



- Users are no longer required to submit a request for MWRD User Charge data. All available merged User Charge data will be sent to the User during the first half of January.
- The Payment Voucher (925-V) is now attached to the RD-925 Workbook.
- All worksheets have a Comments box for clarifying submitted data.
- The 2016 forms and worksheets are available on www.MWRD.org



RD-925 Coversheet

- The RD-925 coversheet can be filled out with the aid of the Excel worksheets.
- If the Excel worksheets are not used, calculations must be provided with the RD-925.

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

Rep	porting Facility Information	User Account No		_
4	Name	oou Account No		
	Address	Significant-Industrial Use	r (SIU):	☐ Yes ☐ No
	City, State, Zip Code	If yes, enter the number of Outlets in y		
	Telephone	User Charge Classification:	-	
		Large Commercial-Industrial User	(LCIU) 🗆 Ta	x-Exempt User (TXE)
2.	Nature of Business:			
3.	a. No. of Employees: b. No. of Works	lays: c. Operatir	ng on Weeken	ds? □ Yes □
4.	Number of Final Outlets (User Charge):	b. Number of Incoming Water N	Neters:	_
5.	Dates of User Charge Sampling:			
	nual Quantities Volume (gallons):			Total
a. 7	5-Day Biochemical Oxygen Demand (BOD):		mg/L	
r. R	Suspended Solids (SS):		mg/L	
			mgrt	
	er Charge Computation			
).	Total Annual Volume Charge:	Multiply Line 6 by		\$
10.	Total Annual 5-Day BOD Charge:	Multiply Line 1		\$
	Total Annual SS Charge:	Multiply Line 8	by \$0.14833	\$
	Total Wastewater Loading Charge:	Sum Lines	9, 10, and 11	\$
	Minimum Pretreatment Requirement Charges:			\$
	Total Gross User Charge:	Sum of Lir	ies 12 and 13	-
			- 455	·
10.	Total Ad Valorem Tax Credit:	Subtract Line 16	e 15 by 0.344	-
	Total Payments Made (Year to Date): Total of			-
	Total User Charge Remaining Due:			-
	pared By:		2016 U	Iser Charge Rates
	npany/Title:		Volume:	\$255.02 per million gallon
	ail Address:			
lele	phone No.:		5-Day BOD:	\$234.95 per thousand pour
Certi	ification: The undersigned, being first duly swom on oath, deposes ar statement and its supporting documentation and to the best		Suspended Solids:	\$148.33
	are true,correct, and complete.			per thousand pour
			OM&R Factor:	0.344
-	nature of Officer/Owner:			
	NT Name & Title:		1	District Use Only
	phone No.:		Year:	2016
E-m	ail Address:		\$ Paid:	
	_		Deposit Da	
Vitn	On: (mm/dd/yy)	Notary Public Seal	Post Date: Check No.	

The completed RD-925 Form must be postmarked by February 21, 2017 and mailed to: Metropolitan Water Reclamation District of Greater Chicago, P.O. Box 10687, Chicago, IL 60610-0687



RD-925 Coversheet Lines 1-5

- The correct User account number and facility name and address must be entered.
- Select 'Yes' if your facility is an SIU and enter the number of Outlets in your DA to ensure your MPR charges are accurately calculated.
- Select your User Charge Classification as LCIU or TXE.

User Charge Annual Certified Statem	RD-925 ent For the 2016 Reporting Year
Reporting Facility Information	User Account No.
1. Name	•
Address	Significant-Industrial User (SIU): ☐ Yes ☐ No
City, State, Zip Code	If yes, enter the number of Outlets in your Discharge Authorization (DA):
Telephone	User Charge Classification:
	☐ Large Commercial-Industrial User (LCIU) ☐ Tax-Exempt User (TXE)
2. Nature of Business:	
a. No. of Employees: b. No. of Workda	c. Operating on Weekends? Yes No
4. a. Number of Final Outlets (User Charge):	b. Number of Incoming Water Meters:
Dates of User Charge Sampling:	

RD-925 Coversheet Line 6-8

Ar	nual Quantities		Total
6.	Volume (gallons):		ga
7.	5-Day Biochemical Oxygen Demand (BOD):	mg/L	lbs
8.	Suspended Solids (SS):	mg/L	lbs

- Annual Quantities (Lines 6, 7, and 8) can be prepared using the Annual Wastewater Volume and Wastewater Loadings Worksheets.
- If you have a single outlet, you can directly enter BOD and SS values in the concentration boxes on Lines 7 and 8.



