



KEYES COMMUNITY SERVICES DISTRICT

SEWER SYSTEM MANAGEMENT PLAN

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KEYES COMMUNITY SERVICES DISTRICT
SEWER SYSTEM MANAGEMENT PLAN

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LIST OF ABBREVIATIONS & ACRONYMS

| | |
|----------|---|
| BMP | Best Management Practices |
| CCTV | Closed Circuit Television |
| CDFG | California Department of Fish and Game |
| CIWQS | California Integrated Water Quality System |
| District | Keyes Community Services District |
| FOG | Fats, Oils, and Grease |
| FSE | Food Service Establishment |
| GWDR | General Waste Discharge Requirements |
| HMA | High Maintenance Area |
| MRP | Monitoring and Reporting Program |
| NPDES | National Pollutant Discharge Elimination System |
| O&M | Operations and Maintenance |
| OERP | Overflow Emergency Response Plan |
| OES | Office of Emergency Services |
| PM | Preventative Maintenance |
| RWQCB | Regional Water Quality Control Board |
| SSORP | Sanitary Sewer Overflow Response Plan |
| SSMP | Sewer System Management Plan |
| SSO | Sanitary Sewer Overflow |
| SWRCB | State Water Resources Control Board |
| UPC | Uniform Plumbing Code |
| WDR | Waste Discharge Requirements |

GLOSSARY OF TERMS

Collection System – Generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.

Enrollee – A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR.

Lateral (also called Service Lateral) – A segment of pipe that connects a home or building to a sewer main, which may be located beneath a street or easement. The responsibility for maintaining a lateral can be solely that of the Enrollee or the private property owner; or it can be shared between the two or more parties. Local communities dictate lateral responsibility and the basis for a shared arrangement, if it applies. See Lower Lateral and Upper Lateral definitions.

Lower Lateral – That portion of a lateral usually from the property line or easement line to the sewer main. Enrollees may or may not be responsible for maintenance of this portion of the lateral. If not, the lower lateral is owned and maintained by the property it serves.

Miles of Gravity Sewer – Amount of gravity sewer lines/pipes in an Enrollee's sanitary sewer system, expressed in miles.

Miles of Publicly-Owned Laterals – Amount of laterals in an Enrollee's sanitary sewer system that the Enrollee is responsible for maintaining, expressed in miles.

Miles of Pressure Sewer (Miles of Force Main) – Amount of pressurized sewer lines/pipes in an Enrollee's sanitary sewer system, expressed in miles or portions thereof.

Miles of Private Laterals – Amount of private laterals tributary to an Enrollee's sanitary sewer system that private property owners are responsible for maintaining, expressed in miles or portions thereof.

NGO – Non-governmental organization.

Percent Reached Surface Water – Volume of sewage discharged from a sanitary sewer system or private lateral or collection system estimated to have reached surface water divided by the total volume of sewage discharged.

Percent Recovered – Volume of sewage discharged that was disposed of properly, divided by the total volume of sewage discharged.

Private Lateral – Privately owned sewer service lateral.

Private Lateral Sewage Discharge (PLSD) – Sewage discharges caused by blockages or other problems within privately owned laterals, collection systems or other private sewer assets that are tributary to the reporting Enrollee's sanitary sewer system. Reports of these events may be submitted by Enrollees on a voluntary basis except in San Diego Region 9, but are not the Enrollee's responsibility unless caused by issues in the main line or because of other Enrollee activity. Normally, this type of sewage discharge is the responsibility of the private lateral, private asset, or collection system owner.

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include: i. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States; ii. Overflows or releases

of untreated or partially treated wastewater that do not reach waters of the United States; and iii. Wastewater backups into buildings and on private property caused by blockages or flow conditions within the publicly-owned portion of a sanitary sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a WWTP head works and which is comprised of more than one mile of pipes and sewer lines, used to collect and convey wastewater to a publicly owned treatment facility.

Service Lateral – See Lateral.

SSO Category 1 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system that resulted in a discharge to a drainage channel and/or surface water.

SSO Category 2 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system of a volume equal to or greater than 1,000 gallons that did not reach surface water.

SSO Category 3 – All discharges of sewage resulting from a failure in an Enrollee’s sanitary sewer system of a volume less than 1,000 gallons that did not reach surface water.

SSO Database – Online reporting system developed, hosted, and maintained by the SWRCB for compliance with the Monitoring and Reporting Program contained in SSS WDR.

Storm Drain – For the purposes of complying with the SSS WDR, any pipe that is part of a Municipal Separate Storm Sewer System (MS4) used for collecting or conveying storm water.

Total # of SSOs per 100 miles of Sewer per Year – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the number of SSOs for which the reporting Enrollee is responsible, for every 100 miles of pipe or sewer lines in an Enrollee’s sanitary sewer system. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. For systems smaller than 100 miles, this metric tends to skew the result as the miles of pipe get smaller. This metric is calculated as described below: Total # of SSOs per year = (Total # of SSOs x 100) ((Years) x (Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals))

Total Volume of SSOs Reached Surface Water per 100 miles of Sewer – Broad metric used to compare the relative performance of Enrollees and their sanitary sewer systems. This metric expresses the volume of SSOs, for which the reporting Enrollee is responsible, that reached surface water for every 100 miles of pipe or sewer lines in an Enrollee’s sanitary sewer system. Because sewage discharges that reach surface water pose a greater threat to public health and the environment, this metric reflects some accounting of the threat posed by SSOs. Due to the large variation in facility specific characteristics, this metric should only be viewed as a rough comparison of the operation and maintenance performance of Enrollees and their sanitary sewer systems. For systems smaller than 100 miles, this metric tends to skew the result as the miles of pipe get smaller. This metric is calculated as described below: Total Annual Volume of SSOs Reaching Surface Waters = (Total volume of SSOs reaching Surface Waters x 100) ((Years) x (Miles of Pressure Sewer + Miles of Gravity Sewer + Miles of Public Laterals))

Total Volume Reached Surface Water – Amount of sewage discharged from a sanitary sewer system, private lateral, or collection system estimated to have reached surface water.

Total Volume Recovered – Amount of sewage discharged that was captured and disposed of properly.

Upper Lateral – Portion of a lateral usually from the building foundation to the property line or easement line where it connects to the Lower Lateral. Enrollees may not own and maintain this portion of a Lateral since responsibility usually lies with the owner of the property that the lateral serves.

WDID – Waste Discharge Identification number assigned as a unique identifier by the SWRCB to each Enrollee for regulatory recordkeeping and data management purposes.

INTRODUCTION

This introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the District's service area and sewer system.

SSMP Requirement Background

The California State Water Resources Control Board ("SWRCB") promulgated a waste discharge requirement ("WDR") permit on May 2, 2006 to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (together these documents constitute the "SSS WDR").

This permit, among other things, requires local public sewer collection system agencies, referred to as "Enrollees," to develop a Sewer System Management Plan ("SSMP"). SSMPs must be self-audited at least every two (2) years and updated every five (5) years from the original adoption date by the Enrollee's governing board. The original SSMP must have been approved by the governing board of the Enrollee at a public meeting and adopted.

The five-year SSMP update must also be approved and certified as do all significant updates to the SSMP. The SSMP, all references in the document, and the adoption documents by the governing board must be available on the agency website or submitted to the SWRCB upon adoption or recertification. Enrollees do not send their SSMP to the State or Regional Water Boards for review or approval, but must make it publicly available, and upload an electronic copy to the SSO database or provide a link to the Enrollees' website where the SSMP is posted.

Document Organization

This SSMP is intended to meet the requirements of the Statewide GWDR and the organization of this document is consistent with the requirements of the GWDR. The SSMP includes eleven elements, as listed below. Each of these elements forms a section of this document.

1. Goals
2. Organization
3. Legal Authority
4. Operation & Maintenance Program
5. Design & Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils & Grease (FOG) Control Program
8. System Evaluation & Capacity Assurance Program
9. Monitoring, Measurement & Program Modifications

10. SSMP Program Audits
11. Communication Program

District Service Area & Sewer System

The Keyes Community Services District is located in Stanislaus County on Freeway 99 between the City of Turlock and the City of Ceres. As of 2020 the population of the District is 5,672 according to the 2020 Census.

The District provides sewer service to businesses and residents within the District. The sewer system consists of gravity sewers and three lift stations, with the main lift station pumping the wastewater to the City of Turlock's sewage collection system.

ELEMENT 1: GOALS

Requirements

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.

This SSMP element identifies goals the District has set for the management, operation and maintenance of the sewer system. These goals provide focus for District staff to continue high-quality work and to implement improvements in the management of the District's wastewater collection system.

Goals Discussion

The District has developed the following goals for the operation and maintenance of its sewer system:

1. Properly manage, operate and maintain all parts of the wastewater collection system to provide reliable and uninterrupted service to the greatest extent possible now and into the future.
2. Provide adequate capacity to convey peak flows.
3. Reduce inflow and infiltration into the collection system to minimize their impact on capacity.
4. Prevent or minimize the frequency of SSOs
5. Minimize the impact of SSOs by utilizing safe, practical, proven, and cost-effective methods, and minimize public health hazards related to SSOs.
6. Provide operation and maintenance (O&M) training for all field personnel and stand-by personnel who are involved in responding to SSOs.
7. Minimize inconveniences with responsible and timely handling of SSOs.
8. Meet all applicable regulatory notification and reporting requirements.

These SSMP goals and the rest of the SSMP plan will allow the District to properly manage the sewer system and minimize the frequency and impacts of SSOs by providing guidance and direction for proper maintenance, capacity management and emergency response.

Monitoring and Reporting Plan Requirements

All changes to this Element of the SSMP must be recorded along with the date and person responsible for the changes on the SSMP Change Log (MRP at section E.3.) attached as an appendix to the SSMP. Enrollees should also consider the addition of separate appendices for 9 copies of all adoption and recertification documents and all audit reports completed by the Enrollee.

ELEMENT 2: **ORGANIZATION**

This section of the SSMP identifies District staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports.

Requirements

The SSMP must include the following elements that are appropriate and applicable to the Districts System:

- The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR).
- 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.
- 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 (Cal OES)).

Staff

The following is a list of the names of the present staff, with their titles and phone numbers included:

| Name | Title | Phone Number |
|-----------------|---------------------------------|----------------|
| Ernie Garza | General Manager | (209)668-8341 |
| Michael Jones | Maintenance Operations Director | (209) 410-3700 |
| Michelle Harris | Administrative Executive | (209) 668-8341 |
| Kevin Showen | Maintenance Operations Supe. | (209) 652-2003 |
| Austin Roberts | Utility Worker II | (209) 668-8341 |
| Wyatt Parker | Utility Worker II | (209) 410-3707 |
| Mario Gouveia | District Engineer | (209) 854-3300 |

