

# **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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### Attachments:

Attachment 1 - CSA 12 Sewer System Map

Attachment 2 - Overflow Emergency Response Plan

# Sewer System Management Plan

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

The Sewer System Management Plan contained herein have been prepared by or under the direction of the following civil engineer.

*Kevin Thompson*  
CIVIL ENGINEER

*April 5, 2020*  
DATE



## **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 13.55 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. A private developer installed a 0.1 mile extension of 8" sewer main in 2017 on Tunnel Road. Approximately 75% of the system is located in roadways while the other 25% of the system is located in easements on private property. The system has approximately 863 residential equivalent sewer connections, with a population of approximately 2,500.

### 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**.

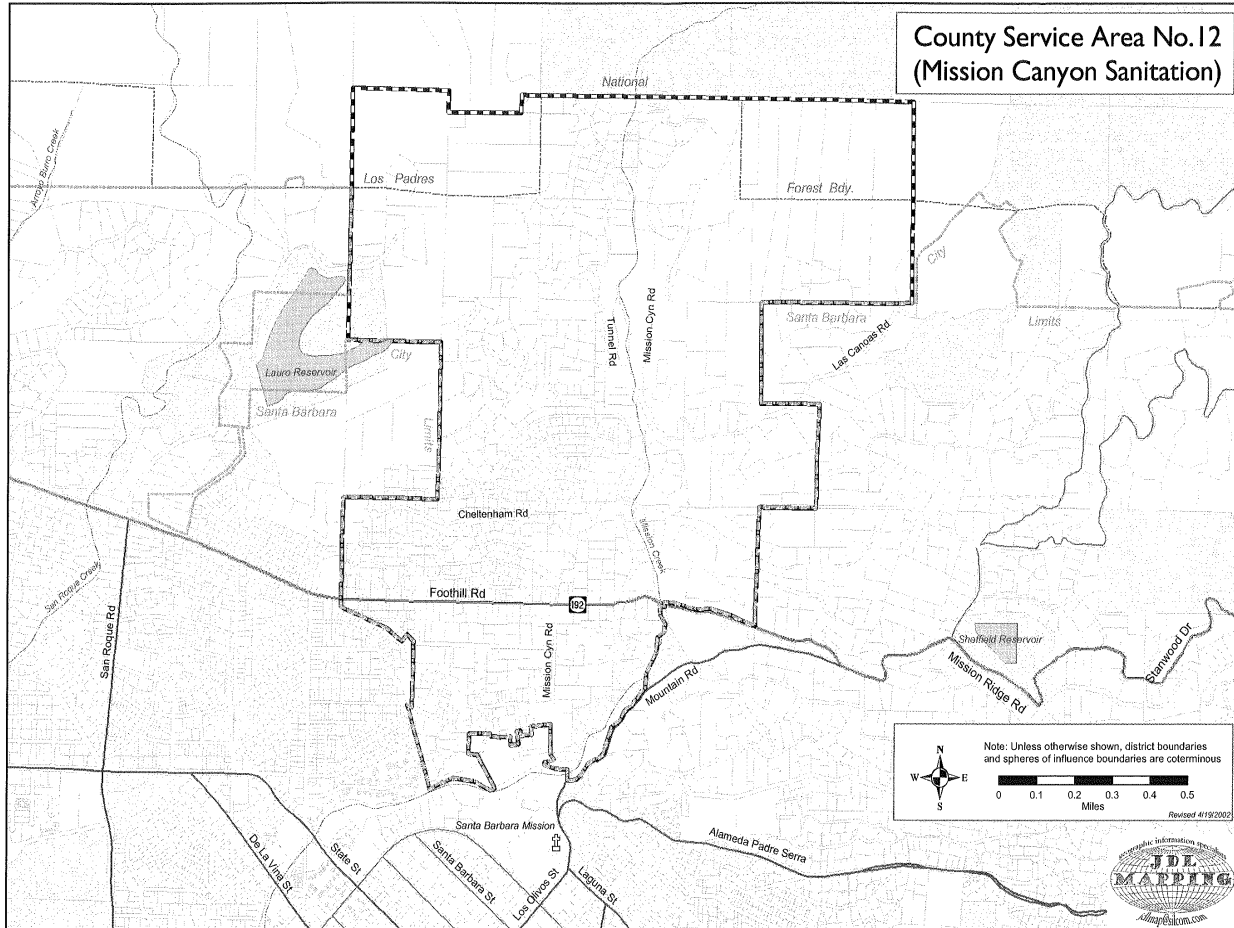


Figure 1: CSA 12 Boundary Map

The organizational structure of CSA 12 is as follows:

Name	Title	Contact Number
Scott McGolpin	Public Works Director	(805) 568-3010
Leslie Wells	Deputy Public Works Director	(805) 882-3611
Martin Wilder	Utilities Manager	(805) 803-8755
Jeremy Chaja	Supervising Plant Operator (LCSD*)	(805) 934-6282
Kevin Thompson	Civil Engineer	(805) 803-8756
Todd Hodgins	Stewart's & Selzer Plumbing**	(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 & Selzer Plumbing is the current O&M vendor through June 30, 2025.

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 recent sewer extensions including the 2014 Botanic Garden, 2016 Palomino Road, and 2017 Tunnel Road projects) 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. The atlas map is created and maintained using ArcGIS software.
- 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. Cleaning and video events are logged in excel format and video inspections are stored on a content cloud site, box.com. A backup of the video files are stored on a portable hard-drive located at the North County Public Works Department office located at 620 West Foster Road in Santa Maria. The current vendor contract for these services is in effect from July 1, 2020 through June 30, 2025. Biannual cleaning of sewer pipes identified as problematic from video inspection and/or a history of known SSOs are also included in addition to periodic cleaning and inspection of the two lift stations.

Manhole level sensors with alarm capabilities (5 units) were installed at key locations in 2016.

Sewer laterals are considered privately owned and maintained from the building structure to the public sewer main connection. The CSA 12 is not responsible for damage caused by line breaks or leaks occurring to the property owner's sewer lateral. The property owner is responsible for construction of sewer laterals and connections to the sewer main in the event no existing wye or sewer lateral stub out is available.

- c. Rehabilitation and replacement: Recent repair and replacement of deficient sections of pipelines, primarily located in off-road sewer easements, are conducted periodically as needed. 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 and Selzer 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 jetters and provides safety training such as CPR and confined space entry.
- e. Equipment and replacement parts: Stewart's & Selzer Plumbing 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.

Stewarts & Selzer Plumbing has and 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 & Selzer 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.

Information on prohibited wastes such as FOG is included in an 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.

A sewer hydraulic model was created and analyzed to identify capacity deficient pipes. A report generated by in-house staff (civil engineer Kevin Thompson), dated February 10, 2017, concluded that there are no capacity deficient pipes for existing and “Worst Case” development scenarios (although one pipe, P070 located on Mission Canyon Road, is identified to marginally exceed design criteria with  $d/D = 0.56$ , during the “Worst Case” scenario).

In 2003 and 2009, studies were completed to extend services to Palomino Road and Tunnel Road, estimating new flow contributions, which were considered to be minimal. However, another 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. The original contract was termed for 5 years and the County re-hired the same private vendor following collection of proposals from other vendors, with a 5 year contract ending on June 30, 2025. 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) Regarding priority areas, a high-priority maintenance list is maintained which includes pipes selected to receive more frequent cleanings (for example, biannually). The original high-priority maintenance list as of July 2015 consisted of two pipes. These pipes were identified as problematic due to a history of sanitary sewer overflows. Multiple pipes were added to the list since then; three pipes in response to a SSO in November 2015, and nine more pipes in response to video inspection in December 2016. One pipe was removed from the list in 2018 after a spot repair removed a root intruded segment. The two original pipes were removed from the list in 2018 after a section replacement fixed a sagging segment of pipe.
- c) 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.

- d) 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.
- e) 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.
- f) Identify, and illustrate trends. Since 2000, there have been eight SSO events. Two were repeat locations due to debris accumulation. Manhole water level sensors were for installed at these locations as well as at three additional sites. In 2018, one location was repaired involving pipe replacement to fix a sagging pipe segment. After review of as-built plans, another location was determined to be problematic due to relatively flat slopped pipes and was added to the high priority maintenance list. If future SSO events occur, cleaning and CCTV review 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.

