



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.
Online payments can be made at lacsd.org

**INSTRUCTIONS FOR FILING A
LONG FORM
WASTEWATER TREATMENT SURCHARGE STATEMENT
TABLE OF CONTENTS**

PURPOSE OF WASTEWATER TREATMENT SURCHARGE	1
INDUSTRIAL COMPANIES REQUIRED TO FILE	1
INDUSTRIAL COMPANIES EXEMPT FROM FILING	1
SECURED PROPERTY TAX BILLS	2
EXPLANATION OF “LONG FORM” SURCHARGE STATEMENT	2
Measurement of Quantities Used in the Surcharge Formula	2
Direct Measurement.....	3
Metered Water Supply	3
Adjusted Metered Water Supply.....	4
Peak Flow Measurements	4
Chemical Oxygen Demand (COD) and Suspended Solids (SS) Calculations.....	4
Sanitary Flow Charge	5
MAIL-IN FILING	7
Line by Line Instructions for Completing The “Long Form”	8
ONLINE-FILING (IWFORS)	14
BASIC INFO	15
LONG FORM	17
Step 1: Information for Each Permit.....	17
Permit Number.....	17
Details of Wastewater Determinations.....	18
Water Usage from Water Bills.....	19
Total Fiscal Year Water Usage in Million Gallons.....	20
Water Loss Calculations	20
Total Industrial Wastewater Discharged to Public Sewer.....	23
Chemical Oxygen Demand (COD) & Suspended Solids (SS) Summary Table	24
Outliers.....	26
Annual Summary	26
Step 2: Calculation of Wastewater Quantities and Charges	27
Average Flow Rate “A”	27
Peak Flow Rate “P”	28
Peak Flow Rate Charge.....	29
Calculation Table for Sanitary Flow Charge	29
Total Yearly Wastewater Quantities	29
Wastewater Treatment Surcharge Payable.....	30

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

**INSTRUCTIONS FOR FILING A
LONG FORM
WASTEWATER TREATMENT SURCHARGE STATEMENT
TABLE OF CONTENTS**

ATTACHMENT	32
PAYMENT	34
REVIEW	35
SUBMISSION	36
CHECKLIST	38
MAILING ADDRESS	38
QUARTERLY SURCHARGE PAYMENTS	39
CONTACT AND INFORMATION SECTION	39
REPORT FRAUD	40
APPENDIX: BASE OF SURCHARGE	40
DEFINITIONS	41

LOS ANGELES COUNTY SANITATION DISTRICTS
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INSTRUCTIONS FOR FILING A LONG FORM
WASTEWATER TREATMENT SURCHARGE STATEMENT

PURPOSE OF WASTEWATER TREATMENT SURCHARGE

State and Federal programs require that industrial companies discharging to publicly owned sewerage systems should pay their fair share of wastewater treatment costs. The 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 references can be found in the Contact and Information Section).

INDUSTRIAL COMPANIES REQUIRED TO FILE

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

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

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

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

INDUSTRIAL COMPANIES EXEMPT FROM FILING

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

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

If the category under which you wish to claim an exemption is not listed among those given on the Exemption Statement, please include your explanation on Line 14 (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. The Exemption Statement can be requested by emailing surchargeinfo@lacs.org. Groundwater dischargers are required to file an annual Surcharge Statement and pay a surcharge fee regardless of flow volume.

SECURED PROPERTY TAX BILLS

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

EXPLANATION OF “LONG FORM” SURCHARGE STATEMENT

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

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

Measurement of Quantities Used in the Surcharge Formula

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

SURCHARGE REQUIREMENTS - FREQUENCY OF TESTS

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

- The sampling periods shown are equivalent to flow-weighted periods except for the testing frequency of “2 per month”. The annual average will be used for any missing data.
- † “2 per month” will consist of a flow-weight period for each sample. The first sample shall be obtained between the 1st and 15th of every month. The second sample shall be obtained between the 16th and last day of every month.

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

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

Those companies which have non-uniform flow rates or wastewater discharge quantities that are substantially variable over a year’s time must make more frequent measurements than indicated in the “Surcharge Requirements” table. For example, if the projected yearly cumulative flow volume from one discharge outlet is seven (7) million gallons, but a major portion of the wastewater discharge will occur during a three-month period, the company should perform more frequent analyses than required in the “Surcharge Requirements” table (one per three months) during this three-month period. The frequency of wastewater analyses should be sufficient to fully define the total wastewater discharge quantities. If more than the minimum number of parameter tests is performed, submit copies of analyses, and report all results on Table 3 (Mail-In Filing).

Measurement of Wastewater Volume

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

Direct Measurement

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

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 measurements. Copies of all calculations must be submitted and will be subject to review and approval by the Districts. At the Districts’ option, water meter volumes taken from plant influent meter may be used, but without allowance for losses, to determine the company’s surcharge flows during periods when effluent meters are out for repairs or are not operating within the required accuracy.

Metered Water Supply

Metered water supply reports the amount of wastewater discharge when the flow volume is a measurement of the total water entering the company plant with only a deduction for the amount of sanitary wastewater contributed by employees as calculated on the attached Table 2B (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.

Peak Flow Measurements

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

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

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

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

Chemical oxygen demand (COD), a measure of the organic material contained in wastewater, and suspended solids (SS), a measure of the solid matter suspended in wastewater, must be determined by laboratory analyses. These laboratory analyses must be performed by a California State Certified laboratory or by a laboratory approved by the Sanitation Districts

and conducted in accordance with the appropriate procedure contained in the current edition of *Standard Methods for the Examination of Water and Wastewater*, as published by the American Public Health Association.

The total amount of COD and SS discharged in the wastewater during the fiscal year must be reported when using the “Long Form” Surcharge Statement. The concentrations of these constituents in the wastewater must be determined by laboratory analyses on 24-hour composite wastewater samples. The samples must be taken to adequately represent the average daily discharge of COD and SS to the sewage system from an individual company’s industrial wastewater. The sampling points for such samples must be located downstream of all sources of industrial wastewater and of any gravity separation interceptor or other pretreatment equipment and should be located upstream of any sanitary wastewater connection. Each 24-hour composite wastewater sample must have individual samples taken at least once per hour during all 24 hours or any lesser number of hours that wastewater is flowing to the sewer. The individual hourly samples should be composited proportionally to the flow occurring at the time of sampling to form one sample for the 24-hour sampling period. The final volume of the composited 24-hour wastewater sample should contain volumes of the hourly samples proportional to the fraction of the total daily flow occurring during the 24-hour sampling period, i.e., if 10 percent of the total daily flow occurred during one hourly sampling period, then the total 24-hour composite sample should have 10 percent of its volume from the sample collected during this hourly sampling period.