Department Organization

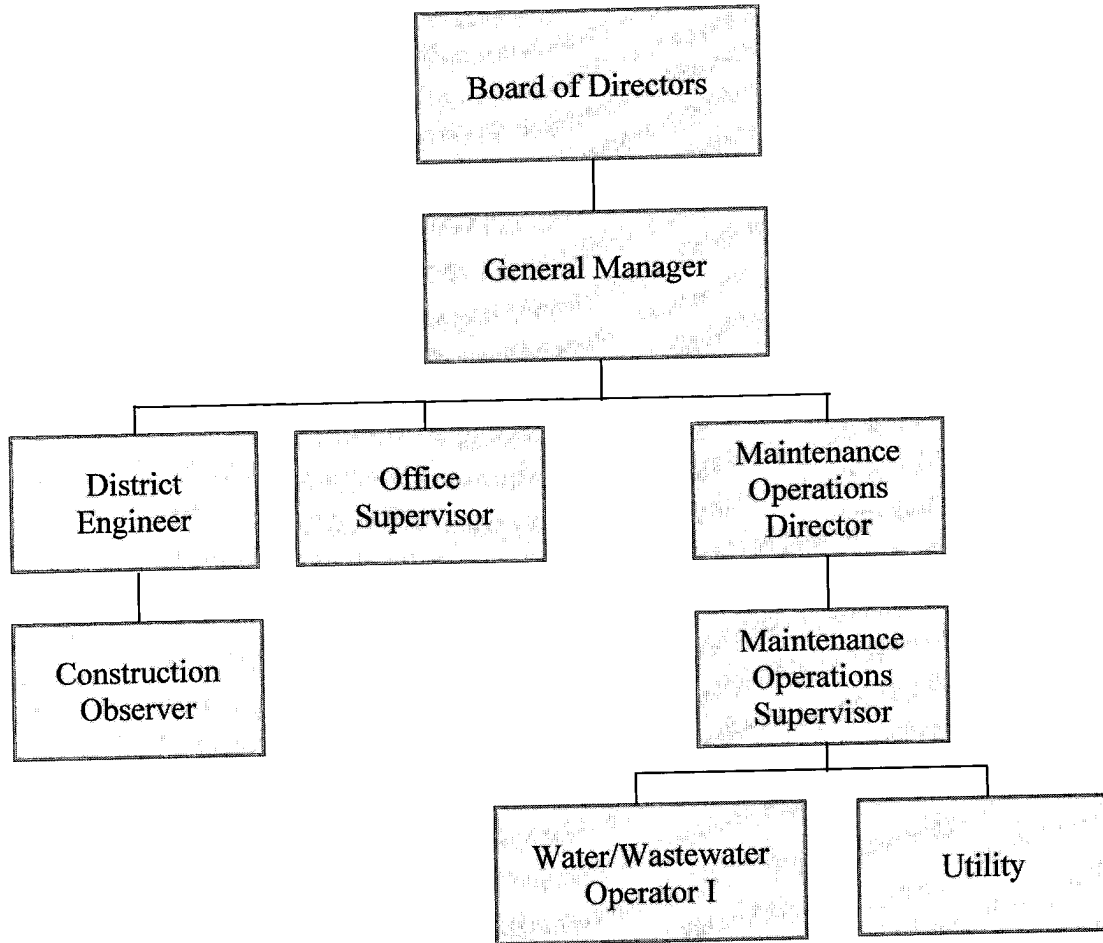
This organization chart for the management, operation and maintenance of the Districts' wastewater collection system is shown on Figure 2-1. The names, titles, and phone numbers of staff filling the positions indicated on the figure are listed above.

Description of General Responsibilities

The District has defined the following roles and responsibilities for staff.

General Manager- Supervises all employees. Makes recommendations regarding maintenance, construction and operations. Confers with the Board of Directors, District Engineer and members of the general public on construction and maintenance problems and procedures. Recommends budgets for capital projects, and operation and maintenance to the Board of Directors. Interfaces with the public and conveys to the Operations Supervisor comments or complaints related to the operation of the Districts' facilities.

Maintenance Operations Director - Supervises the maintenance staff. Plans, organizes, supervises and personally assists with the maintenance and repair of District facilities, including sewers. Makes recommendations regarding maintenance, construction and operations. Confers with the General Manager and District Engineer on construction and maintenance problems and procedures.



Administrative Executive - Supervises the office staff. Responsible for accounts receivable and payable, and other administrative duties.

Maintenance Operations Supervisor - In conjunction with the Operations Director, performs maintenance and repairs on the Districts facilities, including supervising other maintenance workers, cleaning, unplugging, and repairing sewer lines.

Water/Wastewater Operator I – Responsible for the day-to-day operations, inspection and maintenance of the Districts’ collection system.

Utility Worker - Perform maintenance and repairs on the Districts’ facilities, including cleaning, unplugging and repairing sewer lines.

District Engineer- Acts as project manager on public works projects, including sewer projects. Prepares plans, specifications and cost estimates. Confers and coordinates with maintenance personnel. Confers with contractors, consultants and the public on engineering and construction matters. Makes recommendations to the Board of Directors for repair or new capital improvement projects. Advises the Board on questions regarding capacity, operation, repair and maintenance of the Districts’ facilities.

Authorized Representative

The Districts’ authorized representative in all wastewater collection system matters is the Operations Director. The Operations Supervisor is authorized to certify electronic spill reports submitted to the SWRCB.

Responsibility for SSMP Implementation

The Maintenance Operations Director is responsible for implementing and maintaining all elements of the SSMP.

SSO Reporting Chain of Communications

Figure 6-1 on Page 6-8 is a flowchart depicting the chain of communication for responding to and reporting SSO’s, from observation of an SSO to reporting the SSO to the appropriate regulatory agencies. Table 2-1 lists contact phone numbers for the parties included in the chain of communications. The SSO reporting process is described in more detail in Element 6: Overflow Emergency Response Plan (OERP).

Monitoring and Reporting Plan Requirements

- An Enrollee may/should have more than one LRO.
- Any LRO shall be registered with the SWRCB; link to CIWQS User Registration (LROs and Data Submitters) at <https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>.
- The Enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO, including deactivation or a change to the LRO's contact information, shall be submitted by the Enrollee to the SWRCB within 30 days of the change by calling 866-79-CIWQS (24977) or by email at ciwqshelp@waterboards.ca.gov.

Table 2-1 Contact Numbers for SSO Chain of Communications

| Contact | Telephone Number |
|-----------------------------------|-------------------------|
| District Office | (209) 668-8341 |
| On-Call Person | (209) 668-8341 |
| Maintenance Operations Supervisor | (209) 652-2003 |
| Maintenance Operations Director | (209) 410-7300 |

ELEMENT 3: **LEGAL AUTHORITY**

Requirements

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:

- Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.
- Require that sewers and connections be properly designed and constructed.
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency.
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages.
- Enforce any violation of its sewer ordinances.

This element of the SSMP contains information regarding the legal authority possessed by the District for matters pertaining to the operation of its sanitary sewer system.

Regulations and Provisions

The Keyes Community Services District (CSD) is regulated by several agencies including the Stanislaus County Environmental Resources and the California Regional Water Quality Control Board, pursuant to the provisions of federal and state law including, but not limited to the following:

- a) Federal Water Pollution Control Act, more commonly known as the Clean Water Act (33 U.S.C. Section 1251)
- b) California Porter Cologne Water Quality Act (California Water Code, Section 13000)
- c) California Health and Safety Code (Sections 25100 to 25250)
- d) Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901)
- e) California Government Code (Sections 54739-54740)

Legal Authority

See Ordinance No. 2011-01 in Appendix D for the legal authority of the Keyes CSD to implement and enforce the SSMP as required by State law.

Monitoring and Reporting Plan Requirements

The September 2013 MRP did not change any of the requirements of the previously adopted SSS WDR for this element.

ELEMENT 4:

OPERATIONS AND MAINTENANCE PROGRAM

This element of the SSMP contains information regarding several programs and activities regarding operation and maintenance of the District's sanitary sewer system.

Requirements

Operation and Maintenance Program. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- 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 storm water conveyance facilities.
- 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.
- Develop 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.
- Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.
- Provide equipment and replacement part inventories, including identification of critical replacement parts.

Mapping

The District maintains up-to-date sanitary sewer maps. Shown on the maps are the locations of the gravity lines, force mains, manholes, sewer laterals and lift stations. The District has 24"x36" copies of the maps in its maintenance office, and maintenance personnel also have

access to bound 11"x17" maps for ease of use while in the field. Staff also has electronic access to view the maps on their electronic devices such as a lap top, IPAD or smart phone.

Preventative Maintenance Program

The District employs a small maintenance team who perform all the routine maintenance for the sewer system. The District currently has a Preventative Maintenance (PM) program in place, which consists of the following:

- Flushing and Cleaning of the lift stations as needed. The District has added automatic wash down systems to its wet wells which has dramatically reduced the amount of maintenance needed.
- Cleaning of the sewer manholes and sewer lines as needed
- Troubleshoot lift station electrical controls and pumps
- Investigation into odor complaints
- Response to service calls or high-water alarms
- Mark underground utilities

High maintenance areas are inspected every Friday, and if needed a TV camera is used to evaluate conditions in the sewer lines. Current pumping data is compared to previous records in order to verify the system is functioning at standard operating levels. Special attention to pumping conditions is also given during high water alarms and other unordinary events.

All cleanings, repairs and other maintenance activities are recorded and filed for reference. Complete records on pump stations are vital and shall include information such as pump manufacturer and model number, pump size, capacity, and pump curve. During operation, records shall be kept regarding the pumping rate, on-off switches, high-water alarms, and any other pertinent information. These records allow the maintenance team to monitor individual portions of the system and are crucial for analysis, should a problem arise.

Rehabilitation and Replacement Plan

A Wastewater Collection System Study (Study) was completed in January 2007. The Study addressed the current sanitary sewer system needs and future needs based on data collected during the evaluation of the collection system and provided recommendations for capital improvements based on projected future growth. The Study was prepared by Fremming, Parson & Pecchenino with input from District Staff. The evaluation of the collection system included:

- Capacity Analysis:

Results from the excel spreadsheet model of the District sewer system were used to determine whether improvements were required to resolve existing capacity deficiencies (there were none) and to prepare the collection system facilities for future loading rates.

- Capital Improvement and Maintenance Program:

Phased improvements which are needed for future growth are described in the Study. Portions of the District's sewer system have been in operations for more than 50 years. The existing sewer lines and lift stations are adequate for the flows generated at the present time; however, some of the components may be approaching the end of their useful life. While these areas are not of great concern at the present time, they will eventually need to be addressed.

At this point in time the District does not have a formal Capital Improvements Program. The District develops the Capital Improvements as needed. The Study completed in 2007 identified Capital Improvement Projects for future growth and made note of aging equipment.

- System Renovation and Planned Improvements:

The Foote Lift Station which pumps water to the Turlock Wastewater Plant for treatment was upgraded in 2021. The lift station equipment and infrastructure were antiquated and in need of renovation. As part of the project upgrade alarms from the lift station were integrated with the current SCADA system giving the operators the ability to monitor the station remotely while also sending alarm notifications to on-call staff. The lift station alarms will improve response time to lift station issues such as power failure and equipment failures while aiding in the prevention of sewer overflows.

Training

The maintenance team is encouraged, as funding is available, to attend seminars and training sessions related to sanitary sewer collection system operations and maintenance.

Contractors that perform any work on the Districts' sewer system have been, and will continue to be, required to have the proper licensing and experience to perform the work.

All staff is trained on new equipment by the contractor or manufacturer. Equipment manuals are reviewed by staff for maintenance and operational parameters.

Operations staff will also be trained to respond to major emergencies and disasters. The District has an Overflow Emergency Response Plan (OERP). The Operations Staff will be trained on the OERP and also on the reporting procedures for Sewer System Overflows once the SSMP is finalized.

Equipment and Replacement Parts Inventory

Critical Equipment

The District owns a sewer truck (Vacon) that is used to provide preventative maintenance to prevent sewer overflows by cleaning the interior of the sewer lines by utilizing high

pressure water to remove F.O.G from the sewer lines. The sewer truck is also used to respond to sewer line backups and emergencies to restore collection system flow. The District has purchased a new sewer truck to replace the current older truck, this will allow the District to continue with preventative maintenance efforts and emergency response for years to come.

The District Operations Department has access to the following equipment:

- Pumps
- Generators
- Equipment Rental Vendors/Contractors

The District keeps a small inventory of spare parts as well as salvageable parts from previous projects. A list of on-hand parts shall be kept current by the District maintenance team. The location of pump distributors is considered when designing or selecting components to use. This way, if the District does not keep a specific part on-hand, most parts can be found relatively quickly through a local dealer. Record drawings and/or documentation shall be kept regarding installation of any new or replaced sewer system elements especially the pump stations. These records will prove vital for replacing parts and arranging repairs.

Monitoring and Reporting Plan Requirements

- The 2013 MRP update did not change the map requirements; however, the new Technical Report requirement for SSOs $\geq 50,000$ gallons does require a “Detailed location map illustrating all water quality sampling points.” It may be useful to draw or sketch on a copy of your map when documenting an SSO event to indicate the location(s) where the spill occurred and where water quality samples or any photos were taken.
- The 2013 MRP update requires a Technical Report for SSOs $\geq 50,000$ gallons. Part of that report must spell out an Enrollee’s response to the SSO, including “Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.” Any changes to the Preventive Maintenance Schedule could be included as a part of a corrective action plan. In addition, any Rehabilitation or Replacement needed could be listed as part of the corrective action(s) taken or planned.
- LROs, Data Submitters, and staff should be trained on details of the MRP as appropriate.
- The 2013 MRP update did not change the Equipment and Replacement Part Inventory requirements.
- The 2013 MRP update now requires an Enrollee to develop and implement a Water Quality Monitoring Program to assess impacts of all SSOs greater than 50,000 gallons reaching surface waters. Sampling, as described in Section D of the MRP, must be initiated within 48 hours of the Enrollee becoming aware of the SSO.

