

CCCPH: Backflow Assessment Field Quick Reference

Aqua Solutions Consulting, LLC · v1.3.0 (28) · Full manual: CCCPH Field User Manual

1 ONCE PER DEVICE — SETTINGS

Do this before creating any assessment. HA-1 pulls from Settings at the moment an assessment is created.

- Specialist: name, CCCS #, expiration, phone, email
- Draw your signature — it goes on every PDF
- Company branding: name, firm, phone, website

2 ONCE PER UTILITY — HA-1

1. + New System
2. System name, PWSID, county, city/state, type
3. Total service connections
4. Distribution conditions: low pressure, dead ends, main breaks, pressure zones
5. Limited Access Notation if access is restricted
6. Create System

Revise later: Edit HA-1 on the dashboard.

3 ONCE PER UTILITY — REGISTER

CSV only (Excel: Save As > CSV UTF-8). Needs an Address column and an Account/Meter column. Stop, Zone, Name, Service Type, Line Size optional.

1. AirDrop the CSV → save to Files > On My iPhone
2. Select the water system → tap Register
3. Import CSV → confirm the count
4. Check the summary line for matched work

Picker greys everything out? Use Paste CSV instead.

4 EACH CONNECTION — ASSESS

From Register: tap Start. Address, account, service type, line size, date, GPS and HA-1 all fill automatically.

1. Verify address + account against the meter
2. Assembly: type, size, make, model, serial, last test
3. Answer EVERY question — including the No's
4. Hazard classification + required protection
5. Deficiency: what, where, what corrects it
6. Photos (up to 6): meter, assembly + tag, deficiency
7. Observations / notes

Nobody home: still create the record — date the attempt, photograph the meter, log it in HA-1 Limited Access.

5 PICK THE RIGHT FORM

HA-2 Residential

HA-3 Commercial / industrial

HA-4 Irrigation

HA-5 Fire protection

HA-6 Auxiliary supply — well, recycled, dual

HA-7 Multi-family

HA-8 Healthcare / high hazard

Find a well or recycled supply on a house? Do an HA-6 as well as the HA-2.

6 EXPORT

Full package All forms + photos — the deliverable

Combined Selected forms only

Summary One page for the board / manager

Letter Customer deficiency notice

CSV Data for tracking or invoicing

Register Export status = progress report

DAILY RHYTHM

Start of day	On site	End of day	Weekly
Register → filter Not started → work in route order	Start from the register row. Never hand-type an address you already have.	Register → Export status CSV	Settings → Export all data (JSON), saved OFF the device

No cloud backup. Everything lives on this device only. Export JSON at the end of every field day. **Clear all local data is permanent and unrecoverable.**