

CITY OF HOLTVILLE



SEWER SYSTEM MANAGEMENT PLAN

OCTOBER 2015

**PREPARED BY:
THE HOLT GROUP
THG No. 116.324**

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Introduction

Sanitary sewer overflows (SSO) are identified as a major threat to public health and water quality because of the pathogens, toxic pollutants and nutrients they contain and have become a focus of State water quality regulators over the past several years. On May 2, 2006, the State Water Resources Control Board adopted *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems* to provide a consistent, statewide regulatory approach to address these overflows (State Water Resources Control Board, Order No. 2006-0003-DWQ). An amendment Order (Order No. WQ 2008-0002-EXEC) was adopted on February 20, 2008. The monitoring and reporting requirements set forth in Order No. WQ 2008-0002-EXEC were superseded by an amendment order (Order No. WQ 2013-0058-EXEC) that became effective on September 9, 2013. Public agencies, like the City of Holtville (City), that own and operate a sanitary sewer system comprised of one mile or more of pipeline to transport sewage to a treatment facility must comply with the State Order (Order No. 2006-0003-DWQ and Order No. WQ 2013-0058-EXEC). The requirements include two major components:

- 1) A public entity (enrollee) must report all sanitary sewer overflows to a statewide online spill reporting database, and
- 2) Implement a Sewer System Management Plan (SSMP) with the intent to reduce the potential for or eliminate sanitary sewer overflows.

The State Order requires that an enrollee revise and/or update their SSMP at least once every five years, or whenever significant changes are made to the SSMP. All significant changes to the SSMP or five year updates must be re-certified by the enrollee's governing board. This document is the five year update to the SSMP that was initially adopted in November 2010. Two significant changes to the City's SSMP will be reflected in this five year update. The first significant change is the City's adoption and implementation of a Fats, Oils, and Greases Program (FOG). The FOG Program, adopted in May 2014, establishes regulations for the prevention of grease and other insoluble waste discharges from food service establishments from entering the City's sewer collection system or waste water treatment facility. The second significant change is the completion of the Wastewater Outfall Pipeline and Residential Wastewater Collection System Pipeline Project (Outfall) in January, 2015. The Outfall Project consisted of replacing an existing 16,896 lineal foot (3.2 mile), 15-inch diameter, 84 year old sanitary sewer outfall pipeline with a new 18,107 lineal foot (3.4 mile), 18-inch diameter sanitary sewer outfall pipeline.

SSMP Organization

The organization of this SSMP (section numbering and nomenclature) follows the General Waste Discharge Requirements (GWDR) for Wastewater Collection Agencies, State Water Resources Control Board Order Number 2006-0003-DWQ dated May 2, 2006 and Order Number WQ 2013-0058-EXEC dated September 9, 2013. Board Order Nos. 2006-0003-DWQ and WQ 2013-0058-EXEC are attached as Appendix A. Each section includes the requirement as the introduction for reference. As an introduction to the SSMP, this section provides background on the City's wastewater collection system. Following this introduction, the SSMP includes eleven required sections including:

- Goals
- Organization
- Legal Authority
- Operation and Maintenance
- Design and Construction Standards
- Overflow and Emergency Response
- Fats, Oils and Grease Control
- System Evaluation and Capacity Management
- Monitoring, Measurement, Program Modification,
- Program Audits
- Communication

Wastewater Collection System Background

Holtville, California is an unincorporated rural area located approximately 12 miles to the east of the City of El Centro and 15 miles north of the United States / Mexican border. In 2007, the City of Holtville had an estimated population of 6,299 and it is projected that by 2020 the City’s population will triple to 18,000 (Source: California Department of Finance). The City of Holtville (City) is comprised of approximately 1 square mile. The surrounding area consists primarily of large tracts of farmland.

Today, the collection system includes approximately 18 miles (94,460 lineal feet) of gravity sewer line ranging from four-inch to eighteen-inch pipe. The system includes force main ranging from four- to six-inch pipe. The amount of manholes in the collection system is approximately 300. Table 1: Collection System Pipeline, lists the sewer pipeline lengths. The sewer lines are made of a variety of materials, including vitrified clay pipe (VCP), polyvinyl chloride (PVC) and High Density Polyethylene (HDPE).

The City of Holtville owns and operates two wastewater pumping stations within its collection system. A third wastewater pump station is located within the City’s Sphere of Influence; however, it is owned and operated by the County of Imperial Public Works Department.

The City’s collection system serves residential, commercial and industrial customers. Sewer service is provided to properties within the City limits and other residential properties located just outside of the City limits, within the Sphere of Influence. Currently, there are approximately 1,400 total sewer connections.

Table 1: Collection System Pipeline

Pipeline Diameter	Total Length
4-inch	12,250
6-inch	13,450
8-inch	28,650
10-inch	16,350
12-inch	6,900
18-inch	18,860
Total	94,460

Section I: Goals

Sewer System Management Plan Goals

The WDRs for the Goals section of the SSMP states that the City of Holtville must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur. Additional and specific goals for the City of Holtville SSMP shall include the following:

1. Maintain uninterrupted sewage flow without health hazard, effluent leakage, or water infiltration and inflow.
2. Operate a sanitary sewer system that meets all regulatory requirements.
3. Avoid sanitary sewer overflows and respond to sanitary sewer overflows quickly and mitigate any impact of the overflow.
4. Maintain standards and specifications for the installation of new wastewater systems.
5. Verify the wastewater collection system has adequate capacity to convey sewage during peak flows.
6. Provide training for Wastewater Collection staff.
7. Implementation and management of a Fats, Oil, and Grease (FOG) Control program to limit fats, oils, grease, and other debris that may cause blockages in the sewer collection system at the time it is required.
8. Identify and prioritize structural deficiencies and implement short-term and long-term maintenance and rehabilitation actions to address each deficiency.
9. Meet all applicable regulatory notification and reporting requirements.
10. Provide excellent customer service through efficient system operation and effective communication strategies.

Section II: Organization

Organization

Within the City of Holtville, the Public Works Department and Waterworks Department collaborate to oversee operation and maintenance of the wastewater collection system with Public Works Supervisor and City’s Engineer Staff. The City staff is organized into one main crew to conduct maintenance, inspection, and construction and repair operations as needed. Wastewater Collection (WWC) staff responds to all sewage spills seven days a week, 24 hours a day.

Table 2: SSMP Implementation Responsibilities, notes the responsibilities of the City Staff members. Figure 1: Organizational Chart, identifies the line of authority for the implementation of the SSMP. The City Engineer whom play a role in the SSMP responsibilities is noted in the in the Organization Chart as the City Engineer is a contracted consultant of the City.