ELEMENT 5:
DESIGN AND PERFORMANCE PROVISIONS

Design and Construction Standards

Design and construction standards have been prepared and adopted by the District. Any additions or changes to the existing system are to be in accordance with these standards or as approved by the District Engineer. Any approved changes to these standards should be identified and described in the SSMP Change Log. The purpose of the standards and specifications is to provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of District facilities.

Requirements

Design and Performance Provisions:

- 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
- Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects

Document Location

Within the design and construction standards documents you will find the following information:

- Sewer system
- Street lighting
- Trenching
- Water system

The Design and Construction Standards Manual is located at the District Office where you can review or purchase a copy by contacting District staff at (209) 668-8341

Inspecting and Testing Standards

District staff or contract inspectors inspect all new construction, repairs and rehabilitation work. Inspection staff ensures that all construction meets District standards and requirements. All new and rehabilitated sewers are cleaned, pressure tested and CCTV inspected before acceptance. Flexible pipe is also mandrel tested to identify deflection defects. The District requires that all new and rehabilitated sewers be warranted for a period of one (1) year. Prior to the expiration of the warranty period, these facilities are visually inspected, CCTV inspected as required, and maintenance records are reviewed to ensure that the facilities are functioning properly.

ELEMENT 6:

OVERFLOW EMERGENCY RESPONSE PLAN

This element of the SSMP describes the procedures to be followed in the event of a sanitary sewer overflow (SSO).

Plan Summary

The District has developed and implemented this Overflow Emergency Response Plan (OERP). In accordance with SWRCB Order No. 2006-0003-DWQ, Section D, 13 (vi), this plan includes the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.
- A program to ensure appropriate response to all overflows.
- 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 GDWR Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the OERP and are appropriately trained.
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and 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.

Sanitary Sewer Overflow Notification

The OERP covers spill detection including the procedures for dispatching the first responder to the site of a potential SSO. The District receives telephone calls at one main telephone number during business hours and the same number connects with an answering service after hours.

When District staff members notice an SSO during the course of their regular activities, they are instructed to call in, notify the main office and begin responding to the situation immediately, if applicable.

The Maintenance Operations Supervisor and/or assigned maintenance employee are on call twenty-four (24) hours a day, seven (7) days a week and are aware of areas that may have the highest risk of overflow. If the event occurs during non-office hours, the answering service will contact the appropriate staff using emergency “on call” phone numbers.

Sanitary Sewer Overflow Response

Operations staff becomes the SSO first responder and is responsible for mitigation, documentation, initial reporting, and follow-up.

The Districts’ policy is to respond to all spills from its system and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, swales or waters of the State.

During regular business hours District office staff notifies operations staff, and operations staff is dispatched to respond to a potential SSO. The District response to an SSO during business hours is immediate from receipt of call. During non-business hours, an answering service calls “on call” operations staff to respond to potential SSOs. The Districts’ goal for response during non-business hours is 60 minutes. Section 2 further addresses the organizational structure of the District and details the lines of authority along with the responsibilities of District personnel during an emergency.

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps shall be taken to verify the report and ensure the safety of the public.

- District staff obtains the location and any description of the problem, name, and phone number of the caller for follow-up information.
- Operations staff proceeds to the location to verify the report and the Sanitary Sewer Overflow (SSO) Report is initiated. See Appendix A for sample forms.
- Operations staff shall request appropriate support. Operations staff will keep office staff informed of progress as necessary.
- The Maintenance Operations Director shall notify District Engineer and/or other District representatives as necessary.
- The Maintenance Operations Director, or his/her designee, will notify all appropriate public or regulatory agencies as required by the complexity of the spill.
- Upon mitigation, containment and clean-up of the spill, the Maintenance Operations Director will complete the final spill report(s) to the SWRCB CIWQS database, the RWQCB, State Office of Emergency Services and the County of Merced Environmental Health Department, as needed. The Maintenance Operations Director shall certify all CIWQS spill reports. See Appendix A for sample forms.

Sanitary Sewer Overflow Impact Mitigation

The District takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring, as may be necessary to determine the nature and impact of the discharge.

The Operations Staff will use suitable materials to block catch-basin entrances to storm drains and will also vacuum up spills and provide wash-down water where appropriate. The District may use the storm drain system as a containment device if needed. This is accomplished by using the outlet of the storm drain, blocking the spill and washing the area down with water and then vacuuming the line.

For mitigation purposes, the Environmental Health Department provides District assistance in post-SSO monitoring. In the event of a spill, the Environmental Health Department is notified immediately along with other applicable agencies. The District then utilizes the Environmental Health Department for the service of monitoring water quality post-SSO. The District will also provide any necessary support, equipment, or staff, as requested, to assist in the water quality monitoring.

Training

The District Operations staff are fully trained to respond and mitigate Category 1, 2 or 3 SSO events. The District sees the value in proper training of staff for emergency purposes and intends to provide periodic trainings and encourage staff to attend workshops as they become available. The District has not established responsibilities for staff members but rather all staff members will be trained in all positions related to basic emergency response. All District office staff called upon to respond will be required to have been trained to provide administrative support. Operations staff will have basic traffic control training and equipment, including safety tape and cones. In the event of an SSO, operations staff can also be contacted to conduct crowd control, if necessary.

Sanitary Sewer Overflow Volume Estimation

As part of the Districts' training procedures, all operations staff have been trained to utilize the pick and vent hole volume estimation method, see Figure 6-2 for Chart.

Small SSOs will occur where the wastewater escaping from the manhole is isolated to the pick or vent holes in the cover. Larger SSOs may involve both the discharge from the pick and/or vent holes and the gap between the manhole cover and manhole frame. To estimate an SSO occurring from the manhole pick and vent holes, measure the height of the wastewater plume exiting the holes. Find that height and hole diameter on the manhole pick or vent hole chart to determine the flow rate escaping the pick/vent hole. Multiply the flow rate times the number of holes that are discharging wastewater. Once the total volume (gpm) has been determined,

multiply the gpm by the duration of the SSO in minutes. This will result in the total estimated gallons of the SSO.

Accurate flow estimation is essential to determine the volume of a Sanitary Sewer Overflow (SSO). An accurate estimate of an SSO is required for reporting to the California Integrated Water Quality System (CIQWS) and to the local health care agency. The estimated volume of an SSO is used to determine the category of the SSO.

Sanitary Sewer Overflow Chain of Communication

The Districts' authorized representative in wastewater collection system matters is the Operations Supervisor. The Maintenance Operations Director is the authorized individual to certify electronic spill reports submitted via the State-wide database, CIQWS.

The Maintenance Operations Director is authorized to submit SSO reports and to initiate proper regulatory and government agency notifications as required by the nature of the spill. See Figure 6-1 which shows the chain of communication.

SSO Categories

Category 1- Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel tributary to a surface water; or reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

Category 2- Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3- All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharges- Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollees' sanitary sewer system or from other private sewer assets. PLSDs' that the enrollee becomes aware of may be voluntarily reported to the SSO Database

Reporting Procedures

The District is registered with the SWRCB CIQWS electronic sewage spill reporting system and is routinely utilizing these procedures. A Sanitary Sewer Overflow Report (see Appendix A) is completed for all reportable spills. The information recorded on the Sanitary Sewer Overflow

Report is to be entered into CIWQS in accordance with the mandated reporting timelines. Copies of the completed Sanitary Sewer Overflow Reports will be located in the District office.

The following are the reporting procedures for any discharges of sewage that result in a discharge to a drainage channel or a surface water:

- The District shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the Stanislaus County Environmental Resources Department (Environmental Health Manager) and the Central Valley Regional Water Quality Control Board.
- As soon as possible, but no later than twenty-four (24) hours after becoming aware of the discharge, the District shall submit to the Central Valley Regional Water Quality Control Board a certification that the State Office of Emergency Services and the Stanislaus County Environmental Resources Department (Environmental Health Manager) have been notified of the discharge.

Other reporting procedures are as follows:

- Category 1 SSO – in addition to the requirements above, all SSOs that meet the above criteria for Category 1 must be reported as soon as: (1) the District has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System (CIWQS) as soon as possible but no later than 3 business days after the District is made aware of the SSO and must be certified no later than 15 days after the S.S.O. end date. Minimum information that must be contained in the 3-day report must include all of the information identified in the “SSO Report Contents” section below for a Category 2 SSO, except for Item K. A final certified report must be completed through the CIWQS electronic database, within 15 calendar days of the conclusion of SSO response and remediation, this will include all other information required for a Category 1 SSO as described in the “SSO Report Contents” section below. Additional information may be added to the certified report, in the form of an attachment, at any time. These reporting requirements are in addition to, and do not preclude other emergency notification requirements and time frames mandated by other regulatory agencies.
- Category 2 SSO – Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.
- Category 3 SSO - Submit Certified report within 30 calendar days of the end of month in which SSO occurred.
- Private Lateral Sewage Discharge- all sewage discharges that meet the above criteria for Private Lateral Sewage Discharges may be reported the CIWQS at the District’s discretion. If a Private Lateral Sewage Discharge is recorded in the SSO database, the District must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the District) should be identified, if known.

- If there are no SSO's during a calendar month, the District will provide, within 30 days after the end of each calendar month, a statement through the CIWQS database certifying that there were **no** SSO's for the designated month.

In the event that the CIWQS database is not available, the District must fax all required information to the Central Valley RWQCB office in accordance with the time schedules identified above. In such event, the District must also enter all required information into the CIWQS electronic database as soon as practical.

Public notification measures may be implemented if needed, including temporary signage to indicate pollution of surface water or groundwater due to an SSO and notification through media outlets. The District Manager will be the contact person for media notification, if needed.

SSO Report Contents

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

Category 2 SSOs:

- A. Location of SSO by entering GPS coordinates
- B. Applicable Regional Water Board (i.e., Central Valley Regional Water Quality Control Board).
- C. County where SSO occurred
- D. Whether or not the SSO entered a drainage channel and/or surface water.
- E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system
- F. Estimated SSO volume in gallons
- G. SSO source (manhole, cleanout, etc.)
- H. SSO cause (mainline blockage, roots, etc.)
- I. Time of SSO notification or discovery
- J. Estimated operator arrival time
- K. SSO destination
- L. Estimated SSO end time
- M. SSO certification. Upon SSO certification, the SSO database will issue a final SSO Identification (ID) Number

Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known).
- B. Identification of sewage discharge as a private lateral sewage discharge.
- C. Responsible party contact information (if known).

Category 1 SSO's:

- A. All information listed for Category 2 SSOs.
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain
- C. Estimated SSO recovered
- D. Response and corrective action taken
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected
- F. Parameters that samples were analyzed for (if applicable)
- G. Identification of whether or not health warnings were posted
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected
- I. Whether or not there is an ongoing investigation
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps
- K. State Office of Emergency Services (OES) control number (if applicable)
- L. Date and time State OES was called (if applicable)
- M. Identification of whether or not the Stanislaus Environmental Resources (Environment Health Manager) was called (if applicable)
- N. Date and Time County Health Officers were called (if applicable)

Record Keeping

See Page 5 of the attached MRP which is part of the GWDR for record keeping requirements.

Reporting Requirements

The MRP requires Enrollees to report and monitor a large amount of information related to SSOs. One of the biggest requirements from the MRP is reporting data into the CIWQS database online. If possible, the Enrollee may want to organize their reporting forms to match the same data fields and sequence presented in the CIWQS database. This will prevent confusion and ensure all required information is entered into the CIWQS database. Training modules for CIWQS may be available and can be utilized by responders.

The MRP has time sensitive requirements depending on the overflow category. For example, if the overflow is a Category 1 SSO greater than or equal to 1,000 gallons, the Enrollee must inform Cal OES 35 as soon as possible, but not later than two (2) hours after the Enrollee has knowledge of the spill, and if notification is possible without substantially impeding cleanup or other emergency measures. These time sensitive requirements may be reflected in the response plans and training documents to ensure all requirements are met.

