ATTACHMENT

Sewer System Management Plan (SSMP)

City of Claremont

July 2025

Appendices:

A – Waste Discharge Requirements, Order No. 2022-0103

B – City of Claremont Municipal Code

C – CIWQS Enrollee's Guide to the SSO Database

Chapter 1. Sewer System Management Plan Goal and Introduction

1.1 Regulatory Context

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements and Monitoring and Reporting Program by issuing Order No. 2006-003 (Order). The regulations in the Order were born out of growing concern about the water quality impacts of sanitary sewer overflows (SSOs), particularly those that cause beach closures or pose serious health and safety or nuisance concerns. Two major components of the waste discharge requirements (WDRs) are the requirements that owners and operators of publicly-owned collection sewer systems one mile long or greater apply for coverage under the Order and that they develop and implement a Sewer System Management Plan (SSMP).

The City of Claremont (City) filed a Notice of Intent application with the SWRCB in August 2007 in compliance with the Order. The City subsequently received its California Integrated Water Quality System (CIWQS) username and password for accessing the state's on-line reporting database. The City completed a "collection system questionnaire" and will file subsequent updates and all required SSO reporting through this database.

The State Water Resources Control Board recently adopted a Reissued Waste Discharge Requirements for Sanitary Sewer Systems (Order No. 2022-0103-DWQ) replacing the prior order [Appendix A]. The City of Claremont electronically certified its Continuation of Existing Regulatory Coverage in CIWQS. In accordance with the Reissued Order, the SSMP must be updated every six years to reflect any significant updates or program changes. This SSMP has been updated to reflect the changes to the City's Sanitary Sewer System program. The SSMP is divided into thirteen chapters, which closely align with the respective provisions contained in the Order. Each of the following chapters addresses one of the key elements of the SSMP program requirements.

1.2 Sewer System Management Plan Update Schedule

As part of the SSMP development process, the City was required to prepare and incorporate into its SSMP a schedule identifying regulatory and development/implementation deadlines and milestones. The City's SSMP development plan and schedule met those deadlines in the Order as based on the

City's specific population and service area. Based on the U.S. Census Bureau's 2024 population estimates, the City of Claremont has a population of 36,139. Population data was provided in the City's initial Notice of Intent for coverage under the original order as found in the City's application and payment of related permit fees. The table on the following page shows the historical and upcoming *SSMP Development Plan and Implementation Schedule*. As required by the Order, the City's plan has been approved by the City's governing board, the Claremont City Council. As with other parts of this document, the schedule and supporting information may be modified during later development.

City SSMP Development and Update Timeline

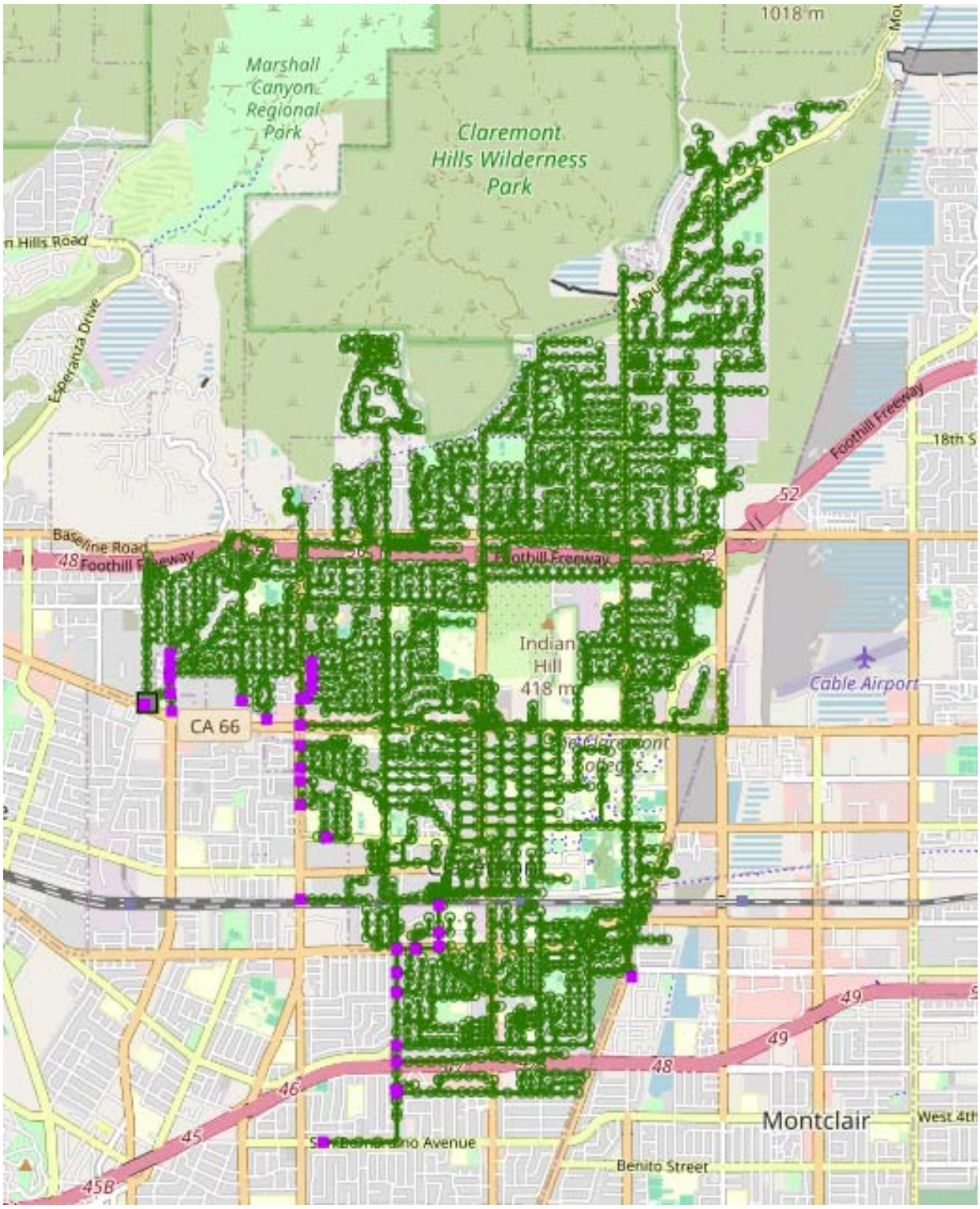
Program Element and Order (WDR) Section	**SSO/WDR Completion Dates (*Population between 10,000 and 100,000*):**	**City**
Application for Permit Coverage ***Section C***	**November 2, 2006**	**X**
LRO, System Questionnaire, and Monthly Reporting Program [1, 2] ***Section G***	**January 2, 2007**	**X**
SSMP Development Plan and Schedule ***No specific Section***	**November 1, 2007**	**X**
Goals and Organization Structure ***Section D 13 (i) & (ii)***	**November 1, 2007**	**X**
Overflow Emergency Response Program ***Section D 13 (vi)*** [3, 4]	**May 1, 2009**	**X**
Legal Authority ***Section D 13 (iii)***		**X**
Operation and Maintenance Program ***Section D 13 (iv)***		**X**
Grease Control Program ***Section D 13 (vii)*** [5]		**X**
Design and Performance ***Section D 13 (v)***	**August 1, 2009**	**X**
System Evaluation and Capacity Assurance Plan ***Section D 13 (viii)***		**X**
Final SSMP, incorporating all of the SSMP requirements ***Section D 13*** [6]		**X**
SSMP Audits ***Section D 13(x)***	**June 2020**	**X**
SSMP Updates ***Section D 14***	**May 28, 2015** **June 9, 2020**	**X**
Update Spill Emergency Response Plan	**June 1, 2023**	**X**
SSMP Audit	**June 3, 2024**	**X**
SSMP Update	**July 23, 2025**	**X**

Following the Reissued Order, the City updated and submitted its Spill Emergency Response Plan in June 2023. Per the Reissued Order, starting in 2025, the City will begin a six-year update schedule. Following the 2025 SSMP Update, a SSMP audit will be conducted every three years (beginning in 2028), and the following SSMP Update will occur in 2031. The City will continue this recurring cycle with audits occurring at least every three years or as needed, and SSMP comprehensive updates occurring every six years.

1.3 Sewer System Asset Overview

The sanitary sewer service in the City of Claremont (City) is managed and operated by the City of Claremont. The physical sewer collection infrastructure is owned by the City and consists of approximately 122 miles of gravity sewer lines, associated private laterals, related sewer manholes and/or clean-outs, and one pump station. All infrastructure is contained within the geographical boundaries of the City of Claremont, and the system serves approximately 36,139 Claremont residents. The sewage collected from the City's sewer collection system is transported to a collection/interceptor main owned by the Sanitation Districts of Los Angeles County, District 21. Customers, including 8,834 residential units, 123 dormitories, 5 schools, and 18 religious facilities are billed for sanitary sewer service on their sanitation bill. Fees for sewage service are based on formulas and fees established by the City of Claremont. The City also maintains a storm sewer network that diverts stormwater from the sewer system. The City is solely responsible for the operation, control, and maintenance of the City's sanitary sewer system.

Claremont Sanitary Sewer System Map



Chapter 2. Sanitary Sewer System Organization

2.1 Community Services Department Organization & Mission

The City's Community Services Department is the primary department responsible for addressing SSOs. The Community Services Department is responsible for several primary service sectors: administration; sanitation; motor fleet; cemetery; and all facility, landscape, and infrastructure maintenance, including the sewer network. A significant portion of maintenance operations is performed by outside contractors.

With regard to the sewer system, staff camera and jet lines, monitor hot spots and contract with outside service providers for mainline videotaping, sliplining, any mainline repairs, and vector services. Staff also monitor the condition of the storm network and contracts with outside service providers to clean catch basins every fall and spring, prior to and following the rainy season.

As required by the Order, the names of the responsible and/or authorized representatives, departments, and contractors responsible for SSMP compliance must be provided. The below table provides the contact information for the various responsible parties for compliance with the SSMP program. The City's designated official for this program is the City Manager. The City Manager is responsible for the overall execution of the compliance actions required under the WDRs. The City Manager has designated the Community Services Director as the lead for program implementation. Additionally, the Community Services Director is also responsible for the execution of reporting and recordkeeping; this includes, but is not limited, to signing and certification of all reports and correspondence as required under the Order.

Legally Responsible Official:	Telephone:	Mailing Address
Primary:		
Cari Dillman Community Services Manager cdillman@claremontca.gov	(909) 399-5431	1616 Monte Vista Avenue Claremont, CA 91711

The Community Services Director oversees all aspects of sewer maintenance and SSO emergency response. The Community Services Director may be reached at (909) 399-5431.

The Community Services Manager is responsible for overseeing sewer maintenance activities, updating the SSMP, reporting SSOs, and coordinating capital improvement projects. The Legally Responsible Official is the Community Services Manager, Cari Dillman. The Community Services Manager may be reached at (909) 399-5431.

The Maintenance Supervisor is responsible for monitoring hot spots, coordinating jetting and CCTV activities, monitoring vector services, and inspecting mainline repairs. The Maintenance Supervisor may be reached at (909) 399-5431.

Additional general contact information is available below for issues occurring during and after business hours.

Contact	Telephone
City Hall	(909) 399-5460
Community Services	(909) 399-5431
Maintenance On-Call After Hours: through Police Department Dispatch	(909) 626-1296

Community Services administrative staff are available during normal business hours 7:00 a.m. – 6:00 p.m., Monday – Thursday to receive and act on any calls related to the sanitary sewer system. After hours, emergency spill calls may be received by the Police Department. The Police Department will contact the Community Services Department On-Call staff, who will notify management staff and respond.

The Department's administrative unit is responsible for a variety of general management and support functions, including:

- Managing various service contracts for infrastructure maintenance.
- Representing the Department at Committee, Commission, and City Council meetings.
- Responding to public inquiries regarding street and/or other public infrastructure maintenance and/or usage.
- Responding to citizen complaints or service requests, evaluating problems, and following up with the appropriate division, department, or staff to resolve and/or correct.
- Scheduling work, processing payments, inspecting work, obtaining quotes, and purchasing materials as necessary.

When a SSO call is received, Community Services Administrative staff must evaluate the information to assess the nature and severity of the event. The following information will be documented and communicated to the Maintenance Supervisor or on-call maintenance staff:

- Time of day of spill start (if known)
- Day of the week call is received
- Spill location (address or nearest cross streets)
- Type of SSO (public assets or private lateral)
- Risk factors (such as proximity to storm drains or open channel and health and safety of the public)
- Weather conditions (Is it raining or is rain forecasted?)

Initial notifications may vary depending upon the nature and magnitude of the SSO event. Typically, the on-call staff or Maintenance Supervisor will be informed immediately of the SSO. This initial contact will then inform the Community Services Manager and Community Services Director. The Community Services Manager is responsible for reporting spills to the State and Regional Water Boards, County Health Officer, State Office of Emergency Services, and other agencies, as applicable.

2.2 Community Development Department

The City's Community Development Department is organized in three primary divisions: Planning, Building, and Engineering. This Department maintains the integrity of the public right-of-way by overseeing the design of infrastructure, issuing permits, and inspecting construction activities, including the review of property development plans for offsite street storm drain and utility connections. The Community Development Department is dedicated to maintaining and improving the quality of life in Claremont by planning for future needs, promoting environmental quality, overseeing the development of the municipal infrastructure, managing capital improvement projects for new installations, and protecting health and safety.

The Planning Division is also responsible for the preparation of CEQA and NEPA environmental compliance documents for CIP projects.

The Community Development Department plays a critical role in preventing the overcapacity of the sanitary sewer system through the planning and development process. This Department also enforces building and construction standards in existing, new, or redevelopment projects. As noted, this Department includes Engineering, Building and Safety, and Planning Divisions. Its mission is to protect the public's health, safety, and welfare through responsive and objective application and enforcement of adopted and mandated laws and regulations that govern development and construction. The Department also promotes development activities that protect the historical and cultural resources of the City.

2.3 Organization Chart and Responsibilities

The following organization charts show the structure and relationships of all City administrative, management, and field positions. The City's general organizational structure and departments most responsible for sewer system functions are presented in Figure 3.1. Below are general descriptions of the City's positions and related responsibilities, including other related support divisions, departments, and/or organizations.

2.3.1 Description of Responsibilities

The description of the roles and responsibilities of each position related to the SSMP are as follows:

- **City Council** – The City Council is responsible for establishing new and amending existing laws governing the operations of the City's sewer system. The City Council has final authority over all aspects of City operations. The City Council generally delegates the overall day-to-day operations to the City Manager.

- **City Manager** – The City Manager is the City's primary and original Legally Responsible Official (LRO) for development and implementation of the City's SSMP. The City Manager generally delegates the day-to-day function of the sewer system to the City's Director of Community Services and the Director of Community Development. Each is responsible for portions of the City's sewer system planning, management, operation, and functioning.

- **Director of Community Services** – The Director of Community Services is responsible for the maintenance of the sanitary sewer system consistent with regulatory requirements and best practices. Where and when necessary, the Director of Community Services oversees emergency and routine sewer repair activities, investigations, and reports concerning sewer infrastructure, claims, and litigations relating to sewer system operations. Further, the Director of Community Services reports to and can act on behalf of the City Manager and is the responsible contact for all SSO/SSMP issues, concerns, and/or obligations.

- **Director of Community Development** – The Director of Community Development is responsible for providing information to the general public on Building, Planning, Zoning, Housing, Economic Development, and Redevelopment Programs, including the design, capacity, and construction of the sanitary sewer system. The department issues permits, inspects new construction, and ensures compliance with the applicable planning, zoning, and building code requirements.

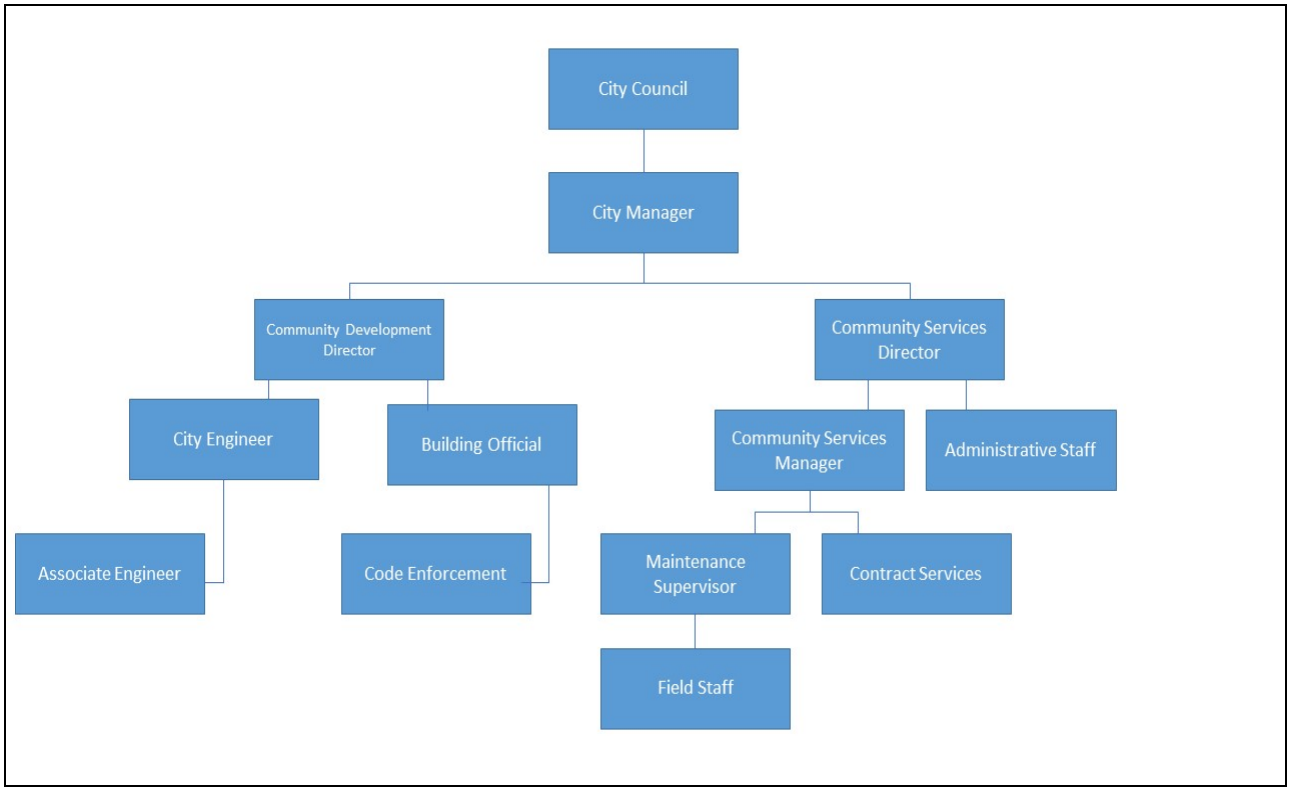
- **City Engineer** – The City Engineer assists the City's Director of Community Development in establishing City infrastructure standards and directing

general engineering reviews and installations, including evaluating work by private and public operations. The City Engineer reports to and can act on behalf of the Director of Community Development with regard to the sanitary sewer system.

- **Administrative and Office Assistants** (All Departments) – These employees assist all departments in the preparation of and responses to complaints, including sanitary sewer overflows, departmental budgets, correspondence, maintenance scheduling, coordination, and similar day-to-day business functions. This staff is also responsible for the sewer service charge direct assessments.

- **Contractor Services** – Some of the compliance actions called for by the Order will be provided by private contractors. The City utilizes an outside contractor when a rotating camera is needed for CCTV inspections, snaking lines when jetting is not effective, sliplining and repairing mainlines, and for vector services.

Organizational Chart



2.4 Chain of Communication for SSO Reporting

The chain of communication for reporting SSOs, from receipt of a complaint or other reliable information source to reporting to appropriate regulatory agencies, is described below. Specifically, the City can currently receive notification of SSO occurrences via the following methods:

Contact	Telephone
City Hall	(909) 399-5460
Community Services	(909) 399-5431
Community Services Director	(909) 399-5431
Community Services Manager	(909) 399-5431
Maintenance Supervisor	(909) 399-5431
Maintenance Crewleader	(909) 399-5431
Maintenance Craftsworker I	(909) 399-5431
Maintenance On-Call After Hours: through Police Department Dispatch	(909) 626-1296

The City investigates the nature of all complaints received and where they are found, noting whether the overflow is a Class 1, Class 2, etc. The City will only respond to an SSO from a private lateral that enters a stormwater conveyance system or waters of the U.S.

Chapter 3. Legal Authority

3.1 Legal Authority

The City of Claremont's legal authority to own and operate a sanitary sewer system is derived from its incorporation as a City.

In compliance with the WDR, this Chapter highlights the City's legal authority to do the following:

(1) Prevent illicit discharges into the sanitary sewer system;
(2) Require that sewers and connections be properly designed and constructed;
(3) Ensure access for maintenance, inspection, or repairs;
(4) Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures;
(5) Enforce any violation of sewer ordinances, service agreements, or other legally binding procedures; and
(6) Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

The legal authorities for the specific areas stipulated in the WDRs are covered in Titles 5 and 13 of the Municipal Code and are discussed below:

3.2 Legal Authority to Prevent Illicit Discharges into the Sanitary Sewer System

In accordance with the City's Municipal Code, Title 13.16.010, the City has adopted Title 20 – Utilities of the Los Angeles County (LACO) Code – which regulates sanitary sewers and industrial waste in the County as its Sanitary Sewer and Industrial Waste Use Ordinance. The LACO Plumbing Code Title 28, Sections 306.2, 714.2, and 1101.2, prohibit the unauthorized discharge of rain, surface, or subsurface water (inflows) into the collection system. LACO Code Title 20, Section 20.36.010, prohibits the illegal dumping of offensive or damaging substances such as chemicals, debris, etc. Other Sections of the Code that prohibit various forms of illicit discharges are 20.24.020, 20.24.200, 20.32.080, 20.32.650, et al. This program consists of sewer line cleaning and the maintenance program, which includes closed-circuit television (CCTV) and other mechanisms to detect illicit discharges. The LACO Title 20, Section 20.24.080, requires that property owners be responsible for maintenance of their house laterals, including eliminating cracks, tree roots, and other debris. These laws combined constitute the City's legal authority to prevent illicit discharges into the sewer system.

3.3 Legal Authority to Require Sewers and Connections Be Properly Designed and Constructed

Claremont Municipal Code Title 13.04.020 requires that the design of new main line sewers and pumping plants respectively in the City obtain the proper permit from the City's Engineering Department. Title 13.04.040 of the Code requires that the design of new house laterals also conform to the requirements of the Code. In accordance with Claremont Municipal Code Title 13, Section 13.04.020, the construction of a collection sewer system is required to conform to all the requirements prescribed by the City's Engineering Department.

3.4 Legal Authority to Ensure Access for Maintenance, Inspection, or Repairs

Claremont Municipal Code Title 13.02.080 gives the City the legal right to set requirements to allow unrestricted maintenance access to the public sewer infrastructure located on private property. Access for inspection, maintenance, and/or repairs is secured through the City's enforcement of the requirement for legally recorded sewer easements around all public sewer appurtenances located on private property. Sewer easements are detailed on the sewer construction plans and are thoroughly reviewed by the City for adequacy in size and accuracy of alignment during the plan check process. Plan checkers take special care to ensure that maintenance crews will have sufficient access for the movement of equipment and materials for both routine and emergency repair or construction work on the system.

3.5 Legal Authority Limiting the Discharge of FOG and Other Debris That May Cause Blockage

Municipal Code - Title 5.05 gives the City the legal authority to regulate the discharges of fats, oils, and grease from facilities within the City of Claremont. Title 5.05.120 requires the installation of grease interceptors at all food facilities within the City that cannot demonstrate adequate control of FOG. Title 5.05.050 prohibits the discharge of FOG and other substances that may, among other things, clog, obstruct, fill, or necessitate frequent repairs, cleaning out, or flushing of sewer facilities in the City's sewer system. Municipal Code - Title 5.05.120 gives the Director of Community Services the authority to require the installation of treatment facilities, including grease interceptors, at any facility that generates FOG in the amount that will damage or increase the maintenance costs of the sewer collection system.

3.6 Legal Authority to Enforce any Violation of Sewer Ordinances

Claremont Municipal Code Title 13, Chapter 13.16, Section 13.16.010, through the adoption of Division 2 – Sanitary Sewers and Industrial Waste of the Code, gives the City the legal authority to inspect main line sewers, sewage pumping plants, interceptors, etc., as often as deemed necessary, to ascertain whether such facilities are maintained and operated in accordance with the municipal and County of Los Angeles Code.

The City of Claremont's Director of Community Services is empowered to enforce all the requirements prescribed in Title 13, Chapter 13.16, Section 13.16.010 Division 2. The Municipal Code, Section 13.16.040, allows criminal penalties for any violations of the Sewer and Industrial Waste Ordinances.

3.7 Collaboration with Storm Sewer Agencies to Coordinate Emergency Spill Responses

The City of Claremont coordinates with outside agencies as needed, particularly with respect to illicit discharges and emergency spill response. The City of Claremont maintains contact with Los Angeles County Public Health, Sanitation District, Flood Control District, and Public Works.

3.8 Authority to Obtain Easements for Sewer System Operations and Maintenance

The City of Claremont Engineering Division negotiates easements as needed for locations requiring sewer system operations and maintenance.

Chapter 4. Operation and Maintenance Program

4.1 Map and Description of the Sanitary Sewer System

The City of Claremont's sanitary sewer system consists of mainly 8-, 10-, 12-, and 15-inch collector pipes, which form two major collection systems in the City, one north of Foothill Blvd and the other south of Foothill Blvd. It covers the areas served as indicated in the sewer maps and sewer database system. All sewage collected in the City's sewer system is carried to trunk lines located on Towne Avenue, Garey Avenue, and Mountain Avenue. These trunk lines belong to Los Angeles County Sanitation District No. 21. According to the City's 1987 Sewer Master Plan, the City's sewer system conveys approximately 20.465 cfs of flow.

An updated map of the sanitary sewer system is included in Section 1.3.

4.2 Preventive Operation and Maintenance Activities

The City's maintenance programs are funded through the levying of an annual sewer service charge for residential and commercial properties. These funds are managed and administered by the City and reviewed and adjusted as necessary to raise sufficient revenues for the maintenance and operation programs.

The following is a summary of the preventive maintenance activities implemented by the City of Claremont:

4.2.1 Sewer Line and Manhole Inspection

The interior and exterior of manholes are inspected on an as-needed basis for any structural defects, sewage flow condition, presence of vermin or rodents, deleterious industrial waste, odors, and any signs of unusual settlement around the manholes and along sewer alignments.

4.2.2 Manholes and Siphons

On an as needed basis, these facilities are inspected and cleared of any stoppages or flow restrictions.

4.2.3 Sewer Line Cleaning

Sewer lines are cleaned by hydro jet or rodding. Frequency of cleaning is response driven. Sewer lines known to accumulate grease, garbage grinds, or sand, known as "hot spots," are inspected monthly or quarterly, depending on the severity of the issue, and those segments prone to root growth are periodically jetted to maintain appropriate flows.

4.2.4 Vermin and Rodent Control

Sewers infested by insects or rodents are monitored by a licensed professional.

4.2.5 Sewage Lift Station and Pump Stations

The operation and maintenance of the City's lift station located at Williams and Foothill Blvd. follows the instructions provided by pump and electrical control equipment manufacturers as specified in the equipment Operation and Maintenance manuals.

Each lift and pump station are regularly inspected and by Community Services Department maintenance crews and maintained through contracts with outside service contractors.

4.2.6 Work Scheduling

Community Services field staff regularly jet mainlines based on knowledge of hot spots and maintenance schedules. In addition, service requests initiated by residents are created by administrative staff receiving calls. Service Order Requests (SOR) are then given to the Community Services Director and/or his designee. The SOR is then routed to the appropriate staff to complete. Once the task is completed, the SOR is returned and filed in the Community Services front office for future reference.

4.2.7 City Sewer Mapping System

The City maintains plans of the City's sewer facilities. Data on the plans, such as system location and alignment, pipe material, size, etc., are also stored in the Computer Aided Design Drafting (CADD) system. The maps are updated as necessary to reflect any changes in the system. The City's sewer maps were updated in 2015 as part of the City's Sewer Master Plan project.

4.3 Training

The City of Claremont provides technical and safety training to its staff on a regular basis. Formal components to this training include safety meetings, annual stormwater training, and training manuals for the various aspects of the operation and maintenance activities. Informal components include “hands-on” training and tailgate meetings. Staff are trained on the Emergency Spill Response Plan and perform hands-on training with experienced team leaders, including on spill volume estimations. The LRO is responsible for ensuring that management staff are trained on electronic CIWQS reporting procedures.

The City requires contractors to be appropriately trained prior to performing any work within the City. Contractors must submit copies of applicable training certifications to include (but not limited to) Injury and Illness Prevention Program, Confined Space Entry, etc., for review and acceptance.

4.4 Equipment Inventory

The equipment utilized in the maintenance of the City’s sewer facilities is owned by the City or is provided by outside service contractors. The City has full responsibility for the maintenance and replacement of City-owned equipment. A detailed Equipment Inventory is contained in Section 6.4.

Chapter 5. Design and Performance Provisions

5.1 Updated Design Criteria and Construction Standards and Specifications

The City of Claremont requires all sewers to be designed in accordance with the California Plumbing Code. To further ensure that sewer facilities are properly designed and constructed, the City requires that all sanitary sewer plans are designed by state of California licensed engineers. Plan review is performed by the City Engineer and/or the Building Official prior to approval for construction and inspection of the actual construction work.

5.1.1 New Facility Standards

The Engineering Division maintains design and construction standards for new sanitary sewer systems. Engineering ensures new sewer segments are designed and constructed to Green Book Standards. The City, through its Building and Safety Department, provides inspection of the installation of new sanitary sewer collection systems.

5.1.2 Rehabilitation Standards

The City's Community Services Department inspects and rehabilitates deteriorated sanitary sewer collection systems.

5.2 Procedures and Standards

The City requires "As-Built" sewer plans of completed projects to be submitted prior to final approval for acceptance of sewer facilities for public use.

Chapter 6. Spill Emergency Response Plan

The purpose of this Spill Emergency Response Plan (SERP) is to identify the procedures for notification, response, reporting, and cleanup the City of Claremont's Spill Emergency Response Team (SER Team) must take during sanitary sewer overflows (SSOs). Additionally, the City of Claremont aims to foster and/or improve communication with local agencies with the development and implementation of the procedures described in this plan.

On December 6, 2022, the State Water Resources Control Board adopted Order No. WQ 2022-0103-DWQ, which supersedes the previous Order 2006-003-DWQ and its amendments. The new Order makes substantive changes to the SERP's response actions; changes to the SSO category classifications; and updates to Notification, Reporting, Monitoring, and Record Keeping Requirements. The goal of the SERP is to be consistent with the Order. Included in the SERP are the following elements:

- Notification Procedures – Internal notification procedures.
- Response Plan – A plan to respond to SSOs and implement pre-planned coordination and collaboration with other agencies (as necessary) prior to, during, and after a spill event.
- Reporting Procedures – Procedures to report SSOs in accordance with the notification requirements.
- Mitigation Measures – Procedures to minimize and/or correct any adverse impact(s) from SSOs.
- Training – Document that appropriate staff and contractors that implement the SERP are appropriately trained.
- Assess SERP effectiveness.

This SERP is included and referenced in the City's SSMP and will be updated as necessary to reflect changes in staffing, regulations, notification and monitoring requirements, or response actions.

6.1 Organization of Plan

Elements of the SERP are addressed as follows:

- Section 6.1 – Introduction: includes description of general purpose and approach.
- Section 6.2 – Internal Notification: an overview of internal SSO notification procedures and responsibilities of response personnel.
- Section 6.3 – Overflow Response, External Notification and Reporting: describes response procedures, external agency coordination and notification, and reporting requirements.
- Section 6.4 – Notification Requirements
- Section 6.5 – Spill Response Equipment
- Section 6.6 – Record Retention and Reporting

The purpose of this document is to establish procedures for the Community Services SER Team responding to emergency SSO situations and to identify, investigate, and report SSOs accurately and consistently and in compliance with the Statewide General Sanitary Sewer System General Order No. 2022-0103-DWQ (General Order). These procedures comply with the Spill Emergency Response Plan requirements set forth in the General Order.

6.2 Primary Responders Notification Procedures

A SSO is any overflow, spill, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs typically contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oil, and grease. These substances cause surface or groundwater pollution, threaten public health, adversely affect aquatic life, and impair the recreational use and enjoyment of surface waters. SSOs often occur as a result of broken pipes, equipment failure, or system overload.

The City of Claremont Community Services Department is responsible for operation and maintenance of the approximately 122 miles of gravity sewer collection system. The City's sewer collection system is connected to the Sanitation Districts of Los Angeles County No. 21 collection/interceptor main.

The following response actions were developed to address sewage spills from the collection system, limit the severity of damage, and protect human health and the environment. The Community Services SER Team's priority is to stop the overflow, contain it, and ensure the facility or area is returned to its normal operating condition.

6.2.1 Primary Notification Procedures and Responsibilities

City employees, construction site contractors, or the public may detect an overflow, or report circumstances (e.g. flooding, orders, discharges, etc.) that indicate a possible overflow. If a contractor or the public reports an overflow, the call is generally received via the City's main telephone line at City Hall (909) 399-5460 and routed to Community Services.

The City may receive notification of SSO occurrences via the following routes:

Contact	Telephone
City Hall	(909) 399-5460
Community Services	(909) 399-5431
Maintenance On-Call After Hours: through Police Department Dispatch	(909) 626-1296

Community Services administrative staff are available during normal

business hours 7:00 a.m. – 6:00 p.m., Monday – Thursday, to receive and act on any calls or automated alarms related to problems with the sewer system. On occasion, emergency spill calls may be received by the Police Department. The Police Department will contact the Community Services Department Main Line, who will notify the SER Team. **The receipt of a call is considered the start of the event.**

When a SSO call is received, Community Services Administrative staff must evaluate the information to assess the nature and severity of the event. The following information will be documented and communicated to the SER Team:

- Time of day of spill start (if known)
- Day of the week the call is received
- Spill location (address or nearest cross streets)
- Type of SSO (public assets or private lateral)
- Risk factors (such as proximity to storm drains or open channel, and health and safety of the public)
- Weather conditions (Is it raining or is rain forecasted?)

Initial notifications may vary depending upon the nature and magnitude of the SSO event. With this in mind, notification of SER Team members and support staff shall occur as soon as possible. The following narrative generally represents the order in which the City departments are generally notified in the event of an overflow.

- **City of Claremont (Administrative and Office Assistants)** – Assist Community Services Department in the preparation of correspondence, maintenance scheduling, and response to complaints, including SSOs. If an SSO is reported, the Administrative/Office Assistant will report the call to the Community Services Director, Community Services Manager, or the Maintenance Supervisor, whoever is first available. If the overflow is determined to have occurred on private property, staff will contact the Engineering Public Works Inspector for verification and a staff referral to Code Enforcement.
- **Community Services Department**– Community Services staff are on-call after hours; if dispatched. Administrative Staff, Police Dispatch, or the Community Services Director will notify the Maintenance Supervisor or appropriate on-call staff to investigate. If the overflow occurs in the public right-of-way, the Maintenance Supervisor will initiate the appropriate response staff.

