

TOWN OF COLMA



SANITARY SEWER SYSTEM MANAGEMENT PLAN (SSMP)

November 2022
City Council Adoption Date: 6/28/2023

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Table of Contents

SSMP OVERVIEW	1
ELEMENT 1: GOALS	3
ELEMENT 2: ORGANIZATION	5
ELEMENT 3: LEGAL AUTHORITY	8
ELEMENT 4: OPERATIONS AND MAINTENANCE PROGRAM	10
ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS	14
ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN	15
ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM.....	19
ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN	21
ELEMENT 9: MONITORING, MEASUREMENT AND PLAN MODIFICATIONS..	22
ELEMENT 10: SSMP PROGRAM AUDITS	24
ELEMENT 11: COMMUNICATION PLAN	25

ATTACHMENTS

- Attachment A – Sanitary Sewer System Map
- Attachment B – Town Inventory of contingency equipment
- Attachment C - Standard Details Colma, Daly City, South San Francisco and CMC
- Attachment D - Overflow Emergency Response Plan (OERP)
- Attachment E – Executive Orders and Reporting Requirements
- Attachment F – Communications Protocol
- Attachment G – 2022 NSMCSD Call Out List
- Attachment H – City of SSF Fog Inspection SOP and ERP
- Attachment I – Colma Municipal Code Extracts
- Attachment J - Resolution Adopting SSMP

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SSMP OVERVIEW

I. Introduction

The purpose of the Town of Colma's Sewer System Management Plan (SSMP) is to document activities that the Town utilizes to effectively manage its wastewater collection system.

This Sewer System Management Plan (SSMP) has been prepared in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems Order No. 2006-0003 DWQ (Order) and WQ 2013-0058-EXEC. The purpose of the Order is to provide a consistent statewide approach for eliminating Sanitary Sewer Overflows (SSOs). As required, a copy of the SSMP is maintained at the Town of Colma Engineering Dept and is available to the public, state and the Town's operating and maintenance personnel via the Town's website. The Town's SSMP is designed to be a living document and will be updated as needed (e.g., as a result of SSMP audit findings).

II. Sanitary Sewer System Overview

The Town of Colma "Town" is a small municipality with a population of approximately 1,500 residents, spread over a 2 square mile area. The Town has approximately 33,600 lineal feet of sewer mains and 165 manholes in its wastewater collection system. The Town owns the sewer collection system but does not have its own wastewater treatment plant. The Town contracts with the North San Mateo County Sanitation District (NSMCSD) and the City of South San Francisco for waste water treatment and sewer system maintenance. The Town's sewer system is gravity flow. There are no forced mains or pump stations owned/maintained by the Town.

III. Plan Overview

This SSMP has been prepared by the Town of Colma in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to section 13267 of the California Water Code.

The SSMP is intended to meet the requirements of both the SWRCB and the Statewide General Waste Discharge Requirements (GWDR).

The SSMP includes eleven elements as listed below. Parenthesis indicates title of the comparable RWQCB SSMP element.

SSMP Elements

ELEMENT 1: SSMP Goals

ELEMENT 2: Organization of Personnel, chain of command and Communications

ELEMENT 3: Legal Authority

ELEMENT 4: Operations and Maintenance Program (Measures and Activities)

ELEMENT 5: Design and Performance Provisions (Design & Construction Standards)

ELEMENT 6: Overflow Emergency Response Plan

ELEMENT 7: Fats, Oils and Grease (FOG) Control Program

ELEMENT 8: System Evaluation and Capacity Assurance Plan (Capacity Management)

ELEMENT 9: Monitoring, Measurement and Plan Modifications

ELEMENT 10: SSMP Program Audits

ELEMENT 11: Communication Plan

IV. Sewer System Management, Plan Update, SSO Response and Reporting

Town of Colma Engineering Department is responsible for developing and updating the SSMP. The Engineering Department also oversees development and implementation of the capital improvement program needs of the sewer collection system.

The Public Works and Maintenance Department is responsible for day-to-day site inspections, sanitary sewer overflow response and coordination with the sewer agencies for implementation of the FOG program.

SSMP – Important Dates:

SSMP Update	2011
CC Approval of SSMP update	January 2011
SSMP Update	March 2017
SSMP Update	11.2022
City Council Approval of SSMP Update (Attachment J)	6/28/23

ELEMENT 1: GOALS

The Goals of the Town are to effectively manage and maintain its wastewater collection system in order to provide a safe and healthy living environment for its citizens, and to diligently follow the standards and safeguards as outlined in the Federal Clean Water Act.

The SSMP Goals are to:

- Properly manage, operate, and maintain all parts of the wastewater collection system;
- Provide adequate capacity in the collection system to convey peak flows;
- Minimize the frequency of sanitary sewer overflows (SSO's); and
- Mitigate impacts associated with SSO's.

The other objectives of the SSMP also include:

- Actively perform preventative maintenance of the collection system to decrease SSOs;
- Clean half of all sewer mainlines annually
- Continue video condition assessment of the sewer mains and maintain root control program;
- Identify collection system blockages due to fats, oil and grease (FOG) and develop strategies to decrease backups;
- Maintain a capital improvement program directed at maintaining the collection system, improving system reliability, and providing adequate future capacity needs;
- Train staff and ensure the safety of Town employees and the public at large; and
- Meet all applicable regulatory notification and reporting requirements.

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ELEMENT 2: ORGANIZATION

The SSMP must identify the following:

- a) The name of the responsible or authorized representative.*
- 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 the 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.*

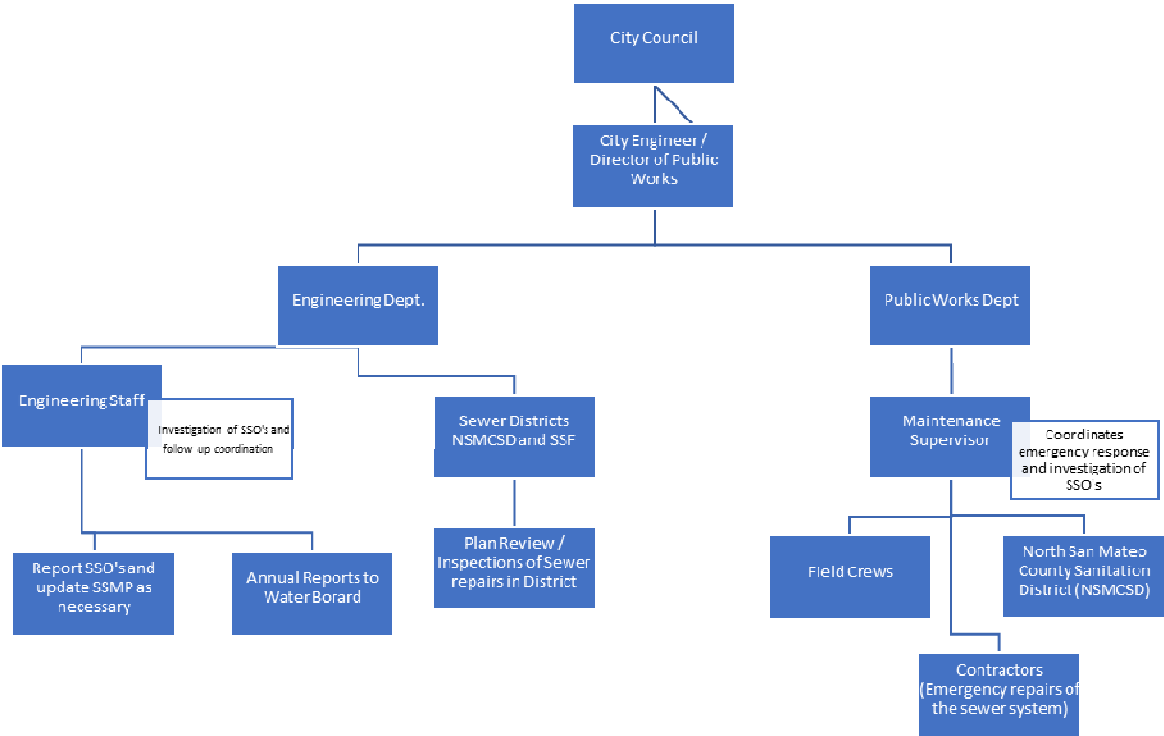
2.1 General

This section of the SSMP describes the organization of Town staff and contractors responsible for sewer-related work, including staff responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the of the Authorized Representative and the Legally Responsible Official (LRO) to meet SWRCB requirements for completing and certifying spill reports. The Authorized Representative is the Director of Public Works and LRO's for the Town of Colma are the Director of Public Works and the Maintenance Superintendent.

2.2 Department Organization

The organization chart represents the roles of each individual or group, which as a whole, is responsible for the implementation, management, and update of the Sanitary Sewer Management Plan (SSMP). The communication Protocol (**Attachment F**) identifies agency staff that is responsible for managing the Sanitary Sewer Overflow (SSO) response, investigation, and reporting of the SSO to the appropriate parties.

Organizational Chart



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ELEMENT 3: LEGAL AUTHORITY

The SSMP must include the following:

a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.).

b) Require that sewer and connections be properly designed and constructed.

c) Ensure access for maintenance, inspection, or repairs for portions 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.

3.1 General

The Town has a comprehensive ordinance on regulations and restrictions for discharge of water and waste, identified in Chapter 3.04, 3.08 and 3.09 of the Municipal Code. Additionally, Chapter 3.06 pertains to regulations and restrictions of individual sewage disposal systems and Chapter 3.07 deals with Sewer Service Charges. The Town's Municipal Code can be found on the Town's website at colma.ca.gov and the pertinent sections are provide in **Attachment I**.

3.2 Required Elements

A. Prevent illicit discharges into the sanitary sewer system including I/I from laterals, stormwater, unauthorized debris, etc.

These items are controlled specifically in sections:

3.04: Regulation of sewers and restrictions on discharge of water and waste

3.08: Water Quality Control - South San Francisco System

3.09: Water Quality Control – North San Mateo County Sanitation District

B. Require proper design and construction of sewers and connections

3.04.040 Individual Sewage Disposal System

3.04.080 Construction of Side Sewers and connection with Main Sewers

3.06 Individual Sewage Disposal Systems

These sections require that all construction or alteration of any building sewer, sanitary sewer, public sewer, side sewer, or other facility shall require approval by the Town. This approval is accomplished by requiring an encroachment permit and/or building permit. The permit requires that the work be done in accordance with Town/Sewer District's standards or as specifically approved by the City Engineer or his/her designee.

C. Ensure access for maintenance, inspection, and repairs to private sewer connections

3.04.120 Powers and Authorities of Inspectors

This section pertains to inspections and enforcement of provisions of the Sewer Ordinance. This section requires that property owners must provide unobstructed access to private sewer system on their property.

D. Limit the discharge of FOG (Fats, Oils, and Grease) and other debris that may cause blockages

3.08.130 General Discharge Regulations

3.08.150 National Pretreatment Standards

3.08.190 Harmful Discharges

3.09.110 Prohibited I/I Discharges

3.09.120 Prohibited Discharges

3.09.140 Acceptance of Deleterious Wastes

3.09.150 Maintenance of Pretreatment Facilities

3.09.160 Interceptors Required

3.09.170 Interceptors Maintenance

3.10.180 Control Manholes

E. Enforce violations of its sewer ordinance.

3.04.270 Notice of Violation

3.04.310 Misdemeanor

3.04.320 Liability of Violation

3.04.330 Protection from Damage

3.08.220 Enforcement

3.09.050 Violation Declared Unlawful

ELEMENT 4:

OPERATIONS AND MAINTENANCE PROGRAM (MEASURES AND ACTIVITIES)

**ELEMENT 4: OPERATIONS AND MAINTENANCE PROGRAM
(MEASURES AND ACTIVITIES)**

The SSMP operations and maintenance (O&M) program must include the following:

- 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 storm water 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 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 and critical replacement parts.

4.1 Collection System Map

This section requires that each wastewater collection system agency maintain up-to-date maps of its wastewater collection system facilities.

The Town's collection system is divided into two (2) regions: northern portion of the Town connected to and serviced by the North San Mateo County Sanitation District, and The southern portion of the collection system connected to the City of South San Francisco.

The Town has paper maps of the Town's wastewater collection system in the Engineering Office and the Maintenance Corp Yard. Updated maps of rehabilitated areas are also available at the Engineering Office.

ELEMENT 4:

OPERATIONS AND MAINTENANCE PROGRAM (MEASURES AND ACTIVITIES)

The Town also has a GIS map of the wastewater collection system. The GIS map identifies key indicators like the Manhole ID, Pipe Diameter, Pipe Length, Slope, Etc.

A copy of the sewer system GIS map is included in **Attachment A**.

4.2 Resources and Budget

The Town allocates funding resources in the Public Works Operations and Maintenance Budget for minor maintenance and repair of its wastewater collection system. The Town has an agreement with the North San Mateo County Sanitation District (NSMCSD) for annual cleaning and video inspection of the Town's sewer system.

Based on the review and results of the CCTV inspection reports, the Town programs major rehabilitation, repair and upgrades of the collection system into the Capital Improvement Plan (CIP).

4.3 Town wide CCTV Inspection, Cleaning, Response and Source Control

The Town has an agreement with North San Mateo County Sanitation District (NSMCSD – "District") for wastewater collection system maintenance services for the southern portion of the collection system that connects to the City of South San Francisco.

The scope of work under this maintenance agreement is to clean 20,836 LF of mains (50% south system) annually and perform CCTV inspections throughout the system as needed or at a minimum every 5 years.

The District provides corrective maintenance and emergency call service to address system blockages and overflow cleanup. The District also performs collection system source control inspection of affected commercial businesses associated with the FOG program.

The northern sewer system that connects to the District is serviced by the District in accordance with the schedule and standards set forth for properties within the NSMCSD. The southern sewer system that connects to the City of South San Francisco (SSF) is serviced by the City of Daly City through a contractual agreement between Colma and Daly City.

4.4 Prioritized Preventive Maintenance

The Town has an aggressive preventative maintenance (PM) program for problem areas of the collection system. The problem areas are identified during the annual cleaning and inspection process and preventative maintenance and/or repairs are scheduled accordingly on a priority basis. The Town has several hot spot locations identified that include the two siphons on El Camino Real and a few areas where roots of FOG have

ELEMENT 4:

OPERATIONS AND MAINTENANCE PROGRAM (MEASURES AND ACTIVITIES)

been issues in the past. These hot spot areas are cleaned 3 times per years in coordination with the District (NSMCSD).

4.5 Prioritization of Repair and Rehabilitation

The funding for preventative repair of any major line replacement is identified in the five-year capital improvement plan. The funding has been established to make prioritized line repairs identified as part of the CCTV condition assessment of the collection system and the Wastewater Collection System Master Plan (WCSMP). This program prioritizes the repair of structural defects to ensure that the system can consistently provide service and prioritizes the repair of defects such as protruding taps, damaged pipes, and roots that cause backups and SSOs.

4.6 Scheduled Inspections and Condition Assessment

The Town uses a proactive method by actively seeking out and correcting structural deficiencies prior to system failure. Condition assessments are performed through CCTV inspections for each sewer facility to determine the location and extent of the problem areas.

4.7 Contingency Equipment and Replacement Inventories

The Town contracts with NSMCSD for emergency response to sewer spills. The Town's maintenance department is typically the first responder when an SSO is detected. Securing the area for public safety, plugging the downstream storm drain manhole, and possibly pumping the overflow back into the sanitary sewer system is performed by the maintenance crew. NSMCSD performs the rehabilitation and cleaning of the affected area(s).

An inventory of the Town's contingency equipment is attached in **Attachment B** for reference.

4.8 Training

NSMCSD trains and coordinates with the Town's Maintenance Staff on the emergency response and containment of sewer spills annually and on a case by case basis.

In addition, the Town's maintenance and engineering staff attends training such as the annual Sewer Smart Summit by ABAG for controlling sanitary sewer overflows.

The Town also works with ABAG's consultant in development and training of sanitary sewer overflow and backup response plan.

ELEMENT 4:

OPERATIONS AND MAINTENANCE PROGRAM (MEASURES AND ACTIVITIES)

In addition, Town's maintenance staff will annually review SSO prevention, response and reporting requirements. Also, informational documents from trainings are available in the Engineering office for staff's review and guidance.

4.9 Outreach to Plumbers and Building Contractors

Outreach to plumbers and building contractors is done at the pre-construction meetings. Construction standards and BMP's are addressed during the plan review and inspection stages.

4.10 Preventive Maintenance Measures of Success

The Town of Colma measures the success of its preventive maintenance program by comparing the total length of pipes cleaned annually vs how many line blockages or SSO's occur on an annual basis.

ELEMENT 5:

DESIGN AND PERFORMANCE PROVISIONS (DESIGN AND CONSTRUCTION)

**ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS
(DESIGN AND CONSTRUCTION)**

The SSMP requires the following design and performance requirements:

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.

5.1 Standards for Installation, Rehabilitation and Repair

Design standards for installation, rehabilitation and repair are regulated by the Town of Colma's Municipal Code (CMC), standard specifications and standard details. The Town also utilizes design standards and guidelines specified by the neighboring sewer agencies. See **Attachment C** for referenced material.

