



MEMORANDUM

To: IPP Staff

April 25, 2024

From: Jack Mirabile, Industrial Pretreatment Manager

Re: North Gate Dropbox for Industry Documents

FOR DISTRIBUTION TO INDUSTRIAL USERS

Industrial Pretreatment Program staff, please forward this document to your industries.

Purpose: A dropbox has been installed at the North security gate of the Robert W. Hite Treatment Plant (RWHTP) and is for submitting compliance and business-related documents to the Industrial Pretreatment Program at Metro Water Recovery (Metro). This box is checked daily, Monday - Friday.

Access: The dropbox can be accessed 24-hours a day, 7-days a week including holidays.

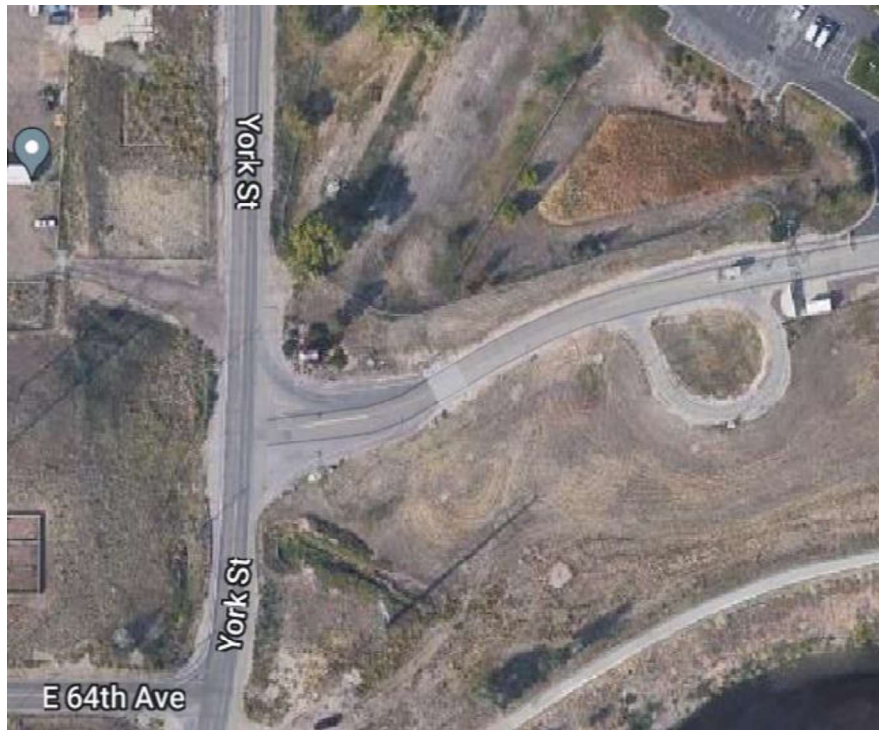
Instructions:

1. Prior to dropping off a document:
 - a. Place the document in a sealed envelope.
 - b. On the envelope make sure to write:
 - i. The name and contact information of the person dropping off the document **or** the name and contact information of a point of contact for the industrial user (IU).
 - ii. Name of **each** report being submitted.
 - iii. "ATTN: Metro Pretreatment Program Reporting"
 - iv. Name of Metro Contact
 - v. **The date and approximate time of the drop off.**
 - c. If the document is being dropped off by a third party consultant, be sure to **also include** the industry/permittee name.
 - d. Example:

*ABC Environmental, LLC for XYZ Industries, Inc.
John Smith, Manager
3rd Quarter 2024 Periodic Compliance Report
ATTN: Metro Pretreatment Program Reporting
Amy Burk, Industrial Pretreatment Program Specialist II*

Hand-delivered: October 30, 2024 5:30 p.m.

2. To drop a document off:
 - a. Go to the North gate at the RWHTP. Address: 6450 York Street, Denver 80229



- b. The box is the brown mailbox with “METRO,” in yellow writing at the entrance of the turn-around adjacent to the guard shack. If it is between the hours of 5am and 6pm, Monday through Friday do not hesitate to ask the guard on duty.



When facing the front gate the brown dropbox is to the Right of the Metro Water Recovery Sign. DO NOT use the blue box outside the turn-around. This is a mail box for outgoing mail.



- c. Do not use the blue mail box that is outside of the turn-around. This is an outgoing mail box. Any documents dropped off here will be picked up the USPS with the outgoing mail.



- d. If your business requires a receipt, contact your Metro representative to make arrangements.

Do not hesitate to contact your Metro representative or myself with any questions.

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