



Submeter Program Requirements

Program Application

To be eligible to participate in the Bureau of Environmental Services Submeter Program a business must submit a completed [application](#). Reduced charges or credit can only be granted for those operations and processes identified in the application. Reduced charges or credits cannot be granted for wastewater discharges that occurred prior to acceptance into the Submeter Program.

Questions?

Call: 503-823-7856

Email: submeterprogram@portlandoregon.gov

Reporting

Many program participants must report their own submeter readings to Environmental Services using the Submeter Program reporting form. Reports should be emailed to submeterprogram@portlandoregon.gov by their scheduled due date. Failure to report valid reads by the due date will result in a loss of sewer credit for that billing cycle. Reduced charges or credit will not be granted retroactively for a period in which no reports were submitted. A program participant who fails to provide credit meter reads for a period of two months or more may be deemed inactive and removed from the program.

Missed reporting on an account with a discharge submeter is considered a Portland City Code violation and may result in the account being billed for the full amount of water passing through the incoming supply meter and up to three times the incoming supply flow provided by non-City sources.

Program participants making process or site changes that affect meter reads or calculations must notify Environmental Services within 30 days of the process or site change. This includes the replacement or repair of submeters.

Meter Requirements

The property owner is responsible for purchasing, installing, maintaining, and calibrating the private meter and must comply with all provisions in [PCC 17.36.050](#) and [Environmental Services Admin Rule ENB 4.32](#). Meters must be approved by Environmental Services as to type, size, and location before installation.

Basic Meter Requirements:

- All meters must be totalizing meters and register in cubic feet.
- Meters to be read by the Portland Water Bureau must be installed in a standard meter vault with an easily accessible lid and have a non-fogging register.

- All meters must be located in an area that is freely accessible at all times and does not present a danger to City employees as determined by Environmental Services. A remote meter reader may be installed for meters that are difficult to access.
- The owner of a meter must implement a maintenance and calibration program to ensure meter accuracy. The program must be based on the manufacturer’s recommended frequencies. All maintenance and calibration records must be retained and available for review by City personnel.

Meter Types

Credit Meters – Subtracts from Sewer Bill	Charge Meters – Adds to Sewer Bill
Make-Up – Measures water sent to cooling towers and boilers	Discharge – Measures wastewater discharged to the sewer
Irrigation – Measures water sent to landscaping or agriculture	Well – Measures private sources of water that are discharged to the sewer
Product – Measures water sent to a commercial product that does not enter the sewer	Groundwater – Measures groundwater that may be used in processes or discharged to the sewer
	Stormwater – Measures stormwater that must be discharged to the sewer

In circumstances where a physical meter is infeasible to install or may not accurately record flows, Environmental Services may allow a sewer user to propose an alternative method of calculation in lieu of installing submeters. Any alternative methods used for sewer billing must be measurable, verifiable, and approved by Environmental Services.

Administrative and Program Fees

Program participants pay administrative and program fees, which are assessed separately by Portland Water Bureau and Environmental Services, per meter per bill. Fees are established in the annual rate ordinances that go into effect every July 1 and appear on the customer’s sewer/stormwater/water bill. For current fees, go to www.portlandoregon.gov/bes/submeter.

For more information

For questions regarding the Submeter Program, please call 503-823-7856.

Email forms, applications, and other materials to submeterprogram@portlandoregon.gov or send them by mail to City of Portland Bureau of Environmental Services, Attn: Submeter Program, 6543 N. Burlington Ave, Portland, OR 97203

For the complete text of the Submeter Program requirements please see [PCC 17.36.050](#) and [Environmental Services Admin Rule ENB 4.32](#)

The Bureau of Environmental Services is committed to providing meaningful access. To request translation, interpretation, modifications, accommodations, or other auxiliary aids, please call the 503-823-7740, or use Oregon Relay Service: 711.

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