Sewer System Management Plan

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SEWER SYSTEM MANAGEMENT PLAN

Section 1. GOALS FOR SANITARY MAINTENANCE PROGRAM

The City of Wasco's goal for its wastewater collection system is as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system by use of Closed Circuit Television (CCTV) equipment, Vacuum trucks and trailer mounted jetters on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater collection system.

This Sewer System Management Plan has been drafted in accordance with California Water Code Section(s) 13913 et seq.; 13271 et seq.; and 13267 (f), and by State Water Resources Control Board General Order 2006-0003-DWQ and Executive Order WQ-2013-0058.
Section 2. ORGANIZATION

Legally Responsible Official: Chief Plant Operator of the wastewater treatment facility

Sewer Maintenance Staff: Collections Maintenance Workers

When a report of a sanitary sewer overflow or potential sanitary sewer overflow is received, a sewer maintenance crew is dispatched to the location. These staff members are trained and experienced in identifying and verifying sanitary sewer overflows. If the report is verified as a sanitary sewer overflow, the Chief Plant Operator (CPO) of the wastewater treatment facility is contacted and informed of the overflow. Depending on the extent and level of the overflow, the CPO would contact their supervisor, the Director of Public Works. Depending on the extent and level of the overflow, the Director of Public Works would contact the City Manager, Kern County Fire Department and Kern County environmental Health.
Section 3. **LEGAL AUTHORITY**

The City of Wasco has legal authority to operate a wastewater collection system, with a sewer ordinance that describes how the public can and cannot use the sewer system (Wasco Municipal Code 13.12).

The City of Wasco has legally binding requirements, that new sewer systems are properly designed and constructed to handle the present and any future growth for the area. The plans are carefully reviewed by a registered civil engineer before any construction can begin. Plans are checked to make sure there is adequate access for cleaning and repair equipment to get to all manholes, cleanouts and lift stations. If the manholes are on private property, the property owner must grant the City easement rights, which must be documented and recorded with the proper agency. The City of Wasco does have an ordinance (Wasco Municipal Code 13.12.220), which provides the legal authority to prohibit discharge of excess Fats, Oils and Grease (FOG) that would cause adverse effects on the sewer system. The City has a written ordinance(s) (Wasco Municipal Code 13.12.450, 13.12.500, 13.12.1510, 13.12.520), which allows City staff to enforce compliance with the ordinance when there are violations of illegal dumping into our system. Illegal dumping and FOG compliance are monitored by our Collections Maintenance Crew and enforced by the City’s Code Enforcement Division.
Section 4.  **OPERATION AND MANAGEMENT PLAN**

The City of Wasco keeps up to date sewer maps on hand at various locations, including in the sewer cleaning vehicle. Map books are updated on a regular basis as new and replacement sewer lines are installed. If a discrepancy is found by either a Sanitary Sewer Overflow hydro-jetting crew or the periodic maintenance cleaning and video inspection crew, it is given to the Chief Plant Operator of the wastewater treatment facility, who is responsible for making sure that the map books get corrected and updated.

The City maintains a Vacuum truck and trailer mounted jetter assigned to respond to Sanitary Sewer Overflows (SSOs). When an SSO is cleared or “Hot Spot” maintenance is completed the collections crew completes a daily log on the lines cleaned that day, noting any problems found. Daily maintenance is performed on the collection system and CCTV of the sewer system is performed on an annual basis.
Section 5. DESIGN AND PERFORMANCE PROVISIONS

The design and construction standards and specifications, as well as the inspection for the installation of new sanitary systems, pump stations and other appurtenances are enforced under the Wasco Municipal Code Section 13.12.100; and for the rehabilitation and repair of existing sanitary sewer systems are fully detailed in the City of Wasco's Subdivision Ordinance 2011 and the City of Wasco Construction Standards.
Section 6. REPORTING OF SEWER OVERFLOWS

The City of Wasco's goals for its wastewater collection system are as follows:

To reduce and mitigate sanitary sewer overflows; ensure adequate capacity for peak flows; prevent public health hazards and unnecessary damage to public and private property; perform all operations in a safe manner to avoid personal injury; monitor and maintain the collection system by use of Closed Circuit Television (CCTV) equipment Vacuum trucks and Trailer mounted jetter on a regular basis; maintain proper documentation and records; and properly manage all parts of the wastewater collection system.

