
# SEWER SYSTEM MANAGEMENT PLAN (SSMP)

# for the

# Laguna County Sanitation District

**Updated September 8, 2022**

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## Introduction

The Laguna County Sanitation District is a county sanitation district formed in December 1958 pursuant to the provisions of Health & Safety Code Section 4700 et seq. The County of Santa Barbara Board of Supervisors acts as its ex-officio board of directors. The district serves the Orcutt area including unincorporated portions of Santa Maria.

The district has approximately 129 miles of sewer system, 21 miles of which are trunk sewers. The sewer system ranges in date of installation from 1905 (Orcutt Sanitary District) to the present. The majority of the collection system is located within public roads although there is a certain amount of the system is located off-site from developed areas including portions located along Orcutt (Solomon) Creek.

This Sewer System Management Plan (SSMP) is intended to describe measures for implementation that will formally manage the district's sewer system under the State of California's *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems* (Order No. 2006-0003) as adopted by the State Water Resources Control Board on May 2, 2006 and *Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems* (Order No. WQ 2008-0002-EXEC) as issued by the executive director of the State Water Resources Control Board on February 20, 2008. While agencies responsible for sewer systems, including the Laguna County Sanitation District, have in the past provided for certain levels of maintenance, upkeep, and planning of their sewer systems, the state has implemented these orders to cause uniformity in these activities and to ensure a base level of effort. This plan aids the district in utilizing its resources to achieve the goals of the plan and also demonstrate where improvements can be made. The costs for implementing the SSMP are incorporated into the annual budget. Costs may vary from year to year depending upon contractor costs, new equipment, staffing needs, or consulting services that may be necessary to implement certain parts of the plan.

## I. Goals

The SSMP is intended to:

1. Provide a mechanism to manage, operate, and maintain all portions of the publicly owned portions of the wastewater collection system.

2. Ensure the wastewater collection system has adequate capacity to convey peak flows.

3. Prevent, or at least minimize the frequency and magnitude of sewer overflows.

4. Protect the public and prevent damage to public and private property.

5. Address causes of overflows and implement preventative measures.

6. Comply with statutory and regulatory requirements.

The state mandated SSMP formalizes and enhances the district's past collection system management activities. The statewide permit further implements a uniform approach for all agencies owning sewer systems.

II. Organization

a) Responsible and authorized representatives:

The primary ranking elected officials representing the customers of the Laguna County Sanitation District are the County Supervisors acting as ex-officio members of the board of directors. The Laguna County Sanitation District service territory lies within the Fourth and Fifth Supervisorial Districts.

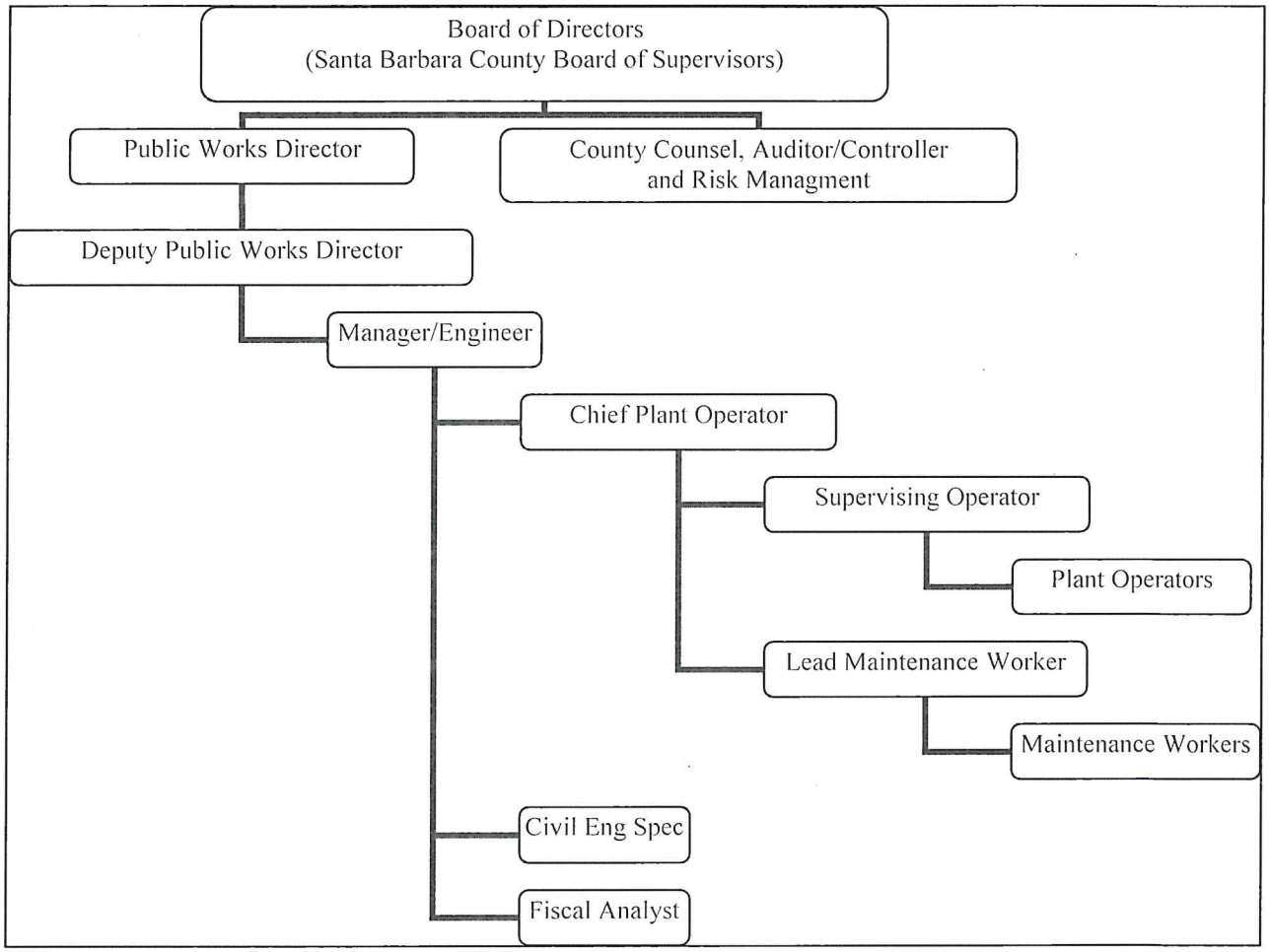
Principal executive officers include the County of Santa Barbara public works director, and the deputy director of the Resource Recovery and Waste Management Division.

Authorized representatives include the department utilities manager, acting as the district manger and engineer, the chief plant operator, and the supervising plant operator (main operator in charge).

b) Names and telephone numbers for management, operational, maintenance, and administrative positions responsible for implementing the SSMP:

| Name | Position | Office/Plant Phone | Cell Phone |
|---|---|---|---|
| Martin Wilder | Manager/Engineer | (805) 803-8755 | (805) 310-1171 |
| Jerry Nichols | Chief Plant Operator | (805) 934-6281 | (805) 310-1163 |
| Jesse Padfield | Supervising Operator | (805) 934-6282 | |
| Kevin Thompson | Civil Engineer Spec | (805) 803-8756 | (805) 310-1160 |
| Angela Arredondo | Fiscal Analyst | (805) 803-8757 | |
| vacant | Finance Office Prof | (805) 803-8754 | |
| Bill Haro | Maintenance, Lead | (805) 934-6282 | |
| Joe Teniente | Maintenance II | (805) 934-6282 | |
| Bryan Masalta | Maintenance I | (805) 934-6282 | |
| Billy Mann | Maintenance II | (805) 934-6282 | |
| Sean Brown | Operator, Grade OIT-I | (805) 934-6282 | |
| Ricardo Contreras | Operator, Grade I | (805) 934-6282 | |
| Jason Farris | Operator, Grade OIT-I | (805) 934-6282 | |
| Curtis Gregory | Operator, Grade III | (805) 934-6282 | |
| Jeff Minyard | Operator, Grade III | (805) 934-6282 | |
| Daniel Cabeza-Ramirez | Operator, Grade I | (805) 934-6282 | |
| Vacant | Operator | (805) 934-6282 | |

Lines of authority are shown in the following organizational chart:




Responsibilities for collection system related activities are distributed as follows:

The manager/engineer and civil engineer are responsible for plan checking new development and establishing conditions for proposed collection systems, manages the capital collection system maintenance and repair projects, and oversees the tracking of maintenance activities.