RD-925 Coversheet Lines 9-19

- Lines 9-12 will auto-populate based on Lines 6-8.
- Line 13 is linked to the MPR worksheet.
- Lines 15 and 16 are linked to the Ad Valorem Tax Credit Worksheet.
- Line 17 is your Total Net User Charge for 2016.

User Charge Computation

9.	Total Annual Volume Charge:	Multiply Line 6 by \$0.00025502	\$ <u></u>	
10.	Total Annual 5-Day BOD Charge:		\$	
	Total Annual SS Charge:		\$	
	Total Wastowator Loading Charge:	Sum Lines 9, 10, and 11	\$	
13.	Minimum Pretreatment Requirement Charges:	Line 7 from the MPR Charge Worksheet	\$	
14.	Total Gross User Charge:	Sum of Lines 12 and 13	\$	
15.	Total Second Installment Property Taxes Paid to I		\$	
16.	Total Ad Valorem Tax Credit:	Multiply Line 15 by 0.344	\$	
17.	Total Net User Charge:	Subtract Line 16 from Line 14	\$	
18.	Total Payments Made (Year to Date):	Total of RD-913 Invoice Payments made for Reporting Year 2016	\$	
19.	Total User Charge Remaining Due:	Subtract Line 18 from Line 17	\$	



RD-925 Coversheet Certification

- The preparer must legibly write their name and contact information in case MWRD has any questions.
- An Officer or Owner of the company must review and certify the RD-925 filing.
- The RD-925 must also be certified by an active Notary Public.

Prepared By:			2016 Us	er Charge Rates
Company/Title: E-mail Address:			Volume:	\$255.02 per million gallons
Telephone No.:			5-Day BOD:	\$234.95 per thousand pounds
Certification: The undersigned, being first duly swom on oath, deposes and says that he/she has examined this statement and its supporting documentation and to the best of his/her knowledge and belief, same are true,correct, and complete.				\$148.33 per thousand pounds
			OM&R Factor:	0.344
Signature of Officer/Owner:				
PRINT Name & Title:			For Di	strict Use Only
Telephone No.:			Year:	2016
E-mail Address:			\$ Paid:	
			Deposit Dat	e:
Witnessed By:			Post Date:	
On:	(mm/dd/yy)	Notary Public Seal	Check No.:	
			Batch No.:	

The completed RD-925 Form must be postmarked by February 21, 2017 and mailed to: Metropolitan Water Reclamation District of Greater Chicago, P.O. Box 10687, Chicago, IL 60610-0687



Annual Wastewater Volume Calculation Worksheet

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO Annual Wastewater Volume Worksheet For the 2016 Reporting Year Flow Methodology(ies) by Outlet Outlet No Outlet No. Outlet No Outlet No. Outlet No Calculation of Annual Volume by Meter Calculation of Total Annual Volume by Outlet Annual Volume



Flow Methodologies by Outlet

Annual Wastewater Volume Worksheet									For the 2016 Reporting Year		
Flow Methodology(ies) t	y Outlet										
	Meter Code		Meter Code	Meter Code							
Outlet No.	=	+	-	-			-				
Outlet No.	=									\neg	
Outlet No.	=										
Outlet No.	=										
Outlet No.	=									$\overline{}$	
Outlet No.	=										
Outlet No.	=										
Cutted No.										_	

- Enter MWRD approved Outlets and flow methodology equations.
- If User reports only on Total Volume from Metered Incoming, this section does not need to be filled out.
- Estimated volumes require prior MWRD approval.



Calculation of Annual Volume By Meter

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
\vdash		366	1	gal				-	<u> </u>
								=	=
\vdash	·							\dashv	<u>-</u>
									-

- Gather water bills or meter readings.
- Identify the Meter Code and Serial No. or Account No. for each meter.
- Indicate the days the meter was active in 2016 (most likely 366 days).

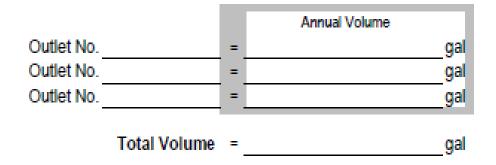
- Select the multiplier (1, 10, 100, etc.).
- Select unit of measurement (gal or ft³).
- Enter meter readings and dates of readings.



