

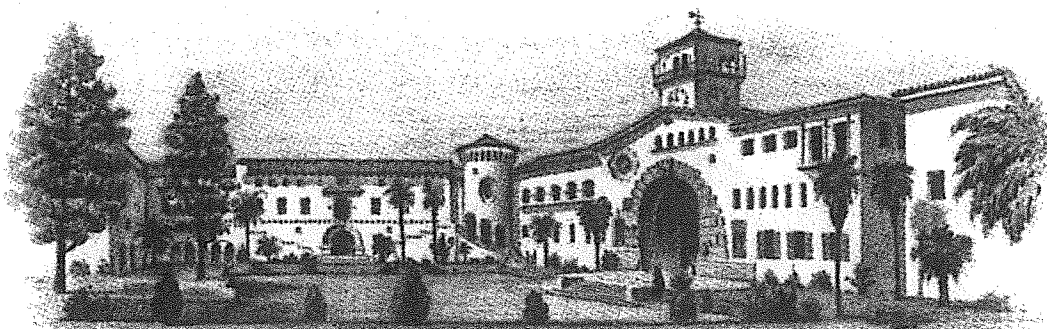
Sewer System Management Plan

County Service Area 12 (Mission Canyon Sewer District)

County of Santa Barbara
Public Works Department

Pursuant to California Water Resources Control Board
General Order No. 2006-0003

Statewide General Waste Discharge Requirements for
Sanitary Sewer Systems



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County Service Area 12 (Mission Canyon) Sewer System Management Plan

Introduction

County Service Area 12 (CSA 12) is a recognized service entity by the Santa Barbara Local Area Formation Commission (SBLAFCO). Any changes to its powers or service boundaries are subject to consideration by the County of Santa Barbara Board of Supervisors and SBLAFCO. CSA 12 provides sewage collection services to an unincorporated area of Santa Barbara County (Mission Canyon area) and is a satellite to the City of Santa Barbara's El Estero wastewater treatment plant. The CSA 12 sewer system is managed by the County of Santa Barbara Public Works Department with operational and maintenance services provided by private contractors. The septic systems in CSA 12 are managed by the County of Santa Barbara Environmental Health Services office of the Public Health Department.

The CSA 12 sewer system is comprised of 12.92 miles of gravity sewer lines, 0.40 miles of force main, and 2 lift stations. The sewer mains vary in sizes 4", 6", 8" and 10". The two lift stations are located on Vista Elevada and Andante Road. A third force main is located on Palomino Road, which consists of a low pressure system and individual private grinder pumps. The majority of the sewer system was installed in 1986 in response to a septic tank prohibition in the Mission Canyon area adopted per Regional Water Control Board Resolution 83-04. The Santa Barbara Botanic Garden project installed 0.24 mile of 8" sewer main in 2014 and a private developer installed a portion of the Palomino Road low pressure system in 2016. Approximately 75% of the system is located in roadways while the other 25% of the system is located in easements on private property.

I. Goals

The goals of the Sewer System Management Plan (SSMP) are to:

- Provide a mechanism to manage, operate, and maintain the publicly owned portions of the wastewater collection system.
- Insure the wastewater collection system has adequate capacity to convey peak flows.
- Minimize the frequency and magnitude of sewer overflows.
- Protect the public and prevent damage to public and private property.
- Address causes of overflows and implement preventative measures.
- Comply with statutory and regulatory requirements.

II. Organization

The service territory encompassed by CSA 12 is shown in the boundary map in Figure 1 below. A pipeline orientation map is included as Attachment 1.

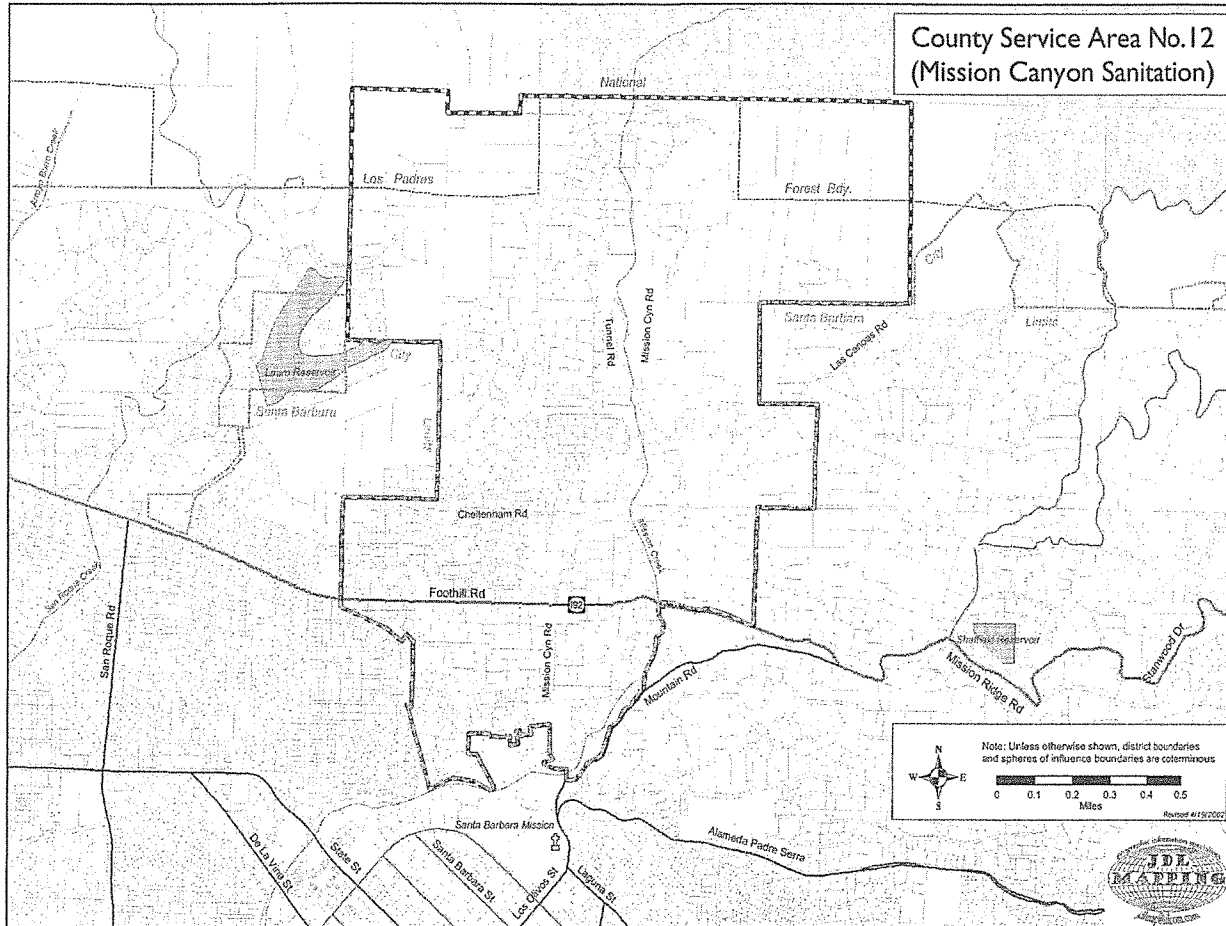


Figure 1: CSA 12 Boundary Map

The organizational structure of CSA 12 is as follows:

Name	Title	Contact Number
Scott McGolpin	Public Works Director	(805) 568-3010
Mark Schleich	Deputy Public Works Director	(805) 882-3605
Martin Wilder	Utilities Manager	(805) 739-8755
Jeremy Chaja	Supervising Plant Operator (LCSD*)	(805) 934-6282
Todd Hodgins	Stewart's De-Rooting**	(805) 965-8813

*Laguna County Sanitation District (LCSD) is a separate cost center from County Service Area 12. LCSD staff may act as County personnel for CSA 12.