The chief plant operator is responsible for organizing and tracking the maintenance activities such as flushing, root cutting, CCTV inspection, and other activities as necessary to implement activities of the SSMP. This position assigns work tasks to the lead maintenance worker.

The supervising operator assists the chief plant operator in carrying out the tasks to perform the goals of the SSMP.

Plant operators may assist maintenance worker staff when necessary for job assistance or during emergencies.

The lead maintenance worker receives tasks assigned by the chief plant operator and delegates the tasks amongst the maintenance workers.

Maintenance workers perform the majority of the work associated with the goals of the SSMP including cleaning, CCTV inspection, minor repairs and data collection.

The civil engineer uses the data collected from sewer pipe video inspections to schedule follow up repair or replacement activities.

The fiscal analyst and manager/engineer plan the budget for expenditures for collection system capital improvement projects, materials, equipment, labor, professional services, and training.

c) The chain of communication for the reporting of sewer overflows from receipt of a complaint or other information may follow under two scenarios:

During working hours (daily from 6:30 am through 5:00 pm), the office or plant may be contacted directly either by a member of the public or an agency such as road maintenance staff, the water company, Sheriff's Department, etc. In this scenario district staff responds to the site and takes appropriate action.

Outside of working hours, or if plant personnel cannot be reached, the office phone and plant phone directs the caller to call the collections emergency cell phone (805) 310-2252 carried by maintenance personnel assigned to stand-by duty.

Upon performing the necessary tasks required to put the collection system into proper working order and cleaning the effected areas or facilities, field staff gathers the appropriate information for filling out a sewer overflow report form. The overflow is electronically submitted within the required time frames and to the appropriate agencies. The person routinely responsible for reviewing and submitting overflow reports will be the chief plant operator, but other authorized personnel include the manager/engineer, the supervising operator, and the civil engineer.

## III. Legal Authority

The Laguna County Sanitation District has adopted a sewer use ordinance as written into Chapter 29 of the Santa Barbara County Code. Article I pertains to general topics and Article III specifically pertains to discharge into the Laguna County Sanitation District treatment system. Article II pertains to on-site sewage disposal systems and is administered by a separate administrative authority within the County

of Santa Barbara. In addition, the district has other powers related to sewer systems pursuant to the county sanitation district act as described in Sections 4738-4767 of the Health & Safety Code. Development and design standards must comply with *Engineering Design Standards for the Construction of Sanitary Sewers* as adopted by the district board.

a) The authority to prevent illicit discharges into the collection is found in Sections 29-2, 29-4, 29-5, 29-26 and 29-27 of the County Code.

b) The authority to require sewers and connections to be properly designed and constructed is found in Sections 29-3, 29-7, 29-27, 29-31, and 29-32 of the County Code, the district's *Engineering Design Standards for the Construction of Sanitary Sewers*, and per applicable sections of the California Plumbing Code.

c) The authority to ensure access for maintenance, inspection, and repairs of the publicly owned sewer system is found in Sections 29-23 and 29-35 of the County Code as well as in the district's *Engineering Design Standards for the Construction of Sanitary Sewers*. All laterals extending from a structure to the sewer main are privately owned and maintained per Section 29-27.1 of the County Code.

d) The authority to specifically limit the discharge of fats, oils, and grease is found in Section 29-27 of the County Code.

e) The authority to enforce violations of the sewer use ordinances and to administer penalties is found in Sections 29-22, and 29-24 of the County Code.

These sections of the County Code can be amended as necessary to update or modified to improve the district's ability to manage and protect its collection system.

## IV. Operations and Maintenance Program

The district utilizes several tools and activities in order to operate and maintain the publicly owned sewer system. These include:

a) Collection system map - The collection system map is update periodically to add new systems installed by development. This consists of adding information from tract specific public improvement plans to atlas maps in hard copy and electronic format. Record drawings are kept on file showing developer and district improvements. Atlas maps showing collection system facilities are used for maintenance staff to manage work activities and track work progress. Daily activities are recorded on log sheets kept at the plant and weekly copies at the offices. This information is periodically entered into a database file at the office. Electronic mapping using ArcGIS software is kept on a computer network and is accessible from a GIS/Autodesk computer at the office. The system has been numbered to identify manholes, cleanouts and pipe segments. Observed

discrepancies in the maps by field personnel can be submitted to the office for correction. Four sets of atlas map sets are kept up to date including page replacements as needed. Each page shows includes a date of print or last revised date stamp. To determine potential sewer overflow direction and containment, a storm drain atlas map is also used and updated periodically.

b) O&M activities – The sewer system field maintenance team consists of four personnel. Routine activities by the maintenance workers include the flushing of sewer lines with a goal of cleaning the entire sewer system every two years. Routine priority maintenance areas are cleaned on a more frequent basis such as monthly, quarterly, or biannually. Siphons are maintained quarterly. Off-site manholes that are not accessible by vehicle are spot checked periodically. Lift stations are checked daily. Pipe cleaning and overflow responses are tracked as performance measures. Video inspection to assess system condition is also tracked as a performance measure with a goal of about 12.5 miles per year.

c) Rehabilitation and replacement plan – The district owned collection system is comprised of approximately 129.44 miles of pipeline. Some portions are from three older sanitary districts absorbed by Laguna County Sanitation District. However, the majority of the system has been constructed since 1959. Maintenance worker personnel generally follow cleaning with video inspection in order to facilitate a condition assessment of the sewer system. The list of inspected pipelines grows with each effort and is prioritized based on integrity evaluation. The list is prepared annually and used to derive scopes of work and cost estimates to generate a capital improvement program (CIP) for significant repair or replacement projects. Minor repairs are funded through the district's annual budget while significant projects may need to be budgeted in future years.

d) Training program – Operator and maintenance worker personnel have been field trained in the use of sewer system maintenance equipment. In addition, safety training such as confined space entry, blood borne pathogens, CPR/first aid, traffic control, and hazardous communications is required. Certification of collection system maintenance personnel as collection system operators through the California Water Environment Association (CWEA) is encouraged.

e) Equipment and replacement parts – Sewer system maintenance equipment used by the district includes two jetter/vacuum trucks, a jetter trailer, an easement machine, video truck and push camera. Maintenance of these pieces of equipment is scheduled in the district's work order program. In the event essential equipment is not available, the district provides and receives backup from collection staff with the City of Santa Maria Public Works Department. Back up parts are available for lift stations.

f) Root treatment program – As necessary, the district hires a contractor to apply a root foaming agent to pipes with a history of root intrusion. The goal is to inhibit root growth within the selected sewer pipes. While somewhat useful, the district

has migrated from root treatment to flushing and inspection by obtaining better access for large maintenance vehicles where feasible.

g) Manhole level sensors – Manhole level sensors are installed in key locations. The sensors are designed to alert a stand-by district operator in the event of sewer beginning to back up into the shaft of a manhole. The goal is to eliminate the SSO occurrences by responding to an alarm when the water level surcharges and before release. Periodic maintenance and tests are performed to these sensors to ensure functionality.

## V. Design and Performance Provisions

a) Design and construction standards – The design and construction of sewer pipelines, manholes, and appurtenances are governed by the Laguna County Sanitation District *Engineering Design Standards for the Construction of Sanitary Sewers* last adopted by the district board in 2020.

b) Procedures - Standards for inspection and testing the installation of sewer pipelines, manholes and appurtenances are described in the Laguna County Sanitation District *Engineering Design Standards for the Construction of Sanitary Sewers* as adopted by the district board. Examples of inspection and testing of sewer systems include CCTV review, backfill compaction, pressure testing, mandrel testing, and cleaning before acceptance. Startup testing on mechanical equipment such as lift stations is also required.

## VI. Overflow Emergency Response Plan

The Laguna County Sanitation District has prepared an overflow emergency response plan included as Appendix A that:

a) Includes notification procedures that alert responders.

b) Ensures appropriate response to overflows.

c) Provides for notification to the applicable regulatory agencies and other potentially affected entities.

d) Ensures that staff and contractor personnel are appropriately trained to respond to an overflow and aware of the response plan procedures.

e) Addresses emergency operations such as traffic control, crowd control, securing the work area, etc.

f) Ensures that reasonable steps are taken for overflow containment, stop or prevent discharge to water courses, correct and mitigate impacts to the environment, and monitor overflow effects.