In addition, any new sewer construction, rehabilitation or repair in the northern portion of the Town connected to the NSMCSD is reviewed and inspected by the District staff.

5.2 Standards for Inspection and Testing of New and Rehabilitated Facilities

Standards for inspection and testing are specified in the Town's standard specifications. The Town also utilizes standards and guidelines specified by the District for connections within the NSMCSD boundaries.

In addition, any new sewer construction, rehabilitation or repair in the northern portion of the Town connected to the NSMCSD is reviewed and inspected by the District staff.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The Town must develop and implement an overflow emergency response plan (OERP) which includes 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.

Due to the limited size of the Town of Colma, internal servicing of SSO's, beyond initial assessment, response and reporting is not performed by Town personnel, but contracted to the North San Mateo County Sanitation District (NSMCSD).

In Element 2 of this plan, the Town's organizational chart clearly identifies the internal chain of command and responsibilities during a SSO event. In addition, the Town's Emergency Overflow Response Plan (OERP), **Attachment D** provides call out procedures.

Procedure Overview:

- 1) SSO complaint received;
- 2) Public Works Department responds to the reported location to assess the situation and provides initial site control;
- 3) Public Works Department contacts contracted Agency for further assessment and to perform site cleanup and investigation of the cause of the SSO;
- 4) Public Works Department notifies the Engineering Department of the SSO; and
- 5) Engineering Department reports the SSO per the OERP.

Categories

Category 1: Discharges of untreated wastewater of any volume resulting from and 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 State Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2: Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or the MS4 unless the entire SSO volume 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 a failure or flow condition within the Town's SS collection system.

Private Lateral Sewage Discharges (PLSD) - Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer asset. PLSDs that the enrollee becomes aware of, may be voluntarily reported to the California Integrated Water Quality System (CIWQS) online SSO database.

Notification

Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify California Office of Emergency Services (CalOES) and obtain a notification control number at (800) 852-7550.

Reporting

Category 1 or Category 2 SSO's:

Except as provided above, all SSOs that meet the above criteria for Category 1 or Category 2 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 and Category 2 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 is contained in the 3-day reporting. A final certified report must be completed through the online SSO system, **within 15 calendar days** of the SSO end date.

Category 3 SSO's:

All SSOs that meet the above criteria for Category 3 SSOs must be reported to the online SSO database within 30 days after the end of the calendar month in which the SSO occurs.

SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.

"No Spill" Certification: Certify that no SSOs occurred within 30 calendar day of the end of the month or, if reporting monthly, the quarter in which no SSOs occurred.

Collection System Questionnaire: Update and certify every 12 Months.

6.9 Annual Reports

Records to be maintained by District

- Keep records for minimum of three (5) years
- This time period may be extended by SWRCB if there is an unresolved enforcement action

Reporting requirements and timelines, Executive Orders, and Reporting Forms are included **Attachment E**.

Site Restoration

Containment – by use of plugs, sandbags, straw waddles, hay bales, felt rolls, any material that can be used to divert and isolate surface runoff for recovery and return.

Cleanup – wash down and disinfection of surface areas, removal by use of mechanical or manual methods of solids, paper, etc., flushing of the storm system, removal and disposal of contaminated material, use of restoration contractor for any water damage to interior of homes or businesses.

Return – by use of VacCon (or similar) to pick up surface water and return to the sewer main, or by use of plugs and pumps to capture and return contained water from the storm drain system back into the sewer.

ELEMENT 6:
OVERFLOW EMERGENCY RESPONSE PLAN

Public Notice – In cases of runoff to State receiving waters, posting of signs stating site status, use of barricades, barriers, caution tape or other means to achieve site safety per the OERP plan.

ELEMENT 7:
FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The Town is required to prepare and implement a FOG control program to reduce the amount of these substances discharged to the sanitary sewer collection system. Requirements specifically include:

- 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 City 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.

Fats, Oils and Grease can be a significant source of sewer blockages potentially leading to SSOs.

FOG pretreatment regulation inspections in the southern portion of Town are conducted by City of South San Francisco water quality control plant inspectors in accordance with the FOG Inspection Standard Operating Procedures (SOP) and Enforcement Response Plan (ERP) developed by the City of SSF. Copies of the SOP and ERP are included in **Attachment H**.

There are no commercial facilities requiring FOG inspections in the northern portion of Town serviced by North San Mateo County Sanitation District (NSMCSD). This area mainly services single-family residential homes.

Town staff conducts combined storm water quality and FOG inspections at select food and automotive related establishments to verify compliance with these regulatory programs. Guidelines developed by NSMCSD and the City of SSF are utilized for FOG inspections.

ELEMENT 7:
FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The Town's southern portion of the wastewater collection system is cleaned at least once every two years. All of this system is also video inspected once every 5 years. Based on the inspection results and FOG assessment, some areas are prioritized for more frequent cleaning.

The northern portion of the Town's collection system is cleaned as per NSMCSD's schedule.

ELEMENT 8:

SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN (CAPACITY MANAGEMENT)

**ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN
(CAPACITY MANAGEMENT)**

The SSMP must prepare and implement a capital improvement plan (CIP) that includes the following:

a) Evaluation: Actions needed to evaluate those portions of the collection 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: 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: 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.

The Town completed its Wastewater Collection System Master Plan (WCSMP) in May of 2019 and will prepare and implement a capital improvement plan to provide hydraulic capacity of key sewer system elements under peak flow conditions when deficiencies that cause SSO's are found. The completed WWCSMP under the Existing Conditions PWWF simulation shows no sanitary sewer capacity deficiencies or SSOs.

Short-term capital improvement programs will replace or repair critical elements of the collection system that are near failure as soon as possible. A long-term capital improvement plan will address capacity and upgrade needs of the system when build out of the Town creates hydraulic deficiencies in the system that would cause an SSO's to occur.

ELEMENT 9: MONITORING, MEASUREMENT AND PLAN MODIFICATIONS

The SSMP must be monitored and modified to maintain its effectiveness and perform the following:

- a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;*
- b) Monitor and implement and, where appropriate, measure the effectiveness of each element of the SSMP;*
- c) Assess the success of the Preventive 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.*

This section measures the effectiveness of SSMP elements in reducing SSOs.

The Town entered into a maintenance agreement with NSMCSD to clean and video 50% sewer mains within the southern collection system annually or 100% every two years. The Town will evaluate results from these CCTV inspections to update the CIP Projects and schedule point repair or main line repairs, evaluate system needs and make plan modifications as needed.

Monitor and Measure SSMP Effectiveness:

Performance indicators, particularly quantity and volume of SSO's are used to evaluate the long-term effectiveness of the SSMP.

The following information is maintained and used to monitor and measure the effectiveness of the Town's SSMP:

- Number of FOG inspections annually;
- Number of FOG issues identified annually;
- Location of FOG issues;
- Location of SSOs;
- Number and volume of SSO's annually;
- Linear feet of sanitary sewer lines cleaned every two years;
- Percent of the system televised every 5 years;
- Number of mainline blockages annually;
- Location of blockages; and
- Cause of blockages.

ELEMENT 9:
MONITORING, MEASUREMENT AND PLAN MODIFICATIONS

Colma SSO Summary (last 5 years)

	2017	2018	2019	2020	2021
No. of SSOs	2	1	0	0	2
SSO Category	1, 3	3	0	0	3, 1
Location	7801 El Camino Real/ On C Street in the middle of the street, Colma CA	429 D Street, Colma CA	-		C Street, Colma CA
Volume of SSOs	40/175	248	0	0	141/250
Volume of SSOs contained	0/175	248	0	0	141/250
Stoppages by cause	Root Intrusion/Rags and Root Intrusion	Root Intrusion	0	0	Rags and Root Intrusion
Response time to SSO	47 min/35 min	84 min	0	0	47 min/50 min
Sewer Cleaning	16,800 LF	16,800 LF	16,800 LF	16,800 LF	16,800 LF

ELEMENT 10: SSMP PROGRAM AUDITS

The SSMP must have periodic internal audits performed. These audits must:
a) Occur every two years;
b) Be prepared as a report and be kept on file;
c) Focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements; and
d) Identify any deficiencies in the SSMP and steps to correct them.

The Town will conduct an audit of the SSMP and update the sections every 2 years and generate and archive audit reports. Results from the video inspections, and staff training will be used to evaluate deficiencies and needed improvements to the SSMP. The Town will consider any updates to the WDR or other regulatory requirements as part of the internal audits.

The CIP plan will be updated annually to include major system rehabilitation identified in the Town's WCSMP, as needed based on development and buildout.

ELEMENT 11: COMMUNICATION PLAN

The SSMP requires a communication system plan that provides the following:
a) Provide opportunity for the public to provide inputs to the SSMP is developed and implemented.
b) Develop a plan to communicate with systems that are tributary and/or satellite to the City's sanitary sewer system.

See the **Attachment F** "Communications Protocol" and OERP for contact information, notification and reporting information.

Sanitary Sewer Overflow is reported to the Public Works Department and Colma PD during non-working hours. After internal staff responds to the incident the Emergency Callout personnel with the NSCMCSD are contacted for assisting with and/or responding to and abating the overflow, see **Attachment G**.

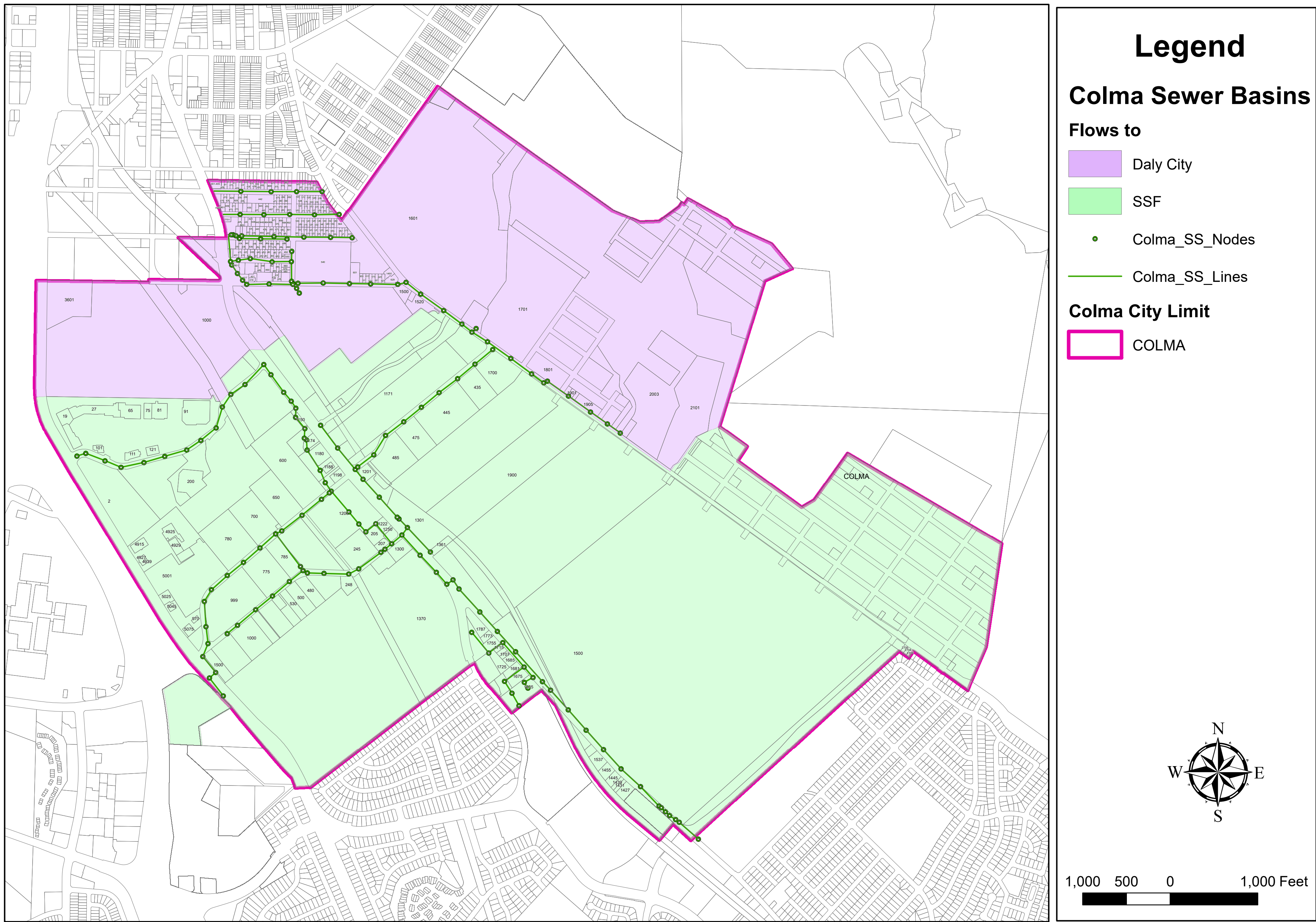
The Public Works Department deals with the initial response, eg: public safety/warning, containment, and coordination with NSMCSD for cleanup and resolution.

The Public Works and Engineering Departments are responsible for notification and reporting to regulatory agencies.

The town maintains a website to inform the public about its activities and related to capital improvements and is the repository of all information related to the Town's SSMP and related issues. The website includes a sewer system information page at: <https://www.colma.ca.gov/sewer-system-information/> that contains the SSMP and the WWCSMP.

Attachment A

Attachment A - SS Basin Map - Town of Colma



Attachment B

EQUIPMENT LIST AND SOP

**Sewer Overflow Initial Response Equipment/Material List
&
Standard Operating Procedures**

- 10"-16" Multi Plug w/Seal Ribs
- 18"-24" Multi Plug
- 5/8" Pole Attachment
- 20' Safety inflation Rope Hose
- Telescopic Aluminum Pole
- Water Pump
- Safety Manuals
- Public Warning Signs
- Barricades and Cones



WARNING:

This safety manual is provided as a general guideline only. It is the user's responsibility to comply with any Local, State, and/or Federal Safety regulation as it pertains to their geographical location or job situation.

NOTICE TO EMPLOYERS, CONTRACTORS AND USERS:

All personnel who use or work in close proximity to Plug-It Products pneumatic plugs must be instructed and become familiar with proper installation, handling, and removal procedures. YOUR LIFE MAY DEPEND ON IT.

Plug-It Products pneumatic plugs are designed and manufactured with a firm commitment to quality and safety. We have strived to produce and provide the best quality plug available. However, we cannot control or predict the unlimited workplace variables that can affect safety conditions. General safety conditions are overwhelmingly the result of workers adhering to and utilizing proper safety practices. Natural rubber plugs are not for use in oil, gas, or petroleum applications.

UNDERSTAND THAT EVERY JOB IS DIFFERENT and must be carefully examined to insure the safest procedure possible for each circumstance encountered. The safest plug on earth will not save you if it is handled improperly or if safety practices are ignored.

BEFORE YOU BEGIN:

- 1 CHECK YOUR TOOLS:** As with any repair and maintenance procedure, it is important to use **ONLY** the proper tools designed for your task; and know how to use them correctly. Inspect your tools closely to insure that they are in proper working condition.

Maintaining consistent and accurate air pressure is extremely important in working with plugs. Be sure that your pressure gauges are calibrated accurately and capable of holding a steady pressure setting.

FAILURE TO MAINTAIN CONSISTENT AIR PRESSURE CAN RESULT IN PLUG FAILURE RESULTING IN POSSIBLE INJURY OR DEATH.

Also, be sure that you are utilizing any specialized tools or equipment that may be required by Local, State, and/or Federal Regulation.

- 2 EVALUATE THE JOB:** Individual and unique characteristics of the working environment can greatly influence the proper repair procedure and affect the performance of personnel and equipment.

It is the supervisor's responsibility to examine each situation to determine proper repair and safety procedures. In addition, the supervisor must be aware of any Local, State, and/or Federal Regulatory requirement that may be required to insure worker or public safety. It is extremely important to allow only experienced personnel to function in this decision-making capacity. Provide close supervision for individuals considered to be "assistants" or are "in training".

FAILURE TO RECOGNIZE INHERENT DANGERS AT THE JOBSITE CAN BE DEADLY!

IF ANYONE IS UNSURE OF ANY ASPECT REGARDING SAFETY – DO NOT PROCEED! Consult your Supervisor, Safety Engineer, or Governing Authority for proper instruction.

- 3 SECURE THE JOBSITE:** Reroute pedestrian and vehicle traffic as necessary by using traffic cones or provide other security measures as outlined by local ordinance or as required by governing authorities to insure worker and public safety.

Do not allow unauthorized or untrained individuals inside the work perimeter. This is for their safety – and yours!

INSPECT THE WORK AREA:

- 4 TEST THE ATMOSPHERE:** The work area may contain toxic or flammable gases or be oxygen deficient. It is important to ventilate confined areas such as manholes before allowing anyone to enter the work area. Always ventilate a manhole, starting from the bottom. Noxious gases are usually heavier than air and will be found in greater concentrations at the lowest levels. **REMEMBER:** Always reinstall ventilation hoses after lowering workers into the manhole.

- 5 USE PROPER ENTRY PROCEDURES: NEVER WORK ALONE.** When entering confined workspaces, insure that the line tender utilizes the proper harnesses, ropes, gloves, and other safety equipment. Consult with your supervisor for established safe entry procedures and correct equipment to use.

