



October 10, 2019

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

This letter serves to inform you of the new procedures and requirements for delivering Backflow Prevention Assembly Test Reports and Customer Service Inspections to the City of Lubbock. The City has partnered with SC Tracking Solutions LLC, a web-based software tool used to track, catalog, and confirm validity of testers, inspectors and the inspections.

**Announcements:**

- November 14, 2019** The City will be hosting a voluntary training session on the SC Tracking Tool for all BPAT/CSI, you are welcome to attend. Two training times are available at 9am and 10:30am, location is 1501 Mac Davis Lane Lubbock, Texas 79401 in the Terrace suite, 2<sup>nd</sup> floor. Seats limited, sign up by calling (806)775-2397.
- November 22, 2019** PROGRAM START: All existing and new backflow prevention assembly test reports are required to be reported through the SC Tracking Solutions tool at [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com) as of 12AM. Please disregard paper copies at this time.
- November 25, 2019** First notices go out to commercial/residential properties whose backflow prevention assembly tests are due and/or past due.

1. To register for the first time, go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com) and create a login. All Backflow Prevention Assembly Test Reports and CSI Reports will be delivered at this website.
2. Upload, fax, or email current company documentation, professional license(s), TCEQ BPAT/CSI license, liability insurance, gauge accuracy report, confined space, fire (if app.) and driver's license. Please ensure they are all current. Please allow 24 hours to cross-check information with state databases and issue you a password.
3. Once you have a password you can upload Backflow Prevention Assembly Test Reports or CSI Inspection using the Customer Catalog # (Customer Catalog # is issued to every commercial or residential property owner who receives the notice of compliance). Any missing test reports that are due and/or past due will be forwarded to the Backflow Department of the City of Lubbock for enforcement action.

**SC Tracking Solutions Customer Service Phone #: 1-866-232-0174**

**SC Tracking Solutions Fax #: 866-410-1093**

**SC Tracking Solutions Email: [cs@sctrackingsolutions.com](mailto:cs@sctrackingsolutions.com)**

Required fees upon the completion of an inspection are as follows, please bid accordingly:

Backflow Prevention Assembly testing/CSI /install/annual service:	\$8.95 total per report, plus state sales tax
Annual Backflow Tester City Reg:	\$0 Annually
Annual CSI Inspector Reg:	\$0 Annually
BPAT/CSI Insurance required:	Not Required Currently
Confined space:	Not Required Currently

Sincerely,

*Malcolm Laing*

Water Resource Manager  
City of Lubbock

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