

Backflow Prevention Implementation Plan

- 1) Establish Program Authority and Administrative Responsibility
 - a) The establishment and County Council approval of a Backflow Prevention By-law
 - b) Administration of the County Backflow Prevention Program and the enforcement of the Backflow By-law through Oxford County Public Works under the Supervisor of Water and Wastewater Technical Services.

Status: In-Progress

- County staff have developed a draft Backflow Prevention By-law

- 2) Establish Standard and Policy
 - a) A current standard proposed in Schedule A of draft Backflow Prevention By-law - County of Oxford Cross Connection Control and Backflow Prevention Standards which will require additional review to finalize
 - b) Development of a County Backflow Bylaw Prevention Policy that will provide general details as it relates to backflow preventer selection, installation, testing and maintenance practices and procedures

Status: In-Progress

- The administration of the County Backflow Prevention Program will be developed and detailed in a County Policy

- 3) Evaluate Financial Implications, Establish Budget Structure and Identify Source of Funding
 - a) The development of the Backflow Program will be funded through current rate structure and operating budget. Additional financial review will be required to properly transition the program to fee based cost recovery at the initial implementation stage.
 - b) The County will evaluate the benefit of a phased in approach based on the degree of hazard.

Status: Planned

- 4) Review Regulations and Standards for Backflow Prevention Devices
 - a) Reviewed applicable legislation and standards including, but limited to the following:
 - i) *Building Code Act, 1992*
 - ii) *Safe Drinking Water Act, 2002*
 - iii) *Municipal Act, 2001*
 - iv) *Fire Protection and Prevention Act, 1997*
 - b) Reviewed and incorporated requirements of CSA B64 Standard into Backflow By-law Appendix A and County Policy

Status: In-Progress

- County staff have developed a draft Backflow Prevention By-law, based on the regulations and standards indicated above.
- The administration of the County Backflow Prevention Program will be developed and detailed in a County Policy

- 5) Establish a Database Management System
 - a) Evaluation and selection of platform that will track facilities assessed and inspected, associated inspection records and device records, inventory of backflow prevention devices, issued correspondence, etc.
 - b) Developing and maintaining a roster of certified or registered companies for completing testing and inspections
 - c) Evaluation and review of the County's current work order system (i.e. Cartegraph) as a platform for the Backflow Prevention Program

Status: Planned

- 6) Develop a Public Consultation, Education and Communication Campaign
 - a) Identification of stakeholders (ICI, residents, municipal staff, professional, trade and technical groups, etc.)
 - b) Public consultation with Large Water Users
 - c) Consultation with Local Authorities of Area Municipalities
 - d) Development of material and content to individual stakeholder groups
 - e) Development of awareness and educational program
 - f) Development of fact sheets, presentations, frequent ask questions, and resources material
 - g) Development and updating of information on the County website

Status: Planned

- 7) Coordination with Area Municipalities
 - a) The development, implementation, and maintenance of a Backflow Prevention Program requires co-ordination with many local authorities including business improvement areas, building, plumbing, public works and planning officials at the local Area Municipalities

Status: Planned

- 8) Development of Standard Correspondence and Content
 - a) Development of backflow forms and surveys including, but not limited to the following:
 - i) Letter of introduction to the program
 - ii) Notice of requirement for installation of backflow devices
 - iii) Notice of inspection and testing requirements
 - iv) Notice of fines and penalties
 - v) Notice of renewals and certification updates
 - vi) Cross connection inspection reports and surveys
 - vii) Backflow test reports

Status: In-Progress

- County staff have developed draft cross connection inspection reports and surveys, and backflow test reports as part of the draft Backflow Prevention By-law.

- 9) Requirements for a Survey and Hazard Assessment
 - a) Identify and evaluate requirements for survey and hazard assessment in the Backflow Prevention Program which is outlined in the Backflow By-law Appendix A standards

Status: In-Progress

- County staff have developed a draft Backflow Prevention By-law, which identifies

requirements for surveys and hazard assessments.

10) Establishment of Training, Inspection and Testing Protocols

- a) Development of standard operating procedures for County program administration including, notification protocols, maintenance and reviewing records and forms, review of testers/surveyors licenses and accreditation, conducting audits, inspections, and bylaw enforcement
- b) Development of inspections, certification and testing requirements including timelines will be outlined in the Backflow By-law Appendix A standards and County Backflow Bylaw Prevention Policy
- c) Develop and maintain a publically posted third party roster of "Qualified Testers" to install, service and test backflow prevention devices and appurtenances

Status: In-Progress

- County staff have developed a draft Backflow Prevention By-law, which identifies inspections, certification and testing requirements

11) Development of a Backflow Incident Response Plan

- a) Develop and incorporate backflow incidents into the Water Services Emergency Response Plan within the County's drinking water QMS
- b) Evaluate the potential of creating a specific backflow incident response procedure which would include sampling, flushing, communication and documentation requirements
- c) Develop and provide training to internal and external stakeholders to ensure appropriate and timely actions are taken in response to an incident

Status: Planned

12) Establish Enforcement Strategies

- a) Development of inspections, reporting, installation, certification and testing requirements including timelines will be outlined in the Backflow By-law Appendix A standards and County Backflow Bylaw Prevention Policy
- b) Development of notices, fine and penalties will be outlined in the Backflow By-law Appendix A standards and County Backflow Bylaw Prevention Policy
- c) Development of enforcement strategies which will be incorporated as part of Section 10 - Establishment of Training, Inspection and Testing Protocols

Status: In-Progress

- County staff have developed draft cross connection inspection reports and surveys, and backflow test reports which are identified in the draft Backflow Prevention By-law.

13) Implement Quality Control and Assurance Strategies

- a) Development of quality control and assurance strategies which will be incorporated as part of Section 10 - Establishment of Training, Inspection and Testing Protocols, which will include but not limited to the following:
 - i) Review of backflow preventer testers' performance, assessment and device test results
 - ii) Review of certification and licensing requirements
- b) Development and tracking of level of service framework as part of the County Asset Management Plan

- c) Development of a report that summarizes the annual performance of the County's Backflow Prevention Program to County council

Status: Planned