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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 HOSPITAL WASTEWATER TREATMENT USER CHARGE STATEMENT

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

INSTRUCTIONS FOR FILING A HOSPITAL WASTEWATER TREATMENT USER CHARGE STATEMENT

PURPOSE OF WASTEWATER TREATMENT USER CHARGE

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

HOSPITALS REQUIRED TO FILE

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

SECURED PROPERTY TAX BILLS

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

EXPLANATION OF HOSPITAL USER CHARGE STATEMENT

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

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

MAIL-IN FILING

Line by Line Instructions for Completing the Hospital User Charge Statement

Lines 1: Federal Tax Identification Number

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

Line 2: Acute Care Occupancy

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

Line 3: Skilled Nursing and/or Intermediate Care Occupancy

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

Line 4: Acute Care User Charge

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

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

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

Line 6: Total Hospital Wastewater Treatment User Charge Payable

To determine the amount for Line 6, add Line 4 and Line 5. This amount represents the total User Charge payment due the Sanitation Districts for treatment of wastewater from your hospital. A check, cashier's check or money order made payable to the Los Angeles County Sanitation Districts should be submitted for the amount on Line 6. See the Contacts and Information Section for credit/debit card options.

Payment due should be submitted by the due date (U.S. Postmarked no later than the due date). Payments received after the due date are subject to a 1 percent penalty for each day the charge is delinquent (not to exceed 10 percent) and will accrue an interest penalty charge at 3 percent over the prime interest rate in effect July 1, compounded monthly, until the balance is paid.

Any claimed overpayments will be refunded by the Districts upon verification. The Districts, in their sole and absolute discretion, will consider any requests for refunds based on the materials submitted. If the Districts determine that a refund is due, any amounts owed will be applied first to any outstanding accounts or amounts then due and owing, with any remaining balance being refunded to the payor.

Line 7: Signature

The signature of a Hospital Administrative Officer is required.

Line 8: Date

The date the User Charge Statement is signed.

Line 9: Name and Position

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

Line 10: Prepared By

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

Line 11: Telephone Number

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

ONLINE-FILING – HOSPITAL FORM (IWFORS)

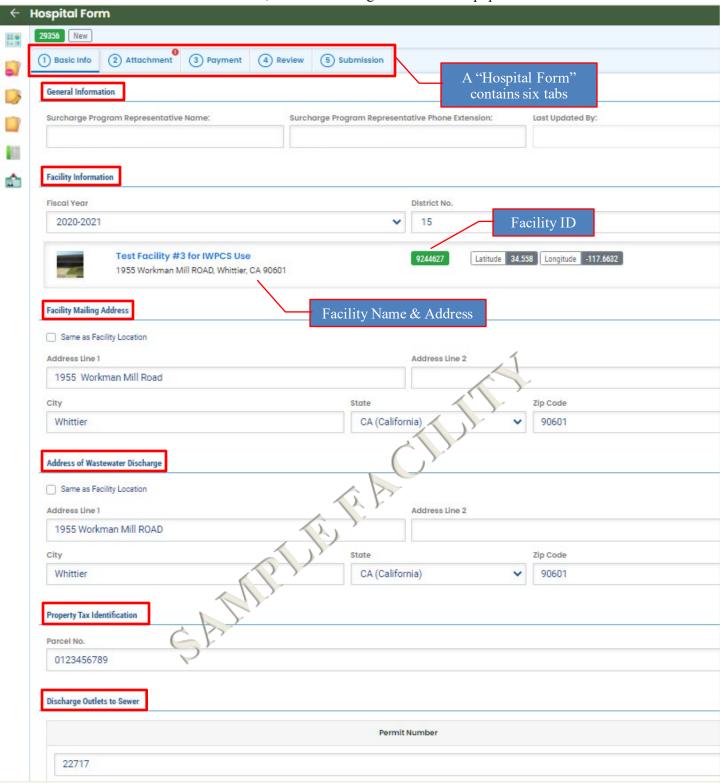
Industrial Waste Facility Online Reporting System (IWFORS)

INSTRUCTIONS FOR COMPLETING THE "HOSPITAL FORM" Industrial Waste Facility Online Reporting System (IWFORS)

A "Hospital Form" or Hospital User Charge Statement in IWFORS contains five tabs: (1) Basic Info, (2) Attachment, (3) Payment, (4) Review, and (5) Submission. Please follow the instructions in this document to complete a "Hospital Form" in IWFORS.