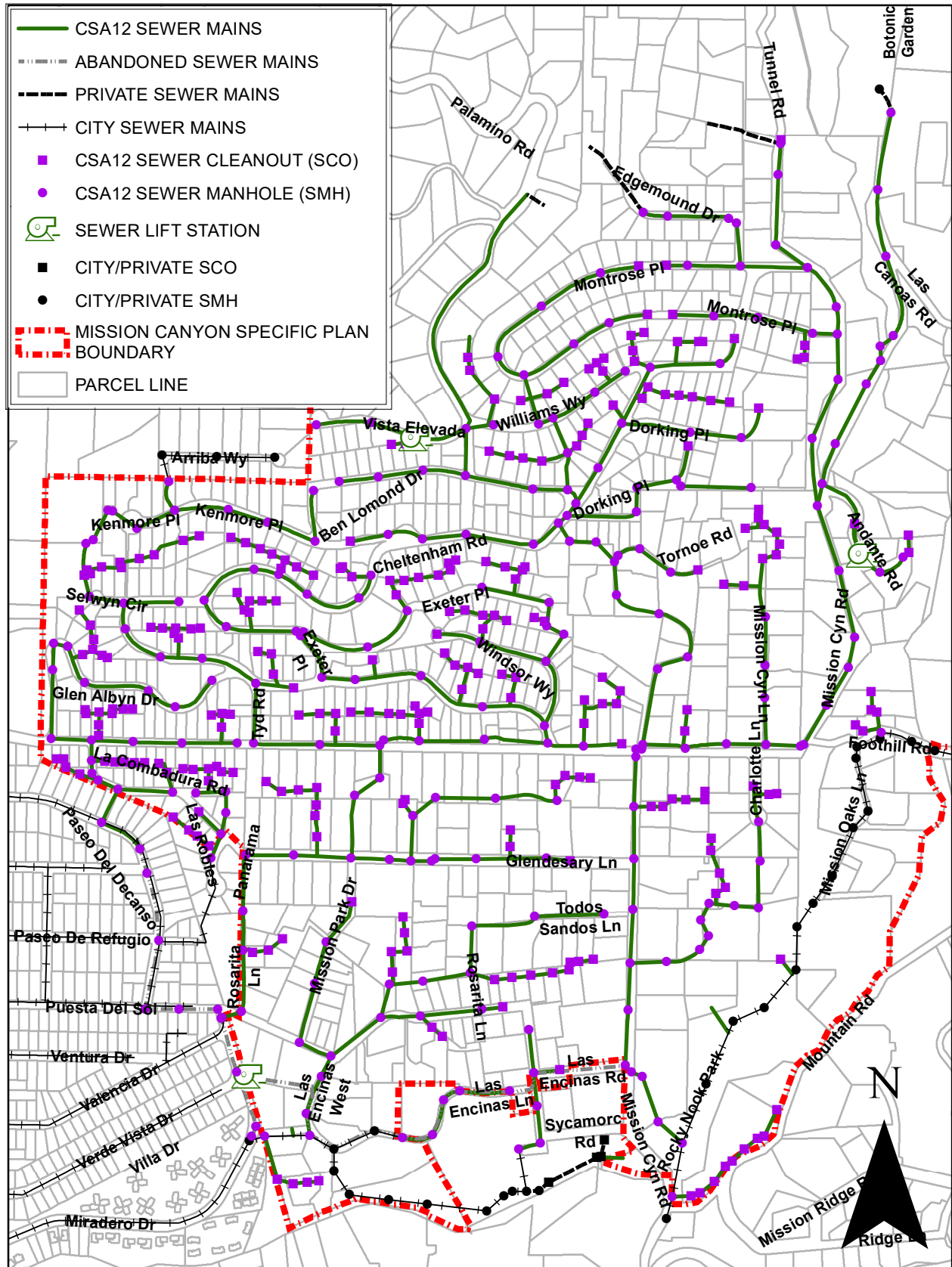
**County Service Area 12  
(Mission Canyon Sewer District)**

**Sewer System Management Plan**

**ATTACHMENT 1**

**Sewer System Map**

# EXHIBIT A - COUNTY SERVICE AREA 12 SEWER SYSTEM MAP



0 1,000 2,000 4,000 Feet

**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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**Attachment A - Sewer Overflow Field Report**

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

**Attachment C – Manhole Overflow Flow Rate Guide**

**Attachment D - 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 & Selzer 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, 2025.

