

Top 5 Common Mistakes to Avoid when Completing the RD-925

Based on our review of the 2016 User Charge Annual Certified Statements (RD-925s), we noticed several common mistakes made by Users when completing their RD-925s. Mistakes on the RD-925s would result in the District correcting any errors which would subsequently revise the Net User Charge (NUC) as reported on the RD-925. If any balance amount is owed because of the correction, interest charges will be assessed on that amount from the due date of the RD-925 in accordance with Section 7d of the User Charge Ordinance.

Below are the top five common mistakes made by Users on their RD-925s. Since many of these mistakes can be easily avoided, please review the list below to be sure you are following these steps correctly. Please take these into account when completing your 2017 RD-925.

If you have any questions or would like additional instructions on how to prepare the RD-925, please contact your account specialist (see table on next page.)

1. Prorating Volume and Using Correct Meter Unit and Multiplier

Volume can be calculated using the Annual Wastewater Volume on the Excel version of the RD-925 on the District's website, www.mwrd.org.

Calculation of Annual Volume by Meter

Meter Code	Serial No. or Account No.	Days Active	Multiplier	Unit	First Reading	First Read Date	Last Reading	Last Read Date	Meter Annual Volume
		366	1	gal					

Days Active	Multiplier	Unit
366	1	gal

Using Correct Unit and Multiplier: Municipalities indicate the unit and multiplier of their meter readings on the water bills. The correct unit (**gallons or cubic feet**) should be selected from the dropdown list in the "Unit" column and a multiplier (**1, 10, 100, 1,000, etc.**) should be selected from the "Multiplier" column.

Prorating Volume: Unless a meter was replaced during the year, volume should be prorated to 365 or, in a leap year, 366 days. If you enter 365 or 366 in the "Days Active" column, the worksheet will automatically prorate the volume to 365 or 366 days.

For example, if the readings are in **thousands of gallons**, then "gal" should be selected in the unit column and "1,000" should be selected in the multiplier column.

2. Calculating Tax Paid to the District

Refer to your Second Installment Property Tax Bill for the previous year. (For the 2016 reporting year, use the 2015 Second Installment Property Tax Bill.) Find the line that says "Metro Water Reclamation Dist of Chicago". This line indicates the tax amount paid to the District. If you receive several tax bills, the tax amounts

from each bill should be added together.

If the property location on the bill does not match the physical location of the facility, no tax credit will be given for that parcel.

TOTAL PAYMENT DUE		2014 Second Installment Property Tax Bill					
\$2,348.68		Property Index Number (PIN)	Volume	Code	Tax Year (Payable In)	Township	Classification
By 08/03/15 (on time)		236	39018	2014	(2015)	WORTH	2-34
IF PAYING LATE, PLEASE PAY	08/04/15-09/01/15	09/02/15-10/01/15	10/02/15-11/01/15	LATE INTEREST IS 1.5% PER MONTH, BY STATE LAW			
	\$2,383.91	\$2,419.14	\$2,454.37				
TAXING DISTRICT BREAKDOWN							
Taxing District	2014 Tax	2014 Rate	2014 %	Pension	2013 Tax		
MISCELLANEOUS TAXES							
South Cook Mosquito Abatement Harvey	5.90	0.017	0.12%		5.59		
Metro Water Reclamation Dist of Chicago	149.15	0.430	3.03%	13.87	145.70		
Miscellaneous Taxes Total	155.05	0.447	3.15%		151.29		
TAX CALCULATOR				IMPORTANT MESSAGES			
2013 Assessed Value	15,754	2014 Total Tax Before Exemptions	- Thank you for your first installment payment of: \$2,578.47 on 03-03-15				
2014 Property Value	152,960	5,921.50					
2014 Assessment Level	X 10%	Homeowner's Exemption	-994.35				
2014 Assessed Value	15,296	Senior Citizen Exemption	.00				
2014 State Equalization Factor	X 2.7253	Senior Assessment Freeze Exemption	.00				
2014 Equalized Assessed Value (EAV)	41,686	2014 Total Tax After Exemptions	4,927.15				
2014 Local Tax Rate	X 14.205%	First Installment	2,578.47				
2014 Total Tax Before Exemptions	5,921.50	Second Installment +	2,348.68				
		Total 2014 Tax (Payable In 2015)	4,927.15				
		PROPERTY LOCATION	MAILING ADDRESS				
		EVERGREEN PARK IL	EVERGREEN PK IL				

