



Environmental Survey Resource Letter

1. **If a question is not applicable to your business, indicate N/A.** Do not leave a question blank.
2. Do not leave **SIC (Standard Industrial Classification)** section blank. If you are unsure of your SIC code, you can visit http://www.osha.gov/pls/imis/sic_manual.html to identify the code that best describes your business. You can also list your **NAICS code** which is found on your business sales tax permit.
3. You can calculate the average gpd (gallons per day) as follows:
 - a. Using your water bills, add the facility's water consumption for the year.
 - b. Take the number obtained in part and divide it by the number of *business* days worked during that timeframe. Do not use calendar days.
4. Be sure to sign and date on the appropriate line on the fourth page.
5. Ensure that section F of the survey is completed.

If you have any questions or need an extension, please call me at 972-466-3058.

Thank you for your cooperation,

Erin McKeown
Environmental Quality Technician
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