## VII. Fats, Oils, and Grease (FOG) Control Program

The majority of Laguna County Sanitation District customers are residential with approximately 12,600 connections. Of the 369 commercial customers, 39 are restaurants or other food service establishments. FOG control measures such as grease control devices and inspections of applicable commercial facilities including food service establishments, schools, rest homes, car washes, churches, veterinarian offices, and penitentiaries are in place. Industrial permits are in place for two breweries and commercial swimming pools for periodic self-monitoring of effluent water constituents and pre-treatment requirements if necessary.

The federal Clean Water Act requires a formal Pretreatment Program pursuant to 40 CFR 403.8 for Publicly Owned Treatment Works (POTWs) with design flows greater than 5 mgd and receiving wastewater from industrial users discharging pollutants which pass through or interfere with the POTW or as may otherwise be subject to pretreatment standards. The district's current design capacity is 3.7 mgd and there are no industrial customers. However, pretreatment to control fats, oils, and grease is required in the form of a source control program when these substances are determined to cause operational problems. Regulated facilities per Section 1014.0 of the California Plumbing Code (CPC) include commercial food service establishments. Grease control is not mandatory for residential dwelling units. The district's FOG source control program is intended to:

a) Provide for public outreach and education on the proper techniques for FOG disposal. Fliers are included with annual mail outs and door hangers are distributed in areas where grease discharges appear excessive. Commercial establishments involved with food services have been contacted and are routinely inspected for compliance with FOG source control measures. This inspection and compliance program is ongoing.

b) Address the collection and disposal of fats, oil and grease. The proper disposal of these materials involves the collection of the objectionable material from traps and interceptors by contractors and transported to a facility that accepts this waste. Collection and inspections of traps and interceptors is based on a schedule for each facility to ensure that these facilities are properly operated and maintained. A list of contractors and facilities that accept grease can be found at calfog.org.

c) Demonstrate legal authority to prohibit FOG discharges and identify measures to prevent FOG caused blockages. Section 29-26 of the County Code prohibits the discharge of fats, oil, and grease exceeding concentrations of 100 mg/l. Measures to prevent FOG discharges include implementing the control program with appropriate commercial dischargers, managing and tracking the control program, and educating residential customers on the FOG program. Preventative

maintenance of the sewer system is another measure to prevent grease related blockages.

d) Require the use of grease removal devices for certain dischargers. Section 29-27 of the County Code authorizes the district to require grease interceptors and requires the discharger to maintain interceptor equipment. Section 29-28 authorizes the district to require discharge reports and Section 29-28 authorizes the district to require waste discharge permits for users discharging waste described in Section 29-26, which includes FOG discharges. Best management practices (BMPs) for FOG dischargers is provided by site inspectors. District staff or its consultants maintain records and reporting documentation.

e) Provide for the authority to inspect facilities and premises where FOG is generated. This authority is described in Section 29-35 of the County Code. Enforcement and penalties are described in Section 29-24. The district has hired a consultant to conduct the FOG source control program.

f) Identify locations in the sewer system that have excessive discharges of grease or are subject to grease accumulation. These locations are placed on a more frequent maintenance schedule.

g) Develop and implement source control measures. Because any sewer connection has the potential to contribute FOG, notification describing the FOG program is distributed to all customers through mailers annually. Verbal and written communication is provided through site inspections and enforcement actions to all applicable commercial customers. Maintenance activities and effectiveness of the FOG source control program is tracked.

Modifications or additions to current ordinances may be proposed from time to time to further implement a more effective FOG source control program.

## VIII. System Evaluation and Capacity Assurance Plan

The intent of this section of the SSMP is to address sewer overflows that may result from inadequate sewer system capacity. When designing a sewer system, the peak flow must be determined in order to properly size the pipe system. Flow contributions from existing and proposed development in addition to rain driven infiltration and inflow (RDI/I) and groundwater infiltration (GWI) are used to evaluate pipe system capacity. Comparison of service areas, as planned in 1959, appears to include much of the current community plan development overlay, but may not have addressed current development densities. In addition, design standards at the time may have varied. While the district's system to date has not experienced overflows resulting from capacity limitations, evaluations indicate improvement may be necessary in certain locations. A flow model of the entire system was prepared using SewerGEMS software and was used to prepare capacity studies (*Sewer Collection System Master Plan*, dated June 2019 and updated February 2020). The

model evaluates where conveyance deficiencies exist and where deficiencies may occur as a result of development. Elements of the capacity studies included:

a) Evaluation. Existing sewer system pipe line capacity deficiencies based on existing and future development are analyzed. Currently, the existing system has no capacity deficiencies based on existing development. However, future development does pose capacity deficiencies in certain areas. Dry and wet weather flows are calibrated in the sewer model based on historical metered sewer flow data and sewer connection types and counts. Historically, it does not appear that the district sewer system experiences significant RDI/I or GWI problems. Additional studies are planned.

b) Design Criteria. Engineering criteria such as peak flow rates, minimum slope, velocity, and depth to diameter (d/D) criteria, and flow generation rates are established.

c) Capacity Enhancement Measures. Proposed development is anticipated to exceed design capacity in certain areas. Planned development will be conditioned to provide its share in the cost of system improvements which upsize pipes to provide adequate capacity.

d) Schedule. The flow capacity study prepared in 2019 identified areas that may require pipe upsizing or system modifications upon new development. These improvements are planned for further investigation and implementation congruently with developers as a condition of development approval.

## IX. Monitoring, Measurement, and Plan Modifications

An effective SSMP maintains records, monitors activities, plans for emergencies, and measures performance. In addition, the SSMP should be periodically updated to correct deficiencies, add programs, or reprioritize efforts and capital planning. Mechanisms to achieve these actions include:

a) Maintaining information that can be used to focus and prioritize efforts that attempt to eliminate overflows. Examples include pipe cleaning, integrity evaluation, deficiency corrections, FOG control, capacity evaluation and correction, and using design standards for new construction. The planning for costs associated with these efforts affect the ability to prioritize work but unless determined to be an emergency (imminent failure), can be planned over a period of successive fiscal year budget cycles.

b) The measurement of how effective each effort is in preventing overflows. Certain aspects of sewer overflow prevention are considered complete upon onetime implementation. These types of efforts include CCTV inspection and repair/replacement prioritization, I/I testing, and capacity evaluation. Once implemented, the effects of these programs can be compared to the number of

sewer overflows, and the reduction in daily plant flows during rainfall events and high groundwater periods.

c) The assessment of the success of preventative maintenance. Preventative maintenance efforts are those that are recurring such as sewer pipeline cleaning and FOG source control inspections at commercial food service establishments. Tracking of the number of miles of pipeline cleaned per year compared to the number of sewer overflows is one the district currently employs. Tracking the number of FOG source control inspections per year compared to sewer overflows can also be implemented.

d) Updating programs based on performance evaluation. Aspects of certain elements of the SSMP can require periodic adjustments such as repair and replacement prioritization and funding needs.

e) The effectiveness of all efforts to eliminate sewer overflows can be measured based on trending over time. For example, showing a decrease in the number of overflows throughout the entire service territory as well as at specific locations would validate the efforts taken to prevent overflows. Reductions in overflows based on the cause (grease, roots, debris, pipe failure, etc.) would further indicate improvement in the function of the sewer system. Performance measurement based on the number of overflows per year compared to pipeline cleaning is one such way to measure maintenance activities.

## X. SSMP Program Audits

The Laguna County Sanitation District is required under the terms of the Sanitary Sewer Systems WDR to perform periodic audits appropriate to the size of the system and the number of sewer overflows that occur. An audit is generated annually and kept on file. The audit evaluates the effectiveness of the programs implemented and lists tracked performance measures during the reporting period. The audit also indicates what measures and programs have been implemented to demonstrate compliance with the SSMP, identifies completion dates, and addresses deficiencies with recommended corrections. The audit will be performed by the chief plant operator and civil engineer.

Elements of the audit may include a description of record keeping, evidence of staff training and familiarity with the SSMP, listing of proposed actions (number of miles cleaned, completed repair projects, etc.) during the audit period and whether or not those actions were completed, report of performance measures, identification of potential SSMP modifications, and budget considerations.