The authorized representative, or *legally responsible official* (LRO), for the implementation and administration of the City’s SSMP is the Public Works Supervisor, Alex Chavez. Alex Chavez is responsible for reporting SSOs via the California Integrated Water Quality System (CIWQS) on-line database.

Table 2: SSMP Implementation Responsibilities

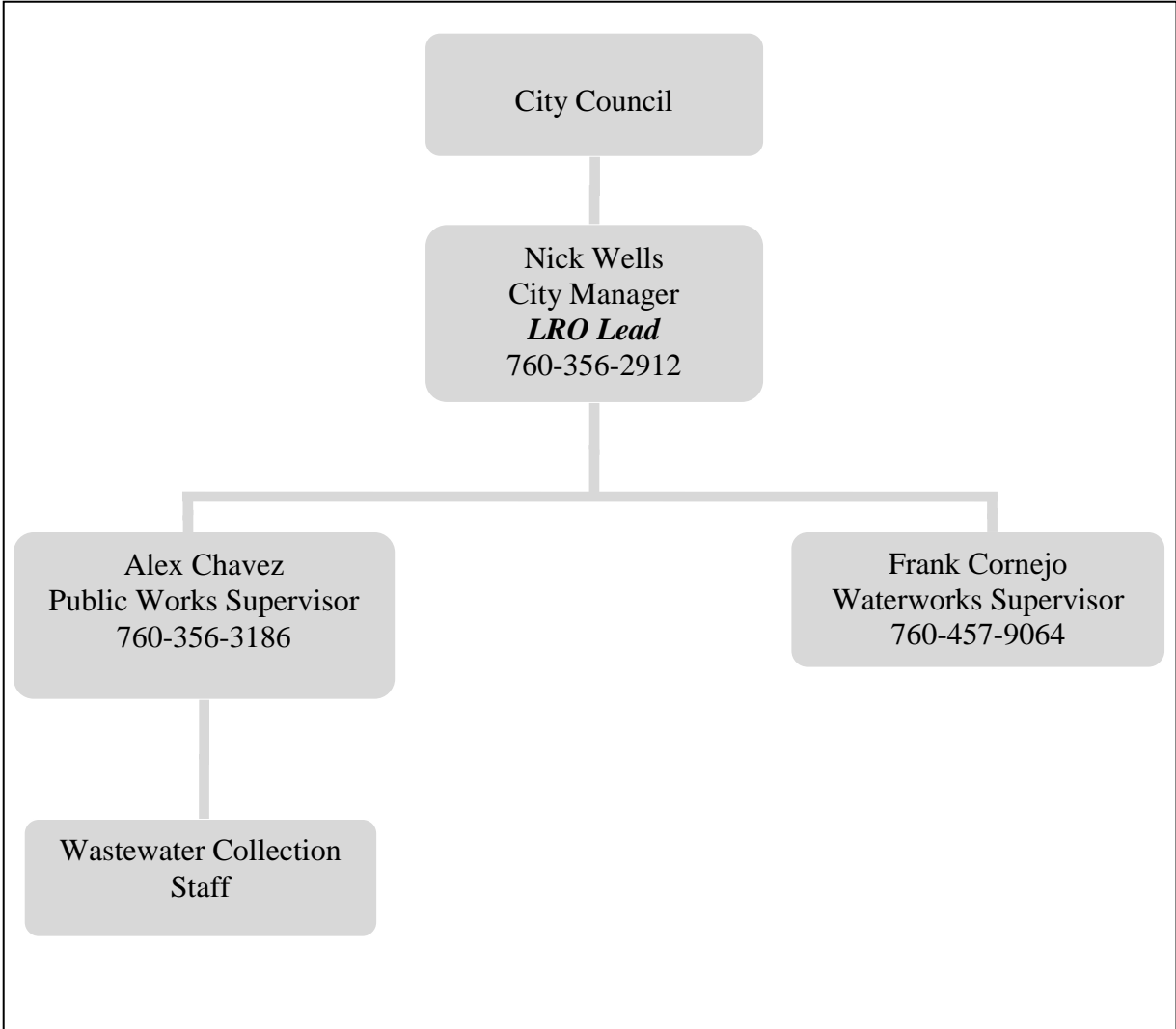
SSMP	Responsible Person	Role
Goals		
Implementation and management of the SSMP	Nick Wells, Alex Chavez	Provides oversight of the SSMP
Ensure that the collection system is maintained and operated to reduce or eliminate SSOs		Oversight of all aspects of the collection systems
Organization		
Chain of Communication	Nick Wells	Determines the chain of command for responding to SSOs
Organization Chart	Alex Chavez, City Engineer	Keeps organization chart up to date
SOP for SSO Reporting Guidelines	Alex Chavez	Keeps reporting guidelines up to date to ensure compliance with the GWDR

Organization (continued)		
SSO Reporting (See Figure 1, <i>Organizational Chart</i>)	WWC Staff	Responds to sewage spills 7 days / week, 24 hours / day
	Nick Wells	Ensures that reporting guidelines are followed and updated LRO Lead
	Alex Chavez	Reports spills on CIWQS LRO Alternative 1
	Frank Cornejo	LRO Alternative 2 for reporting on CIWQS
Legal Authority		
Ensure the Municipal Code is updated and provides the authority to prevent illicit discharges, requires proper design and construction, and allows for inspection and maintenance and enforcement of infractions of the code	Nick Wells	Review Municipal Code and update as needed
Ensure the Municipal Code provide the authority to prevent the discharge of fats, oils and grease and other debris	Nick Wells	Reviews the Municipal Code and updates code as needed
Enforcement of non-permitted discharges to the sewer		Investigates illicit discharges to the collection system, Issues Notice of violations or takes legal action violators
Operation & Maintenance Program		
Maintaining collection system maps	Nick Wells, WWC staff	Works with WWC staff and City Engineer to maintain maps
Preventative operation and maintenance	Alex Chavez	Updates the description of the program as needed
Development of a rehabilitation and replacement plan	Alex Chavez	Continues the current program in place and improves as needed

