

Cottonwood Water District

Cross-Connection Control Plan

PWS # CA4510007



3282 Chestnut Street
Cottonwood CA, 96022

Prepared By:
Russell Roberts – CCCS

Requirements for the Plan

Cottonwood Water District PWS# CA4510007, hereinafter referred to as “the PWS”, has the responsibility to protect the public water supply through implementation and enforcement of a cross-connection control plan (CCCP).

The CCC requirements are contained in the Cross-Connection Control Policy Handbook (CCCPH), which are incorporated into the State of California’s Drinking Water Regulations and became effective July 1, 2024.

Plan Objectives

Prevent the occurrence of backflow into a PWS’s distribution system in order to protect customers from contamination or pollution from any water user’s on-site hazards.

Required Elements of Plan

The CCCPH require a CCCP for PWSs to include certain minimum elements. Per the CCCPH, the minimum required elements of a CCC program are:

1. Operating rules or ordinances;
2. Cross-connection control program coordinator;
3. Hazard assessments;
4. Backflow prevention;
5. Certified backflow prevention assembly testers and certified cross-connection control specialists;
6. Backflow prevention assembly testing;
7. Recordkeeping;
8. Backflow incident response, reporting and notification;
9. Public outreach and education; and
10. Local entity coordination.

Element 1: Legal Authority

The PWS has adopted the following resolution which authorizes the PWS to implement the CCCP.

Resolution # R-01-2025

Date Adopted: July 9th 2025

The PWS's legal authority also authorizes the PWS to perform any of the following corrective actions in the event a water user fails to comply with the CCC Program in a timely manner:

1. Use of penalty fines on water user, including billing a water user for BPA installations, inspections, field tests, and maintenance.
2. Deny or discontinue service at the water user's expense.

Element 2: Cross–Connection Control Program Coordinator

To meet the certified CCC specialist requirement, the PWS will contract or have on staff at least one person certified in accordance with the CCCPH as a CCC Specialist to develop, implement and maintain the CCC program.

1. The following cross-connection related tasks to be performed by or under the direction of the PWS’s certified CCC specialist:
 - a. Preparation of and recommendations regarding changes to the CCC program;
 - b. Performance of and/or review and approval of CCC hazard assessments;
 - c. Provide recommendations on the type of BPAs to be installed;
 - d. Provide recommendations on schedules for retrofitting of BPAs;
 - e. Conduct or assist with the enforcement of CCC non-compliance;
 - f. Conduct inspections of BPAs for proper application and installation;
 - g. Conduct review of BPA inspection and test reports (may also be performed by a certified BPA tester);
 - h. Provide recommendations and/or the granting of exceptions to mandatory premises containment (protection at the service connection);
 - i. Conduct or assist PWS staff in the investigation of backflow incidents and other water quality problems;
 - j. Completion of Backflow Incident Reports; and
 - k. Completion or review and approval of CCC Annual Reports and any other deliverables required by the State Water Board.

2. The PWS may delegate other CCC program activities to other personnel who are not certified CCC specialists. These personnel must be noted on the following page. These activities may include:
 - a. Mailing, collecting, and initial screening of hazard assessments;
 - b. Mailing of BPA testing and non-compliance notices;
 - c. Receiving and screening of assembly testing reports;
 - d. CCC program database administration and recordkeeping;
 - e. Distribution of public education and outreach material; and
 - f. Assisting tasks associated with coordination with the local entities.

3. The following table identifies the current certified specialist employed or retained on contract by the PWS to manage the PWS’s CCC program and/or act as the CCC technical resource for the PWS:

Name of Designated Certified CCC Specialist	Russell Roberts
Address	7018 Hermosa Way
Email	Generalc wd@gmail.com
Phone Number	530-209-1542
Specialist Certification Number and Certifying Organization	AWWA #03686

Name of CCC Coordinator	Russell Roberts
Email	Generalc wd@gmail.com
Phone Number	530-209-1542

Name of 24-hour CCC Contact (can be the CCC Specialist or a designee)	Russell Roberts
Title (if not the CCC Specialist)	CCCS/ Lead Operator
Email	Generalc wd@gmail.com
24-hour Phone Number	530-209-1542

Any other PWS personnel (staff or contracted) involved with implementing the CCC Program:

Name	John Hollmer
CCC Role/Title	General Manager
Email	Cottonwoodwaterdistrict@gmail.com
Phone Number	530-941-4274
Any CCC Certification (Tester or Specialist) Number and Certifying Org	

Element 3: Hazard Assessments

In accordance with CCCPH Section 3.2.1, the PWS must conduct an initial hazard assessment of the user premises within its service area. The hazard assessment must consider the following criteria:

- a. The existence of cross-connections
- b. The type and use of materials handled and present, or likely to be, on the user's premises
- c. The degree of piping system complexity and accessibility
- d. Access to auxiliary water supplies, pumping systems, or pressure systems
- e. Distribution system conditions that increase the likelihood of backflow
- f. User premises accessibility
- g. Any previous backflow incidents on the user premises
- h. The requirements and information provided in the CCCPH.

The procedures for conducting the hazard assessments are as follows:

1. For **industrial service connections**, the PWS staff will conduct onsite assessment or site surveys for hazard identification. The PWS will have all hazard assessments completed by July 1st 2031.
2. For **commercial service connections**, the PWS staff will conduct onsite assessment or site surveys for hazard identification. The PWS will have all hazard assessments completed by July 1st 2031.
3. For **agricultural service connections**: No agricultural service connections currently exist within PWS service area. PWS will monitor requests for any new agricultural service connections and will conduct onsite hazard assessments.

4. For **landscape irrigation service connections**, the PWS staff will conduct onsite hazard assessment surveys. The PWS will have all hazard assessments completed by July 1st 2031.
5. For **single-family residential service connections**, the PWS will implement the following:
 - Require the customer to submit to the PWS within 90 days of notification, a completed “Water Use Questionnaire,” which will be used for hazard assessment.
 - PWS staff will prioritize and conduct additional onsite hazard assessments on an as needed basis if customer does not comply or identifies a potential hazard to the PWS.
6. For **multi-family residential service connections**, the PWS will implement the following:
 - Require the customer to submit to the PWS within 90 days of notification, a completed “Water Use Questionnaire,” which will be used for hazard assessment.
 - PWS staff will prioritize and conduct additional onsite hazard assessments on an as needed basis if customer does not comply or identifies a potential hazard to the PWS.
7. For **new temporary service connections** (i.e., temporary fire hydrant connections used for construction projects, emergency services connections), the PWS will conduct onsite hazard assessments before establishing a connection.
8. The PWS will conduct an initial hazard assessment on district facilities by January 1st, 2026.

Element 4: Backflow Prevention

The PWS must ensure that actual and potential cross-connections are eliminated when possible or controlled by the installation of approved Backflow Preventer Assembly (BPAs) consistent with the requirements of the CCCPH Article 3.

Backflow Preventer Requirements

The Following applies to PWS water users:

1. The PWS will require that water service to water users with identified hazards be protected at the service connection in a manner acceptable to the PWS. All service connections identified as high hazard shall be isolated with an RP.

In lieu of premises containment, with the concurrence of the PWS's CCC Specialist, the water user may install in-premises protection that commensurate with the degree of hazard at the user's premises.

2. The PWS will require temporary meters (i.e., meters used for temporary service connections at fire hydrants for construction projects) be equipped with an RP or Air Gap.

Approved Backflow Preventers Assemblies (BPA) and Installations

The PWS is required to ensure that BPAs are approved and installed in accordance with standards noted in CCCPH Section 3.3.1 and 3.3.2.

All BPAs must be installed in:

- a. The orientation for which they are approved;
- b. A manner and location that facilitates their proper operation, maintenance and testing or inspection;
- c. A manner that will protect them from weather-related conditions such as flooding and freezing.

Schedule for Installation of BPAs

1. New connections with identified hazards will have BPA's installed before water service is initiated.
2. Existing connections with high hazards identified must install the proper BPA within 90 days of notification.
3. Existing fire protection systems using chemicals or supplied by unapproved auxiliary water source must install the proper BPA within 90 days of notification.
4. Existing fire protection systems not using chemicals and supplied by PWS water supply must install the proper BPA within 180 days of notification.
5. The PWS may consider granting an extension of time for installation of BPA for an existing connection if requested by the premises owner.

Enforcement

When the water user fails to install the required backflow protection within 14 days after the due date specified, The PWS will send a second notice giving the customer an additional 14 days to comply. The notice will also inform the customer that failure to satisfactorily respond to this notice will result in penalties in accordance with its legal authority (CCC Program Element 1).

