

“RULES AND REGULATIONS”  
GOVERNING  
THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF  
SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS  
IN THE  
PORTAGE COUNTY REGIONAL SEWER DISTRICT  
AND THE  
STREETSBORO SANITARY SEWER DISTRICT NO. 4

PORTAGE COUNTY WATER RESOURCES DEPARTMENT

BY THE BOARD OF COUNTY COMMISSIONERS OF PORTAGE COUNTY, OHIO

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Authority Under Which These Rules are  
Established – Sewers – Excerpts From the  
Ohio Revised Code

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**ITEM 1000 - AUTHORITY UNDER WHICH THESE RULES ARE ESTABLISHED – SEWERS – EXCERPTS FROM THE OHIO REVISED CODE**

**Section 1000.01 Sewer Districts - Section 6117.01, Ohio Revised Code**

The Board may make, publish and enforce Rules And Regulations for the construction, maintenance, protection and use of sewers and sewer improvements in its County outside of municipal corporations and of sewers and sewer improvements within municipal corporations in its County wherever such sewers are constructed or operated by such Board or discharge into sewers or sewage treatment plants constructed or operated by such Board, including the establishment and use of connections. Such Rules and Regulations shall not be inconsistent with the laws of the Department Of Health. No sewers or sewage treatment works shall be constructed in any County outside of municipal corporations by any person, firm or corporation until the plans and specifications of the same have been approved by the Board and any such construction shall be done under the supervision of the County Water Resources. Any person, firm or corporation proposing or constructing such improvements shall pay to the County all expenses incurred by the Board in connection therewith. The Water Resources may enter upon any public or private property for the purpose of making surveys or examinations necessary for the laying out of sewer districts or designing sewers or treatment works and may make such surveys and examination. No person, firm or corporation shall forbid or interfere with the Water Resources or his authorized Assistants entering upon such property for such purpose or making such surveys or examinations.

**Section 1000.02 Prohibition Against Tampering Or Refusal To Permit Inspection, Section 6117.45**

No person shall tamper with or damage any sewer or sewage disposal plant constructed under Sections 6117.01 to 6117.45 inclusive, of the Revised Code or any apparatus or accessory connected therewith or pertaining thereto or make any connection into any such sewer or sewage disposal plant without permission of the Board Of County Commissioners or in a manner or for a use other than as prescribed by such Board. No person shall refuse to permit the inspection by the County Water Resources of any such connection. No person shall violate Sections 6117.01 to 6117.45 inclusive, of the Revised Code.

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**Section 1000.03**

**Penalty, Section 6117.99**

Whoever violates Section 6117.45 of the Revised Code shall be fined not more than \$100.00 (Section 6117.99, ORC).

- END OF ITEM -

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## **ITEM 1001 - DEFINITIONS - SEWER**

For the purpose of this chapter, certain terms are hereby defined. Any word or term not defined herein shall be given a meaning found in Webster's Dictionary.

ACT - The Federal Water Pollution Control Act as amended by the Clean Water Act and the Water Quality Act of 1987 (33U.S.C. 1251 et. seq.).

APPLICABLE PRETREATMENT STANDARD - Any pretreatment standard or requirement (Federal, State and/or Local) with which users are required to comply.

AUTHORITY (COUNTY) - Portage County.

BEST MANAGEMENT PRACTICES or BMPs – Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in OAC 3745-3-04. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

BIOCHEMICAL OXYGEN DEMAND OR BOD - The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees C expressed in terms of weight and concentration. The oxygen demand measure is the sum of carbonaceous and nitrogenous demands. Laboratory procedures shall be in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater as defined in this section.

BIOSOLID - The solid residual or sludge resulting from a biological wastewater treatment process. (See "Sludge").

BUILDING SEWER – Same as “Private Sanitary Sewer”.

BYPASS - The intentional diversion of wastestreams from any portion of the pretreatment or treatment facility.

CATEGORICAL PRETREATMENT STANDARD - Same as "National Categorical Pretreatment Standard".

COMMERCIAL USER – Same as “Industrial User”.

DISCHARGER - Same as "Industrial User".

FOG - Edible fats, oils or grease, or non-edible petroleum or mineral based oils and grease.

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Definitions - Sewers

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**INDIRECT DISCHARGE OR DISCHARGE** - The introduction of pollutants into the Water Pollution Control Facility from a non-domestic source regulated under 307(b), (c) or (d) of the Act.

**INDUSTRIAL USER** - A source of Indirect Discharge.

**INDUSTRIAL WASTE** - Any substance resulting from any process of industrial, commercial, governmental and institutional concerns, manufacturing, business, trade or research, including the development, recovery, or processing of natural resources or from sources other than those generation waste defined as normal domestic sewage herein.

**INTERFERENCE** - A discharge which, alone in conjunction with a discharge or discharges from other sources, both: (1) inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and (2) therefore is a cause of a violation of any requirement of the POTW's NPDES Permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal.

**MAY** - Is permissible.

**NATIONAL CATEGORICAL PRETREATMENT STANDARD OR CATEGORICAL PRETREATMENT STANDARD** - Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act (33 U.S.C. 1347) which applies to a specific category of industrial users. National Pollutant Discharge Elimination System (NPDES) Permit - A permit issued by the State of Ohio EPA or United States EPA pursuant to the Act for the purpose of regulating the discharge of sewage, industrial wastes and other wastes under the authority of Section 402 of the Act, into the navigable waters of the United States.

**NEW SOURCE** - Any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that: (1) The building, structure, facility or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or (2) The production or wastewater generating processes of the building, structure, facility or installation are substantially independent of an existing source at the same site.

**PASS THROUGH** - A discharge which exits the POTW into the waters of the United States in quantities or concentration which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the POTW's NPDES Permit (including an increase in the magnitude or duration of a violation).



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Definitions - Sewers

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**PERSON** - Any and all persons, natural or artificial, including any individual, firm, company, private corporation, partnership, co-partnership, joint stock company, trust, association, institution, enterprise or other legal entity or their representatives, agents or assigns. The masculine gender shall include the feminine. The singular shall include the plural where indicated by the context.

**pH** - The logarithm, base ten, of the reciprocal of the hydrogen concentration expressed in moles per liter.

**“PRIVATE” SANITARY SEWER** – Any non-common sanitary sewer from the building to the point of its connection with the POTW, or any common sanitary sewer not dedicated to the County located on private property serving multiple buildings to the point of its connection with the POTW.

**“PUBLIC” SANITARY SEWER** – See “Publicly Owned Treatment Works”.

**PUBLICLY OWNED TREATMENT WORKS OR POTW** - Treatment works which are owned by the County, including the sewers, pumping stations, treatment facility and any related appurtenances.

**PRETREATMENT** - The process of reducing the amount of pollutants, eliminating pollutants or altering the nature of pollutant properties in wastewater prior to introducing such pollutants into the County's wastewater disposal system. The reduction, elimination or alteration may be obtained by physical, chemical or biological processes, process changes or other means, except as prohibited by this subchapter.

**RESIDENTIAL USER** – Users of the wastewater facilities not classified as an “Industrial User”.

**SANITARY ENGINEER** - The Sanitary Engineer for Portage County, Ohio or his authorized representative.

**SANITARY SEWER** - Any pipe, conduit, ditch or other device used to collect and transport sewage from the generating source including combined sewers.

**SEWER** - Any pipe, conduit, ditch or other device used to collect and/or transport sewage.

**SHALL** - Is mandatory.

**SIGNIFICANT INDUSTRIAL USER OR SIU** - Includes the following: (1) all Industrial Users subject to categorical pretreatment standards; and (2) any other Industrial User that discharges an average of 25,000 gallons per day or more of process wastewater to the POTW; contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or has a reasonable potential, in the opinion of

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the Sanitary Engineer, to adversely affect the POTW's operation or for violating any pretreatment standard or requirement.

**SLUDGE** - Any solid, semi-solid, or liquid waste generated by a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility or any other waste having similar characteristics and effects.

**SLUGLOAD** - Any pollutant, including oxygen demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which will cause interference with or pass through the POTW.

**SUSPENDED SOLIDS** - Solids that either float on the surface of, or are in suspension or will settle in water, sewage or industrial waste and which are removable by a laboratory filtration device. Quantitative determination of suspended solids shall be made in accordance with procedures set forth in Standard Methods.

**UPSET** - An exceptional incident in which a discharger unintentionally and temporarily is in a state of noncompliance with Pretreatment Standards due to factors beyond the reasonable control of the discharger, and excluding noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance or careless or improper operation thereof.

**USER** - Same as "Industrial User" or "Residential User".

**WASTEWATER DISCHARGE PERMIT OR INDUSTRIAL DISCHARGE PERMIT** - A formal permit to discharge industrial waste into the POTW as issued by the County.

- END OF ITEM -

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**ITEM 1002 - CONTROL OF WORK**

**Section 1002.01 Control Of Public Sewers**

All "public" sanitary sewer in any County Sewer District shall be controlled by the Board.

**Section 1002.02 Control Of Private Sewers**

All "private" sanitary sewer in any sewer district shall be controlled by the Board but maintained and operated by its owners. The Board may accept for maintenance and operation any private sewer which meets the standards established by the Sanitary Engineer for same and for which a proper easement is dedicated to the Board.

**Section 1002.03 Approval Required**

No sanitary sewer shall be constructed within the jurisdiction of the Board without the prior written approval of the Sanitary Engineer.

**Section 1002.04 Control Of Connections, Permits**

Any connection, direct or indirect, to a sanitary sewer within the jurisdiction of the Board shall be subject to these Rules And Regulations and to any charges, rates, fees and assessments which are or may be established by the Board as being applicable and shall be made under permits issued by the Sanitary Engineer.

**Section 1002.05 Approval Of Extension Required**

No extension or modification shall be made to any sanitary sewer controlled by the Board without the prior written approval of the Sanitary Engineer.

- END OF ITEM -

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**ITEM 1003 - COMBINED SEWERS**

**Section 1003.01 Combined Sewers Prohibited**

The construction of and extension to combined sewers is hereby prohibited.

**Section 1003.02 Requirement To Separate Sewers**

Individual properties now connected from a point 3 feet outside the building to the public sewer for the purpose of discharging wastes to a combined sewer, may be required, at the individual property owner's expense, to separate sanitary discharges from clearwater discharges beginning at a point 3 feet from the building to the public sewer system whenever such separation is deemed necessary for the public health, welfare and safety, by the Ohio Environmental Protection Agency or the Board.

- END OF ITEM -

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**ITEM 1004 - USE OF SEWER**

**Section 1004.01 Clean Water Discharge Prohibited**

No person, firm or corporation shall discharge or cause to be discharged, either directly or indirectly, any storm water, surface water, groundwater, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any "sanitary" sewer.

Any such connections made either before or after the effective date of these Rules And Regulations shall be considered illegal and shall be subject to immediate removal by the owner of the premise so connected and at such owner's expense.

Should the owner of such an illegally connected premise fail to remove the connection within 90 days of official notice to do so, the Sanitary Engineer shall cause the connection to be removed and the cost thereof shall be billed to the owner of the premise.

**Section 1004.02 Municipal Ordinance Requirement**

No sewer or system of sewer, shall be constructed within any municipality, which connects either directly or indirectly to sanitary sewage facilities controlled by the Board, until such municipality has adopted an ordinance prohibiting any unpolluted waters therefrom and meeting the standards of these Rules And Regulations.

It shall be the responsibility of each municipality to enforce the provision of said ordinance. The Sanitary Engineer may refuse to permit a connection, either directly or indirectly, to sanitary sewerage facilities by or within any municipality until that municipality adopts such an ordinance.

**Section 1004.03 Sewage Discharge To Storm Sewers Prohibited**

No person, firm or corporation shall discharge or cause to be discharged to any natural outlet or storm sewer, any sanitary sewage or other polluted waters. Effluent from privately owned individual household disposal devices shall not be discharged to storm sewers.

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**Section 1004.04 Storm Water Discharges**

Storm water and all unpolluted drainage shall be discharged into such sewers as are specifically designed and designated as storm sewers or a natural outlet approved by the Sanitary Engineer.

**Section 1004.05 Protection Of Facilities During Construction**

No person, firm or corporation or municipality constructing a sanitary sewer, building or house connection shall leave same open, unsealed or incomplete in such a fashion as to permit storm, surface or subsurface water to enter such sewers.

**Section 1004.06 Right To Reject Wastes**

If any waters or wastes are discharged or proposed to be discharged to the POTW which do not comply with the provisions of this Chapter, or in the judgment of the Sanitary Engineer will not comply with this Chapter, the Sanitary Engineer may:

- A. Reject the wastes,
- B. Require pretreatment to an acceptable condition for discharge to the POTW; and/or,
- C. Require payment to cover the added cost of handling and treating the wastes under the provisions of Section 16.

**Section 1004.07 General Discharge Prohibitions**

- A. Dilution - No user shall increase the use of process water or dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with any pretreatment standard or requirement. This shall not prohibit the use of equalization tanks utilized to regulate flows.
- B. Pass Through And Interference - No User shall discharge or cause to be discharged, directly or indirectly, any pollutants which by their nature or concentration will Pass Through or cause Interference with the operation of performance of the POTW.
- C. Specific Prohibitions - In addition, the following pollutants shall not be introduced into the POTW:

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1. Pollutants which create a fire or explosion hazard in the POTW including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test method specified in 40CFR261.21.
2. Pollutants which will cause corrosive or structural damage to the POTW, but in no case discharges with a pH lower than 5.5 or higher than 10.5 Standard Units.
3. Solid or viscous substances in amounts which will cause obstruction to the flow in the POTW or otherwise interfere with proper operation. Prohibited substances include, but are not limited to, grease, uncomminuted garbage, manure, hair, feathers, sand, spent lime, grass clippings and similar substances.
4. Any slugload.
5. Heat in amounts which will inhibit biological activity in the wastewater treatment processes but in no case, wastewater with a temperature at the introduction into the POTW which exceeds 40 degrees C (104 degrees F).
6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through the POTW.
7. Any liquids, solids, or gases which either singly or by interaction result in toxic or malodorous gases, vapors or fumes which causes a public nuisance, health and safety problems, or danger to POTW workers.
8. Any substance with objectionable color not removed in the treatment processes such as, but not limited to, dyes and tanning solutions.

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9. Any unpolluted waters which will increase the hydraulic loading on the plant including, but not limited to, any storm water, surface water, groundwater, roof run-off water, subsurface drainage, uncontaminated cooling water or uncontaminated industrial process waters. This applies strictly to all new connections. All existing connections may be approved or rejected after review of hardship and/or considerations by the Sanitary Engineer.
  10. Any trucked or hauled pollutants, including septage and industrial waste, except at locations and times designated by the POTW.

**Section 1004.08 Limitations On Wastewater Strength**

- A. Federal Requirements - National categorical pretreatment standards as promulgated by the U.S. Environmental Protection Agency (US EPA) pursuant to the Act shall be met by all Industrial Users which are subject to such standards. As new federal requirements are promulgated, discharge permits will be updated immediately or on renewal as necessary.
- B. State Requirements - State requirements and limitations on discharges to the POTW shall be met by all dischargers which are subject to those standards in any instance in which they are more stringent than federal requirements and limitations or those in these Rules and Regulations or any other applicable resolution. As new state requirements are promulgated, discharge permits will be updated immediately or on renewal as necessary.
- C. Local Requirements - No discharger shall discharge or cause or allow to be discharged into the sewerage system any pollutant in concentrations above those specifically permitted in a Wastewater Discharge Permit issued by the County. Discharge permits shall impose maximum discharge concentration limits or mass bases limits where appropriate. In the absence of such specific wastewater discharge permit conditions, no person shall discharge any of the following pollutants, except as such pollutants may occur, and only in the concentrations such pollutants may occur, in the potable water supplied to the premises. Discharge of any pollutants allowed by Permit shall not exceed the following limitations:



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<u>Pollutant</u>	<u>Concentration (ug/l)</u>
Arsenic	160
Cadmium	90
Chromium, Total	6510
Chromium, Hexavalent	460
Copper	2000
Cyanide	1650
Lead	800
Mercury	0.6
Molybdenum	1200
Nickel	1140
Selenium	400
Silver	83
Zinc	2760

- D. Most Stringent Limits – The most stringent federal, state and local limits will apply to users subject to such standards.
- E. Notice to Respond – Industrial users and the general public will be provided an opportunity to respond to the development of local limits.

**Section 1004.09**

**Right Of The County To Revise Regulations, Establish Removal Credits**

- A. Right of Revision - The County reserves the right to amend these Rules and Regulations to provide for more stringent limitations or requirements on discharges to the POTW where deemed necessary to comply with the objectives set forth herein.
- B. Limit Conversion - Local Limits and Categorical Pretreatment Standards expressed in terms of concentration may be converted to mass discharge limitations at the discretion of the County. Categorical Pretreatment Standards which specify mass limitations may alternately be converted to concentration limits when deemed appropriate by the County and in accordance with 40 CFR 403.6(c)(5) and (c)(6).
- C. Removal Credits - Where applicable, the County may elect upon approval of Ohio and USEPA to initiate a program of removal credits to reflect the County's ability to remove pollutants in accordance with 40CFR403.7.

- D. Net/Gross Calculations - The County may elect to adjust categorical pretreatment standards to reflect the presence of pollutants in the discharger's intake water in accordance with 40CFR403.15.

#### **Section 1004.10 Accidental Discharges**

- A. Protection - Each user, at his expense, shall provide protection from accidental discharges of prohibited materials or other wastewaters subject to these Rules and Regulations. Signs shall be permanently posted in conspicuous places on discharger's premises, advising employees whom to call in the event of a slug or accidental discharge. Employers shall instruct all employees who may cause or discover such a discharge with respect to emergency notification procedures.
- B. Accidental Discharge Notification - Users shall notify the Sanitary Engineer immediately upon the occurrence of a slugload or accidental discharge of any such materials or wastewaters in violation of these Rules and Regulations or applicable Wastewater Discharge Permit conditions. This notification shall be followed within five days of the date of occurrence, by a detailed written statement as required under Part (C) of this Section describing the cause of the discharge and the remedial measures taken to reduce the possibility of recurrence. Such notification shall not relieve the User of any liability for any expense, loss or damage to the POTW.
- C. Upset Notification - Any User which experiences a failure of a pretreatment system which results in an unintentional or temporary state of noncompliance with these Rules and Regulations due to factors beyond reasonable control, shall inform the Sanitary Engineer as soon as possible, but not later than 24 hours after the beginning of the upset. Where information is given orally, the User shall file a written report with the Sanitary Engineer within five days. The report shall include:
1. A description of the incident, its cause and its impact on the User's compliance status;
  2. The duration of noncompliance, including exact dates and times of noncompliance. If the noncompliance continues, the time by which compliance is reasonably expected to be attained; and

3. All steps taken or to be taken to reduce, eliminate or prevent recurrence of the conditions of noncompliance.
- D. Bypasses of pretreatment facilities are prohibited and the County may pursue enforcement action unless the user receives prior written approval for bypass from the County.

#### **Section 1004.11 Notification Of Changes In Discharge**

All industrial users shall notify the County in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial user has submitted initial notification under 40CFR403.12(p). All significant industrial users shall notify the POTW immediately of any changes to its facility affecting potential for a slug discharge.

### **ADMINISTRATION**

#### **Section 1004.12 Wastewater Discharge Permit Application**

- A. Permit Required - It shall be unlawful to discharge Industrial Wastes to the POTW without first making application for and complying with requirements stipulated in a Wastewater Discharge Permit issued by the County.
- B. Application - All Significant Industrial Users and other Users as may be required by the Sanitary Engineer, shall submit an application for a Wastewater Discharge Permit to the Sanitary Engineer at least 90 days prior to connecting to or discharging to the POTW. All existing significant Industrial Users connected to or discharging to the POTW and which have not previously applied for a Wastewater Discharge Permit, shall make application to the Sanitary Engineer for a Discharge Permit within 90 days of the effective date of these Rules and Regulations. New Sources shall give estimates of the information requested in Paragraphs (4) through (7). Each application shall include:
  1. Name and address of applicant;
  2. A list of any environmental control permits held by the facility;

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3. A description of operations, including the nature, rate of production and Standard Industrial Classification (SIC) of the operation(s). This description shall include a schematic process diagram which indicated the point(s) of discharge to the POTW;
  4. Measured average daily and maximum flows of regulated process wastestreams and other nonregulated wastestreams;
  5. Results of sampling and analysis of regulated pollutants from each regulated process. All sampling and monitoring procedures should conform to EPA Standard Methods. For pH, hexavalent chromium, cyanide, total phenols, oil and grease, sulfide and volatile organics a minimum of four grab samples must be analyzed. For all other pollutants a minimum of one, 24 hour flow proportional composite sample must be obtained. Samples should be taken immediately downstream of pretreatment facilities if such exist or immediately downstream of regulated processes if no pretreatment facilities exist. The samples shall be representative of the daily operations;
  6. Raw materials utilized and their amounts;
  7. Type and amount of product produced. For Industrial Users subject to equivalent mass or concentration limits established by the Sanitary Engineer, this report shall include a reasonable measure of the User's long term production rate. For Industrial Users subject to production based standards, this report shall include the User's actual production during the appropriate sampling period;
  8. Where additional pretreatment and/or operation and maintenance activities will be required to comply with these Rules and Regulations, the discharger shall provide a declaration of the shortest schedule by which the discharger will provide such additional pretreatment according to the conditions in Section 10; and,
  9. The certification statement signed by an authorized representative as required in Section 1004.14(D).

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10. An evaluation of the need for a plan, device or structure to control a potential slug discharge.
- C. Industrial User Classification – Industrial users will be classified according to the nature of their operations as categorical, significant non-categorical, or non-significant. There are two subcategories of categorical industrial users that the County may choose to implement if users fit the requirements.
- D. Non-Significant Categorical Industrial Users – The County may choose to classify a Categorical Industrial User as Non-Significant if it meets the following requirements:
1. The industrial user does not discharge more than one hundred gallons per day of total categorical wastewater. That does not include sanitary, non-contact cooling and boiling blowdown wastewater unless it is specifically included in the categorical pretreatment standard.
  2. No untreated concentrated wastewater, which is regulated by the categorical pretreatment standards, may be discharged at any time.
  3. The following certification statement must be submitted annually to the County:

“Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standards under 40 CR [specify applicable national pretreatment standard part or parts], I certify that, to the best of my knowledge and belief, during the period from [specify month, day and year] to [specify month, day and year]:

    - (a) “The facility described as [insert facility name] met the definition of a nonsignificant categorical industrial user as described in paragraph (P) of rule 3745-3-01 of the Administrative Code; and
    - (b) “The facility complied with all applicable pretreatment standards and requirements during this reporting period; and

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- (c) “The facility never discharged more than one hundred gallons of total categorical wastewater on any given day during this reporting period. This compliance certification is based upon the following information.”

Appropriate justification in support of this statement is required to be submitted with this certification statement and may include water billing records, production records, etc.

4. At least once a year the County will evaluate whether the industrial user still meets the requirements for classification as a Non-Significant Categorical Industrial User.

E. Mid-Tier Categorical Industrial Users – The County may choose to classify a Categorical Industrial User as Mid-Tier if it meets the following requirements:

1. The industrial user must not discharge total categorical wastewater that exceeds:
  - (a) Zero point zero one (0.01) percent of the design dry weather hydraulic capacity of the receiving POTW;
  - (b) Five thousand (5,000) gallons per day of total categorical wastewater;
  - (c) Zero point zero one (0.01) percent of the design dry weather organic treatment capacity of the receiving POTW; and
  - (b) Zero point zero one (0.01) percent of the maximum allowable headworks loading for any pollutant regulated by the applicable categorical pretreatment standards for which a local limit has been developed.
2. The industrial user’s flow must be monitored by a continuous effluent flow monitoring device unless the user discharges in batches.
3. The industrial user must not have been in significant noncompliance in the past two years.
4. The daily flow rates, production levels, or pollutant levels of the industrial user cannot vary so significantly that decreasing the reporting requirement would result in data that are not representative of the conditions occurring during the reporting period.

5. The industrial user will be inspected and the effluent randomly sampled at least once every two years by the County. If the user no longer meets the criteria for Mid-Tier Categorical Industrial User, then the County will immediately begin inspecting and monitoring the user as a Categorical Industrial User.
6. The County may reduce the industrial user's reporting frequency to no less than once a year unless required more frequently by the categorical pretreatment standard or the Director of Ohio EPA.

#### **Section 1004.13 Wastewater Discharge Permit Conditions**

- A Permit Conditions - Wastewater discharge permits shall be expressly subject to all provisions of these Rules and Regulations and any other applicable regulations, user charges and fees established by the County. Permits may contain the following specific conditions:
1. Statement of duration including issuance and expiration dates.
  2. Limits on average and maximum allowable levels of wastewater discharge constituents and characteristics based on applicable general pretreatment standards, categorical pretreatment standards, local limits, and state and local law. These could include equivalent mass-based limits in accordance with 40 CFR 403.6(c)(5) or equivalent concentration-based limits in accordance with 40 CFR 403.6(c)(6).
  3. Limits on average and maximum rate and time of discharge or requirements for flow regulation or equalization based on applicable general pretreatment standards, categorical pretreatment standards, local limits, and state and local law.
  4. Best management practices instead of a limit for some pollutants.
  5. Requirements for installation and maintenance of inspection and sampling facilities and equipment.

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6. Specifications for monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests, and reporting requirements.
  7. Provisions if process effluent is mixed with other wastewater prior to sampling.
  8. Schedules for attaining compliance.
  9. Requirements for submission of technical reports or discharge reports.
  10. Requirements for developing and implementing spill and slug control plans.
  11. Applicable civil and criminal penalties for violation of pretreatment requirements.
  12. Other conditions as deemed necessary by the Sanitary Engineer to ensure compliance with these Rules and Regulations.
- B. Nontransferability - Wastewater discharge permits are issued to a specific industrial discharger for a specific operation. A wastewater discharge permit shall not be reassigned, transferred or sold to a new owner, industrial discharger or different premises without written consent from the Sanitary Engineer.
- C. Permit Revisions - The County reserves the right to amend any Wastewater Discharge Permit issued hereunder in order to assure compliance by the County with applicable pretreatment standards and requirements. Industrial Users with an effective discharger Permit shall be informed of any proposed changes to the Permit at least 30 days prior to the effective date of any such changes. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.
- D. Duration – A wastewater discharge permit will be effective for no more than five years. At least ninety (90) days before the expiration date of the permit, the industrial discharger will apply for a new permit following the guidelines of 1004.12(B).



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- E. Pollutant Waiver – An industrial user’s permit may authorize forgoing sampling of a categorical pollutant standard if the industrial user has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the discharge, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the industrial user. This authorization is subject to the following conditions:
1. A waiver may be granted where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that sanitary wastewater is not regulated by an applicable categorical standard and otherwise includes no process wastewater;
  2. A waiver is valid only for the duration of the effective period of the permit (which is in no case longer than five years);
  3. In making a demonstration that a pollutant is not present, the industrial user shall provide data from at least one sampling of the facility’s process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes. The request for a monitoring waiver shall be signed in accordance with 1004.14 (D). Non-detectable sample results may only be used as demonstration that a pollutant is not present if the USEPA approved analytical method from 40 CR 136 with the lowest method detection limit for that pollutant was used;
  4. Any monitoring waiver will be included as a condition in the industrial user’s control mechanism;
  5. The County will retain the reasons supporting any monitoring waiver and any information submitted by the user in its request for the waiver for three years after the waiver’s expiration.
  6. When a waiver has been granted the industrial user shall certify on each periodic compliance monitoring report the following statement:

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“Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standards under 40 CR [specify applicable parts], I certify that, to the best of my knowledge and belief, there has been no increase in the level of [list pollutants] in the wastewaters due to the activities at the facility since the submittal of the last periodic report under paragraph (E) of rule 3745-3-06 of the Administrative Code.”

7. In the event that a waived pollutant is found to be present or is expected to be present based on changes that occur in the industrial user's operations, the user shall be required to immediately:
  - (a) Notify the County in writing; and
  - (b) Comply with the monitoring requirement specified in the pretreatment program.
8. The provision for a monitoring waiver does not relieve the industrial user of any other certification processes and requirements established by the control authority or in categorical pretreatment standards, except as otherwise specified in the categorical pretreatment standard.

F. General Permit – The Sanitary Engineer may choose to issue a general permit to a group of significant industrial users.

1. A general permit may be used for a group of significant industrial users if the Sanitary Engineer determines the users are more appropriately controlled under a general control mechanism than under individual permits. Each user in the group must:
  - (a) Have the same or substantially similar operations;
  - (b) Discharge the same type of wastes;
  - (c) Require the same effluent limitations; and
  - (d) Require the same or similar monitoring.