Pick and Vent Hole Estimation Chart

Estimated Flows thru Manhole Cover Vent Holes and Pick Holes for SSO estimating

| Hole Dia. Inches | Area sq. ft. Formula: =0.785*Ax ² Ax:144 | Coeff. of Vel. Cv | Coeff. Of Cont. Cc | C Cv x Cc Formula: =K*449 | Water Ht Inches | Water Ht Inches | Water Ht feet Formula: =Gx/12 | Q cfs Formula: =Ex*Bx*(S 2*Hx)) | Q gpm Formula: =Kx*449 | Q gph Formula: =Jk*60 |
|---------------------|---|----------------------|-----------------------|------------------------------------|--------------------|--------------------|--|---|---------------------------------|--------------------------------|
| Vent Hole | | | | | | | | | | |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1/16 th | 0.063 | 0.005 | 0.0005 | 0.23 | 14 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1/8 th | 0.125 | 0.010 | 0.0007 | 0.33 | 20 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1/4 th | 0.250 | 0.021 | 0.0010 | 0.47 | 28 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | one half | 0.500 | 0.042 | 0.0015 | 0.66 | 40 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 3/4 ths | 0.750 | 0.063 | 0.0018 | 0.81 | 49 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 inch | 1.000 | 0.083 | 0.0021 | 0.94 | 56 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 1/4 " | 1.250 | 0.104 | 0.0023 | 1.05 | 63 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 3/8" | 1.375 | 0.115 | 0.0024 | 1.10 | 66 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 1/2" | 1.500 | 0.125 | 0.0026 | 1.15 | 69 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 5/8" | 1.625 | 0.135 | 0.0027 | 1.20 | 72 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 1 3/4" | 1.750 | 0.146 | 0.0028 | 1.24 | 74 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 2 inches | 2.000 | 0.167 | 0.0030 | 1.33 | 80 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 2 1/4" | 2.250 | 0.188 | 0.0031 | 1.41 | 84 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 2 1/2" | 2.500 | 0.208 | 0.0033 | 1.46 | 89 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 2 3/4" | 2.750 | 0.229 | 0.0036 | 1.56 | 93 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 3 inches | 3.000 | 0.250 | 0.0036 | 1.62 | 97 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 3 1/4" | 3.250 | 0.271 | 0.0038 | 1.69 | 101 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 3 1/2" | 3.500 | 0.292 | 0.0039 | 1.75 | 105 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 3 3/4" | 3.750 | 0.313 | 0.0040 | 1.82 | 109 |
| 0.50 | 0.00136 | 0.945 | 0.70 | 0.662 | 4 000 | 4 000 | 0.333 | 0.0042 | 1.88 | 113 |
| Vent Hole | | | | | | | | | | |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1/16 th | 0.063 | 0.005 | 0.0011 | 0.51 | 31 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1/8 th | 0.125 | 0.010 | 0.0016 | 0.72 | 43 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1/4 th | 0.250 | 0.021 | 0.0023 | 1.02 | 61 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | one half | 0.500 | 0.042 | 0.0032 | 1.44 | 87 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 3/4 ths | 0.750 | 0.063 | 0.0039 | 1.77 | 106 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 inch | 1.000 | 0.083 | 0.0045 | 2.04 | 122 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 1/4 " | 1.250 | 0.104 | 0.0051 | 2.28 | 137 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 3/8" | 1.375 | 0.115 | 0.0053 | 2.39 | 144 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 1/2" | 1.500 | 0.125 | 0.0056 | 2.50 | 150 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 5/8" | 1.625 | 0.135 | 0.0058 | 2.60 | 156 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 1 3/4" | 1.750 | 0.146 | 0.0060 | 2.70 | 162 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 2 inches | 2.000 | 0.167 | 0.0064 | 2.89 | 173 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 2 1/4" | 2.250 | 0.188 | 0.0068 | 3.06 | 184 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 2 1/2" | 2.500 | 0.208 | 0.0072 | 3.23 | 194 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 2 3/4" | 2.750 | 0.229 | 0.0075 | 3.38 | 203 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 3 inches | 3.000 | 0.250 | 0.0079 | 3.53 | 212 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 3 1/4" | 3.250 | 0.271 | 0.0082 | 3.68 | 221 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 3 1/2" | 3.500 | 0.292 | 0.0085 | 3.82 | 229 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 3 3/4" | 3.750 | 0.313 | 0.0088 | 3.95 | 237 |
| 0.75 | 0.00307 | 0.955 | 0.67 | 0.640 | 4 000 | 4 000 | 0.333 | 0.0091 | 4.08 | 245 |
| Vent Hole | | | | | | | | | | |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1/16 th | 0.063 | 0.005 | 0.0020 | 0.88 | 53 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1/8 th | 0.125 | 0.010 | 0.0028 | 1.25 | 75 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1/4 th | 0.250 | 0.021 | 0.0039 | 1.77 | 106 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | one half | 0.500 | 0.042 | 0.0056 | 2.50 | 150 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 3/4 ths | 0.750 | 0.063 | 0.0068 | 3.06 | 184 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 inch | 1.000 | 0.083 | 0.0079 | 3.54 | 212 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 1/4 " | 1.250 | 0.104 | 0.0088 | 3.96 | 237 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 3/8" | 1.375 | 0.115 | 0.0092 | 4.15 | 249 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 1/2" | 1.500 | 0.125 | 0.0097 | 4.33 | 260 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 5/8" | 1.625 | 0.135 | 0.0100 | 4.51 | 271 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 1 3/4" | 1.750 | 0.146 | 0.0104 | 4.68 | 281 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 2 inches | 2.000 | 0.167 | 0.0111 | 5.00 | 300 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 2 1/4" | 2.250 | 0.188 | 0.0118 | 5.31 | 318 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 2 1/2" | 2.500 | 0.208 | 0.0125 | 5.59 | 336 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 2 3/4" | 2.750 | 0.229 | 0.0131 | 5.87 | 352 |
| 1.00 | 0.00545 | 0.960 | 0.65 | 0.624 | 3 inches | 3.000 | 0.250 | 0.0136 | 6.13 | 368 |

Figure 6-2 Pick and Vent Hole Estimation Chart

ELEMENT 7: **FOG CONTROL PROGRAM**

This section of the SSMP is intended to describe the Fats, Oils, and Grease (FOG) Control Program implemented by the District.

Requirements

The FOG Source Control Program includes the following, as appropriate:

Fats, Oils, and Grease (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:

- An implementation plan and schedule for public education outreach program that promotes proper disposal of FOG.
- 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.
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent Sanitary Sewer Overflows (SSO's) and blockages caused by FOG.
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practice (BMP) requirements, record keeping and reporting requirements.
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance.
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for identified sections.
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

FOG Outreach Program

The District's FOG Outreach Program begins with outreach to local businesses and residents. The District firmly believes that by having Food Service Establishments (FSEs) and its residential community understand the value in reducing the amount of grease in the District's

sewer lines, the public can improve collection system efficiency and the costs associated with grease-related issues.

Each FSE within the District will be provided a BMP Manual (See Appendix B), which will contain the following:

- Best Management Practices for Food Service Establishments
- Fats, Oils & Grease Maintenance Log
- Grease Hauler List for Stanislaus County

The BMP Manual will be available at the Districts' office and inspectors will have them available when an FSE is inspected. Each BMP manual is offered at no cost to the customer. The District will initially absorb all costs associated with the education program. In 2013, the District evaluated program compliance, results and the associated costs. It was determined that the program is not causing significant economic hardship to the District in maintenance and operations costs, the program will remain at no cost. If results of the analysis indicate the costs exceed the savings, the District may consider adopting a nominal fee to be assessed annually for inspections.

To date there are no grease traps installed at any of the FSE's so there are currently no inspections being conducted annually. The BMP Manuals are still available to customers at no cost.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring residential grease traps and interceptors is not feasible, education is possible. The District is currently developing a flyer that contains multiple topics including proper disposal of grease. This flyer will be evaluated and modified based upon the needs of the District. The Districts' flyer development and distribution will occur as an ongoing process, as needed. The goal of the District regarding residential outreach is to distribute "door-hanger" flyers to High Maintenance Areas (HMA's) and distribute a general flyer in sewer bills once every 24 months, or sooner if needed.

Flyers intended for utility bill distribution will involve multiple topics in addition to FOG in order to provide public education in an economically feasible manner. For example, a flyer may incorporate FOG information in addition to proper disposal methods for pharmaceuticals.

FOG Control Program Discussion

The FOG Program defines the goals and objectives of the District in reducing the amount of grease that enters the system from its FSE and residential community.

It is the District's goal of the FOG Control Program to inspect all FSE's, provide education to FSE and reduce maintenance costs from grease-related problems. Doing so should reduce the probability of SSO's.

The District's FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- FSE's are subject to inspection by the District a minimum of twice per year. FSE's may be inspected more frequently as determined by District needs and/or as warranted by current stages of program compliance and past history.
- All FSE's are required to use BMP's to reduce grease discharged to the sewer system (e.g. store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing).
- Any FSE planning a remodel is required to include installation of a grease trap or interceptor at District's discretion.
- All new construction of FSE's will require installation of a District approved grease trap or interceptor at District's discretion regardless of size or value (type of foods produced may negate the need for trap installation).
- Exemptions may be available to FSE's that do not generate grease, do not cause related sewer blockages, and/or have limited space on their property that makes it impossible to install a grease trap/interceptor.
- Garbage grinders will be prohibited in all restaurants except where specifically allowed by the District.
- Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The District currently is absorbing the program and inspection costs.

Identification of FOG Problem Areas and Sewer Cleaning

One objective of the District's FOG Program is the identification of trouble spots, or HMA's, that are likely or prove to have grease accumulation. The District identifies potential grease problem areas by tracking locations and causes of dry weather blockages and SSO's. This is also noted when an area of the sewer system is viewed by Closed Circuit Television (CCTV). The specific locations of the areas with several restaurants or grease-producing facilities in close proximity to the CCTV or cleaned lines are likely considered potential grease problem areas and increased inspections will take place. Additionally, the identified locations are noted in the Operation & Maintenance program and will be monitored for changes in cleaning frequency requirements.

Legal Authority

The District's Ordinance No. 2011-01 (see Appendix D) fully meets the legal authority requirements set forth by the new Statewide General Order 2006-0003 DWQ.

Identify High Maintenance Areas (HMA's)

The District's Operations Staff will continue to identify sections of the sewer collection system subject to grease blockages and establish a cleaning maintenance schedule for each section. The District has compiled a list of 'hot spots', or HMA's, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any changes in cleaning frequency.

If the District finds that a grease interceptor or gravity-separating device installed prior to the effective date of the current ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity-separating device shall be installed within a specific, reasonable time period.

FOG Control Measures

The District will implement FOG control measures for all sources of grease and fats discharged to the sewer system. One of the elements that are provided to FSE's or interested parties is the BMP manual. This manual helps to provide guidance and suggestions to FSE's in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by 90%. The BMP manual can be found in Appendix B.

FOG Characterization

The District inspects all FSE's that are located within its jurisdiction. This may include: fast food facilities, grocery stores, restaurants, diners, retirement/nursing homes and schools. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. Presently the District has no FSE's that require a grease trap. A complete list of the FSE's found operating in the District will be updated throughout the year as new facilities open.

Facilities that contain fats, oils and grease menu items are inspected for properly working grease traps and/or interceptors. Facilities are also required to maintain proper documentation each time the trap or interceptor is cleaned. These records must be maintained on-site and be made available for a minimum of three years to District staff. In some cases where a facility does not currently maintain a grease trap or interceptor one may be required to be installed. This is based upon current Uniform Plumbing Code (UPC), County Code and District Ordinance. The current UPC is closely followed to determine the type and size of unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains found within the facility, type of dishwasher (if any), size and history of the establishment. Dye testing may also be conducted when it is necessary to determine specific drainage.

When an FSE is found to be out of compliance the facility is reinspected for compliance after a 30 day period. The FSE is informed of why the reinspection is occurring and any compliance issues are addressed at that time. If the facility is found to be in compliance, it will return to its regular inspection visits.

Facility inspection paperwork is maintained at the District office. Should the need arise the District plans to develop an up-to-date map of all FSE within the District. Any “hot spots” or HMA’s that are identified will be highlighted on the sewer map for review. Again, this assists the Operations Staff to be aware of the locations that are problematic and thus serves as a useful tool to monitor program success in areas of concern.

ELEMENT 8:

SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This element of the SSMP includes several major programs and activities that can be divided into three main parts.

Requirements

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:

- 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.
- Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in “a” above to establish appropriate design criteria.
- Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (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.
- 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.

Capacity Evaluation

The District has prepared a Wastewater Collection System Study. It contains an analysis of the existing collection system which helps to identify problem areas which are then compared to actual field conditions. With this, the District is able to set priorities for making improvements to the system to allow for improved functionality. It also allows the District to estimate the number of future connections that it can handle before an expansion of the system is required. Presently, the study shows no existing problems within the system that need correcting.

