



**Electronic submission of Surcharge Statement Packages and Payments is strongly encouraged.**  
Submission of Surcharge Statement Packages and all back-up may be emailed to [surchargeinfo@lacsd.org](mailto:surchargeinfo@lacsd.org).  
Online payments can be made at [lacsd.org](http://lacsd.org)

**INSTRUCTIONS FOR FILING  
A SHORT FORM AND AN EXEMPTION FORM  
WASTEWATER TREATMENT SURCHARGE STATEMENT**

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**INSTRUCTIONS FOR FILING  
A SHORT FORM AND AN EXEMPTION FORM  
WASTEWATER TREATMENT SURCHARGE STATEMENT**

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

**INSTRUCTIONS FOR FILING A SHORT 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 Los Angeles County Sanitation Districts (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 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@lacsdc.org](mailto:surchargeinfo@lacsdc.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 water losses, the number of employees and the number of discharge days and Tables 2A and 2B (Mail-In Filing) 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 (Mail-In Filing) 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 sanitary wastewater contributed by employees as calculated on the attached Table 2B (Mail-In Filing). 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 (Mail-In Filing) 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 (Mail-In Filing). Water bills or well pumping records and Table 2A (Mail-In Filing) **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. 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 more than the standard average concentration must file the "Long Form" Surcharge Statement. All form types can be accessed on the Sanitation Districts' website.

**MAIL-IN FILING**

## 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 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 Charge

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) 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 Line 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 Los Angeles County Sanitation Districts 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 1 percent penalty for each day the charge is delinquent (not to exceed 10 percent) and will accrue an interest penalty charge at 3 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. The Districts, in their sole and absolute discretion, will consider any requests for refunds based on the materials submitted. If the Districts determine that a refund is due, any amounts owed will be applied first to any outstanding accounts or amounts then due and owing, with any remaining balance being refunded to the payor.

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@lacsdc.org](mailto:surchargeinfo@lacsdc.org).

**ONLINE-FILING – SHORT FORM (IWFORS)**

Industrial Waste Facility Online Reporting System (IWFORS)

## INSTRUCTIONS FOR COMPLETING THE “SHORT FORM” Industrial Waste Facility Online Reporting System (IWFORS)

A “Short Form” surcharge statement in IWFORS contains six tabs: (1) Basic Info, (2) Short Form, (3) Attachment, (4) Payment, (5) Review, and (6) Submission. Please follow the instructions in this document to complete a “Short Form” surcharge statement in IWFORS.

### BASIC INFO

The “Basic Info” tab has five main sections, each containing auto-populated information that is not editable.

**Short Form**

29357 New

1 Basic Info 2 Short Form 3 Attachment 4 Payment 5 Review 6 Submission

**General Information**

Surcharge Program Representative Name: Surcharge Program Representative Phone Extension: Last Updated By:

**Facility Information**

Fiscal Year: 2020-2021 District No.: 15

Facility ID: 9256779

Latitude: 34.558 Longitude: -117.6632

Test Facility #2 for IWPCS Use  
1955 Workman Mill ROAD, Whittier, CA 90601

**Facility Mailing Address**

Same as Facility Location

Address Line 1: 1955 Workman Mill Road Address Line 2:

City: Whittier State: CA (California) Zip Code: 90601

**Address of Wastewater Discharge**

Same as Facility Location

Address Line 1: 1955 Workman Mill ROAD Address Line 2:

City: Whittier State: CA (California) Zip Code: 90601

**Property Tax Identification**

Parcel No.: 0123456789

A “Short Form” contains six tabs

Facility Name & Address

SAMPLE FACILITY

- Verify “Basic Info” auto-populated in these five main sections:

**General Information**

- Surcharge Program Representative Name
- Surcharge Program Representative Phone Extension
- Last Updated By

**Facility Information**

- Fiscal Year (NOTE: This is the fiscal year of the surcharge statement.)
- District No. (NOTE: This is the Sanitation District No. for your facility.)
- Facility ID (NOTE: Facility ID is highlighted green)
- Facility Name & Address

**Facility Mailing Address**

NOTE: Mailing address may be different from the facility address:

- Address Line 1
- Address Line 2
- City, State, and Zip Code

**Address of Wastewater Discharge**

NOTE: Mailing address may be different from the facility address:

- Address Line 1
- Address Line 2
- City, State, and Zip Code

**Property Tax Identification**

- Parcel No.

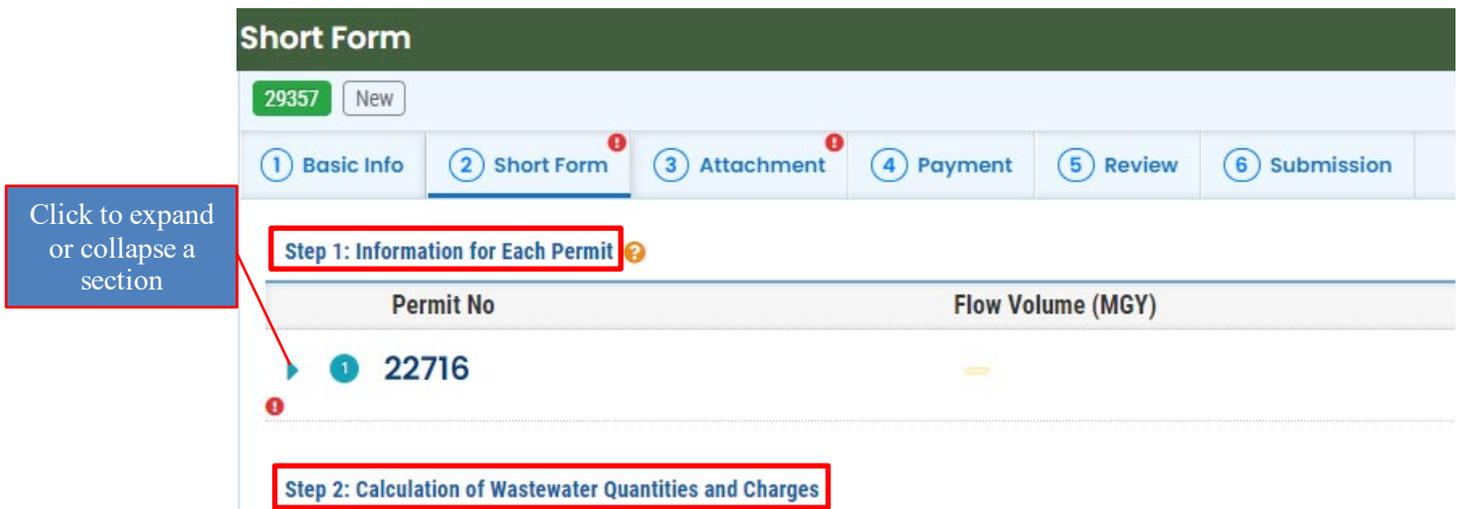
If you find information auto-populated in the “Basic Info” tab to be inconsistent with your facility, please contact the Surcharge Program Representative listed under the “General Information” section, the Surcharge Section at (562) 908-4288, ext. 2600, or [surchargeinfo@lacsdc.org](mailto:surchargeinfo@lacsdc.org)

## SHORT FORM

The Short Form tab requires user input, which is performed in two steps:

- Step 1: Information for Each Permit
- Step 2: Calculation of Wastewater Quantities and Charges

TIPS: (1) Click  or the “Tool Tip” button located throughout the “Short Form” to learn more about a specific item.  
(2) Periodically click  or the floating “Save” button on the bottom right of the screen to save your work.  
(3)  or red exclamation mark indicates input is required for a section



Permit No	Flow Volume (MGY)
22716	

### Step 1: Information for Each Permit

#### Permit Number

“Permit Number” is auto-populated based on the facility and is not editable.

- Click  to expand the “Permit No” detail section (NOTE: If a facility has multiple discharge outlets or permit numbers, a corresponding “Permit No” detail section will be auto-populated for each permit number.)

#### **Details of Wastewater Determinations**

This section determines the “Method of Flow Volume Determination” and “Source of Water Supply”.

#### Method of Flow Volume Determination

- Click  or the radio button to select the “Method of Flow Volume Determination” for the permit (Check only one of the three methods provided).
- Enter “Flow Volume” in million gallon per year if “Direct Measurement” is selected as the “Method of Flow Volume Determination”. “Company Calculated” and “Districts Calculated” values for “Flow Volume” are auto-calculated if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.