During working hours administrative calls may be directed to the County of Santa Barbara Public Works Department at either (805) 568-3000 or (805) 803-8750, 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) 568-3959. 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.

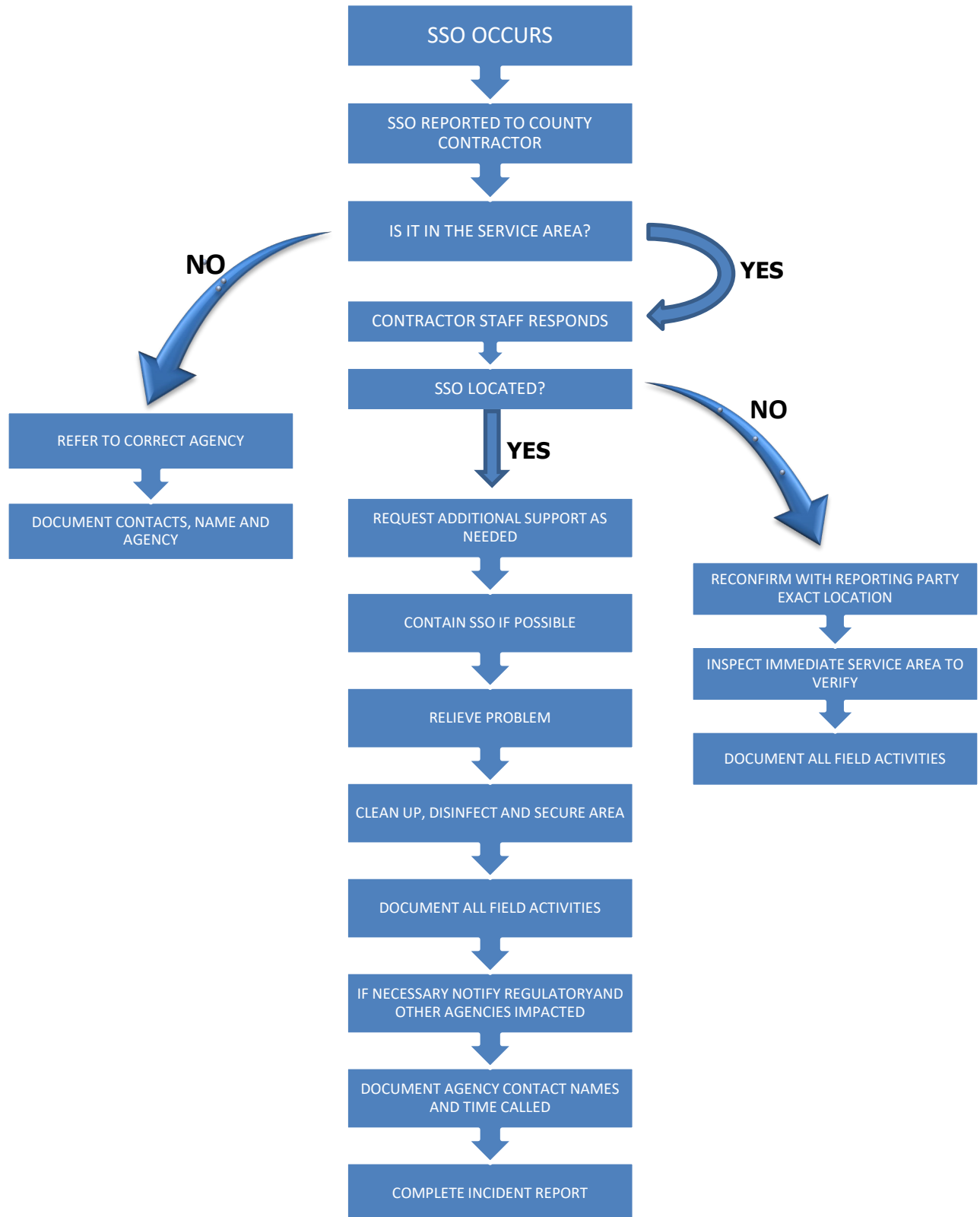
The situation will be assessed by the responding crew to ascertain if additional resources are required. Additional resources may include personnel and equipment, traffic control assistance, or services of a third party contractor.