## XI. Communication Program

The public must be adequately informed of the development, implementation, and performance of the SSMP. The public is defined as the customer receiving district

services. The fact that the SSMP is being implemented pursuant to a state mandated program, namely the SWRCB WDR for Sanitary Sewer Systems (Order No. 2006-0003) is be included in the district's annual rate setting notice. The SSMP, capacity model study, and engineering design standards are posted on the district's website.

# APPENDIX A

# LAGUNA COUNTY SANITATION DISTRICT
# OVERFLOW EMERGENCY RESPONSE PLAN

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# I. AUTHORITY

The Laguna County Sanitation District operates a sewer collection system, wastewater reclamation plant, and an irrigation/reuse distribution system. These activities are regulated by the California Regional Water Quality Control Board - Central Coast Region (RWQCB) pursuant to *Waste Discharge Requirements and Master Reclamation Permit*, Order No. R3-2011-0217, soon to be replaced by General Waste Discharge Requirements Order No. R3-2020-0020 for *Discharges from Domestic Wastewater Systems with Flows Greater than 100,000 Gallons Per Day*. The sewer collection system is regulated by the State Water Resources Control Board (SWRCB) under General Waste Discharge Requirements Order No. 2006-003, *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems* as amended by Order No. WQ 2013-0058-EXEC, which superseded Order No. WQ 2008-0002-EXEC. District powers are described in Section 4700 et seq. of the California Health and Safety Code as well as in Article III of Chapter 29 of the Santa Barbara County Code.

# II. GENERAL

The Overflow Emergency Response Plan (OERP) is designed to ensure that every report of a confirmed sewage overflow is appropriately addressed including the immediate dispatch of the appropriate personnel and equipment so that the effects of the overflow can be minimized and the cause located and corrected in order to put the system back into proper working order. Appropriate response to an overflow will minimize the impacts to public health, beneficial uses and water quality of surface waters, and maintain customer service. The response plan further includes provisions to ensure safety pursuant to the directions provided by the SWRCB, RWQCB, and the Environmental Health Services office of the Santa Barbara County Public Health Department (EHS); and ensures that notification and reporting is made to the appropriate local, state and federal authorities. For the purposes of this plan, the terms sewage spill and sanitary sewer overflow (SSO) are synonymous.

## A. Objectives

The primary objectives of the OERP are to:

- Provide customer service
- Protect district personnel
- Protect private and public property
- Protect the collection system, wastewater treatment facilities and appurtenances
- Protect public health and the environment
- Restore surrounding areas back to normal as soon as possible
- Establish work zones with appropriate traffic control
- Comply with regulatory requirements
- Ensure proper notification to regulatory agencies
- Provide containment and prevent discharge of sewage into surface waters
- To limit district liability and exposure to penalties

## B. Organization of the Plan

The key elements of the OERP are addressed individually as follows:

Section III Overflow Response Procedure
Section IV Public Advisory Procedure
Section V Regulatory Agency Notification Procedure
Section VI Distribution and Maintenance of OERP

### C. Sewer Overflow Tracking

Records on the frequency and location of confirmed sewer overflows are maintained at the Laguna County Sanitation District office. Sewer overflow reports for confirmed SSO's are provided to plant office personnel for entry of data into a state on-line SSO system known as the California Integrated Water Quality System (CIWQS). Information as to location, as well as maintenance, inspection, and overflow history is kept. This information is used by the district engineer, chief plant operator, and supervising plant operator in implementing further corrective actions as well as prioritizing maintenance activities.

## III. OVERFLOW RESPONSE PROCEDURE

The overflow response procedure presents a strategy for Laguna County Sanitation District personnel to mobilize labor, materials, tools and equipment to correct or repair any condition which may cause or contribute to an unpermitted discharge. The plan considers potential system failures that could create an overflow to surface waters, land, or buildings. The sewer overflow and response procedure is as follows:

### A. Receipt of Information Regarding a Sewer Overflow

An overflow may be detected by district employees or by others. The chief plant operator is primarily responsible for receiving phone calls from the public of possible sewer overflows from the wastewater collection system but any staff member may be the initial contact from members of the public or other agencies.

Sewer overflows detected during daytime hours (daily from 6:30 am through 5:00 pm) are reported immediately to the chief plant operator or plant operator in charge. Phone calls made to the office or plant, or after working hours, or if plant staff cannot be reached during working hours, are forwarded to the collections emergency cell phone at (805) 310-2252, which is carried by personnel assigned to stand by duty. Additional staff may be contacted as shown on the call out list included in Attachment A.

The person receiving the telephone call obtains all relevant information available regarding the overflow including:

- Time and date call was received.

- Specific location.
- Whether the overflow is on public or private property.
- Description of problem (blockage, pump station failure, etc.).
- Time possible overflow was noticed by the caller.
- Caller's name and phone number.
- Observations of the caller (odor, duration, back or front of property).
- Potential cause for the overflow.

If essential information is not readily available, an initial response crew will go to the site to complete an assessment. This information is then forwarded to the appropriate personnel for initiating or formalizing the response.

**B. Dispatch of Appropriate Crews to Site of Sewer Overflow**

Upon gathering sufficient data either from a caller or from initial response staff, a complete response crew is mobilized to the site. In some cases, the initial response is sufficient to remedy the problem and in other cases a complete crew is necessary.

1. Dispatching crews and equipment generally involves the following procedure:

   - Responders notify the appropriate supervisorial level staff regarding sewer overflow conditions and field crew locations.
   - Verbal direction is given by the appropriate staff acting in a supervisorial capacity. The acting supervisor determines the appropriate crews, materials, supplies, and equipment needed based on information from the initial contact or response.
   - Dispatchers verify that the entire message has been received and acknowledged by the crews responding to the call. Follow all standard safety practices and communication procedures using cell phones or radios. All employees being dispatched to the site of a sewer overflow proceed immediately to the site of the overflow. Complications in the response that may arise are immediately discussed with the supervisor for resolution.
   - In all cases response crews report their findings, including possible damage to private and public property, to the chief plant operator immediately upon making their investigation.

- Determine if the report of a blockage or overflow is located in a private sewer system.

- Identify if the overflow is a result of a pump station failure. This may be determined by alarm detection or by telephone. Additional response equipment or personnel may be required such as a pump truck, generator or electrician.

- The chief plant operator refers all pertinent information to the next shift, if necessary, including any details of the problems described by customers.

- The chief plant operator receives and conveys to appropriate personnel requests for additional personnel, materials, supplies, and equipment from crews working at the site of a sewer overflow.

- The need for additional traffic control, barricades, or crowd control is also evaluated.

2. Preliminary Assessment of Damage to Private and Public Property

   - District facilities located downstream are inspected for problems and if detected are corrected.

   - If there is an immediate threat to health and property, the district may assist to remediate the problem with other responding entities that may be on site such as the property owner's plumber. The response crews use discretion in assisting the property owner/occupant as reasonably as possible. At that same time, it is noted that the Laguna County Sanitation District must limit its liability for any further damages inflicted to private property during such assistance and make precautionary disclaimers.

   - Information is gathered such as the possible cause, if required backwater devices were in use, types of discharge, and character of waste causing the blockage. Photographs and/or video footage, when possible are taken of the impacted area of the SSO in order to thoroughly document the nature and extent of impacts.

   - Communication with the property owner may include referral to the County Risk Manager's office for cleaning company contacts, accommodation needs, and communication with the property owner's insurance company.

3. Field Supervision and Inspection

   - The supervisor or the sewer investigator who confirmed the sewer overflow inspects the overflow site, if possible, to ensure that provisions of this overflow response plan and other directives are met.

- The supervisor or the sewer investigator is responsible for ensuring that the SSO is reported to the appropriate agencies such as the state Office of Emergency Services (OES), EHS, RWQCB, and any other relevant entities, and that data is entered appropriately into CIQWS within the specified time.

4. Coordination with Hazardous Material Response

- Should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected upon arrival at the scene of a sewer overflow, the sewer investigator or response crew immediately contacts the supervisor for guidance before taking further action.

