



**Henry County Water Authority**  
Engineering Division

## **How to Submit the HCWA Backflow Test Report**

The Authority created the fillable test report to streamline reporting for testers. The pdf form uses JavaScript to create the fillable form fields. JavaScript is a useful tool for creating fillable forms, but it can also be used to transmit malicious content. Therefore, HCWA blocks all attachments that contain JavaScript. The solution for submitting the filled/completed pdf is below.

Download the form, fill-in the required information and save the form using the customer's name, eliminating the need to reenter the information each year. The following year, the tester can open the form, verify the information, update the test results, and print the form to pdf with the customer name and year.

1. [Download](#) Backflow Prevention Assembly Test Data and Maintenance Report fillable form to your computer.
2. Open form, File, Save As, ABC Commercial.pdf
3. Enter customer and test data in the ABC Commercial.pdf file.
4. Select File, Save, Print the document to Adobe PDF. (select Printer, select Adobe PDF, select Print and choose a location file on your computer).

Example:

Save File to Folder - C:\Documents\BackflowTestReports\ABC Commercial,  
Enter a file name, example: 2018 ABC Commercial Fireline Test Report.pdf

By printing to pdf, it flattens the file (strips out the JavaScript), creates a clean pdf document for your records that can be emailed to [backflow@hcwa.com](mailto:backflow@hcwa.com).

The fillable test form can be downloaded from the HCWA website.  
<https://www.hcwa.com/development/backflow-prevention.cms>

If you have any questions please contact the Water Loss Department at (770) 914-3688 or [backflow@hcwa.com](mailto:backflow@hcwa.com).