The required frequency of obtaining 24-hour composite samples and performing analyses for COD and SS is listed in the “Surcharge Requirements” table. The times of sampling during the fiscal year should coincide with conditions in the company plant that would reasonably be expected to produce normal and not minimum amounts of wastewater flows and constituents. Companies that are required to have permanent full-time flow metering systems or who have chosen to file using direct measurement and who have them properly installed and working must complete a “flow-weighted” Table 3 (Mail-In Filing) to determine the total weight discharged of COD and SS. Companies must first totalize the flow volume for the required COD and SS sampling periods. The totalized flow volume for each sampling period is then used with that period’s average COD and SS values to determine the total weight discharged in thousands (1000’s) of pounds of COD and SS for that period. For example, if you must sample at the required frequency of once per two months, then you must totalize the flow volume for every two months beginning on July 1st of the fiscal year. If no samples are available for any of the prescribed sampling periods, then the annual average concentrations for COD and SS are to be used with the totalized flow volume for the sampling period. The sampling period of two per month is the only exception, whereas the first sample shall be collected between the 1st and 15th of every month and the second sample shall be taken 16th and last day of every month. Table 3 (Mail-In Filing) is furnished to assist you in making these calculations and must be enclosed with copies of all laboratory analyses sheets when the completed Surcharge Statement is returned to the Districts.

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

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

The quantity discharged of chemical oxygen demand (COD) and suspended solids (SS) is calculated using the formula found on Table 3 (Mail-In Filing).

Sanitary Flow Charge

This is a dollar amount added to the wastewater treatment charge to reimburse the Sanitation Districts for treatment of sanitary (domestic) wastewater from any employee which is discharged to the sewer but NOT included in the total

wastewater flow volume on Line 2 (Mail-In Filing) of the “Long Form.” If all employee wastewater has been included in the wastewater flow volume on Line 2 (Mail-In Filing), no charge should be calculated.

MAIL-IN FILING

Line by Line Instructions for Completing The “Long Form”

Line 1: Federal Tax Identification Number

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

Line 2: Flow Volume in Millions of Gallons

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

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

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

Line 5: Peak Flow Rate

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

Line 6: Method of Flow Volume Determination

Check only one of the three boxes provided.

Direct Measurement

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

Metered Water Supply

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

Adjusted Meter Water Supply

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

Line 7: Source of Water Supply

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

Line 8: Method of Peak Flow Determination

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

Line 9: Flow Volume Charge

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

Line 10: Chemical Oxygen Demand (COD) Charge

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

Line 11: Suspended Solids (SS) Charge

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

Line 12: Peak Flow Rate Charge

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

Line 13: Sanitary Flow Charge

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

Line 14: Gross Wastewater Treatment Surcharge Payable

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

Line 15: Quarterly Payment Credit

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

Line 16: Net Wastewater Treatment Surcharge payable – Quarter 4

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

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

Any payments due should be submitted after the close of the fiscal year on June 30 and prior to the due date. Quarter 4 payments received after the due date are subject to a 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 effective July 1, compounded monthly, until the balance is paid.

Line 17: Signature

The signature of a company administrative officer is required.

Line 18: Date

The date the Surcharge Statement is completed and signed.

Line 19: Name and Position

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

Line 20: Prepared By

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

Line 21: Telephone Numbers

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

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

Line 22: Total Yearly Flow Volume – In Gallons

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

Line 23: Number of Discharge Days Per Year

This number should indicate the actual number of days during the fiscal year that the company is in normal operation, discharging normal amounts of wastewater to the sewer and employing a normal or average number of people. If the company is in operation five days each week and discharging normal amounts of wastewater, Line 23 should equal approximately 250 (allowing for holidays). This number should match the discharge days per year figure used to calculate the sanitary flow on Table 2B.

Line 24: Average Number of Discharge Hours Per Discharge Day

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

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

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

Line 26: Number of Discharge Outlets to Sewer

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

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

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

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

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

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

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

Line 33: Factor “M”

Factor “M” must be calculated to determine the peak flow rate charge on Line 34. Factor “M” is obtained from the mathematical formula “M” = 2.50 log (P/A). If “M” is negative, enter zero (0). Factor “M” MUST be rounded to two decimal places and reported on Line 33.

Line 34: Peak Flow Rate Charge

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

Single outlet dischargers proceed to Line 35 instructions.

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

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

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

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

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

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

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

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

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

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

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

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

Line 33: Factor “M”

Factor “M” must be calculated to determine the peak flow rate charge on Line 34. Factor “M” is obtained from the mathematical formula $M = 2.50 \log (P/A)$. If “M” is negative, enter zero (0). Factor “M” MUST be rounded to two decimal places and reported on Line 33.

Line 34: Peak Flow Rate Charge

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

Line 35 and 36: CALCULATION TABLE FOR SANITARY FLOW CHARGE

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

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

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

Line 36: Sanitary Flow Charge

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

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

ONLINE-FILING (IWFORS)

Industrial Waste Facility Online Reporting System (IWFORS)

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

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

BASIC INFO

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

The screenshot displays the 'Long Form' interface with the following sections and fields:

- Navigation:** A top bar with a back arrow and 'Long Form' title. Below it, a tabbed interface with six tabs: 1 Basic Info, 2 Long Form (active), 3 Attachment, 4 Payment, 5 Review, and 6 Submission. A red box highlights these tabs, with a callout box stating 'A “Long Form” contains six tabs'.
- General Information:** Fields for 'Surcharge Program Representative Name', 'Surcharge Program Representative Phone Extension', and 'Last Updated By'.
- Facility Information:** Fields for 'Fiscal Year' (2020-2021), 'District No.' (15), and 'Facility ID' (9256577). A callout box points to the Facility ID field. Below these are fields for 'Latitude' (34.558) and 'Longitude' (-117.6632). A facility name and address are shown: 'Test Facility for IWPCS Use' and '1955 Workman Mill ROAD, Whittier, CA 90601'. A callout box points to this information, stating 'Facility Name & Address'.
- Facility Mailing Address:** A checkbox for 'Same as Facility Location'. Fields for 'Address Line 1' (1955 Workman Mill Rd Road), 'City' (Whittier), 'State' (CA (California)), and 'Zip Code' (90601).
- Address of Wastewater Discharge:** A checkbox for 'Same as Facility Location'. Fields for 'Address Line 1' (1955 Workman Mill ROAD), 'City' (Whittier), 'State' (CA (California)), and 'Zip Code' (90601).
- Property Tax Identification:** A field for 'Parcel No.'.