Operation & Maintenance Program (continued)		
Provide training to WWC staff	Alex Chavez	Continues the current program in place and improves as needed
Provide equipment and replacement part inventories	Alex Chavez	Continues the current program in place and improves as needed
Design & Performance Provisions		
Design and construction standards for all aspects of the collection system	Alex Chavez, City Engineer	Works together to update design and construction standards
Inspection and testing standards	Alex Chavez, City Engineer	Continues current inspection and testing practices and improves as needed
Overflow and Emergency Response		
Procedures for notification, response, notification of appropriate agencies	Alex Chavez	The City has spill reporting guidelines in place.
		The current procedures for responding to a spill, containment preventing the discharge will be put in written form.
Training of all staff involved in emergency response including response procedures, notification of agencies, and containing and preventing the discharge of wastewater to a waterway		Conduct annual refresher training
Fats, Oils, & Grease (FOG) Control		
Administration and implementation of the City's FOG program which includes public education, inspection of facilities which produce FOG and working with WWC to identify areas prone to FOG blockage	Alex Chavez	Continue current program and develop a written program of the current activities

Fats, Oils, & Grease (FOG) Control (continued)		
Legal authority to prohibit discharges and identify measures to prevent SSOs and blockages	Nick Wells	Updates Municipal Code as needed
System Evaluation & Capacity Assurance		
Evaluation of system to determine areas of deficiencies	Alex Chavez, City Engineer	The City has a Sewer Master Plan in place.
Design criteria	Alex Chavez, City Engineer	Design criterion is identified in the Sewer Master Plan.
Capacity enhancement measures	Alex Chavez, City Engineer	Evaluation of hydraulic capacity is illustrated in the Sewer Master Plan
Capital Improvement Program	Nick Wells, Alex Chavez, City Engineer	To be set in place as needed
Monitoring, Measurement, & Program Modifications		
Maintenance of information, monitoring and assessing the effectiveness of the program	Alex Chavez	
Updating the program and Identifying trends	Alex Chavez	
SSMP Audits		
Conduct periodic internal audits to determine the effectiveness of the SSMP and compliance with the SSMP	Nick Wells, Alex Chavez, City Engineer	Develop an audit check list, conduct internal audit at least every two years, keep a report of the findings on file, and initiate any corrective actions needed
Communication Program		
Communication with the public on the development, implementation, & performance of its SSMP	Alex Chavez, City Engineer	
Develop a plan of communication with the satellite agencies	Alex Chavez, City Engineer	

Figure 1: Organizational Chart



Section III: Legal Authority

City of Holtville Municipal Code

As the purveyor of sanitary sewer service within the City, the City is responsible for the preparation and implementation of the SSMP. The City possesses legal authority through its Municipal Code, Chapter 13.16; Sewer System – Regulations, Sewer Use, Construction and Industrial Wastewater Discharges, (reference of City Ordinance No. 370). The ordinance and City Municipal Code can be found at the City of Holtville’s website (www.holtville.ca.gov/). Chapter 13.16, of the City’s Municipal Code includes requirements for sewer connections, discharges, charges and fees, disposal of septic tank cleanings, enforcement, abatement and penalties. Table 3: Legal Authority from the City of Holtville lists the City’s legal authority in operating the wastewater collection system.

Agreements with Satellite Agencies

Do to the rural area of the City’s service area; the City does not currently have any wastewater collection system agreements with Satellite Agencies.

Table 3: Legal Authority from the City of Holtville

Requirement	City Code Reference	Meets General Waste Discharge Requirements?
General		
Prevent illicit discharges into the wastewater collection system	Municipal Code 13.16	Yes
Limit the discharge of fats, oils, and grease and other debris that may cause blockages	Municipal Code 13.16	Yes
Require that sewers and connections be properly designed and constructed	Municipal Code 13.16	Yes
Require proper installation, testing, and inspection of new and rehabilitated sewers	Municipal Code 13.16	Yes
Laterals		
Clearly define City responsibility and policies	Municipal Code 13.16	Yes
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintenance by the City	Municipal Code 13.16	Yes
Control infiltration and inflow (I/I) from private service laterals	Municipal Code 13.16	Yes
FOG Source Control		
Requirements to install grease removal devices (such as traps or interceptors), design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	Municipal Code 13.18	Yes
Authority to inspect grease producing facilities	Municipal Code 13.18	Yes
Enforcement		
Enforce any violation of its sewer ordinances	Municipal Code 13.16	Yes

Section IV: Operation & Maintenance

This section of the SSMP describes the programs utilized to operate and maintain the City’s wastewater collection system including sewer lines, manholes, force mains, and lift stations. This section also describes the on-going training required for the City’s Wastewater Division staff to comply with State Regulations in order to minimize and prevent sanitary sewer overflows.

Collection System Mapping & Database

Knowledge of the wastewater collection system facilities is essential to effective management. The Wastewater Collection Staff should develop a comprehensive operations and maintenance program that should integrate a computerized maintenance management system.

It is recommended that the City complete a wastewater collection system map and database, as the first task in preparation of the operations and maintenance program. The City’s latest sewer system database map is dated June of 1990. The map should contain all items listed on the June 1990 map and updated gravity pipeline and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities. The City’s map should be integrated with a geographic information system. The database shall be utilized and updated daily by Wastewater Collection staff as part of their work (work order development and history, standardization of record keeping, organization, communication with the public, development/prioritization of future system upgrades).

Wastewater Collection staff are to use the operation and maintenance program to evaluate and prioritize Closed Circuit Television (CCTV) inspections, assess capacity, establish capital project priority, evaluate program effectiveness, and store research historical data about the collection system. The operations and maintenance program would assist in efficiently managing resources resulting in increased productivity and a decrease in sanitary sewer overflows, stoppages, staff overtime, and customer service interruptions.

Preventive Maintenance and Area Maintenance Programs

The City’s wastewater collection system is compromised of new and aging infrastructure which requires maintenance on an as needed basis. There are no problem areas.

Table 4: Annual Maintenance Summary

Year	Preventative Maintenance (in feet)	Area Maintenance (in feet)	Total (in feet)
2005	Ø	Ø	Ø
2006	Ø	Ø	Ø
2007	40,000	Ø	40,000
2008	40,000	Ø	40,000
2009	Ø	Ø	Ø
2010	Ø	Ø	Ø

2011	40,000	Ø	40,000
2012	Ø	Ø	Ø
2013	Ø	Ø	Ø
2014	94,000	Ø	94,000
2015	94,000	Ø	94,000

Source: City of Holtville, Wastewater Collection, 2015.

Table 5: Future Preventive Maintenance Frequency

The City is divided into 4 parts. One part is cleaned every quarter of the year.

Month	Quarter	Length of Pipe
January	1	7,800
February	1	7,800
March	1	7,800
April	2	7,800
May	2	7,800
June	2	7,800
July	3	7,800
August	3	7,800
September	3	7,800
October	4	7,800
November	4	7,800
December	4	7,800

Visual/CCTV Inspections

The City's collection system is inspected using closed-circuit television (CCTV). The City contracts with CCTV Contractors to place CCTV camera into a gravity sewer line, transmit video of the sewer line to a nearby service vehicle where the operators can inspect and evaluate the system.