BASIC INFO

The "Basic Info" tab has seven main sections, sections 1 through 6 contain auto-populated information that is not editable.



Verify "Basic Info" auto-populated in sections 1 through 6:

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 name & address

Facility ID (NOTE: Facility ID is highlighted in 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.

Discharge Outlets to Sewer

NOTE: This should include all active permit(s) for this facility

• Permit Number

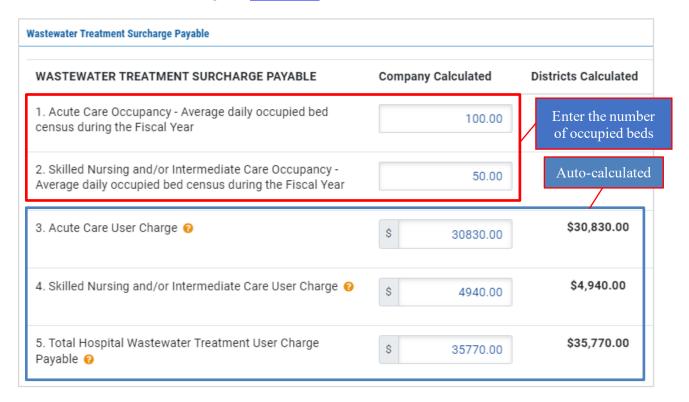
If you find information auto-populated in Sections 1 through 6 to be inconsistent with your facility, please contact the Surcharge Program Representative listed under the "General Information" section, the Surcharge Section at (562) 908-4288, ext. 2600, or surchargeinfo@lacsd.org

Wastewater Treatment Surcharge Payable

This is Section 7 of the "Basic Info" tab and is used to determine the "Wastewater Treatment Surcharge Payable" amount. The purpose and explanation of a Hospital Form have been previously provided in the <u>Instructions for</u> Filing a Hospital Wastewater Treatment User Charge Statement.

- TIPS: (1) Click or the "Tool Tip" button located throughout the "Hospital 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
- Enter "Acute Care Occupancy Average daily occupied bed census during the Fiscal Year"
 - NOTES: (i) This number may be obtained by totaling the number of adult and pediatric (excluding newborn infant) patient days during the fiscal year for intensive and acute care units, then dividing by 365 days.
 - (ii) Round the figure to two decimal places.
 - (iii) Submit a copy of the hospital "Patient Census Statistics" with the Hospital User Charge Statement using the "Attachment" tab.

- Enter "Skilled Nursing and/or Intermediate Care Occupancy Average daily occupied bed census during the Fiscal Year"
 - NOTES: (i) This number may be obtained by totaling the number of adult and pediatric (excluding newborn infant) patient days for both units during the fiscal year, then dividing by 365 days.
 - (ii) Round the figure to two decimal places
 - (iii) Submit a copy of the hospital "Patient Census Statistics" with the Hospital User Charge Statement using the "Attachment" tab.



"Company Calculated" and "Districts Calculated" values for "Acute Care User Charge", "Skilled Nursing and/or Intermediate Care User Charge", and the "Total Hospital Wastewater Treatment User Charge Payable" amount are auto-calculated.

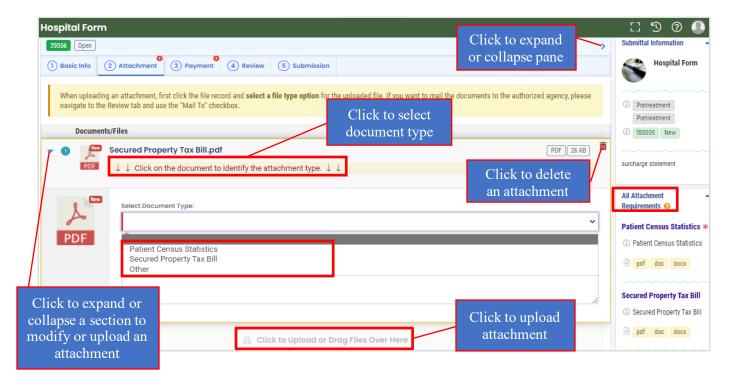
- NOTES: (i) The Total Hospital Wastewater Treatment User Charge Payable" amount represents the total User Charge payment due the Sanitation Districts for treatment of wastewater from your hospital.
 - (ii) A check, cashier's check, or money order made payable to the Los Angeles County Sanitation Districts should be submitted for the "Total Hospital Wastewater Treatment User Charge Payable" amount. Alternatively, payment may be made by debit or credit card by using the "Payment" tab of this Hospital Form.
 - (iii) Payment due should be submitted by the due date (U.S. Postmarked no later than the due date). Payments received after the due date are subject to a 1 percent penalty for each day the charge is delinquent (not to exceed 10 percent) and will accrue an interest penalty charge at 3 percent over the prime interest rate in effect July 1, compounded monthly, until the balance is paid.

