

Cross Connection Control Assembly

Registration and Test Reporting Instructions

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 S&B 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 S&B 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 S&B 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 DspsSblInspectionSupport@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.
