

SEPTAGE RECEIVING PIN No. REQUEST FORM



Business Information

Business Name: _____

Address: _____
City State Zip Code

Contact Person: _____
Title

Phone No.: _____ Fax No.: _____

Email Address: _____

Authorized Drivers

Authorized driver(s) designated by the above business will be responsible for transporting and disposing of waste at the Moores Creek Advanced Water Resource Recovery Facility located in Charlottesville, Virginia. All authorized drivers will be issued a Master Access Key and PIN#. **Drivers who do not have a Master Access Key and PIN# will not be permitted to unload at the Receiving Stations.**

Authorized Driver: _____

First Name

Last Name

PIN#	Authority Use Only Access Key Issued <input type="checkbox"/>
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Authorized Driver: _____

First Name

Last Name

PIN#	Authority Use Only Access Key Issued <input type="checkbox"/>
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Authorized Driver: _____

First Name

Last Name

PIN#	Authority Use Only Access Key Issued <input type="checkbox"/>
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Authorized driver(s) will abide by the posted speed limit (20 MPH) within the Moores Creek Advanced Water Resource Recovery Facility. A map of the MCAWRRF indicating the designated hauler stations can be found on the back of this form. Authorized driver(s) will abide by the Disposal Guidelines set forth in the Hauler Agreement for Acceptance.

Authorized drivers will be provided a printed disposal receipt at the end of each waste delivery. The receipt will provide business name, driver, total gallons, waste type, and date and time of transaction. **Keep this for your records.**

Rivanna Water & Sewer Authority (RWSA) will invoice the above business based on the information input by the authorized driver. The above hauling business may contact RWSA to discuss billing issues. However, RWSA will only be able to provide limited assistance in resolving any disputed transactions.

In the event an authorized driver is no longer permitted to operate under the above business, it will be the responsibility of the business to notify RWSA immediately. The assigned PIN# will be deactivated, prohibiting additional transactions by the driver. RWSA asks that the business return the driver's Master Access Key to RWSA as soon as possible.

In the event an authorized driver does not remember their assigned PIN#, we ask that they please contact their business office. A master list of assigned users and PINS will be maintained at the RWSA Main Office. If the driver is unable to reach anyone in their office, they can contact the Accounts Receivable Technician at (434) 977-2970, ext. 180. Remember if you do not have a Master Access Key and PIN# **YOU CANNOT DUMP.**

Master Access Keys that become misplaced or lost can be replaced at a fee of \$5.00 each. Duplication of Master Access Keys is prohibited.

Authorized Business Representative: _____

Print Name

Title

Signature

Date