Any claimed overpayments will be refunded by the Sanitation Districts upon verification. Verification may require an in-depth audit; therefore, a refund may not be immediately sent. The Sanitation Districts, in their sole and absolute discretion, will consider any requests for refunds based on the materials submitted. If the Sanitation 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.

ATTACHMENT

A list of applicable attachments for a Hospital Form 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 "Attachment" tab.
- Click Click to Upload or Drag Files Over Here or the "Click to Upload or Drag Files Over Here" button to upload the electronic version of an attachment (NOTE: Check the "Mail to" box in the "Review" tab if the attachment will be submitted using regular mail.



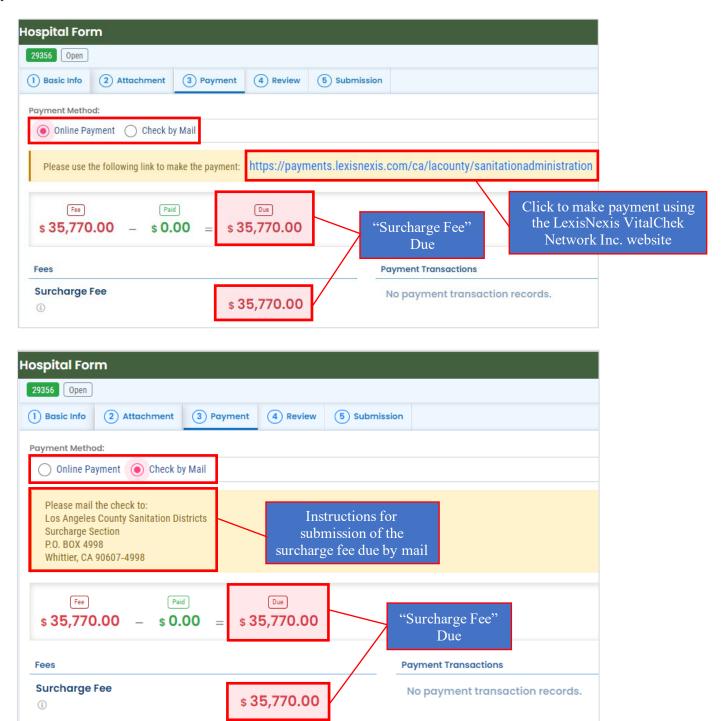
A list of mandatory and other applicable attachments for a "Hospital Form" is provided and described below:

- "Patient Census Statistics" Mandatory if your hospital reported "Acute Care Occupancy" and/or "Skilled Nursing and/or Intermediate Care Occupancy" average daily occupied bed census during the Fiscal Year.
- "Other" Provide additional explanation as needed (Optional)
- Click 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.

PAYMENT

The "Surcharge Fee" due equals to the "Total Hospital Wastewater Treatment User Charge Payable" amount calculated in Section 8 of the "Hospital Form" and is auto-populated in the "Payment" tab.

- Click on the or the radio button to select your payment method: "Online Payment" or "Check by Mail"
- ➤ If the "Online Payment" method is selected, proceed to click https://payments.lexisnexis.com/ca/lacounty/sanitationadministration" 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 feedue by mail to the address provided.

