

**GUIDELINES**  
**FOR THE SUBMITTAL OF THE**  
**ELAPSED TIME (ET) READINGS**  
**FOR UTILITY OWNED (PUBLIC) 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 THE UTILITYLY OWNED (PUBLIC) 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

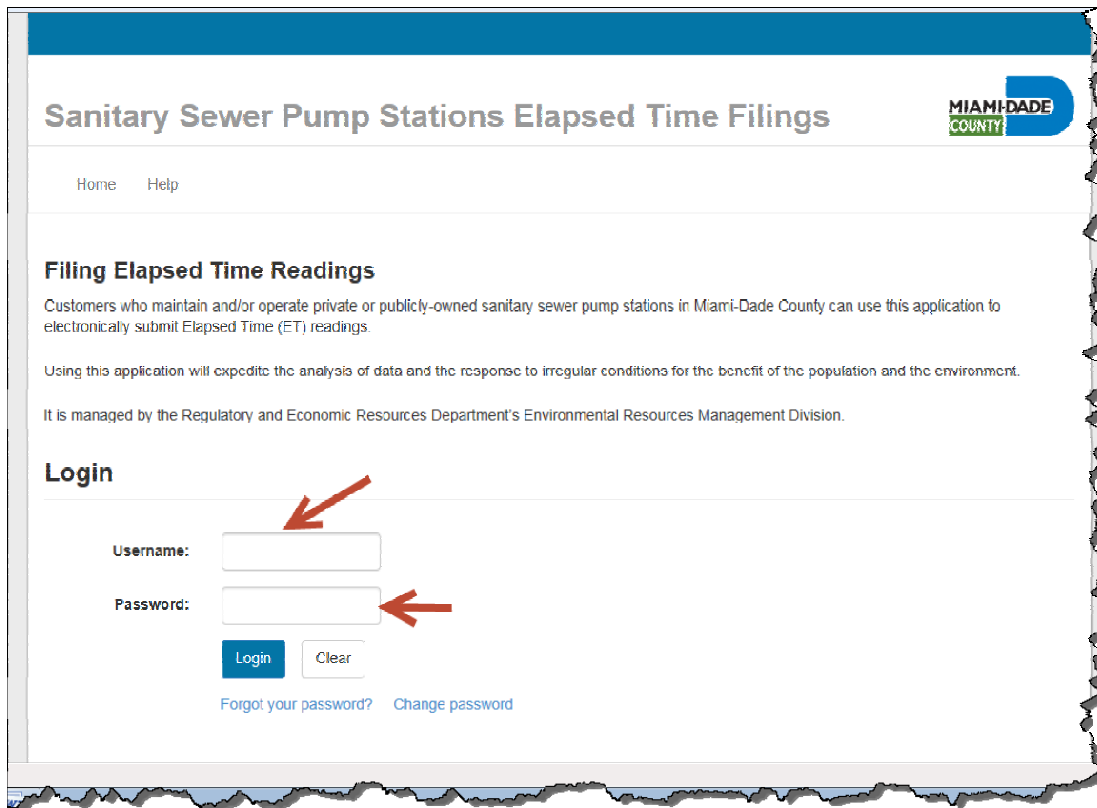
Use the Web Address below to log in to the RER-DERM WEB Application page:

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

To log in you must type your “**Username**” and “**Password**”

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

See arrows in the picture below.



## USERNAME

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

For the Utility Owned, the first two characters must be the two digits that represent the Municipality, according to the Miami-Dade Tax Records. For example "02", "03", "04", etc.

The next five (5) characters "XXXXX" for the Utilities is defaulted to "99999".

For example: 02-99999, 03-99999, 03-99999, 04-99999, etc.

