

**GUIDELINES**  
**FOR THE SUBMITTAL OF THE**  
**ELAPSED TIME (ET) READINGS**  
**FOR NON-UTILITY OWNED (PRIVATE) or OPERATED**  
**SANITARY SEWER PUMP STATIONS**



Prepared by  
**Department of Regulatory and Economic Resources**  
**Division of Environmental Resources Management**  
**RER-DERM**

**Miami-Dade County**

# GUIDELINES FOR THE SUBMITTAL OF THE ET READINGS FOR NON-UTILITY OWNED (PRIVATE) or OPERATED SANITARY SEWER PSs

## INTRODUCTION

These Guidelines will cover the procedures to enter the required ET Readings into the New WEB Application created by RER-DERM for both the Non-Utility Owned or Operated Sanitary Sewer Pump Stations.

At the present, all permitted sanitary sewer pump stations permitted under the **Private Sanitary Operating (PSO) Permit Program** are already submitting the ET Readings via a WEB Application. However, this New version of the ET WEB Application will replace the previous version.

## PROCEDURES

Use the Web Address below to log in to the RER-DERM WEB Application page:

[http://www.miamidade.gov/rer/psu\\_psu\\_et\\_filings/](http://www.miamidade.gov/rer/psu_psu_et_filings/)

To log in you must type in your “**Username**” and “**Password**”. See picture below.

The screenshot shows the login interface for the Sanitary Sewer Pump Stations Elapsed Time Filings application. The page has a blue header with the Miami-Dade County logo. Below the header, there are navigation links for 'Home' and 'Help'. The main content area is titled 'Filing Elapsed Time Readings' and includes a brief description of the application's purpose and its management by the Regulatory and Economic Resources Department's Environmental Resources Management Division. A 'Login' section contains two input fields: 'Username:' and 'Password:'. Two red arrows point to these fields. Below the input fields are 'Login' and 'Clear' buttons, and links for 'Forgot your password?' and 'Change password'.

The **Username** is composed following the format: **XX-XXXXX**.

## **USERNAME**

The first two characters indicate if the PS belongs to a **Utility** or to a **Non-Utility**.

Use “99” for all Non-Utility Owned or Operated pump stations permitted under the PSO Permit Program.

The next five (5) characters of the Username “XXXXX” correspond to the PS name or ID.

The PS name or ID for the Non-Utility PS corresponds to the operating Permit Number, or PSO Number.

For example, the Non-Utility PS permitted under the PSO Permit number 100 will use the Username as “99-00100”. You must add zeros in front of the number to complete the five characters.

If there is more than one Non-Utility PS within the property, you must add the letters A, B, C, etc. at the end of the user name. For example: **99-00100A**, or **99-00100B**, or **99-00100C**, etc.

**Note:** Contact the WPS at (305) 372-6600 if you need further clarification on this issue, or if you are not sure how many Non-Utility PSs are within your property.

