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MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

# Cost Recovery Procedures Manual

2026

# Cost Recovery Procedures Manual 2026

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# Introduction

**The Cost Recovery Procedures Manual is a document incorporated by reference into Chapter 17 of the District Rules and Regulations. This manual presents specific policies and procedures for the implementation of the user charge program, including the user charge rates (unit costs of treatment). This manual, prepared by District staff, is reviewed annually and revised as deemed appropriate by the Commission. The appeal of any section of this manual shall be in accordance with Chapter 17, Sec. 17.104(8) of the District Rules and Regulations.**

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# SECTION 1
# Equivalent Residential Unit

**Reference:**
Secs. 17.103(9), 17.208, MMSD Rules, and Appendix A (1.)(A)



The residential user class accounts for a significant share of the total wastewater generated in the service area. In accordance with EPA regulations, user charges must be apportioned to each of these users or class of users on the basis of wastewater flow and strength discharged to the system. Since it would not be reasonable to monitor each user to determine this flow and strength due to the size of the class, the user charge will be based on the characteristics of a typical residential discharge, called an Equivalent Residential Unit (ERU).

The U. S. Environmental Protection Agency (EPA) has developed a standard ERU that should be adopted unless other values can be supported by the District. This standard ERU is a flow of 100 gallons per capita/day (including Infiltration/Inflow), a BOD of 0.167 pounds per capita/day (ppcd) (200 mg/l) and TSS of 0.209 ppcd (250 mg/l).

To determine the District's ERU, select portions of the service area were monitored during the dry months of July and August of 1976, as part of the UC Study conducted for the District. Sampling stations were chosen at points downstream of six strictly residential service areas that were believed to represent the typical user.

every 15 minutes

6 study areas

for 20 days

In each of the six study areas, wastewater samples were collected every 15 minutes for an average of 20 days. These samples were used to determine 24-hour composite values for BOD and TSS for each study area. Flow rates were calculated from measurements recorded at existing gauging stations.

The results were used to calculate average per capita wastewater characteristics. A detailed description of this activity can be found in Technical Memorandum 4A of the UC/ICR Study.

The study yielded an ERU consisting of 64 gallons/capita/day (excluding Infiltration/Inflow), with BOD of 0.166 pounds per capita/day (310 mg/l) and TSS of 0.197 pounds/capita/day (370 mg/l).

The calculated domestic flow rate compared very favorably with winter water consumption data. With allowance for I/I, BOD and TSS loadings compared favorably with EPA values. Consequently, the aforementioned ERU values were used in the formula for calculating MMSD's user charges to the constituent municipalities at start-up of the program in 1979.

Surveys conducted yearly of winter water consumption in municipalities with metered water, provide a basis for updating the calculations for the flow parameter. The most recent calculation supports an ERU of 49 gallons per capita per day.

The resultant EQUIVALENT RESIDENTIAL UNIT, effective January 2026, is as follows:

| | |
|---|---|
| Domestic Flow | 49 gallons/capita/day<br>(Excluding Infiltration/Inflow) |
| B.O.D. | (310 milligrams/liter) |
| T.S.S. | (370 milligrams/liter) |

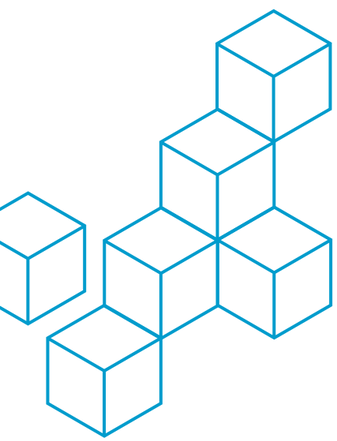
# SECTION 2
# Residential Occupancy Factors

**Reference:**
Secs. 17.103(18), 17.208, MMSD Rules, and Appendix A(1.0)(A)

The residential occupancy factor means the average number of people residing in each residential housing unit. The 2026 residential occupancy factor assigned to each municipality is based on housing and population data as of January 1, 2025, and further explained in Section 5 of this manual.

MMSD relies on municipal user data transmissions and an annual housing unit survey to update the housing unit count reported in the 2020 census. Municipal reports are subject to verification by MMSD as explained in Section 8 of this manual.

Total municipal population as of January 1 is reported in October by the Wisconsin Department of Administration. To determine a residential occupancy factor, total population must be allocated between the residential and commercial sewer user classes. The residential allocation is derived by subtracting commercial population from total population. Commercial population is classified as follows:



## Group Quarters

Includes nursing homes, convents and monasteries, boarding houses, correctional institutions, college dormitories and other facilities without separate living and dining areas. Estimated population is based on the state report of institutional population and municipal reports of other group quarters facilities. A factor of .75 people per room is used to estimate boarding house population.

## Mixed Apartment/ Business

Includes apartments in mercantile buildings such as stores or taverns. MMSD assigns an occupancy factor of 1.25 to these apartments. The rental vacancy rate from the census is used to estimate the number of vacant units.

## Mobile Home Parks

Includes all mobile homes not classified residential. Occupancy factors and vacancy rates are from the census.

## Apartments

Occupancy factors and vacancy rates for metered apartments are from the census. Occupancy factors for unmetered apartments served by MMSD are assigned as follows:

| Bedrooms | People/Unit |
|---|---|
| 1 | 1.5 |
| 2 | 2.5 |
| 3 | Residential Occupancy Factor |
| Unknown | 2.5 |

In lieu of using the assigned occupancy factor for apartments, a municipality may report the actual occupant count for each unmetered apartment. This occupant count must include all unmetered apartments and be updated at least once each year.

## Mixed Home/Business

Includes a business in the home classified as commercial for sewer billing. These units are assigned the residential occupancy factor.

The Residential Occupancy Factor for the District is 2.48 people per unit, computed as follows:

| 2026 Population | ÷ | Occupied Units | = | People Per Unit |
|---|---|---|---|---|
| 848,461 | | 342,377 | | 2.48 |

Occupied residential units represent residential units reported to MMSD on municipal data transmissions including mixed home/business units. An update of the residential occupancy factor for each municipality is listed in Table 2-I on pages 10-11.

# TABLE 2-1
## Residential Occupancy Factors

| Residential Billing Alternative | Municipality | People Per Unit For UC Billings In | |
|---|---|---|---|
| | | 2025 | 2026 |
| 1 - 2 Family | Bayside | 2.52 | 2.63 |
| | Brookfield | 2.52 | 2.55 |
| | Brown Deer | 2.31 | 2.37 |
| | Caledonia | 1.97 | 1.96 |
| | Fox Point | 2.47 | 2.47 |
| | Franklin | 2.77 | 2.74 |
| | Glendale | 2.45 | 2.55 |
| | Muskego | 2.60 | 2.58 |
| | New Berlin | 2.55 | 2.55 |
| | Oak Creek | 2.91 | 2.86 |
| | Thiensville | 2.30 | 2.27 |
| | Wauwatosa | 2.31 | 2.32 |
| | West Allis | 2.28 | 2.28 |
| | West Milwaukee | 2.22 | 2.22 |

| Residential Billing Alternative | Municipality | People Per Unit For UC Billings In | |
|---|---|---|---|
| | | 2025 | 2026 |
| 1 - 4 Family | Butler | 2.13 | 2.11 |
| | Cudahy | 2.10 | 2.11 |
| | Elm Grove | 2.65 | 2.65 |
| | Germantown | 2.45 | 2.44 |
| | Greendale | 2.71 | 2.66 |
| | Greenfield | 2.46 | 2.45 |
| | Hales Corners | 2.38 | 2.43 |
| | Menomonee Falls | 2.66 | 2.71 |
| | Mequon | 2.29 | 2.28 |
| | Milwaukee | 2.48 | 2.47 |
| | River Hills | 2.37 | 2.37 |
| | Shorewood | 2.27 | 2.28 |
| | St. Francis | 2.46 | 2.46 |
| | Whitefish Bay | 2.78 | 2.78 |

# SECTION 3
# Unit Process-Parameter Relationships

**Reference:**
Secs. 17.103(25), 17.204, MMSD Rules

Unit Process-Parameter Relationships provide the basis for allocating the O & M costs of each unit process to the cost allocation parameters of flow, BOD, TSS, and connections. The relationships presented in Table 3-1 are based on the User Charge Program alternative recommended by Milwaukee County's Task Force on Metropolitan Sewerage Commission Development and its User Charge subcommittee, which alternative was adopted by the Commissions on 13 July 1978.

In 1991, a User Charge Rate and Cost Allocation Study determined that the 1991 unit process-parameter relationships were consistent with the 1978 study, except for five modifications which were recommended and adopted. The study identified the Inline Storage System (ISS) as a unit process qualifying as new and different from other existing unit processes. On November 30, 1992, the Commission adopted an alternative which allocated ISS and I/I treatment costs to the parameters of flow and connections based on a percentage of each to their totals (cost net of revenues).

In 2000, a User Charge Rate and Cost Allocation Study determined that the current unit process-parameter relationships adequately and equitably reflect process changes and capital additions since 1992, and these relationships are consistent with the 1992 study. However, 5 revisions to the unit process cost allocation procedures were recommended and adopted.

Table 3-2 summarizes, under the appropriate charge parameters, the 2026 budget dollars that Table 3-1 assigned to each unit process. Non-specific activities and miscellaneous services are apportioned to the four parameters in the same proportion as specific parameter costs bear to the total. Administrative support is distributed to the four parameters based on labor costs, as charged in the operating cost centers. Adjustments to account for the surplus or deficit on each parameter in 2024 are also shown.

On September 11, 1996, the Public Service Commission ruled that capital cost recovery charges related to watercourse improvement projects can only be collected from those extraterritorial municipalities which are tributary to the watercourse being improved.




In September 2017, the Commission amended Commission Policy 1-11.05, MMSD infrastructure Include Green Infrastructure, (Resolution 17-086-09) to allow financial billing credits to non-member communities for green infrastructure (GI) projects and expenditures. The following non-member communities have elected to receive financial billing credits: Brookfield, Butler, Caledonia, Elm Grove, Germantown, Menomonee Falls, Mequon, Muskego, New Berlin and Thiensville.

Applying this determination to O&M costs, MMSD recovers operation and maintenance costs related to watercourses only from the non-member communities which are tributary to the watercourses being maintained and costs related to green infrastructure for non-member communities who have not opted out of the MMSD green infrastructure program. Table 3-3 summarizes the 2026 budget dollars by watercourse and green infrastructure assigned to the flow parameter. Table 3-4 adds the base flow rate from Table 3-2 and the watercourse and green infrastructure rate from Table 3-3 to show a total flow rate. In addition, Table 3-4 reports the volumetric charge and average household charge. Table 3-5 shows the current status of the user charge stabilization fund.

The Commission authorized the continuous use of this formula until further notice.

# TABLE 3-1

## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC ALLOCATION | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **JONES ISLAND TREATMENT PLANT** | | | | | | | | | | | | |
| **PRIMARY TREATMENT:** | | | | | | | | | | | | |
| PUMPING, METERING AND SCREENING | $3,260 | $1,076 | $0 | $0 | $2,184 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PRIMARY SEDIMENTATION | $2,134 | $2,134 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| DEBRIS/SCUM DISPOSAL | $992 | $0 | $0 | $0 | $992 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **SECONDARY TREATMENT:** | | | | | | | | | | | | |
| AERATION AND PROCESS AIR GENERATION | $6,071 | $0 | $6,071 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CLARIFICATION | $1,895 | $1,895 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SLUDGE RETURN | $2,188 | $0 | $2,188 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **ADVANCE WASTEWATER TREATMENT:** | | | | | | | | | | | | |
| DISINFECTION AND PHOSPHORUS REMOVAL | $4,147 | $4,147 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| THICKENING | $4,602 | $256 | $809 | $3,537 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER SLUDGE HANDLING PROCESSES | $22,117 | $1,232 | $3,886 | $16,999 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| MILORGANITE PRODUCTS | $1,602 | $89 | $281 | $1,231 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| INTERPLANT PIPELINE | $937 | $52 | $165 | $720 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PERMIT FEES | $707 | $0 | $0 | $0 | $0 | $0 | $0 | $707 | $0 | $0 | $0 | $0 |
| OFF-PLANT FACILITIES AND PROGRAMS | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER | $1,432 | $1,437 | ($1) | ($2) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| NON-SPECIFIC ALLOCATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **TOTAL** | $52,085 | $12,318 | $13,398 | $22,485 | $3,176 | $0 | $0 | $707 | $0 | $0 | $0 | $0 |

continued on next page »

# TABLE 3-1 (cont)

## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC ALLOCATION | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **SOUTH SHORE TREATMENT PLANT** | | | | | | | | | | | | |
| PRIMARY TREATMENT: | | | | | | | | | | | | |
| PRECHLORINATION | $510 | $510 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| COARSE SCREENING AND GRIT REMOVAL | $1,930 | $0 | $0 | $0 | $1,930 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PRIMARY SEDIMENTATION AND METER VAULT | $1,618 | $1,618 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| DEBRIS/SCUM REMOVAL AND DISPOSAL | $2,364 | $0 | $0 | $0 | $2,364 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SECONDARY TREATMENT: | | | | | | | | $0 | | | | |
| AERATION AND PROCESS AIR GENERATION | $5,279 | $0 | $5,279 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CLARIFICATION | $1,861 | $1,861 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SLUDGE RETURN | $1,363 | $0 | $1,363 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| LAB ANALYSIS | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| ADVANCE WASTEWATER TREATMENT: | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | | $0 | $0 | |
| DISINFECTION AND PHOSPHORUS REMOVAL | $5,614 | $5,614 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| EFFLUENT PUMPING | $822 | $822 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SOLIDS PROCESSING: | | | | | | | | $0 | | | | |
| FLOATATION THICKENING | $1,804 | $86 | $359 | $1,359 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER SLUDGE HANDLING PROCESSES | $4,958 | $236 | $987 | $3,736 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PRIMARY SLUDGE SCREENING | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| AGRICULTURAL USE OF AGRI-LIFE & POLYMER | $18 | $1 | $4 | $13 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| FILTER CAKE TO WEPCO | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| INTERPLANT PIPELINE | $1,663 | $79 | $331 | $1,253 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PERMIT FEES | $711 | $0 | $0 | $0 | $0 | $0 | $0 | $711 | $0 | $0 | $0 | $0 |
| OTHER | $479 | $481 | ($1) | ($1) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| NON-SPECIFIC ALLOCATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **TOTAL** | $30,994 | $11,307 | $8,322 | $6,361 | $4,294 | $0 | $0 | $711 | $0 | $0 | $0 | $0 |

continued on next page »

# TABLE 3-1 (cont)

## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **MILORGANITE** | | | | | | | | | | | | |
| REVENUE | ($11,800) | $0 | ($11,800) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| MARKETING | $7,570 | $0 | $7,570 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| TOTAL | ($4,230) | $0 | ($4,230) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **OTHER ALLOCABLE COST CENTERS** | | | | | | | | | | | | |
| INLINE STORAGE SYSTEM | $3,111 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $3,111 | $0 | $0 | $0 |
| HOUSEHOLD HAZARDOUS WASTE PROGRAM | $1,643 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $1,643 | $0 | $0 |
| ENGINEERING: | | | | | | | | | | | | |
| LOCAL SEWER INSPECT./APPROVAL & MONIT. MIS/MUNI. SEWER | $4 | $4 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER | $10,937 | $0 | $0 | $0 | $0 | $9,841 | $0 | $0 | $0 | $0 | $0 | $1,096 |
| RESEARCH AND CENTRAL LAB: | | | | | | | | | | | | |
| ANALYSIS OF I.W.P.P. | $128 | $0 | $0 | $0 | $0 | $0 | $128 | $0 | $0 | $0 | $0 | $0 |
| OTHER SERVICES | $254 | $0 | $0 | $0 | $0 | $254 | $0 | $0 | $0 | $0 | $0 | $0 |
| FIELD OPERATIONS: | | | | | | | | | | | | |
| SEWER CLEANING, INSPECTION AND MAINTENANCE | $5,468 | $5,468 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| PUMP STATION AND INTERCEPTOR FACILITY | $2,988 | $2,988 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| MAINTENANCE-WATER COURSE AND VEHICLES | $5,473 | $2,604 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $2,868 | $0 |
| MAINTENANCE-BUILDINGS AND GROUNDS | $2,590 | $2,590 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CENTRAL CONTROL SYSTEM | $1,936 | $1,936 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OFF-PLANT FACILITIES AND PROGRAMS | $4 | $4 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER SERVICES | $5,175 | $3,924 | $0 | $0 | $0 | $1,251 | $0 | $0 | $0 | $0 | $0 | $0 |

# TABLE 3-1 (cont)

## 2025 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **INDUSTRIAL WASTE PRETREATMENT PROGRAM:** | | | | | | | | | | | | |
| PRETREATMENT PROGRAM MANAGEMENT | $634 | $0 | $0 | $0 | $0 | $0 | $634 | $0 | $0 | $0 | $0 | $0 |
| SAMPLE COLLECTION AND ANALYSIS-LABOR | $994 | $0 | $0 | $0 | $0 | $0 | $994 | $0 | $0 | $0 | $0 | $0 |
| OFF-PLANT FACILITIES AND PROGAMS | $797 | $797 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| OTHER SERVICES | $2,708 | $0 | $0 | $0 | $0 | $2,708 | $0 | $0 | $0 | $0 | $0 | $0 |
| **TOTAL** | $44,845 | $20,316 | $0 | $0 | $0 | $14,053 | $1,756 | $0 | $3,111 | $1,643 | $2,868 | $1,096 |
| **SUBTOTAL** | $123,695 | $43,941 | $17,490 | $28,846 | $7,470 | $14,053 | $1,756 | $1,418 | $3,111 | $1,643 | $2,868 | $1,096 |
| **OTHER ALLOCABLE COSTS AND REVENUES** | | | | | | | | | | | | |
| ALLOCATION OF NON-SPECIFIC COSTS | ($2) | $6,071 | $2,416 | $3,985 | $1,032 | ($14,053) | $0 | $0 | $0 | $0 | $396 | $151 |
| EQUIPMENT REPLACEMENT FUND | $150 | $66 | $26 | $43 | $11 | $0 | $0 | $0 | $0 | $0 | $4 | $0 |
| UNALLOCATED RESERVE | $4,065 | $1,756 | $699 | $1,153 | $299 | $0 | $0 | $0 | $0 | $0 | $115 | $44 |
| INDUSTRIAL WASTE PRETREATMENT PROGRAM | ($1,482) | $0 | $0 | $0 | $0 | $0 | ($1,482) | $0 | $0 | $0 | $0 | $0 |
| HOUSEHOLD HAZARDOUS WASTE PROGRAM | ($1,643) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($1,643) | $0 | $0 |
| WATERCOURSE MAINTENANCE | ($2,188) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($2,188) | $0 |
| GREEN INFRASTRUCTURE | ($235) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($235) |
| OTHER REVENUE | ($2,375) | ($710) | ($302) | ($443) | ($183) | $0 | ($646) | $0 | $0 | $0 | ($66) | ($25) |
| 2023 SURPLUS APPLIED | ($10,351) | ($5,032) | ($3,231) | ($1,118) | $237 | $0 | $372 | ($514) | $1,096 | $0 | ($1,129) | ($1,031) |
| USER CHARGE RATE STABILIZATION FUND | $1,500 | $1,400 | ($1,800) | ($100) | $2,000 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| IWPP RATE STABILIZATION FUND | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **TOTAL** | ($12,562) | $3,551 | ($2,192) | $3,520 | $3,396 | ($14,053) | ($1,756) | ($514) | $1,096 | ($1,643) | ($2,868) | ($1,096) |
| **ESTIMATED 2026 BILLABLE COSTS** | **$111,133** | **$47,493** | **$15,298** | **$32,366** | **$10,865** | **$0** | **$0** | **$904** | **$4,207** | **$0** | **$0** | **$0** |

# TABLE 3-2
## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **JONES ISLAND TREATMENT PLANT** | | | | | | | | | | | | |
| BUDGETED COSTS | $52,085 | $12,318 | $13,398 | $22,485 | $3,176 | $0 | $0 | $707 | $0 | $0 | $0 | $0 |
| NON-SPECIFIC ALLOCATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SUBTOTAL | $52,085 | $12,318 | $13,398 | $22,485 | $3,176 | $0 | $0 | $707 | $0 | $0 | $0 | $0 |
| **SOUTH SHORE TREATMENT PLANT** | | | | | | | | | | | | |
| BUDGETED COSTS | $30,994 | $11,307 | $8,322 | $6,361 | $4,294 | $0 | $0 | $711 | $0 | $0 | $0 | $0 |
| NON-SPECIFIC ALLOCATION | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SUBTOTAL | $30,994 | $11,307 | $8,322 | $6,361 | $4,294 | $0 | $0 | $711 | $0 | $0 | $0 | $0 |
| **MILORGANITE** | | | | | | | | | | | | |
| MILORGANITE REVENUE | ($11,800) | $0 | ($11,800) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| MARKETING COST CENTER | $7,570 | $0 | $7,570 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SUBTOTAL | ($4,230) | $0 | ($4,230) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **OTHER ALLOCABLE COST CENTERS** | | | | | | | | | | | | |
| INLINE STORAGE SYSTEM | $3,111 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $3,111 | $0 | $0 | $0 |
| HOUSEHOLD HAZARDOUS WASTE PROGRAM | $1,643 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $1,643 | $0 | $0 |
| ENGINEERING | $10,941 | $4 | $0 | $0 | $0 | $9,841 | $0 | $0 | $0 | $0 | $0 | $1,096 |
| RESEARCH AND CENTRAL LAB | $382 | $0 | $0 | $0 | $0 | $254 | $128 | $0 | $0 | $0 | $0 | $0 |
| INDUSTRIAL WASTE PRETREATMENT | $5,134 | $797 | $0 | $0 | $0 | $2,708 | $1,628 | $0 | $0 | $0 | $0 | $0 |
| FIELD OPERATIONS | $23,633 | $19,515 | $0 | $0 | $0 | $1,251 | $0 | $0 | $0 | $0 | $2,868 | $0 |
| **SUBTOTAL** | $44,845 | $20,316 | $0 | $0 | $0 | $14,053 | $1,756 | $0 | $3,111 | $1,643 | $2,868 | $1,096 |
| **TOTAL** | $123,695 | $43,941 | $17,490 | $28,846 | $7,470 | $14,053 | $1,756 | $1,418 | $3,111 | $1,643 | $2,868 | $1,096 |

continued on next page »