Identification of Capacity Needs

The Districts' 2007 Wastewater Collection System Study identifies the improvements that will be needed to serve future growth. The cost of these improvements will be borne by the developers of the projects that will cause the future growth.

Project Schedule

A sewer line replacement project to increase capacity on Nunes Road is in the design stage. The project was identified and recommended in the Collection System Study in the event of any new construction on Nunes Road that would be discharging wastewater. The project is slated to be completed in 2023.

The District recently completed a renovation of the Foote Road Lift Station. The Lift Station renovation was on the C.I.P. list and prioritized to replace the older equipment in an effort to keep all critical equipment in a state of good repair to ensure reliable conveyance of the wastewater to prevent SSO's.

There are no other projects scheduled as of now due to minimal District growth.

Monitoring and Reporting Plan Requirements

All changes to this Element of the SSMP and all sections must be recorded along with the date and person responsible for the changes on the SSMP Change Log (MRP section E.3.) attached as an appendix to the SSMP.

ELEMENT 9:

MONITORING, MEASUREMENT AND PLAN MODIFICATIONS

This element of the SSMP contains information regarding the progress and implementation of the SSMP. The SSMP shall be continually improved upon as the need arises and these improvements shall be documented and kept in this section.

Requirements

The District shall do the following to fulfill this requirement:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP.
- Assess the success of the preventative maintenance program.
- Update program elements, as appropriate, based on monitoring or performance evaluations.
- Identify and illustrate SSO trends, including: frequency, location, and volume.

Monitoring and Measurement

If an SSO occurs within the Districts' service areas, the data collected and relevant information will be documented and electronically reported to the SWRCB CIWQS database. The information will further be used to assist in planning activities, programs and policies that help eliminate future SSOs and their causes. Measures may include the following:

- SSO Rate (SSO's/100 miles of collection system/year)
- Number of SSO's by cause (roots, grease debris, pipe failure, capacity, lift station failure, etc.)
- Average SSO volume (gallons)
- Percentage of SSO's greater than 100 gallons
- Percentage of SSO volume recovered (e.g, with vacuum truck) compared to total volume spilled
- Estimated total SSO's volume to reach surface waters (including SSO's not recovered from storm drains leading directly to surface waters)

Identifying Trends

The measures will be evaluated annually, in January, for the previous calendar year to identify and illustrate any trends in the above performance measures. This evaluation will be used to make any necessary adjustments to the Districts' preventive maintenance program.

Program Modifications

The District shall update program elements, as appropriate, based on monitoring or performance evaluations. The SSMP and its elements will be updated in accordance with the results of the monitoring and staff recommendations.

SSO Trend Tracking

Sanitary Sewer Overflows (SSOs) are rare within the District, with minimal volume spilled and timely district response and resolution. As such, formal SSO trend tracking is not required at this time. SSOs are reported to state and regional water boards as required.

The Maintenance Operations Director maintains information on any SSOs. Should SSOs become frequent, a trend tracking mechanism will be instituted and this SSMP will be updated to include tracking protocol.

Monitoring and Reporting Plan Requirements

The September 2013 MRP added an additional requirement related to the program modifications issue. The 2013 MRP states: "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."

ELEMENT 10:
SSMP PROGRAM AUDITS

REGULATORY REQUIREMENTS FOR SSMP PROGRAM AUDITS

Requirements

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.

Program Effectiveness

In order to demonstrate the effectiveness of the SSMP program, the District may consider establishing a variety of performance indicators that could be narrative and/or metric-based. For instance, the indicators could include:

- Describing the Enrollee's goals, strategies, and successes in improving system performance, reducing SSOs, and achieving the goal(s) outlined in the SSMP.
- Identifying areas of the SSMP that need to be updated and the associated actions necessary to complete the updates.
- Establishing metrics or benchmarks that help demonstrate SSMP effectiveness. For example, using the information reported in CIWQS to establish performance as compared to metrics and benchmarks may assist in showing improvement and effectiveness of the program over time.

As part of the SSMP, the District 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 in this section. This audit shall focus on evaluating the effectiveness of the SSMP and your agency's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

Audit Details

The Maintenance Operations Director and District Engineer will audit the effectiveness of all elements of this SSMP every two years. The audit will document findings and recommend changes to the SSMP in a written report to the Maintenance Operations Director. These audit reports will be kept on file and made available to the public upon request. Minor changes to the SSMP, such as changes to the operation and maintenance element, will be made at the staff level. Significant changes, such as changes to legal authority, must be reviewed and approved by the District Board of Directors.

ELEMENT 11: **COMMUNICATION PROGRAM**

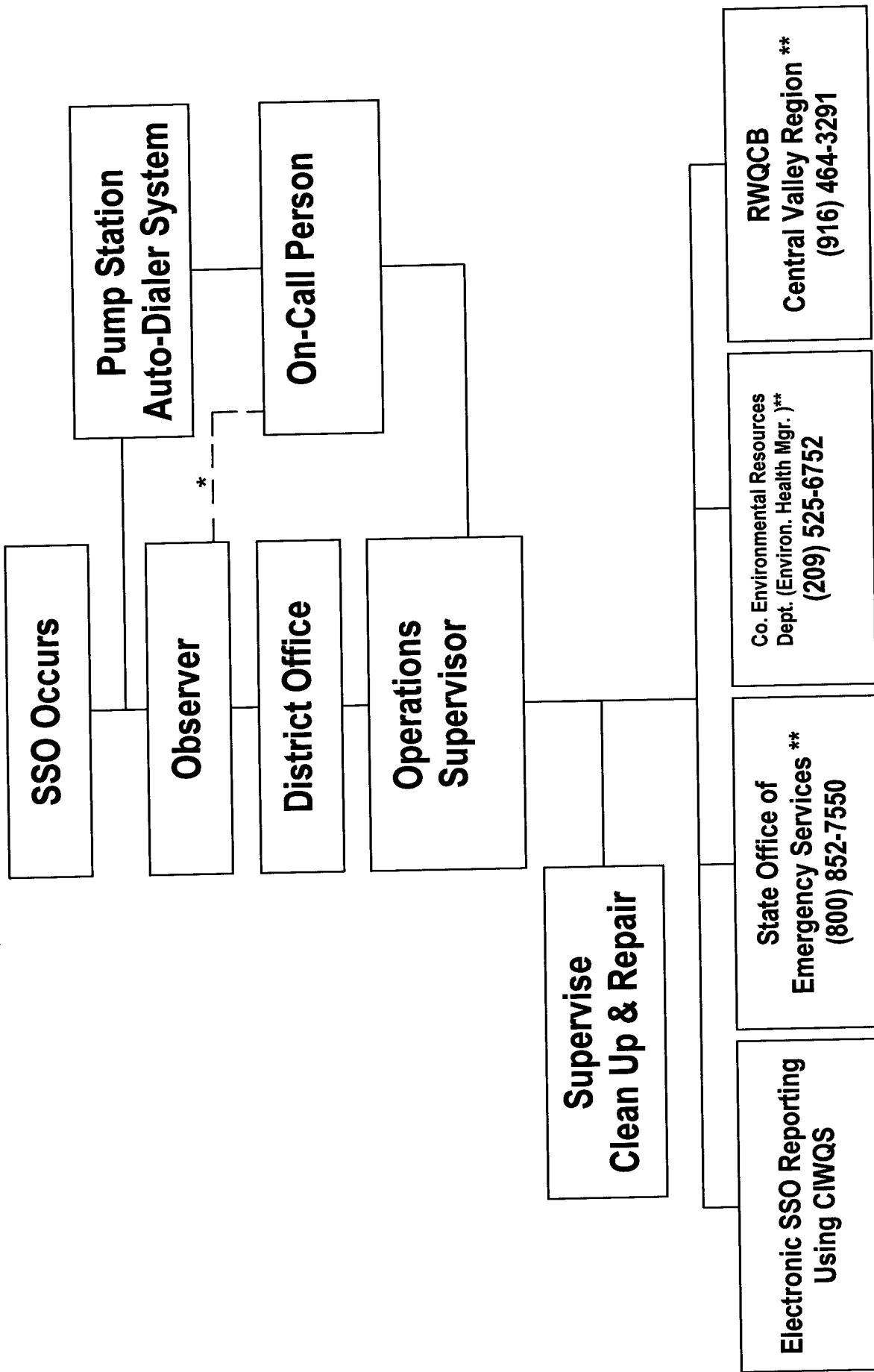
This element of the SSMP describes what the District has done or plans on doing to inform the public of the development, implementation, and performance of its SSMP.

Requirements

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.

Communication Measures

In the near future the District is planning to make the SSMP available to their customers and business owners via their website www.keyescsd.specialdistrict.org
The District is also planning on distributing a notice in the mail about SSMPs in general. The City website will be regularly updated to provide information on the updates/implementation and performance of the SSMP. The opportunity for public input will be available through contact information provided on the site.



*If office closed, answering machine gives contact information for on-call person.
 **If spill greater than 1,000 gallons or discharge to surface water (California Water Code Section 13271)

Figure 6-1. SSO Responsible Chain of Communication

APPENDIX A

Sample Sanitary Sewer Overflow Report Forms

Category 1 Sanitary Sewer Overflow

6.2 SSO CATEGORY 1



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information [?] [SSO Menu](#)

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WQID: 5SSO10000 Sanitary Sewer System: Demo South CS

[General Info](#) [Spill Related Parties](#) [Attachments](#)

Spill - General Information, Screen 2

You have minutes to save your report before your session expires.

Note: Questions with "*" are required to be answered for 'Save Work in Progress'.

Questions with "*" are required to be answered for 'Submit Draft'.

Questions with "*" are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: **SSO Demo**

1 - Spill Type: Category 1

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

| Estimated Total spill volume to Reach Surface Water (a+b+c+e) | Estimated Total spill volume to Reach Land (g) | Estimated Total spill volume Recovered (b+d+f+h) | Estimated Total spill volume (a+c+e+g) |
|---|--|--|--|
| <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |

*3 - Did the spill discharge to a drainage channel and/or surface water? [v]

*4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system? [v]

*5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? [v]

Physical Location Details

*6 - Spill location name:

*7 - Latitude of spill location: deg. min. sec. OR decimal degrees [\[Map\]](#)

*8 - Longitude of spill location: deg. min. sec. OR decimal degrees [\[Map\]](#)

*9 - County: [v]

*10 - Regional Water Quality Control Board: [v]

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)

Combined Sewer D.I. (Combined CS Only) ^
Force Main v
Gravity Mainline v

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)

Beach ^
Building or Structure v
Combined Storm Drain (Combined CS only) v

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time:

 : : Date Format: MM/DD/YYYY

*18 - Date and time sanitary sewer system agency was notified of or discovered spill:

 : : Date Format: MM/DD/YYYY

*19 - Estimated Operator arrival date/time:

 : : Date Format: MM/DD/YYYY

**20 - Estimated spill end date/time:

 : : Date Format: MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure:

 inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

**29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)

Cleaned-Up ^
Mitigated Effects of Spill v
Contained all or portion of spill v

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

**31 - Spill response completion date:

 : : Date Format: MM/DD/YYYY

**32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)

Added sewer to preventive maintenance program ^
Adjusted schedule/method of preventive maintenance v
Enforcement action against FOG source v

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

**34a - Is there an ongoing investigation?

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water:

**36 - Health warnings posted?

**37 - Did the spill result in a beach closure (if YES, answer questions 38)?

**38 - Name of impacted beach(es) (enter NA if None):

39 - Name of impacted surface water(s) (enter Un-named Tributary to XXXXX where XXXXX is the name of first named downstream tributary if receiving surface water body is un-named):

****40 - Water quality samples analyzed for:**
(Hold Ctrl key to Select Multiple answers from the list)

41 - Explanation of water quality samples analyzed for:
(Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")

****42 - Water quality sample results reported to:**
(Hold Ctrl key to Select Multiple answers)

County Health Agency
Regional Water Quality Control Board
Other (specify below)

43 - Explanation of water quality sample results reported to:
(Required if water quality sample results reported to is "Other")

**** 44 - Explanation of volume estimation methods used:**
(Describe how you developed spill volume estimates for this spill)

Notification Details

45 - Cal OES Control Number
(Required for Category 1 - see SSO Monitoring and Reporting Program Requirements):

46 - Cal OES Called Date/Time
(Required for Category 1 - see SSO Monitoring and Reporting Program Requirements):

 : : Date Format: MM/DD/YYYY

*** 47(a) - Name and Title (Contact person who can answer specific questions about this SSO)**

*** 47(b) - Contact Person Phone Number**

Save Work in Progress

Submit Draft

Ready to Certify

Category 2 Sanitary Sewer Overflow

6.3 SSO CATEGORY 2



Menu | Help | Log out

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information [?] **SSO Menu**

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WDID: 5SSO10000 Sanitary Sewer System: Demo South CS

General Info Spill Related Parties Attachments

Spill - General Information, Screen 2

Save Work in Progress Submit Draft Ready to Certify

You have minutes to save your report before your session expires.