Calculation of Annual Volume

Calculation of Annual Volume

	_	Annual Volume
Outlet No.	=	gal



- Use the MWRD approved methodologies entered at the top of the worksheet to calculate the annual volume for each Outlet.
- The Total Volume from all the Outlets will auto-populate.
- Wastewater flow distribution or other calculation methodologies can only be applied if the facility has a written MWRD approval.



Annual Wastewater Loadings Calculation Worksheet

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO **Annual Wastewater Loadings Worksheet** For the 2016 Reporting Year Sampling Results or Reporting Option(s) 5-Day BOD Outlet No. Calculation of Annual Quantities by Outlet Volume 5-Day BOD Suspended Solids 5-Day BOD Suspended Solids (gallons) (mg/L) (mg/L) Outlet No. Indicate Total on Line 6 of the User Charge Annual Certified Statement Indicate Total on Line 7 of the User Charge Annual Certified Statement Indicate Total on Line 8 of the User Charge Annual Certified Statement Comments



Sampling Results or Reporting Options

Annual Wastewater Loadings Worksheet For the 20							Repo	rting Year
Sampling Re	sults or Repo	orting Option(s)						
		5-Day BOD	Suspended Solids	Г	Reporting Op	tion/Sam	pling Re	esults
Outlet No.		mg/L	mg/L		Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L	Þ	Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L		Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L	Þ	Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L		Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L		Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L		Sampling	7g [□ 7h	□ 7i
Outlet No.		mg/L	mg/L		Sampling	7g	□ 7h	□ 7i

- Identify the concentrations for each Outlet sampled or approved for MWRD reporting options:
 - 7g: Standard Domestic Concentrations
 - 7h: District Sampling Data
 - 7i: Historical Concentrations
- Data provided by MWRD should be used.



Calculation of Annual Quantities By Outlet

Calculation of Annual Quantities by Outlet

	Volume (gallons)	5-Day BOD (mg/L)	Suspended Solids (mg/L)	5-Day BOD (lbs)	Suspended Solids (lbs)
Outlet No.	 (gallotto)	(ing.c)	(ing/c)	(20)	(20)
Outlet No.					
Outlet No.					
Outlet No.					
Outlet No.					
Outlet No.					
Outlet No.					
Outlet No.					

- Enter volumes from the Annual Volume Worksheet.
- Enter the approved concentrations or the highest maximum concentrations for each Outlet.
- Comment box can be used to provide any additional notes, such as isolated data.



Total Annual Loadings

Tot	al Annual Loadings		Total
6.	Volume (gallons):	Indicate Total on Line 6 of the User Charge Annual Certified Statement	gal
7.	5-Day BOD (lbs):	Indicate Total on Line 7 of the User Charge Annual Certified Statement	lba
8.	Suspended Solids (lbs):	Indicate Total on Line 8 of the User Charge Annual Certified Statement	lbs

- Total Annual Loadings are the sum of each loading type from previous sections.
- Totals will auto-populate Lines 6-8 on RD-925 coversheet.
- Annual Volume will link to MPR Worksheet if facility is a SIU.



Ad Valorem Tax Credit Calculation Worksheet

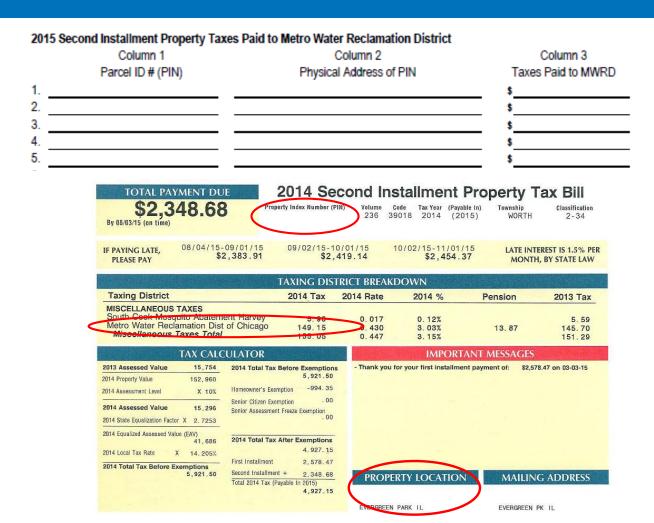
- All property taxes paid to MWRD have a percentage that can be claimed as credit for User Charges.
- The OM&R Factor for 2016 is 0.344.