- **Community Services Manager** – The City's Community Services Manager is responsible for contacting the Maintenance Supervisor or Maintenance Crewleader in the event of an SSO, if they haven't already been advised. Before alerting appropriate officials, he/she must assure containment of the flow. The City Engineer may be notified for further assurance. The Community Services Manager is also responsible for reporting the SSO to the appropriate authorities based on standard protocols.
- **Maintenance Supervisor** – The City's Maintenance Supervisor is responsible for regular maintenance of the sanitary sewer system and responsible for responding to SSOs. If on public property or within the ROW, he/she contains the flow, monitors any flow into the MS4 system, and cleans up the flow in accordance with established protocols and best practices. Once the site clean-up is complete, the Maintenance Supervisor is required to revisit the overflow site to assure it is returned to its original condition.
- **City Engineer** – The City Engineer assists Community Services in the identification of the sanitary sewer connections. He/she supports Community Services in determining mainline alignment and connections, evaluating system capacity, and addressing water quality issues.

Designated SSO Responder –The City of Claremont is in the process of formalizing pre-planned coordination/collaboration procedures with the Los Angeles County Flood Control District and Los Angeles County Public Works to respond to an SSO in a proactive and responsible manner. To this end, the following steps are being taken:

- Identifying the appropriate channel mechanisms to establish formal lines of authority and procedures;
- Consulting with departmental representatives to discuss goals, share ideas, and obtain an understanding of existing response protocols;
- Identifying common goals and responsibilities by sharing objectives, responsibilities, limitations, and staffing levels. (This will help in determining roles, communication protocols, resource allocation, and mitigation strategies.);
- Outlining the steps to be taken during the SSO spill event;
- Determining if opportunities for joint training exercises can be facilitated to enhance preparedness and ensure effective coordination; and
- Establishing communication channels such as direct phone lines, email contacts, or emergency management systems.

The City will periodically review and update the planned coordination and collaboration framework to incorporate lessons learned from past incidents or changes in regulations, technology, or personnel.

6.3 Overflow Response and External Notification

This section describes specific response actions to be performed by the Spill Emergency Response Team in the event of a sanitary sewer overflow. The objectives of these actions are the following:

- Identify and notify primary responders (SER Team members, appropriate local offices, contractors, etc.) of a spill in a timely manner;
- Contain the sanitary sewer overflow to the maximum extent possible including preventing the discharge of raw sewage into surface waters;
- Protect public health, the environment, and property from sanitary sewer overflows and restore surrounding area back to normal as soon as possible;
- Establish perimeters and control zones with appropriate traffic cones, barricades, vehicles, or use of natural topography (e.g., hills, berms, etc.); and
- Promptly notify appropriate regulatory authorities, providing overflow information and potential impacts.

Spill Emergency Response personnel are responsible for spill termination and containment and/or minimization of runoff. If an SSO arises in a residential lateral, the SER Team will refer the issue to the City's Code Enforcement Division to ensure that the property owner takes the necessary steps to clean up the release and make any required repairs of the private lateral. Additionally, the SER Team will provide residents in surrounding areas with information regarding the cause and corrective action to be taken as necessary.

It is the responsibility of the SER Team first responders at the site of a sanitary sewer overflow to protect the health and safety of the public by mitigating the impact of the spill. Should the spill not be the responsibility of the City (i.e., private lateral) but there is imminent danger to public health, public property, or to the quality of surface waters, appropriate emergency action will be taken by the SER Team.

6.3.1 Initial Assessment

When responding to an SSO event, the primary goals are to protect public health and prevent the overflow from reaching the MS4 and/or surface waters or causing property damage. Upon arrival at a spill, the SER will take the following actions:

- Determine the cause of the sanitary sewer overflow (e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.);
- Identify and request if necessary assistance or additional resources to stop the overflow or to assist in the determination of its cause;

- Take immediate steps to contain and stop continuing release (e.g. relieve

pipeline blockage, manually operate pump station controls, repair pipe, etc.). Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off from private property into the public right-of-way);
- Request additional personnel, materials, supplies, or equipment that will expedite corrective action and minimize the impact of the sanitary sewer overflow; and
- Mitigate any effects that were caused by the SSO event.

Community Services Administrative staff often serve as the first line of communication for an SSO event. Upon receipt of an incoming phone call, administrative staff will collect and document the relevant information and notify the SER Team.

The SER Team will initiate measures to contain the overflowing sewage and recover, where possible, sewage which has already been discharged, minimizing impact to public health or the environment. The following actions shall be taken:

- Determine the immediate destination of the overflow, (e.g. storm drain, street, curb and gutter, body of receiving water, creek bed, etc.);
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available;
- Take immediate steps to contain the overflow, (e.g. block or sandbag storm drains, recover through vacuum truck, divert into downstream manhole, etc.); and
- Control access to affected area (including barricade or caution tape, etc.) if this is determined to be necessary. The SER Team is trained in traffic control protocols and is able to implement closures as needed.

6.3.2 Measures for Containment

Any overflow must be contained. Containment becomes more difficult if the overflow reaches the storm drain system or drainage way, as the overflow can then contaminate receiving waters (e.g. creeks, streams, and rivers).

During dry weather, the storm drain system should be plugged downstream of the overflow. The SER Team will evaluate the conditions and identify the most appropriate containment method(s) appropriate to the SSO circumstances and favoring speed and likelihood of success. If the SER Team is unable to recover overflow fully from the storm drain system, this SSO becomes a Category 1 and notification to Los Angeles County Flood Control (designated SSO Responder) will be initiated.

The following actions shall be initiated in response to an SSO event:

- Trace the overflow volume until the extent of the overflow can be determined. If the overflow has reached a storm drain, trace the storm drain system until there is a dry manhole, if possible. The SER team will consult with Los Angeles County Flood Control and Public Works to determine if water testing is needed to determine the extent of the overflow in the storm drain system or waterway.
- Sandbags (or other devices) used for containment dams shall be placed in double rows. A backup containment dam should always be constructed unless extenuating circumstances prohibit it. The backup dam should be constructed near the primary containment dam. Dams should be placed past the farthest point downstream that the event has reached, taking into consideration ease of placement, efficiency of recovery, ease of removal of dams, and effective containment.
- If an SSO spills into an open channel, wetland, or receiving water, immediately notify Los Angeles County Flood Control and Public Works. Continue to employ containment efforts described above.
- After containment is achieved, observe the contained overflow for the duration of the event. Determine whether the established containment will hold the overflow. If containment is foreseen to fail or is failing, attempt additional containment measures for the applicable scenario. If the nature of the overflow scenario changes, use applicable containment methods.

6.3.3 Recovery and Cleanup

Recovery and cleanup are necessary for all SSOs. When recovering spills, all solids and materials should be recovered and removed from the site. Every effort should be made to recover as much of the SSO as possible.

- Disinfecting contaminated soil or drainage ways will only be performed by or at the direction of Los Angeles County Flood Control and/or Public Works.
- Document how SSO overflow volumes are estimated, and include calculation estimates for overflow volume recovered.
- Once SSO has been terminated and cleanup activities completed, the sandbags and materials used for recovery shall be properly disposed of or disinfected.

6.3.3.1 Recovery of Street/Curb/Gutter/Overland SSOs

- Establish perimeter and control zone(s) using appropriate traffic control devices such as cones and barricades; emergency vehicles; or natural topography (e.g. hills berms, etc.).
- Remove debris.
- Wash pavement/street surface(s)/affected area(s) and fully contain wash water.
- Recover wastewater and properly dispose.

6.3.3.2 Storm Drain

- Recover wastewater using portable pump(s) or vacuum(s).
- Remove debris.
- If area can be fully contained, power-wash affected areas of the storm system as necessary and properly dispose of rinsate.

6.3.3.3 Open Channel/Waterway/Wetland

Immediately contact and coordinate response effects with Los Angeles County Flood Control and Los Angeles County Department of Public Works. This is a **Category 1** SSO incident.

6.3.4 SSO Monitoring

For all Category 1 SSOs, the SER Team will perform visual observations and consult with LA County Flood Control and Public Works to gather the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- Spills entering a storm drain or open channel, provided the estimated spill travel time from the point of entry into the storm drain or open channel to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photographs of the following:
  - Any bank erosion;
  - Floating matter;
  - Any sheen on surface of water (e.g. oil and grease);
  - Discoloration of receiving water; and
  - Visible impact(s) to receiving water.

Note: In most cases, the above-described actions will be undertaken by or at the direction of Los Angeles County Flood Control and/or Los Angeles County Public Works. Additionally, receiving water sampling shall also be performed by Los Angeles County Flood Control and/or Los Angeles County Public Works personnel/contractors.

6.3.5 Volume Estimation[1]

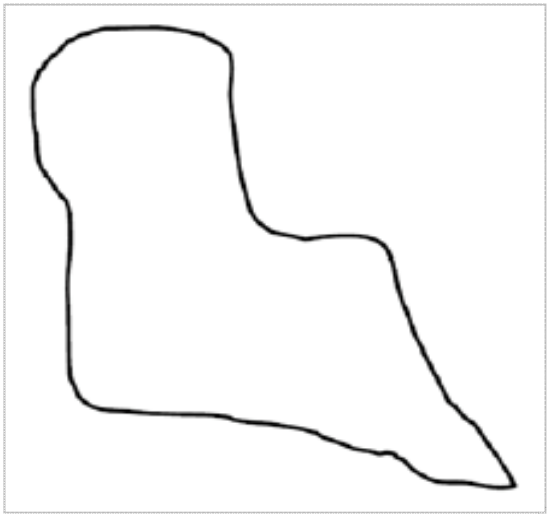
The SER Team will utilize established methods to estimate SSO volumes as accurately as possible. The spill estimation method used will be based on information available and the conditions of the overflow event. The following methods shall be employed based upon the conditions observed:

6.3.5.1 Contained Volume

The volume of small overflows can be estimated if the overflow is contained in one area. The shape, dimension, and depth of the overflow will be used to calculate the volume of the overflow. This method is useful for estimating the volume in storm drainpipes, drainage inlet sumps, or other areas with contained irregular-shaped spills.

Follow the steps below to estimate a contained volume:

- Sketch Spill Area – Sketch the shape of the contained spill.
- Determine the Dimension of the Spill Area – Measure or pace off the dimensions of the spill area, and measure the depth of the spill. For spills of non-uniform depth, measure the depth at several locations distributed throughout the area. Calculate an average depth for the entire area by adding all measured depths together and dividing by the number of measurements taken.



[1] Sacramento Regional County Sanitation District Sanitary Sewer Overflow Response Plan 2022.

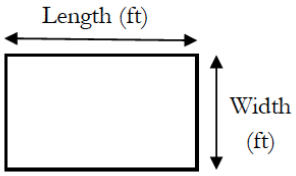
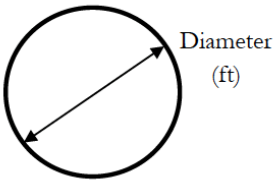
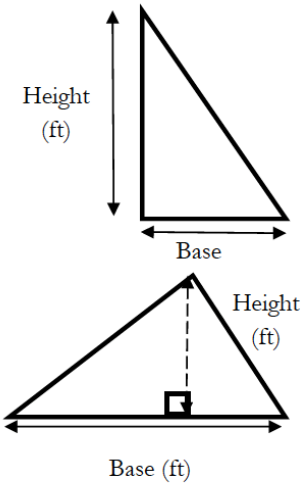
- Convert Measurements to Units – Convert each dimension (including depth) into feet:

Inches	Feet
1/64 [1]	0.0013
1/32 [2]	0.0026
1/8	0.010
1/4	0.021
3/8	0.031
1/2	0.042
5/8	0.052
3/4	0.063
7/8	0.073
1	0.083
2	0.17
3	0.25
4	0.33
5	0.42
6	0.50
7	0.58
8	0.67
9	0.75
10	0.83
11	0.92
12	1.00

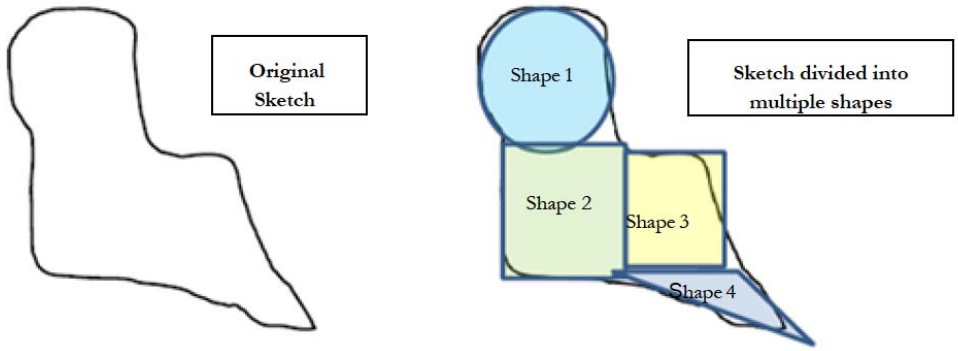
[1] Use 1/64" for depth of wet areas on concrete, if unable to measure. [2] Use 1/32" for depth of wet areas on asphalt, if unable to measure.

- Calculate the Volume – Use the following formulas and drawings to calculate the spill volume in gallons.

Traditional Shapes Volume Equations

Shape	Dimensions	Volume
Rectangle		Volume (gal) = length (ft) x width (ft) x depth (ft) x 7.48
Circle		Volume (gal) = diameter (ft) x diameter (ft) x depth (ft) x 5.87
Triangle		Volume (gal) = base (ft) x height (ft) x depth (ft) x 3.74

Irregular Shapes – Divide the sketch into multiple shapes as described below:



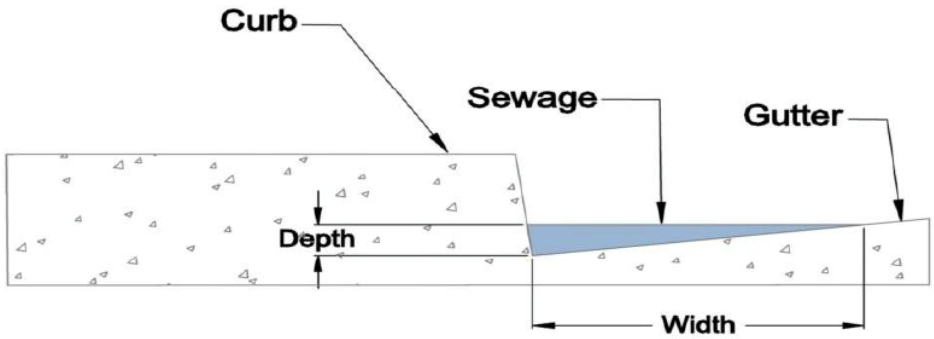
- Determine the dimensions by measuring the dimensions, including depth of each of the shapes;
- Convert measurements into feet;
- Calculate the volume of each shape using the formulas for traditional shapes to calculate the volume for each divided shape; and
- Determine the total volume of the spill by adding the volumes of each shape to determine total volume of spill.

$$\text{Total Volume (gal)} = \text{Volume}_{\text{Shape 1}} + \text{Volume}_{\text{Shape 2}} + \text{Volume}_{\text{Shape 3}} + \text{Volume}_{\text{Shape 4}} + \text{etc.}$$

6.3.5.2 Roadway Gutter (MS4)

The volume of the overflow to the MS4 via the roadway gutter can be estimated by the following steps:

- Determine the dimension of the spill by measuring the length of gutter containing the overflow and measuring the depth and width of the overflow in the gutter. (see example)

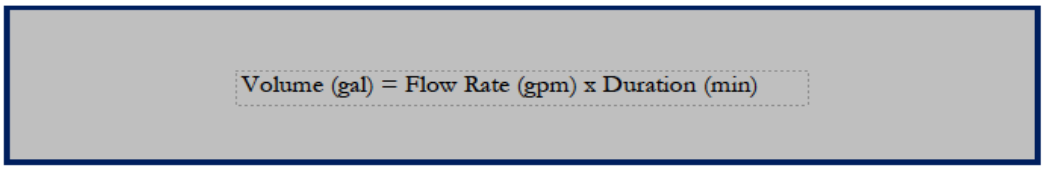


- Convert all measurements into feet using conversion factors in Table 6.3.
- Calculate the overflow volume using the following formula:

$$\text{Volume}_{\text{Road Side Gutter}} \text{ (gal)} = \text{length of gutter (ft) x width (ft) x depth (ft) x 3.74}$$

6.3.5.3 Flow Rate and Duration

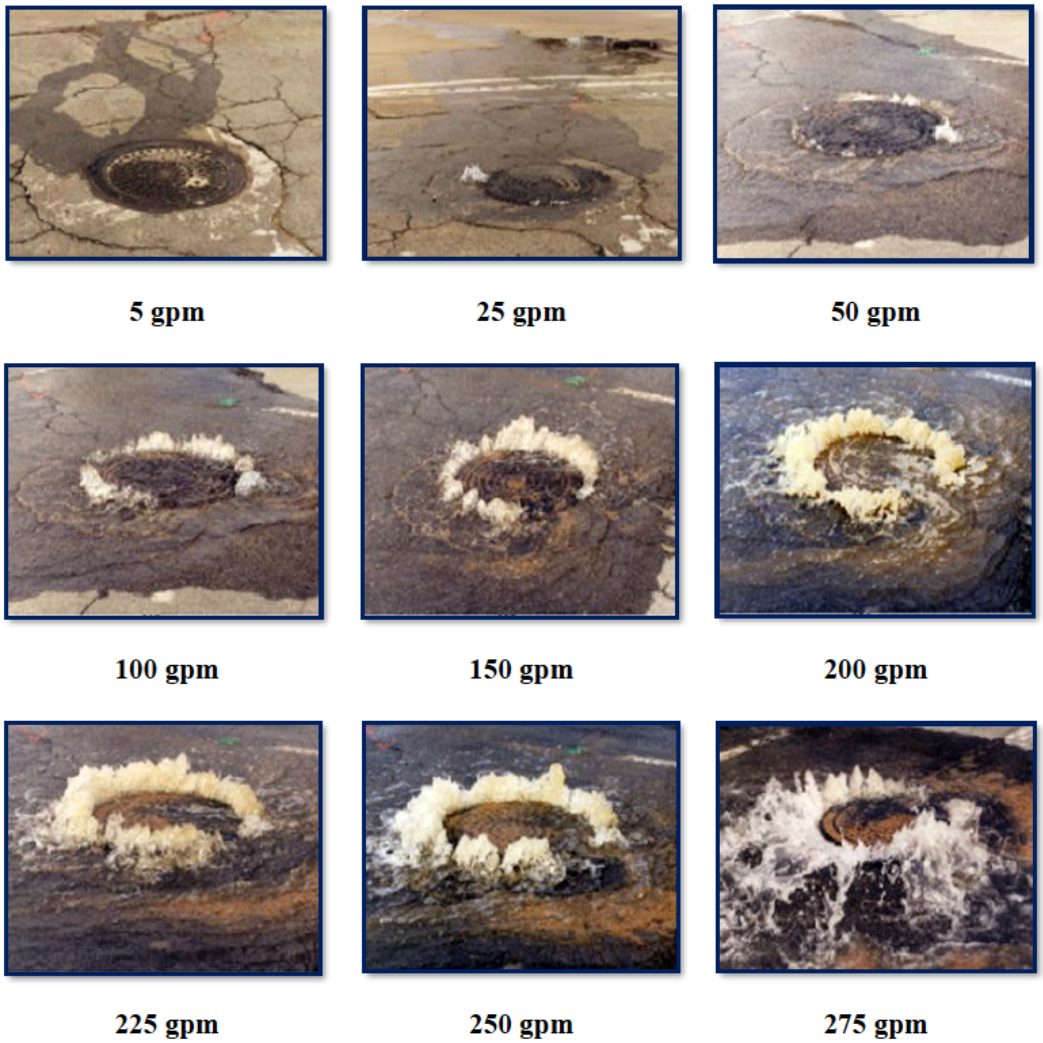
Estimate the volume for overflows that are not contained. Duration and flow rates should be used. The start and end times of the SSO can be estimated by the SER Team or anyone who saw the SSO begin and/or end. While on site, ask any and all witnesses when they first noticed the SSO. If the time covers more than one day or doesn't support the amount of visible sewer, ask the witness more questions (Has the flow been continuous, have the residents been gone, etc.).



6.3.5.4 Covered Manhole

Pictures presented below show varying flow rates of sewage overflowing from a manhole. Estimate the overflow rate by comparing the current manhole overflow with the pictures shown below.

Estimating Sewer Flow Rates from Overflowing Sewer Manholes[1]



5 gpm | 25 gpm | 50 gpm

100 gpm | 150 gpm | 200 gpm

225 gpm | 250 gpm | 275 gpm

[1] Sourced from City of San Diego Metropolitan Wastewater Department "Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes" (April 1999).

6.3.5.5 Open Channels

SSO flow can be quantified by measuring the cross-sectional area and velocity of the SSO. First measure the depth of flow and the dimensions of the channel. Then measure the velocity by dropping a floating object into the flow and measuring the time it takes to travel a set distance. The resulting velocity should be in the units of feet per second. Several measurements should be taken and the average flow rate should be used in volume estimates. Calculate the flow in the channel using the following formula:

$$\text{Flow}_{\text{Open Channels}}\ (\text{gpm}) = \text{Velocity (ft/sec)} \times \text{Cross-Sectional Area (ft}^2\text{)} \times 449$$

6.3.5.6 Visual Inspection Method

If the previous methods are not applicable to the situation, then the visual inspection method can be used. Estimate the overflow rate coming out of a cleanout by estimating the amount of time needed to fill up a known-volume container, such as a five-gallon bucket. The visual inspection method can also be used to estimate small-volume overflows into a lawn or driveway.

Photo 1: 1 Gallon Spill on Sloped Surface (54 feet in length)

Photo 2: 2 Gallon Spill on Sloped Surface (74 feet in length)

Photo 3: 5 Gallon Spill on Sloped Surface (114 feet in length)

Photo 4: 1 Gallon Spill along a Curb (96 feet in length)

Photo 5: 2 Gallon Spill along a Curb (137 feet in length)

6.4 Notifications and Reporting Requirements

The Community Services Manager is responsible for reporting SSOs to the appropriate regulatory agencies on behalf of the City in accordance with the notification guidelines contained in Table 6.1, and are also presented below in the sections.

As noted above, because notifications can come from one or more sources, the following outlines general procedures for reporting an SSO.

6.4.1 Reporting requirements

All SSOs that result from a failure in any portion of a sanitary sewer system under the City's management must be reported. For the purposes of reporting, SSOs fall into one of four classifications: Category 1, Category 2, Category 3, or Category 4/Private Lateral. These classifications are defined below followed by the reporting requirements for each.

Category 1:

A Category 1 spill is a spill of any volume of sewage from or caused by the City's sanitary sewer system that results in a discharge to the following:

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or not otherwise disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from the City's owned and/or operated lateral that discharges to a surface waster is a Category 1 spill and shall be reported per the Notification, Monitoring, Reporting, and Recordkeeping Requirements (Section 6.3.2 below).

Category 2:

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral but is caused by a failure or blockage in the main lines of the sanitary sewer system.

Category 3:

A Category 3 spill is a spill of, equal to, or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer that does not discharge to a surface water.

A spill of, equal to, or greater than 50 gallons and less than 1,000 gallons that spills out of a lateral and is caused by failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 Spill:

A Category 4 spill is a spill of less than 50 gallons from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons, which spills out of a lateral but is caused by a failure or blockage in the sanitary sewer system.

6.4.2 Notification Requirements

6.4.2.1 Certified Spill Response for Category 1 Spills

Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons the Legally Responsible Official shall notify the California Emergency Management Agency and obtain a notification control number. Call Cal EMA at (800) 852-7550 as soon as notification can be provided without substantially impeding cleanup or other emergency measures. Currently, the Community Services Manager is identified as the City of Claremont's LRO.

The following information shall be provided:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

6.4.2.2 Notification of Spill Report Updates

Following the initial notification of the California Office of Emergency Services the Community Services Manager will provide updates to the California Office of Emergency Services regarding any substantial changes to:

- Estimated spill volume (if there is an increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into Waters of the State or indirectly into the MS4 (if there is an increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) (San Gabriel River or Santa Ana River and their tributaries).

6.4.2.3 California Integrated Water Quality System (CIWQS):

Category 1 SSO Draft Report: Submit draft report within **3 business days** of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. The draft report must contain the following information:

- Contact information: Name and telephone number of contact person (i.e., SER Team Lead) assigned to respond to spill-specific questions;
- Spill location name, address, or GPS coordinates;
- Date and time the SSO was reported or self-discovered;
- SER Team arrival time;
- Estimated spill start date and time;
- Date and time SER Team Lead notified the California Office of Emergency Services, and assigned a control number;
- Description, photographs, and GPS coordinates of the system location where the spill originated (If a single spill event results in multiple appearance points, provide GPS coordinates for the point closest to the failure point and describe each additional point);
- Estimated total spill volume exiting the system;
- Description and photographs of the extent of the spill and the spill boundaries;
- If the spill reached the MS4 provide the following:
  - Description of the MS4 (i.e., catch basin, storm drain, or open channel);
  - Photos of the drainage MS4 entry location(s);
  - Estimated spill volume fully recovered from the MS4; and
  - Estimated spill volume remaining within the drainage conveyance system.
- Description and photographs of all discharge point(s) to surface water;
- Estimated spill volume that discharged to surface waters; and
- Estimated total spill volume recovered.

Certified Spill Report: Submit Certified Spill Report for Category 1 spills to the online CIWQS Sanitary Sewer System Database within 15 calendar days of the SSO end date. The Certified Spill Report must contain the following information (in addition to the information contained in the Draft Spill Report):

- Description of the spill destination(s), including GPS coordinates if available, that represents the full spread and reach of the spill;
- Spill termination date and time;
- Description of how the spill volume estimations were calculated, including the following:
  - Methodology, assumptions, and type of data relied upon, such as supervisory control and data acquisition records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
  - The methodologies, assumptions and type of data relied on for estimations of the spill start time and termination time;
- Spill cause(s) (e.g. root intrusion, FOG, etc.);

- System failure location (e.g. main, lateral, etc.);
- Description of the pipe material and estimated age of pipe material at the failure location;
- Description of the impact of the spill;
- Whether or not the spill was associated with a storm event;
- Description of spill response activities including description of immediate spill containment and cleanup efforts;
- Description of spill corrective action(s), including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
- Spill response completion date;
- Detailed narrative of the spill investigation and identification of the cause of the spill;
- If investigation is still ongoing the reason(s) and the expected completion date of the investigation;
- Name and type of receiving water body(-ies);
- Description of the water body(-ies), including but not limited to the following:
  - Observed impacts;
  - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill;
  - Entity/Agency responsible for closing/restriction use of water body; and
  - Number of days for closure/restriction as a result of the spill.
- Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
- If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were collected, indicate Not Applicable.

6.4.2.4 Spill Technical Report for Individual Category 1 Spills of 50,000 Gallons or More to a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, within 45 calendar days of the spill end date, the SRE Team Leader shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

- Spill causes and circumstances, including the following:
  - Provide a complete and detailed explanation of how and when the spill was discovered.
  - Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance entrance and exit, receiving water, post-cleanup site conditions;
  - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destination(s);
  - Detailed description of the method use to calculate the discharge volume and recovered spill volume (if applicable);
  - Detailed description of the spill cause(s);

  - Description of pipe material, and estimated age of the pipe material, at the point of failure;
  - Description of spill impact(s);
  - Copies of SER Team records used to document the spill; and
  - Historical maintenance records for the failure location.
- SER Team's response actions:
  - Provide a chronological narrative of all the actions taken to terminate the spill;
  - Explain how the SERP was implemented to respond to and mitigate the spill; and
  - Document the final corrective actions completed and/or a schedule for planned corrective actions, including:
    - Local regulatory enforcement action taken;
    - Identify the system modifications, operational and maintenance program modifications needed to prevent future occurrences; and
    - Document any necessary modifications to the Emergency Spill Response Plan, incorporating lessons learned.
- Water Quality Monitoring:
  - Description of water quality sampling performed;
  - List of pollutant(s) and parameters monitored, sampled, and analyzed;
  - Laboratory results;
  - Map documenting sample and monitoring location(s); and
  - If applicable, receiving water sample results from other agencies.
- An evaluation of spill impact(s), including a description of short- and long-term impacts to beneficial uses of the affected surface water.

If additional information or updates to the Certified Spill Report are necessary, they must be submitted **within 90 calendar days** of the spill end date by amending the Spill Report in CIWQS.

6.4.3 Category 2 Spill Reporting:

6.4.3.1 Draft Spill Report

Submit a Draft Spill Report to CIWQS containing the following information:

- Contact information: Name and telephone number of SRE Team Leader;
- Spill location name;
- Date and time the SER Team was notified of or self-discovered the spill;
- SER Team arrival time;
- Estimated spill start date and time;
- Date and time the LRO notified the California Office of Emergency Services, and the assigned control number;
- Description, photographs, and GPS coordinates of the system location where the spill originated. If multiple appearance points are involved, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
- Estimated total spill volume exiting the system;
- Description and photographs of the extent of the spill and spill boundaries;

- Document if the spill reaches a drainage conveyance system:
  - Description of the drainage conveyance system transporting the spill;
  - Photographs of the drainage conveyance system entry location(s);
  - Estimated spill volume fully recovered from the drainage conveyance system;
  - Estimated spill volume remaining within the drainage conveyance system;
  - Estimated spill volume discharged to a groundwater infiltration basin (if applicable); and
- Estimated total spill volume recovered.

6.4.3.2 Certified Spill Report

Within 15 calendar days of the Category 2 end date, submit a Certified Spill Report to CIWQS. The CIWQS database will issue a final spill event identification number upon receipt of the Certified Spill Report. The Certified Spill Report shall contain all reporting information found in the Draft Spill Reporting requirements (above) as well as the following:

- Description of the spill destination(s), including GPS coordinated if available, that represents the full spread and reach of the spill;
- Spill termination date and time
- Description of how the spill volume estimations were calculated, including:
  - Methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
  - The methodologies, assumptions and type of data relied on for estimations of the spill start time and termination time;
- Spill cause(s) (e.g. root intrusion, FOG, etc.);
- System failure location (e.g. main, lateral, etc.);
- Description of the pipe material and estimated age of pipe material at the failure location;
- Description of the impact of the spill;
- Whether or not the spill was associated with a storm event;
- Description of spill response activities including description of immediate spill containment and cleanup efforts;
- Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
- Spill response completion date;
- Detailed narrative of the spill investigation and identification of the cause of the spill;
- If investigation is still ongoing, the reason(s) and the expected completion date of the investigation; and
- Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

If additional information or updates to the Certified Spill Report are necessary, they must be submitted **within 90 calendar days** of the spill end date by amending the Spill Report in CIWQS.

After 90 calendar days, the LRO must request permission from the State Water Board at SanitarySewer@waterboards.ca.gov and provide justification for the request to amend the report.

6.4.4 Category 3 Spills

Certify all Category 3 spills on CIWQS **within 30 calendar days** after the end of the month in which the spill occurred. The CIWQS system will issue a spill event identification number for each spill.

The Category 3 Spill monthly reporting must include the following information for each spill:

- Contact information: Name and telephone number of SRE Team Leader;
- Spill location name;
- Date and time the SER Team was notified of or self-discovered the spill;
- SER Team arrival time;
- Estimated spill start date and time;
- Description, photographs, and GPS coordinates of the system location where the spill originated. If multiple appearance points are involved, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
- Estimated total spill volume exiting the system;
- Description and photographs of the extent of the spill and spill boundaries;
- Document if the spill reaches a drainage conveyance system:
  - Description of the drainage conveyance system transporting the spill;
  - Photographs of the drainage conveyance system entry location(s);
  - Estimated spill volume fully recovered from the drainage conveyance system;
  - Estimated spill volume fully recovered from the drainage conveyance system; and
  - Estimated spill volume discharged to a groundwater infiltration basin (if applicable);
- Estimated total spill volume recovered;
- Description of spill event destination(s), including GPS coordinates (if available) that represent the full spread and reach of the spill;
- Spill end date and time;
- Description of how the spill volume estimations were calculated, including:
  - Methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition records, flow monitoring, or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and
  - The methodologies, assumptions, and type of data relied on for

estimations of the spill start time and termination time;
- Spill cause(s) (e.g. root intrusion, FOG, etc.);
- Location of the system failure (i.e., main, pump station, etc.);
- Description of the pipe/infrastructure material, and estimated age;
- Description of the spill impact;
- Document if the spill was associated with a rain event;
- Description of spill response activities including description of immediate spill containment and cleanup actions;
- Description of spill corrective actions, including actions planned or taken to reduce, eliminate, and prevent reoccurrence of the spill and a schedule of major milestones for those steps, including the following:
  - Local regulatory enforcement action taken against the discharge in response to the spill (if any); and
  - System modifications and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
    - Adjusted schedule/method of preventative maintenance;
    - Planned rehabilitation or replacement of sanitary sewer asset;
    - Inspected, repaired asset(s), or replaced defective asset(s);
    - Capital improvements;
    - Documentation verifying immediately implemented system modifications and operating/maintenance modifications;
    - Description of spill response activities;
    - Spill response completion date; and
    - Ongoing investigation efforts and expected completion date of investigation to determine the full cause of the spill; and
- Detailed narrative of investigation and investigation findings of the cause of the spill.

If additional information or updates to the Certified Spill Report are necessary, they must be submitted **within 90 calendar days** of the spill end date by amending the Spill Report in CIWQS.

After 90 calendar days, the LRO must request permission from the State Water Board at SanitarySewer@waterboards.ca.gov and provide justification for the request to amend the report.