6 CLEAN THE PIPE: Plug-It Products plugs are designed to be used in clean dry pipes ONLY! It is important to remove any debris from the area within the pipe to insure proper seal. Failure to clear the pipeline of debris will cause the plug to slip and fail, resulting in possible injury or death.

7 INSPECT THE PIPE: Inspect the pipeline for evidence of damage, cracks, or breaks. Plug pressure applied to damaged pipe can further damage the pipe, causing failure of both pipe and plug.

MAKING NECESSARY CALCULATIONS:

8 A. MEASURE THE DIAMETER OF THE PIPE. Carefully measure the inside of the pipe you will be working with to determine its' diameter. Measure this dimension in inches.

B. DETERMINE THE BACKPRESSURE: (Air or Liquid) The pressures that a plug must withstand are measured in PSIG (pounds per square inch gauge). These pressures can be calculated by determining the height of water that accumulates (Head Feet) from the centerline of the pipe.

C. DETERMINE THE PIPE'S AREA: (square inches) $R \times R \times 3.14$

- (1) Divide the pipe's diameter by 2 to get the radius.
- (2) Multiply the radius by the radius.
- (3) Multiply that number by 3.14. The resulting total will be the pipe's total square inches.

Example:

- Step (1) 60" pipe diameter divided by 2 = 30"
- Step (2) 30" x 30" = 900"
- Step (3) 900" x 3.14 = 2826 Total Square Inches

D. CALCULATE THE TOTAL POUNDS OF FORCE THE PLUG MUST WITHSTAND.

Multiply the Total PSI by the total Square Inches of the pipe. The resulting total will give you the Total Pounds of Force that the plug must withstand.

Example:

- 10 Ft. of water = 4.33 PSI
- 4.33 PSI x 2826 Sq.In. = 12,236.58 Pounds of Force

FOLLOW THE CHART BELOW TO DETERMINE THE BACK PRESSURE:
ALWAYS CALCULATE MAXIMUM HEIGHT OF WATER THAT MAY ACCUMULATE

HEAD FEET OF WATER TO POUNDS PER SQUARE INCH (PSI) CONVERSION TABLE			
HEAD FEET	PSI	HEAD FEET	PSI
1	0.43	39	16.89
2	0.87	40	17.32
3	1.30	41	17.75
4	1.73	42	18.19
5	2.16	43	18.62
6	2.60	44	19.05
7	3.03	45	19.48
8	3.46	46	19.92
9	3.90	47	20.35
10	4.33	48	20.78
11	4.77	49	21.22
12	5.20	50	21.65
13	5.63	51	22.08
14	6.06	52	22.52
15	6.49	53	22.95
16	6.93	54	23.38
17	7.36	55	23.82
18	7.79	56	24.25
19	8.23	57	24.68
20	8.66	58	25.11
21	9.09	59	25.55
22	9.53	60	25.98
23	9.96	61	26.41
24	10.39	62	26.85
25	10.82	63	27.28
26	11.26	64	27.71
27	11.69	65	28.14
28	12.12	66	28.58
29	12.56	67	29.01
30	12.99	68	29.44
31	13.42	69	29.88
32	13.86	70	30.31
33	14.29	71	30.74
34	14.72	72	31.18
35	15.15	73	31.61
36	15.58	74	32.04
37	16.02	75	32.47
38	16.45		

INSPECTION OF PNEUMATIC PLUGS:

Now that you have calculated (1) THE TOTAL BACKPRESSURE being exerted, (2) THE TOTAL PIPE AREA in square inches (3) THE TOTAL POUNDS OF FORCE the plug must hold back, you are now ready to select the correct Plug-It Products plug to suit your job application.

9 SELECT THE PROPER PLUG: Plug-It Products plugs are clearly marked with minimum and maximum usage ranges. Select the proper plug for your particular job application. Select an air hose that is long enough to place you OUTSIDE OF THE DANGER ZONE! during plug inflation and use.

WARNING: DO NOT INSTALL A PLUG WHERE THE PRESSURES AND FORCES EXCEED THE MAXIMUM RATING LISTED ON THE PLUG, IF YOU DO NOT HAVE THE RIGHT PLUG FOR YOUR SPECIFIC APPLICATION – DO NOT PROCEED, USING THE WRONG PLUG OR OVERINFLATING A PLUG TO COMPENSATE FOR EXERTED PRESSURES CAN RESULT IN PLUG FAILURE, PIPE DAMAGE, INJURY, OR DEATH.

10 INSPECT THE PLUG: ALWAYS inspect the plug for damage before putting one into service. IF A PLUG LOOKS QUESTIONABLE – DO NOT USE IT! Damage may consist of, but is not limited to, bulges, cuts and abrasions, loose or distorted fittings, or apparent bond releases.

IMPORTANT: MARK DAMAGED OR QUESTIONABLE PLUGS WITH BRIGHTLY COLORED PAINT AND TAG FOR REPAIR OR DISPOSAL AND SET ASIDE IN A SEPARATE LOCATION.

FAILURE TO CAREFULLY INSPECT EACH PLUG BEFORE USE COULD BRING DIRE CONSEQUENCES – PROPERTY DAMAGE, INJURY, OR DEATH.

USE OF A DAMAGED PLUG MAY RESULT IN PLUG SLIPPAGE AND FAILURE RESULTING IN PROPERTY DAMAGE, INJURY, OR DEATH.

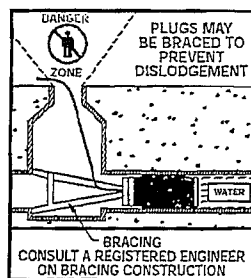
11 CLEAN THE PLUG: After carefully inspecting the plug for damage, clean with detergent and water. Allow the plug to thoroughly dry before use, repeat this cleaning procedure after each use.

NEVER USE SOLVENTS OR PETROLEUM PRODUCTS TO CLEAN PLUGS. The rubber composition and bonding materials used in their construction may be severely weakened resulting in catastrophic failure of the plug.

INSTALLATION OF PNEUMATIC PLUGS:

12 INSTALL BRACING AND BACK-UP SYSTEM: Tremendous and potentially deadly forces are present when plugging a pipeline. It is therefore ABSOLUTELY ESSENTIAL that you provide bracing for the plug to insure your safety in the event of an accidental dislodge. This block or brace should be designed to contain a dislodged plug and all materials behind it, should the plug fail during use.

CONSULT A REGISTERED ENGINEER FOR PROPER DESIGN AND CONSTRUCTION OF SUCH A BRACE

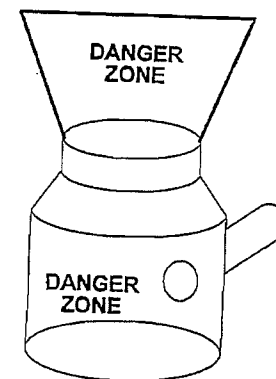


Additional back up plugs, placed upstream from your main plug, may be used to prevent leakage and reduce the pressures on the main plug.

NEVER RELY SOLELY ON A SINGLE PLUG TO PREVENT PROPERTY DAMAGE OR LEAKAGE. ALWAYS PROVIDE A BACK-UP SYSTEM!

13 WARNING! ALWAYS AVOID THE DANGER ZONE!

This is the area directly in front of the pipeline and plug. It is an invisible funnel shaped zone, increasing in size as it moves outwards from the plug. It is essentially a blast area, acting much like the explosion of launching a projectile from a cannon. Should the plug fail, the plug and accompanying debris will launch outward with a tremendous, and deadly force. Surrounding obstacles may also deflect flying debris. This ricocheting factor adds a further unpredictable element to an already dangerous plug failure.



14 ATTACH THE INFLATION AIR LINE & ROPES – USE CAUTION! Improper attachment of inflation hose may cause the plug to deflate unexpectedly resulting in plug failure.

15 LOWER THE PLUG INTO THE PIPE CAREFULLY. Metal eyebolts are provided for handling the plug. NEVER USE THE EYEBOLTS TO SECURE A SAFETY ROPE OR AS A MEANS TO RESTRAIN THE PLUG DURING DEFLATION. THESE ITEMS ARE NOT DESIGNED TO WITHSTAND THE PRESSURES AND FORCES INVOLVED.

16 CAREFULLY INSERT THE PLUG INTO POSITION.

- Insert plug into pipeline a minimum of the diameter measurement of the pipe.
- Do not allow plug to protrude from pipeline while inflating
- Do not insert plug over or near sharp objects or obstruction.
- Do not insert plugs where 2 pipes intersect. Plugs are designed to work by applying plug pressure evenly from the sides of the plug.

- 17 INFLATE THE PLUG.** Check the air pressure gauge, insure that the pressure is holding steady. **PARTIALLY INFLATE PLUG.** Check the air pressure at the gauge. Repeat this cycle of inflating & checking until the plug is fully inflated to maximum air pressure.
- TAPE OFF THE AIR VALVE TO PREVENT ACCIDENTAL PRESSURE RELEASE.
 - CONTINUE TO MONITOR THE AIR PRESSURE GAUGE, INSURE CONSISTANT PRESSURE.
 - NEVER EXCEED THE MAXIMUM AIR PRESSURE; FAILURE OF THE PLUG WILL RESULT.
 - NEVER USE AN UNDERINFLATED PLUG, IT WILL SLIP & FAIL. DO NOT REMOVE OR DISABLE PRESSURE RELIEF VALVE.

18 REMOVAL OF PNEUMATIC PLUGS:

A. DEFLATING THE PLUG. Before attempting to deflate the pneumatic plug you must release all pipe pressure. Stay out of DANGER ZONE! Remove the tape that secures the air valve.

B. SLOWLY DECREASE THE AIR PRESSURE until the plug is COMPLETELY deflated.

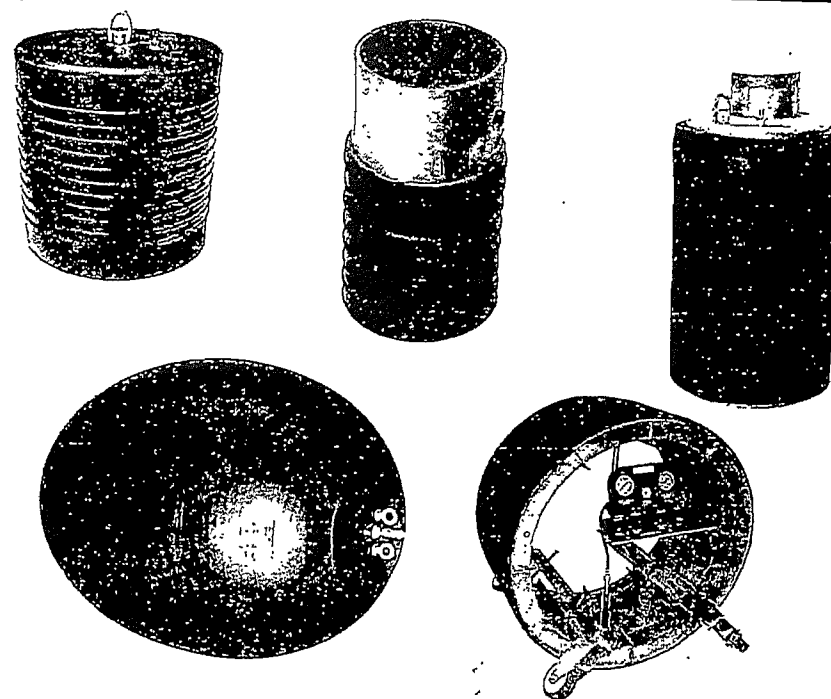
- REMOVE THE PLUG SLOWLY by pulling on the $\frac{3}{4}$ " rope attached to the metal eyebolts provided for that purpose.
- DO NOT ATTEMPT TO PULL THE PLUG FROM A PIPELINE BEFORE THE PLUG IS COMPLETELY DEFLATED.
- DO NOT USE THE AIR INFLATION HOSE TO PULL THE DEFLATED PLUG FROM THE PIPELINE.
- INSPECT AND CLEAN the plug before storing it away for future use.

QUESTIONS? CALL US!: (209) 334-4904 or FAX: (209) 334-1671
PLUG-IT PRODUCTS, P.O. BOX 928, Lockeford, CA 95237
www.plugitproducts.com



Una CLASE DIFERENTE DE TAPA la COMPAÑIA

MANUAL de SEGURIDAD



Una PAUTA PARA La
INSTALACIÓN, MANIPULACIÓN
Y RETIRO DE LOS ENCHUFES
NEUMÁTICOS DE LA PIPA DE
LOS PRODUCTOS DE PLUG-IT

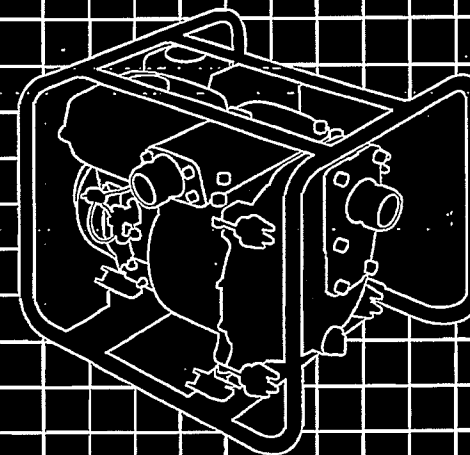
HONDA

Power Equipment

Owner's Manual

WATER PUMP

WT20X • WT30X • WT40X



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EM3

(AH)(英)(N)(HC) 2000.2009.03
 (Hi) Printed in Japan

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PUMP SAFETY

WT30X · WT40X

WARNING

Operation of This Equipment May Create Sparks That Can Start Fires Around Dry Vegetation. A Spark Arrestor May be Required. The Operator Should Contact Local Fire Agencies For Laws or Regulations Relating to Fire Prevention Requirements.

Per California Public Resources Code 4442.6

CAUTION

HOT MUFFLER CAN BURN YOU.
Stay away if engine has been running.

PUMP CAUTION LABEL

CAUTION! DO NOT RUN WITHOUT PRIMING WATER. DRY OPERATION WILL BURN THE SEAL.

PRECAUCION! NO HAGA FUNCIONAR SIN CERADO FUNCIONAMIENTO SECO QUEMA EL SELLO.

VORSICHT! VOR DEM ANLAUFEN BEI TESTUND LEERLAUF GEHÄUSE MIT WASSER BEFÜLLEN. TROCKENLAUF ZERSTÖRT DIE DICHTUNGEN.

PRÉCAUTION! NE FAITE PAS FONCTIONNER SANS ANCRAGE. FONCTIONNEMENT AU SEC BROÛLE LE JOINT D'ÉTANCHÉITÉ.

WARNING

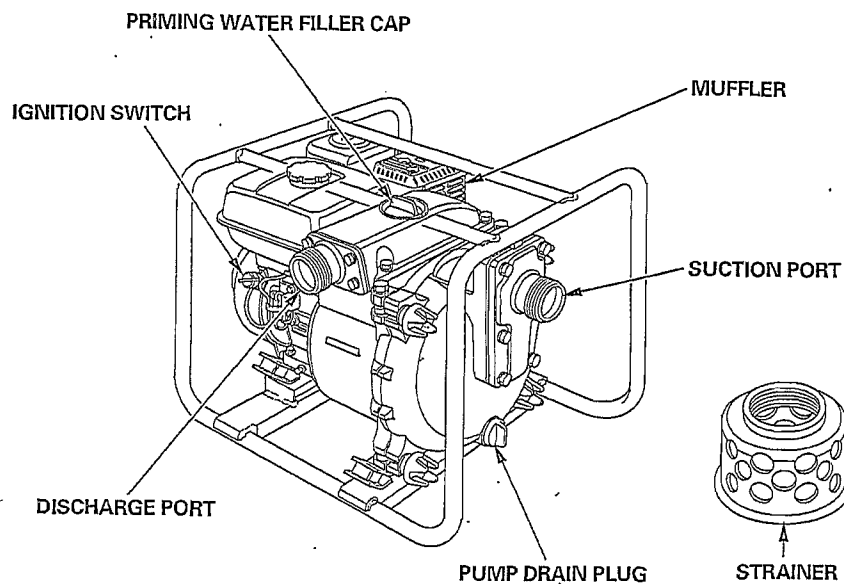
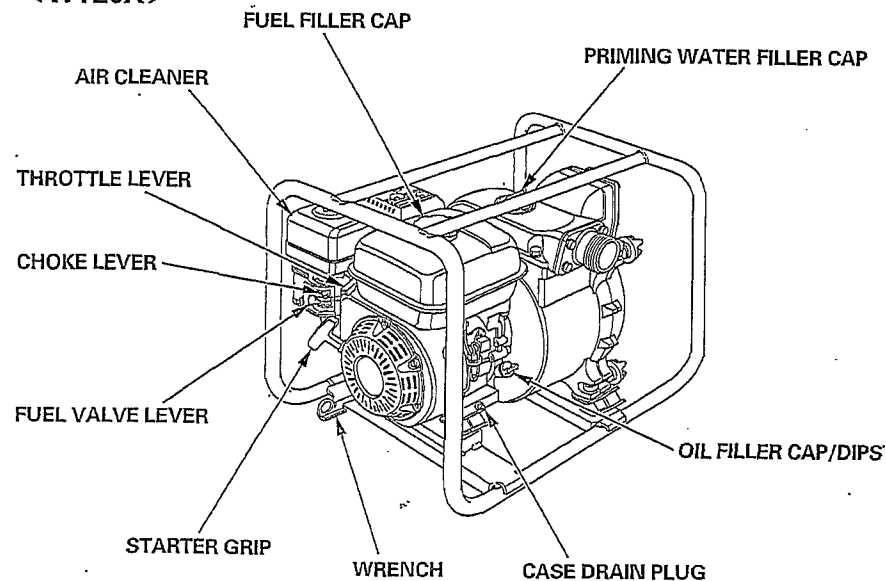
DO NOT PUMP FLAMMABLE OR CORROSIVE MATERIALS, AN EXPLOSION OR FIRE COULD RESULT, CAUSING SEVERE PERSONAL INJURY.

