



COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
 Robert C. Ferrante, Chief Engineer and General Manager

**INSTRUCTIONS FOR FILING A
 LONG FORM
 WASTEWATER TREATMENT SURCHARGE STATEMENT**

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Peak flow calculation instructions have been revised. Peak and average flow rates MUST be rounded to whole numbers. Peak to average (P/A) and the "M" factor must be rounded to two decimal places.

COUNTY SANITATIONS DISTRICTS OF LOS ANGELES COUNTY

1955 Workman Mill Road, P.O. Box 4998, Whittier, CA 90607-4998
Robert C. Ferrante, Chief Engineer and General Manager

INSTRUCTIONS FOR FILING A LONG FORM WASTEWATER TREATMENT SURCHARGE STATEMENT

PURPOSE OF WASTEWATER TREATMENT SURCHARGE

State and Federal programs require that industrial companies discharging to publicly owned sewerage systems should pay their fair share of wastewater treatment costs. The County Sanitation Districts of Los Angeles County (Sanitation Districts) adopted a *Wastewater Ordinance* effective April 1, 1972, and as last amended effective July 1, 1998, to implement such a program. Section 410 of the *Wastewater Ordinance* provides a method whereby industrial companies within the Sanitation Districts can calculate, based upon their own measurements, what the annual wastewater surcharge payments to the Sanitation Districts must be. The *Wastewater Ordinance* can be found on the Sanitation Districts' website (URLs for all website references can be found in the Contact and Information Section).

INDUSTRIAL COMPANIES REQUIRED TO FILE

The Wastewater Treatment Surcharge Statement is required to be filed by any industrial company or business discharging industrial wastewater directly or indirectly to the sewerage system of the Sanitation Districts. Industrial companies having wastewater discharge to the sewerage system over one (1) million gallons during the fiscal year must file a Sanitation Districts' Wastewater Treatment Surcharge Statement. Industrial wastewater is that wastewater from any producing, manufacturing, processing, institutional, commercial, agricultural or other operation where the wastewater discharged includes quantities of wastes of nonhuman origin.

Companies having discharged under one (1) million gallons of wastewater (including sanitary wastewater) to the sewer with concentrations of chemical oxygen demand (COD) and suspended solids (SS) equal to or less than Sanitation Districts' Average Strengths (See Definitions section on last page of instructions) during the fiscal year may be considered to have discharged an insignificant quantity of wastewater. Contact the Surcharge Section at (562) 908-4288 extension 2600 or surchargeinfo@lacsdsd.org and provide the total flow volume and wastewater strengths for determination of the company's filing requirement. If the company is found to be exempt from filing a Surcharge Statement an Exemption Statement can be filed. Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume.

Companies discharging under six (6) million gallons per year of wastewater may file either the "Short Form" or "Long Form" Surcharge Statement; companies with greater flow discharges or higher concentrations of COD and SS than those stated above must file the "Long Form."

Each company, occupying one parcel of land or multiple parcels of land, must file only one Surcharge Statement or one Exemption Statement. The facility's total wastewater flow volume, not the wastewater flow volume from each of the multiple discharge outlets, should be used as the criteria for determining the applicability of either an Exemption Statement (for under one (1) million gallons per year) or a "Short Form" Surcharge Statement (for six (6) million gallons or less per year). Filing separate Surcharge Statements for each of several multiple discharge outlets from contiguous property is not permitted.

INDUSTRIAL COMPANIES EXEMPT FROM FILING

Companies not responsible for industrial wastewater discharge or discharged less than one (1) million gallons of wastewater (including sanitary wastewater) and the concentrations for COD and SS are less than the Districts' Average Strength values, must complete, sign and submit the Exemption Statement to the Sanitation Districts. The Exemption Statement can be found on the Sanitation Districts' website. Copies of water bills, calculations for claimed evaporative losses, the number of employees and the number of discharge days must be submitted with the Exemption Statement.

Industrial dischargers that are found to be exempt from filing a Surcharge Statement are assessed through a service charge placed on the secured Property Tax Bill.

If the category under which you wish to claim an exemption is not listed among those given on the Exemption Statement, please include your explanation on Line 14 of the Statement. If you claim an exemption, there is no need to complete either the “Short Form” or “Long Form” Surcharge Statements. The exemption statement can be requested by emailing surchargeinfo@lacs.org. Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume.

SECURED PROPERTY TAX BILLS

Please submit a copy of the secured Property Tax Bill for each contiguous parcel of land occupied by your facility. This information will be used to determine if additional wastewater treatment charges have been paid through the Service Charge Program. Without these documents, an evaluation of duplicate payment cannot be completed.

EXPLANATION OF “LONG FORM” SURCHARGE STATEMENT

The “Long Form” Surcharge Statement must be used by all companies discharging over six (6) million gallons of industrial wastewater to the sewerage system. All businesses discharging over six (6) million gallons during the fiscal year must supply data on flow measurements and 24-hour composite sampling and analyses of their wastewater which were used to determine the total yearly flow volume, chemical oxygen demand (COD), suspended solids (SS) and peak flow.