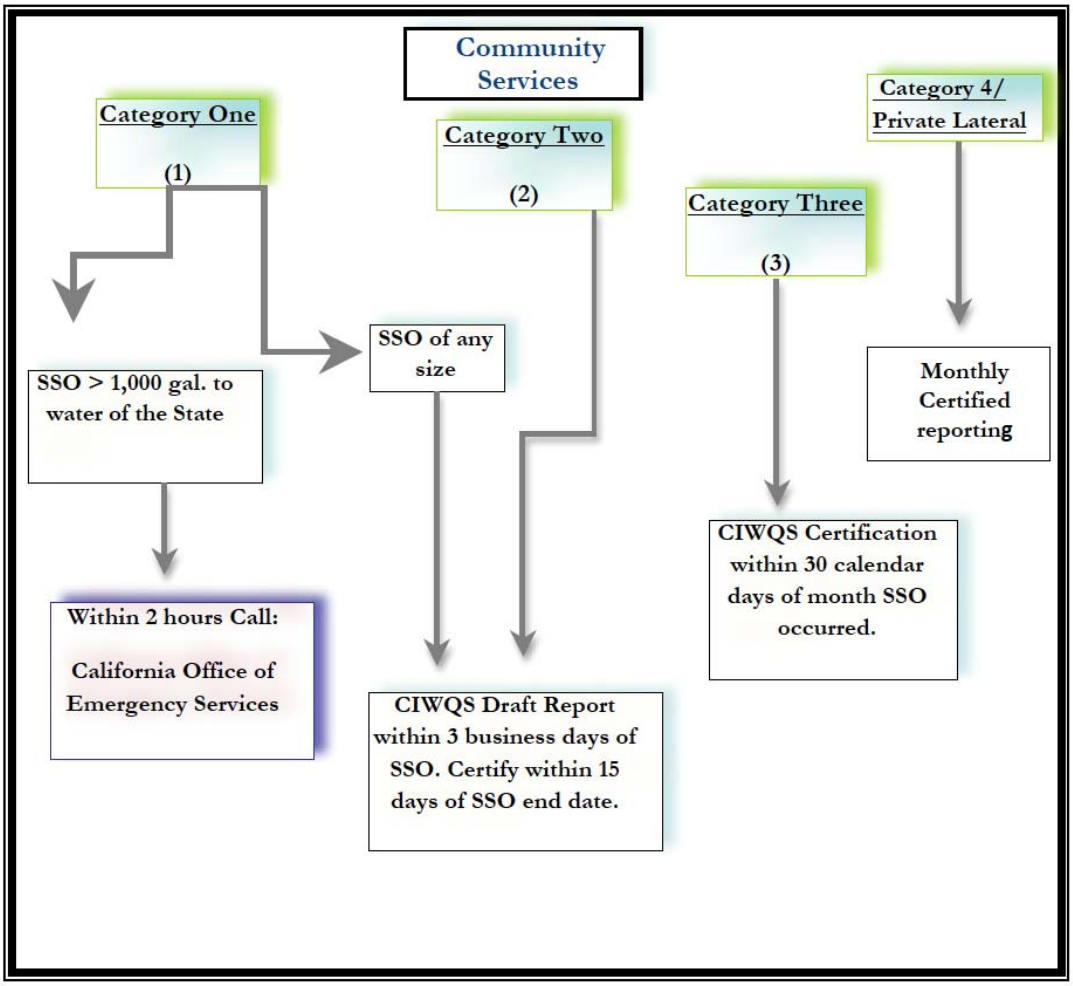
6.4.4 Category 4 Spills/Private Laterals:

Report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, **within 30 calendar days after the end of the month** in which the spills occurred.

Note: The City is not responsible for problems within a privately-owned lateral. It is the owner's responsibility to contact sewer maintenance services. **Reporting to CIWQS is voluntary.**

6.4.5 Spill Notifications for Affected Entities:

Emergency Notifications and reporting requirements for agencies to be notified are presented in the table below:



6.5 Equipment for Emergency Response

The following is a listing of typical SSO response equipment and materials that will be maintained by the SER Team. It is not intended as an exclusive or complete listing. Equipment and materials may and will vary depending on the type of event, time of day, location, etc. Additionally, the SER Team will maintain an inventory of forms and materials to ensure that adequate supplies are available. Training sessions and events will be held annually to train SER staff on SSO response procedures and on the safe use of the items listed below.

Documents, Forms, Etc.

- Procedures Manual for SSO Response
- Event Report Forms
- List of Important Contacts

Mechanical Equipment

- Jetter
- Camera System
- Rodder

Equipment/Inventory

- Absorbent
- Portable work lights (area)
- Rain gear, including boots
- Water Key
- Nitrite overalls
- Bolt Cutters
- Hydrant wrench
- Brooms, shovels, etc.
- Portable pump with hoses
- Drain plugs (pipe plugs)
- Barricades (street and tape)
- Dust masks
- Sandbags
- Disposal bags and ties
- Sanitizer (bleach and hydrated lime)
- Nitrite gloves
- Eye protection
- Eye wash kit
- Flashlights

Because flows can occur at any time, day or night, these materials must be readily available to authorized SER Team members.

6.6 Records, Record Retention Policies & Procedures, and Data Management

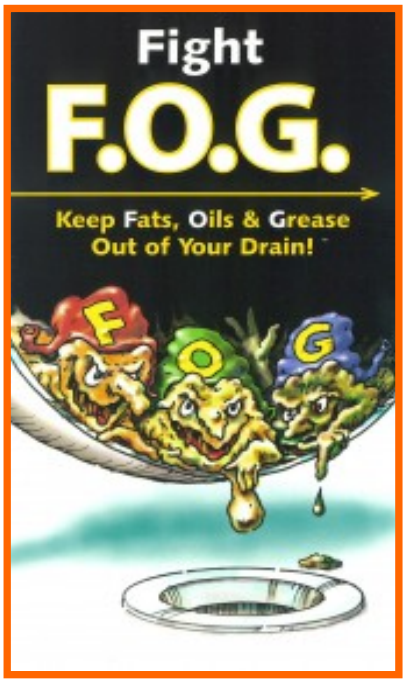
The Community Services Division will maintain all records of Category 1, Category 2, Category 3, and Category 4 overflows (as defined in Section 6.4.1) on file at the Community Services offices. The SER Team is responsible for documenting the location, date, and time of all SSO events and submitting this documentation in Annual Reports.

Chapter 7. Sewer Pipe Blockage Control Program

7.1 Introduction

In November 2010, the City of Claremont adopted Ordinance 2010-07 to introduce Municipal Code Chapter 5.05 pertaining to the regulation of discharges of fats, oils, and grease (FOG) from food facilities to the City's sewer system.

7.2 Public Education Outreach Program



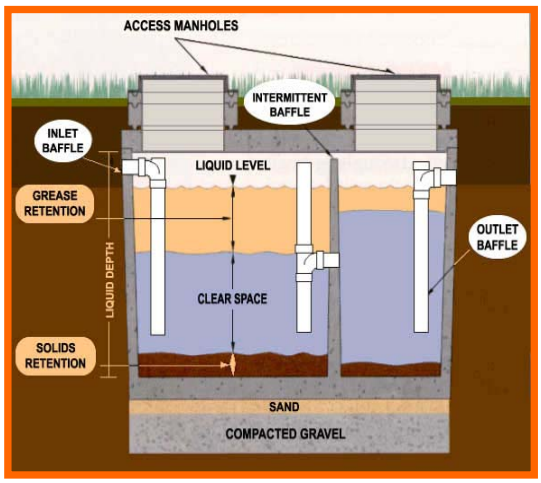
The City's Community Services Department provides information concerning FOG Best Management Practices (BMPs) at its public counter. Updated materials were obtained in 2024 through a contract with a local inspection firm that specializes in FOG inspection services. Available materials include proper disposal of FOG, installation of backwater valves, house lateral maintenance, and other SSO prevention measures. The City distributes FOG BMP outreach materials during annual restaurant and industrial/commercial facility inspections.

The City continuously educates the community on methods to handle FOG and to reduce the disposal of FOG into the collection system.

7.3 The Legal Authority to Prohibit Discharges to the System and Identify Measures to Prevent SSOs and Blockages Caused by FOG

Claremont Municipal Code Chapter 5.05 prohibits the discharge of FOG and other substances that may clog; obstruct; fill; or require frequent repairs, cleaning out, or flushing of sewer facilities in the sewer system. Section 5.05.080 authorizes the City to require any existing industrial or commercial facilities that discharge FOG materials that have a potential to cause blockages to obtain an industrial waste discharge permit from the Sanitation District of Los Angeles County. The City, by adopting Sections 5.05.120 and 5.05.140, is given the legal authority to require the installation of grease interceptors and/or grease traps at all food facilities that cannot demonstrate adequate control of FOG. Section 5.05.170 authorizes the Director of Community Services to order the inspection and/or sampling of the wastewater discharges of any food facility subject to the City's FOG program.

7.4 Requirements for Grease Removal Device Installation and Design Standards; Maintenance, BMP, Record Keeping, and Reporting Requirements



Pretreatment devices are required for all new food facilities, including restaurants and other food establishments in accordance with Chapter 5.05, Section 5.05.070 of the Municipal Code. The devices must be designed per the California Plumbing Code, approved by the Building Official, and installed and operated in a manner to control discharges of FOG into the sanitary sewer system to ensure that the facilities do not create nuisances, menaces to the public peace, health or safety hazards, or adverse impacts on the public sewerage system, soil, underground, and/or surface waters. In addition, any existing or new industrial and/or commercial facility that discharges FOG materials is required at the discretion of the Director of Community Services to obtain an industrial waste discharge permit from the Sanitation District of Los Angeles County in accordance with Section 5.05.080. If there is a FOG-related problem associated with an industrial waste permit, the City will take enforcement action against the facility.

The City does not issue permits or inspect household sewage disposal to the sanitary sewer system. However, the City's Municipal Code Chapter 5.05, Section 5.05.190 and Chapter 13.04, Section 13.040.010 prohibit the discharge of waste which causes or contributes to the City violating its discharge requirements established by any regulatory agency with jurisdiction over the City.

7.5 Authority to Inspect Grease-Producing Facilities, Enforcement Authorities, and Evidence of Adequate Staffing to Inspect and Enforce the FOG Ordinance

The City has the legal authority to inspect and enforce the City of Claremont FOG Ordinance. The City has adequate resources to perform any necessary inspection and enforcement of FOG generating facilities. In 2024, the City retained a consultant to conduct annual FOG inspection services for all food service establishments. In addition, the City has established a funding mechanism in Chapter 5.05, Section 5.05.060 for the monitoring and inspection of FOG facilities.

Should the City identify a FOG issue in the collection system, either as a result of an SSO, CCTV inspection, or sewer cleaning, the Community Services Department may schedule supplemental FOG inspections of upstream food service establishments to establish source control measures.

The Director of Community Services is charged with the responsibility of enforcing the City's FOG Ordinance. Section 5.05.170 grants City staff the authority to conduct inspections and/or sample wastewater discharged from food and other establishments that have the potential to generate FOG.

7.6 Cleaning Schedule for Identified FOG-Prone Sewer Segments

FOG-prone sections of sewer collection systems, otherwise referred to as "hot spots," are identified during routine maintenance operations and investigations of pipeline obstructions and SSOs. These hot spots are typically cleaned by hydrojetting and rodding if tree roots are encountered.

Generally, restaurant facilities subject to the FOG program are responsible for cleaning the FOG interceptors, and the City is authorized to conduct periodic inspections of these facilities as necessary. Currently, the City contracts for annual FOG inspections at food service establishments. Portions of the City's collection system found to have persistent FOG problems are subject to inspection and enforcement by the City depending on the magnitude of the problem.

Chapter 8. System Evaluation and Capacity Assurance Plan

8.1 System Evaluation and Condition Assessment

The City of Claremont is responsible for ensuring that the public sewer infrastructure is correctly designed, adequately sized, and easily maintainable.

In 2017, the City of Claremont completed a citywide sewer cleaning and CCTV condition assessment to determine the condition of the sanitary sewer system. The condition assessment was utilized to identify defects to the system and develop a five-year capital improvement program to correct said defects. The five-year plan took into consideration the location of the defect, proximity to surface waters, and the severity of the defect when determining priority. Any additional concerns, SSO locations, or hot spots that were identified during the five-year program were added to the scope of work. The five-year capital improvement project has since been completed. In 2025, the City solicited services for an updated Citywide Condition Assessment which will inform future capital repairs.

In addition to the citywide condition assessments detailed above, the City regularly inspects hot spots and SSO locations via CCTV to assess condition and identify additional needed repairs. Identified defects are included in the annual capital improvement program projects.

8.2 Capacity Assessment and Design Criteria

The City Engineer provides a thorough review of all sewer plans for proposed development projects in the City to ensure the following: (1) they are properly designed with sufficient capacity for current and future base, peak, and wet weather flow demands; and (2) any impact of the proposed project on the existing sewer system is mitigated prior to being approved by the City. The Engineering Division requires the submission of a capacity study for new projects. During construction, the projects are continuously inspected by the City's Public Works Inspector to ensure that the sewer facilities are constructed in accordance with the approved plans and specifications.

Claremont Municipal Code Title 13, Chapter 13.04.010, requires that the new sewer connections have an application submitted through the City's Engineering Division. Further, Chapter 13.02.040 of the Code requires that the design of new house laterals also conforms to the design and engineering

standards set forth in the California Plumbing Code and is authorized by the Engineering Division.

The City Engineer determines what capacity is necessary in each public sewer to provide for the proper collection of sewage in the City. In the event that a development or redevelopment project exceeds the available sewer capacity, the City will withhold the issuance of a building permit until such time as adequate capacity is available or can be made available before the building is occupied.

8.2.1 Pipe Capacity

Pipe capacity is determined using Mannings Equation for Open Channel Flow (roughness coefficient equal to 0.013), which is used to determine pipe capacities. "75% Full" indicates the peak pipeline capacity when the fluid depth is ¾ the diameter of the pipe.

8.2.2 Design Capacity

All gravity sewer pipes within the City up to and including 8 inches in diameter are sized to carry peak flow when 50% full. All gravity sewer pipes larger than 8 inches are sized to carry peak flow when 75% full.

Land Use Category	Flow Coefficient
Single-Family Residential	200 GDP/CAPITA
High Density Residential	35 GDP/STUDENT
Commercial/Industrial	.020 CFS/ACRE
Public Facility/Schools	.015 CFS/ACRE

The City of Claremont requires the satisfactory completion of a capacity study by a state of California Registered Civil Engineer prior to giving approval for any project that can affect the capacity of the public system. Completed studies are required to analyze the capacity in the existing system and must include mitigation requirements for the developer to ensure adequate capacity. In addition, capacity assessments must justify the sizing of proposed lines to accommodate the peak flows from each area's tributary to the mainline sewer under consideration or pumping station, now and in the future. The approved

capacity study is referenced directly by the plan checker when design plans for the new infrastructure are submitted to assure adequate capacity. All proposals for new connection to the existing sewer must also comply with the Municipal Code Title 13 standards for managing available sewer capacity.

The City requires new connections to comply with California Plumbing Code standards. Permits for construction of any public sewer infrastructure are not issued until the plan check process has been satisfactorily completed, thus ensuring the functional design and adequate capacity of the public sewer collection system.

The City of Claremont's program to optimize the use of available sewer capacity and prevent SSOs includes: (1) As needed closed-circuit television (CCTV) to identify pipe segments needing repairs, or with infiltration/inflow (I/I) or tree root intrusion problems; (2) Inspection and enforcement in areas subject to FOG blockages; and (3) A capital improvement program to effect repairs or replacement of damaged pipe segments as necessary. Pipe segments identified to be deficient, through the City's 2014 Sewer Master Plan Capacity Study, will be upgraded utilizing the City's sewer funds.

The City Engineer determines what capacity is necessary in each public sewer to provide for the proper collection of sewage in the City. In the event that a development or redevelopment project exceeds the available sewer capacity, the City will withhold the issuance of a building permit until such time as adequate capacity is available or can be made available before the building is occupied.

8.2.3 Required Capacity – Computation from Average Daily Flow

The size and grade of each public sewer must always be such as to provide sufficient capacity for peak flow rates of discharge.

8.3 Prioritization of Corrective Action

The findings of the condition assessment and capacity assessments are used to prioritize corrective actions. Prioritization considers the severity of the consequence of potential spills.

8.4 Capital Improvement Plan

8.4.1 Operation and Maintenance Budget

The City of Claremont Community Services Department operates the City's sewer collection system. Each year, based on the number of new connections and waste flow, the Department is empowered to establish a budget sufficient to cover these items: salary and benefits, training, system maintenance, utility expenses, vehicles/equipment, fuel, and outside contractor services. The Community Services Department collaborates with the Engineering Division

and private consultants during the planning, design, and construction project. The City conducts interagency coordination with impacted utilities as needed.

8.4.2 Condition Assessment Program

The City of Claremont maintains approximately 122 miles of sewer lines within the community. The existing City sewer pipes, ranging from 8 to 15 inches in diameter, are made of a number of different materials including: vitrified clay pipe (VCP), polyvinyl chloride (PVC), asbestos cement pipe (ACP), acrylonitrile butadiene styrene (ABS), reinforced concrete pipe (RCP), and Cured-in-Place (CIP) material. Naturally, as these sewer lines age, structural problems such as cracks, joint separation, root intrusion, etc. develop. To ensure that these problems are properly mitigated, the City has a program in place to minimize and correct issues arising from its aging sanitary sewer system. The City funds these activities through the collection of sewer system assessment fees.

As mentioned earlier in this document, the City collects a sewer assessment, an annual fee. This charge is reviewed and may be adjusted as necessary by the City to raise sufficient funds for the Sewer Improvement and Maintenance Program. In accordance with the Condition Assessment Program, sewer line videotaping by closed-circuit television (CCTV) to assess the condition of the pipes is required as a condition of approval for connecting existing and new developments projects.

Following the Sewer Master Plan project in 2015, in 2017 the City retained a contractor to conduct a comprehensive sewer system cleaning, CCTV inspection, and condition assessment. The assessment generated a prioritized listing of locations in need of lining and/or repair. The City developed a five-year capital improvement project to line and repair identified defects, valued at nearly $1.4 million. A phase of the project was completed for five consecutive fiscal years. The City concluded the five-year project in 2024. In 2025, the City solicited proposals for another comprehensive condition assessment and awarded a nearly $600,000 contract to complete the project. This project will be completed in 2025 and 2026 and will inform the need for future capital repairs.

Chapter 9. Monitoring, Measurement, Program Modification, and Adaptive Management

9.1 Monitoring

The Community Services Department is responsible for documenting all relevant data on SSOs that occur within the City of Claremont through the Online SSO System. This includes the monthly SSO reports for the City and any special reports to regulatory agencies, etc. Relevant information is maintained and is used to establish and prioritize appropriate SSMP activities. Likewise, the data is periodically analyzed to evaluate the effectiveness of the City's SSMP.

9.2 Effectiveness Evaluation

The evaluation of the City's SSMP program effectiveness shall be based on such key performance indicators such as the total number of overflows, overflow response time, reduction in repeated incidents of SSO at some location, total overflow equal to or greater than 1,000 gallons or reaching the waters of the United States, and reduction in number of overflows that are caused by sewer capacity-related problems.

9.3 Program Modification

The City will continually update or modify the key elements of its SSMP based on the results of the above-mentioned monitoring and program effectiveness evaluations. In addition, the City completes a comprehensive SSMP audit at least every three years.

9.4 SSO Trending & Reductions

An annual SSO location map is prepared by the City. The cause of each SSO incident is also recorded and shown on the map sheets. These maps are used for establishing SSO patterns, identifying hot spots, and for work-assignment scheduling by the City's Community Services Department. By identifying and illustrating spill trends, including frequency, location, and estimated volumes, the City is able to adapt its approach as needed to address root cause.

Chapter 10. Internal Audits

10.1 SSMP Program Audit

The City of Claremont will conduct an internal review/audit of its SSMP program and prepare a report every two years. The audit shall focus on evaluating the effectiveness of the SSMP and on the records of the City's compliance actions during the audit period. Copies of all completed audit reports will be kept on file in the City's Community Services Department.

10.2 SSMP Certification

The SSMP has to be certified by the City's Community Services Director to be in compliance with the requirements set forth in the WDRs and presented to the City Council for approval at a public meeting. In addition, the Community Services Director has completed the certification portion in the Online SSO Database Questionnaire (http://ciwqs.waterboards.ca.gov/) by checking the appropriate milestone box, printing, and signing the automated form and sending the signed form to this address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

10.3 SSMP Modification and Recertification

The City will review and update its SSMP every six years to ensure that it is current. Should significant amendments be made to any portion or portions of the SSMP, it will be resubmitted to the City Council for approval and re-certification. The recertification will be in accordance with the certification process described in Section 10.2 above.

Chapter 11. Communication Program

11.1 Communication

The City will provide all stakeholders and interested parties (upon request), including the general public and other agencies, with status updates on the development and implementation of the SSMP and consider comments made by them. The City will utilize media such as letters, newsletters, brochures, notices in newspapers, and the City's home web page for conveying this information.

11.2 SSMP Availability

Copies of the SSMP will be maintained in the City's Community Services Department and posted on the City's website (www.claremontca.gov). The document will also be made readily available to the Regional Water Quality Control Board (Region 4) upon request and to the operators of any collection system or treatment facility downstream of the City's system.

The City will report and inform the public of spills and discharges resulting in closures of public areas to the community or enter a source of drinking water. The City's potable water supplier, Golden State Water, will be notified of any spill or discharge having the potential to enter a drinking water source. In addition, the City will follow the reporting guidelines established in the Emergency Spill Response Plan.

Terms and Definitions:

Blockage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called a stoppage.

CSMD – The Consolidated Sewer Maintenance District. The CSMD is an agency of Los Angeles County, and is governed by the Los Angeles County Board of Supervisors.

Department of Public Health – One or more of the State Health Departments, for example, the Los Angeles County Health Department. This department also responds to and monitors sanitary sewer overflows.

Enrollee – A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.

Geographical Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found in a GIS can include a sewer map and sewer features such as pipe location, diameter, material, condition, and last date cleaned or repaired. The GIS also typically contains base information such as streets and parcels.

Infiltration/Inflow (I/I) – Infiltration is generally considered to be extraneous water that enters the sewer system over longer periods of time, such as groundwater seepage through cracks in the sewer. Inflow is generally considered to be extraneous water that enters the system as a direct result of a rain event, such as through defects in the sewer. While it is impossible to control all I/I, it is certainly desirable to reduce I/I when cost-effective.

Lateral – The portion of sewer that connects a home or business with the main line in the street.

Nuisance – California Water Code Section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements: (a) is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property; (b) affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and/or (c) occurs during or as a result of the treatment or disposal of wastes.

Regional Water Quality Control Board – Anyone of the nine regional state agencies charged by the State Water Resource Control Board to oversee federal and state water quality regulations.

Sanitary sewer overflow (SSO) – Any overflow, spill, release, discharge, or diversion of untreated or partially treated wastewater from a sanitary sewer system.

Sanitary sewer system – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs. For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

Sanitation Districts of Los Angeles County – The entity that collects sewage from various municipal and regional areas and treats the sewage pursuant to federal and state requirements. There are more than 27 districts throughout Los Angeles County.

Satellite collection system – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

Sewage – The liquid, solid, or gaseous waste generated from homes or business and industrial processes.

SMD – The Los Angeles County Department of Public Works, Sewer Maintenance Division.

SSO Reporting System – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is http://ciwqs.waterboards.ca.gov. This online database is maintained on a secure site and is controlled by unique usernames and passwords.

State Water Resources Control Board – The State agency responsible for developing, enacting, and enforcing regulations of water quality.

Stoppage – A buildup of debris in the sewer, which stops the flow of wastewater and allows the water to back up behind the stoppage, sometimes causing an overflow. Also called a blockage.

Untreated or partially treated wastewater – Any volume of waste discharged from the sanitary sewer system upstream of wastewater treatment plant headworks.

Wastewater Collection System – All pipelines, pump stations, and other facilities upstream of the headworks of the wastewater treatment plant that transport wastewater from its source to the wastewater treatment plant.

Abbreviations/Acronyms

ACO	Accumulative Capital Outlay Program
APWA	American Public Works Association
CADD	Computer Aided Design Drafting
CALOSHA	California Occupational Safety and Health Administration
CCTV	Closed-Circuit Television
CSMD	Consolidated Sewer Maintenance District
DPW	Los Angeles County Department of Public Works
FOG	Fats, Oils, and Grease
GIS	Geographical Information System
I/I	Infiltration/Inflow
LACO CODE	Los Angeles County Code Title 20 – Utilities
LACO PLUMBING CODE	Los Angeles County Plumbing Code – Title 28
LVMWD	Las Virgenes Metropolitan Water District
MARINA SMD	Marina Sewer Maintenance District
MMS	Maintenance Management System
OES	Office of Emergency Service
RWQCB	Regional Water Quality Control Board
SMD	Sewer Maintenance Districts
SSMP	Sewer System Management Plan
SSOs	Sanitary Sewer Overflows
WDRs	Statewide General Waste Discharge Requirements

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

Table of Contents

Table of Attachments

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

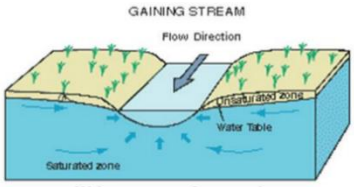
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
    - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
    - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

    If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill 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 spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill 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 spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
    - If a single spill 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 spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry locations(s);
    - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

CHAPTER 5.05
REGULATION OF DISCHARGES OF FATS, OILS AND GREASE FROM FOOD FACILITIES

§ 5.05.010. Purpose.

It is the intent of the City Council, through adoption of this chapter, to reduce sewer system overflow incidents by: (1) developing and implementing a preventative maintenance program to assure optimum functioning of the sewer system; (2) preventing illicit discharges and obstructions to the sewer system; (3) requiring the proper design and construction of sewers and connections to it; and (4) protecting the environment by minimizing the effects of sewer discharges, which often result in pathogens being released to receiving waters on which persons depend for a variety of beneficial uses, including, but not limited to: recreation and groundwater recharge.
(10-07)

§ 5.05.020. Definitions.

The following are definitions of terms used in this chapter:

"Best Management Practices (BMPs)" shall mean schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to: (1) prevent or reduce the introduction of fats, oils, and grease to the sewer; and (2) to prevent and reduce sewer system overflows to the municipal storm drain system and receiving waters through preventative maintenance.

"Building Official" shall mean the Building Official of the City of Claremont or designee.

"Change in operations" shall mean any change in the ownership, food types, or operational procedures that have the potential to increase the amount of FOG generated and/or discharged by food facilities in an amount that alone or collectively causes or creates a potential for a sewer system overflow to occur.

"City" shall mean the City of Claremont.

"Director of Community and Human Services" shall mean the Director of Community and Human Services of the City of Claremont or his/her designee.

"Discharger" shall mean any person who discharges or causes a discharge of wastewater directly or indirectly to a public sewer. "Discharger" shall mean the same as "user."

"Fats, oils, and grease (FOG)" shall mean any substance such as a vegetable or animal product that is used in, or is a byproduct of, the cooking or food preparation process, and that turns, or may turn, viscous or solidifies with a change in temperature or other condition.

"Food facility" shall mean any commercial or industrial operation within the boundaries of the City that may discharge FOG and/or that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level. Food facility shall also mean food facilities defined in California Health and Safety Code Section 113789 or which have any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke, or odors that are required to be removed by a Type I hood, as defined in the California Mechanical Code.

"Food grinder" shall mean any device installed in the plumbing or sewer system for the purpose

of grinding food waste or food preparation by products for the purpose of disposing it in the sewer system. "Food grinder" shall also mean a "garbage disposal."

"Grease control device" shall mean any grease interceptor, grease trap or other approved mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap, collect or treat FOG prior to it being discharged into the sewer system.

"Grease interceptor" shall mean a multi-compartment grease control device that is constructed in different sizes and is generally required to be located, according to the current edition of the California Plumbing Code, underground between any food facility and the connection to the sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. These devices must be cleaned, maintained and have the FOG removed and disposed of in a proper manner on regular intervals to be effective.

"Grease trap" shall mean a grease control device that is designed to retain grease from one to a maximum of four fixtures. A grease trap is located within the food facility and requires frequent maintenance depending on the amount of FOG in the wastewater.

"Infiltration" shall mean water entering a sewer system, including sewer service connections, from the ground through such means as defective pipes, pipe joints, connections, or manhole walls.

"Inflow" shall mean water entering a sewer system through a direct stormwater runoff connection to the sanitary sewer, which may cause an almost immediate increase in wastewater flows.

"Interference" shall mean any discharge which, alone or in conjunction with discharges from other sources, inhibits or disrupts the City's sewer system, treatment processes or operations, or is a cause of violation of the City's NPDES or waste discharge requirements or prevents lawful sludge use or disposal.

"Limited food preparation food facility" shall mean a food facility that is only engaged in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation food facility does not include any operation that changes the form, flavor, or consistency of food.

"Manifest" shall mean that receipt which is retained by the generator of wastes for disposing of recyclable wastes or liquid wastes as required by the City.

"New construction" shall mean any structure planned or under construction for which a sewer connection permit has not been issued.

"NPDES" shall mean the National Pollutant Discharge Elimination System and the permit issued to control the discharge of liquids or other substances or solids to surface waters of the United States as detailed in Public Law 92-500, Section 402.

"Person" shall mean any individual, partnership, firm, association, corporation, or public agency, including the State of California and the United States of America.

"Regulatory agencies" shall mean those agencies having regulatory jurisdiction over the operations of the City, including, but not limited to: United States Environmental Protection Agency (EPA), California State Water Resources Control Board (SWRCB), California Regional Water Quality Control Board, Los Angeles Region (RWQCB), South Coast Air Quality Management District (SCAQMD), and California Department of Health Services (DOHS).

"Remodeling" shall mean a physical change exceeding a cost of $50,000 to a food facility that requires a building permit, and that involves any one or a combination of the following: (1) underslab plumbing in the food processing area; (2) a 30% increase in the net public seating area; (3) a 30% increase in the size of the kitchen area; or (4) any change in the size or type of food preparation equipment.

"Sampling facilities" shall mean structure(s) provided at the user's expense for the City or user to measure and record wastewater constituent mass, and/or concentrations, collect a representative sample or provide access to plug or terminate the discharge.

"Sample point" shall mean a location approved by the City, from which wastewater can be collected that is representative in content and consistency of the entire flow of wastewater being sampled.

"Sewer or sewer system" shall mean any and all facilities used for collecting, conveying, pumping, treating, and disposing of wastewater and sludge. This definition includes, but is not limited to: any property belonging to the City used in the treatment, reclamation, reuse, transportation, or disposal of wastewater or sludge.

"Sewer lateral" shall mean a building sewer as defined in the latest edition of the California Plumbing Code. It is the wastewater connection between the building's wastewater facilities and a public sewer system.

"Sewer system overflow (SSO)" shall mean any overflow spill, release, discharge, or diversion of wastewater from a sanitary sewer system.

"Sludge" shall mean any solid, semisolid, or liquid decant, subnate, or supernate from a manufacturing process, utility service, or pretreatment food facility.

"Waste" shall mean sewage and any and all other waste substances, whether liquid, solid, gaseous, or radioactive, associated with human habitation or of human or animal nature, including such wastes placed within containers of whatever nature prior to and for the purpose of disposal.

"Waste hauler" shall mean any individual or business licensed by the California Department of Food and Agriculture to transport, render, and/or process used cooking oil and grease.

"Wastewater" shall mean the liquid and water-carried wastes of the community and all constituents thereof, whether treated or untreated, discharged into or permitted to enter a public sewer.
(10-07; 12-04)

§ 5.05.030. FOG discharge requirement.

No food facility shall discharge or cause to be discharged into the sewer system, FOG that accumulates and/or causes or contributes to blockages in the sewer system or at the sewer lateral, which connects the food facility to the sewer system.
(10-07)

§ 5.05.040. Enforcement.

The Director of Community and Human Services or his/her designee is responsible for enforcement of this chapter and for all determinations of compliance with it.

(10-07; 12-04)

§ 5.05.050. Discharge prohibitions.

The following prohibitions shall apply to all food facilities that generate FOG:

A. The use of food grinders in the plumbing system of an existing food facility that is expected to result in the conveyance of excessive quantities of FOG to the sewer system is prohibited. Furthermore, food grinders shall be removed from existing food facilities within six months of written notification by the City.

B. Installation of food grinders in the plumbing system of new construction of food facilities shall be prohibited.

C. Introduction of any additives into any food facility's wastewater system for the purpose of emulsifying FOG is prohibited.

D. Disposal of waste cooking oil into drainage pipes is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal. A method of secondary containment shall be required to prevent a spill that leads to contamination of the sewer system or storm drain system. Grease barrels shall not be placed within the public right-of-way or in permanent facilities designed to house garbage bins. All grease barrels and drums shall be labeled as such with the food facility's name and phone number.

E. Discharge of wastewater from dishwashers to any FOG device, including but not limited to grease traps or grease interceptors, is prohibited.

F. Discharge of wastewater with temperatures in excess of 140°F to any grease control device, including but not limited to grease traps and grease interceptors, is prohibited.

G. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited, unless prior written approval from the Director of Community and Human Services is obtained.

H. Discharge of waste from toilets, urinals, washbasins, and other fixtures possibly containing fecal material to sewer lines intended for grease interceptor service, or vice versa, is prohibited.

I. Discharge into the sewer system of any waste which has FOG and/or solid materials that have been removed from a grease control device is prohibited. Grease removed from grease control devices shall be waste-hauled periodically as part of the operation and maintenance requirements for grease interceptors and traps. Licensed waste haulers or an approved recycling facility must be used to dispose of FOG, including waste cooking oil.

(10-07; 12-04)

§ 5.05.060. FOG wastewater fees.

A. All food facilities that are required to install a grease control device will be periodically monitored by the City to ensure the objectives of this chapter are being met. The cost for

monitoring activities shall be borne by the food facility. A FOG wastewater discharge fee will be assessed annually, as set by resolution of the City Council, to offset the cost of monitoring and inspection.

B. The annual fee for periodic monitoring shall take effect 12 months after approval and adoption of this chapter.

(10-07)

§ 5.05.070. FOG pretreatment for new food facilities required.

With the exception of limited preparation food facilities, all new food facilities are required to install, operate, and maintain an approved type of, and adequately sized, grease control device necessary to maintain compliance with the objectives of this chapter. Approval will be granted by the Building Official.
(10-07)

§ 5.05.080. FOG pretreatment for industrial and commercial facilities.

Any existing or new industrial or commercial facility, except food facilities, that discharges FOG materials that have the potential to cause blockages to the sewer system shall be required, at the discretion of the Director of Community and Human Services, to obtain an industrial waste discharge permit from the Sanitation District of Los Angeles County, but such industrial or commercial facility shall not be required to pay an annual FOG wastewater discharge fee.
(10-07; 12-04)

§ 5.05.090. New construction.

This chapter shall not be interpreted to allow new construction, remodeling, or a change in operations without an approved grease interceptor unless the Building Official has determined that it is unnecessary, impossible, or impracticable to install or operate a grease interceptor for the subject food facility under the provisions of this chapter.
(10-07)

§ 5.05.100. Additional preventative maintenance required.

The City has an ongoing preventative maintenance program that outlines the frequency with which specified lines of the sewer system are cleaned. If the City must provide additional cleaning of the sewer system to prevent blockages caused by FOG, the City's costs for such abatement will be entirely borne by the operator of the food facility, and said cost shall constitute a debt to the City and become due and payable upon the City's request for reimbursement of such costs. Food facilities will be billed beginning 24 months after adoption of this chapter.
(10-07)

§ 5.05.110. Sewer system overflows and cleanup costs.