# TABLE 3-2 (cont)
## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| UNIT PROCESS OR ACTIVITY | BUDGET | FLOW | BOD | TSS | CONNECTIONS | NON-SPECIFIC | I.W.P.P. | PERMIT FEES | I/I STORAGE COSTS | HOUSEHOLD HAZARDOUS WASTE | WATERCOURSE MAINTENANCE COSTS | GREEN INFRASTRUCTURE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OTHER ALLOCABLE COSTS AND REVENUES | | | | | | | | | | | | |
| NON-SPECIFIC ALLOCATION | ($2) | $6,071 | $2,416 | $3,985 | $1,032 | ($14,053) | $0 | $0 | $0 | $0 | $396 | $151 |
| EQUIPMENT REPLACEMENT FUND | $150 | $66 | $25 | $43 | $11 | $0 | $0 | $0 | $0 | $0 | $4 | $0 |
| UNALLOCATED RESERVE | $4,065 | $1,756 | $700 | $1,153 | $299 | $0 | $0 | $0 | $0 | $0 | $115 | $44 |
| I.W.P.P. | ($1,482) | $0 | $0 | $0 | $0 | $0 | ($1,482) | $0 | $0 | $0 | $0 | $0 |
| HOUSEHOLD HAZARDOUS WASTE PROGRAM | ($1,643) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($1,643) | $0 | $0 |
| WATERCOURSE MAINTENANCE | ($2,188) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($2,188) | $0 |
| GREEN INFRASTRUCTURE | ($235) | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | ($235) |
| INTEREST AND OTHER REVENUE | ($2,375) | ($710) | ($302) | ($443) | ($183) | $0 | ($646) | $0 | $0 | $0 | ($66) | ($25) |
| 2023 SURPLUS APPLIED | ($10,351) | ($5,032) | ($3,231) | ($1,118) | $237 | $0 | $372 | ($514) | $1,096 | $0 | ($1,129) | ($1,031) |
| USER CHARGE RATE STABILIZATION FUND | $1,500 | $1,400 | ($1,800) | ($100) | $2,000 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| IWPP RATE STABILIZATION FUND | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| SUBTOTAL | ($12,562) | $3,551 | ($2,192) | $3,520 | $3,396 | ($14,053) | ($1,756) | ($514) | $1,096 | ($1,643) | ($2,868) | ($1,096) |
| ESTIMATED 2026 BILLABLE COSTS | $111,133 | $47,493 | $15,298 | $32,366 | $10,865 | $0 | $0 | $904 | $4,207 | $0 | $0 | $0 |
| % ALLOCATION FOR I/I COSTS | | 81.4% | | | 18.6% | | | | | | | |

continued on next page »

# TABLE 3-2 (cont)

## 2026 Budgeted Unit Process Parameter Relationships (in thousands of dollars)

| 2026 CONNECTIONS & PROJECTED WASTELOADS: | FLOW MILLION GALLONS/ DAY | BOD LBS./DAY | TSS LBS./DAY | CONNECTIONS |
|---|---|---|---|---|
| | 177.3 | 348,318 | 382,877 | 311,538 |

| 2026 UNIT COSTS (DOES NOT INCLUDE WATERCOURSE COSTS): | FLOW CENTS/1000 GAL. | BOD CENTS/LBS. | TSS CENTS/LBS. | DOLLARS/CONN. |
|---|---|---|---|---|
| BILLABLE COSTS | $0.73368 | $0.12033 | $0.23160 | $34.88 |
| I/I ALLOCATION | $1.12995 | $0.00000 | $0.00000 | $24.64 |
| | $1.86363 | $0.12033 | $0.23160 | $59.52 |
| PERMIT FEE SURCHARGE | $0.01528 | $0.00099 | $0.00190 | $0.49 |
| | $1.87891 | $0.12132 | $0.23350 | $60.01 |

| UNITS OF SERVICE BY CLASS OF USER: | ESTIMATED BILLABLE FLOW (1000 GAL.) | ESTIMATED CONNECTIONS | ESTIMATED BOD LBS. | ESTIMATED TSS LBS. | |
|---|---|---|---|---|---|
| CLASS OF USER | | | | | |
| RESIDENTIAL | 14,254,934 | 275,807 | 35,775,930 | 42,709,685 | |
| NON-CERTIFIED COMMERCIAL | 10,700,839 | 33,948 | 27,661,673 | 33,022,792 | |
| CERTIFIED COMMERCIAL | 1,161,162 | 1,253 | 2,744,721 | 3,264,008 | |
| CERTIFIED INDUSTRIAL | 3,574,991 | 530 | 50,147,174 | 17,527,350 | |
| TOTALS | 29,691,926 | 311,538 | 116,329,498 | 96,523,835 | |
| ESTIMATED BILLABLE WASTELOADS PER DAY | 81,347,742 | | 318,711 | 264,449 | |
| ESTIMATED INFILTRATION/INFLOW PER DAY | 96,000,000 | | 29,607 | 118,428 | |
| TOTAL DAILY WASTELOADS | 177,347,742 | | 348,318 | 382,877 | TOTAL I/I COSTS |
| INFILTRATION/INFLOW COSTS (INCLUDES ISS) | $25,708,147 | | $1,300,353 | $10,011,193 | $41,226,693 |

| PERMIT FEES SURCHARGE: | |
|---|---|
| PERMIT FEES | $904,050 |
| TOTAL BUDGET W\O PERMIT FEES | $110,228,682 |
| SURCHARGE | 0.82% |

# TABLE 3-3

## Allocation of 2026 O&M Watercourse Costs and Green Infrastructure

| WATERCOURSE | ALLOCATION PERCENTAGES | 2026 BUDGETED COSTS | 2024 (SURPLUS) DEFICIT | 2026 TOTAL COSTS | 2026 BILLABLE FLOW(Q) MMSD (1000 GAL.) | 2026 PROJECTED BILLABLE FLOWS (Q) BY COMMUNITY | |
|---|---|---|---|---|---|---|---|
| | | | | | | | BUTLER |
| | | | | | | BROOKFIELD | |
| LINCOLN CREEK | 52.6% | $1,748,652 | ($269,110) | $1,479,541 | 25,036,010 | | |
| MILWAUKEE RIVER | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| SOUTH BRANCH CREEK | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| HONEY CREEK | 6.2% | $205,724 | ($252,119) | ($46,395) | 25,036,010 | | |
| MENOMONEE RIVER | 25.2% | $836,167 | ($556,743) | $279,424 | 25,036,010 | 412,044 | 81,705 |
| LITTLE MENOMONEE RIVER | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| UNDERWOOD CREEK | 1.4% | $46,454 | ($33,867) | $12,586 | 25,036,010 | 412,044 | |
| UNDERWOOD CREEK S. BRANCH | 0.0% | $0 | $0 | $0 | 25,036,010 | 412,044 | |
| WHITNALL PARK CREEK | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| BEAVER CREEK | 0.0% | $0 | $1,783 | $1,783 | 25,036,010 | | |
| ROOT RIVER | 2.5% | $82,954 | ($41,477) | $41,477 | 25,036,010 | | |
| ROOT RIVER EAST BRANCH | 0.1% | $3,318 | $171,168 | $174,486 | 25,036,010 | | |
| OAK CREEK | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| OAK CREEK N. BRANCH | 0.0% | $0 | ($2,913) | ($2,913) | 25,036,010 | | |
| WILSON PARK CREEK | 1.4% | $46,454 | ($50,962) | ($4,509) | 25,036,010 | | |
| KINNICKINNIC | 7.1% | $235,587 | ($67,946) | $167,641 | 25,036,010 | | |
| LYONS CREEK | 0.9% | $29,863 | $5,349 | $35,212 | 25,036,010 | | |
| EDGERTON CHANNEL | 2.6% | $86,271 | ($36,524) | $49,748 | 25,036,010 | | |
| INDIAN CREEK | 0.0% | $0 | $0 | $0 | 25,036,010 | | |
| **TOTAL** | 100.0% | $3,321,444 | ($1,133,362) | $2,188,081 | | | |
| GREEN INFRASTRUCTURE | | $1,266,249 | $1,031,022 | $2,297,271 | 25,036,010 | | |

| 2026 PROJECTED BILLABLE FLOWS (Q) BY COMMUNITY | | | | | | | | BILLABLE FLOWS FOR WATER-COURSE (1000 GAL.) | WATER-COURSE RATE (PER 1000 GAL.) |
|---|---|---|---|---|---|---|---|---|---|
| | ELM GROVE | | MENOMONEE FALLS | | MUSKEGO | | THIENSVILLE | | |
| CALEDONIA | | GERMANTOWN | | MEQUON | | NEW BERLIN | | | |
| | | | | | | | | 25,036,010 | $0.05910 |
| | | | | 535,710 | | | 77,861 | 25,649,581 | $0.00000 |
| | | | | | | | | 25,036,010 | $0.00000 |
| | | | | | | | | 25,036,010 | ($0.00185) |
| | 167,212 | 731,931 | 929,575 | 535,710 | | 790,422 | | 28,684,609 | $0.00974 |
| | | 731,931 | | 535,710 | | | | 26,303,651 | $0.00000 |
| | 167,212 | | | | | 790,422 | | 26,405,688 | $0.00048 |
| | 167,212 | | | | | 790,422 | | 26,405,688 | $0.00000 |
| | | | | | 502,128 | 790,422 | | 26,328,560 | $0.00000 |
| | | | | 535,710 | | | | 25,571,720 | $0.00007 |
| | | | | | 502,128 | 790,422 | | 26,328,560 | $0.00158 |
| | | | | | | | | 25,036,010 | $0.00697 |
| | | | | | | | | 25,036,010 | $0.00000 |
| | | | | | | | | 25,036,010 | ($0.00012) |
| | | | | | | | | 25,036,010 | ($0.00018) |
| | | | | | | | | 25,036,010 | $0.00670 |
| | | | | | | | | 25,036,010 | $0.00141 |
| | | | | | | | | 25,036,010 | $0.00199 |
| | | | | | | | | 25,036,010 | $0.00000 |
| | | | | | | | | | |
| | | | | | | | | 25,036,010 | $0.09176 |

# TABLE 3-4

## 2026 Flow Rate and Volumetric Charges By Community

| | COMMUNITY | | | |
|---|---|---|---|---|
| | | | BUTLER | |
| | MMSD | BROOKFIELD | | CALEDONIA |
| **FLOW-CENTS/1000 GAL.** | | | | |
| BASE FLOW RATE-PER TABLE 3-2 | $1.87891 | $1.87891 | $1.87891 | $1.87891 |
| WATERCOURSE RATES | $0.08589 | $0.01022 | $0.00974 | $0.00000 |
| GREEN INFRASTRUCTURE RATES | $0.09176 | $0.00000 | $0.00000 | $0.00000 |
| 2026 FLOW RATE BY COMMUNITY | $2.05656 | $1.88913 | $1.88865 | $1.87891 |
| **VOLUMETRIC CHARGES** (PER THOUSAND GALLONS): | | | | |
| FLOW | $2.05656 | $1.88913 | $1.88865 | $1.87891 |
| BOD | $0.31361 | $0.31361 | $0.31361 | $0.31361 |
| TSS | $0.72058 | $0.72058 | $0.72058 | $0.72058 |
| **TOTAL** | $3.09075 | $2.92332 | $2.92284 | $2.91310 |
| **AVERAGE HOUSEHOLD CHARGE:** | | | | |
| ANNUAL VOLUMETRIC CHARGE | $136.54 | $133.58 | $110.24 | $102.06 |
| CONNECTION CHARGE | $60.01 | $60.01 | $60.01 | $60.01 |
| | $196.55 | $193.59 | $170.25 | $162.07 |

| | COMMUNITY | | | | | | |
|---|---|---|---|---|---|---|---|
| ELM GROVE | | MENOMONEE FALLS | | MUSKEGO | | THIENSVILLE | |
| | GERMANTOWN | | MEQUON | | NEW BERLIN | | |
| | | | | | | | |
| $1.87891 | $1.87891 | $1.87891 | $1.87891 | $1.87891 | $1.87891 | $1.87891 | |
| $0.01022 | $0.00974 | $0.00974 | $0.00981 | $0.00158 | $0.01180 | $0.00000 | |
| $0.00000 | $0.00000 | $0.00000 | $0.00000 | $0.00000 | $0.00000 | $0.00000 | |
| $1.88913 | $1.88865 | $1.88865 | $1.88872 | $1.88049 | $1.89071 | $1.87891 | |
| | | | | | | | |
| $1.88913 | $1.88865 | $1.88865 | $1.88872 | $1.88049 | $1.89071 | $1.87891 | |
| $0.31361 | $0.31361 | $0.31361 | $0.31361 | $0.31361 | $0.31361 | $0.31361 | |
| $0.72058 | $0.72058 | $0.72058 | $0.72058 | $0.72058 | $0.72058 | $0.72058 | |
| $2.92332 | $2.92284 | $2.92284 | $2.92291 | $2.91468 | $2.92490 | $2.91310 | |
| | | | | | | | |
| $138.40 | $127.63 | $141.75 | $119.42 | $134.42 | $133.54 | $118.31 | |
| $60.01 | $60.01 | $60.01 | $60.01 | $60.01 | $60.01 | $60.01 | |
| $198.41 | $187.64 | $201.76 | $179.43 | $194.43 | $193.55 | $178.32 | |

| WATERCOURSE RATES BY COMMUNITY | |
|---|---|
| MMSD | $0.08589 |
| BROOKFIELD | $0.01022 |
| BUTLER | $0.00974 |
| CALEDONIA | $0.00000 |
| ELM GROVE | $0.01022 |
| GERMANTOWN | $0.00974 |
| MENOMONEE FALLS | $0.00974 |
| MEQUON | $0.00981 |
| MUSKEGO | $0.00158 |
| NEW BERLIN | $0.01180 |
| THIENSVILLE | $0.00000 |

| GREEN INFRASTRUCTURE RATES BY COMMUNITY | |
|---|---|
| MMSD | $0.09176 |
| BROOKFIELD | $0.00000 |
| BUTLER | $0.00000 |
| CALEDONIA | $0.00000 |
| ELM GROVE | $0.00000 |
| GERMANTOWN | $0.00000 |
| MENOMONEE FALLS | $0.00000 |
| MEQUON | $0.00000 |
| MUSKEGO | $0.00000 |
| NEW BERLIN | $0.00000 |
| THIENSVILLE | $0.00000 |

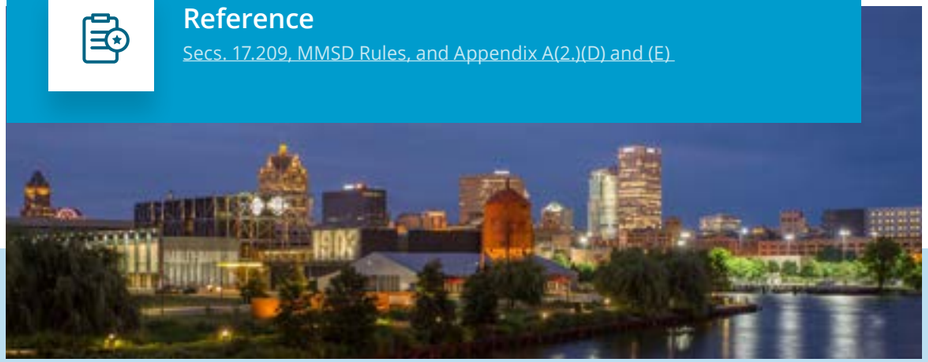
# TABLE 3-5
## User Charge Stabilization Fund

| | Flow | BOD | TSS | Connections | Total by Year |
|---|---|---|---|---|---|
| Fund Balance at December 31, 2024 | $4,705,730 | $3,023,856 | $5,180,279 | $1,167,088 | $14,076,953 |
| Additions/(Withdrawals) net of interest earned in the year 2025 | $ -0- | $ -0- | $ -0- | $ -0- | $ -0- |
| Fund Balance at December 31, 2025 | $4,705,730 | $3,023,856 | $5,180,279 | $1,167,088 | $14,076,953 |
| Additions/(Withdrawals) in the year 2026 | $1,400,000 | $(1,800,000) | $(100,000) | $2,000,000 | $1,500,000 |
| Fund Balance at December 31, 2026 | $6,105,730 | $1,223,856 | $5,080,279 | $3,167,088 | $15,576,953 |

# SECTION 4
## Typical Process Waste Strengths

**Reference**

Secs. 17.209, MMSD Rules, and Appendix A(2.)(D) and (E)



The User Charge/Cost Recovery Program adopted by the District utilizes a modified surcharge method for calculating sewer user charges. This method applies a constant rate per unit of volume to all users, plus an additional surcharge to industrial users discharging process wastewaters with waste strengths greater than those associated with normal domestic sewage. These domestic waste strengths are defined in Section 1 of this manual as the Equivalent Residential Unit.

For each industrial Standard Industrial Classification (SIC) code, typical process waste strengths were characterized on a collective basis during the development of the District's User Charge/Cost Recovery Program. These typical process waste strengths were derived from the following three sources:

1. Responses to waste strength certification forms requested of all major industries.
2. A sampling program as described in detail in Technical Memorandum 4F.
3. An extensive literature search as described in Technical Memorandum 4C.

Table 4-1 lists industrial SIC codes and the applicable typical process waste strengths for each SIC code. These typical process waste strengths shall be applied to process wastewater discharges not certified by the user as to waste strength. For industrial SIC codes not listed in Table 4-1, it should be assumed that the process waste strengths are equal to the normal domestic waste strengths of 310 mg/L BOD and 370 mg/L TSS.

During 1981 the District implemented its verification sampling program which consists of District personnel periodically sampling industrial users who have certified their process waste strengths. This sampling program is producing an expanded data base which will be used to periodically review the waste strengths appearing in Table 4-1. Revisions to Table 4-1 as a result of this periodic review will be published prior to January 1st of each year.