South Cook Mosquito Abatement Harvey	5.90
Metro Water Reclamation Dist of Chicago	149.15
Miscellaneous Taxes Total	155.05

PROPERTY LOCATION	
EVERGREEN PARK IL	

3. Using Merged Sampling Data

If the District samples your facility during the reporting year for User Charge purposes, the merged sample results will be emailed to you in January of the following year. Please

report on the RD-925 using the **Flow-weighted average** concentrations for BOD and SS indicated on this report.

Metropolitan Water Reclamation District of Greater Chicago User Charge Sampling Report

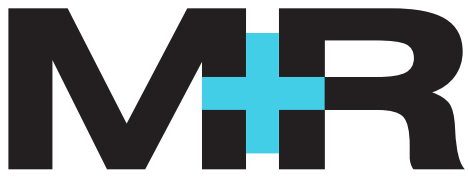
ISO	Exc	Sample Number	Source	Dur.	Date	BOD (mg/L)	SS (mg/L)	Flow (gallons)	BOD Loading (lbs)	SS Loading (lbs)	BOD Flow	SS Flow (gallons)
	F	5/23/2016	Mon		870	1,090	6,290	45.6	57.2			
	F	5/24/2016	Tue		784	770	11,710	76.6	75.2			
	F	7/19/2016	Tue		1,023	188	8,620	73.5	12.1			
	F	7/20/2016	Wed		869	101	26,450	191.7	22.3			
	F	7/21/2016	Thu		780	170	13,190	85.8	18.7			
	F	7/22/2016	Fri		895	250	9,820	73.3	20.5			
	D	8/1/2016	Mon	24	1,662	112	16,500	228.7	15.4			
	D	8/2/2016	Tue	24	1,205	226	9,070	91.2	17.1			
	D	8/3/2016	Wed	24	1,266	520	15,190	160.4	65.9			
	D	8/4/2016	Thu	24	1,055	320	17,560	154.5	46.9			
ALL VALID SAMPLES						10	10	10				
TOTAL								134,400				
AVG						1,041	373	13,440				
STD DEV						275	332	5,853				
MAX						1,662	1,090	26,450				
MIN						780	101	6,290				
GOOD DAYS						10	10	10				
TOTAL								134,400	1,181.3	351.2	134,400	134,400
AVG								13,440	118.1	35.1		
FLOW WT AVG						1,054	313					
ISOLATED DAYS						0	0	0				
TOTAL								0	0.0	0.0	0	0
AVG								N/A	0.0	0.0		
FLOW WT AVG						0	0					
EXCLUDED DAYS						0	0	0				
TOTAL								0	0.0	0.0	0	0
AVG								N/A	0.0	0.0		
FLOW WT AVG						0	0					

GOOD DAYS		
TOTAL	10	10
AVG		
FLOW WT AVG	1,054	313

If your facility was sampled by the District, but you did not receive a merged data report by the end of January or there is a discrepancy in the data, please contact your account specialist prior to preparing your RD-925.

Additionally, if you have any December RD-920 reports that you have not yet submitted, please notify your account specialist by the end of December and submit these reports as soon as possible.