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2. To be covered by a general permit, the significant industrial user is required to file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, location for monitoring, any requests in accordance with 1004.13 (E) for a monitoring waiver, and other information requested by the Sanitary Engineer. A monitoring waiver is not effective until the Sanitary Engineer has provided written notice.
  3. A general permit will not be granted when a user is subject to production-based categorical pretreatment standards or other such standards expressed as mass of pollutant discharged per day or for industrial users whose limits are based on the combined wastestream formula or net/gross calculations.
- G. Slug Discharge – An industrial user’s potential for a slug discharge will be evaluated for each permit application. A slug discharge is defined as any discharge of a non-routine, episodic nature, including as accidental spill or a non-customary batch discharge that has a reasonable potential to cause interference or pass through or any way violate any pretreatment standards or permit conditions. If the Sanitary Engineer determines a slug control plan is needed it will contain, as a minimum, the following elements:
1. Description of discharge practices, including non-routine batch discharges;
  2. Description of stored chemicals;
  3. Procedures for immediately notifying the Sanitary Engineer of slug discharges, with written follow-up within five days;
  4. If necessary, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of wastewater discharges, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), or measures and equipment for emergency response.

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**Section 1004.14 Compliance Reports**

- A. Final Compliance Reports - Any Industrial User subject to Categorical Pretreatment Standards shall submit a report indicating whether the user has achieved compliance with these standards. This report is to be submitted to the Sanitary Engineer within 90 days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a New Source discharger, within 90 days following commencement of the introduction of the wastewater into the POTW. The following information shall be included:
1. Measured average daily and maximum flows of regulated process streams and other nonregulated streams;
  2. Results of sampling and analysis of regulated pollutants from each regulated process. All sampling and monitoring procedures should conform to EPA Standard Methods. For pH, hexavalent chromium, cyanide total phenols, oil and grease, sulfide and volatile organics a minimum of four grab samples must be analyzed. For all other pollutants a minimum of one, 24 hour flow proportional composite sample must be obtained. Samples should be taken immediately downstream of pretreatment facilities if such exist or immediately downstream of regulated processes if no pretreatment facilities exist. The samples shall be taken, at intervals determined by the Sanitary Engineer, to be representative of the daily operations;
  3. For Industrial Users subject to equivalent mass or concentration limits established by the Sanitary Engineer, this report shall include a reasonable measure of the user's long term production rate. For Industrial Users subject to production based standards, this report shall include the User's actual production during the appropriate sampling period;
  4. For Industrial Users subject to BMPs, this report shall include documentation indicating compliance with the BMPs;

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5. A statement indicating whether pretreatment standards are being met on a consistent basis, and if not, a statement indicating whether additional pretreatment or operation and maintenance will be required to meet the pretreatment standards. Where additional pretreatment and/or operation and maintenance activities will be required to comply with these Rules and Regulations, the discharger shall provide a declaration of the shortest schedule by which the discharger will provide such additional pretreatment according to the conditions in Section 1004.15; and,
  6. The certification statement signed by an authorized representative of the discharger as defined in Section 1004.14 (D).

- B. Periodic Compliance Reports - All Industrial Users shall submit periodic compliance reports indicating the nature and concentration of pollutants in their discharge. The frequency of monitoring and reporting shall be as prescribed in the Industrial User's Wastewater Discharge Permit.

If sampling performed by any Industrial User indicates a violation, the User shall notify the County within 24 hours of becoming aware of the violation. The User shall repeat the sampling and analysis and submit the results within 30 days after becoming aware of the violation. Results of sampling above the minimum required shall also be reported if analysis were conducted according to methodology in Section 1004.14 (C), below.

These reports shall include the certification statement and shall be signed by an authorized representative of the discharger as defined in Section 1004.14 (D), below.

- C. Sampling And Analytical Methodology - All measurements, tests, and analysis shall be performed in accordance with procedures contained in 40CFR136 and amendments thereto. Where 40CFR136 does not include sampling or analytical techniques for regulated pollutant(s), alternative procedures shall be approved by the Sanitary Engineer. All measurements, tests and analyses of the characteristics of wastewater performed by an Industrial User shall be at the User's expense.

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- D. Signatory Requirements - All reports required under this section shall include the certification statement as set forth in 40CFR403.6(a)(2)(ii), certifying that the facts contained in the report(s) are true on the basis of the applicant's personal knowledge or to the best of his information and belief. The reports shall be signed by someone authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and of initiating and directing other comprehensive measures, to assure long-term environmental compliance with environmental laws and regulations. They must also be responsible for ensuring that the necessary systems are established or that the necessary actions are taken to gather complete and accurate information for control mechanism requirements. Additionally they must be assigned or delegated the authority to sign documents in accordance with corporate procedures.

**Section 1004.15 Compliance Schedules**

When in the opinion of the Sanitary Engineer, it becomes necessary for Industrial Users to install technology or provide additional operation and maintenance (O&M) to meet any condition of these Rules and Regulations or applicable administrative order, the Sanitary Engineer shall require the development of the shortest schedule by which the Industrial User will provide this additional technology or O&M.

- A. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events. Under no circumstances shall any increment exceed nine months.
- B. Not later than 14 days following each date in the schedule and the final date for compliance, the Industrial User shall submit a progress report to the Sanitary Engineer including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay and the steps being taken to return to the schedule established.

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**Section 1004.16**

**Monitoring Facilities**

Each Industrial User, as directed by the Sanitary Engineer shall install and operate, at the User's own expense, a monitoring facility to allow inspection, sampling and flow measurement of each sewer discharge to the County. Each monitoring facility shall be situated on the discharger's premises. Where such a location would be impractical or cause undue hardship on the discharger, the County may concur with the facility being constructed in the public street or sidewalk area providing the facility is located so that it will be accessible at all times. There shall be ample room in or near such sampling facility to allow accurate sampling and preparation of samples for analysis.

The monitoring facility shall have an inspection and sampling manhole or structure with an opening of no less than 24 inches in diameter and an internal diameter of no less than 48 inches and shall contain such flow measuring, recording and sampling equipment as may be required by the County to ensure compliance with these Rules and Regulations. The facility, sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the discharger. All monitoring facilities shall be constructed and maintained in accordance with all applicable local construction standards and specifications and shall be operated in accordance with all applicable local, state and federal safety requirements.

**Section 1004.17**

**Inspecting And Sampling**

The discharger shall allow the Sanitary Engineer or his representative to enter upon the premises of the discharger during any hour for the purposes of inspection, sampling and records examination and copying to determine compliance with the requirements of these Rules and Regulations. Where the Industry has security measures in force which require proper identification and clearance before entry, the discharger shall make necessary arrangements so that the Sanitary Engineer or his representative will be permitted entry without delay. The County shall have the right to set up on the discharger's property necessary devices to conduct sampling, inspection, compliance monitoring, metering operations or all of these. The County will sample a permitted industrial user a minimum of once a year.

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**Section 1004.18 Confidential Information**

Information and data furnished to the County with respect to the nature and frequency of discharge shall be available to the public or other government agency without restriction unless the discharger specifically requests and is able to demonstrate to the satisfaction of the County that the release of such information would divulge trade secrets or proprietary information. Wastewater constituents and characteristics will not be recognized as confidential information. Information accepted by the County as confidential shall be made available to governmental agencies upon written request.

**Section 1004.19 Records Retention**

All Industrial Users shall retain and preserve for no less than three years, any records, books, documents, memoranda, reports, correspondence and any and all summaries thereof, relating to monitoring, sampling, and chemical analysis made by or on behalf of an Industrial User in connection with its discharge. All records which pertain to materials which are subject to administrative adjustment or any other enforcement or litigation activities brought by the County pursuant hereto shall be retained and preserved by the discharger until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired. Records kept should include chain of custody documents for sampling for ensuring proper quality control.

**CHARGES AND FEES**

**Section 1004.20 Charges And Fees**

The County shall adopt charges and fees, which may include:

- A. Charges and fees for monitoring, inspections and surveillance procedures, including all costs associated with sampling and analysis;
- B. Charges and fees for permit applications;
- C. Charges and fees for filing appeals;
- D. Charges and fees for reviewing accidental discharge incidents and their associated investigation and analyses;



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- E. Charges and fees for reviewing plans for the construction of new or modified facilities.

**Section 1004.21 Surcharges**

All persons discharging Sewage or Industrial Wastes exceeding strength of Normal Sewage but acceptable for discharge into the POTW shall be subject to a strength surcharge as established in Section 1011.01.

**ENFORCEMENT**

**Section 1004.22 Notification Of Violation**

Whenever the County finds that any discharger has violated any provision of these Rules and Regulations, its Wastewater Discharge Permit or an order the County or court of competent jurisdiction, the Sanitary Engineer shall serve written notice stating the nature of the alleged violation. No later than 10 days after the receipt date of this notice, the discharger shall respond in writing with an explanation of the violation and a plan for the satisfactory correction and prevention thereof. Submission of this plan in no way relieves the User of the liability for any violations occurring before or after receipt of the Notice Of Violation.

**Section 1004.23 Show Cause Hearing**

Where any violation of these Rules and Regulations is not corrected by timely compliance, the Sanitary Engineer may order any discharger to show cause by which the proposed enforcement action should not be taken. A written notice shall be served on the discharger by personal service or certified mail, return receipt requested, specifying the time and place of a hearing to be held by the County or its designee regarding the violation, the reasons why the enforcement action is to be taken, the proposed enforcement action and directing the discharger to show cause before the County or its designee why the proposed enforcement action should not be taken. The notice of the hearing shall be served no less than 10 days before the hearing. Service may be made on any agent, officer or authorized representative of a discharger. The proceedings at the hearing shall be considered by the County which shall then enter appropriate orders with respect to the alleged improper activities of the discharger. The orders may be in the form of a Compliance Order or Cease and Desist Order.

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**Section 1004.24**

**Compliance Orders**

When the Sanitary Engineer finds that an Industrial User has violated or continues to violate these Rules and Regulations, its Wastewater Discharge Permit or an order of the County or court of competent jurisdiction, he may issue an order to the industrial user responsible for the discharge directing that, following a specified time period, sewer service shall be discontinued unless treatment facilities, devices or other related appurtenances have been installed and are properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the installation of pretreatment technology, additional self monitoring and management practices.

**Section 1004.25**

**Emergency Suspension Of Service And Discharge Permits**

The County may for good cause shown suspend the wastewater treatment service and the Wastewater Discharge Permit of a discharger when it appears to the County that an actual or threatened discharge presents or threatens an imminent or substantial danger to the health or welfare of persons, substantial danger to the environment, or interferes with the operation of the POTW. Any discharger notified of the suspension of the County's wastewater treatment service or the discharger's Wastewater Discharge Permit, shall immediately cease all discharge. In the event of a User's failure to immediately comply voluntarily with the suspension order, the County shall take such steps as deemed necessary, including immediate severance of the sewer connection.

**Section 1004.26**

**Revocation Of Permit**

The County may revoke the Wastewater Discharge Permit and treatment services of any discharger which violates any condition of these Rules and Regulations, its permit or an order of the County or court of competent jurisdiction.

**Section 1004.27**

**Right Of Appeal**

Any discharger or any interested party shall have the right to request in writing an interpretation or ruling by the County on any matter covered under these Rules and Regulations and shall be entitled to a prompt written reply.

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**Section 1004.28**

**Annual Publications**

Annually, the Sanitary Engineer shall publish a list of all dischargers or significant industrial users which at any time during the previous 12 months were in significant noncompliance with applicable pretreatment requirements. For the purposes of this provision, a significant industrial user is in significant noncompliance if its violations meet one or more of the following criteria (A non-significant industrial user is in significant noncompliance if its violations meet any of the following criteria except (A) and (B).):

- A. Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all of the measurements taken during a six month period exceed (by any magnitude) the daily maximum limit, the average limit, or the instantaneous limit for the same pollutant parameter. Chronic violations apply to each permitted monitoring point;
- B. Technical Review Criteria (TRC) violation, defined here as those in which 33 percent or more of all of the measurements for each pollutant parameter taken during a six month period equal or exceed the product of the daily maximum limit, the average limit, or the instantaneous limit multiplied by the applicable TRC (TRC=1.4 for BOD, TSS, fats, oil and grease and 1.2 for all other pollutants except pH). TRC violations apply to each permitted monitoring point;
- C. Any other violation of a pretreatment effluent limit (daily maximum or longer term average) that the Sanitary Engineer determines has caused, alone or in combination with other discharges, interference or pass through or endangerment to the health of POTW personnel or the general public;
- D. Any discharge of a pollutant that has caused imminent endangerment of human health, welfare or to the environment or has resulted in the POTW's exercise of emergency authority to halt or prevent such discharge;
- E. Failure to meet, within 90 days after the schedule data, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction or attaining final compliance;

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- F. Failure to provide, within 45 days after the due date, required reports such as Baseline Monitoring Reports, 90 day compliance reports, periodic self monitoring reports and reports on compliance with compliance schedules;
  - G. Failure to accurately report noncompliance; or
  - H. Any other violation or group of violations, including a violation of BMPs, which the Sanitary Engineer determines will or has adversely affected the operation or implementation of the County's pretreatment program.

**PENALTIES**

**Section 1004.29 Recovery Of Costs Incurred By The County**

Any discharger violating any provision of these Rules and Regulations, their Wastewater Discharge Permit, or any order of the County or court of competent jurisdiction which results in damage or impairment of the County's wastewater treatment system or which results in excessive costs of treatment, shall be liable to the County for any expense, loss or damage caused by such violating discharge. Refusal to pay the assessed costs shall constitute a violation of these Rules and Regulations enforceable under the provisions of Section 1004.30 (C) or other applicable sections of these Rules and Regulations or of applicable Ohio law.

**Section 1004.30 Judicial Proceedings**

The County may commence an action for appropriate legal and/or equitable relief in the appropriate courts with respect to the conduct of a discharger contrary to the provisions of these Rules and Regulations.

- A. Injunctive Relief - Whenever an Industrial User has violated or continues to violate these Rules and Regulations, its Wastewater Discharge Permit or any order of the County or court of competent jurisdiction, the County may petition the Court for issuance of a preliminary or permanent injunction or both (as may be appropriate) to restrain or compel activities on the part of the Industrial User.

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- B. Civil Penalties - Any discharger who is found to have violated any provision of these Rules and Regulations, their Wastewater Discharge Permit or any order of the County or court of competent jurisdiction shall be subject to the imposition of a civil penalty of up to \$1000 per violation. Each day on which a violation occurs or continues shall be deemed a separate and distinct violation. In addition to the penalties provided herein, the County may recover reasonable attorney's fees, court costs, court reporter's fees and other expenses of litigation by appropriate suit at law against the discharger.
  - C. Criminal Penalties - Criminal penalties shall be administered as authorized under the appropriate sections of the Ohio Revised Code.
  - D. Falsifying Information - Criminal penalties for falsifying information shall be administered as authorized under the appropriate sections of the Ohio Revised Code.
  - E. To the extent that any provision within this section is in conflict with any provision of the Ohio Revised Code, the Ohio Revised Code Provision shall govern.

**Section 1004.31 Tampering Or Damage To Facilities**

No unauthorized person, firm or corporation shall maliciously, willfully or negligently break, damage, destroy, deface or tamper with any structure, appurtenance or equipment which is a part of the sewer facilities. Any person violating this provision shall be subject to the penalties stated in Section 6117.99, Ohio Revised Code.

**Section 1004.32 Approval Required For Changing Grade**

Every person owning or anyone having the possession, charge or management of any lot or parcel of real estate on which a fill, partial fill, cut or any construction or change in surface use is to be made, shall be responsible for ascertaining whether or not the proposed fill cut or any construction or change in surface would obstruct, damage or interfere with lawfully existing sewerage facilities.

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In the event it becomes necessary to adjust, relocate or otherwise modify the existing sewage facilities as a result of placing the fill or making the cut, such person shall, at his expense, make such adjustments, relocations or modifications as required by and to the satisfaction of the Sanitary Engineer before or during the filling or cutting operation.

**Section 1004.33 Changing Grade - Responsibility For Damages**

Any person, firm or corporation making a cut or fill, construction or change in surface without the approval of the Sanitary Engineer and in the opinion of the Sanitary Engineer, such fill cut or construction or change in surface has obstructed, damaged or interfered with lawfully existing sewage facilities, such act shall be considered a violation of Section 1004.11 and each day shall be considered a separate offense. In addition, such person, firm or corporation shall be liable for any expense, loss or damage occasioned by such violation.

**Section 1004.34 Disconnection**

For any violation of any of the section of this Item 1004, the Sanitary Engineer shall have authority to immediately disconnect the service connection.

- END OF ITEM -

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**ITEM 1005 - PRIVATE SEWAGE DISPOSAL**

**Section 1005.01 Private Sewage System Required**

Where a public sanitary sewer is not available, the building sewer shall be connected to a private sewage disposal system complying with the requirements of the appropriate public authority.

**Section 1005.02 Maintenance Of Private System**

The owner shall, at his own expense, operate and maintain the private sewage disposal facilities in a sanitary manner at all times to the satisfaction of the appropriate public authority.

**Section 1005.03 Connection To Public Sewers Prohibited**

It shall be unlawful for any residential sewage disposal facility to be connected to any public sanitary or storm sewer.

**Section 1005.04 Connection To Available Public Sewers Required**

At such time as a public sanitary sewer becomes available to a property served by a private sewage disposal system, a direct connection shall be made thereto, by and at the expense of the owner, within 150 days of official notice to connect, in compliance with these Rules and Regulations. A variance may be requested within those same 150 days in accordance with Section 1005.05. Any septic tanks, cesspools and similar private sewage disposal facility shall be abandoned to the satisfaction of the appropriate public authority.

Additionally, the Board may order the owner of any premises located in a sewer district in the County to connect to the sanitary sewer as provided in Section 6117.51, Ohio Revised Code.

A sewer shall be considered available even though a connection charge (Section 1008.11) is required and even though a pump (Section 1008.06) is required.

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**Section 1005.05**

**Sanitary Sewer Connection Order Variance**

The Board may grant a variance from the requirements of Section 1005.04 of these Rules and Regulations, as will not be contrary to the public interest, where a person shows that because of practical difficulties or other special conditions their strict application will cause unusual and unnecessary hardship.

However, no variance will be granted that will defeat the spirit and general intent of said rules, or be otherwise contrary to the public interest. Moreover, no variance shall be granted for any of the following properties:

- a) Any property that is the subject of a court order to connect to an available sewerage system; or
- b) Any property that is the subject of an Order issued by the Ohio Environmental Protection Agency pursuant to R.C. Chapter 6111 requiring a property to connect to an available and accessible sewer system; or
- c) Any property that is the subject of an order issued by the Portage County Combined General Health District requiring the property owner to connect to an available and accessible sewer system; or
- d) Any property found to have a failed or failing private sewage disposal system.

- END OF ITEM -



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**ITEM 1006 - DISPOSAL OF SEPTIC TANK WASTES**

**Section 1006.01 Discharge To Storm Sewers Prohibited**

No person, firm or corporation shall discharge septic tank wastes into any water course or storm sewer.

**Section 1006.02 Discharge To Sanitary Sewers Prohibited**

No person, firm or corporation shall discharge septic tank wastes into any manhole or other appurtenance of any sewer which discharges either directly or indirectly into the sewage facilities of the Board.

**Section 1006.03 Penalty For Violation**

Any person, firm or corporation violating the provisions of this Item shall be subject to the penalties stated in Section 1000.03 of these Rules And Regulations. In addition, such person, firm or corporation shall be liable for any expense, loss or damage occasioned by reason of such violation.

**Section 1006.04 Approval To Discharge Required**

No person, firm or corporation shall discharge or cause to be discharged, either directly or indirectly, into the sewerage facilities of the Board, wastes other than domestic sewage without the prior written approval of the Sanitary Engineer.

**Section 1006.05 Approval Of Sites For Discharge**

Septic tank waste shall be discharged to facilities or sites approved by the Portage County Health Department and the Ohio Environmental Protection Agency.

- END OF ITEM -

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Connection to Main Sewers and Treatment  
Facilities

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**ITEM 1007 - CONNECTION TO MAIN SEWERS AND TREATMENT FACILITIES**

**Section 1007.01 Connection To Main Sewers Prohibited**

No connection to or use of main sewers or treatment facilities shall be made where a local sewer is or can be made available.

**Section 1007.02 Connection To Main Sewers Approval Required**

Where a local sewer is not or cannot be made available, any person, firm, corporation or municipality may apply for a permit to connect to or use any such main sewers or treatment facilities upon submission of written application and necessary plans to the Sanitary Engineer.

- END OF ITEM -

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## **ITEM 1008 - BUILDING SEWERS AND CONNECTIONS**

### **Section 1008.01 Permits Required**

No unauthorized person shall uncover, make any connection (directly or indirectly) with or opening into, use, alter or disturb any public or private sanitary sewer or appurtenance thereof without first obtaining a permit from the Sanitary Engineer.

### **Section 1008.02 Separate Building Sewers Required**

A separate and independent building sewer shall be provided for each single family residential building, each single family residential unit of a condominium, each unit of a duplex or triplex, etc. and each service unit of a commercial structure.

The Sanitary Engineer shall determine what units can be considered as single service units and single family residential units for sewer service to structures such as shopping centers, connected apartment buildings, some condominiums and other structures which are of such construction that they can be sold as units, for the purpose of enforcing one connection per single service unit or single family residential unit.

No connection shall serve more than one building. Structures such as shopping centers, apartment buildings, some condominiums, industrial installations and other structures of such construction that they cannot be sold as units shall have a separate and individual sewer connection per building.

No connection shall serve more than one single family residential building or more than one building, unless specific authority is given by the Sanitary Engineer. Such variance from the above stated rules shall only be considered where it is impossible to meet the above rules for specific reasons.

An individual permit shall be issued for each sewer connection.

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**Section 1008.03 Sewer Connection Materials, Size, Grade**

The building sewer shall be constructed of a size not less than and of materials meeting the standards of the Sanitary Engineer. The standard building sewer shall be 6 inch pipe with compression type premium joints. It shall be laid at a minimum grade of 1.00 percent (1 foot per 100 lineal feet) from the building to the public sewer, except that the Sanitary Engineer may authorize the grade to be as little as 0.70 percent (0.70 foot per 100 lineal feet) if he determines such to be desirable or necessary. In no case shall the basement floor be less than 36 inches above the crown of the sewer at the point of connection.

The Sanitary Engineer shall allow or disallow the use of any materials for sewer service connections or sewer lines in accordance with the design criteria and specifications of the Portage County Sanitary Engineering Department and he shall have the authority to make a change in materials authorized for use in systems under his jurisdiction at any time.

**Section 1008.04 Registered Sewer Contractor Required**

Refer to Item 1302 – Contractor Registration.

**Section 1008.05 Sewer Connection Locations**

All sanitary sewer building connections constructed under Item 901 - Sanitary Sewer, shall be located at a minimum of:

- A. Ten feet from gas lines.
- B. Five feet from lot lines.
- C. Five feet from water lines, unless water line can be benched 2 feet from sanitary lateral.
- D. Fifty feet from private well.
- E. One hundred feet from semi-public well.
- F. Three hundred feet from public well.

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Where possible, all sanitary sewer connections shall have a 4'0" minimum cover except where the sewer is under pavement when a minimum of 5'0" cover shall apply. In no case shall the sewer have less than 3'0" of ground cover or 4'0" where the installation is under pavement.

**Section 1008.06 Sewage Pumps Required**

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drains shall be lifted by an approved means, outside the building and discharged to the sanitary sewer. The sewage pump shall be installed in an external location and at an elevation suitable to protect the building from damage in the event of power or mechanical failure.

**Section 1008.07 Maintenance Of Building Sewer**

The owner of the premises served by a sewer shall be responsible for the maintenance, operation and cleaning of the building sewer from the building to the main sewer and for the repair and reconstruction of the building sewer on his property. If the owner of a defective building lateral fails to make the required repairs after 90 days of official notice to do so and the County is called upon or finds it necessary to repair or maintain such building lateral, the cost of such repairs or maintenance shall be billed directly to the homeowner.

**Section 1008.08 Responsibility Of Permit Holder**

The person, firm or corporation to whom a permit is issued will be held responsible for the proper installation of the building sewer in accordance with these Rules And Regulations, subject however, to the condition that he or it holds Portage County harmless from any loss or damage.

**Section 1008.09 Road Or Street Opening Permits**

The person, firm or corporation to whom a permit is issued shall be responsible for obtaining any required permits to open-cut any street, road or highway, from the appropriate political body or official having jurisdiction over such street, road or highway and shall comply with all conditions required by such permits.

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**Section 1008.10**

**Types Of Connection Permits**

There shall be three types of sewer connection permits: (1) For residential service; (2) For commercial service; (3) For service to establishments discharging industrial wastes. In each case, the owner or his agent shall make application on a special form to be obtained from the Sanitary Engineer. The Application For Permit shall be supplemented by any plans, specifications or other information considered pertinent in the judgment of the Sanitary Engineer.

The fee for residential permits shall be the current fee in effect at the time of application. This fee may be changed as necessary by the Board of County Commissioners. In the event a residential sewer lateral is excessively long, excessively deep, complicated or through poor soils, the amount of the permit fee may be established using the method described for commercial or industrial permits.

The fee for commercial permits and industrial permits shall be all costs of issuance, plan review, inspection and start-up of facilities in accordance with the procedures described in Sections 1300.10 and 1301.08, but not less than the fee for residential permits. Applications shall be accompanied by building plans, site plans and any other information pertinent to determine the volume and character of the waste to be discharged. The Sanitary Engineer may require the installation of any interceptors, trash traps or other pretreatment devices necessary for commercial or industrial discharges. Commercial or industrial discharges shall be subject to an annual review of compliance with the applicable discharge standards then in effect.

The Registered Sewer Contractor or the owner shall make application for each permit. Any misrepresentation in such application shall constitute sufficient grounds for revocation of the applicant's registration and any permits issued.

Permits shall be kept on the job at all times while work is in progress. A permit issued for work in connection with existing buildings shall become void if the work covered under it is not completed and approved within six (6) months of issuance. Permits issued for work in connection with new construction shall become void if the work covered under it is not completed and approved within one (1) year. Permits issued for new construction shall be reviewed annually. The permit fee shall not be refunded under any circumstances.

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A separate permit shall be issued for each sewer connection. No permit shall be issued for connection to any sanitary sewer, which has not been completed and accepted for operation by the Sanitary Engineer.

**Section 1008.11 Connection Or Tap-In Charges**

Any required connection charges or tap-in fees shall be paid in full before a sewer application is approved or a sewer permit is issued. The rates for sewer connection charges shall be determined by resolution of the Board of County Commissioners. The amount of such connection charges or tap-in fees shall not be less than the amount assessed for similar properties and shall be in addition to any permit fees or other fees required. The Board may, by resolution, provide for the payment of connection charges in installments with such security carrying charges or penalties as may be found by the Board in such resolution to be fair and appropriate (Ohio Revised Code, 6117.02).

The Sanitary Engineer may require the submittal of building plans, a statement of use an/or any other information pertinent to the calculation of connection charges. Such submittals shall contain information sufficient to determine the character, volume and the strength of waste being discharged to the sanitary sewer. In addition, such plans shall also show the proposed plan for the elimination of clean water (Section 1004.01) from the premises.

**Section 1008.12 Sewer Maintenance Charge**

Any person, firm or corporation whose premises are benefited by the sewerage system shall pay a sewer maintenance charge where such charges are deemed necessary by the Board and at such rates as are fixed by the Board. Such charges shall be certified to the County Auditor and placed on the real property duplicate against the property served by such connection. Such charges shall be a lien on said property and collected in the same manner as other taxes.

**Section 1008.13 Application For Sewer Permit**

No Application For Sewer Permit shall be approved until the Sanitary Engineer has determined that sewer service is or will be available and all required connection charges, permit fees, inspection fees and deposits have been paid in full. Payment of connection charges must be made by cash, certified or cashiers check payable to the Portage County Sanitary Engineer.

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Building Sewers and Connections

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A site plan of sufficient detail to determine that a proposed building sewer connection will meet the requirements herein contained is required to be submitted to and approved by the Sanitary Engineer prior to approval of an Application For Sewer Permit. This site plan shall show the method by which all clean water, including but not limited to, storm water, surface water, groundwater, roof runoff, subsurface drainage (including footer drains), cooling water or unpolluted industrial process water shall be permanently plumbed and drained by gravity where possible, to an approved suitable discharge point. This site plan shall also show all necessary plumbing and building locations and elevations. When deemed necessary, the Sanitary Engineer may require a site elevation plan prepared by a Registered Professional Engineer or Surveyor who agrees to supervise the construction to the extent necessary to assure the construction will be acceptable on completion. The following site criteria shall be considered the minimum acceptable requirements for approval.