Problem coding entered as part of the inspection includes:

- Structural Rating
- Condition Rating
- Joint Condition
- Root Intrusion
- Debris / Grease
- Inflow / Infiltration
- Alignment
- Leak Size
- Leak Description

Data gathered during CCTV inspections is critical for scheduling preventive and area maintenance activities to avoid sanitary sewer overflow. Wastewater Collection staff review problem coding annually to create a standardized use of the codes during CCTV inspections.

Lift Station Maintenance

Wastewater Collection staff maintain the City’s two (2) lift stations on a bi-weekly schedule. Bi-weekly maintenance activities include checking pump operation, changing filters, and clearing wet well debris. Wastewater Collection staff assist in the maintenance and perform operation and alarm testing annually. This testing ensures reliability of the system and provides staff the technical experience to maintain the system.

Repairs

As part of Wastewater Collection’s Area and Preventive Maintenance programs and CCTV inspections staff identify, prioritize and construct a variety of necessary repairs on the collection system. These repairs include channel repairs, raising clean-outs, main line point repairs, and sewer lateral repairs. In the past six years, there have been minimal repairs as shown in Table 6: Wastewater Collection System Repairs. Major sewer line repairs identified through maintenance or inspection activities are directed to Capital Improvement Program described further in Section VIII, System Evaluation and Capacity Assurance.

Table 6: Wastewater Collection System Repairs

Completed Repairs				
Year	Manhole Repair / Rehabilitation	Raise Clean-Out	Main Line Point Repair	Sewer Lateral Repairs
2005	1	5	Ø	Ø
2006	1	6	Ø	Ø
2007	1	5	Ø	Ø
2008	2	5	Ø	Ø
2009	1	5	Ø	Ø
2010	1	5	Ø	Ø
2011	Ø	Ø	Ø	Ø
2012	Ø	Ø	Ø	4
2013	Ø	Ø	Ø	4
2014	2	Ø	Ø	3
2015	4	Ø	Ø	Ø
Total:	13	31	Ø	11

Staff Safety & Professional Development

The City maintains a budget for annual training consistent with the requirements placed on the City by the State Water Resources Control Board in the Statewide General Discharge Requirements for Sanitary Sewer Systems. This training ensures that the Wastewater Collection Section and Pretreatment staff maintain their California Water Environment Association

(CWEA) certifications and also provides the opportunity to achieve advanced competency in the profession.

Each of the City’s Wastewater Collection and Pretreatment staff members has earned certification from the CWEA, as shown in Table 7: Staff Certifications. Job duties, knowledge, skills and abilities associated with each CWEA certification level are identified on the City’s website. Staff is required to participate in at least 12 hours of continuing education or training every two years to maintain their certifications. Staff also attends numerous safety training workshops at the frequency described in Table 8: Wastewater Collection Safety Training.

Table 7: Staff Certifications

Name	Title	Certification
Wastewater Collection Staff		
Alex Chavez	Public Works Supervisor	Certification for Grade II
Frank Cornejo	Waterworks Supervisor	Certification for Grade IV
Other	Public Works Staff	

Source: City of Holtville

Table 8: Wastewater Collection Safety Training

Training Workshop	Frequency
CPR	Required Annually
Environmental Safety	Required Annually
Hazardous Waste Operations and Emergency Response – Operations Level	Required Annually
Bloodborne Pathogens/Fire Extinguisher Operation	Required Annually
Hearing Conservation/Heat Stress	Required Annually
Respirator Certification	Required Annually
Hazardous Materials Handling	Required Every 3 Years
First Aid	Required Every 3 Years
OSHA Recordkeeping	Required Annually
Trench Safety Awareness	Required Annually
Safety through Maintenance and Construction Zones	Recommended Every 3 Years
Trench Safety Competent Person	Recommended Every 3 Years
Hazard Communication	Recommended Every 2 Years
Lockout/Tagout/Basic Electrical Safety	Recommended Every 2 Years
Confined Space Entry	Recommended Every 3 Years
Aerial Lift Operator Training	Recommended Every 3 Years
Backhoe Operator Training	Recommended Every 3 Years
Flagging Safety	Recommended Every 3 Years
Driver Awareness	Recommended Every 2 Years
Ergonomics – Field and Transit Personnel	Recommended Every 2 Years
Ergonomics – Office Personnel	Recommended Every 2 Years

Preventing Substance Abuse in the Workplace	Recommended Every 2 Years
Safe Workplaces – when Being Nice Isn’t Working	Recommended Every 2 Years
Technology – Managing Risks in Email, Internet, Blogs, and Cell Phones	Recommended Every 2 Years
Hand and Portable Power Tool Safety	As Needed
Introduction to Cal-OSHA/Conducting Safety Inspections	As Needed
Fall Protection Awareness	As Needed

Source: City of Holtville, 2015

Section V: Design & Performance Provisions

Standards for Installation, Rehabilitation and Repair

Sanitary sewer overflows and operating problems are attributable to poor design and / or improper construction of newly constructed or rehabilitated sewer lines. In June 2005, the City prepared and implemented sanitary sewer standard design guidelines, specifications and details to ensure that new sewers are properly designed and installed to minimize system deficiencies that could create or contribute to future overflows or operation and maintenance problems.

The City requires specific design guidelines and standards for new construction. Design criteria include specifications such as pipe materials, minimum sizes, minimum cover, strength, minimum slope, trench excavation and backfill, structure standards, and other factors. The Sanitary Sewer Design Guidelines, Specifications and Details are provided on the City's website. The Sanitary Sewer Design Guidelines, Specifications and Details specifies utilities locations, trench details, utility covers, pipeline abandonment, sewer manholes, sewer lateral, sewer cleanouts, and separation criteria for sewer lines.

Standards for Inspection and Testing of New and Rehabilitated Facilities

Inspection and testing of new facilities is important to ensure that the City's established standards are implemented in the field. Using the legal authority described earlier in the SSMP, completed construction is not accepted by the City until inspection and testing have been completed. This approach helps ensure proper operation and maximum life expectancy.

Acceptance testing for gravity sewers can include:

- Low pressure air test or hydrostatic (water) test to identify leakage
- Deflection (mandrel) test to identify deflection in flexible pipe
- Water test of manholes to identify leakage
- Television inspection to identify grade variations or other construction defects

Inspection and testing of new wastewater collection facilities may be conducted by Wastewater staff or by the contractor while an inspector or City Engineer representing the City makes sure the installation and testing meets the City's Standards. Inspections are performed during and at the completion of construction. Inspection and testing procedures are outlined in the City's Design Guidelines, Specifications and Details located on the City's website.

