



**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  
HOSPITAL  
WASTEWATER TREATMENT USER CHARGE STATEMENT**

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**COUNTY SANITATIONS 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**

**INSTRUCTIONS FOR FILING A HOSPITAL  
WASTEWATER TREATMENT USER CHARGE STATEMENT**

**PURPOSE OF WASTEWATER TREATMENT USER CHARGE**

Since July 1, 1972, the Sanitation Districts have been required by Federal and State regulations to collect revenue from non-residential users of the public sewerage system to pay for wastewater disposal costs. The Sanitation Districts have established a Surcharge (User Charge) Program to comply with these regulations and to ensure that users of the Districts' sewerage system pay their fair share of wastewater treatment costs.

**HOSPITALS REQUIRED TO FILE**

All acute care hospitals within the Sanitation Districts are required to pay their appropriate share of wastewater disposal costs based upon typical wastewater flows measured at such facilities. The Hospital User Charge Statement is required to be filed by any acute care hospital discharging wastewater directly or indirectly to the sewerage system of the Sanitation Districts.

**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 HOSPITAL USER CHARGE STATEMENT**

The Hospital User Charge Statement has been developed to simplify the wastewater treatment filing procedures for hospitals by developing a flat rate charge per occupied bed. This charge is based on data developed by the U.S. Environmental Protection Agency (EPA) in its Development Document for Interim Final Effluent Limitations Guidelines and Proposed New Source Performance Standards for the Hospital Point Source Category. In this document, the EPA recommended the waste loads from hospitals be quantified on a "per occupied bed" basis. Average raw waste characteristics were developed for flow, chemical oxygen demand (COD), and suspended solids (SS), which are the charge criteria used in the Sanitation Districts' existing wastewater Surcharge Program. The average raw waste characteristics were used with Sanitation Districts' current wastewater treatment surcharge rates to determine "per occupied bed" user charges. Please submit verification of the figures given in the User Charge Statement by forwarding a copy of your "Patient Census Statistics" as filed in your most recent Accounting and Reporting Manual for California Hospitals that is annually submitted to the office of Statewide Health, Planning and Development, Health Data Vision.

Should your hospital wish to file a "Long Form" or "Short Form" Wastewater Treatment Surcharge Statement, flow measurements and laboratory analyses are required to measure the total volume of wastewater discharged including sanitary or patient wastewaters. For detailed requirements and Wastewater Treatment Surcharge Statements, the Surcharge Section can be contacted at (562) 908-4288, extension 2600 or [surchargeinfo@lacsds.org](mailto:surchargeinfo@lacsds.org).

**LINE BY LINE INSTRUCTIONS FOR COMPLETING THE HOSPITAL USER CHARGE STATEMENT**

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: Acute Care Occupancy

On Line 2, list the average daily number of occupied acute care beds during the fiscal year. This number may be obtained by totaling the number of adult and pediatric (excluding newborn infant) patient days during the fiscal year for intensive and acute care units, then dividing by 365 days. Round the figure to the nearest whole number and enter on Line 2. Please submit a copy of the hospital "Patient Census Statistics."

Line 3: Skilled Nursing and/or Intermediate Care Occupancy

On Line 3, list the average daily number of occupied skilled nursing beds plus the average daily number of occupied intermediate care beds (if any) during the fiscal year. This number may be obtained by totaling the number of adult and pediatric (excluding newborn infant) patient days for both units during the fiscal year, then dividing by 365 days. Round the figure to the nearest whole number and enter on Line 3. Please submit a copy of the hospital "Patient Census Statistics."

Line 4: Acute Care User Charge

To obtain this value, multiply Line 2 by the rate on Line 4 and enter this amount on Line 4.

Line 5: Skilled Nursing and/or Intermediate Care User Charge

To obtain this value, multiply Line 3 by the rate on Line 5 and enter this amount on Line 5.

Line 6: Total Hospital Wastewater Treatment User Charge Payable

To determine the amount for Line 6, add Line 4 and Line 5. This amount represents the total User Charge payment due the Sanitation Districts for treatment of wastewater from your hospital. 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 6. See the Contacts and Information Section for credit/debit card options.