Companies discharging under six (6) million gallons per year with Districts’ average concentration or less may use the “Long Form” Surcharge Statement but must perform at least four annual determinations of chemical oxygen demand (COD) and suspended solids (SS) during the fiscal year. These values must be used in the calculation of the yearly discharge quantities. All companies discharging under six (6) million gallons per year with average concentrations greater than Districts’ average concentrations must use the “Long Form” Surcharge Statement. Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume.

Measurement of Quantities Used in the Surcharge Formula

The quantities to be measured when using the “Long Form” are total yearly flow volume, chemical oxygen demand (COD), suspended solids (SS) and a peak flow rate. All companies using the “Long Form” Surcharge Statement must complete at least the minimum number of sample analyses for COD and SS, as shown in the “Surcharge Requirements” table in the Surcharge Statement Package or as summarized below, for the annual discharge outlet flow volume projected by the company. The minimum required frequency for the determination of surcharge parameters for each discharge outlet is based upon the yearly cumulative flow volume of wastewater discharged to the public sewer from that outlet.

SURCHARGE REQUIREMENTS - FREQUENCY OF TESTS	
Yearly Cumulative Flow Volume From Each Discharge Outlet (Million Gallons)	Required Testing Frequency
15.00 and less	1 per 3 months
15.01 to 40.00	1 per 2 months
40.01 to 100.00	2 per month
100.01 to 250.00	1 per week
Over 250	2 per week

If only one discharge outlet is being reported on the surcharge form, then the flow volume on Line 2 of the Surcharge Statement is used as the yearly cumulative flow volume in the “Surcharge Requirements” table.

If more than one discharge outlet is being reported, the flow from each discharge outlet is used to determine the frequency of tests for that outlet. Each discharge outlet with a wastewater flow volume greater than one (1) million gallons per year reported on a “Long Form” Surcharge Statement must have at least four determinations of the surcharge

parameters performed and these values must be used in the calculation of the yearly discharge of quantities for that outlet. Those companies reporting multiple discharge outlets on the “Long Form” Surcharge Statement, where at least one of the outlets is discharging a wastewater flow volume of less than one (1) million gallons per year, may choose not to determine chemical oxygen demand and suspended solids by chemical analyses for such an outlet if wastewater strengths are at or below average concentrations. In lieu of performing these analyses, for outlets discharging under one (1) million gallons per year, the Districts will permit the Districts’ “average” concentrations of these parameters found in industrial wastewater to be used. The average concentration of chemical oxygen demand and suspended solids can be found in the Definitions section on the last page of instructions.

Those companies which have non-uniform flow rates or wastewater discharge quantities that are substantially variable over a year’s time must make more frequent measurements than indicated in the “Surcharge Requirements” table. For example, if the projected yearly cumulative flow volume from one discharge outlet is seven million gallons, but a major portion of the wastewater discharge will occur during a three month period, the company should perform more frequent analyses than required in the “Surcharge Requirements” table (one per three months) during this three month period. The frequency of wastewater analyses should be sufficient to fully define the total wastewater discharge quantities. If more than the minimum number of parameter tests is performed, submit copies of analyses and report all results on Table 3.

Measurement of Wastewater Volume

Yearly wastewater flow volume must be determined from direct measurement, metered water supply or adjusted metered water supply.

Direct Measurement

Direct measurement reports the volume of industrial wastewater determined by a permanent full-time flow meter, measuring the wastewater flow leaving the plant. Only those companies with permanent full-time flow metering installations which have been approved by the Districts or are capable of approval by the Districts can determine their annual flow volume through direct measurements. Copies of totalizer readings must be submitted with the Surcharge Statement. Short term flow measurements extrapolated to an entire year or to substantial time intervals have been found to result in surcharge errors and are not allowed to be used alone for determination of the total yearly flow volume.

Metered Water Supply

Metered water supply reports the amount of wastewater discharge when the flow volume is a measurement of the total water entering the company plant with only a deduction for the amount of sanitary wastewater contributed by employees as calculated on the attached Table 2B. This value can be taken from water bills or any flow measuring device approved by the Districts which measures the intake of water from either water companies (purveyors) and/or company water wells. Companies who choose the metered water supply method must report the total annual water intake minus the sanitary flow as the amount of wastewater discharged to the sewer. The deduction for sanitary flow may only be taken if your chemical analyses sampling point is located upstream of the sanitary connection. See Sanitary Flow Charge heading for additional information.

Water bills or well pumping records must be attached to substantiate the flow volume reported. Table 2A has been furnished for summarizing water bill records for the fiscal year. Use of metered water supply data for surcharge determination is permitted only for those companies having maximum discharges under 50,000 gallons per day and 100 gallons per minute.

Influent (fresh) water meter readings may, on occasion, be erroneous; therefore, influent water meters of 1-inch and larger are recommended to be calibrated for surcharge purposes at least every four years. If a surcharge dispute should arise, Districts’ effluent flow measurements may be used to determine surcharge flows if proof of a recent influent water meter calibration is not available.