A large diagonal watermark 'SAMPLE FACILITY' is overlaid on the form.

- 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 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.

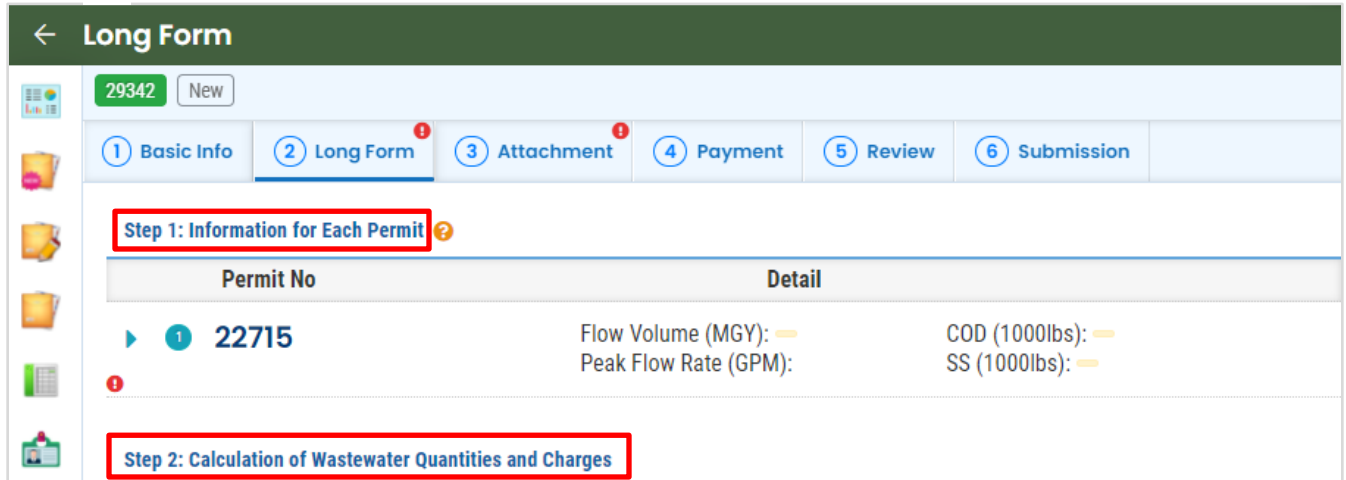
If you find information auto-populated in the “Basic Info” tab to be inconsistent with your facility, please contact the Surcharge Program Representative listed under the “General Information” section, the Surcharge Section at (562) 908-4288, ext. 2600, or surchargeinfo@lacsdsd.org.

LONG FORM

The “Long 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 “Long 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

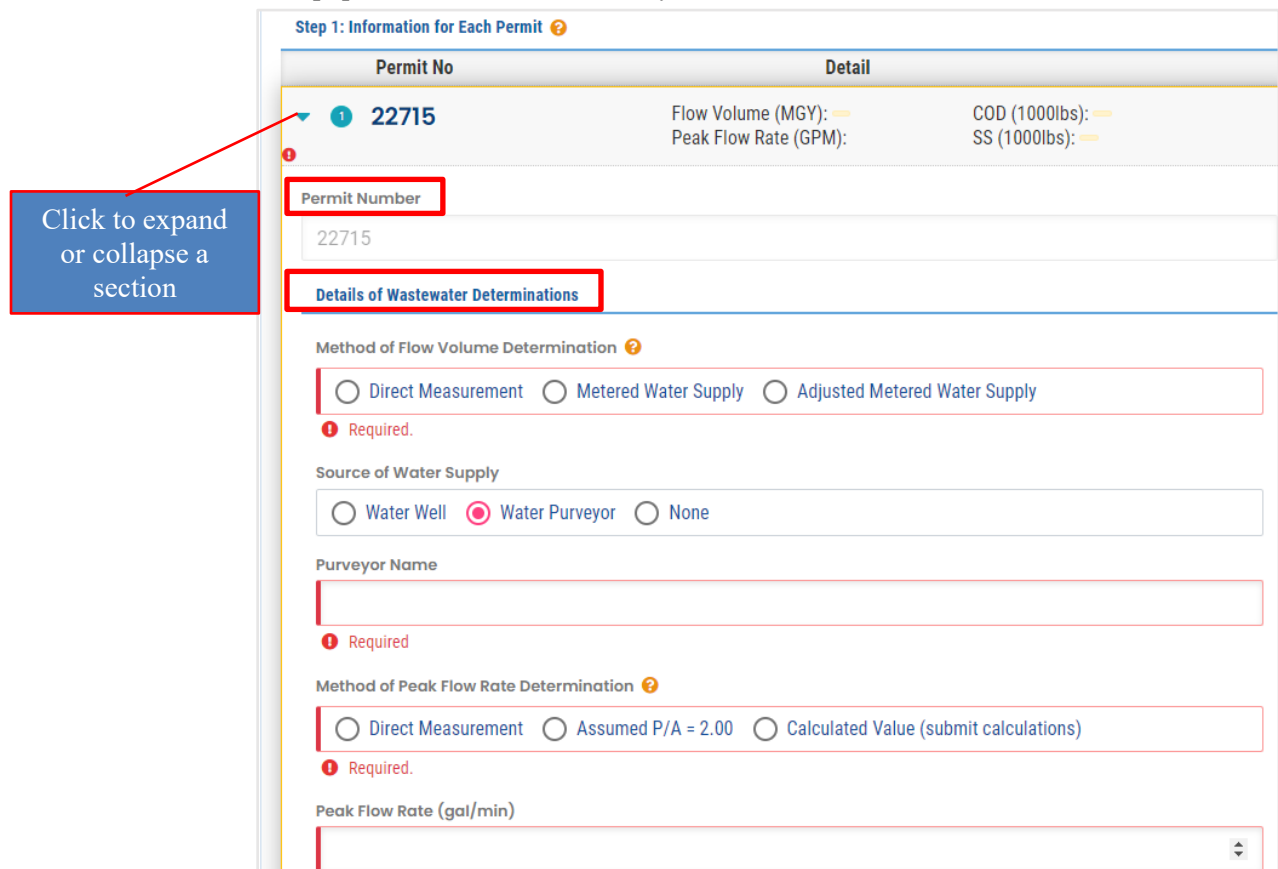


The screenshot shows the "Long Form" interface with a navigation bar at the top containing steps 1 through 6. Step 2, "Long Form", is selected and highlighted with a red box. Below the navigation bar, there are two main sections: "Step 1: Information for Each Permit" and "Step 2: Calculation of Wastewater Quantities and Charges", both highlighted with red boxes. The "Step 1" section displays a table with columns "Permit No" and "Detail". The first row shows permit number 22715 with details for Flow Volume (MGY), Peak Flow Rate (GPM), COD (1000lbs), and SS (1000lbs). A red box highlights the "Permit No" column header and the value 22715. A red box also highlights the "Step 2" section header.