- Direct Measurement  
Select if the volume of industrial wastewater is determined by a permanent, full-time, Districts’ approved flow meter measuring the wastewater flow leaving the facility. Copies of totalizer readings used to determine the total period and yearly flow volume must be submitted using the “[Attachment](#)” tab.
- Metered Water Supply  
Select if the flow volume is a measurement of the total water entering the facility with only a deduction for 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. Complete the “Water Usage from Water Bills” section for each freshwater meter supplying the facility. A sanitary flow deduction may be taken only if your chemical analysis sampling point is located upstream of the sanitary connection.

- **Adjusted Metered Water Supply**  
Select if water consumed in facility’s operations, in addition to the sanitary flow, is deducted from the total volume of water entering the facility. This results in a calculated rather than a measured flow volume of wastewater leaving the facility. Complete the “Water Usage from Water Bills” section for each freshwater meter supplying the facility. A sanitary flow deduction may be taken only if your chemical analysis sampling point is located upstream of the sanitary connection.

**Step 1: Information for Each Permit** ?

Permit No	Flow Volume (MGY)
22716	—

Click to expand or collapse a

**Permit Number**  
22716

**Details of Wastewater Determinations**

- Direct Measurement (Submit Totalizer Readings): Annual flow volume is determined by flow meter totalizer readings.
- Metered Water Supply (Submit Water Bills): Annual flow volume is determined by water usage with sanitary loss only.
- Adjusted Metered Water Supply (Submit Water Bills): Annual flow volume is determined by water usage adjusted by water losses and sanitary loss.

**Method of Flow Volume Determination** ?

Direct Measurement  Metered Water Supply  Adjusted Metered Water Supply

**Required.**

**Flow Volume (mil. gal.)**

**Required**

**Source of Water Supply**

Water Well  Water Purveyor  None

**Purveyor Name**

**Required**

Enter total yearly flow volume determined by Direct Measurement

**Source of Water Supply**

- Click  or the radio button to select the “Source of Water Supply” for the permit. If water is received from a water company (purveyor), enter the name of the water company (purveyor) under “Purveyor Name”.

**Water Usage from Water Bills (Prepare one table per water meter)**

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”. Enter the following for each water bill record:

- Click **⊕ Add Water Meter** to add a new water meter or a “Meter No Water Usage” section
- Enter “Meter No.”
- Click **⊕ Add Water Bill Record** to add a water bill record
- Select “Unit” from the dropdown list

NOTES: (i) Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons

(ii) If water bill usage is expressed in units other than CCF; such as acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water); select the unit used in the water bill from the dropdown list

- Enter “Date From” and “Date To”
- Enter “Previous Water Bill Reading” and “Present Water Bill Reading”

**Water Usage from Water Bills (Prepare one table per water meter)**

- Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons
- If water meter records are in acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water) please indicate on table headings which data conversion method that is being used.

Meter No	Water Usage					
1234567	1.50 MGY 1.50 MGY					
Meter No. 1234567	Unit: CCF (Dropdown list: CCF, CF, Acre Feet, Barrels of Oil, Gallon (U.S.))					
Date From	Date To	Previous Water Bill Reading	Present Water Bill Reading	Company Calculated	Districts Calculated	
07/01/2021	06/30/2021	0	2000	2000	2000	
mm/dd/yyyy	mm/dd/yyyy	2000				
Total				2000 CCF	2000 CCF	
				1.50 MGY	1.50 MGY	

Buttons: + Add Water Bill Record, + Add Water Meter, + Add Water Meter

Annotations:

- Select “Unit” from dropdown list
- Click to add a new water bill
- Collapse active section then click to add a new water meter
- Click to delete a water bill record

“Company Calculated” and “Districts Calculated” and values for water usage are auto-calculated. “Districts Calculated” values are used to double-check the calculations. If multiple water meters are used to supply water to the facility, the “Water Usage from Water Bills” section must be completed to include ALL water bill records for each meter during the reporting period or the fiscal year.

**Water Usage from Water Bills (Prepare one table per water meter)**

- Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons
- If water meter records are in acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water) please indicate on table headings which data conversion method that is being used.

Meter No	Water Usage					
1234567	1.50 MGY 1.50 MGY					
+ Add Water Meter						

Buttons: + Add Water Meter, + Add Water Meter

Annotations:

- Click to expand or collapse a section
- Click to add a new water meter
- Click to delete a water meter

## Total Fiscal Year Water Usage in Million Gallons

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”. The “Total Fiscal Year Water Usage” is auto-calculated based on the input from the “Water Usage from Water Bills” section.

Total Fiscal Year Water Usage in Million Gallons			
	Company Calculated ?	Districts Calculated	
Total Fiscal Year Water Usage ?	<input type="text" value="1.50"/>	1.50	MGY

## Water Loss Calculations

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”. Water losses or the water quantities allowed for deduction have been previously described in these “Short Form” instructions where “[Metered Water Supply](#)” or “[Adjusted Metered Water Supply](#)” is selected as the “Method of Flow Volume Determination”. There are four types of water losses in these calculations:

- Irrigation Water Loss  
This water loss is applicable if “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.

➤ Enter the “Square Footage of Irrigated Land”

The “Company Calculated” and “Districts Calculated” irrigation water loss values, in million gallons per year, are auto-calculated.

IRRIGATION WATER LOSS ?						Mil. Gal. Per Year		
Square Footage of Irrigated Land	x	?	÷	=	Company Calculated	Districts Calculated		
<input type="text" value="1000"/>	x	18.7	÷	1,000,000	=	<input type="text" value="0.02"/>	0.02	
<input type="text" value=""/>	x	18.7	÷	1,000,000	=	<input type="text" value=""/>		
<b>Total</b>						0.02	0.02	

\*18.7 = Gallons per square foot of irrigated area per year

- Cooling Tower Water Loss  
This water loss is applicable if “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.
- Enter the “Tonnage”, “Hours of Operation Per Year”, and “% Load” for each cooling tower. The “% Load” should be entered as whole numbers rather than in decimals (e.g., 80 instead of 0.80 as shown in the example below).

The “Company Calculated” and “Districts Calculated” cooling tower water loss values, in million gallons per year, are auto-calculated.

Click "Add Cooling Tower" to add tonnage, hours of operation per year, and % load (i.e. entering 2 = 2%) for each cooling tower.

COOLING TOWER WATER LOSS

Tonnage	x	Hours of Operation Per Year	x	% Load	x	1.38	÷	1,000,000	=	Mil. Gal. Per Year	
										Company Calculated	Districts Calculated
10	x	2400	x	80	x	1.38	÷	1,000,000	=	0.03	0.03
Total										0.03	0.03

\*1.38 = Gallons evaporated per hour per ton

Click to add another cooling

Click to delete a record

+ Add Cooling Tower

- Boiler Water Loss

This water loss is applicable if "Adjusted Metered Water Supply" is selected as the "Method of Flow Volume Determination".

- Enter "Natural Gas Usage in Therms" to claim boiler water loss. Copies of gas bills used to claim water boiler loss for the reporting period must be submitted with the Surcharge Statement using the "Attachment" tab.
- Enter the "Horsepower", "Hours of Operation Per Year", "% Load", and "% Steam Loss to Atmosphere" for each boiler. The "% Load" and "% Steam Loss to Atmosphere" should be entered as whole numbers rather than in decimals (e.g., 85 and 10 instead of 0.85 and 0.10 as shown in the example below).

The "Company Calculated" and "Districts Calculated" boiler water loss values, in million gallons per year, are auto-calculated.

Use gas bills to enter usage in therms if claiming a boiler water loss. Attach gas bills.

NATURAL GAS USAGE IN THERMS

BOILER WATER LOSS

Horsepower	x	Hours of Operation Per Year	x	% Load	x	% Steam Loss To Atmosphere	x	3.82	÷	1,000,000	=	Mil. Gal. Per Year	
												Company Calculated	Districts Calculated
50	x	2400	x	85	x	10	x	3.82	÷	1,000,000	=	0.04	0.04
Required	x	Required	x	Required	x	Required	x	3.82	÷	1,000,000	=		
Total												0.04	0.04

\*3.82 = Gallons evaporated per hour per horsepower

Click to add another boiler

Click to delete a record

+ Add Boiler

- Sanitary Flow Deduction

This water loss is applicable if "Metered Water Supply" or "Adjusted Metered Water Supply" is selected as the "Method of Flow Volume Determination".