## **PASSWORD**

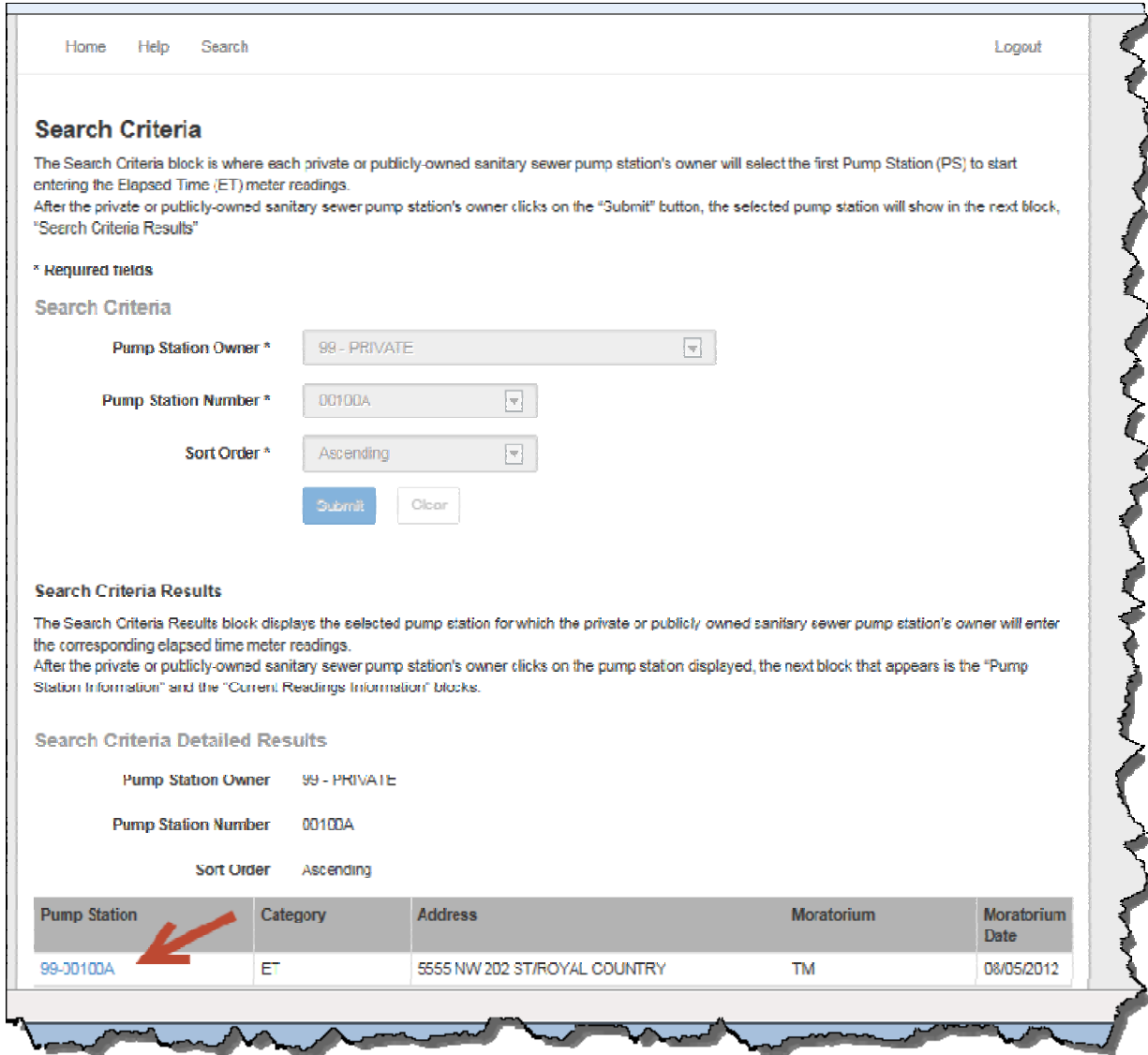
The **Password** for the Non-Utility PSs is defaulted to be exactly the same as the Username. In the sample above, the password is **99-00100**, if it has only one PS. If the property had two PSs, then the corresponding Passwords would be **99-00100A**, for the first PS and **99-00100B** for the second PS within the private property.

**Note:** Since ALL the PSO Permitted facilities are already providing the ET Readings via a WEB Application, the Passwords for ALL the Non-Utility PSs will remain the same in this New version of the WEB Application.

Contact the WPS at (305) 372-6600 if you have not received your Password or you forgot it.

# SEARCH CRITERIA

After you log in, the next screen that will appear is the **Search Criteria** screen. See below.



At the bottom of this screen, you will also find the “**Search Criteria Detailed Results**”, which shows your Non-Utility PS name, for which you will be entering the ET Readings, and the corresponding PS information and current Moratorium Status. The **blue** font denotes a hyperlink.

To enter the ET Readings you must click on the PS Name hyperlink.

See picture next screen below.

**Sanitary Sewer Pump Stations Elapsed Time Filings**

Home Help Search Logout

**Elapsed Time Information**

Note: All electronic submittals are considered original documents and the person and/or corporation submitting the electronic file is considered the corporate official or authorized representative, who shall be responsible for the validity of the information provided.  
The Pump Station Information block displays basic pump station information as well as the list of the elapsed time readings previously entered for the pump station.

**Pump Station Information**

Pump Station 99-00100A  
Address 5555 NW 202 ST/ROYAL COUNTRY  
Category ET  
Class L - LIFT STATION  
Speed Code 1 - SINGLE SPEED  
Single Pump HP 0  
Average Reading 20.05  
Number of Pumps 2

**Previous Readings Information**

Reading Date	Meter 1	Meter 2	Time 1	Time 2	Days in Period	Total Time	Average Reading	Reading Comments	Date Entered
1/1/1858	1.00	1.00	1.00	1.00	0	0.00	0.00	INITIAL ENTRY	7/19/2012 10:38:23 AM

The block “**Previous Readings Information**” shows all the ET Readings entered for the previous months. Here you can also see the corresponding Monthly Average for each month entered.