Food facilities found to have contributed to a sewer blockage, sewer system overflow, or any sewer system interferences resulting from the discharge of wastewater or waste containing FOG, may be ordered to install and maintain a grease interceptor, and may be subject to a plan to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages,

SSOs or any other sewer system Interferences. SSOs may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared public nuisances as defined in Section 8.16.020. Furthermore, sewer lateral failures and SSOs caused by food facilities alone or collectively are the responsibility of the food facility and individual(s) as responsible officer(s) or owner(s) of the food facility. If the City must act to contain and/or clean up an SSO caused by blockage of a private or public sewer lateral or system, or at the request of the operator of the food facility, or because of the failure of the food facility to abate the condition causing a threat to the health, safety, welfare, or property of the public, or because of an unauthorized discharge of FOG, the City's costs for such abatement will be entirely borne by the operator of the food facility and individuals as responsible officer(s) or owner(s) of the food facility, and said cost shall constitute a debt to the City and become due and payable upon the City's request for reimbursement of such costs. Food facilities will be billed beginning 24 months after adoption of this chapter.
(10-07)

§ 5.05.120. Grease interceptor requirements.

A. One year after the adoption of this chapter, all food facilities that cannot demonstrate adequate control of FOG as determined by the City will be required to install a grease interceptor.

B. Grease interceptors shall conform to the current edition of the California Plumbing Code and all relevant City ordinances and policies. grease interceptors shall be constructed in accordance with the design approved by the Building Official and shall have a minimum of two compartments with fittings designed for grease retention and a sampling box.

C. The grease interceptor shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease.

D. Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.

(10-07)

§ 5.05.130. Grease interceptor maintenance requirements.

Grease interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater accumulated FOG, floating materials, sludge, and solids. All existing and newly installed grease interceptors shall be maintained in a manner consistent with this section. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right-of-way during maintenance activities. All food facilities with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency of the grease interceptors. The maintenance frequency for all food facilities with a grease interceptor shall be determined in one of the following methods:

A. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total liquid depth of the

grease interceptor. This is to ensure that the minimum hydraulic retention time and required available volume is maintained to effectively intercept and retain FOG discharged to the sewer system.

B. All food facilities with a grease interceptor shall maintain their grease interceptor not less than once every 6 months. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in subsection A of this section has not been established. The maintenance frequency may be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in subsection A or at any time to reflect changes in actual operating conditions. Based on the actual generation of FOG from a food facility, the maintenance frequency may increase or decrease.

C. If the grease interceptor at any time contains FOG and solids accumulation that does not meet the requirements described in subsection A, the food facility shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the Director of Community and Human Services may also increase the maintenance frequency of the grease interceptor from the current frequency.

(10-07; 12-04)

§ 5.05.140. Grease trap requirements.

A. A food facility may propose the use of or may be required to install grease traps, in lieu of or in addition to installation of a grease interceptor, in the waste line leading from drains, sinks, and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockages.

B. Sizing and installation of grease traps shall conform to the current edition of the California Plumbing Code, or as required by the Building Official.

C. Grease traps shall be maintained by removing accumulated grease on a daily basis, or as often as required to ensure efficient operating condition.

D. Grease traps shall be maintained free of all food residues and any FOG waste removed during the cleaning and scraping process.

E. Grease traps shall be inspected periodically by the food facility to check for leaking seams and pipes, and for effective operation of the baffles and flow-regulating device. Grease traps and their baffles shall be maintained free of all caked-on FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process. Food facilities will determine a schedule to maintain this equipment adequately.

F. Dishwashers and food grinders shall not be connected to or discharged into any grease trap.

G. No food facility shall increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with this chapter.

(10-07)

§ 5.05.150. Monitoring, reporting, and record keeping.

Food facilities are subject to the following compliance monitoring requirements:

A. Food facilities, at the discretion of the Director of Community and Human Services, may be required to construct and maintain in proper operating condition flow monitoring, constituent monitoring, and/or sampling facilities at the food facility's sole expense.

B. The location of the monitoring or metering facilities shall be subject to approval by the Director of Community and Human Services.

C. The City may require food facilities to provide immediate, clear, safe, and uninterrupted access to the food facility's monitoring and metering facilities.

D. Food facilities may also be required by the Director of Community and Human Services to submit waste analysis plans, contingency plans, and meet other necessary requirements to ensure proper operation and maintenance of the grease control device and compliance with this chapter.

E. Food facilities shall not increase the use of water or in any other manner attempt to dilute a discharge as a partial or complete substitute for treatment to achieve compliance with this chapter.

F. The Director of Community and Human Services may require periodic reporting of the status of implementation of BMPs implemented at food facilities.

G. The Director of Community and Human Services may require visual monitoring at the sole expense of a food facility which generates FOG to observe the actual conditions of any food facility's sewer lateral and sewer lines downstream.

H. The Director of Community and Human Services may require reports for self-monitoring of wastewater constituents and FOG characteristics of food facilities needed for determining compliance with this chapter. Failure by food facilities to perform any required monitoring, or to submit monitoring reports required by the Director of Community and Human Services, constitutes a violation of this chapter, and may be cause for the City to initiate all necessary tasks and analyses to determine the wastewater constituents and FOG characteristics for compliance with any conditions and requirements specified in this chapter. Food facilities shall be responsible for any and all expenses of the City in undertaking such monitoring analyses and preparation of reports.

I. Other reports may be required such as compliance schedule progress reports, FOG control monitoring reports, and any other reports deemed reasonably appropriate by the Director of Community and Human Services to ensure compliance with this chapter.

J. Food facilities are required to keep all manifests, receipts, and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier, and disposal site location for no less than four years.

K. Food facilities shall, upon request, make the manifests, receipts, and invoices available to the Director of Community and Human Services or his/her designee. These records may include:

1. A logbook of grease control device cleaning and maintenance practices.
2. A record of BMPs being implemented including employee training.
3. Copies of records and manifests of waste-hauling interceptor contents and/or waste cooking oil disposal.
4. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptor.
5. Any other information deemed appropriate by the Director of Community and Human Services to ensure compliance with this chapter.

L. It shall be unlawful to make any false statement, representation, record, report, plan, or other document that is filed with the City, or to tamper with or knowingly render inoperable any grease control device, monitoring device, or method or access point required under this chapter.

(10-07; 12-04)

§ 5.05.160. Best management practices required.

All food facilities shall implement BMPs, in accordance with the requirements and guidelines established by the City, in its operation to minimize the discharge of FOG to the sewer system, which shall, at a minimum, include the following:

A. Installation of Drain Screens. Drain screens shall be installed on all drainage pipes in food preparation and kitchen areas.

B. Segregation and Collection of Waste Cooking Oil. All employees must dispose of waste cooking oil in barrels designated for storage of such oil.

C. Disposal of Food Waste. All food waste shall be disposed of directly into the trash or garbage, and not in sinks or toilets.

D. Food Grinders. Employees shall not pour, dispose, or place any food product, prepared or unprepared, containing FOG materials into a sink or other device equipped with a food grinder.

E. Employee Training. Food facilities shall train all employees within 180 days of the effective date of this chapter, and twice each calendar year thereafter, on the following subjects:

1. How to "dry wipe" pots, pans, dishware, and work areas before washing to remove grease.
2. How to dispose properly of food waste and solids prior to disposal in trash bins or containers to prevent leaking and odors.
3. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
4. How to dispose properly of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.

F. Employee Training Verification. Employee training shall be documented and employee signatures retained indicating each employee's attendance and understanding of the practices reviewed. Training records shall be available for review at any reasonable time by the Director of Community and Human Services or his/her designee.

G. Maintenance of Kitchen Exhaust Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning the exhaust filter shall be disposed of properly.

H. Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

(10-07; 12-04)

§ 5.05.170. Inspection and sampling.

The Director of Community and Human Services may inspect or order the inspection and/or sample of the wastewater discharges of any food facility subject to this chapter to ascertain whether the intent of this chapter is being met and the food facility is complying with all requirements.

A. Inspection of Premises. Food facilities shall allow the Director of Community and Human Services or his or her designee access to the premises, during normal business hours, for purposes of inspecting the food facility's grease control devices or interceptor, reviewing the manifests, receipts and invoices relating to the cleaning, maintenance, and inspection of the grease control devices or interceptor.

B. Metering and Sampling Devices. The Director of Community and Human Services shall have the right to place or order the placement on the food facility's property or other locations as determined by the Director of Community and Human Services such devices as are necessary to conduct sampling or metering operations. Where any food facility has security measures in force, the food facility shall make necessary arrangements so that representatives of the City shall be permitted to enter without delay for the purpose of performing their specific responsibilities.

C. Sampling and Inspection Frequency. Sampling and inspection of any food facility that generates FOG shall be conducted in the time, place, manner, and frequency determined at the sole discretion of the Director of Community and Human Services or his/her designee. Any sample taken from a sample point is considered to be representative of the discharge to the public sewer.

D. Right of Entry. No person shall interfere with, delay, resist or refuse entrance to City representatives attempting to inspect any facility involved directly or indirectly with a discharge of wastewater to the City's sewer system.

(10-07; 12-04)

§ 5.05.180. Notification of spill.

In the event a food facility is unable to comply with any condition or provision of this chapter due to a breakdown of equipment, accidents, or human error or the food facility has reasonable

opportunity to know that the discharge will violate the provisions of this chapter, the discharger shall immediately notify the Director of Community and Human Services by telephone. If the material discharged to the sewer has the potential to cause or result in sewer blockages or SSOs, the discharger shall immediately notify the local Health Department or County, and the City.

A. Agency Notification. Confirmation of this notification shall be made in writing to the Director of Community and Human Services no later than five working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken immediately to correct the problem, and what steps are being taken to prevent the problem from recurring.

B. Non-Relief from Expense, Loss, Damage, or Liability. Such notification shall not relieve the food facility of any expense, loss, damage, or other liability which may be incurred as a result of damage or loss to the City or any other damage or loss to person or property; nor shall such notification relieve the food facility of any fees or other liability which may be imposed by this chapter or other applicable law.

(10-07; 12-04)

§ 5.05.190. Penalty imposed on City by regulatory agency(ies).

Any person who discharges waste which causes or contributes to the City violating its discharge requirements established by any regulatory agency with jurisdiction over the City shall be liable for any costs or expenses incurred by the City, including regulatory fines, penalties, and assessments made by such agencies or a court.

(10-07)

§ 5.05.200. Criminal penalties.

Any person who violates any provision of this chapter is guilty of an infraction, which upon conviction is punishable by a fine. Each violation and each day in which a violation occurs may constitute a new and separate violation of this chapter and shall be subject to administrative fines in accordance with Chapter 1.14.

(10-07)

Title 13

SEWERS

CHAPTER 13.02
CONNECTION REQUIREMENTS

§ 13.02.010. Available sewers.

For the purposes of this chapter, "available sewers" are public sanitary sewers within two hundred lineal feet of the nearest point of the parcel with respect to which availability is being determined, which sewers have the capacity to accept sewage discharged from that parcel.
(82-12)

§ 13.02.020. Existing construction.

Plumbed buildings lawfully connected to private sanitary systems as of December 9, 1982, shall connect to the public sanitary systems in the following circumstances:

A. Availability of Sewers. All plumbed buildings shall be required to connect to public sanitary sewers within six months of availability. The six-month period shall commence when the City Engineer mails written notice to the record owner of the property. The City Engineer may extend this period for up to an additional one hundred eighty days if he or she determines that a shorter period of time is impractical.

B. Grant Areas. All existing construction located in areas of the City served by sewers funded through public grants shall be subject to any mandatory connection criteria established by such grants, in addition to the requirements of subsection A of this section.

C. Failed Septic Systems. All existing plumbed buildings experiencing failed septic systems shall connect to an available public sewer immediately upon such failure.

D. Exemptions. The Planning Commission may grant exemptions from the requirements of subsection A or C of this section if the Commission determines, upon application of the property owner, based upon the application and such additional relevant scientific and engineering information as the Commission may require the applicant to provide, that connection to public sewers will involve unusual logistical hardship (for example, a significant difference in grade level). As a condition of granting the exemption, the Planning Commission may require the installation of dry sewers and consent to participate in a sewer assessment district.
(82-12; 95-06)

§ 13.02.030. Land subdivisions.

As a condition of approval of any subdivision of land into two or more parcels after December 9, 1982, public sanitary sewers shall be made available to the new parcels by the landowner in the following circumstances:

A. A division of land creating three or fewer additional parcels shall be required to make public sanitary sewers available when the nearest public sanitary sewers are within a distance equal to two hundred lineal feet plus two hundred lineal feet per additional parcel created.

B. A division of land creating four or more additional parcels shall be required to provide public sanitary sewers for all parcels.

C. In determining the number of parcels, all parcels created since December 9, 1982, from the subject property, or from contiguous property under common ownership on December 9, 1982, or at the time

of application shall be included, as it is the intent of this chapter that property owners be treated in like fashion and that successive re-subdivisions shall not be a means for evading the intention of this chapter to eliminate unsewered development in the City.

D. Upon recommendation of the City Engineer, this requirement may be satisfied by an election to participate in a sewer assessment district, or the posting of bonds, or both.

(82-12)

§ 13.02.040. New construction.

All new construction permitting increased occupancy, in the case of nonresidential property, or involving the creation of additional bathrooms, laundry rooms or kitchens in the case of residential property, shall connect to public sanitary sewers before the issuance of a certificate of occupancy, in the case of new structures, or before permission is granted to connect to utilities, in the case of remodeling or renovations. The Planning Commission may grant an exemption from this requirement for the construction of the first dwelling unit on a parcel zoned for residential development if the Commission determines, based upon the application from the property owner and such additional relevant scientific and engineering information as the Commission may require the applicant to provide, the following:

A. That public sanitary sewers are not available. If the property was one of two or more contiguous undeveloped parcels in common ownership as of December 9, 1982, or as of the date of application, sewers shall be deemed available if they are within a distance of two hundred feet times the number of such parcels; or

B. It can be demonstrated to the City's satisfaction that connection to public sewers will involve unusual logistical hardship (e.g., a significant difference in grade level).

As a condition of granting the exemption, the Planning Commission may require the installation of dry sewers at the time of construction, approval of the proposed septic system design and location by the City Engineer or his or her designee, consent to participation in a sewer assessment district, and such other conditions as may encourage the eventual installation of public sanitary sewers to serve the property.

(82-12; 95-06)

§ 13.02.050. Annexation 52-A.

In that portion of the City including Annexation 52-A, the following rules shall apply and shall take precedence over the rest of the requirements of this chapter. In this area, connection to sewers shall be required only in the following circumstances:

A. Existing Construction. An existing plumbed building experiencing a failed septic system shall connect to a public sewer immediately upon such failure if there is a sewer available within two hundred fifty lineal feet from the proposed point of connection to a main line. Connection may also be required if a public health agency determines that the defective system is a health hazard.

B. Land Subdivision.

1. A division of land involving more than five gross acres shall connect to public sewers.

2. A division of land involving five or fewer gross acres need not connect to public sewers if the nearest public sewer is more than two hundred fifty feet away and no public health agency has determined that development without sewers would constitute a public health hazard. If

subdivision is permitted without sewers, the installation of dry sewers shall be required, and provision shall be made for participation in a sewer assessment district at such time as the City may require it.

3. In determining the size of a subdivision, all contiguous land in common ownership as of the date of annexation shall be included, as it is the intent of this chapter that property owners be treated in like fashion and that successive re-subdivision shall not be a means for evading the intention of this chapter.

(82-12)

§ 13.02.080. Maintenance of sewer laterals.

All sewer laterals shall be maintained in a safe and sanitary condition and in good working order, by the owner of the property served by such sewer lateral. All necessary maintenance, repair and replacement of the sewer lateral are the sole responsibility of the property owner. The sewer lateral is that length of sewer pipe located between the building being served on the property and the City's main sewer line.
(12-01)

CHAPTER 13.04
SEWER CONNECTIONS

§ 13.04.010. Connection—Permit required.

It is unlawful for any person to make or cause to be made any excavation in public property or to install or cause to be installed any sewer therein, or to make or cause to be made any connection to a public sewer, without first having made application to, and having obtained the proper permit therefor from the engineering department of the City.
(Prior code § 19.1)

§ 13.04.020. Connection—Application—Connection fee.

All persons desiring to connect to the municipal sanitary sewer system shall make application to the engineering division of the City. The following fees are established, prescribed, and imposed to be paid to the City for sewer connections. The City Engineer shall not permit a sewer connection to the sewer lines without the fees being paid to the treasurer of the City the sum determined by this section.

A. Single-family residence, five hundred dollars per family unit;

B. Multiple dwelling units, three hundred dollars per unit;

C. Commercial/industrial, one hundred dollars per one thousand square feet or portion thereof; minimum of five hundred dollars;

D. Use not otherwise classified, to be determined by the City Engineer;

E. Major building additions to existing connections, to be determined by the City Engineer;

F. All connections, twenty-five dollars per average front foot as reimbursement for sewer main constructed by the City, unless party requesting connection can verify previous payment for sewer main installation.

(Prior code § 19.29; 76-2; 88-2; 90-26)

§ 13.04.040. Tapping public sewer where no "Y" branch is installed.

Whenever it becomes necessary to connect a house connection sewer to a public sewer at a point where no special "Y" branch has been installed in the public sewer, the connection shall be made in the presence of an inspector of the engineering department of the City and in the following manner:

A. A hole shall be made in the public sewer by cutting into the pipe and then inserting a standard saddle which shall be made for the particular size of pipe on which it is to be placed and which must fit snugly against the exterior wall of the public sewer pipe.

B. The "Y" saddle shall be placed in the side of the public sewer pipe with the "Y" branch upward at approximately forty-five degrees from the horizontal and so pointed as to direct the flow from the house connection sewer downstream in the public sewer.

C. After fitting the saddle to the exterior of the public sewer pipe, any portion of the lip of the saddle found to extend beyond the interior surface of the public sewer pipe shall be removed before such saddle is bound in place.

D. The saddle shall be fastened in place by heavy twelve-gauge galvanized, asphalt-painted iron wire

bound around the main line pipe and the flange of the saddle.

E. After the saddle is in place an imbedment of cement concrete shall be placed under and around the joint so as to entirely encase the saddle and the public sewer pipe.

F. The inside of the joint between pipe and saddle shall be painted with 1:2 cement mortar.
(Prior code § 19.4)

§ 13.04.050. House connection required.

Four-inch house connection sewer service shall be provided in the street for each lot and the depth shall be sufficient to provide a connection to the lowest and farthest point of the lot with a cover of one foot and a grade of not less than two percent.
(Prior code § 19.5)

§ 13.04.060. Street repaving charges.

Before any permit to excavate is issued, a deposit to cover the fixed charges for repairing or replacing any street or portion thereof damaged or removed by any person pursuant to a permit issued under the provisions of this chapter shall be made with the City Clerk. The fixed charges shall be determined by the City Engineer and based on current pavement replacement costs, being a minimum of one dollar and fifty cents per square foot of excavation.
(Prior code § 19.6; 79-23)

§ 13.04.070. Easement required for connections through adjoining property—Affidavit.

A house connection sewer from any building or other structure shall not be connected to any public sewer, if such connection or any portion thereof is in, under or upon any lot other than that lot on which such building or structure is located; provided, however, that if a lot or parcel of land requiring a sewer connection is so situated that access to the public sewer is not possible, except across some other lot or parcel of land, a sewer connection may be placed in a recorded easement, which shall include the right to lay and maintain such connection and is appurtenant to the lot or parcel of land to be served by such sewer connection; provided further, that a permit as required by Section 13.04.010 for the above-mentioned house connection sewer shall not be issued unless and until the application for a permit is accompanied by an affidavit, notarized, and setting forth that the required private easement has been granted to the lot requiring such sewer connection and that such easement has been recorded with the County.

A copy of the affidavit shall be attached to a copy of the permit when issued, and shall become a part of the record of the engineering department of the City.
(Prior code § 19.7)

CHAPTER 13.08
SERVICE FEES

§ 13.08.010. Fees established—Schedule.

A. Pursuant to the authorization contained in Section 5470 et seq., of the Health Safety Code, fees are established, prescribed, and imposed to be paid to the City for services and facilities furnished by the City in connection with its sanitary sewer system in amounts set forth in a resolution adopted by the City Council. These fees are established as a fixed cost per year and may be billed annually, semi-annually, quarterly, bi-monthly or monthly as determined by the City Manager.

Classification	Sewer Service Fee
Single-family residences (includes PUDs, duplexes, triplexes, fourplexes, condominiums and apartments)	$50.35/year per dwelling unit
Dormitories, rest homes, hospitals, and institutional buildings	$8.70/year per resident
Colleges, private, and public schools	$0.34/year per student
Hotels, motels, businesses and industrial establishments	$0.134/ccf of water usage
Religious facilities	$16.00/year per building
Low income (20% discount)	$40.28/year per dwelling unit

Notes:

1. One ccf equals one hundred cubic feet of water.
2. Religious facilities used for child care to be assessed the additional fee spelled out for private schools.
3. A minimum fee of $13.40 will be charged for hotels, motels, businesses and industrial establishments.

B. Low-Income Discount. Effective the billing period after completion and submittal of an application to the City's Administrative Services Department, occupants of single-family dwellings shall be eligible for a twenty percent fee reduction as long as the occupant receives a billing for service and meets one of the following conditions:

1. The combined gross income of all members of the residence has been demonstrated to the satisfaction of the Administrative Services Director or his/her designee to be less than the amount established for Los Angeles County by the United States Department of Housing and Urban Development for very low-income families for the applicable household size.

2. The occupant has qualified for the utility user's tax exemption. In such case, eligibility for this discount is automatic and the occupant need not submit an application.

(Prior code § 19.13; 75-3; 88-3; 90-30; 01-05; 21-01)

§ 13.08.020. Exemptions from provisions of Section 13.08.010.

All homes and buildings which are not connected to the City sewer system will be exempted from the service charges provided for in Section 13.08.010, upon the filing of an affidavit with the City Manager, setting forth that such buildings or homes are not connected to the City sewer system; provided, however, that the City Manager shall have the right to verify such fact.
(Prior code § 19.14)

§ 13.08.030. Fees—When due.

A. The service fees established by this chapter shall be charged on an annual basis and shall be billable annually, semi-annually, in two installments, quarterly in four installments, bi-monthly in six installments, or monthly in twelve installments. Those fees that have a fixed rate will be billed in equal installments. The period of billing shall be established by the Administrative Services Director.

B. All bills are due upon receipt and shall become delinquent thirty days after said receipt.

C. Any new service connection made during the fiscal year shall be charged a fee based upon the applicable provisions of this chapter, prorated on the annual rate, beginning with the first day of the month of connection, and no credit will be allowed for a portion of a month's service.

(Prior code § 19.15; 88-3; 90-30; 01-05)

§ 13.08.040. Fees—Collection.

The fees provided for by this chapter may be collected by the City through its own services and employees, by any publicly or privately owned public utility with which the City may contract for such collection, by any bank, or through the County in accordance with State law, including the lien provisions of the California Health and Safety Code. The City is hereby authorized to contract with any public or private entity for collection services. In such cases, the delinquency may include the assessment of a reasonable collection fee for such services. All statements for such fees shall be sent by United States mail, postage prepaid, to the person responsible for such fees at his/her last address shown upon the City records or in accordance with applicable provisions of State law.
(01-05)

§ 13.08.050. Penalty for delinquency.

There shall be added to all fees provided for by this chapter a penalty for failure to pay the fees before delinquency, to be computed as follows: ten percent of the amount of the fee, plus one-half percent for each month, or portion of a month, after the delinquent date.
(Prior code § 19.16)

§ 13.08.060. Delinquent accounts—Collection—Costs to become lien when.

Any fees authorized pursuant to Section 13.08.010 which remain unpaid for a period of six or more months after the date upon which they were billed may be collected thereafter by the City as provided as follows:

A. The City Council shall cause a report of delinquent rubbish and sewer fees to be prepared periodically. The Council shall fix a time, date and place for hearing the report and any objections or protests thereto.

B. The Council shall cause notice of the hearing to be mailed to the landowners listed on the report not less than fourteen days prior to the date of the hearing.

C. At the hearing the Council shall hear any objections or protests of landowners liable to be assessed for delinquent fees. The Council may make such revisions or corrections to the report as it deems just, after which, by resolution, the report shall be confirmed.

D. The delinquent fees set forth in the report as confirmed shall constitute special assessments against the respective parcels of land and are a lien on the property for the amount of such delinquent fees plus late charges and cost of lien. A certified copy of the confirmed report shall be filed with the City Clerk, or auditor appointed by the City Council, for the amounts of the respective assessments against the respective parcels of land as they appear on the current assessment roll. The lien created attaches, upon recordation in the office of the County Recorder of a certified copy of the resolution of confirmation. The assessment may be collected at the same time and in the same manner as ordinary City ad valorem property taxes are collected and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for such taxes. All laws applicable to the levy, collection and enforcement of City ad valorem property taxes shall be applicable to such assessment.

(Prior code § 19.20)

§ 13.08.070. Deposits to insure collection.

The City Council shall have the right to require any person liable to pay any charge fixed by this chapter, to make a reasonable deposit with the City Manager to insure collection.
(Prior code § 19.21)

§ 13.08.080. Deposit of moneys collected—Recordkeeping.

The City Treasurer shall be responsible for all moneys collected and shall deposit the same in the sewer improvement fund of the City. He or she shall keep an accurate record showing the service and collections at each location.
(Prior code § 19.18)

§ 13.08.090. Use of fees collected.

All sewerage service fees collected shall be used for the purposes, and only for the purposes, prescribed or permitted by Section 5471 of the Health and Safety Code.
(Prior code § 19.19)

CHAPTER 13.16
PERMITTED AND PROHIBITED DISCHARGES

Note: Prior history: Ord. No. 82-3 and prior code §§ 19.8, 19.9, 19.22, 19.23, 19.24.

§ 13.16.010. Adoption.

The wastewater ordinance of the Sanitation District of the County, enacted April 1, 1972, as amended November 1, 1989, is adopted by reference as the uniform wastewater ordinance for the City, subject to the exceptions contained in Sections 13.16.020 and 13.16.030.
(90-27)

§ 13.16.020. Definitions.

The definitions contained in the County Sanitation Districts' wastewater ordinance shall control the construction and interpretation of this chapter with the following exceptions:

The Chief Engineer shall mean the City Engineer;

The district shall mean the City of Claremont;

The local agency shall mean the City of Claremont;

The Board of Directors shall mean the City Council.
(90-27)

§ 13.16.030. Exceptions.

The following sections of the County Sanitation Districts' wastewater ordinance are excepted from inclusion under Section 13.16.010: Sections 208, 209, 210, 211, 212, 213, 214, 215, 218, 408, 409, 410, 411, 412, 414, 415, 416, 418, 419, 421, 422, 423, 424.
(90-27)

§ 13.16.040. Penalties.

Every person who violates any provisions of this chapter is guilty of a misdemeanor, and upon conviction is punishable as provided by law. Each day during which any violation continues shall constitute a separate offense.
(90-27)

CHAPTER 13.20
MANHOLE REGULATIONS

§ 13.20.010. Opening manholes deemed misdemeanor when.

Any person not holding a valid permit to do so, or who is not a bona fide employee of the City in line of duty, who opens or enters, or causes to be opened or entered, any manhole in any public sewer to dispose of garbage or other deleterious substances, or stormwater or surface water or for any other purpose whatsoever, is guilty of a misdemeanor.
(Prior code § 19.10)

APPENDIX C

California Water Boards

Protecting California's Water

Enrollee's Guide to the SSO Database

Sanitary Sewer Overflow Reduction Program

State Water Resources Control Board

CALIFORNIA Water Boards
STATE WATER RESOURCES CONTROL BOARD
REGIONAL WATER QUALITY CONTROL BOARDS

Last Updated August 2013

Acknowledgements

This Enrollee's Guide to the CIWQS SSO Database (SSO Database) was developed by way of a collaborative effort between stakeholders and State Water Board staff. The following agencies contributed to the development of this guide (in alphabetical order):

- Central Valley Clean Water Association
- Central Contra Costa Sanitary District
- City of Redding
- City of Vacaville
- Fairfield-Suisun Sewer District
- Orange County Sanitation District
- Sacramento Area Sewer District
- Sacramento Regional County Sanitation District
- Union Sanitary District

TABLE OF CONTENTS

1.0 GENERAL GUIDANCE

This guide was developed to assist enrollees in completing the required SSO reporting forms contained in SSO Database. The guide contains general guidance, detailed information on how to enter the SSO Database module in the California Integrated Water Quality System (CIWQS), how to complete and submit the information which is required annually and after each spill occurrence, a list of acronyms, and a glossary. The format of the guide generally shows individual items from the SSO Database screens in bold brown print and then offers an explanation of how to complete that particular item. This guide was produced by stakeholders in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, a number of people working in the wastewater industry, and the staff of the State Water Resources Control Board. This guidance document is a "living document" and, it will be updated as necessary.

To provide a consistent, statewide regulatory approach to address SSOs, the State Water Resources Control Board (State Water Board) adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003 (SSS WDRs), on May 2, 2006. All public agencies that own or operate a sanitary sewer system that is comprised of more than one mile of pipes or sewer lines which convey wastewater to a publicly owned treatment facility must apply for coverage under the SSS WDRs. The application or Notice of Intent (NOI) for enrollment should have been submitted to the State Water Board by November 2, 2006.

The SSS WDRs requires enrollees, among other things, to maintain compliance with the Monitoring and Reporting Program for the SSS WDRs. Enrollees use the SSO Database to comply with the reporting requirements of the SSS WDRs. The SSO Database is used to collect and store an enrollee's facility and organizational information (collection system questionnaire) and details of all SSOs which occur from an enrollee's sanitary sewer system (SSO reports). All of the information collected in the SSO Database is entered by enrollees. State Water Board staff cannot modify any information in the database except for deleting erroneous SSO reports and "no-spill" certifications on request from an enrollee with a valid explanation of why the report or certification is erroneous.

The SSO Database is accessed through the California Integrated Water Quality System (CIWQS), which is the State Water Board's regulatory and water quality information management system. Enrollees will automatically be assigned a CIWQS account to access the SSO Database when they register as a Legally Responsible Official or Data Submitter.

Access to the SSO Database allows enrollees to complete the collection system questionnaire, certify completion of the Sewer System Management Plan, and submit SSO reports as required by the SSS WDRs. The SSS WDRs requires enrollees to complete the collection system questionnaire within 30 calendar days of enrolling and to update it annually. The Legally Responsible Official (LRO) for each enrollee will receive their CIWQS user ID and password via email to access the SSO Database. Once the LRO has received their CIWQS user ID and password, the enrollee can register additional staff as LROs or Data Submitters (DS) for individual access to the SSO Database. Instructions for completing this registration process are available on the CIWQS Help Center webpage. Electronic LRO and DS forms can be filled out at the following link on the SSO Database home page: (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp).

For additional questions, call the CIWQS Help Center at:

Phone: 866-79-CIWQS (24977)
Email: ciwqs@waterboards.ca.gov
Monday through Friday (excluding State Holidays) 8:00 a.m. - 5:00 p.m.

On adoption In 2006, the SSS WDRs required enrollees to begin reporting all SSOs to the SSO Database according to the following schedule: Regions 4,8, and 9 - starting January 2, 2007; Regions 1,2, and 3 -starting May 2, 2007; and Regions 5,6, and 7 - starting September 2, 2007.

Detailed information on each SSO is submitted by enrollees in the SSO report. Enrollees are required to report all SSOs that result from a failure or flow condition in any portion of a sanitary sewer system under their ownership or management. For the purposes of reporting, SSOs fall into one of three categories: Category 1, Category 2, and Category 3. The definitions for each Category are listed in Table 1, below.

CATEGORIES	**DEFINITIONS** [see Section A on page 5 of SSS WDRs for SSO definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or Reach a municipal separate storm sewer system 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 municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the SSO Database.

Table 1 – Spill Categories and Definitions

The reporting deadline for submittal of a SSO report depends on the classification of the spill as shown in Table 2. For Category 1and 2 SSOs, the enrollee must submit an initial, draft report of the SSO as soon as possible but no later than 3 business days after becoming aware of the SSO. The final, certified report for Category 1 and 2 SSOs must be submitted within 15

calendar days of the SSO end date. For Category 3 SSOs, the enrollee must submit a final, certified report (no initial, Draft report required) within 30 calendar days after the end of the calendar month in which the SSO occurred. For instance, if the SSO occurred on February 1st, the enrollee must certify the Category 3 SSO before March 30th.

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B)	Within 2 hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons** notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING (see section C)	Category 1 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 3 SSO: Submit Certified report within 30 calendar days of the end of month in which SSO occurred. "No Spill" Monthly Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month in which no SSOs occurred. Collection System Questionnaire: Update and Certify every 12 months.	Enter data into the California Integrated Water Quality System (CIWQS) Online SSO Database (http://ciwqs.waterboards.ca.gov/) , certified by enrollee's Legally Responsible Official(s).

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

Notification to Cal OES is required within two hours of becoming aware of a Category 1 SSO greater than or equal to 1,000 gallons that results or may result in a discharge to surface waters. Specifically, 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 California Office of Emergency Services (Cal OES) and obtain a notification control number.

With the exception of enrollees in the San Diego region, Private Lateral Sewage Discharges (PLSDs) are not required to be reported, but they can be voluntarily reported to the database. The State Water Board encourages enrollees to Notify Cal OES for PLSDs greater than or equal to 1,000 gallons that result or may result in a discharge to surface waters.

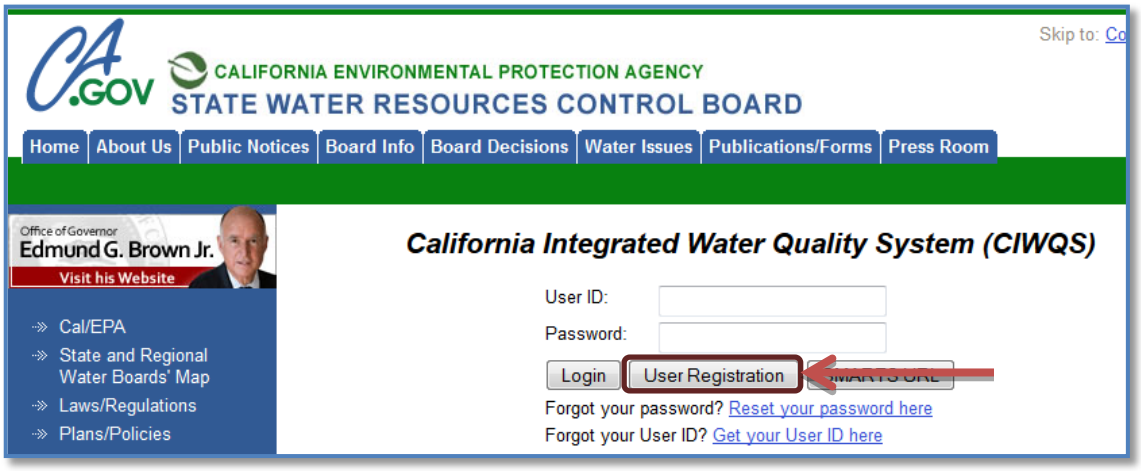
No-spill Certifications are required within 30 days after the end of each calendar month if there are no SSOs during the calendar month. If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee must still file a "No Spill" certification statement for that

month.

