



December 1, 2014

To: Backflow Technicians/Testers, Plumbers, and Irrigators

This notice serves to inform you of the new procedures and requirements for submitting backflow prevention assembly test reports to the City of Keller. The city has partnered with SC Tracking Solutions LLC, a web-based software tool used to track, catalog, and confirm validity of testers and their inspections.

All existing and new backflow prevention assembly test reports are required to be submitted at www.sctrackingsolutions.com by the backflow technician/tester. **Paper reports are no longer accepted.**

1. To register, 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 SC Tracking Solutions the documentation required by the city, including professional license(s), state certification, liability insurance, and driver's license. Please ensure the documentation is current. Please allow SC Tracking Solutions 24 hours to validate the information with state databases and issue you a password.
3. Once you have a password issued to you, you can upload backflow prevention assembly test reports using the "Customer Catalog Number" ("Customer Catalog Number" is issued to every commercial or residential property owner). Any missing test reports that are due and/or past due annual inspection will be reported to the City of Keller Public Works Department for enforcement action.

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

SC Tracking Solutions Fax #: 972-217-8387

SC Tracking Solutions Email: cs@sctrackingsolutions.com

Required fees upon submitting inspection results are as follows, please bid accordingly:

Backflow inspection installation/annual/service (Paid on SC Tracking Solutions website)	\$10.95 per device + sales tax
Annual city registration	No annual fee at this time
Insurance required	\$1,000,000.00 GL Policy
Confined space	Required