Step 1: Information for Each Permit

Permit Number

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



This detailed view shows the "Step 1: Information for Each Permit" form. A blue callout box with a red arrow pointing to the permit number 22715 in the table above contains the text: "Click to expand or collapse a section". The form includes a "Permit Number" field with the value 22715. Below this is the "Details of Wastewater Determinations" section, which contains several required fields: "Method of Flow Volume Determination" with radio buttons for "Direct Measurement", "Metered Water Supply", and "Adjusted Metered Water Supply"; "Source of Water Supply" with radio buttons for "Water Well", "Water Purveyor" (selected), and "None"; "Purveyor Name" (a text input field); "Method of Peak Flow Rate Determination" with radio buttons for "Direct Measurement", "Assumed P/A = 2.00", and "Calculated Value (submit calculations)"; and "Peak Flow Rate (gal/min)" (a text input field). Red boxes highlight the "Permit Number" field, the "Details of Wastewater Determinations" section header, and the "Method of Flow Volume Determination" and "Method of Peak Flow Rate Determination" sections.

- 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”, “Source of Water Supply”, “Method of Peak Flow Rate Determination”, and the “Peak Flow Rate” for the discharge outlet or each permit.


Method of Flow Volume Determination

- Click  or the radio button to select the “Method of Flow Volume Determination” for the permit

NOTE: Check only one of the three methods provided:

- **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 company’s facility with only a deduction for the amount of sanitary wastewater contributed by your employees. This value can be determined using water bills or any accurate Districts’ approved full-time flow metering device which measures the intake of water from water companies (purveyors) and/or company water wells. 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.

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”.

Method of Peak Flow Rate Determination

- Click  or the radio button to select the “Method of Peak Flow Rate Determination” for the permit

NOTE: Check only one of the three methods provided.

- **Direct Measurement**
Direct measurement is made by using a permanent full-time flow metering device approved by the Districts. A definition of [“Peak Flow Measurements”](#) has been provided in these “Long Form” instructions for companies using flow metering equipment to determine peak flow rates. Copies of totalizer readings used to determine the average of 10 highest 30-minute peak flows must be submitted with the Surcharge Statement using the [“Attachment”](#) tab.

- Assumed (P/A) = 2.00
A definition of “[Peak Flow Measurements](#)” has been provided in these “Long Form” instructions for companies that do not have full-time flow metering equipment to determine peak flow rates. In the absence of peak flow rate direct measurements or a calculation of the peak flow rate, assume (P/A) = 2.00 or a peak flow rate equal to twice the average flow rate.
- Calculated Value
If the peak flow rate is calculated, then supporting engineering calculations must be submitted with the Surcharge Statement using the “[Attachment](#)” tab. In the absence of peak flow rate measurements or peak flow rate calculations, a peak flow rate equal to twice the average flow rate or (P/A) = 2.00 should be used. If the peak flow rate is known to exceed twice the average flow rate, then this higher peak flow rate must be reported.

Peak Flow Rate (gal/min)

- Enter the “Peak Flow Rate” if “Direct Measurement” or “Calculated Value” is selected as the “Method of Peak Flow Rate Determination”. If “Assumed (P/A) = 2.00” is selected as the Method of Peak Flow Rate Determination, the “Peak Flow Rate” will be auto-calculated after all the necessary numbers are entered on the form.

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:

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		0.75 MGY		0.75 MGY	
<input type="text" value="1234567"/>		<div style="border: 1px solid gray; padding: 2px;"> CCF CF Acre Feet Barrels of Oil Gallon (U.S.) </div> <input type="text" value="CCF"/>			
Date From	Date To	Previous Water Bill Reading	Present Water Bill Reading	Company Calculated	Districts Calculated
<input type="text" value="07/01/2022"/>	<input type="text" value="07/04/2022"/>	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="1000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				1000 CCF	1000 CCF
				0.75 MGY	0.75 MGY

- 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”

“Districts Calculated” and “Company Calculated” values for water usage are auto-calculated. “Districts Calculated” values are used to double-check the calculations and used for billing. 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 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	0.75 MGY 0.75 MGY

Annotations:

- Click to expand or collapse a section (points to the arrow icon next to Meter No 1)
- Click to add a new water meter (points to the ⊕ Add Water Meter button)
- Click to delete a water meter (points to the trash icon next to the row)

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	0.75	0.75 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 “Long Form” instructions if “[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

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

- Enter the “Square Footage of The Irrigated Land”

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

IRRIGATION WATER LOSS

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

						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"/>	x	18.7	÷	1,000,000	=	<input type="text"/>	
Total						0.02	0.02

Add Irrigated Land **Click to add square footage for a new piece of irrigated land** **Click to delete a record**

- Cooling Tower Water Loss

NOTE: 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” must be entered as a whole number rather than decimals.

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

COOLING TOWER WATER LOSS

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

*1.38 = Gallons evaporated per hour per ton

								Mil. Gal. Per Year			
Tonnage	x	Hours of Operation Per Year	x	% Load	x	1.38	÷	1,000,000	=	Company Calculated	Districts Calculated
<input type="text" value="10"/>	x	<input type="text" value="2400"/>	x	<input type="text" value="80"/>	x	1.38	÷	1,000,000	=	<input type="text" value="0.03"/>	0.03
Total								0.03	0.03		

Click to add another cooling **Click to delete a record**

- Boiler Water Loss

NOTE: 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” must be entered as whole numbers rather than decimals.

The “Districts Calculated” and “Company 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

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

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

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

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

Employees	x	Discharge Days Per Year	x	Mil. Gal. Per Year			
				Company Calculated	Districts Calculated		
				15	÷ 1,000,000 =		
10	x	260	x	15	÷ 1,000,000 =	0.04	0.04
5	x	312	x	15	÷ 1,000,000 =	0.02	0.02
	x		x	15	÷ 1,000,000 =		
Total						0.06	0.06

*15 = Gallons Per Employees Per Day

Click to add new group of employees with corresponding discharge days

Click to delete a record.

+ Add Sanitary 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 of the “Long Form”.

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

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”.

