



BRAND NEW BACKFLOW DEVICE REGISTRATION FORM

To: Backflow Technicians, Builders, Construction Firms, Irrigators

This letter is to inform you of the new procedures for the recording and confirming of NEW residential/commercial backflow device inspections in the City of Stephenville, Texas prior to Certificate of Occupancy. The City has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm technicians and their inspections. The website is www.sctrackingsolutions.com. All technicians/testers must register on the website.

As of May 15th, 2017 it will be necessary for technicians/testers to submit a current driver license, 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 \$15. This fee is paid upon entering the test results in the online tool. Currently there is not an annual fee to register. Follow the steps below to complete residential/commercial backflow device inspections in a timely manner.

COMPLETE THIS FORM FOR EACH NEW DEVICE. DO NOT TURN TEST FORMS INTO THE CITY.

- **PRIOR TO TESTING THE NEW DEVICE** fax or email this completed document for each new device to (972) 217-8387 or cs@sctrackingsolutions.com. SC Tracking will upload the information for you.
- Technicians/testers go to www.sctrackingsolutions.com. Click 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 only 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 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 city. Maintain your test records per state law.
- A copy of the report then will be emailed to your registered email and the proper Town representative upon completion of the test and checkout.

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 Circle One: Residential Commercial

**Email/Scan or Fax to SCTS Customer Service