Payment due should be submitted by the due date (U.S. Postmarked no later than the due date). 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 in effect July 1, compounded monthly, until the balance is paid.

Any claimed overpayments will be refunded by the Districts upon verification.

Line 7: Signature

The signature of a Hospital Administrative Officer is required.

Line 8: Date

The date the User Charge Statement is signed.

Line 9: Name and Position

Print the name and position of the Hospital Administrative Officer signing the User Charge Statement.

Line 10: Prepared By

Print the name of the person responsible for the preparation of the document.

Line 11: Telephone Number

Print the telephone number of the Administrative Officer who signs the User Charge Statement.

If you should require assistance in completing the User Charge Statement or have questions, please contact the Surcharge Section at (562) 908-4288, extension 2600 or [surchargeinfo@lacsdsd.org](mailto:surchargeinfo@lacsdsd.org).

## **CONTACT AND INFORMATION SECTION**

### **INDUSTRIAL WASTEWATER INFORMATION**

Please refer to the Sanitation Districts website [http://www.lacsd.org/wastewater/industrial\\_waste/default.asp](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 Limit
- Surcharge Forms and Tables

[http://www.lacsd.org/wastewater/industrial\\_waste/iwpolicies/surcharge\\_program/surcharge\\_forms\\_n\\_booklets.asp](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](mailto:surchargeinfo@lacsd.org)

### **MAILING ADDRESS**

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

### **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](http://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](mailto:codeofconduct@lacsd.org)

Email notification will **NOT** be anonymous

## **DEFINITIONS**

**ACUTE (GENERAL) CARE HOSPITAL** is defined by the California Administrative Code as a health facility with an organized medical staff which provides 24-hour inpatient care, including the following basic services:

Medical    Laboratory    Nursing    Radiology    Surgical    Pharmacy    Anesthesia    Dietary

**ACUTE PSYCHIATRIC CARE HOSPITAL** is defined by the California Administrative Code as a health facility with an organized medical staff which provides 24-hour inpatient care, including the following basic services:

Medical    Pharmacy    Nursing    Dietary    Rehabilitative

**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.

**GENERAL ACUTE CARE BED** means beds designated for burn, coronary, intensive care, medical-surgical, pediatric, perinatal, rehabilitation, acute respiratory or tuberculosis patients receiving 24-hour medical care. Specialized care beds with respect to special hospitals, i.e. Psychiatric Hospitals, shall be considered to be general acute care beds.

**INPATIENT** is a person who is provided with room, board and continuous general nursing service in an area of the hospital where patients stay overnight.

**INTERMEDIATE CARE BED** means beds designated to provide inpatient care to ambulatory or semi-ambulatory patients who have recurring need for skilled nursing supervision and need supportive care, but who do not require availability of continuous skilled nursing care.

**PATIENT DAY** is a unit of measure denoting lodging facilities provided and services rendered to one inpatient between the census taking hour on two successive days. Synonymous terms: inpatient day, census day, inpatient service day, bed occupancy day.

**SKILLED NURSING CARE BED** means beds designated to provide skilled nursing care and supportive care to patients whose primary need is for availability or skilled nursing care on an extended basis. It provides 24-hour inpatient care and, as a minimum, includes medical, nursing, dietary, pharmaceutical services and an activity program.

**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.

### **CHARGE CRITERIA FOR ACUTE CARE BEDS**

**Quantity Criteria** – Wastewater Flow – 319 gallons per bed per day

**Quality Criteria** – Chemical Oxygen Demand (Decomposable Material) Concentration - 605 milligrams/liter

Suspended Solids (Filterable Material) Concentration – 144 milligrams/liter

### **CHARGE CRITERIA FOR SKILLED NURSING AND/OR INTERMEDIATE CARE BEDS**

**Quantity Criteria** – Wastewater Flow – 90 gallons per bed per day

**Quality Criteria** – Chemical Oxygen Demand (Decomposable Material) Concentration – 514 milligrams/liter

Suspended Solids (Filterable Material) Concentration – 270 milligrams/liter