1. During normal working hours, which are from 7:30 a.m. to 5:00 p.m., calls go to the Public Works Department office at (661) 758-7171. The Chief Plant Operator (CPO) of the wastewater treatment facility is immediately contacted with the incident information. After hours, the public will call the same number but it is forwarded to a dispatcher who immediately calls the emergency/standby number and provides the incident information to the on-call wastewater operator or collections worker. All SSO incidents are immediately reported to the CPO.

2. Once the CPO is notified of a sewer overflow, a sewer cleaning crew responds to the location and evaluates the needs applying the provisions found in SWRCB Executive Order WQ-2013-0058, Appendix “A” to this document. Additional crew members will be called if needed to quickly and efficiently handle the situation.

3. Any sewage spill in excess of the 1,000 gallon "reportable quantity" (California Code of Regulations, Title 23) and/or a spill that reaches a channel, storm drain, or surface water will be reported to the agencies listed below. A discharge of less than 1,000 gallons must also be reported if the discharge is (or will be):

- To waters of the State (waters of the State include all waters within the boundaries of the State, whether public
or private, whether in natural or artificial channel and whether surface or subsurface),

- To the ground within five feet of groundwater or within 500 feet of a surface water, water well, or domestic water supply source,
- Causing a pollution or threatened pollution,
- Causing a nuisance,
- A potential threat to public health.

Agencies to be notified:

1. Governor's Office of Emergency Services (OES) (800) 852-7550
2. Regional Water Quality Control Board (RWQCB) (559) 445-5500
3. Kern County Environmental Health (EHS) (661) 862-8775

The OES and Kern County EHS must be notified within two hours of sewer spills that reach surface water or drainage facilities that reach surface water. The City of Wasco is required to certify with the RWQCB, no later than 24 hours, that the OES and EHS were notified when required.

4. Once the problem is resolved, the crew leader will fill out a sewer overflow form with all the vital information and turn it into their supervisor. The CPO then reviews the problem, makes sure everything is filled out correctly, contacts all agencies as required, and then enters the information into the State Water Resources Control Board Sanitary Sewer Overflow database (SSO).

5. Hydro Cleaning equipment are to be fueled and water tanks topped off at the end of the work shift, so that they are ready to respond quickly to an emergency call that comes in after normal working hours. The CPO is required to make random checks of this equipment to ensure this is being done.
6. The CPO is required to train his employees on how to estimate the amount of spillage and the proper procedure on filling out the sewer overflow form on a quarterly basis.

7. The CPO is required to instruct and train his crews on the proper way to clean up a sewer overflow, and to make sure that all overflows are cleaned and disinfected as instructed.
Section 7.  **FATS, OILS AND GREASE PLAN (FOG)**

The goal of the City of Wasco is to inspect all restaurants every year by the Wastewaters Collections Maintenance Crew. The Plan includes inspection and enforcement of all categorical dischargers. The City’s Wastewater Treatment Plant is not set up as a receiving station for FOG disposal.

Wasco Municipal Code (WMC) Section 13.12.220 provides the legal authority to prohibit discharge of excess FOG that would cause adverse effects on the sewerage system. The City Building Department enforces and inspects that all requirements of the uniform plumbing code and City standards are followed for new City sewer connections. City Collections maintenance workers conduct grease trap and interceptor inspections per WMC 13.12.100. Collections Maintenance crews report any locations or areas of heavy FOG during routine or specific cleaning operations. These locations are reported to the Chief Plant Operator (CPO) of the wastewater treatment facility who may decide that a CCTV inspection is warranted. The CPO will contact the City’s Code Enforcement Department for possible investigation of the dischargers. These locations or areas are placed on a “Hot Spot” list that is cleaned on a regular basis until the problem is corrected.
Section 8. **SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

The City of Wasco Public Works Division provides the sewer collection system evaluation and capacity services. The City's collection system contains approximately 57.72 miles (304,785.41 feet) of sewer main, six inches in diameter and greater. The system also contains 3 lift stations. Overflows in the City of Wasco are the result of FOG and other causes of clogging or plugging of lines. There are no known pipeline capacity problems that result in sewer overflows. All lift stations are equipped with redundant pumping equipment and level telemetry.