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): 805-549-3147
- County Environmental Services (EHS): 805-681-4900
- County Sheriff's Department: 805-681-4100
- County Fire Department Station 15: 805-681-5500
- California Highway Patrol: 805-967-1234
- Santa Barbara County Flood Control and Water Conservation District: 805-568-3440
- California Department of Fish and Wildlife: 805-568-1231
- California Department of Transportation: 805-568-1250

### 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 & Selzer Plumbing: (805) 965-8813 (office), or Todd Hodgins (805) 896-2702 (cell), or email [todd@countysanitationco.com](mailto:todd@countysanitationco.com).
2. Martin Wilder, County Utilities Manager: (805) 803-8755 (office), (805) 803-8750 PW desk.
3. Jeremy Chaja (805) 934-6282 (office), emergency call-out cell (805) 310-2252.
4. Kevin Thompson, County civil engineer: (805) 803-8756 (office), (805) 803-8750 PW desk.

## 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)

(805) 564-5413 (M-Th, alt Fri 7:00am – 3:00pm), (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: 5.3 hours
- Wet well: 11' high x 3.5' diameter: 790 gallons
- Date of construction: 1986, 2007
- Number of connections served: 8
- Pumps: Barnes submersible grinder with 2" outlet
- Motor: 3 hp
- Number of pumps: 2
- Flow rate: 40 gpm
- Average inflow: 2.5 gpm
- Station control: Floats
- Force main: 454' of 2" PVC
- Vertical rise: 34.7'
- Closest water body: Mission Creek to Pacific Ocean
- MH #327 (see plan sheet A66)
- Backup generator: No
- Backup pumping or bypass: Stewart's & Selzer Plumbing

### Vista Elevada Lift Station

- 2826 Vista Elevada
- Detention time: 5.7 hours
- Wet well: 12' high x 3.5' diameter: 860 gallons
- Date of construction: 1986, 2016
- Number of connections served: 10
- 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 & Selzer Plumbing

### 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 & Selzer 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

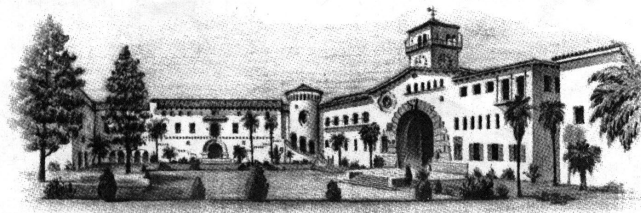
The OERP is periodically reviewed and updated as needed. Reviews may include training of contractor staff. Updates or revisions may be required when new or amended permit criteria is issued, to reflect changes to emergency contact information, or to address changes to noticing or reporting criteria.

## **Attachment A**

### **Sanitary Sewer Overflow Field Report**

**OFFICE**

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



**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 NON-EMERGENCY/MINOR SPILL/RELEASE

### Guidance for Reporting Hazardous Material Spill/Release Incidents

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

**FAX INCIDENT REPORT FORM (See Page 5):**

(F) = FAX NUMBER

(O) = OFFICE NUMBER

AREA CODE = (805)

Carpinteria/Summerland Fire – (F) 969-3598 (O) 565-3651

Lompoc City Fire – (F) 736-4513 (O) 735-4256

Santa Barbara City Fire – (F) 882-8903 (O) 965-5252

Santa Maria City Fire – (F) 925-9393 (O) 925-2631

Guadalupe Fire – (F) 692-5725 (O) 692-5723

Montecito Fire – (F) 969-3598 (O) 565-3651

Santa Barbara County Fire – (F) 692-5725 (O) 692-5735

Vandenberg Fire – (F) 606-2361 (O) 606-5380

Office of Emergency Management – (F) 681-5592 (O) 681-5526

This guide is for members of the Santa Barbara County business community who handle hazardous materials, and is designed to assist in your reporting obligations in the event of a hazardous materials spill/release, including oil, and produced water. It simplifies compliance with existing Fire Code, and allows a **Non-Emergency/Minor Spill/Release** to be reported by fax.