1.1 CIWQS USER REGISTRATION

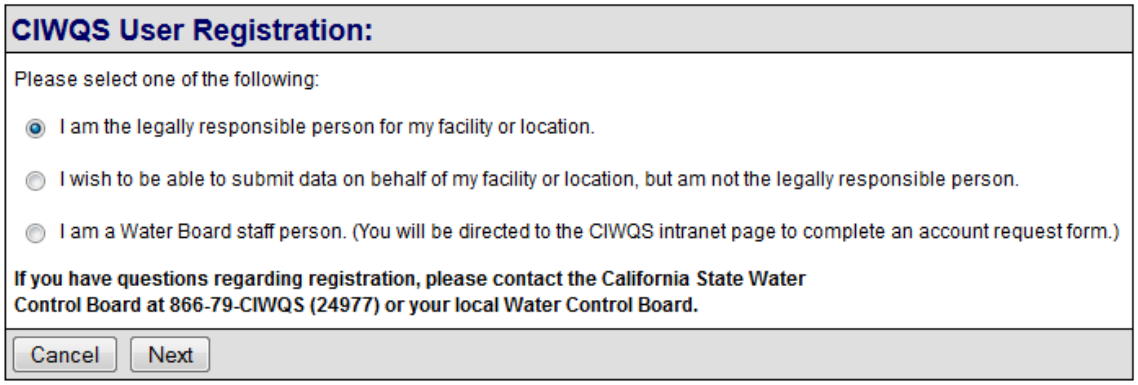
In order to be able to use the SSO Database (i.e., report SSOs, No Spill Certifications, etc.) you need to be registered in the database as a Legally Responsible Official (LRO) or a Data Submitter (DS). If you are not registered in the SSO Database and wish to be registered as a LRO or DS for your agency, follow the steps below:

1. Start by going to the CIWQS login screen at: http://ciwqs.waterboards.ca.gov/.

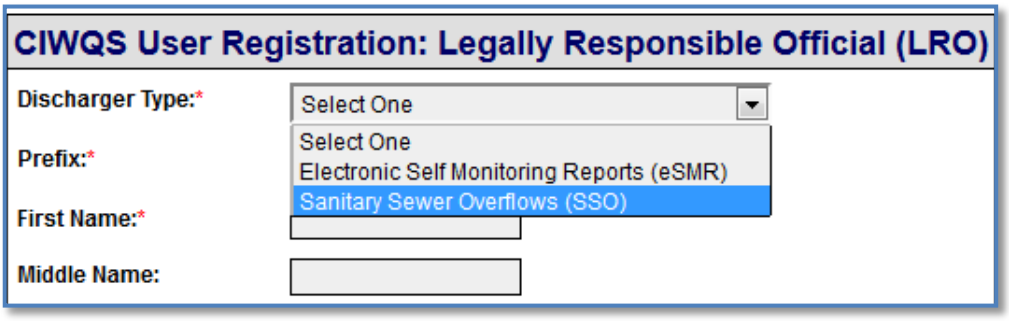


2. Click on “User Registration”.

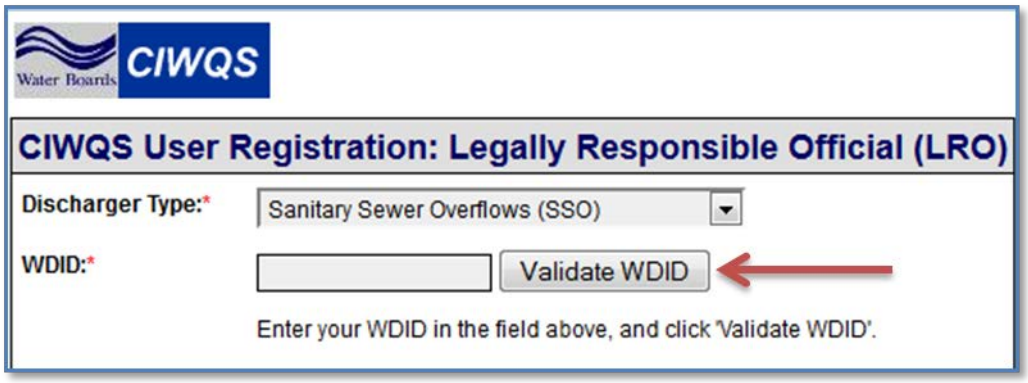
3. Select one of user responsibility.



4. A form corresponding to the user responsibility will appear. From the “Discharge Type” dropdown, select “Sanitary Sewer Overflows (SSO).”



5. Next, enter the WDID corresponding to your sanitary sewer system. After you enter the WDID number, the form will auto populate information corresponding to your agency.



6. Complete the form. Note: Your account PIN can be used to reset your account if you forget your security question answers and inadvertently lock your account.

7. If you are registering as Data Submitter, you can submit your form electronically.

8. If you are registering as a Legally Responsible Official, you need to print, sign, and send the form to the address below:

CIWQS Registration
P.O. Box 671
Sacramento, CA 95812

9. The CIWQS Help Center will send an email notification with your user name and password after the registration has been approved.

2.0 SSO DATABASE SCREENS AND REPORTS

The following sections describe how to use the SSO Database and provide a description of each screen and information required to be entered.

2.1 LOGGING IN AND CHANGING PERSONAL INFORMATION

To get you started we are going to show you how to log into the system, a view of the main menu, and how to make changes to your personal information. While these are very basic

tasks, it is one of the best beginner demonstrations to SSO Database and it will introduce you to the methods with which all information is changed in the system.

2.1.1 CIWQS LOG IN

User roles that need to review this section: All

1. Start by going to the CIWQS login screen at: http://ciwqs.waterboards.ca.gov/.

2. Once the page loads enter your CIWQS username into the "User ID:" field and your password into the "Password:" field.

3. Press "Login".

2.1.2 MAIN MENU

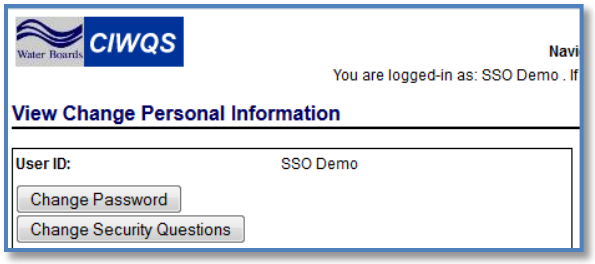
4. After you press "Login" the SSO Database main menu will appear. Depending on your access rights, you will be provided with the links to various CIWQS modules including but not limited to:
    - Submit/Review a Self-Monitoring Report (SMR)
    - Run Reports
    - View/Change My Personal Information
    - Administer System
    - SSO - Sanitary Sewer Overflows

2.1.3 CHANGING PERSONAL INFORMATION

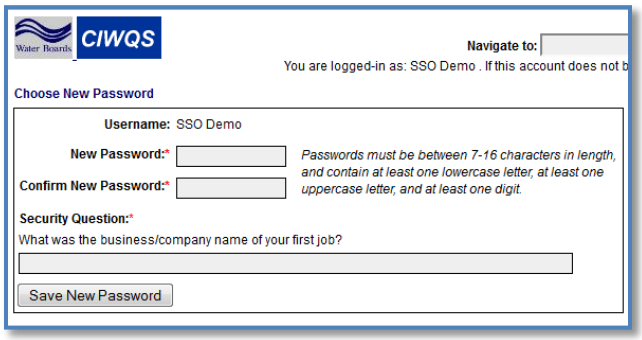
5. Select the "View/Change My Personal Information" module hyperlink.

6. You will be taken to the Personal Information page. Here you can update your contact information, add a new facility, change your password, or request other changes.

7. Let's start with changing your password. To change your password, press the "Change Password" button.



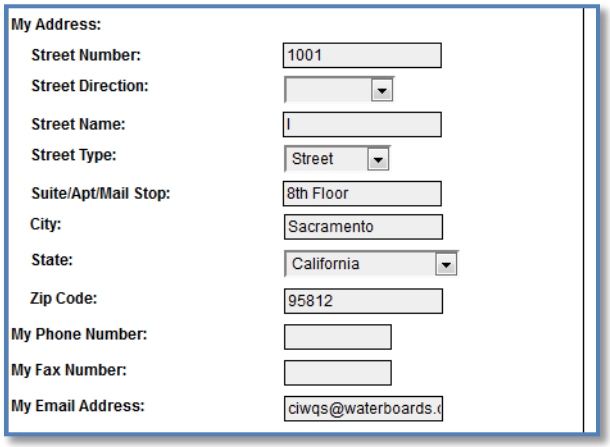
8. After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have selected twice.



9. Once you have entered your new password press “Save”.

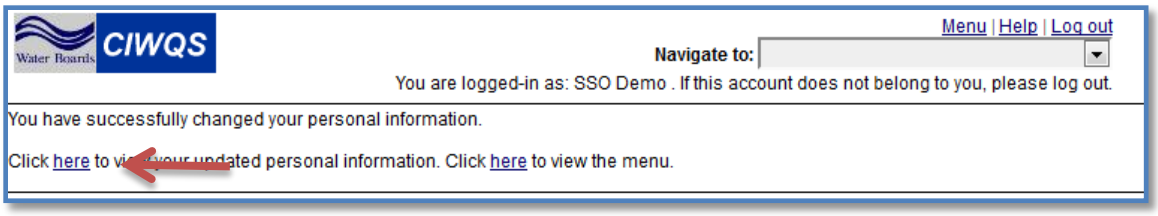
10. After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.

11. You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.



12. If you make any changes to your contact information, they have to be saved by pressing the “Save Changes” button at the bottom of the page.

13. After pressing “Save Changes”, you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.



14. To make other changes to your account that are not available on this page, press the "Request Another Change" button near the bottom of the "view/change my personal information" page.

15. After pressing the "Request Another Change" button, your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your full name, agency and username.

16. We are now done with this module. Press the "Menu" hyperlink at the top right corner of the page to return to the SSO Database main menu.

2.2 SSO DATABASE MENU

As you log into the SSO Database to enter information regarding your sanitary sewer system, there will be a number of forms you will be required to complete one time, monthly, yearly or every time there is a sewer system overflow (SSO). These forms are as follows:

- Collection System Questionnaire
- Sewer System Management Plan (SSMP) Certification
- Reporting New SSO
- Modifying Existing SSO
- Generate No Spill Certification
- View SSO Incident Map - Public Collection Systems (Not Site Specific)
- View SSO Incident Map - Private Laterals (Not Site Specific)

This discharge's guide is designed to help sewer system operators in completing the above forms in order to meet their reporting obligations under the SSS WDRs.

2.2.1 COLLECTION SYSTEM QUESTIONNAIRE

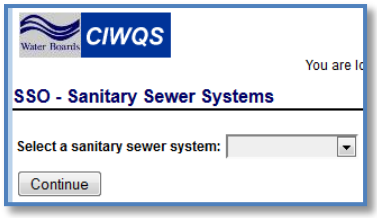
The Collection System Questionnaire must be completed initially at the time of enrollment before any SSO reports can be submitted. Additionally, the collection system questionnaire must be updated at least annually. **Notice that if the questionnaire is not updated at least annually, the database will prevent you from reporting SSOs and No-Spill Certifications.**

User roles that need to review this section: LRO

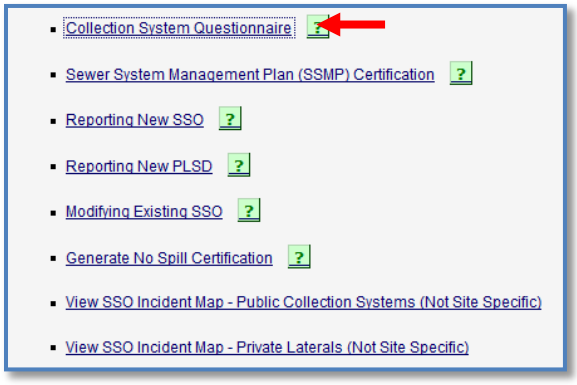
1. If you are not already logged into SSO Database, proceed to this URL http://ciwqs.waterboards.ca.gov/ and login.

2. After logging in you will see the CIWQS main menu. Select the "SSO" hyperlink to proceed to the "SSO - Sanitary Sewer Overflows" module.

3. If you are registered as a DS or LRO for multiple enrolled sanitary sewer systems, upon entering the SSO Database you will be required to select the sanitary sewer system you wish to submit information for from the "Select a Sanitary Sewer System:" dropdown. After selecting the appropriate sanitary sewer system press the "Continue" button.



4. When a sanitary sewer system has been selected you will be taken to the main menu of the SSO Database. At the top of this menu will be the "Collection System Questionnaire" hyperlink. Select that hyperlink.



5. You will be taken to the "Collection System Questionnaire" page. This page has a series of fields that need to be filled in with current information regarding your sanitary sewer system.

2.2.2 QUESTIONS

There are thirty (30) questions to be answered to complete the SSO Questionnaire. These questions are shown below in bold brown type followed by an explanation on how to complete them. On the questionnaire, following each question is a box with a drop down or a place to

insert the answer.

1. **Sewer System Category:**
   Select the appropriate category from the scroll down menu that best fits your sanitary sewer system. Note, selections include: airport, hospital, marina (i.e., pleasure craft), military, municipal, other, park, port (i.e., commerce), prison, and school.

2. **What is the population served by your agency's sewer system?**
   Enter the number of people within the general population served by your agency, district, or city. Include any satellites systems that are under your jurisdiction. Use your billing information, recent US Census Data, Realtor Association, County Planning, or other official means of substantiating population estimates.

3. **What is your current annual operation and maintenance budget for sewer system facilities?**
   Enter the dollar amount of your agency, district or city's annual Operation & Maintenance Budget for the Sanitary Sewer System for the current fiscal year (include portion of laterals agency owned – none/lower/upper & lower, mains, trunk sewers, lift stations, and force mains, etc., but do not include the Wastewater Treatment Plant O&M or other non- sanitary sewer system related monies). This includes all personnel contributing to routine O&M activities. Estimate the percent of time that a group of employees works on sanitary sewer system activities if they have other shared responsibilities (e.g., storm water, roads, etc.). Use rounded dollar amount with commas up to 12 digits.

4. **What is your current annual capital expenditure budget for sewer system facilities?**
   Enter the dollar amount of your agency, district, or city's annual Capital Expenditure Budget for the Sanitary Sewer System for the current Fiscal year (include portion of laterals agency owned – none/lower/upper & lower, mains, trunk sewers, etc., but do not include the Wastewater Treatment Plant or other non- sanitary sewer system related capital improvement monies).

   Questions 5 through 8 – Employee Information
   For questions 5 through 8 below, technical and mechanical employees are all those employees involved in the operation and maintenance of your sanitary sewer system. This will include employee's time, or fraction thereof, working on the portion of laterals agency owned – none/lower/upper & lower, trunk sewers, interceptor sewers, collector sewers, pump stations, lift stations, and force mains.

   If you have employees that work on your sewer system but either split their time with other sewer systems or with non-sewer related work, you can enter a decimal point representing the fraction of a full time staff member for these four questions (e.g., 0.6 persons, 2.3 persons, etc.). Professional certification information for employees is requested in questions 9 through 13.

5. **Entry Level (Less than 2 years' experience) - Number of agency employees?**
   Provide the number of Entry Level technical and mechanical staff employees that have less than 2 years of sanitary sewer system work experience with your or any

other agency, district, or city.

6. **Journey Level (Greater than or equal 2 years' experience) - Number of agency employees?**
   Provide the number of Journey Level technical and mechanical staff employees that have greater than 2 years of sanitary sewer system work experience with your or any other agency, district, or city. Certification or licenses of any kind are not considered important in this question; only the number of years of working experience.

7. **Supervisory Level - Number of agency employees?**
   Provide number of agency, district, or city employees that supervise the technical and mechanical staff employees listed above. A supervisor is a person who supervises one or more crews of maintenance personal and is not a crew foreman. Supervisors split their time between field and office work.

8. **Managerial Level - Number of Agency Employees?**
   Provide number of agency, district, or city employees that manage the supervisors, technical and mechanical staff employees listed above. A manager oversees supervisors along with providing managerial duties such as budgeting, purchasing and cost control.

   Questions 9 through 13 – Employee Certification Information
   For questions 9 through 13 below, use whole numbers when showing how many employees have with the various types and grades of certifications. If management and engineering staff have the certifications listed below, include them in the totals. Do not include contract employees.

9. **CWEA Grade I**

   Number of certified (Grade I Collection System Maintenance) agency employees:
   Enter the number of employees that possess valid, current CWEA Grade I Collection System Maintenance certification.

   Number of certified (Grade I Plant Maintenance Technologist) agency employees
   Enter the number of employees that possess valid, current CWEA Grade I Plant Maintenance Technologist certification.

10. **CWEA Grade II**

    Number of certified (Grade II Collection System Maintenance) agency employees:
    Enter the number of employees that possess valid, current CWEA Grade II Collection System Maintenance certification.

    Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:
    Enter the number of employees that possess valid, current CWEA Grade II Electrical/Instrumentation Technologist certification.

Number of certified (Grade II Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade II Mechanical Technologist certification.

11. **CWEA Grade III**

Number of certified (Grade III Collection System Maintenance) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Collection System Maintenance certification.

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Electrical/Instrumentation Technologist certification.

Number of certified (Grade III Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade III Mechanical Technologist certification.

12. **CWEA Grade IV**

Number of certified (Grade IV Collection System Maintenance) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Collection System Maintenance certification.

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Electrical/Instrumentation Technologist certification.

Number of certified (Grade IV Mechanical Technologist) agency employees:
Enter the number of employees that possess valid, current CWEA Grade IV Mechanical Technologist certification.

13. **OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY CERTIFICATES OF COMPLETION:**

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees:
Enter the number of employees that possess a certification of completion for the Operation and Maintenance of Wastewater Collection Systems, Volume I.

Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees:
Enter the number of employees that possess a certification of completion for the Operation and Maintenance of Wastewater Collection Systems, Volume II.

14. **Estimated Size Distribution of Assets:**

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)
6 inches or less		
8 inches		
9 - 18 inches		
19 - 36 inches		
> 36		
Unknown Diameter		
Totals		

Enter the estimated total percentage (%) of gravity mainlines and force mains for each size category (pipe diameter) comprising the enrolled sanitary sewer system.

15. **How many miles of force mains and other pressure systems?**
Enter the estimated total miles of force mains in the enrolled sanitary sewer system.

16. **How many miles of gravity sewers?**
Enter the estimated total miles of gravity mainlines in the enrolled sanitary sewer system. Do not include public or private laterals.

17. **Estimated total miles of laterals (upper and lower)?**
Enter the total miles of laterals, including private laterals and both upper and lower laterals, that are connected to the enrolled sanitary sewer system. See definitions of Lateral, Lower Lateral and Upper Lateral in the Glossary.

18. **Which portion of laterals is your agency responsible?**
For laterals connected to the sanitary sewer system which you have jurisdiction over, enter the portion of these laterals for which your agency is responsible. Responsibility includes inspection, cleaning, maintenance and replacement or any combination thereof.

19. **Estimated total miles of laterals your agency is responsible for?**
Enter the estimated total miles of the laterals reported in Question 17 that your agency owns and/or is responsible for maintaining. If you have service laterals on G.I.S., use that software to determine the total miles of service laterals you maintain. If not, estimate the mileage by multiplying the number of laterals by the average half width of a street and/or easement and then convert feet to miles.

20. **Number of service lateral connections?**
Enter the total number of service lateral connections to your sanitary sewer system. Assuming very few parcels connected to your sanitary sewer system have more than one lateral, the total number of service lateral connections can roughly be calculated by adding up the number of parcels of land (or billing accounts) connected to your sanitary sewer system.

21. **Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of:**

Age	Gravity Mainlines & Force Mains (%)	Pump Stations (*) 75k Gal/day & Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	0	0	0
1980 - 1999	0	0	0
1960 - 1979	0	0	0
1940 - 1959	0	0	0
1920 - 1939	0	0	0
1900 - 1919	0	0	0
Before 1900	0	0	0
Unknown Age	0	0	0
Totals	0	0	0

For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (e.g., based on measured flow) or calculated peak flow (e.g., # EDUs x Flow/EDU x Peaking Factor). Age is date asset was originally constructed.

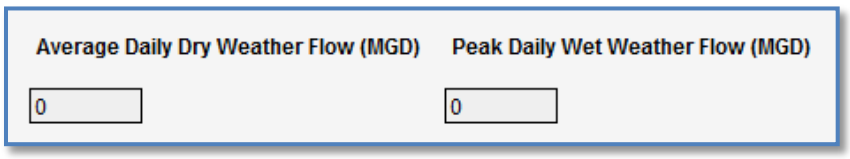
In the second column, enter the percent of your sanitary sewer system that was constructed during the ten year periods noted in the first column. Calculate the percentages based on as-built drawings and other available information. When entering the number of pump or lift stations you maintain, enter the year they were originally constructed or the year that they were significantly improved or re-built. To determine the capacity of the pump station use the design peak wet weather flow rate with no standby pumps running.

22. **Estimated total miles of your sewer system not accessible for maintenance?**
Enter the estimated total miles of the sanitary sewer system your agency has jurisdiction over that are not accessible for maintenance by vehicle or other means for routine maintenance.

23. **How many miles of sewer system did you clean last year (miles)?**
Enter the number of linear miles of the sanitary sewer system your agency cleaned or re-cleaned in the last complete fiscal year.

24. **How many miles of sewer system did you inspect (e.g., CCTV) last year (miles)?**
Enter the number of linear miles of the sanitary sewer system your agency visually inspected or re-inspected in the last complete fiscal year.

25. **Estimated Sewer System Flow Characteristics**

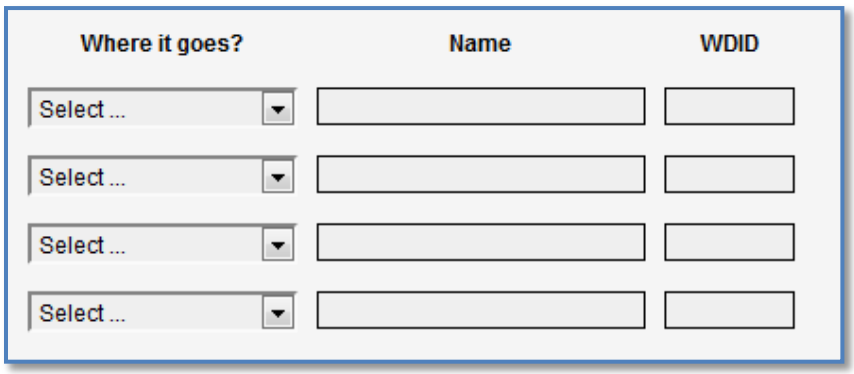


Average Dry Weather Flow (ADWF) – ADWF consists of average daily sewage flows and groundwater infiltration (GWI) and can be determined from the average measured daily flow of the three consecutive driest months of the year or the time period as defined by the agency's ordinance, standards, or other planning documents.

Peak Daily Wet Weather Flow (PDWWF) – PDWWF consists of ADWF plus rainfall-dependent inflow and infiltration (RDI/I). Peak daily wet weather flow is the highest measured daily flow that occurs during the wet weather season period as defined by the agency's ordinance, standards, or other planning documents.

Wastewater flows can be measured (as noted above), estimated, or modeled. An example of an estimated flow would be the number of Equivalent Dwelling Units (EDUs) times an assumed or measured average flow per EDU times a wet weather peaking factor. This method is often used in the initial design of the sanitary sewer system.

26. **Where does this Sanitary Sewer System Discharge to?**



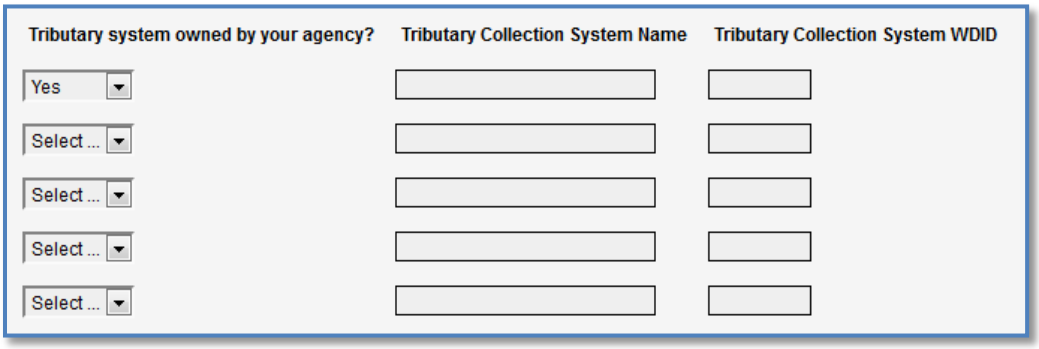
Select whether your collection sewer system discharges to a sanitary sewer system or a wastewater treatment plant. Next enter the name and WDID (if Known) of the sanitary sewer system(s) or wastewater treatment plant(s) to which your Sanitary sewer system discharges.

27. **Sanitary Sewer System tributaries:**

a. Are there any tributary sanitary sewer systems:

Select whether another enrolled sanitary sewer system discharges to your sanitary sewer system. If the answer is "Yes", question 26b must be answered.

b. If yes, please list below:



Select whether the tributary sanitary sewer system is owned by your agency or another agency. Next enter the name and WDID (if Known) of the sanitary sewer system(s).

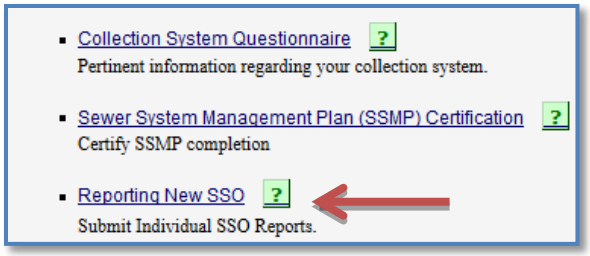
28. **How many gravity sewer aerial or underground crossings of water bodies (i.e., gravity sewer lines crossing over or under water bodies) are located throughout the sewer system?**
    Enter the number of locations where a gravity sewer crosses over or under a water body (e.g., gravity sewers attached to the side of a bridge or other support). A pipeline parallel to a stream or creek should not be included unless the pipeline is conveying flow from one side of the water body to the other. A water body is any significant accumulation of water such as streams, rivers, ponds, lakes, reservoirs, wetlands, oceans or seas.

29. **How many force main aerial or underground crossings of water bodies (e.g., pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?**
    Enter the number of locations where a force main crosses over or under a water body (e.g., force mains attached to the side of a bridge or other support). A pipeline parallel to a stream or creek should not be included unless the pipeline is conveying flow from one side of the water body to the other. A water body is any significant accumulation of water such as streams, rivers, ponds, lakes, reservoirs, wetlands, oceans or seas.

30. **How many siphons used to convey sewage are located throughout the sewer system?**
    Enter the number of wastewater siphons located throughout the sanitary sewer system.

2.3 SSO REPORTS

When you log on to SSO Database to report a sanitary sewer overflow (SSO) on the main menu you will click on the “SSO-Sanitary Sewer Overflows” link, then select your sanitary sewer system (if your agency owns more than one), next you are going to click on the “Reporting New SSO” link.



This will bring you to Screen 1, which is where you fill in basic data about the SSO. On this screen you will enter some basic spill data and the SSO Database will then direct you to the appropriate spill data entry form (i.e., Category 1, Category 2, or Category 3). Figure 1 below is a flow chart illustrating how the categorization is determined. The volumes used by the SSO Database will be shown at the bottom of the page. **NOTE, all SSOs are required to be reported to the SSO database regardless of the SSO volume.**

You should note that the SSS WDRs defines an SSO as an overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system and it defines a sanitary sewer system as being upstream of a wastewater treatment plant head works. Therefore, discharges in a wastewater treatment plant, a reclaimed water system or even from the back of a tanker truck are not SSOs and should not be reported in the SSO Database. However, these types of sewage spills should be reported to your Regional Board per the requirements in the wastewater treatment plant NPDES permit (refer to the Monitoring and Reporting Program in your permit) and/or local Health Department.

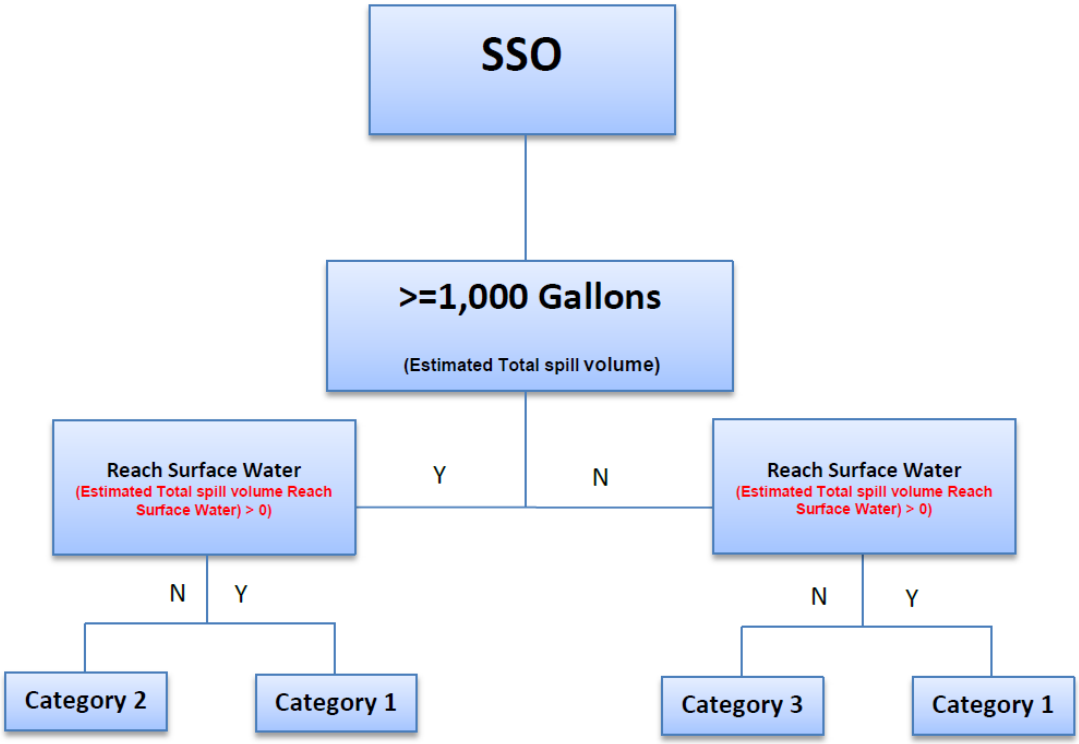


Figure 1 – SSO Categorization

2.3.1 SCREEN 1 FOR BASIC SPILL DATA

1. Physical location details

If one SSO event results in multiple appearance points in a sanitary sewer system asset, enter 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.

a. Spill location name

Enter the name of the location where the SSO occurred in the "Spill Location Name" field. This entry may be a general descriptor of the SSO location (e.g., street address, intersection, or manhole number or any other identification you wish to use).

b. Latitude of spill location

Enter the latitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page in the SSO Database can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

c. Longitude of spill location

Enter the longitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

d. County

Enter the County where the SSO occurred. This field will be auto filled based on the location information provided above.

e. Regional Water Quality Control Board

Enter the Regional Water Quality Control Board where the SSO occurred. This field will be auto filled based on the location information provided above.

2. Estimate Spill Volumes

a. Estimated spill volume that reached a separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that entered the separate storm drain.

b. Estimated spill volume recovered from the separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that was recovered from the separate storm drain. **Do not include wash water recovered**.

c. Estimated spill volume that reached a drainage channel that flows to a surface water body?

Enter the volume, in whole numbers, that was discharged to a drainage channel.

Do not include any volume that entered a separate storm drain.

d. Estimated spill volume recovered from a drainage channel that flows to a surface water body?
Enter the volume, in whole numbers, that was recovered from the drainage channel. Do not include volume recovered from the separate storm drain or wash water recovered.

e. Estimated spill volume discharged directly to a surface water body?
Enter the volume, in whole numbers, that was discharged directly to a surface water body.

f. Estimated spill volume recovered from the surface water body?
Enter the volume, in whole numbers, that was recovered from the surface water body. Refer to question 36 in section 3.0 for important notification requirements required before diverting from surface water bodies.

g. Estimated spill volume discharged to land?
Enter the volume, in whole numbers, that discharged to the land (e.g., soil, grass, curb, street, etc.)

h. Estimated spill volume recovered from the discharge to land?
Enter the volume, in whole numbers, recovered from the discharge to land. This includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.

After entering all the required information, select "Continue" to go to the next screen. If there are any errors or missing information, the system will highlight the questions with errors on the form in red.

2.3.2 SCREEN 2 FOR CATEGORY 3 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 3 spill (i.e., the SSO was less than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 30 questions total with 22 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 3 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**
   The spill type is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 3 SSO (i.e., a spill less than 1,000 gallons and not reaching surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   e) **Estimated spill volume discharged directly to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   f) **Estimated spill volume recovered from a drainage channel or surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   g) **Estimated spill volume discharged to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   h) **Estimated spill volume recovered from the discharge to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on screen 1. A “Yes” will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A “No” will be displayed

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
   This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:**
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in the text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination.

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered the spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimated spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. **Spill cause:****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur?****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other", you are required to enter an explanation in text box No. 24 below.

24. **Explanation of where failure occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where failure occurred.

25. **Was this spill associated with a storm event?****
    Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.

27. **Material of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
    If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.

29. **Explanation of volume estimation methods used:**
    Give an explanation of the method(s) used to estimate the volume of the spill. The agency may refer to its spill response procedures or attach a sketch, if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

30. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.3.3 SCREEN 2 FOR CATEGORY 2 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 2 spill (i.e., SSO was greater than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 36 questions total with 28 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 2 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**

   This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 2 SSO (i.e., spill is greater than 1,000 gallons and not reaching surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   e) **Estimated spill volume discharged directly to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   f) **Estimated spill volume recovered from a drainage channel or surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   g) **Estimated spill volume discharged to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   h) **Estimated spill volume recovered from the discharge to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A "No" will be displayed

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? ***
   This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:***
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be chosen by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in the text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered the spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimated spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. **Spill cause:****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur?****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other", you are required to enter an explanation in text box No. 24 below.

24. Explanation of where failure occurred:
If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where failure occurred.

25. Was this spill associated with a storm event?**
Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. Diameter of sewer pipe at the point of blockage or failure (if applicable):
If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.

27. Material of sewer pipe at the point of blockage or failure (if applicable):
If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. Estimated age of sewer asset at the point of blockage or failure (if applicable):
If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.

29. Spill response activities:**
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter an description of the response activities in text box No. 30 below.

30. Explanation of spill response activities:
If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected in question 29, enter a description of the spill response activities completed.

31. Spill response completion date:**
Enter the spill response completion date/time in a 24-hour clock format (i.e., when agency staff completed their cleanup work). The date/time has to be later than the estimated spill start date/time.

32. Spill corrective action taken:**
Select the corrective actions which were taken by your agency in response to the spill. Multiple corrective actions can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the corrective actions taken in text box No. 33 below.

33. Explanation of spill corrective action taken:
If the "spill corrective action taken" tasks completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill corrective actions taken.

34. Is there an ongoing investigation:**
Select "yes" from the dropdown menu if there is an ongoing investigation of the SSO. Select "no" from the dropdown menu if the investigation of the SSO has been

completed.

