



## PUBLIC WORKS

### NEW BACKFLOW PREVENTION ASSEMBLY REGISTRATION FORM

To: Backflow Technicians/Testers  
cc: Builders, Construction Firms, Irrigators

This notice serves to inform you of the new procedures for the tracking and delivering of NEW residential/commercial backflow device inspections in 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. To submit backflow prevention assembly test reports to the City of Keller, all backflow technicians/testers must register at [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com).

**As of December 1, 2014**, technicians/testers must submit a current calibration report, \$1,000,000.00 liability insurance, company documentation, professional license, and state certification at [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com) during registration or send them to SC Tracking Solutions via fax or email. **The fee for submission for each backflow prevention assembly test report is \$10.95 plus tax.** This fee is paid upon entering the test results using the online tool at [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com). There is no annual city registration fee at this time. Follow the steps below to complete the delivery of residential/commercial backflow prevention assembly test reports in a timely manner.

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

- **PRIOR TO TESTING THE NEW DEVICE**, fax or email this completed document for each device to (972) 217-8387 or to [cs@sctrackingsolutions.com](mailto:cs@sctrackingsolutions.com). SC Tracking will upload the information for you.
- All technicians/testers: Go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com). Click on “technician/tester 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 upon the expiration of certifications and licenses.
- 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 Number for the property address.
- Return to the website, log in using your email address, temporary password, and Catalog # that were issued to you. Complete the test(s) that apply to you and check out. This will complete the delivery of the backflow prevention assembly test report(s). Maintain your test records as required by the state law.
- Once you complete the report(s) submission process, a copy of the report(s) will be emailed to you and the designated city representative(s).

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Address of New Assembly: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Building Owner Email: \_\_\_\_\_

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

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

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

Location: \_\_\_\_\_

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

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

Please Select:

- Residential
- Commercial

***\*\*Please email or fax this document directly to SC Tracking Solutions.  
The device information above will be logged and you will receive a Catalog Number for the entry.***

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

SC Tracking Solutions Fax #: 972-217-8387

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