

GENERAL INSTRUCTIONS

Wastestrength Certification Form

The following instructions are designed to assist you in completing the attached Wastestrength Certification Form. Examples have been provided which should answer most questions concerning the information required. If, however, you have a question about a particular item, please call the District office at 225-2164 and someone will assist you.

Please make sure that all blanks are completed even though the answer may be "zero", "none", or "not applicable". To minimize errors, we must ask that all information be clearly printed or preferable typewritten. For some sections we recommend that you make a copy of the section and prepare a "rough draft" before you complete the form.

Based on the information you have already provided, we have enclosed additional pages of the form where appropriate. If this is not sufficient, more pages are available from the District office. If additional space is required to provide complete information for a particular item, please attach additional sheets keyed to Section and Item number, and indicate "continued on additional sheet" in the appropriate blank on the form.

Milwaukee Metropolitan Sewerage District
Industrial Waste Section
260 West Seeboth Street
Milwaukee, Wisconsin 53204-1446

DETAILED INSTRUCTIONS

SECTION A. GENERAL INFORMATION

1. The company name is that name which is used for official transactions.
2. If applicable, indicate the name of the division of the company for which this form is being filed.
3. The mailing address is the address where you want literature, information, or official notices concerning this program sent.
4. The facility address is the address of the plant or facility for which the form is being filed. A facility may consist of either a single building, or multiple buildings located on one plant site.
5. The signing official shall be an official of the company authorized to sign for the company and certify the accuracy of information provided on the form.
6. The plant representative shall be an official assigned with the responsibility of matters concerning wastewater disposal. He should be the individual the District can call to discuss a wastewater problem or to make arrangements for periodic verification sampling.

SECTION B. PRODUCT OR SERVICE INFORMATION

1. List the principal products produced by your manufacturing operations. If your company performs a service rather than producing a product, describe this service.
2. Indicate the four digit SIC code that best describes your operation. In some cases more than one SIC code will apply. In this is true of your particular operation, list only those codes that are associated with your wastewater producing products. SIC codes may be found in the Standard Industrial Classification Manual (1987 Edition) as prepared by the Office of Management and Budget, Executive Office of the President, Washington, D.C. A copy of this publication can be found in the reference section of the Milwaukee Public Library.

SECTION C. PLANT OPERATIONAL CHARACTERISTICS

1. Indicate whether your major wastewater producing processes are batch or continuous. A batch process produces items in one operation or in lots. A continuous process is normally considered as an operation where the product proceeds step by step essentially without interruption through the manufacturing process.

To compute the representative average number of batches per 24 hour day, sum up the total number of batches made during a typical production month and divide by the average number of work days per month.

2. Indicate any seasonal variation of your operation. For example, during summer months a plant may make anti-freeze for sale during fall and winter. During winter months the same plant may manufacture charcoal lighter. Such an operation would be considered seasonal if there is a significantly different level of production or service at different times of the year. For those plants with seasonal variations in manufacturing processes, itemize the products and months of peak production for those products.
3. Please provide the shift information requested as it will help describe when to expect your major wastewater flow. Consider the first shift as the one starting generally about 8:00 a.m., with three shifts possible per day. Only the periods of production or process operation, including cleanup procedures, are considered shift work. The average number of equivalent full-time employees per shift should include those office workers, executives and watchmen whose hours generally coincide with the times of the production shifts.
4. Please indicate any period of annual shutdown which would result in a change in wastewater characteristics.
5. Describe any wastewater treatment or pretreatment equipment or processes used to improve wastewater prior to discharge to the sewer system. This includes any equipment or processes used to remove or reduce solids, grease, dissolved or other materials. Examples are: screens; settling tanks, ponds or lagoons; grease traps; filters; or aeration tanks.

SECTION D. SEWER CONNECTION INFORMATION

The information requested in this section is required to allow the District to locate the sewer connections that need to be sampled for the verification monitoring.