- Enter the number of "Employees" and the corresponding number of "Discharge Days Per Year" (i.e., 5-day workweek=260 discharge days, 6-day workweek=312 discharge days, etc.). The same number of "Employees" is typically used to calculate a sanitary charge in Step 2.

The “Company Calculated” and “Districts Calculated” sanitary flow deduction values, in million gallons per year, are auto-calculated.

Click "Add Sanitary Deduction" to add number of employees and corresponding discharge days. Note: sanitary deduction reduces total flow volume and a separate sanitary charge is calculated, usually using the same number of employees and discharge days, in later steps.

SANITARY FLOW DEDUCTION							Mil. Gal. Per Year		
Employees	x	Discharge Days Per Year	x	15	÷	1,000,000	=	Company Calculated	Districts Calculated
<input type="text" value="10"/>	x	<input type="text" value="260"/>	x	15	÷	1,000,000	=	<input type="text" value="0.04"/>	0.04
<input type="text" value="5"/>	x	<input type="text" value="312"/>	x	15	÷	1,000,000	=	<input type="text" value="0.02"/>	0.02
<input type="text"/>	x	<input type="text"/>	x	15	÷	1,000,000	=	<input type="text"/>	
<b>Total</b>								0.06	0.06

**Required**  
Please input a integer number

Click to add new group of employees with corresponding discharge days

Click to add another record

**+ Add Sanitary Deduction**

### Total Industrial Wastewater Discharged to Public Sewer

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.

The following “Company Calculated” and “Districts Calculated” values are auto-populated in this section based on the auto-calculated values from the “Total Fiscal Year Water Usage in Million Gallons” and “Water Loss Calculations”.

- Metered Water Supply from Purveyor (Water Company)
  - Water Lost Through Evaporation
  - Sanitary Flow Deduction
- Enter any of the following additional sources of water supply, water loss, and water gained information if applicable.
- Water Supply from Company Well
  - Water Received in Raw Materials
  - Wastewater Discharged to Stormwater Drainage System
  - NPDES Permit No. for Wastewater Discharged
  - Water Lost in Products
  - Water Lost through Other Means (Describe other means in “Comment”)
  - Water Gained by Other Means (Describe other means in “Comment”)

Copies of utility bills, water meter readings or totalizer readings, and calculations used to claim any additional water supply and/or water loss deductions for the reporting period must be submitted with the Surcharge Statement using the “[Attachment](#)” tab.

Total Industrial Wastewater Discharged to Public Sewer		Company Calculated ?	Districts Calculated
Metered Water Supply from Purveyor (Water Company)	+ 1.50 mil. gal./yr.	1.50	MGY
Water Supply from Company Well	+ mil. gal./yr.		MGY
Water Received in Raw Materials	+ mil. gal./yr.		MGY
Wastewater Discharged to Stormwater Drainage System	- mil. gal./yr.		MGY
Enter Your NPDES Permit No. for Wastewater Discharged			
Water Lost Through Evaporation ?	- 0.09 mil. gal./yr.	0.09	MGY
Water Lost in Products	- mil. gal./yr.		MGY
Water Lost Through Other Means ?	- mil. gal./yr.		MGY
Comment			
Water Gained by Other Means	+ mil. gal./yr.		MGY
Comment			
Sanitary Flow Deduction	- 0.06 mil. gal./yr.	0.06	MGY
<b>Total Industrial Wastewater Discharged to Public Sewer</b>	<b>= 1.35 mil. gal./yr.</b>	<b>1.35</b>	<b>MGY</b>

Auto-calculated

The “Total Industrial Wastewater Discharged to Public Sewer” value, in million gallons per year, is auto-calculated. If the combined industrial plus sanitary wastewater flow is less than one (1) million gallons, and concentrations of COD and SS are less than the standard average concentrations in your District, do not complete a “Short Form” Surcharge Statement. Instead, please complete an [Exemption Statement](#) in IWFORS and submit copies of your water bills and calculations for any claimed evaporative losses to the Sanitation Districts with the Exemption Statement for processing.

Please contact the Surcharge Program Representative listed under the “General Information” section, the Surcharge Section at (562) 908-4288, ext. 2600, or [surchargeinfo@lacsds.org](mailto:surchargeinfo@lacsds.org) to obtain an online Exemption Statement

**Step 2: Calculation of Wastewater Quantities and Charges**

[Definitions](#) for the applicable types of wastewater, conversion factors and formulas, and strength values used in the calculation have been provided in these “Short Form” instructions.

## Wastewater Treatment Surcharge Payable

This section auto-calculates the “Company Calculated” and “Districts Calculated” surcharge payable amounts for the “Flow Volume Charge”, “Sanitary Flow Charge”, and the “Total Wastewater Treatment Surcharge Payable” based on the “Number of Discharge Days per Year”, “Average Number of Employees per Discharge Day”, and the auto-populated values for “Total Flow Volume (MGY)” and the “Payment Credit” or total amount paid, if any, during the fiscal year.

➤ Enter the “Number of Discharge Days per Year”

- Notes: (i) “Number of Discharge Days per Year” 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.
- (ii) If the company is in operation five days each week and discharging normal amounts of wastewater, “Number of Discharge Days per Year” should equal approximately 250 (allowing for holidays).
- (iii) This number should match the discharge days per year figure used to calculate the sanitary flow deduction in Step 1 if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”

**Step 2: Calculation of Wastewater Quantities and Charges**

WASTEWATER TREATMENT SURCHARGE PAYABLE	Company Calculated ?	Districts Calculated
Total Flow Volume (MGY)	<input type="text" value="1.35"/>	1.35
Flow Volume Charge ?	\$ <input type="text" value="5282.55"/>	\$5,282.55
Number of Discharge Days per Year	<input type="text" value="365"/>	
Average Number of Employees per Discharge Day	<input type="text" value="15"/>	
Sanitary Flow Charge ?	\$ <input type="text" value="219.00"/>	\$219.00
Total Wastewater Treatment Surcharge Payable	\$ <input type="text" value="5501.55"/>	\$5,501.55
Payment Credit (Total amount paid, if any, during the fiscal year)	\$ <input type="text" value="0"/>	
Net Wastewater Treatment Surcharge Payable	\$ <input type="text" value="5501.55"/>	\$5,501.55

Auto-populated or Auto-calculated

Enter the “Number of Discharge Days per Year” and “Average Number of Employees per Discharge Days”.

- Enter the “Average Number of Employees per Discharge Day”, which should be consistent with the number of employees previously entered to calculate “Sanitary Flow Deduction” if “Metered Water Supply” or “Adjusted Metered Water Supply” was selected as the “Method of Flow Volume Determination” in Step 1.

The “Net Wastewater Treatment Surcharge Payable” amount represents the surcharge payment due the Sanitation Districts for the treatment of wastewater from your company’s facility.

- NOTES: (i) A check, cashier's check, or money order made payable to the Los Angeles County Sanitation Districts should be submitted for the "Total Wastewater Treatment Surcharge Payable" amount. Alternatively, payment may be made by debit or credit card by using the "[Payment](#)" tab of this Short Form.
- (ii) Payment due should be submitted after the close of the fiscal year on June 30 and prior to August 15 (U.S. postmarked on or before this date). Payments made after August 15 are subject to 1 percent penalty for each day the charge is delinquent (not to exceed 10 percent) and will accrue an interest penalty charge at 3 percent over the prime interest rate in effect July 1, compounded monthly, until the balance is paid in full.
- (iii) Any claimed over payments will be refunded upon Sanitation Districts' verification. The Districts, in their sole and absolute discretion, will consider any requests for refunds based on the materials submitted. If the Districts determine that a refund is due, any amounts owed will be applied first to any outstanding accounts or amounts then due and owing, with any remaining balance being refunded to the payor.

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@lacsds.org](mailto:surchargeinfo@lacsds.org)

## ATTACHMENT

A list of applicable attachments for a “Short Form” surcharge statement is shown under “All Attachment Requirements” on the right side or pane of the “Attachment” tab. A mandatory attachment is marked with an “\*” or red asterisk next to the attachment name.

