



October 9, 2017

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 to the Town of Westlake. The Town has partnered with SC Tracking Solutions LLC, a web-based software tool used to track, catalog, and confirm validity of testers, inspectors and their inspections.

Announcements:

- October 30, 2017 The Town will be hosting a training session on the SC Tracking Tool for all BPAT, you are welcome to attend. Location for the training will be 11am at 1500 Solana Blvd., Bld. 7, Ste 7200, Westlake, TX 76262.
- November 1, 2017 PROGRAM START: All existing and new backflow prevention assembly test reports and customer service inspections are required to be submitted through the SC Tracking Solutions tool at www.sctrackingsolutions.com. Paper reports will no longer be accepted as of 12AM.
- November 25, 2017 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 and create a login. All Backflow Prevention Assembly Test Reports will be delivered at this website.
2. Upload, fax, or email current company documentation, professional license(s), TCEQ BPAT 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 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 Public Works Department of the Town of Westlake for enforcement action.

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

SC Tracking Solutions Fax #: 214-203-1344

SC Tracking Solutions Email: cs@sctrackingsolutions.com

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

Backflow Prevention Assembly:	\$25 per report, plus state sales tax
Annual Town BPAT Registration:	\$125 (paid thru SCTS site) plus state sales tax
BPAT Insurance required:	Not Currently
Confined space:	Not Currently

Sincerely,

Jannod Greenwood

Asst. to the Town Manager
Town of Westlake



BRAND NEW BACKFLOW PREVENTION ASSEMBLIES REGISTRATION FORM

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

This letter is to inform you of the new procedures for the recording and confirming of NEW residential/commercial backflow prevention assemblies and required testing in the Town of Westlake, Texas prior to permit or Certificate of Occupancy. The Town has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm backflow prevention testers and their inspections. The website is www.sctrackingsolutions.com. All testers must register all professional licenses through this website.

As of November 1, 2017 it will be necessary for backflow prevention assembly testers and Customer Service Inspectors 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 documents during registration or send them to us via fax or email. The fee for each backflow assembly tested is \$25 plus state sales tax. This fee is paid upon entering the backflow prevention assembly test results in the online tool. Annual registration is \$125 per tester paid on SCTS site. Follow the steps below to complete residential/commercial backflow assembly inspections in a timely manner.

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

- **PRIOR TO TESTING THE NEW BACKFLOW PREVENTION ASSEMBLIES** fax or email this completed document for each new assembly to (866) 866-410-1093 or cs@sctrackingsolutions.com. SC Tracking will validate and then upload the information for you.
- BPATs need to go to 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.
- 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, type in the Catalog #, complete the test or tests that apply to you and check out. This will complete your obligation to this inspection and be copied to the Town. Maintain your test records per state law.
- A copy of the report will be emailed to your registered email and the designated Town representative upon completion of the test and checkout.

Address of New Assembly: _____ Town: _____ Zip: _____

Building Owner Email: _____

Make: _____ Model: _____ Size: _____ Serial Number: _____

Type: _____ (RPZ, DC, DCDA, PVB, SVB, RPZ II, DCDA II)

Serves: Please Circle One - **IRRIGATION, DOMESTIC, FIRE, WATER HEATER, BOILER, CARBONATOR**

Location: _____

Tester Name: _____

Tester Email: _____

Please Check One: Residential Commercial

Email/Scan or Fax to SCTS Customer Service