List sewers, or outfalls, that are connected to your local sanitary or combined sewer system. It is not necessary to list connections to a storm sewer or natural water course. For each connection, assign a sequential reference number, indicate the size (diameter) of the sewer, and provide a brief description of the location of the sewer connection if it is not clearly described by the accompanying drawings.

Attach a drawing of the plant area showing physical location of the sewer connections enumerated above. The drawing, to a convenient scale, should show the sewer connections with respect to physical features such as buildings, city streets, alleys, or ditches. The drawing must also show a North arrow, and the direction of flow in each sewer. For filing convenience, the drawing should be on 8-1/2" x 11" paper. When complete, send one copy with your form and retain a copy for your files.

SECTION E. WASTEWATER ANALYSIS AND SAMPLING LOCATION

The wastewater analysis information provided in this section will be used as the basis for determining the strength of your wastewater. This strength, together with the volume information provided in Section F, will be used to calculate your sewer user charges.

The sampling location information will be used to assist the District in performing the verification sampling program. One completed page 3 (Section E) will be required for each connection to your local sanitary or combined sewer system even if it discharges only domestic waste.

1. Enter the sewer reference number from Section D on the solid line at the right.
2. To assist the District in locating the sampling point, an enlargement of the drawing provided in Section D is required. This enlargement should be "to scale"; should show reference points such as streets, alleys, and a North arrow; and should appear in the space provided.
3. The analytical data provided here will be used, in part, as the basis for calculating your sewer user charges.

Sewers which carry only domestic wastewater do not require analysis; however, you may provide analysis of your domestic wastewaters if you so desire. If you elect not to sample your domestic wastes, the District will assign domestic wastestrengths equal to the Equivalent Residential Unit as determined in Section 1 of the Cost Recovery Procedures Manual. These wastestrengths currently are 310 mg/l for BOD₅ and 370 mg/l for TSS. If you elect to provide analysis of your domestic wastewaters, the wastestrengths provided will be used for billing purposes and the wastestream will be eligible for periodic sampling by the District under the Verification Sampling Program. Analysis for COD is not necessary for domestic wastewaters. Please indicate in item 4c that "the sewer discharges only domestic waste".

For uncontaminated cooling water you may enter an average TSS of 0 mg/l and BOD₅ of 0 mg/l. No COD is necessary. Indicate in item 4c that "the sewer discharges only cooling water".

For all sewers carrying a process wastewater you must have the wastewater analyzed for TSS and BOD₅ and enter the values in the appropriate space. No analysis for COD is necessary.

4. The information provided here will serve to document the sample handling procedures utilized. Please indicate when and by whom the samples were collected and analyzed. Also provide a brief description of the sampling procedure, including the number of samples taken and a description of how the samples were preserved en route to the analytical laboratory.

Samples may be collected and analyzed by qualified personnel within your organization or by independent laboratories or firms qualified to do such work. A partial listing of these firms can be found in the yellow pages under "Chemists - Analytical and Consulting" or "Laboratories - Testing".

The collection of samples, measurements of flows, and all analyses must be conducted according to recognized professional practice. The sampling procedure must be designed to provide an analysis which is representative of actual conditions. Samples must be collected over a sufficient period (minimum of three days) to obtain your average wastewater characteristics.

All analyses are to be conducted according to procedures outlined in the latest edition of "Standard Methods for the Examination of Water and Wastewater". All values obtained are to be reported in milligrams per liter (mg/l).

SECTION F. WATER DISCHARGE AND LOSS WORKSHEET

This section has been designed in a worksheet format to assist you in making an accurate accounting of all of the water you use in your facility. The information provided will be used as the basis for determining the volume of wastewater discharged to the sewer system. This volume, together with the strength determined in Section E, will be used to calculate your sewer user charges. We recommend that you make a copy of this section and prepare a rough draft before completing the pages you will file.