Adjusted Metered Water Supply

Adjusted metered water supply reports the amount of wastewater discharged when water consumed in plant operation is deducted from the total volume of metered water entering the company plant, in addition to the deduction of the sanitary flow. Please note, the deduction for sanitary flow may only be taken if your chemical analyses sampling point is located upstream of the sanitary connection. See Sanitary Flow Charge heading for additional information. This results in a calculated, rather than a measured, flow volume of wastewater leaving the plant. When using the adjusted metered water supply method, take the total water intake of the company, as measured by water bills and/or by records of water pumped from company wells, and deduct from this amount the quantities of water used within the plant which do not enter the wastewater discharged to the sewer. The water quantities allowed for deduction may originate from plant processes such as evaporative cooling systems, steam boilers, landscape watering, etc., or from water incorporated into the product that does not enter the wastewater flow. Full details and calculations showing the disposition of the supplied water used within the plant and the amount of water contained in the annual plant product output must be furnished to substantiate the wastewater flow figures submitted. If sufficient documentation is not received, the Districts may disallow any unsubstantiated losses. A summary of these deductions from the total water supply quantity should be given in Table 2B. Water bills or well pumping records and Table 2A MUST be attached to substantiate the water intake quantities. Natural Gas bills must be submitted to substantiate any claimed boiler losses or other heat related losses.

Peak Flow Measurements

A peak flow rate is considered to be the average rate at which wastewater is discharged to the public sewer during the highest 30-minute flow period occurring within the fiscal year. The yearly peak flow rate is then determined by averaging the ten highest (or any lesser number) peak flows discharged between 8:00 a.m. and 10:00 p.m. Peak flow rates discharged during the hours of 10:00 p.m. to 8:00 a.m. (the low flow period in the sewerage system) typically do not require a special allotment of sewerage capacity and therefore are not subject to a peak flow charge. All companies having permanent full-time flow metering equipment must determine peak flow rates from those recorded by the metering equipment.

Companies not having full-time flow metering equipment must either assume a peak flow rate equal to twice the average flow rate during the company's main discharge hours, or must submit engineering calculations establishing a peak flow rate. If the peak flow rate is known to exceed twice the average flow rate, then this higher peak flow rate must be reported.

Engineering calculations must account for all sources of peak flow discharges within the plant, as well as the month-to-month fluctuations in the water intake quantities.

Chemical Oxygen Demand (COD) and Suspended Solids (SS) Calculations

Chemical oxygen demand (COD), a measure of the organic material contained in wastewater, and suspended solids (SS), a measure of the solid matter suspended in wastewater, must be determined by laboratory analyses. These laboratory analyses must be performed by a California State Certified laboratory or by a laboratory approved by the Sanitation Districts and conducted in accordance with the appropriate procedure contained in the current edition of *Standard Methods for the Examination of Water and Wastewater*, as published by the American Public Health Association.

The total amount of COD as SS discharged in the wastewater during the fiscal year must be reported when using the "Long Form" Surcharge Statement. The concentrations of these constituents in the wastewater must be determined by laboratory analyses on 24-hour composite wastewater samples. The samples must be taken to adequately represent the average daily discharge of COD and SS to the sewage system from an individual company's industrial wastewater. The sampling points for such samples must be located downstream of all sources of industrial wastewater and of any gravity separation interceptor or other pretreatment equipment and should be located upstream of any sanitary wastewater connection. Each 24-hour composite wastewater sample must have individual samples taken at least once per hour during

all 24 hours or any lesser number of hours that wastewater is flowing to the sewer. The individual hourly samples should be composited proportionally to the flow existing at the time of sampling to form one sample for the 24-hour sampling period. The final volume of the composited 24-hour wastewater sample should contain volumes of the hourly samples proportional to the fraction of the total daily flow occurring during the 24-hour sampling period, i.e., if 10 percent of the total daily flow occurred during one hourly sampling period, then the total 24-hour composite sample should have 10 percent of its volume from the sample collected during this hourly sampling period.

The required frequency of obtaining 24-hour composite samples and performing analyses for COD and SS is listed in the "Surcharge Requirements" table. The times of sampling during the fiscal year should coincide with conditions in the company plant that would reasonably be expected to produce normal and not minimum amounts of wastewater flows and constituents. Companies that are required to have permanent full-time flow metering systems or who have chosen to file using direct measurement and who have them properly installed and working must complete a "flow-weighted" Table 3 to determine the total weight discharged of COD and SS. Companies must first totalize the flow volume for the required COD and SS sampling periods. The totalized flow volume for each sampling period is then used with that period's average COD and SS values to determine the total weight discharged in thousands (1000's) of pounds of COD and SS for that period. For example, if you must sample at the required frequency of once per week, then you must totalize the flow volume for each week during the fiscal year. If no samples are available for any of the prescribed sampling periods, then the annual average concentrations for COD and SS are to be used with the totalized flow volume for the sampling period. Table 3 is furnished to assist you in making these calculations and must be enclosed with copies of all laboratory analyses sheets when the completed Surcharge Statement is returned to the Districts.

