

Critical Task Checklist (HT-500 / LT-500)

Approvals/Actions	
<input type="checkbox"/> Professional licensing with state/province/etc.	
<input type="checkbox"/> Town/Zoning	
<input type="checkbox"/> Wastewater approval or alternative solution (<i>Bio-Response Solutions can assist with call</i>)	
Required Readings	
<input type="checkbox"/> Receiving and Installation Guide (<i>Found within Welcome Packet</i>)	
<input type="checkbox"/> Electrical Guide (<i>Found within Welcome Packet</i>)	<input type="checkbox"/> Plumbing Guide (<i>Found within Welcome Packet</i>)
<input type="checkbox"/> Alkali Storage and Handling Best Practices Handbook (<i>Found within Welcome Packet</i>)	
<input type="checkbox"/> Machine Manual (<i>This guide arrives with the machine</i>)	
Phone Calls with Bio-Response (<i>follow Timeline links to schedule</i>)	
<input type="checkbox"/> Wastewater permit	
<input type="checkbox"/> Ancillary (<i>Please read the Ancillary Checklist prior to this call</i>)	
<input type="checkbox"/> Chemical Overview Training (<i>Please read the Alkali Handbook prior to this call</i>)	
<input type="checkbox"/> Chemical Account Setup	
OSHA Compliance	
<input type="checkbox"/> SDS Printed and posted by machine and chemical storage	<input type="checkbox"/> Training for employees
<input type="checkbox"/> HAZCOM binder available in main office	<input type="checkbox"/> Other hazards assessed (slips, etc.)
Media Preparation and Marketing	
<input type="checkbox"/> Stock photos prepared	<input type="checkbox"/> Press release prepared
<input type="checkbox"/> Staff trained – aware of who should/should not speak with media	
<input type="checkbox"/> Community education prepared (i.e. hospice, CE courses, etc.)	
<input type="checkbox"/> Rack card or brochure prepared (<i>Found on the Marketing Materials Guide in the Welcome Packet</i>)	
<input type="checkbox"/> Presentation materials prepared	<input type="checkbox"/> Authorization forms
<input type="checkbox"/> Price lists updated	<input type="checkbox"/> Website updated
Preparation for Start-Up (<i>See Ancillary Checklist</i>)	
<input type="checkbox"/> Allow at least one week for scheduling	<input type="checkbox"/> Safety shower and eyewash station installed
<input type="checkbox"/> First cycle will be water only	<input type="checkbox"/> PPE on-site
<input type="checkbox"/> Electric to machine	<input type="checkbox"/> Scale on-site
<input type="checkbox"/> Vent line, drain line, hot and cold water, spill prevention	<input type="checkbox"/> Lift table on-site with tray & rail attachment
<input type="checkbox"/> Chemical on-site with proper scoop and transfer bucket	<input type="checkbox"/> Drying oven and remains processor on-site