Note: Questions with * are required to be answered for 'Save Work in Progress'.
 Questions with ** are required to be answered for 'Submit Draft'.
 Questions with *** are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 2

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

| Estimated Total spill volume to Reach Surface Water (a-b+c+e) | Estimated Total spill volume to Reach Land (g) | Estimated Total spill volume Recovered (b+d+f+h) | Estimated Total spill volume (a+c+e+g) |
|---|--|--|--|
| <input type="text" value="0"/> | <input type="text" value="1000"/> | <input type="text" value="0"/> | <input type="text" value="1000"/> |

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg, min, sec. OR decimal degrees [\[Map \]](#)

* 8 - Longitude of spill location: deg, min, sec. OR decimal degrees [\[Map \]](#)

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:

(Hold Ctrl key to Select Multiple answers from the list)

Combined Sewer D.I. (Combined CS Only) ^
Force Main ^
Gravity Mainline ^

*14 - Spill appearance point explanation:

(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:

(Hold Ctrl key to Select Multiple answers from the list)

Beach ^
Building or Structure ^
Combined Storm Drain (Combined CS only) ^

16 - Explanation of final spill destination:

(Required if final spill destination is "Other")

*17 - Estimated spill start date/time:

 : : Date Format: MM/DD/YYYY

*18 - Date and time sanitary sewer system agency was notified of or discovered spill:

 : : Date Format: MM/DD/YYYY

*19 - Estimated Operator arrival date/time:

 : : Date Format: MM/DD/YYYY

**20 - Estimated spill end date/time:

 : : Date Format: MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:

(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:

(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure:

 inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

**29 - Spill response activities:

(Hold Ctrl key to Select Multiple answers from the list)

Cleaned-Up ^
Mitigated Effects of Spill ^
Contained all or portion of spill ^

30 - Explanation of spill response activities:

(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

**31 - Spill response completion date:

 : : Date Format: MM/DD/YYYY

**32 - Spill corrective action taken:

(Hold Ctrl key to Select Multiple answers from the list)

Added sewer to preventive maintenance program ^
Adjusted schedule/method of preventive maintenance ^
Enforcement action against FOG source ^

33 - Explanation of spill corrective action taken:

(Required if spill corrective action is "Other")

**34a - Is there an ongoing investigation?

35 - Explanation of volume estimation methods used:

(Describe how you developed spill volume estimates for this spill)

*36(a) - Name and Title (Contact person who can answer specific questions about this SSO)

*36(b) - Contact Person Phone Number

Save Work in Progress

Submit Draft

Ready to Certify

Category 3 Sanitary Sewer Overflow

6.4 SSO CATEGORY 3



Menu | Help | Log out

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information ? SSO Menu

Spill Event ID: New Regional Water Board: Region 5S - Sacramento
 Spill Location Name: Test Agency: State Water Resources Control Board
 WDID: SSSO10000 Sanitary Sewer System: Demo South CS

General Info Spill Related Parties Attachments

Spill - General Information, Screen 2

Save Work in Progress Submit Draft Ready to Certify

You have minutes to save your report before your session expires.

Note: Questions with ** are required to be answered for 'Save Work in Progress'.

Questions with * are required to be answered for 'Submit Draft'.

Questions with *** are required to be answered for 'Ready to Certify'.

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 3

*** 2 - Estimate Spill Volumes**

- a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? gallons
- b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) gallons
- c) Estimated spill volume that reached a drainage channel that flows to a surface water body? gallons
- d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? gallons
- e) Estimated spill volume discharged directly to a surface water body? gallons
- f) Estimated spill volume recovered from surface water body? gallons
- g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) gallons
- h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) gallons

| Estimated Total spill volume to Reach Surface Water (a-b+c+e) | Estimated Total spill volume to Reach Land (g) | Estimated Total spill volume Recovered (b+d+f+h) | Estimated Total spill volume (a+c+e+g) |
|---|--|--|--|
| <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |

* 3 - Did the spill discharge to a drainage channel and/or surface water?

* 4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?

* 5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?

Physical Location Details

* 6 - Spill location name:

* 7 - Latitude of spill location: deg. min. sec. OR decimal degrees

* 8 - Longitude of spill location: deg. min. sec. OR decimal degrees

* 9 - County:

* 10 - Regional Water Quality Control Board:

11 - Spill location description:
 (Use attachment if location description is more than 2000 characters)

No Spill Certification

6.1 NO SPILL CERTIFICATION



[Menu](#) | [Help](#) | [Log out](#)

Navigate to:

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SSO - No Spill Certification [?](#) [SSO Menu](#)

Regional Water Board: Region 5S - Sacramento
 Agency: State Water Resources Control Board
 Sanitary Sewer System: Demo South CS
 WOID: 5SSO10000

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:*

Certifier Name:*

Certifier Title:*

Executed On:*

Executed At:*

Previously Submitted Months with "No Spill Certification"

| Confirmation Number | No Spill Certificate for the Month of | Entered Date/Time | Certified UserID | Certified Name |
|---------------------|---------------------------------------|-------------------------|------------------|----------------|
| 2362863 | February 2013 | 2013-7-19.13.39. 26. 0 | SSO Demo | d |
| 2362859 | January 2013 | 2013-7-17.14.51. 11. 0 | SSO Demo | test |
| 2306210 | September 2011 | 2011-11-10.9.34. 37. 0 | SSO Demo | Test |
| 2294930 | January 2011 | 2011-7-15.11.57. 22. 0 | SSO Demo | |
| 2253851 | July 2010 | 2010-8-19.8.59. 38. 0 | SSO Demo | |
| 2247649 | June 2010 | 2010-7-7.13.43. 35. 0 | SSO Demo | |
| 2239286 | April 2010 | 2010-4-29.11.10. 18. 0 | SSO Demo | |
| 2212802 | December 2009 | 2009-11-9.8.19. 48. 0 | SSO Demo | |
| 821795 | December 2009 | 2009-4-9.7.47. 6. 0 | SSO Demo | |
| 2199725 | August 2009 | 2009-8-31.7.18. 33. 0 | SSO Demo | |
| 2186309 | July 2009 | 2009-7-13.10.4. 36. 0 | SSO Demo | |
| 2186308 | July 2009 | 2009-7-13.9.47. 7. 0 | SSO Demo | |
| 829411 | June 2009 | 2009-5-27.16.9. 12. 0 | SSO Demo | |
| 821794 | April 2009 | 2009-4-9.7.42. 29. 0 | SSO Demo | |
| 826402 | March 2009 | 2009-5-11.8.26. 15. 0 | SSO Demo | |
| 821793 | March 2009 | 2009-4-9.7.41. 39. 0 | SSO Demo | |
| 821792 | March 2009 | 2009-4-9.7.28. 7. 0 | SSO Demo | |
| 803308 | November 2008 | 2008-11-12.15.7. 17. 0 | SSO Demo | |
| 803281 | October 2008 | 2008-11-12.10.16. 34. 0 | SSO Demo | |
| 803282 | October 2008 | 2008-11-12.10.18. 7. 0 | SSO Demo | |
| 821791 | April 2008 | 2009-4-9.7.25. 16. 0 | SSO Demo | |
| 2182154 | February 2008 | 2009-7-1.10.40. 39. 0 | SSO Demo | |
| 803303 | January 2008 | 2008-11-12.14.1. 34. 0 | SSO Demo | |
| 2174848 | December 2007 | 2009-6-22.13.7. 40. 0 | SSO Demo | |
| 2232727 | January 2007 | 2010-3-8.11.33. 49. 0 | SSO Demo | |
| 2248328 | August 2006 | 2010-7-12.9.40. 51. 0 | SSO Demo | |
| 491397 | February 2006 | 2007-4-10.9.41. 34. 0 | SSO Demo | |

APPENDIX B

Best Management Practices (BMP) Manual

Best Management Practices for Food Service Establishments

The following Best Management Practices (BMP) have been developed as a guide for the District's Food Service Establishments (FSE) and major Fats, Oils and Grease (FOG) producers to follow. Their purpose is to limit the discharge of FOG by the FSE to the extent possible. Not all BMPs may be applicable to all users.

BMP 1 – Employee Training and Awareness

The success of any FOG reduction program is dependant mainly on the participation of the individuals involved in such a program. It is therefore crucial to the success of the BMPs that employees and individuals be appropriately trained on the provisions thereof. Each FSE should do the following to establish adequate employee training and awareness procedures:

- Train all employees on the provisions of the FSE's individual BMP program
- Require that employees follow the BMPs
- Instruct employees not to dispose of FOG into sinks
- Post "No Grease" signs above sinks and other appropriate discharge points (the language on these signs is dependent upon the business)

BMP 2 – Garbage Disposal Limitations

A large volume of FOG can be eliminated from the sanitary sewer system by limiting or eliminating the discharge of food particles to the system. The use of garbage disposals is discouraged for this reason. Food particles should be discharged into the trash rather than a sink drain. Additionally, the use of drain screens is recommended to capture food and other particles from being discharged into the sanitary sewer system. These screens should be cleaned frequently and emptied into the trash.

BMP 3 – Spill Clean-up

FSEs should develop applicable practices to limit the amount of spills that occur. These spills cause unneeded discharge of FOG into the sanitary sewer system.

- Clean up of any spills that do occur should follow these guidelines:
- Stop the spill at its source;
- Perform a "dry" clean up if possible. Use paper towels, brooms, rubber scrapers, or other means to dispose of the spilled food particles or FOG to the trash;
- If a "dry" cleanup is not possible, follow these guidelines:
 - Clean up as much as possible with rags;

- Use granular or absorbent material (such as sand, cat litter, sawdust, etc.)
- Remove spilled material to the trash;
- Mop or wash as sparingly as possible and discharge to the sanitary sewer system.

Each FSE and other FOG producer should have a plan that will be followed in the event of a spill. This should include a step-by-step procedure that is known by all employees, as well as a responsible person who will monitor cleanup measures. Training to employees on such a plan should be periodically provided to employees.

BMP 4 – Equipment Cleaning and Maintenance

When cleaning and maintaining equipment, it is possible to reduce the amount of FOG that enters the sanitary sewer system. This may include emptying or removing grease from equipment prior to washing and placing in the trash. The use of other “dry” cleaning methods, such as use of paper towels rather than water rinsing, is also encouraged.

BMP 5 – Grease Handling and Disposal

Oils, grease, or other oily liquids (such as salad dressing) should not be discharged in large quantities into the sanitary sewer system. These materials should be recycled, if possible.

BMP 6 – Grease Traps

To properly perform, grease traps should be adequately sized and installed in accordance with the requirements of the District. They should also be located in such a way as to facilitate cleaning. It is recommended that each FSE inspect and clean its grease trap as often as is necessary to ensure proper performance. Cleaning and inspection records for each FSE shall be completed and kept on file for three years. Grease collected from grease traps should be disposed of through appropriately licensed disposal companies.

BMP 7 – Residential and Private Dwellings

It is important to note that not all FOG problems are caused by FSEs. In certain cities, residential FOG discharge may be a significant amount of the District’s FOG production. For this reason, it is recommended that residential customers also adopt the aforementioned BMPs as applicable.

