



### BRAND NEW BACKFLOW PREVENTION ASSEMBLIES REGISTRATION FORM

To: Backflow Testers (BPAT), Customer Service Inspectors (CSI), Irrigators, Plumbers, Fire line Contractors, Builders and Construction Firms

This letter is to inform you of the new procedures for the recording and confirming of NEW backflow prevention assemblies and required testing in the City of Lubbock, Texas prior to permit or Certificate of Occupancy. The City has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm backflow prevention testers and the reporting. All testers must register all professional licenses through this website. The fee to register as a BPAT/CSI in the City of Lubbock is \$0 annually.

As of November 22, 2019, at midnight, it will be necessary to submit a current driver's license, gauge accuracy and/or calibration report, state license and professional documentation, individual and company. You will have an opportunity to upload Backflow/CSI documents during registration or send them to us via fax or email. The fee for backflow and CSI reporting is \$8.95 plus state sales tax. This fee is paid upon entering the inspection test results in the online tool. Follow the steps below to enter inspections in a timely manner.

#### **COMPLETE THIS FORM FOR EACH NEW BACKFLOW PREVENTION ASSEMBLY** **DO NOT TURN TEST FORMS IN TO THE CITY.**

- **PRIOR TO TESTING THE NEW BACKFLOW PREVENTION ASSEMBLIES** fax or email this completed document for each new assembly to (866) 410-1093 or [cs@sctrackingsolutions.com](mailto:cs@sctrackingsolutions.com). SC Tracking will validate and then upload the information for you.
- BPAT/CSI need to go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com). Click BPAT registration and complete the entire process. This process should not take more than a few minutes, if documentation is in order, and will only need to be completed one time with periodic updates as licenses or certifications expire.
- Please allow 24 hours for SC Tracking to validate your documentation with state and local databases, usually same day.
- Once validation is complete you will receive a temporary password via email.
- SC Tracking will then email you a Catalog # for this address.
- You will then return to the website, log in using your email address and temporary password, complete the test or tests that apply to you and check out. This will complete your obligation to this inspection.
- Maintain your test records per state law.
- A copy of the report will be emailed to your registered email and the designated City representative upon completion of the test and checkout.

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Is this a Replacement Assembly: Yes or No. If so, what is the OLD serial numbers? \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Type: \_\_\_\_\_ (RPZ, DC, DCDA, PVB, SVB, RPZ II, DCDA II)

Serves: \_\_\_\_\_ IRRIGATION, DOMESTIC, FIRE, WATER HEATER, BOILER, CARBONATOR, etc..

On site Location: \_\_\_\_\_

Technician/Tester Name: \_\_\_\_\_

Technician/Tester Email: \_\_\_\_\_

Please Circle One: ☐ Residential (Single Family) ☐ Commercial

\*\*Email/Scan or Fax to SCTS Customer Service

\*\*\*\*All Aerobic system and water wells tied to an irrigation system must be protected with a Reduced Pressure Principle.