

Section 1: Company and Contact Information

Company Name: _____

Service Address: _____ City: Sherwood Park Province: AB

Plan: _____ Block: _____ Lot: _____ Postal Code: _____

Water Account Number: _____ Water Meter Number: _____

Contact Name: _____ Phone: _____

Email: _____

Section 2: Required Documents and Payment Information

- Signed Application Form
- Engineering Report
- Credit Request _____ %

Section 3: Sign-Off

I certify that I have authorization to put this application forward on behalf of _____
(company).

Printed Name: _____ Signature: _____ Date: _____

Submission Information

Mail	Email
Strathcona County Utilities 2001 Sherwood Drive Sherwood Park, AB T8A 3W7	Darrin Wenzel Darrin.wenzel@strathcona.ca

Collection and use of personal information

Personal information is collected in accordance with section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used in the management and administration of Strathcona County water and utilities operations and programs. If you have any questions about the collection or use of this information, please contact Manager of Water and Wastewater Distribution at 780-417-7147.

Sanitary Sewer Exemption – Application Form Non-Residential Customers

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What is the Sewer Utility?

Sewer Utility is the planning, designing, building, operating, and maintaining of the pipes and facilities required for the collection and the transfer of wastewater from the places where we eat, work, play, and visit to the Alberta Capital Region Wastewater facility.

What is the Sewer Utility Credit program?

The Sewer Utility Credit program is an opportunity for commercial customers to receive a credit on their monthly sanitary sewer and wastewater utility bill. To be eligible, a Customer must demonstrate that they do not discharge a significant portion of their metered water into the sanitary sewer system.

For most sanitary utility customers, almost all of the metered water is subsequently discharged into the sanitary sewer system. Some customers, however, do not discharge all of their metered water because it is used in their processes. This use results in reduced discharges to the sanitary sewer system. Strathcona County recognizes that this reduced discharge may be significant, and that affected customers should receive a discount for that portion of the water not returning to the sanitary sewer system.

What are the eligibility requirements?

The Sanitary Sewer Exemption Credit program is open to any non-residential customer that can clearly demonstrate that they do not discharge a significant portion of their metered water into the sanitary sewer system on a continuous monthly basis.

- The method used to determine this loss must be outlined in an engineering report.
- The equipment used to generate flow data used in the assessment must remain in place to allow verification by Strathcona County at any time.
- Upon request by Strathcona County, reports on meter readings shall be submitted by the Customer to verify the magnitude of the credit.
- A Sewer Utility Credit, in the form of a "sewer usage reduction factor", will be calculated in direct proportion to the demonstrated loss. The credit will be applied to subsequent monthly bills, subject to renewal requirements.
- The Customer acknowledges that Strathcona County will evaluate eligibility for the Sewer Utility Credit using one or a combination of the following methodologies, as deemed appropriate by Strathcona County:
 - **Discharge Monitoring** – Customers that have installed a temporary or permanent flow meter(s) in the discharge line(s) that directly measures the flow(s) going to the sewer, must collect and present meter readings in an engineering report for Strathcona County to consider and approve their sewer credit. The measurement methods chosen must be demonstrated to be suitable for the pipe flow conditions. The minimum period for discharge monitoring must be defined by Strathcona County prior to the Customer submitting the engineering report.
 - **Sub-metering Records** – Customers that have installed sub-meters in other locations of their processes that enable them to identify water entering or not entering into the sewer, must collect and present those readings in an engineering report calculating the volume of water diverted from the sewer line. The minimum period for sub-metering must be defined by Strathcona County prior to the Customer submitting the engineering report.
 - **Historical Records of Finished Product** – Customers may provide detailed engineering calculations of the volume of water diverted from the sewer system based on historical records of finished product containing supply water that was not discharged to the Customer's sanitary sewer system. Records must include the twelve month period immediately preceding the date of the application for the sewer utility credit.

Sanitary Sewer Exemption – Application Form Non-Residential Customers

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- **Alternate Methods** – Where discharge monitoring, sub-metering records, and historical records of finished products are not applicable due to the nature of the business, Strathcona County may consider alternate methods. These must be approved by Strathcona County prior to the application.

For more details on 'Demonstrated and Verifiable Loss', please refer to Sewer Utility Credit Terms and Conditions, Section 2. Customers who become eligible for a Sewer Utility Credit must accept the Sewer Utility Credit Terms and Conditions.

What is the process?

Customers must apply to Strathcona County for a credit. The application and engineering report will be reviewed by Strathcona County. If successful, the Customer must accept the Sewer Utility Credit Terms and Conditions. Following application approval, a credit "sewer usage reduction factor" will be applied to each subsequent monthly bill.

Approved credits expire and must be re-applied for after seven (7) years, or sooner if there are changes in the Customer's processes that affect the volume of water discharged to the sanitary sewer system.

The Customer must advise Strathcona County any time there is a change in operation or process that may affect the volume of water discharged to the sanitary sewer system. Strathcona County may then require the engineering report to be updated and resubmitted.

What are the application requirements?

All applications must include the following in order to be processed:

1. A completed application form,
2. An engineering report:
 - All engineering reports must be signed and sealed by an independent professional engineer registered to practice in Alberta and are subject to approval by Strathcona County. The engineer must not be employed by, or affiliated with, the Customer.
 - The engineering report must include the requested sewer utility credit, reflected as a percentage amount, and a justification of this amount.
 - As a minimum, the engineering report must be updated and resubmitted every seven (7) years to account for any changes in operation or other factors that may have affected the water loss estimations made.

Is there a renewal process?

No; all applicants follow the same process. All applications will need to be fully completed as the above mentioned and there will not be a renewal process for existing clients.

Customers may re-apply partway through their current term for a new requested credit if they wish; the application must still include all the application requirements. If a new credit is approved, a new seven (7) year term will begin, and any existing credit will be removed. Multiple credits cannot be held simultaneously.