

APPLICATION FOR COMMERCIAL/INDUSTRIAL
WASTEWATER RETAINAGE CREDIT

SECTION A – APPLICATION INSTRUCTIONS AND GENERAL NOTES

Please review the general notes below and provide complete information on the following application. Incomplete applications will not be reviewed. DeKalb County Department of Watershed Management (DWM) reserves the right to inspect, verify and audit all information, meter locations and meter readouts associated with this program.

1. Georgia Environmental Protection Division drought policies will supersede any DeKalb County Ordinance. Please visit www.epd.georgia.gov/water-conservation for the most up to date drought information and restrictions.
2. Please note that any water that does not return to DeKalb County's sanitary sewer system will not be assessed the sewer commodity charge, however, that water will be assessed the irrigation rate for the time period the credit is being applied for. Please visit www.dekalbcountyga.gov/watershed-management/rates-and-fees for the most up to date fees associated with DWM's water and wastewater charges.
3. All sewer credits will be issued as credits on the customer's water/wastewater monthly bill. No refund checks will be given at any time. Participants in the previous Sewer Commodity Credit Variance (SCCV) will receive bill credit(s) for any approved credits from 2016 with appropriate documentation.
4. Please submit this application with the Water Use Analysis Report attached as Exhibit B.
5. Proposed sub-meters must be compatible with DWM's AMI system to provide remote reading and data transmission of water sub-meter data. Sub-meter type and location must be approved by DeKalb County Water Meter Service Department, represented by Superintendent Mr. Robert L. Dunning, 770-621-7219/ rlunning@dekalbcountyga.gov, or other DWM program designee. AMI shall be acquired through DWM. New DWM approved meters must be acquired directly from a private vendor.
6. All engineering documents and drawings submitted must be signed and sealed by a State of Georgia licensed Professional Engineer.

Please submit questions and/or completed applications to:

Wastewater Retainage Credit Program, DeKalb County Department of Watershed Management - Planning & Development, 178 Sams Street, Decatur, GA, 30030 or via email to wastewaterretainage@dekalbcountyga.gov. Phone contact number is 404-371.2835. **404-687-4010 or 404-371-2667**

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

SECTION B - GENERAL INFORMATION

Business Name: _____

Account Number(s): _____

Business Address:

Street: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip Code:** _____

Site/Facility Address (if different than above):

Street: _____ **Suite/Unit:** _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person(s):

Name: _____

Email: _____

Work Phone: _____

Cell Phone: _____

**Does this facility obtain water by private well or sources other than DeKalb County
Department of Watershed Management?**

☐

Yes

☐

No

Does this facility hold any environmental permits?

☐

Yes

☐

No

If Yes, please list: _____

Is customer in good standing and current compliance with water and sewer billing?

☐

Yes

☐

No

Company's Products & Service Information:

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

SECTION C – COMMERCIAL/INDUSTRIAL CUSTOMERS

Please describe water/wastewater usage (e.g. HVAC, Irrigation, Manufacturing, etc.) and discharge information including use of water for maintenance and cleaning purposes (attach additional narrative pages as necessary):

Please describe plant/facility operational characteristics (attach additional narrative pages as necessary) (if not applicable, notate as N/A):

Provide details for any industrial discharge permit(s) and existing effluent flow measuring/metering information (if not applicable, notate as N/A):

List all existing DeKalb County water accounts:

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

SECTION D – SCCV PROGRAM

Previous participant in the Sewer Commodity Credit Variance (SCCV) program:

Yes: ☐ No: ☐

If yes, will you also be applying for the 2016 wastewater credit?

Yes: ☐ No: ☐

For what date range in 2016 (1/1/2016 is start limit) are you applying?

Start Date: _____ End Date: _____

What is the anticipated total volume (in gallons) from start date to end date?

_____ Gallons

Please provide adequate supporting documentation/calculations and measurements for application period.

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

SECTION E – ENGINEERING DOCUMENTS AND DRAWINGS

Submit a Process and Instrumentation Diagram/Drawing (P&ID)

Drawing(s) must show the piping and vessels in the process flow, together with the instrumentation and control devices.

P&ID drawing should be based on STANDARD ANSI/ISA S5.1 (latest version) and ISO 14617-6 (latest version), and should show the following information:

1. Process piping sizes, materials, and fluid conveyance classifications.
2. Flow directions.
3. DeKalb County water main, service line tap, DeKalb County water meter location, size and ID number.
4. Equipment & vessels with labels, instruments, and valves.
5. Permanent start up, flush lines, and sampling lines.
6. Show internal wastewater collection system, discharge points, and connections to DeKalb County wastewater collection system (existing and proposed).
7. Show existing and proposed water distribution sub-meter locations and specifications.
8. Show existing and proposed effluent discharge sub-meter locations and specifications.
9. Designate between proposed and existing system elements on P&ID (e.g. show existing as faded and proposed as bold).