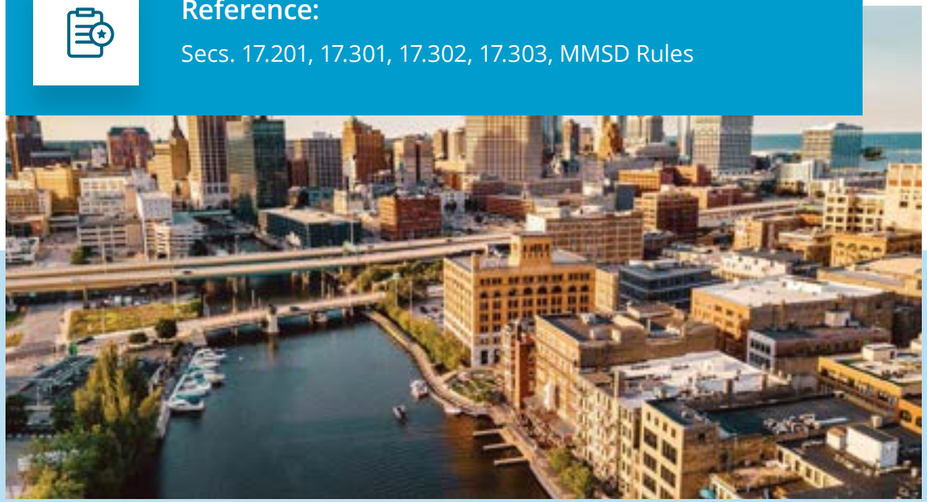
# TABLE 4-1
## Typical Process Waste Strengths

| SIC Code | | Title | BOD (mg/L) | TSS (mg/L) |
|---|---|---|---|---|
| 201 | MEAT PRODUCTS | | | |
| | 2011 | Meat Packing Plants | 800 | 520 |
| | 2013 | Sausage and Other Prepared Meat Products | 500 | 370 |
| | 2017 | Poultry Dressing Plants | 800 | 520 |
| | 2017 | Poultry and Egg Processing | 500 | 370 |
| 202 | DAIRY PRODUCTS | | | |
| | | all | 2,100 | 370 |
| 203 | CANNED AND PRESERVED FRUITS AND VEGETABLES | | | |
| | | all | 1,400 | 370 |
| 204 | GRAIN MILL PRODUCTS | | | |
| | | all | 3,200 | 4,500 |
| 205 | BAKERY PRODUCTS | | | |
| | 2051 | Bread and Other Bakery Products | 1,000 | 500 |
| | 2052 | Cookies and Crackers | 670 | 390 |
| 206 | SUGAR AND CONFECTIONERY PRODUCTS | | | |
| | | all | 1,000 | 370 |
| 207 | FATS AND OILS | | | |
| | | all | 1,300 | 1,100 |
| 208 | BEVERAGES | | | |
| | 2082 | Malt Beverages | 1,500 | 1,000 |
| | 2083 | Malt | 1,000 | 370 |
| | 2084 | Wines, Brandy, and Brandy Spirits | 650 | 370 |
| | 2085 | Distilled, Rectified, and Blended Liquors | 650 | 370 |
| | 2086 | Bottled and Canned Soft Drinks | 590 | 370 |
| | 2087 | Flavoring Extracts and Syrups; Not Elsewhere Classified | 590 | 370 |
| 209 | MISCELLANEOUS FOOD PREPARATIONS AND KINDRED PRODUCTS | | | |
| | 2091 | Canned and Cured Fish and Seafoods | 1,100 | 370 |
| | 2092 | Fresh or Frozen Packaged Fish and Seafoods | 1,100 | 370 |
| | 2099 | Food Preparations, Not Elsewhere Classified | 2,000 | 700 |
| 285 | PAINTS | | | |
| | 2851 | Paints, Varnishes, Lacquers, Enamels and | 2,500 | 600 |
| 289 | MISCELLANEOUS CHEMICAL PRODUCTS | | | |
| | 2891 | Adhesives and Sealants | 310 | 900 |
| | 2893 | Printing Inks | 310 | 400 |
| | 2899 | Chemicals and Chemical Preparations; Not Elsewhere Classified | 1,250 | 1,300 |
| 311 | LEATHER TANNING AND FINISHING | | | |
| | 3111 | Leather Tanning and Finishing | 1,300 | 1,700 |
| 721 | LAUNDRY, CLEANING AND GARMENT SERVICES | | | |
| | 7211 | Power Laundries, Family and Commercial | 540 | 370 |
| | 7213 | Linen Supply | 870 | 500 |
| | 7218 | Industrial Launderers | 870 | 1,100 |



# SECTION 5
## Municipal Wholesale Billings

**Reference:**
Secs. 17.201, 17.301, 17.302, 17.303, MMSD Rules



The municipal sewer user data transmission is the basis for the District wholesale bill to the municipality. Enclosed with the wholesale bill is a statement of charges for each certified user. The municipality should include this statement with the retail bill for each certified user.
The data transmission consists of three major user classes (UC):

1. **Residential:** User data includes "units" and "connections". Residential users discharge domestic strength wastewater only. Domestic strength characteristics are described in Section 1. Residential units are part of total housing units within a municipality. A housing unit may be a house, apartment, condominium, mobile home, etc., occupied as separate living quarters, or if vacant, intended for occupancy. A housing unit is classified either residential or commercial depending on the characteristics of the building. A residential structure usually accommodates 1-4* housing units as defined in Sec. 17.301, MMSD Rules.
2. **Commercial:** User data includes "water consumption" and "connections." Commercial users include buildings with more than 4* housing units, businesses and institutions. Commercial users are divided into three groups:
   - **Noncertified.** These users have not certified discharge or wastewater strength data to the District. All the water they use is discharged to the sanitary sewer, at domestic strength. Individual non-metered users are reported on Schedule F-1 (business) or Schedule F-2 (apartments). User data for metered users is reported in total.

* or 2 or more units, depending on billing alternative adopted in municipal ordinance.



- **Discharge Certified (UC 23).** Individual users are reported on Schedule A. A percentage of the water they use is discharged to the sanitary sewer, at domestic strength.
- **Waste Strength Certified (UC 32).** Individual users are reported on Schedule B. A percentage of the water they use is discharged to the sanitary sewer, at a strength based on laboratory analysis of wastewater samples.

Water consumption for a certified user with a non-metered water source is initially calculated on Schedule G. The facility user data is then transferred to either Schedule A or B as appropriate.

3. **Industrial:** User data includes water consumption and connections. Industrial users discharge process wastewater. Industrial users are divided into three groups:
   - **Noncertified (UC 30).** These users have not certified discharge or waste strength data to the District. Individual users are reported on Schedule C.
   - **Discharge Certified (UC 31).** Individual users are reported on Schedule D. A percentage of the water they use is discharged to the sanitary sewer at typical process waste strengths.
   - **Waste Strength Certified (UC 33).** Individual users are reported on Schedule E. A percentage of the water they use is discharged to the sanitary sewer at waste strengths based upon laboratory analysis of wastewater samples.

   Water consumption for an industrial user with a non-metered water source is initially calculated on Schedule G. The facility user data is then transferred to either Schedule C, D, or E as appropriate.

A survey of employee hours should be conducted and reported to the District before April 1 of every year for each unmetered commercial and industrial user as defined in Sec. 17.306, MMSD Rules. Survey results should be reported to the District on Schedule F-1 (pg. 46) for commercial users and Schedule G (pg. 48) for industrial users. A sample form which may be used to solicit employee hour data is shown on pg. 50.

You may refer to the forms used for municipal wholesale billing as follows:

| Title | Pages |
|---|---|
| Municipal Data Transmission Sheet | 40 |
| Schedule A - Discharge Certified Commercial | 41 |
| Schedule B - Waste Strength Certified Commercial | 42 |
| Schedule C - Noncertified Industrial | 43 |
| Schedule D - Discharge Certified Industrial | 44 |
| Schedule E - Waste Strength Certified Industrial | 45 |
| Schedule F-1 - Non-metered Business | 46 |
| Schedule F-2 - Non-metered Apartments and Motels | 47 |
| Schedule G - Non-metered Industrial/Cert. Comml. | 48 |
| Schedule H - Domestic Waste from Mobile Sources | 49 |

Adjustments to the data transmission should be reported to the User Charge Billing Clerk. A wholesale bill may not be adjusted beyond January 1 of the year prior to the ending date of the most recently billed period. Therefore, the allowable adjustment period may extend from 13 months (last bill period ends January 31) up to 24 months (last bill period ends December 31). However, in situations where the bill adjustment is due to a materially inaccurate or falsified certification form, Sec. 17.105 and 17.202(6), MMSD Rules, allows the District to adjust billings retroactive to the date or dates when the bills based upon the inaccurate certification form were originally due.

The following reporting guidelines are intended to facilitate municipal administration of the user charge program:

- **Vacant Structures.** Sewer connections and units associated with vacant structures need not be reported if both: 1) public water service has been disconnected and 2) no local water or sewer user charges are billed to the vacant property.
- **Multiple Water Accounts in an Apartment Building or Condominium.** The number of units associated with each water account may be used to determine user class. For example, a 40 unit apartment building, generally considered commercial, may be classified residential if each unit has a separate water account. In this case 1/40 of a connection would be assigned to each water account. On the other hand, a trailer in an 89 unit mobile home park, generally considered residential, may be classified commercial if the mobile home park is served by a single water meter.



» **Connection Charges for Mobile Home Parks.** Regardless of the number of water meters or the classification (residential or commercial) that is assigned to a mobile home park, the data transmission shall report one connection for each mobile home served.

Analysis has indicated that sewage collection facilities needed to serve a mobile home are not substantially different than that required to serve dwellings on 35 ft. x 125 ft. lots, which are commonplace in several communities.

» **New Users.** New users generally should be reported from either the date of permitted occupancy or date of connection to the sewer system, whichever is more recent. Reporting usage for part of a billing period should be consistent with local billing practice.

» **Business in the Home.** If all employees are family members, a business operated in a home may be classified as a residential user.

» **Submeters.** Some facilities have submeters to measure sprinkling water, cooling water discharged to a storm sewer, or wastewater discharged to the sanitary sewer. In most cases, the municipality may use submeter data to directly report the volume of wastewater discharged to the sanitary sewer. This water consumption should be identified as a "net" amount on the data transmission.

» **Motels on Unmetered Wells.** Motels served by unmetered wells are reported on Schedule F-2. An occupancy factor of 1.0 people per motel unit is used to estimate water consumption. A residence attached to the motel may also be reported on Schedule F-2 at the appropriate residential occupancy factor.

» **Domestic Waste from Mobile Sources.** Individual users are reported on Schedule H. The name and location of any facilities that collect and discharge domestic wastewater from the holding tanks of recreation vehicles, boats, airplanes, or any other mobile sources.

» **Classification and Connection Charges for Developments with Multiple Residences.** Developments with multiple residences include apartments, condominiums, cooperatives, and mobile home parks. For these developments, classification depends upon whether the development as a whole or each individual unit has a water account. The number of connection charges due depends upon the number of sewers leaving individual units, not the number of connections from the development to the public sewer. The following table provides guidance for classification and counting connections. Please contact the District to address specific questions regarding individual circumstances.

| Type of Development | Water Accounts | Sewer Connections | Classification |
|---|---|---|---|
| Multiple units in one building | One per building | One | Commercial |
| Multiple units in one building | One per unit | One | Residential |
| Multiple units, multiple structures* | One per whole development | One per unit | Commercial |
| Multiple units, multiple structures* | One per unit | One per unit | Residential |

*Includes mobile homes

The schedule of submittal dates for each municipal data transmission is shown in Table 5-1 (pg. 51). If requested by a municipality, the District may revise the schedule for data transmissions. The District will submit the wholesale bill to the municipality within five business days after receiving the data transmission. If the data transmission is received by the schedule date shown in Table 5-1, payment is due 45 days from receipt of the wholesale bill. If the data transmission is received after the schedule date, the 45 day remittance period will be shortened accordingly.

# MUNICIPAL DATA TRANSMISSION

**MUNICIPALITY OF** ______________________ **DISTRICT**

**FOR THE PERIOD FROM** __________________ **TO** __________________________

| | Units | Connections |
|---|---|---|
| **Residential User Class:** | ________ | ________ |
| **Noncertified Commercial User Class:** | **1000 Gallons** | **Connections** |
| All Metered Users | ________ | ________ |
| Non-Metered Business (Sch. F-1) | ________ | ________ |
| Non-Metered Apartments (Sch. F-2) | ________ | ________ |
| **Total** | ________ | ________ |

Discharge Certified Commercial (UC 23)
Please complete Schedule A

Waste Strength Certified Commercial (UC 32)
Please complete Schedule B

Noncertified Industrial Users (UC 30)
Please complete Schedule C

Discharge Certified Industries (UC 31)
Please complete Schedule D

Waste Strength Certified Industries (UC 33)
Please complete Schedule E

**Instructions:** See Section 5 of the Cost Recovery Procedures Manual for information on data items and submission dates. Mail or FAX this form and all supporting schedules to:

User Charge Billing Clerk
Accounting Department
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204-1446
FAX: 414-272-0270

# MUNICIPAL DATA TRANSMISSION

## Schedule A

**MUNICIPALITY OF** ____________________________________________

**FOR THE PERIOD FROM** __________________ **TO** __________________________

**DISCHARGE CERTIFIED COMMERCIAL USERS:**

| Local ID# | MMSD File # | Facility Name | Water Consumption (Gallons) | Connections |
|---|---|---|---|---|
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# MUNICIPAL DATA TRANSMISSION

## SCHEDULE B

**MUNICIPALITY OF**________________________________

**FOR THE PERIOD FROM** ______________ **TO** ____________________

**WASTE STRENGTH CERTIFIED COMMERCIAL USERS:**

| Local ID# | MMSD File # | Facility Name | Water Consumption (Gallons) | Connections |
|---|---|---|---|---|
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# MUNICIPAL DATA TRANSMISSION

## SCHEDULE C

**MUNICIPALITY OF**________________________________

**FOR THE PERIOD FROM** ______________ **TO** ____________________

**NONCERTIFIED INDUSTRIAL USERS:**

| Local ID# | MMSD File # | Facility Name | Water Consumption (Gallons) | Connections |
|---|---|---|---|---|
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# MUNICIPAL DATA TRANSMISSION
## SCHEDULE D

**MUNICIPALITY OF**____________________________

**FOR THE PERIOD FROM** ____________ **TO** ____________

**DISCHARGE CERTIFIED INDUSTRIAL USERS:**

| Local ID# | MMSD File # | Facility Name | Water Consumption (Gallons) | Connections |
|---|---|---|---|---|
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# MUNICIPAL DATA TRANSMISSION
## SCHEDULE E

**MUNICIPALITY OF**____________________________

**FOR THE PERIOD FROM** ____________ **TO** ____________

**WASTE STRENGTH CERTIFIED INDUSTRIAL USERS:**

| Local ID# | MMSD File # | Facility Name | Water Consumption (Gallons) | Connections |
|---|---|---|---|---|
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# MUNICIPAL DATA TRANSMISSION
## SCHEDULE F-1

### Estimated Sewage Discharge for Non-Metered Business

**MUNICIPALITY OF** ______________________________

**FOR THE PERIOD FROM** ____________ **TO** ____________________

| | | | A | B | A x B | |
|---|---|---|---|---|---|---|
| Local ID # | SIC Code | Facility Name | Employee Hr/Period | Gal.Per Empl/Hr | Gallons | Conn. |
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# MUNICIPAL DATA TRANSMISSION
## SCHEDULE F-2

### Estimated Sewage Discharge for Non-Metered Apartments and Motels

**MUNICIPALITY OF** ______________________________

**FOR THE PERIOD FROM** ____________ **TO** ____________________

| | | A | B | A x B x ERU x Days | |
|---|---|---|---|---|---|
| Local ID # | Location | People Per Unit | Units | Gallons | Conn. |
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# MUNICIPAL DATA TRANSMISSION
## SCHEDULE G
### Worksheet for Non-metered Facilities in Industrial User Classes

**MUNICIPALITY OF** ____________________________________________

**FOR THE PERIOD FROM** ______________ **TO** ________________________

**Instructions:** Use Schedule G to calculate water consumption for non-metered facilities not included on Schedule F-1 or F-2. Transfer user data for the facility to Schedule A, B, C, D, or E as appropriate.

| | | | | A | B * | A x B | |
|---|---|---|---|---|---|---|---|
| Local ID # | MMSD File # | SIC Code | Facility Name | Employee Hr/Period | Gal. Per Empl/Hr | Gallons | Enter on Sch. |
| | | | | | | | |
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**If SIC Code/gallons per employee hour does not agree with Table 6-1, explain difference.*

# MUNICIPAL DATA TRANSMISSION
## SCHEDULE H
### Worksheet for Facilities Discharging Domestic Waste from Mobile Sources

**MUNICIPALITY OF** ____________________________________________

**FOR THE PERIOD FROM** ______________ **TO** ________________________

| Facility Name | Address |
|---|---|
| | |
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# SURVEY OF EMPLOYEE HOURS FOR NON-METERED BUSINESS

**Owner/Facility Name:** _____

**Business Location:** _____

**Mailing Address if Different:** _____

_____

_____

**Instructions:** Sanitary sewer charges for unmetered water users are based on the number of employee hours worked at the business location. Please report the total number of hours that each employee was present at the above business location, including management, working owners, and part time employees.

Description of business operations: _____

SIC Code_____ Employee Data for

| | Number | Hours/Year |
|---|---|---|
| Full Time Employees | _____ | _____ |
| Part Time Employees | _____ | _____ |
| Total | _____ | _____ |

Do you anticipate a significant change in employee hours during the next twelve months?

yes ( ) no ( )

If yes, please explain

Return by: _____ _____

Signature of Certifying Official

Return to: _____ _____

Title of Certifying Official

_____ _____

Date Telephone Number

Tax Key _____

# TABLE 5-1

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Bayside | All | 10-Apr | (Jan-Feb-Mar) |
| | | 10-Jul | (Apr-May-June) |
| | | 9-Oct | (July-Aug-Sept) |
| | | 9-Jan | (Oct-Nov-Dec) |
| | | | |
| BPC County Land, LLC | All | 30-Jan | (Oct-Nov-Dec) |
| | | 30-Apr | (Jan-Feb-Mar) |
| | | 31-Jul | (Apr-May-June) |
| | | 30-Oct | (July-Aug-Sept) |
| | | | |
| Brookfield | All | 16-Mar | (Jan-Feb-Mar) |
| | | 12-Jun | (Apr-May-June) |
| | | 11-Sep | (July-Aug-Sept) |
| | | 11-Dec | (Oct-Nov-Dec) |
| | | | |
| Brown Deer | All | 20-Feb | (Dec-Jan-Feb) |
| | | 22-May | (Mar-Apr-May) |
| | | 21-Aug | (June-July-Aug) |
| | | 20-Nov | (Sept-Oct-Nov) |
| | | | |
| Butler | All | 3-Mar | (Dec)(Jan-Feb) |
| | | 3-Jun | (Mar-Apr-May) |
| | | 9-Sep | (June-July-Aug) |
| | | 2-Dec | (Sept-Oct-Nov) |
| | | | |
| Caledonia | All | 7-Jan | (Oct-Nov-Dec) |
| | | 8-Apr | (Jan-Feb-Mar) |
| | | 8-Jul | (Apr-May-June) |
| | | 7-Oct | (July-Aug-Sept) |
| | | | |
| Cudahy | Industries | 27-Jan | (December) |
| | | 26-Feb | (January) |
| | | 27-Mar | (February) |
| | | 29-Apr | (March) |
| | | 28-May | (April) |
| | | 26-Jun | (May) |
| | | 29-Jul | (June) |
| | | 28-Aug | (July) |
| | | 30-Sep | (August) |
| | | 28-Oct | (September) |
| | | 20-Nov | (October) |
| | | 18-Dec | (November) |

# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Cudahy | #1 & 3 | 18-Dec | (Oct-Nov) |
| | | 26-Feb | (Dec-Jan) |
| | | 28-Apr | (Feb-March) |
| | | 30-Jun | (Apr-May) |
| | | 28-Aug | (June-July) |
| | | 27-Oct | (Aug-Sept) |
| | | | |
| Cudahy | #2 & 4 | 27-Jan | (Nov-Dec) |
| | | 27-Mar | (Jan-Feb) |
| | | 28-May | (Mar-Apr) |
| | | 29-Jul | (May-June) |
| | | 25 Sept. | (July-Aug) |
| | | 20-Nov | (Sept-Oct) |
| | | | |
| Cudahy | #5 | 27-Mar | (Nov-Dec) (Jan) |
| | | 26-Jun | (Feb-Mar-Apr) |
| | | 25-Sep | (May-June-July) |
| | | 18-Dec | (Aug-Sept-Oct) |
| | | | |
| Elm Grove | All | 18-Dec | (Oct-Nov-Dec) |
| | | 27-Mar | (Jan-Feb-Mar) |
| | | 1-Jul | (Apr-May-June) |
| | | 25-Sep | (July-Aug-Sept) |
| | | | |
| Fox Point | All | 13-Feb | (Nov-Dec) (Jan) |
| | | 6-May | (Feb-Mar-Apr) |
| | | 5-Aug | (May-June-July) |
| | | 5-Nov | (Aug-Sept-Oct) |
| | | | |
| Franklin | All | 6-Jan | (Oct-Nov-Dec) |
| | | 3-Apr | (Jan-Feb-Mar) |
| | | 1-Jul | (Apr-May-June) |
| | | 2-Oct | (July-Aug-Sept) |
| | | | |
| Germantown | All | 16-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 17-Jul | (Apr-May-June) |
| | | 16-Oct | (July-Aug-Sept) |
| | | | |
| Glendale | ALL(#2) | 25-Mar | (Jan-Feb-Mar) |
| | | 18-Jun | (Apr-May-June) |
| | | 23-Sep | (July-Aug-Sept) |
| | | 16-Dec | (Oct-Nov-Dec) |
| | | | |
| Greendale | #22 | 30-Jan | (Oct-Nov-Dec) |
| | | 30-Apr | (Jan-Feb-Mar) |
| | | 31-Jul | (Apr-May-June) |
| | | 30-Oct | (July-Aug-Sept) |



# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Greenfield | All | 13-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 15-Jul | (Apr-May-June) |
| | | 9-Oct | (July-Aug-Sept) |
| Hales Corners | All | 11-Mar | (Jan-Feb-Mar) |
| | | 12-Jun | (Apr-May-June) |
| | | 11-Sep | (July-Aug-Sept) |
| | | 11-Dec | (Oct-Nov-Dec) |
| | | | |
| Menomonee Falls | "A" | 2-Jan | (Oct-Nov-Dec) |
| | | 1-Apr | (Jan-Feb-Mar) |
| | | 1-Jul | (Apr-May-June) |
| | | 1-Oct | (July-Aug-Sept) |
| | | | |
| Menomonee Falls | "B" | 3-Feb | (Nov-Dec) (Jan) |
| | | 1-May | (Feb-Mar-Apr) |
| | | 3-Aug | (May-June-July) |
| | | 3-Nov | (Aug-Sept-Oct) |
| | | | |
| Menomonee Falls | "C" | 3-Mar | (Dec)(Jan-Feb) |
| | | 2-Jun | (Mar-Apr-May) |
| | | 2-Sep | (June-July-Aug) |
| | | 2-Dec | (Sept-Oct-Nov) |
| | | | |
| Mequon | All | 20-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 17-Jul | (Apr-May-June) |
| | | 20-Oct | (July-Aug-Sept) |
| | | | |
| Milwaukee | #1 | 16-Jan | (Oct-Nov-Dec) |
| (Residential Non-Certified) | | 15-Apr | (Jan-Feb-Mar) |
| | | 15-Jul | (Apr-May-June) |
| | | 15-Oct | (July-Aug-Sept) |
| | | | |
| Milwaukee | #2 | 13-Feb | (Nov-Dec) (Jan) |
| | | 15-May | (Feb-Mar-Apr) |
| | | 14-Aug | (May-June-July) |
| | | 13-Nov | (Aug-Sept-Oct) |

# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Milwaukee | #3 | 13-Mar | (Dec) (Jan-Feb) |
| | | 12-Jun | (Mar-Apr-May) |
| | | 11-Sep | (June-July-Aug) |
| | | 11-Dec | (Sept-Oct-Nov) |
| | | | |
| Milwaukee (Certified Users) | #1 | | |
| | 11-12 | 27-Feb | (Jan-Feb-Mar) |
| | 13-14 | 6-Mar | (Jan-Feb-Mar) |
| | 15-16 | 13-Mar | (Jan-Feb-Mar) |
| | 17-19 | 20-Mar | (Jan-Feb-Mar) |
| | 99 | 24-Mar | (March) |
| | | | |
| | 11-12 | 29-May | (Apr-May-June) |
| | 13-14 | 5-Jun | (Apr-May-June) |
| | 15-16 | 12-Jun | (Apr-May-June) |
| | 17-19 | 18-Jun | (Apr-May-June) |
| | 99 | 23-Jun | (June) |
| | | | |
| | 11-12 | 28-Aug | (July-Aug-Sept) |
| | 13-14 | 4-Sep | (July-Aug-Sept) |
| | 15-16 | 11-Sep | (July-Aug-Sept) |
| | 17-19 | 18-Sep | (July-Aug-Sept) |
| | 99 | 23-Sep | (September) |
| | | | |
| | 11-12 | 24-Nov | (Oct-Nov-Dec) |
| | 13-14 | 4-Dec | (Oct-Nov-Dec) |
| | 15-16 | 11-Dec | (Oct-Nov-Dec) |
| | 17-19 | 17-Dec | (Oct-Nov-Dec) |
| | 99 | 18-Dec | (December) |
| | | | |
| Milwaukee (Certified Users) | #2 | | |
| | 21-22 | 2-Jan | (Nov-Dec-Jan) |
| | 23-24 | 9-Jan | (Nov-Dec-Jan) |
| | 25-26 | 16-Jan | (Nov-Dec-Jan) |
| | 27-29 | 23-Jan | (Nov-Dec-Jan) |
| | 99 | 23-Jan | (January) |



# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| | 21-22 | 27-Mar | (Feb-Mar-Apr) |
| | 23-24 | 3-Apr | (Feb-Mar-Apr) |
| | 25-26 | 10-Apr | (Feb-Mar-Apr) |
| | 27-29 | 17-Apr | (Feb-Mar-Apr) |
| | 99 | 23-Apr | (April) |
| | | | |
| | 21-22 | 26-Jun | (May-June-July) |
| | 23-24 | 3-Jul | (May-June-July) |
| | 25-26 | 10-Jul | (May-June-July) |
| | 27-29 | 17-Jul | (May-June-July) |
| | 99 | 23-Jul | (July) |
| | | | |
| | 21-22 | 25-Sep | (Aug-Sept-Oct) |
| | 23-24 | 2-Oct | (Aug-Sept-Oct) |
| | 25-26 | 9-Oct | (Aug-Sept-Oct) |
| | 27-29 | 16-Oct | (Aug-Sept-Oct) |
| | 99 | 23-Oct | (October) |
| | | | |
| Milwaukee (Certified Users) | #3 | | |
| | 31-32 | 30-Jan | (Dec-Jan-Feb) |
| | 33-34 | 6-Feb | (Dec-Jan-Feb) |
| | 35-36 | 13-Feb | (Dec-Jan-Feb) |
| | 37-39 | 20-Feb | (Dec-Jan-Feb) |
| | 99 | 19-Feb | (February) |
| | | | |
| | 31-32 | 24-Apr | (Mar-Apr-May) |
| | 33-34 | 1-May | (Mar-Apr-May) |
| | 35-36 | 8-May | (Mar-Apr-May) |
| | 37-39 | 15-May | (Mar-Apr-May) |
| | 99 | 22-May | (May) |
| | | | |
| | 31-32 | 24-Jul | (June-July-Aug) |
| | 33-34 | 3-Aug | (June-July-Aug) |
| | 35-36 | 7-Aug | (June-July-Aug) |
| | 37-39 | 14-Aug | (June-July-Aug) |
| | 99 | 21-Aug | (August) |

# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| | 31-32 | 30-Oct | (Sept-Oct-Nov) |
| | 33-34 | 6-Nov | (Sept-Oct-Nov) |
| | 35-36 | 13-Nov | (Sept-Oct-Nov) |
| | 37-39 | 18-Nov | (Sept-Oct-Nov) |
| | 99 | 19-Nov | (November) |
| | | | |
| Milwaukee Water Department | 2 Plants | 9-Jan | (Oct-Nov-Dec) |
| | | 10-Apr | (Jan-Feb-Mar) |
| | | 10-Jul | (Apr-May-June) |
| | | 9-Oct | (July-Aug-Sept) |
| | | | |
| Muskego | All | 16-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 17-Jul | (Apr-May-June) |
| | | 16-Oct | (July-Aug-Sept) |
| | | | |
| Muskego | LF | 13-Feb | (Oct-Nov-Dec) |
| | | 8-May | (Jan-Feb-Mar) |
| | | 7-Aug | (Apr-May-June) |
| | | 6-Nov | (July-Aug-Sept) |
| | | | |
| New Berlin | All | 13-Mar | (Jan-Feb-Mar) |
| | | 12-Jun | (Apr-May-June) |
| | | 11-Sep | (July-Aug-Sept) |
| | | 11-Dec | (Oct-Nov-Dec) |
| | | | |
| Oak Creek | #1 | 13-Feb | (Nov-Dec-Jan) |
| | | 8-May | (Feb-Mar-Apr) |
| | | 7-Aug | (May-June-July) |
| | | 6-Nov | (Aug-Sept-Oct) |
| | | | |
| Oak Creek | #2 | 6-Mar | (Dec-Jan-Feb) |
| | | 5-Jun | (Mar-Apr-May) |
| | | 4-Sep | (June-July-Aug) |
| | | 4-Dec | (Sept-Oct-Nov) |
| | | | |
| Oak Creek | #3 | 3-Apr | (Jan-Feb-Mar) |
| | | 7-Jul | (Apr-May-June) |
| | | 9-Oct | (July-Aug-Sept) |
| | | 9-Jan | (Oct-Nov-Dec) |



# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Oak Creek-Ash | LF | 23-Jan | (Oct-Nov-Dec) |
| | | 24-Apr | (Jan-Feb-Mar) |
| | | 24-Jul | (Apr-May-June) |
| | | 23-Oct | (July-Aug-Sept) |
| | | | |
| Oak Creek | Industries | 20-Jan | (Dec-Jan) |
| | | 20-Feb | (Jan-Feb) |
| | | 20-Mar | (Feb-Mar) |
| | | 17-Apr | (Mar-Apr) |
| | | 20-May | (Apr-May) |
| | | 17-Jun | (May-June) |
| | | 17-Jul | (June-July) |
| | | 20-Aug | (July-Aug) |
| | | 18-Sep | (Aug-Sept) |
| | | 16-Oct | (Sept-Oct) |
| | | 20-Nov | (Oct-Nov) |
| | | 18-Dec | (Nov-Dec) |
| | | | |
| River Hills | All | 10-Apr | (Jan thru Apr) |
| | | 7-Aug | (May thru Aug) |
| | | 11-Dec | (Sept thru Dec) |
| | | | |
| Shorewood | All | 27-Feb | (Dec) (Jan-Feb) |
| | | 3-Jun | (Mar-Apr-May) |
| | | 3-Sep | (June-July-Aug) |
| | | 2-Dec | (Sept-Oct-Nov) |
| | | | |
| St. Francis | All | 6-Mar | (Dec) (Jan-Feb) |
| | | 5-Jun | (Mar-Apr-May) |
| | | 11-Sep | (June-July-Aug) |
| | | 11-Dec | (Sept-Oct-Nov) |
| | | | |
| Thiensville | All | 16-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 17-Jul | (Apr-May-June) |
| | | 16-Oct | (July-Aug-Sept) |

# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| Valley Power Plant | | 30-Jan | (Oct-Nov-Dec) |
| | | 30-Apr | (Jan-Feb-Mar) |
| | | 30-Jul | (Apr-May-June) |
| | | 30-Oct | (July-Aug-Sept) |
| | | | |
| Wauwatosa | #1 | 13-Feb | (Nov-Dec) (Jan) |
| | | 15-May | (Feb-Mar-Apr) |
| | | 14-Aug | (May-June-July) |
| | | 13-Nov | (Aug-Sept-Oct) |
| Wauwatosa | #2 | 13-Mar | (Dec) (Jan-Feb) |
| | | 12-Jun | (Mar-Apr-May) |
| | | 16-Sep | (June-July-Aug) |
| | | 16-Dec | (Sept-Oct-Nov) |
| | | | |
| Wauwatosa | #3 | 16-Jan | (Oct-Nov-Dec) |
| | | 17-Apr | (Jan-Feb-Mar) |
| | | 15-Jul | (Apr-May-June) |
| | | 16-Oct | (July-Aug-Sept) |
| | | | |
| Wauwatosa | #4 | 16-Jan | (December) |
| | | 13-Feb | (January) |
| | | 13-Mar | (February) |
| | | 17-Apr | (March) |
| | | 15-May | (April) |
| | | 12-Jun | (May) |
| | | 15-Jul | (June) |
| | | 14-Aug | (July) |
| | | 16-Sep | (August) |
| | | 16-Oct | (September) |
| | | 13-Nov | (October) |
| | | 16-Dec | (November) |
| | | | |
| West Allis | #1 | 20-Feb | (Nov-Dec) (Jan) |
| | | 22-May | (Feb-Mar-Apr) |
| | | 21-Aug | (May-June-July) |
| | | 20-Nov | (Aug-Sept-Oct) |

# TABLE 5-1 (cont.)

## SCHEDULES FOR TRANSMISSION OF USER DATA AND USER CHARGES

| Municipality | Class or District | User Data to MMSD | Period Covered |
|---|---|---|---|
| West Allis | #2 | 20-Mar | (Dec) (Jan-Feb) |
| | | 26-Jun | (Mar-Apr-May) |
| | | 25-Sep | (June-July-Aug) |
| | | 18-Dec | (Sept-Oct-Nov) |
| | | | |
| West Allis | #3 | 23-Jan | (Oct-Nov-Dec) |
| | | 24-Apr | (Jan-Feb-Mar) |
| | | 24-Jul | (Apr-May-June) |
| | | 23-Oct | (July-Aug-Sept) |
| | | | |
| West Milwaukee “41” | All | 13-Feb | (Nov-Dec) (Jan) |
| | | 15-May | (Feb-Mar-Apr) |
| | | 14-Aug | (May-June-July) |
| | | 13-Nov | (Aug-Sept-Oct) |
| | | | |
| West Milwaukee “91” | Industries | 23-Jan | (January) |
| | | 19-Feb | (February) |
| | | 24-Mar | (March) |
| | | 23-Apr | (April) |
| | | 22-May | (May) |
| | | 23-Jun | (June) |
| | | 23-Jul | (July) |
| | | 21-Aug | (August) |
| | | 23-Sep | (September) |
| | | 23-Oct | (October) |
| | | 19-Nov | (November) |
| | | 18-Dec | (December) |
| | | | |
| Whitefish Bay | All | 27-Mar | (Dec-Jan-Feb) |
| | | 26-Jun | (Mar-Apr-May) |
| | | 25-Sep | (June-July-Aug) |
| | | 18-Dec | (Sept-Oct-Nov) |

# SECTION 6

# Typical Wastewater Discharge Rates

**Reference:**
Secs. 17.209 and 17.303, MMSD Rules



In some municipalities, a number of commercial and industrial users rely on unmetered wells for their water supply. Section 17.303 of the District Rules specifies when the installation of meters are required on these wells. Until such installations are completed, the water consumption from these wells must be estimated. These estimates are based on the Typical Wastewater Discharge Rates in Table 6-1. For each SIC code listed, these factors relate estimated water consumption to the number of employee hours worked.

The factors listed in Table 6-1 are to be used by the District and municipalities in estimating the volume of discharge. If a Typical Wastewater Discharge Rate is needed for a SIC code not listed in Table 6-1, please contact the District.

Appeal of this section shall be in accordance with appeal provisions set forth in Chapter 17, District Rules and Regulations.

# TABLE 6-1

## TYPICAL WASTEWATER DISCHARGE RATES

| SIC CODE | Description | Gallons Per Employee Hour |
|---|---|---|
| 0742 | Veterinary Services for Animal Specialities | 20.0 |
| 0752 | Animal Specialty Services | 16.0 |
| 0782 | Lawn and Garden Services | 10.0 |
| 1446 | Industrial Sand | 5.0 |
| 1521 | General Contractors - Residential | 2.3 |
| 1541 | General Contractors - Ind. Bldgs. & Warehouses | 2.3 |
| 1611 | General Contractors - Public Works | 2.3 |
| 1711 | Plumbing, Heating & Air Conditioning | 2.3 |
| 1731 | Electrical Work | 2.3 |
| 1761 | Roofing and Sheet Metal Work | 2.3 |
| 1799 | Special Trade Contractors, Not Elsewhere Classified | 2.3 |
| 2013 | Sausage & Other Prepared Meats | 110.0 |
| 2065 | Candy and Other Confectionery Products | 50.0 |
| 2087 | Flavoring Extracts & Syrups, Not Elsewhere Classified | 75.0 |
| 2394 | Canvas and Related Products | 2.3 |
| 2431 | Millwork | 5.0 |
| 2434 | Wood Kitchen Cabinets | 5.0 |
| 2522 | Metal Office Furniture | 2.3 |
| 2721 | Periodicals: Publishing & Printing | 10.0 |
| 2731 | Books: Publishing & Printing | 10.0 |
| 2751 | Commercial Printing, Letterpress & Screen | 10.0 |
| 2752 | Commercial Printing, Lithographic | 10.0 |
| 2789 | Bookbinding and Related Work | 10.0 |
| 2795 | Lithographic Platemaking & Related Services | 25.0 |
| 2819 | Industrial Inorganic Chemicals, Not Elsewhere Classified | 10.0 |
| 2834 | Pharmaceutical Preparations | 10.0 |
| 2841 | Soap & Other Detergents | 15.0 |
| 2893 | Mfg. of Printing Ink | 30.0 |
| 2899 | Chemicals & Chemical Preparations, Not Elsewhere Classified | 10.0 |
| 3079 | Misc. Plastics Products | 85.0 |
| 3111 | Leather Tanning & Finishing | 345.0 |
| 3272 | Concrete Products, Except Block & Brick | 35.0 |
| 3273 | Ready-Mixed Concrete | 90.0 |
| 3293 | Gaskets, Packing, and Sealing Devices | 2.3 |
| 3325 | Steel Foundries, Not Elsewhere Classified | 115.0 |
| 3341 | Secondary Smelting and Refining of Nonferrous Metals | 2.7 |
| 3441 | Fabricated Structural Metal | 25.0 |
| 3442 | Metal Doors, Sash, Frames, Molding and Trim | 2.3 |
| 3444 | Sheet Metal Work | 40.0 |
| 3451 | Screw Machine Products | 10.0 |
| 3462 | Iron and Steel Forgings | 5.0 |
| 3469 | Metal Stampings, Not Elsewhere Classified | 5.0 |
| 3471 | Electroplating, Plating, Polishing, Anodizing, etc. | 50.0 |
| 3479 | Coating, Engraving and Allied Services, Not Elsewhere Classified | 100.0 |
| 3495 | Wire Springs | 2.3 |
| 3498 | Fabricated Pipe & Fittings | 2.3 |
| 3499 | Fabricated Metal Products, Not Elsewhere Classified | 25.0 |

# TABLE 6-1 (cont)

## TYPICAL WASTEWATER DISCHARGE RATES

| SIC CODE | Description | Gallons Per Employee Hour |
|---|---|---|
| 3531 | Construction Machinery & Equipment | 5.0 |
| 3544 | Spec. Dies & Tools, Die Sets, Jigs & Fixtures, Molds | 10.0 |
| 3562 | Ball and Roller Bearings | 5.0 |
| 3565 | Industrial Patterns | 5.0 |
| 3569 | General Industrial Machinery & Equipment, Not Elsewhere Classified | 4.0 |
| 3576 | Scales and Balances, Except Laboratory | 2.3 |
| 3599 | Machinery, Except Electrical, Not Elsewhere Classified | 10.0 |
| 3613 | Switchgear & Switchboard Apparatus | 5.0 |
| 3632 | Household Refrigerators and Home and Farm Freezers | 2.3 |
| 3694 | Electrical Equipment for Internal Combustion Engines | 2.3 |
| 3714 | Motor Vehicle Parts & Accessories | 75.0 |
| 3999 | Manufacturing Industries, Not Elsewhere Classified | 2.3 |
| 4141 | Local Passenger Transportation Charter Service | 2.3 |
| 4151 | School Buses | 2.3 |
| 4212 | Local Trucking Without Storage | 10.0 |
| 4213 | Trucking, Except Local | 2.3 |
| 4225 | General Warehousing and Storage | 2.3 |
| 4311 | U. S. Postal Service | 2.3 |
| 4722 | Travel Agency | 2.3 |
| 4811 | Telephone Communication | 2.3 |
| 4832 | Radio Broadcasting | 2.3 |
| 5042 | Toys and Hobby Goods & Supplies | 2.3 |
| 5063 | Electrical Apparatus & Equipment | 2.3 |
| 5064 | Electrical Appliances | 2.3 |
| 5072 | Hardware - Wholesale Distribution | 2.3 |
| 5082 | Construction and Mining Machinery and Equipment | 2.3 |
| 5084 | Industrial Machinery & Equipment | 2.3 |
| 5142 | Frozen Foods | 10.0 |
| 5149 | Wholesale Groceries & Related Products, Not Elsewhere Classified | 10.0 |
| 5199 | Wholesale Non-Durable Goods, Not Elsewhere Classified | 10.0 |
| 5211 | Lumber & Other Building Materials Dealers | 2.3 |
| 5231 | Paint, Glass, Wallpaper | 2.3 |
| 5251 | Hardware - Retail Sales | 2.3 |
| 5261 | Retail Nurseries Lawn & Garden Supply Stores | 10.0 |
| 5271 | Mobile Home Dealers | 2.3 |
| 5311 | Department Stores | 2.3 |
| 5331 | Variety Stores | 2.3 |
| 5411 | Grocery Stores with Meat & Produce Dept. | 16.0 |
| 5412 | Grocery Stores without Meat & Produce Dept. | 6.0 |
| 5441 | Candy, Nut, and Confectionery Stores | 10.0 |
| 5462 | Retail Bakeries - Baking and Selling | 10.0 |
| 5499 | Miscellaneous Food Stores | 2.3 |
| 5511 | Motor Vehicle Dealers | 5.0 |
| 5531 | Auto and Home Supply Stores | 2.3 |
| 5541 | Gasoline Service Stations | 15.0 |
| 5551 | Boat Dealers | 5.0 |

# TABLE 6-1 (cont)

## TYPICAL WASTEWATER DISCHARGE RATES

| SIC CODE | Description | Gallons Per Employee Hour |
|---|---|---|
| 5611 | Clothing Stores | 2.3 |
| 5661 | Shoe Stores | 2.3 |
| 5681 | Furriers & Fur Shops | 5.0 |
| 5711 | Furniture, Floor Coverings, Appliances | 2.3 |
| 5812 | Eating Places (Restaurants) | 20.0 |
| 5813 | Drinking Places (Taverns) | 45.0 |
| 5912 | Drug Stores and Proprietary Stores | 2.3 |
| 5921 | Liquor Stores | 2.3 |
| 5931 | Used Merchandise Stores | 2.3 |
| 5941 | Sporting Goods Stores & Bicycle Shops | 2.3 |
| 5942-9 | Miscellaneous Stores | 2.3 |
| 5992 | Florists | 10.0 |
| 5999 | All Other Retail Stores | 2.3 |
| 6022-59 | Banks | 2.3 |
| 6122-63 | Savings & Loans | 2.3 |
| 6311 | Insurance Companies | 2.3 |
| 6411 | Insurance Agents | 2.3 |
| 6512 | Operators of Nonresidential Buildings | 2.3 |
| 6515 | Operators of Residential Mobile Home Sites | 2.3 |
| 6531 | Real Estate Agents and Managers | 2.3 |
| 6553 | Cemetery Subdividers and Developers | 2.3 |
| 6722 | Management Investment Offices | 2.3 |
| 7211 | Power Laundries, Family & Commercial | 105.0 |
| 7212 | Cleaning & Laundry Pick-up Stations | 2.3 |
| 7215 | Fac. Coin-Op Laundries & Dry Cleaning | 910.0 |
| 7216 | Dry Cleaning Plants, Except Rug Cleaning | 5.0 |
| 7221 | Photographic Studios | 2.3 |
| 7231 | Beauty Shops | 16.0 |
| 7241 | Barber Shops | 10.0 |
| 7261 | Funeral Service & Crematories | 15.0 |
| 7299 | Miscellaneous Services, Not Elsewhere Classified | 2.3 |
| 7311 | Advertising Agencies, Employment Services | 2.3 |
| 7332 | Blueprinting and Photocopying Services | 2.3 |
| 7361 | Employment Agencies | 2.3 |
| 7391 | Research and Development Laboratories | 10.0 |
| 7395 | Photofinishing Labs | 10.0 |
| 7512 | Passenger Car Rental & Leasing, w/o Drivers | 10.0 |
| 7531 | Top and Body Repair Shop | 5.0 |
| 7534 | Tire Retreading & Repair Shops | 20.0 |
| 7538 | General Automotive Repair Shops | 5.0 |
| 7542 | Car Washes | 115.0 |
| 7622 | Radio & Television Repair | 2.3 |
| 7699 | Repair Shops and Related Services, Not Elsewhere Classified | 2.3 |
| 7814 | Motion Picture and Tape Production | 10.0 |
| 7832 | Motion Picture Theaters, not Drive-Ins | 20.0 |
| 7911 | Dance Halls, Studios, and Schools | 20.0 |
| 7922 | Theatrical Producers | 20.0 |

