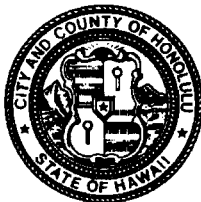


DEPARTMENT OF ENVIRONMENTAL SERVICES
CITY AND COUNTY OF HONOLULU

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DEPUTY DIRECTOR

ROSS S. TANIMOTO, P.E.
DEPUTY DIRECTOR

IN REPLY REFER TO:
WAS 09-231

September 16, 2009

TO: DAVID K. TANOUE, DIRECTOR
DEPARTMENT OF PLANNING AND PERMITTING

FROM: TIMOTHY E. STEINBERGER, P.E., DIRECTOR
DEPARTMENT OF ENVIRONMENTAL SERVICES

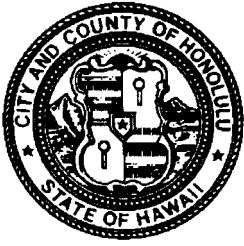
SUBJECT: SUBMETERING PROCEDURES – REVISED

Attached for your information and appropriate dissemination is a copy of revised procedures for ENV's submetering program. Specifically, we have made a change to the number of plans a customer needs to provide during the permitting process.

If you have any questions, please call David Nagamine at extension 3472.

Attachment

cc: Wastewater Customer Service and Investigation Section



DEPARTMENT OF ENVIRONMENTAL SERVICES Submetering Program

CURRENT SEWER CHARGES

Residential users are assessed a sewer service charge consisting of a monthly base charge and a usage charge. The usage charge includes a monthly allowance for the first 2,000 gallons and water use credit for irrigation. Submetering will result in elimination of the irrigation credit.

Non-residential users are assessed sewer service charges based on metered water consumption.

SHOULD YOU SUBMETER?

You determine if submetering will benefit you. Some factors to consider when deciding whether or not to submeter include:

- Cost of the submeter;
- Cost of hiring a licensed plumber to install and segregate the water lines;
- Cost of installing a backflow preventer, if required;
- Time involved in monitoring and submitting the submeter readings;
- Actual savings to you; and
- Cost to obtain a building permit to install the submeter.

Note: *All equipment, installation, maintenance, and associated costs are the responsibility of the user. Carefully assess your situation to insure submetering will result in a benefit to you.*

If you have any questions or need further information, please call the Department of Environmental Services (ENV), Investigation Section, at 768-3327.

SUBMETER APPLICATION PROCESS

All submeter installations require building permits and three (3) copies of plans certified by a licensed civil or mechanical engineer or an architect. After plans have been approved by the Department of Planning and Permitting (DPP) and the building permit issued, one (1) copy of the plans and a copy of the building permit must be submitted to ENV, Investigation Section, located on the 1st floor of the Fasi Municipal Building. DPP and applicant will each keep a copy of the plans for their records.

If you have any questions or need further information regarding building permits, please call Clayton Oku of DPP at 768-8242.

1. Plans must be drawn to scale and include the following:
 - a. Location and layout of proposed submeter(s);

- b. Make, model number and size of proposed submeters;
 - c. Layout of pertinent on-site water system and plumbing fixtures, including the backflow preventer (if required) and primary water meter(s) with the Board of Water Supply (BWS) account number(s) noted; and
 - d. Layout of wastewater collection system.
2. Submeters shall be installed at a location that is readily accessible, visible and reasonably free of hazards. No submeter shall be installed between the BWS meter and any required BWS backflow preventer.
 3. The following statement, signed and dated by licensed engineer or architect, shall be made a part of the plans: "I certify that all the information shown has been personally verified and is true and accurate." An engineer/architect stamp must be affixed to the plans.
 4. Any required changes and clarifications are to be incorporated and resubmitted.

IMPLEMENTATION PROCESS

1. Sewer service charge will be based on the submeter readings, the BWS meter readings and prevailing rates.
2. It is the service holder's responsibility to submit submeter readings. If deemed necessary, City investigators will monitor submeter readings.
3. The submeter shall be maintained in accordance with the manufacture's instructions. If required by the City, the user will calibrate the submeter. All maintenance and calibration expenses are the responsibility of the user.
4. To receive credit for submetered water usage, readings must be reported in a timely manner, either monthly or bi-monthly, depending on your BWS billing cycle. Failure to report the submeter reading will result in the service holder being billed sewer charges without credit for that period. When readings are submitted, service holder will receive full credit on the next bill. Non-submittal of submeter reading does not relieve the service holder from full payment of sewer bill.
5. Failure by the service holder to report submeter readings on a regular basis over an extended period may result in expulsion from the submeter program.
6. Access to submeter(s) shall be permitted to City investigators upon request.
7. The user shall notify the City of any changes to the premises that affect the approved submetering scheme and submit amended copies of plan(s) for approval.
8. Submeter readings are to be reported by phone (768-3327), by fax (768-3341), or by email to: (envsubmeters@honolulu.gov). Include name, phone number, address of the property, designated WWM account number, date submeter was read, and the name as it appears on the water bill.