Section VI: Overflow Emergency Response Plan

A stoppage may occur in the collection system when a buildup of debris (typically roots or grease) stops the flow of wastewater and backs up behind the stoppage, sometimes resulting in a sanitary sewer overflow. An overflow may reach the surface through manhole covers in the street or from clean-outs servicing commercial and residential properties. Sanitary sewer overflows are caused by flat grades, root intrusion, deteriorating pipes, poorly functioning grease interceptors, or debris in the line. Stoppages and overflows need immediate attention to restore flow and to minimize the effects of the overflow. Preventative maintenance on public and private systems can help minimize stoppages and overflows.

History of Stoppages and Overflow Events

There has been no single stoppage or sanitary sewer overflow since 2005. The history data of stoppage or sanitary sewer overflow is shown in Table 9: Annual Stoppages and Sanitary Sewer Overflows, 2005 to 2015.

City Sanitary Sewer Overflow Emergency Response Plan

The City's sanitary sewer overflow emergency response procedures provide a standardized course of action for Wastewater Collection to follow in the event of an SSO. As stated previously, City Wastewater Collection staff is available to respond to a reported sewage spill seven days a week, 24 hours a day. Overflows are stopped as soon as possible and steps are taken as necessary to mitigate the impacts of the spill. Spills from the collection system are investigated to determine the cause and corrective actions are taken or recommended to prevent additional spills at that location.

Table 9: Annual Stoppages and Sanitary Sewer Overflows, 2005-2015

Year	# of Stoppages	# of SSOs	# SSOs to Reach Surface Water
2005	Ø	Ø	Ø
2006	Ø	Ø	Ø
2007	Ø	Ø	Ø
2008	Ø	Ø	Ø
2009	Ø	Ø	Ø
2010	Ø	Ø	Ø
2011	Ø	Ø	Ø
2012	Ø	Ø	Ø
2013	Ø	Ø	Ø
2014	Ø	Ø	Ø
2015	Ø	Ø	Ø
Total:	Ø	Ø	Ø
Average:	Ø	Ø	Ø

Dispatch to Site of Sewer Overflow

Failure of any element within the wastewater collection system that threatens to cause or causes a sanitary sewer overflow will trigger an immediate response to isolate and correct the problem. Crews and equipment are available to respond to any sanitary sewer overflow location within the City. Crews are dispatched to any site of a reported sanitary sewer overflow immediately. Additional Utilities personnel are “on call” should extra staff be needed.

Notification, Crew Instructions & Work Orders

- Dispatchers that receive notification of sewer overflows shall contact the appropriate Wastewater staff member by phone as soon as possible regarding the sewer overflow locations
- Staff will receive instructions from the Wastewater Supervisor (or designee) regarding appropriate crews, materials, supplies, and equipment needed.
- Dispatchers shall ensure that the entire message has been received and acknowledged by the staff that was dispatched. Staff dispatched to the site of a sewer overflow shall proceed immediately to the site of the overflow.
- Response crew shall report their findings, including possible damage to private and public property, to the Wastewater Supervisor (or designee) immediately upon completing their investigation.
- The Wastewater Supervisor (or designee) will receive and convey to appropriate parties requests for additional personnel, material, supplies, and equipment from crews working at the site of a sewer overflow.
- The Wastewater Supervisor (or designee) is responsible for confirming that the SSO Technical Report is submitted to the CIWQS Online SSO Database within the specified time.

Preliminary Damage Assessment

- Wastewater Collection staff shall use discretion in assisting the property owner/occupant as reasonably as they can. In the event that damage to private property occurs, staff should seek approval of the property owner and contact the City’s insurance adjuster to assess any damages.
- Appropriate still photographs and video footage, if possible, should be taken of the outdoor area of the sewer overflow and impacted area in order to thoroughly document the nature and extent of impacts. Applicable photographs are to be forwarded for filing with the Overflow Report.

Coordination with Hazardous Material Response

- Upon arrival at the scene of a sanitary sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, Wastewater staff should immediately alert the County’s Fire Department. If safe to do so, staff shall stay at the site to await the arrival of the County’s Fire Department to take over the scene.

- Upon arrival of the County's Fire Department, Wastewater staff will take direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the Wastewater staff to proceed can they proceed with the containment, clean-up activities and correction under the Sewer Overflow Response Plan.

Overflow Correction, Containment, and Clean-Up

Sanitary sewer overflows of various volumes occur from time to time in spite of concerted prevention efforts. This section describes specific actions performed by Wastewater staff during a sanitary sewer overflow. The objectives of these actions are:

- To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography;
- To promptly notify the regulatory agency's communication center of preliminary overflow information and potential impacts;
- To contain the sanitary sewer overflow, including preventing the discharge of sewage into surface waters; and
- To minimize the City's exposure to any regulatory agency penalties and fines.

Under most circumstances, the City's Wastewater staff will handle all response actions with its own maintenance forces as they have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and repair the problem do not produce a problem elsewhere in the system. For example, repair of a force main could require the temporary shutdown of the lift station and diversion of the flow at an upstream location. If the closure is not handled properly, collection system back-ups may create other overflows.

Circumstances may arise when the City's Wastewater staff could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The City may also choose to use private contractors for open excavation operations that might exceed one day to complete.

Staff Responsibilities Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sanitary sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. Should the overflow not be the responsibility of the City but there is imminent danger to public health, public or private property, or to the quality of surface waters, then emergency action should be taken until the responsible party assumes responsibility and takes action. Upon arrival at a sanitary sewer overflow, the Wastewater staff will:

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

- Identify and request, if necessary, assistance or additional resources to correct the overflow or to assist in the determination of its cause;
- Determine if private property is impacted. If yes, staff will advise County Environmental Health;
- Take immediate steps to stop the overflow, e.g. relieve pipeline blockage, manually operate lift 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 of private property into the public right-of-way); and
- Request additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

Initial Measures for Containment

Following their preliminary assessment, Wastewater staff will:

- Initiate measures to contain the overflow and, where possible, recover sewage which has already been discharged, minimizing impact to public health or the environment
- Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, water body, 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 bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

Additional Measures Under Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or sewer line collapse, Wastewater staff will determine whether to set up a portable by-pass pumping operation around the obstruction.