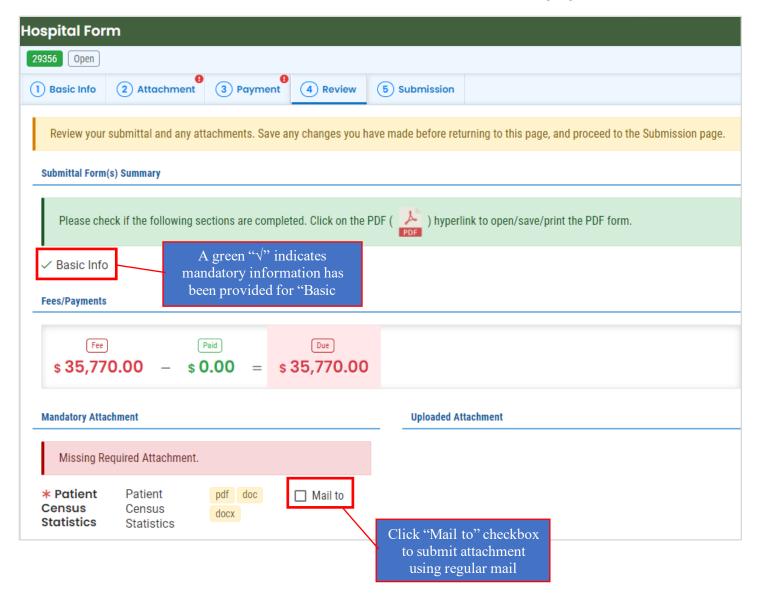


Mail-in address for submission of the surcharge fee due (Check by Mail) is also provided in these <u>Instructions for Filing a</u> Hospital Wastewater Treatment User Charge Statement.

REVIEW

The "Review" tab provides a final checklist of the mandatory information and attachments for the "Hospital Form". A " $\sqrt{}$ " or green check is displayed next to "Basic Info" if mandatory information has been submitted and a " \times " or red "x" is displayed if mandatory information is missing from the tab.

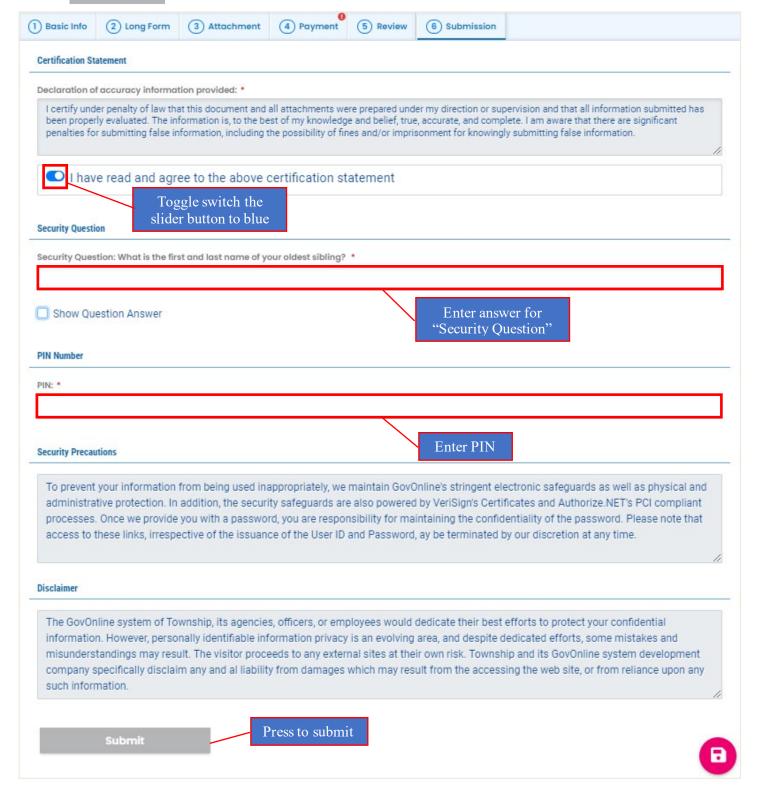
- Review "Submittal Form(s) Summary" to make sure mandatory information and attachments have been submitted.
- > Check the "Mail to" box in the "Review" tab if the attachment will be submitted using regular mail.



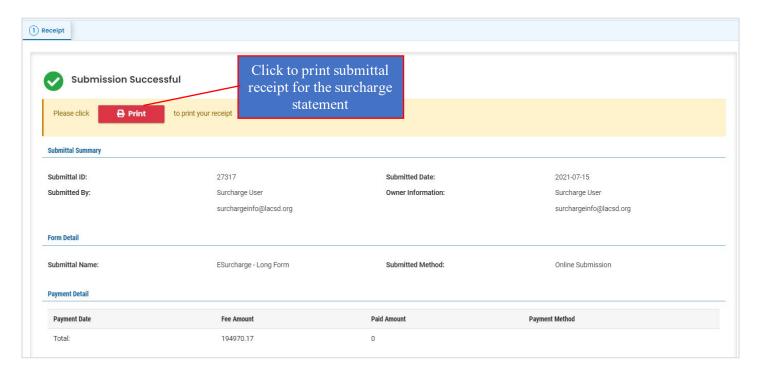
SUBMISSION

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

- ➤ Read the "Certification Statement"
- > Toggle switch the on 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 Submit or the "Submit" button to submit Hospital User Charge Statement



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 Print button.