The attached Hazardous Materials Non-Emergency/Minor Spill/Release Incident Report Form provides:

1. Refer to Pages 2 and 3 to determine whether an incident qualifies as a Hazardous Materials Non-Emergency Minor Spill/Release. If it qualifies as a Hazardous Materials Non-Emergency Minor Spill/Release, you may use the attached Incident Report Form and report by fax. If it does not qualify as a Hazardous Materials Non-Emergency Minor Spill/Release then you must immediately call 9-1-1 and State OES at 800-852-7550. The burden is on each business to make this distinction. **However, when in doubt, call 9-1-1.**
2. A method for Santa Barbara County businesses to report by fax a Hazardous Materials Non-Emergency/Minor Spill/Release to your Local Fire Agency and to the Office of Emergency Management (OEM) within 1 working day (See List Above). First thing the next business day you must telephone your Local Fire Agency and OEM to verify receipt of your fax. A Hazardous Materials Non-Emergency Minor Spill/Release that is reported by using this form, in some cases must also be called in and reported to State OES – 800-852-7550 (See Page 2-3). Other reporting requirements to other Local, State and Federal Agencies may still apply depending upon your type of business (See Page 4).

#### Contents

1. Guidance for Reporting Hazardous Material Spill/Release Incidents – (Page 2-4).
2. Incident Report Form – (Page 5)

**Questions? Call your Local Fire Agency. See list above.**

## HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

### Guidance for Reporting Hazardous Material Spill/Release Incidents

Emergency Level	CRITERIA
<b>LEVEL 1</b>  Initial Response Minor On-Site Incident	<ol style="list-style-type: none"> <li>1. Oil spill or produced water spill &gt; 1 bbl outside secondary containment designated for that vessel, system or pipeline, or ≥ 5 bbl inside secondary containment designated for that vessel, system or pipeline, unless it impacts or potentially impacts state or marine waters, in which case go to Level III.</li> <li>2. Two combustible gas or fire eye alarms</li> <li>3. Verified high level combustible gas (50% LEL) alarm</li> <li>4. Single hand held detector with a LEL reading ≥ 50%</li> <li>5. Smoke Investigation</li> <li>6. Fire reported out</li> <li>7. Hazardous material release outside secondary containment designated for that vessel, system or pipeline.</li> <li>8. Bomb or extortion threat.</li> </ol>
<b>LEVEL 2</b>  Sustained Response Major On-Site Incident	<ol style="list-style-type: none"> <li>1. Oil spill or produced water spill &gt;5 bbl unless it impacts or potentially impacts state or marine waters, in which case go to Level III.</li> <li>2. Any toxic gas release &gt; 10 ppm by fixed or handheld monitor.</li> <li>3. More than 2 combustible gas or fire eye alarms</li> <li>4. Fire</li> <li>5. Hazardous materials release requiring hazardous materials emergency response from emergency rescue personnel or contractors.</li> <li>6. Sour gas in sales line</li> <li>7. Earthquake or Flooding damage</li> <li>8. Activation of Emergency Shut Down for plant and / or pipeline.</li> </ol>
<b>LEVEL 3</b>  Major Incident with Public Exposure Potential (off-site impacts)	<ol style="list-style-type: none"> <li>1. Oil spill or produced water spill impacting or potentially impacting state or marine waters, or threatened release of oil or produced water impacting or potentially impacting state or marine waters.</li> <li>2. Fire with potential for spreading</li> <li>3. Explosion</li> <li>4. Hazardous materials release or gas leak with off-site potential</li> <li>5. Civil disturbance</li> <li>6. State of War</li> <li>7. Highway 101 closure or impact on other significant access routes or roads.</li> </ol>

**NOTE:** Anything below a LEVEL 1 is considered a non-emergency/minor spill or release and may be reported by using the Hazardous Materials Minor Spill and Release Incident Report Form. Other reporting requirements may apply.

