

January 29, 2018

To: Backflow Testers (BPAT), Plumbers, Fire line Contractors, and Irrigators:

This letter serves to inform you of the new procedures and requirements for delivering Backflow Prevention Assembly Test Reports to the City of DeSoto. 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 their inspections.

Announcements:

- February 13, 2018 The City will be hosting a training session on the SC Tracking Tool for all BPAT, you are welcome to attend. Location for the training will be in the Council Chambers, 2 pm at 211 E. Pleasant Run Road Desoto, TX 75115.
- February 20, 2018 PROGRAM START: All existing and new backflow prevention assembly test reports are required to be submitted through the SC Tracking Solutions tool at www.sctrackingsolutions.com. Paper reports will no longer be accepted as of 12AM.
- February 25, 2018 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 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 Utilities Department of the City of DeSoto 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

Required fees upon the completion of an inspection are as follows, please bid accordingly:

Backflow Prevention Assembly:	\$11.95 per report, plus state sales tax
Annual City BPAT Registration:	\$50 Paid on SCTS Site
Insurance required:	Required, 1 Million GL
Confined space:	Required

Respectfully,

Isom Cameron

Isom Cameron,
Managing Director of Public Utilities