- A. If positive gravity drainage is provided for all sources of clean water, full gravity sewer service to the lowest occupied area (basement) of the building will be permitted, where possible. The lowest occupied area may not be less than 1 foot above the high water elevation of either the sanitary sewer and storm sewer drainage systems.
- B. If positive gravity drainage is not provided for all sources of clean water, gravity sewer service shall not be provided lower than 1 foot above the lowest occupied area of the building. No connection will be permitted to the sanitary sewer below this level including gray water sump pump connection. The lowest occupied area of the building may not be less than 1 foot above the high water elevation of the storm sewer drainage system. No connection may be made lower than 1 foot above the high water elevation of the sanitary sewer system.
- C. In lieu of a site plan for an existing building, the Sanitary Engineer or his agent, may inspect the property in consultation with the owner and/or his contractor. The site criteria herein contained shall be considered as the basis of review, however, the Sanitary Engineer may authorize the connection if the purpose and intent of these regulations may be met by such other means as he may find acceptable. The Sanitary Engineer may require the installation of such meters as he may find necessary and access to such meter shall be provided to the Sanitary Engineering Department on regular basis.



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A homeowner installing his own building sewer service lateral or a Registered Sewer Contractor installing a building sewer lateral where extra inspections are anticipated by the Sanitary Engineer, shall deposit with the Sanitary Engineering Department a sum determined by the Sanitary Engineer to be sufficient to guarantee payment of any extra inspection costs to be incurred during the installation.

No Application For Permit or Permit shall be issued to any Sewer Contractor which has an outstanding balance of extra inspection charges until such charges have been paid in full.

On approval of an Application For Sewer Permit, a copy of such application shall be delivered to the Portage County Building And Plumbing Inspectors or the Building and Plumbing Inspectors of the appropriate agency as proof that sewer service can be provided.

Upon completion and approval of the rough plumbing system, a copy of the Plumbing Inspector's approved inspection report shall be delivered to the Sanitary Engineer. The Sanitary Engineer or his agent shall then, upon proper request of the Owner, inspect the building and site for conformance to these Regulations including the clean water drainage requirements. Upon approval of the required plumbing, site and building improvements and upon proper scheduling of the work and inspection(s), the Sewer Permit may be issued.

**Section 1008.14 Inspection Required**

All work performed shall be inspected by an authorized Inspector representing the Sanitary Engineer.

No connection shall be covered until the work has been inspected and approved in writing. Any work covered previous to the inspection shall be uncovered by the Sewer Contractor and an opportunity must be given to inspect the inside as well as the outside of the sewer pipe. The actual connection to the public sewer and the connection at the house shall be done only in the presence of the Sanitary Engineer or his authorized representative.

Building sewer connections shall be installed in strict accordance with the Specifications of the Portage County Water Resources Department governing such work.

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The Sanitary Engineer shall have the right to inspect all work at all times and all building sewer connections installed shall conform to the design criteria and Specifications of the Portage County Water Resources Department.

The Sanitary Engineer or his authorized representative shall have free access to all buildings to inspect fixtures therein connected with the building sewer. He shall investigate the storm water system of the building to determine that no clean water such as footing drains, downspouts or storm sewers are connected to the sanitary sewer system. The Sewer Contractor or property owner shall assist the Inspector for this investigation. The presence of clean water shall be reason for rejecting the entire building sewer connection.

The Sanitary Engineer may act through properly authorized representatives in any duty prescribed by these Rules And Regulations.

**Section 1008.15 Scheduling And Hours Of Inspection**

No Inspector's services will be available unless proper scheduling or arrangements have been made with the office of the Sanitary Engineer at least 24 hours prior to the time of inspection requirements.

The regular hours of the Inspectors employed by the Sanitary Engineer are established under Section 1301.04.

**Section 1008.16 Homeowners Limited Registration**

A homeowner personally installing his own building sewer service lateral shall apply for a Homeowners Limited Registration on a form prescribed by the Sanitary Engineer describing in detail the materials to be used, method of installation and all other pertinent information required by the Sanitary Engineer to ensure that the installation will be acceptable when completed. The actual connection to the public sewer shall be made only in the presence of the Sanitary Engineer and only after the sanitary sewer lateral, constructed by the homeowner, has been approved by the Sanitary Engineer.

**Section 1008.17 Obligation To Provide Inspectors**

The Sanitary Engineer shall be under no obligation to approve requests for inspections on Saturdays, Sundays or Holidays or for overtime hours or to provide Inspectors at times not scheduled.

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**Section 1008.18      Testing Connection**

After the sanitary sewer main has been determined to be operable, the building sewer shall be connected to the public sewer and extended into the building. At the time of inspection, the Sanitary Engineer may require the pipe and any fittings to be tested to determine if the connection is leaking. Any leaks which appear shall be cause for rejection of the work.

If the clean water inspection (Section 1008.14) cannot be made, the Sanitary Engineer may require testing to determine the presence of illegal clean water connections to the building sewer. If clean water connections are determined to be present, either inside or outside the building, the sewer connection permit shall become void and connection to the sanitary sewer shall be prohibited.

Building sewers shall be tested in accordance with procedures described in Item 901 of the Standard Specifications.

**Section 1008.19      Connection May Be Denied**

In addition to the other provisions of these Rules And Regulations, connections to the sanitary sewer may be denied if the proposed connection would be made in a manner whereby the premises may be subjected to flooding in the event of mechanical or power failure at a pumping station or if the connection would be below other known high water elevations of the sewer systems. Connections to the sewer may also be denied if the proposed connection would be below the flood elevation of the storm drainage system or if the property is subject to localized storm water flooding thus subjecting the premises and the sanitary sewer system to storm water flooding.

- END OF ITEM -

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**ITEM 1009 - INDUSTRIAL WASTES**

**Section 1009.01 Approval To Discharge Required**

No industrial waste shall be discharged, either directly or indirectly, into any sewer within the District or under the control of the Sanitary Engineer without a Wastewater Discharge Permit and/or Industrial Discharge Permit issued by the Sanitary Engineer.

**Section 1009.02 Requirement To Control Discharge**

Whenever necessary, in the opinion of the Sanitary Engineer, a person, firm or corporation discharging or proposing to discharge industrial wastes into any sewer, shall at his expense, provide such facilities as may be necessary to:

- A. Reduce or modify the objectionable characteristics or constituents of such industrial wastes to meet the limits or conditions provided for in Item 1004 hereof.
- B. Control the quantities and rates of discharge of such industrial wastes over a 24 hour day and seven day week.

**Section 1009.03 Order To Install Not Required**

Any person, firm or corporation may install the facilities as noted in Section 1009.02, if he so chooses, without any order from the Sanitary Engineer.

**Section 1009.04 Approval Of Plans Required**

Plans, specifications and any other pertinent information relating to such treatment or control facilities shall be submitted for the approval of the Sanitary Engineer and no construction of such facilities shall be commenced until said approval is obtained in writing.

**Section 1009.05 Maintenance Of Facilities**

Where such facilities are provided, they shall be maintained continuously in satisfactory and effective operation by the Owner at his expense and shall be subject to periodic inspection by the Sanitary Engineer. The Owner shall maintain operating records and shall submit to the Sanitary Engineer a monthly summary report of the character of the influent and effluent to show the performance of the treatment facilities.

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**Section 1009.06 Cooling Water Discharges**

Unpolluted water from air conditioning, cooling or condensing systems or swimming pools shall be discharged to a storm sewer or natural outlet.

Unpolluted water from air conditioning, cooling or condensing systems or swimming pools shall not be discharged to a sanitary sewer without written approval of the Sanitary Engineer.

**Section 1009.07 Polluted Cooling Water Discharges**

Industrial cooling water, which may be polluted with insoluble oils or grease or suspended solids, shall be pretreated for removal of the pollutants and the resultant clear water shall be discharged in accordance with Section 1009.06.

**Section 1009.08 Control Manholes**

When required by the Sanitary Engineer, the Owner of any property served by a building sewer carrying industrial wastes or other than "normal sewage" as defined in Item 1010 shall construct and maintain suitable control manholes or approved access point together with such meters and appurtenances as the Sanitary Engineer may determine necessary to permit observation, measurement and sampling of the wastes prior to commingling with any sanitary wastewater.

**Section 1009.09 Grease, Oil And Sand Interceptors**

Grease, oil and sand interceptors shall be provided when, in the opinion of the Sanitary Engineer, they are necessary for the proper handling of wastewater containing FOG, sand, grit, or other harmful components that shall be discharged into a POTW. All interceptors and control manholes shall be of a type and capacity approved by the Sanitary Engineer and shall be so located as to be readily and easily accessible for cleaning, inspection, and sampling. They shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature and shall be of substantial construction, gas tight, water tight and equipped with easily removable covers. A control manhole is required to be installed on the discharge line of the interceptor.

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Industrial Wastes

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- A. Applicability – The following facilities shall connect all interior fixtures that may discharge FOG into the wastewater collection system. This shall include sinks, dishwashers, floor drains in food preparation areas, and any other fixtures through which FOG may be discharged, into an interceptor:
1. Every food service establishment, including but not limited to bakeries, boardinghouses, butcher shops, cafes, clubhouses, commercial kitchens, delicatessens, fat-rendering plants, ice-cream parlors, hospitals, meat packing plants, restaurants, schools, slaughter houses, soap factories, and similar facilities, especially where meat, poultry, seafood, dairy products or fried foods are prepared or served;
  2. All shopping centers that have food-processing facilities;
  3. All food courts;
  4. All commercial car washes, motor vehicle repair shops; and
  5. All other facilities discharging or having the potential to discharge FOG in amounts that, in the opinion of the Sanitary Engineer, will, alone or in combination with other substances from the discharges of the same or other facilities, have a reasonable chance to inhibit flow in the sanitary sewer.
  6. All new areas of intensified use or dwelling, including, but not limited to adult day-care facilities, assisted-living facilities, convalescent homes, day nursing and childcare facilities, in which food preparation occurs, homes for the mentally challenged, hotels, maternity homes, motels in which there is a commercial food-preparation service, nursing homes, retirement and life-care communities and homes, and truck stops with commercial food service, shall be required to have grease interceptors. Modifications to existing facilities that do not add new buildings or new FOG-generating activities are exempt from this requirement.

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7. Interceptors shall not be required for single-family or multi-family residences, including apartment complexes, unless the Sanitary Engineer first determines there are discharges from the property that may create problems in the sanitary sewer system. The determination shall be made based upon an investigation of the property and a comparison of the content and amount of discharge from the property with the discharges of other properties similar in size and use. Upon a determination that the discharge may create problems in the sanitary sewer system, the Sanitary Engineer may require the installation of a sufficiently sized interceptor to pretreat the discharge.

**B. Compliance and Timeline:**

1. Existing food service facilities (except those existing facilities described in Section 1009.09.A.7 above) shall be required to install an approved interceptor when any of the following conditions exist:
  - a. The facility is found by the County to be contributing FOG in excess of the allowable limit listed in 1010.02, in quantities sufficient to inhibit sanitary sewer flow or necessitate increased maintenance on the sanitary sewer collection system in order to prevent impairments to the main line flow.
  - b. The facility is changing the food preparation equipment or the building plumbing in such a manner to be subject to the plan review and building permit process of the issuing authority.
  - c. The facility maintains an interceptor and is found to be equipped with an undersized interceptor. Such a facility shall, within ninety (90) days of written notification, install an adequately sized interceptor in accordance with these Rules and Regulations.

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- e. The facility is required by these Rules and Regulations to maintain an interceptor and is found not to be equipped with an interceptor. Such a facility shall, within sixty (60) days of written notification, install an adequately sized interceptor in accordance with these Rules and Regulations.
  - 2. New facilities required to maintain an interceptor shall install such a unit prior to commencement of discharge to the sanitary sewer system.
  - 3. Any requests for extensions to installation dates must be made in writing to the Sanitary Engineer at least thirty (30) days in advance of the compliance date. The written request shall include the reasons for the facility's failure or inability to comply with the compliance date set forth, the additional time needed to complete the remaining work, and the steps to be taken to avoid future delays. IF APPROVED, The Sanitary Engineer shall determine the date for compliance.
  - 4. All facilities should use best management practices for FOG in order to reduce the concentration in sanitary discharge.
- C. Discharge Criteria:
- 1. Where bulk oil and grease are a byproduct of food preparation and/or cleanup, the facility shall be required to place waste oil and grease into separate containers for proper disposal. Bulk waste oil and grease shall not be discharged to any drains or grease interceptors. Such waste shall be placed in a container designed to hold such waste and either utilized by industry or disposed of at suitable locations.
  - 2. None of the following agents shall be placed directly into an interceptor, or into any drain that leads to the interceptor:
    - a. Emulsifiers, de-emulsifiers, surface active agents, enzymes, degreasers, or any type of product that will liquefy grease interceptor wastes;
    - b. Any substance that may cause excessive foaming in the sanitary sewer system; or



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c. Any substance capable of passing the solid or semi-solid contents of the grease interceptor to the sanitary sewer system.

3. The influent to interceptors shall not exceed 140 degrees Fahrenheit (140° F).

4. Toilets, urinals, and other similar fixtures shall not discharge through an interceptor.

D. Requirements for Interceptors:

1. The facility must apply for all necessary permits prior to installation of any interceptor or control manhole.

2. The inspector assigned by the Sanitary Engineer will oversee the installation of the interceptor or control manhole.

3. Interceptors shall have a capacity of 15 percent of the daily flow, or a minimum of 1,000 gallons, or as directed by the Sanitary Engineer.

4. A control manhole shall be installed on the effluent line of each interceptor. The basin shall be installed in such a manner as to be protected from storm water contamination and maintained in a safe and proper operating condition. The opening on the sample basin must be easily accessible and located in a non traffic area.

E. Interceptor Maintenance:

1. It shall be unlawful for a facility to allow interceptor waste to be removed from his premises by a transporter who does not have all applicable Federal, State, or local permits or registrations, including any permit required by the Portage County Health Department.

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2. Facilities are responsible for maintaining interceptors in continuous proper working condition. Further, facilities are responsible for inspecting, repairing, replacing, or installing apparatus and equipment as necessary to ensure proper operation and function of interceptors and compliance with discharge limitations at all times. All interceptors shall be maintained by the facility at the facility's expense.

F. Interceptor Cleaning Frequency:

1. Unless otherwise specified in writing by the Sanitary Engineer, each interceptor in active use shall be cleaned at least once every calendar quarter or more frequently as needed to prevent carry over into the sanitary sewer system. The Sanitary Engineer may specify cleaning more frequently when quarterly pumping is determined by the Sanitary Engineer to be inadequate. The facility shall be responsible for providing such additional pumping as needed.
2. Any facility desiring a schedule less frequent than quarterly shall submit a written request to the Sanitary Engineer and demonstrated to the Sanitary Engineer that the pumping frequency can be performed at greater intervals without impairment of the operation of the public sewer. The Sanitary Engineer will evaluate said request, and take appropriate action.
3. Discharge limits stated in Section 1010.02 apply regardless of the cleaning interval.

G. Interceptor Maintenance Log:

1. Every facility having an interceptor shall maintain an Interceptor Maintenance Log indicating each pumping for the previous twelve (12) months. This log shall include the date, time, amount pumped, hauler and disposal site, printed name and signature of the individual recording the information, and shall be kept in a conspicuous location on the premises of the facility for inspection. Said log shall be made immediately available to any authorized inspector.
2. The following records must be kept on file at the facility:

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- a. The interceptor's location, usage and maintenance schedule.
  - b. Hauling slips indicating the date of service, amount hauled, the hauling company name, address, telephone number, and contact persons:
    - i. Be signed by the operator of the hauling company.
    - ii. Copies must be submitted to the Sanitary Engineer within 10 days of the cleaning event.
  - c. Records of maintenance are required to be maintained on site for three (3) years.

**H. Fees:**

- 1. A permit is required for each interceptor. The fee for the permit shall be \$200.00 for each interceptor.
- 2. The fees for such permits issued shall be for a period of two (2) years. All permits will expire at 12:00 midnight on the date specified on the permit as determined by the Sanitary Engineer.
- 3. Any expired permits requiring renewal will be charged an additional \$25.00 fee.

**I. Violation:**

- 1. The County may suspend water or sewer service when such suspension is necessary, in the opinion of the Sanitary Engineer, in order to stop an actual or threatened discharge which:
  - a. Presents or may present an imminent or substantial endangerment to the health or welfare of persons or the environment;

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- b. Causes or may cause stoppages or excessive maintenance to be required to prevent stoppages in the sanitary sewer collection system; or
    - c. Causes interference to the sanitary sewer system; or
    - d. Causes the County to violate any condition of any of its NPDES Discharge Permits.
  2. Any person notified of a suspension of the water or sewer service shall immediately stop or eliminate the discharge. In the event of a failure of the person to comply voluntarily with a suspension order, the County may take such steps as deemed necessary, including immediate termination of water or sewer service, to prevent or minimize actual or threatened damage to the sanitary sewer system or sewer connection or endangerment to any individuals. The County shall reinstate the water or sewer service upon receipt of proof that such conditions causing the suspension have passed or been eliminated. A detailed written statement submitted by the facility describing the cause(s) of the harmful discharge and the measure(s) taken to prevent any future occurrences shall be submitted to the Sanitary Engineer within fifteen (15) days of the date of occurrence.
  3. In addition to any applicable fines or penalties, a violator shall be liable to the County for any expense, loss, or damage caused by such violating discharge.

**Section 1009.10 Responsibility To Correct Design**

Approval of proposed facilities or equipment by the Sanitary Engineer does not, in any way, guarantee that these facilities or equipment will function in the manner described by their constructor or manufacturer; nor shall it relieve a person, firm or corporation of the responsibility of enlarging or otherwise modifying such facilities to accomplish the intended purposes.

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**Section 1009.11      Special Agreement**

No statement contained in these Rules And Regulations shall be construed as preventing any special agreement or arrangement between the Sanitary Engineer and any person, firm or corporation whereby an industrial waste of unusual strength or character may be accepted by the Sanitary Engineer for treatment, subject to payment thereof.

- END OF ITEM -

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**ITEM 1010 - APPLICATION OF THE SEWERAGE SERVICE CHARGE**

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**Section 1010.01 Sewer Service Charge Required**

Every person, firm or corporation whose premises are served by a sewer connection which discharges sanitary sewage, industrial wastes, water or other liquids, either directly or indirectly, into sewage facilities under the jurisdiction of the Board will be charged for the use of such facilities and for the collection, treatment and disposal of such sewerage and wastes at rates established under resolution of the Board Of County Commissioners.

**Section 1010.02 Normal Sewage - Definition**

“Normal Sewage” means waterborne wastes from residences, business buildings, institutions and industrial establishments contributed by reason of human occupancy and which is discharged from sanitary plumbing facilities and when analyzed, shows by weight a daily average of not more than 240 milligrams per liter (mg/l) of suspended solids, not more than 240 milligrams per liter (mg/l) of BOD and not more than 150 milligrams per liter (mg/l) of soluble material (FOG).

**Section 1010.03 Initiation Of Unmetered Sewer Service Charge**

The sewer service charge will be applied to each and every premises having a sanitary sewer connection as of the beginning of the next full month following the completion of the building sewer connection and as of the beginning of the next regularly scheduled billing period thereafter.

**Section 1010.04 Initiation Of Metered Sewer Service Charge**

The sewer service charge will be applied to each and every premises having a connection to the sanitary sewer as of the date of connection to the sanitary sewer and as of the beginning of the next regularly scheduled billing period thereafter.

**Section 1010.05 Building Unit - Definition**

The term " Building Unit" represents a building or other structure which is connected to the sewer facilities and which has a design flow from such building or structure to the system of 400 gallons per day delivered to the treatment plant at a BOD strength of 200 mg/l, which results in 0.666 pounds of BOD delivered to the treatment plant. “Normal Sewage” at BOD strength of 240 mg/l results in 333 GPD delivered to the sewerage system.

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Adopted: 12/04/2012  
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A standard "Building Unit" is equal to 0.666 pounds of BOD at the appropriate strength and equivalent flow expressed in gallons per day.

**Section 1010.06 Schedule Of Design Flows**

The Sanitary Engineer shall prepare a schedule of design flows, generally based on design flows published by the Ohio Environmental Protection Agency. Such schedule of design flows shall be used to calculate the number of equivalent building units for each connection. The Sanitary Engineer has the authority to change the schedule of design flows at any time.

**Section 1010.07 Sewerage Service Charge - Unmetered**

Each person, firm or corporation whose premises have a connection with the sewer facilities under the jurisdiction of the Board or otherwise discharge sewage, industrial wastes, water or other liquids, either directly or indirectly into such sewers, shall pay a sewerage service charge calculated by multiplying the number of equivalent building units determined by the Sanitary Engineer times the rate per unit established by the Board. The rate per building unit may be changed as necessary by the Board.

**Section 1010.08 Metered Sewerage Service Change Allowed**

In the event the Sanitary Engineer, after reasonable investigation determines, in the case of premises other than premises used for residential purposes, that a portion of the water from any source consumed upon any premises does not enter or is not capable of entering the sewer facilities or that the amount of water consumed on the premises and entering the sewer facilities from the premises is a lesser or a greater amount than the amount projected to enter the sewer facilities based on the number of equivalent building units determined by the Sanitary Engineer to be applicable to such premises, then the owner or other interested party may and shall in the event such investigation shows that a greater amount is entering the sewer facilities, at his expense install and maintain such separate metering devices or provide such data in conformity with accepted engineering practices as shall demonstrate to the satisfaction of the Sanitary Engineer that portion of the water so consumed which is or is to be discharged into the sewer facilities and such portion shall be the basis for determining the number of equivalent building units to be applicable to such premises.

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**Section 1010.09 Sewerage Service Charge - Metered**

If the Sanitary Engineer determines, in accordance with Section 1010.08 above, that the sewerage service charge be based on metered flow, the sewerage service charge shall consist of the quantity of water used, as measured by the water meter or meters, which meters shall be acceptable to the Sanitary Engineer. The minimum charge and rate for the metered sewerage service charge shall be set by the Board and such rate schedule may be changed by the Board as necessary.

In addition, certain classes of users may be determined by the Sanitary Engineer to be billed on a metered basis. These metered users shall be charged in accordance with the above stated procedures. In any case, no User shall be charged less than the minimum single family residential rate.

**Section 1010.10 More Than One Meter**

When a premises is served by more than one water meter, a minimum charge will be made for each account.

**Section 1010.11 Supplementary Water Supplies**

When a non-residential premises is supplied either in whole or in part with water from wells or any source other than a public water supply, such wells or source of supply shall be registered in writing to and on a form furnished by the Sanitary Engineer. The owner of the premises shall install and maintain at his expense a meter or meters acceptable to the Sanitary Engineer on all such supplies and the quantity of water used to determine the sewerage service charge shall be the quantity as measured by the meter or meters.

**Section 1010.12 Fixed Charge**

In addition to the Sewer Service Charge, each person, firm or corporation whose premises are served by a connection with the sewer facilities under the jurisdiction of the Board or otherwise discharge sewage, industrial wastes, water or other liquids, either directly or indirectly into such sewers, shall pay a Fixed Charge per account per quarter. The Fixed Charge shall be an amount sufficient to recover the costs of billing, accounting and administration plus certain infiltration/inflow costs associated with each connection to the sewer facilities.



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**Section 1010.13 Water Diverted From Sanitary Sewer**

When a person, firm or corporation can show to the satisfaction of the Sanitary Engineer that a portion of the water as measured by the water meter(s) does not enter the sewerage system, said person, firm or corporation may submit an application on a form provided by the Sanitary Engineer for the installation of an auxiliary water meter (see Section 1010.17). The Sanitary Engineer has the authority to permit or to require an additional meter(s) to be installed at the applicant's expense, so as to measure the quantity of water actually entering these sewage systems. The quantity of water used to determine the sewerage service charge shall be the quantity of water actually entering the sewage system as so determined.

**Section 1010.14 Reduction Of Sewerage Service Charge**

When a person, firm or corporation has reason to believe that a reduction in or exemption from the sewage service charge is justified, that person, firm or corporation shall submit a written application to the Sanitary Engineer and shall furnish such information as required in support of the request. The Sanitary Engineer shall have the authority to approve, deny or adjust any such applications.

**Section 1010.15 Supplementary Water Supply - Part Time**

When a well or wells are used as a "supplementary" water supply and are used for a period not exceeding six months in any calendar year, the minimum portion of the sewerage service charge may be waived by the Sanitary Engineer for the period of non-usage subject to such requirements as he may deem necessary.

**Section 1010.161 Water Leakage Adjustment**

Where the agency supplying the water makes an adjustment in the water charges as a result of water leakage, having definitely determined that such leakage could not enter the sewerage system, an adjustment in the sewerage service charge shall automatically be made and in the same portion as the adjustment in the water charges.

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**Section 1010.162 Water Leakage Adjustment**

Except as in Section 1010.161 above, any other reduction in the sewerage service charges for leakage on any lot, land or premises shall be made only upon application to the Sanitary Engineer and then only in such cases where it can be definitely determined that such leakage could not enter the sewerage system.

**Section 1010.17 Fire Protection Branches**

Fire protection service branches shall be exempt from all sewerage service charges.

**Section 1010.18 Meter Requirements**

Where an auxiliary meter (or meters) is required for the proper determination of water subject to the sewerage service charge, such meter shall be installed only after approval has been granted by the Sanitary Engineer. Such meters shall be installed, owned and maintained by the property owner. Venturi meters, flumes, weirs and other methods of measuring flow shall be used only when authorized by the Sanitary Engineer. Meters which will be approved are as follows.

- A. Meters purchased from the Portage County Sanitary Engineer or other local public water works.
- B. Meters equal or similar to No. 1 above purchased elsewhere and tested by one of the public water works of No. 1 above.
- C. Meters used currently for tax purposes by the United States Government will be accepted without tests.
- D. Existing private meters now in place, may be continued in use on a conditional basis. If such meters are suspected of faulty registration, they are subject to a test, when so ordered by the Sanitary Engineer.

Other meters shall be tested by the manufacturer of the meter and a certificate of the test shall be furnished to the Sanitary Engineer. Such meter shall not be used without the written approval of the Sanitary Engineer.

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Effective: 11/30/2012  
Resolution: 12-1071  
Adopted: 12/04/2012  
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**Section 1010.19      Meter Installation Requirements**

All meters shall be installed in accordance with the Standards, Rules And Regulations Of The Portage County Sanitary Engineer or other applicable public water works.

Where private meters are used on wells or in an industrial water distribution system and such meters are set behind the primary water supply meter, the aforementioned Standards, Rules And Regulations may be modified or waived by the Sanitary Engineer.

- END OF ITEM -

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**ITEM 1011 - APPLICATION OF THE SEWERAGE SURCHARGE**

**Section 1011.01 Strength Surcharge**

In addition to the sewer service charge, every person, firm or corporation whose premises are served by a sewer connection which discharges sanitary sewage, industrial wastes, water or other liquids, either directly or indirectly, into a sewerage system under the jurisdiction of the Board, which sewage strength is in excess of that assigned to the user's classification, shall be charged and shall pay a surcharge for extra strength waste.

The basis of the strength surcharge shall be determined by either or both of the following factors:

- A. Total Suspended Solids.
- B. BOD 5 Days at 20 degrees Centigrade.

When either or both the Total Suspended Solids and the BOD of a water or waste accepted for admission to the system exceed the values of their assigned strengths, the excess concentration in either or both, as the case may be, shall be subject to a surcharge as follows:

- A. Pounds of excess Suspended Solids per day x rate per pound = SS surcharge per day.
- B. Pounds of excess BOD per day x rate per pound = BOD surcharge per day.

The pounds of BOD per day and/or pounds of suspended solids per day, above the assigned concentration for each user class that are discharged to the Sewage System, shall be determined by the Sanitary Engineer on a continuing basis as required.

The strength surcharge rate shall be as follows:

Dischargers to Streetsboro Sanitary Sewer District No. 4:

- A. Excess Total Suspended Solids \$0.21 per pound.
- B. Excess Biological Oxygen Demand \$0.33 per pound.

Dischargers to Portage County Regional Sewer District:

- A. Excess Total Suspended Solids \$0.38 per pound.

B. Excess Biological Oxygen Demand \$0.36 per pound.

The Sanitary Engineer has the authority to change the schedule of strengths assigned to the various classifications at any time.