(continued on next page)



4. Applying Approved Methodology

If your facility has a District-approved methodology, this should be used to report your RD-925. The flow methodology equation(s) should be entered in the Flow Methodology Section of the Annual Wastewater Volume Worksheet. For example:

Annual Wastewater Volume Worksheet

Flow Methodology(ies) by Outlet

Outlet No.	Methodology	Meter Code	Meter Code	Meter Code
Outlet No. 1A	=	I1	+ I2	+ S2
Outlet No. 2A	=	S3	+ S4	
Outlet No.	=			
Outlet No.	=			
Outlet No.	=			
Outlet No.	=			
Outlet No.	=			
Outlet No.	=			

Calibration records and meter readings should be submitted with your RD-925

5. Signing and Notarizing the RD-925

The RD-925 should be signed and notarized in the section below:

Signature of Officer/Owner: _____
 PRINT Name & Title: _____
 Telephone No.: _____
 E-mail Address: _____

Witnessed By: _____
 On: _____ (mm/dd/yy) _____
 Notary Public Seal

USERS	ACCOUNT SPECIALIST	PHONE
A - Ard	Max Cole	312.751.5936
Are - Brh	Devin Fitzgerald	312.751.3048
Bri - Cis	Mathew DeGutes	312.751.3005
Cit - Dom	Anna Tchoryk	312.751.3283
Don - E	Lolita Thompson	312.751.3009
F - Gf	Michael O'Brien	312.751.5926
Gg - H	Brian Pikelyny	312.751.3017
I - K	Sandra Diller	312.751.5952
L - Mer	Clifford Pulaski	312.751.3047
Mes - Nop	Carol Migalski	312.751.5924
Noq - Pan	Preet Mittal	312.751.3004
Pao - Rn	Barbara Scapardine	312.751.5938
Ro - Sm	Valerie Young	312.751.3026
Sn - Tr	Lora Bucu	312.751.5912
Ts - Un	Ilyse Mackoff	312.751.3030
Uo - Z	Patrick Molony	312.751.5951

Contact Person Changed?



Please let us know whenever there are any changes to the contact person at your facility. If the contact information for User Charge, Enforcement or the Field has changed, please let us know immediately. Some of the information sent by the District is time-sensitive. Having up to date contact information will ensure that you receive the District's information in a timely fashion.

The District is relying more on emails to send notifications and other pertinent information to our User community, so having the correct email address from each of our Users is important. It would also help if you set up your email system to accept District emails and prevent our emails from being filtered as spam mail. The Industrial Waste Division email address is mwr-d-ucts@mwr-d.org. Sometimes, the District's account specialists may email you directly. Their names and telephone numbers are listed in a table in this newsletter.

Cost Cutting Reporting Option - Wastewater Flow Distribution across Multiple Outfalls

Being able to report based on a wastewater flow distribution across multiple outfalls (WFD) allows a User to reduce its User Charge. WFD is also known as flow split or flow distribution. If you have one or more outfalls which have a much higher or lower biochemical oxygen demand (BOD) and/or suspended solids (SS) concentrations than your other outfalls, you may be able to use this reporting option. Equipment washdown is a source of high BOD and SS, while noncontact cooling water is a source of low BOD and SS.

Appendix C of the District's User Charge Ordinance (Ordinance), which outlines the WFD reporting option, requires that the volume from one or more outfalls be measured continuously, either directly at the outfall or indirectly from the source. The outfall's discharge volume may be directly measured using a flume or weir with an open channel flowmeter or measured inline by a magnetic flowmeter. Alternatively, the volume of water that eventually discharges through the outfall may be measured at the source using mechanical water meters.

By reporting the volume of water or wastewater individually from each set of outfalls on the User Charge Annual Certified Statement (commonly known as the RD-925), your User Charge would be reduced. If the User is not approved by the District to report based on a WFD, the User must report based on total metered water intake volume to its facilities and apply the highest values of BOD and SS concentrations obtained from sampling each of its outfalls to that volume of water.

As an example, a facility has two outlets designated as Outlet Nos. 1A and 2A and discharges 10,000,000 gallons during the 2017 reporting year. Without a WFD, the highest BOD and SS among all the outlets would be applied to the total volume. In this example, the highest concentration for both BOD and SS is 1,000 mg/L. The result is a Total Wastewater Loading Charge (TWLC) of \$33,587.54, as shown in Table 1.