- Should the supervisor determine or suspect that the site has been contaminated by a hazardous material, the supervisor calls the appropriate response organization. The usual response organizations include the Santa Barbara County Fire Department and a hazardous material recovery contractor on retainer to the County of Santa Barbara Public Works Department. Sewer overflow response personnel will secure the area and wait for the arrival of the hazardous material response team to take over the scene. **It is noted that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can provide the ignition for an explosion or fire should flammable fluids or vapors be present. Safe distances and precautionary practices will be adhered to until assistance arrives.**

- Upon arrival of the County Fire Department or other authorized hazardous material response organization, the sewer investigator or crew takes direction from the person with the lead authority of that team. Only when that hazardous material authority determines it is safe and appropriate for the sewer investigator and sewer maintenance crew to proceed can they address the sewer overflow.

- The procedure for contacting the appropriate response personnel will generally be initiated by calling 911 to reach law enforcement, hazardous material, fire, and medical responders. Specific contact information for certain relevant entities is given in the following:

**HAZARDOUS MATERIAL EMERGENCY RESPONSE**

Santa Barbara County Fire Department:
Hazardous Materials Response Team (805) 686-5062
Buellton Fire Station No. 31
Medical or fire response
Orcutt Fire Station No. 21 (805) 934-6292

California Emergency Management Agency, Office of Emergency Services
(800) 852-7550 or (916) 845-89111

Santa Barbara County Public Health Department Environmental Health Services
Certified Unified Program Agency (CUPA) (805) 681-4927

National Response Center (NRC) (800) 424-8802

Notifying CUPA is not generally necessary as Cal EMA/OES will provide information to CUPA. Other federal, state and local agencies may be involved in the event of an extensive or extreme hazardous material incident. This may include law enforcement, environmental resource agencies, medical facilities, or other emergency related agencies.

If the release poses a significant threat to persons outside the facility, it is required to report the incident to the National Response Center (NRC) under the Emergency Response Planning and Community Right to Know Act (EPCRA).

**HAZARDOUS MATERIAL RECOVERY**

Overflow Recovery Teams

| | |
|---|---|
| Pacific Petroleum | (805) 925-1947 |
| CJSETO Support Services LLC (County contractor) | (805) 644-1214 |
| Stericycle Environmental Solutions | (877) 577-2669 |

| | |
|---|---|
| Public Works Department Safety Officers | (805) 568-3307 |
| | (805) 729-1956 Cellular |
| | (805) 568-3044 |
| | (805) 451-0151 Cellular |

The Hazardous Materials Minor Spill and Release Incident Report Guide that describes procedures and contains reporting forms is included in Attachment B.

## C. Overflow Correction, Containment, or Cleanup

Sewer overflows of various volumes occur from time to time in spite of concerted prevention efforts. Overflows may result from blocked sewers, pipe failures, or mechanical malfunctions among other natural or man-made causes. Laguna County Sanitation District is constantly on alert and ready to respond upon notification and confirmation of an overflow.

Under most circumstances, Laguna County Sanitation District handles all response actions with its own maintenance forces. District staff has the skills, experience and equipment to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system. For example, repair of a force main could require the temporary shutdown of the pump

station and diversion of the flow to an alternate pipeline segment. The bypass must be handled properly in order to prevent problems elsewhere.

Other situations may require the support of private contractors such as when multiple or deep excavations are necessary, especially for open excavations that may exceed one day to complete.

1. Responsibilities of Response Crew Upon Arrival

   It is the responsibility of initial personnel who arrive at the site of a sewer overflow to protect the health and safety of themselves and the public and to mitigate the impact of the overflow to the extent possible. In the event the overflow is not the responsibility of the Laguna County Sanitation District but there is imminent danger to public health, public or private property, or to surface water bodies, Laguna County Sanitation District staff will take prudent emergency action until the responsible party assumes responsibility. Upon arrival at the sewer overflow the response crew:

   - Determines the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.

   - Identifies and requests, if necessary, assistance or additional resources to correct the overflow or to assist in determining the cause.

   - Determines if private property is impacted. If private property is impacted, district staff informs the County Risk Manager for follow up steps such as the use of a private cleaning company.

   - Takes immediate steps to stop the overflow, e.g. relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way).

   - Requests additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

2. Initial Measures for Containment

   Initial measures to contain overflowing sewage and recover to the extent possible all sewage which has already been discharged are employed to minimize impacts to public health and the environment. These measures include:

   - Determining the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, creek bed, etc.

- Identifying and requesting the necessary materials and equipment to contain or isolate the overflow, if not readily available.

- Taking immediate steps to contain the overflow, e.g., block or bag storm drains, recovery through vacuum truck, divert into downstream manhole, etc.

- When possible, acquire data to ascertain to extents of the SSO (flow rate, volume, etc.).

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, temporary portable by-pass pumping operations around the obstruction may be necessary. These measures include:

- Taking appropriate steps to determine the proper size and number of pumps or pumper trucks required to effectively handle the sewage flow.

- Implementing continuous or periodic monitoring of the by-pass pumping or trucking operation as required.

- Addressing regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

Sewer overflow sites are to be thoroughly cleaned after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) may remain. Cleanup procedures include:

- Where practical, thoroughly flushing and cleaning the area of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.

- Securing the overflow to prevent contact by members of the public until the site has been thoroughly cleaned. If posting is required, refer to Section IV.

- Disinfecting and deodorizing the overflow site when appropriate.

- Where sewage has resulted in ponding, pumping the ponded area dry and dispose of the residue in accordance with applicable regulations and policies.

- If a ponded area contains sewage which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life, bleach or other disinfectants are not used and environmental resource agencies are contacted for specific instructions.

- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water body is expected.

## D. Overflow Report

The chief plant operator or the person in charge of the overflow cleanup completes a Sewer Overflow Report as shown in Attachment C. The chief plant operator or the person in charge of the overflow cleanup notifies the appropriate agencies (shown in Attachment A) and district personnel and inputs SSO data into CIWQS within the specified timeframes. Information regarding the sewer overflow includes the following:

- Indication that the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters.

- Indication that the sewage overflow had not reached surface waters. Guidance in characterizing these overflows to include:
  a. Sewage overflows to covered storm drains (with no public access) where personnel verify, by inspection, that the entire volume is contained in a sump or impoundment and where complete cleanup occurs leaving no residue.

  b. Preplanned or emergency maintenance jobs involving bypass pumping if access by the public to a bypass channel is restricted and subsequent complete cleanup occurs leaving no residue (any preplanned bypass under these circumstances will not be considered an overflow).

  c. Overflows where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.

- Determination of the start time of the sewer overflow by one of the following methods:

  a. Date and time information received and/or reported to have begun and later substantiated by a sewer investigator or response crew.

  b. Visual observation of extent of SSO and possible flow rates.

  c. Lift station operational data.

- Determination of the stop time of the sewer overflow by one of the following methods:

  a. When the blockage is cleared or flow is controlled or contained.

b. The arrival time of the sewer investigator or response crew, if the overflow stopped between the time it was reported and the time of arrival.

- Visual observations

  An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

  a. Flow measurement.

  b. Direct observations.

  c. By visual comparison of the overflow with pictures of simulated overflows (Attachment D) with known flow rates.

- Determination of the volume of the sewer overflow:

  a. Measurement of actual overflow from the sewer system with a portable flow meter. Flow in the pipe is measured twice; before and after the pipe is un-clogged. The difference of the flow measurements is used to estimate the rate of the overflow.

  b. When the rates of overflow are known, multiply the duration of the overflow by the flow rate to estimate volume.

  b. When the rates of overflow are not known, investigate the surrounding area for evidence of ponding or other indications of overflow volume based on surface area and depth.

- Photographs of the event, when possible.

- Water quality monitoring for SSOs over 50,000 gallons require water sampling for ammonia and bacterial indicators per Order No. 2013-0058 EXEC, section D.

- Generation of a SSO technical Report for any SSO of 50,000 gallons or more reaching surface waters.

### E. Customer Satisfaction

The supervisor, sewer investigator, or response crew confirming the overflow may follow up in person or by telephone with the reporting party to disclose the cause of the overflow and its resolution.

## IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions Laguna County Sanitation District takes, in cooperation with EHS and the RWQCB to limit public access to areas potentially impacted by overflows of sewage to surface water bodies or the ground from the wastewater collection system.