Ad Valorem Tax Credit Worksheet	F	or the 2016 Reporting Year
Second Installment Property Taxes Pa	aid to Metro Water Reclamation District:	\$
	Multiply the line above by 0.34	
	tes Paid to Metro Water Reclamation District	
Column 1	Column 2	Column 3
Parcel ID # (PIN)	Physical Address of PIN	Taxes Paid to MWRD
. ,	1 Hysical 7 wall coo of 1 HV	*
1.		;
2.		\$
3.		\$
		<u> </u>
		:
	-	:
7.		·
8.		
9.		·
10		\$
11.		<u>-</u>
		\$
13.		\$
14.		\$
15.		\$
16		\$
17.		\$
18		\$
19		\$
20.		\$
21.		\$
22.		\$
23.		\$
24.		\$
25		\$
26.		\$
27.		\$
28.		\$
29.		\$
30.		\$
Comments		
1		



2015 Second Installment Property Taxes to MWRD

- Provide 2015 Second Installment Property Tax Bill(s).
- Only identify and use parcels that are part of the facility's property.
- Identify the following information from tax bill:
 - 1. Parcel ID # (PIN)
 - 2. Property Location
 - 3. Taxes Paid to MWRD





Minimum Pretreatment Requirement Charges Worksheet

- MPR charges is what is owed for MWRD's administration of the Pretreatment Program.
- Only applicable to Significant Industrial Users.
- Worksheet will auto-populate if the 'Yes' box is checked on the coversheet and the number of Outlets in your DA is entered.

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

Minimum Pretreatment Requirement Charges Worksheet

For the 2016 Reporting Year

Minimum Pretreatment Requirement (MPR) Charges are applicable only to Significant Industrial Users (SIU) and represent the charges for annual account administration, review of mandatory reports, annual inspection and sampling of SIUs under the District's Pretreatment Program, and shall be recovered according to the following schedule:

Tier	1	2	3	4	5	6	7	8
Flow Range (Gallons)	Less Than 1,296,760	1,296,760 to 3,478,200	3,478,200 to 6,036,040	6,036,040 to 10,464,520	10,464,520 to 18,613,980	18,613,980 to 28,329,770	28,329,770 to 56,498,000	Greater Than 56,498,000
Report Review Charge	\$935	\$1,895	\$3,805	\$5,700	\$7,625	\$9,520	\$11,295	\$13,320
Inspection Charge			\$375					
Sampling Charge per Outlet Specified in the Discharge Authorization				\$5	510			

MINIMUM PRETREATMENT REQUIREMENT CHARGES

1.	Volume:	gal	
2.	Report Review Charge:	Use the Volume indicated on Line 1 to determine the charge	\$
3.	Inspection Charge:		\$ 375.00
4.	Total Number of Samplin	ng Outlets Specified in the Discharge Authorization:	
5.	Sampling Charge per Ou	utlet:	\$ 510.00
6.	Sampling Charge:	Multiply Line 4 by Line 5	\$
7.	Total MPR Charges:	Add Lines 2, 3, and 6; Indicate Total on Line 13 of the User Charge Annual Certified Statement	\$

MINIMUM PRETREATMENT REQUIREMENT (MPR) WORKSHEET INSTRUCTIONS

The purpose of the MPR Worksheet is to calculate the charges owed for MWRD's administration of the Pretreatment Program. If the reporting facility is categorized as a Significant Industrial User (SIU) at any time during the reporting year, they are required to calculate their MPR Charges and report such charges on the User Charge Annual Certified Statement (RD-925). This form will facilitate the calculation of the charges owed.

- * If you are NOT an SIU, enter zero (0) on Line 7 of this worksheet and on Line 13 of the RD-925
- SIUs must calculate and enter the value from Line 7 on Line 13 of the RD-925 and submit this worksheet with the RD-925
- Do not include blind-tie (Z) stations from the Discharge Authorization when calculating MPR charges. These outlets are not sampled and therefore are not included in the calculation of the sampling charges.



Comments Box

 Every worksheet contains a Comments box.

 When filing the form, use this area to explain any deviations from approved methodologies, isolation of data, etc.