APPENDIX C

General Waste Discharge Requirements

**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) | | | | |
| Design and Performance Section D 13 (v) | 36 months after WDRs Adoption | 39 months after WDRs Adoption | 48 months after WDRs Adoption | 51 months after WDRs Adoption |
| 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 30 days 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

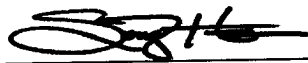
The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD

ORDER NO. WQ 2008-0002-EXEC

ADOPTING AMENDED MONITORING AND REPORTING REQUIREMENTS FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER
SYSTEMS

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

1. The State Water Board is authorized to prescribe statewide general waste discharge requirements for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code 13263, subdivision (i).
2. The State Water Board on May 2, 2006, adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, pursuant to that authority.
3. The State Water Board on May 2, 2006, adopted Monitoring and Reporting Requirements to implement the General Waste Discharge Requirements for Sanitary Sewer Systems.
4. State Water Board Order No. 2006-0003-DWQ, paragraph G.2., and the Monitoring and Reporting Requirements, both provide that the Executive Director may modify the terms of the Monitoring and Reporting Requirements at any time.
5. The time allowed in those Monitoring and Reporting Requirements for the filing of the initial report of an overflow is too long to adequately protect the public health and safety or the beneficial uses of the waters of the state when there is a sewage collection system spill. An additional notification requirement is necessary and appropriate to ensure the Office of Emergency Services, local public health officials, and the applicable regional water quality control board are apprised of a spill that reaches a drainage channel or surface water.
6. Further, the burden of providing a notification as soon as possible is de minimis and will allow response agencies to take action as soon as possible to protect public health and safety and beneficial uses of the waters of the state.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Resolution No. 2002-0104 and Order No. 2006-0003-DWQ, the Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems No. 2006-0003-DWQ is hereby amended as shown in Attachment A, with new text indicated by double-underline.

Dated: February 20, 2008



Dorothy Rice
Executive Director

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD
MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ
(AS REVISED BY ORDER NO. WQ 2008-0002-EXEC)

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 No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

NOTIFICATION

Although State and Regional Water Board staff do not have duties as first responders, this Monitoring and Reporting Program is an appropriate mechanism to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the Discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.
2. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

2. **Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.**
3. **Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.**

SSO Reporting Timeframes

4. **Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.**

The above reporting requirements are in addition to do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. **Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).**
6. **Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.**
7. **If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.**
8. **In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in**

accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

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 thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

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

9. Category 2 SSOs:

- A. Location of SSO by entering GPS coordinates;
- B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
- C. County where SSO occurred;
- D. Whether or not the SSO entered a drainage channel and/or surface water;
- E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
2. Omitted.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical technique or method used; and,
 - f. The results of such analyses.

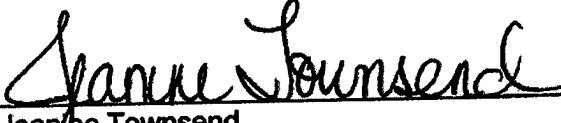
C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board. The notification requirements added by Order No. WQ 2008-0002-EXEC will become effective upon issuance by the Executive Director.

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 Board.



Jeanne Townsend
Clerk to the Board

APPENDIX D

Legal Authority

KEYES COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 2011-01

ORDINANCE GIVING DISTRICT NECESSARY LEGAL AUTHORITY TO IMPLEMENT AND ENFORCE THE SEWER SYSTEM MANAGEMENT PLAN AS REQUIRED BY STATE LAW

THE BOARD OF DIRECTORS OF THE KEYES COMMUNITY SERVICES DISTRICT DOES ORDAIN AS FOLLOWS:

1. Legal Authority

The Keyes Community Services District (“District”) has the power to adopt and enforce, by ordinance, rules and regulations regarding the administration, operation, and use and maintenance of District facilities and services. Violation of any rule, regulation, or ordinance adopted by the District is a misdemeanor punishable pursuant to Section 19 of the California Penal Code. The District, under its express and implied powers conferred by the Community Services Laws codified in Government Code sections 61000 *et seq.*, has the administrative authority to issue citations and impose fines for ordinance violations.

2. Purpose

The purpose of this ordinance is to prevent the discharge of any pollutant into the sewer system, the storm drain system, or surface waters, which would: 1) obstruct or damage the District’s sewer collection system; 2) interfere with, inhibit, or disrupt the City of Turlock’s Waste Water Treatment Plant (the “treatment plant”), or its treatment processes, operations, sludge processes, or the use or disposal of sludge; 3) pass through the treatment system and contribute to violations of any regulations imposed upon the plant; or 4) result in or threaten harm to human health or the environment. This ordinance, as may from time to time be amended, shall provide the legal framework required for the District to implement its Sewer System Management Plan in accordance with state law.

3. Right of Entry For Inspection Purposes

The Keyes Community Services District has the authority, pursuant to Government Code section 61060, to exercise all rights and powers, both expressed and implied, necessary to carry out the purposes of a Community Services District and to take any and all actions necessary for, or incidental to, the powers expressed or implied in the Community Services District laws (Government Code sections 61000 *et seq.*). These powers include, but are not limited to, the right to enter onto private property to inspect and ensure that sewer lines and sewer connections to the District’s system are properly designed, constructed, and installed; to inspect commercial and industrial connections and points of

discharge for compliance with this ordinance; to inspect grease-generating facilities for compliance with best management practices (“BMPs”) regarding the control of fats, oils, and grease (“FOG”) and District grease-trap and garbage grinder regulations; and all other inspections the District finds necessary to ensure compliance with District ordinances, rules, and regulations, and/or to protect the health, safety, and welfare of District residents.

4. Limitations on Point of Discharge

No person shall discharge any substances directly into a manhole or other opening in a District sewer, other than through an approved building sewer or other location approved by the District.

5. Prohibited Discharges

No user shall discharge, or cause or permit to be discharged directly or indirectly into the sewer system:

- a) Any pollutant or wastewater which either alone or by interaction with other substances causes or threatens to cause or is capable of causing:
 - 1) A hazard to human life or the environment or creates a public nuisance.
 - 2) Interference with the operation or performance of the treatment plant, its sludge processes, or sludge use or disposal practices.
 - 3) A pass-through (as defined in the City of Turlock Municipal Code section 6-4-103).
 - 4) The use of a disproportionate share of the sewer collection and/or treatment system.
 - 5) Excessive collection, storage, disposal or treatment costs to either the District or the City of Turlock.
- b) Hazardous, Noxious, or Malodorous Substances. No industrial waste shall be discharged which alone or in combination with other wastes may create a public nuisance or hazard, make human entry into the sewers unsafe, or which constitutes a discharge of hazardous waste. Appropriate records of hazardous waste disposal manifests, inventories of stored virgin and used hazardous materials, and other documentation required by law shall be kept and made available for inspection and/or copying at the District’s request.
- c) Storm water, ground water, rainwater, street drainage, sub-surface drainage, yard drainage, pond water, or water drained from pools with diatomaceous earth filters and which do not have separation tanks.

- d) **Radioactive Substances.** The discharge of radioactive wastes into the sewer system shall conform to the requirements of California Radiation Control Regulations, Title 17, California Code of Regulations, Chapter 5, Subchapter 4, and as subsequently amended.
- e) **Dyes.** Wastes showing excessive coloration shall not be discharged into the sewer system. Excessive coloration shall be defined as any coloration in a waste which, for any wave length, displays less than sixty percent of the light transmissibility of distilled water under the following conditions:
- 1) After filtration through a 0.45 micron membrane filter;
 - 2) In the pH range of 5.5 to 11.0;
 - 3) Through a one centimeter light path;
 - 4) A maximum spectrum band width of 10 nanometers;
 - 5) Through the wave length range from four hundred to eight hundred nanometers.
- f) **Explosives.** No solids, liquids, or gases which by themselves or by interaction with other substances may create fire or explosion hazards, including waste streams with a closed cup flashpoint of less than 140° F. (60° C.) shall be discharged. Flammable substances including, but not limited to, acetone, alcohols, benzene, gasoline, xylene, hexane and naphtha shall not be discharged into the sewer system except where present in contaminated groundwater discharges being discharged under a permit issued or approved by the City of Turlock
- g) **Organic Solvents.** Except as permitted by other sections of this ordinance, the sewer shall not be used as a means of disposal for organic solvents. Wastewater discharged to the sewer shall not contain a sum total greater than one thousand milligrams per liter of acetone, ethanol, methanol, or isopropyl alcohol in any combination. Dischargers having organic solvents on site or using same shall provide and use a separate collection and disposal system outside the sewer system and shall provide safeguards against their accidental discharge to the sewer. An approved solvent management plan to prevent entry to the sanitary sewer and accidental spill prevention plans shall be filed by the discharger as a condition of permission to discharge to the sanitary sewer. Records of appropriate disposal and handling shall be maintained by the discharger and shall be available for inspection and copying by District personnel. Organic solvents shall include, but shall not be limited to, those used in dry cleaning establishments and shall also include separator water generated by dry cleaning equipment. Neither the

organic solvent nor the separator water may lawfully be discharged to the sewer or storm drain system.

h) **Solids.** No material shall be discharged to the sanitary sewer that will obstruct or damage the collection system, treatment system, or appurtenances. Specific prohibitions are as follows:

- 1) **Inert Solids.** The discharge of inert solids including, but not limited to sand, glass, metal chips, bone, plastics, etc. into the sewer is prohibited. Settling chambers or treatment works shall be installed where necessary to prevent the entry of inert solids into the sewer system.
- 2) **Solid Particles.** Industrial wastes shall not contain particulate matter that will not pass through a one half-inch screen; this subsection shall not apply to domestic sewage from industrial establishments.

i) **Stored Liquid Wastes**

Liquid aqueous-based wastes that have been collected and held in tanks or containers shall not be discharged into the sewer system except at locations authorized by the District to collect such wastes. Wastes of this category include but are not limited to:

- 1) Chemical toilet wastes
- 2) Industrial wastes collected in containers or tanks
- 3) Pleasure boat wastes
- 4) Septic tank pumping
- 5) Trailer, camper, housecar, or other recreational vehicle wastes.

j) **Wastes containing trace elements in excess of:**

- 1) .05 mg/l arsenic
- 2) .03 mg/l cadmium
- 3) 1.0 mg/l copper
- 4) .2 mg/l lead
- 5) .0024 mg/l mercury
- 6) .23 mg/l nickel

- 7) .06 mg/l silver
 - 8) .8 mg/l total chromium
 - 9) 5.0 mg/l zinc
- k) Waste containing purgeable halocarbons in excess of:
- 1) .04 mg/l 1,4-dichlorobenzene
 - 2) .3 mg/l chloroform
 - 3) .6 mg/l tetrachloroethylene
- l) Waste containing purgeable aromatics in excess of:
- 1) 62 mg/l toluene
 - 2) 4.2 mg/l benzene
- m) Waste containing pesticides and polychlorinated biphenyls ("PCBs") in excess of 20 mg/l.
- n) Waste containing purgeable organics not previously mentioned in excess of .08 mg/l.
- o) Waste containing tributyltin in excess of .04 mg/l, and cyanide in excess of .2 mg/l.
- p) Waste containing surfactants in excess of 250 mg/l unless as authorized by waste discharge permit issued by the City of Turlock.
- q) Any wastewater having a pH less than 5.5, or more than 8.5 or in excess of the limitations specified in any more stringent permit or regulation of wastewater that has any other corrosive property capable of causing damage or hazard to structures, equipment and/or personnel unless authorized by a permit issued or approved by the City of Turlock.
- r) Any substance which may cause violations of the City of Turlock's NPDES Permit or the receiving water quality standards.
- s) Pollutants with heat in amounts which will inhibit biological activity in the treatment plant resulting in interference, but in no case shall the temperature at the treatment plant exceed 40° C (104° F) or exceed 60° C (140° F) at the point of discharge.

- t) Any pollutant, including oxygen demanding pollutants released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the treatment plant.
- u) Pollutants which result in the presence of toxic gases, vapors, or fumes within the treatment plant in a quantity that may cause health and safety problems for workers.
- v) Any other substance or material which causes, threatens to cause, or is capable of causing the sewer system to be overloaded in capacity or pollutants.
- w) Waste containing in excess of 1.0 mg/l phenolic compounds which cannot be removed by the City of Turlock's Wastewater treatment process.

6. Grease Disposal Prohibited

Oil and/or grease shall not be discharged into the sewer system if the average concentration of floatable oil and/or grease (defined as that which is subject to gravity separation at a temperature of 20° C. and at a pH of 4.5) exceeds twenty mg/liter; nor shall the total oil and/or grease concentration exceed two hundred mg/liter. In addition, the discharge of petroleum oil, non-biodegradable cutting oil, or products of mineral origin in amounts that cause interference or pass through, as defined by EPA regulations, shall be prohibited.