- Appropriate measures shall be taken to determine the proper size and number of pumps required to effectively handle the sewage flow
- Continuous or periodic monitoring of the by-pass pumping operation shall be implemented as required
- Regulatory agency issues shall be addressed in conjunction with emergency repairs

Cleanup

Wastewater staff will thoroughly clean the site after a sanitary sewer overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, rubber products) will remain. Cleanup may include the following steps:

- Where practical, the area is to be thoroughly flushed and cleaned of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.
- The overflow site is to be secured to prevent contact by members of the public until the site has been thoroughly cleaned. Posting if required should be undertaken pursuant to the City's public advisory procedure.

- Where appropriate, the overflow site is to be disinfected and deodorized. Where sewage has resulted in ponding, the pond should be pumped dry and the residue disposed in accordance with applicable regulations and policies.
- If a ponded area contains sewage which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a canal or drain that may contain fish or other aquatic life, bleach or other appropriate disinfectant should not be applied and the California Department of Fish & Game should be contacted for specific instructions.
- Use of portable aerators may be required where complete recovery of sewage is not practical and where severe oxygen depletion in existing surface water is expected.

Regulatory Agency Notification

The City is required to report wastewater overflows and discharges in accordance with the State Water Resources Control Board Order No. 2006-0003-DWQ and Order No. WQ 2013-0058-EXEC. Notification requirements vary depending on the quantity of sewage spilled and the location the spill reaches. Spills are categorized as follows:

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:

- A. Reach surface water and/or reach a drainage channel tributary to a surface water; or
- B. 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).

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 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.

SSO 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 Discharges (PLSD) – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 10: Regulatory Agency Contacts

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	<p>Office of Emergency Services (OES): Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.</p>	<p>Call Cal OES at: (800) 852-7550</p>
REPORTING	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within three 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 the SSO 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. 	<p>Enter data into the CIWQS Online Database (http://ciwqs.waterboards.ca.gov/) certified by enrollee’s Legally Responsible Official(s).</p>
WATER QUALITY MONITORING	<ul style="list-style-type: none"> • Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification of Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	<p>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.</p>
RECORD KEEPING	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. 	<p>Self-maintained records shall be available during inspections or upon request.</p>

RECORD KEEPING (cont.)	<ul style="list-style-type: none"> • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater when spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	
<p>Appendix A: Please see State Water Resources Control Board Order No. WQ 2013-0058 EXEC <i>Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems</i> in Appendix A of this SSMP for all other Reporting, Water Quality Monitoring, and Record Keeping requirements associated with all categories of SSO's.</p>		

Public Advisory Procedures

In consultation with County Environmental Health, Wastewater staff will post signs and place barricades, cones, traffic arrow boards, and caution tape as needed to keep vehicles and pedestrians away from contact with spilled sewage. Drainage channels that have been contaminated as a result of an SSO should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs, once posted, should be checked every day to ensure that they are still in place. Signs shall not be removed until directed by the Wastewater Supervisor. Major spills may warrant broader public notice such as placing door hanger notifications in the surrounding neighborhood. The approval of the City Manager is required prior to contacting local media when significant areas may have been contaminated by sewage.

The City continues to work with County Environmental Health on public notification procedures following sanitary sewer overflows and will revise these procedures as necessary in the future to ensure public health and safety.

Failure Investigation

Following an SSO event, a failure investigation will be conducted to determine the cause of the SSO and identify corrective actions needed to reduce or eliminate the potential for the SSO to recur. The investigation will include reviewing all relevant data to determine appropriate corrective actions for the sewer line segment or lift station. The investigation will be conducted by the Wastewater Supervisor. The investigation will include:

- Reviewing past maintenance records;
- Reviewing original construction plans and regulatory reports;
- Reviewing available photographs;
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and;
- Interviewing staff who responded to the spill, as well as interviewing customers and residents.

The product of this investigation should be the determination of the cause of SSO and identification of corrective actions.

SSO Response Training

This section provides information on the training required to support the City's Overflow Emergency Response Plan. All City personnel who may have a role in responding to, reporting, and/or mitigating a sanitary sewer overflow will receive training on the contents of the City's Overflow Emergency Response Plan. New employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the overflow emergency response procedures.

All contractor personnel who may have a role in responding to, reporting to the City, and/or mitigating a wastewater collection system overflow will receive training on the contents of the Overflow Emergency Response Plan.

Records will be kept of all training that is provided in support of the City's Overflow Emergency Response Plan. The records for all scheduled training courses and for each overflow emergency response training event will include date, time, place, content, name of trainer, and names of attendees.

Section VII: Fats, Oils, & Grease Control Program

Program Background

The City's Pretreatment section of the Wastewater Division permits and inspects grease and oil generating facilities to ensure control of discharges that may cause blockages. In May of 2014 the City adopted Ordinance 482 which added Chapter 13.18 to the Municipal Code of the City of Holtville. Chapter 13.18 of the Municipal Code established regulations for a Fats, Oil and Grease Control Program (FOG) that is implemented by the City. It includes discharger education on the control of fats, oil and grease, and specific guidelines facilities must follow. The program is implemented by the Public Works Supervisor or a City designated Industrial Waste Inspector. There are approximately twelve (12) Food Service Establishments (FSE) that are connected to the City's sewer collection system. The California Regional Water Quality Control Board has required annual inspections and implementation of FOG control measures as a part of this program as food establishments are the largest non-domestic contributors of fats, oil and grease to the City's wastewater collection system.

Under the FOG program, the FSE is to document that each grease trap/interceptor is maintained to prevent FOG from entering the City's collection system. Inspections are to be conducted using an inspection form which addresses best management practices for the prevention of FOG discharges to the sewer. FSEs must maintain records of FOG program maintenance and disposal. Restaurant protocols that eliminate FOG from entering inside drains are considered including employee training and documentation of grease trap/interceptor cleaning. Inspections of FOG program and maintenance records may be completed on-site during any hour of operation.

Additionally, less preventive maintenance and fewer sanitary sewer overflows caused by fats, oil and grease allow the City to perform other required infrastructure work.

Guidelines for the Control of Fats, Oil & Grease

As part of the City's FOG Program FSE's are provided the following guidelines as part of an inspection.

General Measures

- Train all staff on best management practices related to fat, oil and grease. Staff will be more willing to support an effort if they understand its basis. Trained staff will be more likely to implement best management practices and work to reduce grease discharges to the sewer.
- Post "No Grease" signs above sinks. Signs serve as a constant reminder to staff of proper grease disposal practices. Reduction of grease entering the drain reduces the cleaning frequency of the grease removal device.
- "Dry wipe" pot, pans and kitchen equipment before cleaning. "Dry wiping" will reduce the amount of grease going into the grease removal devices and the sewer. This will reduce the cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.

