



Village of Carol Stream

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Reporting Requirements for Industrial Pretreatment Program in the Village of Carol Stream

Beginning with the January 2005 reporting period, the Industrial Users in the Village of Carol Stream will be required to use standardized reporting forms and methods. These requirements are as follows:

- All information must be sent to the Village with a signed certification statement. This signature is required to be that of the Chief Executive Officer in your company, or the person ultimately responsible for the accuracy of the information provided. If you are going to be signing for the responsible party, please have them reply to me, in writing, that this is going to take place. The Certification statement is included in this e-mail as a word file. Please make this Certification Statement part of your cover letter.
- All sampling data must be recorded on the Sampling Report Form. This form shall be filled out and mailed in with your Chain of Custody forms, and any waste disposal forms that are required by your permit.
- If you do have an excursion over the accepted levels, you are required to get me that information within 24-hours of your company becoming aware of the problem. This must be faxed to me. You are now **required** to use the form attached, which is an Adobe Fillable Form. After filling out the appropriate boxes, print it out, sign it, and fax it to me at the number on the form.

Thank you for your help. I believe that by using standardized forms, the Industrial Pretreatment Program will run much smoother.

Thank you!!