**Stewart's De-Rooting is the current O&M vendor through June 30, 2020.

There are multiple connection points to the City of Santa Barbara's sewer system. Services provided and jurisdictional responsibilities between the county and the city are addressed in the joint powers agreement effective July 1, 2015.

III. Legal Authority

The County of Santa Barbara has adopted sewer use ordinances Chapter 22A *Mission Canyon Sanitary Disposal Systems* and Article I of Chapter 29 *Storm Drains and Sanitary Sewers*, which include conditions, prohibitions and enforcement liability. These codes include language to:

- a. Control illicit discharges into the sewer system.
- b. Require sewers and sewer connections be properly designed and constructed.
- c. Ensure access for maintenance, inspection, and repairs of the public sewer system.
- d. Limit the discharge of fats, oils and grease.
- e. Provide the authority to enforce violations.

IV. Operations and Maintenance Program

Elements of the SSMP pertaining to operation and maintenance are as follows:

- a. Collection system map: Engineering drawings for sewer system (1986 project plans and 2014 Botanic Garden extensions) are on file North County Public Works Department office located at 620 West Foster Road in Santa Maria. Atlas maps have been created to simplify spatial orientation for the vendor for performing maintenance activities.
- b. Operation and maintenance activities: Proactive operation and maintenance activities comprise cleaning the gravity system twice in five years and a CCTV inspection once in five years. The current vendor contract for these services is in effect from July 1, 2015 through June 30, 2020. Biannual cleaning of pipes #038 and #039 located between Glendessary Lane and Puesta del Sol is also included in addition to periodic cleaning and inspection of the two lift stations. Manhole level sensors with alarm capabilities (5 units) are planned for installation at key locations in 2016.
- c. Rehabilitation and replacement: Recent repair and replacement of deficient sections of pipelines, primarily located in off-road sewer easements, were conducted from 2013 to 2015. Other repairs have been performed prior to that at various locations. A new effort to assess repair needs is planned during the next the five-year CCTV inspection effort. The Andante Road lift station was

rehabilitated in 2007. A similar rehabilitation is planned for the Vista Elevada lift station in 2016.

Rates for CSA 12 are adopted annually and are collected on the tax roll as a fixed charge similar to a benefit assessment. Rates are based on administration, operation and maintenance, and capital reserve costs.

- d. Training: County Sanitation Company, Inc. DBA Stewart's De-Rooting and Plumbing possesses license number 375514 with the State of California for the C34 (Pipeline), C36 (Plumbing) and C42 (Sanitation Systems) classifications. The vendor is experienced in sewer system repair and maintenance using various equipment such as vacuum trucks and jettors and provides safety training such as CPR and confined space entry.
- e. Equipment and replacement parts: Stewart's De-Rooting has been provided an inventory of replacement parts for the Vista Elevada and Andante Road lift stations. Equipment such as pumps at the Vista Elevada lift station are planned to be replaced with new pumps that allow for easier repair and obtaining of parts.

Stewart's De-Rooting has uses a vacuum truck, a jetter, and various pieces of video equipment for system maintenance work.

V. Design and Performance Provisions

The original 1986 sewer system was designed to accommodate the conversion of existing septic systems as well as certain new development as described in the *Mission Canyon Area Specific Plan* dated 1983. This plan has been updated by the *Mission Canyon Community Plan* dated 2014. Little new development is anticipated due to terrain, existing zoning and certain other restrictions such as traffic and risk high fire areas. Therefore, hydraulic capacity of the sewer system is not considered to be an issue. However, when development is proposed, considerations for design and construction are addressed as follows:

- a. Design and construction: Chapter 22A-26 of the Santa Barbara County Code under Article II *General Provisions*, requires that all public and private sewer systems in the Mission Canyon area to be properly designed and constructed and to be in compliance with the California Plumbing Code, as well as all applicable state and federal laws, rules, and regulations.
- b. Procedures and standards: New sewer facilities are designed by appropriately licensed individuals. Construction inspection is provided by County encroachment permit office personnel to ensure that systems are constructed per plans and specifications. Testing includes visual inspection, backfill compaction testing, pressure testing, mandrel testing, final ball and flush, and CCTV inspection. Differential elevation measurement between manholes may be performed to ensure pipeline slopes. Startup testing on mechanical equipment

such as lift stations is also required. Submittal of materials lists, equipment information, and record drawings are provided by the developer's contractor.

VI. Overflow Emergency Response Plan

An Overflow Emergency Response Plan (OERP) is included Attachment 2. The OERP provides for a 30 minute response time by the O&M contractor (Stewart's De-Rooting and Plumbing) upon notification of problems associated with the sewer system and lift stations. The OERP is intended to:

- a. Address notification procedures that alert responders.
- b. Ensure appropriate response to overflows.
- c. Provide for notification to the applicable regulatory agencies and other potentially affected entities.
- d. Ensure that contractor personnel are appropriately trained and equipped to respond to an overflow and aware of the response plan procedures.
- e. Address emergency operations such as traffic control, crowd control, securing the work area, etc.
- f. Ensure 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

Sections of the County Code (*Sec. 22A-45 - Prohibited discharges into public sanitary sewer-Generally, Sec. 22A-50 - Requiring preliminary pretreatment, and Sec. 22A-60 - Specific wastes prohibited*) address prohibited and regulated wastes.

All customers with the exception of the following commercial facilities are residential:

- Santa Barbara Botanic Garden – No food service facilities to date.
- Rocky Nook County Park – No food service facilities.
- Santa Barbara Women's Club – To be inspected for FOG control
- County Fire Station #15 – To be inspected but not anticipated to be a food service facility.
- Santa Barbara Museum of Natural History – No food service facilities.

Information on prohibited wastes such as FOG is included in the annual mailer to CSA 12 sewer customers.

VIII. System Evaluation and Capacity Assurance Plan

A System Capacity Evaluation and Capacity Assurance Plan typically consists of the following components:

- a. Evaluation: The CSA 12 sewer system was constructed to remove failing septic systems in the Mission Canyon area. The sewer was designed and sized to accommodate the existing service level plus a certain amount of development ("Worst Case") in the sewer service area as described on page 13 of the 1984 *Mission Canyon Area Specific Plan*. Areas in the upper canyon are expected to remain on septic service. Operating experience indicates that the sewer system has adequate hydraulic capacity. Studies to extend services to Palomino Road and Tunnel Road estimates new flow contributions, which were considered to be minimal. However, a detailed capacity analysis should be conducted if those plans move further by private interests. Infiltration and inflow (I&I) do not appear to be consequential to the CSA 12 sewer system. However, a study to assess I&I would be conducted in the future if I&I becomes a problem.
- b. Design criteria: Because CSA 12 is a satellite sewer system to the City of Santa Barbara, the City's engineering design standards were used in designing the septic tank conversion project. Any future development requiring sewer system improvements would be designed and constructed consistent with engineering practice and current County or City standards.
- c. Capacity enhancement measures: No capacity enhancement measures appear to be required at this time.
- d. Schedule: There are no plans to plans to initiate capacity related capital improvements. Aside from maintenance activities, only repair related improvements are anticipated.