Companies that are not required to have permanent full-time flow metering systems and have chosen not to file using direct measurement must, as described previously, use either the metered water supply or adjusted metered water supply method to determine the annual volume of wastewater discharged to the sewer. These companies must average the COD and SS values for the fiscal year and use these annual averages with the total annual flow volume to determine the total annual weight discharged in thousands of pounds of COD and SS.

Average industrial wastewater concentrations (see Definitions section on last page of instructions) will be used to calculate the yearly discharge quantities, should no determinations of the surcharge parameters be performed by companies for discharge outlets that must be reported on a Long Form Surcharge Statement for this fiscal year. At the Districts' discretion, the Districts may collect or require the collection of samples after the fiscal year to determine the quantities of COD and SS discharged. The company may be required to pay the costs of any Districts monitoring needed to supplement the annual sampling requirement.

The weight discharged of chemical oxygen demand (COD) and suspended solids (SS) is calculated using the formula found on Table 3.

Sanitary Flow Charge

This is a dollar amount added to the wastewater treatment charge to reimburse the Sanitation Districts for treatment of sanitary (domestic) wastewater from any employee which is discharged to the sewer but NOT included in the total wastewater flow volume on Line 2 of the "Long Form." If all employee wastewater has been included in the wastewater flow volume on Line 2, no charge should be calculated.

LINE BY LINE INSTRUCTIONS FOR COMPLETING THE “LONG FORM”

Line 1: Federal Tax Identification Number

The Federal Tax Identification Number is the number assigned to a business entity by the Internal Revenue Service.

Line 2: Flow Volume in Millions of Gallons

On Line 2, list the total yearly flow volume of industrial wastewater determined for each discharge outlet being reported. If your chemical analyses sampling point is located upstream of the sanitary connection, this figure should not include any discharge contributed by your employees. See Table 2B for the calculation of the sanitary flow deduction. This number should be reported in millions of gallons rounded to two decimal places. For example, if you are reporting two discharge outlets with flows of 7,340,000 gallons and 12,667,000 gallons, the correct numbers to enter would be 7.34 and 12.67. The total amount entered on Line 2 would equal 20.00 million gallons. If more than four outlets are being reported, use Table 1 and enter only the total yearly flow volume on Line 2.

Lines 3 and 4: Chemical Oxygen Demand (COD) and Suspended Solids (SS)

Chemical oxygen demand (COD) and suspended solids (SS) concentrations must be determined by laboratory analyses as described previously in these "Long Form" instructions. A value for COD and SS must be entered for each discharge outlet. The COD and SS values must be reported in thousands of pounds rounded to two decimal places and are calculated by following the instructions given in the "Chemical Oxygen Demand (COD) and Suspended Solids (SS) Calculations" section. Please submit copies of all laboratory analyses for ALL 24-hour composite samples taken during the fiscal year which were analyzed for either COD or SS concentrations.

Line 5: Peak Flow Rate

A peak flow rate in gallons per minute **MUST** be reported using whole numbers only on Line 5 for each discharge outlet given on Line 2. If more than four discharge outlets are being reported, then Table 1 should be completed by entering a peak flow rate beside each discharge outlet listed. A definition of how a peak flow rate is determined has been previously given in these "Long Form" instructions. In the absence of peak flow rate measurements or a calculation of the peak flow rate, a value of peak flow rate equal to twice the average flow rate during the company's discharge hours should be used. If a peak to average flow ratio (P/A) of two (P/A=2.00) is assumed, the peak flow rate value reported for each discharge outlet on Line 5 or in Table 1 **MUST** be equal to or twice that particular discharge outlet's average flow rate. Line 5 should equal either Line 27 or Line 31 from the peak flow rate calculation table on the reverse side of the "Long Form."

Line 6: Method of Flow Volume Determination

Check only one of the three boxes provided.

Direct Measurement

Check this box only if the volume of industrial wastewater is determined by a permanent, full-time, Districts' approved flow meter measuring the wastewater flow leaving the plant. Copies of totalizer readers used to determine the total period and yearly flow volume must be submitted.

Metered Water Supply

This box should be checked when the flow volume is a measurement of the total water entering the company plant with only a deduction for the amount of sanitary wastewater contributed by your employees. This value can be determined using water bills or any accurate Districts' approved full time flow metering device which measures the intake of water from water companies (purveyors) and/or company water wells. Table 2A must be completed for each fresh water meter supplying the facility. If the chemical analysis sampling point is located upstream of the sanitary connection and a sanitary flow deduction is being taken, complete Table 2B.

Adjusted Meter Water Supply

This box should be checked when water consumed in plant operations, in addition to the sanitary flow, is deducted from the total volume of water entering the company plant. This results in a calculated rather than a measured flow volume of wastewater leaving the plant. Table 2A must be completed for each fresh water meter supplying the facility. Table 2B must also be completed when this box is checked. A sanitary flow deduction may be taken only if your chemical analysis sampling point is located upstream of the sanitary connection.