- Click  or the arrow button to expand or collapse the active pane of the of the “Attachment” tab.

- Click  **Click to Upload or Drag Files Over Here** button to upload the electronic version of an attachment (NOTE: Check the “Mail to” box in the “[Review](#)” tab if the attachment is submitted using regular mail).

A list of mandatory, conditional, or other applicable attachments for a “Short Form” surcharge statement is provided and described below:

- “Copies of All Supplemental Laboratory Analysis” – Recommended for any Chemical Oxygen Demand and/or Suspended Solids samples collected and sent for analysis by the company.
- “Water Bill” - Required if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.
- “Gas Bills” - Required if “Boiler Water Loss” is reported in the “[Water Loss Calculations](#)” section.
- “Secured Property Tax Bill” - If applicable (NOTE: Submittal of “[Secured Property Tax Bills](#)” has previously been described in these “Short Form” instructions).
- “Water Supply and Losses Calculation” - Required if water losses are reported in the “[Water Loss Calculations](#)” section)
- “Totalizer Readings” - Required if “Direct Measurement” is selected as the “Method of Flow Volume Determination”.
- “Other” - Provide additional explanation as needed (Optional)

- Click ↓ ↓ Click on the document to identify the attachment type. ↓ ↓ or the “Click to Upload or Drag Files Over Here” button to identify the document type for each attachment uploaded.
- Select the document type for the attachment uploaded from the “Select Document Type” dropdown list.

**Short Form**

29357 Open

1 Basic Info 2 Short Form 3 Attachment 4 Payment 5 Review 6 Submission

When uploading an attachment, first click the file record and **select a file type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

**Documents/Files**

1 New PDF **Lab Reports.pdf** PDF 106 KB

↓ ↓ Click on the document to identify the attachment type. ↓ ↓

Select Document Type:

- Copies of All Supplemental Laboratory Analysis
- Water Bill
- Gas Bill
- Secured Property Tax Bill
- Water Supply and Losses Calculation
- Totalizer Readings
- Other

Click to select document type

Click to delete an attachment

Select document type from dropdown list

## PAYMENT

The “Surcharge Fee” due equals to the “Total Wastewater Treatment Surcharge Payable” amount calculated in the “Wastewater Treatment Surcharge Payable” section of the “Short Form” and is auto-populated in the “Payment” tab.

- Click on the  or the radio button to select your payment method: “Online Payment” or “Check by Mail”
- If the “Online Payment” method is selected, proceed to click <https://payments.lexisnexis.com/ca/lacounty/sanitationadministration> or the “<https://payments.lexisnexis.com/ca/lacounty/sanitationadministration>” link to make payment using the Los Angeles County Sanitation Districts’ LexisNexis VitalChek Network Inc. website.
- If the “Check by Mail” method is selected, following the instructions to submit surcharge fee due by mail to the address provided.

**Short Form**

29357 Open

1 Basic Info 2 Short Form 3 Attachment 4 **Payment** 5 Review 6 Submission

Payment Method:  
 Online Payment  Check by Mail

Please use the following link to make the payment: <https://payments.lexisnexis.com/ca/lacounty/sanitationadministration>

Fee: \$ 5,501.55 - Paid: \$ 0.00 = Due: \$ 5,501.55

**“Surcharge Fee” Due**

Click to make payment using the LexisNexis VitalChek Network Inc. website

Fees	Payment Transactions
Surcharge Fee \$ 5,501.55	No payment transaction records.

**Short Form**

29357 Open

1 Basic Info 2 Short Form 3 Attachment 4 **Payment** 5 Review 6 Submission

Payment Method:  
 Online Payment  Check by Mail

Please mail the check to:  
Los Angeles County Sanitation Districts  
Surcharge Section  
P.O. BOX 4998  
Whittier, CA 90607-4998

**Instructions for submission of the surcharge fee due by mail**

Fee: \$ 5,501.55 - Paid: \$ 0.00 = Due: \$ 5,501.55

**“Surcharge Fee” Due**

Fees	Payment Transactions
Surcharge Fee \$ 5,501.55	No payment transaction records.

Instructions for submission of the surcharge fee due using mail-in filing (Check by Mail) are also provided in the “[Checklist](#)” section of these “Short Form” instructions.

## REVIEW

The “Review” tab provides a final checklist of the mandatory information and attachments for the “Short Form” surcharge statement. A “√” or green check is displayed next to “Basic Info” and/or “Short Form” if mandatory information has been submitted and a “×” or red “x” is displayed if mandatory information is missing in the two tabs.

- Review “Submittal Form(s) Summary” to make sure mandatory information and attachments have been submitted.
- Check the “Mail to” box in the “[Review](#)” tab if the attachment will be submitted using regular mail.

### Short Form

29357

1 Basic Info 2 Short Form 3 Attachment 4 Payment 5 **Review** 6 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

#### Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

<input checked="" type="checkbox"/> Basic Info	A green “√” indicates mandatory information has been provided for “Basic Info” and “Short Form”.
<input checked="" type="checkbox"/> Short Form	

#### Fees/Payments

<input type="button" value="Fee"/>	<input type="button" value="Paid"/>	<input type="button" value="Due"/>
\$ 5,501.55	– \$ 0.00	= \$ 5,501.55

#### Mandatory Attachment

All Required Attachments Were Included.

**Please mail the attachment to :**  
Los Angeles County Sanitation Districts Surcharge Section  
P.O. BOX 4998  
Whittier, CA 90607-4998

\* Copies of All Supplemental Laboratory Analysis

Please enclose copies of all pages of your supplemental laboratory analysis.

<input type="button" value="pdf"/>	<input type="button" value="doc"/>	<input checked="" type="checkbox"/> Mail to
<input type="button" value="docx"/>	<input type="button" value="xls"/>	
<input type="button" value="xlsx"/>		

Click “Mail to” checkbox to submit attachment using regular mail

## SUBMISSION

Certify and submit the surcharge statement by proceeding with the following:

- Read the “Certification Statement”
- Toggle switch the  or the slider button to certify statement
- Answer the “Security Questions”
- Enter the “PIN” Number” (TIP: Your PIN can be reset in “My Account” module.)
- Press  or the “Submit” button to submit surcharge statement

1 Basic Info   2 Short Form   3 Attachment   4 Payment <sup>1</sup>   5 Review   6 Submission

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### Certification Statement

Declaration of accuracy information provided: \*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that all information submitted has been properly evaluated. The information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and/or imprisonment for knowingly submitting false information.

I have read and agree to the above certification statement

Toggle switch the slider button to blue

---

### Security Question

Security Question: What is your favorite hobby? \*

Show Question Answer

Enter answer for “Security Question”

---

### PIN Number

PIN: \*

Enter PIN

---

### Security Precautions

To prevent your information from being used inappropriately, we maintain GovOnline's stringent electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsibility for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, ay be terminated by our discretion at any time.

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### Disclaimer

The GovOnline system of Township, its agencies, officers, or employees would dedicate their best efforts to protect your confidential information. However, personally identifiable information privacy is an evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and al liability from damages which may result from the accessing the web site, or from reliance upon any such information.

Press to submit



Upon submission, a notification will be sent to your IWFORS user email account. A printable copy of the submittal receipt is available by pressing the  button.

1 Receipt

 **Submission Successful**

Please click  to print your receipt. Click to print submittal receipt for the surcharge statement

---

**Submittal Summary**

Submittal ID:	27317	Submitted Date:	2021-07-15
Submitted By:	Surcharge User surchargeinfo@lacsds.org	Owner Information:	Surcharge User surchargeinfo@lacsds.org

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**Form Detail**

Submittal Name:	ESurcharge - Long Form	Submitted Method:	Online Submission
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**Payment Detail**

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	194970.17	0	

**ONLINE-FILING – EXEMPTION FORM (IWFORS)**

Industrial Waste Facility Online Reporting System (IWFORS)

## INSTRUCTIONS FOR COMPLETING THE “EXEMPTION FORM” Industrial Waste Facility Online Reporting System (IWFORS)

An “Exemption Form” or Exemption Statement in IWFORS contains five tabs: (1) Basic Info, (2) Attachment, (3) Payment, (4) Review, and (5) Submission. Please follow the instructions in this document to complete an “Exemption Form” in IWFORS.