### A. Temporary Signage

While EHS has authority pursuant the Water Code Section 13271(a)(3) to determine whether public notification is required or not, Laguna County Sanitation District staff will generally post notices for a given time period in the area of an impacted surface water body or ground surfaces that result in the potential for residual exposure to contamination from SSO's. EHS is notified of said postings.

### B. Other Public Notification

Any further public notification deemed necessary by EHS shall be collaborated. The manner for publicizing and posting the area may include the use of scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures such as signs or door hangers.

## V. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures which Laguna County Sanitation District follows to provide formal notice to the appropriate agencies. Mandatory agency notifications pursuant to Order No. WQ 2013-0058-Exec (amended Order No. 2006-0003-DWQ) includes the California Emergency Management Agency (Cal-EMA), formerly known as the California Office of Emergency Services (OES). Subsequent notifications to EHS and the RWQCB are situation dependent. The reporting criteria below explains to whom various forms of notification should be made, and lists agencies/individuals to be contacted.

Agency notifications will be performed in parallel with other internal notifications. The procedures for providing notification to the media of a sewer overflow are presented in Section VI - Media Notification Procedure. Internal notification and mobilization of personnel are detailed in Section III - Overflow Response Procedure.

Using data supplied during the verification process and updates from the response crew, the chief plant operator or the person in charge of the overflow cleanup prepares district's field Sewer Overflow report form. The chief plant operator or the supervising plant operator is responsible for submitting initial and final reports of the SSO to the state's online SSO reporting system (CIWQS). These reports are to be prepared and submitted per required timeframes for verbal, facsimile, and electronic reporting requirements.

### A. Notification

For a Category 1 SSO (see definition below) that is 1,000 gallons or more, the current state permit requires notifying Cal-EMA within two (2) hours of becoming aware of any

such SSO in order to obtain a notification control number. Cal-EMA acts as a clearinghouse, however EHS and the RWQCB may be notified directly depending on the situation. For example, private SSO's are typically directly reported to EHS. The notification procedure is summarized in Attachment A.

Contact information for these agencies are as follows:

Cal-EMA, (800) 852-7550

EHS, (805) 346-8460, fax: (805) 346-8485, after hours: (805) 681-4927

RWQCB, (805) 549-3147, fax: (805) 543-0397

In addition, other federal, state and local agencies may be contacted such as the California Department of Fish and Wildlife (CDFW) to coordinate additional environmental concerns that may arise.

CDFW:
Office of Spill Prevention and Response: (916) 375-8580
Santa Barbara Field Office: (805) 568-1231, fax: (805) 568-1235

### B. Reporting

Monthly electronic reporting to the SWRCB through the California Integrated Water Quality System (CIWQS) has been required since May 2, 2007. This includes monthly reporting of no overflows. Reporting requirements are based on the overflow category.

Category 1 – A discharge of wastewater of any volume that reaches a surface water, a drainage channel tributary to a surface water, or that is not captured from a stormwater system. Draft report due within 3 business days and certification within 15 calendar days. If over 1,000 gallons, notification to Cal-EMA within 2 hours of becoming aware of the SSO.

Category 2 – A discharge of wastewater of 1,000 gallons or more that does not reach a surface water, drainage channel tributary to a surface water, that is fully recovered from a stormwater system. Draft report due within 3 business days and certification within 15 calendar days.

Category 3 – All other discharges. Certification within 30 calendar days from the end of the month in which the SSO occurred.

Private sewer system discharges are typically reported to EHS.

## VI. DISTRIBUTION AND MAINTENANCE OF OERP

Updates to the OERP reflect all changes in policies, procedures, and regulatory requirements.

## A. Submittal and Availability of OERP

Copies of the OERP are provided to the following:

Laguna County Sanitation District – operator and collections staff
Laguna County Sanitation District – office staff
RWQCB – regulatory contact person
EHS – EHS director

## B. Review and Update of OERP

The OERP is periodically reviewed and updated as needed. Reviews may include training of staff. Updates or revisions may be required when new or amended permit criteria is issued, to reflect changes to emergency contact information, or to address changes to noticing or reporting criteria.

# Attachment A

# Laguna County Sanitation District

# Call Out List

# and

# Sewage Spill Report Notification and Other

# Phone Numbers

# UPDATED LIST 08/29/2022

## LAGUNA COUNTY SANITATION DISTRICT
## AFTER HOURS CALL OUT LIST FOR

# SEWER PROBLEMS

## IN THE
## ORCUTT AREA

**Laguna County Sanitation District Plant** **(805) 934-6282**
**Plant hours are daily from 6:30 a.m. to 5:00 p.m.**

*If no response, proceed down this list.*

| | | |
|---|---|---|
| **1.** | **On-Call Sewer Cell Phone** | **(805) 310-2252** |
| **2.** | **On-Call Plant Cell Phone** | **(805) 310-2237** |
| **3.** | Bill Haro | (805) 286-7442 |
| **4.** | Joe Teniente | (805) 863-5171 |
| **5.** | Bryan Masalta | (805) 332-2031 |
| **6.** | Billy Mann | (805) 720-0767 |
| **7.** | Jerry Nichols | (650) 980-7397 |
| **8.** | Jesse Padfield | (805) 720-2596 |
| **9.** | Jeff Minyard | (805) 735-1234 |
| **10.** | Robbie Anderson | (209) 640-2786 |
| **11.** | Curtis Gregory | (805) 260-8036 |
| **12.** | Daniel Ramirez | (805) 944-8670 |
| **13.** | Ricardo Contreras | (805) 249-0043 |
| **14.** | Sean Brown | (805) 266-2487 |
| **15.** | Jasen Farris | (805) 268-2485 |
| **16.** | Kevin Thompson | (619) 415-3744 |
| **17.** | Marty Wilder | (805) 709-7488 |

# AGENCY COTACT AND PHONE NUMBERS
# RESOURCE CONTACT AND PHONE NUMBERS

**Current state permit criteria requires notifying Cal-EMA, within two (2) hours of becoming aware of any Category 1 SSO.**

| AGENCY / COMPANY / LOCATION | CONTACT | PHONE NUMBER | FAX NUMBER |
|---|---|---|---|
| CAL EMA | | (800) 852-7550 or (916) 845-8911 | (916) 845-8910 |
| SB COUNTY ENV HEALTH (EHS) | Kathy Cardiel | Of (805) 346-8462 Ce:(805) 260-4362 | (805) 346-8485 |
| REGIONAL WATER QUALITY CONTROL BOARD (RWQCB) | | (805) 549-3147 | (805) 543-0397 |
| CA DEPT OF FISH & WILDLIFE | | (916) 375-8580 (805) 568-1231 | (805) 568-1235 |
| SB Public Works Safety Officer | Shannon Barcelona | Of (805) 568-3307 Ce (805) 729-1956 | |
| LCSD Manager | Martin Wilder | Of (805) 803-8755 WC (805) 310-1171 | (805) 803-8753 |
| SB Public Works Deputy Director | Leslie Wells | Of (805) 882-3611 Ce (805) 680-5707 | (805) 882-3633 |

| | | | |
|---|---|---|---|
| City of Santa Maria | On-call Phone | (805) 249-0023 | Call in case of truck breakdown or multiple spills |
| | | | |
| | Jr Cell | (805) 249-0067 | |
| Pacific Petroleum | | (805) 925-1947 | |
| Al's Septic Service | | (805) 928-0887 (805) 773-0123 | |
| Clay's Septic & Jetting | | (805) 925-6686 (805) 929-5065 | |
| Speed's | | (805) 925-1369 | |