Total Industrial Wastewater Discharged to Public Sewer		Company Calculated ?	Districts Calculated	
Metered Water Supply from Purveyor (Water Company)	+ 0.75 mil. gal./yr.	0.75	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	
Total Industrial Wastewater Discharged to Public Sewer	= 0.60 mil. gal./yr.	0.60	MGY	

Auto-calculated

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

- 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.
- 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.

The “Total Industrial Wastewater Discharged to Public Sewer” value, in million gallons per year, is auto-calculated.

Chemical Oxygen Demand (COD) & Suspended Solids (SS) Summary Table

This section is required for any “Method of Flow Volume Determination” selected (i.e., “Direct Measurement”, “Metered Water Supply”, or “Adjusted Metered Water Supply”).

Chemical oxygen demand (COD) and suspended solids (SS) concentrations must be determined by laboratory analyses as described previously in these “Long Form” instructions. A value for COD and SS must be entered for each discharge outlet. The COD and SS values must be reported for each “Reporting Period” in thousands of pounds rounded to two decimal places and are calculated by following the “Long Form” instructions given in the [“Chemical Oxygen Demand \(COD\) and Suspended Solids \(SS\) Calculations”](#) section. Copies of all laboratory analyses for ALL 24-hour composite samples taken during the fiscal year which were analyzed for either COD or SS concentrations must be submitted with the Surcharge Statement using the [“Attachment”](#) tab.

- Click “Add Reporting Period”

Sample Results by Reporting Period

Click on “Add Reporting Period” to add each reporting period. Metered or Adjusted Metered usually have 1 reporting period.

Direct Measurement has number of reporting periods dependent on annual flow volume: <15 MG=every 3 months, 15-40 MG=every 2 months, 40-100 MG = 2 per month, 100-250 MG = every week, >250 MG = twice a week.

- NOTES:
- Facilities using “Metered Water Supply” or “Adjusted Metered Water Supply” as the “Method of Flow Volume Determination” generally have one reporting period and use the “Total Industrial Wastewater Discharged to Public Sewer” (as determined in the previous section) as the total flow volume.
 - The number of reporting periods or required testing frequency for facilities using “Direct Measurement” as the “Method of Flow Volume Determination” is based on the yearly cumulative flow volume of the wastewater discharged for each outlet, as described in the [“Measurement of Quantities Used in the Surcharge Formula”](#) section of the “Long Form” instructions.

- Enter the “Date of 24-Hour Sampling & Measurements” and sampling results reported for “COD (mg/L)” and “SS (mg/L)” (See example below for a facility with “Required Testing Frequency” = “2 per month”).
- Enter the “From” and “To” for the “Reporting Period in “Mo.” and “Day” with the corresponding “Total Flow Volume (MG) for the reporting period.

- Check the “N/A” box if the result for COD or SS is not available for a sample.

“Period Average” values for “COD (thousands of Lbs)” and “SS (thousands of Lbs)” are auto-calculated based on the samples collected for each reporting period.

- Collapse/close the active section then click **+ Add Reporting Period** to add a reporting period.
- Add reporting periods as needed to report all COD and SS samples collected during the fiscal year.

Enter the COD and SS results in mg/L for each sampling event

Click to add a sample

Collapse active section then click to add a new reporting period

Auto-calculated

Enter the “From” and “To” dates in “Mo.” and “Day” for each reporting period

Enter the “Total Flow Volume” in MG for the reporting period

Auto-calculated

If no sampling results are available during a reporting period, the average value auto-calculated from all other reporting periods should be used.

Auto-populated annual average values

Collapse active section then click to add a new reporting period

Reporting Period

“Use Annual Average” Checkbox

Outliers

This section provides the option to report any applicable outliers for the fiscal year. To claim an outlier, the Company must collect the minimum required amount of samples per the Surcharge Test Requirements referenced on page 2 of these “Long Form” instructions. The minimum required number of samples does not include samples collected by the Districts. The Company must use the Districts’ [“Sample Result Outlier Calculator”](#) to determine the outlier(s) and submit a copy of the results with the Surcharge Statement using the [“Attachment”](#) tab for Districts consideration. The results should be submitted as a pdf file and include both the Normal Plots Sheet and Outlier Analysis Sheet from the Districts’ Outlier Calculator. Outlier analysis from online calculators including <http://graphpad.com> and <https://contchart.com/outliers.aspx> will not be accepted. In addition, a discussion regarding the suspected cause of the outlier sample result(s) must be provided. Background data or records should be provided to support the discussion. Refer to the instructions in the Districts’ Sample Result Outlier Calculator for additional information.

- Click **⊕ Add Outlier** to add an outlier
- Enter the “Date of 24-Hour Sampling & Measurements” and the COD and SS sampling results for each outlier along with the corresponding “Total Flow Volume (MG)”.

- NOTES: (i) Outliers should be flow-weighted to an appropriate time period and justification for the corresponding time period must be provided. If reasonable, a minimum one-day period may be used. The flow should be rounded to two decimal places. If the flow is less than 0.005 MG, then the flow shall be 0.00 MG. If the flow is between 0.005 and 0.01 MG, then the flow shall be 0.01 MG.
- (ii) “Total flow volume (MG)” reported for the outlier(s) should be deducted from the “Total flow volume (MG)” reported for the corresponding reporting period in the “Chemical Oxygen Demand (COD) & Suspended Solids (SS) Summary Table 3” section.

“Districts Calculated” and “Company Calculated” values for “COD (thousands of Lbs)” and “SS (thousands of Lbs)” are auto-calculated.

The Districts’ “Sample Result Outlier Calculator”, which is available on <https://www.lacsd.org/surcharge>, must be used to determine the outlier(s) and attachment of the results is required for Districts consideration.

Outliers (if applicable) ⊕

Date of 24-Hour Sampling & Measurements	Surcharge Parameter Report		Tests Represent Period of Time (Reporting Period)				Total Flow Volume (MG)	Total Wastewater Quantities Discharged to the Sewer (two decimal places)	
	COD (mg/L)	SS (mg/L)	From	To		COD (thousands of lbs.)		SS (thousands of lbs.)	
			Mo.	Day	Mo.	Day			
09/17/2020	10000	5000	9	17	9	17	0.01	0.83	0.42
mm/dd/yyyy	N/A	N/A						N/A	N/A

Annotations:

- Reporting Period for outlier**: Points to the date and time period fields.
- Auto-calculated**: Points to the COD and SS values in the summary table.
- Click to add an outlier**: Points to the “⊕ Add Outlier” button.
- Enter the COD and SS results in mg/L for each outlier**: Points to the COD and SS input fields.
- Click to delete a record**: Points to the trash icon in the summary table.