IX. Monitoring, Measurement, and Program Modifications

An effective SSMP maintains records, monitors activities, plans for emergencies, and measures performance. In addition, the SSMP should be periodically updated and/or modified 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. Beginning July 1, 2015 all operational and maintenance aspects of the CSA 12 sewer system were changed to be performed by a private vendor under contract with the County. Historically, the City of Santa Barbara had provided services for the street accessible pipelines, the two lift stations and callouts. The contract with the private vendor includes a schedule for cleaning the gravity system twice and CCTV inspections once in a

five-year period, maintaining the lift stations and responding to emergencies. Over the course of this period, trending of SSMP activities, primarily pipe cleaning and CCTV inspection, will be used to determine priority areas, needs for repair and possible needed improvements.

- b) The measurement of how effective each effort is in preventing overflows. Routine cleaning is believed to be the main way to prevent clogs, particularly on the street accessible main lines. Cleaning and inspection on the easement lines is believed to have prevented clogs, particularly where tree roots have impacted pipelines.
- c) The assessment of the success of preventative maintenance. At the end of the next five-year cleaning and assessment period, a comparison of the number of clogs with historical data will be made. This will determine if the current cleaning and inspection frequency is adequate. If any changes are proposed, they will be implemented in the next five-year contract for operational and maintenance services.
- 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. An evaluation of repair and replacement needs will be performed upon completion of the next whole system CCTV inspection effort.
- e) Identify, and illustrate trends. Since 2000, there have been six SSO events. Two were repeat locations due to debris accumulation. Manhole water level sensors are proposed for installation at these locations as well as at three additional sites to be determined. Cleaning and CCTV review of all four sites will help determine if additional measures such as system improvements, more frequent cleaning, or repairs are needed at these locations.

X. SSMP Program Audits

The Statewide General WDR requires internal system performance audits to be completed at least every two years. It is the intent of the County to prepare an audit annually as is consistent with the generation of performance measures and budget planning. The audit evaluates the effectiveness of the programs implemented and lists tracked performance measures during the reporting period. The report also indicates what measures and programs have been implemented to demonstrate compliance with the SSMP, identifies completion dates, and addresses deficiencies with recommended corrections.

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

It is intended that the public be informed of the development, implementation, and performance of the SSMP. The public is defined as the customer receiving sewer services from CSA 12. Mailers to customers generally occurs annually that includes discussions on rates, FOG control, prohibited wastes and information that a SSMP exists related to the operation of the sewer system as regulated by the SWRCB WDR for Sanitary Sewer Systems (Order No. 2006-0003). The SSMP, when adopted, will be posted on the County website.

**County Service Area 12
(Mission Canyon Sewer District)**

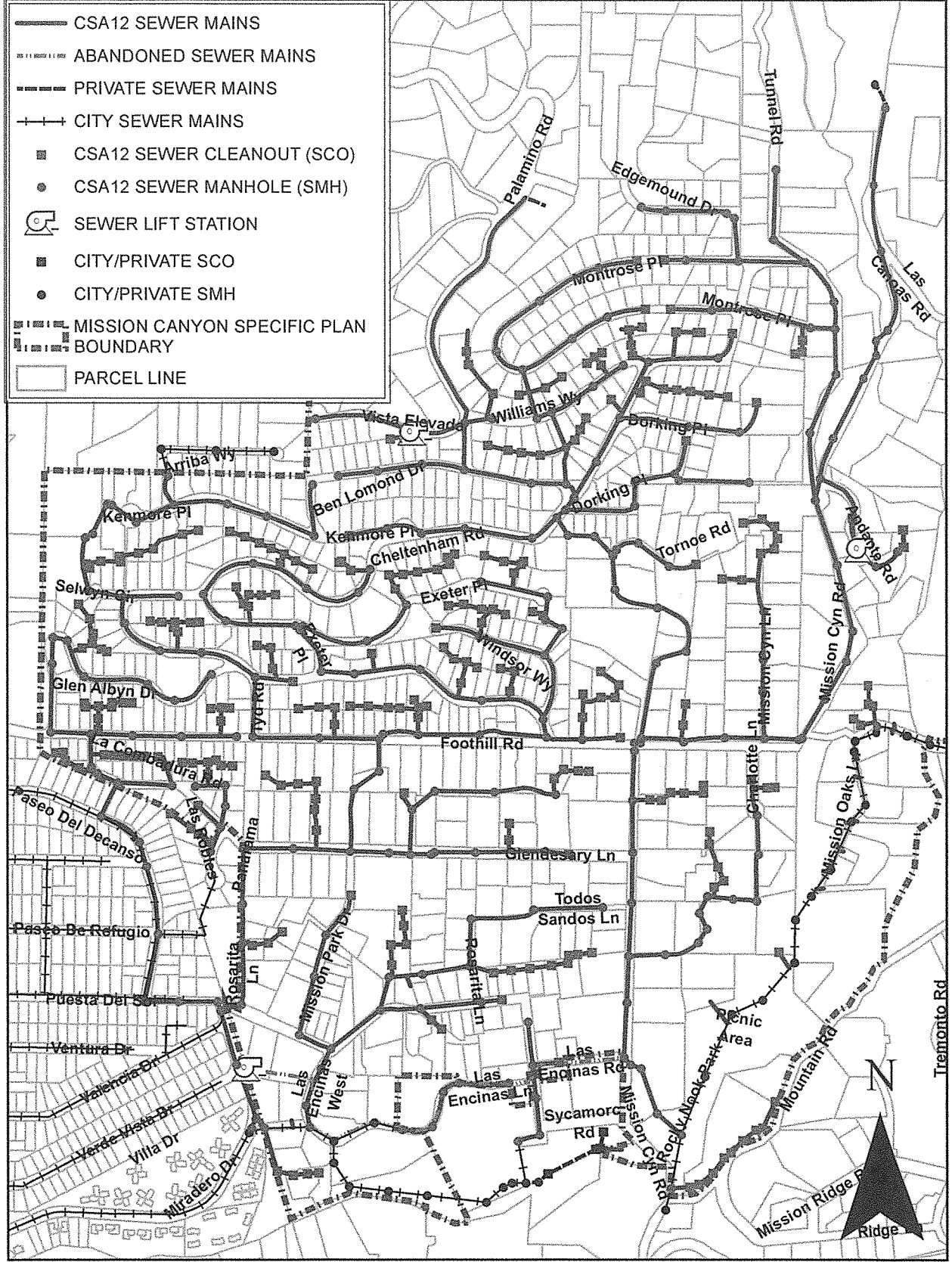
Sewer System Management Plan

ATTACHMENT 1

Sewer System Map

COUNTY SERVICE AREA 12 SEWER SYSTEM MAP

	CSA12 SEWER MAINS
	ABANDONED SEWER MAINS
	PRIVATE SEWER MAINS
	CITY SEWER MAINS
	CSA12 SEWER CLEANOUT (SCO)
	CSA12 SEWER MANHOLE (SMH)
	SEWER LIFT STATION
	CITY/PRIVATE SCO
	CITY/PRIVATE SMH
	MISSION CANYON SPECIFIC PLAN BOUNDARY
	PARCEL LINE