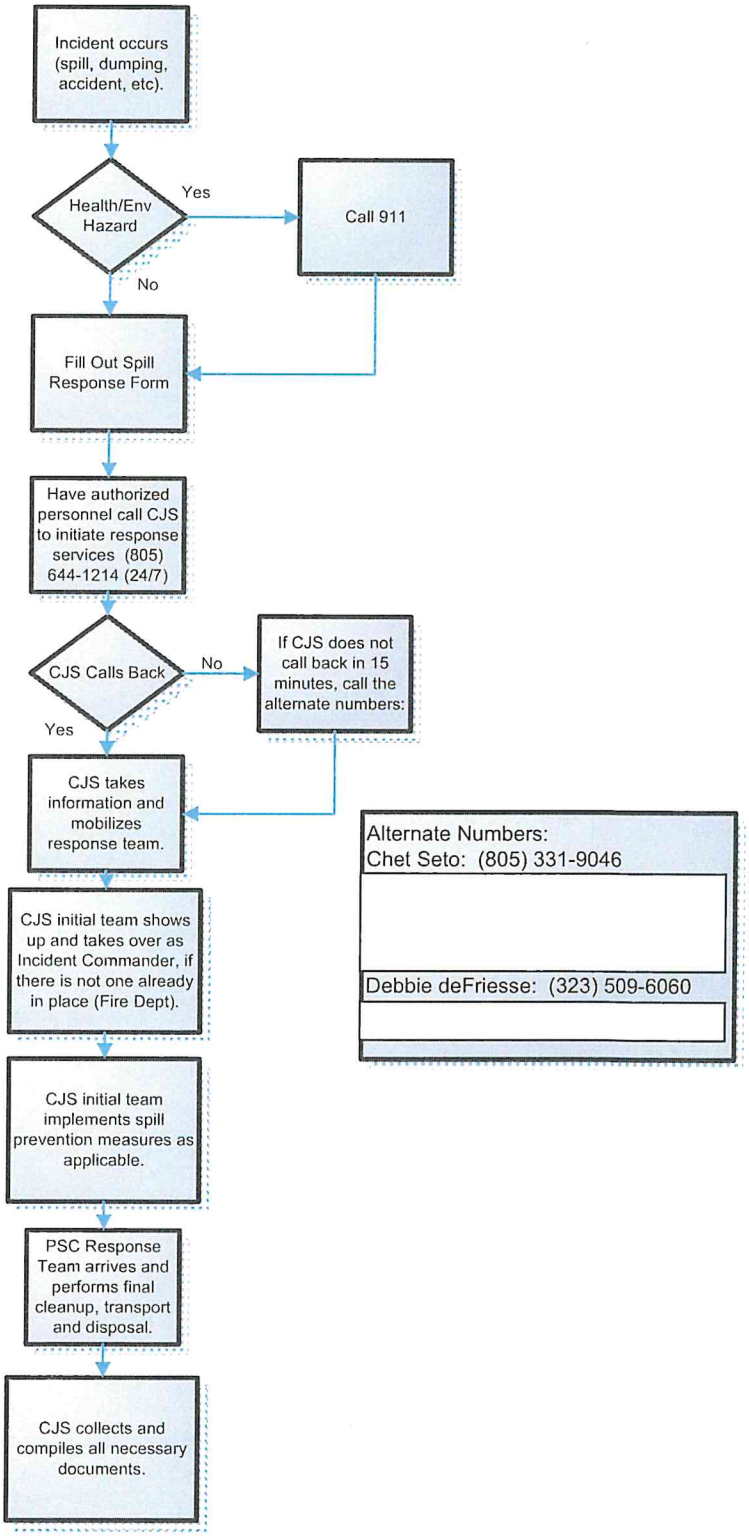
**South Point Condos Combination** 8765

# Attachment B

# Hazardous Materials Minor Spill and Release

# Incident Report Guide

# County of Santa Barbara Emergency Response Procedures



# Emergency Spill Response Form

**Step 1.** Does Incident fall under State DTSC jurisdiction? Check with Fire Dept. and/or local regulator if Incident is covered under the State DTSC Emergency Response Program, in which case State DTSC will handle. If no, go to Step 2

**Step 2.** Collect Incident Site Information. Be descriptive. Use the other side of this form if more space is needed.

**(a)** Site description: spill ☐ dumping ☐ both ☐

**(b)** Containers? If none, check here ☐, otherwise complete the following:

| Size (gals) | Number | Kind (steel, plastic, etc) | Condition of Containers | | | |
|---|---|---|---|---|---|---|
| | | | Good ☐ | Fair ☐ | Poor ☐ | Leaking ☐ |
| | | | Good ☐ | Fair ☐ | Poor ☐ | Leaking ☐ |
| | | | Good ☐ | Fair ☐ | Poor ☐ | Leaking ☐ |
| | | | Good ☐ | Fair ☐ | Poor ☐ | Leaking ☐ |
| | | | Good ☐ | Fair ☐ | Poor ☐ | Leaking ☐ |

**(c)** Quantity and types of hazardous waste:

| Amount | Unit (gal, lbs, etc.) | Type (gasoline, oil, acid, unknown chemical, etc) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

**(a)** Type of surface material spilled on to (soil, concrete, asphalt, water, etc): _____

_____

**(b)** Surrounding environment including any waterways that could be affected by the spill (i.e. parking lot, buildings, hills, etc): _____

**(c)** Other pertinent information: _____

_____

**(d)** Site name and location (name and street address, major cross streets, etc) _____

_____

**(e)** Site Point-of-Contact (name, phone/cell number, etc): _____

_____

**Step 3.** Call CJSETO Support Services to initiate spill response.

**(a)** Ensure caller is on authorized callers list (contractor will not respond if caller is not on the list).

**(b)** Have "authorized caller" call CJSETO Support Services at (805) 644-1214

**(c)** Tell dispatcher you are initiating an Emergency Response for the County of Santa Barbara.

**(d)** Give dispatcher your name, title, and the Step 2 information.

**(e)** Complete the following.

Authorized Caller's Name: _____
Dispatcher's Name: _____
Date: _____

Time of Call: _____
Time CJSETO Support Services Arrives on site: _____

**Step 4:** Provide a copy of the Spill Response Form to CJSETO Support Services

# SANTA BARBARA COUNTY ENVIRONMENTAL HEALTH
# HAZARDOUS MATERIALS DIVISION / CUPA

## RELEASE REPORTING GUIDELINES

**For Emergency Response: Call 9-1-1**

**To notify the CUPA of a Hazardous Materials Spill / Release: (805) 681-4927**
**To notify CalOES of a Hazardous Materials Spill / Release: (916) 845-8911**
**(800) 852-7550**
**To notify the NRC of a Hazardous Materials Spill / Release: (800) 424-8802**


**SANTA BARBARA COUNTY CUPA CONTACT INFO:**

**Santa Maria Office**
**2125 S. Centerpointe Pkwy, Rm. 333**
**Santa Maria, CA 93455**
**Phone: (805) 346-8460**
**Fax: (805) 346-8485**

**Santa Barbara Office**
**225 Camino Del Remedio**
**Santa Barbara, CA 93110**
**Phone: (805) 681-4900**
**Fax: (805) 681-4901**


## Release Reporting Requirements

The Department of Environmental Health Services, Hazardous Materials Division, also known as the Certified Unified Program Agency (CUPA) for the County of Santa Barbara, has become aware that there is a substantial need to provide businesses, subject to hazardous materials releases, with a better understanding of the hazardous materials release reporting notification requirements. The following information is intended to help promote consistent release reporting to the CUPA and the California Governor's Office of Emergency Services (CalOES).

## Who should report a hazardous materials release?

**As per California Health & Safety Code (CA HSC) Section § 25510:**
*"...The handler or an employee, authorized representative, agent, or designee of a handler, shall, upon discovery, immediately report any release or threatened release of a hazardous material to the unified program agency, and to the office, in accordance with regulations adopted pursuant to this section. The handler or an employee, authorized representative, agent, or designee of the handler shall provide all state, city, or county fire or public health or safety personnel and emergency response personnel with access to the handler's facilities."*

## "Immediate Reporting of a Release or Threatened Release"

**As per Title 19, California Code of Regulations (19 CCR), Section § 2631(a):**
*"A person shall provide an immediate, verbal report of any release or threatened release of a hazardous material to the administering agency [the CUPA] and the California Emergency Management Agency [i.e. CalOES] as soon as:*

1. *A person has knowledge of the release or threatened release;*

2. *Notification can be provided without impeding immediate control of the release or threatened release;*
3. *Notification can be provided without impeding immediate emergency medical measures.*

The immediate reporting requirements are not based on the quantity of the material. They are based on the hazardous material's potential to cause harm to human health and safety, property, or the environment – *regardless of quantity.*

**As per Title 19, California Code of Regulations (19 CCR), Section § 2631(b):**
*"The immediate reporting pursuant to subsection (a) of this section shall not be required if there is a **reasonable belief** that the release or threatened release poses **no significant** present or potential hazard to human health and safety, property, or the environment."*

## Why are '*threatened releases*' reportable?

To give the response agencies time to prepare in case the immediate, emergency corrective action is insufficient or is taken too late. Additionally, it would enable the CUPA to monitor such releases and to promptly respond as necessary to protect public health and safety and the environment.

