



**THE CITY OF POUGHKEEPSIE  
NEW YORK**

**BUILDING PLANNING & ZONING**  
62 CIVIC CENTER PLAZA, 2<sup>ND</sup> FLOOR  
POUGHKEEPSIE, NY 12601  
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**CITY OF POUGHKEEPSIE**

**BUILDING DEPARTMENT**

62 Civic Center Plaza  
Poughkeepsie, NY 12601

Phone: (845) 451-4007  
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**CROSS CONNECTION CONTROL PROCEDURES MANUAL**

*October 30, 2012*

**CITY OF POUGHKEEPSIE  
CROSS CONNECTION CONTROL PROCEDURES MANUAL**

The procedures contained in this manual shall be used by any person, business, agency, partnership or corporation (hereafter Tester) certified to test in Cross Connection Control; Devices in New York State and on behalf of the City of Poughkeepsie. Inspections shall be performed at the request of those in control of all cross connection devices, or at the direction of the Building Inspector.

**Requirements for Certification**

- 1) All Testers shall be current members in the American Backflow Prevention Association (ABPA).  
**(supply copy)**
- 2) Each Tester shall have adequate experience, education and training in the Cross Connection field through written proof of successful completion of one of the NYSDOH Approved Backflow Tester – Certification Courses: **(supply copy)**
- 3) Each Tester shall have a valid New York State Department of Health Tester license: **(supply copy)**

**Backflow Tester Procedures**

- 1) Inspectors shall be available daily, Monday through Friday, to respond to inquiries and/or to perform tests;
  - a) inquiries or consultations
  - b) tests
- 2) Posted hours and phone answering machine message will include a *contact name and number* that can be reached *during non-office hours for emergency purposes*.
- 3) A schedule of fees to be charged for testing services shall be clearly posted and available in a handout, upon request. Established charges shall be applied uniformly and will not be discounted. Provide documentation by January 15th of each year. **(supply copy)**
- 4) Testers shall provide the Building Inspector with annual documentation of certificates of liability insurance for property damage in the minimum amount of \$2,000,000 and personal injury insurance in the minimum amount of \$2,000,000. Insurance is due by January 15th of each year. **(supply copy)**
- 5) Each inspector shall have workers compensation insurance. Insurance is due by January 15th of each year. **(supply copy)**

- 7) Testers must be able to conduct a requested test ***within 48 hours*** of the request.
- 8) No Tester may intercede with any other Testers test. One Tester may not assume any other failed Testers test.
- 9) *Testers shall not perform tests on new work installed by same Company within a 30 day period.*
- 10) Each Tester must maintain adequate records that are accessible to the City and the public, within the constraints of the law.
- 11) Upon completion of a test, the Tester must provide the person having control of all devices, Department of Health and the City of Poughkeepsie Building Department a copy of the test either passed or failed. Copies of such inspection report shall be *emailed or faxed* to the Building Inspector within *forty eight hours* of the inspection.
- 13) The Building Inspector will call a Tester when he/she is needed to conduct City inspections. *Tester will be called on a rotating basis. The Building Inspector will send a Letter of Intent to Inspect and obtain a Letter of Consent on your behalf. Please coordinate with the Building Inspector as to preferred inspection dates and times. If available, a deputy building inspector will accompany you.*
- 14) When defects are not cured by an applicant or a Notice of Violations is issued by an inspector conducting an inspection at the City's request, such inspector shall be available, at no cost to the City, to attend and participate in any administrative or judicial hearings that may result from such Notice.

The City may not incur costs as a result of any Tester's actions on behalf of the City.

### **Recertification Procedures**

Periodically, but not less than every three (3) years, the Building Inspector will issue a new Request for Qualifications (RfQ).

All applicants will be required to submit information requested in the RfQ. In addition, performance of certified inspectors, including record of complaints, if any, and resolution, will be reviewed at this time.

The Building Inspector will issue a new list of certified electricians/agencies within the time frame specified in the RfQ notice. Copies of this list will be on file with the Building Department.

## **Complaints**

Complaints regarding quality of inspection work performed, prices charged, timeliness of inspections, or any other matter related to an inspector's performance may be made in writing to the head of the Building Department at 62 Civic Center Plaza, Poughkeepsie, NY 12602. Complaints requiring immediate attention also should be phoned or faxed to the Building Department.

A log of all complaints and their resolution, if necessary, will be maintained in the Building Department. Complaints may be accessed through Freedom of Information Law procedures. The Building Inspector will review complaints about an inspector at the time of recertification and/or termination.

## **Termination**

Upon fifteen (15) days written notice to an inspector, the Building Inspector may terminate the services of any certified inspector.

The information requested in these procedures shall be submitted the Building Department within 30 days of receipt of these procedures. Failure to do so will result in termination of services.

Gary E. Beck, Jr.  
Building Inspector