

PORTA OPERATOR PAPERWORK KIT

KIT CONTENTS

#	DOCUMENT	USE IT FOR
01	Event Rental Agreement	Weddings, parties, festivals, races, and other short-term rentals
02	Recurring Service Agreement	Construction sites and long-term placements with weekly or twice-weekly service
03	Damage, Lost Unit and Vandalism Policy	Attach to every quote and agreement
04	Delivery and Site Placement Checklist	Dispatch and drivers — one per delivery

BEFORE YOU USE THESE

These are templates, not legal advice. Have an attorney licensed in your state review your final version before using with customers.

- ☒ Replace every **[BRACKETED]** field

☒ Set your governing-law state in Section 13 of both agreements

☒ Confirm your state allows credit card surcharges (if keeping that clause)

☒ Check city/county rules for event restroom permits
- ☒ Delete blue operator notes and optional clauses you don't use

☒ Check sales tax rules on rentals and servicing in your state

☒ Check your state's limit on late fees and interest

☒ Confirm insurance matches Section 12 (GL, commercial auto, workers' comp)

WHAT THE DOCUMENTS ARE BASED ON

CONSTRUCTION SITE UNIT COUNTS

OSHA requires 1 toilet for ≤20 employees, 1 seat + 1 urinal per 40 workers above 20, and 1 per 50 at 200+. ANSI/PSAI Z4.3 calls for 1 toilet per 10 workers on a 40-hour week with weekly service.

 [OSHA 29 CFR 1926.51](#)  [PSAI Z4.3](#)

HAND WASHING ON JOB SITES

Federal construction standard does not require a hand wash station within a set distance of every toilet. OSHA requires washing facilities for crews working with paints, coatings, or harmful contaminants.

 [OSHA 29 CFR 1926.51](#)  [OSHA letter July 20, 2005](#)

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WHAT THE DOCUMENTS ARE BASED ON - CONTINUED...

EVENT UNIT COUNTS

PSAI special events chart assumes 50/50 gender mix, one visit per guest per 4 hours, no mid-event pumping. Add 20–30% for heat over 80°F or alcohol service.

[PSAI Standards for Special Events](#)

AUTOMATIC RENEWAL

New York requires written notice 15–30 days before the cancellation deadline. Wisconsin excludes contracts the customer can end on one month's notice. The agreement uses a period-to-period term with 30 days' notice.

[NY Gen. Obligations § 5-903](#) [WI Statutes § 134.49](#)

CARD SURCHARGES

Visa caps surcharges at the lower of 3% or processing cost. CT and MA prohibit surcharges; CO caps at 2%; NY requires posting the total price. Confirm with your processor — rules changed in 2026.

[Visa surcharging Q&A](#) [CO AG](#) [NY Gov's office](#)

STAKING AND 811

Many states require a 811 utility locate request before any excavation — this can include stakes or anchors. Notice periods vary by state.

[Pennsylvania PUC \(811 example\)](#)

ACCESSIBILITY

Where units are clustered, at least 5% must be accessible and marked with the International Symbol of Accessibility, with an accessible route. Construction-only sites are exempt.

[2010 ADA Standards §§ 104.2, 203.2, 213.2](#)

INDEMNITY ON CONSTRUCTION JOBS

45 states limit or void indemnity clauses that shift responsibility for a party's own negligence. Both agreements split responsibility by fault.

[Gordon Rees 50-state chart \(2023\)](#)

SALES TAX

Washington does not tax serviced porta-potty rentals but does tax separately stated hand wash stations. South Carolina taxes both rental and servicing. Check your state.

[WA Dept. of Revenue](#) [SC Dept. of Revenue](#)

COMMON OPERATOR TERMS

Blocked-unit service, relocation fees, prohibited materials, 'lesser of repair or replacement' damage charges, and delivery windows were checked against agreements from working operators. Dollar amounts left blank — pricing varies by market.

[Reliable Portable Bathrooms](#) [FusionSite NY](#) [Rival Services](#)



RUN IT ALL IN ONE PLACE

Paper agreements work until you're chasing signatures, missed services, and damage disputes across dozens of sites. PortaScout is job-management software built only for porta operators — dispatch, routes, Done/Failed stops, GPS and photo proof of service, and invoicing tied to completed jobs.

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