- READ OWNER'S MANUAL BEFORE OPERATION.
- LIRE LE MANUEL D'UTILISATEUR AVANT USAGE.
- VOR INBETRIEBNAHME UNBEDINGT BEDIENUNGSANLEITUNG DURCHLESEN.
- NO UTILIZAR SIN ANTES NO HABER LEIDO EL MANUAL.

CONTROLS & FEATURES

COMPONENT & CONTROL LOCATIONS

< WT20X >



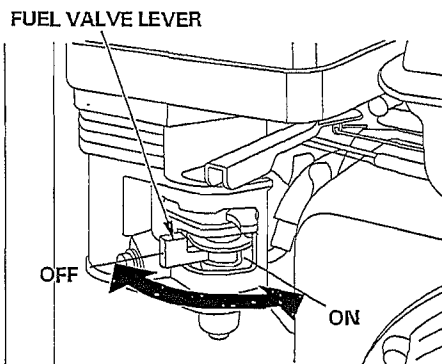
CONTROLS

Fuel Valve Lever

The fuel valve opens and closes the connection between the fuel tank and the carburetor.

The fuel valve lever must be in the ON position for the engine to run.

When the engine is not in use, leave the fuel valve lever in the OFF position to prevent carburetor flooding and to reduce the possibility of fuel leakage.

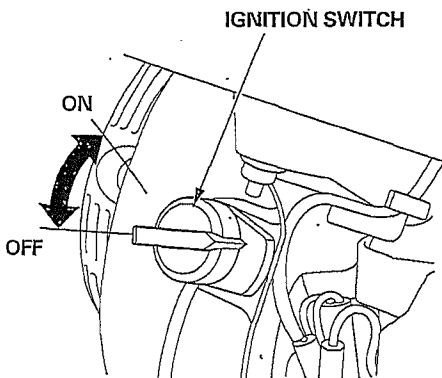


Ignition Switch

The ignition switch controls the ignition system.

The ignition switch must be in the ON position for the engine to run.

Turning the ignition switch to the OFF position stops the engine.

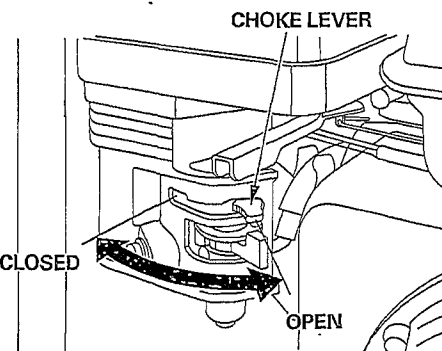


Choke Lever

The choke lever opens and closes the choke valve in the carburetor.

The CLOSED position enriches the fuel mixture for starting a cold engine.

The OPEN position provides the correct fuel mixture for operation after starting, and for restarting a warm engine.

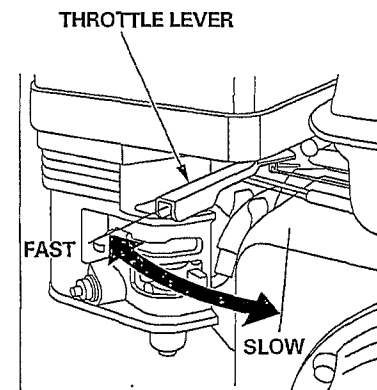


Throttle Lever

The throttle lever controls engine speed.

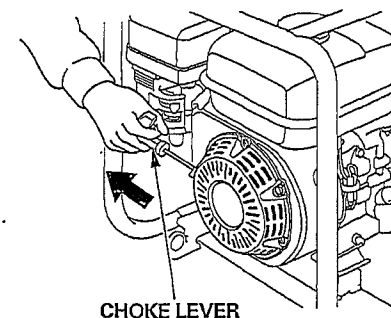
Moving the throttle lever in the directions shown makes the engine run faster or slower.

Pump output is controlled by adjusting the throttle lever. At maximum throttle position, the pump will deliver the highest output volume. Moving the throttle lever toward the idle position will decrease the output volume of the pump.



Recoil Starter Grip

Pulling the starter grip operates the recoil starter to crank the engine for starting.



FEATURES

Oil Alert® System

The Oil Alert system is designed to prevent engine damage caused by an insufficient amount of oil in the crankcase. Before the oil level in the crankcase can fall below a safe limit, the Oil Alert system automatically stops the engine (the ignition switch will remain in ON position).

If the engine stops and will not restart, check the engine oil level (29) before troubleshooting in other areas.

BEFORE OPERATION

ARE YOU READY TO GET STARTED?

Your safety is your responsibility. A little time spent in preparation will significantly reduce your risk of injury.

Knowledge

Read and understand this manual. Know what the controls do and how to operate them.

Familiarize yourself with the pump and its operation before you begin pumping. Know what to do in case of emergencies.

Be sure of what you are pumping. This pump is designed to pump only fresh water that is not intended for human consumption.

BEFORE OPERATION

IS YOUR PUMP READY TO GO?

For your safety, and to maximize the service life of your equipment, it is very important to take a few moments before you operate the pump to check its condition. Be sure to take care of any problem you find. Have your servicing dealer correct it, before you operate the pump.

⚠ WARNING

Improperly maintaining this pump, or failing to correct a problem before operation, could cause a malfunction in which you could be seriously injured.

Always perform a preoperation inspection before each operation, and correct any problem.

Exhaust gas contains poisonous carbon monoxide. Avoid inhalation of exhaust gas. Never run the engine in a closed garage or confined area.

To prevent fire hazards, keep the pump at least 3 feet (1 meter) away from building walls and other equipment during operation. Do not place flammable objects close to the engine.

Before beginning your preoperation checks, be sure the pump is on a level surface and the ignition switch is in the OFF position.

Check the General Condition of the Pump

- Look around and underneath the pump for signs of oil or gas leaks.
- Remove any excessive dirt or debris, especially around the engine, muffler, and recoil starter.
- Look for signs of damage.
- Check that all nuts, bolts, screws, hose connectors and clamps are tightened.

BEFORE OPERATION

Check the Suction and Discharge Hoses

- Check the general condition of the hoses. Be sure the hoses are in serviceable condition before connecting them to the pump. Remember that the suction hose must be reinforced construction to prevent hose collapse.
- Check that the sealing washer in the suction hose connector is in good condition (see page 17).
- Check that the hose connectors and clamps are securely installed (see pages 17 and 18).
- Check that the strainer is in good condition and is installed on the suction hose (see page 17).

Check the Engine

- Check the oil level (see page 29). To avoid the inconvenience of an unexpected shutdown by the Oil Alert system, always check the engine oil level before startup.
- Check the air filter (see page 32). A dirty air filter will restrict air flow to the carburetor, reducing engine and pump performance.
- Check the fuel level (see page 27). Starting with a full tank will help to eliminate or reduce operating interruptions for refueling.

OPERATION

SAFE OPERATING PRECAUTIONS

To safely realize the full potential of this pump, you need a complete understanding of its operation and a certain amount of practice with its controls.

Before operating the pump for the first time, please review *IMPORTANT SAFETY INFORMATION* on page 5 and the chapter titled *BEFORE OPERATION*.

For your safety, avoid starting or operating the engine in an enclosed area, such as a garage. Your engine's exhaust contains poisonous carbon monoxide gas which can collect rapidly in an enclosed space and cause illness or death.

Pump only fresh water that is not intended for human consumption. Pumping flammable liquids, such as gasoline or fuel oils, can result in a fire or explosion, causing serious injury. Pumping seawater, beverages, acids, chemical solutions, or any other liquid that promotes corrosion can damage the pump.

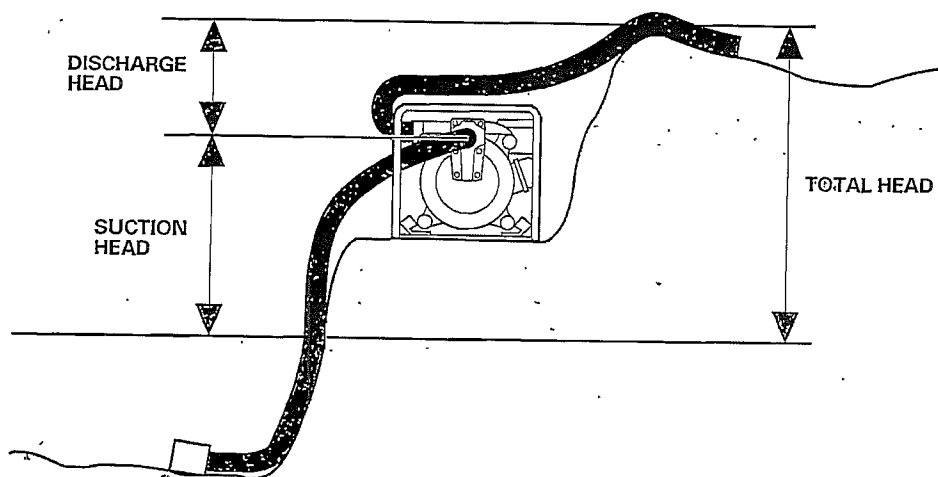
PUMP PLACEMENT

For best pump performance, place the pump near the water level, and use hoses that are no longer than necessary. That will enable the pump to produce the greatest output with the least self-priming time.

As *head* (pumping height) increases, pump output decreases. The length, type, and size of the suction and discharge hoses can also significantly affect pump output.

Discharge head capability is always greater than suction head capability, so it is important for suction head to be the shorter part of total head.

Minimizing suction head (placing the pump near the water level) is also very important for reducing self-priming time. Self-priming time is the time it takes the pump to bring water the distance of the suction head during initial operation.



SUCTION HOSE INSTALLATION

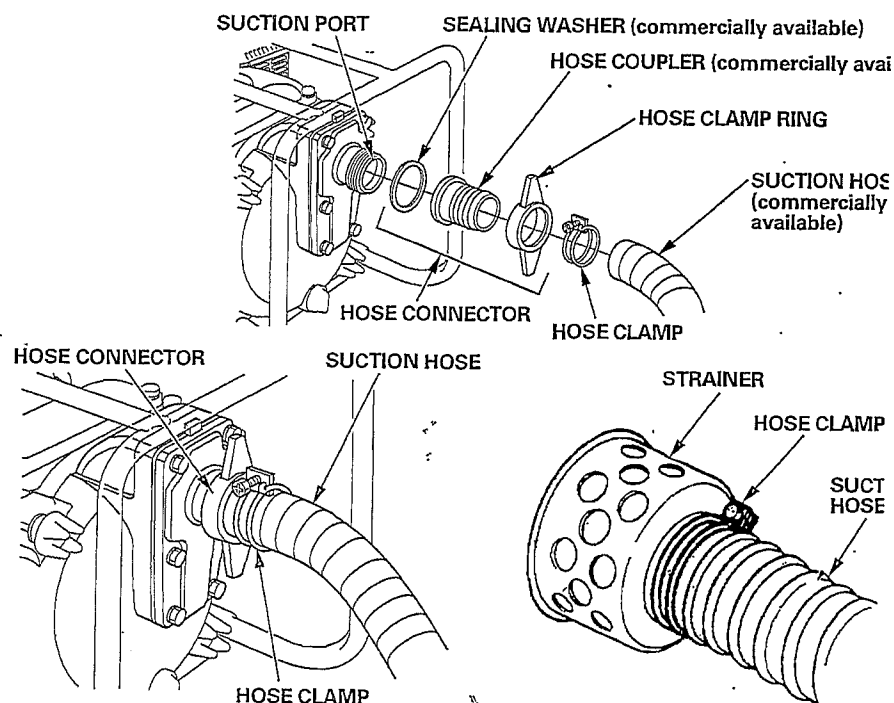
Use the commercially available hose and hose connector with hose clamp provided with the pump. The suction hose must be reinforced with a noncollapsible wall or braided wire construction.

The suction hose should be no longer than necessary. Pump performance is best when the pump is near the water level, and hoses are short.

Use a hose clamp to securely fasten the hose connector to the suction hose in order to prevent air leakage and loss of suction. Verify that the hose connector sealing washer is in good condition.

Install the strainer (provided with the pump) on the other end of suction hose, and secure it with a hose clamp. The strainer will help prevent the pump from becoming clogged or damaged by debris.

Securely tighten the hose connector on the pump suction port.

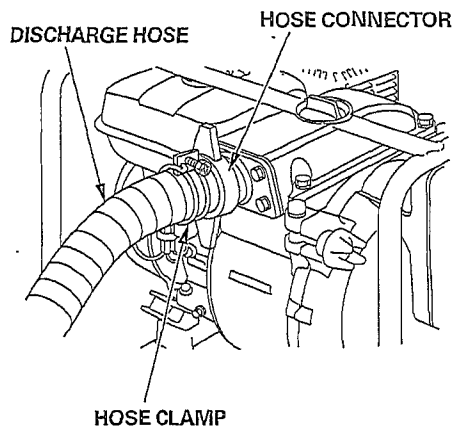


DISCHARGE HOSE INSTALLATION

Use a commercially available hose and hose connector, and clamp provided with the pump.

It is best to use a short, large-diameter hose, because this will reduce fluid friction and improve pump performance. A long or small-diameter hose will increase fluid friction and reduce pump output.

Tighten the hose clamp securely to prevent the discharge hose from disconnecting under high pressure.



PRIMING THE PUMP

Before starting the engine, remove the filler cap from the pump chamber, and completely fill the pump chamber with water. Reinstall the filler cap, and tighten it securely.

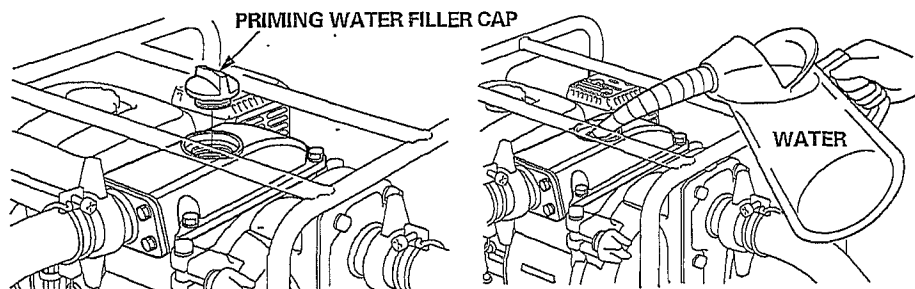
Priming water capacity:

WT20X: 3.70 US gal (14.0 l)

WT30X, WT40X: 3.96 US gal (15.0 l)

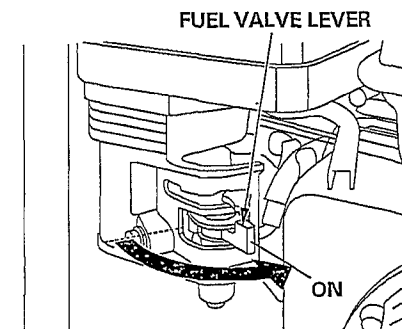
NOTICE

Operating the pump dry will destroy the pump seal. If the pump has been operated dry, stop the engine immediately, and allow the pump to cool before priming.



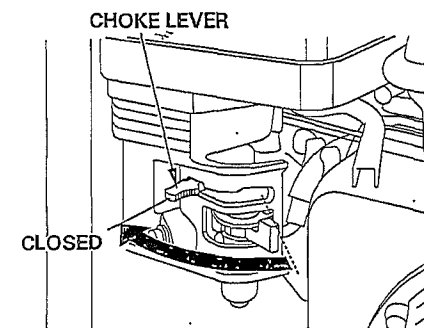
STARTING THE ENGINE

1. Move the fuel valve lever to the ON position.

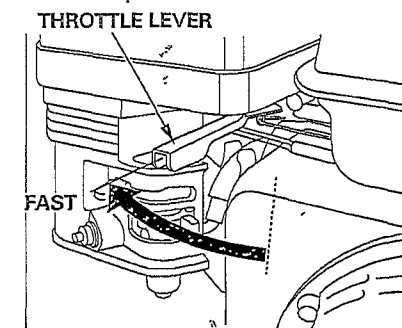


2. To start a cold engine, move the choke lever to the CLOSED position.

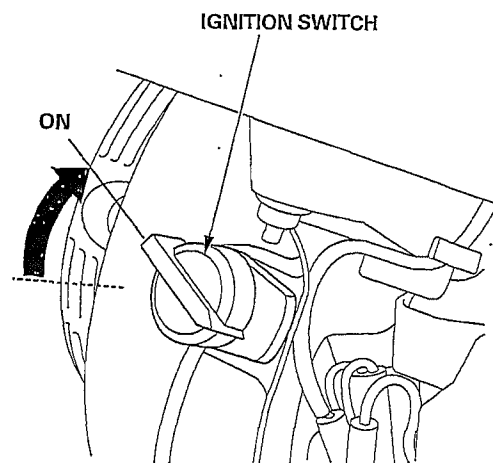
To restart a warm engine, leave the choke lever in the OPEN position.



