



SANITATION DISTRICTS OF LOS ANGELES COUNTY

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

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

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COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
1955 Workman Mill Rd., P.O. Box 4998, Whittier, CA 90607-4998
Robert C. Ferrante, Chief Engineer and General Manager

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* provide 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 reference 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 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 Sanitation Districts' Average Strength values, must complete, sign and submit to the Sanitation Districts the Exemption Statement. The Exemption Statement is enclosed. Copies of water bills, calculations for claimed evaporative losses, the number of employees and the number of discharge days and Tables 2A and 2B must be submitted with the Exemption Statement. Exemption claims will be verified through on-site inspections by Sanitation Districts' personnel.

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. Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume. Industrial dischargers that are found to be exempt are not required to complete a “Long Form” or “Short Form” Surcharge Statement and are assessed through a service charge placed on the secured Property Tax Bill.

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 “SHORT FORM” SURCHARGE STATEMENT

The “Short Form” Surcharge Statement is normally used by all companies discharging six (6) million gallons or less per year of wastewater to the sewer and having concentrations for chemical oxygen demand and suspended solids that are less than the Districts’ average strength value. Alternatively, the “Long Form” may be filed, but additional measurements of chemical oxygen demand, suspended solids, and peak flow are required. Companies discharging over six (6) million gallons per year must file the “Long Form” Surcharge Statement. The “Long Form” instruction booklet can be accessed on the Districts’ website.

Measurement of Wastewater Flow 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 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 measurement. 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.

The Sanitation Districts’ *Wastewater Ordinance* and permit regulations require large wastewater dischargers (100 gallons per minute or 50,000 gallons per day) to install and maintain a full-time flow metering device which is to be used to determine the annual surcharge amount. Flow meter charts must be dated regularly, preferably daily but not less than weekly, with the time and totalizer readings indicated on the chart. These records shall be maintained for possible inspection by the Districts for a period of not less than four (4) years. Should your company’s flow meter be inoperative during a portion of the fiscal year, your discharge for that portion of the year may be based on metered water supply or adjusted metered water supply measurements. Copies of all calculations must be submitted and will be subject to review and approval by the Districts.

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.

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

Companies discharging six (6) million gallons or less of wastewater that choose to file the "Short Form" are not normally required to make measurements of chemical oxygen demand or suspended solids. The quantities of COD and SS used in the "Short Form" surcharge rates are based on the average concentrations of these parameters found in industrial wastewater. In order to maintain equitability in the Surcharge Program, where industrial companies pay their fair share of wastewater treatment costs, companies found to be discharging COD and SS at higher levels of concentration than the standard average concentrations used for the "Short Form" will be required to file the "Long Form" and to perform the required analyses of the wastewater discharged. The average concentrations of COD and SS used for the "Short Form" Surcharge Statement can be found in the Definitions section on the last page of the instructions. Companies discharging wastewater of concentrations in excess of the standard average concentration must file the "Long Form" Surcharge Statement. All form types can be accessed on the Sanitation Districts' website.

LINE BY LINE INSTRUCTIONS FOR COMPLETING THE “SHORT 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. The amount of sanitary wastewater contributed by your employees should be deducted from the total amount of the incoming water. The calculation to be used in determining the amount of sanitary wastewater to be deducted is shown on the enclosed Table 2B. See Lines 6 through 8, Sanitary Flow Charge, for additional information. All flow figures must be reported in millions of gallons rounded to two (2) decimal places. For example, if you are reporting two discharge outlets with flows of 734,000 gallons and 1,266,000 gallons, the correct number to enter would be 0.73 for 734,000 gallons and 1.27 for 1,266,000 gallons. The total amount entered on Line 2 would equal 2.00 million gallons annual discharge. Space has been provided to list up to four discharge outlets on the Surcharge Statement. Use Table 2B if the wastewater flow volume is determined by the adjusted metered water supply method.