Total Annual Volume Charge	Total Annual BOD Charge	Total Annual SS Charge	Total Wastewater Loading Charge
\$2,596.10	\$19,109.44	\$11,882.00	\$33,587.54

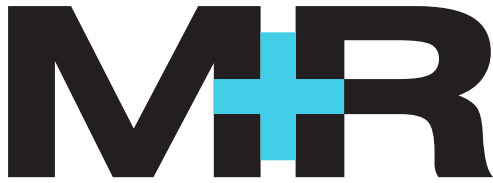
Now suppose the same facility has an approved WFD methodology with flow volumes and sampling results as shown in Table 2.

Outlet No.	Flow (gallons)	BOD (mg/L)	SS (mg/L)
1A	7,000,000	1,000	1,000
2A	3,000,000	119	168

The resulting TWLC is \$25,571.17, which is a savings of \$8,016.37. See Table 3.

Outlet No.	Volume Charge at Each Outlet	BOD Charge at Each Outlet	SS Charge at Each Outlet	Total Wastewater Loading Charge
1A	\$1,817.27	\$13,376.61	\$8,317.40	\$25,571.17
2A	\$778.83	\$682.21	\$598.85	
Total	\$2,596.10	\$14,058.82	\$8,916.25	

Appendix C of the Ordinance outlines the requirements for reporting WFD. Appendix A of the Ordinance provides the approval procedure and required submittals for reporting based on this and other reporting options found in the Ordinance. The Ordinance is found in the District's website, www.mwr-d.org. Please call the Pretreatment and Cost Recovery Section at (312) 751-3044 for more information.



IWD Submittal Deadlines

CONTINUED COMPLIANCE REPORTS (RD-115)			
40 CFR	Industrial Category	First	Second
403	Non-Categorical	6/1	12/1
410	Textile Mills	3/2	9/2
413	Electroplating	4/27	10/27
414	Organic Chemicals, Plastics, Synthetic Fibers	5/5	11/5
415	Inorganic Chemicals Manufacturing	2/12	8/12
417	Soap and Detergent Manufacturing	6/10	12/10
419	Petroleum Refining	6/1	12/1
420	Iron and Steel Manufacturing	1/10	7/10
421	Nonferrous Metals Manufacturing	3/9	9/9
423	Steam Electric Power Generating	1/1	7/1
425	Leather Tanning and Finishing	5/25	11/25
430	Pulp, Paper, and Paperboard	1/1	7/1
433	Metal Finishing	2/15	8/15
437	Centralized Waste Treatment	6/22	12/22
439	Pharmaceutical Manufacturing	4/27	10/27
442	Transportation Equipment Cleaning	2/14	8/14
455	Pesticide Chemicals	4/4	10/4
463	Plastic Molding and Foaming	1/30	7/30
464	Metal Molding and Casting	4/30	10/30
465	Coil Coating	6/1	12/1
466	Porcelain Enameling	5/25	11/25
467	Aluminum Forming	4/24	10/24
468	Copper Forming	2/15	8/15
469	Electrical and Electronic Components	1/14	7/14
471	Nonferrous Metals Forming	2/23	8/23

Notification of Self-Monitoring Sampling Program



As a regulatory agency, the District has the right to conduct sampling at any time at any facility. In order to avoid any scheduling conflicts, please notify the District at least 30 days prior to the start of any type of self-monitoring sampling programs (compliance, User Charge, etc.). The notifications will help Users avoid cost and time associated with rescheduling of their self-monitoring programs.

The notification may be submitted to the District's Pretreatment and Cost Recovery Section by one of the following methods: electronic mail to mwr-ducts@mwr-d.org; U.S. mail addressed to the Pretreatment and Cost Recovery Section, 111 East Erie Street, Chicago, Illinois 60611; or facsimile transmission sent to 312-894-2150.

MWRD's **Sewage and Waste Control Ordinance** and **User Charge Ordinance** are available on MWRD's website at www.mwr-d.org.

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