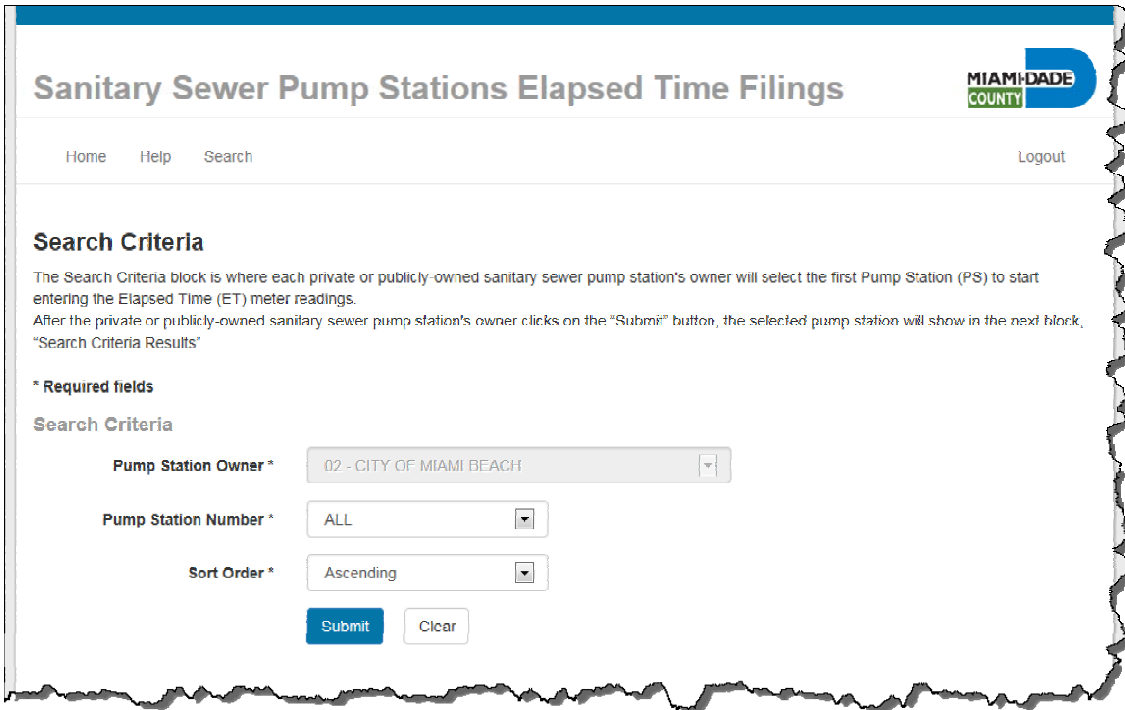
## PASSWORD

The **Password** for the Utility Owned PSs will be assigned and provided by the Wastewater Permitting Section (WPS) staff to each Utility.