If the combined industrial and sanitary wastewater flow is less than one (1) million gallons and concentrations of COD and SS are less than the standard average concentrations, do not complete the Surcharge Statement. Please complete and submit the Exemption Statement with copies of your water bills, calculations for claimed evaporative losses, number of employees, number of discharge days and Tables 2A and 2B and return to the Sanitation Districts for processing.

Water meter records are frequently expressed in hundreds of cubic feet (CCF) which must be converted to millions of gallons for the purpose of calculating the surcharge.

- The formula for converting hundreds of cubic feet into millions of gallons is:
 - Conversion: Hundreds of Cubic Feet (CCF) = 748 Gallons
 - For Example: 1,453 CCF x 748 gallons/CCF = 1,086,844 gallons (rounded to a whole number)
- For use in the surcharge statement, convert the flow volume to millions of gallons and round the water usage to two decimal places.
 - Conversion: Millions of Gallons (MG) = 1,000,000 Gallons
 - For Example: 1,086,844 gallons / 1,000,000 = 1.09 million gallons (MG). The correct number to use on Line 2 would be 1.09 MG

Line 3: 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 readings 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 Metered 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 4: Source of Water Supply

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

Line 5: Flow Volume Change

To obtain this value, multiply Line 2 by the rate on Line 5.

Line 6 to 8: 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 employees which is discharged to the sewer but NOT included in the total yearly flow volume on Line 2 of the "Short Form." This charge is to be added to the Flow Volume Charge (Line 5) in order to calculate your company's Total Wastewater Treatment Surcharge Payable (Line 9).

Line 6: Number of Discharge Day Per Year

This number should indicate the actual number of days per 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 6 should equal approximately 250 (allowing for holidays). This number should match the discharge days per year figure used to calculate the sanitary flow deduction on Table 2B.

Line 7: Average Number of Employees Per Discharge Day Not Contributing to the Reported Flow Volume Line 2

This number should match the employee figure used to calculate the sanitary flow deduction on Table 2B.

Line 8: Sanitary Flow Charge

This is the dollar amount to be added to the Flow Volume Charge (Line 5) to reimburse the Sanitation Districts for treatment of sanitary wastewater discharged by company employees while at work. To obtain this figure, multiply Line 6 by 7 by the rate listed on Line 8.

Line 9: Total Wastewater Treatment Surcharge Payable

To determine the amount for Line 9, add together Lines 5 and 8. This amount represents the surcharge payment due to the Sanitation Districts for treatment of wastewater from the facility. A check, cashier's check or money order payable to the County Sanitation Districts of Los Angeles County should be submitted for the amount on Line 9. Alternatively, payment may be made by debit or credit card. See the Contact and Information Section for details.

Payment due should be submitted after the close of the fiscal year on June 30 and prior to August 15. Payments made after August 15 are subject to 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 in effect July 1, compounded monthly, until the balance is paid in full.

Any claimed over payments will be refunded upon Sanitation Districts' verification.

Line 10: Signature

The signature of a company administrative officer is required.

Line 11: Date

The date the Surcharge Statement is completed and signed.

Line 12: Name and Position

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

Line 13: Prepared By

Print the name of the person responsible for the preparation of the document if other than that shown on Lines 10 and 12.

Line 14: Telephone Number

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

If you should require assistance in completing the Surcharge Statement or have any questions, please contact the Surcharge Section at (562) 908-4288, extension 2600, or surchargeinfo@lacs.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 (July 1 through June 30) just completed.

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 and/or product 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) A copy of the secured Property Tax Bill(s)
- 7) Your check made payable to the County Sanitation Districts of Los Angeles County. See the Contact and Information Section for credit/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

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
- 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 voicemail 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

DEFINITIONS

CONNECTION FEE is a payment required of all new users of the sewerage system, as well as existing users who expand their wastewater discharge by 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 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 wastes 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 or drainage of uncontaminated water is not wastewater and is 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.

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 |