



Cross Connection Control

Instructions for submitting Commercial Backflow Test Forms

Beginning in 2026, the following requirements must be followed when submitting commercial backflow test forms.

1. Backflow test forms must be submitted within 30 days of testing to backflow@grcity.us – *DO NOT copy any individual staff on email submissions.*
2. Do not submit the backflow test notice with the test forms.
3. Submit a separate email for each service address.
4. The water service address must be included in the email subject line.
5. All backflow tests must be submitted using City-provided test forms.
6. Attachments must be sent as PDF files.
7. Do not submit forms using Apple Mail. Attachments sent through Apple Mail may be reformatted and blocked by the City's email security system.
8. Do not rename the scanned PDF document before submitting.
9. The total email size, including attachments, may not exceed 50 MB.
10. Backflow tests for newly installed backflow preventers may be submitted on generic test forms with "NEW" clearly written on the form. All required information, including use and location, must be provided.
11. When replacing a backflow preventer, use the test form for the device being replaced. Draw a line through any information that needs to be updated, write the new information next to it, and check the "Replaced" box.

Effective date: January 1, 2026