



City of Huntsville  
448 SH 75 N  
Huntsville, Texas 77320

September 21, 2015

To: Backflow Technicians, Plumbers and Irrigators:

This letter is to inform you of the new procedures for completing Backflow inspections in The City of Huntsville. The City has partnered with SC Tracking Solutions LLC, a web based software tool, used to track, catalog and confirm technicians and their backflow inspections.

Announcements:

October 15, 2015 @ 10am – Program Start Date...Courtesy Meeting for Backflow Technicians, held at the Huntsville Service Center, 448 State Hwy 75 North in the Conference Room 2nd Floor. At this time you may register and ask questions about the web tool to SCTS representatives. All reports must be submitted electronically through the SCTS website going forward from this date.

October 25, 2015 First Notices go out to property managers, businesses owners and company reps of items that are due or past due.

1. To register for the first time simply go to [www.sctrackingsolutions.com](http://www.sctrackingsolutions.com), create log in. This is the site address where all backflow reports will be turned in.
2. Upload of fax or email individual professional and company license, insurance and driver's license. Please make sure they are all current. Please allow us 24 hours to cross check information with state databases and issue you a password.
3. Retrieve password and Report Results with the Customer Catalog #. Any inspection results not entered will be forwarded to the City Inspector for follow up.

**Customer Service: 1(866)232-0174 or email [cs@sctrackingsolutions.com](mailto:cs@sctrackingsolutions.com)**

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

Backflow Inspection Installation/Annual/Service:	\$11.95 per device + sales tax
Annual City Registration:	\$60 Annually, Paid at Service Center...Provide Copy to SCTS
Insurance Requirement Amount:	Not Required
Confined Space:	Not Required

Sincerely,

**Jeff Cross**  
City Inspector