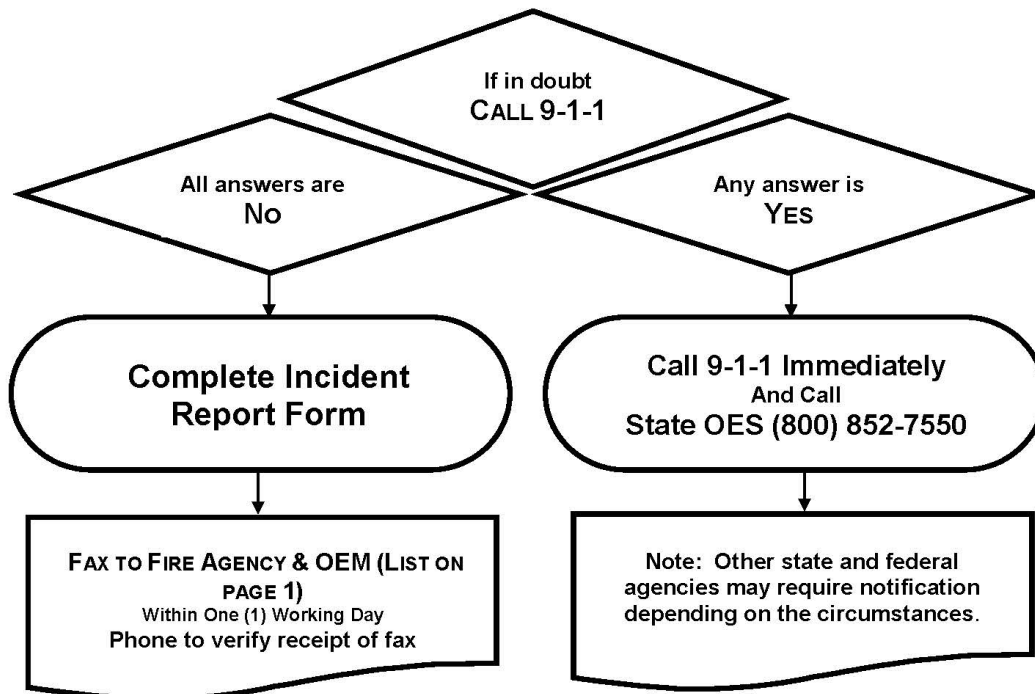
## HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

### Guidance for Reporting Hazardous Material Spill/Release Incidents

If an incident qualified as a Hazardous Materials Non-Emergency Minor Spill/Release, it may be reported by faxing the attached Incident Report Form as specified on Page 1.

In addition to faxing the Incident Report Form you must also immediately call 9-1-1, if you answer "Yes" to any of the following questions:

- 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., sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal waterway, ground, sidewalk, street, highway or into the atmosphere)?
- 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 NON-EMERGENCY/MINOR SPILL/RELEASE

### Guidance for Reporting Hazardous Material Spill/Release Incidents

#### What is a "Hazardous Material"?

"Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or threatened hazard to human health and safety or to the environment, if released into the workplace or the environment" - CA H&SC 25501(p)

#### Who is obligated to report a spill/release?

Requirements for providing notification of any spill/releases cover: Owners, Operators, Licensees, Persons in Charge, and Employees. Notification is required regarding releases from facilities, vehicles, vessels, pipelines and railroads.

#### What is a spill/release?

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of a hazardous material into the environment, unless permitted or authorized by a regulatory agency – CA H&SC 25501(s)

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

Pursuant to the California Fire Code (Refer to Chapter 15 of the Santa Barbara County Code) and California Health and Safety Code Section 25507, all hazardous material released in quantities reportable under state, federal or local regulations, shall be reported to the Local Fire Agency. Local governments can have requirements that are more stringent than state. In Santa Barbara County, the Local Fire Agency and OEM must be notified. When a minor spill/release occurs, the Hazardous Materials Non-Emergency/Minor Spill/Release Incident Report Form is to be faxed to your Local Fire Agency and OEM listed on Page 1 within 1 working day. Follow-up the fax with a telephone call first thing 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](http://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 & Wildlife 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 Agency (Page 1).
- 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 significant hazardous material spills/releases or threatened releases must also be reported to the Cal OES State Warning Center at 800-852-7550.**

#### What other statutes and regulations require emergency notification of a hazardous material 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(e), 2705
- Title 22, Sections 66265.56(j), 66265.196(e)
- Title 23, Sections 2230, 2250, 2251, 2260
- Part 171.16
- 49 CFR

Other Federal and State laws / regulations may apply.