The PWS may offer to arrange for the installation of the customer-owned backflow protection and bill the customer for the cost of installation and testing of the BPA.

Element 5: Certified BPA Testers and Certified CCC Specialists

The PWS must ensure all BPA testers and CCC specialists used are certified per CCCPH Article 4.

1. The PWS will maintain a list of certified BPA testers and CCC Specialists that have been pre-approved by the PWS.

Pre-Approval Qualifications

Certified BPA testers and CCC Specialists who wish to be included on the PWS's pre-approved list and/or provide testing in the PWS's service area must apply to the PWS and furnish the following information:

- Evidence of current certification with CA/NV AWWA and in good standing;
- Make and model of field-testing equipment (BPA testers only);
- Evidence of test equipment verification of accuracy and/or calibration within the past 12 months (BPA testers only).
- Proof of liability insurance with 1,000,000 limits.

This list will be reviewed and revised every 12 months.

Quality Assurance

The PWS will review BPA inspection/test report forms submitted by the certified BPA testers within 30 days of receipt. The PWS will provide follow up on test reports that are deficient in any way. The PWS report incidences of fraud or gross incompetence on the part of any certified tester to the certifying organization.

Element 6: Backflow Preventer Assembly Testing

The PWS must develop and implement a procedure for ensuring all BPAs are field tested, inspected, and maintained in accordance with CCCPH Section 3.3.3.

1. Inspection and Testing of BPAs:

All BPAs used for the PWS's CCC Program will be subject to inspection and testing. This includes BPAs installed for internal protection within a user's premises in lieu of premises containment. The PWS must have access to the user premises and must ensure that the on-site protection meets the requirements of the CCCPH for installation, field testing, and inspections.

Inspection and testing of BPAs will be as follows:

- The PWS's certified CCC specialist will inspect BPAs for proper application (i.e., to ensure that the BPA installed is commensurate with the degree of hazard).
- Either a certified CCC specialist or certified BPA tester will perform inspections of BPAs for correct installation.
- A certified BPA tester will test assemblies.

2. Frequency of Inspection and Testing

Inspection and testing of BPAs will be conducted:

- At the time of installation;
- Annually (approximately 12 months) or more frequently after installation;
- After a backflow incident; and
- After BPA repair, reinstallation, relocation, or re-plumbing

The PWS, State Water Board, or local health agency may require a BPA to be inspected and/or tested more frequently than once a year.

3. Responsibility for Inspection and Testing

PWS will require the customer to be responsible for inspection, maintenance, and testing of BPAs that are owned by the customer.

4. Approved Test Procedures

The PWS will require that all assemblies relied upon to protect the public water system be tested in accordance with test procedures as described in University of Southern California Manual of Cross-Connection Control 10th Edition.

Any proposal to use alternate test procedures must be approved by the PWS's certified Specialist.

5. Notification of Annual BPA Testing

The PWS will notify customers via mailed letter who own BPAs used for public water system protection to have their BPA(s) inspected and/or tested each year. Notices will be sent out not less than 90 days before the due date of the inspection and/or test. The notice will also specify the date by which the test report must be received by the PWS.

For BPAs that are under the responsibility of the PWS, the PWS will notify the BPA Tester not less than 30 days before the inspection/testing due date.

6. Notification of Non-Routine BPA Testing

In situations when non-routine BPA inspection and/or testing is needed, the PWS will notify customers via mailed letter to have their BPA(s) inspected and/or tested. The notice will also specify the date by which the test report must be received by the PWS.

For BPAs that are under the responsibility of the PWS, the PWS will notify the BPA tester to have the BPAs inspected/tested.

7. Inspection of Internal Protection at PWS-Owned Water Supply Treatment/Storage Facilities

Facilities that produce, treat, store or distribute drinking water must have proper internal protection from internal cross-connections to ensure that the drinking water supplies are protected from cross-connections.

PWS will conduct a cross-connection survey of the facilities every 5 years to ensure internal protection is adequate.