# TABLE 6-1 (cont)

## TYPICAL WASTEWATER DISCHARGE RATES

| SIC CODE | Description | Gallons Per Employee Hour |
|---|---|---|
| 7933 | Bowling Alleys | 50.0 |
| 7992 | Public Golf Courses | 45.0 |
| 7997 | Membership Sports & Recreation Clubs | 75.0 |
| 7999 | Roller Rinks, Gymnasiums, Museums | 20.0 |
| 8011 | Offices of Physicians | 10.0 |
| 8021 | Offices of Dentists | 10.0 |
| 8031 | Offices of Osteopaths | 10.0 |
| 8041 | Offices of Chiropractors | 10.0 |
| 8051 | Skilled Nursing Care Facilities | 20.0 |
| 8091 | Health and Allied Service, Not Elsewhere Classified | 10.0 |
| 8111 | Attorneys | 2.3 |
| 8211 | Elementary & Secondary Schools | 20.0 |
| 8221 | Colleges, Universities & Prof. Schools | 25.0 |
| 8231 | Libraries, & Information Centers | 20.0 |
| 8249 | Vocational Schools, Not Elsewhere Classified | 20.0 |
| 8361 | Residential Care | 20.0 |
| 8421 | Arboreta, Botanical & Zoological Gardens | 45.0 |
| 8621 | Professional Membership Organizations | 2.3 |
| 8641 | Civic, Social and Fraternal Associations | 15.0 |
| 8661 | Religious Organizations (hours occupied only) | 20.0 |
| 8699 | Membership Organizations, Not Elsewhere Classified | 2.3 |
| 8911 | Engineering, Architectural & Surveying Services | 2.3 |
| 8931 | Accountants | 2.3 |
| 9199 | General Government, Not Elsewhere Classified | 2.3 |
| 9221 | Police Protection | 2.3 |
| 9224 | Fire Protection | 2.3 |
| 9451 | Administration of Veteran's Affairs | 2.3 |
| 9999 | All Offices, Not Elsewhere Classified | 2.3 |

*NOTE: Parsonages should be regarded as single family residences.*

# SECTION 7

# Certification Procedures

**Reference:**
Secs. 17.103(5), 17.401, 17.402, MMSDRules



## DISCHARGE FACTOR CERTIFICATION

Discharge factors are defined as the ratio of the amounts of domestic, process and cooling water discharged to the amount of water consumed. The District computes discharge factors based on the water consumption, discharge, and loss information provided by the user in a water balance.

Every industrial user must provide a Water Balance Form (Appendix A, pg. 89) to the District. Also, any industrial or commercial user that does not discharge 100 percent of its metered water consumption to a sanitary or combined sewer will benefit by providing a Water Balance Form.

This form can be obtained from the District's website, www.mmsd.com, or by contacting the District's Industrial Waste Department at the following address:

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

Each discharge factor certified user who is a significant industrial user according to Sec. 11.103, MMSD Rules, or has an average daily non-domestic wastewater discharge of 10,000 gallons per day or more must annually provide Water Balance Form.

All other discharge factor certified users must provide Water Balance Form at least once every three (3) years.



## WASTE STRENGTH CERTIFICATION

An industrial user will benefit from waste strength certification if actual waste strength are less than typical process waste strengths established by the District. To become waste strength certified, a user must sample all process wastewater discharges to the extent necessary to represent all of the user's discharges. At a minimum, this sampling must be for at least three consecutive days. More sampling is necessary if discharges are variable. The user must collect flow proportioned composite samples, unless the District approves an alternative sample type. For each day of sampling, the user must report results for flow, BOD, and TSS. A laboratory certified or registered according to Wis. Adm. Code, ch. NR 149 must analyze the samples. The laboratory must use analytical methods listed in Wis, Adm. Code, ch. NR 219.

The District will sample industrial users to verify waste strengths according to Section 8. In accordance with procedures established in Section 12, the costs associated with the collection and laboratory analysis of verification samples will be billed directly back to the user.

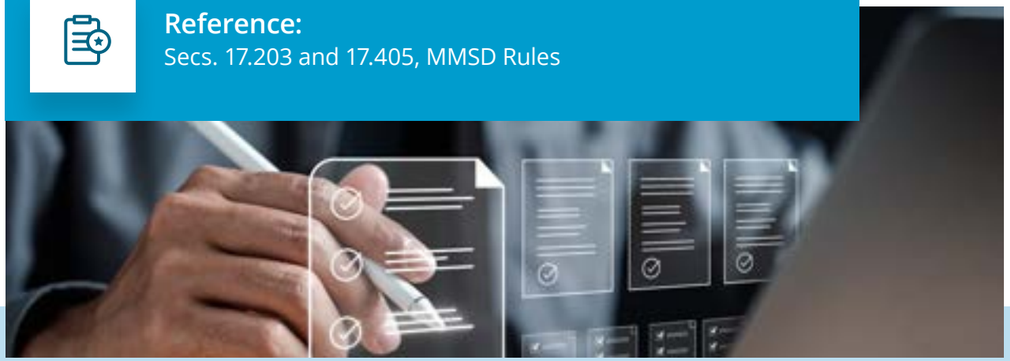
## CONTINUOUS SELF-MONITORING OF DISCHARGES

Users may elect to be billed for sewer user charges based on continuous metered discharges rather than metered water consumption. These users must maintain the accuracy of these meters.



# SECTION 8
# Data Verification Procedures

**Reference:**
Secs. 17.203 and 17.405, MMSD Rules



The Milwaukee Metropolitan Sewerage District (District) has developed numerous procedures which it uses to periodically verify the validity of data submitted by certified commercial and industrial customers.

The District audits municipal user charge programs to test the accuracy of municipal data transmissions, verify compliance with District Rules, and update information required for wholesale billing.

The District verifies the data submitted by commercial and industrial users on Discharge Factor Certification Forms by comparing this information with other sources of data available to the District.

The District routinely samples waste strength certified industrial and commercial users to verify the certified analytical data submitted by that user. The main objectives of this program are to assure that user charges are being assessed for the true waste characteristics and that this assurance is achieved with a minimum of effort and expense and that user discharges are in compliance with applicable pretreatment standards. The costs associated with the collection and laboratory analysis of these samples is billed to the certified user in accordance with procedures established in Section 11 of this manual.

The District classifies waste strength certified users based upon the amount of sewer user charge paid. The classification determines how often the District samples. Table 8-1 shows the various classes as well as the sample type and minimum sample frequency assigned to each individual class. The District may sample more frequently than shown in Table 8-1 when results of previous verification samples indicate that the certified data may be inaccurate. As with the routine verification monitoring, the costs involved with the collection and analysis of additional samples will be assessed to the individual users.

# TABLE 8-1

## WASTE STRENGTH CERTIFIED USER CLASSES

| Class | Sewer User Charge ($/Year) | Sampling Periods/year | Duration (Days) | Sample Type |
|---|---|---|---|---|
| 1 | > 1,000,000 | 3 | 7 | 24 hr FPC |
| 2 | > 200,000 | 2 | 7 | 24 hr FPC |
| 3 | > 100,000 | 3 | 1 | 24 hr FPC |
| 4 | > 10,000 | 2 | 1 | 24 hr FPC |
| 5 | < 10,000 | 1 | 1 | 24 hr FPC/TC |

FPC = Flow Proportioned Composite

TC = Time Composite

As products, materials, operations, and treatment systems change, biochemical oxygen demand (BOD) and total suspended solids (TSS) concentrations in a user's discharge may change. In response, for all waste strength certified users, the District needs to periodically review whether the BOD and TSS concentrations the District currently uses for billing continue to represent actual concentrations. The District will review this information at least once per year for each waste strength certified user.

To analyze trends, the District will use the Cumulative Sum Control Test (CUSUM), a statistical procedure that detects long-term significant deviations from a particular value. The sensitivity of CUSUM depends upon two variables: "g", the shift to be detected, expressed as a multiple of the standard deviation, and "a", the probability of detecting a shift when one has not occurred (false alarm). For purposes of the District's verification program, "g" will be equal to 1.0 and "a" will be equal to 0.1. To identify trends, CUSUM requires at least eight values. If CUSUM shows a significant deviation from the concentrations currently in use, then recertification is appropriate.

The District will provide to the user a summary of recent sample results and results of the CUSUM analysis if the analysis indicates that the current concentrations should be replaced with either higher or lower concentrations. The District will calculate flow-weighted average concentrations for BOD and/or TSS using these recent sample results. If flow data is not available, the District may use an arithmetic average.
If concentrations are increasing, then the notice will indicate that the user has two options.

1. If the user does nothing, then the District will implement the flow-weighted averages calculated by the District.
2. The user may self-monitor, calculate flow-weighted average concentrations using only the new self-monitoring results, and submit the sample results and calculated averages to the District. In this case, the District will implement the averages produced by the new monitoring. Users must sample as described below.



If concentrations are decreasing, then the notice will indicate that the user has two options.

1. The user may do nothing. In this case, the District will continue using the existing concentrations.
2. The user may self-monitor, calculate flow-weighted average concentrations using only the new self-monitoring results, and submit the sample results and calculated averages to the District. In this case, the District will implement the averages produced by the new monitoring. Users must sample as described below.

At the request of a user, the District may adjust BOD and TSS concentrations using other procedures, as long as the alternative procedures produce results that are equally or more representative. Very large users are likely to be the users most interested in alternative procedures because even small changes in the billing basis will cause large changes to user charges. An important consideration is whether the increased accuracy is worth the increased sampling cost. The following procedures are examples of approaches developed at the request of users and approved by the District.

1. The District samples for seven consecutive days every three months. The District updates the billing concentrations after each sampling event.
2. The user samples for BOD weekly and TSS daily. The District updates the certified values monthly, while also performing occasional sampling to confirm the user's values.

To ensure efficiency during implementation and record keeping, the District will always analyze and adjust BOD and TSS together.

## Self-Monitoring Requirements

When a user is sampling according to this section, the user must sample on days that represent normal operations. If a user intends to sample, then the user must notify the District of the user's intent to sample within 30 days after receiving a notice described above. Users must complete self-monitoring within 60 days after receiving a notice described above. A laboratory certified or registered according to ch. NR 149, Wis. Adm. Code, must analyze the samples. The laboratory must use methods listed in ch. NR 219, Wis. Adm. Code. Users must report results before the end of the month following the month in which the user sampled. For example, if sampling occurs in March, then results are due before the end of April. Users must sample for at least three consecutive days, unless some other period would be more representative and the District approves or requires the other period before sampling. For each day of sampling, users must report both the measured concentrations for BOD and TSS and the measured flow.

## BOD Results Outside of the Analytical Range

In some cases, discharges are highly variable. This variability complicates BOD analysis because BOD analysis requires an initial estimate of the result. If the actual BOD is very different from the estimate, then the result may be outside the range of the analysis. In this case, the reported result is less than or greater than a certain value.

When the District is using this type of result in user charge calculations, the District will use the limit of the method. For example, if the reported result is "<100 mg/l", then the District will use





100 mg/l. If the reported result is ">5,000 mg/l", then the District will use 5,000 mg/l. In cases of a less-than, this approach benefits the District. In the case of a greater-than, this approach benefits the user. Results reported as a greater-than are more common, so the user will benefit most of the time.

This approach is better than simply disregarding the result because even if a result was outside of the analytical range, the result does show the general magnitude of the concentration and user charge calculations benefit from using as many measurements as possible.

## Extreme Concentrations

The dataset for calculating the BOD and TSS averages may contain values that appear unusually high or unusually low. Generally, being unusual will not stop the District from using these values in its calculations. Even if a condition is unusual, as long as it actually occurred, then including it in the analysis makes the average more representative of all possible conditions.

However, in certain conditions, the District may disregard a result. If a user identifies a particular condition as the cause of an unusual result and that condition will not recur, then the District may disregard a result. Also, if quality assurance issues make precision or accuracy less than normal, then the District may disregard a result. The presence of a less-than sign or a greater-than sign, by itself, is not a quality assurance problem.

# CENTRALIZED WASTEWATER TREATMENT FACILITIES

Special procedures apply to commercial centralized wastewater treatment facilities. These facilities receive wastewater produced by others. Wastewater characteristics vary from shipment to shipment. Sources of wastewater may vary widely, from cheese manufacturing to organic chemical manufacturing and from metal finishing to catch basin cleaning. In response to this variability and unpredictability, sampling will be more frequent than sampling at other users. At minimum, commercial centralized waste treatment facilities will be sampled by the District once per month per outfall. This sampling will include both BOD and TSS, along with any pollutants of regulatory concern. The District will bill the user for the sampling.

In addition to sampling by the District, the District will require self-monitoring at least once per month at each outfall.

## Water Balance

Determining the volume discharged is another challenge. Unlike most other industrial users, most of the discharged wastewater is delivered by tank truck, rather than a metered public water supply. Water consumed from the public supply is usually limited to domestic uses and facility cleaning.

The District will use the following water balance equation for these facilities:
Water consumption + Hauled wastewater = Process wastewater discharge + Domestic wastewater discharge

The process wastewater discharge may have multiple components, depending upon the types of wastewater received.
For purposes of the water balance, consumption from the public water supply will equal the domestic wastewater discharge. The District will determine these values by multiplying the average number of full-time equivalent people in the building by 5,120 gallons per person per year.

As an alternative to this domestic wastewater calculation, a site specific municipal data transmission will provide the actual domestic water consumption value on a quarterly basis. Generally, for purposes of the water balance, hauled wastewater will equal process wastewater discharges. Actual hauled wastewater flows will be reported monthly to the District, by the centralized wastewater treatment facility.

The District will implement the new water balance values starting with the next billing cycle.

## Waste Strength

Quarterly, the District will calculate flow-weighted average BOD and TSS concentrations using sample results since the end of the preceding quarter. Quarters are determined by the location of the centralized waste treatment facility, and the associated schedule shown in Table 5-1.
The District will implement the new BOD and TSS concentrations starting with the next billing cycle.

The District will use flow-weighted average concentrations because they are most representative. If flow measurements are unavailable or if, for any other reason, an alternative would be more representative, then the District may use something other than a flow-weighted average.

# SECTION 9

## Notice of Change in Occupancy

**Reference:**
Sec. 17.307 and 17.403, MMSD Rules



Individual user data files are maintained by the District for each certified commercial user and each industrial user. Since the municipality is responsible for maintaining retail user files, any change in the District's individual user data files should be initiated by the municipality.

In the event that one of these users is deleted from the retail user file, the municipality should notify the District of the action by submission of a Notice of Change in Occupancy Form, as presented on page 73. This same form should be submitted to the District if the municipality adds a user. If a new company is moving into the premises of a currently certified facility, the municipality should submit a Notice of Change in Occupancy Form and be sure to include both the name of the new company and the name of the old company. Such notice should be submitted to the District by the municipality within 30 days of the change in occupancy.



# NOTICE OF CHANGE IN OCCUPANCY

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

**From:** Municipality of _____

Effective Date _____

Change: Addition ( )
Deletion ( )
Correction ( )

For purposes of user charge administration, change the following certified commercial user or industrial user file as follows:

MMSD File No. _____

Company Name _____

Division or Department _____

Street Address _____

City _____ Zip Code _____

Telephone _____

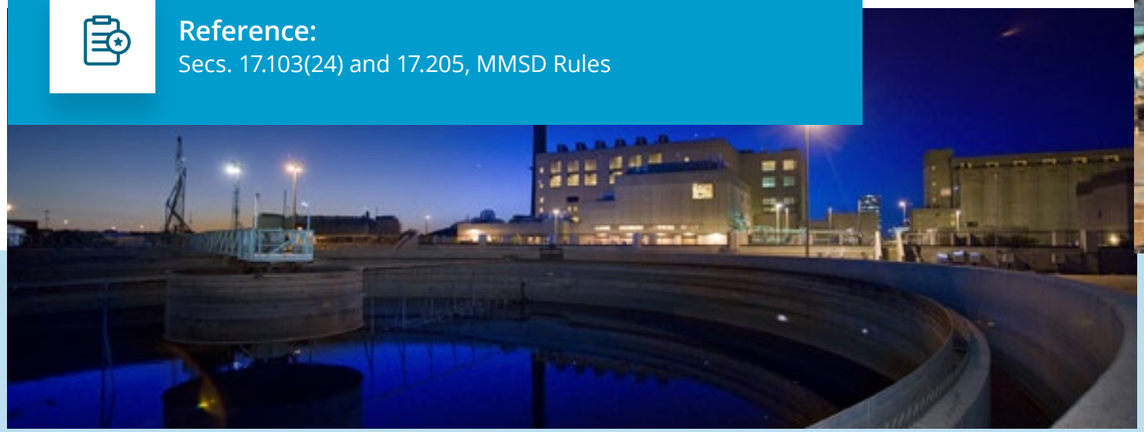
SIC Code or
Business Description _____

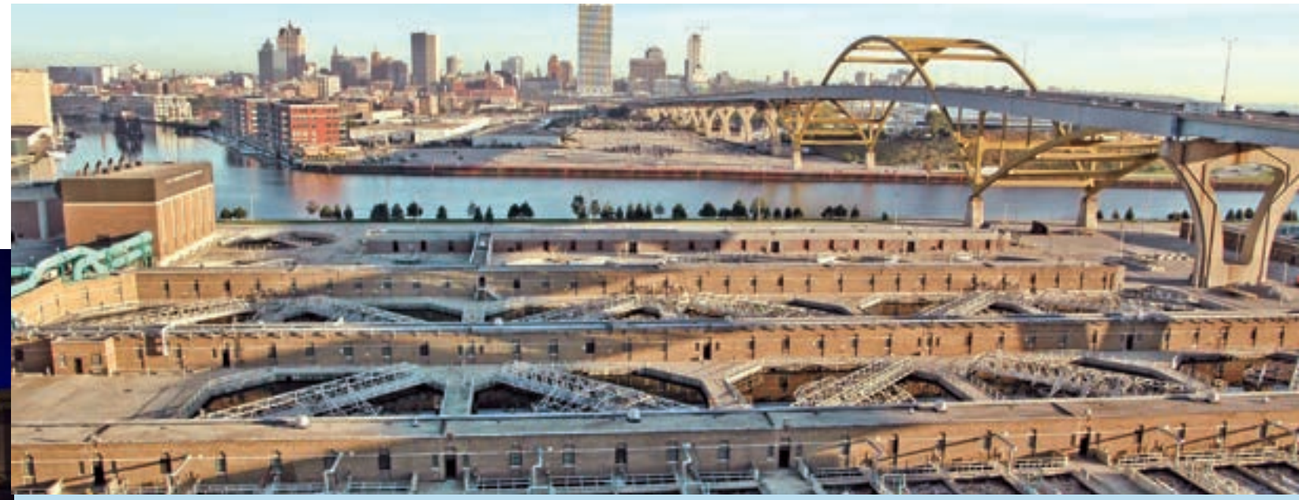
Old Company Name
(if applicable) _____

Municipal Water
Account No. _____

# SECTION 10
# Unit Costs of Treatment

**Reference:**
Secs. 17.103(24) and 17.205, MMSD Rules





District unit costs of treatment for 2026 are:

| | | |
|---|---|---|
| Flow (Base Rate) | = | $1.87891/1,000 gal. |
| Flow (Watercourse & Green Infrastructure Rate) | = | See Table 3-4 |
| BOD | = | $0.12132/pound |
| TSS | = | $0.23350/pound |
| Connection Charge | = | $60.01/year |

The derivation of these charges is described herein, as follows.

The net portion of the adopted 2026 Operation and Maintenance (O&M) budget billable via the user charge program is $111,133,000. This total amount has been distributed to the cost allocation parameters and is described in Section 3 of the Cost Recovery Procedures Manual under UNIT PROCESS-PARAMETER RELATIONSHIPS.

That distribution yields the following breakdown between the parameters for 2026:

| | | |
|---|---|---|
| Flow | $47,493,000 | |
| BOD | 15,298,000 | (Biochemical oxygen demand) |
| TSS | 32,366,000 | (Total suspended solids) |
| Connections | 10,865,000 | |
| Permit Fees | 904,000 | |
| I/I Storage Costs | 4,207,000 | |
| Green Infrastructure | 235,000 | |
| Watercourse Costs | 2,186,000 | |
| | $113,554,000 | |

This total treatment cost is to be recovered through a formula that recognizes that billable wasteloads of Flow, BOD, and TSS are directly traceable to users on a unit basis, and the remaining treatment costs, excluding permit fees and I/I storage costs, are best shared equally by the total number of connections to the system.

