

Saint Louis
COUNTY
TRANSPORTATION
PUBLIC WORKS

GUIDELINES FOR SUBMITTING BACKFLOW TEST REPORTS

Listed below are the guidelines for submitting annual backflow test reports.

1. **Summary Sheet** – A summary sheet must be included with all test reports submitted. Multiple summary sheets may be submitted together as a packet. The summary sheet should include contractor/company name, phone number, payment information (check number, date and amount). A copy is attached for duplication and available on our website.
2. **Payment** – Payment is required at the time test reports are submitted and must be made with a company check. Personal checks, money orders, cash or credit cards cannot be accepted. One check can be used for multiple submittals at the same time.

Processing fee for each test report is \$15.00

Checks should be made payable to: St. Louis County Treasurer

3. **Test Report Forms** – Please use test report form 305b. A copy is attached for duplication and is available on our website.
4. **Company Name** – Company name listed on the summary sheet, check, and test report should match and be the same as how you are licensed and registered with St. Louis County.
5. **Mail or drop off reports to:**

St. Louis County Public Works
Attn: Backflow Program
41 S. Central Ave, 6th floor
St Louis, MO 63105

6. **Returned Test Reports** – Test reports returned for corrections will be charged a resubmittal processing fee of \$15.00 per test report. Please return any returned test report for correction promptly to avoid your customer's account being placed in a delinquent status.

Please do not hesitate to contact us if you have any questions about your test report submittal. We will be happy to help you.

07/02/18