

**Cross Connection Control Plan**  
**City of Junction City**  
**Public Works Department**

The City of Junction has more than 300 service connections (1800 total connections as of 9/30/06). As such, the requirements of ORS 333-061-0070 apply. The City must have a written program plan which includes the following elements:

1. A local ordinance or enabling authority which authorizes discontinuing water service to premises for failure to install an approved backflow device or conduct a required annual test on a device”

The Junction City Council passed Ordinance No. 1014 on December 18, 1995 to meet this requirement. The ordinance is attached as part of this plan. This ordinance allows water service to be discontinued and dictates that the property owner notify the City in the event that the customer plans on adding any chemical or substance to the water.

2. *Master list of facilities and premises subject to inspection, and the hazard level for each:*

**Commercial Accounts:** The Public Works Department will perform an inspection of all commercial water user's premises to determine backflow hazards and prevention needs. Water account records will be reviewed and premises to be inspected will be prioritized.

**Residential Accounts:** The Public Works Department will mail cross connection survey to all residential customers served. From this information, the City will be able to ascertain to some degree backflow needs. Meter readers will be asked to record any changes in service and to note any irrigation systems that will require devices. Those accounts that do not respond to the survey will be contacted in person.

**New Construction:** The Public Works Department routinely monitors all building permits in the City. New construction requiring backflow prevention devices will be notified in writing of the need to do so and placed on the inspection and testing schedule. Water service will not be provided until an approved backflow device is in place, inspected and tested.

The Master Facilities Inspection List is attached as part of this plan. The list will be updated periodically to ensure that the most current information is in the plan.

**2. Maintain a current list of cross connection staff and work responsibilities:**

**Cross Control Supervisor:** Gary Kaping, Public Works Superintendent

***Responsibilities:*** Will oversee the program.

**Support Staff:** Doug Kokkeler, Maintenance Coordinator  
Elaine Payne, Special Projects Coordinator  
Jason Haddy, Utility Lead

***Responsibilities:***

The Maintenance Coordinator will primarily be involved in notifying property owners of various requirements, following up on missed deadlines and maintaining database records. The maintenance coordinator will also handle all clerical duties related to the program as well as telephone queries. Maintenance Coordinator, Special Projects Coordinator, and Utility Lead Worker will carry out all inspections and recommend-approved devices to the public.

Note: The City plans to provide initial inspections as well as periodic re-inspections using cross connection staff. At this time the City does not plan on testing devices (other than City owned devices). The Public Works Department will provide a list of certified backflow device testers in the area with each test notification.

**3. Provide for and schedule initial inspection, installation and annual testing of all required backflow devices, and a periodic re-inspection of each required backflow assembly:**

- a. **Initial Inspections:** The initial inspection of potential cross connections shall be carried out after the master facilities list and hazard appraisals have been completed. This work will indicate whether or not each location has adequate backflow prevention. Inspection will reveal whether or not prevention is necessary, if it is in place and if it is of the proper type. Property owners will be notified of the need for an inspection (see Notification section).
- b. **Inspection results:** When the inspection is completed, the City will record all pertinent information, including the hazard level, type of device in place (or required), as well as the location, size, make, model and serial number of all existing devices. Property owners will be notified of inspection results by either an installation notice or a test notice. Premises that currently have backflow prevention shall have the devices inspected, and will be notified in writing to have these devices tested within 60 days from the initial inspection. Property owners who do not comply will have their water service discontinued as per Ordinance 1014. Premises that require protection but do not have any devices in place shall be notified in writing to have an approved device installed within fifteen days. In the event of high hazard potential, property owners will be required to have devices installed immediately and will have water service discontinued until such time as the device is in place, inspected and tested.

- c. **Annual testing:** All devices must be tested annually. The City will notify each affected property owner of the requirement to test, and include a list of certified testers in the area. Property owners shall be given thirty days to comply. After this time period has elapsed, property owners will be sent a second notice, calling for service termination should the required tests not be completed. Completed test results are to be mailed to the Junction City Public Works Department within ten (10) working days.
  - d. **Periodic Inspections:** Periodic re-inspection of each backflow device is needed to ensure that the device continues to be appropriate for the particular hazard level. Other items that must be re-checked include changes in use and any devices that may have been moved from their original location. Periodic inspections will done on a five year basis, or upon any change in use on the premise or notification that a device has be relocated
4. Maintain current records of backflow assemblies installed, inspections completed, and test results:

***The Public Works Department shall maintain electronic as well as paper records of these activities.***

- ***The Department is using an electronic database management system :  
Hansen V. 7 Plant Management.***
- ***Physical copies of notices, inspections and test results will be maintained in an address file at the Junction City Public Works Department.***

5. Provide standard guidelines for the installation, testing and inspection of backflow prevention devices:

***The Public Works Department will provide standard guidelines that will be available to the public upon request. These guidelines will explain the backflow prevention program, define terms, specify installation requirements, and identify certified testers. These guidelines will be updated periodically as industry standards and governmental regulations change.***