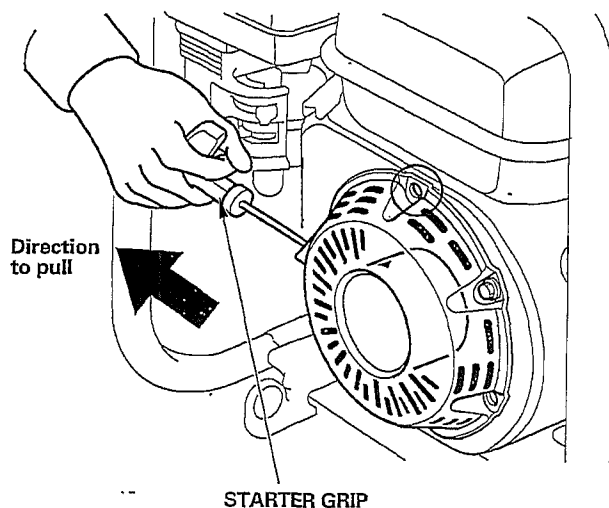
3. Move the throttle lever away from the SLOW position about 1/4 the way toward the FAST position.



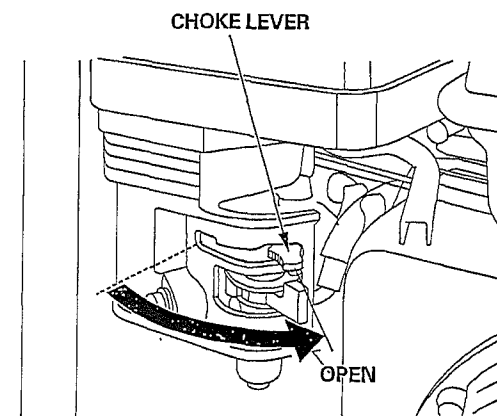
- Turn the ignition switch to the ON position.



- Pull the starter grip lightly until you feel resistance, then pull briskly in the direction of the arrow as shown below. Return the starter grip gently.



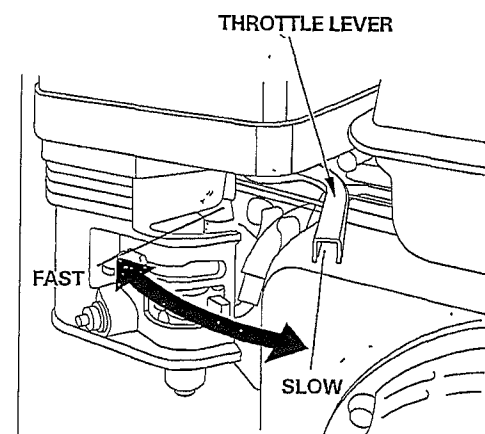
- If the choke lever was moved to the CLOSED position to start engine, gradually move it to the OPEN position as the engine warms up.



SETTING ENGINE SPEED

After starting the engine, move the throttle lever to the FAST position for self-priming, and check pump output.

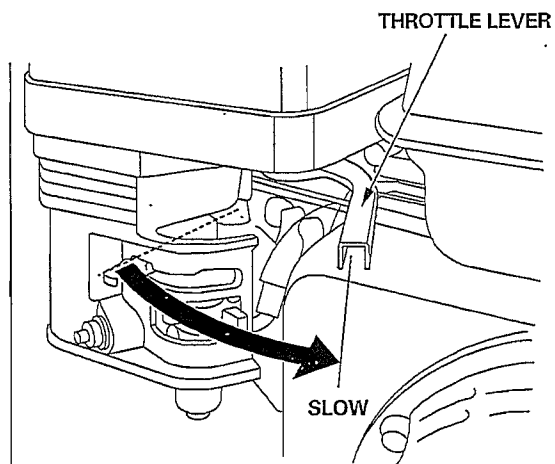
Pump output is controlled by adjusting engine speed. Moving throttle lever in the FAST direction will increase pump output, moving the throttle lever in the SLOW direction will decrease pump output.



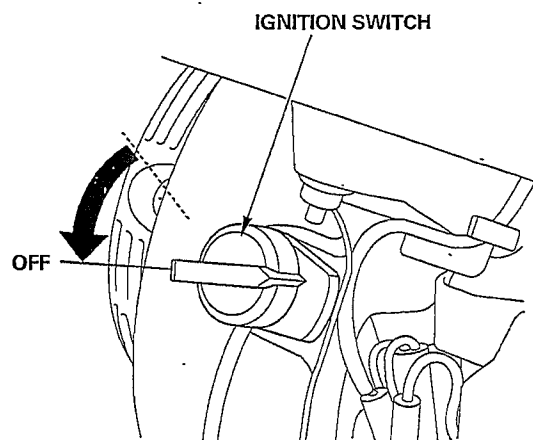
STOPPING THE ENGINE

To stop the engine in an emergency, simply turn the ignition switch to the OFF position. Under normal conditions, use the following procedure.

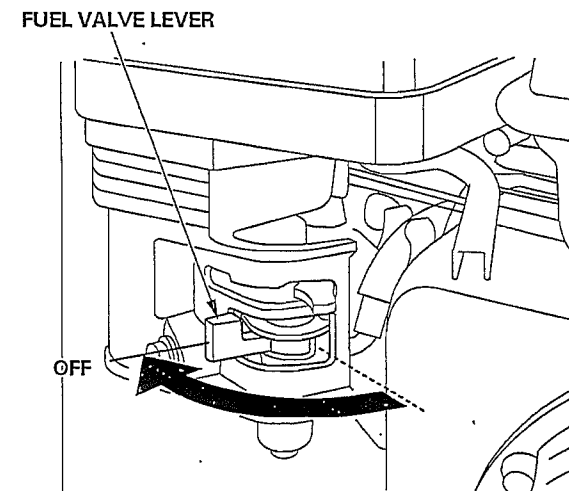
1. Move the throttle lever to the SLOW position.



2. Turn the ignition switch to the OFF position.



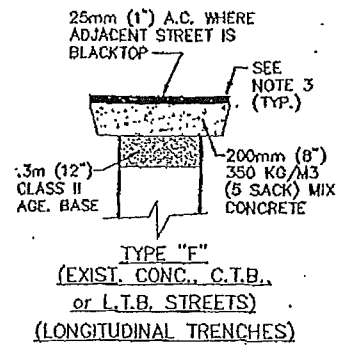
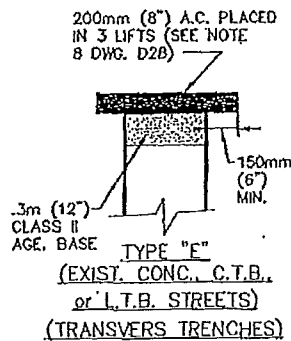
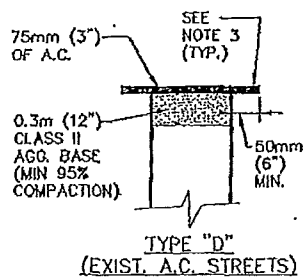
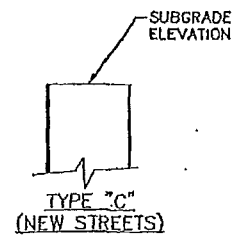
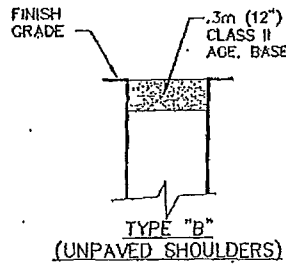
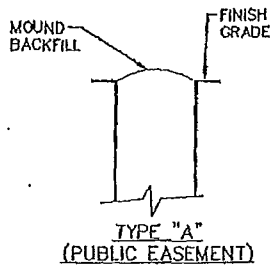
3. Turn the fuel valve lever to the OFF position.



After use, remove the pump drain plug (see page 39), and drain pump chamber. Remove the filler cap, and flush the pump chamber with clean, fresh water. Allow the water to drain from the pump chamber, then reinstall the filler cap and drain plug.

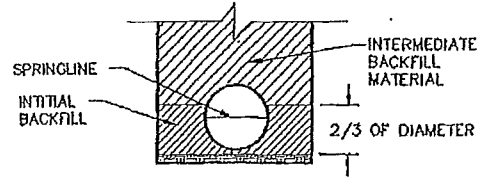
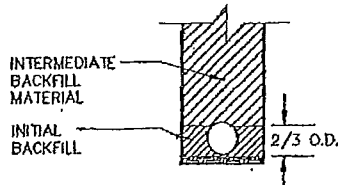
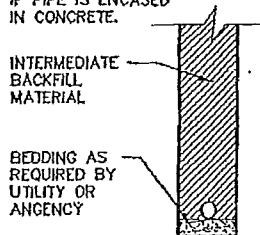
Attachment C

STANDARD DRAWINGS



NOTE:

INITIAL BACKFILL
MAY BE DELETED
IF PIPE IS ENCASED
IN CONCRETE.



SURFACE RESTORATION

CONDUIT SIZE	< 150mm (6")	150mm (6") TO 0.6m (24")	0.6m (24") TO 1.5m (60")	> 1.5m (60")
MIN. TRENCH WIDTH	0.3m (12")	O.D. + 0.6m (24")	O.D. + 0.9m (36")	O.D. + 1.2m (48")
MAX TRENCH WIDTH AT TOP OF PIPE	AS DIRECTED BY UTILITY	O.D. + 0.9m (36")	O.D. + 0.9m (36")	O.D. + 1.2m (48")
DEPTH OF INITIAL BACKFILL	AS DIRECTED BY UTILITY	2/3 O.D.	2/3 O.D.	2/3 O.D.

* 0.6m (2') FOR SEWER LATERALS

NOTE:

1. FORMATERIAL AND COMPACTION REQUIREMENTS SEE DWG. D31
2. UTILITY COMPANIES MAY REQUIRE ADDITIONAL INITIAL BACKFILL AND ADDITIONAL COVER.
3. TRENCH EDGES SHALL BE NEATLY CUT WITH SAW OR OTHER APPROVED DEVICE, TRENCH WIDTH PLUS 150mm (6") MIN. ON EITHER SIDE.



TOWN OF COLMA

FILE: CSD-D44.DWG

RATIO: 1:24

DATE: 3/1/98

STANDARD DETAIL

TRENCH DETAILS

30

NOTES: TRENCH DETAILS

1. INITIAL BACK FILL MATERIAL SHALL CONFORM TO REQUIREMENTS OF THE UTILITY HAVING JURISDICTION OVER THE INSTALLATION, AND SHALL ALSO MEET THE FOLLOWING MINIMUM REQUIREMENTS: AT LEAST 90% PASSING 19 mm (3/4") SIEVE, NOT MORE THAN 15% PASSING 75 MICRON (NO. 200) SIEVE, SAND EQUIVALENT OF AT LEAST 30, AND RELATIVE COMPACTION OF 95%.
2. INTERMEDIATE BACK FILL SHALL BE ANY SUITABLE NATIVE OR IMPORTED GRANULAR MATERIAL. RELATIVE COMPACTION SHALL BE AT LEAST 95%.
3. CLASS II AGGREGATE BASE SHALL CONFORM TO THE STANDARD SPECIFICATIONS OF THE STATE OF CALIFORNIA. MINIMUM RELATIVE COMPACTION SHALL BE 95%. IF PAVEMENT HAVING A STRUCTURAL SECTION GREATER THAN 80 mm (15") IS CUT, ADDITIONAL BASE MATERIAL MAY BE REQUIRED BY THE CITY ENGINEER. BASE SHALL BE PLACED AND COMPACTED PRIOR TO PLACING THE TEMPORARY PAVEMENT.
4. WHEN TRENCHES ARE BACK FILLED WITH GRANULAR MATERIALS, ADEQUATE PROVISIONS MUST BE MADE TO DRAIN OFF WATER WHICH WILL BE COLLECTED IN THE TRENCH.
5. THE TESTING AND PERFORMANCE OF MATERIALS SHALL BE IN CONFORMANCE WITH THE METHODS STATED IN THE LATEST EDITION OF THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION MATERIALS MANUAL EXCEPT THAT RELATIVE COMPACTION MAY BE TESTED BY AASHO METHOD T180-57c, OR TEST METHOD CALIF. 231 (NUCLEAR DENSITOMETER).
6. ADDITIONAL THICKNESS AND LIFTS OF ASPHALT CONCRETE MAY BE REQUIRED TO MATCH THE EXISTING STRUCTURAL SECTION ON MAJOR ROADS.
7. CONTRACTOR MUST SHORE ALL TRENCHES IN ACCORDANCE WITH OSHA AND STATE OF CALIFORNIA SAFETY STANDARDS.



TOWN OF COLMA

FILE: CSD-D45.DWG

RATIO: 1:24

DATE: 3/1/98

STANDARD DETAIL

NOTES TRENCH DETAILS

31

3.05 CONNECTIONS TO EXISTING MANHOLES

- A. Pipe connections to existing manholes shall conform to existing invert elevations and other applicable requirements specified for new manholes, including all necessary concrete work, cutting, and shaping of slides.

3.06 CONNECTIONS TO EXISTING PIPE

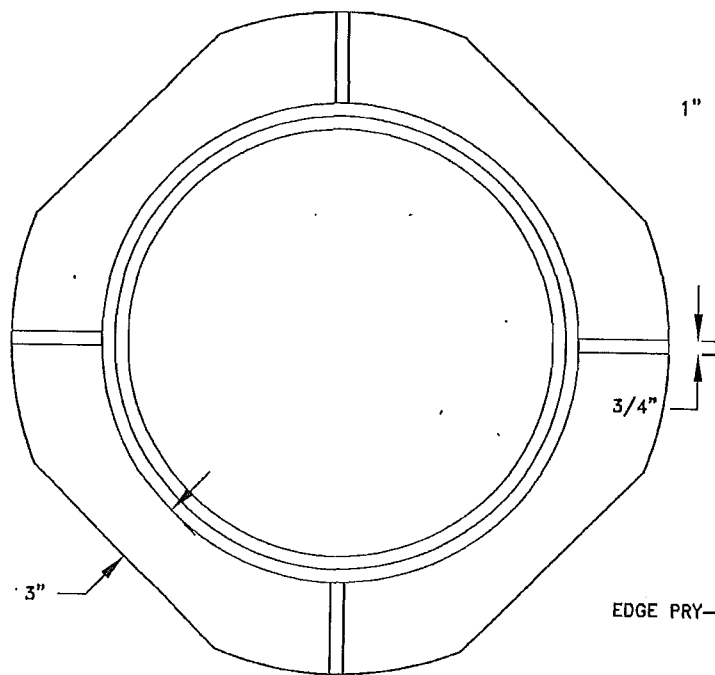
- A. Fittings or adapters required to connect new pipe to existing pipe shall be provided by the Contractor. Detail drawings of such fittings or adapters and the method of connection shall be submitted to the Engineer for approval.
- B. Pipelines shall be connected to existing mains as indicated on the drawing. Each connection shall be made at a time and in a manner that will result in the least interruption of service. Refer to Paragraph 3.17 of this Section for additional requirements.

3.07 SIDE SEWER CONNECTIONS TO MAIN SEWERS

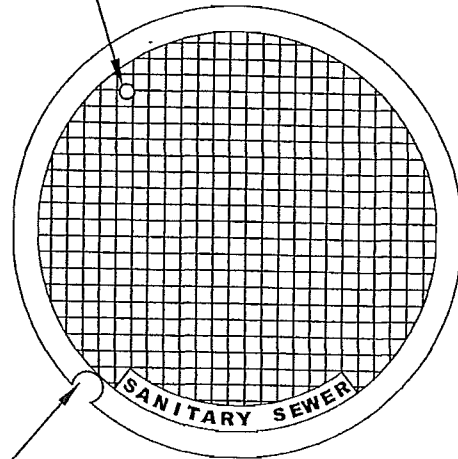
- A. Side sewer and lateral size shall be four inches (4") for single-family units and six inches (6") minimum for commercial or industrial buildings and multiple family units.
- B. Side sewer connections to existing sewers shall be made at wye branch. Where, in the opinion of the Engineer, it is impractical to connect to an existing wye or tee branch, the connection shall be made by the use of special fittings as described hereinafter.
- C. Connections to existing vitrified clay main sewer shall be made by one of the alternative methods as shown on applicable City Standard Drawings:
 - 1. Cut out a section of the main sewer and install a plain-end wye branch using banded rubber coupling with stainless steel bands. This method shall be used whenever the side sewer is the same size as the main sewer.
 - 2. Core a neat trim opening in the upper portion of the main sewer and install a special drilled fitting (i.e., "Tap-Tite") to complete the side sewer connection.
- D. Connections to ductile iron pipe mains shall be made using a Romac style "CB" sewer saddle or an approved equal.

