

APPENDIX E
SELF-REPORTING INVENTORY FORM

EXHIBIT A – TECHNICAL ASSISTANCE CAMPAIGN PARTICIPATION LETTER



{Date}

{Business Name}
{Business Address}
{City, State, Zip}

SUBJECT: Tumwater Wellhead Protection – Business Pollution Prevention Program

Dear {Business Contact}:

Your business is located in a City of Tumwater Wellhead Protection Area. Within a wellhead protection area any pollutants or chemicals that spill or leak on the ground can enter groundwater and contaminate your drinking water supply. For this reason, Thurston County and the City of Tumwater are once again teaming up to provide technical assistance to businesses that operate in wellhead protection areas.

Approximately {number} years ago you received a hazardous waste inspection from the Thurston County Health Department and the City of Tumwater. As a result of the site visit, the specialists verified safe handling, storage and disposal of hazardous material by your company. Good job!

As part of this ongoing wellhead protection program, county and city specialists visit about one third of the hazardous material handling companies that are located in Tumwater's Wellhead Protection Areas every other year. Each business will be visited within a six-year cycle. Some businesses will be visited more frequently than others depending on proximity to the city's wells, the type and amounts of hazardous material stored, past compliance, and whether or not a **self report form**, like the one attached, is returned with disposal receipts. If you received this letter you *may* be selected for a technical assistance visit this year, but sending back your report form will make a site visit *less* likely.

Please take a few minutes to review and return the enclosed form. To make it as easy as possible, the form already lists information we gathered during the last inspection about your hazardous materials management. Some of our information may be incomplete. **We ask that you update the attached form to reflect current practices. In addition, the Health Department asks that you photocopy and attach your most recent disposal receipts or waste manifests for each hazardous waste produced at your site. A pre-addressed and stamped envelope is provided here for you to return the survey.**

If you have any questions or need assistance, please contact Mark Koster at 754-4111 during normal working hours. Even if your inventory has not changed or you do not produce a hazardous waste stream, please return the survey within two weeks of receipt. Thank you for your commitment to protecting our drinking water.

Respectfully,

Mark J. Koster
Thurston County Environmental Health

Dan Smith
City of Tumwater

SELF REPORTING FORM INCLUDED WITH INTRODUCTION LETTER

IS THIS CONTACT INFORMATION CORRECT?

Business Name: _____
 Contact Person : _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____

Corrections

Business Name _____
 Contact Person _____
 Address _____
 City, State _____ ZIP _____
 Telephone _____ E- Mail _____

IS THIS HAZARDOUS MATERIAL INVENTORY CORRECT?

Please verify the information collected during our last site visit and make corrections wherever necessary.

Hazardous Product or Waste	Amount stored on site		How do you dispose of each hazardous waste?		When was your last disposal? <i>* Remember to attach copies of your most recent disposal receipts.</i>	
	Last Visit	Now	Last Visit	Now	Last Visit	Now
Pesticides – Solid	20 lbs.		Used	N/A	N/A	N/A
Pesticides – Liquid	1 gallon		Used	N/A	N/A	N/A
Used Oil (W)	2 gallons		HazoHouse	_____	Unknown	_____

Signature _____ Date _____

Use self-addressed envelope to mail your report to:
 Thurston County Environmental Health; 2000 Lakeridge Drive, Building 4, Olympia, WA 98502.

Thank you!