The first portion consists of assorted wastewater discharges (intentional discharges of domestic wastes, process wastes or cooling waters) comprising 46 percent of the total annual flow, 92 percent of the BOD load, and 69 percent of the TSS observed at the plants. The balance consists of the infiltration/inflow components which are extremely variable in volume and of comparatively indeterminate origin.

Dividing the various treatment costs by the corresponding total expected wasteloads yields unit costs of treatment for the coming year. Total wasteloads have been forecasted by analyzing previous years' billed quantities and projecting observed trends into 2026. Quantities assignable to wastewater discharge and infiltration/inflow are based on characterization of system users by the District, as presented in Technical Memoranda 4A through 4E for the sample year 1975, supplemented by more recent data collected by the District.

Residential Flows in 2026 are expected to be lower than that forecasted a year ago for 2026. Commercial and Industrial flow is expected to be higher. Sources of wastewater flow are anticipated to be as follows:

| | | |
|---|---|---|
| Residential | - | 39.1 MGD |
| Commercial | - | 29.3 MGD (non-certified) |
| | | 3.2 MGD (353 certified businesses) |
| Industrial | - | 9.8 MGD (287 process waste dischargers) |
| | | 81.3 MGD |

I/I flow is quite unpredictable. The projected amount for 2026 is 96 MGD. This is based on a five-year average. The projected sum of the wastewater and I/I flow is 177.3 MGD for 2026. Connections are expected to be 311,538.

BOD loading in the wastewater projection for 2026 is increased 3.1% and the TSS loading is increased 0.5% from the previous year's projection. In making these projections, actual loadings for the first six months of 2025 were used along with historical trends, and a review of 100 of the largest users of the system.

The BOD and TSS assigned to infiltration/inflow is calculated from a sampling program which yielded strengths of 50 mg/l (417#/MGD) and 200 mg/l (1668#/MGD), respectively, for the inflow portion, estimated at 71 MGD; and zero strength for the 25 MGD infiltration portion.

The resultant estimated wasteloadings for 2026 are:

| | Flow (MGD) | BOD (lbs/day) | TSS (lbs/day) |
|---|---|---|---|
| Wastewater | 81.3 | 318,711 | 264,449 |
| I/I | 96 | 29,607 | 118,428 |
| Total | 177.3 | 348,318 | 382,877 |

## Unit Costs of Treatment Excluding Permit Fees and Watercourse:

$$\text{Flow} = \frac{\$47,492,770}{177.3 \text{ MGD}/1,000 \times 365} = \$0.73368/1,000 \text{ gal.}$$

$$\text{BOD} = \frac{\$15,298,045}{348,318 \text{ lbs.} \times 365} = \$0.12033/\text{pound}$$

$$\text{TSS} = \frac{\$32,366,139}{382,877 \text{ lbs.} \times 365} = \$0.23160/\text{pound}$$

## Infiltration/Inflow Costs:

The total cost is calculated herein, and allocated to the parameters of Flow (81.83%) and connections (18.62%) based on a percentage of each to their totals:

$$\text{I/I Flow} = \frac{96 \text{ MGD} \times \$0.73368 \times 365 \text{ days}}{1,000} = \$25,708,147$$

$$\text{I/I BOD} = 29,607 \times \$0.12033 \times 365 \text{ days} = \$1,300,353$$

$$\text{I/I TSS} = 118,428 \times \$0.23160 \times 365 \text{ days} = \$10,011,193$$

| | |
|---|---|
| I/I Storage Costs | $4,207,000 |
| Total I/I Costs | $41,226,693 |

Flow portion of I/I:

$$\frac{\$41,226,693 \times 81.38\%}{81,347,742/1,000 \times 365} = \$1.12995/1,000 \text{ gal.}$$

## District Unit Costs of Treatment Including Surcharge:

| | | | |
|---|---|---|---|
| Flow = | Treatment Unit Costs | $0.73368 | |
| | I/I Unit Costs | 1.12995 | |
| | | $1.86363 | |
| Base Rate = | With 0.82% Surcharge | | $1.87891/1,000 gal. |
| BOD = | Treatment Unit Costs | $0.12033 | |
| | With 0.82% Surcharge | | $0.12132/pound |
| TSS = | Treatment Unit Costs | $0.23160 | |
| | With 0.82% Surcharge | | $0.23350/pound |

## Volumetric Charges:

From these three rates, the volumetric charge can be computed for a given wastewater contribution. For the most common concentration, domestic strength, they can be conveniently combined into a single rate, using the equivalencies of 310 mg/l BOD = 2.585 lb/1000 gal., and 370 mg/l TSS = 3.086 lb./1000 gal., as follows:

| | | | | |
|---|---|---|---|---|
| Flow | | | | See Table 3-4. |
| BOD | = | 2.585 lb./1000 gal. | x .12132c/lb. = | $.313612/1,000 gal. |
| TSS | = | 3.086 lb./1000 gal. | x .23350c/lb. = | $.720581/1,000 gal. |
| Volumetric charge (domestic strength) | | | | See Table 3-4. |

## Connection Charge:

The cost of removing debris and other treatment costs that have not been assigned to Flow, BOD and TSS in addition to the I/I costs allocated to connection and the permit fee surcharge:

$$\text{Debris and other treatment costs} = \frac{\$ 10,865,042}{311,538} = \$ 34.64/\text{year}$$

$$\text{I/I costs allocable to connection} = \frac{\$ 41,226,693 \times 18.62\%}{311,077} = \$ 24.64/\text{year}$$

$$\text{Permit fee surcharge @ 0.82\%} = \frac{\$0.49/\text{year}}{\$60.01/\text{year}}$$

## District Average Household Charge:

See Table 3-4.

## Recapitulation:

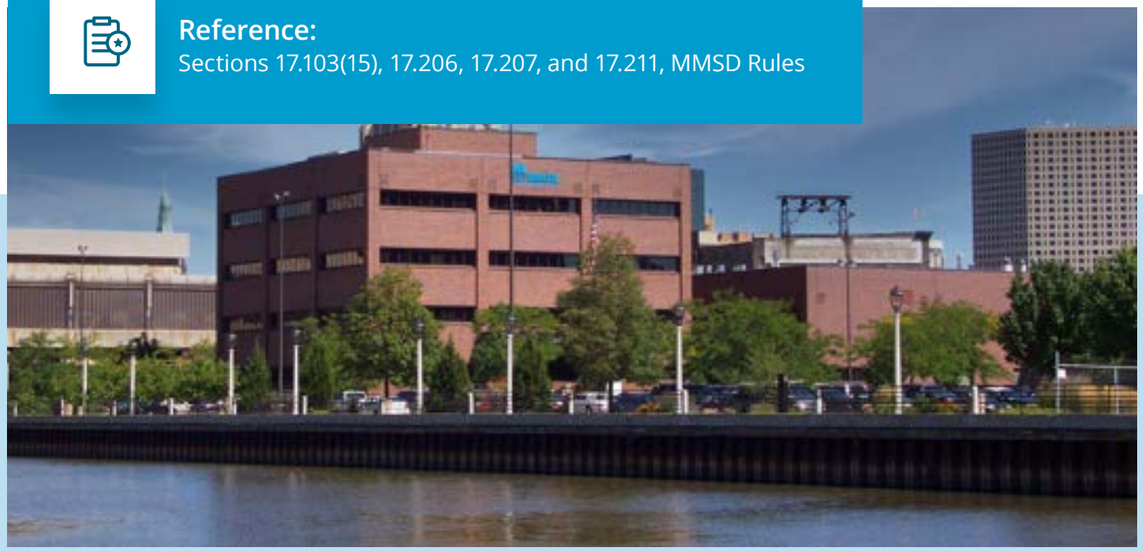
| | Recoverable Via Volumetric Chg. | Recoverable Via Connection Chg. | Total |
|---|---|---|---|
| Flow costs | $42,705,913 | $4,786,857 | $47,492,770 |
| BOD costs | $15,055,919 | $242,126 | $15,298,045 |
| TSS costs | $30,502,055 | $1,864,084 | $32,366,139 |
| Debris & other costs | $0 | $10,865,042 | $10,865,042 |
| Watercourse costs | $2,186,016 | $0 | $2,186,016 |
| I/I storage costs | $3,422,367 | $784,633 | $4,207,000 |
| Green Infrastructure | $234,859 | $0 | $234,859 |
| Permit Fees | $751,396 | $152,654 | $904,050 |
| Budget | $94,858,525 | $18,695,396 | $113,553,921 |

Since actual billings during the course of the year are dependent upon estimated wasteloads, reported water consumption (commercial and industrial) and number of units (residential), the revenue generated will not match the aforementioned budget figure. The surplus or deficit, as determined at the end of the yearly billing period, will enter into the computation of the future year's unit costs of treatment.

# SECTION 11

# Pretreatment Program and Monitoring Charges

**Reference:**
Sections 17.103(15), 17.206, 17.207, and 17.211, MMSD Rules



In October, 1980, the Wisconsin Department of Natural Resources modified the District's WPDES discharge permits to include a schedule of compliance which required the development of an industrial waste pretreatment program. One requirement of this schedule was the development of a funding mechanism for financing the implementation and administration of this program. State and Federal regulations specified that the costs associated with the administration of such a program must be recovered solely from the industrial class. Since the user charge system adopted by the District on January 1, 1979, would recover these costs from all classes of users, it became necessary to establish a separate funding mechanism.

The funding method adopted by the District to accomplish this task also recovers the costs associated with the user charge verification sampling program (see Section 8) since both programs overlap in technical support and monitoring activities.

## Technical Support Charge Derivation

The portion of the total program cost associated with technical support activities is recovered through a graduated schedule of flat fees which recognizes that users who are sampled more and have an Industrial Discharge Permit frequently are responsible for a greater percentage of these costs. This fee schedule is based on the class system for users established within the user charge waste strength verification sampling program. This system classifies a user based upon the amount of sewer user charge paid (see Section 8), since this amount is a reflection of the wasteload contributed to the District by that user. The frequency at which the District samples a user is based upon this classification.

Based upon these sampling frequencies, a rating factor is assigned to each class which recognizes the anticipated level of effort to be expended by the District. Utilizing these rating factors and the number of users within each class, a total weight is assigned to each class. Summing the individual total weights and dividing the estimated technical costs by this total weight determines the dollar amount assigned to the base rating factor (1 X). It should be noted that Class 6 represents those users who are not sampled on a regular basis and do not have an Industrial Discharge permit but are still responsible for a portion of the overall program costs. The 2026 annual fees are as follows:

| | | | Annual Fee | |
|---|---|---|---|---|
| Class | Rating Factor | Number of Facilities | Permit | No Permit |
| 1 | 105X | 2 | $39,736 | $26,491 |
| 2 | 70X | 11 | $26,491 | $17,660 |
| 3 | 15X | 8 | $ 5,677 | $ 3,784 |
| 4 | 10X | 52 | $ 3,784 | $ 2,523 |
| 5 | 5X | 68 | $ 1,892 | $ 1,261 |
| 6 | 1X | 132 | | $ 252 |
| | | 273 | | |

These annual fees are included on the sewer user charge billings for all users in the following classes:

30 Non-Certified Industrial
31 Discharge Certified Industrial
32 Waste Strength Certified Commercial
33 Waste Strength Certified Industrial

## Notice of Intent to Discharge Fee

If the discharge from a site is contaminated groundwater, groundwater removed from an excavation during construction, or any other irregular non-domestic wastewater, then the District must receive a fee of $250 when a Notice of Intent to Discharge is submitted, except as provided below. The fee is required once per calendar year per site.

If the site is already paying a technical support charge or will be paying a technical support charge in response to a new long-term discharge, then payment of the Notice of Intent fee is not required.

## Monitoring Charge Derivation

Under the industrial waste program, samples are collected by District personnel for two basic purposes: 1) monitoring compliance with applicable effluent limitations; and 2) assuring that users are paying user charges which are representative of their true wastewater characteristics. The frequency at which the

District conducts user charge sampling is identified within Section 8. The frequency at which the District conducts compliance sampling is prescribed by the approved pretreatment program or by a determination of the potential impact a given users discharges can have on District operations. In situations where compliance monitoring reveals that compliance with applicable effluent limitations is not being achieved, the District may increase its frequency of sampling until it is assured that consistent compliance is being achieved. The costs associated with the collection and analysis of these samples are recovered from the individual users.

The sample collection monitoring fee schedule is established annually and is based upon a series of rating factors which correspond to the level of effort involved in the collection of various types of samples. The District collects three different types of samples: 1) a grab sample, 2) time composite sample and 3) a flow proportioned composite sample.

Each of these three sample types is assigned a rating factor which represents the level of effort necessary to collect the particular type of sample. These rating factors are then multiplied by the estimated number of samples to be collected in 2025 to arrive at a total sampling weight.

The 2026 estimated monitoring costs (excluding lab analysis costs) are then divided by the total sampling weight to determine the sample collection fee for a grab sample. Multiplying this grab sample fee by the rating factors for the time composite and flow proportioned composite sample types establishes the corresponding sample collection fees for these sample types. Following are the 2026 sample collection fees.

| Sample Type | Rating Factor | Estimated No. of Samples | Weight | Fee |
|---|---|---|---|---|
| Grab | 1.5 | 1180 | 1,770 | $402 |
| Time Composite | 3.0 | 262 | 786 | $805 |
| Flow Composite | 4.5 | 247 | 1,112 | $1,207 |
| Continuous pH Monitoring | | | | $805 per event |
| Discrete pH Monitoring | | | | $25 |
| Flow composite, facility equipment | | | | $402 |
| 80H2S Monthly Monitoring | | | | $402 |

When sampling is done on a daily basis and used for enforcement or to ensure compliance with state federal or local limits, then the costs will be as follows:

| Sample Type | Fee |
|---|---|
| Flow Composite, starting with the second day | $805 |

This cost will be used only after the initial set-up costs have been billed.

The schedule of laboratory analysis monitoring fees is established annually and consists of a charge per pollutant based upon the labor, chemicals and equipment needed to perform a given pollutant analysis. Total analyses are labelled as "(T)". For 2026, the fee schedule is:

| | |
|---|---|
| Semivolatile Organics by GCMS | 175.00 |
| Semivolatile Organics by GCMS (Base/Neutrals Only) | 138.00 |
| Ammonia | 32.00 |
| BOD, 5-day (T) | 31.00 |
| Cyanide (Amenable) | 48.00 |
| Cyanide (T) | 32.00 |
| Fluoride | 24.00 |
| Mercury (T) | 33.00 |
| Metals by ICP | 13.00/element |

Elements analyzed include: Arsenic, Barium, Cadmium, Chromium, Cobalt, Copper, Iron, Lead, Manganese, Molybdenum, Nickel, Selenium, Silver, Tin, Titanium, Zinc.

Other metals analyzed on request.

| | |
|---|---|
| Oil and Grease (HEM) | 70.00 |
| Total Hydrocarbons (SGT-HEM) | 89.00 |
| Phenols (T) | 36.00 |
| Phosphorus (T) | 30.00 |
| PCBs as Aroclor | 92.00 |
| Sulfide (T) | 42.00 |
| Suspended Solids (T) | 18.00 |
| Volatile Organics by GCMS | 85.00 |

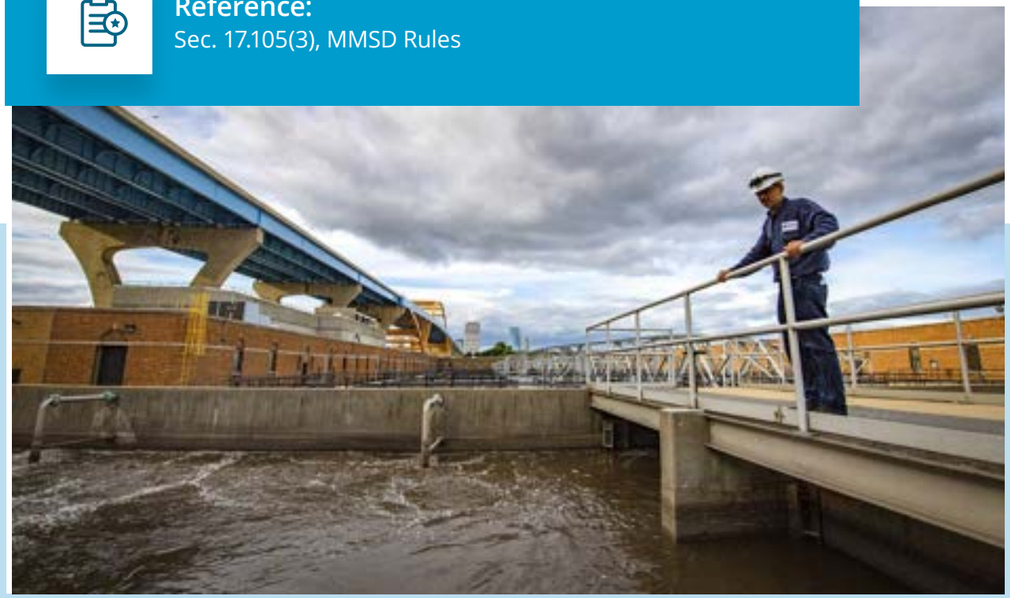
Should it become necessary for the District to analyze for pollutants not listed above, representative charges for those pollutants will be developed by the Central Laboratory.

The District, at the conclusion of each sampling period, bills the monitoring fees for both sample collection and laboratory analysis directly to the affected user.

In some cases, District monitoring will be a visual inspection to evaluate whether a prohibited discharge has caused or may cause (1) an obstruction that reduces sewer capacity, (2) structural damage, (3) a mechanical failure, or (4) a public nuisance. The District will charge for this inspection when a particular user has caused this condition and the District has previously notified the user of the problem and requested remedial action. The District will continue charging the user for these inspections until the cause or source of the problem is eliminated. If the obstruction or discharge is large enough to cause an overflow, basement flooding or other significant adverse effects, then the District may charge for the inspection without prior notice. The effort required for an inspection is similar to the effort required for a grab sample. Therefore, the inspection fee is equal to the grab sample fee, as established above.

# SECTION 12
## Late Payment Penalty

**Reference:**
Sec. 17.105(3), MMSD Rules



The District may charge a late payment penalty when the payment of a bill is late or when an undercharge was caused by an error or omission of a municipality, user or other person receiving service from the District.

The late payment penalty for 2026 will be 12% of the amount due to the District compounded annually.

In cases of undercharges caused by fraud or other misrepresentation, the District will not waive the late payment penalty.



# SECTION 13
## Charges for Special Wastes

**Reference:**
Secs. 17.210 and 17.211, MMSD Rules



### Septic and Holding Tank Waste

At the South Shore Water Reclamation Facility, the District accepts septic and holding tank waste. This waste must comply with the requirements of MMSD Rules, Chapter 11, particularly secs. 11.701 to 11.708. This waste is limited to domestic wastewater. Any waste with a BOD that exceeds 2,500 mg/l or a TSS that exceeds 2,500 mg/l must be classified as septic tank waste.

Any vehicle that delivers septic or holding tank waste must have a license from the District. The hauler must renew the license annually, on a calendar year basis.
The following table shows the charges for holding tank waste, septic tank waste, and the vehicle license fee.

| Item | Rate |
|---|---|
| Holding Tank Waste | $49.12/thousand gallons |
| Septic Tank Waste | $64.35/thousand gallons |
| Vehicle License Fee | $400/vehicle per year |

The charges for septic and holding tank waste include an operating component and a capital component. An owner of a septic or holding tank who is also subject to property taxation by the District may, on an annual basis, obtain a refund of the capital component. To obtain this refund, the owner must submit to the District copies of waste hauling bills for the year, a copy of the property tax bill, and the owner's social security number or tax identification number.

### Groundwater Discharges

Generally, to conserve capacity within the sewerage system, the discharge of groundwater is prohibited. However, the District may occasionally approve discharges of groundwater when necessary for groundwater or soil remedial action, construction, or other special circumstances. The rate for discharging groundwater is $2.65 per thousand gallons.

## Beneficial High Strength Waste

At the South Shore Water Reclamation Facility, the District accepts high strength waste for anaerobic co-digestion. For this purpose, the preferred type of waste has a BOD concentration greater than 50,000 mg/l and a TSS concentration less than 1,000 mg/l. However, the District may accept wastes with a lower BOD or higher TSS, if these wastes will promote the best interests of the District. The District feeds this waste directly into digesters.

Generally, the rate for waste received for anaerobic co-digestion is $0.04 per gallon. Based upon a consideration of the volume to be received, BOD or TSS concentrations other than the typical concentrations, or other factors, the District may establish an alternative rate by contract.

## Miscellaneous Special Wastes

When appropriate to serve the best interests of the District, the District may accept miscellaneous special wastes for disposal. For each waste, the District will establish charges for these wastes according to MMSD Rules, sec. 17.211. Considerations will include, but are not limited to: treatment costs, monitoring costs, administration costs, risks to the sewerage system or the environment, and the generator's or hauler's avoided costs.



# SECTION 14

# Household Hazardous Waste Program Costs




The District currently has contracts with 19 municipalities listed below who are participating in the Household Hazardous Waste Program. The actual costs incurred in operating the Household Hazardous Waste Program are to be billed to each community on the basis of residential units.

A residential unit is defined as an individual residence such as a house, condominium, an apartment or mobile home (example: 4 unit apartment will be classified as 4 residential units). Apartments or condominiums that are larger than 4 units will be classified as 4 residential units). Participation municipalities shall report to the District the number of residential units within the municipality by July 31 of each year.