Annual Summary

“Districts Calculated” and “Company Calculated” values of “Annual Average COD”, “Annual Average SS”, “Annual Total Flow Volume”, “Annual Total COD”, and “Annual Total SS” are auto-calculated from the previous sections for the discharge outlet(s) or permit(s) and are summarized in this “Annual” section.

Annual Summary			
	Company Calculated	Districts Calculated	
Annual Average COD	1005	1005	mg/L
Annual Average SS	425	425	mg/L
Annual Total Flow Volume	0.60	0.60	MG
Annual Total COD	5.77	5.77	1000 lbs.
Annual Total SS	2.51	2.51	1000 lbs.

Auto-calculated

Step 2: Calculation of Wastewater Quantities and Charges

The [formula](#) used to calculate the “Long Form” wastewater treatment surcharge and the [definitions](#) for the applicable types of flow rates, factors, strength values used in the calculation have been provided in these “Long Form” instructions.

Average Flow Rate “A”

This section calculates the average flow rate, in gallons per minute, of the total yearly flow volume reported. This figure MUST be reported as a whole number. This is also the “A” value used in the peak to average flow ratio “(P/A)”.

“Total Yearly Flow Volume (in gallons per year)” is auto-calculated in previous sections.

- Enter the “Number of Discharge Days per Year” and “Average Number of Discharge Hours per Discharge Days”.
 - NOTES: (i) “Number of Discharge Days per Year”: This number should indicate the actual number of days during the fiscal year that the company is in normal operation, discharging normal amounts of wastewater to the sewer and employing a normal or average number of people. If the company is in operation five days each week and discharging normal amounts of wastewater, “Number of Discharge Days per Year” should equal approximately 250 (allowing for holidays). This number should match the discharge days per year used to calculate the sanitary flow deduction in Step 1.
 - (ii) “Average Number of Discharge Hours per Discharge Day”: Discharge hours are those that the company is in operation and discharging significant amounts of wastewater. Significant wastewater discharge hours are those periods when the effluent flows are at least 50 percent of the annual average hourly rate. To calculate the “Average Number of Discharge Hours per Discharge Day”, divide the total annual hours of significant wastewater discharged by “Number of Discharge Days per Year”. Alternatively, if the company is in production and discharging significant amounts of wastewater an average of 8 hours per discharge day, enter 8.00 for “Average Number of Discharge Hours per Discharge Day”.

“Minutes per year” and “Total Average Flow Rate “A” (in gallons per minutes)” are auto-calculated. The “Number of Discharge Outlets to Sewer” is auto-populated.

Average Flow Rate "A"	Company Calculated ?	Districts Calculated	
Total Yearly Flow Volume (In gallons per year)	<input type="text" value="600000"/>	600,000	gal./yr
Number of Discharge Days per Year	<input type="text" value="200"/>		
Average Number of Discharge Hours per Discharge Day	<input type="text" value="8.00"/>		
Minutes per Year	<input type="text" value="96000"/>	96,000	
Total Average Flow Rate "A" (In gallons per minute.)	<input type="text" value="6"/>	6	gal./min
Number of Discharge Outlets to Sewer	1		

Enter the "Number of Discharge Days per Year" and "Average Number of Discharge Hours per Discharge Days".

Auto-calculated

Peak Flow Rate "P"

This section auto-calculates the peak flow rate to the sewer in gallons per minute (gpm) for (1) a single discharge outlet or (2) multiple discharge outlets.

The "Peak Flow Rate "P" for Single Outlet (In gallons per minute)" to the sewer is auto-populated based on calculations from the "Details of Wastewater Determinations" section and the "Method of Flow Volume Determination" selected in Step 1.

Average Flow Rate "P"	Company Calculated ?	Districts Calculated	
Peak Flow Rate "P" for Single Outlet (In gallons per minute)	<input type="text" value="12"/>	12	gal./min

Auto-populated from Step 1

If more than one discharge outlet is reported, the peak flow rate for multiple outlets is the "P" value in the peak to average flow ratio (P/A). This figure is equal to the highest peak flow rate of any individual discharge outlet plus the average flow rate of all the remaining discharge outlets and is auto-calculated. The "Peak Flow Rate "P" for Multiple Outlets" **MUST** be reported as a whole number (See example below for a facility with 3 discharge outlets or permits).

Number of Discharge Outlets to Sewer	<input type="text" value="3"/>		
Average Flow Rate "P"	Company Calculated ?	Districts Calculated	
Highest Peak Flow Rate "P" Multiple Outlets	<input type="text" value="50"/>	50	
Total Yearly Flow Volume of the Outlet with the Highest Peak Flow Rate (In gallons per year)	<input type="text" value="7590000"/>	7,590,000	gal./yr
Average Flow Rate of the Outlet with the Highest Peak Flow (In gallons per minute.)	<input type="text" value="14"/>	14	gal./min
Peak Flow Rate "P" for Multiple Outlets	<input type="text" value="67"/>	67	

Values are auto-populated based on "Peak Flow Rate (gal/min)" and "Total Industrial Wastewater Discharged to Public Sewer" value with the highest peak flow rate obtained from Step 1.

Auto-calculated

Peak Flow Rate Charge

This section auto-calculates the “Peak to Average Flow Ratio (P/A)”, the “Factor M = 2.50* log (P/A)”, and the “Peak Flow Rate Charge” when the peak flow rate is greater than 10 gpm.

Peak Flow Rate Charge (Fill out only if the peak flow rate is greater than 10 gpm)	Company Calculated ?	Districts Calculated
Peak to Average Flow Ratio (P/A)	<input type="text" value="2.00"/>	2.00
Factor M = 2.50 * log(P/A)	<input type="text" value="0.75"/>	0.75
Peak Flow Rate Charge ?	\$ <input type="text" value="1098.90"/>	1098.90

Auto-calculated (points to the Peak Flow Rate Charge field)

Calculation Table for Sanitary Flow Charge

This section calculates the “Company Calculated” and “Districts Calculated” values for “Sanitary Flow Charge”.

- 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” is selected as the “Method of Flow Volume Determination” in Step 1.

“Company Calculated” and “Districts Calculated” values of Sanitary Flow Charge are auto-calculated.

Calculation Table for Sanitary Flow Charge	Company Calculated ?	Districts Calculated
Average Number of Employees per Discharge Day	<input type="text" value="15"/>	Auto-calculated
Sanitary Flow Charge ?	\$ <input type="text" value="120.00"/>	\$120.00

Auto-calculated (points to the Average Number of Employees per Discharge Day field)

Auto-calculated (points to the Sanitary Flow Charge field)

Total Yearly Wastewater Quantities

This section auto-calculates the “Company Calculated” and “Districts Calculated” wastewater quantities for “Total Flow Volume”, “Total Chemical Oxygen Demand”, “Total Suspended Solids”, and Peak Flow Rate”.