3.08 MANHOLES

- A. Pipe stubs for main sewers shall be built into the structures as required. The pipe up to the structures shall not project beyond the inside wall of the structure and in no case shall the socket of a vitrified clay pipe be built into the wall of a structure. Flexible connection at manhole tie-in shall be in accordance with applicable City Standard Drawings.

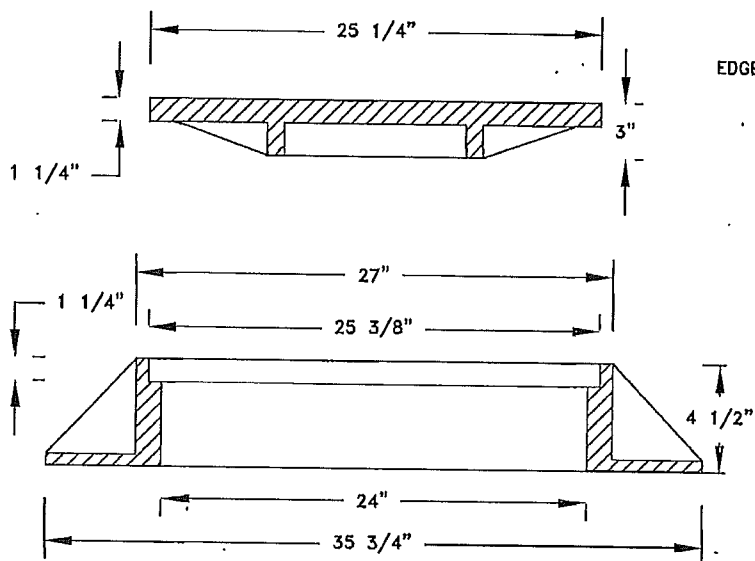


1" PICKHOLE



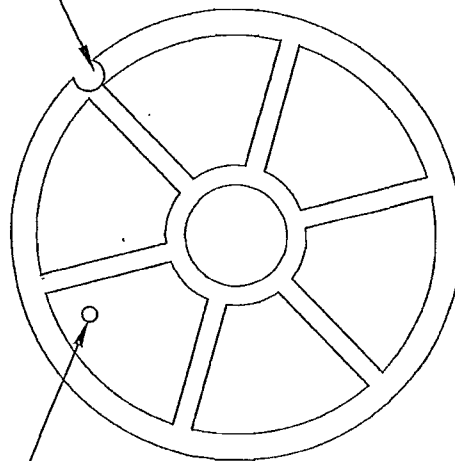
EDGE PRY

COVER TOP



SECTION

EDGE PRY



1" PICKHOLE

COVER BOTTOM

NOTE

1. ALL MATERIAL SHALL CONFORM TO ASTM SPECIFICATION A-159-70T-G3000
2. MODEL D&L No. A-1000 OR APPROVED EQUAL IS ILLUSTRATED AND ACCEPTABLE

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

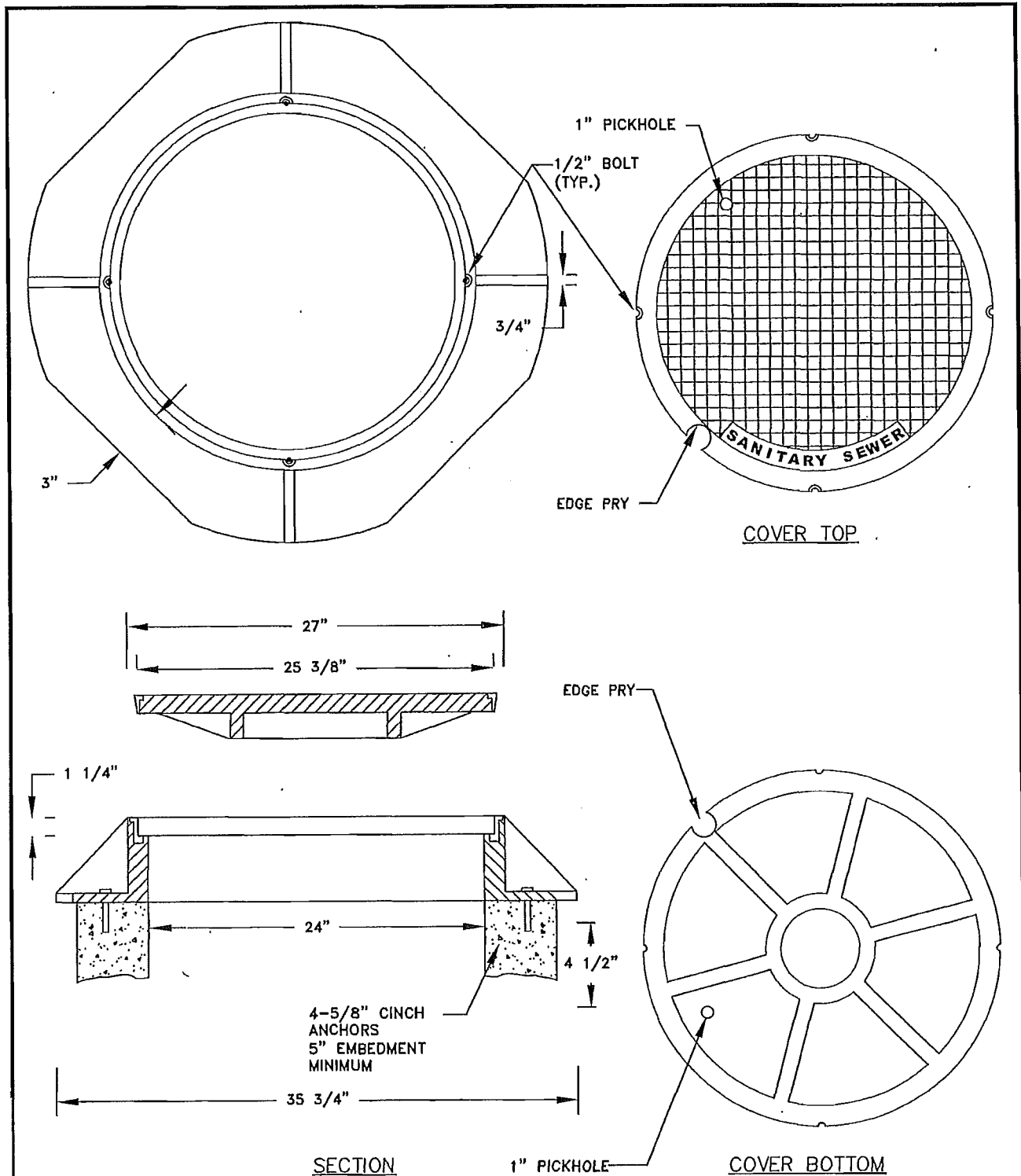
DRAWN BY : L. SINGH

NON-PRESSURE TYPE
MANHOLE FRAME AND COVER

DATE: 07/07

APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-1



NOTE

1. MAXIMUM ALLOWABLE PRESSURE SHALL BE 10 P.S.I.
2. ALL MATERIAL SHALL CONFORM TO ASTM SPECIFICATION A-159-70T-G3000
3. MODEL D&L No. A-1000 BOLT-ON DESIGN FROM MANUFACTURER

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

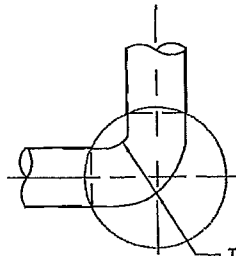
DRAWN BY : I. SINGH

PRESSURE TYPE
MANHOLE FRAME AND COVER

DATE: 07/07

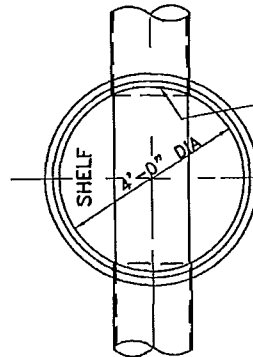
APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-2



TROWELLED
SMOOTH CURVE
TOO FIT

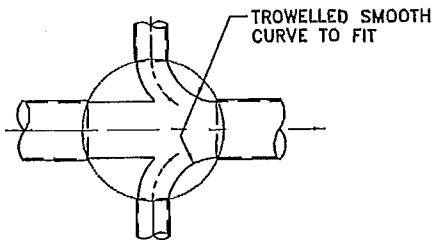
TYPICAL CURVED MANHOLE



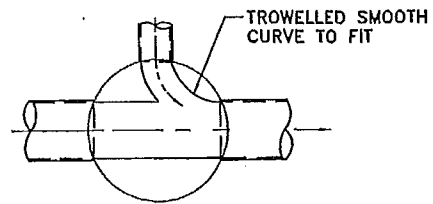
NOTE:

THE TOP HALF OF THE PVC PIPE
SHALL BE REMOVED TO THE
CONTOUR OF THE INSIDE OF THE
M.H. AND THE BROKEN EDGES
SHALL BE PLASTERED SMOOTH
WITH CEMENT. -- TYP. FOR ALL
MANHOLES

TYPICAL STRAIGHT THROUGH MANHOLE

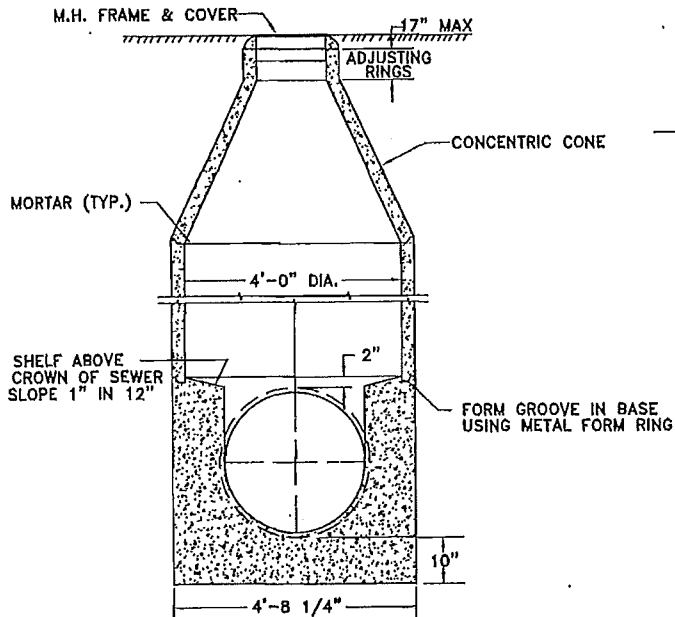


TYP. MANHOLE WITH 2 BRANCHES

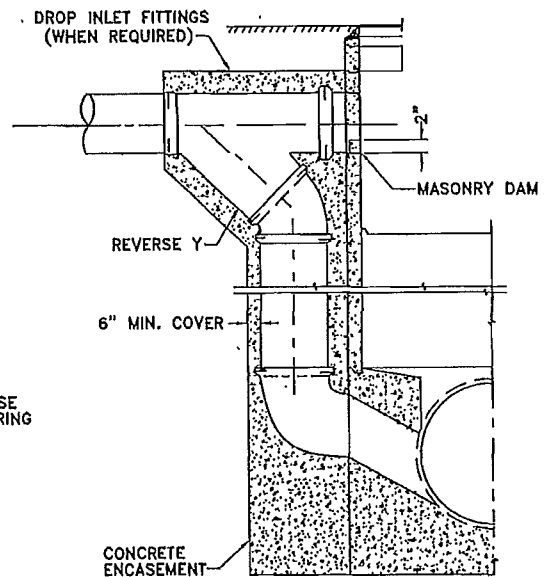


TYP. MANHOLE WITH 1 BRANCH

PLANS—CHANNELIZED M.H. BOTTOMS



TYPICAL SECTION
BARREL DIAMETERS
VARY (SEE SPECS)



SECTION — WITH DROP INLET
NOTE: PRECAST MANHOLE SECTIONS
SHALL BE FURNISHED WITHOUT
STEPS OR LADDER RUNGS

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

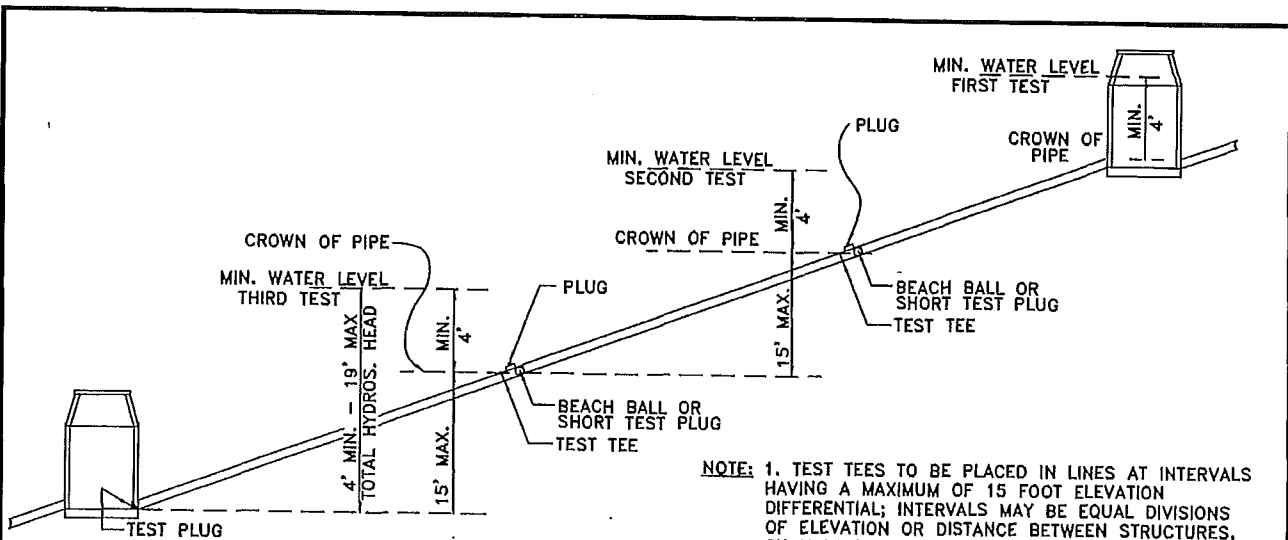
DRAWN BY : A. TAN

(CAST IN PLACE)
SANITARY SEWER MANHOLE

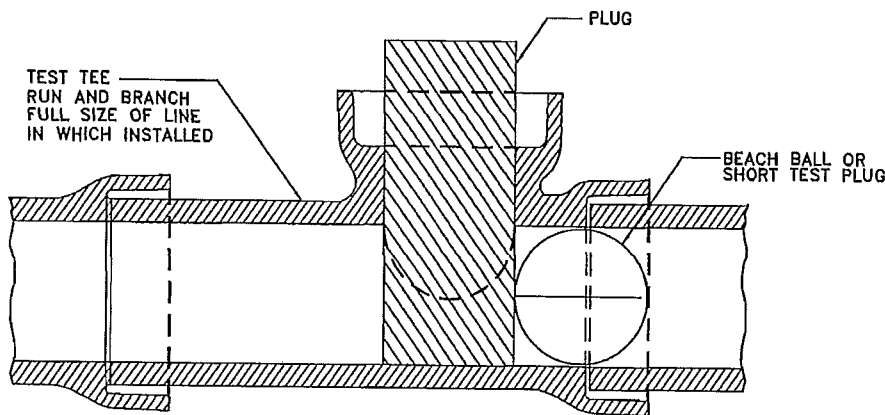
DATE: 07/07

APPROVED BY: MP Sharma, CITY ENGINEER

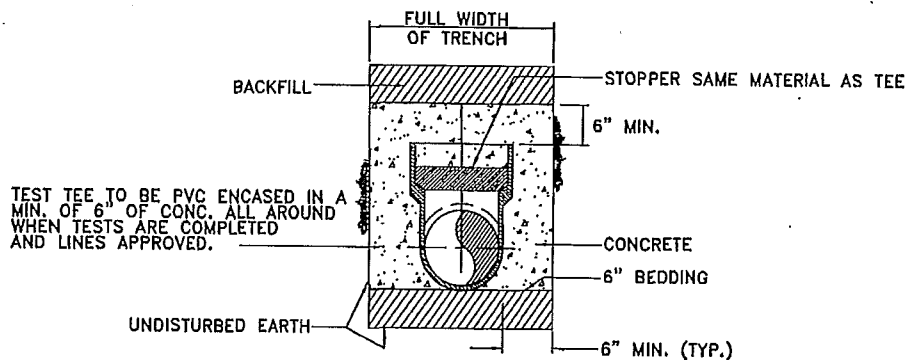
STANDARD DRAWING NO. SS-3



PROFILE



SECTION - TEST TEE



TEST TEE ENCASEMENT

CITY OF DALY CITY, CALIFORNIA

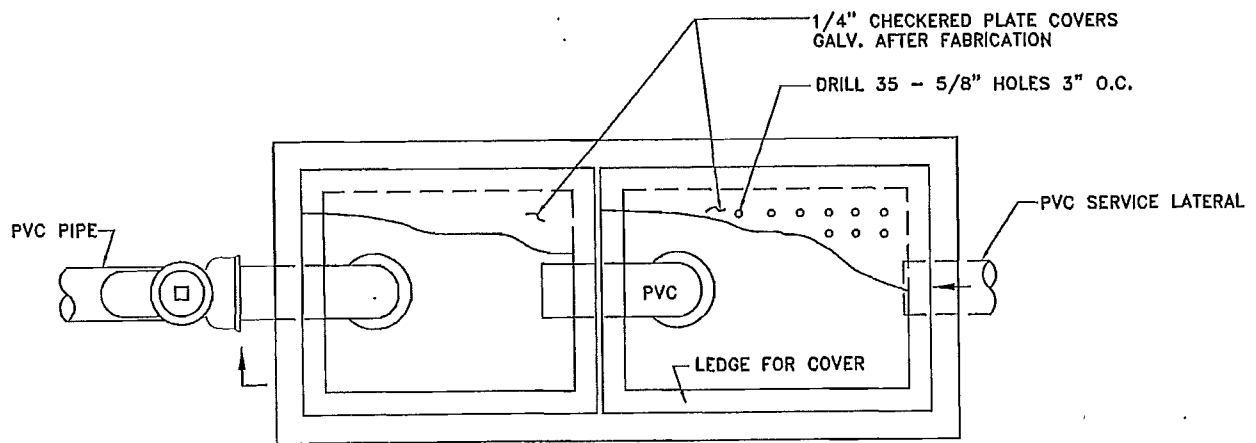
N.S.M.C.S.D.