35. **Explanation of volume estimation methods used:**
    Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

36. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.3.4 SCREEN 2 FOR CATEGORY 1 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 1 spill (i.e., the SSO reached surface waters). On this screen, you will enter additional data on the SSO that was not entered on Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 47 questions total with 37 (including the questions answered in Screen 1) that have to be answered to complete Screen 2. These forty seven questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**
   This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 1 SSO (i.e., the spill reached surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1

for guidance.

d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

e) **Estimated spill volume discharged directly to a surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

f) **Estimated spill volume recovered from a drainage channel or surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

g) **Estimated spill volume discharged to land?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

h) **Estimated spill volume recovered from the discharge to land?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A "No" will be displayed if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:***
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimate spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.

21. **Spill cause: ****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation: ****
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur? ****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other" you are required to enter an explanation in text box No. 24 below.

24. **Explanation of where failure occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where the failure occurred.

25. **Was this spill associated with a storm event?****
    Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage of the pipe or failure occurred.

27. **Material of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the material of sewer pipe where the point of blockage of the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
    If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage of the asset or failure occurred.

29. **Spill response activities:****
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the response activities in text box No. 30 below.

30. **Explanation of spill response activities:**
If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill response activities completed.

31. **Spill response completion date:****
Enter the spill response completion date/time in a 24-hour clock format (i.e., when agency staff completed their cleanup work). The date/time has to be later than the estimated spill start date/time.

32. **Spill corrective action taken:****
Select the corrective actions which were taken by your agency in response to the spill. Multiple corrective actions can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the corrective actions taken in text box No. 33 below.

33. **Explanation of spill corrective action taken:**
If the "spill corrective action taken" tasks completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill corrective actions taken.

34. **Is there an ongoing investigation?****
Select "yes" from the dropdown menu if there is an ongoing investigation of the SSO. Select "no" from the dropdown menu if the investigation of the SSO has been completed.

35. **Visual inspection results from impacted surface water:**
Describe any observations made during visual inspections of surface waters impacted by the SSO.

36. **Health warnings posted?****
Select whether or not health warning signs or notices were posted at or near the water bodies, beaches, and/or other areas affected by the SSO.

37. **Did the spill result in a beach closure (If YES, answer question 38)?****
Select whether or not the SSO resulted in a beach or aquatic recreation area closure.

38. **Name of closed beach(es):****
Enter the names of any beaches or aquatic recreation areas closed by the SSO. Use commas to separate multiple entries.

39. **Name of impacted surface water(s):****
Enter the names of all surface waters impacted by the SSO. Use commas to

separate multiple entries. If a receiving surface water body is un-named, enter "Un-named Tributary to "XXXXX" where XXXXX is the name of the first named (e.g., on the USGS Topo Map for the area) downstream surface water body.

40. Water quality samples analyzed for:**

Select the water quality indicators for which water quality sample results were obtained. Multiple indicators can be chosen by holding the CTRL key on your keyboard. Select "No water quality samples taken" if the SSO reached a surface water, but water quality sampling was not performed. If your selection included "Other", "Other chemical indicator(s)", or "Biological Indicator(s)", you are required to enter an explanation of the other indicators analyzed in text box No. 41 below.

41. Explanation of water quality samples analyzed for:

If "Other", "Other chemical indicator(s)", or "Biological Indicator(s)" were selected, enter an explanation of the indicators analyzed in the water quality sample(s).

42. Water quality sample results reported to:**

Select which agencies the water quality sample results were reported to. Multiple agencies can be selected by holding the CTRL key on your keyboard. Select "No water quality samples taken" if the SSO reached a surface water, but water quality sampling was not performed. If your selection includes "Other", you are required to enter the names of the other agencies reported to in text box No. 43 below.

43. Explanation of water quality samples reported to:

If "Other" was selected, then enter the names of the other agencies the water quality sample results were reported to.

44. Explanation of volume estimation methods used:**

Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

45. Cal OES Control Number:**

For spills of 1,000 gallons or greater, enter the control number received from Cal OES when you notified them of the SSO. The control number must be entered without dashes. If multiple notifications were made to Cal OES, use the control number for the first notification. The control number can also be found on the Cal OES website at: http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview.

NOTE: Per section B.3 of the SSS WDRs, Monitoring and Reporting Program (MRP), information provided to Cal OES must be updated related to volume and impacts to surface water if there are significant changes to this information after your initial report.

46. Cal OES called date/time:**

Enter the date and time Cal-OES was notified in a 24-hour clock format. If multiple notifications were made to Cal-OES, use the first call time associated with the control number entered in box No. 45 above. The call date and time can be found on the Cal OES website at: http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview

47. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.4 PRIVATE LATERAL SEWER DISCHARGE (PLSD)

The MRP for the SSS WDRs requires that all Category 1, Category 2, and Category 3 SSOs from an Enrollee's sanitary sewer systems be reported to the SSO Database, however, when failures from Private Laterals result in sewage discharges and the enrollee has knowledge of it, they are not required to report those discharges to the SSO Database. The enrollee can, however, report the PLSD to the SSO Database voluntarily.

Generally, a sanitary sewer lateral is defined as the sewer line running from a connection to a sewer main line to a structure or facility connected to that sanitary sewer system. The lower lateral is usually defined as that portion of the lateral running from the point of connection to the sewer main to the property line or easement line of the parcel being served. The upper lateral is usually defined as that portion of the lateral running from the property or easement line to the structure(s) being served. Some sewer agencies do not own or maintain either portion of the lateral, some agencies own and maintain only the lower lateral, and in some cases, an agency may own and maintain both the upper and lower lateral.

There are thirty four (34) questions total with, depending on how the location information is answered, twelve to fifteen (12-15) of those questions that have to be answered to complete a PLSD report.

2.4.1 PLSD REPORT

1. **Spill Location Name:***
   Enter the name of the party responsible for the spill. Do not enter private party information (i.e., name or other identifying information).

2. **Estimated spill volume?***
   Enter the total estimated spill volume. This can be ascertained by questioning the property occupants regarding the spill duration and estimating the volume using standard spill volume estimation methods.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This can be determined by the physical evidence at the site.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This can be determined by the physical evidence at the site.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning property owners.

6. **Estimated volume of spill recovered:**
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.

7. **Estimated volume of spill that reached surface water, drainage channel, or not recovered from a separate storm drain:**
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.

8. **Latitude of spill location (only required if questions 10-14 are not answered): ***
   If questions 10 – 14 are not answered, enter the latitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

9. **Longitude of spill location(only required if questions 10-14 are not answered): ***
   If questions 10 – 14 are not answered, enter the longitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

10. **Physical Location Details (only required if questions 8 & 9 are not answered):***
    If questions 8 and 9 are not answered, for questions 10 – 14, enter the street number, street name, Suite or Apt, City and zip code of the site of the PLSD.

15. **Spill location description:**
    Enter a detailed spill location description. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.

16. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other", you are required to enter a description in text box No. 17 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.

17. **Spill appearance point explanation:**
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

18. **Final spill destination:**
    Select the final destinations of the spill in the "Final Spill Destination" field. Multiple spill locations can be selected by holding the CTRL key on your keyboard. If you selected "other", you are required to enter a description in text box No 19 below. The

"Final Spill Destination" describes all the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

19. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected question 18, then enter a description of the final spill destination

20. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

21. **Date and time sanitary sewer system agency was notified of or discovered the spill: ***
    Enter the date/time, in a 24-hour clock format, when your agency was notified or discovered the spill. The date/time has to be the same or later than the estimated spill start date/time.

22. **Estimated Operator arrival date/time:**
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

23. **Estimated spill end date/time:**
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.

24. **Spill cause:***
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 25 below.

25. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 24, then enter a description of the spill cause.

26. **PLSD Source:**
    Select the source of the spill from the dropdown menu. Multiple sources can be selected by holding the CTRL key on your keyboard. If the source selected is "Other", you are required to enter an explanation in text box No. 27 below.

27. **Explanation of PLSD Source:**
    If the "PLSD Source" is not listed in the dropdown menu and "Other" was selected in question 26, then enter a description of the PLSD Source.

28. **Where did failure occur?***
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the location selected is "Other", you are required to enter an explanation in text box No. 29 below.

29. **Explanation of Where Failure Occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 28, then enter a description of where the failure occurred.

30. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the lateral diameter in inches.

31. **Material of sewer pipe at the point of blockage or failure (if applicable):**
If applicable, enter the material type of the lateral.

32. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
If applicable, enter the estimated age of the sewer asset in whole numbers.

33. **Spill response activities:**
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", enter a description of the response activities in text box No. 34 below.

34. **Explanation of spill response activities:**
If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected in question 33, then enter a description of the spill response activities completed.

2.5 NO SPILL CERTIFICATION

The SSS WDRs require enrollees to certify on a monthly basis in the SSO Database that they have not had any overflows for months in which they do not report one or more SSOs. This is a simple process that takes about three clicks of a mouse.

When you are at the main SSO Database screen for your sanitary sewer system, click on the "Generate No Spill Certification" button and the no spill certification screen will appear. You will see three items: (1) a paragraph starting with "I certify under penalty of law that …"; (2) drop downs and a certification button; and (3) a list of previous No Spill Certifications that your sanitary sewer system staff has submitted (see sample below).

To certify a no-spill month, use the two drop downs to select the month and year and then click on the "Certify" button and your certification will be added to the list below. You should note that in reviewing the list of previous certifications, if you find a month that had no spills and for some reason it was not reported, you can certify that month at any time.

If you have a spill that continues over two months (i.e., starts on the last day of a month but is not stopped until the next month), you should report the spill on the month that it started and, if no other spills occur in the next month in which the spill ended, then that month can be considered a no-spill month. If you have reported one or more Private Lateral Sewage Discharges in a given month but had no SSOs then, a no-spill certification is required to be submitted for that month.

3.0 FREQUENTLY ASKED QUESTIONS

1. **What is a sanitary sewer overflow (SSO)?**
   An SSO is any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

   a. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
   b. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
   c. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

   If a release of sewage in a construction trench results from construction activity, this is not considered an SSO unless the spill escapes the construction trench.

2. **What is a sanitary sewer system?**
   Any system of pipes, pump stations, sewer lines or other conveyances, upstream of a wastewater treatment plant head-works, used to collect and convey wastewater to the publicly owned treatment facility or another sanitary sewer system. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, but discharges into these temporary storage facilities are not considered to be SSOs. Other common terms for a sanitary sewer system are collection system, wastewater collection system, and sewer system (not to be confused with a storm sewer).

3. **What is the purpose of Statewide General Waste Discharge Requirements for Sanitary Sewer Systems – Water Quality Order No. 2006-0003-DWQ (SSS WDRs)?**
   The purpose of the SSS WDRs is to uniformly regulate sanitary sewer systems throughout the State in an effort to reduce the number and volume of SSOs. The SSS WDRs requires sanitary sewer system agencies to implement sewer system management plans and electronically report all SSOs. The SSS WDRs is available for viewing on the State Water Resource Control Board's (State Water Board's) SSO program web page – www.waterboards.ca.gov/sso/index.html.

4. **Who has to apply for coverage under the SSS WDRs?**
   All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a sanitary sewer system comprised of more than one mile of pipes or sewer lines which collects and conveys untreated wastewater to a publicly owned treatment facility in the State of California are required to apply for coverage under the SSS WDRs. If your sanitary sewer system has one mile or less of sewer pipes or lines, your agency is not required to apply for coverage under the SSS WDRs.

5. **How does a sanitary sewer system agency apply for coverage under the SSS WDRs?**
   To apply for coverage under the SSS WDRs, an agency needs to complete and submit a Notice of Intent (available at State Water Board's SSO program web

page - http://www.waterboards.ca.gov/water_issues/programs/sso/docs/noi.pdf) to the State Water Board at the address listed on the form. Additionally, instructions on how to complete the Notice of Intent form are available on the SSO program web page.

6. **Do sanitary sewer system agencies have to report all SSOs?**
   Yes. All SSOs from sanitary sewer systems that are covered under the SSS WDRs must be reported electronically to the State Water Board's online SSO Database through the California Integrated Water Quality System (CIWQS). This reporting is in addition to any other notification/reporting that the sanitary sewer system agency is required to do for other State agencies.

7. **How do sanitary sewer system agencies report SSOs to meet the requirements of the SSS WDRs?**
   SSO reports are submitted electronically through the State Water Board's online SSO Database available at http://ciwqs.waterboards.ca.gov/.

8. **Do sanitary sewer system agencies still have to report SSOs to other agencies?**
   Yes. Sanitary sewer system agencies must fulfill any and all other applicable SSO reporting requirements pertaining to other agencies or statutes/regulations. The reporting requirements of the SSS WDRs do not supersede or preclude, and are in addition to, reporting requirements from other agencies.

   Typically, reporting to other agencies is limited to notification of Cal OES for spills to surface water of 1,000 gallons or more and notification of your local Health Department for spills meeting their threshold reporting requirements. When Cal OES is notified, they will notify all applicable agencies in your jurisdiction of the spill. You should inquire with your local agencies and Health Department staff regarding their notification and reporting requirements.

9. **If a sanitary sewer system agency doesn't have any SSOs during the month, does it still have to report?**
   Yes. If no SSOs occurred during a calendar month, the sanitary sewer system agency must submit a "no spill" certification in the SSO Database.

10. **Do sanitary sewer system agencies covered under the SSS WDRs have to report a SSO that results in sewage spilling into someone's home or onto private property?**
    If the SSO is caused by blockages or flow conditions within the publicly owned portion of the sanitary sewer system, then it must be reported to the SSO Database as an SSO, regardless of the specific spill appearance point.

11. **What is a sewer system management plan (SSMP)?**
    An SSMP is a plan and schedule to properly manage, operate, and maintain all parts of the agencies sanitary sewer system. The SSS WDRs specifies the elements to be included in an SSMP.

12. **Who has to implement an SSMP?**
    All sanitary sewer system agencies that are covered under the SSS WDRs must develop and implement an SSMP.

13. **When do sanitary sewer system agencies have to implement their SSMP?**
    The Statewide General WDRs for Sanitary Sewer Systems (SSS WDRs), WQO No. 2006-0003-DWQ specifies the SSMP implementation schedule that each sanitary sewer system agency was required to follow on adoption of the SSS WDRs. If you are enrolling after adoption of the SSS WDRs, contact State Water Board SSO Reduction Program staff, and they will work out a reasonable schedule with you for development of the SSMP.

14. **What if an element of the SSMP isn't applicable to an agency's sanitary sewer system?**
    The sanitary sewer system agency doesn't need to implement an element of the SSMP if it isn't applicable to their sanitary sewer system. However, the agency must provide an explanation in the SSMP of why that element isn't applicable to their sanitary sewer system and a statement indicating that element will be added if it becomes applicable in the future. If that element becomes applicable in the future, the agency must develop and implement that specific element.

15. **Does a sanitary sewer system agency covered under the SSS WDRs have to report the status of their SSMP implementation?**
    Yes. Each completed phase of an agency's SSMP implementation must be certified in the SSO Database.

16. **Do sanitary sewer system agencies have to pay a fee if they are covered under the SSS WDRs?**
    Yes. All sanitary sewer system agencies covered under the SSS WDRs must pay an annual fee according to the State Water Board's Waste Discharge Requirement Fee Schedule. Once enrolled, agencies will be automatically billed each subsequent year by the State Water Board.

17. **How do I remove an erroneous SSO Report or a No-Spill Certification from the database?**
    If an SSO or No-spill Certification needs to be removed from the database, the CIWQS Help Center needs to be contacted by email. The email should specify the event id# and include a brief explanation of why SSO report of No-Spill Certification should be removed. Valid reasons for SSO Report deletions include, but may not be limited to, duplicate reports and erroneous reports (e.g., the spill turned out to be potable water). Valid reasons for No-Spill certification removals include, but may not be limited to, erroneous No-Spill certifications (e.g., there actual was an SSO in the agencies system for the month in which the No-Spill certification was filed).

18. **How often do I have to update my sanitary sewer system Questionnaire?**
    The Sanitary Sewer System Questionnaire is required to be updated at least every twelve months. If you do not update the Sanitary Sewer System Questionnaire within twelve months of initially filling it out or your last update, the SSO Database will not allow you to enter any reports or certifications until the questionnaire is updated.

19. **How do I certify the SSMP elements in CIWQs?**
    Once the SSMP elements are completed the completion dates for each of the elements is required to be entered in the SSO Database by the agencies LRO.

20. How do I reset my Password?

The password can be reset manually in the SSO Database login screen (https://ciwqs.waterboards.ca.gov/ciwqs/forgotPassword.jsp) or by calling the CIWQS Help Center at 866-79-CIWQS (24977).

21. Why do I receive the automated email reminders?

The Email reminders are sent each month to sanitary sewer systems enrolled in the SSS WDRs with outstanding reporting issues like missed No-Spill certifications or draft reports that are overdue for certification. The outstanding items will be listed in the email reminders until the items are completed or corrected in the SSO Database.

22. How do I remove personnel (i.e., LROs and DSs) from the SSO Database?

Agencies are required to notify the State Water Board when there is a change in personnel registered in the SSO Database (e.g., an LRO retires). Request for removal of personnel registered in the SSO Database should be made in writing to the CIWQS Help Center at CIWQS@waterboards.ca.gov.

23. How do I become a Legally Responsible Official (LRO) or Data Submitter (DS) for my agency?

The forms can be downloaded from the SSO Reduction Program Website:
http://www.waterboards.ca.gov/water_issues/programs/sso/docs/lro_form.pdf
http://www.waterboards.ca.gov/water_issues/programs/sso/docs/datasubmitter_form.pdf

Agencies are encouraged to enroll multiple personnel as LROs and DSs to ensure SSO reporting and other reporting requirements of the SSS WDRs can be completed on time in the case of staff vacations, sickness, etc.

24. Can I share my username and password?

NO, that activity is considered a fraudulent activity and may be prosecuted as criminal activity.

25. Who can be contacted for additional information?

For additional information, please contact the:

CIWQS Help Center
Phone: 866-79-CIWQS (24977)
Email: ciwqs@waterboards.ca.gov
Monday through Friday (excluding State Holidays)
8:00 a.m. - 5:00 p.m.

Or

SSO Reduction Program Staff
http://www.waterboards.ca.gov/water_issues/programs/sso/index.shtml#contact

26. What INFORMAL enforcement could an Enrollee expect for not complying with the SSS WDRs?

a. Verbal warning.
b. Notice of Violation (NOV).
c. Staff Enforcement Letter
    i. Penalties of $10,000 per day and $10 per gallon for spills over 1,000 gallons (per Water Code 13350 or 13383).

For additional information, contact the State Water Board Office of Enforcement at 916-341-5272.

27. What FORMAL enforcement could an Enrollee be subject to for not complying with the SSS WDRs?

a. Water Code 13267 Order:
    i. Technical report/justified by need.

b. Discharge To Surface Waters/Storm Drain Not Recovered:
    i. Penalties of $10,000 per day and $10 per gallon for spills over 1,000 gallons (per Water Code 13350 or 13383)

c. Violations of the SSS WDRs not associated with a discharge:
    Water Code 13268 violations ($1,000 per day for failure to):
    i. Failure to comply with any MRP requirement, including:
        1. Failure to report and certify all SSOs.
        2. Failure to accurately reporting (i.e., intentional falsification) of any SSO.
        3. Failure to provide 2 hour notification for an SSO to surface water of 1,000 gallons or more.
        4. Failure to submit a draft SSO report within the required time line (e.g., failure to submit draft Category 2 SSO report within 3 business days).
        5. Failure to submit a certified SSO report within the required time line (e.g., failure to submit certified Category 1 SSO report within 15 business days).
        6. Failure to certify SSMP elements within the required timeframes.
        7. Failure to implement the SSMP as specified in the adopted plan.
        8. Failure to comply with any record keeping requirement.
        9. Failure to complete the questionnaire or update it every twelve months.
        10. Failure to complete an SSMP audit within required timeframes.

28. Where can I find some examples of FORMAL enforcement actions that have been taken by the State or Regional Water Boards?

a. Enforcement Reports.
b. Region 3 (Central Coast Water Board).
c. Region 9 (San Diego Water Board).
d. Region 2 (San Francisco Bay Area Water Board).
e. Region 4 (Los Angeles Water Board).
f. Region 5 (Central Valley Water Board).

29. **If my agency owns multiple sanitary sewer systems of one mile or greater that are not contiguous, are we required to submit an NOI (i.e., enroll) each sanitary sewer system separately or can they all be included under one NOI?**
Enrollees who own multiple sanitary sewer systems meeting enrollment requirements that are not physically connected are required to enroll each distinct sanitary sewer system separately under the SSS WDRs if they are managed as distinct assets in the form of separate sanitation districts, under separate operations and maintenance, and/or capital improvement budgets, or are otherwise managed as distinct and separate sanitary sewer systems.

30. **What is the difference between a PLSD and an SSO?**
The failure point determines the difference between a PLSD and an SSO. PLSDs are sewage discharges that are caused by blockages or other problems within a privately-owned lateral or other private sewer asset, regardless of actual sewage appearance point(s). SSOs are sewage discharges that are caused by blockages or other problems within the publicly-owned sanitary sewer system, regardless of actual sewage appearance point(s). For instance, if a blockage in the publicly –owned sanitary sewer system causes a back-up in a private residence (e.g., a basement, a cleanout), the overflow should be reported to the SSO Database as an SSO not a PLSD.

31. **Do I have to submit my internal two-year audits to the State and Regional Water Boards?**
No, unless it is requested by the State and/or Regional Water Boards. The Audit findings should be kept in your records and made available upon State and/or Regional Water Board staff request.

32. **When is governing board approval required for changes to the SSMP?**
The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the SSMP is only required, in accordance with section D.14 of the SSS WDRs, when significant updates to the SSMP are made. Significant updates generally mean SSMP updates requiring additional monies to implement the SSMP which must be approved by the governing board.

33. **Can I register multiple LROs and DSs for my sanitary sewer system?**
Yes, it is encouraged to have multiple LROs and DSs. See Section 1.1 for additional information.

34. **Where can I access SSO data submitted by my agency?**
SSO data is publicly available via the SSO Reduction Program website.
    a. Interactive SSO Report - The SSO Report allows users to view summary information of the certified SSOs reported by Enrollees as well as complete certified reports submitted for specific sewage discharge locations.

    b. Public Sewage Spill Incident Map - These interactive geographic information system (GIS) maps, updated nightly, graphically display all certified sanitary sewer overflow (SSO) reports entered by enrolled sanitary sewer systems. The GIS map data includes the spill location, amount, cause, and name of the responsible or reporting agency.

c. SSO Data Flat Files – These files contain all the raw data submitted to the SSO Database. The raw data files include draft, work in progress, and certified SSO and PLSD reports.

35. Do I have to notify other agencies if my agency intends to recover sewage from a surface water?

Yes. Based on guidance from the California Department of Fish and Wildlife (CDFW), Lake and Streambed Alteration Program, Habitat Conservation Planning Branch staff, the following notifications and permits may be required to recover water from a surface water body:

For Lake and Streambed Alteration program purposes, a formal notification to the Department will be necessary to block a creek for any purpose. If the applicant has an agreement before the spill occurs, there will likely be measures within the agreement that include a spill contingency plan outlining steps necessary to protect fish and wildlife resources.

In the event of an emergency, work can begin without entering into an agreement with the Department, however an Emergency Notification must still be sent to the Department within 14 days of beginning work. Emergencies are defined by the program as follows:

1) Immediate emergency work necessary to protect life or property;

2) Immediate emergency repairs to public service facilities necessary to maintain service as a result of a disaster in an area in which the Governor has proclaimed a state of emergency; and/or

3) Emergency projects undertaken, carried out, or approved by a state or local governmental agency to maintain, repair, or restore an existing highway, as defined in Vehicle Code section 360, within the existing right-of-way of the highway, that has been damaged as a result of fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, within one year of the damage.

The Notification forms, instructions and current fee schedule can be accessed online at http://www.dfg.ca.gov/habcon/1600/forms.html. The complete Notification along with all applicable fees should be sent to the regional office serving the county in which the project will take place. Regional contact information can also be accessed online at http://www.dfg.ca.gov/regions/. Enrollees can contact CDFW at **1-888-334-2258.**

If there are listed species, the entity may need an Incidental Take Permit (ITP) from the California Endangered Species Act (CESA) permitting program. A regional representative for the office serving the county in which a project may take place will be able to assist you in navigating the Department permits an entity may need for this type of work. You can find contact information for regional offices online at http://www.dfg.ca.gov/regions/.

In addition, the agencies noted below may also need to be contacted to gain approval for diverting water from waters of the U.S. and waters of the State:

State agencies:

- Coastal Commission
- Department of Conservation
- Department of Forestry
- Department of Water Resources
- Regional Water Quality Control Boards
- State Lands Commission

Federal agencies:

- NOAA Fisheries
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- U.S. Forest Service

SSO Reduction Program Staff acknowledges the efforts that some agencies take to mitigate the effects of SSOs that reach surface waters. However, staff believes that regardless of the amount of wastewater recovered from a surface water, the damage to the surface water may not be mitigated, and may be exacerbated, by recovery of the comingled sewage and receiving water. Each case is unique, and the enrollees should follow the procedures outlined in their Overflow Emergency Response Plan element of the SSMP to cleanup and mitigate the effects of their SSOs.

4.0 LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CDO	Cease and Desist Order
CIP	Capital Improvements Program
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CVCWA	Central Valley Clean Water Agencies
CWEA	California Water Environmental Association
CY	Calendar Year
DS	Data Submitter
DWQ	Department of Water Quality (of the State Water Resources Control Board)
ES	Executive Summary
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments

FY	Fiscal Year
GIS	Geographic Information System
GSC	Grease Source Control
I/I	Infiltration and Inflow
LRO	Legally Responsible Official
MUD	Municipal Utility District
NGO	Non-Government Organization
NOV	Notice of Violation
O&M	Operations & Maintenance
PLCO	Property Line Clean-Out
PM	Preventive Maintenance
POTW	Publicly Owned Treatment Works
PVC	Polyvinyl Chloride
QA/QC	Quality Assurance/Quality Control
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	System Evaluation and Capacity Assurance Plan
SOP	Standard Operating Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS WDR	Waste Discharge Requirements for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
TVI	Television Inspection
USEPA	United States Environmental Protection Agency
VCP	Vitrified Clay Pipe
WDR	Waste Discharge Requirements
WDID	Waste Discharge Identification Number
WEF	Water Environment Federation
WWTP	Wastewater Treatment Plant

5.0 GLOSSARY OF TERMS

Enrollee – A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ)

Event ID – A unique identifier assigned by the SSO Database to each reported SSO or private lateral sewage discharge.

Lateral (also called Service Lateral) – The segment of pipe which connects a private home, building, or development to the publicly owned sewer main. The responsibility for maintaining a lateral can be solely that of the sewerage agency or private property owner; or it can be shared between the two parties. Local communities and land ownership dictate lateral responsibility and the basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral definitions.

Lower Lateral – That portion of a lateral usually from the property line or easement line to the sewer main. Sewer agencies may or may not be responsible for maintenance of this portion of the lateral. If not, the lower lateral is owned and maintained by the property owner of the property its serves.

Miles of Private Laterals – Amount of private laterals tributary to an Enrollee's sanitary sewer system, which private property owners are responsible for maintaining, expressed in miles.

Percent Reached Surface Water – Volume of sewage discharged from an SSO or PLSD that reached surface water divided by the total volume of the SSO or PLSD.

Percent Recovered – Volume of the SSO or PLSD that was captured and returned to the sanitary sewer system or private lateral divided by the total volume of the SSO or PLSD.

Private Lateral – Privately owned lateral.

Private Lateral Sewage Discharge (PLSD) – Sewage discharges that are caused by blockages or other problems within privately owned laterals or other private swer system assets which are tributary to the reporting Enrollee's sanitary sewer system. Reports of these events are submitted by Enrollees on a voluntary basis but are not their responsibility. This type of sewage discharge is the responsibility of the private lateral owner.

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:

i. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;

ii. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States ; and
iii. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

Sanitary Sewer System – For the purposes of the SSS WDRs, any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works which is comprised of more than one mile of pipes and sewer lines, used to collect and convey wastewater to a publicly owned treatment facility.

Service Lateral – See Lateral definition.

Spill – Generic term referring to any sewage discharge (i.e., SSO or private lateral sewage discharge) resulting from a failure in a sanitary sewer system or privately owned lateral or other private sewer system asset.

SSO 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:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or

- Reach a municipal separate storm sewer system 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 municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

SSO Category 2 – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges that reach a municipal separate storm sewer system are considered Category 2 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

SSO Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition. Specifically, discharges of untreated or partially treated wastewater of less than 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges of less than 1,000 gallons that reach a municipal separate storm sewer system are considered Category 3 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

SSO Database – Online reporting system developed, hosted, and maintained by the State Water Resources Control Board for compliance with the Monitoring and Reporting Program contained in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ).

Total # of SSOs per 100 miles of Sewer – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the number of SSOs, for which the reporting Enrollee is responsible, for every 100 miles of pipe or sewer lines in an Enrollee's sanitary sewer system. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. The metric is calculated as described below:

$$SSOs\ per\ 100\ Miles\ of\ Sewer = \frac{Total\ Number\ of\ SSOs}{Total\ Miles\ of\ Pipe\ *} \times 100$$

** Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals*

Total Volume of SSOs Reached Surface Water per 100 miles of Sewer – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the volume of SSOs, for which the reporting Enrollee is responsible, that reached surface water for every 100 miles of pipe or sewer lines in an Enrollee's sanitary sewer system. Because sewage discharges that reach surface water pose a greater threat to public health and the environment, this metric reflects some accounting of the impact posed by an Enrollee's SSOs. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. The metric is calculated as described below:

$$SSO\ Volume\ Reaching\ SW\ (gal) = \frac{Total\ SSO\ Volume\ Reachign\ SW}{Total\ Miles\ of\ Pipe\ *} \times 100$$

** Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals*

Total Volume Reached Surface Water – Amount of sewage discharged from a sanitary sewer system or private lateral or other private sewer system asset that reaches a surface water.

Total Volume Recovered – Amount of sewage discharged that was captured and returned to the sanitary sewer system or private sewer system asset.

Upper Lateral – Portion of a lateral usually from the building foundation to the property line or easement line where it is connected to the Lower Lateral. Sewer agencies usually do not own and maintain this portion of a Lateral. That responsibility is usually with the owner of the property the lateral serves.

WDID – Waste Discharge Identification number which is a unique identifier assigned by the State Water Board to each Enrollee for regulatory record and data management purposes.

6.0 SPILL FORMS AND QUESTIONNAIRE EXAMPLES

6.1 QUESTIONNAIRE

SSO - Questionnaire ?

SSO Menu

Regional Water Board: Region 5S - Sacramento
Agency: State Water Resources Control Board
Sanitary Sewer System: Demo South CS
WDID: 5SSO10000

Collection System Questionnaire

Save

Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

Last updated: 2013-07-24 **First updated:** 2007-04-10

Collection System Questionnaire ?

1) Sanitary Sewer System Category: Municipal (Public)

2) What is the population served by your agency's sanitary sewer system? 1,000

3) What is your current annual operation and maintenance budget for sanitary sewer system facilities? $50,000

4) What is your current annual capital expenditure budget for sanitary sewer system facilities? $100,000

Please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

5) Entry Level (Less than 2 years experience)
Number of agency employees? 1

6) Journey Level (Greater than or equal 2 years experience)
Number of agency employees? 2

7) Supervisory Level
Number of agency employees? 3

8) Managerial Level
Number of agency employees? 4

Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

9) Grade I
Number of certified (Grade I Collection System Maintenance) agency employees: 1
Number of certified (Grade I Plant Maintenance Technologist) agency employees? 2

10) Grade II
Number of certified (Grade II Collection System Maintenance) agency employees: 1
Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees: 1
Number of certified (Grade II Mechanical Technologist) agency employees: 1

11) Grade III
Number of certified (Grade III Collection System Maintenance) agency employees: 1
Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees: 1
Number of certified (Grade III Mechanical Technologist) agency employees: 1

12) Grade IV
Number of certified (Grade IV Collection System Maintenance) agency employees: 1
Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees: 1
Number of certified (Grade IV Mechanical Technologist) agency employees: 1

13) OFFICE OF WATER PROGRAMS at CALIFORNIA STATE UNIVERSITY's CERTIFICATES OF COMPLETION
Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume I) agency employees: 0
Number of certified (Operation and Maintenance of Wastewater Collection Systems, Volume II) agency employees: 0

14) Estimated Size Distributions of Assets (note: total % must sum to 100%)

Diameter of sewer pipe	Gravity Mainlines (%)	Force Mains (%)

6 inches or less	14	14
8 inches	14	14
9 - 18 inches	14	14
19 - 36 inches	14	14
> 36	14	14
Unknown Diameter	30	30
Totals	100	100

15) How many miles of forced mains and other pressure systems? 2

16) How many miles of gravity sewers? 20

17) Estimated total miles of laterals (upper and lower)? 50

18) Which portion of laterals is your agency responsible for? Lower only

(If the answer of question-18 is None, answer 0 (zero) for question-19)

19) Estimated total miles of laterals your agency is responsible for? 25

20) Number of service lateral connections? 100

21) Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of: (note: total % must sum to 100%)

Age	Gravity Mainlines & Force Mains (%)	Pump Stations (*) 75k Gal/day & Over (number of stations)	Pump Stations (*) Under 75k Gal/day (number of stations)
2000 - Present	1	1	2
1980 - 1999	1	0	0
1960 - 1979	1	0	0
1940 - 1959	1	0	0
1920 - 1939	1	0	0
1900 - 1919	1	0	0
Before 1900	1	0	0
Unknown Age	93	0	0
Totals	100	1	2

(*) For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (i.e., flow measurement) or calculated peak flow (e.g., # EDUs x Flow/EDU x Peaking Factor). Age is date asset was originally constructed.

22) Estimated total miles of your sewer system not accessible for maintenance? 22

23) How many miles of sewer system did you clean last year(miles)? 23

24)How many miles of sewer system did you inspect(e.g., CCTV) last year (miles)? 24

25) Estimated Sewer System Flow Characteristics

Average Daily Dry Weather Flow (MGD)	Peak Daily Wet Weather Flow (MGD)
25	25

26) Where does this Sanitary Sewer System Discharge to?

Where it goes?	Name	WDID
WWTP same agency	Wastewater Treatment Plant	5 12345678
Select ...		
Select ...		
Select ...		

27a) Are there any tributary sanitary sewer systems? Yes

27b) If yes, please list below:

Tributary system owned by your agency?	Tributary Collection System Name	Tributary Collection System WDID
No	Example CS	5SSO12345
Select ...		

Select ...			
Select ...			

28) How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system	2
29) How many force main aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?	2
30) How many siphons used to convey sewage are located throughout the sewer system?	2

Save

Note: All questions are required to be answered. Enter NA for questions that do not apply or unknown.