Total Yearly Wastewater Quantities	Company Calculated ?	Districts Calculated	
Total Flow Volume	<input type="text" value="21.91"/>	21.91	MGY
Total Chemical Oxygen Demand	<input type="text" value="79.05"/>	79.05	1000 lbs
Total Suspended Solids	<input type="text" value="15.93"/>	15.93	1000 lbs
Peak Flow Rate	<input type="text" value="86"/>	86	gal./min

Auto-calculated (points to the Total Flow Volume field)

- NOTES: (i) “Total Flow Volume”: Total yearly flow volume of industrial wastewater determined for each discharge outlet being reported. If your chemical analyses sampling point is located upstream of the sanitary connection, this figure should not include any discharge contributed by your employees. This number is reported in millions of gallons rounded to two decimal places. For example, if you are reporting two discharge outlets with flows of 7,340,000 gallons and 12,667,000 gallons, the correct numbers to enter would be 7.34 and 12.67. The “Total Flow Volume” would equal 20.01 million gallons.
- (ii) “Total Chemical Oxygen Demand” and “Total Suspended Solids”: Chemical oxygen demand (COD) and suspended solids (SS) concentrations must be determined by laboratory analyses as described previously in these "Long Form" instructions. A value for COD and SS must be entered for each discharge outlet. The COD and SS values must be reported in thousands of pounds rounded to two decimal places and are auto-calculated by following the instructions given in the “[Chemical Oxygen Demand \(COD\) and Suspended Solids \(SS\) Calculations](#)” section. Copies of laboratory analyses for ALL 24-hour composite samples taken during the fiscal year which were analyzed for either COD or SS concentrations must be submitted with the Surcharge Statement using the “[Attachment](#)” tab.
- (iii) “Peak Flow Rate”: A peak flow rate in gallons per minute **MUST** be reported using whole numbers only for each discharge outlet. A definition of how a [peak flow rate](#) is determined has been previously given in these “Long Form” instructions. In the absence of peak flow rate measurements or a calculation of the peak flow rate, a value of peak flow rate equal to twice the average flow rate during the company’s discharge hours should be used. If a peak to average flow ratio (P/A) of two (P/A=2.00) is assumed, the peak flow rate value reported for each discharge outlet **MUST** be equal to or twice that discharge outlet’s average flow rate. The “Peak Flow Rate "P"” for (1) a single discharge outlet or (2) multiple discharge outlets is calculated in the “Average Flow Rate "P"” section in Step 2 of this “Long Form”.

Wastewater Treatment Surcharge Payable

This section auto-calculates the “Company Calculated” and “Districts Calculated” surcharge payable amounts for “Flow Volume Charge”, Chemical Oxygen Demand Charge”, “Suspended Solids Charge”, “Peak Flow Rate Charge”, “Sanitary Flow Charge”, “Gross Wastewater Treatment Surcharge Payable”, and “Net Wastewater Treatment Surcharge Payable- Quarter 4”. The Quarterly Payment Credit is auto-populated based on the total amount paid toward gross wastewater treatment surcharge for the first three quarters of the fiscal year. The quarterly payment credit is also identified on the Fact Sheet enclosed with the “Long Form” Surcharge Statement package previously mailed to the company.

Wastewater Treatment Surcharge Payable	Company Calculated	Districts Calculated
FLOW VOLUME CHARGE	\$ 553.80	\$553.80
CHEMICAL OXYGEN DEMAND CHARGE	\$ 940.51	\$940.51
SUSPENDED SOLIDS CHARGE	\$ 1157.36	\$1,157.36
PEAK FLOW RATE CHARGE	\$ 1098.90	\$1,098.90
SANITARY FLOW CHARGE	\$ 120.00	\$120.00
GROSS WASTEWATER TREATMENT SURCHARGE PAYABLE (The sum of above charges)	\$ 3870.57	\$3,870.57
QUARTERLY PAYMENT CREDIT (Total amount paid, if any, during the fiscal year)	\$ 0.00	
NET WASTEWATER TREATMENT SURCHARGE PAYABLE - QUARTER 4	\$ 3870.57	\$3,870.57

Auto-calculated

- NOTES: (i) The charge rates used to calculate the surcharge payable amount for total flow volume, chemical oxygen demand, suspended solids and peak flow rate are described in "[Appendix: Base of Surcharge](#)" of these "Long Form" Instructions.
- (ii) "Net Wastewater Treatment Surcharge Payable – Quarter 4": This amount represents the surcharge payment due the Sanitation Districts for the treatment of wastewater from your company's facility. If a refund is due, a negative amount will be shown for "Net Wastewater Treatment Surcharge Payable – Quarter 4". A check, cashier's check, or money order made payable to the Los Angeles County Sanitation Districts should be submitted for the "Net Wastewater Treatment Surcharge Payable – Quarter 4". Alternatively, payment may be made by debit or credit card by using the "[Payment](#)" tab of this "Long Form".


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


Any payments 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). Quarter 4 payments received after the due date are subject to a 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 effective July 1, compounded monthly, until the balance is paid.

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

ATTACHMENT

A list of applicable attachments for a 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 or the “Click to Upload or Drag Files Over Here”_ button to upload 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 “Long Form” surcharge statement is provided and described below:

- “Copies of All Supplemental Laboratory Analysis” – Mandatory for all supplemental samples reported in the “Long Form” surcharge statement.
- “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”.
- “Detailed Water Loss Calculations” - 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 been previously described in these “Long Form” instructions.)
- “Water Supply and Losses Calculations” - Required if water losses are reported in the “[Water Loss Calculations](#)” section)
- “Outliers Explanation - Required if [outlier\(s\)](#) are reported

- “Peak Flow Calculation” – Required if totalizer readings used to determine the average of 10 highest 30-minute peak flows.
- “Totalizer Readings” - Required if “Direct Measurement” is selected as the “Method of Flow Volume Determination”.
- “Supporting Calculations” – Provide additional supporting calculation as needed (Optional)
- “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.

1 Basic Info 2 Long 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 Lab Reports.pdf PDF 106 KB

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

Select Document Type:

- Copies of All Supplemental Laboratory Analysis
- Copies of Water Bills or D.O.G. Reports
- Detailed Water Loss Calculations
- Gas Bills
- Secured Property Tax Bill
- Water Supply and Losses Calculation
- Outlier Explanation
- Peak Flow Calculation
- Totalizer Readings
- Supporting Calculations
- 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 “Net Wastewater Treatment Surcharge Payable - Quarter 4” calculated in the “Wastewater Treatment Surcharge Payable” section of the “Long Form” and is auto-populated in the “Payment” tab.

