



**WASTEWATER DISCHARGE PERMIT FEE PROGRAM**  
**Residential Equivalent (RE) Calculation Form**  
**for Municipal/Domestic Facilities**

**Form 3**

For Fiscal Year 2017

(July 1, 2016 - June 30, 2017)

<b>Section 1. Identifying Information</b>	
Facility Name:	Permit No:

<b>Section 2. Billing Information</b>	
Contact Name and Address:	Phone Number:
	Alt Phone Number:
	FAX Number:
	Email:

**Section 3. Type of Domestic Wastewater Facility**

Please check box that applies to your facility.

Municipally-owned

Privately-owned primarily serving residential customers

**Section 4. Facilities that Serve Only Single-Family Residences**

4A. Number of single-family residences served on <b>December 31, 2015.</b>	
4B. Enter line 4A on line 6A in Section 6.	
<b>STOP HERE IF LINE 4A IS FILLED IN</b>	

**Section 5. Permit Holders that do not have data on Gross Revenue, Number or Single-Family Residences, and/or Sewer Rates**

5A. Facility's average daily influent flow in gallons per day in <b>calendar year 2015.</b>	
5B. Number of residential equivalents calculated using data on influent flow (line 5A divided by 250)	
5C. Enter line 5B on line 6A in Section 6.	

**Section 6. Total Residential Equivalents**

6A. Number of residential equivalents from line 5C in Section 5.	
<b>This number will be used to calculate your permit fee for fiscal year 2015</b>	

**Section 7. Certification of Information**

*I hereby certify with my signature that all information contained in this form and in supporting documents is true and correct. I understand that any omissions or misrepresentations will result in revision of both current and previously granted fee determinations.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: If Section 5 was completed, a complete set of your discharge monitoring reports for calendar year 2014 must be submitted with this form.**

Please submit completed form to:

Alex Tran  
Department of Ecology  
Water Quality Program  
PO Box 47600  
Olympia, WA 98504-7600

If you have any questions or need assistance filling out your fee calculation form, please call Alex Tran at 360.407.7330 or email at [wqfee\\_unit@ecy.wa.gov](mailto:wqfee_unit@ecy.wa.gov).

# **Instructions for Completing the Residential Equivalent (RE) Calculation Form for Municipal/Domestic Facilities Form 3**

## **Introduction**

Initiative 97, now codified as RCW 90.48.465, was approved by voters during the November 1988 general election. Initiative 97, which first went into effect on March 1, 1989, requires the Department of Ecology to fund its administration of the wastewater discharge permit program through annual fees.

## **Criteria for using form 3**

*Form 3 is to be used only by facilities that serve only single-family residences, or for newly permitted facilities.*

A municipality is a city, town, county, district, association, or other public body created by or pursuant to state law.

Permit fees for privately owned domestic wastewater facilities that **primarily serve residential customers** will be calculated the same as a municipality. A residential customer is one whose house or building is primarily used for domestic dwelling purposes.

Domestic wastewater facilities owned by the state government as well as privately-owned domestic wastewater facilities, such as resorts, campgrounds, truck stops, etc., **which do not primarily serve residential customers**, are not subject to the residential equivalent fee calculation as set by RCW 90.48.465(2) and need not fill out a fee calculation form.

## **Holders of more than one permit**

If the permit holder has more than one permit and treats each wastewater treatment facility as a separate accounting entity (that is, maintains separate revenue and expenditure accounts for each facility), the permit holder **must fill out one form for each facility**. Each facility's fee will be calculated separately.

If the permit holder has more than one permit and **does not** treat each facility as a separate accounting entity, it can fill out only one form. The facilities will be considered together as one entity. The form will calculate **one** fee for all of the facilities.

## **Section 1. Identifying Information**

If you have more than one permit and **do not** treat each facility as a separate accounting entity, fill in the names and permit numbers of all your facilities. If you have more than one permit and treat **each facility as a separate accounting entity**, fill in the name and permit number of only one facility per form. The contact person should be the person responsible for completing the form.

## **Section 2. Billing Information**

Contact person who is responsible for billing and will receive billing information.

## **Section 3. Type of Domestic Wastewater Facility**

Municipally-owned. A municipality is a city, town, county, district, association, or other public body created by or pursuant to state law.

Privately-owned. Domestic wastewater facilities that primarily serve residential customers. A residential customer is one whose house or building is primarily used for domestic dwelling purposes.

## **Section 4. Facilities that Serve Only Single-Family Residences**

For a facility that serves only single-family residences, the number of residential equivalents is the number of single-family residences that it served on **December 31, 2015**.

**Line 4A.** Enter the number of single-family residences that your facility served on **December 31, 2015**.

**Line 4B.** Enter line 4A on line 6A in Section 6.

## **Section 5. Facilities that do not have data on Gross Revenue, Number or Single-Family Residences, and/or sewer Rates**

If the permit holder does not maintain data on its gross revenue, user charges, and/or number of single-family residences that it serves, then its residential equivalent count is calculated by dividing the average daily influent flow to its facility in **calendar year 2015** by 250 gallons. The average daily sewage discharge per household in Washington is 250 gallons.

Permit holders who use the following method of calculating their residential equivalent count should have the operator of their sewage treatment plant complete the form because the operator will have the discharge records needed to make the calculation.

**Line 5A.** Add all monthly average daily flow measurements taken during **calendar year 2015** and divide by 12. Data for these calculations is to be taken from the discharge monitoring reports that your facility submits to Ecology.

**Line 5B.** Divide line 5A by 250. This is the number of residential equivalents calculated using data on influent flow.

### **Section 6. Total Residential Equivalents**

**Line 6A.** Enter the number from line 5B.

*Permit holders using this means of calculating the number of their residential equivalents must submit a complete set of their discharge monitoring reports for calendar year 2014 with their fee calculation.*

### **Section 7. Signature**

The form must be signed and dated by either a ranking elected official or a principal executive officer.

The Department may verify the information contained in the Residential Equivalent Calculation Form. If it determines that the permit holder has made false statements in its form, it will revise both current and previously granted fee determinations.

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Please submit completed residential equivalent form **and** a copy of your current sewer rate schedule (and discharge monitoring report, if necessary) to:

Alex Tran  
Department of Ecology  
Water Quality Program  
PO Box 47600  
Olympia, WA 98504-7600

If you have any questions or need assistance filling out your fee calculation form, please call Alex Tran at 360.407.7330 or send email to [wqfee\\_unit@ecy.wa.gov](mailto:wqfee_unit@ecy.wa.gov).

You can fax the form to 360.407.7151 or email at [wqfee\\_unit@ecy.wa.gov](mailto:wqfee_unit@ecy.wa.gov).