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

## SEARCH CRITERIA

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

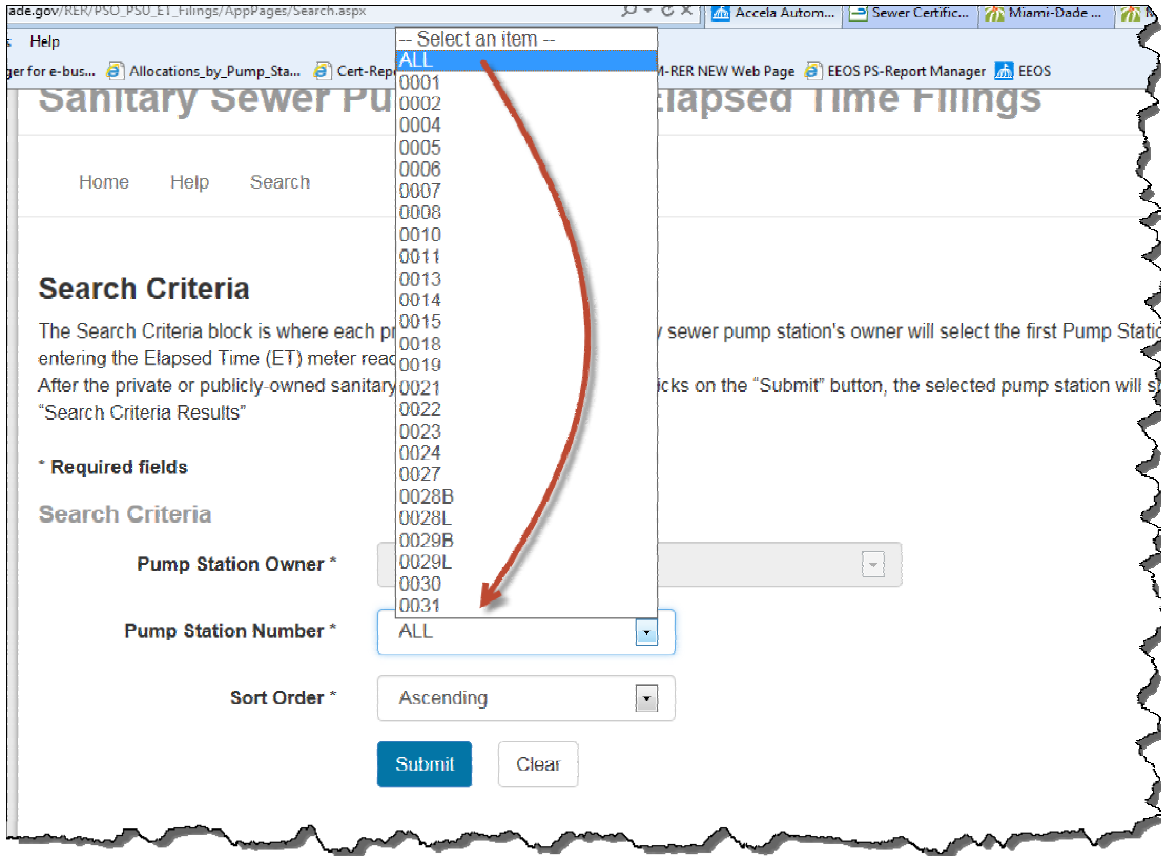


The screenshot shows a web application interface for "Sanitary Sewer Pump Stations Elapsed Time Filings" in Miami-Dade County. The page has a blue header with the title and the Miami-Dade County logo. Below the header is a navigation bar with "Home", "Help", "Search", and "Logout" links. The main content area is titled "Search Criteria" and contains a paragraph explaining the search process. Below this is a section for "Required fields" with three dropdown menus: "Pump Station Owner" (set to "02 - CITY OF MIAMI BEACH"), "Pump Station Number" (set to "ALL"), and "Sort Order" (set to "Ascending"). At the bottom of the form are "Submit" and "Clear" buttons.

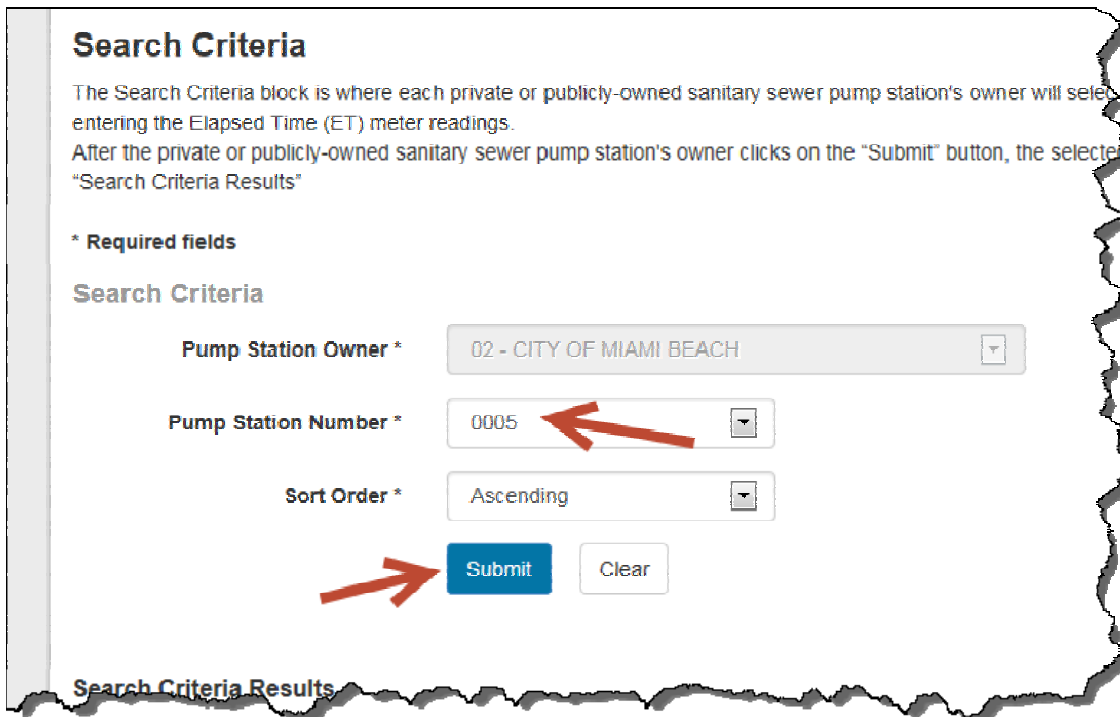
The **“Pump Station Owner”** box displays the Utility Code and Name.

The **“Pump Station Number”** box displays the PSs available for data entry. The **“ALL”** indicates that all the PSs are available. To see the list, you must select/click the arrow inside the box.

See picture below.



Select from the list the PS for which you will be entering the ET Readings. See sample below.



Then select/click on the “**Submit**” box to commit the selection.

The next screen “**Search Criteria Results**” contains a block with the PS selected.

See picture below.

**Search Criteria Results**

The Search Criteria Results block displays the selected pump station for which the private or publicly-owned sanitary sewer pump station's owner will enter the corresponding elapsed time meter readings.

After the private or publicly-owned sanitary sewer pump station's owner clicks on the pump station displayed, the next block that appears is the "Pump Station Information" and the "Current Readings Information" blocks.