**County Service Area 12
(Mission Canyon Sewer District)**

Sewer System Management Plan

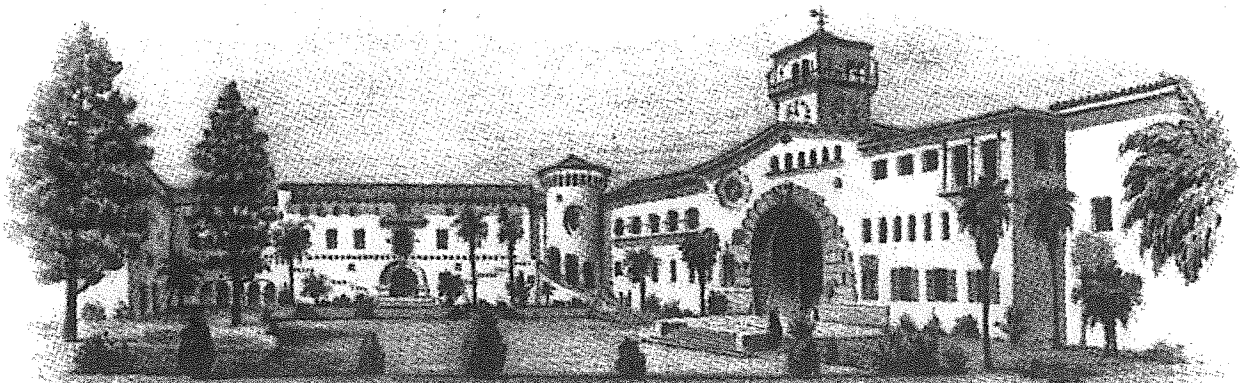
ATTACHMENT 2

Overflow Emergency Response Plan

COUNTY OF SANTA BARBARA

**County Service Area 12
(Mission Canyon Sewer District)**

**SANITARY SEWER
OVERFLOW EMERGENCY
RESPONSE PLAN**



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ATTACHMENTS

Attachment A - Sewer Overflow Field Report

Attachment B - Hazardous Materials Minor Spill and Release Incident Report Guide

**Attachment C - SWRCB Order No. WQ 2013-0058-EXEC Amending Monitoring and Reporting Program
for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems**

1. LIST OF ABBREVIATIONS

Cal OES	California Office of Emergency Services
CIWQS	California Integrated Water Quality System
ESW	Emergency Service Worker
FOG	Fats, Oils, and Grease
GWDR	General Waste Discharge Requirements
MRP	Monitoring and Reporting Program
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
OERP	Overflow Emergency Response Plan
RWQCB	Regional Water Quality Control Board
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements
WWTP	Wastewater Treatment Plant

2. INTRODUCTION

This section provides an overview of the County Service Area 12 (CSA 12) (Mission Canyon Sewer District) wastewater collection system sanitary sewer overflow (SSO) Emergency Response Plan, responsibilities for program implementation, and an overview of this document.

Purpose

The Overflow Emergency Response Plan (OERP) is designed to ensure that every report of a confirmed SSO is appropriately addressed including the immediate dispatch of appropriate personnel and equipment, locating and correcting the cause, minimizing the effects, and putting 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 State Water Resources Control Board (SWRCB), the Regional Water Quality Control Board (RWQCB) and Environmental Health Services office of the Santa Barbara County Public Health Department (EHS). In addition, the response plan 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.

System Description & Goals

CSA 12 provides wastewater collection to the Mission Canyon area. Its goal was to remove failing septic systems pursuant to Resolution 83-04 issued by the RWQCB to protect public health and safety. The system consists of approximately 13 miles of pipeline and two lift stations. Wastewater is further collected, treated, and disposed of by the City of Santa Barbara at the El Estero wastewater treatment plant pursuant to Joint Powers Agreement dated May 5, 2015.

Regulatory Requirements

Overflows can result from blockages due to debris, grease, roots; capacity limitations; infiltration; and illicit discharges. Agencies operating a sewer system have historically employed certain practices to prevent, to the extent possible, overflows and their potential impact to the environment. These practices include response to overflows, periodic flushing of the sewer pipe lines, outreach regarding illegal discharges to the sewer system, pipe repairs, and closed circuit television (CCTV) inspections of pipeline integrity. The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order 2006-0003), adopted May 2, 2006 by the State Water Resources Control Board (SWRCB) implemented a more formal approach, provided for consistency statewide, and incorporated an online reporting system. This Order has been amended by the following:

- Order No. WQ 2008-0002-EXEC adopted February 20, 2008, amended monitoring and reporting requirements.

- Order No. WQ 2013-0058-EXEC adopted August 6, 2013, amended monitoring and reporting program, including the revision of notification requirements of Order No. WQ 2008-0002-EXEC.

As stated Section D 13 (vi) of the GWDR, each Enrollee shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures to ensure appropriate response.
- (b) A program to ensure appropriate response to SSOs.
- (c) Procedures for prompt notification to appropriate regulatory agencies and other involved entities (health, environmental utility) off SSOs that may affect public health or surface waters.
- (d) Procedures to ensure that the appropriate staff or contract personnel are aware of and follow the OERP and are adequately trained.
- (e) Procedures to address emergency operations such as traffic control, crowd control, or other necessary response activities.
- (e) A program to ensure that all reasonable steps are taken to contain and prevent the discharge wastewater to surface waters and to correct or minimize the impact on the environment resulting from SSOs.

3. NOTIFICATION OF A POSSIBLE SSO

The County of Santa Barbara Public Works Department or its contractor is typically notified of a possible SSO as a result of an observation by the public, receipt of a lift station alarm, receipt of a manhole level sensor alarm, or by the observations of contractor personnel while performing their normal work. Detailed scenarios are discussed.

Public Observation

Public observation is the most common way that the County is notified of blockages, spills, and private sewage system failures. The public can report problems to the County's operation and maintenance contractor at any time:

Stewart's De-Rooting & Plumbing – Office (805) 965-8813. This line is monitored after hours. The backup is cell (805) 896-2702. This system will be in effect through June 30, 2020.

During working hours administrative calls may be directed to the County of Santa Barbara Public Works Department at either (805) 508-3000 or (805) 739-8750, who in turn can contact the contractor.

In some cases, members of the public may erroneously contact the City of Santa Barbara emergency dispatch. In this event, the City of Santa Barbara emergency dispatch office has been informed to call the County's contractor.

A 911 call is received by the Santa Barbara County Public Safety Dispatch Center manned by the County of Santa Barbara Sheriff's Department. An alternate phone number for the Dispatch Center is (805) 683-2724. The Dispatch Center has been provided phone contact information for the County's contractor for a sewer related problem in Mission Canyon.

Receipt of an Alarm

The two lift stations are located on Andante Road and Vista Elevada. Each is connected to an auto-dialer system that sends audible, text or email alarm messages to the County's contractor.

A placard located on the control panels also directs the public to call the contractor if an emergency is observed.

Manhole level sensors are located in key manholes at five locations. An alarm is sent to the County's contractor should a high water level be detected.

Observations by Contractor Personnel

Contractor personnel conduct periodic inspections of the sewer system facilities as part of their routine preventive maintenance program. Any problems observed with the sewer system facilities are reported. The appropriate crews and equipment are dispatched to an emergency situation. Less immediate needs such as a repair may be planned based on access or availability of resources.

Notification Documentation

The appropriate information must be documented to ensure effective response to the incident and to ensure accurate reporting to regulatory agencies. Upon returning the system to normal operation, the information is recorded on the SSO Field Report (see Attachment A). Initial data includes:

- Caller information.
- Location of overflow.
- Description of overflow.
- Time the report was received.

Typically the County's contractor will fill out this report and submit it to County staff for entering on the CIWQS web site.

Dispatching of Crews

Upon receipt of a call, The County's contractor will send out labor and equipment based on the understanding of the emergency. This typically will consist of a two-man crew and a vacuum truck. The intent is to respond within 30 minutes.

