

## JOHNSON COUNTY WASTEWATER SEWER USE CREDIT PROCEDURES

### Procedures for Commercial and Industrial Customers to Obtain Credit for Water Not Entering the Johnson County Wastewater Collection System

This is a voluntary program and is intended to provide guidance to those customers who wish to obtain credit for water that does not enter the Johnson County Wastewater collection system.

In accordance with Resolution No. WD 02-35:

- A. **It is the responsibility of the user** to provide documentation sufficient for an accurate determination of the water that does not enter the wastewater collection system.
- B. In order to receive credit for water not entering the sanitary sewer, JCW requires that this water be continuously metered.
- C. Johnson County Wastewater (JCW) **will not** be responsible for any costs associated with the installation or maintenance of any water meter installed as part of this program. Detailed procedures for obtaining a sewer use credit are described below.

#### Steps to Obtain Sewer Use Credit:

1. Complete and submit a JCW Sewer Use Credit Application Form:
  - Sewer Use Credit Application forms can be obtained in two ways:
    - Call Cynthia Williams at (913)-715-8511
    - Go to JCW web site [www.jcw.org](http://www.jcw.org) and click on the Customer Service link and then the Commercial link.
  - Information to include with Sewer Use Credit Application Form
    - A drawing or schematic of the building plumbing with proposed and/or existing meter location(s) and water discharge points clearly labeled. The schematic does not need to include all interior building plumbing but it does need to clearly denote the location of irrigation systems, cooling towers and/or anything that will be metered for a Sewer Use Credit.
    - Include make, model, and size of proposed or existing meter with the Sewer Use Credit Application Form. All new meters installed must comply with local water provider and American Water Works Association (AWWA) standards. The meter must also be appropriately sized for the applicants system. Registers on the meter must be straight-reading type and read and totalized in U. S. gallons.
    - Name of contractor performing installation of meter. It is the customer's responsibility to insure that all work performed as a part of this program meets local building and plumbing codes and any requirements of the water purveyor. The installation contractor should check with the local building authority on the requirement of a building permit.

- Send Sewer Use Credit Application Form and attached information to:
  - Johnson County Wastewater  
Manager Customer Service  
11811 S. Sunset Dr., Suite 2500  
Olathe, KS 66061
- 2. JCW will review the Application Form and all attached information provided.
- 3. JCW will contact you within two weeks of receipt of the Application. If more information is needed to complete the application process, JCW will contact you to set up a site visit.
- 4. Upon approval, customer may proceed with the installation of new meters according to the sketch or diagram provided in the approved Application Form.
- 5. After meter installation is completed, customer must contact JCW to verify the final installation.
- 6. JCW will provide customer with reporting procedures for receiving the Sewer Use Credit. **It is the customer's responsibility to provide meter readings during the last week of the month.** If metered readings are not provided or do not exist, no credit will be given.

A licensed and bonded plumbing contractor should be consulted on the proper location of any new meters used for the purpose of obtaining a Sewer Use Credit.

It is the responsibility of the customer to maintain all metering equipment to ensure proper operation and accuracy. In the event that a meter should malfunction, no credit will be given until the proper repairs have been made and the equipment is functioning in compliance with manufacturer's specifications. After repair is completed, the meter must be checked to confirm accuracy. JCW must be notified of any malfunctioning meters or when repair work is being done.

The customer shall allow JCW staff to periodically enter the property for the purpose of verifying meter data. JCW shall schedule in advance with the customer for inspections. Denial of a meter inspection will result in denial of the Sewer Use Credit.