Line 7: Source of Water Supply

Check the source of the plant water supply. If water is received from both a company water well and a water company (purveyor), then check both boxes. Enter the name of the water company (purveyor) on the line provided.

Line 8: Method of Peak Flow Determination

Only one of the three boxes provided should be checked. Direct measurement is made by using a permanent full-time flow metering device approved by the Districts. If a peak flow rate equal to twice the average flow rate is used, then check the box labeled "Assumed (P/A) = 2.00." If the peak flow rate is calculated, then supporting engineering calculations describing how the figures used on Line 5 were obtained must be submitted. If the peak flow rate is known to exceed twice the average flow rate, then this higher peak flow rate must be reported.

Line 9: Flow Volume Charge

Multiply the total flow volume given on Line 2 by rate listed on Line 9 and enter this calculated value on Line 9.

Line 10: Chemical Oxygen Demand (COD) Charge

Multiply the total chemical oxygen demand (COD) given on Line 3 by the rate listed on Line 10 and enter this calculated value on Line 10.

Line 11: Suspended Solids (SS) Charge

Multiply the total suspended solids (SS) given on Line 4 by the rate listed on Line 11 and enter this calculated value on Line 11.

Line 12: Peak Flow Rate Charge

This peak flow rate charge is obtained from Line 34 of the calculation table for the peak flow rate charge on the second page of the "Long Form." Please follow the instructions for Line 22 through 34 to correctly calculate the peak flow rate charge.

Line 13: Sanitary Flow Charge

This is the dollar amount to be added to the wastewater treatment charge to reimburse the Sanitation Districts for treatment of sanitary (domestic) wastewater from any employees which is discharged to the sewer but NOT included in the total on Line 2 of the "Long Form." Use Lines 35 and 36 on page 2 of the "Long Form" to calculate the sanitary flow charge. The number of employees entered on Line 35 must match that shown on Table 2B. This charge is to be paid only if your chemical analysis sampling point is located upstream of the sanitary connection. Transfer the figure shown on Line 36 to Line 13.

Line 14: Gross Wastewater Treatment Surcharge Payable

To determine the amount for Line 14, add together Lines 9, 10, 11, 12 and 13. This amount represents the gross wastewater treatment surcharge.

Line 15: Quarterly Payment Credit

Enter on Line 15 the total amount paid toward gross wastewater treatment surcharge for the first three quarters of the fiscal year.

Line 16: Net Wastewater Treatment Surcharge payable – Quarter 4

To determine the amount for Line 16, subtract the amount shown on Line 15 from that shown on Line 14. This amount represents the surcharge payment due the Sanitation Districts for the treatment of wastewater from your company's facility. If a refund is due, enclose the amount shown on Line 16 in brackets, as []. A check, cashier's check or money order made payable to the County Sanitation Districts of Los Angeles County should be submitted for the amount on Line 16. Alternatively, payment may be made by debit or credit card. See the Contact and Information Section for details.

Any overpayment shall be forwarded to your company upon Sanitation Districts' verification. Verification may require an in-depth audit; therefore, a refund may not be immediately sent. Refunds due will not be automatically credited to subsequent quarterly balances due since they are subject to audit.

Any payments due should be submitted after the close of the fiscal year on June 30 and prior to the due date. Quarter 4 payments received after the due date are subject to a one percent penalty for each day the charge is delinquent (not to exceed ten percent) and will accrue an interest penalty charge at three percent over the prime interest rate effective July 1, compounded monthly, until the balance is paid.

Line 17: Signature

The signature of a company administrative officer is required.

Line 18: Date

The date the Surcharge Statement is completed and signed.

Line 19: Name and Position

Print the name of the company administrative officer signing the Surcharge Statement.

Line 20: Prepared By

Print the name of the person responsible for the preparation of the document if other than that shown on Lines 17 and 19.

Line 21: Telephone Numbers

Print telephone number of the administrative officer who signs the Surcharge Statement.

Line 22 to 26: CALCULATION TABLE FOR PEAK FLOW RATE CHARGE

Line 22: Total Yearly Flow Volume – In Gallons

Multiply the total yearly flow volume given on Line 2 by 1,000,000 and write this number on Line 22. This is the total yearly flow volume of wastewater discharged in gallons.

Line 23: Number of Discharge Days Per Year

This number should indicate the actual number of days during the fiscal year that the company is in normal operation, discharging normal amounts of wastewater to the sewer and employing a normal or average number of people. If the company is in operation five days each week and discharging normal amounts of wastewater, Line

23 should equal approximately 250 (allowing for holidays). This number should match the discharge days per year figure used to calculate the sanitary flow on Table 2B.

Line 24: Average Number of Discharge Hours Per Discharge Day

Discharge hours are those that the company is in operation and discharging significant amounts of wastewater. Significant wastewater discharge hours are those periods when the effluent flows are at least 50 percent of the annual average hourly rate. To calculate Line 24, divide the total annual hours of significant wastewater discharged by Line 23. Alternatively, if the company is in production and discharging significant amounts of wastewater an average of 8 hours per discharge day, enter 8.00 on Line 24.