 If what is explained in the box was not approved prior to filing this form, it may not be granted with your filing.

Comments		
Comments		
Comments		
Comments		
Comments		



925-V Payment Voucher

- The voucher is part of the 2016 RD-925 workbook & automatically populates with information inputted on other pages.
- The Total User Charge Remaining Due (Line 19 of the Form) must be paid in full by February 21, 2017, or penalties will be assessed.
- If no payment is due, this form does not need to be submitted.
- The voucher is mailed separately from the RD-925.



METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

925-V FOR THE YEAR 2016

What is Form 925-V and Do You Have To Use It?

It is a payment voucher you send with your check or money order for any balance due, as indicated, on the "Total User Charge Due" line of your 2016 RD-925, User Charge Annual Certified Statement or Tax-Exempt User Charge Certified 7f Statement for Automatic Annual Billing.

How to Fill In Form 925-V

- . Enter User ID/# (found on the top of the RD-925).
- Enter the amount you are paying by check or money order.
- . Enter the Reporting Facility name, address and phone number.

How to Prepare Your Payment

- . Make your check or money order payable to "Metropolitan Water Reclamation District" or "MWRD"
- Do not send cash.
- Please indicate your User ID and 2016-925V on the check.

How to Send In Your 2016 User Charge Payment and Form 925-V

- Cut Form 925-V along the dotted line.
- Do not staple or otherwise attach your payment to voucher 925-V. Leave them loose in the envelope.
- Mail payment and voucher 925-V by <u>Tuesday</u>, <u>February 21</u>, <u>2017</u> to the following address:

Metropolitan Water Reclamation District Lockbox 98429 Chicago, IL 60693

REMINDER: <u>DO NOT SEND</u> your RD-925, User Charge Annual Certified Statement (and supporting documents) to the Lockbox address listed above. RD-925 forms submitted to the Lockbox will not be considered filed and may incur <u>penalty</u> charges. The above Lockbox address is to be used for payments only.

Please detach this portion and return with your payment.

925-V Metropolitan Water Reclamation District of Greater Chicago	Payment Voucher			2016 User Charge
	User Account No.	Payment Amount		·
Reporting Facility			F	OR DISTRICT USE ONLY
Name			P/A	A:
			D/I	D:
Address			P/E	٠.
			P/L	<i></i>
City, State, Zip Code			Ch	:
			Ba	
Telephone				
	•		- —	



Contact Info

Mail the Original RD-925 and Supporting Documents to: Metropolitan Water Reclamation District of Greater Chicago PO Box 10687, Chicago, IL 60610-0687 Mail the Payment along with the 925-V Payment Voucher to: Metropolitan Water Reclamation District of Greater Chicago Lock Box No. 98429, Chicago, IL 60693

Industrial Waste Division General Number: (312)751-3000 Ext: (312)751-XXXX

Letter Group	Environmental Specialist	Ext.	Letter Group	Environmental Specialist	Ext
A-Ard	Max Cole	5936	L-Mer	John Sobczyk	3021
Are-Brh	Devin Fitzgerald	3048	Mes-Nop	Carol Migalski	5924
Bri-Cis	Mathew DeGutes	3005	Noq-Pan	Preet Mittal	3004
Cit-Dom	Anna Tchoryk	3283	Pao-Rn	Barb Scapardine	5938
Don-E	Lolita Thompson	3009	Ro-Sm	Val Young	3026
F-Gf	Mike O'Brien	5926	Sn-Tr	Lora Buco	5912
Gg-H	Brian Pikelny	3017	Ts-Un	Ilyse Mackoff	3030
I-K	Sandy Diller	5952	Uo-Z	Pat Molony	5951

- User Charge Annual Certified Statement (RD-925)
- Annual Wastewater Volume Calculation Worksheet
- Annual Wastewater Loadings Calculation Worksheet
- Ad Valorem Property Tax Credit Worksheet
- Minimum Pretreatment Requirement Charges Worksheet ⇒



THANK YOU

Please fill out the provided survey.

LORA BUCO, ENVIRONMENTAL SPECIALIST
MICHAEL GOLDRICH, SENIOR ENVIRONMENTAL SPECIALIST
INDUSTRIAL WASTE DIVISION
METROPOLITAN WATER RECLAMATION DISTRICT
(312)751-3000
MWRD-UCTS@MWRD.ORG
WWW.MWRD.ORG