



February 5, 2020

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 City of Crowley. 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:**

- February 20, 2020** The City will be hosting a voluntary training session on the SC Tracking Tool for all BPAT/CSI, you are welcome to attend. Location for the training will be in the training room, 201 E. Main Street Crowley, Texas 76036.
- February 21, 2020** 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.
- February 25, 2020** 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 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 City of Crowley 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:	\$11.95 total per report, plus state sales tax
Annual Backflow Tester City Reg:	\$100 Annually (Paid On SCTS website)
BPAT Insurance required:	500k
Confined space:	Required

Sincerely,

A handwritten signature in black ink that reads 'Joe Sloan'.

Inspector  
City of Crowley