## What information should be reported?

- Date of release
- Time of release
- Location of release
- Type of material released
- How much / quantity of material released?
- Were there any injuries / chemical exposure?
- Were there any storm drains near the release?
- Was the material cleaned up? By whom? How?

## Important Definitions

**"Hazardous Material"** means any material that, because of quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. 'Hazardous materials' include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. [H&SC 25501(n)]

**"Release"** means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency. [H&SC 25501(p)]

**"Threatened release"** means a condition creating a substantial probability of harm to the extent where it is reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment [per H&SC 25501(t)]. A threatened release could be viewed as any situation in which a release of hazardous materials is likely to occur unless immediate, emergency corrective action is taken.

## Examples of a "Significant" and "Non-Significant" Release

**May be "Non-Significant":**

- During planned maintenance at a fixed facility, small drips are to be expected and may be considered "non-significant," and thus may not be reportable.
- If a small release of a relatively innocuous material is spilled within facility boundaries, and is contained and cleaned up in a short amount of time, it may be "non-significant." (e.g. one gallon of petroleum oil is spilled onto a concrete floor of a warehouse and is immediately contained and cleaned up –OR- a few ounces of gasoline spill during a customer drive-off at a fuel station and absorbent is immediately applied, then cleaned up and properly handled.)
- If a small amount of a relatively innocuous material is released into secondary containment and it is cleaned up in a short amount of time, it may be "non-significant." (e.g. one gallon of fuel from an underground storage tank (UST) is released into the secondary containment sump, it does not deteriorate the walls of the secondary containment and it is properly removed within eight (8) hours.)
  ***Note: UST regulations (23 CCR 2650) require this type of release to be RECORDED.***

**May be "Significant":**

- Any release of a hazardous material that result in a fatality, chemical exposure, or other injury, to an employee or member of the public.
- If any part of the release, including airborne releases, extends outside of the facility boundaries.
- Any release or threatened release of a hazardous material that results in an evacuation
- Any release that cannot be immediately mitigated by qualified facility personnel (e.g., spill requires contacting a hazardous waste clean-up contractor for proper remediation).
- Any release that requires the use of respiratory protection for mitigation and/or abatement.
- Any release or threatened release where emergency response personnel are called.
- Any release of a Regulated Substance under the California Accidental Release Prevention (CalARP) (CCR Title 19), Extremely Hazardous Waste (CCR Title 22), Extremely Hazardous Substance (EPCRA Section 302), or Acutely Hazardous Material (40 CFR).

### Always Remember – When in doubt, REPORT! And ALWAYS keep a log!

There are no penalties for reporting a release – be it significant or not. It is the responsibility of the business to prove why the release is not considered to be significant. As a result, it is a good idea to have a release log and documentation filed for every release (or threatened release) that occurs – whether it is reportable or not. If the agency determines the release is significant and there was no notification, the business could be subject to administrative and/or criminal penalties.

## FEDERAL REPORTING

If the release poses a significant threat to persons outside the facility, you must also report the incident to the National Response Center (NRC) under the Emergency Response Planning and Community Right to Know Act (EPCRA). Also, according to Title 40 of the Code of Federal Regulations (40 CFR), Part 355.40, a report to NRC is required if there is a release at a facility of a CERCLA Hazardous Substance exceeding the Reportable Quantity (RQ) listed in 40 CFR § 302.4. RQs are listed in pounds, and any release amount must be converted into pounds to determine if the RQ was exceeded.

In addition to state and local reporting, there are also federal reporting requirements. Even if you have already reported a spill to State OES and the CUPA, you still have a legal obligation to notify the National Response Center (NRC) if the release is federally reportable. **The phone number to the NRC is (800) 424-8802.**

# Attachment C

# Laguna County Sanitation District

# Sewer Overflow Report

**OFFICE**
620 West Foster Road
Santa Maria, CA 93455
Tel – (805) 803-8750
Fax – (805) 803-8753

LCSD
County of Santa Barbara

**PLANT**
3500 Black Road
Santa Maria, CA 93455
Tel – (805) 934-6282
Fax – (805) 934-6284

**LAGUNA COUNTY SANITATION DISTRICT**
**County of Santa Barbara**
**Public Works Department**

# SEWER OVERFLOW REPORT

DATE RECEIVED: _____ TIME: _____ AM/PM RECEIVED BY: _____

CALLER'S NAME: _____ CALLER'S PHONE NO: _____

CALLER'S ADDRESS: _____

LOCATION OF OVERFLOW: _____

TIME & NAMES OF CREW MEMBERS DISPATCHED: _____

DESCRIPTION OF COMPLAINT: _____

_____

TIME ARRIVED AT SITE: _____ CREW: _____

WEATHER: _____

TIME OVERFLOW STARTED: _____ TIME OVERFLOW STOPPED: _____

OVERFLOW DURATION: _____MINUTES OVERFLOW RATE: _____GAL/MIN

U/S MH # _____ D/S MH # _____ PIPE #_____

SIZE AND TYPE OF LINE: _____ LENGTH OF LINE: _____

OVERFLOW APPEARANCE POINT CLOSEST ADDRESS: _____

LATITUDE: _____ LONGITUDE: _____

LOCATION OF PLUG (PUBLIC OR PRIVATE): _____

LOCATION OF OVERFLOW (PUBLIC OR PRIVATE): _____

DESCRIBE CAUSE OF OVERFLOW: _____

_____

ACTION TAKEN TO STOP OVERFLOW: _____

_____

DESCRIBE CLEANUP METHOD: _____

_____

ESTIMATED OVERFLOW VOLUME: _____ OVERFLOW CATEGORY: 1 2 3 Private

DESCRIBE HOW OVERFLOW VOLUME WAS DETERMINED: _____

_____

RECEIVING WATERS: YES ☐ NO ☐ LOCATION: _____

FINAL OVERFLOW DESTINATION: _____

_____

_____

TYPE OF PROBLEM: (ROOTS, GREASE, FOREIGN OBJECT, SYSTEM FAILURE, ETC.): _____

_____

PICTURES TAKEN: YES ☐ NO ☐

SAMPLES TAKEN BY: _____

LOCATION OF SAMPLES: _____

DESCRIBE PROPERTY DAMAGE AND AFFECTED AREA(S): _____

_____

SIGNS POSTED: YES ☐ NO ☐ BARRICADED: YES ☐ NO ☐ NOTIFY NEIGHBORS: YES ☐ NO ☐

REGULATORY AGENCIES NOTIFIED:

| | | | |
|---|---|---|---|
| RWQCB | YES ☐ NO ☐ | DATE/TIME _____ | OVERFLOW #: FY ___/___-_____ |
| Cal-OES | YES ☐ NO ☐ | DATE/TIME _____ | CONTROL #:_____ |
| COUNTY EHS | YES ☐ NO ☐ | DATE/TIME _____ | |
| OTHER _____ | YES ☐ NO ☐ | DATE/TIME _____ | |

CONTACTS/DETAILS: _____

FOLLOW UP MEASURES: _____

_____

_____

---

DATE OF LAST MAINTENANCE: _____

TYPE OF MAINTENANCE LAST PERFORMED: _____

_____

_____

REPORT COMPLETED BY: _____ DATE: _____

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PICTURES OF AREA: (Include before overflow and after cleanup; pictures of manholes, intersections, location of stoppage, etc).

# Attachment D

# Visual Comparison of Overflow Rates

City of San Diego
Metropolitan Wastewater Department

# Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

*All estimates are calculated in gallons per minute (gpm)*

Wastewater Collection Division
(619) 654-4160

5 gpm

25 gpm

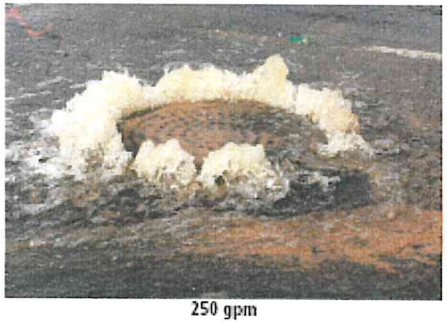
50 gpm

100 gpm

150 gpm

200 gpm

225 gpm



250 gpm

275 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99