

8.17 Sample Letter: Letter of Acknowledgment for Field Evaluation Sites

(Revised 13 November 2000)

To be submitted on company letterhead

_____ *(date)*

Field Evaluation Coordinator
Foundation for Cross-Connection Control
and Hydraulic Research Laboratory
3022 Riverside Drive
Los Angeles, CA 90039

re: Field Test Site

_____ *(manufacturer)*

_____ *(model and size)*

It is the understanding of _____ *(property owner, water purveyor, or health agency)* that the subject test assembly(s) to be located at _____ *(location address)* will be in the field for at least twelve (12) months¹ and during that time the assembly(s) will be tested on a nominal thirty (30) day schedule by the Foundation for Cross-Connection Control and Hydraulic Research at the University of Southern California. A normal test will usually require a shutdown of water from five to ten minutes, however during these tests the water service may be turned off for an hour or more for inspection or maintenance. During the period of the Field Evaluation, only the Foundation Staff is permitted to test, inspect, or repair the assembly(s).

The subject test assembly(s) location shall be reviewed and deemed acceptable by the Foundation prior to installation. The Foundation Staff will only perform the initial field test after the assembly has successfully completed the Laboratory Evaluation. The manufacturer of the assembly(s) will be responsible for any required water/health agency field testing and maintenance of the assembly(s) installed prior to the initial field test.

At the successful conclusion of the Field Evaluation phase of the Foundation Approval program, the assembly(s) will gain Approval and become the property of _____ *(the owner)*. Should the subject assembly(s) not complete the Field Evaluation and not gain Foundation Approval, then the manufacturer of the subject assembly(s) will be responsible for replacing the field test assembly(s) with an Approved assembly(s).

Sincerely,

(signature) _____

(printed name) _____

(title) _____

cc. *(manufacturer)*
(property owner)
(water purveyor)
(health agency)

¹ Note: Field Evaluation does not start until the third assembly is installed and initial tested by the Foundation staff. If warranted, the Field Evaluation may be extended beyond the twelve (12) months.