



Financial Services Procedure

SUBJECT: Procedure for Billing Biochemical Oxygen Demand Index (BOD) and Total Suspended Solids Index (TSS)

NO: UBO P1.17

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- The Utility Billing Office division of the Financial Services Department receives a surcharge report for restaurant sampling from the Utilities/Wastewater Department via email. The results from the Biochemical Oxygen Demand Index (BOD) testing and the Total Suspended Solids Index (TSS) testing from restaurants will be entered into the billing system to calculate each restaurant's surcharge. Each account has an individual BOD and TSS test result for billing.
- These values remain the same until the next annual testing. Each account on the list sent will also be billed a one-time per year pre-treatment lab fee of \$95.00.

Step 1 Receive the memo via email from the Utilities/Wastewater Department

Step 2 Enter the BOD and TSS for each account listed by location ID# in H.T.E. Data must be entered in a timely manner, as soon as email is received and no later than 3 days.

- a. BOD/TSS Readings
- b. Effluent level Entry>read date is memo date>Reader ID>BG(bill generated)>BOD>TSS>OK
- c. Add 95.00 pre-treat lab fee >misc. charge entry> Add Misc. Charge Entry>Charge Code>PL> Charge amount 95.00>Reference # 081215 (date entered)

Step 3 Any accounts with discrepancies or location issues, contact the work coordinator for the Wastewater Pre-treatment plant.

Step 4 Check off each account as entering, sign off and date form and file in BOD/TSS blue folder.

Step 5 Notify work coordinator for the Wastewater Pre-treatment plant as soon as all have been entered and fees have been applied.

- Retention policy is three years.