**Section 1011.02 Industrial Waste Questionnaire**

Each such person, firm or corporation shall complete and file with the Sanitary Engineer an industrial waste questionnaire containing pertinent information of the quantity of flow and a chemical analysis of the wastes to be discharged before said discharge begins.

**Section 1011.03 Sampling And Measuring Chamber**

When required by the Sanitary Engineer, the owner of any property discharging such wastes shall install a suitable chamber or chambers in the building sewer to permit observation, sampling and measurement of the combined wastes from his premises. Such chamber shall be constructed in accordance with approved plans, shall be installed by the owner at his expense and shall be maintained by him so as to be safe and accessible at all times.

**Section 1011.04 Method Of Analyses**

All measurements, tests and analyses of the characteristics of such waste shall be determined in accordance with the latest edition of "Standard Methods For The Examination Of Water And Sewage", as prepared, approved and published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

**Section 1011.05 Determination Of Strength Of Wastes**

The strength of the wastes shall be determined from samples taken at the aforementioned chamber at any period or time and of such duration and in such manner as the Sanitary Engineer may elect or at any place mutually agreed upon between the owner and the Sanitary Engineer. The results of routine sampling and analysis by the owner may also be used in determining the amount of the surcharge after verification by the Sanitary Engineer.

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The strength so found by analysis shall be used in determining the amount of the surcharge. The surcharge shall be applied to the total water consumption less that portion exempted by order of the Sanitary Engineer and shall be based on the average strength of all wastes discharged to the sewerage system.

**Section 1011.06 Cost Of Operation, Sampling Manholes**

The County will assume the cost of operation of not more than two gauging and sampling manholes or points of discharge and the necessary analytical work involved. The work time of the Sanitary Engineering Department personnel engaged in the field operations and laboratory work shall not exceed a five day, 40 hour week.

In the event more than two gauging and sampling manholes or points of discharge are necessary, the additional costs of the installations of measurement devices to be used and the cost of the personnel required for operations of the manholes or sampling points and the subsequent laboratory work involved, shall be borne by the owners of the property.

Where a plant or premises discharges its effluent to a manhole or manholes, used as gauging and sampling points and the effluent is of such volume and duration that installation of hydraulic equipment cannot be made until the plant or premises ceases its operation, by week-end closedown, the cost of making the installation, involving overtime pay, shall be borne by the plant or premises. If the plant or premises elects to make the hydraulic installation with their own personnel, the installation shall be made in a manner approved by the Sanitary Engineer.

In the event that a period of excess of a standard five day, 40 hour week is required for Sanitary Engineering Department personnel to properly gage, sample and analyze the discharged effluent, the extra cost shall be borne by the owner of the property.

**Section 1011.07 Right To Conduct Gauging And Sampling Operation**

The Sanitary Engineer shall have the right to enter and set up, on company property, such devices as are necessary to conduct a gauging and sampling operation and to begin such operation without advance notice to the company. While performing the work, the Sanitary Engineer will observe all safety rules applicable to the premises established by the company.

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Where a company or premises has security measures in force which require proper identification and clearance before entry into said company or premises is granted, such company or premises shall either make the necessary arrangements with their security guards that upon showing proper identification, personnel from the Sanitary Engineering Department will be permitted to enter, without delays for the purpose of obtaining grab samples of wastes being discharged at the various sampling points, or the company or premises shall install suitable gauging and sampling manholes outside the security limits which manholes will at all times be immediately accessible to Sanitary Engineering Department personnel.

**Section 1011.08      Disagreement With Analyses**

If a person, firm or corporation disagrees with the analysis on which the sewerage surcharge is based, he or it may request in writing, an additional sampling and analysis which shall be conducted in a manner acceptable to the Sanitary Engineer. The cost of such additional sampling and analysis shall be borne in full by the requestor.

**Section 1011.09      Requested Analyses Not Furnished**

In the event an analysis of the waste is not furnished to the Sanitary Engineer when requested, the sewerage surcharge shall be based on a chemical analysis of a similar process or other data acceptable to the Sanitary Engineer and shall continue in effect until such time as an analysis of the wastes is submitted by the company and confirmed by the Sanitary Engineer.

**Section 1011.10      Clear Water Discharges**

Where certain types of business and industrial users discharge clear water, not contaminated as the usual sewage entering the system, if such uses shall install and have in operation equipment to dispose of or divert said water from entering the system they shall be exempt from payment of sewerage service charges for the water so disposed of or diverted. When the equipment is installed and in operation, the owner shall install a meter or meters at his expense to measure the amount of water so disposed of or diverted.

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**Section 1011.11 Sanitary Engineer May Determine Waste Discharge**

If the Sanitary Engineer finds that it is not practicable to measure such waste by meters, he shall determine the waste in any manner or method as he may find practicable, in order to arrive at the percentage of metered water entering the sewerage system and the quantity of water used to determine the sewerage service charge shall be that percentage so determined.

**Section 1011.12 Damaging Wastes Prohibited**

In cases where the character of sewage or industrial waste from any manufacturing or industrial plant, building or premises is such that it will damage the sewerage system or cannot be treated satisfactorily in this sewerage system, the Sanitary Engineer has and shall use, the authority to compel such user to dispose of such waste and prevent it from entering the system.

In cases where the character of the sewage or industrial waste from any manufacturing or industrial plant, building or premises is such that it imposes an unreasonable burden upon said sewerage system greater than that imposed by the normal sewage entering said sewerage system, the Sanitary Engineer may, if he deems advisable, compel such manufacturing or industrial plant, building or premises to pretreat such sewage in such manner as he shall specify before discharging such sewage into the sewerage system.

If such pretreatment is not so ordered or accomplished, the Sanitary Engineer shall recommend to the Board the levying of a surcharge which shall be in addition to the regular charge, the Board thereupon by resolution may fix the amount of the surcharge.

**Section 1011.13 Right To Appeal**

If the findings, order or decision of the Sanitary Engineer made in pursuance of this provision of these Rules And Regulations are not acceptable to any industry, such industry shall have the right to appeal as follows.



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Two Professional Engineers shall be chosen, one by the industry and the other by the Board, neither of who shall be a regular employee of either principal. Such persons shall act as referees. As soon as such referees are chosen, the Sanitary Engineer shall file with them a certified copy of the complaint and the decision of the Sanitary Engineer and it shall be the duty of such referees to investigate the complaint and to agree either to affirm or reject the findings of the Sanitary Engineer and file a report with the Board within a reasonable time, setting down their decision. If the referees so chosen are unable to agree, they shall choose a third Professional Engineer and the decision or recommendation of the majority shall be reported to the Board. The decision or ruling of the Board shall be final and shall be reported to the industry and to the Sanitary Engineer.

The fees and expense of the referee appointed by the industry shall be paid by the industry and the fees and expenses of the referee appointed by the Board shall be paid from funds appropriated by the Board for such purposes, from the surcharge collections. The fees and expenses of the third referee shall be equally divided between the industry and the Board.

**Section 1011.14 Special Agreements**

No statement contained herein shall be construed as preventing any special agreement or arrangement between the Sanitary Engineer and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the Sanitary Engineer for treatment subject to the payment thereto by the industrial concern.

- END OF ITEM -

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**ITEM 1012 - MAINTENANCE OF SEWERAGE FACILITIES**

**Section 1012.01 Maintenance Within Municipalities**

All sanitary sewers which are located within any municipality which have adopted the proper ordinances and which are accepted for maintenance and operation by resolution of the Board shall be maintained and operated by the Sanitary Engineer.

**Section 1012.02 Maintenance, Unincorporated Areas**

All sanitary sewers which are located within the unincorporated areas of Portage County and which are properly conveyed to and accepted by the Board shall be maintained and operated by the Sanitary Engineer.

**Section 1012.031 Maintenance Of Lift Stations And Treatment Facilities**

All sewage lift stations and treatment facilities constructed by the Board shall be maintained and operated by the Sanitary Engineer.

**Section 1012.032 Maintenance Of Lift Stations And Treatment Facilities**

All sewage lift stations and treatment facilities constructed by any person, firm or corporation or municipality and approved by the Sanitary Engineer and which are properly conveyed to and accepted by the Board shall be maintained and operated by the Sanitary Engineer.

**Section 1012.04 Responsibility For Damage Claims**

The County expressly disclaims any responsibility for damages caused by or arising from any stoppage of the main sewer unless reasonable notification, in writing, of such stoppage has been given to the Portage County Sanitary Engineer by the affected property owner and the County fails to make an effort to remove the cause of such stoppage.

- END OF ITEM -

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**ITEM 1014 - MISCELLANEOUS**

**Section 1014.01 Sanitary Engineer To Establish Standards**

The design and construction of all water lines and/or sanitary sewers, connected either directly or indirectly to systems controlled by the Sanitary Engineer, shall meet all published standards as established by the Sanitary Engineer. The Sanitary Engineer shall have authority to make changes in design, material and construction standards used in systems under his jurisdiction at any time.

**Section 1014.02 Sanitary Engineer To Establish Procedures**

The Sanitary Engineer shall establish and publish procedures to implement these Rules And Regulations and the Sanitary Engineer shall have the authority to make changes in said procedures at any time.

**Section 1014.03 Standard Specifications Included**

The latest revision of the Standard Specifications of The Portage County Sanitary Engineering Department, including Standard Drawings, Supplemental Specifications and Special Conditions, contained herein shall govern the work and are hereby made a part of these Rules And Regulations with the same effect as if the same had been set forth at length in these Rules And Regulations.

**Section 1014.04 Rights Of Municipality**

No statement contained herein shall preclude any municipality from its right under law to construct a water line and/or a sanitary sewer subject to these Rules And Regulations.

**Section 1014.05 Expansion Of District**

No statement contained herein shall prevent the Sanitary Engineer from negotiating with any other legally constituted governmental authority in regard to expanding the District subject to the approval of the Board Of Portage County Commissioners.

- END OF ITEM -

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**ITEM 1015 - POWERS AND AUTHORITY**

**Section 1015.01 Authority To Enter Upon Property**

The Sanitary Engineer and other duly authorized employees of the Sanitary Engineer bearing proper credentials and identification, shall be permitted to enter upon all properties for the purposes of surveying, inspecting, observing, measuring, sampling and testing of all sewerage facilities under the jurisdiction of the Sanitary Engineer in accordance with the provisions of these Rules And Regulations.

**Section 1015.02 Authority To Enter Upon Property - Through An Easement**

The Sanitary Engineer and other duly authorized employees or agents of the Sanitary Engineer bearing proper credentials and identification shall be permitted to enter all private properties, through which a proper easement is on record, for the purpose of surveying, inspecting, observing, measuring, sampling, testing, constructing, maintaining, operating, repairing and reconstructing of any portion of the sewerage system under the jurisdiction of the Sanitary Engineer subject to the terms of the easement.

**Section 1015.03 Industrial Process Information**

The Sanitary Engineer and other duly authorized employees of the Sanitary Engineer are authorized to obtain information concerning industrial processes which have a direct bearing on the kind and source of discharge to the wastewater collection system. The industry may withhold information considered confidential. The industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.

**Section 1015.04 Safety Rules - Liability Claims**

While performing the necessary work on private properties referred to in Section 1015.01 above, the Sanitary Engineer or any other duly authorized employee of the Sanitary Engineer shall observe all safety rules applicable to the premises established by the company and the company shall be held harmless for injury or death to the County employees and the County shall indemnify the company against loss or damage to its property by County employees and against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence in Section 1011.04.

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Effective: 06/19/2012  
Resolution: 12-0552  
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Powers and Authority

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- END OF ITEM -

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**ITEM 1016 - VALIDITY AND SPECIAL AGREEMENTS**

**Section 1016.01 Effect Of Partial Invalidity**

The invalidity of any section, clause, sentence or provision of these Rules And Regulations shall not affect the validity of any other part which can be given effect without such invalid part or parts.

**Section 1016.02 Interpretation Of Rules And Regulations**

In the event that a conflict arises in the interpretation of the foregoing Rules And Regulations, the decision of the Sanitary Engineer shall be considered final and binding, subject to the right of appeals as provided by law.

**Section 1016.03 Special Agreements**

Nothing in these Rules And Regulations, Process And General Specifications shall prohibit the Board Of County Commissioners from entering into any agreement with any person, firm, corporation or governmental agency for the furnishing of a service or performance of any act not specifically mentioned in these Rules And Regulations, Procedures And General Specifications, provided however, that the same is authorized by the general laws of Ohio.

- END OF ITEM -

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 06/19/2012  
Resolution: 12-0552  
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Authority Under Which These Rules are  
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**ITEM 1100 - AUTHORITY UNDER WHICH THESE RULES ARE ESTABLISHED –  
WATER – EXCERPTS FROM THE OHIO REVISED CODE**

**Section 1100.01 Power Of Board Of County Commissioners, Section 6103.02**

The Board may make, publish and enforce rules and regulations for the construction, maintenance, protection and use of public water supplies in the County outside of municipal corporations and of public water supplies within municipal corporations in its County wherever such water supplies are constructed or operated by such Board or are supplied with water from water supplies constructed or operated by such Board, including the establishment of connections.

Such rules and regulations shall not be inconsistent with the laws of the State or the Rules And Regulations of the Department Of Health. No public water supplies or water pipes or mains shall be constructed in any County outside of municipal corporations by any person, firm or corporation, except for the purpose of supplying water to such municipal corporation, until the plans and specifications of the same have been approved by the Board. Any such construction shall be done under the supervision of the Sanitary Engineer. Any person, firm or corporation proposing or constructing such improvement shall pay to the County all expenses incurred by the Board in connection therewith.

The Sanitary Engineer may enter upon any public or private property for the purpose of making surveys and examinations necessary for the design or examination of public water supplies and may make such surveys and examinations. No person, firm or corporation shall forbid or interfere with the Sanitary Engineer or his authorized assistant entering upon such property for such purpose or making such surveys or examinations (Section 6103.02, Ohio Revised Code).

**Section 1100.02 Prohibitions, Section 6103.29**

No person shall tamper with or damage any water supply or water main constructed under Sections 6103.02 to 6103.30, inclusive, of the Revised Code or any apparatus or accessory connected therewith or pertaining thereto. No person shall make any connection with such water supply or water main without permission of the Board Of County Commissioners or make any such connection in a manner or for a use other than as prescribed by such Board. No person shall refuse to permit the inspection by the Sanitary Engineer of any such connection or willfully cause the pollution of any water supply (Section 6103.29, Ohio Revised Code).

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**Section 1100.03      Penalty, Section 6103.29**

Whoever violates Section 6103.29 of the Revised Code shall be fined not more than \$100.00 (Section 6103.99, Ohio Revised Code).

- END OF ITEM -



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## **ITEM 1101 – DEFINITIONS - WATER**

Unless the context specifically indicates otherwise, the meaning of terms used in these Rules And Regulations shall be as follows:

**BACKFLOW** - Means the flow of water or other liquids, mixtures or substance into the distributing pipes of a potable supply of water from any source other than its intended source.

**BACKFLOW CONNECTION** - Backflow connection or condition is any arrangement whereby backflow can occur.

**BACKFLOW PREVENTION DEVICE** - Is a device or means to prevent backflow into the potable water system.

**BOARD** - Shall mean the Board of County Commissioners of Portage County, Ohio.

**CORPORATION STOP** - Is the valve connected directly to the water main controlling flow into the County-owned section of the water service pipe.

**COUNTY** - Shall mean Portage County, Ohio.

**CROSS-CONNECTION** - Is any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and the other water of unknown or questionable safety, whereby water may flow from one system to the other, the direction of flow depending on the pressure differential between the two systems. (See "Backflow").

**CURB BOX** - Is the valve box over the curb valve providing operating access to the curb valve.

**CURB VALVE** - Is the valve located at the outlet end of the County-owned section of the water service pipe controlling flow into the privately owned water service pipe.

**DIAMETER** - Unless specifically stated, the term "diameter" is the nominal diameter as designated commercially.

**EFFECTIVE OPENING** - Means the minimum cross-sectional area of the point of water supply discharge, measured or expressed in terms of: (1) Diameter of a circle; (2) If the opening is not circular, the diameter of a circle of equivalent cross-sectional area. This is applicable to air gap.

**PERSON** - Shall mean any individual, firm, company, association, society, corporation or group.

**POTABLE WATER** - Means water which is satisfactory for drinking, culinary and domestic purposes and meets the requirements of the health authority having jurisdiction.

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Effective: 06/19/2012  
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Definitions - Water

**SANITARY ENGINEER** - Shall mean the Sanitary Engineer of Portage County, Ohio or his authorized representative.

**STANDARD SPECIFICATIONS** - Shall mean the standard specifications of the Portage County Sanitary Engineering Department, including standard drawings and Supplemental Specifications.

**STORM SEWER** - (Sometimes termed "storm drain"). Shall mean a sewer which carries storm, surface waters and drainage, but which excludes sewage and industrial wastes, other than unpolluted cooling water.

**SUPERINTENDENT** - Shall mean the Superintendent of Water Pollution Control, an employee of the Portage County Sanitary Engineering Department.

**WATER DISTRIBUTING PIPE** - In a building or premises, is a pipe which conveys water from the water service pipe to the plumbing fixtures and other water outlets.

**WATER MAIN** - Means a water supply pipe for public or community use.

**WATER SERVICE PIPE** - Means the pipe from the water main or other source of water supply to the building served.

- END OF ITEM -

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**ITEM 1102 - CONTROL OF WATER SUPPLY**

**Section 1102.01      Main Line Curb And Corporation Stops Under  
Control Of The Sanitary Engineer**

The curb valves and curb box as well as the corporation stop shall be under the absolute control of the Sanitary Engineer and shall not be tampered with or operated by unauthorized persons. Only an authorized employee of the Sanitary Engineer may turn on water into premises to be supplied.

A Registered Water Contractor may turn on the water for testing purposes, however, the connection must be turned off upon completion of the test.

No plumber or other persons except the duly authorized agent of the Sanitary Engineer shall turn water into any premises.

No addition or alteration of any pipe between the water main and the meter or the change of any meter, shall be made without the permission of the Sanitary Engineer.

**Section 1102.02      Specifications, Standard Drawings And Design Criteria**

The latest revision of the Standard Specifications Of The Portage County Sanitary Engineering Department including Standard Drawings, Supplemental Specifications and Special Conditions contained herein shall govern the work and are hereby made a part of these Rules And Regulations with the same effect if the same had been set forth at length in these Rules And Regulations.

- END OF ITEM -

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**ITEM 1103 - PRIVATE WATER SUPPLY**

**Section 1103.01 Abandoning Wells And Cisterns**

After a water service connection has been completed and inspected, the previous water supply of the building, such as a well or cistern, shall be abandoned as a potable water source and disconnected from the water distributing system in accordance with the regulations of the Portage County Health Department.

**Section 1103.02 Registered Water Contractor Required**

Refer to Item 1302 – Contractor Registration.

- END OF ITEM -

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Effective: 06/19/2012  
Resolution: 12-0552  
Item 1104 Page 1 of 1  
Connection to Water Mains and Treatment  
Facilities

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**ITEM 1104 - CONNECTION TO WATER MAINS AND TREATMENT FACILITIES**

**Section 1104.01 Connection To Water Mains Prohibited**

No connection to or use of the water mains or treatment facilities shall be made where a local water line is or can be made available.

**Section 1104.02 Connection To Water Mains - Approval Required**

Where a local water line is not or cannot be made available, any person, firm, corporation or municipality may request permission to connect to or use any such water main or treatment facilities upon submission of a written application to the Sanitary Engineer.

- END OF ITEM -

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## **ITEM 1105 - WATER SERVICE CONNECTIONS**

### **Section 1105.01 Specifications, Standard Drawings And Design Criteria**

The latest revision of the Standard Specifications Of The Portage County Sanitary Engineering Department, including Standard Drawings, Supplemental Specifications and Special Conditions contained herein shall govern the work and are hereby made a part of these Rules And Regulations with the same effect as if the same had been set forth at length in these Rules And Regulations.

### **Section 1105.02 Registered Water Contractor Required**

Refer to Item 1302 – Contractor Registration.

### **Section 1105.03 Water Connection Permit**

No connection with any water main or repair or removal thereof, shall be made without a permit from the Sanitary Engineer.

A fee will be charged for any such permit to cover the costs of issuance and inspection. This fee may be changed as necessary by the Board Of County Commissioners. The Water Contractor or the Owner shall make application for each permit.

Applications for permits shall be made on the prescribed form and signed by the property owner or his duly authorized agent agreeing to comply with the Rules And Regulations of the Sanitary Engineer and to be responsible for the payment of all bills for water used on said premises. Applications must state the correct lot and street number of the premises.

The Sanitary Engineer may require applications to include accurate plans showing the location and character of the work to be done, including material and construction specifications.

Any misrepresentation in such applications shall constitute sufficient ground for revocation of the applicant's registration and any permits issued.

Permits shall be kept on the job at all times while work is in progress. A permit issued for work in connection with existing buildings shall become void if the work covered under it is not completed and approved within six (6) months of issuance. Permits issued for work in connection with new construction shall become void if the work covered under it is not

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completed and approved within one (1) year. Permits issued for new construction shall be reviewed annually. The permit fee shall not be refunded under any circumstances.

A separate permit shall be issued for each water connection.

#### **Section 1105.04 Building Construction Water Permits**

There shall be a minimum charge of \$10.00 for a permit for water to be issued for any construction project. A water meter shall be installed for any construction project with an estimated cost of \$100,000.00 or more and the Sanitary Engineer will bill for all water used at the rates in effect. Said water meter shall be installed in a suitable protective housing or vault and all costs for said meter and installation shall be paid by the person or persons making application for water service.

Specifications of the Portage County Sanitary Engineer shall apply to any construction and the Sanitary Engineer shall be authorized to prepare the necessary forms and documents and procedures to implement these regulations including establishing time limits for renewal of building construction water permits.

A building construction water permit is intended to provide a temporary supply of water for the construction uses only. The Sanitary Engineer may require installation of a water meter and begin billing for water used when the building is sufficiently completed to provide protection of the water meter or if the water is being used for purposes other than construction.

The Sanitary Engineer may turn off the water to protect the water service line from freezing.

#### **Section 1105.05 Water Connection Charges**

Any required connection charges or tap-in fees shall be paid in full before a water permit application is approved or a water permit is issued. The amount of such water connection charges shall be determined by resolution of the Board Of County Commissioners.

The amount of such connection charge shall not be less than the amount assessed for similar properties and shall be in addition to any permit fees or other fees required.

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**Section 1105.06      Special Conditions And Special Permits**

In some areas Portage County may obtain a portion of its water supply from other entities by contract. Special conditions and possibly special permits may be required from such entities in accordance with the contract requirements. Where such special conditions exist, the applicant will be advised accordingly when application is made for a Water Connection Permit.

Such special permits may be obtained after the connection permit is issued by the Sanitary Engineer, but prior to the time that construction is started on the building connection.

**Section 1105.07      Road Crossing Permit**

Before receiving a permit for any work requiring excavation in any street or highway right-of-way, the person desiring to make such excavation shall obtain from the proper authority the required permit for such work and shall agree to comply with all the requirements of the issuing agency.

**Section 1105.08      Payment For Service Connections**

All water service connections and service pipes located in a street right-of-way or easement shall be installed by the Sanitary Engineer or his authorized agent at the expense of the party ordering the same.

Such extension shall be installed at the street right-of-way line but not less than 2 feet behind the curb lines. Such installation shall include the corporation stop, curb box and valve for same. The expense of such installations shall be as determined by the Sanitary Engineer and shall be collected by the Sanitary Engineer before making the installation.

**Section 1105.09      Extension Of Service Connections**

No water service connections shall be extended from the curb box or valve at the curb, to a building, until a permit for such extension and the setting of a meter thereon has been issued by the Sanitary Engineer along with a permit for water to be used for construction purposes.

Said permit will be issued only upon written application made to the Sanitary Engineer with a building permit issued by the municipality. Where no building is to be constructed on property to be supplied with water, a meter shall be installed in a vault as hereinafter provided.



The extension of a water service connection from the curb box or valve at or near the curb shall be at the expense of the owner and the pipe must be left uncovered in the trench until it has been tested and inspected by the Sanitary Engineer. The water shall not be turned on until the pipe has been inspected and approved. If a water service connection is made into a house or commercial building for which the plumbing has not been completed, the water service connection shall be turned off at the curb box by the Sanitary Engineer upon completion of the inspection.

#### **Section 1105.10 Individual Water Connections**

A separate and individual water connection shall be made to each single family residential building, each single family residential unit of a condominium, each unit of a duplex or triplex, etc. and each single service unit of a commercial structure.

The Sanitary Engineer shall determine what units can be considered as single service units and single family residential units for water supplied to structures such as shopping centers, connected apartment buildings, some condominiums and other structures which are of such connection that they can be sold as units, for the purpose of enforcing one connection per single service unit or single family residential unit.

No connection shall serve more than one building without written permission by the Sanitary Engineer.

Structures such as shopping centers, apartment buildings, some condominiums, industrial installations and other structures of such construction that they cannot be sold as units shall have a separate and individual water connection per building.

No connection shall serve more than one single family residential building or more than one building unless specific authority is given by the Sanitary Engineer. Such variance from the above stated rules shall only be considered where it is impossible to meet the above rules for specific reasons.

An individual permit shall be issued for each water connection.

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**Section 1105.11 Determination Of Water Connection Material**

The Sanitary Engineer shall allow or disallow the use of any materials for water service connection or water mains in accordance with the design criteria and specifications of the Portage County Sanitary Engineering Department and he shall have the authority to make a change in material authorized for use in systems under his jurisdiction at any time.

The extension of any service connection 1 inch or less in nominal diameter from the stop clock or valve at the curb to the building shall be made with copper pipe and the extension of service connection larger than 1 inch in diameter in size shall be of copper or ductile iron.

**Section 1105.12 Water Connection Locations**

All water service connections shall be located at a minimum of:

- A. Ten feet from gas lines.
- B. Five feet from lot lines.
- C. Ten feet from sewer lines.
- D. Five feet from sewer laterals unless water line can be benched 2 feet above sewer in same trench maintaining 4 feet of cover over the water line.

**Section 1105.13 Single Residence Connections**

The water service connection for a single family residence shall be constructed of 3/4 inch copper tubing (Type K). Construction shall be made from one length of pipe.

The Sanitary Engineer may permit the use of a closure piece with a flared fitting when the connection is longer than the normal length copper pipe is manufactured.

All service lines shall have curb valves and boxes of approved pattern. Curb valves shall have curb box and not be installed less than 1 foot from the sidewalk.

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**Section 1105.14 Commercial, Industrial Or Multi-Family Connections**

The building connection for a commercial, industrial or multi-family building shall be constructed of a size and type of material as determined by the Sanitary Engineer when an application and a plan for such connection has been submitted to the Sanitary Engineer and approved.

**Section 1105.15 Service Connections For Fire Protection**

The installation of fire extinguisher service connections to supply water to sprinkling system or private fire hydrants for fire extinguisher use only will be permitted when applications and plans for such services have been submitted to the Sanitary Engineer and approved.

The installation shall include a detector check with bypass meter. At the direction of the Sanitary Engineer, the installation shall be provided with a double check valve, backflow preventer and/or a full sized meter. Such meter and check valve installation shall be installed in a concrete meter vault with a cast iron cover and a drain to a storm sewer.

Water for such fire extinguisher purposes will be furnished at rates approved by the County Commissioners. The County Commissioners reserve the right to change the rates at any time.

When any premises has one or more fire service connections, each service shall be equipped with a check valve easily accessible so that the water can flow into premises but cannot flow out. Pipes intended for protection against fire shall not be tapped or used for the general water supply to any premises.

**Section 1105.16 Connections To Mains**

When it is necessary to install a "tap" on an existing water main, the installation shall be done only by a Registered Water Contractor, upon payment of the applicable fees.

No water mains shall be tapped for the purpose of making water service connections for the general supply of water to any premises, unless such mains shall be 16 inches or less in diameter. No connection will be permitted to any premises not abutting a street or an easement in which a water main is situated. No more than one building shall be supplied by one service connection.

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In supplying water to structures such as shopping centers, connected apartment buildings, some condominiums and other structures that are of such construction that they can be sold as units, the Sanitary Engineer shall determine what units can be considered a single service unit or single family residential unit for the purpose of enforcing one connection per single service unit or single family residential unit.

**Section 1105.17 Inspection Required**

All work performed shall be inspected by an authorized inspector representing the Sanitary Engineer. The Water Contractor shall schedule inspections at least 24 hours prior to commencing the work.

