



February 25, 2021

To: Backflow Prevention Assembly Testers (BPATs), Plumbers, Fireline 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 Plainview. The City has partnered with SC Tracking Solutions LLC (SCTS), a web-based software tool used to track, catalog, and confirm the validity of testers, inspectors and inspections.

Announcements:

**March 22, 2021** **PROGRAM START:** All existing and new Backflow Prevention Assembly Test Reports are required to be reported through the SCTS tool at [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com) as of 12AM.

**March 25, 2021** First notices go out to commercial and residential properties whose Backflow Prevention Assembly tests are due and/or are past-due.

Registration:

1. To register for the first time, go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com) and click create account. All Backflow Prevention Assembly Test Reports will be uploaded to this website.
2. Next, upload, fax, or email current company documentation, professional license(s), Texas Commission of Environmental Quality (TCEQ) BPAT license, liability insurance, gauge calibration reports, confined space and fire permits (if applicable), and driver's license. Please ensure all documents are current.
3. Allow 24 hours for SCTS to cross-check information with state databases and issue a password.

Once you have a password, you can upload Backflow Prevention Assembly Test Reports. A Customer Catalog Number is issued to every commercial or residential property owner who receives the notice of compliance. Any missing reports that are due and/or past-due will be forwarded to the Utilities Department of the City of Plainview for enforcement action as required.

**SC Tracking Solutions Customer Service Phone #:** 1-866-232-0174  
**SC Tracking Solutions Fax #:** 1-866-410-1093  
**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 Report Install/Maintenance/Annual	\$8.95 Total Per Report, tax
Annual BPAT/Paid @ City Hall	\$0 Annually
BPAT Insurance	Not Required At this Time
Confined Space Permit	Not Required At this Time

Sincerely,

**Paul Kite**

City of Plainview  
Asst. Director of Utilities

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