

RD-925
FOR THE YEAR 2011

Metropolitan Water Reclamation District of Greater Chicago (District)
Instructions For Preparing and Filing the
User Charge Annual Certified Statement (RD-925)
For Monthly and Annual Payers and Nonpayers

GENERAL INSTRUCTIONS

A. Who Must Submit Annual Certified Statements (RD-925)?

All Users in the Large Commercial-Industrial or Tax-Exempt Classification under Section 2 of the User Charge Ordinance must submit an RD-925 statement annually.

B. Submittal and Retention of Supporting Documentation

All data and calculations (sampling data, flow records, reports of chemical analyses, current real estate tax bills, water bills, etc.) used by the User in the computation of the RD-925 statement must be submitted to the District with the RD-925 statement and should be retained for not less than five years from the date such documentation was submitted to the District.

C. Due Dates

The RD-925 statement, together with supporting documentation and payment, if any, must be received by the District not later than February 21, 2012. For overdue payment and late filing, interest and penalties will be charged as provided in Sections 7d and 8 of the User Charge Ordinance. **No extension of this deadline will be granted under any circumstances.**

D. Waste Discharge Outlets

All waste discharge outlets to the sewerage system must be identified by District-designated outlet numbers on diagrams supplied by the User. The data shown in Lines 14 through 18 should correspond to the respective outlets.

E. Tax-Exempt Reporting Options

Water usage information for 2011 (water bills or water meter readings) must be submitted with the RD-925 statement. Tax-Exempt Users who discharge solely domestic waste strength sewage and are approved to report under Section 7g should use the new RD-925 EZ FILL form (for Tax-Exempt Users) that is available on our website or by phone request.

Tax-Exempt Users who do not receive water bills or who do not have meters to measure the discharge may file using a Tax-Exempt User Charge Annual Certified Statement 7f in place of the RD-925 statement. The 7f Statement is available upon request and on our website.

F. Additional Reporting Options

Section 7g. Large Commercial-Industrial and Tax-Exempt Users whose sewer discharges are solely domestic in nature may petition the Director of Monitoring and Research (Director), in writing, to forgo annual sampling and may use the standard domestic waste strength concentrations of 119 mg/L for BOD, and 168 mg/L for SS.

Section 7h. Large Commercial-Industrial and Tax-Exempt Users may petition the Director, in writing, to forgo annual sampling by allowing the District to sample their discharges and determine their representative concentrations.

Section 7i. Large Commercial-Industrial and Tax-Exempt Users whose sewer discharges have exhi-

bited uniform concentrations of BOD and SS for three consecutive representative years, as verified by the District, may elect, upon approval from the Director, to forgo the annual sampling requirement by allowing the District to determine their representative concentrations based on historical data.

G. Measurement Procedure

If metered water supply is used, attach copies of water bills for the reporting year. If the flow volume cannot be accurately quantified solely by means of metered intake, the User must provide measurement devices to quantify the total discharge. Refer to Appendix A of the User Charge Ordinance for requirements for reporting flow volume and establishing in-plant water losses. **Please note that no credit for consumptive losses will be given without prior written approval from the Director and supporting documentation.**

H. Tax Increment Financing Districts

When the real estate tax bills include parcels that are within a Tax Increment Financing (TIF) District, for which the equalized assessed value (EAV) is frozen, the deductible portion of ad valorem taxes will be calculated by multiplying the frozen EAV by the applicable District tax rate and Operations, Maintenance and Replacement (OM&R) factor.

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- Information collected and received by the District becomes public record and may be subject to disclosure under the Illinois Freedom of Information Act (5 ILCS 140). Please refer to these state regulations for applicability.
 - Information submitted to the District may be claimed confidential to the extent allowed by 40 CFR Part 403.14 and 40 CFR Part 2.302 if such is requested at the time of submittal. Please refer to these federal regulations for applicability.