No connection shall be covered until the work has been inspected and approved in writing. The actual tapping of a connection into the water main shall be done only by the Portage County Sanitary Engineer or his authorized representative.

Water service connections shall be installed in strict accordance with the Specifications Of The Portage County Water Resources Department governing such work.

The Sanitary Engineer shall have the right to inspect all work at all times and all water service connections installed shall conform to the design criteria and Specifications Of The Portage County Water Resources Department.

The Sanitary Engineer shall have free access to all buildings to inspect fixtures therein connected with the water main. He shall investigate the water piping system of the building to determine that no other water supply, such as a well, cistern, etc., is connected to the water supply of the County.

The Water Contractor or property owner shall assist the Inspector of this investigation. The presence of a cross connection shall be reason for rejecting the entire building connection.

The Sanitary Engineer may act through a properly authorized representative in any duty prescribed in these Rules And Regulations.

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**Section 1105.18**

**Scheduling And Hours Of Inspection**

No Inspector's services will be available unless proper scheduling or arrangements have been made with the office of the Sanitary Engineer at least 24 hours prior to the time of inspection requirements.

The regular hours of the Inspectors employed by the Sanitary Engineer are established under Section 1301.04.

**Section 1105.19**

**Testing Connection**

After the water main has been determined to be operable, the water service connection shall be connected to the curb valve at the curb box and extended into the building. At the time of inspection, the water shall be turned on to enable the Sanitary Engineer to inspect the pipe and any fittings, under pressure, to determine if the connection is leaking. Any leaks which appear shall be cause for rejection of the work.

Water lines shall be tested in accordance with the procedures described in Section 800 of the Standard Specifications.

**Section 1105.20**

**Pavement Replacement**

Water Contractors opening trenches and removing pavement for extension of water service connections or repair work specified under these Rules shall immediately remove all stone, brick, earth, concrete, macadam, sand or whatever other material that may have been excavated or penetrated and shall restore such pavement to traffic within 24 hours. Permanent pavement must be replaced within 30 days from the time of commencement of the work or within time limits specified within road opening permits.

All rubbish and excess material must be immediately removed from the site. The street, roadway, pavement, sidewalks or yard areas shall be immediately restored to their original condition. The installation and repair work done, including the work site, shall be maintained and repaired for a period of one year by the Water Contractor at his expense.

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The Water Contractor after receiving notification in writing from the Sanitary Engineer of the necessity for making repairs for the above described work, shall at once perform the work described in such notification. Upon failure of the Water Contractor to do this work within a period of 96 hours after such notification, the Sanitary Engineer may cause such work to be done either by contract with any qualified person, without advertising, or by any other satisfactory method. The entire cost of said repair work shall be billed to the Water Contractor who shall be liable for and pay such bill at once.

#### **Section 1105.21 Protection Of Structures**

The presence of the Sanitary Engineer or his authorized inspector does not relieve the Water Contractor of his duty to protect any structures either above, below or at the surface of the ground. Should any damage arise due to the negligence of the Water Contractor, it shall be the duty of the Water Contractor to repair any such damage within a period of 96 hours.

The safety, welfare and health of the General Public will be considered in a case of an emergency. The Sanitary Engineer may order that repairs be made in a reduced period of time depending on the nature of the emergency.

Upon failure of the Water Contractor to complete the necessary repair work within the time specified by the Sanitary Engineer, the Sanitary Engineer may cause such damage to be repaired or the damaged property replaced either by contract with some capable person, without advertising or by such other arrangements as may be most convenient.

The entire cost of the work done shall be billed to the Water Contractor who shall be liable for and shall pay the same at once. Failure to make such repairs in the time allotted by the Sanitary Engineer or to pay the cost billed for such repairs shall be reason for revocation of the registration of the Water Contractor by the Sanitary Engineer.

#### **Section 1105.22 Contractor Liability**

The safety and convenience of the General Public and the residents along the street and the protection of persons, animals, vehicles and property shall be the legal responsibility and liability of the Water Contractor. The Contractor shall at all times so conduct his work as to assure the least possible obstruction to traffic. The Contractor shall at all times provide and maintain access to fire hydrants, gas valves and all utilities.

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In the event of the closure of any street, alley or private drive, the Contractor shall notify the occupants of all premises affected by such closure at least 24 hours in advance of closure.

The Water Contractor shall enclose each opening which he may make in the public streets, road or alley, with sufficient barriers and shall maintain warning lights at night. Braces shall be used to comply with all applicable State and Federal requirements.

The Contractor shall meet all the requirements of the Portage County Sanitary Engineering Department Rules And Regulations and attention is particularly directed to "The Specifications Of The Portage County Sanitary Engineering Department, Section 107 - Legal Relations And Responsibility To The Public".

The Contractor and surety shall save harmless Portage County and all its representatives or any participating railroad or railway company, from all suits, actions or claims of any character brought on account of any injuries or damage sustained by any persons or property in consequence of any neglect in safeguarding the work or through the use of unacceptable material in the construction of the improvement or on account of any act or omission, by the Contractor, or his agents and he shall pay any judgment obtained or growing out of any claim or suits.

**Section 1105.23**

**Meters**

Meters and remote registers shall be maintained on all water service connections in use and such meters shall be installed before delivery of water through such connections. All meters and registers located on service connection shall be installed by the Sanitary Engineer. Meters shall be located either in vaults or near the curb line or in a location determined to be satisfactory by the Sanitary Engineer. Meters will not be permitted to be installed in cold cellars or other inaccessible places. Meters shall read in cubic feet.

A water meter vault shall be installed to house the water meter serving mobile homes, other portable or mobile structures, structures providing inadequate protection of the service line or meter against freezing or structures where no acceptable and easily accessible meter location is available.

The expense of all meters and meter vaults constructed shall be borne by the owner at the rate established by the Sanitary Engineer.

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Existing meters and registers that do not meet the Specifications Of The Sanitary Engineer shall be repaired or replaced by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer. Thereafter, such meter shall be maintained, repaired or replaced by the Sanitary Engineer without further charge. Where there is an existing approved meter, a remote register may be installed by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer.

New connections shall be provided with meters and remote registers by the Sanitary Engineer at the expense of the owner and title thereto be assigned to the Sanitary Engineer. Thereafter, such meters and remote registers shall be maintained, repaired or replaced by the Sanitary Engineer without further charge, except as provided in the section, "Meter Damage, Tampered Or Stolen".

The property owner shall maintain a passage way to the meter and keep the meter accessible for reading at all times. Installation of a remote register shall not relieve the owner from the requirements to maintain access to the meter.

All service pipe must be provided with an approved stop and waste valve where the pipe enters the building. Said valve must be easily accessible and installed so that the water can be shut off and drained from the pipes and meters.

All services larger than 3/4 inch in diameter must have a shut off valve on each side of the meter so that the meter may be removed without draining all pipes in the building.

Installation of backflow preventers or check valves may be required in meter vaults or in other approved locations as required by State or local codes.

**Section 1105.24 Meter Damages, Tampered Or Stolen**

All costs of replacement or repair of meters and remote registers which have been stolen, vandalized, damaged by freezing or by heat while in use, tampered with or disconnected by any unauthorized personnel, shall be paid by the property owner.



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If any meter in use shall fail to register correctly within the limitations established by the Sanitary Engineer, the owner shall be charged for water at the average daily rate of consumption estimated by the Sanitary Engineer, as based upon use registered under similar conditions when the meter is in good order.

If the meter seal is found broken or other proof of tampering with the meter is found, the bill for the price in question will be estimated and the service may be shut off until the charges are paid.

If persistent tampering is encountered, such tampering may be considered sufficient reason to turn off the water. The bills will be estimated on the average of three previous quarterly periods of quarterly bills and the three previous months for monthly bills.

**Section 1105.25 Leaks In Service Lines, Fire Lines And Inactive Services, Deteriorated Service Connections**

The water service pipe between the curb box and the meter must be maintained at the expense of the property owner. Accordingly, the property owner will be held responsible for any leakage which may occur in such service lines. The Sanitary Engineer reserves the right to turn off the water in cases where such leakage exists. The cost of repairing leaks in fire lines and inactive services must be paid by the owners of the property connected with said services.

When a service connection is found to have deteriorated to the extent that permanent repairs cannot be made, installation of a new service will be required at the expense of the owner of the property. The failure of the owner, upon notification to authorize such a new service to be installed, will be deemed sufficient cause for discontinuing the supply of water to the premises without further notice.

In case of street improvements such as resurfacing old pavements or new pavements being placed on unpaved streets, upon notice from the Sanitary Engineer, old service lines must be renewed and new services placed for vacant lots at the expense of the property owner.

Materials used shall be as specified by the Sanitary Engineer in accordance with these Rules.

The failure of payment for the above will be deemed sufficient cause to discontinue the supply of water to the premises without further notice.

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In the interest of preserving and protecting the public water supply, water will not be furnished to premises where there are leaky pipes or fixtures. The Sanitary Engineer reserves the right, after giving reasonable notice, to shut off the water until the necessary repairs are made.

**Section 1105.26 Water Pressure And Supply**

The Sanitary Engineer does not guarantee any fixed pressure or continuous supply of water. In case of an accident that will cause a shortage or cause water to be shut off, the Sanitary Engineer will endeavor to notify consumers affected thereby.

Consumers who require a constant and steady supply of water should install and maintain a tank large enough to hold an ample supply for emergency purposes.

**Section 1105.27 Use Of Fire Hydrants**

The fire hydrants are intended primarily for the use of the fire department and no interference with such use in any way will be allowed. Permits for use of hydrants for other purposes are given reluctantly and only in cases where such use cannot be avoided.

Drawing of water from fire hydrants without a permit by unauthorized persons is strictly prohibited and violations of this rule may cause arrest and fine.

- END OF ITEM -

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**ITEM 1106 - APPLICATION OF THE WATER SERVICE CHARGE**

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**Section 1106.01 Water Service Charge Required**

Every person, firm or corporation whose premises are served by a water service connection, either directly or indirectly, into facilities under the jurisdiction of the Board will be charged for water service at the rates in effect as established by the Board.

**Section 1106.02 Water Service Charge**

The water service charge will be applied to each and every premises having an active water connection.

**Section 1106.03 More Than One Meter**

When a premises is served by more than one water meter a minimum charge will be made for each account.

**Section 1106.04 Water Bills**

Water bills will be made out in the name of the consumer and mailed or delivered to any address so requested by said property owner, but such owner shall not thereby be relieved from payment of any delinquency that might occur.

Any service that requires shutting off at the main for non-payment of the bill or for any other reasons, the cost of doing so will be charged against the property and must be paid before resuming service.

In the event the curb box has been tampered with, removed or lost, the charge for replacing same will be added to the account.

Accounts for water service must be paid in the order in which they are contracted. Accordingly, the Sanitary Engineer may refuse to accept payment of an account, except when each account is paid in the order incurred, to wit: Payment of a current account will not be accepted until all prior accounts for same premises have been paid.

**Section 1106.05 Service To Be Discontinued**

Any property owner wishing to have his water service discontinued shall notify the Sanitary Engineer.

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The regular minimum rate will be charged unless such notice is given and must be paid before any further service will be given.

Any property owner wishing to have water service discontinued in property occupied by a tenant shall notify the Sanitary Engineer in writing.

**Section 1106.06 Access To Property**

The authorized employees of the Sanitary Engineer shall have access at all reasonable hours to the premises supplied with water for the purpose of reading meters, to see that all the rules are observed or to make any necessary examination of plumbing and water fixtures.

In case a meter cannot be read in a reasonable length of time, the service may be shut off until a reading is obtained and the bill paid or an estimated bill may be rendered and adjusted by the reading at the next regular time for reading.

In case any authorized inspector, meter reader or employee is refused admittance to any premises or shall be hindered or prevented from making such examination, the water will be turned off and not turned on again until free access is given.

**Section 1106.07 Water For Pubic Improvements**

Water used for public improvements performed under contract must be paid for before receiving final estimate from the Sanitary Engineer. If such water supply is obtained from fire hydrants, a permit for the use of such hydrant must be obtained from the Sanitary Engineer.

- END OF ITEM -

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## **ITEM 1107 – CROSS CONNECTION CONTROL**

### **Section 1107.01 Cross Connection Control - General Policy**

Purpose. The purpose of the Cross-Connection Control Program is:

- A. To protect the public potable water supply from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the public potable water system.
- B. To promote the elimination or control of existing cross-connections, actual or potential, between the public or consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing process fluids.
- C. To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water systems.

Application. These rules and regulations shall apply to all premises served by the public potable water systems owned and/or operated by the Board of County Commissioners, Portage County, Ohio.

Policy. The Sanitary Engineer shall be responsible for the protection of the public potable water system from contamination due to backflow of contaminants through the water service connection. If, in the judgment of the Sanitary Engineer, an approved backflow prevention device is necessary at the water service connection to any consumer's premises for the safety of the water system, the Sanitary Engineer or his authorized representative shall give notice to the consumer to install such approved backflow prevention device at each service connection to his premises. The consumer shall immediately install such approved device or devices at his own expense, and failure, refusal or inability on the part of the consumer to install such device or devices immediately shall constitute grounds for discontinuing water service to the premises until such device or devices have been installed.

### **Section 1107.02 Water System**

The water system shall be considered as made up of two parts: The public potable water system and the consumer's water system.

The public potable water system shall consist of the source facilities and the distribution system, and shall include all those facilities of the potable water system under the control of the Sanitary Engineer up to the point where the consumer's water supply begins.

The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the public distribution system.

The public distribution system shall include the network of conduits used for delivery of water from the source to the consumer's water system.

The consumer's water system shall include those parts of the facilities beyond the service connections which are utilized in conveying water from the public distribution system to points of use.

#### **Section 1107.03 Cross-Connections Prohibited**

No water service connection shall be installed or maintained to any premises where actual or potential cross-connections to the public potable water system or consumer's water system exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the Sanitary Engineer.

No connection shall be installed or maintained whereby water from an auxiliary water system may enter a public water system and the method of connection and use of such system shall have been approved by the Sanitary Engineer and by the Director of the Ohio Environmental Protection Agency as required by Section 6109.13 of the Ohio Revised Code.

#### **Section 1107.04 Survey And Investigations**

The consumer's premises shall be opened at all reasonable times to the Sanitary Engineer, or his authorized representative, for the purpose of conducting surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross-connections to the consumer's water system through which contaminants or pollutants could backflow into the public potable water system.

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On request by the Sanitary Engineer, or his authorized representative, the consumer shall furnish information on water use practices within his premises.

It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on his premises to determine whether there are actual or potential cross-connections in his water system.

#### **Section 1107.05 Backflow Prevention Devices Required**

An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises, where in the judgment of the Sanitary Engineer or the Director, actual or potential hazards to the public potable water system exist.

An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:

- A. Premises having an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Sanitary Engineer and the source is approved by the Director of the Ohio Environmental Protection Agency.
- B. Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include premises having sources or systems containing process fluids or water originating from the public potable water system which are no longer under the sanitary control of the Sanitary Engineer.
- C. Premises having internal cross-connections that, in the judgment of the Sanitary Engineer, are not correctable, or intricate plumbing arrangements which make it impractical to determine whether or not cross-connections exist.
- D. Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey.
- E. Premises having a repeated history of cross-connections being established or re-established.

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F. Others specified by the Sanitary Engineer or the Director.

An approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not limited to, the following types of facilities unless the Sanitary Engineer or the Director determines that no actual or potential hazard to the public potable water system exists:

- A. Hospitals, mortuaries, clinics, nursing homes.
- B. Laboratories.
- C. Sewage treatment plants, sewage pumping stations or storm water pumping stations.
- D. Piers, docks, waterfront facilities.
- E. Food or beverage processing plants.
- F. Chemical plants.
- G. Metal plating industries.
- H. Petroleum processing or storage plants.
- I. Radioactive material processing plants or nuclear reactors.
- J. Car washes.
- K. Others specified by the Sanitary Engineer or the Director.

An approved backflow prevention device shall be installed at any point of connection between the public potable or consumer's water system and an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Sanitary Engineer and the source is approved by the Director of the Ohio Environmental Protection Agency.

**Section 1107.06 Type Of Backflow Prevention Required**

The type of protection required under Section 1107.05 of these Rules And Regulations shall depend on the degree of hazard which exists as follows:



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- A. An approved air gap separation shall be installed where the public potable water system may be contaminated with substances that could cause a severe health hazard.
  - B. An approved air gap separation or an approved reduced pressure principle backflow prevention device shall be installed where the public potable water system may be contaminated with any substance that could cause a system or health hazard.
  - C. An approved air gap separation or an approved reduced pressure principle backflow prevention device or an approved double check valve assembly shall be installed where the public potable water system may be polluted with substances that could cause a polluttional hazard not dangerous to health.

The type of protection required under Section 1107.05 of these Rules And Regulations shall be an approved air gap separation or an approved interchangeable connection.

Where an auxiliary water system is used as a secondary source or as water for a fire protection system, the provisions of Section 1107.06 for an approved air gap separation or an approved interchangeable connection may not be required, provided:

- A. At premises where the auxiliary water system may be contaminated with substances that could cause a system or health hazard, the public or consumer's potable water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention device.
- B. At all other premises, the public or consumer's potable water system shall be protected against backflow by installation of either an approved reduced pressure principle backflow prevention device or an approved double check valve assembly.
- C. The public or consumer's potable water system shall be the primary source of water for the fire protection system.
- D. The fire protection system shall be normally filled with water from the public or consumer's potable water system.

- E. The water in the fire protection system shall be used for fire protection only, with no regular use of water from the fire protection system downstream from the approved backflow prevention device.
- F. The water in the fire protection system shall contain no additives.

#### **Section 1107.07 Backflow Prevention Devices**

Any backflow prevention device required by these Rules And Regulations shall be of a model or construction approved by the Sanitary Engineer and the Director of the Ohio Environmental Protection Agency and shall comply with the following:

- A. An air gap separation, to be approved, shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch.
- B. A double check valve assembly or a reduced pressure principle backflow prevention device shall be approved by the Sanitary Engineer, and shall appear on the current list of approved backflow prevention devices of the Ohio Environmental Protection Agency.
- C. An interchangeable connection, to be approved, shall be either a swing type connector or a four-way valve of the lubricated plug type that operates through a mechanism which unseats the plug, turns it ninety degrees and reseats the plug. Four-way valves shall not be used as stop valves but must have separate stop valves on each pipe connected to the valve. The telltale port on the four-way valve shall have no piping connected and the threads or flange on this port shall be destroyed so that a connection cannot be made.

Existing backflow prevention devices approved by the Sanitary Engineer or the Director of the Ohio EPA at the time of the installation and properly maintained shall, except for inspection, testing and maintenance requirements, be excluded from the requirement of Section 1107.07 of these Rules And Regulations providing the Sanitary Engineer is assured that they will satisfactorily protect the public potable water system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the Sanitary Engineer finds that the maintenance of the device constitutes a hazard to health, the device shall be replaced by a backflow prevention device meeting the requirements of these regulations.

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**Section 1107.08**

**Installation**

Backflow prevention devices required by these Rules And Regulations shall be installed at a location and in a manner approved by and at the expense of the water consumer. In addition, any backflow prevention device required by Section 1107.06 of these Rules And Regulations shall be installed at a location and in a manner approved by the Director of the Ohio EPA as required by Section 6109.13 of the Ohio Revised Code.

Backflow prevention devices installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.

Pits or vaults shall be of watertight construction, be so located and constructed as to prevent flooding and shall be maintained free from standing water by means of either a sump and pump or a suitable drain. Such sump pump or drain shall not connect to a sanitary sewer nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate natural or artificial lighting shall be installed to permit maintenance, inspection and testing of the backflow prevention device.

Reduced pressure principle backflow prevention devices must be installed above ground level or floor level, whichever is higher.

**Section 1107.09**

**Inspection And Maintenance**

It shall be the duty of the consumer at any premises on which backflow prevention devices required by these Regulations are installed to have inspections, tests, and overhauls made in accordance with the following schedule, or more often where inspections indicate a need:

- A. Air gap separations shall be inspected at the time of installation and at least every 12 months thereafter.
- B. Double check valve assemblies shall be inspected and tested for tightness at the time of installation and at least every 12 months thereafter.
  - 1. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every 30 months.

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- C. Reduced pressure principle backflow prevention devices shall be inspected and tested for tightness at the time of installation and at least every 12 months thereafter.
    - 1. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five years.
  - D. Interchangeable connections shall be inspected at the time of installation and at least every 12 months thereafter.

Inspections, tests, and overhauls of backflow prevention devices shall be made at the expense of the water consumer and shall be performed by a person approved by the Sanitary Engineer as qualified to inspect, test and overhaul backflow prevention devices.

Whenever backflow prevention devices required by these Rules And Regulations are found to be defective, they shall be repaired, overhauled or replaced at the expense of the consumer without delay.

The water consumer must maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections, repairs and overhauls. Records of inspections, tests, repairs and overhauls shall be submitted annually, in January, to the Sanitary Engineer Department.

Backflow prevention devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Sanitary Engineer.

**Section 1107.10      Booster Pumps**

Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low pressure cut-off device designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to 10 pounds per square inch gauge or less.

It shall be the duty of the water consumer to maintain the low pressure cut-off device in proper working order and to certify to the Sanitary Engineer, at least once a year that the device is operating properly.

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**Section 1107.11**

**Violations**

The Sanitary Engineer shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention device required by these regulations is not installed, tested and maintained in a manner acceptable to the Sanitary Engineer, or if it is found that the backflow prevention device has been removed or by-passed, or if an unprotected cross-connection exists on the premises, or if a low pressure cut-off required by these regulations is not installed and maintained in working order.

Water service to such premises shall not be restored until the consumer has corrected such conditions or defects in conformance with these regulations and to the satisfaction of the Sanitary Engineer.

- END OF ITEM -

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## **ITEM 1200 - STORM SEWERS**

### **Section 1200.01 Storm Sewer Connections**

Unless otherwise specifically approved by the Sanitary Engineer, roof drainage shall be handled by suitable collectors and downspouts which shall discharge into a sealed jointed storm drain.

Where a road storm sewer is not available, downspouts may discharge into a drainage ditch only.

The storm drain outlet carrying roof water or yard drainage shall be not less than 6 inch diameter and shall not connect to the footing drain, but may intercept and receive the outlet of the drain by a wye connection above the spring line.

The footer drains for any building serviced by a sanitary sewer must be connected directly to a storm sewer. If a storm sewer is not available, the footer drains shall be connected to an approved sump pump installation and pumped to the surface of the ground and the lot graded to permit the water to flow away from the building elbows installed at the base of downspouts shall be anchored to the foundation to prevent possible settlement.

Connection of any pipe carrying roof water or yard drainage to a sanitary sewer is prohibited.

The Sanitary Engineer may require storm sewers to be installed to collect the downspout and foundation drain water in any subdivision not serviced with a storm sewer.

- END OF ITEM -

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**ITEM 1300 - APPROVAL OF SEWER AND WATER SUPPLY PLANS, SPECIFICATIONS AND BIDDING DOCUMENTS**

**Planning Meeting Encouraged**

Any person, firm, corporation or municipality, proposing to construct sanitary sewer and/or water improvements which will be under the control of the Board is encouraged to meet with the Sanitary Engineer prior to submitting plans for approval. The purpose of this meeting is to discuss early and informally the purpose and effect of these regulations and the criteria and standards contained or referred to herein. It is an opportunity for the developer to become familiar with the standards which will govern plan preparation and approval.

**Section 1300.01 Approval Of Plans, Specifications And Bidding Documents**

No sanitary sewers, sewage pumping facilities or sewage treatment facilities which drain either directly or indirectly into sewers under the control of the Board, shall be constructed without the prior written approval by the Sanitary Engineer of the Plans, Specifications and Bidding Documents therefor.

Plans, Specifications and Bidding Documents for water supply improvements which will supply water for areas to be served by County owned and/or maintained water distribution system shall be submitted to and approved by the Sanitary Engineer.

**Section 1300.02 Submission Of Plans, Specifications And Bidding Documents**

All Plans, Specifications and Bidding Documents shall be submitted in duplicate and shall be accompanied by a written request for approval. Submittals shall show evidence of compliance with Section 153.64, Ohio Revised Code, which states the required procedures for notification and location of all underground utilities.

**Section 1300.03 Standards For Plans And Specifications**

Plans and Specifications shall be prepared in accordance with standard engineering practices and in accordance with the Specifications Of The Portage County Sanitary Engineering Department. The Sanitary Engineer shall have authority to change such standard at any time.

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**Section 1300.04      Municipal Plan Approval**

Plans for such sewers and/or water lines which are to be constructed in municipalities must be approved by the Engineer for the municipality before submission to the Board Of County Commissioners.

**Section 1300.05      Area Plan Required**

All plans shall be accompanied by an area plan showing all existing and proposed sewers and/or water lines within the area to be served together with copies of all pertinent computation of the design of the sewer, sewage facilities and water supply facilities. Submittals shall indicate the full intent of the improvements and the legislative authority under which said improvements are to be constructed.

**Section 1300.06      Scale Of Plans**

Construction plans shall be drawn to a maximum scale of 1 inch equals 50 feet on 24" x 36" sheets. Area plans shall be drawn to a maximum scale of 1 inch equals 100 feet on 24" x 36" sheets.

**Section 1300.07      Numbering Of Sewers and Manholes**

All sewers and manholes shall be numbered in accordance with the system of the Sanitary Engineer.

**Section 1300.08      Registered Professional Engineer Required**

All plans shall bear the signature of the registered professional engineer who has prepared them and shall provide space for the approval of the Sanitary Engineer.

**Section 1300.09      Approvals Required**

Plans must be approved by the Sanitary Engineer. Plans requiring the approval of the Ohio Environmental Protection Agency and/or the Ohio Department Of Health, shall be submitted by the developer, following Sanitary Engineer approval. All charges for Ohio EPA and/or Ohio Department of Health plan review shall be paid by the developer.



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**Section 1300.10**

**Charges For Plan Review By The Water Resources**

The cost of plan review performed by the Sanitary Engineer shall be as established by the Board and shall be borne by the person, firm, corporation or municipality submitting the plans. No charge shall be made against municipalities which are members of the District. Said person, firm, corporation or municipality is required to make payment to the Sanitary Engineer, in an amount to be determined by the Sanitary Engineer for each application, before a plan will be considered for review, as follows:

Project Approval Fees:

Water Only Plans:

Project Set-up Fee, Includes Project Approval For Improvement Plans up to 6,000LF	\$400.00
Supplementary Approval Charge For Improvement plans over 6,000 linear feet in total length	\$0.05 per linear feet

Sewer Only Plans:

Project Set-up Fee, Includes Project Approval For Improvement Plans up to 3,000LF	\$400.00
Supplementary Approval Charge For Improvement plans over 3,000 linear feet in total length	\$0.10 per linear feet

Water and Sewer Plans:

Project Set-up Fee, Includes Project Approval For Improvement Plans up to 4,000LF	\$400.00
Supplementary Approval Charge For Improvement plans over 4,000 linear feet in total length	\$0.075 per linear feet

- END OF ITEM -

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## **ITEM 1301 - INSPECTION OF CONSTRUCTION**

### **Section 1301.01 Inspection Required - Sewers**

All sanitary sewers which connect either directly or indirectly into the sewerage system under the jurisdiction of the Board of County Commissioners shall be inspected by and subject to testing under the supervision of the Sanitary Engineer or his designated representatives.

### **Section 1301.02 Inspection Required - Water Supply**

Water supply improvements which will supply water for areas to be serviced by County owned and/or maintained water distribution systems shall be inspected by and subject to testing under the supervision of the Sanitary Engineer or his designated representative.

### **Section 1301.03 Scheduling Inspections - Sewer And Water**

No Inspector's services will be available unless proper scheduling or arrangements have been made and approved by the office of the Sanitary Engineer at least 24 hours prior to the time of inspection requirements.

### **Section 1301.04 Regular Hours Of Inspection**

Inspection of residential building sewers or water service connections shall be in accordance with the procedures described in Section 1008.14 or Section 1105.17, respectively.

Inspection of commercial and industrial building sewers or water service connections may be done under the requirements of Section 1008.14 or Section 1105.17, respectively, or Item 1301, as determined by the Sanitary Engineer.

The regular hours of the Inspectors employed by the Sanitary Engineer are from 7:30 AM until 4:00 PM, Monday through Friday, except for the specific holidays designated by the Ohio Revised Code. With approved scheduling, the regular hours of the Inspector may be modified by the Sanitary Engineer to agree with the regular hours worked by the Contractor.

Additional rules and procedures may be developed by the Sanitary Engineer and the Sanitary Engineer shall have the authority to change the rules and procedures as he deems necessary from time to time.