The Household Hazardous Waste Program Charge for 2026 will be billed to each participating community on or before March 1, 2027 and payable by April 1, 2027.

Municipalities participating in 2026:

| | |
|---|---|
| Bayside | Oak Creek |
| Brown Deer | River Hills |
| Cudahy | South Milwaukee |
| Fox Point | St. Francis |
| Franklin | Shorewood |
| Glendale | Wauwatosa |
| Greendale | West Allis |
| Greenfield | West Milwaukee |
| Hales Corners | Whitefish Bay |
| Milwaukee | |



# APPENDICES

# APPENDIX A

## Discharge Factor & Waste Strength Certification Water Balance Form



## Water Balance for Discharge Factor & Certified Users

Please complete the entire form and submit to the address or email below. If necessary to provide complete information or describe special circumstances, attach extra sheets. The signing official must have authority to provide the required information.

Milwaukee Metropolitan Sewerage District
Attn: IWPP Division
260 W. Seeboth St.
Milwaukee, WI 53204
IWPP@mmsd.com

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 _____
(Corporate official identified below)

**Section A. General Information**

1. Facility Name _____
2. Division Name _____
3. Street Address _____
   City, Zip Code _____
4. Mailing Address _____
   City, State, Zip Code _____
5. Corporate Official Name _____ Title _____
   Telephone _____ Email _____
6. Technical Contact Name _____ Title _____
   Telephone _____ Email _____
7. Description of the activities of this facility:

   _____
8. List processes that discharge process wastewater:

   _____
9. Classification Code (SIC or NAICS) _____
10. Does facility utilize any wastewater treatment equipment or systems? ☐Yes ☐No
11. Number of connections to the combined or sanitary sewer system _____
12. Water sources (list all that apply, such as municipality, private well, steam, or other source.

    _____
13. List all municipal water account numbers (continue on separate page if necessary).

    _____

Check box if your municipality reports your discharge volume to the District rather than consumption ☐

If you check box, answer question 14 below and STOP.

14. List the type of loss, if any, measured by your municipality and deducted from the total consumption report to the District

**Section B Water Consumption**

1. Total Annual consumption

**Water Purchases**

| Period | Hundreds of Cubic Feet* | Thousands 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) | | |
| f. Volume from wells or other non-municipal sources | | |
| g. Total consumption | | |

* To convert hundreds of cubic feet to thousands of gallons, multiply by 0.748

**Section C. Total Annual Discharges to Sanitary or Combined Sewers**
Fill one column for each connection identified in Line A12. Continue this table on another page if necessary.

| 1.Connection Number | | | | | Total for all Connections |
|---|---|---|---|---|---|
| | (Thousands of Gallons) | | | | |
| 2. Non-contact Cooling* | | | | | |
| 3. Domestic | | | | | |
| 4. Process | | | | | |
| 5. Total for Connection | | | | | |

* Applicable only to facilities in the combined sewer area. Discharging non-contact cooling wastewater to sanitary sewers is prohibited. Include other wastewater that is neither a process nor a domestic wastewater.

**Section D. Total Annual Losses**

| | Thousands of Gallons |
|---|---|
| 1. Discharges to surface water or storm sewers* | |
| 2. Evaporation | |
| 3. Lawn irrigation | |
| 4. Incorporated into product | |
| 5. Hauled away | |
| 6. Other (describe): | |
| 7. Total | |

* Such as single pass non-contact cooling wastewater, reverse osmosis concentrate, or cooling tower blowdown

**Section E. Water Balance**

| | Thousands of Gallons Per Year |
|---|---|
| 1. Total Consumption (Line B3g) | |
| 2. Total Discharges and Losses (Sum of Lines C5 and D7) | |

**Line 1 must equal Line 2**

0924





# APPENDIX B

## Water Balance Form Instructions

## Discharge Factor & Waste Strength Certification
## Water Balance Form Instructions

**Instructions**
Determining the volume of each type of wastewater discharged to sanitary sewers enables the District to accurately assess sewer user charges and ensure that you receive all reductions in user charges for water losses.

**Section A. General Information**
Please accurately and fully complete all lines of information in this section.
.

**Section B. Water Consumption**

1. List all the sources that provide water (municipality, private well, steam, or other sources).
2. List all municipal water account numbers. Water bills or the municipal water department can provide this information.
3. Provide information for total water consumption information for the most recent four consecutive quarters for which you have information.
    a. Include water provided by a municipality in lines a through d. If the municipality reports water consumption to you in hundreds of cubic feet convert to thousands of gallons.
    b. If you obtain water from wells, steam condensate, raw materials, or other sources, enter the total annual volume in line f.
    c. Add lines e and f to get the total annual consumption and enter this result in line g and in Section E, line 1

**Section C. Discharges to Sanitary or Combined Sewers**

1. Connection number: Is the unique ID number for the laterals leaving from the physical building out to the municipal sanitary sewer. For each connection, estimate the annual volume of each type of wastewater discharged.
    a. Non-contact cooling: Water discharges from air compressors, welders, boiler blowdown and bleed-off, condensates from air conditioner, reverse osmosis permeate/concentrate, and or geothermal discharges. **This requires prior approval from MMSD.**
    b. Domestic: Domestic wastewater is from toilets, bathroom and lunchroom sinks, and the cleaning of these areas. One option to calculate this flow is to use 2.3 gallons per employee-hour, 20 gallons per full-time-equivalent employee per day, or 5,120 gallons per full-time-equivalent employee per year.
    c. Process: Process wastewater is the water that contacts raw materials, intermediate product, final product, or waste product during manufacturing or processing.
2. Sum each connection.
3. Sum of all connections in line 5.

To obtain reasonable estimates check water meters, equipment specifications, engineering calculations, production records, or extrapolations from short-term measurements, etc.



Discharge Factor & Waste Strength Certification
Water Balance Form Instructions

**Section D. Losses**

1. Estimate the annual volume of water NOT discharged to a combined or sanitary sewer.
2. Estimate or report using water meter data, equipment specifications, engineering calculations provide the evaporation (usually facilities with boiler, chiller and or swimming pool).
3. Surface water or storm water discharges: water discharged to a storm sewer or natural or man-made surface water (such as a retention pond or river).
4. Lawn irrigation: Estimated or reported using water meters, equipment specifications, or engineering calculations, etc.
5. Incorporated into product: Water used to make product, (e.g. beverages water in canned fruits, cement/concrete mixed).
6. Hauled away: Water that is hauled away from the facility and not discharged through the sanitary sewer.
7. Other: Water losses that occur that do not fit an above description such as a broken water pipe or water meter error, etc.
8. Total: Sum of all losses in line 7.

**Section E. Water Balance**

1. Enter the value of the total consumption: This value comes from section B, line 3g.
2. Enter the value of total discharges and losses: This value is the sum section C, line 6 and section D, line 7.
3. Total consumption must equal the sum of total discharges and total losses.

**APPENDIX C**

**Chapter 17**
**District Rules and Regulations**

Milwaukee Metropolitan Sewerage District

# USER CHARGES

## Chapter 17, MMSD Rules

Created August 18, 1982

Amended June 20, 1985

Repealed and recreated September 26, 1994

Amended January 25, 2010

# Appendix C
# Chapter 17, MMSD Rules
# USER CHARGES

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# Subchapter I - General

## 17.101 Purpose

(1) The purpose of this chapter is to:

(a) establish cost recovery systems that:

1. generate sufficient revenue to cover operation, maintenance, and replacement costs;
2. charge sewerage system operation and maintenance costs to each municipality served by the District in proportion to each municipality's use of the District's conveyance and treatment services;
3. charge monitoring and other regulatory costs to each user in proportion to the amount of monitoring and regulatory activity associated with each user; and
4. in certain cases, charge fees for disposal services provided by the District directly to persons receiving the disposal services; and

(b) ensure that the municipalities served by the District have the procedures necessary to administer the cost recovery systems established by this chapter.

(2) The purpose of this chapter does not include the recovery of capital costs, as defined by sec. 200.21, Wis. Stats., and included in the District's capital budget.

## 17.102 Applicability

This chapter applies to all municipalities, all users, and all other persons served by the District.

## 17.103 Definitions

In addition to the definitions set forth in Chapter 1 and sec. 200.21, Wis. Stats, the following definitions apply to the terms used in this chapter:

(1) "BOD" means 5-day biochemical oxygen demand, as determined by EPA Analytical Method 405.1 set forth in 40 CFR Part 136.

(2) "Commercial user" means any user that is neither a residential nor an industrial user, as classified by the District for user charge purposes.

(a) "Discharge factor certified commercial user" means a commercial user that has reported its discharge factors to the District.

(b) "Non-certified commercial user" means a commercial user that has not certified its discharge factors to the District.

(c) "Waste strength certified commercial user" means a commercial user that has reported its discharge factors and waste strengths to the District.

(3) "Connection" means a sewer that either:

(a) leads from a building to a private sewerage system or municipal collector system that eventually discharges to the District's sewerage system, or

(b) leads directly from a building to the District's sewerage system.

(4) "*Cost Recovery Procedures Manual*" means a manual prepared by the District according to sec. 17.213.

(5) "Discharge factor" means the ratio of wastewater discharged to total water consumed by the user from all sources.

(a) "Domestic discharge factor" means the ratio of domestic wastewater discharged to total water consumed.

(b) "Non-contact cooling water to combined sewer discharge factor" means the ratio of non-contact cooling water discharged to a combined sewer to total water consumed.

(c) "Process wastewater discharge factor" means the ratio of process wastewater discharged to total water consumed.

(6) "District" means the Milwaukee Metropolitan Sewerage District.

(7) "Domestic waste" means human waste and other wastes related to personal or residential sanitation.

(8) "Domestic wastewater" means wastewater that contains only domestic waste.

(9) "Equivalent residential unit" and "ERU" mean the typical average daily discharge of BOD, TSS, or flow per person from a residential unit.

(10) "Flow" means the amount of wastewater flowing through a sewer.

(11) "Industrial user" means any user that discharges process wastewater.

(a) "Discharge factor certified industrial user" means an industrial user that has reported its discharge factors to the District.

(b "Non-certified industrial user" means an industrial user that has not reported its discharge factors to the District.

(c) "Waste strength certified industrial user" means an industrial user that has reported its discharge factors and waste strengths to the District.

(12) "Maintenance" means any preventive, correctional, or replacement activity that preserves the functional integrity and efficiency of the equipment and structures of the sewerage system.

(13) "Non-contact cooling water" means water used for cooling that does not directly contact any raw material, intermediate product, waste product, or finished product.

(14) "Operation" means the control of the unit processes and equipment that make up the sewerage system, including financial and personnel management, records, laboratory control, process control, safety, and emergency planning.

(15) "Pretreatment program" means the activities of the District that:

(a) implement sec. 200.45, Wis. Stats., including, but not limited to, the implementation and enforcement of ch. 11, MMSD Rules, and any other applicable local, state, or federal pretreatment standards or requirements; and

(b) ensure the accuracy of the information used to calculate user charges for commercial and industrial users.

(16) "Process wastewater" means any water that, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, by-product, or waste product.

(17) "Replacement" means obtaining and installing any equipment and appurtenances that are necessary during the useful life of the sewerage system to maintain the capacity and the performance for which the sewerage system was designed and constructed.

(18) "Residential occupancy factor" means the average number of people residing in each residential unit in a particular municipality.

(19) "Residential structure" means any building exclusively accommodating residential units.

(20) "Residential unit" means an individual residence, such as a house, an apartment, or any group of rooms or a single room either occupied as living quarters or intended for occupancy.

(21) "Residential user" means a user who is an owner or occupant of a residential unit.

(22) "Retail bill" means a bill from a municipality to a user.

(23) "TSS" means total suspended solids, as determined by EPA Analytical Method 160.2 set forth in 40 CFR Part 136.

(24) "Unit cost of treatment" means the operation and maintenance cost per connection and per unit of flow, BOD, TSS, or other parameter.

(25) "Unit process-parameter relationship" means the operation and maintenance cost of a sewerage system unit process attributable to connections, flow, BOD, TSS, or other parameter.

(26) "User" means any owner or occupant of any building or lot that is located within the sewerage service area and is furnished with sewerage service.

(27) "Volumetric rate" means the charge per 1,000 gallons of wastewater that has the characteristics of an equivalent residential unit.

(28) "Wholesale bill" means a bill from the District to a municipality.

## 17.104 User Charge Review

(1) (a) If the following circumstances have occurred and caused an overcharge, then the District may issue a credit.

1. An employee of the District or the municipality made a clerical error, or
2. A water meter was defective and the defect was not caused by an error or omission of either the municipality or the user.

(b) The amount of the credit shall be the amount of the overcharge, extending back either to the date when the overcharge first occurred or to January 1 of the year before the request for the credit, whichever period is shorter.

(2) The District shall issue a credit described in sub. (1) if:

(a) A commercial or industrial user or a municipality has requested a credit;

(b) The credit request:

1. is in writing,
2. sets forth the reasons for finding that an overcharge occurred, and
3. accurately establishes the amount of the overcharge; and

(c) The credit request shows at least one of the conditions described in sub. (1)(a) by clear and convincing evidence.

(3) The Executive Director or a designee shall be the decision-maker for credit requests.

(4) (a) In response to a credit request, the District shall provide a written decision that includes the District's reasoning.

(b) After receiving all of the information necessary to review the credit request, the District shall either:

1. issue a decision within 45 days, or
2. issue a written notice to the person requesting the credit that review will require 90 days and issue a decision within 90 days.

(5) If the District finds that a credit is due, then the District shall credit the account of the appropriate municipality. The municipality may either credit the user's account or refund money directly to the user.

(6 Users and municipalities shall pay any disputed charges before requesting a credit.

(7) In the following cases, the District shall correct charges only for the current and future billing periods.

(a) A user failed to report discharge factors or reported erroneous discharge factors.

(b) Water leakage occurred within the user's property.

(c) A user discharged water directly to the waters of the state without permission from the Department of Natural Resources.

(d) Any other circumstances other than the circumstances listed in sub. (1) caused an overcharge and these circumstances were caused by an error or omission of either the user or the municipality.

(e) The dispute involves an individual residential user.

(8) Subsequent to a decision under this section, the exclusive means for additional review of a charge, rule, or practice of the District is a complaint by a user to the Public Service Commission, according to 200.59(5), Wis. Stats. The standard of review shall be whether the charge, rule, or practice of the District is unreasonable or unjustly discriminatory. Any person aggrieved by a final decision of the Public Service Commission may seek judicial review according to ch. 227, Wis. Stats.

## 17.105 Collection of Undercharges and Late Payment Penalties

(1) If the District determines that it has undercharged a municipality, user, or other person receiving service from the District, then the District shall either issue a bill for the amount of the undercharge or add the amount of the undercharge to a future bill.

(2) (a) Except as provided in par. (b), the District shall collect undercharges going back either to when the undercharge first occurred or to six years from the date when the undercharge first became known to the District, whichever is shorter.

(b) In cases of continuing misrepresentation or fraud, the District shall recover all undercharges.

(3) (a) The District may charge a late payment penalty when the payment of a bill is late or when an undercharge was caused by an error or omission of a municipality, user, or other person receiving service from the District.

(b) The late payment penalty shall be no less than 12% of the amount due the District, compounded annually. The *Cost Recovery Procedures Manual* shall establish the late payment penalty interest rate.

(c) In cases of undercharges caused by fraud or other misrepresentation, the District may not waive the late payment penalty.

# Subchapter II - District Activities

## 17.201 Wholesale Bills

(1) The District shall bill municipalities within five business days after receipt of the municipal data transmission described in sec. 17.302 and any other information necessary for preparing the bill.

(2) The wholesale bill shall include charges for all users served by the municipality. The wholesale bill shall show:

(a) the total amount due from each user class;

(b) the amount due from each discharge factor certified commercial user;

(c) the amount due from each waste strength certified commercial user; and

(d) the amount due from each industrial user.

(3) If a municipality fails to pay a wholesale bill within 45 days, then the District may charge a late fee on the unpaid portion of the bill, according to sec. 17.105.

(4) If a municipal data transmission occurs after the due date, then the District shall shorten the 45 day remittance period one day for each day the report is past due.

## 17.202 Discharge Factor and Waste Strength Certification Procedures

(1) The District shall establish procedures for discharge factor and waste strength certification and shall publish these procedures in the *Cost Recovery Procedures Manual*.

(2) Before January 31 of each year, the District shall request water consumption and discharge information from users that must annually re-certify their discharge factors, according to sec. 17.401(4). The District shall obtain all of the water consumption and discharge information necessary to determine discharge factors.

(3) The District shall request water consumption and discharge information from users that must re-certify their discharge factors at least every three years, according to sec. 17.401(3), before the expiration of the three year period.

(4) The District shall develop procedures and criteria for determining when a user must re-establish its waste strengths. The District shall include these procedures in the *Cost Recovery Procedures Manual*.

(5) If a user fails to submit discharge factor or waste strength information, if the submitted information is inaccurate, or if a substantial change has occurred since the date of the user's last certification, then the District may establish new discharge factors or waste strengths for the user. The District shall notify the user of the new discharge factors or waste strengths and provide the basis for them.

(6) If information obtained by the District reveals that information provided by a user is inaccurate and that the inaccuracy has caused an underpayment of user charges, then the District shall determine the correct user charges retroactive to the first bill based upon the inaccurate statement and issue a bill for the deficiency. The District may add a late payment penalty to this bill according to sec. 17.105.

## 17.203 Discharge Factor and Waste Strength Verification

(1) The District may monitor wastewater discharges, conduct inspections, or undertake other activities necessary to verify discharge factors and waste strengths.

(2) If District monitoring or inspections identify discharge factors or waste strengths significantly different from the certified discharge factors or waste strengths, then the District may calculate user charges using the discharge factors or waste strengths identified by the District.

(3) When necessary to verify discharge factors or waste strengths, the District may order a user to construct monitoring facilities according to the specifications set forth in sec. 11.603, MMSD Rules.

## 17.204 Unit Process-Parameter Relationships

The District shall annually distribute operation and maintenance costs of the various unit processes within the sewerage system to connections, flow, BOD, TSS, or other parameters selected by the District. The District shall publish these unit process-parameter relationships in the *Cost Recovery Procedures Manual*.

## 17.205 Unit Costs of Treatment

(1) The District shall annually establish unit costs of treatment for connections, flow, BOD, and TSS. The District may develop unit costs of treatment for other parameters.

(2) To establish a unit cost of treatment, the District shall divide the operation and maintenance cost allocated to a parameter by either the estimated waste-load for that parameter or, for costs assigned to connections, the number of connections.

(3) The District shall publish the unit costs of treatment in the *Cost Recovery Procedures Manual*, along with a discussion of how the District determined the unit costs of treatment.





## 17.206 Pretreatment Program Administrative Costs

To recover the administrative costs of the pretreatment program, the District shall establish fees in the *Cost Recovery Procedures Manual*. The *Cost Recovery Procedures Manual* shall describe the basis for these fees.

## 17.207 Monitoring Costs

(1) The District may recover sample collection, preparation, and analysis costs when the District monitors discharges to either verify compliance with an applicable pretreatment standard or requirement or assure the accuracy of the facility's user charges.

(2) The District shall establish fees for sample collection, preparation, and analysis and list these fees in the *Cost Recovery Procedures Manual*.

(3) The District shall directly bill the monitored facility.

(4) If a facility fails to pay a monitoring bill in full within 30 days, then the District may charge a late payment penalty according to sec. 17.105.

## 17.208 Equivalent Residential Unit and Residential Occupancy Factors

(1) The District shall estimate the amount of flow, BOD, and TSS discharged by the typical residential user of the sewerage system. The District shall publish these typical discharge rates in the *Cost Recovery Procedures Manual*.

(2) The District shall annually establish residential occupancy factors for each municipality served by the District. The District shall publish these residential occupancy factors in the *Cost Recovery Procedures Manual*.

## 17.209 Typical Process Waste Strengths and Typical Wastewater Discharge Rates

(1) The District shall identify typical process waste strengths for process wastewater from various industries and publish these waste strengths in the *Cost Recovery Procedures Manual*.

(2) For various commercial and industrial activities, the District shall identify typical wastewater discharge rates that estimate the amount of water discharged per the number of employee hours worked at a facility or other appropriate parameter. The District shall publish these typical wastewater discharge rates in the *Cost Recovery Procedures Manual*.

## 17.210 Fees for Septic and Holding Tank Wastes

(1) The District shall establish fees for the disposal of septic tank and holding tank waste hauled to the District for disposal. To establish these fees, the District shall consider waste strength, disposal site monitoring costs, administrative costs, hauled waste's share of capital improvement costs, and any other relevant factors, according to sec. 144.08, Wis. Stats.

(2) The District shall publish hauled waste fees in the *Cost Recovery Procedures Manual*, along with a discussion of how the District determined the fees.

(3) The District may establish fees for facilities that collect and discharge domestic wastewater from the holding tanks of vehicles, boats, or airplanes. The District shall publish any fees established under this subsection in the *Cost Recovery Procedures Manual*, along with the basis for the fees.

## 17.211 Fees for Other Services Provided by the District

(1) If the District provides services for which costs are not adequately recovered by the wholesale bills of sec. 17.201, pretreatment program charges of 17.206, the monitoring bills of sec. 17.207, or the septic and holding tank fees of sec. 17.210, then the District may establish other appropriate

fees. The services for which the District may establish these fees include, but are not limited to, the disposal of wastewater related to groundwater or soil remedial actions undertaken according to federal, state, or local requirements.

