Town of XXXX

Wastewater Treatment

PO Box xxx, XXXX, NC xxxxx

Tel. (xxx) xxx-xxxx FAX (xxx) xxx-xxxx

DATE

# Resource Description

The purpose of this information is to demonstrate the Town of XXXX’s compliance with the requirements of the Code of Federal Regulations, regarding the town’s ability to implement pretreatment programs and authorities (Section 403.8 (f) and 403.12). Although some of the information contained herein is based on projected cost, and subject to change, an effort has been made to depict actual pretreatment program costs as much as possible.

The following information is included or briefly summarized herein:

* Description of the organization administering the pretreatment program, including and organizational chart.
* Annual operational costs for pretreatment program.
* Associated revenues

## Organization

The Town of XXXX has a population of about six hundred. Government in XXXX consists of a Board of Commissioners, Mayor, Town Clerk, Maintenance Manger and Wastewater Operations Manager (see attached chart).

The wastewater treatment facility, consisting of a small package type (0.08 MGD) facility, is managed by the wastewater operator and a back-up operator, who works on an as needed basis. The same operator handles the pretreatment program, involving a single SIU, with support from the Town Clerk (Administrative) and Maintenance Manager and/or maintenance staff (meter reading & mechanical).

Approval of ordinances and policies associated with the program occurs at the board level with legal counsel available through the Town Attorney. The Wastewater Operations Manager is responsible for coordination and implementation of the program. Program enforcement authority is granted to the Wastewater Operations Manger through the Sewer Use Ordinance and associated Enforcement Response Plan as approved by the Board of Commissioners.

Inspection and sampling events, completed by the municipality, are generally handled by the Wastewater Operations Manager. Laboratory needs, beyond those for which the municipal lab is certified, will be sent to a North Carolina certified laboratory for analysis. The Town of XXXX will conduct independent sampling and analysis of the discharge from the SIU to the POTW on the schedule indicated in the Pretreatment Permit.

##### TOWN of XXXX

**Wastewater/Pretreatment Operations**

##### Organizational Chart

#### 

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Mayor

Town Attorney

Engineers/

Consultant

Town Clerk

Maintenance Manager

WW/Pretreatment Manager

Staff position

Laborer

Staff Position

Back up WW Operator

## Operating Costs

Costs for implementation of the Town’s pretreatment program (Attachment A) are calculated as follows:

1. Administrative – An estimated 2% of the Town Clerk’s time is spent in activities associated with the pretreatment program (41.6 hours/yr). It is estimated that 67.25 administrative hours are spent by the Wastewater Operations manager (10%) with another 17.32 hours (1%) being expended by the Maintenance manger/maintenance staff. Annual legal and Engineering services costs are projected to be minimal.
2. Sampling / Inspections – An estimated 67.25 hours/year (10%) is spent by the Wastewater Operations manager in sampling / inspection of the SIU.
3. Laboratory Analysis – Costs for laboratory work associated with the pretreatment program including the necessary sludge analysis currently totals about $27,000/year.

## Pretreatment Revenue Source

Costs associated with the pretreatment program, with a single Significant Industrial User, have been calculated and the necessary costs, beyond the monthly bill for actual sewer service, is conveyed to the SIU monthly at an amount that totals annual pretreatment program costs.

Attachment A

Annual Expenditures

1. Administrative Costs $1,900.00
2. Laboratory Equipment / Supplies 200.00
3. Commercial Laboratory 2,700.00
4. Sampling / inspections 1,200.00

Total annual operating expenses $6,000.00