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Inspection of Construction

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**Section 1301.05      Obligation To Provide Inspectors**

The Sanitary Engineer shall be under no obligation to approve requests for inspection on Saturdays, Sundays or Holidays or for overtime hours or to provide Inspectors at times not scheduled.

**Section 1301.06      Construction By Others - Inspection Required**

All sewers and water supply facilities which will connect either directly or indirectly into the sewerage system or water supply system under the jurisdiction of the Board of Commissioners and which are to be constructed by any person, firm or corporation, other than municipalities, shall be inspected by and subject to testing under the supervision of the Sanitary Engineer or his designated representative.

**Section 1301.07      Construction By Municipalities - Inspection Required**

All sewers and water supply facilities which will connect either directly or indirectly into the sewerage system or water supply system under the jurisdiction of the Board of Commissioners and which are to be constructed by any municipality within Portage County shall be subject to inspection by and testing under the supervision of the Sanitary Engineer or his designated representative, when and as deemed necessary by the Sanitary Engineer.

**Section 1301.08      Payment For Construction Services**

The cost of all construction services performed by the Sanitary Engineer or his designated representatives shall be as established by the Board of Commissioners and shall be borne by the person, firm, corporation or municipality responsible for the sewer construction or water construction. Said person, firm, corporation or municipality is required to make payment at the time of the preconstruction conference a sum of money payable to the Sanitary Engineer, in an amount to be determined by the Sanitary Engineer for each application, before construction can commence, as follows:

Year	Water Mains  (cost per linear foot) (3% increase)	Sanitary Sewer Mains and Force Mains  (cost per linear foot) (3% increase)	Sanitary Pump Stations  (cost per gpm of capacity) (3% increase)
2012	\$1.80	\$3.69	\$13.83
2013	\$1.85	\$3.80	\$14.24

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Construction services shall include issuance of the Project Construction Approval, project engineering, inspection, and administrative functions. The Project Construction Approval shall be valid for a period of one (1) year from the date of issuance.

**Section 1301.09 Preconstruction Conference**

A preconstruction conference is required before construction will be permitted to commence. The Sanitary Engineer reserves the right to waive this requirement.

**Section 1301.10 Approval Required For Acceptance**

No sanitary sewer, water line, or appurtenance thereof shall be acceptable to or accepted by the Sanitary Engineer without his written approval. Affidavits certifying that all payments have been made and that there are no liens against the project must be provided to the Sanitary Engineer for consideration of acceptance.

**Section 1301.11 Stop Work Order**

If the Sanitary Engineer has proof or evidence that any such work is being improperly done or the work is being conducted in an unsafe manner, endangering the public or the workman, he may revoke or suspend any permits granted and order all work stopped and, if necessary, order the Contractor to disconnect the sewer lateral under construction, disconnected from the County owned facilities. The Owner or his Contractor shall thereupon stop the work and shall not resume work until authorized in writing by the Sanitary Engineer.

- END OF ITEM -

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## **ITEM 1302 – CONTRACTOR REGISTRATION**

### **Section 1302.01 Registered Sewer Contractor Required**

No person or persons, firm or corporation or any employee of such firm or corporation, with the exception of the homeowner, shall be issued permits to connect, open or alter any public sanitary sewer or appurtenance unless such person or persons shall have first obtained from the Sanitary Engineer a certificate of registration for doing such work.

### **Section 1302.02 Registered Water Contractor Required**

No person or persons, firm or corporation or any employee of such firm or corporation, with the exception of the homeowner, shall be issued permits to connect, open or alter any public water main, appurtenance or water service connection unless such person or persons shall have first obtained from the Sanitary Engineer a certificate of registration for doing such work.

### **Section 1302.03 Requirements For Registering Contractors**

An applicant desiring to become registered as a sewer and/or water contractor in Portage County shall be a competent, reputable person or firm incorporated in the State of Ohio, regularly engaged in constructing sanitary sewers and/or water mains and shall have been so engaged for a reasonable period of time prior to the time of his application.

### **Section 1302.04 Application And Bond**

An application form which is supplied by the Sanitary Engineer must be completed and returned to the office of the Sanitary Engineer together with a bond to the benefit of the Board in an amount not less than \$5,000.00. Said bond shall be on a form provided by the Sanitary Engineer.

The bonding company submitting the bond must be licensed to do business in the State of Ohio.

### **Section 1302.05 Insurance Required**

The Registered Contractor shall annually submit proof that he has public liability, property damage and automobile insurance covering any and all claims for damages for personal injury, including accidental death, as well as from claims for property damages which may arise from his operation or

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those of his Subcontractors. The minimum amounts of such insurance shall be set by the Board.

Policies shall contain the following provisions:

"The Company agrees that 10 days prior to the cancellation or reduction of the insurance(s) afforded by this/these policies with respect to the work performed as a [Sewer and/or Water] Contractor registered by the Board of County Commissioners of Portage County, written notice of such cancellation or reduction will be mailed to the Portage County Water Resources Department."

#### **Section 1302.06 Protection Of Property Owner (Mechanics Liens)**

A Registered Contractor is expected to protect property owners by providing proper affidavits to the property owner that all labor and material costs incurred doing the owner's work have been paid prior to receiving payment from the owner.

Failure in this regard will be considered when determinations are necessary as to continuation of the registration by Portage County.

#### **Section 1302.07 Supervision Required**

The Registered Contractor is expected to exercise close supervision over the work being performed under his registration. If occasionally, the Registered Contractor is not able to be present, he must have a thoroughly competent and capable foreman in charge of the work. If the Registered Contractor wishes to maintain various crews, he must select competent foremen who must be named in his application for registration. In all instances, when the Registered Contractor wishes to subcontract, only with the permission of the Sanitary Engineer, his Subcontractor or foreman shall also be registered.

#### **Section 1302.08 Contractor Responsibility**

It shall be the responsibility of any Registered Contractor to comply with the requirements of these Rules And Regulations and to properly correct any violations of these Rules And Regulations.

Any Registered Contractor failing to correct said violations within a reasonable time, after being notified by the Sanitary Engineer to make the corrections, shall be charged for all costs incurred by the Sanitary Engineer in correcting such violations.

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Contractor Registration

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**Section 1302.09      Period Of Registration And Payment**

Registration will remain in effect until the 30th day of June of the year for which it is issued, unless previously revoked. Registrations will be revoked if the holder violates any of these Rules and Regulations or instructions of the Sanitary Engineer.

The annual charge for Contractor Registration is \$35.00.

- END OF ITEM -

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**ITEM 1400 – MISCELLANEOUS CHARGES AND FEES**

**Section 1400.01 General**

Persons, firms, corporations, municipalities, public entities or organizations utilizing the sanitary sewer system, water distribution system, or the services of the Portage County Water Resources Department must pay for the fees and charges established for said services.

**Section 1400.02 Charges Specific To New County Water Mains**

Water will be provided without charge for the initial filling of new County-owned water mains for testing and disinfection, and the first subsequent filling of the new water mains following successful testing. Should repeat testing be required due to a failed test, the contractor shall pay for all additional water used at the bulk water rate currently in effect.

It is the responsibility of the contractor to provide all materials, labor and equipment necessary to perform disinfection and testing of any newly installed water main, and to properly dispose of the chlorinated water. For County-owned water mains, the Portage County Water Resources Department will provide without charge the initial sample collection and bacteriological testing. However, if repeat testing is required, the contractor shall be required to pay for all subsequent sampling and testing.

**Section 1400.03 Copies, Prints, Reproductions**

**A. Mylar Reproductions**

- 24" x 36" Mylar Reproduction \$10.00 ea.

**B. Plotter Pictures – Color Type**

- Photo Quality Paper
  - i. D-Sized Prints (24" x 36") \$17.00 ea.
  - ii. E-Sized Prints (36" x 48") \$22.00 ea.
- 20 lb. Paper
  - i. D-Sized Prints (24" x 36") \$6.50 ea.
  - ii. E-Sized Prints (36" x 48") \$12.50 ea.
- 32 lb. Paper
  - i. D-Sized Prints (24" x 36") \$7.25 ea.
  - ii. E-Sized Prints (36" x 48") \$14.00 ea.



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- 46 lb. Paper
    - i. D-Sized Prints (24" x 36") \$7.50 ea.
    - ii. E-Sized Prints (36" x 48") \$14.50 ea.
  - Smaller Size Photo Quality Paper
    - i. 8 1/2" x 11" \$0.90 ea.
    - ii. 11" x 17" \$1.75 ea.
    - iii. 12" x 18" \$8.50 ea.
    - iv. 20" x 30" \$14.00 ea.
  - Smaller Size Non-Photo Quality (32 lb. Bond Paper)
    - i. 8 1/2" x 11" \$0.50 ea.
    - ii. 11" x 17" \$1.00 ea.
    - iii. 12" x 18" \$3.00 ea.
    - iv. 20" x 30" \$5.00 ea.
  - C. Standard Copies (black & white)
    - i. 8 1/2" x 11" copy \$0.05 ea.
      - (first five no charge)
    - ii. 8 1/2" x 14" copy \$0.05 ea.
      - (first five no charge)
    - iii. 11" x 17" copy \$0.05 ea.
      - (first five no charge)
    - iv. 12" x 18" print \$1.00 ea.
    - v. 24" x 36" print \$2.00 ea.
    - vi. > 24" x 36" print \$0.50 per s.f.

**Section 1400.04**

**Laboratory Services**

- A. Total Coliform \$16.00 ea.
- B. Fecal Coliform \$18.00 ea.
- C. Alkalinity \$13.00 ea.
- D. Hardness \$13.00 ea.
- E. pH \$11.00 ea.
- F. AA-Iron \$12.00 ea.
- G. AA-Manganese \$12.00 ea.
- H. Phosphate – Wastewater \$15.00 ea.
- I. Phosphate – Water \$18.00 ea.
- J. Chloride \$13.00 ea.
- K. Fluoride \$12.00 ea.
- L. CBOD5/Dissolved Oxygen \$18.00 ea.
- M. Total Suspended Solids \$14.00 ea.
- N. Oil and Grease \$48.00 ea.

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O. Ammonia	\$15.00 ea.
P. Nitrites	\$20.00 ea.
Q. Nitrates	\$20.00 ea.
R. Calibrate Chlorine Test Kit	\$50.00 ea.
S. Total Solids	\$14.00 ea.
T. Percent Volatile	\$14.00 ea.
U. AA-Heavy Metals	\$25.00 ea.
V. Digestion	\$18.00 ea.
W. TKN	\$34.00 ea.
X. COD	\$34.00 ea.
Y. Activated Sludge Examination	\$15.00 ea.
Z. NPDES Reports	\$50.00 ea.
AA. Total Dissolved Solids	\$20.00 ea.
BB. Vector Reduction	\$25.00 ea.
CC. Turbidity	\$9.00 ea.
DD. Water Line Test - Sample	\$18.00 ea.
EE. Coliform Quanti-Tray Method Test	\$20.00 ea.

Overtime cost for laboratory service clients or contractors will be billed at a minimum of three hours at the overtime rate plus the cost of analysis for samples that are analyzed during off hours.

**Section 1400.05 Water Meters**

Water meters shall be Master Meter 3G DS style, with cubic feet readout and remote radio read capability. The following prices include meter (each meter includes one set of couplings), spacer bar, and installation of the water meter. Installation of spacer bar is to be performed by the owner or contractor.

A. 5/8 inch x 3/4 inch Standard Meter	\$200.00
B. 5/8 inch x 3/4 inch Flex Meter	\$205.00
C. 3/4 inch Meter	\$255.00
D. 1 inch Meter	\$280.00
E. 5/8" to 3/4" Meter Couplings	\$15.00
F. 1" Meter Couplings	\$20.00

Water meters larger than 1 inch must be special ordered and installed by the owner or contractor.

**Section 1400.06 Permit Issuance Fees**

A. Residential Sewer Permit For New Structure	\$100.00
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- 
- Includes 1 scheduled inspection during Normal working hours
  - B. Residential Sewer Permit For Existing Structure \$140.00
    - Includes 2 scheduled inspections during Normal working hours
  - C. Residential Water Permit \$100.00
    - Includes 1 scheduled inspection during Normal working hours
  - D. Residential Water Permit (Meter Pit Required) \$140.00
    - Includes 2 scheduled inspections during Normal working hours
  - E. Residential Sewer/Water Reconnect, Disconnect, or Repair \$50.00
    - Includes 1 scheduled inspection during Normal working hours
  - F. Additional Permit Inspections \$40.00 ea. visit
  - G. Non-Residential Change of Owner/Change of Use Permit \$50.00

**Section 1400.07 Miscellaneous Charges**

- A. Fax – incoming \$0.25 ea. sht.
- B. Fax – outgoing \$0.50 ea. sht.
- C. Hydrant Meter Installation \$25.00
- D. Hydrant Meter Removal \$25.00
- E. Rules & Regulations (Hardcopy) \$15.00 ea.
- F. Standard Specifications (Hardcopy) \$15.00 ea.
- G. Pump Station Design Manual (Hardcopy) \$15.00 ea.
- H. Water Service – Turn Water On \$25.00
- I. Water Service – Turn Water Off \$25.00
- J. Water Service – Rescheduling Fee \$25.00
- K. Water Service – Shut Off (Delinquent) \$50.00

**Section 1400.08 Biosolids Charges**

- A. Class A Biosolids dry product (bulk sale only) \$2.50/ton

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION,  
MAINTENANCE, OPERATION, USE AND PROTECTION OF  
SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS  
IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND  
STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 04-09-2015  
Resolution: 15-0296  
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Miscellaneous Charges and Fees

- 
1. Class A product may be obtained Monday – Friday, between the hours of 8:00AM – 2:00PM, except on Holidays.

- END OF ITEM -

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 06/19/2012  
 Resolution: 12-0552  
 Item 1401 Page 1 of 3  
 Equivalent Building Usage

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**ITEM 1401 – EQUIVALENT BUILDING USAGE**

**Section 1401.01 General**

The following equivalency table for calculation of trunk sewer and treatment plant capacity requirements is hereby adopted. Capacity unit calculations shall be rounded to the next highest hundredth (0.01); a minimum capacity unit of one (1.00) shall be charged. Any interpretations or additions for users not shown below will be calculated by the Water Resources Department Sanitary Engineer using generally accepted engineering principals and criteria.

**Section 1401.02 Equivalent Building Usage Table**

BUILDING USAGE	NOTES	TRUNK UNITS*	PLANT UNITS	PER
<b>Apartments:</b>				
1 Bedroom		0.6250	0.6250	Apartment
2 Bedroom		0.7500	0.7500	Apartment
3 Bedroom		0.8500	0.8500	Apartment
4 Bedroom		1.0000	1.0000	Apartment
Assembly Halls/Banquet Halls		0.0375	0.0375	Employee
(Without kitchen facilities)		0.0075	0.0075	Seat
(With kitchen facilities)	A	0.0175	0.0175	Seat
Barber Shop		0.2000	0.2000	Barber Chair
Beauty Parlor		0.5000	0.5000	Basin
Bowling Alleys		0.1875	0.1875	Lane
Car Wash	B	0.7250	0.7250	Hand Bay
		2.1500	2.1500	Auto Bay
<b>Campground or recreational park</b>				
Primitive w/o showers		0.075	0.075	Site
Primitive w/showers		0.150	0.150	Site
Site with w/o water hookup		0.150	0.150	Site
Site with water hookup		0.225	0.225	Site
<b>Churches (Small) Less than 200 sanctuary seats</b>				
(Without kitchen)		0.0075	0.0075	Sanctuary Seat
(With kitchen)	A	0.0125	0.0125	Sanctuary Seat
<b>Churches (Large) More than 200 sanctuary seats</b>				
(Without kitchen)		0.0125	0.0125	Sanctuary Seat
(With Kitchen)	A	0.0175	0.0175	Sanctuary Seat
<b>Coffee Shop</b>				
		0.0375	0.0375	Employee
		0.0125	0.0125	Seat
<b>Condominiums</b>				
		1.0000	1.0000	Each

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION,  
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Effective: 06/19/2012  
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Item 1401 Page 2 of 3  
Equivalent Building Usage

BUILDING USAGE	NOTES	TRUNK UNITS*	PLANT UNITS	PER
Convenience Store (with gas sales)		0.0375	0.0375	Employee
		0.0125	0.0125	Parking Space
		1.2500	1.2500	Pump Island
Country Clubs		0.1250	0.1250	Member
Dance Halls				
(without kitchen facilities)		0.0075	0.0075	Patron
(with kitchen facilities)	A	0.0175	0.0175	Patron
Daycare Facility		0.0875	0.0875	Employee
		0.0250	0.0250	Student
Dentist Office		0.0875	0.0875	Employee
		0.0250	0.0250	Patient
		0.1875	0.1875	Dentist
Doctor Office		0.0875	0.0875	Employee
		0.0250	0.0250	Patient
		0.1875	0.1875	Doctor
Drive Inn Theater		0.0250	0.0250	Car Space
Factories:				
No Showers		0.0625	0.0625	Employee
W/Showers		0.0875	0.0875	Employee
Food Service Operations:				
Ordinary Restaurant (not 24 hr)	A	0.0875	0.0875	Seat
Ordinary Restaurant (24 hour)	A	0.1500	0.1500	Seat
Fast Food (not 24 hour)	A	0.0625	0.0625	Seat
Fast Food (24 Hour)	A	0.0875	0.0875	Seat
Curb Service	A	0.0620	0.0625	Parking space
Hospitals-No Resident Personnel	A	0.8750	0.8750	Employee
	A	0.7500	0.7500	Bed
		0.0875	0.0875	Employee
House (residential)		1.0000	1.0000	House
Institutions-Resident	A	0.2500	0.2500	Bed
Laundries-Coin Operated		1.00	1.00	Machine
Laundry Wastes Require Special Consideration--		Consult District Sanitary Engineer		
Motels or Hotel	A	0.25	0.25	Room
Nursing & Rest Homes	A	0.25	0.25	Resident Employee
		0.125	0.125	Non-Resd. Employee
		0.50	0.50	Bed
Office Building		0.0500	0.050	Employee
Retail Store		0.0375	0.0375	Employee
		0.030	0.030	Parking space

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 06/19/2012  
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 Equivalent Building Usage

BUILDING USAGE	NOTES	TRUNK UNITS*	PLANT UNITS	PER
Schools:		0.0375	0.0375	Employee
Elementary	(A if cafeteria)	0.0375	0.0375	Pupil
Junior & Senior High	(A if cafeteria)	0.0500	0.0500	Pupil
Service Stations:				
	B	1.25	1.25	Bay
		1.25	1.25	Island
Shopping Center		0.0375	0.0375	Employee
Without food service		0.005	0.005	Parking Space
With food service	A	0.0125	0.0125	Parking Space
Swimming Pools				
Without hot showers		0.0125	0.0125	Swimmer
With hot showers		0.0250	0.0270	Swimmer
Theater		0.0125	0.0125	Seat
Trailer Parks:				
Single Wide Trailer		0.7500	0.7500	Single Wide Trailer
Double Wide Trailer		0.7500	0.7500	Double Wide Trailer
Travel Trailer Parks & Camp		0.3125	0.3125	Trailer or Space
Travel Trailer Dump Station (Holding Tank To Be Pumped Out & Hauled Away)				
Vacation Cottages				
Without Kitchen		0.1250	0.1250	Person
With Kitchen		0.1875	0.1875	Person
Veterinarian Office & Animal Hospital (Outside trash trap may be required if over 10 kennels)		0.050	0.050	Kennel/Cage/Run
		0.0375	0.0375	Employee
Youth & Recreation Camps		0.0375	0.0375	Employee
		0.125	0.125	Employee overnight
		0.125	0.125	Camper overnight
		0.0375	0.0375	Camper (w/ food service)
		0.0250	0.0250	Camper (no food service)

NOTES: A. Approved outside grease trap required.

B. Approved outside oil interceptor required.

\* One unit equals the trunk and plant capacity requirements of a single family residence which is estimated at 400 gallons per day of wastewater.

- END OF ITEM -

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**ITEM 1402 – REQUIRING PERMITS FOR CONNECTIONS TO THE SANITARY  
SEWERAGE SYSTEM IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT,  
FUND 5200**

**Section 1402.01 Permits Required**

No person, corporation, political subdivision, partnership or association whatsoever shall connect, reconnect or alter the size of a connection to a sewer in the District for the purpose of discharging sanitary sewage or industrial waste for any building, or other structure, connected either directly or indirectly, without first securing a permit for such purpose in a form prescribed by the County Sanitary Engineer.

The aforementioned permit and connection charges shall not be applicable in the event of a connection to a sewer in the District by another political subdivision of the State of Ohio which connections shall be subject to the terms of an agreement with such political subdivision pursuant to Section 6117.02, Revised Code, or other applicable provisions of Ohio law.

**Section 1402.02 Payment of Charges**

**A. Payment**

The applicant for the permit required by Section 1402.01 shall deposit cash, check or money order payable to the County in the amount of the connection charge determined in accordance with the provisions of Sections 1402.03 through 1402.07.

The County Sanitary Engineer or his duly authorized agent shall not issue a permit for the purpose described in Section 1402.01 until such payment has been received, or has Board approval for installment payments.

**B. Installment Payments**

1. The applicant may make installment payments provided that the applicant for such permit submits a written request to the Board requesting that such connection charge be paid in installments.



**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 12/18/2012  
Resolution: 12-1138  
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Requiring Permits for Connections to the  
Sanitary Sewerage System in the Portage  
County Regional Sewer District, Fund 5200

- 
2. A request for installment payment of the connection charges shall include all of the following:
    - a. A description of the property to be served by such connection.
    - b. The name of the owner of record of such property.
    - c. The recording references under which such owner acquired title to the property.
    - d. The time period requested.
  3. If the Board determines that the granting of such request would be equitable, such request shall be approved and the Board shall, in a resolution approving such request, establish the period of time over which such installments shall be paid, the rate of interest to be paid, the manner and place of payment of such installments, the security of assured payment of all such installments, and the identification of property.
    - a. The Board shall also direct the Sanitary Engineer to certify to the County Auditor such information as will identify the parcel of property to be served by the connection, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid.
    - b. The County Auditor shall be directed to record such information in the Sewer Improvement Record for the District provided for by Section 6ll7.33, Revised Code, and to maintain such record until the connection charges are paid in full.
    - c. In the event the applicant is permitted to pay the connection charges in installments, the permit fees, if any, must be deposited prior to the issuance of any such permit.
  4. Parameters:
    - a. Installment payments may be for a period of 1 to 10 years with no penalty for early payoff of connection charges.
      - i. Except that such period may be for whatever number of years as may be approved by the Board in the case of property owned by Portage County or another political subdivision.
    - b. The interest rate charged for single family residential (owner occupied) installment payment accounts shall be

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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½ (one half) of the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.

- c. The interest rate charged for other than single family residential (owner occupied) time payment accounts shall be based on the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.

**Section 1402.03 Local Sewer Service Benefit**

The term "local sewer service benefit" shall represent the local service benefit to be utilized by the property owner. Local service benefit shall be as determined by the County Sanitary Engineer's calculation of the "adjusted front footage" benefiting from the local service sewers (not to exceed 150.00 linear feet per residential connection). Local sewer service benefit connection charges shall be applicable in all cases except for any local service benefit for which an assessment has been levied by the Board pursuant to Section 6117.32, Revised Code and except for benefit from any local service sewers which were constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

Should a property owner be required to install a lateral under a roadway to the edge of the right of way or easement limit then the cost of such lateral construction shall be deducted from the owner's front foot charge if applicable.

**Section 1402.04 Lateral Sewer Connection Unit**

The term "lateral sewer connection unit" shall represent the benefit received from a lateral sewer connection provided or to be provided for direct access for connection to a building or other structure. Lateral sewer connection unit charges shall be applicable to each building or other structure except where:

- A. The property has been assessed for the benefit obtained from the lateral sewer connection pursuant to Section 6117.32, Revised Code; or
- B. The building or other structure is served by lateral sewers which were installed by a developer for such property; or

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- C. Where the lateral sewer service was constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1402.05 Trunk Unit**

The term "trunk unit" represents the volume discharge benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the sewerage trunk system. Trunk unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of trunk units by the use of accepted Sanitary Engineering practices and Item 1401. Trunk unit connection charges shall be applicable in all cases except:

- A. For trunk sewer capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For trunk sewer capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1402.06 Plant Unit**

The term "plant unit" represents the volume and/or loading benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the treatment plant. Plant unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of plant units by the use of accepted Sanitary Engineering practices and Item 1401. Plant unit connection charges shall be applicable in all cases except:

- A. For plant capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For plant capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 12/18/2012  
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**Section 1402.07 Connection Charges**

For premises tributary to the sewage treatment facilities of the District the connection charge shall be determined according to the sum of the local sewer service benefit, lateral sewer connection unit, trunk unit and plant unit benefits, as outlined in Sections 1402.03 through 1402.06, in accordance with the following rates:

Year	Rate per Local Service	Rate per Lateral	Rate per Trunk Unit	Rate per Plant Unit
2012	\$25.00	\$675.00	\$1,638.00	\$3,175.00
2013	\$25.00	\$675.00	\$1,687.00	\$3,270.00
2014	\$25.00	\$675.00	\$1,738.00	\$3,368.00
2015	\$25.00	\$675.00	\$1,790.00	\$3,469.00
2016	\$25.00	\$675.00	\$1,844.00	\$3,573.00
2017	\$25.00	\$675.00	\$1,899.00	\$3,681.00

Note: Applications for permits submitted to the Water Resources Department prior to December 31 will be honored at the rate of the year of submittal through January 31 of the following year.

**Section 1402.08 Obligation**

The Board and the Sanitary Engineering Department shall not be obligated to the extension of any local service sewers, or lateral sewers at the rates established herein; nor shall the Board or the Sanitary Engineering Department be obligated to provide trunk sewer and/or sewage treatment plant capacity that is not available for utilization at the rates established herein.

**Section 1402.09 Sanitary Sewerage System Revenue Fund**

The connection charges provided for in Sections 1402.03 through 1402.07 hereof shall be paid to the County Treasurer and shall be kept in a separate and distinct fund to be known as the Portage County Regional Sewer District Revenue Fund (Fund 5200) and shall be used only in accordance with the provisions of Section 6117.02, of the Ohio Revised Code, including the payments, if any, required to be made to the Ohio Water Development Authority.

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**Section 1402.10 Special Rates**

- A. Blackhorse Area: A special rate for the Blackhorse South Sewer Service Area (RV-0 98-100) as provided by grant conditions for this Project will be adopted as follows:
1. The Blackhorse service area shall be defined to be the same as described as the Blackhorse South Sewer Assessment boundaries established in Resolution 00-993, duly adopted on December 26, 2000.
  2. All existing residences, businesses and institutions in the Blackhorse Service area shall pay a residential equivalent tap in charge equal to 1 trunk and 1 plant unit at the rate in effect plus the capital surcharge.
  3. Delinquent payments shall be in accordance with section 7 (Charges and Certification) of Resolution 00-993 or the then current rate resolution.
  4. All future customers in the Blackhorse Service Area without existing onsite systems as of January 1, 2001, are required to pay the then current normal front foot, trunk and plant charges as part of their normal sewer permit process.
  5. Resolution 01-276 establishes a capital surcharge of \$30.60 per equivalent residential unit per quarter or until a total amount of \$612.00 per residential equivalent unit is paid, (in place of normal front foot charges) for existing residential businesses and institutions in the Blackhorse Service Area.

**Section 1402.11 Charges and Certification**

- A. Connection Charges – Installments

Connection charges to be paid in installments pursuant to a separate resolution adopted by the Board under Section 1402.02 shall be due and payable within 21 days after the quarterly billing date.

If an installment is not paid when due on any two consecutive occasions, the Board may, by notice in writing to the applicant, or his successor, declare the unpaid balance of the connection charges

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to be due and payable immediately as an additional installment then due and owing in that quarter. Upon such declaration such additional installment shall become due and payable, provided that the applicant, or his successor, may cure such default and the acceleration of the additional installment by paying within 21 days of such declaration the two quarterly installments then due and the carrying charges hereon, together with the penalty applicable thereto.

In the event such default is not cured by such payment within the specified period, the installments that are delinquent, together with any unpaid carrying charges, and the balance of the connection charges, all of which shall be due and payable by reason of such declaration, shall be certified by the Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charges shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

- END OF ITEM -

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**ITEM 1403 – REQUIRING PERMITS FOR CONNECTIONS TO THE WATER  
SYSTEMS OWNED BY THE PORTAGE COUNTY REGIONAL SEWER DISTRICT,  
FUND 5400**

**Section 1403.01 Permits Required**

No person, corporation, political subdivision, partnership or association whatsoever shall connect, reconnect or alter the size of a connection to the Water System for any building, or other structure, connected either directly or indirectly, without first securing a permit for such purpose in a form prescribed by the County Sanitary Engineer.

