



Cross Connection Control Assembly Registration and Test Reporting
Industry Services Division

What changed January 1, 2010?	Registration and Test Reporting Instructions	Go to online registration / test reporting	Customer ID Numbers
Contacts	Plan Review for Health Care	Fees	Search for Info on Assemblies

Caution: Do not try to use your browser's back button or arrow when registering assemblies or reporting tests. You'll be tossed from the computer system.

Browsers accepted are Microsoft Internet Explorer, Apple Safari v3.2.1 and Mozilla Firefox v3.0+. Both Cookies and JavaScript must be enabled to be able to register assemblies or report tests. Here are links to help on [cookies](#) and on [JavaScript](#).

What changed?

The process for registering cross connection control assemblies and reporting tests moved online as of January 1, 2010. This was part of a code change taking effect on that date that changed the fee structure, greatly lowering the registration fee, initiating a test report fee, and providing incentive for the registration and reporting processes to be accomplished online. The new language in the plumbing code for assemblies is in [SPS 382.41](#). The new language in the fee code for assemblies is in [SPS 302.64-5](#).

What's in a name? Are these devices or assemblies? A general term used in the Wisconsin plumbing code has been cross connection control "devices" to describe the mechanical "doohickeys" that stop water that may be contaminated from flowing backward into a water system you wish to protect. However, the national and international standards for use and testing of the "doohickeys" refer to them as "assemblies" and the code language in Wisconsin has been changed to refer to "assemblies."

Search online to find a customer I.D. number, also known as a credential number or license number.

There is an [online current-time search](#) by credential type (Cross Connection Control Tester) and last name or zip code. This search will not display all of the state's registered testers - there are more testers than the search can display. Therefore, a zip code or name needs to be used as one search criteria. (Be sure to also choose "Not Expired" credential status.)

[Search online](#) to find information on a cross connection control assembly.

There are two ways to search; two different types of results.

1. Download data files by object type (Choose from the Object Type dropdown menu: "Cross Connection Control Device.") - This search creates a zipped text file that can be saved to your computer and then opened with spreadsheet software such as Excel. The zipped file contains a set of data for all CCC assemblies that are registered in Wisconsin. Open the folder with the zipped file and click on the zipped file. Save the txt file titled "CrossConnectionControlDevices" to a spot outside of the zipped file. Open your spreadsheet software. Find and open the text file.

The file was zipped for the download from the Web search because it is a big file. So, it may take a few seconds to open on your computer. What will show is the DSPS data on about 33,000 CCC assemblies in Wisconsin. You can sort and search this data to find assemblies or locations you are looking for. There is a header row with descriptions of what the data in the columns. (The data is updated weekly on the Industry Services Web Site; updates are not instantaneous and you need to again go through the search and download process if you want new data.)

2. Database search for specific records (Choose from the Object Type dropdown menu: "Plumbing - Cross Connection Control Device," then click on "Go to Detailed Search.") - This search provides data on specific CCC assemblies or on sets of assemblies. It's relatively quick and the information is displayed online. Search results are always susceptible to spelling variations and incorrect data, so some creativity may be needed. (The results-display shows up to about three dozen records. Therefore, large numbers on assemblies in a search results may not show on the same results display page. Note button at bottom of results take more to the following display page.)

Fees for registrations and tests (SPS 302.645)

The **registration fee** for each CCC assembly submitted in accordance with SPS 382.20(1)(c) is \$30 if filed using a paper form ([SBD-6154, PDF file](#)), or \$20 - if completed and filed electronically via the DSPS Website.

The **report filing fee** for each CCC assembly performance test required under SPS 382.22(8) is \$30 if filed using a paper form ([SBD-9927, PDF file](#)), or \$20 if completed and filed electronically via the DSPS Website.

CCC assemblies in health care facilities - Plan review is necessary for new assemblies.

Plan review will provide for the registration of the assembly and the assigning of a Regulated Object Number. Subsequent tests can be reported online.

The definition of "Health Care facilities:" A hospital, nursing home, community-based residential facility, county home, infirmary, inpatient mental health center, inpatient hospice, ambulatory surgery center, adult daycare center, end stage renal facility, facility for the developmentally disabled, institute for mental disease, urgent care center, clinic or medical office, child caring institution, or school of medicine, surgery or dentistry.

The **fee for plan review** of the following assemblies, when required (SPS Table 302.64-1), is \$170 each:

- Reduced pressure principle backflow preventer
- Reduced pressure fire protection principle backflow preventer
- Pressure vacuum breaker assembly
- Back siphonage backflow vacuum breaker

- Reduced pressure detector fire protection backflow preventer

Link to [online scheduler](#) for cross connection control assembly plan review. You must have pop-ups enabled to use the scheduler.