**Search Criteria Detailed Results**

**Pump Station Owner** 02 - CITY OF MIAMI BEACH

**Pump Station Number** 0005

**Sort Order** Ascending

Pump Station	Category	Address	Moratorium	Moratorium Date
<a href="#">02-0005</a>	ET	PALM AVE / NORTH COCONUT	OK	01/27/2007

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At the bottom of this screen, you will also find the “**Search Criteria Detailed Results**” block, which shows the Utility PS selected, for which you will be entering the ET Readings, and the corresponding PS information as well as the 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** 02-0005

**Address** PALM AVE / NORTH COCONUT

**Category** CT

**Class** L - LIFT STATION

**Speed Code** 1 - SINGLE SPEED

**Single Pump HP** 5

**Average Reading** 7.34

**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 (Average Reading) 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 contains 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

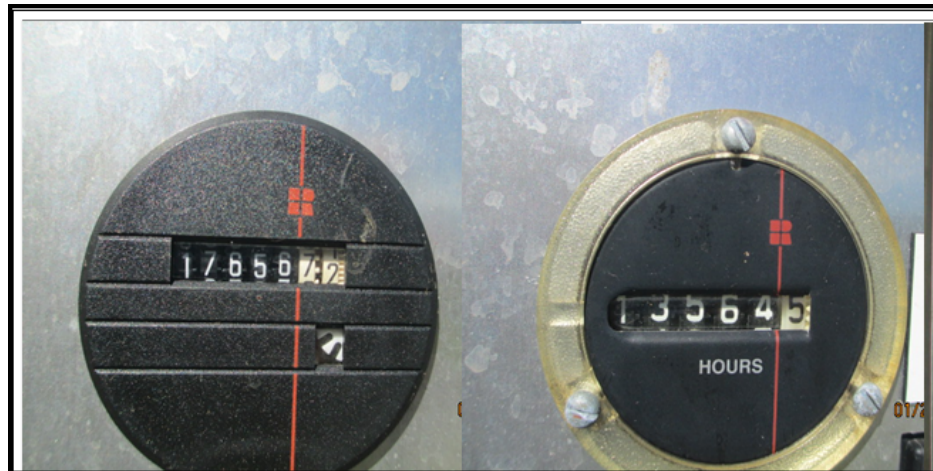
**Note:**

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.

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.

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 as well as saved automatically in the RER-DERM Database.

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

## Variable Speed Pumps

If the Utility has sanitary sewer Pump Stations with Variable Speed or Multi-Speed pumps, the Utility is required to submit Electrical Power Consumption Readings (Kilowatts).

The WEB Application automatically recognizes those PSs and will display only one box specifically for entering the power consumption reading for the PS.

See arrow in the picture below. Notice that there is only one box for the “Current Reading”.

The WEB Application will make the necessary conversion of Power Consumption into the equivalent hours of operating (Monthly Average). The utility is still required to enter the Reading Date, which is the date when the power consumption reading was collected/taken at the Pump Station.

In a few cases, the power consumption readings may need to be adjusted by a factor, depending on the type of power meter installed at the pump station.

**Contact the RER-DERM Wastewater Permitting Section (WPS) staff if you know your data requires having an adjustment.**

See arrow in the picture below.

Single Pump Station

Average Reading 2.74

Number of Pumps 3

Previous Readings Information

Reading Date	Kilowatts	Days in Period	Total Time	Average Reading	Reading Comments	Date Entered
1/1/1858	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

Submit Clear

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\* Required fields

**Current Readings Information**

Reading Date \*

Current Readings \*  ←

Reading Comments

Maximum characters: 100 / Remaining characters: 100

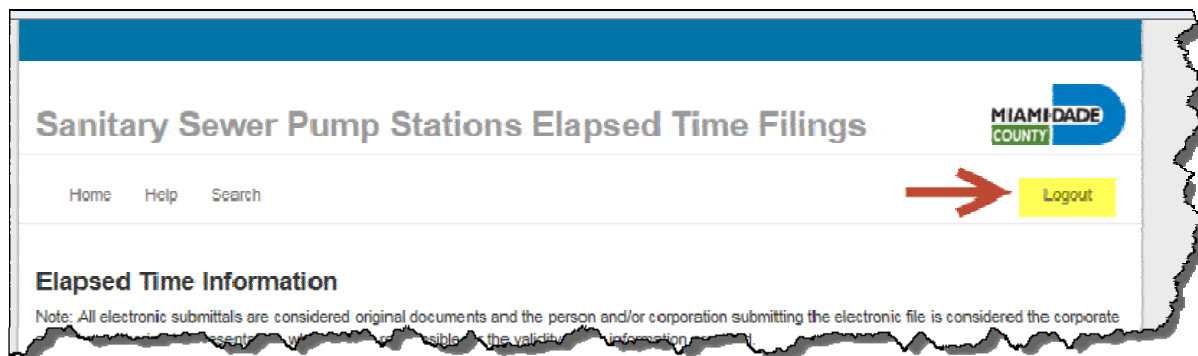
Note that the label inside the box displays the type of data that needs to be entered. In this case, the “Current Reading” the box says “**Kilowatts**”.

The kilowatts reading is taken from the FPL power meter for the Pump Station. If the station is equipped with power meters for each pump, you may use those power readings instead.

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 this month, etc.

## 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.