The aforementioned permit and connection charges shall not be applicable to property owned by Portage County nor shall it be applicable in the event of a connection to the Project to provide a supply of water to another political subdivision of the State of Ohio which shall be subject to the terms of an agreement with such political subdivision pursuant to Section 6103.21 of the Ohio Revised Code or other applicable sections thereof.

**Section 1403.02 Payment of Charges**

**A. Payment**

The applicant for the permit required by Section 1403.01 shall deposit cash, check or money order payable to the County in the amount of the connection charge determined in accordance with the provisions of Sections 1403.03 through 1403.04.

The County Sanitary Engineer or his duly authorized agent shall not issue a permit for the purpose described in Section 1403.01 until such payment has been received, or has Board approval for installment payments.

**B. Installment Payments**

1. The applicant may make installment payments provided that the applicant for such permit submits a written request to the Board requesting that such connection charge be paid in installments.
2. A request for installment payment of the connection charges shall include all of the following:

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 12/18/2012  
Resolution: 12-1138  
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- 
- a. A description of the property to be served by such connection.
    - b. The name of the owner of record of such property.
    - c. The recording references under which such owner acquired title to the property.
    - d. The time period requested.
  3. If the Board determines that the granting of such request would be equitable, such request shall be approved and the Board shall, in a resolution approving such request, establish the period of time over which such installments shall be paid, the rate of interest to be paid, the manner and place of payment of such installments, the security of assured payment of all such installments, and the identification of property.
    - a. The Board shall also direct the Sanitary Engineer to certify to the County Auditor such information as will identify the parcel of property to be served by the connection, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid.
    - b. The County Auditor shall be directed to record such information in the Sewer Improvement Record for the District provided for by Section 6103.16, Revised Code, and to maintain such record until the connection charges are paid in full.
    - c. In the event the applicant is permitted to pay the connection charges in installments, the permit fees, if any, must be deposited prior to the issuance of any such permit.
  4. Parameters:
    - a. Installment payments may be for a period of 1 to 10 years with no penalty for early payoff of connection charges.
      - i. Except that such period may be for whatever number of years as may be approved by the Board in the case of property owned by Portage County or another political subdivision.
    - b. The interest rate charged for single family residential (owner occupied) installment payment accounts shall be ½ (one half) of the Ohio Water Development Authority



**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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(OWDA) Market Rate Program as of the date of the request.

- c. The interest rate charged for other than single family residential (owner occupied) time payment accounts shall be based on the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.

**Section 1403.03 Demand Unit Charge**

**A. Portage County Regional Sewer District:**

**1. Demand Units:**

The term "demand unit" represents a building, apartment, living unit or other structure, which is connected, directly or indirectly, to the Water System by means of a ¾ inch or larger service line or water meter.

For connections using service lines or water meters, the Demand Unit Charge shall be based on the Equivalent Demand Unit Factor for size of the service line or meter installed or the Sanitary Engineer's calculation of the equivalent number of demand units by the use of accepted Sanitary Engineering practices and Item 1401.

One demand unit equals the equivalent of a single family residence, which is estimated at 400 gallon per day of water.

**2. Demand Unit Charges:**

The Demand Charge shall be calculated as follows: the Demand Units determined under Section 1403.03.A.1 at the Demand Unit Charges listed below or the tables below, **whichever is greater.**

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Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2012</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,586.00</b>
	1"	1.4	\$2,221.00
	1 ½"	2.8	\$4,443.00
	2"	4.2	\$6,662.00
	3"	8.4	\$13,328.00
	4"	14.0	\$22,212.00
	6"	22.4	\$35,539.00
	8"	31.8	\$50,455.00

Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2013</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,634.00</b>
	1"	1.4	\$2,288.00
	1 ½"	2.8	\$4,576.00
	2"	4.2	\$6,862.00
	3"	8.4	\$13,728.00
	4"	14.0	\$22,878.00
	6"	22.4	\$36,605.00
	8"	31.8	\$51,969.00

Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2014</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,683.00</b>
	1"	1.4	\$2,356.00
	1 ½"	2.8	\$4,714.00
	2"	4.2	\$7,068.00
	3"	8.4	\$14,140.00
	4"	14.0	\$23,565.00
	6"	22.4	\$37,703.00
	8"	31.8	\$53,528.00

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2015</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,733.00</b>
	1"	1.4	\$2,426.00
	1 ½"	2.8	\$4,855.00
	2"	4.2	\$7,280.00
	3"	8.4	\$14,564.00
	4"	14.0	\$24,272.00
	6"	22.4	\$38,834.00
	8"	31.8	\$55,134.00

Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2016</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,785.00</b>
	1"	1.4	\$2,499.00
	1 ½"	2.8	\$5,001.00
	2"	4.2	\$7,498.00
	3"	8.4	\$15,001.00
	4"	14.0	\$25,000.00
	6"	22.4	\$39,999.00
	8"	31.8	\$56,788.00

Year	Service Line or Meter Size (inches)	Equivalent Demand Unit Factor	Demand Unit Charge
<b>2017</b>	<b>¾"</b>	<b>1.0</b>	<b>\$1,839.00</b>
	1"	1.4	\$2,575.00
	1 ½"	2.8	\$5,151.00
	2"	4.2	\$7,723.00
	3"	8.4	\$15,451.00
	4"	14.0	\$25,750.00
	6"	22.4	\$41,199.00
	8"	31.8	\$58,491.00

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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3. Local Water Service Charge:

The Local Water Service Charge of local service water line benefit shall apply only to lines subject to reimbursement procedures per the Ohio Revised Code and established by separate county resolutions pertaining to specific water main installations.

B. Streetsboro Sanitary Sewer District No. 4 (for Portage County Owned Water Lines only):

1. Local Water Service Charge:

- a. Residential and Commercial (without fire protection systems): The local service connection charge for single family residential, residential multifamily, and commercial properties shall be at a rate of \$20.00 per front foot.
- b. Residential, Commercial and Industrial: The local service connection charge for: 1) residential multifamily and commercial properties requiring fire sprinkler systems or other site fire protection facilities; or 2) industrial properties, shall be at a rate of \$25.00 per front foot.

2. Front Foot Measurement: Front foot shall mean the benefited frontage of the front foot which either abuts a street or right-of-way or in the case of irregular shaped or corner lots or lots which do not abut upon a street or right-of-way is similarly served as determined by the Sanitary Engineer.

3. Maximum Frontage: Frontage fee for each residential connection shall not exceed 150.00 feet.

4. Streetsboro Service Fees: The local service connection charges outlined herein shall be in addition to the volume connection charge – demand unit and the water tap and curb stop and curb box (service connection) to be collected by the City of Streetsboro, if applicable.

C. Applications for permits submitted to the Water Resources Department prior to December 31 will be honored at the rate of the year of submittal through January 31 of the following year.

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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**Section 1403.04 Fire Demand Unit Charge (Portage County Regional Sewer District Only)**

That in the case of a connection, directly or indirectly, to the Water System for the sole purpose of providing a supply of water for fire protection, there shall be paid to the County an amount, which is the cost of materials provided by the County to effectuate such connection, the cost of related inspection and the direct costs of labor provided by the County with respect to such connection and a fire demand unit charge, all as to be reasonably determined from time to time by the County Sanitary Engineer and approved by the Board and a fire demand unit charge based on the equivalent demand unit factor for the size of the fire line installed.

Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2012	4"	14.0	\$22,212.00
	6"	22.4	\$35,539.00
	8"	31.8	\$50,455.00

Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2013	4"	14.0	\$22,878.00
	6"	22.4	\$36,605.00
	8"	31.8	\$51,969.00

Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2014	4"	14.0	\$23,565.00
	6"	22.4	\$37,703.00
	8"	31.8	\$53,528.00

Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2015	4"	14.0	\$24,272.00
	6"	22.4	\$38,834.00
	8"	31.8	\$55,134.00

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2016	4"	14.0	\$25,000.00
	6"	22.4	\$39,999.00
	8"	31.8	\$56,788.00

Year	Fire Line Size (inches)	Equivalent Demand Unit Factor	Fire Demand Unit Charge
2017	4"	14.0	\$25,750.00
	6"	22.4	\$41,199.00
	8"	31.8	\$58,491.00

**Section 1403.05 Obligation**

The Board and the Sanitary Engineering Department shall not be obligated to the extension of any local service water lines at the rates established herein; nor shall the Board or the Sanitary Engineering Department be obligated to provide capacity that is not available for utilization at the rates established herein.

**Section 1403.06 Water System Revenue Fund**

The connection charges provided for in Sections 1403.03 through 1403.04 hereof shall be paid to the County Treasurer and shall be kept in a separate and distinct fund to be known as the Portage County Regional District Water Revenue Fund (Fund 5400) and shall be used only in accordance with the provisions of Section 6103.02, of the Ohio Revised Code.

**Section 1403.07 Charges and Certification**

**A. Connection Charges – Installments**

Connection charges to be paid in installments pursuant to a separate resolution adopted by the Board under Section 1403.02 shall be due and payable within 21 days after the quarterly billing date.

If an installment is not paid when due on any two consecutive occasions, the Board may, by notice in writing to the applicant, or his successor, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment

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STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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then due and owing in that quarter. Upon such declaration such additional installment shall become due and payable, provided that the applicant, or his successor, may cure such default and the acceleration of the additional installment by paying within 21 days of such declaration the two quarterly installments then due and the carrying charges hereon, together with the penalty applicable thereto.

In the event such default is not cured by such payment within the specified period, the installments that are delinquent, together with any unpaid carrying charges, and the balance of the connection charges, all of which shall be due and payable by reason of such declaration, shall be certified by the Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charges shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

- END OF ITEM -

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**ITEM 1404 – REQUIRING PERMITS FOR CONNECTIONS TO THE SANITARY  
SEWERAGE SYSTEM IN THE STREETSBORO SANITARY SEWER DISTRICT NO. 4,  
FUND 5600**

**Section 1404.01 Permits Required**

No person, corporation, political subdivision, partnership or association whatsoever shall connect, reconnect or alter the size of a connection to a sewer in the District for the purpose of discharging sanitary sewage or industrial waste for any building, or other structure, connected either directly or indirectly, without first securing a permit for such purpose in a form prescribed by the County Sanitary Engineer.

The aforementioned permit and connection charges shall not be applicable in the event of a connection to a sewer in the District by another political subdivision of the State of Ohio which connections shall be subject to the terms of an agreement with such political subdivision pursuant to Section 6117.02, Revised Code, or other applicable provisions of Ohio law.

**Section 1404.02 Payment of Charges**

**A. Payment**

The applicant for the permit required by Section 1404.01 shall deposit cash, check or money order payable to the County in the amount of the connection charge determined in accordance with the provisions of Sections 1404.03 through 1404.07.

The County Sanitary Engineer or his duly authorized agent shall not issue a permit for the purpose described in Section 1404.01 until such payment has been received, or has Board approval for installment payments.

**B. Installment Payments**

1. The applicant may make installment payments provided that the applicant for such permit submits a written request to the Board requesting that such connection charge be paid in installments.
2. A request for installment payment of the connection charges shall include all of the following:



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Sanitary Sewerage System in the Streetsboro  
Sanitary Sewer District No. 4, Fund 5600

- 
- a. A description of the property to be served by such connection.
    - b. The name of the owner of record of such property.
    - c. The recording references under which such owner acquired title to the property.
    - d. The time period requested.
  3. If the Board determines that the granting of such request would be equitable, such request shall be approved and the Board shall, in a resolution approving such request, establish the period of time over which such installments shall be paid, the rate of interest to be paid, the manner and place of payment of such installments, the security of assured payment of all such installments, and the identification of property.
    - a. The Board shall also direct the Sanitary Engineer to certify to the County Auditor such information as will identify the parcel of property to be served by the connection, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid.
    - b. The County Auditor shall be directed to record such information in the Sewer Improvement Record for the District provided for by Section 6117.33, Revised Code, and to maintain such record until the connection charges are paid in full.
    - c. In the event the applicant is permitted to pay the connection charges in installments, the permit fees, if any, must be deposited prior to the issuance of any such permit.
  4. Parameters:
    - a. Installment payments may be for a period of 1 to 10 years with no penalty for early payoff of connection charges.
      - i. Except that such period may be for whatever number of years as may be approved by the Board in the case of property owned by Portage County or another political subdivision.
    - b. The interest rate charged for single family residential (owner occupied) installment payment accounts shall be ½ (one half) of the Ohio Water Development Authority

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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(OWDA) Market Rate Program as of the date of the request.

- c. The interest rate charged for other than single family residential (owner occupied) time payment accounts shall be based on the Ohio Water Development Authority (OWDA) Market Rate Program as of the date of the request.

**Section 1404.03 Local Sewer Service Benefit**

The term "local sewer service benefit" shall represent the local service benefit to be utilized by the property owner. Local service benefit shall be as determined by the County Sanitary Engineer's calculation of the "adjusted front footage" benefiting from the local service sewers (not to exceed 150.00 linear feet per residential connection). Local sewer service benefit connection charges shall be applicable in all cases except for any local service benefit for which an assessment has been levied by the Board pursuant to Section 6117.32, Revised Code and except for benefit from any local service sewers which were constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

Should a property owner be required to install a lateral under a roadway to the edge of the right of way or easement limit then the cost of such lateral construction shall be deducted from the owner's front foot charge if applicable.

**Section 1404.04 Lateral Sewer Connection Unit**

The term "lateral sewer connection unit" shall represent the benefit received from a lateral sewer connection provided or to be provided for direct access for connection to a building or other structure. Lateral sewer connection unit charges shall be applicable to each building or other structure except where:

- A. The property has been assessed for the benefit obtained from the lateral sewer connection pursuant to Section 6117.32, Revised Code; or
- B. The building or other structure is served by lateral sewers which were installed by a developer for such property; or

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- C. Where the lateral sewer service was constructed at the Owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1404.05 Trunk Unit**

The term "trunk unit" represents the volume discharge benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the sewerage trunk system. Trunk unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of trunk units by the use of accepted Sanitary Engineering practices and Item 1401. Trunk unit connection charges shall be applicable in all cases except:

- A. For trunk sewer capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For trunk sewer capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

**Section 1404.06 Plant Unit**

The term "plant unit" represents the volume and/or loading benefit attributable to a single family residential unit which is hereby determined to represent a design flow of 400 gallons per day to the treatment plant. Plant unit connection charges for any building or structure other than a single family residential unit shall be according to the Sanitary Engineer's calculation of the equivalent number of plant units by the use of accepted Sanitary Engineering practices and Item 1401. Plant unit connection charges shall be applicable in all cases except:

- A. For plant capacity to which the property owner is entitled by virtue of an assessment levied by the Board upon the subject property; or
- B. For plant capacity which was constructed at the property owner's expense pursuant to an agreement recognizing such investment with the Board.

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**Section 1404.07 Connection Charges**

For premises tributary to the sewage treatment facilities of the District the connection charge shall be determined according to the sum of the local sewer service benefit, lateral sewer connection unit, trunk unit and plant unit benefits, as outlined in Sections 1404.03 through 1404.06, in accordance with the following rates:

Year	Rate per Local Service	Rate per Lateral	Rate per Trunk Unit	Rate per Plant Unit
2012	\$25.00	\$675.00	\$1,638.00	\$3,175.00
2013	\$25.00	\$675.00	\$1,687.00	\$3,270.00
2014	\$25.00	\$675.00	\$1,738.00	\$3,368.00
2015	\$25.00	\$675.00	\$1,790.00	\$3,469.00
2016	\$25.00	\$675.00	\$1,844.00	\$3,573.00
2017	\$25.00	\$675.00	\$1,899.00	\$3,681.00

Note: Applications for permits submitted to the Water Resources Department prior to December 31 will be honored at the rate of the year of submittal through January 31 of the following year.

**Section 1404.08 Obligation**

The Board and the Sanitary Engineering Department shall not be obligated to the extension of any local service sewers, or lateral sewers at the rates established herein; nor shall the Board or the Sanitary Engineering Department be obligated to provide trunk sewer and/or sewage treatment plant capacity that is not available for utilization at the rates established herein.

**Section 1404.09 Sanitary Sewerage System Revenue Fund**

The connection charges provided for in Sections 1404.03 through 1404.07 hereof shall be paid to the County Treasurer and shall be kept in a separate and distinct fund to be known as the Streetsboro Sanitary Sewer District Revenue Fund (Fund 5600) and shall be used only in accordance with the provisions of Section 6117.02, of the Ohio Revised Code, including the payments, if any, required to be made to the Ohio Water Development Authority.

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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**Section 1404.10 Charges and Certification**

**A. Connection Charges – Installments**

Connection charges to be paid in installments pursuant to a separate resolution adopted by the Board under Section 1404.02 shall be due and payable within 21 days after the quarterly billing date.

If an installment is not paid when due on any two consecutive occasions, the Board may, by notice in writing to the applicant, or his successor, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter. Upon such declaration such additional installment shall become due and payable, provided that the applicant, or his successor, may cure such default and the acceleration of the additional installment by paying within 21 days of such declaration the two quarterly installments then due and the carrying charges hereon, together with the penalty applicable thereto.

In the event such default is not cured by such payment within the specified period, the installments that are delinquent, together with any unpaid carrying charges, and the balance of the connection charges, all of which shall be due and payable by reason of such declaration, shall be certified by the Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charges shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

- END OF ITEM -

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 11/30/2012

Resolution: 12-1071

Adopted: 12/04/2012

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Fixing Charges for the Use of the Sanitary Sewerage System in the Portage County Regional Sewer District, Fund 5200

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**ITEM 1405 – FIXING CHARGES FOR THE USE OF THE SANITARY SEWERAGE SYSTEM IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, FUND 5200**

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**Section 1405.01 Sewer Service Charge**

Sewer service charge means the total charge which is assessed users of the sewage system, and includes user charges and a fixed charge subject to change at any time and from time to time by resolution of the Board, each person, firm or corporation whose premises are served by a connection to the System shall be charged a quarterly sewer service charge determined from time to time as hereinafter set forth.

**Section 1405.02 Sanitary Sewerage System Revenue Fund**

The funds received from the collection of the rates hereinafter provided shall be deposited as received with the County Treasurer who shall keep the same in a separate and distinct fund to the credit of the Portage County Regional Sewer District Revenue Fund (Fund 5200). That subject to the provisions of any indenture authorizing the issuance of County Sanitary Sewer Revenue Bonds for the purpose of improving the sanitary sewer system of the "District", monies in said fund shall be used first for the payment of the cost of the management, maintenance and operation of Sanitary Sewer Service Facilities for the use of which such charges are made and second for the payment of interest or principal of any debt incurred for the construction of such improvements, all in accordance with the provision of Section 6117.02 of the Ohio Revised Code. Any surplus thereafter remaining in such funds may be used for the extension or replacement of such Sanitary Sewer Service Facilities or other enlargements, replacements or extensions of the sanitary sewer system of the "District".

**Section 1405.03 Determination of Service Units for Non-Metered Users**

For the purpose of calculating the charges herein provided for and having given due consideration to the volumes, strength and other characteristics of the sewage emanating from the premises served by the System, it is hereby determined that the uses of such premises shall be assigned the Service Units for non-metered users established under Section 1401.02.

A minimum of one unit shall be utilized for billing charges.

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Effective: 11/30/2012

Resolution: 12-1071

Adopted: 12/04/2012

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Fixing Charges for the Use of the Sanitary Sewerage System in the Portage County Regional Sewer District, Fund 5200

Trailer parks shall be billed in accordance with the equivalency chart in Section 1401.02 unless a flow meter approved by the Portage County Water Resources Department has been installed and is operational. Such metered parks will be billed at the existing commercial rate. Under no circumstances will a park or individual trailer owner be billed less than one unit.

In the case of any uses not described in Section 1401.02, the Sanitary Engineer is authorized to establish the applicable service unit for such premises using generally accepted engineering principles and criteria or until the installation of a water meter.

**Section 1405.04 Charges – County Owned Facilities**

That for the purposes provided in Section 1405.02, there is hereby fixed and charged to each person, firm or corporation whose premises have a connection with the following treatment plant or otherwise discharge sewage, industrial wastes, water or other liquids, either directly or indirectly into such sewer facilities, sewer rates for each service unit, payable and hereinafter provided, in the respective amounts as follows:

A. Quarterly Sewer Service Charge:

1. Zone 2 - Bolingbrook (SH-2), Brimfield (BR-2), Franklin Hills (FR-1), Red Fox (SH-1), Shalersville Township (SH-4), Twin Lakes (FR-2), Western Reserve (N-1), and Mantua Township (M-1) Sewer Service Areas.

The quarterly sewer service charge for single family residential users shall be:

2012	\$112.27
2013	\$114.23
2014	\$116.23
2015	\$118.27
2016	\$120.34
2017	\$122.44

During such period, in the case of non-residential premises serving food (Commercial Food Service), the quarterly sewer

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service charge for 1,000 cubic feet of metered water consumption shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$55.41	\$112.27
2013	\$56.38	\$114.23
2014	\$57.37	\$116.23
2015	\$58.37	\$118.27
2016	\$59.39	\$120.34
2017	\$60.43	\$122.44

In the case of all other non-residential premises (Commercial and Public Authority User) the quarterly sewer service charge shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$43.81	\$112.27
2013	\$44.58	\$114.23
2014	\$45.36	\$116.23
2015	\$46.15	\$118.27
2016	\$46.96	\$120.34
2017	\$47.78	\$122.44

*Zone 2 year begins on December 1 and ends on November 30.*

2. Zone 3 - Atwater Sewer Service Area (AT-1), West Branch Service Area (CH-1) Ravenna Regional Sewer Service Area (RV-O), Fairlane Estates Sewer Service Area (SU-1), Rivermoor Sewer Service Area, (SU-2) and the New Milford Sewer Service Area.

The quarterly sewer service charge for single family residential users shall be:

2012	\$112.27
2013	\$114.23
2014	\$116.23
2015	\$118.27
2016	\$120.34
2017	\$122.44



**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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During such period, in the case of non-residential premises serving food (Commercial Food Service), the quarterly sewer service charge for 1,000 cubic feet of metered water consumption shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$55.41	\$112.27
2013	\$56.38	\$114.23
2014	\$57.37	\$116.23
2015	\$58.37	\$118.27
2016	\$59.39	\$120.34
2017	\$60.43	\$122.44

In the case of all other non-residential premises (Commercial and Public Authority User) the quarterly sewer service charge shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$43.81	\$112.27
2013	\$44.58	\$114.23
2014	\$45.36	\$116.23
2015	\$46.15	\$118.27
2016	\$46.96	\$120.34
2017	\$47.78	\$122.44

3. Randolph Sewer Service Area (RA-3).

The quarterly sewer service charge for single family residential users shall be:

2012	\$94.00
2013	\$95.65
2014	\$97.32
2015	\$99.02
2016	\$100.75
2017	\$102.52

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Effective: 11/30/2012

Resolution: 12-1071

Adopted: 12/04/2012

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During such period, in the case of non-residential premises serving food (Commercial Food Service), the quarterly sewer service charge for 1,000 cubic feet of metered water consumption shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$65.69	\$118.77
2013	\$66.84	\$120.85
2014	\$68.01	\$122.96
2015	\$69.20	\$125.12
2016	\$70.41	\$127.30
2017	\$71.64	\$129.53

In the case of all other non-residential premises (Commercial and Public Authority User) the quarterly sewer service charge shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$54.83	\$118.77
2013	\$55.79	\$120.85
2014	\$56.77	\$122.96
2015	\$57.76	\$125.12
2016	\$58.77	\$127.30
2017	\$59.80	\$129.53

4. Allen Aircraft – Quarterly Sewer Service Charge

In the case of the Allen Aircraft Products Industrial Waste connection, Zone 3, the quarterly sewer service charge shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2012	\$27.63	\$112.27
2013	\$28.11	\$114.23
2014	\$28.61	\$116.23
2015	\$29.11	\$118.27
2016	\$29.62	\$120.34
2017	\$30.13	\$122.44

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**B. Surcharge**

**1. Extra Strength Waste & Excessive Flow Surcharge**

Users that discharge extra strength waste into the sanitary sewer system or exceed original permit design flow to the system shall be surcharged for such flow. The surcharge rate shall be established under Item 1011. The surcharge shall be in conjunction with the Quarterly Sewer Service Charge per Section 1405.04 and Section 1405.05.

**2. Project Construction Surcharge**

**i. Zone 2**

1. Aurora Meadows Surcharge: In addition to the quarterly sewer service charge all residential, commercial, commercial food service and industrial users connected to the Aurora Meadows Sanitary Sewer System (M-1 06-190) will pay a capital surcharge of \$43.45 per equivalent resident unit per quarter for a period of 40 years, ending December 31, 2050.

**ii. Zone 3**

1. Black Horse Surcharge: In addition to the quarterly sewer service charge all existing residences, businesses, and institutions in the Black Horse Service Area will pay a capital surcharge of \$30.60 per equivalent resident unit per quarter until a total amount of \$612.00 per residential equivalent unit is paid, (in place of normal front foot charges). This is due to the availability of Community Development Block Grant and Ohio Public Works Commission (fka "Issue 2") funding. All future customers in the Black Horse Service Area without existing on site systems are required to pay the then current normal front foot, trunk and plant charges as part of their normal sewer permit process.

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2. New Milford Surcharge: In addition to the quarterly sewer service charge all existing residences, businesses, and institutions in the New Milford Service Area will pay a capital surcharge of \$110.00 per equivalent resident unit per quarter until a total amount of \$1760 per residential equivalent unit is paid, (in place of normal front foot, trunk, and plant charges). This is due to the availability of Community Development Block Grant and Ohio Public Works Commission (fka "Issue 2") funding. All future customers in the New Milford Service Area without existing on site systems, are required to pay the then current normal front foot, trunk and plant charges as part of their normal sewer permit process.
  3. Randolph Surcharge: Additionally all residences in the Randolph Service Area will pay a capital surcharge of \$62.25 per equivalent resident unit per quarter for a period of 40 years, ending December 31, 2046. Note: A duplex shall be considered as one residential unit for surcharge purposes only.

C. Fixed Charge

In addition to the amounts calculated in accordance with Section 1405.04, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1405.05 Charges – County Operated Facilities**

There is hereby fixed and charged to each person, firm or corporation owning sewer facilities and using the Portage County Water Resources Lab Facilities, payable as hereinafter provided in the respective amounts per quarter as follows:

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**A. Quarterly Sewer Service Charge:**

**1. Southeast School Sewage Treatment Plant, Zone 3**

The quarterly sewer service charge for services provided by the Water Resources Department shall be:

For the period: Rate Per Quarter:

1-01-2012 to 12-31-2012	\$1,316.35
1-01-2013 to 12-31-2013	\$1,339.39
1-01-2014 to 12-31-2014	\$1,362.83
1-01-2015 to 12-31-2015	\$1,386.67
1-01-2016 to 12-31-2016	\$1,410.94
1-01-2017 to 12-31-2017	\$1,435.63

In addition to the amounts calculated in accordance with the preceding paragraphs, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1405.06**

**Quarterly Billing and Payment of Charges Penalty**

The Water Resources Department shall bill the charges herein provided for at the end of each quarter. The amount billed shall be due and payable within 21 days of being mailed; except those rates applicable to properties owned or leased by political subdivisions, of the State Of Ohio shall be due and payable without penalty no later than the 30th day following the billing date. A penalty equal to 10 percent of the unpaid current billing that has not been received by the close of business on the last day such bill is due and payable without penalty shall be added to the unpaid amount of that bill. The "due date" (the date by which payment may be received without penalty) will be shown on the bill. This penalty may be waived at the discretion of the Sanitary Engineer.

**Section 1405.07**

**Discount Program**

The Portage County Discount Program ("Discount Program") will apply to qualified residential customers. A discount of 10% will be deducted from the sewer charge for qualified residential customers.

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A "qualified residential customer" shall be defined as: (1) an individual who receives sanitary sewer service from Portage County Water Resources Department, and (2) is currently receiving the Homestead Tax Exemption as contained in Section 323.151 of the Ohio Revised Code for the property which the deduction is requested, and (3) is responsible for the payment of the sanitary sewer utility bill.