### BASIC INFO

The “Basic Info” tab has seven main sections. Review information auto-populated in this tab and provide previous fiscal year information and exempt conditions to verify your exemption claims.

The screenshot shows the 'Exemption Form' interface. At the top, there are five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' tab is selected. Below the tabs, there are several sections:

- General Information:** Includes fields for 'Surcharge Program Representative Name', 'Surcharge Program Representative Phone Extension', and 'Last Updated By'.
- Facility Information:** Includes 'Fiscal Year' (2020-2021), 'District No.' (15), and 'Facility ID' (9255471). Below this is a facility name and address: 'Test Facility #4 for IWPCS Use (Exemption)', '1955 Workman Mill ROAD, Whittier, CA 90601'. It also shows 'Latitude 34.0316' and 'Longitude -117.9698'.
- Facility Mailing Address:** Includes a checkbox for 'Same as Facility Location', 'Address Line 1' (1955 Workman Mill Road), 'Address Line 2', 'City' (Whittier), 'State' (CA (California)), and 'Zip Code' (90601).
- Address of Wastewater Discharge:** Includes a checkbox for 'Same as Facility Location', 'Address Line 1' (1955 Workman Mill ROAD), 'Address Line 2', 'City' (Whittier), 'State' (CA (California)), and 'Zip Code' (90601).
- Property Tax Identification:** Includes 'Parcel No.' (0123456789).

Red boxes highlight the tabs, the 'General Information' section, the 'Facility Information' section, the 'Facility Mailing Address' section, the 'Address of Wastewater Discharge' section, and the 'Property Tax Identification' section. Blue callout boxes point to the 'Facility ID' and the 'Facility Name & Address'.

- TIPS: (1) Click  or the “Tool Tip” button located throughout the “Exemption Form” to learn more about a specific item.
- (2) Periodically click  or the floating “Save” button on the bottom right of the screen to save your work.
- (3)  or red exclamation mark indicates input is required for a section.

- Verify “Basic Info” auto-populated in the following five sections.

### **General Information**

- Surcharge Program Representative Name
- Surcharge Program Representative Phone Extension
- Last Updated By

### **Facility Information**

- Fiscal Year (NOTE: This is the fiscal year of the surcharge statement.)
- District No. (NOTE: This is the Sanitation District No. for your facility.)
- Facility ID (NOTE: Facility ID is highlighted green)
- Facility Name & Address

### **Facility Mailing Address**

NOTE: Mailing address may be different from the facility address:

- Address Line 1
- Address Line 2
- City, State, and Zip Code

### **Address of Wastewater Discharge**

NOTE: Mailing address may be different from the facility address:

- Address Line 1
- Address Line 2
- City, State, and Zip Code

### **Property Tax Identification**

- Parcel No.

If you find information auto-populated in the “Basic Info” tab to be inconsistent with your facility, please contact the Surcharge Program Representative listed under the “General Information” section, the Surcharge Section at (562) 908-4288, ext. 2600, or [surchargeinfo@lacsdsd.org](mailto:surchargeinfo@lacsdsd.org)

- Complete the following two sections to provide previous fiscal year information and select exempt conditions for your facility.

- NOTES: (i) [Definitions](#) for the applicable types of wastewater, conversion factors and formulas, and strength values for exemption claims have been previously provided in the “Short Form” instructions and described in [“Industrial companies exempt from filing”](#).
- (ii) Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume unless there was zero discharge.

### **Previous Fiscal Year Information**

- Surcharge Statement Submitted Previous Fiscal Year
  - Click the radio button to select “Yes” or “No”
- Association with Property Identified
  - Click the radio button to select “Owner”, “Lessee”, or “Sublessee”
- Number of employees per day during the past fiscal year

- Enter the number of employees worked at your facility per day during the past fiscal year (NOTE: The number of employees is typically used to calculate a sanitary flow for your facility)
- Number of discharge days during the past fiscal year
  - Enter the number of discharge days during the past fiscal year (NOTE: 5-day workweek=260 discharge days, 6-day workweek=312 discharge days, etc.)

**Exemption Form**

29359

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Previous Fiscal Year Information**

Surcharge Statement Submitted Previous Fiscal Year  Yes  No

Association with Property Identified  Owner  Lessee  Sublessee

Number of employees per day during the past fiscal year

Number of discharge days during the past fiscal year

**Required.**

**Exempt Conditions**

➤ Click checkbox(es) to select one or more exempt conditions listed below:

1. **No industrial wastewater was discharged to the sewer from this property during the fiscal year.**
2. **Wastewater was discharged to the sewer from this property during the fiscal year, but the total quantity was under one (1) million gallons per year.**

NOTES: (i) A “Verify Discharge” tab will appear if this exempt condition is checked.  
 (ii) 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 the “Verify Discharge” tab and submit copies of water bills, calculations for claimed water losses, the number of employees, and the number of discharge days using the “Attachment” tab with the Exemption Form. Exemption claims will be verified through on-site inspections by Sanitation Districts’ personnel.

**Exemption Form**

29359

1 Basic Info 2 Verify Discharge 3 Attachment 4 Payment 5 Review 6 Submission

**Exempt Conditions**

No industrial wastewater was discharged to the sewer from this property during the fiscal year.

Wastewater was discharged to the sewer from this property during the fiscal year, but the total quantity was under one (1) million gallons per year.

This property is owned by me (or my company) but was leased to a tenant during the fiscal year

This property was sold prior to the start of this fiscal year. It is now the property of a new owner.

This property was vacant during this whole fiscal year.

There is no known relationship to this property.

Other reasons for claiming an exemption:

## VERIFY DISCHARGE

- Click **2 Verify Discharge** to open the “Verify Discharge” tab, which consists of four sections:

### Water Usage from Water Bills (Prepare one table per water meter)

If the yearly flow volume for your facility is determined by “Direct Measurement” (i.e., totalizer readings), proceed with the following to complete this section:

- Click **+ Add Water Meter** to add a new water meter or a “Meter No Water Usage” section
- Enter “Direct Measurement (Not Applicable)” for “Meter No.”
- Click **+Add Water Bill Record** to add a water bill record
- Select a “Unit” from the dropdown list
- Enter date range for the fiscal year for “Date From” and “Date To”
- Enter “0” for “both Previous Water Bill Reading” and “Present Water Bill Reading”
- Proceed to the [“Water Loss Calculations”](#) section to provide sanitary flow information (i.e., numbers of employees and discharge days), then proceed to [“Total Industrial Wastewater Discharged to Public Sewer”](#) section and enter the total yearly flow volume determined by direct measurement for your facility.

**Water Usage from Water Bills (Prepare one table per water meter)**

- Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons
- If water meter records are in acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water) please indicate on table headings which data conversion method that is being used.

Meter No	Water Usage					
<span style="color: blue; font-weight: bold;">1</span> Direct Measurement (Not Applicable)	0.00	MGY	0.00	MGY		
Meter No. <input style="width: 100%;" type="text" value="Direct Measurement (Not Applicable)"/>						
	Unit	<input style="width: 100%;" type="text" value="CCF"/>				
	Water Usage					
	Date From	Date To	Previous Water Bill Reading	Present Water Bill Reading	Company Calculated	Districts Calculated
	<input type="text" value="07/01/2020"/>	<input type="text" value="06/30/2021"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>					0 CCF	0 CCF
					0.00 MGY	0.00 MGY

+Add Water Bill Record
+Add Water Meter

If “Metered Water Supply” or “Adjusted Metered Water Supply” is the “Method of Flow Volume Determination” for your facility. proceed with the following to complete this section:

- Click **+ Add Water Meter** to add a new water meter or a “Meter No Water Usage” section
  - Enter “Meter No.”
  - Click **+Add Water Bill Record** to add a water bill record
  - Select “Unit” from the dropdown list
- NOTES: (i) Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons

(ii) If water bill usage is expressed in units other than CCF; such as acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water); select the unit used in the water bill from the dropdown list

- Enter “Date From” and “Date To”
- Enter “Previous Water Bill Reading” and “Present Water Bill Reading”

**Water Usage from Water Bills (Prepare one table per water meter)**

- Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons
- If water meter records are in acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water) please indicate on table headings which data conversion method that is being used.