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

State Regulations <http://www.caloes.ca.gov/http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/hazardous-materials/spill-release-reporting>

Federal Regulations <https://www.epa.gov/enforcement> and [www.ecfr.gov](http://www.ecfr.gov)

## HAZARDOUS MATERIALS NON-EMERGENCY/MINOR SPILL/RELEASE

### INCIDENT REPORT FORM

Fax Completed Incident Report Form Within 1 Working Day To Local Fire Agency & OEM Listed On Page 1 And Follow Up With A Phone Call First Thing The Next Business Day.

#### 1. INCIDENT AND RESPONSE DESCRIPTION

**911 CALLED?**  Yes  No

Date / Time Discovered	Date / Time	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. HAZARDOUS MATERIAL / RELEASE INFORMATION CALL 911 FOR RELEASES INTO WATERWAYS, WETLANDS OR AGRICULTURE AREAS.

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

#### Santa Barbara County Local Fire Agency 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	Investigator Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	Time of Request	
Time 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 OEM	
MATERIAL		VOLUME	
HAZARD		EVACUATION/ACCESS RESTRICTED <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Current Status</b> <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			
<b>NOTIFICATION CHECKLIST</b> <input type="checkbox"/> COUNTY OEM <input type="checkbox"/> COUNTY PETROLEUM <input type="checkbox"/> COUNTY Ag COM <input type="checkbox"/> LOCAL FIRE _____ <input type="checkbox"/> APCD <input type="checkbox"/> CAL TRANS			
<input type="checkbox"/> STATE OES RESPONSE <input type="checkbox"/> STATE DOGGR <input type="checkbox"/> STATE FISH & WILDLIFE <input type="checkbox"/> ROAD DEPT <input type="checkbox"/> STATE RWQCB <input type="checkbox"/> CHP <input type="checkbox"/> CAL OSHA			
<input type="checkbox"/> DTSC <input type="checkbox"/> CLERK OF THE BOARD			

## **Attachment C**

### **Manhole Overflow Flow Rate Guide**



# Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

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



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm



## **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"<sup>1</sup> (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 information<sup>2</sup> 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

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<sup>1</sup> Available for download at:

[http://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2006/wqo/wqo2006\\_0003.pdf](http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf)

<sup>2</sup> 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 CIWQS<sup>3</sup> 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 Program<sup>4</sup> 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

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

<sup>4</sup> Statewide Sanitary Sewer Overflow Reduction Program information is available at: [http://www.waterboards.ca.gov/water\\_issues/programs/ssor/](http://www.waterboards.ca.gov/water_issues/programs/ssor/)

## 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]
<b>CATEGORY 1</b>	Discharges of untreated or partially treated wastewater of <b><u>any volume</u></b> resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> <li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li> <li>• 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).</li> </ul>
<b>CATEGORY 2</b>	Discharges of untreated or partially treated wastewater of <b><u>1,000 gallons or greater</u></b> resulting from an enrollee's sanitary sewer system failure or flow condition that <b><u>do not</u></b> 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.
<b>CATEGORY 3</b>	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
<b>PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)</b>	Discharges of untreated or partially treated wastewater resulting from blockages or other problems <b><u>within a privately owned sewer lateral</u></b> connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be <u>voluntarily</u> reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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

ELEMENT	REQUIREMENT	METHOD
<b>NOTIFICATION</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>• Within two hours of becoming aware of any Category 1 SSO <b>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</b>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</li> </ul>	Call Cal OES at: <b>(800) 852-7550</b>
<b>REPORTING</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>• 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.</li> <li>• “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.</li> <li>• Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee’s Legally Responsible Official(s).
<b>WATER QUALITY MONITORING</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>• Conduct water quality sampling <b>within 48 hours</b> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.</li> </ul>	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.
<b>RECORD KEEPING</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>• SSO event records.</li> <li>• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>• Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	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](mailto: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, 15<sup>th</sup> 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](mailto: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