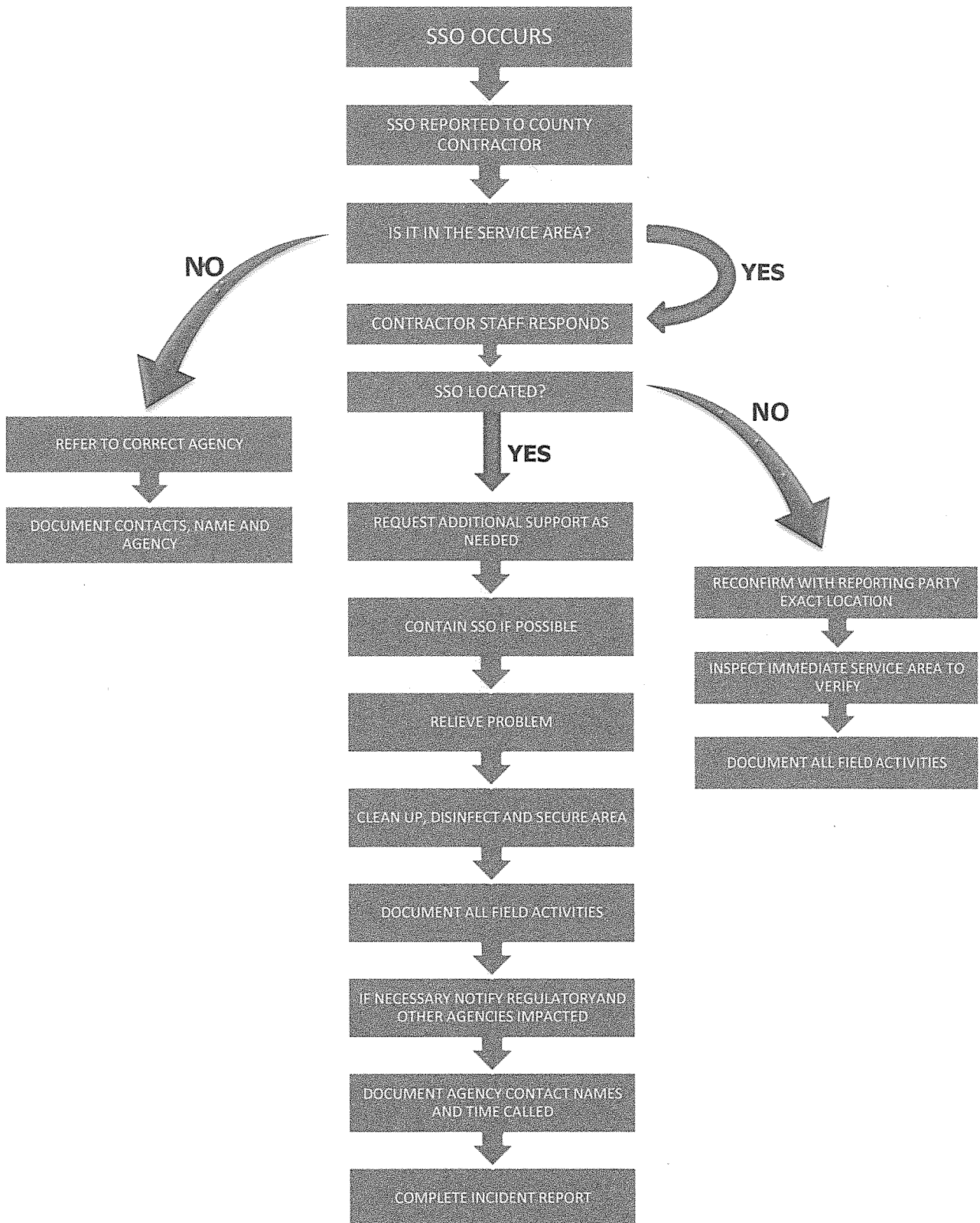
The situation will be assessed by the responding crew to ascertain if additional resources are required. Additional resources may include personnel and equipment, traffic control assistance, or services of a third party contractor.

If the emergency is during working hours, the responding contractor will contact County staff to communicate additional needs.

4. OVERFLOW RESPONSE PROCEDURE

The overflow response procedure presents a strategy for responders 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 and outlines the entire procedure for response to a report of an overflow from receipt of the call to notification of the appropriate outside agencies. The SSO overflow and response procedure is shown in the flow chart on the next page:

Sanitary Sewer SSO Response Plan Flow Chart



The following detailed steps shall be taken in implementation of this OERP:

Responding to a Sanitary Sewer Overflow (SSO)

In responding to a SSO, the responding party shall:

- Identify and assess the affected area and extent of SSO.
- Determine available resources.
- Determine optimal use of resources.
- Initiate immediate SSO control and containment measures.
- Establish additional response priorities.
- Determine immediate abatement activities.
- Notify Cal OES Hazmat Spill Notifications Warning Center at (800) 852-7550 in the event of a Category 1 SSO.
- Maintain communication with other responding agencies.
- Document all activities.
- In the event hazardous materials are encountered refer to Hazardous Materials Minor Spill and Release Incident Report Guide (Attachment B).

Relieving the SSO

- Assess site safety requirements for responding personnel and public.
- Relieve the SSO with using appropriate equipment (vacuum truck, jetter truck, hand and power tools and equipment, personnel and supplies).
- Determine need for diversion and capture.
- Take steps to minimize the impact of the SSO.

SSO Containment and Recovery

- Determine the destination of the SSO.
- Whenever appropriate, install sand bags or berms at storm drain inlets, install air plugs at outlet pipes, or create a temporary diversion.
- Create a containment system with sandbags, dirt or other appropriate flow diversion devices. Divert the SSO by bypassing, and/or pumping around the SSO area and remove ponding in low areas and recover the SSO when release of blockage has been completed.
- In the event that the SSO has made contact with the storm drainage system, initiate every attempt available to control the SSO by plugging the next downstream storm drainage inlet. When release of blockage has been completed, thoroughly flush and recover the SSO by flushing, vacuuming and/or pumping into containment vehicles and return to collection system.

Cleanup and Disinfection

- Cleanup all solids and SSO related material and restore the area to its original condition.
- Document volume (including how the volume was estimated) and application method of disinfectant (typically chlorine from a liquid sprayer or broadcast powdered chlorine).

- Pavements, hard surface areas and landscaped areas are to be washed down with fresh water until the area is clean. Wash down water is typically contained and returned to sewer. The volume of wash down water should be noted.
- Typically, disinfectant is not used when a water body that may contain fish or other aquatic life may be affected.

Monitoring

- Sampling for bacteriological and/or chemical analyses should be collected in a timely manner in the event a water body is impacted. Minimum testing shall include fecal coliform, total dissolved solids (TDS) and electrical conductivity (EC) of impacted and non-impacted areas of the water body. Place samples in ice chest with a bag of ice. Place in zip lock plastic bag on top of samples and ice, then ship or carry container to the lab. Samples should be provided to a certified lab no later than the next day with the appropriate chain of custody form to document the transfer history of the sample.
- The number of sampling sites and their locations are to be selected by the responding party to ensure they represent the area sampled.
- Coordination with the Environmental Health Services Office of County of Santa Barbara Public Health Department to be provided regarding area warning signs.

Documentation of SSO and Record Keeping

- Document volume estimate and calculation method (measured area and depth, flow and duration, reference to Attachment C – Manhole Overflow Flow Rate Guide, etc.).
- Provide appropriate maps of SSO location.
- Take photographs of SSO location.
- Describe cause of SSO.
- Document when emergency response crew arrived on site, when SSO was stopped and when cleanup was completed.
- Document type and quantity of disinfectant used.
- Description of samples taken.
- Input data into CIWQS and County's data base.

Reporting

Information on the SSO shall be uploaded to SWRCB CIWQS web page. Pertinent information generally includes:

- Estimate of the total volume discharged and how the volume was estimated.
- Estimate total volume contained.
- Circumstances that resulted in the SSO.
- Impact of SSO on public health and environment.
- Cleanup activities and mitigation measures taken to protect public health and the environment.
- If a Category 1 spill, call Cal OES to obtain notification control number.