**Section 1405.08 Effective Date of New Connection**

The effective date of connection to the sanitary sewer system for new building construction shall be the first day of the first month after 90 days has elapsed from the date of lateral installation or the date of occupancy, whichever comes first. If the connection is to an existing building, modular unit, prefab unit or trailer unit the billing shall begin the day of such connection as certified by the County's Sanitary Engineer. Billing shall be prorated from the effective date of connection. If the building (commercial or residential) is on the Portage County Water System, billing starts the date the water is turned on.

**Section 1405.09 Continuing Charge in the Absence of Disconnection**

So long as the premises of a person, firm or corporation are connected to the Sanitary Sewer System, whether occupied or vacant, the applicable charge shall be billed to such user. The effective date of disconnection of a user from the System shall be the day such disconnection is approved by the County's Sanitary Engineer.

An exception to the above paragraph shall be made provided that the premises are also connected to the Portage County Water System and are billed as a Portage County Water Resources retail customer. In such cases, the sewer charge will not be applied if a permit to turn the water off has been purchased and the water for the same premises is shut off. Such services shall remain off until a permit to turn the water on is purchased and water service is restored.

**Section 1405.10 Charges and Certification**

A. Non-Payment Of Charges:

The amount of any charges, as set forth in Section 1405.03 and Section 1405.04, which are not received by the due date shall be certified,

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together with any applicable penalty to the Portage County Auditor, who shall place them upon the real property tax list and duplicate against the property served. Such charges shall be a lien on such property from the date the same are placed upon the real property tax list and duplicate by the County Auditor and shall be collected in the same manner as other taxes. The County also shall have the right in the event of non-payment to collect those delinquent charges, together with any applicable penalty, in a civil action or to discontinue sewer service to the non-paying user's premises or any other premises of that user served by a connection to the System.

**B. Final Certification List:**

The Sanitary Engineer is hereby directed to prepare a final yearly list of delinquent sewer service charges in September of each year which the Board will certify to the Portage County Auditor for collection with real estate taxes.

**Section 1405.11 Leased Premises**

The lessor of any premises, which are served by a connection to the System, shall be liable for payment of the charges billed with respect to the leased premises, together with any penalty relating to the delinquent payment thereof. The County shall have the right to collect those charges and any penalty from the lessor.

**Section 1405.12 Water Meters Required for Non-Residential Users; Flow Meters**

The County Sanitary Engineer requires that each future non-residential user of the System install, at the user's cost, a water meter on its premises to measure its water consumption.

Any current non residential customers (except for trailer parks) that does not have a proper meter installed will be assigned a number of service units (minimum of one) as specified in Section 1405.03 and charged for the service units plus 50%. This additional 50% charge will continue to be charged until the user installs a proper meter. A trailer park without a meter will be billed in accordance with Section 1405.03 without an additional 50% charge.

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Should a customer remove (without approval of the Sanitary Engineer), tamper with or fail to provide reasonable access to the metering system, the bill will be calculated using previous meter readings plus 50% or Section 1405.03 plus 50%, whichever is greater.

In the event the Sanitary Engineer determines, after reasonable investigation and the application of accepted engineering standards, that a portion of the water consumption measured by a water meter installed on a non-residential user's premises does not enter or is not capable of entering the System, then such user may install, at his expense, a separate discharge flow meter measuring to the satisfaction of the Sanitary Engineer applying accepted engineering standards, the volume of wastewater discharged from the user's premises into the System. In the event the Sanitary Engineer determines, after reasonable investigation and the application of accepted engineering standards that the volume of wastewater discharged from a non-residential user's premises into the System exceeds the volume of water consumed by that user as measured by the water meter installed on the user's premises, the Sanitary Engineer may require that user to install, at the user's cost and expense, a separate discharge flow meter to measure the volume of wastewater discharged from that user's premises into the System. Notwithstanding any provision to the contrary contained in these Rules and Regulations, in the event a separate discharge flow meter is installed by a user as herein provided, the user charge to be billed to that user shall be determined on the basis of the volume of wastewater discharged to the user's premises into the System, rather than on the basis of the volume of water consumed as measured by the water meter installed on the user's premises.

**Section 1405.13 Multiple Buildings – One Owner**

Properties that have more than one building that are connected to the sanitary sewer system, exist on the same parcel and have the same county parcel identification number, are metered through one common meter, and have at least one building connected to the county sewer system that is recognized as a commercial building may be combined and billed as one metered account. Such change in property billing shall not take place until such information is verified and a written request for such change in service is received at the office of the Water Resources Department.



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The Portage Airport Condominium Association (PACA) located at the Portage County Regional Airport is permitted to install one common water meter per hanger building owned by PACA to calculate the billing.

This change is subject to periodic review to determine that no change in property status has occurred. If a representative of the Water Resources Department is denied access to verify account status then billing shall be as per Section 1405.12.

**Section 1405.14 Inspection and Meter Readings on Private Property**

The County Sanitary Engineer is hereby authorized and directed to designate personnel within the County's Water Resources Department who shall have the right to enter upon private property to take water meter readings and flow meter readings and composite samples from meters and samples installed thereon. In the event a user of the System refuses to permit authorized County personnel to enter and take such readings and samples, those authorized personnel shall request the assistance of County Sheriff's Department and shall make the inspection accompanied by an officer of the Sheriff's Department. The County Sheriff is hereby required to provide such assistance. After a user's refusal to permit entry of authorized County personnel to take such readings and samples, the County Sanitary Engineer may elect to bill the user a charge as determined and also may terminate the user's sewer service.

**Section 1405.15 Duties of County Sanitary Engineer**

The County Sanitary Engineer is hereby charged with the responsibility for administering and enforcing this Item, classifying users of the system and determining changes that occur in premises or the use thereof which result in changes of user classification or applicable rate. The Sanitary Engineer is hereby authorized to review the operation, maintenance and replacement costs of the system each year for the preceding year and to prepare and review an expense projection for the coming year. This projection shall be prepared in accordance with and based upon generally accepted accounting principles consistently applied and upon an analysis of the operation, maintenance and replacement costs of the system and the covenants of any resolutions, trust indentures or trust agreements pertaining to the system.

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**Section 1405.16 Severability**

This Item is severable and the invalidity of any section, phrase or provision herein shall not affect the validity of any other section, phrase or provision.

- END OF ITEM -

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

Effective: 11/30/2012  
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**ITEM 1406 – FIXING RATES FOR WATER SUPPLIED IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, FUND 5400**

**Section 1406.01 Determining to Fix and Collect Rates**

It is hereby determined and declared to be necessary to fix and collect rates to be charged for every person, firm or corporation in the "District" whose premises are served by such water system and each political subdivision purchasing water in bulk pursuant to an agreement between this Board and such political subdivision.

**Section 1406.02 Water Revenue Fund**

The funds received from the collection of the rates hereinafter provided shall be deposited as received with the County Treasurer who shall keep the same in a separate and distinct fund to the credit of the Portage County Regional Sewer District Water Revenue Fund (Fund 5400). That subject to the provisions of any indenture authorizing the issuance of County Water Revenue Bonds for the purpose of improving the water system of the "District", monies in said fund shall be used first for the payment of the cost of the management, maintenance and operation of Water Service Facilities for the use of which such charges are made and second for the payment of interest or principal of any debt incurred for the construction of such improvements, all in accordance with the provision of Section 6103.02 of the Ohio Revised Code. Any surplus thereafter remaining in such funds may be used for the extension or replacement of such Water Service Facilities or other enlargements, replacements or extensions of the water system of the "District".

**Section 1406.03 Charges**

For the purpose provided in Section 1406.02, there is hereby fixed and charged to each person, firm or corporation, whose premises are served by a water rate to be computed, billed and collected in accordance with the following schedule:

A. Quarterly Water Service Charge:

1. For the Brimfield Water Service Area excluding the Ohio American Water Company and the Rootstown Water Service Company, and for the Shalersville Water Service Area excluding

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the Ohio American Water Company and the Cities of Streetsboro and Aurora, and for the Pines Water Service Area:

For the period:

For the period:	0-1500 Cubic Feet Minimum bill	NEXT 3500 Cubic Feet per Thousand	OVER 5000 Cubic Feet per Thousand
12/01/11 – 11/30/12	\$66.63	\$40.91	\$38.92
12/01/12 – 11/30/13	\$67.80	\$41.63	\$39.60
12/01/13 – 11/30/14	\$68.98	\$42.35	\$40.29
12/01/14 – 11/30/15	\$70.19	\$43.10	\$41.00
12/01/15 – 11/30/16	\$71.42	\$43.85	\$41.72
12/01/16 – 11/30/17	\$72.67	\$44.62	\$42.45

The water rates are hereby fixed thru November 30, 2017.

2. For the Pines Water Service Area (Non-Metered Customers) the minimum quarterly flat rate for non-metered customers shall be billed and collected in accordance with the following schedule:

For the period:	Amount per Unit:
12/01/11 – 11/30/12	\$88.93
12/01/12 – 11/30/13	\$90.49
12/01/13 – 11/30/14	\$92.07
12/01/14 – 11/30/15	\$93.68
12/01/15 – 11/30/16	\$95.32
12/01/16 – 11/30/17	\$96.99

The water rates are hereby fixed thru November 30, 2017.

Note: should a meter be installed at a unit now located within the Pines Service area the rate of billing shall be the same as charged in the Shalersville Water Service Area.

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3. For the Rivermoor Water Service Area, and for the Infirmary Road Water Service Area.

For the period:

For the period:	0-1500 Cubic Feet Minimum bill	NEXT 3500 Cubic Feet per Thousand	OVER 5000 Cubic Feet per Thousand
1/01/12 – 12/31/12	\$66.63	\$40.91	\$38.92
1/01/13 – 12/31/13	\$67.80	\$41.63	\$39.60
1/01/14 – 12/31/14	\$68.98	\$42.35	\$40.29
1/01/15 – 12/31/15	\$70.19	\$43.10	\$41.00
1/01/16 – 12/31/16	\$71.42	\$43.85	\$41.72
1/01/17 – 12/31/17	\$72.67	\$44.62	\$42.45

The water rates are hereby fixed thru December 31, 2017.

**B. Fixed Charge**

In addition to the amounts calculated in accordance with the preceding paragraphs, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1406.04**

**Quarterly Billing and Payment of Charges Penalty**

The Water Resources Department shall bill the charges herein provided for at the end of each quarter. The amount billed shall be due and payable within 21 days of being mailed; except those rates applicable to properties owned or leased by political subdivisions, of the State Of Ohio shall be due and payable without penalty no later than the 30th day following the billing date. A penalty equal to 10 percent of the unpaid current billing that has not been received by the close of business on the last day such bill is due and payable without penalty shall be added to

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the unpaid amount of that bill. The “due date” (the date by which payment may be received without penalty) will be shown on the bill. This penalty may be waived at the discretion of the Sanitary Engineer.

**Section 1406.05 Discount Program**

The Portage County Discount Program (“Discount Program”) will apply to qualified residential customers. A discount of 10% will be deducted from the total water charge for qualified residential customers.

A “qualified residential customer” shall be defined as: (1) an individual who receives water service from Portage County Water Resources Department, and (2) is currently receiving the Homestead Tax Exemption as contained in Section 323.151 of the Ohio Revised Code for the property which the deduction is requested, and (3) is responsible for the payment of the water utility bill.

**Section 1406.06 Water Billing Date**

Billing will begin when the water is turned on at the curb box by an employee of the Water Resources Department.

**Section 1406.07 Charges and Certification**

A. Non-Payment Of Charges.

The amount of any charges, as set forth in 1406.03, which are not received by the due date may be certified, together with any applicable penalty to the Portage County Auditor, who shall place them upon the real property tax list and duplicate against the property served. Such charges shall be a lien on such property from the date the same are placed upon the real property tax list and duplicate by the County Auditor and shall be collected in the same manner as property taxes. The County also shall have the right in the event of non-payment to collect those delinquent charges, together with any applicable penalty, in a civil action or to discontinue water service to the non-paying user's premises or any other premises of that user served by a connection to the System.

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**B. Final Certification List.**

The Sanitary Engineer is hereby directed to prepare a final yearly list of delinquent water service charges in September of each year, which this Board will certify, to the Portage County Auditor for collection with real estate taxes.

**Section 1406.08 Shut Off of Delinquent Account**

In addition to any other remedy available to the County for collection of delinquent water charges, the County Sanitary Engineer is hereby authorized to disconnect any premises with respect to which any water charges have not been paid within a period of 30 days after such charges are due and payable.

**Section 1406.09 Bulk User Rates**

For the purpose provided in Section 1406.02, there is hereby fixed and charged to the Aqua Ohio Water Company, the Rootstown Water Service Company, and the City of Streetsboro, which now purchases water in bulk, a monthly water rate to be computed, billed and collected as follows:

Date Effective:	Per 1,000 cubic feet
January 1, 2012	\$23.61
January 1, 2013	\$24.02
January 1, 2014	\$24.44
January 1, 2015	\$24.87
January 1, 2016	\$25.31
January 1, 2017	\$25.75

In addition to the amounts calculated in accordance with the preceding paragraphs, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1406.10 Aurora User Rates (Per Agreement)**

For the purpose provided in Section 1406.02, there is hereby fixed and charged to the City of Aurora, which now purchased water through a

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twenty year agreement with the County, a monthly water rate to be computed, billed and collected as follows:

Date Effective:	Per 1,000 cubic feet
January 1, 2012	\$23.61
January 1, 2013	\$24.02
January 1, 2014	\$24.44
January 1, 2015	\$24.87
January 1, 2016	\$25.31
January 1, 2017	\$25.75

In addition to the amounts calculated in accordance with the preceding paragraphs, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1406.11 Water Tampering & Non-Access Penalty**

In the event that the water is turned on by anyone other than an employee of the Portage County Water Resources Department billing shall start on the date the service line was installed and the water bill will be prepared using the equivalency chart in Section 1401.02 plus 50%.

Should a water customer, without permission of the Sanitary Engineer, remove, tamper with, or fail to provide reasonable access to the metering system, the bill will be calculated using previous meter readings plus 50% or the equivalency chart in Section 1401.02 plus 50%, whichever is greater.

The Sanitary Engineer/Water Resources Director reserves the right to set and/or change standards pertaining to the installation of water service lines and meters.

**Section 1406.12 Hydrant Water Use & Penalty**

Customers that purchase water from a county owned water hydrant shall be billed at the rate provided in Section 1406.03. All such water rates shall be due and payable within 21 days of being mailed. A penalty in the amount of 10 percent of the current bill shall be added if not received by the due date.



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Effective: 11/30/2012  
Resolution: 12-1071  
Adopted: 12/04/2012  
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Portage County Regional Sewer District,  
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In addition to the amounts calculated in accordance with the above paragraph, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1406.13 Inspection and Meter Readings on Private Property**

The County Sanitary Engineer is hereby authorized and directed to designate personnel within the County's Water Resources Department who shall have the right to enter upon private property to take water meter readings and from meters installed thereon. In the event a user of the System refuses to permit authorized County personnel to enter and take such readings, those authorized personnel shall request the assistance of County Sheriff's Department and shall make the inspection accompanied by an officer of the Sheriff's Department. The County Sheriff is hereby required to provide such assistance. After a user's refusal to permit entry of authorized County personnel to take such readings, the County Sanitary Engineer may elect to bill the user a charge as determined and also may terminate the user's water service.

**Section 1406.14 Duties of County Sanitary Engineer**

The County Sanitary Engineer is hereby charged with the responsibility for administering and enforcing this Item, classifying users of the system and determining changes that occur in premises or the use thereof which result in changes of user classification or applicable rate. The Sanitary Engineer is hereby authorized to review the operation, maintenance and replacement costs of the system each year for the preceding year and to prepare and review an expense projection for the coming year. This projection shall be prepared in accordance with and based upon generally accepted accounting principles consistently applied and upon an analysis of the operation, maintenance and replacement costs of the system and the covenants of any resolutions, trust indentures or trust agreements pertaining to the system.

**Section 1406.15 Severability**

This Item is severable and the invalidity of any section, phrase or provision herein shall not affect the validity of any other section, phrase or provision.

- END OF ITEM -

**RULES AND REGULATIONS GOVERNING THE CONSTRUCTION, MAINTENANCE, OPERATION, USE AND PROTECTION OF SANITARY SEWER SYSTEMS AND THE WATERWORKS SYSTEMS IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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Adopted: 12/04/2012

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Fixing Charges for the Use of the Sanitary Sewerage System in the Streetsboro Sanitary Sewer District No. 4, Fund 5600

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**ITEM 1407 – FIXING CHARGES FOR THE USE OF THE SANITARY SEWERAGE SYSTEM IN THE STREETSBORO SANITARY SEWER DISTRICT NO. 4, FUND 5600**

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**Section 1407.01 Sewer Service Charge**

Sewer service charge means the total charge which is assessed users of the sewage system, and includes user charges and a fixed charge subject to change at any time and from time to time by resolution of this board, each person, firm or corporation whose premises are served by a connection to the System shall be charged a quarterly sewer service charge determined from time to time as hereinafter set forth.

**Section 1407.02 Sanitary Sewerage System Revenue Fund**

The funds received from the collection of the rates hereinafter provided shall be deposited as received with the County Treasurer who shall keep the same in a separate and distinct fund to the credit of the Streetsboro Sanitary Sewer District Revenue Fund (Fund 5600). That subject to the provisions of any indenture authorizing the issuance of County Sanitary Sewer Revenue Bonds for the purpose of improving the sanitary sewer system of the "District", monies in said fund shall be used first for the payment of the cost of the management, maintenance and operation of Sanitary Sewer Service Facilities for the use of which such charges are made and second for the payment of interest or principal of any debt incurred for the construction of such improvements, all in accordance with the provision of Section 6117.02 of the Ohio Revised Code. Any surplus thereafter remaining in such funds may be used for the extension or replacement of such Sanitary Sewer Service Facilities or other enlargements, replacements or extensions of the sanitary sewer system of the "District".

**Section 1407.03 Determination of Service Units for Non-Metered Users**

For the purpose of calculating the charges herein provided for and having given due consideration to the volumes, strength and other characteristics of the sewage emanating from the premises served by the System, it is hereby determined that the uses of such premises shall be assigned the Service Units for non-metered users established under Section 1401.02.

A minimum of one unit shall be utilized for billing charges.

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Trailer parks shall be billed in accordance with the equivalency chart in Section 1401.02 unless a flow meter approved by the Portage County Water Resources Department has been installed and is operational. Such metered parks will be billed at the existing commercial rate. Under no circumstances will a park or individual trailer owner be billed less than one unit.

In the case of any uses not described in Section 1401.02, the Sanitary Engineer is authorized to establish the applicable service unit for such premises using generally accepted engineering principles and criteria or until the installation of a water meter.

**Section 1407.04**

**Charges**

**STREETSBORO SERVICE AREA (ST-4) – INCLUDING SUMMIT COUNTY CONNECTIONS FROM THE CITY OF HUDSON**

That for the purposes provided in Section 1407.02, there is hereby fixed and charged to each person, firm or corporation whose premises have a connection with the Streetsboro Wastewater Treatment Plant or otherwise discharge sewage, industrial wastes, water or other liquids, either directly or indirectly into such sewer facility, sewer rates for each service unit, payable and hereinafter provided, in the respective amounts as follows:

**A. Quarterly Sewer Service Charge:**

The quarterly sewer service charge for single family residential users shall be:

For the period:

2/01/2012 to 1/31/2013	\$97.13
2/01/2013 to 1/31/2014	\$98.83
2/01/2014 to 1/31/2015	\$100.56
2/01/2015 to 1/31/2016	\$102.32
2/01/2016 to 1/31/2017	\$104.11
2/01/2017 to 1/31/2018	\$105.93

During such period, in the case of non-residential premises serving food (Commercial Food Service), the quarterly sewer

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service charge for 1,000 cubic feet of metered water consumption shall be:

For the period:	Per 1,000 Cubic Ft	Minimum Bill
2/01/2012 to 1/31/2013	\$35.70	\$97.13
2/01/2013 to 1/31/2014	\$36.32	\$98.83
2/01/2014 to 1/31/2015	\$36.96	\$100.56
2/01/2015 to 1/31/2016	\$37.61	\$102.32
2/01/2016 to 1/31/2017	\$38.27	\$104.11
2/01/2017 to 1/31/2018	\$38.94	\$105.93

In the case of all other non-residential premises (Commercial and Public Authority User) the quarterly sewer service charge shall be:

	Per 1,000 Cubic Ft	Minimum Bill
2/01/2012 to 1/31/2013	\$30.98	\$97.13
2/01/2013 to 1/31/2014	\$31.52	\$98.83
2/01/2014 to 1/31/2015	\$32.07	\$100.56
2/01/2015 to 1/31/2016	\$32.64	\$102.32
2/01/2016 to 1/31/2017	\$33.21	\$104.11
2/01/2017 to 1/31/2018	\$33.79	\$105.93

In the case of the Shalersville Water Treatment Plant Brine Pump Station the quarterly sewer service charge shall be:

Per 1,000 Cubic Ft      Minimum Bill

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2/01/2012 to 1/31/2013	\$18.59	\$97.13
2/01/2013 to 1/31/2014	\$18.92	\$98.83
2/01/2014 to 1/31/2015	\$19.25	\$100.56
2/01/2015 to 1/31/2016	\$19.58	\$102.32
2/01/2016 to 1/31/2017	\$19.93	\$104.11
2/01/2017 to 1/31/2018	\$20.27	\$105.93

**B. Surcharge**

**1. Extra Strength Waste & Excessive Flow Surcharge**

Users that discharge extra strength waste into the sanitary sewer system or exceed original permit design flow to the system shall be surcharged for such flow. The surcharge rate shall be established under Item 1011. The surcharge shall be in conjunction with the Quarterly Sewer Service Charge per Section 1407.04.

**C. Fixed Charge**

In addition to the amounts calculated in accordance with Section 1407.04, there shall be added a Fixed Charge of \$2.25 to each bill rendered.

**Section 1407.05**

**Quarterly Billing and Payment of Charges Penalty**

The Water Resources Department shall bill the charges herein provided for at the end of each quarter. The amount billed shall be due and payable within 21 days of being mailed; except those rates applicable to properties owned or leased by political subdivisions, of the State Of Ohio shall be due and payable without penalty no later than the 30th day following the billing date. A penalty equal to 10 percent of the unpaid current billing that has not been received by the close of business on the last day such bill is due and payable without penalty shall be added to

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the unpaid amount of that bill. The “due date” (the date by which payment may be received without penalty) will be shown on the bill. This penalty may be waived at the discretion of the Sanitary Engineer.

**Section 1407.06 Discount Program**

The Portage County Discount Program (“Discount Program”) will apply to qualified residential customers. A discount of 10% will be deducted from the sewer charge for qualified residential customers.

A “qualified residential customer” shall be defined as: (1) an individual who receives sanitary sewer service from Portage County Water Resources Department, and (2) is currently receiving the Homestead Tax Exemption as contained in Section 323.151 of the Ohio Revised Code for the property which the deduction is requested, and (3) is responsible for the payment of the sanitary sewer utility bill.

**Section 1407.07 Effective Date of New Connection**

The effective date of connection to the sanitary sewer system for new building construction shall be the first day of the first month after 90 days has elapsed from the date of lateral installation or the date of occupancy, whichever comes first. If the connection is to an existing building, modular unit, prefab unit or trailer unit the billing shall begin the day of such connection as certified by the County's Sanitary Engineer. Billing shall be prorated from the effective date of connection.

**Section 1407.08 Continuing Charge in the Absence of Disconnection**

So long as the premises of a person, firm or corporation are connected to the Sanitary Sewer System, whether occupied or vacant, the applicable charge shall be billed to such user. The effective date of disconnection of a user from the System shall be the day such disconnection is approved by the County's Sanitary Engineer.

**Section 1407.09 Charges and Certification**

A. Non-Payment Of Charges:

The amount of any charges, as set forth in Section 1407.04, which are not received by the due date shall be certified, together with any

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applicable penalty to the Portage County Auditor, who shall place them upon the real property tax list and duplicate against the property served. Such charges shall be a lien on such property from the date the same are placed upon the real property tax list and duplicate by the County Auditor and shall be collected in the same manner as other taxes. The County also shall have the right in the event of non-payment to collect those delinquent charges, together with any applicable penalty, in a civil action or to discontinue sewer service to the non-paying user's premises or any other premises of that user served by a connection to the System.

**B. Final Certification List:**

The Sanitary Engineer is hereby directed to prepare a final yearly list of delinquent sewer service charges in September of each year which this Board will certify to the Portage County Auditor for collection with real estate taxes.

**Section 1407.10 Leased Premises**

The lessor of any premises, which are served by a connection to the System, shall be liable for payment of the charges billed with respect to the leased premises, together with any penalty relating to the delinquent payment thereof. The County shall have the right to collect those charges and any penalty from the lessor.

**Section 1407.11 Water Meters Required for Non-Residential Users; Flow Meters**

The County Sanitary Engineer requires that each future non-residential user of the System install, at the user's cost, a water meter on its premises to measure its water consumption.

Any current non residential customers (except for trailer parks) that does not have a proper meter installed will be assigned a number of service units (minimum of one) as specified in Section 1407.03 and charged for the service units plus 50%. This additional 50% charge will continue to be charged until the user installs a proper meter. A trailer park without a meter will be billed in accordance with Section 1407.03 without an additional 50% charge.

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Should a customer remove (without approval of the Sanitary Engineer), tamper with or fail to provide reasonable access to the metering system, the bill will be calculated using previous meter readings plus 50% or Section 1407.03 plus 50%, whichever is greater.

In the event the Sanitary Engineer determines, after reasonable investigation and the application of accepted engineering standards, that a portion of the water consumption measured by a water meter installed on a non-residential user's premises does not enter or is not capable of entering the System, then such user may install, at his expense, a separate discharge flow meter measuring to the satisfaction of the Sanitary Engineer applying accepted engineering standards, the volume of wastewater discharged from the user's premises into the System. In the event the Sanitary Engineer determines, after reasonable investigation and the application of accepted engineering standards that the volume of wastewater discharged from a non-residential user's premises into the System exceeds the volume of water consumed by that user as measured by the water meter installed on the user's premises, the Sanitary Engineer may require that user to install, at the user's cost and expense, a separate discharge flow meter to measure the volume of wastewater discharged from that user's premises into the System. Notwithstanding any provision to the contrary contained in these Rules and Regulations, in the event a separate discharge flow meter is installed by a user as herein provided, the user charge to be billed to that user shall be determined on the basis of the volume of wastewater discharged to the user's premises into the System, rather than on the basis of the volume of water consumed as measured by the water meter installed on the user's premises.

**Section 1407.12**

**Multiple Buildings – One Owner**

Properties that have more than one building that are connected to the sanitary sewer system, exist on the same parcel and have the same county parcel identification number, are metered through one common meter, and have at least one building connected to the county sewer system that is recognized as a commercial building may be combined and billed as one metered account. Such change in property billing shall not take place until such information is verified and a written request for such change in service is received at the office of the Water Resources Department.



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This change is subject to periodic review to determine that no change in property status has occurred. If a representative of the Water Resources Department is denied access to verify account status then billing shall be as per Section 1407.11.

**Section 1407.13 Inspection and Meter Readings on Private Property**

The County Sanitary Engineer is hereby authorized and directed to designate personnel within the County's Water Resources Department who shall have the right to enter upon private property to take water meter readings and flow meter readings and composite samples from meters and samples installed thereon. In the event a user of the System refuses to permit authorized County personnel to enter and take such readings and samples, those authorized personnel shall request the assistance of County Sheriff's Department and shall make the inspection accompanied by an officer of the Sheriff's Department. The County Sheriff is hereby required to provide such assistance. After a user's refusal to permit entry of authorized County personnel to take such readings and samples, the County Sanitary Engineer may elect to bill the user a charge as determined and also may terminate the user's sewer service.

**Section 1407.14 Duties of County Sanitary Engineer**

The County Sanitary Engineer is hereby charged with the responsibility for administering and enforcing this Item, classifying users of the system and determining changes that occur in premises or the use thereof which result in changes of user classification or applicable rate. The Sanitary Engineer is hereby authorized to review the operation, maintenance and replacement costs of the system each year for the preceding year and to prepare and review an expense projection for the coming year. This projection shall be prepared in accordance with and based upon generally accepted accounting principles consistently applied and upon an analysis of the operation, maintenance and replacement costs of the system and the covenants of any resolutions, trust indentures or trust agreements pertaining to the system.

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IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND  
STREETSBORO REGIONAL SEWER DISTRICT NO. 4**

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**Section 1407.15 Severability**

This Item is severable and the invalidity of any section, phrase or provision herein shall not affect the validity of any other section, phrase or provision.

- END OF ITEM -