9. Enforcement

When the PWS has not received a test report within 30 days after the due date specified, the PWS will take the following enforcement action:

1. The PWS will send a second notice giving the customer an additional 14 days to send in the inspection/test report. The notice will also inform the customer that failure to satisfactorily respond to this notice will result in penalties in accordance with its legal authority (CCC Program Element 1).
2. If the customer has not sent in the inspection/test report within 14 days of the due date given in the second notice, the PWS will send a third notice, by certified mail or hand delivery. The notice will also inform the customer that failure to satisfactorily respond to this notice will result in penalties in accordance with its legal authority (CCC Program Element 1).

The PWS may offer to arrange for the inspection and/or testing of the customer-owned backflow preventers by a certified tester and will bill the customer the cost of inspection and/or testing, plus reasonable administrative costs.

Element 7: Recordkeeping

The PWS must develop and implement a recordkeeping system in accordance with the CCCPH Section 3.5.1.

1. Types of Records and Data to be Maintained

Each PWS must maintain the following records, which must be made available to the State Water Board upon request:

- a. Two most recent hazard assessments for each customer's premises;
- b. Information on each BPA used for public water supply protection, including the associated hazard or application, location, owner, type, manufacturer and model, size, installation date (if known), and serial number
- c. Information on air gaps used for public water supply protection, including installation, associated hazard or application, location, owner, and as-built plans of the air gap
- d. Results of all BPA field testing, air gap inspections, and swivel-ell inspections and field tests for the previous three calendar years, including the BPA tester name and certification number, BPA test date, BPA repair date
- e. Information on repairs made to, or replacement or relocation of, BPAs for the previous three calendar years
- f. Information on the most current cross-connection tests performed
- g. Information on user supervisors if required for customers' premises, including current contact information, any applicable training and qualifications
- h. Descriptions and follow-up actions related to all backflow incidents
- i. Information on any contractors used to carry out any tasks involved with the CCC program, including contact information, service contract, etc.
- j. Public outreach or education materials for the previous three calendar years.

2. Methods of how data is maintained and/or stored

The PWS will maintain records using the following methods:

Item	Method (Digital, hard copy, both, or other - describe)
Hazard Assessments	Digital or Hard Copy
BPA Information	Digital
Air Gap, Swivel-EI Information	Digital
BPA field test reports	Digital
BPA Installation, Repair, Replacement	Digital
Certification information of BPA testers and CCC Specialists	Digital
Backflow Incident Documentation	Digital
User Supervisors (if required)	Digital
Public Outreach, Education Materials	Digital
CCC Program Contractor information (if a contractor is used)	Digital

Element 8: Backflow Incident Response, Reporting, and Notification

The PWS must develop and implement procedures for investigating and responding to suspected or actual backflow incidents in accordance with CCCPH Section 3.5.

The PWS must describe its procedures for investigating and responding to suspected backflow incidents, including but not limited to the following:

- a. Consideration of complaints or reports of changes in water quality as possible incidents of backflow
- b. Water quality sampling and pressure recording; and
- c. Documentation of the investigation and any response and follow-up activities

1. Backflow Incident Response Plan

The PWS's CCC Specialist will participate in developing a backflow incident response plan. The incident response plan will include, but will not be limited to:

- k. Notification of affected service area population;
- l. Notification and coordination with other agencies, such as the State Water Board, and the local health jurisdiction;
- m. Identification of the source of backflow substance;
- n. Isolation of the source of backflow substance and the affected area(s);
- o. Mitigation measures to correct the problem;
- p. Application of corrective actions to prevent future backflow occurrences; and
- q. Documentation of the backflow incident investigation, response, and follow-up actions.

2. Backflow Incident Notification

The PWS must notify the State Water Board and local health agencies of any known or suspected incident of backflow within 24 hours of the determination.

State Water Board – Division of Drinking Water Contact Information: District 02 – Lassen Office Phone: (530) 224-4800 Emergency Phone: (530) 262-9384
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If required by the State Water Board, the PWS must issue a Tier 1 Public Notification. The State Water Board may also require the PWS to submit a written incident report describing the details and affected area of the backflow incident, PWS actions in response to the backflow incident, and follow up actions to prevent future backflow incidents. An example backflow incident report form is included in the CCCPH, Appendix F.

Element 9: Public Outreach and Education

The PWS must implement a CCC public outreach and education program element that includes educating PWS staff, customers, and the community about backflow protection and CCC. The PWS may implement this requirement through a variety of methods which may include providing information on CCC and backflow protection.