5. PUBLIC, PUBLIC AGENCIES AND MEDIA NOTIFICATION

Order No. WQ 2013-0058-EXEC (Attachment D) addresses current mandatory notification requirements (Cal OES Hazmat Spill Notifications Warning Center at (800) 852-7550 for a Category 1 SSO). Mandatory reporting requirements are listed in the Order and consist of entering certain information within certain timeframes depending on the SSO category to the CIWQS web site.

Contact Numbers

Additional agencies that may need to be notified include:

- Regional Water Quality Control Board (RWQCB): 549-3147
- County Environmental Services (EHS): 681-4900
- County Sheriff's Department: 681-4100
- County Fire Department Station 15: 681-5515
- California Highway Patrol: 967-1234
- Santa Barbara County Flood Control and Water Conservation District: 568-3440
- California Department of Fish and Wildlife: 568-1231
- California Department of Transportation: 568-1250

Media

In the event of a media contact, the media will be directed to the County utilities manager, or County Public Works Department as available.

Posting

In the event that an SSO has been confirmed as a threat to public health, posting of notices and protection of the area shall be provided. Typically this will consist of placards mounted on laths near the impacted area or water body posted for a minimum of 48 hours. Additional marking such as safety cones, caution tape or temporary fencing may also be used to prevent public contact and access to the SSO area.

Organizational Chart Contact Name and Numbers

1. Stewart's De-Rooting: (805) 965-8813 (office), or Todd Hodgins (805) 896-2702 (cell), or email todd@stewartsderooting.com.
2. Martin Wilder, County Utilities Manager: (805) 739-8755 (office), (805) 739-8750 PW desk.
3. Jeremy Chaja (805) 934-6282 (office), emergency call-out cell (805) 310-2252.

6. VENDORS, LOCAL CONTRACTORS AND LOCAL SEWER AGENCIES - CONTACT NAME AND NUMBERS

Additional support by private vendors or other public agencies may be called upon. These parties include:

TAFT ELECTRIC – Electrical Contractor

OFFICE: (805) 688-0121

TIERRA CONSTRUCTION - General Engineering Contractor

OFFICE: (805) 964-8747

LASH CONSTRUCTION - General Engineering Contractor

OFFICE: (805) 963-3553

CITY OF SANTA BARBARA - (Backup only)

MANUEL ROMERO (805) 331-3970 (Cell), (805) 963-4286 (after hours emergencies)

GOLETA SANITARY DISTRICT - (Backup only)

OFFICE: (805) 967-4519

GOLETA WEST SANITARY DISTRICT - (Backup only)

OFFICE: (805) 968-2617

MONTECITO SANITARY DISTRICT - (Backup only)

OFFICE: (805) 969-4200

7. WASTEWATER LIFT STATIONS

There are two sewage lift stations in CSA 12 located on Andante Road and Vista Elevada. Both are located on private roads/public utility corridors. A low pressure sewer system utilizing private individual grinder pumps is located in Palomino Road, a public road.

Andante Lift Station

- 960 Andante Road
- Detention time: 7.5 hours
- Wet well: 11' high x 4' diameter: 1,000 gallons
- Date of construction: 1986, 2007
- Number of connections served: 8
- Pumps: ABS grinder with 2" outlet
- Motor: 3 hp
- Number of pumps: 2
- Flow rate: 43 gpm
- Average inflow: 2.5 gpm
- Station control: Floats
- Force main: 487' of 2" PVC
- Vertical rise: 34.9'
- Closest water body: Mission Creek to Pacific Ocean
- MH #327 (see plan sheet A66)
- Backup generator: No
- Backup pumping or bypass: Stewart's De-Rooting

Vista Elevada Lift Station

- 2826 Vista Elevada
- Detention time: 7.5 hours
- Wet well: 12' high x 4' diameter: 1,100 gallons
- Date of construction: 1986, 2016 (proposed)
- Number of connections served: 11
- Pumps: Hydromatic grinder
- Motor: 3 hp Aurora
- Number of pumps: 2
- Flow rate: 43 gpm
- Average inflow: 2.5 gpm
- Station control: Floats
- Force main: 271' of 2" PVC
- Vertical rise: 23.4'
- Closest water body: Mission Creek to Pacific Ocean
- MH #276 (see plan sheet A46)
- Backup generator: No
- Backup pumping or bypass: Stewart's De-Rooting

Palomino Force Main

- Force main: 1,347' of 3" HDPE
- Made for connections from private individual grinder pumps made by Environment One (518) 579-3249
- Currently one connection but designed for 45 total connections
- Highest Total Dynamic Head = 161'

8. 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:

- County of Santa Barbara Public Works Department
- Operations and Maintenance Contractor - Stewart's De-Rooting & Plumbing
- County of Santa Barbara Sheriff's Department dispatch
- City of Santa Barbara Public Works Department and emergency dispatch

B. Review and Update of OERP

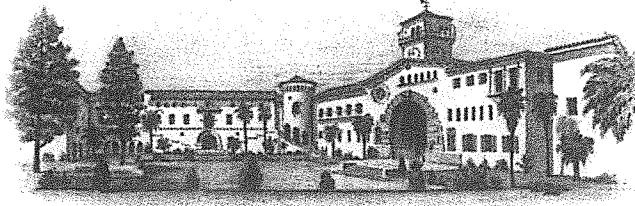
The OERP is periodically reviewed and updated as needed. Reviews may include training of contractor staff. Updates or revisions may be required when new or amended permit criteria is issued, to reflect changes to emergency contact information, or to address changes to noticing or reporting criteria.

Attachment A

Sanitary Sewer Overflow Field Report

OFFICE

620 West Foster Road
Santa Maria, CA 93455
Tel – (805) 739-8750
Fax – (805) 739-8753



ALTERNATE CONTACT

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

**Public Works Department
County Service Area 12**

SANITARY SEWER OVERFLOW FIELD 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
 SSO FROM MH # _____ ACCESS MH # _____ OBSTRUCTION IN 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
 DESCRIBE HOW OVERFLOW VOLUME WAS DETERMINED: _____

RECEIVING WATERS: NO YES LOCATION: _____

FINAL OVERFLOW DESTINATION: _____

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

PICTURES TAKEN: YES NO

SAMPLES TAKEN BY: _____ LAB: _____

SAMPLE LOCATIONS : _____

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: _____

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

Attachment B

Hazardous Materials Minor Spill and Release Incident Report Guide

HAZARDOUS MATERIALS MINOR SPILL AND RELEASE INCIDENT REPORT GUIDE

Approved Jointly By
Santa Barbara County Chapter of CAER
Community Awareness & Emergency Response
and
Santa Barbara County Fire Chiefs

This guide is for members of the Santa Barbara County business community who handle hazardous materials / waste, and is designed to assist in **some** of your reporting obligations in the event of a hazardous materials / waste spill, including oil, and produced water. It simplifies compliance with existing mandates, and allows **non-emergency incidents to be reported by fax**.

The Hazardous Materials Minor Spill and Release Incident Report Form provides:

1. A **single** fax number for Santa Barbara County businesses for legally required reporting of all hazardous materials / waste releases to the primary local agencies that you are obligated to notify. Follow-up your fax with a telephone call verifying receipt of the fax (686-8170) first thing the next business day. The primary local agencies include all Santa Barbara County fire departments, County Fire Prevention Division and County Office of Emergency Services. Hazardous material releases that are reported by using this form in some cases must also be reported to the State Office of Emergency Services (OES) – 800-852-7550. Other reporting requirements to other local, state and federal agencies may still apply.
2. Guidance on how to assess whether the incident is an emergency. The burden is on each business to make this distinction. **However, when in doubt, call 9-1-1.**

Contents

1. Guideline for Incident Assessment – (Page 2)
 - Guidelines for assessing the seriousness of an incident.
2. Incident Reporting – (Page 3)
 - Guidelines for reporting the incident to local emergency agencies
3. Hazardous Materials Minor Spill and Release Incident Report Form – (Page 4)
 - Authorized reporting form to be completed and faxed.