Below this block you have the boxes where you will enter the ET Readings.

See arrows in the picture below.

**Previous Readings Information**

Reading Date	Meter 1	Meter 2	Time 1	Time 2	Days in Period	Total Time	Average Reading	Reading Comments	Date Entered
1/1/1858	1.00	1.00	1.00	1.00	0	0.00	0.00	INITIAL ENTRY	7/19/2012 10:38:23 AM

This block is where the private or publicly-owned sanitary sewer pump station's owner will enter the new/current elapsed time reading for the reporting month.  
There is one meter box for each meter installed at the pump station.

\* Required fields

**Current Readings Information**

Reading Date \*

Current Readings \*

Reading Comments   
Maximum characters: 100 / Remaining characters: 100

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Each box displays the type of data that needs to be entered. See picture below.

\* Required fields

**Current Readings Information**

Reading Date \*

Current Readings \*

Reading Comments   
Maximum characters: 100 / Remaining characters: 100

**Note:**

1. The type of data inside the boxes is visible only if you are running **Internet Explorer Version 11** or higher.

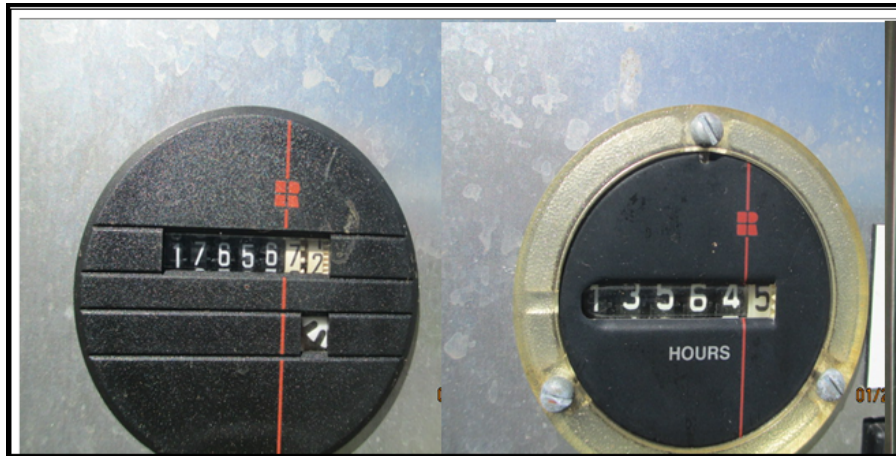
2. The label inside the box indicates the type data that needs to be entered. In this case, the “Current Readings” the boxes says “Meter 1” and “Meter 2”, which refers to the actual ET Meter readings.

In the “Reading Comments” box you may also type comments pertinent to the reading being entered. Use the comments to indicate if a new ET meter was installed, or heavy rains that month, etc.

Select/click the “**Reading Date**” box to enter the reading date. The Reading Date is the actual date when the ET readings were collected/taken from the pump station’s control panel. It can not be the same that you are actually entering the reading. In other words, if the reading was taken today, you must wait until the next day (tomorrow or later) to enter the ET readings.

Select/click the “**Current Readings**” boxes and enter the actual ET meter readings for each pump. The Application will display one box for each ET meter installed, which corresponds to each pump in the wet well. If there are three pumps in the station, the WEB Application will display three (3) boxes. The first box corresponds to ET Meter 1, the second to ET Meter 2, etc.

The readings shall include the decimals as shown in the ET meter. See sample below.



The reading in the left ET meter is **17656.72**

The reading in the right ET meter is **13564.5**

Note that the decimals are normally shown in different color and they could have one decimal or two. See picture above.

Select/click the “Reading Comments” if you wish to enter any specific comment pertinent to the ET reading being entered. Example: *“A new ET meter was Installed on 12/17/2014”*

To SAVE the ET Readings in the WEB Application you must Select/Click the “**Submit**” box. The ET reading will be saved in the WEB Application and also saved automatically in the RER-DERM Database.

**If you are entering multiple Months, you must always enter the oldest reading first.**

## **Closing the WEB Application**

Once you finish entering the ET Readings, or power consumption, you must log off from the application. To log off select/click on the **“Logout”** hyperlink located on the upper right corner of the web page. See picture below.



For any additional questions, or if you require further clarification, about the use of the New ET WEB Application, please contact the WPS staff at (305) 372-372-6600.