The PWS will distribute CCC education materials using periodic water bill inserts and pamphlet distribution.

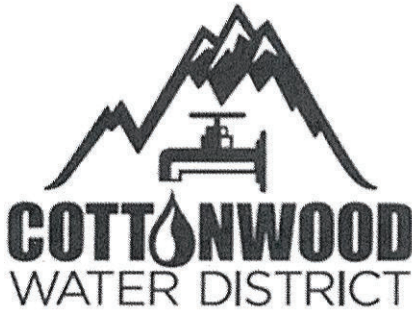
For residential customers, it is recommended that such education materials describe the cross-connection hazards in homes and the recommended assemblies or devices that should be installed by the homeowner to reduce the hazard to the public water system. The education program should emphasize the responsibility of the customer in preventing the contamination of the public water supply. Other education information distributed by the PWS can include, but not be limited to, the following:

- r. Cross-connection hazards in general;
- s. Irrigation system hazards and corrective actions;
- t. Fire sprinkler cross-connection hazards;
- u. Point-of-use treatment (i.e. household softeners, reverse osmosis units) cross-connection hazards;
- v. Auxiliary water supply (i.e. privately-owned wells, graywater or other non-potable water use) cross-connection hazards;
- w. Importance of annual inspection and/or testing of backflow preventers; and
- x. Thermal expansion in hot water systems when backflow preventers are installed for premises isolation.

Element 10: Local Entity Coordination

Per the CCCPH, the PWS must coordinate with applicable local entities that are involved in either CCC or public health protection to ensure hazard assessments can be performed, appropriate backflow protection is provided and provide assistance in the investigation of backflow incidents. Local entities may include but are not limited to plumbing, permitting, or health officials, law enforcement, fire departments, maintenance, and public and private entities.

Local Entity	Contact Name	Contact Info (Phone, email)
Shasta County Building Department	<i>Sean Ewing</i>	<i>530-225-5787</i>
Cottonwood Fire Department	<i>Billy Morgan</i>	<i>530-339-2314</i>
Shasta County Environmental Health	<i>Jim Whittle</i>	<i>530-225-5787</i>
Shasta County Sherriff's Office	<i>Dispatch</i>	<i>530- 245-6540</i>



COTTONWOOD WATER DISTRICT

Mailing Address:
P.O. Box 2130
Cottonwood, CA 96022

Emergency Contact:
(530) 941 - 4274
(530) 209 - 1542

Office Location:
3282 Chestnut St.
Cottonwood CA, 96022

Administrative Contact:
Phone: (530) 347 - 3472

Web: <http://cottonwoodwaterdistrict.org>

RESOLUTION R – 01 -2025

NOW, THEREFORE, BE IT RESOLVED, The Cottonwood Water District Board of Directors hereby adopts the attached Cross-Connection Control Plan, on July 9th 2025. Which amends Cottonwood Water District By Laws, Article VIII, Board Policies, Section 3. Backflow Devices,

WHEREAS, California AB 1671, requires The State Water Recourse Recourse Control Board to adopt standards for backflow protection and cross-connection control,

WHEREAS, The State Water Recourse Control Board Adopted the new Cross-Connection Control Policy Hand Book on July 1st 2024, which requires all public water systems to implement a cross-connection control plan in an effort to prevent contamination of the public water supply through cross contaminations.

WHEREAS, The Cottonwood Water District has created a cross-connection control plan to meet the standards of the SWRCB and to protect the public from possible contamination of their drinking water through backflow prevention.

NOW, THEREFORE, BE IT RESOLVED THAT, The Cottonwood Water District Board of Directors adopts the Cross-Connection Control Plan on July 9th 2025.

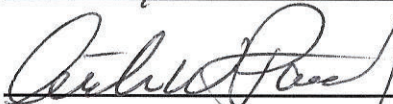
PASSED AND ADOPTED, on this day of July 9th 2025 by the Cottonwood Water District with the following votes.

Ayes: Spurgeon, Peebles, Presley, Shidlovsky, Parham

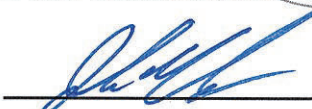
Noes: ∅

Absent: ∅

Abstain: ∅


Board Chairman, Art Parham

7/9/2025
Date


Attest: District Secretary to the Board, John Hollmer

7/09/2025
Date