

## Instructions for Use of PolyJohn Portable Toilets

Follow these instructions for setting up your portable restroom:

- Step 1 – Charge the tank – this refers to filling the waste tank with approximately 5 gallons (19 liters) of fresh water. The tank must be charged with fresh water first. Charging the tank will allow deodorizers (once added) to be activated.
- Step 2 – Add deodorizers to waste tank – This is a critical step. These deodorizers help to break down the waste and relieve the smell. Deodorizers added to the waste tank will dissolve in the water charge. These deodorizers are most always dyed blue. In the portable toilet industry the deodorizers are often referred as just that – blue. Deodorizers come in a variety of forms: pucks, packets, and liquid. They also come in a variety of scents. To find out more information on deodorizers PolyJohn offers visit <https://www.polyjohn.com/products/supplies/cooper-s-own/> or call 800-292-1305 to speak to a representative.
  - Note: Amount of deodorizer used depends on what form you purchase and its use.
- Step 3 – To get rid of the waste in your tank you must call your local portable restroom operator to vacuum out the waste, or if tank is equipped with dump valve, by bringing it to a local RV dump site or waste treatment plant.

This concludes standard restroom set up. Your restroom is ready for use. For restrooms with options such as sinks & flushable tanks follow the below instructions accordingly:

- Restrooms with Sink – The grey water from the sinks is designed to empty into the waste tank. Water capacity of sinks varies. Visit the PolyJohn website at <https://www.polyjohn.com/products/portable-sinks/> to find your sink. Under the specifications tab on each product page it will tell you the sink capacity. You can also download the user guide if you click on the yellow “Product Documents” button.
  - To open the PJN3 and Fleet sink either insert a small tool in the hole in the front of the sink where the sink bowl & tank meet, or press firmly in this area. This will release the metal latch to lift the lid. The sink can be filled from that opening.
  - For the Single User Wash Station there is a port hole to fill with fresh water.
  - To completely empty your sink there is a drain port at the bottom.
  - For pictures, videos, and manuals for each sink visit <https://www.polyjohn.com/products/portable-sinks/> and find your sink.
- Fresh Flushing Tank Option – Fresh flushing tank options always require a sink. The flushing capability of the bowl draws fresh water from the sink to flush. Follow the instructions above to find the water capacity of your sink.
  - For a fresh flush Fleet there is a valve on the back of the unit. This valve can be turned to switch the tank from being a fresh flush tank (draws water from the sink) to a recirculating flush (recirculates water from the waste tank). This can be done if your sink



is out of water preventing it from being able to flush. The recirculating option draws water from the waste tank, filters it, and then is used to flush the bowl.

- Soap Dispenser – PolyJohn’s own designed liquid soap dispenser can be filled with any non-foaming liquid soap. Just twist the lid and fill with your liquid soap.
- Foam Dispenser – PolyJohn offers a foaming hand sanitizer dispenser. Specially designed hand sanitizer refill packets are required for this dispenser. You can find them by visiting <https://www.polyjohn.com/products/supplies/cooper-s-own/>.
- Paper towel Dispenser – PolyJohn’s paper towel dispenser can be filled with either folding towels, or rolls. The recommended towels are [Tork Universal Hand Towel Roll \(Item# RK350A\)](#) or Georgia-Pacific Envision® Singlefold Towels (item # GP-23504).
- Toilet Paper Dispenser – PolyJohn offers a 2 roll dispenser, or a 3 roll dispenser. The dispenser rod is designed for small core toilet paper rolls, but can work with standard rolls if desired.

For more information including pictures, videos, and documents for each product please visit [www.polyjohn.com](http://www.polyjohn.com). You can also call 800-292-1305 and talk to one of our customer service representatives.