(2) If the District finds that fees proportionate to sewerage system costs are not practicable, then the District may base the fees developed according to this section upon any combination of the following considerations or upon other appropriate consideration:

(a) Market rates for commercial centralized wastewater treatment or hazardous waste treatment, storage, or disposal;

(b) Avoided direct discharge costs or other avoided costs;

(c) Administrative costs;

(d) Promoting pollution prevention and waste minimization; and

(e) The risks to the sewerage system or the environment.

(3) The District shall publish any fee established under this section in the *Cost Recovery Procedures Manual*, along with the basis for the fee.

## 17.212 Direct Billing

When the costs of services provided by the District would not be completely recovered by a wholesale bill according to sec. 17.201 or when collecting fees established according to secs. 17.210 or 17.211, the District may bill users directly.

## 17.213 Cost Recovery Procedures Manual

(1) The District shall adopt a *Cost Recovery Procedures Manual* and revise it as necessary.

(2) The *Cost Recovery Procedures Manual* shall include:

(a) equivalent residential unit discharge rates;

(b) residential occupancy factors;

(c) unit process-parameter relationships;

(d) typical process waste strengths;

(e) a schedule and forms for municipal data transmissions;

(f) instructions and information for estimating discharges, such as typical wastewater discharge rates;

(g) discharge factor and waste strength certification procedures;

(h) the techniques the District will use to verify certified waste strengths;

(i) procedures for reporting changes in occupancy or use;

(j) unit costs of treatment;

(k) pretreatment program fees;

(l) sample collection, preparation, and analysis fees;

(m) the interest rates that the District will use to calculate late payment penalties;

(n) septic and holding tank disposal fees;

(o) any fees established according to sec. 17.211; and

(p) any other information the District finds necessary to implement the user charge systems established by this chapter.

## 17.214 Municipal Audits

The District may audit municipal user charge programs to ensure compliance with this chapter.

# Subchapter III - Municipal Activities

## 17.301 Municipal User Charge Ordinance

(1) Each municipality shall adopt an ordinance authorizing the municipality to collect from users the charges of the District as established by this chapter.

(2) Before the creation or modification of a municipal user charge ordinance, a municipality shall give the District an opportunity to review the proposed ordinance or modifications.

(3) (a) The municipal user charge ordinance shall include one of the following rules for classifying residential structures for user charge purposes, except as provided in par. (b):

1. If a structure contains one or two residential units, then each unit is a residential user. If a structure contains more than two residential units, then the structure is a commercial user.

2. If a structure contains one to four residential units, then each unit is a residential user. If a structure contains more than four residential units, then the structure is a commercial user.

(b) The municipal user charge ordinance may allow the municipality to classify each unit in a multi-unit residential structure as a residential unit, regardless of the number of units in the structure, if each unit has the attributes of a single family home, such as more than 1,500 square feet of living space and one or more of the following characteristics: an exclusive entrance, individual laundry facilities, an individual water heater, or individual heating and cooling systems.

## 17.302 Municipal Data Transmissions

(1) Each municipality shall report the following information to the District:

(a) the number of residential units and residential connections;

(b) the water consumption of non-certified commercial users;

(c) the number of non-certified commercial connections;

(d) individual water consumption for each certified commercial user and each industrial user;

(e) the number of connections for each certified commercial user and each industrial user;

(f) the dates of the billing period covered by the municipal data transmission; and

(g) the name and location of any facilities that collect and discharge domestic wastewater from the holding tanks of recreational vehicles, boats, airplanes, or any other mobile sources.

(2) Municipalities shall use the forms provided in the *Cost Recovery Procedures Manual* for their municipal data transmissions.

(3) Municipal data transmissions are due according to the schedule established in the *Cost Recovery Procedures Manual*. Municipalities may report according to an alternative schedule if the Municipality has provided the alternative schedule to the District and the District has approved it.

(4) For the purposes of counting residential connections for the municipal data transmission, each structure served by a sanitary sewer shall have at least one connection.

## 17.303 Determining Water Consumption and Wastewater Discharges

(1) The water consumption data reported to the District in municipal data transmissions shall be from a water meter for all commercial and industrial users who discharge more than 1,000 gallons per day to the sewerage system.

(2) If a site contains multiple occupants, then the criterion set forth in sub. (1) applies to the sum of the discharges from each occupant.

(3) A decision regarding whether a water meter is required may be based upon either:

(a) direct measurement of the discharge rate, or

(b) an estimate of the discharge rate using typical wastewater discharge rates established according to sec. 17.209 or other appropriate techniques.

(4) Water meters required by this section shall meet the accuracy requirements of sec. PSC 185.65, Wis. Adm. Code.

(5) (a) If a water meter is required and if the user is not served by a public water utility required to periodically test water meters according to sec. PSC 185.76, Wis. Adm. Code, then municipalities shall test water meters according to the following schedule:

| Meter Size (Inches) | Minimum Test Interval (Years) |
|---|---|
| 1 or less | 8 |
| 1.5 and 2 | 4 |
| 3 and 4 | 2 |
| 6 and over | 1 |

(b) Water meter testing shall occur more frequently than required by par. (a) if more frequent testing is necessary to maintain accuracy.

(c) If a municipality demonstrates to the District that the water meter will maintain its accuracy for a period longer than the minimum test interval established by par. (a), then the District may allow a test interval longer than the interval set forth in par. (a).

(d) Municipalities may delegate meter testing requirements to users.

(6) To estimate the amount of water discharged by unmetered users, municipalities shall use the typical wastewater discharge rates published in the *Cost Recovery Procedures Manual*.

## 17.304 Housing Unit Survey

Before July 31 of every year, each municipality shall report to the District the number of residential units within the municipality.

## 17.305 Winter Quarter Water Consumption Report

Before July 31 of every year, each municipality shall report the winter quarter water consumption for all metered residential users.

## 17.306 Employee Hours at Un-metered Businesses Report

For each un-metered commercial and industrial user served by a municipality, the municipality shall annually determine the number of employee hours worked in the preceding year. Each municipality shall report this information to the District before April 1 of every year.

## 17.307 Reporting Changes in Occupancy or Use

If a municipality becomes aware of a change in the occupancy or use of a building with a discharge factor certified or waste strength certified user, then the municipality shall report this information to the District within 30 days.

## 17.308 Retail Bills

(1) Each municipality shall bill each user served by the municipality.

(2) Municipalities shall bill the District's user charges according to the formulas set forth in Appendix A.

## 17.309 Payment of Wholesale Bills

Each municipality shall pay the District in full within 45 days after the due date of the municipal data transmission.

## 17.310 Notice to Users of Discharge Factor and Waste Strength Certification Opportunities

Each municipality shall implement procedures for notifying appropriate users of the opportunities for discharge factor and waste strength certification.

# Subchapter IV - Commercial and Industrial User Responsibilities

## 17.401 Discharge Factor Certification

(1) Any commercial user that has a metered water supply may determine its discharge factors and report them to the District.

(2) All industrial users that have a metered water supply shall determine their discharge factors and report them to the District.

(3) Except as provided in sub. (4), discharge factor certified users shall update their discharge factors every three years or when requested by the District. Users shall provide water consumption and discharge information within 60 days after the District requests it.

(4) (a) A discharge factor certified user shall annually update its discharge factors if the user:

1. is a significant industrial user according to sec. 11.103, or

2. has an average daily non-domestic wastewater discharge of 10,000 gallons per day or more.

(b) If a user meets the requirements of par. (a), then the user shall submit updated water consumption and discharge information to the District before March 31 of each year.

(5) Users shall include the following certification when reporting their water consumption and discharge information:

*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 on 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.*

(6) If a user fails to provide updated water consumption and discharge information on or before the due date, then the user shall pay bills based upon a discharge of all water consumed for all billing periods including and after the due date.

(7) If an industrial user has never reported discharge factors to the District, then the user shall pay bills based upon a discharge of all water consumed and typical process waste strengths.

(8) The information reported by users for discharge factor certification purposes shall represent, as accurately as possible, the user's circumstances in future billing periods. If a change in the user's circumstances makes previously submitted information inaccurate, then the user shall submit new information.

## 17.402 Waste Strength Certification

(1) Any industrial or commercial user that has a metered water supply may certify its waste strengths.

(2) The District may request any user to certify the average strength of the user's wastewater. If the District has requested a waste strength certification, then the user shall complete the certification within 60 days after receiving the request, unless additional time is approved by the District in advance.

(3) A waste strength determination shall include analysis for all characteristics specified by the District over a time period specified by the District.

(4) Users shall include the following certification when reporting their waste strengths:

*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 on 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.*

(5) If a user fails to provide requested waste strength information before the due date, then the District shall calculate bills based upon either typical waste strengths or the highest waste strength on record for the user, whichever is higher, for all billing periods including and after the due date.

(6) The information reported by users for waste strength certification purposes shall represent, as accurately as possible, the user's circumstances in future billing periods. If a change in the user's circumstances makes previously submitted information inaccurate, then the user shall submit new information.

## 17.403 Reports of Changes in Occupancy or Use

(1) Whenever a change occurs in the occupancy or use of a building containing a discharge factor or waste strength certified user, the building's owner or occupant shall report the following information to the District and to the municipality in which the building is located:

- (a) the address;
- (b) the new use or the identity of the new occupant and the new occupant's business, whichever is appropriate;
- (c) the location of connections to the sewerage system; and
- (d) estimates for water consumption, wastewater discharges, and waste strengths under the new conditions.

(2) Users shall submit the report required by sub. (1) according to the procedures set forth in the *Cost Recovery Procedures Manual*.

(3) Users shall submit the report required by sub. (1) within 30 days of the change in occupancy or use.

## 17.404 Payment of Bills

If the District has issued a bill to a user according to sec. 17.207 or sec. 17.212, then the user shall pay the bill within thirty days after the issue date. If a user fails to pay a bill before the due date, then the user shall pay any penalty charged according to sec. 17.207(4).

## 17.405 District Inspection and Sampling

(1) Users shall receive the benefits of discharge factor or waste strength certification only if the user consents to inspection and sampling by District personnel, District representatives, or officials from other governmental agencies assisting the District, according to the limitations set forth in subs. (4) to (6).

(2) Discharge factor and waste strength certified users shall allow:

- (a) entry to the user's premises at any reasonable time for the purposes of inspection, sampling, or examining records;
- (b) access to the user's monitoring facilities as necessary to obtain representative samples; and
- (c) the use of any devices necessary for collecting samples or measuring flows.

(3) Before sample collection or inspection begins, the user shall disclose whether production activities and discharges are representative of normal operations.

(4) The District shall inspect and sample according to an annually established schedule. The frequency of inspections or sampling shall be established based upon the volume of flow, waste strength, and other appropriate factors. The District shall keep this schedule confidential. The custodian of records may not release the schedule, except to authorized representatives of superior governments when they are auditing the District's activities under this chapter.

(5) Areas subject to inspection are limited to the processes, equipment, and operations that result in wastewater discharged to the sewerage system or result any reported water losses. The scope of the inspection or sampling shall be limited to determining whether the discharge factor or waste strength information certified by the user is accurate. For purposes of inspection and sampling, a reasonable time is any time when the user is operating any process, equipment, or operation that results in wastewater or when the facility is discharging wastewater to the sewerage system.

(6) Users shall allow access to and copying of records supporting the derivation of any discharge factor or waste strength. For purposes of reviewing records, reasonable time means the user's regular business hours.

# Subchapter V - Wholesale and Retail Billing

## 17.501 General

(1) The District shall prepare a wholesale bill for each municipality served by the District, according to sec. 17.201. Municipalities shall prepare a retail bill for the individual users served by the municipality, according to sec. 17.303.

(2) The charges included in wholesale and retail bills shall be based upon the following factors:

- (a) the volume of water discharged by a user to the sewerage system;
- (b) the mass of BOD and TSS discharged by a user to the sewerage system;
- (c) the user's number of connections to the sewerage system;
- (d) other parameters for which the District has established unit costs of treatment according to sec. 17.205;

(e) the activities necessary to ensure the accuracy of the information used to calculate user charges;

(f) the Pretreatment Program activities necessary to evaluate compliance with ch. 11, MMSD Rules, and any other applicable local, state, or federal pretreatment standards or requirements; and

(g) any other factors necessary to ensure that the user charge system complies with sec. NR 128.13, Wis. Adm. Code or other applicable local, state, or federal requirements.

## 17.502 Calculating Bills

(1) The District and municipalities shall calculate wholesale and retail bills according to the formulas set forth in Appendix A.

(2) For retail residential bills, municipalities may use any one of the four methods provided in Appendix A.

(3) For retail bills for non-certified commercial users, municipalities may use either one of the two methods provided in Appendix A.

(4) For discharge factor and waste strength certified commercial users and all industrial users, the retail user charge shall be equal to each individual wholesale user charge.





# Chapter 17, MMSD Rules

# Appendix A

**I. WHOLESALE BILLING FORMULAS:**

**A. Wholesale Residential Users**

**The District shall use the following formula:**

Volumetric Charge + Connection Charge

**The Volumetric Charge Is:**

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Residential Occupancy Factor | x | Number of Residential Units | x | ERU Flow Rate | x | Days in Billing Period | / | 1000 Gals. | X | Volumetric Rate per 1000 Gals. |

**The Connection Charge Is:**

| | | |
|---|---|---|
| Number of Residential Connections | x | Prorated Annual Connection Charge |

**B. Wholesale Non-Certified Commercial Users**

**The District shall use the following formula:**

Volumetric Charge + Connection Charge

**The Volumetric Charge Is:**

| | | |
|---|---|---|
| Total Non-Certified Commercial Water Consumption | x | Volumetric Rate Per 1000 Gals. |

**The Connection Charge Is:**

| | | |
|---|---|---|
| Number of Non-Certified Commercial Connections | x | Prorated Annual Connection Charge |

**C. Wholesale Certified Commercial Users**

**1. Discharge Factor Certified Users**

a) The wholesale bill shall be the sum of the individual charges for each discharge factor certified commercial user.

b) The District shall use the following formula for calculating individual charges.

Volumetric Charge + Connection Charge

**The Volumetric Charge Is:**

| | | | | |
|---|---|---|---|---|
| Flow Charge | + | BOD Charge | + | TSS Charge |

**WHOLESALE BILLING FORMULAS:**

**C. Wholesale Certified Commercial Users (continued)**

- **The Flow Charge is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | + | Non-Contact Cooling Water Discharge Factor | x | Unit Cost of Flow |

- **The BOD Charge is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | x | Domestic BOD Wastestrength | x | Unit Cost of BOD |

- **The TSS Charge is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | x | Domestic TSS Wastestrength | x | Unit Cost of TSS |

**The Connection Charge Is:**

| | | |
|---|---|---|
| Number of Connections | x | Prorated Annual Connection Charge |

**2. Wastestrength Factor Certified Users**

a) The wholesale bill shall be the sum of the individual charges for each wastestrength factor certified commercial user.

b) The District shall use the following formula for calculating individual charges:

Volumetric Charge + Connection Charge + Pretreatment Surcharge

**The Volumetric Charge Is:**

| | | | | |
|---|---|---|---|---|
| Flow Charge | + | BOD Charge | + | TSS Charge |

- **The Flow Charge is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | + | Non-Contact Cooling Water Discharge Factor | x | Unit Cost of Flow |

- **The BOD Charge is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | x | Certified BOD Wastestrength | x | Unit Cost of BOD |



**WHOLESALE BILLING FORMULAS:**

**C. Wholesale Certified Commercial Users (continued)**

- **The TSS Charge Is:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Domestic Wastewater Discharge Factor | x | Certified TSS Wastestrength | x | Unit Cost of TSS |

**The Connection Charge Is:**

| | | |
|---|---|---|
| Number of Connections | x | Prorated Annual Connection Charge |

**D. Wholesale Non-Certified Industrial Users**

1) The wholesale bill shall be the sum of the individual charges for each non-certified industrial user.

2) The District shall use the following formula for calculating individual charges:

Volumetric Charge + Connection Charge + Pretreatment Surcharge

**The Volumetric Charge Is:**

| | | | | |
|---|---|---|---|---|
| Flow Charge | + | BOD Charge | + | TSS Charge |

- **The Flow Charge is:**

| | | |
|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Unit Cost of Flow |

- **The BOD Charge is:**

| | | | | |
|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Typical Industrial BOD Wastestrength | x | Unit Cost of BOD |

- **The TSS Charge is:**

| | | | | |
|---|---|---|---|---|
| Total Water Consumption per 1000 Gals. | x | Typical Industrial TSS Wastestrength | x | Unit Cost of TSS |

**The Connection Charge Is:**

| | | |
|---|---|---|
| Number of Connections | x | Prorated Annual Connection Charge |

**WHOLESALE BILLING FORMULAS:**

**E. Wholesale Certified Industrial Users**

**1. Discharge Factor Certified Users**

a) The wholesale bill shall be the sum of the individual charges for each discharge factor certified industrial user.

b) The District shall use the following formula for calculating individual charges:

Volumetric Charge + Connection Charge + Pretreatment Surcharge

**The Volumetric Charge Is:**

Flow Charge + BOD Charge + TSS Charge

- **The Flow Charge is:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor + Process Wastewater Discharge Factor + Non-Contact Cooling Water Discharge Factor x Unit Cost of Flow

- **The BOD Charge is:**

**Domestic Wastewater:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor x Domestic BOD Wastestrength x Unit Cost of BOD

**Plus Process Wastewater:**

Total Water Consumption per 1000 Gals. x Process Wastewater Discharge Factor x Typical Industrial BOD Wastestrength x Unit Cost of BOD

- **The TSS Charge is:**

**Domestic Wastewater:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor x Domestic TSS Wastestrength x Unit Cost of TSS

**Plus Process Wastewater:**

Total Water Consumption per 1000 Gals. x Process Wastewater Discharge Factor x Typical Industrial TSS Wastestrength x Unit Cost of TSS



**WHOLESALE BILLING FORMULAS:**

**E. Wholesale Certified Industrial Users (continued)**

**The Connection Charge Is:**

Number of Connections x Prorated Annual Connection Charge

**2. Wastestrength Factor Certified Users:**

a) The wholesale bill shall be the sum of the individual charges for each wastestrength factor certified industrial user.

b) The District shall use the following formula for calculating individual charges.

Volumetric Charge + Connection Charge + Pretreatment Surcharge

**The Volumetric Charge Is:**

Flow Charge + BOD Charge + TSS Charge

- **The Flow Charge is:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor + Process Wastewater Discharge Factor + Non-Contact Cooling Water Discharge Factor x Unit Cost of Flow

- **The BOD Charge is:**

**Domestic Wastewater:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor x Certified or Domestic BOD Wastestrength x Unit Cost of BOD

**Plus Process Wastewater:**

Total Water Consumption per 1000 Gals. x Process Wastewater Discharge Factor x Certified Industrial BOD Wastestrength x Unit Cost of BOD

- **The TSS Charge is:**

**Domestic Wastewater:**

Total Water Consumption per 1000 Gals. x Domestic Wastewater Discharge Factor x Certified or Domestic TSS Wastestrength x Unit Cost of TSS

**WHOLESALE BILLING FORMULAS:**

**E. Wholesale Certified Industrial Users (continued)**

**Plus Process Wastewater:**

Total Water Consumption per 1000 Gals. x Process Wastewater Discharge Factor x Certified Industrial TSS Wastestrength x Unit Cost of TSS

**The Connection Charge Is:**

Number of Connections x Prorated Annual Connection Charge

**F. VOLUMETRIC RATE FORMULA:**

Unit Cost of Flow + Domestic BOD per 1000 Gals. x Unit Cost of BOD + Domestic TSS per 1000 Gals. x Unit Cost of TSS



**II. RETAIL BILLING FORMULAS**

**A. Retail Residential Users**

**Option 1: Uniform Charge - Method 1**

Total Wholesale Residential Charges x $\frac{\text{User's Number of Residential Units}}{\text{Total Residential Units in the Municipality}}$

**Option 2: Uniform Charge - Method 2**

Total Wholesale Residential Charges - Total Residential Connection Charges x $\frac{\text{User's Number of Residential Units}}{\text{Total Residential Units in the Municipality}}$

**Plus:**

User's Number of Connections x Connection Charge

**Option 3: Volumetric Charge - Method 1**

Total Wholesale Residential Charges x $\frac{\text{User's Water Consumption}}{\text{Total Residential Water Consumption in the Municipality}}$

**Option 4: Volumetric Charge - Method 2**

Total Wholesale Residential Charges - Total Residential Connection Charges x $\frac{\text{User's Water Consumption}}{\text{Total Residential Water Consumption in the Municipality}}$

**Plus:**

User's Number of Connections x Connection Charge

**B. Retail Non-Certified Commercial Users**

**Option 1: Volumetric Charge - Method 1**

Total Wholesale Non-Certified Commercial Charges x $\frac{\text{User's Water Consumption}}{\text{Total Non-Certified Commercial Water Consumption in the Municipality}}$

**Option 2: Volumetric Charge - Method 2**

Total Wholesale Non-Certified Commercial Charges - Total Residential Connection Charges x $\frac{\text{User's Water Consumption}}{\text{Total Non-Certified Commercial Water Consumption in the Municipality}}$

**Plus:**

User's Number of Connections x Connection Charge

# Cost Recovery Procedures Manual

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