1. Enter the agency or water utility from which your facility purchases raw water. If another source such as a well is utilized, indicate that source and clarify by explanation if necessary. Also, indicate the type of meter you use to determine how much water is taken from the well or other source.

2a, b, c and d

Using your water bills for the past twelve month period, enter the total amount of water purchased for each quarter. If billed monthly, total three months to make one quarter.

- 2e. Enter the sum of the four quarters to obtain the total water purchased for the past twelve month period.
- 2f. If your water bills are in units of 100's of cubic feet, multiply the amount on line 2e1 by 0.748 and enter on line 2f. If your water bills are in units of 1000's of gallons, copy the amount on line 2e2 onto line 2f.
- 2g. Enter the volume of water taken from wells or other sources in thousands of gallons per year.
- 2h. Enter the sum of 2f plus 2g. This is the total water used by your company over the past twelve month period.
3. List all water account numbers serving this facility. In most instances the account numbers can be found on your municipal water bills.
4. The following items are designed to assist you in accounting for all the water you used in the past twelve months. This information is needed so that you are not overcharged for water that you do not discharge to the sanitary sewer system. You may also find it useful in locating areas where you might be able to conserve water.

Water Discharges to Sanitary or Combined Sewers

- 4a. Enter each sewer connection reference number in a separate column. All sewer connections must be accounted for.

4b, c, d, and e.

For each sewer connection, enter the average volume of water discharged in thousands of gallons per year for each category listed. In some cases the volume of water used for a particular category will be metered. In other cases, a calculated estimate of water discharge will be necessary based on the area of your facility served by each sewer connection.

If you have no direct measurement for domestic wastewater flow, you may use an estimate of 6.85 hundreds of cubic feet per year per equivalent full-time employee or 5.12 thousands of gallons per year per equivalent full-time employee. Companies with less than 10 employees and/or companies with a large number of automatic flushing urinals or continuously running bubblers may have a much larger flow per employee. If this is your case, you should make a detailed inventory and flow estimate of these sanitary conveniences.

Line 4e may include water unaccounted for.

4f. Enter the sum of all water discharges for each sewer connection.

Water Losses

4g, h, i, j, k, and l.

Enter the average water lost for each category in thousands of gallons per year. For the purposes of this accounting, cooling water discharged to storm sewers or surface waters is considered to be a loss. Again, some categories may be metered, but some may require a calculated estimate based on the area of your facility served by each water source.

4m. Enter the sum of all water losses.

4n. The total water discharges and losses equal the sum of line 4f and 4m. This total must equal the total water used as reported on line 2h.

Please check to see that all blanks have been completed.

You have just completed your Wastestrength Certification Form. The District thanks you for your cooperation. This form will greatly improve our ability to economically serve you. We also hope it will give you a little more insight into your own water and wastewater concerns and perhaps guide you to areas of possible pollution abatement.

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT
260 W. Seeboth Street, Milwaukee, WI 53204-1446

WASTE STRENGTH CERTIFICATION FORM



File No.

Note to signing official: Make sure all blanks in sections A thru F are completed. Information must be typewritten or clearly printed. Attach additional sheets keyed to section and item number if needed to provide complete information. Signing official must have authorization to provide such information on behalf of the company, corporation, or partnership.

SECTION A. GENERAL INFORMATION

1. Company Name: _____
2. Division Name: (If applicable) _____
3. Mailing Address:
 - a. Street or P.O. Box _____
 - b. City, State, and Zip Code _____
4. Facility Address:
 - a. Street Address _____
 - b. City and Zip Code _____
5. Name, title, and telephone number of signing official:
 - a. Name _____
 - b. Title _____
 - c. Telephone Number _____
6. Name, title, and telephone number of plant representative:
 - a. Name _____
 - b. Title _____
 - c. Telephone Number _____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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 fine and imprisonment for knowing violations.