Export Questionnaire History To Excel

6.2 SSO CATEGORY 1

CIWQS

Menu | Help | Log out

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information

SSO Menu

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

General Info | Spill Related Parties | Attachments

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:54 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 1

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body?	0 gallons
b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up)	0 gallons
c) Estimated spill volume that reached a drainage channel that flows to a surface water body?	0 gallons
d) Estimated spill volume recovered from a drainage channel that flows to a surface water body?	0 gallons
e) Estimated spill volume discharged directly to a surface water body?	1 gallons
f) Estimated spill volume recovered from surface water body?	0 gallons
g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.)	0 gallons
h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up)	0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
1	0	0	1

***3 - Did the spill discharge to a drainage channel and/or surface water?** Yes

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)
Cleaned-Up
Mitigated Effects of Spill
Contained all or portion of spill

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: 00 : 00 Date Format: **MM/DD/YYYY**

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)
Added sewer to preventive maintenance program
Adjusted schedule/method of preventive maintenance
Enforcement action against FOG source

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water:

**36 - Health warnings posted?

**37 - Did the spill result in a beach closure (If YES, answer questions 38)?

**38 - Name of impacted beach(es) (enter NA if None):

39 - Name of impacted surface water(s) (enter Un-named Tributary to XXXXX where XXXXX is the name of first named downstream tributary if receiving surface water body is un-named):

40 - Water quality samples analyzed for:
(Hold Ctrl key to Select Multiple answers from the list)

41 - Explanation of water quality samples analyzed for:
(Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")

42 - Water quality sample results reported to:
(Hold Ctrl key to Select Multiple answers)

County Health Agency
Regional Water Quality Control Board
Other (specify below)

43 - Explanation of water quality sample results reported to:
(Required if water quality sample results reported to is "Other")

** 44 - Explanation of volume estimation methods used:**
(Describe how you developed spill volume estimates for this spill)

Notification Details

45 - Cal OES Control Number
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

46 - Cal OES Called Date/Time
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

00 : 00 Date Format: **MM/DD/YYYY**

*47(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)**

*47(b) - Contact Person Phone Number**

Save Work in Progress | Submit Draft | Ready to Certify

6.3 SSO CATEGORY 2

CIWQS

Spill - General Information

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:57 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 2

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0 gallons

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0 gallons

c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0 gallons

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0 gallons

e) Estimated spill volume discharged directly to a surface water body? 0 gallons

f) Estimated spill volume recovered from surface water body? 0 gallons

g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 1000 gallons

h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
0	1000	0	1000

***3 - Did the spill discharge to a drainage channel and/or surface water?** No

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)
Cleaned-Up
Mitigated Effects of Spill
Contained all or portion of spill

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: 00 : 00 Date Format: **MM/DD/YYYY**

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)
Added sewer to preventive maintenance program
Adjusted schedule/method of preventive maintenance
Enforcement action against FOG source

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

35 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

*36(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

*36(b) - Contact Person Phone Number

Save Work in Progress | Submit Draft | Ready to Certify

6.4 SSO CATEGORY 3

CIWQS

Spill - General Information

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:49 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 3

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0 gallons

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0 gallons

c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0 gallons

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0 gallons

e) Estimated spill volume discharged directly to a surface water body? 0 gallons

f) Estimated spill volume recovered from surface water body? 0 gallons

g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 1 gallons

h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
0	1	0	1

***3 - Did the spill discharge to a drainage channel and/or surface water?** No

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

29 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

*30(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

*30(b) - Contact Person Phone Number

Save Work in Progress | Submit Draft | Ready to Certify

6.1 NO SPILL CERTIFICATION

SSO - No Spill Certification ? SSO Menu

Regional Water Board: Region 5S - Sacramento
Agency: State Water Resources Control Board
Sanitary Sewer System: Demo South CS
WDID: 5SSO10000

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalities for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:* June 2013

Certifier Name:* Test

Certifier Title:* Test

Executed On:* 07/24/2013

Executed At:* SWRCB

Certify

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified UserID	Certified Name
2362863	February 2013	2013-7-19.13.39. 26. 0	SSO Demo	d
2362859	January 2013	2013-7-17.14.51. 11. 0	SSO Demo	test
2306210	September 2011	2011-11-10.9.34. 37. 0	SSO Demo	Test
2294930	January 2011	2011-7-15.11.57. 22. 0	SSO Demo	
2253851	July 2010	2010-8-19.8.59. 38. 0	SSO Demo	
2247649	June 2010	2010-7-7.13.43. 35. 0	SSO Demo	
2239286	April 2010	2010-4-29.11.10. 18. 0	SSO Demo	
2212902	December 2009	2009-11-9.8.19. 48. 0	SSO Demo	
821795	December 2009	2009-4-9.7.47. 6. 0	SSO Demo	
2199725	August 2009	2009-8-31.7.18. 33. 0	SSO Demo	
2186309	July 2009	2009-7-13.10.4. 36. 0	SSO Demo	
2186308	July 2009	2009-7-13.9.47. 7. 0	SSO Demo	
829411	June 2009	2009-5-27.16.9. 12. 0	SSO Demo	
821794	April 2009	2009-4-9.7.42. 29. 0	SSO Demo	
826402	March 2009	2009-5-11.8.26. 15. 0	SSO Demo	
821793	March 2009	2009-4-9.7.41. 39. 0	SSO Demo	
821792	March 2009	2009-4-9.7.28. 7. 0	SSO Demo	
803308	November 2008	2008-11-12.15.7. 17. 0	SSO Demo	
803281	October 2008	2008-11-12.10.16. 34. 0	SSO Demo	
803282	October 2008	2008-11-12.10.18. 7. 0	SSO Demo	
821791	April 2008	2009-4-9.7.25. 16. 0	SSO Demo	
2182154	February 2008	2009-7-1.10.40. 39. 0	SSO Demo	
803303	January 2008	2008-11-12.14.1. 34. 0	SSO Demo	
2174848	December 2007	2009-6-22.13.7. 40. 0	SSO Demo	
2232727	January 2007	2010-3-8.11.33. 49. 0	SSO Demo	
2248328	August 2006	2010-7-12.9.40. 51. 0	SSO Demo	
491397	February 2006	2007-4-10.9.41. 34. 0	SSO Demo	

7.0 RESOURCES

7.1 PRE-INSPECTION QUESTIONNAIRE

SEWER COLLECTION SYSTEM

PRE-INSPECTION QUESTIONNAIRE

Version 1.5

PART 1 — DESCRIPTION

This Sewer Collection System Pre-Inspection Questionnaire (Questionnaire) includes mandatory questions specific to the requirements in the Sanitary Sewer System Waste Discharge Requirements Water Quality Order No. 2006-0003-DWQ (hereafter SSSWDR), and its accompanying Amended Monitoring Plan Order No. 2008-0002-EXEC (hereafter Amended MRP).

All of the questions in this Questionnaire must be answered by the Enrollee (one Questionnaire for each collection system only) to demonstrate how the agency is complying with the SSSWDR and the Amended MRP. All responses provided in the Questionnaire along with the documentation required to be submitted by each Enrollee (see Part 3, Section 1) will be used by the Water Boards to prioritize inspection and enforcement activities statewide for the SSSWDR.

PART 2 — INSTRUCTIONS

1. Complete all questions in the Questionnaire.

2. Save an electronic copy of the completed Pre-Inspection Questionnaire (in MS Word), and the other documentation required for your collection system (see Part 3, Section 1). Print the last page of this Questionnaire and sign it in ink. Submit the electronic copy (e.g., CD) and the original completed last page to:

   State Water Resources Control Board
   Office of Enforcement, Special Investigations Unit
   1001 I Street, 16th Floor, Sacramento, CA 95814

PART 3 — REQUIRED INFORMATION

1 DOCUMENTATION

Please mail an electronic copy (e.g., CD) of the following documents to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

1.1 Sewer System Management Plan [(SSMP) [Sanitary Sewer System General Waste Discharge Requirements (SSSWDR), Sect. D.13] and any documents referenced within the SSMP. Also include documentation showing approval of the SSMP by your agency's local governing board (e.g., Board Resolution or other documentation).

1.2 SSMP Program Audit[1] [SSSWDR, Sect. D.13(x)], if not contained within your agency's SSMP

1.3 Sewer System Area Map [SSSWDR, Sect. D.13(iv)], if not contained within your agency's SSMP

1.4 Local Sewer Use Ordinance [SSSWDR, Sects. D.13(iii) and D.13(vi)], if not contained within your agency's SSMP

1.5 Evidence of Agency's SSO Field Response Documentation [SSSWDR, Amended MRP, B.5], if not contained within your agency's SSMP

1.6 Rehabilitation and Replacement Plan [SSSWDR, Sect. D.13(iv)(c)], if not contained within your agency's SSMP

[1] To satisfy SSSWDR, Sect. D.13(x), the SSMP Audit must occur at least every two years following the original approval date of the agency's SSMP by the local governing board. The SSMP Audit must measure the effectiveness and compliance of an Enrollee's SSMP.

1.7 Capital Improvement Plan (CIP) Schedule for System Evaluation and Capacity Assurance Plan (SECAP) [SSSWDR, Sect. D.13(viii)], if not contained within your agency's SSMP

2 Basic Information

2.1 Collection System Waste Discharge ID number (WDID) and Collection System Name: _____

2.2 Collection System Main Point(s) of Contact (name, title, address, email, and telephone number):
_____

2.3 Type of Sanitary Sewer System (select ONE of the following: Municipal, Park, School, Military, Hospital, Prison, Airport, Port, Other)

2.4 What is the population served by your agency's sanitary sewer system?

2.5 What is this fiscal year's budget for operation and maintenance sanitary sewer system facilities?

2.6 What is this fiscal year's budget for capital expenditures for sanitary sewer system facilities?

For questions 2.7 - 2.10, please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below.

2.7 Entry Level (Less than 2 years experience)

Number of agency employees?

2.8 Journey Level (Greater than or equal to 2 years experience)

Number of agency employees?

2.9 Supervisory Level

Number of agency employees?

2.10 Managerial Level

Number of agency employees?

For questions 2.11 – 2.14, please identify the total number of employees who hold CWEA Certification <u>for Collection System Maintenance</u> for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grades levels listed below.

2.11 Grade I

Number of certified (Grade I Collection System Maintenance) agency employees:

Number of certified (Grade I Plant Maintenance Technologist) agency employees:

2.12 Grade II

Number of certified (Grade II Collection System Maintenance) agency employees:

Number of certified (Grade II Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade II Mechanical Technologist) agency employees:

2.13 Grade III

Number of certified (Grade III Collection System Maintenance) agency employees:

Number of certified (Grade III Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade III Mechanical Technologist) agency employees:

2.14 Grade IV

Number of certified (Grade IV Collection System Maintenance) agency employees:

Number of certified (Grade IV Electrical/Instrumentation Technologist) agency employees:

Number of certified (Grade IV Mechanical Technologist) agency employees:

2.15 Estimated Size Distribution of Assets

Diameter of sewer pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	[# or ENTER ZERO]	[# or ENTER ZERO]
8 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
9 - 18 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
19 - 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
> 36 inches	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Diameter	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals	[# or ENTER ZERO]	[# or ENTER ZERO]

2.16 For which portion of sewer service laterals is your agency responsible?

(If None, skip question 2.17.)

2.17 Estimated total miles of sewer service laterals (upper and lower) for which your agency is responsible?

2.18 Number of sewer service lateral connections?

2.19 Estimated total miles of easements within your sanitary sewer system?

2.20 What is your total easement sewer system cleaning production in miles/year?

2.21 What is your total gravity sewer system cleaning production in miles/year?

2.22 Does your agency own any separately enrolled collection systems? [Y/N]

2.23 If yes to question 2.22, which collection system(s) does your agency own?

Collection System name(s):

Collection System WDID(s):

2.24 Which wastewater treatment plant(s) (WWTPs) ultimately receive wastewater from this collection system?

Receiving Treatment Plant name(s):

Receiving Treatment Plant WDID(s):

2.25 For question 2.24, does your agency own this/these WWTP(s)? [Y/N]

2.26 Does your collection system discharge into any other collection system(s)]? [Y/N]

2.27 If yes to question 2.26, which collection system(s) receive wastewater from this collection system?

Receiving Collection System name(s):

Receiving Collection System WDID(s):

2.28 Do any upstream collection systems greater than 25,000 gallons/day (gpd) discharge into this collection system? [Y/N]

2.29 If yes to question 2.28, which collection system(s) discharge into this collection system?

Upstream Collection System name(s):

Upstream Collection System WDID(s):

2.30 Estimated Collection System Flow Characteristics for your collection system:

Average Daily Dry Weather Flow (MGD)	**Peak Daily Wet Weather Flow (MGD)**
[# or Unknown]	[# or Unknown]
Enter description here how info. Is derived (based on EDUs measured, etc.)	Enter description here how info. Is derived (based on EDUs measured, etc.)

2.31 How many pump stations are there throughout the sewer collection system?

2.32 How many feet of above ground gravity pipelines are there throughout the sewer collection system?

2.33 How many feet of above ground pressurized pipelines are located throughout the sewer collection system?

2.34 How many air relief valves (ARVs) are located throughout the sewer collection system?

2.35 How many siphons are there throughout the sewer collection system?

2.36 Specify the percentage of piping and the number of pump stations constructed in the following table below:
(note: total percentage must equal 100%)

Age	Source of Age Info. (records, estimated, etc.)	Gravity & Pressure Sewers (%)	Pump Stations[2] 25k Gal/day & Over (number of stations)	Pump Stations[1] Under 25k Gal/day (number of stations)
2000 - Present		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1980 - 1999		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1960 - 1979		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1940 - 1959		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1920 - 1939		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
1900 - 1919		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Before 1900		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Unknown Age		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]
Totals		[%]	[# or ENTER ZERO]	[# or ENTER ZERO]

[1] For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data. Age is date asset was originally constructed.

3 ORGANIZATION

Local Governing Board Information

3.1 [SSSWDR, Sect. D.13(ii)]: Is/are your agency's Legally Responsible Official(s) and Data Submitter(s) registration information up-to-date with the State Water Board? [Y/N]

3.2 [SSSWDR, Sect. D.13(ii)]: If your local governing board has an internet website, please specify the internet address here:
_____

3.3 [SSSWDR, Sect. D.13(ii)]: Please list the names and titles of each of your agency's current governing board members:
_____

Sewer System Management Plan Information

3.4 [SSSWDR, Sect. E.]: Is your agency's SSMP available on your agency's website? [Y/N]

3.5 [SSSWDR, Sect. E.]: If yes to question 3.4, please provide the internet address here: _____

4 SEWER SYSTEM ASSETS

General System Information

4.1 [SSSWDR, Findings 2 & 3]: Please specify the basis for the population estimate in question 2.4 (e.g., official census data, estimated by agency, etc.)?

4.2 [SSSWDR, Sects. D.8, D.10]: What is the approximate size of the service area served by the sewer collection system for your agency, in square miles? [# or Unknown]

4.3 [SSSWDR, Sects. D.8, D.10]: Please describe the terrain within your agency's sewer service area (Mountainous, Hilly, Flat, Valley, etc.)?

4.4 [SSSWDR, Sects. D.8, D.10]: Please specify what percentage of the collection system's flow comes from residential, commercial, industrial, and institutional sources. [% FOR EACH or Unknown]

Asset Mapping

4.5 [SSSWDR, D.13(iv)]: Has your agency identified and mapped all the gravity sewer line segments, public access points (manholes, lamp holes, rod holes, etc.), pumping facilities, pressure pipes and valves, and stormwater-related facilities? [Y/N]

4.6 [SSSWDR, D.13(iv)]: Does your agency currently have sewer system assets mapped in a Geographic Information System (GIS)? [Y/N]

4.7 [SSSWDR, D.13(iv)]: Does your agency currently have stormwater-related facilities mapped in GIS? [Y/N]

4.8 [SSSWDR, D.8 and D.10]: What is the estimated number of gravity sewer line pipe segments located throughout the collection system? [# or Unknown]

4.9 [SSSWDR, D.13(iv)]: Does your agency have a formal review process in place to ensure that any mapping issues noted by field staff or others are addressed? [Y/N]

4.10 [SSSWDR, D.13(iv)]: Please indicate the total number of public access points (manholes, lamp holes, rod holes, etc.) located within your sewer collection system. [# or Unknown]

Sewer Service Laterals [SSSWDR, D.8, D.13(iv)]

4.11 Has your agency ever historically owned or maintained any portion of sewer service laterals? [Y/N or Unknown]

4.12 Does your agency have a voluntary sewer service lateral incentive program in place? [Y/N]

4.13 How many incoming complaints did your agency receive for privately-owned sewer service lateral problems in the previous fiscal year? [# or Unknown]

4.14 How many service calls did your agency respond to in the field for privately-owned service lateral problems in the previous fiscal year? [# or Unknown]

Pumping Facility Assets

For questions 4.15 – 4.32 refer to your pump station assets from question 2.31 (above)

4.15 [SSSWDR, D.8, D.13(iv)]: Has your agency mapped each pump station's actual GPS coordinates? [Y/N]

4.16 [SSSWDR, D.8, D.13(iv)]: Has your agency conducted a risk assessment for each asset? [Y/N]

4.17 [SSSWDR, D.8 and D.10]: How many of these assets have redundant pipelines installed? [#]

4.18 [SSSWDR, D.8 and D.10]: How many have dedicated emergency stand-by power generators located onsite? [#]

4.19 [SSSWDR, D.8 and D.10]: Has your agency developed standard and emergency operating procedures for each asset in the event of a power and/or pumping failure? [Y/N]

4.20 [SSSWDR, D.8 and D.10]: Has your agency determined the lowest hydraulic overflow point(s) and calculated the longest possible holding time(s) for each asset? [Y/N]

4.21 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: Has your agency identified critical spare parts for each asset? [Y/N]

4.22 [SSSWDR, D.6(iii) and (vi), D.8 and D.10]: For question 4.21, does your agency maintain the spare parts identified for each asset? [Y/N]

4.23 [SSSWDR, D.8 and D.10]: How many facilities are located within 100 feet of a surface water, creek or drainage channel? [#]

4.24 [SSSWDR, D.8 and D.10]: How many are located within 20 feet of a storm drain inlet? [#]

4.25 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with audible and/or visual alarms located in public view to expedite notification to your agency in the event of an SSO? [#]

4.26 [SSSWDR, D.8 and D.10]: How many pump stations are equipped with an Auto Dialer Alarm System(s) for detecting pump failure and/or high wet well levels? [#]

4.27 [SSSWDR, D.8 and D.10]: How many have a supervisory, control and data acquisition system (SCADA) installed and operational? [#]

4.28 [SSSWDR, D.8 and D.10]: For question 4.27, how many can be remotely operated? [#]

4.29 [SSSWDR, D.8 and D.10]: How many pump stations display emergency notification signage, including agency contact information, in public view to expedite notification to your agency in the event of an SSO? [#]

4.30 [SSSWDR, D.8 and D.10]: Does your agency implement vandalism control efforts to discourage unauthorized access and/or vandalism to these assets? [#]

4.31 [SSSWDR, D.8 and D.10]: How many pump stations have built-in pumping bypass capability for emergency use? [#]

4.32 [SSSWDR, D.8 and D.10]: How many have electrical power connections installed to allow for the use of portable emergency generators? [#]

Force Main Sewer Assets

4.33 [SSSWDR, D.8, D.13(iv)]: How many sewer force mains are owned by your agency? [#]

4.34 [SSSWDR, D.8, D.13(iv)]: For the assets in question 4.33, has your agency conducted a risk assessment for each asset? [Y/N]

4.36 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, how many have a dedicated corrosion protection system(s) installed? [#]

4.37 [SSSWDR, D.8 and D.10]: For the assets in question 4.33, what is the total number of air relief valves installed? [#]

5 FINANCIAL INFORMATION

Funding Sources and Revenues [SSSWDR, D.9]

5.1 Does your agency utilize an Enterprise Fund for services provided to the public? [Y/N]

5.2 If yes to question 5.1, what are the total estimated annual revenues generated from this fund? [#]

5.3 If yes to 5.1, what is the current fund balance? [#]

5.4 Please provide a brief description of all sewer collection system funding source(s) (e.g., user fees, annual budget allocation, property taxes, etc.).

_____

5.5 What is your agency's total number of billed sewer connections? [# OR Unknown]

5.6 What is your agency's total number of billed customers for sewer service? [# OR Unknown]

5.7 What is your agency's current average monthly household user fee for sewage collection only? [$ or Unknown]

5.8 For the answer in 5.7, what is your agency's sewer fee rate basis (e.g., measured flow, calculated flow, flat fee, etc.)

5.9 Has your local governing board approved any future sewer use fee increase(s)? [Y/N]

Operations, Maintenance and Capital Funds and Expenditures [SSSWDR, Sects. D.9]

5.10 How much did your agency spend in the last fiscal year for operations and maintenance activities (O&M) of sewer assets? [$]

5.11 How much did your agency spend in the last fiscal year on capital expenditures for sewer assets (e.g., new pipelines or equipment)? [$]

6 LOCAL SEWER USE ORDINANCE [SSSWDR, D.13(iii) and/or D.13(vii)]

6.1 Does your agency have an adopted sewer use ordinance (Ordinance)? [Y/N]

If no to question 6.1, skip to question 7.1

6.2 Specify the date of last update/change of your agency's local Ordinance approved by your agency's local governing board. [DATE]

6.3 Specify the time frequency in which the Ordinance is reviewed. [FREQ]

6.4 Does your agency have legal authority within the Ordinance to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]

6.5 If no to question 6.4, does your agency have service agreements or other procedures to limit and enforce illicit discharges from upstream public and/or private satellite collection system(s)? [Y/N]

6.6 Does the Ordinance ban inflow from stormwater sources? [Y/N]

6.7 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the building foundation to the property line (upper lateral portion)? [Y/N]

6.8 Does the Ordinance specify who owns and/or maintains the sewer service lateral from the property line to the sewer main line (lower lateral portion)? [Y/N]

6.9 Does the Ordinance require testing and/or inspection of the sewer service lateral upon remodeling, renovations and/or transfer of property/residence? [Y/N]

6.10 Does the Ordinance prohibit illicit discharges from service connections into the sewer? [Y/N]

6.11 Does the Ordinance require sewers and connections to be properly designed and constructed? [Y/N]

6.12 Does the Ordinance require proper maintenance, inspection and repairs of laterals? [Y/N]

6.13 Does the Ordinance limit the discharge of fats, oils and grease (FOG) and other debris that may cause blockages? [Y/N]

6.14 Does the Ordinance give your agency the authority to inspect grease producing facilities? [Y/N]

6.15 Does the Ordinance reference the Uniform Building Code? [Y/N]

6.16 Does the Ordinance reference the California Plumbing Code? [Y/N]

6.17 Does the Ordinance give your agency the authority to inspect, maintain and repair assets located within sewer easements? [Y/N]

6.18 Does the Ordinance provide your agency with the proper authority to issue notices of violation (NOVs)? [Y/N]

6.19 If yes to question 6.18, how many NOVs has your agency issued in the past 3 years? [# or Unknown]

6.20 Does the Ordinance provide your agency with the proper authority to issue enforcement penalties for violators? [Y/N]

6.21 If yes to question 6.20, how many enforcement penalties has your agency issued in the past 3 years? [# or Unknown]

6.22 Does Ordinance provide your agency with the proper authority to ban connections and/or disconnect services for violators? [Y/N]

6.23 If yes to question 6.22, how many actions has your agency undertaken in the past 3 years? [Y/N]

6.24 Does the Ordinance provide your agency with the authority to limit future development and/or building? [Y/N]

6.25 If yes to question 6.24, how many actions has your agency undertaken in the past 3 years? [# or Unknown]

7 CAPITAL IMPROVEMENT PLAN

7.1 [SSSWDR, D.9]: What is the approval date of your Sewer Capital Improvement Plan (Sewer CIP) by your agency's local governing board? [M/D/Y]

7.2 [SSSWDR, D.8 and D.13(iv)]: For question 7.1, is your Sewer CIP available on the internet for public review? [Y/N]

7.3 [SSSWDR, D.8 and D.13(iv)]: If yes to question 7.2, please specify the internet address:

_____

7.4 [SSSWDR, D.8 and D.13(iv)]: What is the projected date of your next Sewer CIP update? [M/D/Y]

8 OPERATIONS AND MAINTENANCE PROGRAM

Computerized Maintenance Management System (CMMS)

8.1 [SSSWDR, D.8 and D.13(iv)]: Does your agency use a computerized maintenance management system (CMMS) to generate work orders and track sewer maintenance, operations and management information? [Y/N]

8.2 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is CMMS data used for ongoing strategies to eliminate/reduce SSOs? [Y/N]

8.3 [SSSWDR, D.7 and D.13(iv)]: If yes to question 8.1, is the CMMS data used to evaluate cleaning production rates? [Y/N]

8.4 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If yes to question 8.1, does your agency use the CMMS information to provide data for tracking system trends, problems and/or performance? [Y/N]

8.5 [SSSWDR, D.7, D.13(iv) and D.13(ix)]: If no to question 8.1, does your agency have a different method in place to provide data for tracking system trends, problems and/or performance? [Y/N]

Inspections, Operations and Management Activities

8.6 [SSSWDR, D.8, D.13(iv)]: What was your agency's total gravity sewer collection system cleaning production (hydro flushing, mechanical and hand rodding) over the past 12 months (miles per year)? [# or Unknown]

8.7 [SSSWDR, D.8, D.13(iv)]: What is your agency's total gravity sewer collection system cleaning production scheduled (hydro flushing, mechanical and hand rodding) for the next 12 months (miles per year)? [# or Unknown]

8.8 [SSSWDR, D.8, D.13(iv)]: What was your agency's total video (CCTV) Inspection production in the past 12 months (miles)? [# or Unknown]

8.9 [SSSWDR, D.8, D.13(iv)]: What is your agency's total video (CCTV) inspection production scheduled for the next 12 months (miles)? [# or Unknown]

8.10 [SSSWDR, D.8, D.13(iv)]: Does your agency have a method in use for reviewing and analyzing force main sewers and their components? [Y/N]

8.11 [SSSWDR, D.7 and D.13(iv)]: What is the total number of focused problem areas ("SSO hot spots") located throughout the collection system? [# or Unknown]

8.12 [SSSWDR, D.8 and D.10]: Does your agency have a program to inspect and maintain air relief valves (ARVs)? [Y/N/ n/a]

8.13 [SSSWDR, D.8 and D.10]: How many ARVs are not accessible for inspection/maintenance? [#/ n/a]

8.14 [SSSWDR, D.7 and D.13(iv)]: What was the total number of ARVs exercised and cleaned in past 12 months? [# or Unknown]

8.15 [SSSWDR, D.7 and D.13(iv)]: What is the total number of ARVs planned to be exercised and cleaned in the next 12 months? [# or Unknown]

8.16 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) inspected in the past 12 months? [# or Unknown]

8.17 [SSSWDR, D.13(iv)]: What is the total number of public access points (manholes, lamp holes, rod holes, etc.) scheduled to be inspected in the next 12 months? [# or Unknown]

8.18 [SSSWDR, D.13(iv)]: Does your agency visually inspect pipeline routes at least annually, and after major storms, earthquakes or other events that could damage these assets, to check for sink holes or leaks along force main(s)? [Y/N]

8.19 [SSSWDR, D.13(iv)]: How many above ground crossings (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]

8.20 [SSSWDR, D.13(iv)]: How many siphons (if applicable) were inspected in the past 12 months? [#, N/A or Unknown]

8.21 [SSSWDR, D.13(iv)]: Does your agency have a process to identify areas subject to excess hydrogen sulfide corrosion? [Y or N]

8.22 [SSSWDR, D.13(iv)]: Does your agency have a formal pipe grading process in place to identify pipe discontinuities? [Y or N]

8.23 [SSSWDR, D.13(iv)]: Does your agency require video (CCTV) inspections before and after cleaning to measure the effectiveness of these activities? [#]

8.24 [SSSWDR, D.13(iv)]: Does your agency video (CCTV) inspect pipes after all SSO(s)? [Y/N]

8.25 [SSSWDR, D.13(iv)]: Does your agency conduct smoke, dye or other tests to check for illicit connections? [Y/N]

8.26 [SSSWDR, D.13(iv)]: If yes to question 8.25, how many miles of sewer system were tested in the past 12 months? [# or Unknown]

8.27 [SSSWDR, D.13(iv)]: Does your agency use video (CCTV) to monitor discharger compliance for illicit connections? [Y/N]

8.28 [SSSWDR, D.13(iv)]: If yes to question 8.27, list the total number of miles of video (CCTV) inspection conducted for this purpose in the past 12 months. [# or Unknown]

8.29 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have formal agreements in place to increase resources through established mutual assistance agreements with other agencies/contractors for wet weather episodes or for SSO response activities? [Y/N]

8.30 [SSSWDR, D.13(iv) and D.13(viii)]: Does your agency have a program in place to identify areas with inflow and infiltration (I/I) ? [Y/N]

8.31 [SSSWDR, D.13(iv) and D.13(viii)]: If yes to question 8.30, estimate the total number of miles identified by this program. [# or Unknown]

8.32 [SSSWDR, D.13(iv)]: Does your agency have an active root control program in place? [Y/N]

8.33 [SSSWDR, D.13(iv)]: If yes to question 8.32, please list the type(s) of control efforts in place (e.g., chemical, mechanical, etc.).

8.34 [SSSWDR, D.13(iv)]: If your agency uses chemical(s) for root control, please list chemical(s) used. [N/A if no chem. root program]

Fats, Oils and Grease [SSSWDR, D.13(iv) and D.13(viii)]

8.35 Does your agency have a commercial FOG program in place? [Y/N]

8.36 If no to question 8.35, has your agency justified in its SSMP why a FOG program is not needed? [Y/N]

8.37 If yes to question 8.35, does your agency have a FOG Ordinance separate from the sewer use ordinance? [Y/N]

8.38 If yes to question 8.37, please list the FOG Ordinance citation number:

8.39 If yes to question 8.35, approximately how many food service establishments (FSEs) such as restaurants, schools, hospitals, jails, and convalescent homes are subject to FOG control. [#]

8.40 If yes to question 8.35, what is the total number of FSE permits issued for FOG control? [#]

8.41 If yes to question 8.35, what is the total number of dedicated FSE FOG inspectors? [#]

8.42 If yes to question 8.35, how many FSE FOG inspections were conducted in past 12 months? [#]

8.43 If yes to question 8.35, how many FSE FOG enforcement action(s) were initiated in the past 12 months?

8.44 If yes to question 8.35, how many FSE FOG inspections are planned for the next 12 months? [#]

8.45 Does your agency have a residential FOG program in place? [Y/N]

8.46 If yes to question 8.45, briefly describe the program: _____

_____

Sewer Contract Services

8.47 [SSSWDR, D.8 and D.13(iv)]: Does your agency retain contract service(s) for sewer collection system maintenance, operations, and/or management? [Y/N]

8.48 [SSSWDR, D.8 and D.13(iv)]: If yes to question 8.47, for services in excess of $10,000/year, please provide some basic information about these services in the table below:

Contractor Name	Description (cleaning, root control, repairs, , etc.)	Frequency of Contract	Budget (annual $)

9 SSO EMERGENCY RESPONSE PROGRAM [SSSWDR, D.13(vi)]

9.1 Does your agency's SSO Emergency Response Plan incorporate procedures for pump stations/force main sewers? [Y/N]

9.2 Does your agency have a dispatcher(s) within your agency to handle, dispatch and document incoming complaints from your sewer system customers? [Y/N]

9.3 If yes to 9.2, does your agency utilize a dispatch radio system for notifying collection crews who respond to SSOs? [Y/N]

9.4 If yes to 9.3, please list the frequency(s) in use for the dispatch radio system: _____

9.5 Does your agency have standard operating procedures (SOPs) in place to test and document, at least once per year, the performance of its after-hours emergency notification system(s)? [Y/N]

9.6 Does your agency provide and document any scenario-based SSO emergency response simulation training for collections staff at least on an annual basis to ensure staff are properly trained and prepared in the event of an SSO? [Y/N]

9.7 If yes to 9.6, does this training include practical exercises including researching SSO start times and calculating the SSO volume spilled and recovered? [Y/N]

9.8 Do your emergency operating procedures (EOPs) include requirements to determine the impact of an SSO, including accelerated or additional environmental monitoring? [Y/N]

10 SSO REDUCTION PERFORMANCE AND MONITORING PROGRAM [SSSWDR, D.13(ix)]

10.1 Does your agency have a process in place to collect data to monitor performance of its SSMP and efforts in reducing SSOs? [Y/N]

10.2 If yes to question 9.1, does your agency use the data collected to update SSMP program elements? [Y/N]

11 COLLECTIONS STAFFING AND TRAINING

11.1 [SSSWDR, D.9]: What is the total number of dedicated sewer maintenance crews in place at your agency? [#]

11.2 [SSSWDR, D.9]: For question 11.1, how many staff are typically in each maintenance crew? [#]

11.3 [SSSWDR, D.9 and D.13(iv)(d)]: Does your agency have a program in place to identify and document the core competencies/capabilities of collections staff at least on an annual basis (examples include sewer line cleaning, point repairs, video (CCTV) inspection, pump station maintenance, excavation, utility line locating, etc.)? [Y/N]

11.4 [SSSWDR, D.9]: If yes to question 11.3, does this program identify gap(s) in competencies/capabilities of collections staff? [Y/N]

11.5 [SSSWDR, E]: Does your agency require collections staff to review the SSSWDR and the agency's SSMP at least annually? [Y/N]

11.6 [SSSWDR, D.9]: Does your agency use a workforce planning/retention program to ensure adequate future collections staff? [Y/N]

11.7 [SSSWDR, D.8 and D.13(iv) and (vi)]: Does your agency provide initial and recurrent training to appropriate staff [including outside contractor(s)] regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]

11.8 [SSSWDR, D.8 and D.13(iv) and (vi)]: If yes to 11.7, what is the total number of individuals trained in the <u>past</u> 12 months. [#]

11.9 [SSSWDR, D.8 and D.13(iv) and(vi)]: For contracted sewer services, do your contracting specifications contain specific language requiring initial and recurrent training of contractor staff regarding your agency's SSO Emergency Response Plan and O&M programs? [Y/N]

12 MAJOR EQUIPMENT INVENTORY [SSSWDR, D.4, D.7, D.8, D.13(iv)]

12.1 How many combination truck(s) (hydro flush/vacuum models) are owned and/or leased by your agency? [#]

12.2 For question 12.1, how many have a dedicated logbook(s) to document fieldwork activities? [#]

12.3 How many hydro flusher(s) are owned and/or leased by your agency? [#]

12.4 How many mechanical rodder(s) are owned and/or leased by your agency? [#]

12.5 How many video (CCTV) inspection vehicle(s) are owned and/or leased by your agency? [#]

12.6 How many utility truck(s) are owned and/or leased by your agency? [#]

12.7 How many portable sewage pump(s) are owned and/or leased by your agency? [#]

12.8 How many portable generator(s) are owned and/or leased by your agency? [#]

12.9 Does your agency own equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters? [Y/N]

13 EXTERNAL COMMUNICATIONS PROGRAM

13.1 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating on a regular basis with the public regarding the development, implementation, and performance of its SSMP?