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

Existing and Proposed Water Distribution Sub-Meter Specifications:

Existing or Proposed	Type	Manufacturer	Model No.	Size (in.)	Meter No.	Ownership

Note: Attach Additional Meters on Separate Sheet as Required. Please see Note 5 & 6, Page 1.

Existing and Proposed Effluent Discharge Sub-Meter Specifications:

Existing or Proposed	Type	Manufacturer	Model No.	Size (in.)	Meter No.	Ownership

Note: Attach Additional Meters on Separate Sheet as Required. Please see Note 5 & 6, Page 1.

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton



DeKalbCountyga.gov
wastewaterretainage@dekalbcountyga.gov

Watershed Management
Planning and Development
178 Sams Street.
Decatur, GA 30030

Please list any documents, specifications, and notes attached with this application:

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
LaDena Bolton

All information provided in this application is accurate and complete to the best of my knowledge. My signature below authorizes the verification of the information provided on this form. I understand that the cost of installation, repair and maintenance of any appurtenances (i.e. meters, effluent structures) will be the sole responsibility of the property owner and must conform to the current Wastewater Retainage Credit Policy and DeKalb County Standards and Specifications as well as any other governing body. I acknowledge that I have read and understand the GENERAL NOTES on page 1 of this application and the attached excerpt from **“Exhibit A – Wastewater Retainage Credit Policy.”**

Applicant Signature: _____ **Date:** _____

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

Exhibit A - Wastewater Retainage Credit Policy

I. Background and Eligibility

Pursuant to the current rates for water and waste water services, the volume of water provided to a user is metered and the volume of wastewater returned to DeKalb County's wastewater system by such user is estimated based on typical use patterns. As certain users consume some portion of the water provided and/or do not return the typical amount of wastewater to DeKalb County's wastewater system, this policy will allow for the adjustment of the sewer commodity charge to be paid by users who meet the criteria set out herein. Users admitted to the Wastewater Retainage Credit Program (Program) will pay the applicable standard water rate and sewer commodity charge for the water provided as recorded by their master meter, but will pay the applicable irrigation rate only (with no sewer commodity charges applied) for the volume of water directed to consumptive use and/or not discharged to the sanitary sewer system.

II. Application

The Department of Watershed Management (DWM) shall develop an application for admission to the Program by residential or commercial/industrial users. Interested users should contact the DeKalb County Department of Watershed, Deputy Director of Operations (or designee) to discuss the basic requirements of the program, its applicability to particular situations, typical metering arrangements, reporting, and other pertinent information. DWM personnel (or designee) shall be available to visit a prospective applicant's property and advise on the placement of sub-meters, wastewater meters, and/or the other requirements of the Program.

III. Industrial and Commercial Users

Any active current industrial, commercial, or institutional user of the DeKalb County Water and Sewer System that is in good standing and compliance with water and sewer billing is eligible for an adjustment on wastewater service charges for metered water that is not discharged to the sanitary sewer system upon admission to the Program. This guidance and fee structure is not applicable to the water and sewer access fees required by DeKalb County. Admission to the Program for industrial and commercial users will require the sub-metering of the water line or lines feeding any such consumptive use, allowing the Department of Watershed Management to accurately record the volume of water directed to such consumptive use. As an alternate to sub-metering consumptive uses, the industrial or commercial user may meter all combined wastewater discharged to the County's sanitary sewer system, allowing the Department of

Watershed Management to accurately record the volume of water supplied as compared to the volume of water discharged to the County's sanitary sewer system. The following describes the procedures for potential participants in the Program and the requirements for periodic reporting of water use and discharges to the sanitary sewer system.

a. Procedures and Reporting

The User may consult with DWM or retain the services of an independent engineering firm to develop a location plan for sub-meters, along with a meter-reading schedule, and to prepare the Semi-Annual Retainage Analyses. The User is required to pay all costs associated with engineering services, the installation and maintenance of sub-meters, and other related work. The sub-meters shall be compatible with DWM's automated metering infrastructure (AMI) system with the ability to transmit water meter data in accordance with DWM's requirements. Applications requiring metering of the wastewater volumes discharged to the sanitary sewer system shall have the ability for integration with DWM's AMI system to provide for remote reading and data transmission of wastewater meter data.

Sub-meters shall be installed to measure make-up water, water used in a product, boiler supply water, or other consumptive uses. Also, sub-meters are required on chemical blow-downs, cooling towers, basin overflows, or product waste streams to measure the return from these sources to the sanitary sewer system. As an alternate to sub-metering consumptive uses, the industrial or commercial user may meter all combined wastewater discharged to the County's sanitary sewer. The difference in readings between the supply, "consumptive use" and wastewater discharge sub-meters will reflect the "retained" amount. The user shall ensure that all meters are properly calibrated semi-annually to maintain accuracy.

