**SeaTac Airport SmartTrash Compactor Key Request Form**

# Instructions:

1. Fill out form, edit text/options in **BLUE** font
2. Attach form as a Word document (do NOT PDF) to an email and send to [AVUtil@portseattle.org](mailto:AVUtil@portseattle.org)
3. You will receive an email response with a location along with date and time to pick up the new keys

\*Note a charge per key may be applied. Reference the current tariff documents for cost per key.

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| --- | --- | --- | --- | --- |
| **Date of Request:** [Request Date] | | **Company Name:** [Company Name] | | |
| **POS Account #:** [POS Account] *See POS invoice, or agreement contract.* | | **Contact Name:** [Contact Name] | | |
| **Email:** [Contact Email] | | |
| **Number of Keys:** [Number of Keys] | | **Phone:** [Contact Phone] | | |
| **Do you have an active Ground Service Provider Agreement or Lease Agreement with the Port permitting you to use the compactors?** [No] *Click text, and press down arrow to select Yes.* | | | | |
| **Select Compactors for Use:** *Change compactor setting from “false” to “true” to activate individual compactor access.* | | | | |
|  | [false] **All Compactors \****Only select customers will be allowed access to all compactors.* | | | |
| **Tenant Use Only**  [false] Service Tunnel Recycle  [false] Service Tunnel Trash  [false] CT North Recycle  [false] CT North Trash  [false] CT South Recycle  [false] CT South Trash  [false] S6 Recycle  [false] S6 Trash | | **Airfield Use Only**  [false] A10 Recycle  [false] A10 Trash  [false] B8 Recycle  [false] B8 Trash  [false] C1 Recycle  [false] C1 Trash  [false] S16 Recycle  [false] S16 Trash | **Combined Use**  [false] Conc. A Load Dock Recycle  [false] Conc. A Load Dock Trash  [false] D11 Recycle  [false] D11 Trash  [false] N10 Recycle  [false] N10 Trash |

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| **The section below is to be filled out by POS AV Utility Department.** |
| **Date Key(s) Issued:** [Date Issued] |
| **Billing Period:** [Billing Period] |
| **Charge Customer:** [true] |
| **Charge Amount:** [Cost] |
| **Keys Assigned:** [Keys Assigned] |
| **Notes:** [Notes] |