Meter No	Water Usage					
1 1234567	1.50 MGY 1.50 MGY					
Meter No. 1234567			Unit: CCF (dropdown list: CCF, CF, Acre Feet, Barrels of Oil, Gallon (U.S.))			
Date From	Date To	Previous Water Bill Reading	Present Water Bill Reading	Company Calculated	Districts Calculated	
07/01/2021	06/30/2021	0	2000	2000	2000	
mm/dd/yyyy	mm/dd/yyyy	2000	Required			
Total				2000 CCF	2000 CCF	
				1.50 MGY	1.50 MGY	

+ Add Water Bill Record      Collapse active section then click to add a new water meter      Click to delete a water bill record

+ Add Water Meter

“Company Calculated” and “Districts Calculated” values for water usage are auto-calculated. “Districts Calculated” values are used to double-check the calculations. If multiple water meters are used to supply water to the facility, the “Water Usage from Water Bills” section must be completed to include ALL water bill records for each meter during the reporting period or the fiscal year.

- Add a “Water Usage from Water Bills” section for a new meter by collapsing or closing the active “Water Usage from Water Bills” section, then click **+ Add Water Meter** .

**Water Usage from Water Bills (Prepare one table per water meter)**

- Most water bill usage is expressed in hundreds of cubic feet (CCF). One hundred cubic feet (CCF) = 748 gallons
- If water meter records are in acre feet (1 acre foot = 325,900 gallons), gallons, or barrels (1 barrel of oil = 42 gallons of water) please indicate on table headings which data conversion method that is being used.

Meter No	Water Usage	
1 1234567	1.50 MGY 1.50 MGY	

+ Add Water Meter      Click to expand or collapse a section      Click to add a new water meter      Click to delete a water meter

## Total Fiscal Year Water Usage in Million Gallons

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”. The “Total Fiscal Year Water Usage” is auto-calculated based on the input from the “Water Usage from Water Bills” section.

Total Fiscal Year Water Usage in Million Gallons			
	Company Calculated	Districts Calculated	
Total Fiscal Year Water Usage	<input type="text" value="1.50"/>	1.50	MGY

## Water Loss Calculations

This section is applicable if “Metered Water Supply” or “Adjusted Metered Water Supply” is used as the “Method of Flow Volume Determination”. Water losses or the water quantities allowed for deduction have been described previously in the “Short Form” instructions where “[Metered Water Supply](#)” or “[Adjusted Metered Water Supply](#)” is selected as the “Method of Flow Volume Determination”. There are four types of water losses in these calculations:

- Irrigation Water Loss  
This water loss is applicable if “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.

➤ Enter the “Square Footage of Irrigated Land”

IRRIGATION WATER LOSS						Mil. Gal. Per Year	
Square Footage of Irrigated Land	x	18.7	÷	1,000,000	=	Company Calculated	Districts Calculated
<input type="text" value="1000"/>	x	18.7	÷	1,000,000	=	<input type="text" value="0.02"/>	0.02
<input type="text" value=""/>	x	18.7	÷	1,000,000	=	<input type="text" value=""/>	
<b>Total</b>						0.02	0.02

\*18.7 = Gallons per square foot of irrigated area per year

The “Company Calculated” and “Districts Calculated” irrigation water loss values, in million gallons per year, are auto-calculated.

- Cooling Tower Water Loss  
This water loss is applicable if “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.  
➤ Enter the “Tonnage”, “Hours of Operation Per Year”, and “% Load” for each cooling tower. The “% Load” should be entered as whole numbers rather than in decimals (e.g., 80 instead of 0.80 as shown in the example below).

The “Company Calculated” and “Districts Calculated” cooling tower water loss values, in million gallons per year, are auto-calculated.

Click "Add Cooling Tower" to add tonnage, hours of operation per year, and % load (i.e. entering 2 = 2%) for each cooling tower.

COOLING TOWER WATER LOSS											
Tonnage	x	Hours of Operation Per Year	x	% Load	x	1.38	÷	1,000,000	=	Mil. Gal. Per Year	
										Calculated	Districts Calculated
10	x	2400	x	80	x	1.38	÷	1,000,000	=	0.03	0.03
Total										0.03	0.03

\*1.38 = Gallons evaporated per hour per ton

Click to add another cooling

+ Add Cooling Tower

Click to delete a record

- Boiler Water Loss
  - This water loss is applicable if "Adjusted Metered Water Supply" is selected as the "Method of Flow Volume Determination".
  - Enter "Natural Gas Usage in Therms" to claim boiler water loss. Copies of gas bills used to claim water boiler loss for the reporting period must be submitted with the Exemption Statement using the "[Attachment](#)" tab.

Use gas bills to enter usage in therms if claiming a boiler water loss. Attach gas bills.

NATURAL GAS USAGE IN THERMS													
BOILER WATER LOSS													
Horsepower	x	Hours of Operation Per Year	x	% Load	x	% Steam Loss To Atmosphere	x	3.82	÷	1,000,000	=	Mil. Gal. Per Year	
												Company Calculated	Districts Calculated
50	x	2400	x	85	x	10	x	3.82	÷	1,000,000	=	0.04	0.04
Required	x	Required	x	Required	x	Required	x	3.82	÷	1,000,000	=		
Total												0.04	0.04

\*3.82 = Gallons evaporated per hour per horsepower

Click to add another boiler

+ Add Boiler

Click to delete a record

- Enter the "Horsepower", "Hours of Operation Per Year", "% Load", and "% Steam Loss to Atmosphere" for each boiler. The "% Load" and "% Steam Loss to Atmosphere" should be entered as whole numbers rather than in decimals (e.g., 85 and 10 instead of 0.85 and 0.10 as shown in the example below).

The "Company Calculated" and "Districts Calculated" boiler water loss values, in million gallons per year, are auto-calculated.

- Sanitary Flow Deduction
  - Enter the number of "Employees" and the corresponding number of "Discharge Days Per Year" (i.e., 5-day workweek=260 discharge days, 6-day workweek=312 discharge days, etc.). The same number of "Employees" is typically used to calculate a sanitary charge in Step 2.

- If yearly flow volume is determined by Direct Measurement (i.e., totalizer readings), click the checkbox for “Direct Measurement”. If flow is determined by Metered or Adjusted Metered water supply (i.e., water bills), leave checkbox unchecked.

The “Company Calculated” and “Districts Calculated” sanitary flow deduction values, in million gallons per year, are auto-calculated.

Add number of employees and discharge days. If flow is determined by Direct Measurement (i.e., totalizer readings), click the checkbox for Direct Measurement. If flow is determined by Metered or Adjusted Metered water supply (i.e., water bills), leave checkbox unchecked.

SANITATION FLOW ? ?

Employees	x	Discharge Days Per Year	x	Mil. Gal. Per Year			Company Calculated	Districts Calculated	Direct Measurement		
				*15 = Gallons Per Employees Per Day	÷	=					
15	x	260	x	15	÷	1,000,000	=	0.06	0.06	<input checked="" type="checkbox"/>	
<input type="text"/>	x	<input type="text"/>	x	15	÷	1,000,000	=	<input type="text"/>		<input type="checkbox"/>	
<b>Total</b>								0.06	0.06		

**Click to add new group of employees with corresponding discharge days**

**Click to add another record**

**Add Sanitary Deduction**

**Required**  
**Please input a integer number**

### Total Industrial Wastewater Discharged to Public Sewer

If yearly flow volume for your facility is determined by Direct Measurement (i.e., totalizer readings), provide the total yearly flow volume determined by direct measurement for your facility.

- Enter “Direct Measurement” flow volume in million gallons per year and check to make sure the number of employees and corresponding discharge days have been previously provided in the “[Sanitary Flow Deduction](#)” section.

The following “Company Calculated” and “Districts Calculated” values are auto-populated in this section based on the auto-calculated values from the “Total Fiscal Year Water Usage in Million Gallons” and “Water Loss Calculations” if “Metered Water Supply” or “Adjusted Metered Water Supply” is the “Method of Flow Volume Determination”.