7. Grease Control By Food Service Establishments ("FSEs")

- a) "Food service establishment" ("FSE") means any building, vehicle, place, or structure, or any room or division in a building, vehicle, place, or structure where food is prepared, served, or sold for immediate consumption on or in the vicinity of the premises; called for or taken out by customers; or prepared prior to being delivered to another location for consumption.
- b) All FSEs that generate grease may be required to obtain a Source Control/Fats, Oils, Grease ("FOG") Permit from the District.
- c) FSEs are subject to inspection by the District a minimum of two times per year, and may be inspected more frequently as circumstances may warrant (for example: frequent grease-related blockages, past non-compliance, etc.).
- d) FSEs are required to use best management practices ("BMPs") to reduce grease discharged into the sewer system.

8. FSE Garbage Grinders/Disposals Prohibited

Garbage grinders or disposals shall be prohibited in all FSEs that are constructed, remodeled, or converted, for which a building permit was issued after August 1, 2011, except that exemptions or variances may be granted by the District where circumstances warrant. Any such exemptions or variances shall be granted, if at all, at the District's sole discretion.

9. Grease Removal Devices Required

- a) The owner of every newly constructed, remodeled, or converted commercial or industrial facility with one or more grease generating activities, including food service facilities with new or replacement kitchens, for which a building permit is issued on or after August 1, 2011, shall install or cause to be installed a grease interceptor for each grease-generating activity, of a size equal to or greater than the minimum size meeting the definition of "grease interceptor," as set forth in Section 209 the 2007 California Plumbing Code, or as defined in any subsequently adopted California Plumbing Code, and shall be approved by the District. Approval by the District shall confer no responsibility upon the District for the adequacy or fitness of the grease interceptor. Adequacy or fitness of the grease interceptor shall be the sole responsibility of the property owner.
- b) The owner of every commercial or industrial generator of grease, including FSEs, serviced by a sewer collection line found to have a grease blockage, a history of grease blockage, or accelerated line maintenance resulting from grease disposal shall install or cause to be installed, upon notification by the District, a grease removal device.
- c) All grease removal devices shall be installed on the premises where grease is used or generated and shall be sized in conformance with Chapter 10 of the 2007 California Plumbing Code. The contents of all grease removal devices shall be removed periodically as necessary to prevent violations of this chapter. At a minimum, the contents shall be removed every six months. All grease removal devices shall be kept in good repair and shall be maintained in continuous operation. A log of all grease removal activities shall be maintained at the facility showing the date of removal, the amount removed, and the disposition of the removed contents. The log shall be retained for a period of three years and shall be available for inspection by District inspectors upon request.

10. Damage to Facilities

When a discharge causes an obstruction, damage, or any other impairment to District facilities, the District may assess a charge against the discharger to reimburse the District for costs incurred to clean or repair said facilities.

11. Enforcement—Criminal Penalties

Violation of any provision of this and/or any other District ordinance is a misdemeanor, and may be prosecuted by the authorities of the County of Stanislaus in the name of the people of the State of California, or redressed by civil action.

12. Enforcement—Administrative Civil Penalties

The District, at its sole discretion, may elect to prosecute violations of any District ordinance administratively, and impose civil penalties therefor, pursuant to the following procedures:

- a) **Complaint.** The District may serve an administrative complaint on any person who has violated any provision of this chapter. The complaint shall state:
 - 1) The act or failure that constitutes the violation;
 - 2) The provisions of law authorizing the civil liability to be imposed;
 - 3) The proposed civil penalty.

The complaint shall be served by personal delivery or certified mail on the person subject to requirements that the District alleges were violated, and shall inform the person served that a hearing on the complaint shall be conducted within sixty (60) days after service, unless the person charged with the violation waives his or her right to a hearing.

- b) **Hearing.** Unless the person charged with the violation(s) waives his or her right to a hearing, the District manager or designee of the District manager shall conduct a hearing within sixty (60) days. If the hearing officer finds that the person has caused a violation, he or she may assess administrative penalties against the person. In determining the amount of the civil penalty, the hearing officer may take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the economic benefit derived through any noncompliance, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any, attempted or taken by the discharger.
- c) **Appeal.** Any person against whom penalties are assessed by the hearing officer may appeal the decision of the hearing officer within thirty (30) days of notice of the decision. The District Board of Directors may hear the appeal or deny review of the case. If the District Board of Directors decides to hear the appeal, it shall conduct the appeal in accordance with procedures established by the Board of Directors. The decision of the District Board of Directors shall be in writing and shall be final. All civil penalties imposed in accordance with this section shall be

payable within thirty (30) days of the decision of the hearing officer; provided, that if the decision is appealed, all penalties shall be payable within thirty (30) days after the District Board of Directors' decision on the appeal.

- d) Fines. Administrative fines for the violation of any provision of the District's ordinance(s) are as follows:
- 1) A fine not exceeding one hundred dollars (\$100) for a first violation;
 - 2) A fine not exceeding two hundred dollars (\$200) for a second violation of the same ordinance within one year;
 - 3) A fine not exceeding five hundred dollars (\$500) for each additional violation of the same ordinance within one year.
- e) Lien. The amount of any civil penalties imposed under this section which have remained delinquent for a period of sixty (60) days shall constitute a lien against the real property of the discharger from which the violation occurred resulting in imposition of the penalty. The District shall cause the amount of uncollected penalty to be recorded with the county recorder, in accordance with Section 54740.5 of the California Government Code, as the same from time to time may be amended.

PASSED AND ADOPTED by the Board of Directors of the Keyes Community Services District at a regular meeting thereof held on August 23, 2011, by the following vote:

AYES: Parker, Chadwick, Landers, Benavides, Grewal

NOES: NONE

ABSENT: NONE


JOHNATHON PARKER,
President of the Board

ATTEST:


ROSEMARY WINTER, Secretary

APPENDIX E

Collection System Response Form

KEYES COMMUNITY SERVICE DISTRICT COLLECTION SYSTEM RESPONSE FORM

| | |
|--|--|
| Name of First Responder | |
| Location of spill | |
| Is the spill greater than 1,000 gallons | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Did the spill reach a storm drain, catch basin or creek? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Spill Appearance Point

Final Spill Destination

Spill Start Date/Time

Spill Cause

Note your arrival time to scene (be exact)

| | |
|--------------------------|-------------------------|
| Date and Time of Arrival | Date: _____ Time: _____ |
|--------------------------|-------------------------|

Explanation of Where Failure Occurred

| | |
|-------------------------|-------------------------|
| Spill End Date and Time | Date: _____ Time: _____ |
|-------------------------|-------------------------|

| Spill Volume | Recovered Spill Volume | gallons |
|---|--|---------|
| Estimated spill volume that reached a storm drain that flows to a surface water body. | Estimated spill volume recovered from a storm drain that flows to the surface water body | gallons |
| Estimated spill volume discharged to land. | Estimated spill volume recovered from the discharge to land | gallons |

Where did the failure occur

Spill Response Activities

- Cleaned Up
- Mitigated Effects of Spill
- Restored Flow
- Returned all spill to sanitary sewer

Estimation Methodology for Spill Volume

Eyeball Estimation Method

Measure Volume Method

METHOD 1: EYEBALL ESTIMATE METHOD AND KICK THE BUCKET

Imagine the amount of water that would spill from a bucket or barrel. This method is only useful for small spills

| Size of bucket(s) or barrels | How many | Multiplier | Total volume |
|------------------------------|----------|------------|--------------|
| 1 ga water jug | X 1 | | |
| 5 ga bucket | X 5 | | |
| 32 ga barrel | X 32 | | |
| 55 ga drum | X 55 | | |
| Total Volume of Spill | | | |

Category 1

Category 2

Category 3

| | |
|-----------------------------|--------------|
| OES | SWQCB |
| 1-800-852-7550 | 916-464-4822 |
| SWQCB WATER DIVISION | |
| 209-948-3816 | |

SPILL DETAILS

| | |
|---|---|
| <input type="checkbox"/> Forced Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Lateral Cleanout | <input type="checkbox"/> Lateral <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station |
| <input type="checkbox"/> Storm Drain <input type="checkbox"/> Paved Surface <input type="checkbox"/> Storm Drain Percolation Pond | <input type="checkbox"/> Surface Water <input type="checkbox"/> Street/Curb and Gutter <input type="checkbox"/> Unpaved Surface |

Date: _____ Time: _____

| | |
|---|---|
| <input type="checkbox"/> Debris from Construction <input type="checkbox"/> Grease (FOG) <input type="checkbox"/> Flow Exceeded Capacity <input type="checkbox"/> Debris - Rags <input type="checkbox"/> Pipe Structural Problem | <input type="checkbox"/> Pump Station Failure - Power <input type="checkbox"/> Pump Station Failure - Program <input type="checkbox"/> Pump Station Failure - Mechanical <input type="checkbox"/> Root Intrusion <input type="checkbox"/> Vandalism |
|---|---|

| | |
|--|---|
| <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Manhole <input type="checkbox"/> Lateral | <input type="checkbox"/> Pump Station <input type="checkbox"/> Other |
|--|---|

| | |
|--|-----------------------------|
| Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. | |
| Submit Draft report within 3 business days of becoming aware of the SSO and certify within 30 calendar days of SSO end date. | |
| Submit certified report within 30 days | |
| SWQCB | SWQCB WATER DIVISION |
| 1-800-852-7550 | 209-948-3816 |

APPENDIX F:

Change Log

**KEYES COMMUNITY SERVICE DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
CHANGE LOG**

| DATE | SSMP ELEMENT SECTION | DESCRIPTION OF CHANGE/REVISION MADE | AUTHORIZED BY |
|-----------|----------------------------|---|---------------|
| 10/1/2022 | 1 | Included September 2013 MRP Requirements Included Order Requirements, Revised/Added Goals | |
| 10/1/2022 | 2 | Updated Position Titles/Contact Numbers/Chain of Command Included September 2013 MRP Requirements | |
| 10/1/2022 | 3 | Included Order Requirements included September 2013 MRP Requirements | |
| 10/1/2022 | 4 | Included System Renovation and Planned Improvements Included Order Requirements/Critical Equipment Included September 2013 MRP Requirements | |
| 10/1/2022 | 5 | Included Order Requirements Added Document (SSMP) Location | |
| 10/1/2022 | 6 | Added Sanitary overflow volume estimation narrative Updated SSO Category Requirements Included Reporting Requirements Included Volume Estimation Chart | |
| 10/1/2022 | 7 | Included Order Requirements | |
| 10/1/2022 | 8 | Included Order Requirements and Project Schedule Included September 2013 MRP Requirements | |
| 10/1/2022 | 9 | Added SSO Trend Tracking Narrative Included September 2013 MRP Requirements | |
| 10/1/2022 | 10 | Included Order Requirements Included Program Effectiveness Narrative | |
| 10/1/2022 | 11 | Included Order Requirements | |
| | | | |
| | | | |
| | | | |
| | | | |

**KEYES COMMUNITY SERVICE DISTRICT
SEWER SYSTEM MANAGEMENT PLAN
CHANGE LOG**

| DATE | SSMP ELEMENT SECTION | DESCRIPTION OF CHANGE/REVISION MADE | AUTHORIZED BY |
|-----------|----------------------------|---|---------------|
| 10/1/2022 | 1 | Included September 2013 MRP Requirements Included Order Requirements, Revised/Added Goals | <i>ME</i> |
| 10/1/2022 | 2 | Updated Position Titles/Contact Numbers/Chain of Command Included September 2013 MRP Requirements | <i>ME</i> |
| 10/1/2022 | 3 | Included Order Requirements included September 2013 MRP Requirements | <i>ME</i> |
| 10/1/2022 | 4 | Included System Renovation and Planned Improvements Included Order Requirements/Critical Equipment Included September 2013 MRP Requirements | <i>ME</i> |
| 10/1/2022 | 5 | Included Order Requirements Added Document (SSMP) Location | <i>ME</i> |
| 10/1/2022 | 6 | Added Sanitary overflow volume estimation narrative Updated SSO Category Requirements Included Reporting Requirements Included Volume Estimation Chart | <i>ME</i> |
| 10/1/2022 | 7 | Included Order Requirements | <i>ME</i> |
| 10/1/2022 | 8 | Included Order Requirements and Project Schedule Included September 2013 MRP Requirements | <i>ME</i> |
| 10/1/2022 | 9 | Added SSO Trend Tracking Narrative Included September 2013 MRP Requirements | <i>ME</i> |
| 10/1/2022 | 10 | Included Order Requirements Included Program Effectiveness Narrative | <i>ME</i> |
| 10/1/2022 | 11 | Included Order Requirements | <i>ME</i> |
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