Line 25: Average Flow Rate “A” – In Gallons Per Minute

This is the average flow rate, in gallons per minute, of the total yearly flow volume reported on Line 22. This figure MUST be reported as a whole number. This is also the “A” value used in the peak to average flow ratio “(P/A).” To calculate the average flow rate “A” divide Line 22, the yearly flow volume, by Line 23, the number of discharge days per year then by Line 24, the average number of discharge hours per discharge day and then by 60.

Line 26: Number of Discharge Outlets to Sewer

On Line 26, write the number of discharge outlets reported above Line 2 or in Table 1. Use Line 27 to list peak flow rate “P” only if “1” is entered on Line 26. If two or more discharge outlets are reported, proceed to Line 28 instructions below.

Line 27 to 34: CALCULATION TABLE FOR PEAK FLOW RATE CHARGE – SINGLE DISCHARGE OUTLET ONLY

Line 27: Peak Flow Rate “P” for Single Outlet – In Gallons Per Minute

The peak flow rate to the sewer for a single discharge outlet should be determined by one of the methods listed on Line 8 and the value entered on Line 5 and Line 27. Proceed to Line 32. If more than one discharge outlet is reported, proceed to “Calculation Table for Peak Flow Rate Charge – Multiple Discharge Outlets Only.” If a peak to average flow ratio of two (P/A=2.00) is assumed, multiply Line 25 by two and enter this value on Line 27. This figure MUST be reported as a whole number.

Line 28 to 31: Applies to Multiple Discharge Outlets Only – See Instructions for Lines 28-34

Line 32: Peak to Average Flow Ratio (P/A)

The peak to average flow ratio (P/A) is calculated by dividing the “P” value from Line 27 by “A,” the average flow rate from Line 25. This number MUST be rounded to two decimal places. If the peak to average flow ratio of two (P/A=2.00) is assumed for unmeasured flows, enter the number 2.00 on Line 32.

Line 33: Factor “M”

Factor “M” must be calculated to determine the peak flow rate charge on Line 34. Factor “M” is obtained from the mathematical formula $M = 2.50 \log (P/A)$. If “M” is negative, enter zero. Factor “M” MUST be rounded to two decimal places and reported on Line 33.

Line 34: Peak Flow Rate Charge

To calculate the peak flow rate charge, multiply Line 33 by the rate on Line 34 and then by Line 27. Transfer the dollar amount determined for Line 34 to Line 12 on the front side of the “Long Form.” Lines 12 and 34 should be the same number.

Single outlet dischargers proceed to line 35 instructions.

Line 28 to 34: CALCULATION TABLE FOR PEAK FLOW RATE CHARGE – MULTIPLE DISCHARGE OUTLETS ONLY

Line 28: Highest Peak Flow Rate “P” Among Multiple Outlets – In Gallons Per Minute

Select the highest peak flow rate from the peak flow rates reported on Line 5 (or in Table 1 if more than four discharge outlets are listed). This figure MUST be reported as a whole number. Enter this value on Line 28.

Line 29: Total Yearly Flow Volume of the Outlet with the Highest Peak Flow Rate – In Gallons

Use the yearly flow volume reported on Line 2 (or in Table 1 if more than four discharge outlets are listed) for the discharge outlet with the highest peak flow rate. Multiply this number by 1,000,000 and enter the result on Line 29. This equals the yearly flow volume, in gallons, of the outlet with the highest peak flow rate.

Line 30: Average Flow Rate “A” of the Outlet with the Highest Peak Flow Rate – In Gallons Per Minute

To obtain the average flow rate of the outlet with the highest peak flow rate, divide Line 29, the yearly flow volume, by Line 23, the number of discharge days per year then by Line 24, the average number of discharge hours per discharge day and then by 60. This figure MUST be reported as a whole number.

Line 31: Peak Flow Rate “P” for Multiple Outlets

The peak flow rate for multiple outlets is the “P” value in the peak to average flow ratio (P/A). This figure is equal to the highest peak flow rate of any individual discharge outlet plus the average flow rate of all the remaining discharge outlets. To obtain this value, add the average flow rate from all discharge outlets (Line 25) to the highest peak flow rate of any individual outlet (Line 28) and subtract from this total the average flow rate of the outlet with the highest peak flow rate (Line 30). This yields the value for the peak flow rate “P” for multiple outlets (Line 31). This figure MUST be reported as a whole number. Enter this value on Line 5.

Line 32: Peak to Average Flow Ratio (P/A)

The peak to average flow ratio (P/A) is calculated by dividing the “P” value from Line 31 by “A,” the average flow rate from Line 25. This number MUST be rounded to two decimal places.

If a peak to average flow ratio of two (P/A=2.00) is assumed for unmeasured flows, enter the number 2.00 on Line 32. Then multiply Line 30 (the average flow rate of the outlet with the highest peak flow rate) by two, enter this value on Line 31 and proceed with the calculations stated above.

Line 33: Factor “M”

Factor “M” must be calculated to determine the peak flow rate charge on Line 34. Factor “M” is obtained from the mathematical formula $M = 2.50 \log (P/A)$. If “M” is negative, enter zero. Factor “M” MUST be rounded to two decimal places and reported on Line 33.