Water and/or wastewater meter readings for all water meters, including the sub-meters will be remotely read by DWM monthly. These water meter readings will be used to generate the water bill calculated on the basis of total water supplied to the customer and factoring direct allowances for "consumptive" use water meter readings and wastewater volume discharged to the DWM sanitary sewer system. The applicable water and sewer rates approved by the DeKalb County Board of Commissioners will be determined for the respective uses and discharges. Generally, users admitted to the Program will be charged the irrigation rate for all water flowing through such sub-meters without application of the sewer commodity charge while being charged the standard water rates and the applicable sewer commodity charge for the remaining volume of water supplied to that user. Alternatively, if combined wastewater discharge meters are utilized, the measured wastewater volume will be charged at both the applicable water and sewer rates. Any difference in volume between the master water meter and the combined wastewater

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward "Ted" Terry

District 7
Ladena Bolton

discharge meters, known as the “retained water,” will be charged at the applicable irrigation rate only with no sewer commodity charges applied to such retained water.

The User may also read and record the water and/or wastewater system meter at the same time the sub-meters are read, if desired for coordination of data recording intervals; however, DWM billing records will govern if there is a discrepancy in readings.

b. New Commercial/Industrial Users

Users without established total consumptive historical records, defined as a minimum of one (1) quarter, shall retain a state of Georgia registered Professional Engineer to prepare a Water Use Analysis report. This report will at a minimum identify the proposed sub-meter locations, proposed flow rates, daily and monthly consumptive volumes as well as the proposed volume of wastewater planned for discharge to the sanitary sewer system. This report will serve as a basis for initial water and sewer billing with reconciliation of volumes and associated charges upon the installation of the sub-meters. Installation of all proposed sub-meters shall be completed, including installation transmitters to the DWM AMI system, within six months of DWM’s acceptance of the Water Use Analysis.

c. Users Admitted to the Prior Sewer Commodity Charge Variance Program

Those users who were previously admitted to the County’s Sewer Commodity Charge Variance Program and were current on all amounts billed for water and sewer as of December 31, 2015, shall be eligible for admittance to the Wastewater Retainage Credit Program and the adjustments outlined in this document upon written request submitted to the Department of Watershed Management, Deputy Director of Operations. Previously admitted users who submit such a written request shall be eligible for retroactive adjustments to amounts billed on or after January 1, 2016 in an amount that can be supported by approved sub-meters and upon the approval of the Director of the Department of Watershed Management.

IV. Residential Users (Not Applicable for Industrial/Commercial Applications)

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

District 1
Robert Patrick

District 2
Michelle-Long Spears

District 3
Nicole Massiah

District 4
Chakira Johnson

District 5
Mereda Davis Johnson

District 6
Edward “Ted” Terry

District 7
Ladena Bolton

EXHIBIT B -WATER USE ANALYSIS REPORT

Chief Executive Officer
Lorraine Cochran-Johnson

Board of Commissioners

Business Name: _____

District 1
Robert Patrick

Account Number: _____

District 2
Michelle Long Spears

Business Address:

Street: _____ **Suite/Unit:** _____

District 3
Nicole Massiah

City: _____ **State:** _____ **Zip Code:** _____

District 4
Chakira Johnson

Contact Person: _____ **Email:** _____

District 5
Mereda Davis Johnson

Work Phone: _____ **Cell Phone:** _____

Prepared By: _____ **Dated Prepared:** _____

District 6
Edward "Ted" Terry

Date Range (Minimum of Three (3) Months): _____

District 7
LaDena Bolton

- A. Proposed water flow rate(s) at proposed meter location: _____ Gallons/Day
"Provide flow rates at additional locations as required as attachment(s)"
- B. Proposed Daily Water Consumptive Volume: _____ Gallons
- C. Proposed Monthly Water Consumptive Volume: _____ Gallons
- D. Proposed Monthly Wastewater Discharge Volume: _____ Gallons
- E. Proposed Monthly Credits: (C - D) _____ Gallons

Notes:

- Calculated values above are intended to be averages over the indicated dated range. Please includes values utilized in calculations as an attachment to these forms.
- Provide locations of Proposed/ Existing DWM Complaint sub-meters in **Application for Commercial/ Industrial Wastewater Retainage Credit (Section E)**.
- "This report will serve as a basis for initial water and sewer billing with reconciliation of volumes and associated charges upon the installation of the sub-meters. Installation of all proposed sub-meters shall be completed, including installation of transmitters to the DWM AMI System, within six months of DWM's acceptance of the Water Use Analysis."
- **Wastewater Retainage Credit Policy, Section III, subsection.**

Certification:

I, _____, a registered Professional Engineer in Georgia, hereby certify that the above information is, to the best of my knowledge, a true and accurate representation of the wastewater flows generated by the above shown Dekalb County Department of Watershed Management customer.

ENGINEER'S SEAL
(Sign and Date)