select file (double click -or- click once and open)
11. Close data window (on right end of data window top bar)
12. For multiple locations in same map area, repeat steps 6 – 11
13. To move to another map area, repeat steps 2 – 11

Special Notes: Addresses with multiple connections have arrows on the top bar of the data window. Click the left or right arrow to switch between backflow preventers. It is important to make sure the correct connection is selected for attaching the correct test report to that connection.

Technical Support: If you are having any difficulty with finding backflow preventer locations or other concern with the application please contact the Cross-Connection Control Section at (336) 771-5130 and ask for assistance with submitting backflow preventer test reports.