DRAWN BY : A.TAN

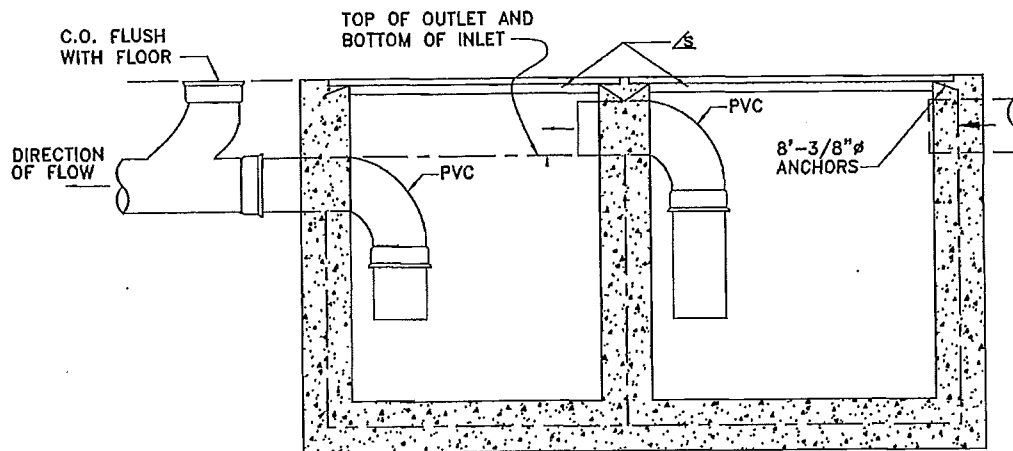
SANITARY SEWER TESTING TEE

DATE: 07/07

APPROVED BY: *MP Sharma*, CITY ENGINEER STANDARD DRAWING NO. SS-5



PLAN



SECTION

NOTE:

1. PLAN AND SECTION ARE FOR REFERENCE ONLY
2. UNIT MUST BE SIZED ADEQUATELY FOR THE AMOUNT OF FLOW. PROVIDE CALCULATIONS THROUGH SUBMITTAL. SEE STD DWG SS-6A FOR CALCULATIONS.

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

DRAWN BY : I.SINGH

GREASE & SAND INTERCEPTOR

DATE: 07/07

APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-6

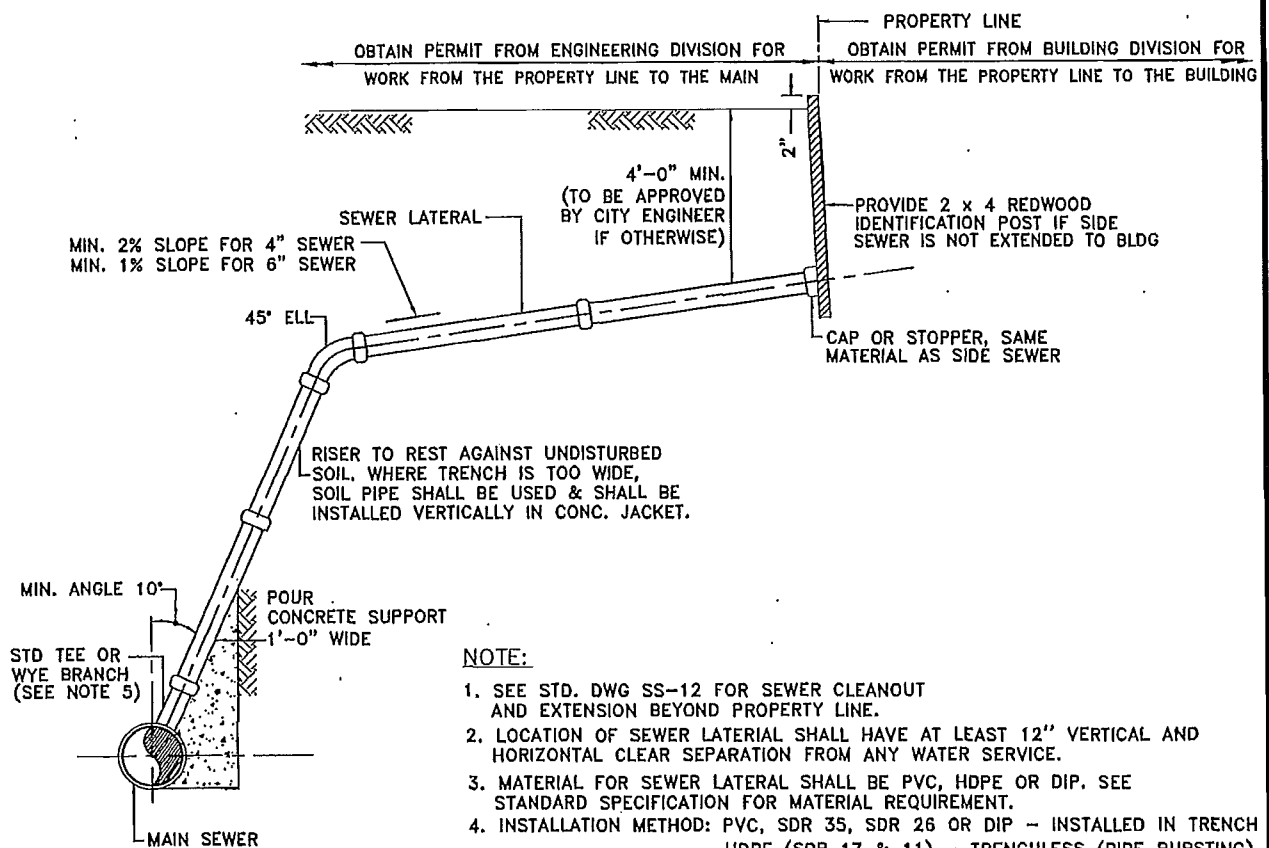
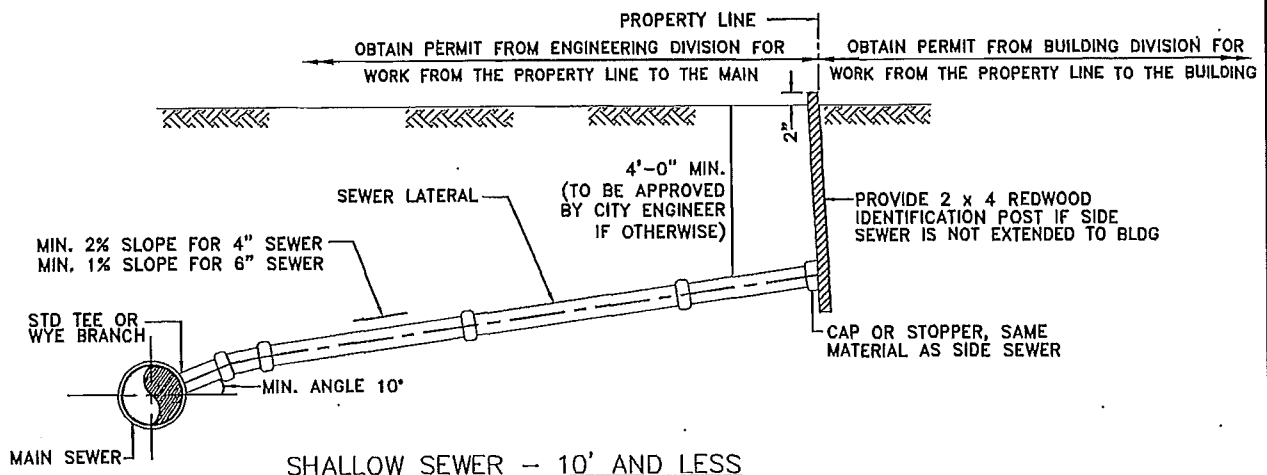
The Uniform Plumbing Code Appendix H Formula

Date:

**Grease
Interceptor
(min. 750 gal)**

Step 6

STANDARD DRAWING NO. SS-6A



NOTE:

1. SEE STD. DWG SS-12 FOR SEWER CLEANOUT AND EXTENSION BEYOND PROPERTY LINE.
2. LOCATION OF SEWER LATERAL SHALL HAVE AT LEAST 12" VERTICAL AND HORIZONTAL CLEAR SEPARATION FROM ANY WATER SERVICE.
3. MATERIAL FOR SEWER LATERAL SHALL BE PVC, HDPE OR DIP. SEE STANDARD SPECIFICATION FOR MATERIAL REQUIREMENT.
4. INSTALLATION METHOD: PVC, SDR 35, SDR 26 OR DIP - INSTALLED IN TRENCH HDPE (SDR 17 & 11) - TRENCHLESS (PIPE BURSTING)
5. SEE CITY STANDARD DWG. SS-7A FOR CONNECTION TO SEWER MAIN LARGER THAN 12 INCHES.
6. SPACE BETWEEN 2 ADJACENT TAPS SHALL BE AT LEAST 24 INCHES.
7. WHERE THE EXISTING SEWER SERVICE IS USED FOR NEW BUILDING, THE EXISTING SEWER SERVICE SHALL BE TELEVISED TO DETERMINE ITS INTEGRITY AND ADEQUACY TO SERVICE THE PROPERTY. THE VIDEO FILMING SHALL BE PERFORMED IN THE PRESENCE OF A DWWP REPRESENTATIVE AND A COPY OF THE FILM SHALL BE PROVIDED TO THE DWWP.

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

DRAWN BY : A.TAN/AC

SEWER LATERAL DETAILS
(FOR PIPES SMALLER THAN 6-INCH)

DATE: 07/07

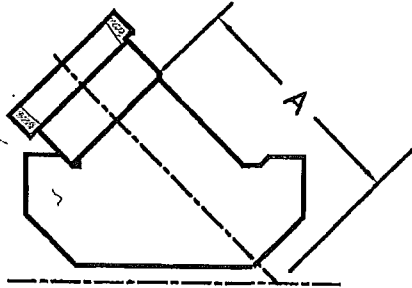
APPROVED BY:

MP Sharma

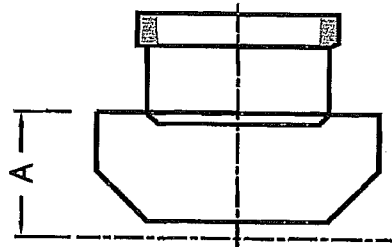
, CITY ENGINEER

STANDARD DRAWING NO. SS-7

SADDLE WYE

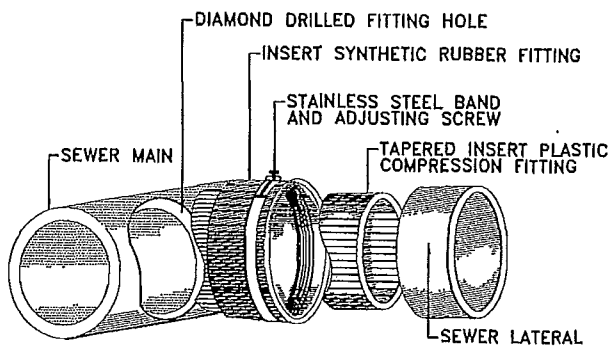


SADDLE TEE

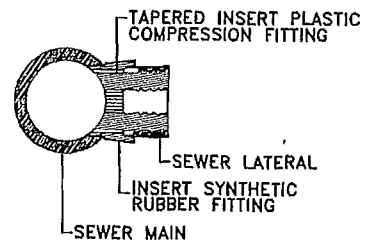


SIZE	PART No.	STYLE	A	WT. (approx.)
6x4	255-064	Molded	8.9	1.4
8x4	255-084	Molded	10.4	1.5
8x6	255-086	Molded	12.0	3.3
10x4	255-104	Molded	11.9	1.2
10x6	255-106	Molded	13.0	3.3
12x4	255-124	Molded	13.4	1.2
12x6	255-126	Molded	14.3	3.8

SIZE	PART No.	STYLE	A	WT. (approx.)
6x4	256-064	Molded	3.3	1.0
8x4	256-084	Molded	4.5	1.2
8x6	256-086	Molded	4.7	2.4
10x4	256-104	Molded	5.5	3.3
10x6	256-106	Molded	5.7	2.3
12x4	256-124	Molded	6.5	1.2
12x6	256-126	Molded	6.6	3.1



"TAP - TITE"
SIDE SEWER CONNECTION
MAINS LARGER THAN 12 INCHES



CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

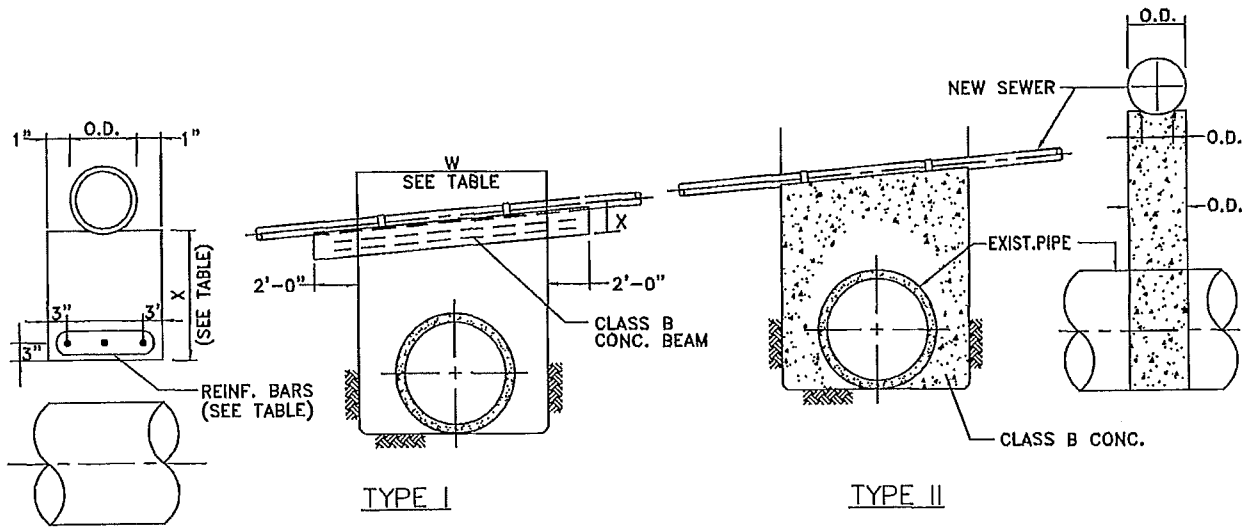
DRAWN BY : JPS

SEWER LATERAL CONNECTIONS
(FOR 6-INCH PIPE AND LARGER)

DATE: 07/07

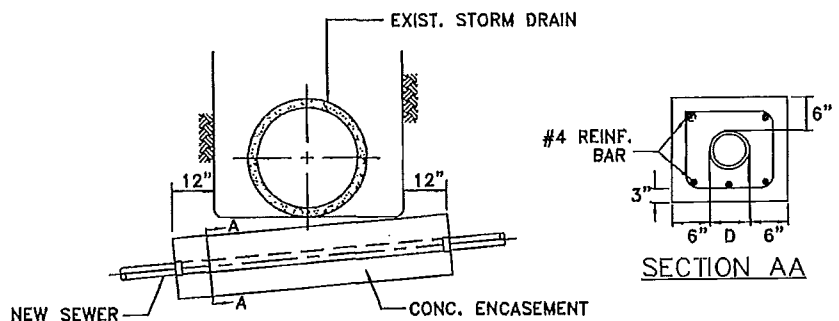
APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-7A



SUPPORT DETAILS OVER STORM DRAINS
(TYPE I OR II MAY BE USED AT CONTRACTOR'S OPTION)