Line 34: Peak Flow Rate Charge

To calculate the peak flow rate charge, multiply Line 33 by the rate on Line 34 and then by Line 31. Transfer the dollar amount determined for Line 34 to Line 12 on page 1 of the “Long Form”. Lines 12 and 34 should be the same number.

Line 35 and 36: CALCULATION TABLE FOR SANITARY FLOW CHARGE

This charge should not be calculated if all sanitary (domestic) wastewater flow volumes are included in the total yearly flow volume shown on Line 2.

Line 35: Average Number of Employees Per Discharge Day Not Contributing to the Reported Flow Volume on Line 2

On Line 35, please list the number of employees per discharge day who do not contribute sanitary wastewater to the yearly flow volume reported on Line 2. This number should match the employee figure used to calculate the sanitary flow deduction on Table 2B. If employees in the plant discharge sanitary wastewater to the sewer that is included in the yearly flow volume reported on Line 2, then these employees should not be included in the number entered on Line 35. If all employees contribute to the yearly flow volume reported on Line 2, then enter zero (0) on Lines 35 and 36.

Line 36: Sanitary Flow Charge

To obtain this amount, multiply 35 by Line 23 by the rate listed in Line 36 and enter the total on Line 36. Transfer the dollar amount determined for Line 36 to Line 13 on page 1 of the “Long Form.” Lines 13 and 36 should be the same number.

If you require assistance in completing the Surcharge Statement or have any questions, please contact the Surcharge Section at (562) 908-4288, ext. 2600, or surchargeinfo@lacsdsd.org.

CHECKLIST

The following checklist has been supplied to help ensure your filing is complete. Please note all information **MUST** apply to the fiscal year ended on June 30 (July 1 through June 30).

HAVE YOU INCLUDED?

- 1) Copies of water bills and/or water well pumping records
- 2) A completed Table 2A
- 3) Detailed calculation(s) to substantiate any claimed evaporative losses. If you claim boiler losses or any other heat related losses, copies of your Natural Gas bills must be submitted.
- 4) A completed Table 2B
- 5) Copies of totalizer readings (for direct measurement companies only)
- 6) Peak flow rate calculations (if peak rate is calculated)
- 7) Copies of ALL laboratory analyses of 24-hour composite samples of COD and SS
- 8) A completed Table 3
- 9) A flow-weighted Table 3 (for direct measurement companies only)
- 10) A completed Table 1 (for companies with more than four (4) discharge outlets)
- 11) A copy of the secure Property Tax Bill(s)
- 12) Your check made payable to the County Sanitation Districts of Los Angeles County, or see the Contact and Information Section for credit or debit card options.

**TO AVOID PENALTY AND INTEREST PENALTY CHARGES, YOUR PAYMENT IS DUE ON
AUGUST 15**

MAILING ADDRESS:

County Sanitation Districts of Los Angeles County
Surcharge Section
1955 Workman Mill Road
P.O. Box 4998
Whittier, CA 90607-4998

NOTE: Your Quarter 1 payment for the New Fiscal Year is due on September 30.

CONTACT AND INFORMATION SECTION

INDUSTRIAL WASTEWATER INFORMATION

Please refer to the Sanitation Districts' website http://www.lacsd.org/wastewater/industrial_waste/default.asp to learn more about the following:

- Wastewater Connection Fee Ordinances
- Industrial Wastewater Flow Measurement Requirements
- Guidelines for the Discharge of Rainwater, Stormwater, Groundwater and Other Water Discharges
- Information, Instructions and Forms for obtaining an Industrial Waste Discharge Permit
- Discharge Limits
- Commercial Laboratories

<http://www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=2343>

- Surcharge Forms and Tables

http://www.lacsd.org/wastewater/industrial_waste/iwpolicies/surcharge_program/surcharge_forms_n_booklets.asp

For questions about the Surcharge and Connection Fee Programs you may contact the Surcharge Section at (562) 908-4288 extension 2600 or surchargeinfo@lacsd.org.

CONVENIENCE FEE

The Sanitation Districts accept American Express, Discover, MasterCard, Visa Debit/Credit Cards and e-Checks. Payments can be made online at lacsd.org or in person at the Sanitation Districts' Joint Administration Office and are subject to the following convenience fees:

e-Check: \$0.00 Online
Credit Card: 2.17% Online

Debit Card: \$1.50 at Districts' Joint Administration Office
Credit Card: 2.50% at Districts' Joint Administration Office

This is strictly a pass-through fee collected by the credit card processor. The Sanitation Districts do not profit in any way from these fees.

REPORT FRAUD

HOTLINE: (562) 908-4290

An anonymous message may be left on the Hotline voice system 24/7.

ONLINE: <http://www.lacsd.org/aboutus/contact/report.asp>

An anonymous message may be submitted using the online form

EMAIL: codeofconduct@lacsd.org

Email notification will NOT be anonymous.