13.2 [SSSWDR, D.13(xi)]: Does your agency have a program in place for communicating with upstream or downstream satellite sewer system(s) connected to its collection system? [Y/N or N/A]

13.3 [SSSWDR, D.11]: Does your agency participate in responding to Underground Service Alert(s) (USA) or other similar organizations to identify and mark sewer lines? [Y/N]

13.4 [SSSWDR, D.7, D.13(iv), G, and Amended MRP]: Does your agency's communication program give the public the opportunity to provide input as your SSMP is being implemented? [Y/N]

14 NOTIFICATION, REPORTING AND RECORD KEEPING

14.1 [SSSWDR, Amended MRP B(5)]: Are all the records required in the Amended MRP, B(5) ("Record Keeping") readily available for review by the Water Boards? [Y/N]

14.2 [SSSWDR, Amended MRP, B(5)]: Does your agency maintain a list and description of all sewer-related complaints from customers for the past 5 years, including calls received after normal working hours? [Y/N]

14.3 [SSSWDR, Amended MRP, B(5)]: If yes to question 14.2, does this include information for privately owned sewer laterals? [Y/N]

14.4 [SSSWDR, G, and Amended MRP]: Does your agency have a quality assurance/quality control (QA/QC) procedure in place for review of technical information collected by field staff prior to certification of the SSO report(s) in the Water Board's online reporting system (CIWQS) by the Legally Responsible Official(s)? [Y/N]

14.5 [SSSWDR, G and Amended MRP]: Does your agency require crews to take photos of <u>all</u> SSOs? [Y/N]

14.6 [SSSWDR, G and Amended MRP]: If no to question 14.5, does your agency at least require crews to take photos of SSOs that result in backups into structures? [Y/N]

14.7 [SSSWDR, G and Amended MRP]: Does your agency have a procedure(s) in place for collecting field information to assist in determining the actual SSO start time? [Y/N]

14.8 [SSSWDR, G and Amended MRP]: Does your agency use SOPs to estimate SSO volume spilled, recovered and not recovered, including estimation of cleanup water used? [Y/N]

14.9 [SSSWDR, G and Amended MRP]: Does your agency regularly update initial reports given to the California Emergency Management Agency, local health department, and Regional Board as information develops regarding SSOs requiring notification? [Y/N]

14.10 [Amended MRP, B.6]: Does your agency maintain water quality monitoring records as required by the Amended MRP, section B(6)?

15 SSO PREVENTION AND MITIGATION

15.1 [SSSWDR, D.13(ix)]: Does your agency generate SSO reduction performance metric(s) for its collection system for use in future planning? [Y/N]

15.2 [SSSWDR, D.13(ix)]: Does your agency have a program in place to conduct periodic video (CCTV) inspections of areas throughout the collection system that have never been evaluated by video (CCTV) to date? [Y/N or N/A]

15.3 [SSSWDR, D.13(ix)]: Does your agency document meetings between O&M and source control staff, if applicable? [Y/N or N/A]

15.4 [SSSWDR, 8 and D.6]: Does your agency document meetings between O&M and engineering staff to discuss system problem areas and projects, if applicable? [Y/N or N/A]

15.5 [SSSWDR, 8 and D.6]: Does your agency hold post-SSO briefings with collections staff, management and others involved, to evaluate root cause of SSOs and document service changes necessary to be prepared in responding to SSOs in the future? [Y/N]

15.6 [SSSWDR, 8 and D.6]: Does your agency pursue investigation of upstream satellite(s) or potential illicit dischargers as part of the SSO cause determination process? [Y/N]

15.7 [SSSWDR, 8 and D.6]: Does your agency adjust sewer collection system cleaning interval(s) for problem areas based on review and analysis of each past SSO? [Y/N]

15.8 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 12 months were preventable through more proactive maintenance? [# OR Unknown]

15.9 [SSSWDR, 8 and D.6]: How many of the SSOs over the past 4 years occurred at repeat locations? [# OR Unknown]

15 DECLARATION

INSTRUCTIONS: Please print this page, sign it, and mail the original of this page to:

State Water Resources Control Board
Office of Enforcement, Special Investigations Unit
1001 I Street, 16th Floor, Sacramento, CA 95814

I, _____, the approved Legally Responsible Official (LRO) of collection system (name and Waste Discharge ID#) _____ certify under penalty of law that based on my inquiry of the person or persons who manage this system, or those persons directly responsible for gathering the information, the information in this Pre-Inspection Questionnaire (Version 1.0) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations.

_____ _____

Legally Responsible Official Signature **Date**

7.2 INTERNAL SELF-AUDITS

California
Water Boards
Protecting California's Water

Sewer System Management Plan
SELF AUDITS

Jim Fischer, P.E.
Julie Berrey
State Water Resources Control Board
Office of Enforcement

Bay Area Clean Water Agencies (December 8, 2011)

1. Review of SSMP Self Audit requirements
2. How SSMP Self Audits are used by Water Boards
3. Response to noncompliance
4. Summary of what we've seen so far
5. Sample SSMP Audits
6. Changes to Audit requirements being considered
7. Contact Information

1. Review of Audit Requirements

1. Review of Audit Requirements, cont.

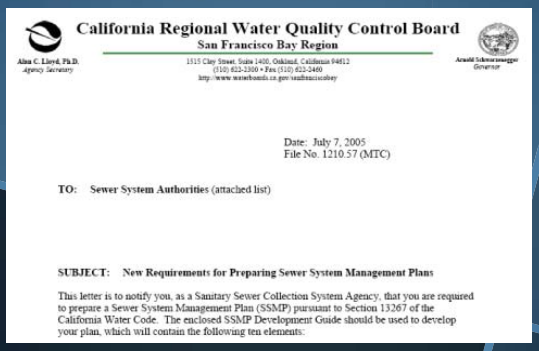
WHY discharger must do SSMP Self Audit:

1. San Francisco Regional Water Board (Region 2) letter issued 5/7/2005 requires it annually for collection systems >10,000 population in Region 2
2. Statewide General WDR issued 5/2/2006 requires it at a minimum every 2 years (post-SSMP adoption) for all systems (not just those in Region 2)

1.a. Region 2 Requirements

1.a. Review of Audit Requirements, cont.

Annual SSMP Audit required for systems serving population >10,000 (since 5/7/2005)



California Regional Water Quality Control Board
San Francisco Bay Region

Alan C. Lloyd, Ph.D.
Agency Secretary

1515 Clay Street, Suite 1400, Oakland, California 94612
(510) 622-2300 • Fax (510) 622-2460
http://www.waterboards.ca.gov/sanfranciscobay

Arnold Schwarzenegger
Governor

Date: July 7, 2005
File No. 1210.57 (MTC)

TO: Sewer System Authorities (attached list)

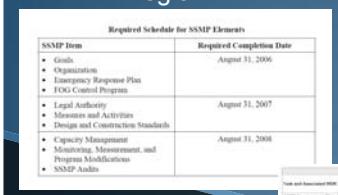
SUBJECT: New Requirements for Preparing Sewer System Management Plans

This letter is to notify you, as a Sanitary Sewer Collection System Agency, that you are required to prepare a Sewer System Management Plan (SSMP) pursuant to Section 13267 of the California Water Code. The enclosed SSMP Development Guide should be used to develop your plan, which will contain the following ten elements:

1.a. Review of Audit Requirements, cont.

Region 2: Accelerated SSMP timelines

Region 2



Required Schedule for SSMP Elements

SSMP Item	Required Completion Date
• Goals • Organization • Emergency Response Plan • FOG Control Program	August 31, 2006
• Legal Authority • Measures and Activities • Design and Construction Standards	August 31, 2007
• Capacity Management • Monitoring, Measurement, and Program Modifications • SSMP Audits	August 31, 2008

General WDR

1.a. Review of Requirements, cont.

Region 2: Developed SSMP Audit Guidelines

- "SSMP Development Guide" issued in July 2005
- Developed jointly by Region 2 and Bay Area Clean Water Agencies (BACWA)
- Guidelines only; no approved Audit format developed

SAN FRANCISCO BAY REGIONAL WATER QUALITY CONTROL BOARD
in cooperation with
BAY AREA CLEAN WATER AGENCIES

Sewer System Management Plan (SSMP)
Development Guide

1.a. Review of Requirements, cont.

Region 2 "SSMP Development Guide" contents

10. SSMP Audits

Requirement: Each wastewater collection system agency shall conduct an annual audit of their SSMP which includes any deficiencies and steps to correct them (if applicable), appropriate to the size of the system and the number of overflows, and submit a report of such audit.

This section can be waived for collection systems serving a population of 10,000 or less.

1.a. Review of Requirements, cont.

Region 2 "SSMP Development Guide" contents, cont.

Key Point

The audit should cover the most recent calendar year, and be submitted to the Regional Water Board by March 15 of the year following the calendar year for which the analysis applies.

1.a. Review of Requirements, cont.

Region 2 "SSMP Development Guide" contents, cont.

Helpful Information

The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected as part of Section 9 above can be used in preparing the audit. Tables and figures or

1.a. Review of Requirements, cont.

Region 2 "SSMP Development Guide" contents, cont.

charts can be used to summarize information about these indicators. An explanation of the SSMP development, and accomplishments in improving the sewer system, should be included in the audit, including:

- Progress made on development of SSMP elements, and if the sewer system agency is on schedule in development of the SSMP. Provide justification on the delay if the sewer system agency is behind schedule on development of the SSMP;
- How the sewer system agency implemented SSMP elements in the past year;
- The effectiveness of implementing SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year; and
- A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.

1.a. Review of Requirements, cont.

Region 2 "SSMP Development Guide" contents, cont.

Additional Tips

Helpful Information

- You may want to include a section up front entitled "System Overview," which describes the size and physical features of the system, to put the rest of the document into context.
- When you prepare the SSMP for the first time, you may want to include a "Sewer Overflow History" to give you a place to start from in evaluating any trends for SSOs in the future.

1.b. General WDR Requirements

1.b. Review of Audit Requirements, cont.

General WDR, section D.13(x):

- ✓ Essentially mirrors RB2 SSMP Audit requirements
- ✓ Only required min. of every 2 years <u>following initial SSMP adoption date</u>

1.b. Review of Audit Requirements, cont.

(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

(x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

1.b. Review of Audit Requirements, cont.

General WDR, section D.13(x):

"…audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them."

1.b. Review of Audit Requirements, cont.

Minimum Audit Contents per General WDR:

1. **Narrative of SSMP Effectiveness**
   - Documents things working well
   - Documents areas needing improvement
   - Lists strategies to reduce/eliminate SSOs/impacts
2. **Demonstration of agency's compliance with ALL applicable SSMP requirements**
   - Validates status of SSMP compliance with D.13

1.b. Review of Requirements, cont.

General WDR, section D.13(x) also says Audit are *"appropriate to the size of the system and number of SSOs."*

- Larger systems with HIGH number/volume of SSOs:
  - MORE in-depth discussion expected about problems and planned improvements/solutions
- Smaller systems with LOW number/volume SSOs:
  - LESS in-depth discussion expected about problems and planned improvements/solutions

2. How SSMP Self Audits are used by the Water Boards

2. How SSMP Audits are Used, cont.

1. Provides tool for checking adequacy of: 1) system operations/management; 2) compliance performance; and, 3) level of effort/professionalism in reducing SSOs
2. Assists with statewide inspection/enforcement prioritization
3. Improves efficiency of Water Board/contractor inspections
4. Provides data to justify CIWQS data submitted
5. Improves Waterboard knowledge for regulatory purposes

3. Response to Noncompliance

3. Response to Noncompliance, cont.

✓ **What if discharger found to be in violation of SSMP Self Audit Requirement?**

- Must provide information to address violation
- May be issued Notice of Violation (NOV)
- May be issued 13267 Order
- May be subject to inspection/investigation
- May be subject to formal enforcement (ACL, etc.)

4. Summary of What We've Seen so Far

4. Summary of What We've Seen, cont.

✓ **October 2011 Statewide SSMP Audit Request:**

- 42 systems statewide (population 40-50K)
- 2-year SSMP self Audit requested
- System Evaluation and Capacity Assurance Plan (SECAP) also requested

4. Summary of What We've Seen, cont.

✓ **RESULTS: Most systems not complying with D.13(x)**

- Many missed evaluation of SSMP effectiveness
- Some missed SSMP compliance evaluation
- Some failed to submit any information or missed deadline

5. Sample SSMP Audits

5. Sample SSMP Audits, cont.

1. **City of Woodland, CA**
   - \+ Measures SSMP effectiveness
   - \- Does not completely evaluate SSMP compliance with section D.13
2. **Union Sanitary District (Union City, CA)**
   - \+ Measures SSMP effectiveness
   - \- Does not completely evaluate SSMP compliance with D.13
3. **City of La Mesa, CA**
   - \+ Evaluates SSMP compliance with D.13
   - \- Does not completely measure SSMP effectiveness

5. Sample SSMP Audits, cont.

4. Discharger "1" (uses BACWA SSMP checklist)
   + Evaluates SSMP element compliance with D.13
   - Does not completely measure SSMP effectiveness
5. Discharger "2" (generic audit)
   - Does not measure SSMP effectiveness
   - Does not evaluate SSMP compliance

5. Sample SSMP Audits, cont.

Example #1:

City of Woodland

+ Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with section D.13 in General WDR

✓ Presents improvements needed to SSMP and to system operations to reduce SSOs/impacts

Objectives

This memorandum summarizes the performance of the City of Woodland's Sewer System Management Plan (SSMP) for FY09/10 and 10/11. The purpose of the SSMP is to provide a written framework for the management, operation, and maintenance programs executed by the City, with the ultimate goal of maintaining the level of service of the sewer collection system while minimizing sanitary sewer overflows (SSOs). This review is completed as part of the annual audit process described in sections ix and x of the City's SSMP. This process helps the SSMP document to evolve over time to address identified deficiencies in the management, operation and maintenance of the sewer collection system. This memorandum summarizes the following information:

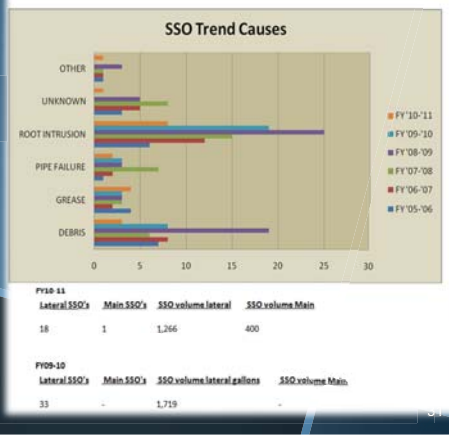
1. SSO history, describing the number and nature of SSOs over the past six years.
2. Summary of progress of further development of the SSMP elements which have a plan and schedule for full implementation.
3. Summary How SSMP elements were implemented over last year
4. Effectiveness of the implemented SSMP elements
5. What SSMP elements are planned to be implemented next year
6. Description of additions and improvements to the collection system over the last year
7. Description of the additions and improvements to the collection system planned for the upcoming year
8. Review of performance indicators and overall summary of the past two fiscal years with proposed modifications for implementation in fiscal year 11/12 in areas in need of improvement.

5. Sample SSMP Audits, cont.

Example #1, cont.:

City of Woodland

SSO History



FY10-11

Lateral SSO's	Main SSO's	SSO volume lateral	SSO volume Main
18	1	1,266	400

FY09-10

Lateral SSO's	Main SSO's	SSO volume lateral gallons	SSO volume Main
33	-	1,719	-

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

✓ Example narrative explaining necessary SSMP improvements

Progress on development of SSMP elements

The SSMP audit has identified some elements that need refinement in the frequency of data collection and type of data collected for both the Utility Maintenance Workers and management staff. Some elements only need to be collected on an annual basis. Some new data needs to be collected to facilitate data collection for the SSMP and analysis of future needs. Furthermore, the communication plan for the SSMP was not completely implemented and progress of finishing implementation will happen in FY11/12. Overall, the SSMP is 90% complete.

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

✓ SSMP Performance Indicators used to track necessary collection system operational improvements (CCTV improvements)

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	Feet inspected with CCTV / year	< 100,000	100,000-170,000	170,000-200,000	> 200,000
2	Pipe segments inspected / year	< 400	400-600	600-800	> 800
3	Footage inspected / 16 work hours	<1500	1500-1750	1750-2000	> 2000
4	% Passing quality control check	< 90%	90%	95%	98%

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

✓ SSMP Performance Indicators used to track necessary collection system operational improvements (CCTV improvements)

Periodic Performance Tracking

Date	Measured Value					Performance Assessment Comments
FY 10-11	Goal	1	2	3	4	2. Staffing vacancies attributed to low number of inspections 4. QA/QC field not in use because CCTV has not been implemented with CA&CIP module.
	Value	125,976	375	1,665	N/A	

Annual Performance Assessment / Recommendations for Updates

FY 10-11 Ratings:

1. Acceptable
2. Below Goal
3. Acceptable
4. Below Goal

Recommendation #1: Filling vacancies will increase the amount of pipe inspected

Recommendation #2: Filling vacancies will increase the amount of pipe inspected

Recommendation #3: Filling vacancies will increase the amount of pipe inspected

Recommendation #4: Anticipate CA&CIP linkage to CCTV module FY 11/12

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

✓ SSMP Performance Indicators track collection system operational improvements (SSO reduction performance)

	Performance Indicators	Rating			
		Below Goal	Acceptable	Good	Excellent
1	% captured of SSO (flat, 1-5%)	<70%	70%-80%	90-90%	90-100%
2	% captured of SSO (steep, >5%)	<30%	30-50%	50-90%	90-100%
3	Average time to investigate SSO with CCTV	>1 week	5-7 days	3-5 days	< 3 days
4	% complete on-line reporting for category 3 spills	< 70%	70-80%	80-90%	90-100%

5. Sample SSMP Audits, cont.

Example #1, cont.: City of Woodland

✓ SSMP Performance Indicators track collection system operational improvements (SSO reduction performance)

Periodic Performance Tracking

Date	Measured Value					Performance Assessment Comments
FY 09-10	Goal	1	2	3	4	3. 24 out of 46 SSO were CCTV but can't capture time CCTV occurred for 22 of the work orders. 4. 10 private lateral SSO's and 5 reported on-line
	Value	99%	N/A	24/46	50%	

Annual Performance Assessment / Recommendations for Updates

FY 09-10 Ratings:

1. Excellent – generally sewer captures 100% of any spill.
2. Below Goal – Not applicable to Woodland.
3. Below Goal – 22 work orders did not specify when the CCTV occurred. CCTV is at the spill site but difficulty in capturing the time in the work orders.
4. Below Goal – Decision was made during the FY to stop reporting private lateral SSO's on-line as no other city does report private lateral SSO's

Recommendation #1: None.

Recommendation #2: Woodland is a flat area with a slope of less than 5% throughout the city, performance indicator does not apply in Woodland and should be removed.

Recommendation #3:Modify data entry in Cityworks to capture time CCTV began

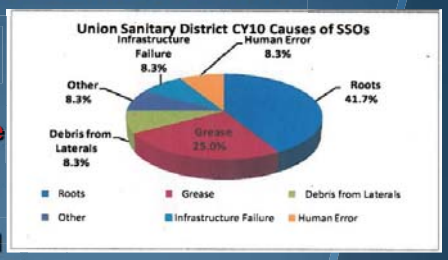
Recommendation #4: Change or remove performance indicator.

5. Sample SSMP Audits, cont.

Example #2: Union Sanitary District

+ Measures SSMP effectiveness
- Does not completely evaluate SSMP compliance with D.13

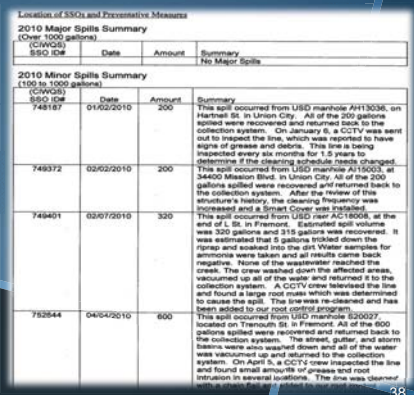
✓ Includes historic and planned activities to reduce SSOs/impacts



5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Includes detailed SSO information (SSO causes and corrective actions undertaken as a result of overflows)



Location of SSOs and Preventative Measures

2010 Major Spills Summary (Over 1000 gallons) (CIWQS)

SSO ID#	Date	Amount	Summary
			No Major Spills

2010 Minor Spills Summary (100 to 1000 gallons) (CIWQS)

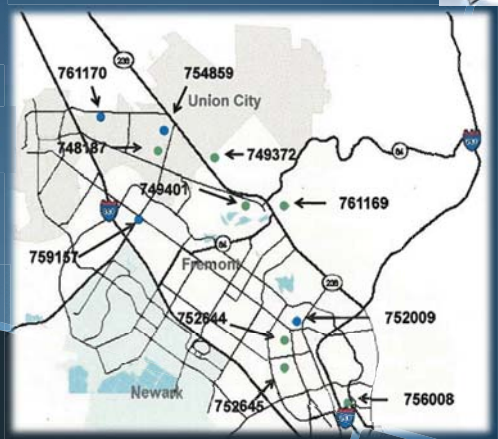
SSO ID#	Date	Amount	Summary
748187	01/02/2010	200	This spill occurred from USD manhole AH13036, on Hartnell St. in Union City. All of the 200 gallons spilled were recovered and returned back to the collection system. On January 5, a CCTV was sent out to inspect the line, which was reported to have signs of grease and debris. This line is being inspected every six months for 1.5 years to determine if the cleaning schedule needs changed.
749372	02/02/2010	200	This spill occurred from USD manhole AI150003, at 34400 Mission Blvd. in Union City. All of the 200 gallons spilled were recovered and returned back to the collection system. After the review of this structure's history, the cleaning frequency was increased and a Smart Cover was installed.
749401	02/07/2010	320	This spill occurred from USD riser AC18008, at the end of L St. in Fremont. Estimated spill volume was 320 gallons and 315 gallons was recovered. It was estimated that 5 gallons trickled down the riprap and soaked into the dirt. Water samples for ammonia were taken and all results came back negative. None of the wastewater reached the creek. The crew washed down the affected areas, vacuumed up all of the water and returned it to the collection system. A CCTV crew televised the line and found a large root mass which was determined to cause the spill. The line was re-cleaned and has been added to our root control program.
752644	04/04/2010	600	This spill occurred from USD manhole 820027, located on Trencuth St. in Fremont. All of the 600 gallons spilled were recovered and returned back to the collection system. The street, gutter, and storm drains were also washed down and all of the water was vacuumed up and returned to the collection system. On April 5, a CCTV crew inspected the line and found small amounts of grease and root intrusion in several locations. The line was cleaned

5. Sample SSMP Audits, cont.

Example #2, cont.:

Union Sanitary District

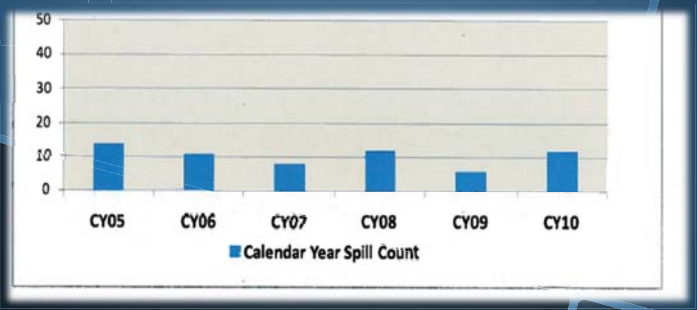
✓ Includes sewer system map showing each SSO location



5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Graphic shows historic SSO performance



5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Highlights Accomplishments

Other Information

In the calendar year 2010, we had the following accomplishments;

Progress/Accomplishments

- Completed 1,021,413 feet of cleaning and 588,948 feet of televising of sewer lines in CY2010
- Responded to 258 service request calls in CY2010
- Completed a total of 212 main repairs in CY2010
- Provided support on the following projects: Asset Hierarchy, Solar Project, Pipe Vulnerabilities, Blacow Rd, Cast Iron Pipe Lining, IT Master Plan Update, and Plant Shut Downs
- Provided input on CIWQS online SSO reporting to State Water Board
- Hosted the kick off meeting for the CIWQS Data Review Task Force (TF)
- Participated with the Summit Partners WDR TF - Discussing potential changes to the General Waste Discharge Requirements
- Presented and handed out the new Best Practices Manual for SSO Reduction Strategies at the annual BACWA membership meeting.
- Participated in CWEA TCP update and validation TF
- Presented for CWEA Santa Clara Section – Failure Analysis/SSO Prevention Strategies
- Presented for CWEA Mid Summer Conference in Morro Bay
- Presented for CWEA at Northern Regional Training Conference in Modesto
- Presented for CWEA SF Bay Section training in Antioch
- Attended CWEA Safety Conference in Woodland
- Hosted the CWEA SF Bay Section Vendor Fair
- Attended APWA training conference
- Attended CSRMA workshop on SSOs and Flooded Buildings
- Attended the Sewer Smart Summit hosted by ABAG

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5. Sample SSMP Audits, cont.

Example #2, cont.: Union Sanitary District

✓ Explains details about historic/future efforts

USD has an SSMP addressing all of the required elements that has been in place for six years. We use our SSMP as a tool to manage our collection system. In 2010, we updated our SSMP twice. Specifics of the changes can be made available upon request.

Twice a year we audit and update our SSMP, once at the beginning of the Fiscal Year and once at the beginning of the Calendar Year.

In 2010, CIP completed the following:

- Completed the construction of the Blacow Rd. Sewer Rehabilitation/Replacement project
- Completed the construction of the Misc. Sewer Spot Repairs - Phase I project
- Completed the construction of the Cast Iron Sewer Pipeline Rehabilitation - Phase I project
- Completed the Treatment Plant Drainage study

In 2011, CIP is expected to work on:

- The design of the I-680 Freeway Sewer Crossing replacement at Hayward Fault
- The design and construction of the SFPUC/Mission Blvd. Relocation project
- The design of the Misc. Sewer Spot Repairs - Phase III project
- The design of the Cast Iron Sewer Pipeline Rehabilitation - Phase III project
- The design of replacing the flanged coupling adapters on the force main pipelines inside the pump station valve boxes

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5. Sample SSMP Audits, cont.

Example #2, cont.:

Union Sanitary District

✓ Shows summary chart of sewage collected and sewage spilled

Description	Gallons	Percentage
CY10 Gallons Collected	9,415,160,000	99.9999999%
CY10 Gallons Spilled	2,084	0.0000221%
CY10 Not Recovered, That Did Not Reach State Waters	5	0.0000001%
CY10 Reached State Waters	0	0.0000000%

✓ Shows list of efforts being undertaken to prevent SSOs

CY 2010 Efforts to Prevent SSOs and Minimize Their Impact Through O & M

Count	Description Of Efforts	CY09
258	Service Requests investigated	245
26	Spot Repairs completed	41
186	Trenchless Point Repairs completed	136
741	Mains Cleaned on the Selective Maintenance Program (these are lines that have had blockages in the past)	555
1,970	Mains cleaned on 72 Months Preventative Maintenance Program	2,861
896	Mains Treated for Root Control (these are lines that have had root caused blockages in the past or were likely to in the future)	751
18	Stoppages that did not result in a spill due to a quick response or our system design with grade breaks and relief points	17
2,265	Mains Televised to assess line condition	5,349
128	Mains had their schedule adjusted to a more frequent schedule on the	22

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5. Sample SSMP Audits, cont.

Example #3

City of La Mesa

+ Evaluates SSMP compliance with D.13
- Does not completely measure SSMP effectiveness

Performance Measures	2008 Actual	2009 Actual	2010 Actual
Input			
Total number of wastewater field personnel	9	9	9
Workload/Output			
Total number of SSO responded to in 12-month period	6	7	9
Total miles of sewer line maintained	172	195	198
Lineal feet of sewer televised	27,948	13,530	25,805
Total SSO> 1,000 gallons responded to	0	0	6
Total FOG related SSOs responded to	0	0	2
Total root related SSOs responded to	3	2	1
Total SSOs due to other caused (debris, vandalism, etc)	3	5	1
Total number of capacity related SSOs	0	0	5
Total number of SSOs due to pump station malfunction	0	0	0
Number of SSOs responded to within 2 hours or less	6	6	9
Total number of SSOs not reaching storm drain system	1	4	0
Effectiveness/Outcome			
Percentage of SSOs > 1,000 gallons	0%	0%	66%
Percentage of SSOs due to FOG	0%	0%	22%
Percentage of SSOs due to roots	50%	29%	11%
Percentage of SSOs due to other causes	50%	71%	66%
Percentage of SSOs that reached waters of Unites States	83%	43%	100%
Percentage of SSOs with response time 2 hours or less	100%	86%	100%

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5. Sample SSMP Audits, cont.

Example #3, cont.: City of La Mesa

SSMP Program Audit
City of La Mesa

Chapter 4.0: Legal Authority

The Legal Authority element includes the following subsections:

- Regulatory Requirements for Legal Authority Provisions
- Background for Legal Authority
- Summary and Evaluation of the City's Existing Legal Authority

The intent of the Legal Authority element is to provide authority for the City to administer its collection system and to provide measures to enforce codes and regulations.

Audit Questions:
Does the SSMP contain current information about the City's legal authority?
Yes ☑ No ☐

Does the City have sufficient legal authority to control sewer use and maintenance?
Yes ☑ No ☐

5. Sample SSMP Audits, cont.

Example #3, cont.: City of La Mesa

Discussion:
The SSMP contains a background section which discusses the regulatory authority derived from Federal and State regulations as well as a section which discusses and evaluates the City's existing legal authority. As stated in the SSMP, on April 14, 2009, the City adopted additional municipal codes to ensure the City possesses the necessary legal authority to require, implement, and enforce compliance with the SSMP elements. As elements of the SSMP evolve and are further refined, the legal authority necessary to implement the provisions and require compliance by its residents and rate payers may also be addressed. At this time, it is determined that the City has adequate legal authority to administer the collection system, and enforce codes and regulations.

Updates to This Chapter:
The City shall add the Fats, Oils, and Grease (FOG) Ordinance 2009-2794 and 2009-2795 to Appendix H of the Sewer Master Plan, which is referenced in the SSMP. The updates are included within Attachment A-1 to this document.

5. Sample SSMP Audits, cont.

Example #3, cont.: City of La Mesa

SSMP Program Audit
City of La Mesa

Chapter 4.0: Legal Authority

The Legal Authority element includes the following subsections:

- Regulatory Requirements for Legal Authority Provisions
- Background for Legal Authority
- Summary and Evaluation of the City's Existing Legal Authority

The intent of the Legal Authority element is to provide authority for the City to administer its collection system and to provide measures to enforce codes and regulations.

Audit Questions:
Does the SSMP contain current information about the City's legal authority?
Yes ☑ No ☐

Does the City have sufficient legal authority to control sewer use and maintenance?
Yes ☑ No ☐

5. Sample SSMP Audits, cont.

Example #4:

Discharger "1"

- Does not measure SSMP effectiveness
- Presents no details

Directions: Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the *"Description of Scheduled Updates/Changes to the SSMP"* section at the end of this form.

		YES	NO
ELEMENT 1: GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate	✓	☐
ELEMENT 2: ORGANIZATION			
A.	Is the Public Works Key Staff Telephone List current?	✓	☐
B.	Is the Sanitary Sewer Overflow Responder Telephone List current?	✓	☐
C.	Is the SSMP "City Organization Chart" current?	✓	☐
D.	Are the position descriptions an accurate portrayal of staff responsibilities?	✓	☐
E.	Is the SSMP "Chain of Communication for Reporting and Responding to SSOs" accurate and up-to-date?	✓	☐
ELEMENT 3: LEGAL AUTHORITY			
	Does the SSMP contain excerpts from the current City Municipal Code documenting the City's legal authority to:		
A.	Prevent illicit discharges?	✓	☐
B.	Require proper design and construction of sewers and connections?	✓	☐
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City?	✓	☐
D.	Limit discharges of fats, oils, and grease?	✓	☐
E.	Enforce any violation of its sewer ordinances?	✓	☐
ELEMENT 5: OPERATIONS AND MAINTENANCE			
	Collection System Maps		
A.	Does the SSMP reference the current process and procedures for maintaining the City's wastewater collection system maps?	✓	☐

5. Sample SSMP Audits, cont.

Example #4, cont.:

Discharger "1"

B.	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?	✓	☐
	Resources and Budget		
C.	Does the City allocate sufficient funds for the effective operation, maintenance and repair of the wastewater collection system and is the current budget structure documented in the SSMP?	✓	☐
	Prioritized Preventive Maintenance		
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	✓	☐
E.	Are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	✓	☐
	Scheduled Inspections and Condition Assessments		
F.	Is there an ongoing assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	✓	☐
	Contingency Equipment and Replacement Inventory		
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures on inventory management?	✓	☐
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	✓	☐
	Training		
I.	Is the training calendar current?	✓	☐
J.	Does the SSMP document current training expectations and programs within the City's Wastewater Division?	✓	☐
	Outreach to Plumbers and Building Contractors		
K.	Does the SSMP document current outreach efforts to plumbers and building contractors?	✓	☐
	ELEMENT 6: DESIGN AND PERFORMANCE STANDARDS		
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sewer systems?	✓	☐
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	✓	☐
	ELEMENT 7: OVERFLOW AND EMERGENCY RESPONSE PLAN		

5. Sample SSMP Audits, cont.

Example #5: Discharger "2"

X. SSMP Program Audits

New, or different information that has been reflected in SSMP keeping the document accurate in terms of staff, and contact information, and the addition of two SSO's which have occurred since August 2009.

Organization

LRO:

Data Submitter: I

Operations staff:

Recent SSO's

February 6, 2010: (reached receiving waters)

April 4, 2010:

6. SSMP Audit changes being considered

6. SSMP Audit Changes Being Considered, cont.

1. Delete RB2 Annual SSMP Audit Requirement; revert to General WDR's 2-year time requirement
2. Possible changes being considered for inclusion in revised General WDR:
   1) Require results of D.13(ix), "Monitoring, Measurement and Program Modifications" to be included in 2-year Audit
   2) Consider 2-year Audit time clock to "reset" if SSMP is re-adopted by local governing board

6. SSMP Audit Changes Being Considered, cont.

3. Develop new Online CIWQS Form to satisfy 2-year SSMP Audit requirement.

Benefits:

- Helps discharger comply with General WDR SSMP Audit requirements
- Helps ensure statewide consistency and compliance
- Utilizes CIWQS information to auto generate audit metrics (# of SSOs, volume, causes, etc.)
- Provides platform to showcase discharger's strategic efforts, programs, strategies, and approaches to reduce/eliminate SSOs

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7.3 OTHER RESOURCES

7.3.1 California Water Environment Association
(http://www.cwea.org/et_ssowdr.shtml)

7.3.2 California Rural Water Association
(http://www.calruralwater.org/)

7.3.3 Rural Community Assistance Corporation
(http://www.rcac.org/pages/81)

7.3.4 Central Valley Clean Water Association
(http://www.cvcwa.org/)

7.3.5 Bay Area Clean Water Agencies
(http://bacwa.org/

7.3.6 Southern California Alliance of Publicly Owned Treatment Works
(http://scap1.org/SitePages/Home.aspx)

7.3.7 Cal FOG
(http://www.calfog.org)