There are no known structural problems with the sewers. Pipelines that are discovered with structural deficiencies during Closed Circuit Television (CCTV) are recommended for repair, rehabilitation, or replacement. These types of projects are programmed in the City's 5-year Capital Improvement Program as they are discovered.
Section 9. MONITORING AND PROGRAM MODIFICATIONS

Performance Measures

The indicators that the City will use to measure the performance of its Wastewater Collection System and the effectiveness of its Sewer System Management Plan (SSMP) are:

- SSO Rate (SSOs/100 miles/year);
- Number of SSOs for each cause (roots, grease, debris, pipe failure, capacity, lift station failures, etc.);
- Average SSO volume (gallons);
- Percentage of SSOs greater than 100 gallons;
- Percentage of SSOs reported as Category 1;
- Percentage of total spilled sewage discharged to surface water.

Historical and Baseline Performance

The City maintains information relevant to the performance of the collection system in its records. This historical performance data is for the performance measures described. The City has been reporting SSOs using California Integrated Water Quality System (CIWQS) since 2007. CIWQS data will be used as the City's historical performance data.

Performance Monitoring and Program Changes

The City will evaluate the performance of its Wastewater Collection System annually using the performance measures identified above. The City will update the data and analysis in this section at the time of the evaluation. The City may use other performance measures in its evaluation. The City will prioritize its actions and initiate changes to this SSMP and the related programs based on the results of the evaluation.

SSMP Updates

The City will update its SSMP at least every five years. The City will determine the need to update its SSMP more frequently based on the results of
the annual audit and the performance of its Sanitary Sewer System. In the event that the City decides that an update is warranted, the process to complete the update will be identified at that time. The City will complete the update within one year following identification of the need for the update.

City staff will seek approval from the City Council for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or minor procedural changes is delegated to the Public Works Director. The City will certify that it has completed the annual audit using CIWQS.
Section 10. **PROGRAM AUDITS**

This section outlines the auditing method that the City will follow to evaluate the effectiveness of the SSMP to identify updates that may be needed for a more effective program.

The City will audit its implementation and compliance with the provisions of this SSMP on an annual basis. The audit will be conducted by staff from the Public Works Department. The audit team may include members from other areas of the City, as needed. The scope of the audit will cover each of the major sections of the SSMP.

The results of the audit, including the identification of any deficiencies and the steps taken or planned to correct them, will be included in the SSMP Audit Report. The SSMP Audit Report will focus on the effectiveness of the SSMP program, compliance with the WDR requirements, and identification of any deficiencies in the SSMP. The SSMP Audit Report will identify revisions that may be needed for a more effective program. Information collected as part of Section 9 - Monitoring and Program Modifications will be used in preparing the audit.
Section 11. COMMUNICATION PROGRAM

Communication with the Public

The Public Works Department website contains Wastewater Collection and Industrial Waste program information with contact numbers:

http://www.cityofwasco.org/

As described in this Plan, the City reports SSOs electronically to the California Integrated Water Quality System (CIWQS). The electronic SSO data, as well as information regarding regulatory actions is available at:

http://www.waterboards.ca.gov/ciwqs/publicreports.shtml

The website will be updated by the Communication specialist to include a link for customers to the state Water Resources Control Board (SWRCB) Sanitary Sewer Overflow Program (CIWQS) website. The link to the SWRCB website will enable citizens to review for themselves all the SWRCB WDR and SSMP requirements that the City is being mandated to develop and implement.
Appendix A.  SWRCB Executive Order WQ-2013-0058

Sanitary Sewer Overflow Monitoring and Reporting Procedures

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

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

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

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).

2. Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee’s contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.

3. Water Code section 13271, et seq. requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.

4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, “Statewide Waste Discharge Requirements for Sanitary Sewer Systems”¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.

5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.

6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.

7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter


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

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to redesigning the CIWQS\(^3\) Online SSO Database to allow “event” based SSO reporting versus the original “location” based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.

9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.

10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program\(^4\) objectives, assess compliance, and enforce the requirements of the SSS WDRs.

**IT IS HEREBY ORDERED THAT:**

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

\[8/6/13\]

Date

[Signature]

Thomas Howard
Executive Director

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\(^4\) Statewide Sanitary Sewer Overflow Reduction Program information is available at: [http://www.waterboards.ca.gov/water_issues/programs/sso/](http://www.waterboards.ca.gov/water_issues/programs/sso/)
ATTACHMENT A

