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Updated City of North Las Vegas Certified Tester Requirements
Effective April 30, 2018

The City of North Las Vegas Utilities Department has updated its requirements regarding acceptance on our list of approved backflow testing companies. Detailed below are the updated requirements, including information on using the Tokay Web Test online portal for test reporting. Failure to follow these instructions, or to comply with these requirements, will result in your business being removed from our list of approved testing companies.

Basic Licensing and Certification Information

- Copies of individual or multi-jurisdiction business licenses for City of North Las Vegas, City of Las Vegas, and Clark County must be submitted immediately upon each renewal. State contractors licenses are not required but may be submitted. These shall be submitted via email to: backflowprogram@cityofnorthlasvegas.com and the subject line must indicate renewed business license and the applicable jurisdiction(s). *Tokay Web Test will not allow data submission if your business license is expired.*
- Proof of \$1,000,000 general liability insurance is required and must be submitted immediately upon each renewal or change of provider. These shall be submitted via email to: backflowprogram@cityofnorthlasvegas.com and the subject line must indicate general liability insurance information attached.
- A list of employees who are performing backflow testing for your company, along with copies of their current AWWA or ABPA certifications, must be submitted to our office not less than once per year, and immediately upon any change in certification or employment. These shall be submitted via email to backflowprogram@cityofnorthlasvegas.com and the subject line must indicate the employee and whether new employee/new certification, renewed certification, or no longer employed. *Tokay Web Test will not allow any tester to gain access for test data entry if their approved backflow certification is expired.*

- Copies of annual gauge calibrations must be submitted not less than once per year and immediately upon recertification or replacement. Information on which employee(s) will be using the test gauge must be included. These shall be submitted via email to: backflowprogram@cityofnorthlasvegas.com and the subject line must indicate new gauge, recertified gauge, or gauge no longer in use.

Failure to provide the Utilities Department with copies of your renewed business licenses, proof of insurance, AWWA or ABPA certifications, or gauge calibrations may result in your company being removed from our approved tester list.

Tokay Web Test and Annual Backflow List

- Backflow test reports must be submitted online through the Tokay Web Test web portal at <https://cnlv.tokaytest.com/>. Test reports received via fax, United States Postal Service (USPS), or by any other means will be rejected. Copies of the Tokay Web Test user's guide can be provided to you via email or will be available on the City's website at the link shown below.
http://www.cityofnorthlasvegas.com/departments/utilities/backflow_prevention_program.php
- The Annual Backflow List (ABL) is posted monthly on our website and provides information necessary for submitting through Tokay Web Test. The information posted will be for the current test month only. Copies of ABLs may be requested via email to backflowprogram@cityofnorthlasvegas.com. Include ABL request and month in the subject line. ABLs prior to February 2018 may not include the Hazard ID, which may be needed for test result submissions.

The Utilities Department is determined to deliver water of the highest quality possible. We appreciate your desire and support in helping us meet this goal. If you have any questions or need further information, please contact the Utilities Department at (702) 633-1275.