APPENDIX: BASE OF SURCHARGE

The wastewater treatment surcharge for industrial companies is based upon the total amounts of wastewater flow, chemical oxygen demand, suspended solids and peak flows discharged to the sewer system during the fiscal year. The following formula applies for the current fiscal year:

Used in “Long Form” Surcharge Statement

$$\text{Surcharge} = \text{Rate}(V) + \text{Rate}(\text{COD}) + \text{Rate}(\text{SS}) + \text{Rate}(\text{M})(\text{P})$$

The charge rates used for total flow volume, chemical oxygen demand, suspended solids and peak flow rate were calculated based upon the Districts’ costs for treatment of these materials. These unit charge rates will change from year to year as the Districts’ costs for wastewater treatment and disposal vary. The charge rates are calculated as set forth in Section 410 of the *Wastewater Ordinance*.

The following definitions apply for items in the above formula:

Surcharge	=	Net annual wastewater treatment surcharge in dollars.
V	=	Total annual flow volume in millions of gallons.
COD	=	Total annual wastewater discharge of chemical oxygen demand in thousands of pounds.
SS	=	Total annual wastewater discharge of suspended solids in thousands of pounds.
P	=	Peak wastewater discharge rate over a thirty (30) minute period <u>occurring between the hours of 8:00 a.m. and 10:00 p.m.</u> and determined by averaging a maximum of 10 substantiated peak flow rate measurements from the accrual year, in gallons per minute. <u>Values of “P” which are equal to or less than ten (10) gallons per minute shall be considered equal to zero.</u>
A	=	Average wastewater discharge flow rate, determined by dividing the total annual flow volume, “V”, by the total annual average discharge hours per discharge day converted to gallons per minute (See M). The discharge hours are taken to mean the working hours when substantially “normal” flow discharges are made to the sewer system. These hours do not include those times when the plant is substantially shut down and very little flow is discharged to the sewer.
M	=	A multiplying factor accounting for increased Districts’ costs due to high ratios of Industrial discharger peak to average flow rates (P/A). Factor “M” is equal to $2.50 \log (P/A)$. If “M” is negative, enter zero.

DEFINITIONS

CONNECTION FEE is a payment required of all new users of the sewerage system, as well as existing users who expand their wastewater discharged more than 25%, and is based upon the quantity and the quality of their wastewater discharge. This connection fee applies to residential, commercial and industrial dischargers. The connection fee is to be paid prior to the time the facility is actually connected to the sewer or, in the case of expanding facilities, at the time of increase of the wastewater discharge.

CONTIGUOUS PROPERTY is a property which is owned or hired by the industrial wastewater discharger, is contiguous to the source of industrial wastewater discharge, and is made up of land parcels with common boundaries or parcels separated only by publicly owned or operated rights-of-way. Publicly owned rights-of-way include those owned or operated by railroad, pipeline, water, power, electrical, gas, telephone or other public utility companies. Only those parcels having a common boundary, if the public right-of-way is removed, shall be considered contiguous.

DOMESTIC WASTEWATER is the water-carried waste produced from non-commercial or non-industrial activities which results from normal human living processes. This is synonymous to the term Sanitary Flow.

INDUSTRIAL DISCHARGER shall mean any facility discharging any measurable quantity of industrial wastewater to any of the Districts' sewerage systems or any other system tributary thereto.

INDUSTRIAL WASTE PERMIT is an agreement which allows companies to discharge industrial waste into the sewer system under certain restrictions, and which is obtained through the County Sanitation Districts of Los Angeles County's Industrial Waste Permit Program.

INDUSTRIAL WASTEWATER is all liquid-carried wastes and wastewater of the community excluding domestic wastewater and uncontaminated water, and shall include all wastewater from any producing, manufacturing, processing, institutional, commercial, agricultural or other operations where the wastewater discharged includes quantities of waste of non-human origin. All liquid wastes hauled by truck, rail or other means for disposal to the sewer shall be considered industrial wastewater.

WASTEWATER is the liquid-carried wastes of the community derived from human or industrial sources including domestic wastewater and industrial wastewater. Rainwater, groundwater and drainage of uncontaminated water are not wastewater and are not permitted to be discharged to the sewer.

CHEMICAL OXYGEN DEMAND (COD) is the measure of chemically decomposable material in domestic or industrial wastewater.

SUSPENDED SOLIDS (SS) is insoluble solid matter suspended in wastewater that is separable by laboratory filtration.

PEAK FLOW RATE is the average rate at which wastewater is discharged to a public sewer during the highest 30-minute flow period occurring within the fiscal year.

SANITATION DISTRICTS' AVERAGE STRENGTHS shall mean concentrations of COD and SS as detailed in the table below:

District	COD (mg/l)	SS (mg/l)
Joint Outfall (JO)	1,250	335
4	1,389	112
14	616	285
20	603	283
Santa Clarita Valley (SCV)	585	272

Conversion Factors and Formulas

1 cubic foot (CF) = 7.48 gallons

1 hundred cubic feet (CCF) = 748 gallons

1 acre foot = 325,900 gallons

1 gallon of water = 8.34 pounds of weight