IMLM-PW9

PORTABLE LATRINE REQUEST

Joint Base Lewis-McChord, WA

The service provider requires a minimum 10 working days to process requests. Allow one day set-up and one day pick-up in addition to actual usage dates. Latrines will be placed between 0730 and 1600 hours. Latrines will not be placed in any hazardous or impact areas or areas hidden from plain view. Latrines moved by unauthorized personnel will be charged an additional rental or replacement cost per occurrence.

Requesting Organization Information

1. Requesting Organization	2. UIC	3. APC

4. Address	5. Phone	6. Date

7. Site Point of Contact (*provide name and phone*)	8. Alternate Point of Contact *(name and phone)*

9. Grade and Name of Approving Officer / Supervisor

10. Signature of Approving Officer / Supervisor

Location (check one): ☐ **Joint Base Lewis-McChord (JBLM)** ☐ **Yakima Training Center (YTC)**

11. Provide range, grid, coordinates, building number, street(s), etc. below. This must be detailed enough to give an adequate sense of desired location:

Request Details

12. Rental Dates (*include one day for set-up and one day for removal*) From: To:	13. Number of Latrines	14. Number of Users

Additional Remarks / Information

16. Enter any remarks or additional information below:

Note that per OSHA 1910.141(c):
Latrines will be cleaned once per week.
There shall be at least one latrine for each 15 people.
Each unit is designed for no more than 10 people to use for 40 hours.
Do not move latrines once placed. If relocation is required, contact the service provider at (253) 912-2015 (phone) or (253) 912-4306 (fax).
Do not place any trash, munitions, or other foreign debris in the latrines. Requesting organizations will be responsible for any Damage to units.
Cancelations require 2 days written notice. Late Request form received is a minimum of 1 day to process.

Return completed form to Fax: (253) 912-4306 or E-Mail: *sanitation@skookum.org*