- Metered Water Supply from Purveyor (Water Company)
  - Water Lost Through Evaporation
  - Sanitary Flow Deduction
- Enter any of the following additional sources of water supply, water loss, and water gained information if applicable.
    - Water Supply from Company Well
    - Water Received in Raw Materials
    - Wastewater Discharged to Stormwater Drainage System
    - NPDES Permit No. for Wastewater Discharged
    - Water Lost in Products

- Water Lost through Other Means (Describe other means in “Comment”)
- Water Gained by Other Means (Describe other means in “Comment”)

Copies of utility bills, water meter readings or totalizer readings, and calculations used to claim any additional water supply and/or water loss deductions for the reporting period must be submitted with the Exemption Statement using the “[Attachment](#)” tab.

Total Industrial Wastewater Discharged to Public Sewer		Company Calculated ?		Districts Calculated	
Metered Water Supply from Purveyor (Water Company)	+	1.50	mil. gal./yr.	1.50	MGY
Water Supply from Company Well	+		mil. gal./yr.		MGY
Water Received in Raw Materials	+		mil. gal./yr.		MGY
Wastewater Discharged to Stormwater Drainage System	-		mil. gal./yr.		MGY
Enter Your NPDES Permit No. for Wasterwater Discharged					
Water Lost Through Evaporation ?	-	0.09	mil. gal./yr.	0.09	MGY
Water Lost in Products	-		mil. gal./yr.		MGY
Water Lost Through Other Means ?	-	0.50	mil. gal./yr.	0.50	MGY
Comment					
Water Gained by Other Means	+		mil. gal./yr.		MGY
Comment					
Sanitary Flow	-	0.06	mil. gal./yr.	0.06	MGY
Direct Measurement ?	+		mil. gal./yr.		MGY
Total Industrial Wastewater Discharged to Public Sewer	=	0.85	mil. gal./yr.	0.85	MGY

Auto-calculated

Enter yearly flow volume is determined by direct measurement

The “Total Industrial Wastewater Discharged to Public Sewer” value, in million gallons per year, is auto-calculated. If the combined industrial plus sanitary wastewater flow is less than one (1) million gallons, and concentrations of COD and SS are less than the standard average concentrations in your District, proceed to complete the Exemption Form in IWFORS and submit copies of your water bills and calculations for any claimed evaporative losses using the “[Attachment](#)” tab.

3. **This property is owned by me (or my company) but was leased to a tenant during the fiscal year.**  
 NOTE: When this exempt condition is checked, the section will expand to request information of the tenant
- Enter the “First Name”, “M.I”, “Last Name”, “Email”, and “Phone” of the tenant.

**Exemption Form**

29359 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Exempt Conditions**

No industrial wastewater was discharged to the sewer from this property during the fiscal year.

Wastewater was discharged to the sewer from this property during the fiscal year, but the total quantity was under one (1) million gallons per year.

This property is owned by me (or my company) but was leased to a tenant during the fiscal year

First Name M.I. Last Name

Email

Phone

XXX-XXX-XXXX

4. **This property was sold prior to the start of this fiscal year. It is now the property of a new owner.**  
 NOTE: When this exempt condition is checked, the section will expand to request information of the new owner

**Exemption Form**

29359 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Exempt Conditions**

No industrial wastewater was discharged to the sewer from this property during the fiscal year.

Wastewater was discharged to the sewer from this property during the fiscal year, but the total quantity was under one (1) million gallons per year.

This property is owned by me (or my company) but was leased to a tenant during the fiscal year

This property was sold prior to the start of this fiscal year. It is now the property of a new owner.

First Name M.I. Last Name

Email

Phone

XXX-XXX-XXXX

5. **This property was vacant during this whole fiscal year.**
6. **There is no known relationship to this property.**

7. **Other reasons for claiming an exemption:**

If the category under which you wish to claim an exemption is not listed among those given on the list of exempt conditions, please include your explanation for “Other reasons for claiming an exemption.”

**Exemption Form**

29359 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Exempt Conditions**

- No industrial wastewater was discharged to the sewer from this property during the fiscal year.
- Wastewater was discharged to the sewer from this property during the fiscal year, but the total quantity was under one (1) million gallons per year.
- This property is owned by me (or my company) but was leased to a tenant during the fiscal year
- This property was sold prior to the start of this fiscal year. It is now the property of a new owner.
- This property was vacant during this whole fiscal year.
- There is no known relationship to this property.
- Other reasons for claiming an exemption:

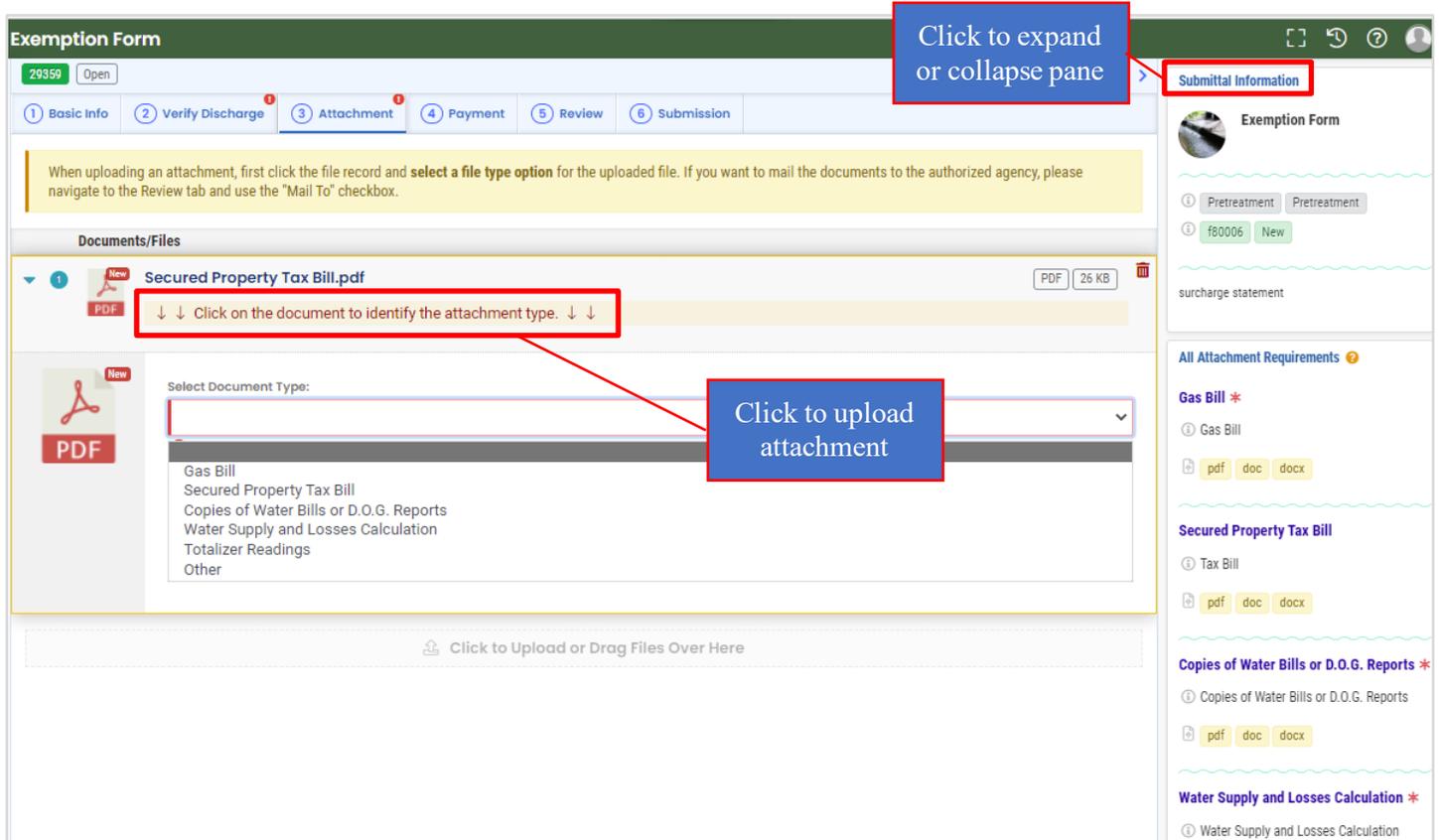
**Required**

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 unless there was zero discharge. 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.

## ATTACHMENT

A list of applicable attachments for a “Exemption Form” surcharge statement is shown under “All Attachment Requirements” on the right side or pane of the “Attachment” tab. A mandatory attachment is marked with an “\*” or red asterisk next to the attachment name.