Questions?

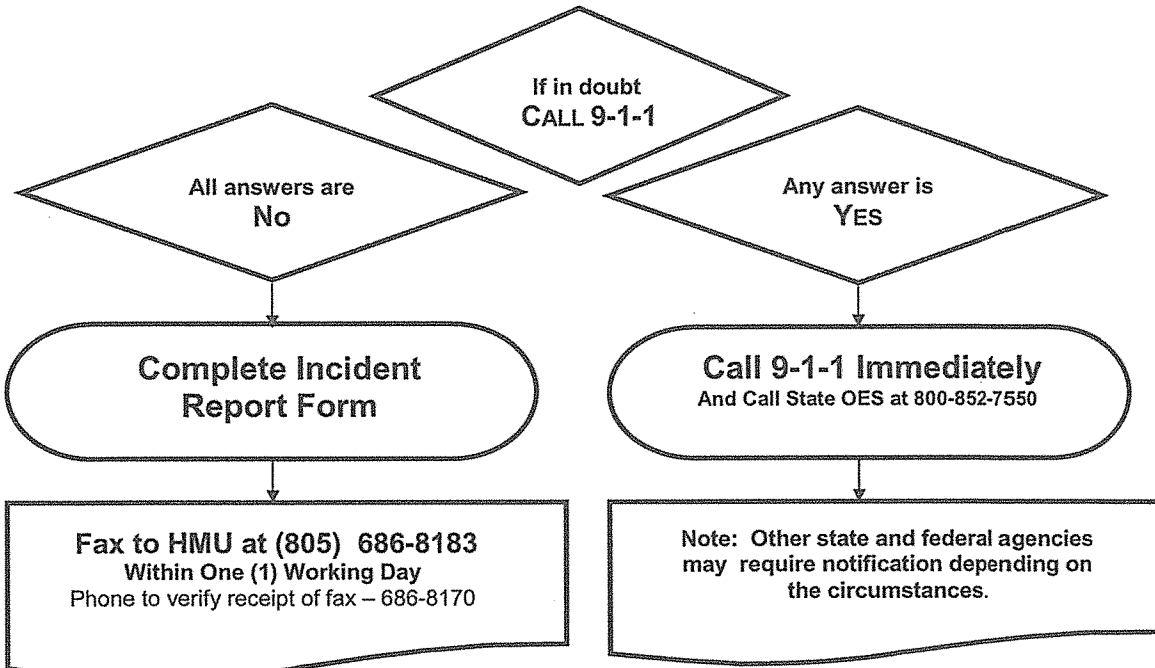
Call Santa Barbara County Fire Department - Fire Prevention Division at 686-8170

Hazardous Materials Minor Spill and Release Incident Report Form
Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

Guidelines for Incident Assessment

Does the hazardous material spill / release, or threatened release, poses a threat to life, property or the environment?

- If the answer is **YES** to any of the following questions – **REPORT SPILL TO 9-1-1:**
- Was anyone killed, seriously injured or admitted to a hospital for observation?
 - Was anyone, other than employees in the immediate area of the release, required to evacuate?
 - Did the release cause off-site damage to public or private property?
 - Did the release extend into any wetlands, sewers, waterways, agricultural properties, public highways, or escape secondary containment/
 - Is there a threat of release of a significant volume of a hazardous substance?
 - Will containment, decontamination, and/or clean-up require the assistance of federal, state, county, or municipal response elements?
 - Did the incident impact the environment, or threaten to impact the environment (e.g. animals, plant life, wetlands, sewers, waterways, agricultural properties, or roadways)?
 - Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger employees, the general public, or the environment?



Hazardous Materials Minor Spill and Release Incident Report Form

Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

Incident Reporting

Who is obligated to notify?

Requirements for immediate notification of all spills or releases cover: Owners, Operators, Persons in Charge, and Employees. Notification is required regarding releases from facilities, vehicles, vessels, pipelines and railroads.

What is a release?

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 – CA H&SC 25501(s)

Who must be notified of a spill and/or release in Santa Barbara County?

Pursuant to the California Health and Safety Code Section 25507, and Santa Barbara County Ordinances, all hazardous material releases must be reported at once to the County CUPA /Administrating Agency and/or State OES. In Santa Barbara County, the CUPA (County Fire Department - Fire Prevention Division is the Authorized Agency), the local fire agency and the County Office of Emergency Services must be notified. When a minor spill and/or release occurs, the Hazardous Materials Minor Spill and Release Incident Report Form is to be faxed to the County Fire Department – Fire Prevention Division within one (1) working day. Follow-up the fax with a telephone call the next working day to verify receipt of the fax. This will satisfy the emergency notification for these agencies in Santa Barbara County only. Other reporting requirements may apply.

What other agencies may need to be notified?

In addition to 9-1-1 and/or faxed Incident Report, the following apply under varying circumstances:

- All releases that equal or exceed Federal Reportable Quantities – Call the National Response Center (NRC) at 1-800-424-8802 or on-line at www.nvc.uscg.mil/online.htm
- All releases on highway – Call California Highway Patrol at (805) 967-1234.
- All hazardous waste tank releases – Call Department of Toxic Substances Control Regional Office at (818) 551-2933
- All serious worker injuries or harmful exposures – Call Cal OSHA District Office at (805) 654-4581
- All oil spills at drilling and production fixed facilities – Call Conservation Department, Division of Oil, Gas and Geothermal Resources at (805) 937-7246.
- All spills with a potential to impact State water quality – Call State Fish & Game Department at (916) 445-0045
- All significant, potential or actual railroad releases – Public Utilities Commission at (213) 897-2975.
- All Hazardous Liquid Pipelines – Call local fire department.
- All Natural Gas Pipelines – Call Public Utilities Commission at (213) 897-2975.
- Consult Federal, State and Local laws and regulations for complete notification requirements.
- **Reminder: All hazardous material releases reported to Santa Barbara County Fire Department – Fire Prevention Division, must also be reported to the State OES at 800-852-7550.**

What other statutes and regulations require emergency notification of a hazardous chemical release?

- | | |
|-------------------------------------|--|
| • California Health and Safety Code | Sections 25270.8, 25507, 25503(c)(9) |
| • CA Vehicle Code | Section 23112.5 |
| • CA Public Utilities code | Section 7673 (c) |
| • CA Government Code | Sections 51018, 8670.25.5(a) |
| • CA Water Code | Sections 13271(a), 13272(a), 13260(a) |
| • California Labor Code | Section 9030 |
| • U.S. Code, Title 42 | Sections 9603, 11004 |
| • California Code of Regulations | Title 8, Section 5209
Title 13, Section 1166
Title 14, Section 1722(h)
Title 19, Sections 2703, 2705
Title 22, Sections 66265.56(j), 66265.196(e)
Title 23, Sections 2230, 2250, 2251, 2260 |
| • 49 CFR | Parts 100 – 177, 263 Section 263.30 |
| • 49 CFR | Part 171.16 |
- Other Federal and State laws / regulations may apply.

Are there any web sites available to review the statutes and regulations?

