

**COMPLIANCE SERVICES DIVISION**

AUXILIARY SEWERAGE METER (S-Meter) FORM INSTRUCTION SHEET

The Metropolitan Sewer District of Greater Cincinnati (MSD) allows its commercial customers who are not eligible for winter period billing to install an auxiliary meter (or meters). An auxiliary sewerage meter is appropriate when a portion of the customer's water usage is not discharged to the sewer system. The purpose of an auxiliary sewerage meter is to determine the quantity of water which will be added or deducted from the sewer charges. This allows the customer to pay sewer service charges only on its water usage that is discharged to the sewer system. Article XVI of the MSD Rules and Regulations defines this program. Auxiliary sewerage meters (also known as "S-Meters") must be installed, owned, and maintained by the customer. The meter must be no higher than five feet above floor level and permanently installed in accordance with the specifications of the applicable local plumbing authority and MSD. Below you will find instructions for completing the registration form.

1. Please complete the Auxiliary Sewerage Meter form.
2. Enclose any plans, drawings, detailed explanations, or analytical data which you believe are helpful or relevant.
3. The Sewer Meter Information section of the form asks about the type of meter and the application. Please fill in all applicable information about your facility.
4. Greater Cincinnati Water Works (GCWW) customers are required to use Neptune Mach 10® E-CODER® meter. Non-GCWW customers must use a meter that is compatible with their Water Utility providing service.
5. Please refer to the MSD Auxiliary Meter Program page for additional information including a copy of the forms, and FAQ (Frequently Asked Questions). The page can be located at www.msdbg.org, "**Customer Care**", "**Industrial User Resources**", under "**Auxiliary Meter Program**" header or, click or scan the QR code at the top of this page.
6. The Sewer Use Customer Application must be filled out in conjunction with the Auxiliary Sewerage Meter form. Answer all questions carefully. If there is doubt about the appropriate response to a question, write "unsure" or "information not available." In some cases, the questions may be answered by a simple check mark. This form may also be found under the "Industrial User Resources" heading.
7. A link to the MSD Rules and regulations can be found at www.msdbg.org, "**Customer Care**", "**Industrial User Resources**", under "**Regulations**".
8. Return the completed form to MSD at the address below. If you have questions concerning this application, please contact the Compliance Services Division at (513) 557-7000.

The completed application should be sent to: Compliance Services Division
Metropolitan Sewer District of Greater Cincinnati
1600 Gest Street
Cincinnati, Ohio 45204

9. Upon receipt of your completed facility Auxiliary Sewerage Meter Application and all applicable information to install a meter, MSD will review all the information and if acceptable, will conceptually approve installation of the meter. Your company will then be notified by letter that the meter installation is conceptually approved and must be installed within 90 days. The meter should not be installed before MSD completes the review because changes may be required before conceptual approval of the meter installation. Once the meter is installed, contact MSD for a final approval inspection. After the meter passes the final approval inspection, MSD will send your company a final approval letter and add the meter to your company facility water usage account to calculate sewer usage.

DEFINITIONS

"Authorized" or "Duly Authorized Representative" of the User.

- (1) If the User is a corporation:
 - a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established. or actions taken to gather complete and accurate information for individual wastewater or general discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.
- (3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
- (4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the District.

Commercial User - shall mean any and all users of the wastewater treatment system not otherwise classified.

Industrial User - shall be any user which discharges industrial waste.

Residential User - shall mean any single or two-family housing unit.

Sewer - shall mean any pipe or conduit for conveying wastewater or drainage water.

User - shall mean any person that discharges, causes, or permits the discharge of wastewater into a public sewer.

Wastewater - shall mean a combination of the liquid and water-carried wastes from premises together with any groundwater, surface water, or storm water that may be present.