[PDF Paper Application Form – SBD 6154](#) for review or registration

Questions on plan submittals may be emailed to DspsSbPlanSchedule@wi.gov.

To ask technical code questions, email DspsSbPlbgTech@wi.gov.

Three possible actions for the online CCC assembly process

Caution: Do not use your browser's back/forward buttons or arrow buttons when registering assemblies or reporting tests. Your information will not be saved and you will need to start the process over. Use the buttons on each page to move backward or forward.

Problems with online process?

1. Registration of a new assembly, combined with a test report

- On the first screen you will be given the choice of 1.) Entering a Regulated Object Identification Number of a Serial Number and having the computer system pre-fill information fields with data from the DSPTS computes system; or 2.) Starting a new registration for an assembly that has not previously been registered or had a test reported.
- If you enter the Regulated Object number or Serial Number, the next screen should be pre-filled with information from the DSPTS database. If the system doesn't find the number you enter, and you think the number should be found, you can receive assistance through the [contact link and number](#) listed below.
- If the information in any of the pre-filled fields needs to be updated, it can be edited and the change will be saved when "Review Cart Contents" is selected at the bottom. If you change something, please make a note of the change in the comments box.
- Fields marked with an asterisk, among the identification information and the test information, must be filled.
- A new Regulated Object identification number is created when the new registration online process is opened. The number is shown about half way down the registration page, labeled as "CCCA Information."
- After entry of "Tester Cred ID" number, moving the cursor from that box will automatically show the tester's name and address. An email address is needed and the address needs to be entered a second time to be confirmed. The second entry is not automated.
- After filling out the test data and the tester number, a user needs to check the box that says "I hereby certify the test was performed by the Cross Connection Control Tester identified above."
- Once you've made registered the assembly and reported a test, on the next screen you will review the data you provided. If you wish to delete an assembly you entered, you must check the box on that assembly's line.
- The review screen also offers the option of "Enter Another Test/Registration." Selecting that button takes you back to the screen where you can enter an assembly's identifying numbers or start a new registration. Note that if you then choose new registration, you will need to completely fill out all owner, project, and customer data, even if the new assembly registration is on the same site for which you just entered a test.

2. Registration of a new assembly

- Fields marked with an asterisk among the identification information must be filled.
- A new Regulated Object identification number is created when the new registration online process is

opened. The number is shown about half way down the registration page, labeled as "CCCA Information."

3. Report a test of a registered assembly

- The first screen calls for entry of either the assembly regulated object number or the serial number. The RO number would have been assigned at the time of registration, or, in the case of an assembly in a health care facility, plan review (which includes registration). The RO number should be on identification tag attached to the assembly. The RO number can be found among other data available via an online search.
- Upon entry of a number on the first test reporting screen and selection of "search," a user will be shown the information DSPS has about the assembly. If the information needs to be updated, it can be edited and the change will be saved when "Review Cart Contents" is selected at the bottom. If the information in the pre-filled fields needs to be updated, it can be edited and the change will be saved when "Review Cart Contents" is selected at the bottom. If you change something, please make a note of the change in the comments box.
- Fields marked with an asterisk, among the identification information and the test information, must be filled.
- An email address is needed and the address needs to be entered a second time to be confirmed. The second entry is not automated.
- Once you've reported a test, on the next screen you will review the data you provided. If you wish to delete an entry, you must check the box on that assembly's line.
- The review screen also offers the option of "Enter Another Test/Registration." Selecting that button takes you back to the screen where you can enter one of an assembly's identifying numbers or start a new registration. Note that if you then choose new registration, you will need to completely fill out all owner, project, and customer data, even if the new assembly registration is on the same site for which you just entered a test.

Please report any problem to DspsSbInspectionSupport@wi.gov. You may use the paper application form. If you report the problem to the email noted, or you include a screen print of the error message with the paper application, you can send the \$20 online fee, rather than \$30 that the paper application will otherwise require.

Contacts

If you have questions about the cross connection control assembly registration, test reporting, or plan review process, contract the Industry Services Division Inspection Support Unit. Questions may be emailed to DspsSbInspectionSupport@wi.gov.

Questions on plan submittals (not technical code questions) may be emailed to DspsSbPlanSchedule@wi.gov.

To ask technical code questions, email DspsSbPlbgTech@wi.gov.

The Department of Safety and Professional Services Industry Services Division is an equal opportunity service provider and employer. If you need assistance to access services or need material in an alternate format, please contact us, 608-266-2112, TDD Relay dial 711 in Wisconsin or 800-947-3529.