- Click on the or the radio button to select 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.

Long Form
29342 Open

1 Basic Info 2 Long 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: \$ 3,870.57 Paid: \$ 0.00 Due: \$ 3,870.57

“Surcharge Fee” Due

Fees
Surcharge Fee \$ 3,870.57

Payment Transactions
No payment transaction records.

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

Long Form
29342 Open

1 Basic Info 2 Long 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: \$ 3,770.57 Paid: \$ 0.00 Due: \$ 3,770.57

“Surcharge Fee” Due

Fees
Surcharge Fee \$ 3,770.57

Payment Transactions
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 “Long Form” instructions.

REVIEW


The “Review” tab provides a final checklist of the mandatory information and attachments for the “Long Form” surcharge statement. A “√” or green check is displayed next to “Basic Info” and/or “Long 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 is to be submitted using regular mail.

1 Basic Info 2 Long 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.

✓ Basic Info
✓ Long Form

A green “√” indicates mandatory information has been provided for “Basic Info” and “Long Form”.

Fees/Payments

Fee	Paid	Due
\$ 3,770.57	– \$ 0.00	= \$ 3,770.57


Shows attachment uploaded to the “Attachment” tab

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

Uploaded Attachment

 **Lab Reports.pdf**
Copies of All Supplemental Laboratory Analysis
PDF 106 KB

* Copies of Water Bills or D.O.G. Reports Copies of Water Bills or D.O.G. Reports pdf doc docx Mail to

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 the “My Account” module.)
- Press or the “Submit” button to submit surcharge statement

1 Basic Info 2 Long Form 3 Attachment 4 Payment ¹ 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

Security Question

Security Question: What is the first and last name of your oldest sibling? *

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.


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.

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

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	

CHECKLIST

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

HAVE YOU INCLUDED?

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

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

MAILING ADDRESS

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@lacsdc.org.
Online payments can be made at lacsdc.org

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

QUARTERLY SURCHARGE PAYMENTS

As stated in Section 214 of the Districts' Wastewater Ordinance, all companies required to or choosing to file the Long Form Surcharge Statement must make estimated quarterly payments during the fiscal year. To calculate the individual quarterly payments for the first three quarters of the new fiscal year, divide the previous year's Gross Surcharge Payable by 4 and round this amount to the nearest dollar. This amount should be paid for the first three quarters of the new fiscal year. Each submitted quarterly payment should reference a facility identification number and fiscal year to ensure proper credit to your account.

The dates when the estimated quarterly payments are due for the following fiscal year are shown below:

- Quarter 1 - Due September 30
- Quarter 2 - Due December 31
- Quarter 3 - Due March 31
- Quarter 4 - Due August 15

The Quarter 4 payment is due in August and will accompany the annual Surcharge Statement filing and should reflect the total surcharge payable calculated in the statement, less the above mentioned three quarterly payments. Your company will be notified of any payments received after the quarterly due dates indicated above. Delinquent payments for Quarters 1 through 3 will incur a one percent penalty for each day the charge is delinquent. This charge will not exceed ten percent. An interest penalty, compounded monthly, of three percent over the prime rate in effect on July 1, will be assessed if the payment remains delinquent. Accrued penalty and interest penalty charges will be calculated and billed at the end of the fiscal year.

CONTACT AND INFORMATION SECTION

INDUSTRIAL WASTEWATER INFORMATION

Please refer to the Sanitation Districts' website <https://www.lacsd.org/services/wastewater-programs-permits/industrial-waste-pretreatment-program> to learn more about the following:

- Wastewater Connection Fee Ordinances
- Industrial Wastewater Flow Measurement Requirements
- Guidelines for the Discharge of Rainwater, Stormwater, Groundwater, and Other Water Discharges
- Information, Instructions and Forms for obtaining an Industrial Waste Discharge Permit
- Discharge Limits
- Commercial Laboratories
- <https://www.lacsd.org/services/wastewater-programs-permits/industrial-waste-pretreatment-program/industrial-waste-contacts>
- Surcharge Forms and Tables
<http://www.lacsd.org/surcharge>

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.

ONLINE PAYMENT OPTIONS

The Sanitation Districts accept American Express, Discover, MasterCard, Visa Debit/Credit Cards and e-Checks online at 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@lacsds.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 voice system 24/7.

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

An anonymous message may be submitted using the online form

EMAIL: codeofconduct@lacsds.org

Email notification will NOT be anonymous.

APPENDIX: BASE OF SURCHARGE

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

Used in “Long Form” Surcharge Statement

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

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

The following definitions apply for items in the above formula:

Surcharge = Net annual wastewater treatment surcharge in dollars.

V = Total annual flow volume in millions of gallons.

- COD** = Total annual wastewater discharge of chemical oxygen demand in thousands of pounds.
- SS** = Total annual wastewater discharge of suspended solids in thousands of pounds.
- P** = Peak wastewater discharge rate over a thirty (30) minute period occurring between the hours of 8:00 a.m. and 10:00 p.m. and determined by averaging a maximum of 10 substantiated peak flow rate measurements from the accrual year, in gallons per minute. Values of “P” which are equal to or less than ten (10) gallons per minute shall be considered equal to zero (0).
- A** = Average wastewater discharge flow rate, determined by dividing the total annual flow volume, “V”, by the total annual average discharge hours per discharge day converted to gallons per minute (See M).
The discharge hours are taken to mean the working hours when substantially “normal” flow discharges are made to the sewer system. These hours do not include those times when the plant is substantially shut down and very little flow is discharged to the sewer.
- M** = A multiplying factor accounting for increased Districts’ costs due to high ratios of Industrial discharger peak to average flow rates (P/A). Factor “M” is equal to 2.50 log (P/A). If “M” is negative, enter zero (0).

DEFINITIONS

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

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

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

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

INDUSTRIAL WASTE PERMIT is an agreement which allows companies to discharge industrial waste into the sewer system under certain restrictions, and which is obtained through the 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 waste of non-human origin. All liquid wastes hauled by truck, rail, or other means for disposal to the sewer shall be considered industrial wastewater.

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

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

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

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

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

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

Conversion Factors and Formulas

- 1 cubic foot (CF) = 7.48 gallons
- 1 hundred cubic feet (CCF) = 748 gallons
- 1 acre foot = 325,900 gallons
- 1 gallon of water = 8.34 pounds of weight