Signature _____ Date: _____
Name, printed: _____
Title: _____

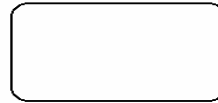
SECTION B. PRODUCT OR SERVICE INFORMATION

1. Brief narrative description of the manufacturing or service activity at this facility: _____
2. Standard Industrial Classification Code (SIC) _____

SECTION C. PLANT OPERATIONAL CHARACTERISTICS

1. Are major wastewater producing processes batch or continuous? _____
Average number of batches per 24 hour day? _____
2. Are your processes subject to seasonal variation? _____
If yes, explain indicating month(s) of peak operation and products: _____
3. Shift Information: a. Number of shifts per work day _____
b. Number of work days per week _____
c. Average number of employees per shift: _____
_____ 1st _____ 2nd _____ 3rd _____ Total
4. Period of annual shutdown: _____
5. Describe wastewater treatment equipment or processes in use: _____

NOTE: Work with only one page at a time



File No.

SECTION E. WASTEWATER ANALYSIS AND SAMPLING LOCATION

(Complete one page 3 for each connection.)

1. Sewer reference number from Section D.....

Ref. No.

2. Drawing (to scale) showing **sewer connection point and sampling location**, e.g. manhole where samples can be collected:

3.	Analytical Data:	Average
	a. Total suspended solids TSS	_____ mg/L
	b. Biochemical Oxygen Demand BOD ₂	_____ mg/L
	c. Chemical Oxygen Demand COD	_____ mg/L

4. Sample handling information:

a. Samples collected by:

(Name of Organization)

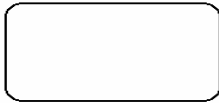
Date(s)

b. Samples analyzed by:

(Name of Organization)

Date(s)

c. Description of Sampling Procedure:



File No.

SECTION F. WATER DISCHARGE AND LOSS WORKSHEET

1. Raw water source:

- a. _____
Name
- b. Unmetering method(s) _____ metering method(s) _____
Number
- c. Unmetered well(s) _____
Number
- d. Other _____
Describe (including metering method)

2. List total water purchases from water bills for past twelve months. Use whichever column is most convenient.

	Hundreds (100's) of Cubic Feet (CCF)	OR	Thousands (1000's) of gallons
a. 1st Quarter, 20____	_____		_____
b. 2nd Quarter, 20____	_____		_____
c. 3rd Quarter, 20____	_____		_____
d. 4th Quarter, 20____	_____		_____
e. Total Water Purchased	_____		_____
(Sum of lines a through d)	e1	e2	
f. Total water purchased in thousands of gallons per year (either amount on line e2 or 0.748 times amount on line e1)			_____
g. Volume from wells and other sources in thousands of gallons per year			_____
h. Total water used for 12-month period in thousands of gallons per year (sum of lines f and g)			

3. List all water meter account numbers serving this facility and show the location of the water meters, by reference number, on the map prepared in Section D.

Ref. No.	Ref. No.	Ref. No.
1. _____	9. _____	17. _____
2. _____	10. _____	18. _____
3. _____	11. _____	19. _____
4. _____	12. _____	20. _____
5. _____	13. _____	21. _____
6. _____	14. _____	22. _____
7. _____	15. _____	23. _____
8. _____	16. _____	24. _____

NOTE: Work with only one page at a time.

SECTION F. (continued)

File No.

4. Water discharge and loss accounting:
(All values should be in thousands (1000's) of gallons per year.)

WATER DISCHARGES

a. sewer connection reference no.				Total for all Sewer Connections*
b. waste process water				
c. cooling water to combined sewer				
d. domestic waste water				
e. other _____ describe				
f. total discharge				

WATER LOSSES

	Total for all Water Meters
g. cooling water to storm sewer or surface waters	
h. evaporation	
i. contained in product	
j. lawn irrigation	
k. waste haulers	
l. other _____ describe	
m. total losses	
n. Total Water discharge and Loss (sum of line f plus line m)	

GRAND TOTAL**

* If more than one page 4 is required, complete this column only on the last page 4 used.

** Grand Total must agree with item 2h.