- Use absorbents such as paper towels to pick up oil and grease spills prior to mopping. Decreases the amount of grease that will be put down the drain. This reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
- Dispose of food waste as solid waste. Dispose of food waste to the trash. Solid waste disposal of food waste will reduce the frequency and cost of grease removal device cleaning.
- Use screens in sinks and floor drains to capture food waste and dispose of properly into the trash. Food waste can cause sewer lateral blockages. Proper disposal of food waste will protect laterals and sewer mains from blockages and overflows.
- Collect and recycle waste cooking oil. Excess oil is prevented from entering the grease removal device and the sewer. Reduction in the cleaning frequency of the grease removal device and less grease being passed to the sewer.

Grease Trap/Interceptor Maintenance

- Complete grease trap or interceptor maintenance log to document cleaning intervals. Maintenance log can help your facility determine if cleaning frequency of the grease removal device is sufficient. A proper cleaning frequency will result in less grease accumulating in the lateral, fewer blockages and less pass through to the sewer lines.
- Clean grease traps at a frequency that will prevent the accumulation of grease or pass through to the sewer. Routine cleaning of the grease removal device ensures efficient operations. Routine cleaning will prevent grease from passing through to the sewer lateral and from accumulating in the sewer mains.
- Use water temperatures less than 140° F in all sinks, especially in the pre-rinse sink. Temperatures above 140° F will dissolve grease, which will re-solidify in the sewer lines. Reduces costs for the energy to heat the water. Sewer lateral remains free of grease.
- Have a manager present during grease trap/interceptor cleaning to ensure the unit is properly serviced. The manager can ensure that the grease removal device is properly cleaned and no shortcuts are taken. Proper cleaning ensures that the grease removal device will function properly and efficiently.
- Do not store anything on or around the grease removal device that will block access. Proper maintenance is easier to complete if access to the grease removal device is not blocked. Routine maintenance is more likely to be performed if the grease removal device is easily accessible.

Outdoor Housekeeping/Storm Water Best Management Practices

- Clean floor mats and exhaust filters and other equipment inside. Cleaning greasy equipment outside is one of the most common sources of fat, oil and grease in our storm drains. Grease and food waste will be properly disposed of and will not enter the storm drain where it will de-grade surface channel water quality.
- Sweep or mop outdoor surfaces. Sweeping and mopping outdoor surfaces will reduce non-storm water runoff and will save water. Elimination of non-storm water discharges that degrade water quality.
- Any water used to clean outside surfaces by contractors must be vacuumed up and properly disposed of to the sewer. The City Code prohibits discharging or dumping any sewage, garbage, rubbish or otherwise polluted water to any storm drain or natural outlet. Improved water quality in compliance with the City Code.

- Keep the area around the dumpster/trash storage clear of trash, debris, and grease. Debris, trash, and grease can be washed into the storm drain during the rainy season. Loose debris and trash will not enter the storm drain causing blockages and will not enter the waterways.

FOG Program Education

Information on proper disposal of FOG and other SSO prevention measures, including house lateral maintenance, etc. is to be disseminated through brochures and flyers. The City would also utilize personal contacts with business owners by the City's Public Works Supervisor or appointed Industrial Waste Inspector. These methods have been proven to be very effective in relaying information on proper disposal of FOG and SSO prevention methods to FSEs. Expanded use of the City's website, use of radio and television announcements and other aggressive means should be explored in the future. A more aggressive public education and outreach program will be considered and if warranted.

Section VIII: System Evaluation & Capacity Assurance Plan

Capacity Assessment & Enhancement

A critical function of a wastewater collection system is to provide adequate capacity to handle peak wet weather flows. The purpose of a capacity assessment is to ensure that adequate capacity exists in all portions of the collection system and that downstream portions that will receive wastewater from new connections can handle the additional flow.

The City prepared a comprehensive *Sewer Master Plan* in March 1998 as a long-term capital improvement program guide to identify improvements needed to mitigate existing collection system and treatment plant deficiencies. The report identified approximately 30,000 lineal feet (5.7 miles) of replacement sewer lines ranging from 6-inch to 18-inch in size designed to increase the hydraulic capacity of the collection system to the projected peak wet weather design flow by the year 2020. Major problems with the existing sewer lines include broken pipe, settlement, lateral taps, and blockages.

Wastewater staff is vigilant and continues to monitor locations in the collection system that may experience or contribute to SSOs caused by hydraulic deficiencies based on historical maintenance data. Problem areas are prioritized for capital replacement. Table 11: Sewer Line Installations, 2007 - 2015 includes data on improvements to the collection system, including both capital project and from new development, from 2007 to 2015.

Table 11: Sewer Line Installations, 2007 to 2015

Year	Sewer Lines Installed Capital Improvement Program (In Feet)	Sewer Lines Installed New Development (In Feet)
2007	0	0
2008	0	0
2009	0	1,000
2010	0	0
2011	0	0
2012	17,000	0
2013	0	0
2014	18,100	1,200
2015	0	0

In the previous years, the City has made significant progress in reducing sanitary sewer overflows, and service interruptions with comprehensive maintenance activities in the wastewater collection system.

2010-15 Capital Improvement Program

The City's staff spends significant time developing the capital improvement program for the wastewater collection system. Identified objectives related to Wastewater Collection System Improvements include:

- Replace aging, deteriorated, deficient or otherwise troublesome sewer infrastructure;
- Reduce periodic maintenance requirements;
- Reduce infiltration and inflow of storm water; and
- Provide uninterrupted sewage flow without health hazard or effluent leakage.

Some of the City's sewer lines are over 80 years old and are undersized. Maintenance requirements increase dramatically as a pipeline approaches the end of its useful life. With an expected service life of fifty years, approximately 20 percent of the wastewater collection system must be replaced each year. In some cases, pipelines can be rehabilitated without digging them up. Trenchless methods of sewer rehabilitation are utilized whenever it is economically feasible or necessitated by environmental conditions.

Much of the City's wastewater collection system is on a preventive maintenance schedule. Proposed projects involve the replacement of sewer mains and related facilities that are approaching capacity and or damaged. Modern materials and better pipe joints result in a significant reduction in root intrusion and inflow and infiltration (I/I). When these older sewer lines are replaced, the lines can be placed on routine area maintenance.

Section IX: Monitoring, Measurement, & 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 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 sewage contained compared to total volume spilled; and
- Percentage of total spilled sewage discharged to surface water.

Historical and Baseline Performance

The City is to maintain information relevant to the performance of the collection system in its database.

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.

The 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 City Manager or Public Works Supervisor.

The City will certify that it has completed the annual audit using CIWQS. Copies of the current SSMP document will be available to all interested parties at the City's City Hall, located at 121 West Fifth Street, Holtville, CA 92250 during normal business hours.