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

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

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

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY 1</td>
<td>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:</td>
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<tr>
<td></td>
<td>- Reach surface water and/or reach a drainage channel tributary to a surface water; or</td>
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<tr>
<td></td>
<td>- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).</td>
</tr>
<tr>
<td>CATEGORY 2</td>
<td>Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</td>
</tr>
<tr>
<td>CATEGORY 3</td>
<td>All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.</td>
</tr>
<tr>
<td>PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)</td>
<td>Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</td>
</tr>
<tr>
<td>ELEMENT</td>
<td>REQUIREMENT</td>
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<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>NOTIFICATION (see section B of MRP)</td>
<td>• Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water: notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</td>
</tr>
</tbody>
</table>
| REPORTING (see section C of MRP) | • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.  
• Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.  
• Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.  
• SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.  
• "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.  
• Collection System Questionnaire: Update and certify every 12 months. | Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s). |
| WATER QUALITY MONITORING (see section D of MRP) | • Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. | Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. |
| RECORD KEEPING (see section E of MRP) | • SSO event records.  
• Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.  
• Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.  
• Collection system telemetry records if relied upon to document and/or estimate SSO Volume. | Self-maintained records shall be available during inspections or upon request. |
B. **NOTIFICATION REQUIREMENTS**

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

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.

2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
   
   i. Name of person notifying Cal OES and direct return phone number.
   ii. Estimated SSO volume discharged (gallons).
   iii. If ongoing, estimated SSO discharge rate (gallons per minute).
   iv. SSO Incident Description:
      
      a. Brief narrative.
      b. On-scene point of contact for additional information (name and cell phone number).
      c. Date and time enrollee became aware of the SSO.
      d. Name of sanitary sewer system agency causing the SSO.
      e. SSO cause (if known).
   v. Indication of whether the SSO has been contained.
   vi. Indication of whether surface water is impacted.
   vii. Name of surface water impacted by the SSO, if applicable.
   viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
   ix. Any other known SSO impacts.
   x. SSO incident location (address, city, state, and zip code).

3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. **PLSDs:** The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.
C. REPORTING REQUIREMENTS

1. CIWQS Online SSO Database Account: All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. SSO Mandatory Reporting Information: For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. SSO Categories
   i. Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
      a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
      b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
   ii. Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
   iii. Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

4. Sanitary Sewer Overflow Reporting to CIWQS - Timeframes
   i. Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
      a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
      b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.
ii. Category 3 SSOs – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.

iii. “No Spill” Certification – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/February/March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.

iv. Amended SSO Reports – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. SSO Technical Report

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

i. Causes and Circumstances of the SSO:
   a. Complete and detailed explanation of how and when the SSO was discovered.
   b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
   c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
   d. Detailed description of the cause(s) of the SSO.
   e. Copies of original field crew records used to document the SSO.
   f. Historical maintenance records for the failure location.

ii. Enrollee’s Response to SSO:
   a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
   b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. Water Quality Monitoring:
   a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
   b. Detailed location map illustrating all water quality sampling points.

6. PLSDs

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

i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. CIWQS Online SSO Database Unavailability

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

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

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

i. SSO Reports

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:
a. **Draft Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. **SSO Contact Information:** Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
2. **SSO Location Name.**
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
5. Whether or not the SSO reached a municipal separate storm drain system.
6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
7. **Estimate of the SSO volume, inclusive of all discharge point(s).**
8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
9. **Estimate of the SSO volume recovered (if applicable).**
10. **Number of SSO appearance point(s).**
11. **Description and location of SSO appearance point(s).** If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
12. **SSO start date and time.**
13. Date and time the enrollee was notified of, or self-discovered, the SSO.
14. **Estimated operator arrival time.**
15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

b. **Certified Category 1 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.1.a:

1. **Description of SSO destination(s).**
2. **SSO end date and time.**
3. **SSO causes (mainline blockage, roots, etc.).**
4. **SSO failure point (main, lateral, etc.).**
5. Whether or not the spill was associated with a storm event.
6. **Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.**
7. **Description of spill response activities.**
8. **Spill response completion date.**
9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
11. Whether or not health warnings were posted as a result of the SSO.
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
13. Name of surface water(s) impacted.
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee’s sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee’s approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:
a. Submit an electronic copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

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

D. WATER QUALITY MONITORING REQUIREMENTS:

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

1. Contain protocols for water quality monitoring.

2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).

3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.

4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.

5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
   i. Ammonia
   ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

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

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).

2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
   i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not
result in SSOs. Each complaint record shall, at a minimum, include the following information:

a. Date, time, and method of notification.

b. Date and time the complainant or informant first noticed the SSO.

c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.

d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.

e. Final resolution of the complaint.

ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.

iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.

3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

i. Supervisory Control and Data Acquisition (SCADA) systems

ii. Alarm system(s)

iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.

2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO’s or DS’s contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.
5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

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

7/30/13
Jeanine Townsend
Clerk to the Board