State Regulations

<http://www.oes.ca.gov>

<http://www.leginfo.ca.gov/calaw.html>

<http://www.calregs.com/>

Federal Regulations

<http://www.access.gpo.gov/nara/cfr/index.html>

Hazardous Materials Minor Spill and Release Incident Report Form

Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

Fax Completed Report to Santa Barbara County Fire Department - Fire Prevention Division. Follow-up with telephone verification to 686-8170
(805) 3468485

1. INCIDENT AND RESPONSE DESCRIPTION

911 CALLED? Yes No

Date / Time Discovered	Date / Time Discharge	Discharge Stopped <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Reporting Date / Time		
Incident Business / Site Name		
Incident Address		
Other Locators (Bldg, Room, Oil Field, Lease, Well #, GIS)		
Please describe the incident and indicate specific causes and area affected.		
Indicate actions to be taken to prevent similar spills from occurring in the future.		

2. ADMINISTRATIVE INFORMATION

Business Name	
Address	
Supervisor in charge at time of incident	Phone
Contact Person	Phone

3. CHEMICAL / RELEASE INFORMATION

CALL 911 FOR ANY RELEASES INTO WATERWAYS, WETLANDS, OR AGRICULTURE AREAS.

Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Chemical	Quantity	<input type="checkbox"/> GAL	<input type="checkbox"/> LBS	<input type="checkbox"/> FT ³
Clean-Up Procedures & Timeline:				
Completed By				Phone
Print Name	Title			Date and Time

SANTA BARBARA COUNTY FIRE DEPARTMENT – FIRE PREVENTION DIVISION USE ONLY

Date Received	Time	OES Control #	CIR #
Received By	Assigned To		ER <input type="checkbox"/> Yes <input type="checkbox"/> No
Date / Time Reported to 911	Late Report <input type="checkbox"/> Yes <input type="checkbox"/> No	INCIDENT #	
From 911 Dispatch <input type="checkbox"/> Yes <input type="checkbox"/> No	Dispatch Requested HMU Respond <input type="checkbox"/> Yes <input type="checkbox"/> No	Time of Dispatch Request	
Time HMU Responding	Time On Scene	Time Back in Service	<input type="checkbox"/> Joint <input type="checkbox"/> Multi-Agency
PROP 65 <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE/TIME TO HCS	DATE/TIME TO COUNTY OES	
MATERIAL		VOLUME	
HAZARD		EVACUATION/ACCESS RESTRICTED <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Status	<input type="checkbox"/> Clean-Up Underway	<input type="checkbox"/> Pollution Characterization Underway	<input type="checkbox"/> Case Closed (Clean-Up Completed or Unnecessary)
	<input type="checkbox"/> Condition Abated	<input type="checkbox"/> Preliminary Site Assessment Underway	<input type="checkbox"/> Investigation
	<input type="checkbox"/> No Action Taken	<input type="checkbox"/> Other	
COMMENTS			
NOTIFICATION CHECKLIST			
<input type="checkbox"/> COUNTY OES	<input type="checkbox"/> COUNTY PETROLEUM	<input type="checkbox"/> COUNTY AG COMM	<input type="checkbox"/> ROAD DEPT
<input type="checkbox"/> STATE OES RESPONSE	<input type="checkbox"/> STATE DOGGR	<input type="checkbox"/> STATE FISH & GAME	<input type="checkbox"/> STATE RWQCB
<input type="checkbox"/> CODE 20 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> LOCAL FIRE	<input type="checkbox"/> APCD	<input type="checkbox"/> CAL TRANS
	<input type="checkbox"/> EHS	<input type="checkbox"/> CAL OSHA	<input type="checkbox"/> DTSC

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 <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>
			Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>
			Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>
			Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>
			Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>
			Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>	Leaking <input type="checkbox"/>

(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

Attachment C

Manhole Overflow Flow Rate Guide

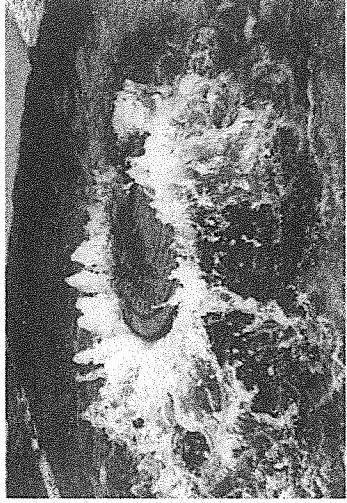
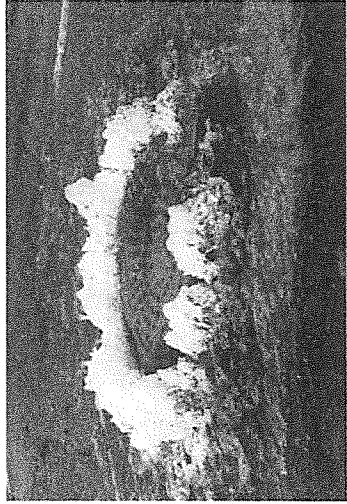
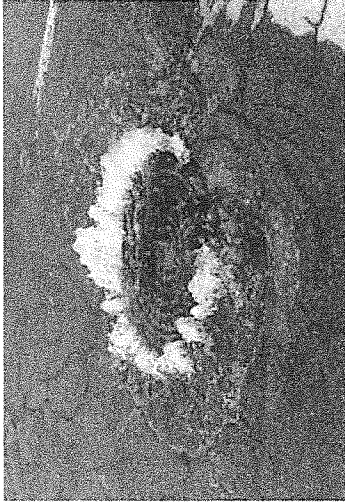
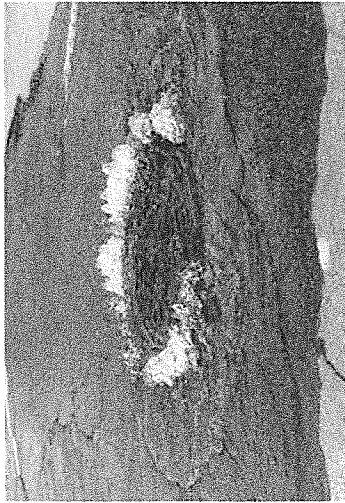
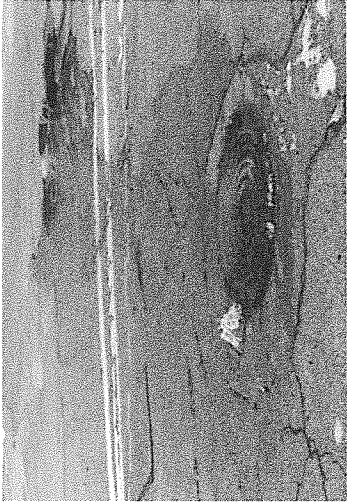
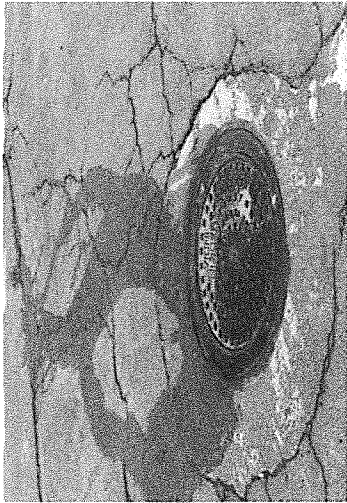


City of San Diego
Metropolitan Wastewater Department

**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



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

Attachment D

SWRCB Order No. WQ 2013-0058-EXEC

**Amending Monitoring and Reporting Program for
Statewide General Waste Discharge Requirements for
Sanitary Sewer Systems**

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

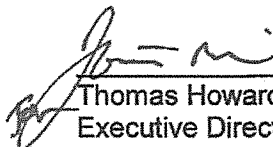
8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssso/

ATTACHMENT A

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC**

**AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS**

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**
- These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.
- iii. **Collection System Questionnaire**
- The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- iv. **SSMP Availability**
- The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13
Date



Jeanine Townsend
Clerk to the Board