

## Process Request Checklist - Pretreatment Issues



This checklist should accompany any of the Process type requests listed in the table below. Fully completing this checklist and attaching all required items will help us expedite your request.

Business Name: \_\_\_\_\_

Business Ownership: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Tax Map Key: \_\_\_\_\_

Responsible Managing Employee (RME): \_\_\_\_\_

Phone number of RME: \_\_\_\_\_ email of RME: \_\_\_\_\_

	<b>WWRD - Miscellaneous Review</b>	<b>Required items</b>
	Grease Interceptor Exemption	(a) Signed letter on owner's letterhead detailing the reasons why an exemption should be granted, a description/explanation of the business operation (# of employees, hours of business/operation, kitchen policies and procedures etc.) (b) Supporting documents if not previously submitted: menu/ingredient list, list of items that are washed at the sink, plumbing plan etc.)
	Liquor Clearance Letter	Signed letter on owner's letterhead requesting a liquor clearance and including the business name, business address, business TMK, the <u>exact</u> legal name required on the clearance, and method of delivery.
	Liquid Waste Discharge Request	(a) Signed letter on owners letterhead requesting a discharge, address and TMK where discharge is generated, type of discharge (process creating discharge), proposed date and time of discharge, total volume to be discharged, rate of discharge, details of pretreatment before discharge. (b) Location Plan showing proposed location of the discharge to the County wastewater system and details of connection. (c) MSDS sheets if applicable. (d) Third-party Lab Sample Analysis.
	Pool Water Discharge to Sewer Request	(a) Signed letter on owners letterhead requesting the discharge, why it is necessary, address and TMK where discharge is generated, proposed date and time of discharge, total volume to be discharged, rate of discharge, details of any pretreatment before discharge, pH at discharge, temperature at discharge, proposed location of the discharge to the County wastewater system. (b) MSDS sheets for chemicals used. (c) Sample Analysis before and during discharge (to be submitted after)
	Variance Request	(a) Signed letter on owner's letterhead detailing type of variance requested along with supporting reasoning why it should be granted. (b) Any supporting information validating the request (maps, calculations, reports, plans etc.)