Section X: 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. A preliminary Audit Checklist, based on the requirements in the GWDR, is included in Table 12: SSMP Audit Checklist.

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, Measurement, and Program Modifications, will be used in preparing the audit. Tables and figures or charts will be used to summarize information about performance indicators. The SSMP Audit Report will be submitted to the RWQCB by May 1 following the year that was the subject of the audit.

Table 12: SSMP Audit Checklist

Audit Date: _____

Audit Team Members: _____

Section/ Title	Requirement	SSMP Meets Requirements?	SSMP Current?	SSMP Implemented?
1. Goals	Reduce, prevent, and mitigate SSOs			
2. Organization	<ul style="list-style-type: none"> -Names of City staff responsible for development, implementation, and maintenance of SSMP -Names and phone numbers for key City staff -Chain of communication for reporting SSOs -Designate LRO(s) -Chain of communication for reporting SSOs 			
3. Legal Authority	<ul style="list-style-type: none"> -Ability to require sewers and connections to be properly designed and constructed -Ability to ensure access for inspection, maintenance, and repairs (includes public portion of lateral) -Ability to limit discharge of FOG and debris that may cause blockages -Ability to require the installation of grease removal devices -Ability to inspect FOG producing facilities -Ability to enforce violations of the City's sewer ordinances 			
4. Operation & Maintenance	<ul style="list-style-type: none"> -Describe routine preventive maintenance program -Document completed preventive maintenance using work order system -Rehabilitation and replacement plan that identifies and prioritizes sanitary sewer system facilities -CIP showing the schedule for rehabilitation and replacement projects -Provide regular technical training for City sanitary sewer system staff -Require contractors to provide training for their employees who work in the City's sanitary sewer system facilities -Maintain equipment inventory -Maintain critical spare part inventory 			
5. Design & Performance Provisions	<ul style="list-style-type: none"> -Design and construction standards for new sanitary sewer system facilities -Design and construction standards for repair/rehabilitation of existing sanitary sewer system facilities -Procedures for the inspection and acceptance of sanitary sewer system facilities 			
6. Overflow Emergency Response Plan	<ul style="list-style-type: none"> -Procedures for the notification of primary responders -Procedures for the notification of regulatory 			

	<p>agencies</p> <ul style="list-style-type: none"> -Program to ensure appropriate response to all SSOs -Proper reporting of all SSOs -Procedure to ensure staff are aware of, are trained, and follow Plan -Procedure to ensure contractor personnel are aware of, are trained, and follow Plan -Procedures to address emergency operations such as traffic and crowd control -Program to prevent the discharge of sewage to surface waters -Program to minimize or correct the impacts of any SSOs that occur -Program of accelerated monitoring to determine the impacts of any SSOs that occur 			
7. FOG Control Program	<ul style="list-style-type: none"> -Public outreach program that promotes the proper disposal of FOG -Plan for the disposal of FOG generated within the City's service area -Demonstrate that the City has allocated adequate resources for FOG control program -Identification of sanitary sewer system facilities that have FOG-related problems -Program of preventive maintenance for sanitary sewer system facilities that have FOG-related problems 			
8. System Evaluation & Capacity Assurance Plan	<ul style="list-style-type: none"> -Identification of elements of the sanitary sewer system that experience or contribute to SSOs caused by hydraulic deficiencies -Established design criteria that provide adequate capacity -Short- and long-term CIP that includes scheduled for projects to addresses known hydraulic deficiencies -Procedures that provide for the analysis, evaluation, and prioritization of hydraulic deficiencies 			
9. Monitoring, Measurement & Program Modifications	<ul style="list-style-type: none"> -Maintain relevant information to establish, evaluate, and prioritize SSMP activities -Monitor implementation of the SSMP -Measure, where appropriate, the performance of the elements of the SSMP -Assess success of the preventive maintenance program -Update SSMP program elements based on monitoring or performance -Identify and illustrate SSO trends 			
10. SSMP Program Audits	<ul style="list-style-type: none"> -Conduct audits at least every 2 years -Record the results of the audit in a report -Record the changes made and/or corrective actions taken 			
11. Communication Program	<ul style="list-style-type: none"> -Communicate with the public regarding the preparation of the SSMP -Communicate with the public regarding the performance of the SSMP -Communicate with tributary or satellite sewer systems. 			

Section XI: Communication Program

Communication with the Public

The City website contains Wastewater Collection program information with contact number.

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/water_issues/programs/ciwqs/publicreports.shtml

The link to the SWRCB website will enable rate payers to review for themselves all the SWRCB WDR and SSMP requirements that the City is being mandated to develop and implement.

The City's website serves to communicate to City customers about the collection system, FOG program, reporting sanitary sewer overflows, etc.

On October 26, 2015, the City Council will consider the recertification of the SSMP for implementation. The document will be available for the public to review at the City's City Hall at 121 West Fifth Street, Holtville, CA 92250 during normal business hours. Interested parties can contact the City for additional information at (760) 356-2912.

Appendix A: State Water Resources Control Board Order No. 2006-0003-DWQ, *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*; and 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*

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. 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. 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.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs 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 discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure 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 region and take into account the environmental characteristics of 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 in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. 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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §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., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **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.
2. **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.

3. **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.
4. **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.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **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.
7. **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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) **Design and Performance Provisions:**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

- (vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:
- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
 - (b) A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area;
 - (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
 - (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
 - (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
 - (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
 - (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
- (viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
 - (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (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.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

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

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

<u>Task and Associated Section</u>	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee’s offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee’s premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and 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.
2. This 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, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

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

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

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

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

¹ Available for download at:

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

² Cal OES Hazardous Materials Spill Reports available Online at:

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

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

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

IT IS HEREBY ORDERED THAT:

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

8/6/13

Date



Thomas Howard
Executive Director

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

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

ATTACHMENT A

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

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

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

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

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

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

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

B. NOTIFICATION REQUIREMENTS

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

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

C. **REPORTING REQUIREMENTS**

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

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

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

5. **SSO Technical Report**

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

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

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

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

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

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

7. **CIWQS Online SSO Database Unavailability**

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

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

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

i. **SSO Reports**

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

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

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

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

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

iii. **Collection System Questionnaire**

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

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

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

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

D. WATER QUALITY MONITORING REQUIREMENTS:

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

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

E. RECORD KEEPING REQUIREMENTS:

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

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

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

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

F. CERTIFICATION

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

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

CERTIFICATION

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

7/30/13

Date



Jeanine Townsend
Clerk to the Board

Appendix B: SSMP Change Log