- Click  or the arrow button to expand or collapse the active pane of the of the “Attachment” tab



The screenshot shows the 'Exemption Form' application interface. The 'Attachment' tab is active, displaying a document titled 'Secured Property Tax Bill.pdf'. A red box highlights the text 'Click on the document to identify the attachment type.' with arrows pointing to a dropdown menu. Another red box highlights the 'Submital Information' tab. A blue box highlights the 'Click to upload attachment' button. The right sidebar shows 'All Attachment Requirements' with items like 'Gas Bill \*', 'Secured Property Tax Bill', 'Copies of Water Bills or D.O.G. Reports \*', and 'Water Supply and Losses Calculation \*'.

- Click  button to upload the electronic version of an attachment (NOTE: Check the “Mail to” box in the “[Review](#)” tab if the attachment is submitted using regular mail).

A list of mandatory, conditional, or other applicable attachments for an “Exemption Form” is provided and described below:

- “Gas Bills” - Required if “Boiler Water Loss” is reported in the “[Water Loss Calculations](#)” section.
  - “Secured Property Tax Bill” - If applicable (NOTE: Submittal of “[Secured Property Tax Bills](#)” was previously described in the “Short Form” instructions).
  - “Copies of Water Bills or D.O.G. Reports” - Required if “Metered Water Supply” or “Adjusted Metered Water Supply” is selected as the “Method of Flow Volume Determination”.
  - “Water Supply and Losses Calculation” - Required if water losses are reported in the “[Water Loss Calculations](#)” section)
  - “Totalizer Readings” - Required if “Direct Measurement” is selected as the “Method of Flow Volume Determination”.
  - “Other” - Other applicable attachments (i.e., “Copies of All Supplemental Laboratory Analysis” for samples collected for COD and SS if available).
- Click  or the “Click to Upload or Drag Files Over Here” button to identify the document type for each attachment uploaded.
  - Select the document type for the attachment uploaded from the “Select Document Type” dropdown list.

# Exemption Form

29359

- 1 Basic Info
- 2 Verify Discharge
- 3 Attachment
- 4 Payment
- 5 Review
- 6 Submission

When uploading an attachment, first click the file record and **select a file type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

## Documents/Files

1  **Secured Property Tax Bill.pdf** PDF 26 KB 

Click on the document to identify the attachment type.

Select Document Type:

- Gas Bill
- Secured Property Tax Bill
- Copies of Water Bills or D.O.G. Reports
- Water Supply and Losses Calculation
- Totalizer Readings
- Other
- Redacted Submittal Form in PDF

Click to select document type

Click to delete an attachment

Select document type from dropdown list

 Click to Upload or Drag Files Over Here

## PAYMENT

There is no "Surcharge Fee" due for an "Exemption Form".

### Exemption Form

29359 [Open](#)

- 1 Basic Info
- 2 Verify Discharge
- 3 Attachment
- 4 Payment
- 5 Review
- 6 Submission

No amount due.

<b>Fee</b>		<b>Paid</b>		<b>Balance</b>
<b>\$ 0.00</b>	-	<b>\$ 0.00</b>	=	<b>\$ 0.00</b>

Fees	Payment Transactions
Fee is not required at this time.	No payment transaction records.

## REVIEW

The “Review” tab provides a final checklist of the mandatory information and attachments for the “Exemption Form”. A “√” or green check is displayed next to “Basic Info” and/or “Verify Discharge” if mandatory information has been submitted and a “×” or red “x” is displayed if mandatory information is missing in the two tabs.

- Review “Submittal Form(s) Summary” to make sure mandatory information and attachments have been submitted.
- Check the “Mail to” box in the “Review” tab if the attachment will be submitted using regular mail.

1 Basic Info   2 Verify Discharge   3 Attachment <sup>1</sup>   4 Payment   5 Review   6 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

### Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

✓ Basic Info	A green “√” indicates mandatory information has been provided for “Basic Info” and “Verify Discharge”
✓ Verify Discharge	

### Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

#### Mandatory Attachment

Missing Required Attachment.

**Please mail the attachment to :**  
Los Angeles County Sanitation Districts Surcharge Section  
P.O. BOX 4998  
Whittier, CA 90607-4998

* Gas Bill	Gas Bill	pdf doc docx	<input checked="" type="checkbox"/> Mail to
* Copies of Water Bills or D.O.G. Reports	Copies of Water Bills or D.O.G. Reports	pdf doc docx	<input type="checkbox"/> Mail to
* Water Supply and Losses Calculation	Water Supply and Losses Calculation	pdf doc docx xls xlsx	<input type="checkbox"/> Mail to

#### Uploaded Attachment

 **Secured Property Tax Bill.pdf**  
Secured Property Tax Bill  
PDF 26 KB

Click “Mail to” checkbox to submit attachment using regular mail

## SUBMISSION

Certify and submit the surcharge statement by proceeding with the following:

- Read the “Certification Statement”
- Toggle switch the  or the slider button to certify statement
- Answer the “Security Questions”
- Enter the “PIN” Number”
- Press **Submit** or the “Submit” button to submit surcharge statement

1 Basic Info 2 Short Form 3 Attachment 4 Payment 5 Review 6 Submission

### Certification Statement

Declaration of accuracy information provided: \*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that all information submitted has been properly evaluated. The information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and/or imprisonment for knowingly submitting false information.

I have read and agree to the above certification statement

Toggle switch the slider button to blue

### Security Question

Security Question: What is your favorite hobby? \*

Show Question Answer

Enter answer for “Security Question”

### PIN Number

PIN: \*

Enter PIN

### Security Precautions

To prevent your information from being used inappropriately, we maintain GovOnline's stringent electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsibility for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, ay be terminated by our discretion at any time.

### Disclaimer

The GovOnline system of Township, its agencies, officers, or employees would dedicate their best efforts to protect your confidential information. However, personally identifiable information privacy is an evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and al liability from damages which may result from the accessing the web site, or from reliance upon any such information.

**Submit**

Press to submit



Upon submission, a notification will be sent to your IWFORS user email account. A printable copy of the submittal receipt is available by pressing the  button.

① Receipt

 **Submission Successful**

Please click  to print your receipt

**Click to print submittal receipt for the surcharge statement**

---

**Submittal Summary**

<b>Submittal ID:</b>	27317	<b>Submitted Date:</b>	2021-07-15
<b>Submitted By:</b>	Surcharge User surchargeinfo@lacsds.org	<b>Owner Information:</b>	Surcharge User surchargeinfo@lacsds.org

---

**Form Detail**

<b>Submittal Name:</b>	ESurcharge - Long Form	<b>Submitted Method:</b>	Online Submission
------------------------	------------------------	--------------------------	-------------------

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**Payment Detail**

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	194970.17	0	

## **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 Los Angeles County Sanitation Districts. 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:**

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

**Electronic submission of Surcharge Statement Packages and Payments are strongly encouraged.**

Submission of Surcharge Statement Packages and all back up may be emailed to [surchargeinfo@lacsdsd.org](mailto:surchargeinfo@lacsdsd.org).  
Online payments can be made at [lacsdsd.org](http://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 Limits
- 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).

### **ONLINE PAYMENT OPTIONS**

The Sanitation Districts accept American Express, Discover, MasterCard, Visa Debit/Credit Cards and e-Checks online at [lacsd.org](http://lacsd.org) and are subject to no fee for e-Checks and a convenience fee of 2.17% for Credit Cards. 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.

### **WIRE TRANSFER OR ACH PAYMENTS**

Please email [surchargeinfo@lacsd.org](mailto:surchargeinfo@lacsd.org) when sending a wire or ACH payment and provide your Facility ID and information regarding where the payment should be applied.

Wire Transfer:

Bank of America

333 S. Hope Street, 13th Floor

Los Angeles, CA 90071

ABA: 026009593

Account Name: County Sanitation Districts of Los Angeles County

Account No: 0036780223

ACH Transfer:

Bank of America

333 S. Hope Street, 13th Floor

Los Angeles, CA 90071

ABA: 121000358

Account Name: County Sanitation Districts of Los Angeles County

Account No: 0036780223

### **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**

**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 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 Los Angeles County Sanitation Districts' 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:

<b>District</b>	<b>COD (mg/l)</b>	<b>SS (mg/l)</b>
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