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

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CONTACT AND INFORMATION SECTION

INDUSTRIAL WASTEWATER INFORMATION

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

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

http://www.lacsd.org/wastewater/industrial waste/iwpolicies/surcharge program/surcharge forms n booklets.asp

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

ONLINE PAYMENT OPTIONS

The Sanitation Districts accept American Express, Discover, MasterCard, Visa Debit/Credit Cards and e-Checks online at <u>lacsd.org</u> 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 <u>surchargeinfo@lacsd.org</u> when sending a wire or ACH payment and provide your Facility ID and information regarding where the payment should be applied.

Wire Transfer:

Bank of America

333 S. Hope Street, 13th Floor

Los Angeles, CA 90071 ABA: 026009593

Account Name: County Sanitation Districts of Los Angeles County

Account No: 0036780223

ACH Transfer:

Bank of America

333 S. Hope Street, 13th Floor

Los Angeles, CA 90071

ABA: 121000358

Account Name: County Sanitation Districts of Los Angeles County

Account No: 0036780223

REPORT FRAUD

HOTLINE: (562) 908-4290

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

ONLINE:

http://www.lacsd.org/aboutus/contact/report.asp

An anonymous message may be submitted using the online form

EMAIL:

codeofconduct@lacsd.org

Email notification will **NOT** be anonymous

DEFINITIONS

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

Medical Laboratory Nursing Radiology Surgical Pharmacy Anesthesia Dietary

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

Medical Pharmacy Nursing Dietary Rehabilitative

- <u>CONNECTION FEE</u> is a payment required of all new users of the sewerage system, as well as existing users who expand their wastewater discharge by more than 25% and is based upon the quantity and the quality of their wastewater discharge. This connection fee applies to residential, commercial and industrial dischargers. The connection fee is to be paid prior to the time the facility is connected to the sewer or, in the case of expanding facilities, at the time of increase of the wastewater discharge.
- <u>CONTIGUOUS PROPERTY</u> is property which is owned or hired by the industrial wastewater discharger, is contiguous to the source of industrial wastewater discharge, and is made up of land parcels with common boundaries or parcels separated only by publicly owned or operated rights-of-way. Publicly owned rights-of-way include those owned or operated by railroad, pipeline, water, power, electrical, gas, telephone or other public utility companies. Only those parcels having a common boundary, if the public right-of-way is removed, shall be considered contiguous.
- GENERAL ACUTE CARE BED means beds designated for burn, coronary, intensive care, medical-surgical, pediatric, perinatal, rehabilitation, acute respiratory or tuberculosis patients receiving 24-hour medical care. Specialized care beds with respect to special hospitals, i.e., Psychiatric Hospitals, shall be considered to be general acute care beds.
- <u>INPATIENT</u> is a person who is provided with room, board and continuous general nursing service in an area of the hospital where patients stay overnight.
- <u>INTERMEDIATE CARE BED</u> means beds designated to provide inpatient care to ambulatory or semi-ambulatory patients who have recurring need for skilled nursing supervision and need supportive care, but who do not require availability of continuous skilled nursing care.
- <u>PATIENT DAY</u> is a unit of measure denoting lodging facilities provided and services rendered to one inpatient between the census taking hour on two successive days. Synonymous terms: inpatient day, census day, inpatient service day, bed occupancy day.
- SKILLED NURSING CARE BED means beds designated to provide skilled nursing care and supportive care to patients whose primary need is for availability or skilled nursing care on an extended basis. It provides 24-hour inpatient care and, as a minimum, includes medical, nursing, dietary, pharmaceutical services and an activity program.
- <u>WASTEWATER</u> is the liquid-carried wastes of the community derived from human or industrial sources including domestic wastewater and industrial wastewater. Rainwater, groundwater or drainage of uncontaminated water is not wastewater and is not permitted to be discharged to the sewer.

CHARGE CRITERIA FOR ACUTE CARE BEDS

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

Quality Criteria – Chemical Oxygen Demand (Decomposable Material) Concentration - 605 milligrams/liter Suspended Solids (Filterable Material) Concentration – 144 milligrams/liter

CHARGE CRITERIA FOR SKILLED NURSING AND/OR INTERMEDIATE CARE BEDS

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

<u>Quality Criteria</u> – Chemical Oxygen Demand (Decomposable Material) Concentration – 514 milligrams/liter Suspended Solids (Filterable Material) Concentration – 270 milligrams/liter