



COMPLIANCE SERVICES DIVISION

SEWER USE CUSTOMER APPLICATION FORM INSTRUCTION SHEET

The Metropolitan Sewer District of Greater Cincinnati (MSD) is required to survey its non-domestic users or non-Residential Users to determine if and how they are regulated, managed and/or permitted. Some facilities may be required to obtain and/or periodically renew a Wastewater Discharge Permit. Information from this application will be used to determine the type of operations performed at your facility and if additional information or an inspection is required for your facility. Instructions for completing this form are given below. Failure to file a Sewer Use Customer Application may be a violation of Article XV of the Metropolitan Sewer District Rules and Regulations and may subject the violator to enforcement action. Below you will find instructions about how to complete the registration form.

1. Please print or type the Sewer Use Customer Application form.
2. The Sewer Use Customer Application screens all MSD Industrial and Commercial customers. Answer all questions carefully. If there is doubt about the appropriate response to a question, write “unsure” or “information not available.” In some cases, the questions may be answered by a simple check mark.
3. Enclose any plans, drawings, detailed explanations, or analytical data which you believe are helpful or relevant. Please identify all additional sheets by labeling them with the section and item numbers they coordinate with (i.e. Section E, Item 1).
4. Be sure that the Application is signed by a Duly Authorized Representative with the authority as described in Metropolitan Sewer District Rules and Regulations, Article I (see definitions below).
5. The General Facility Information section of the application requires contact information for your facility. Please note that the “Legal Business Name” is the legal name of your business as registered with the Secretary of State of Ohio (www.sos.state.oh.us). Your “Facility Name” is the name that your facility does business as, such as the name used in signs, logos, and advertisements.
6. The Basic Facility Information section asks about the purpose of the application and the basic facility operations that are present at the facility. Please fill in all applicable information about your facility and enclose a copy of your most recent water bill.
7. Please refer to the [FAQ](#) (Frequently Asked Questions) section online or contact the Compliance Service Division at (513) 557-7000 with questions.
8. A copy of the Sewer Use Customer Application form and other applicable forms, including a link to the Metropolitan Sewer District Rules and Regulations, can be found online at www.msdbg.org under “**Customer Care**”, “**Industrial User Resources**” or use the QR code at the top of this page.

9. Return the completed form to MSD at the address below. If you have questions concerning this application, please contact the Compliance Service Division (513) 557-7000.

The completed application should be sent to: Compliance Service Division
Metropolitan Sewer District of Greater Cincinnati
1600 Gest Street
Cincinnati, Ohio 45204

DEFINITIONS

"Authorized" or "Duly Authorized Representative" of the User.

(1) If the User is a corporation:

- a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is 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 initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established. or actions taken to gather complete and accurate information for individual wastewater or general discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the District.

Commercial User - shall mean any and all users of the wastewater treatment system not otherwise classified.

Industrial User - shall be any user which discharges industrial waste.

Residential User - shall mean any single or two-family housing unit.

Sewer - shall mean any pipe or conduit for conveying wastewater or drainage water.

User - shall mean any person that discharges, causes, or permits the discharge of wastewater into a public sewer.

Wastewater - shall mean a combination of the liquid and water-carried wastes from premises together with any groundwater, surface water, or storm water that may be present.