DIMENSIONS OF REINF. CONC. BEAM				
W	Depth of Cover			
	0' to 8'-0"	8'-1" to 16'-0"		
	X	Bar No.	X	Bar No.
4'	8"	4	8"	4
5'	8"	4	9"	5
6'	8 1/2"	5	10 1/2"	5
7'	9"	5	11 1/2"	6
8'	10"	5	12 1/2"	6
9'	11"	6	13 1/2"	6
10'	12"	6	15"	7



ENCASEMENT BELOW STORM DRAIN

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

DRAWN BY : A.TAN

NEW SEWER PIPE SUPPORT ACROSS TRENCHES

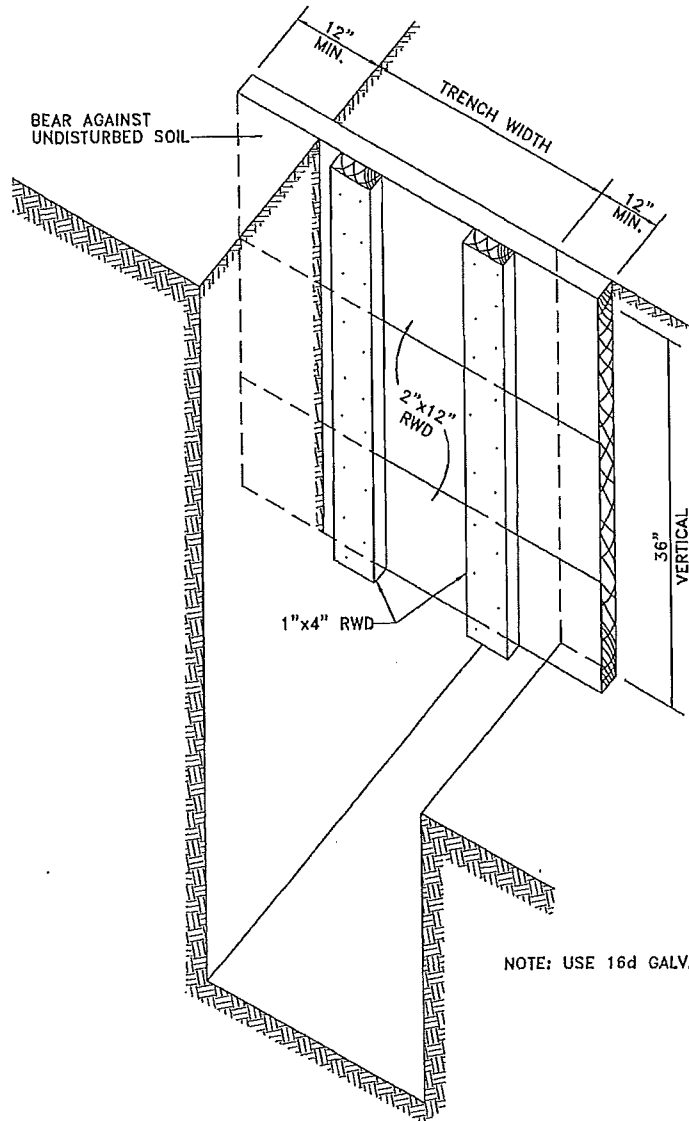
DATE: 07/07

APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-8

NOTE:

TO BE PLACED AT 20' INTERVALS WHERE
GROUND SLOPE IS 1 TO 1 OR GREATER
OR AS REQUIRED BY DISTRICT ENGINEER.



NOTE: USE 16d GALVANIZED NAILS

PERSPECTIVE

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

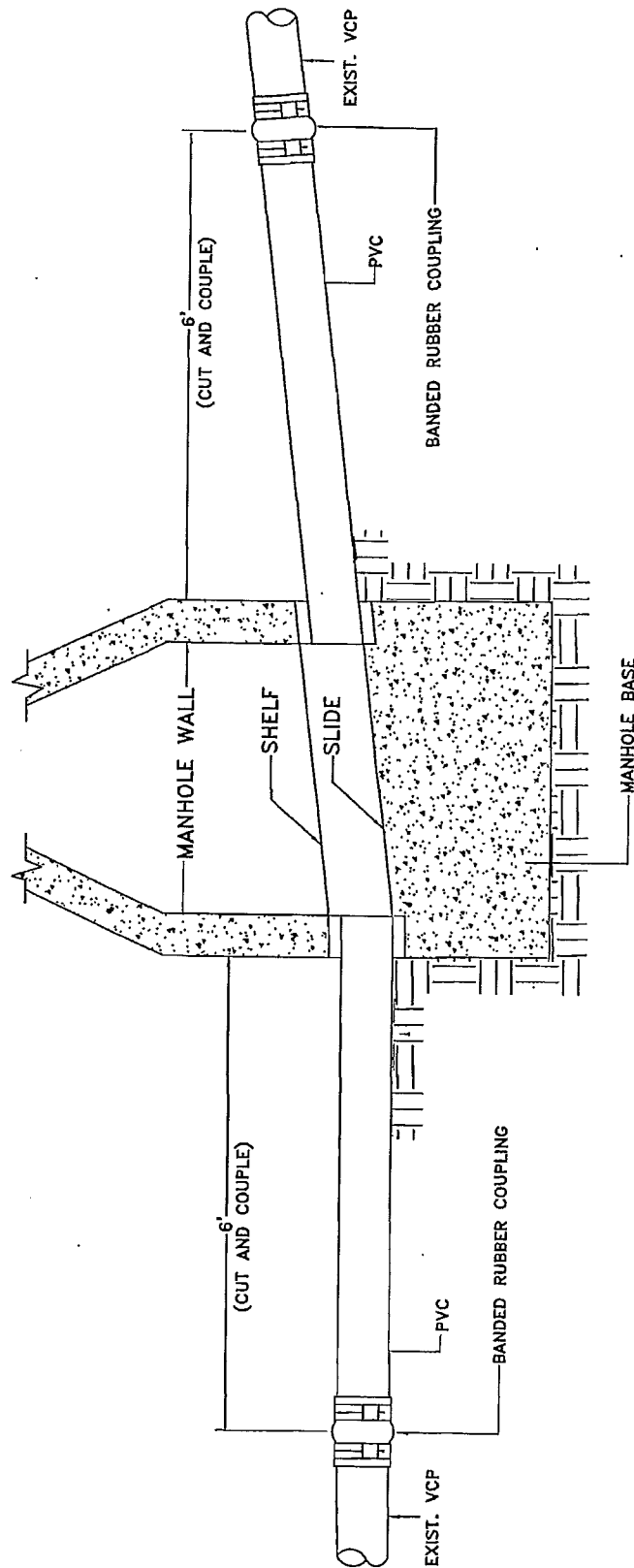
DRAWN BY : A. TAN

TRENCH DAM

DATE: 6/03

APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-10



NEW MANHOLE INSTALLATION ON EXISTING VCP MAIN

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

DRAWN BY : A. TAN

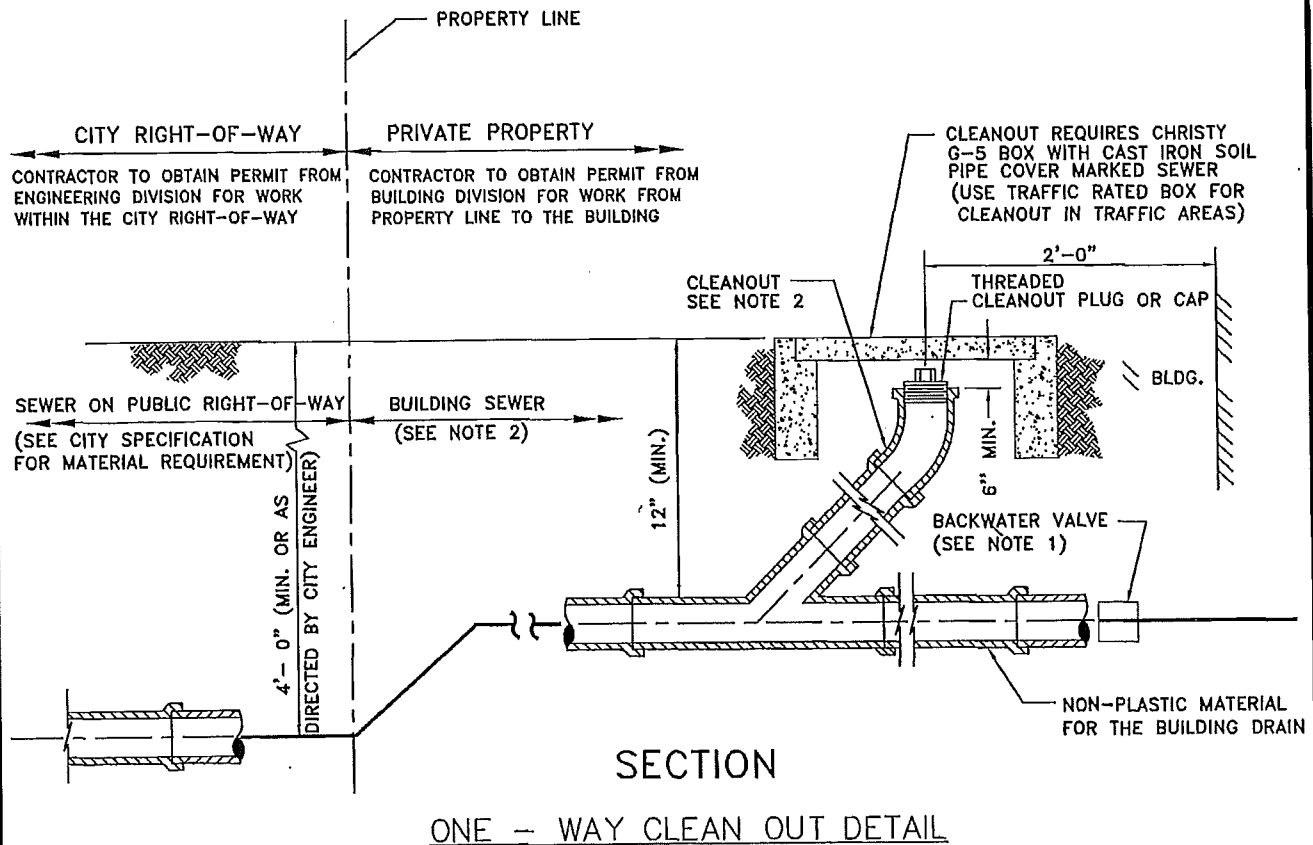
FLEXIBLE CONNECTION AT MANHOLE TIE-IN

(WHEN REQUIRED)

DATE: 07/07

APPROVED BY: MP Shamma, CITY ENGINEER

STANDARD DRAWING NO. SS-11



NOTES:

1. BACKWATER VALVE IS REQUIRED WHEN SLOPE OF SEWER LATERAL FROM BUILDING TO SEWER MAIN IS LESS THAN 2% OR WHEN THE LOWEST FIXTURE IN THE BUILDING IS BELOW THE RIM OF THE NEXT DOWNSTREAM MANHOLE.
2. CLEANOUT AND BUILDING SEWER PIPE SHALL BE PE SCHEDULE 11 OR 17 OR PVC SDR 26 OR 35.
3. SEWER RUNS OF 50 FEET OR LONGER MAY, AT THE OPTION OF THE ENGINEER/DWWR, REQUIRE AN ADDITIONAL CLEANOUT.

CITY OF DALY CITY, CALIFORNIA

N.S.M.C.S.D.

DRAWN BY : A. TAN

CLEAN OUT & BACKWATER VALVE

DATE: 07/07

APPROVED BY: MP Sharma, CITY ENGINEER

STANDARD DRAWING NO. SS-12

Attachment D

OVERFLOW EMERGENCY RESPONSE PLAN

Town of Colma

Overflow Emergency Response Plan



Prepared by David Patzer, DKF Solutions Group
(707) 373-9709 dpatzer@dkfsolutions.com

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Table of Contents

Sanitary Sewer Overflow Emergency Response Plan (OERP)

(ref. SWRCB Order No. 2006-0003-DWQ Element VI)

1. Purpose
2. Policy
3. Definitions as used in this OERP
4. Regulatory Requirements for OERP Element of SSMP
5. Goals
6. Sanitary Sewer Overflow (SSO) Detection and Notification
7. SSO Response Procedures
8. Recovery and Cleanup
9. Water Quality
10. Sewer Backup Into/Onto Private Property Claims Handling Policy
11. Notification, Reporting, Monitoring and Recordkeeping Requirements
12. Post SSO Event Debriefing
13. Failure Analysis Investigation
14. SSO Response Training
15. High Priority Assets
16. Authority
17. References

Appendix A: Regulatory Notifications Packet

Instructions.....	Packet Envelope
Regulatory Reporting Guide	A-1
Category 1 SSO Reporting Checklist.....	-2a
Category 2 and 3 SSO Reporting Checklist.....	-2b
Regional Water Quality Control Board Notification Fax	-3

Appendix B: Sanitary Sewer Backup Packet

Response Instructions	Packet Envelope
Response Flowchart	B-1
Bubbled Toilets Letter	-2
First Responder Form	-3
Sanitary Sewer Overflow Report.....	-4
Start Time Determination Form.....	-5
Volume Estimation Methods	
Eyeball Estimation	-6a
Duration and Flow Rate Photo Comparison	-6b
Upstream Lateral Connections	-6c
Claims Submittal Checklist	-7
Collection System Failure Analysis Form	-8
Customer Service Packet	
Instructions.....	envelope
Customer Information	CS-1
Sewer Spill Reference Guide.....	pamphlet
Regulatory Notifications Packet	See contents list above
Door Hanger	

Table of Contents

Appendix C: Sanitary Sewer Overflow Packet

Instructions and Chain of Custody	Packet Envelope
Responding to a Sanitary Sewer Overflow	C-1
Sanitary Sewer Overflow Report.....	-2
Start Time Determination Form.....	-3
Volume Estimation Methods	
Eyeball Estimation	-4a
Duration and Flow Rate Photo Comparison	-4b
Upstream Lateral Connections	-4c
Collection System Failure Analysis Form	-5
Regulatory Notifications Packet	See contents list above
Sewer Spill Reference Guide.....	pamphlet
Public Posting	
Door Hanger	

Appendix D: Contractor Orientation

Appendix E: Sewer Service Request Form

Sanitary Sewer Overflow Emergency Response Plan

(ref. SWRCB Order No. 2006-0003-DWQ Element VI)

1. Purpose

The purpose of the Town of Colma's Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for Town personnel to follow in responding to, cleaning up, and reporting SSOs that may occur within the Town's service area. This OERP satisfies the SWRCB Statewide General Waste Discharge Requirements (GWDR), which require wastewater collection agencies to have an Overflow Emergency Response Plan.

2. Policy

The Town's employees are required to report all wastewater overflows found and to take the appropriate action to secure the wastewater overflow area, properly report to the appropriate regulatory agencies, relieve the cause of the overflow, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The Town's goal is to respond to sewer system overflows as soon as possible following notification. The Town will follow reporting procedures in regards to sewer spills as set forth by the San Francisco Regional Water Quality Control Board (*SFRWQCB*) and the California State Water Resources Control Board (*SWRCB*).

3. Definitions As Used In This OERP

CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS): Refers to the State Water Resources Control Board online electronic reporting system that is used to report SSOs, certify completion of the SSMP, and provide information on the sanitary sewer system.

FROG – Fats, Roots, Oils, and Grease: FOG refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system. Tree root invasion (R) presents an additional problem. If a mat of root hair forms in the sewer line it slows the flow of wastewater and exacerbates the rate of accumulation of FOG materials.

LEGALLY RESPONSIBLE OFFICIAL (LRO): Refers to an individual who has the authority to certify reports and other actions that are submitted through CIWQS.

MAINLINE SEWER: Refers to Town wastewater collection system piping that is not a private lateral connection to a user.

MAINTENANCE HOLE OR MANHOLE: Refers to an engineered structure that is intended to provide access to a sanitary sewer for maintenance and inspection.

NOTIFICATION OF AN SSO: Refers to the time at which the Town becomes aware of an SSO event through observation or notification by the public or other source.

NUISANCE - California Water Code section 13050, subdivision (m), defines nuisance as anything that 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.

PREVENTATIVE MAINTENANCE: Refers to maintenance activities intended to prevent failures of the wastewater collection system facilities (e.g. cleaning, CCTV, inspection).

PRIVATE LATERAL SEWAGE DISCHARGES – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SANITARY SEWER BACKUP (BACKUP) – When blockages or flow conditions cause wastewater to backup into buildings and on private property.

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.

SSOs that include multiple appearance points resulting from a single cause will be considered one SSO for documentation and reporting purposes in CIWQS.

NOTE: Wastewater backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned are not SSOs.

SSO Categories:

Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either:

- Reaches surface water and/or drainage channel tributary to a surface water; or
- Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.

Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either:

- Does not reach surface water, a drainage channel, or an MS4, or
- The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.

Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition.

SANITARY SEWER SYSTEM: Any publicly-owned 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

pipings, 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.

SENSITIVE AREA: Refers to areas where an SSO could result in a fish kill or pose an imminent or substantial danger to human health (e.g. parks, aquatic habitats, etc.)

SEWER SERVICE LATERAL: Refers to the piping that conveys sewage from the building to the Town's wastewater collection system.

UNTREATED OR PARTIALLY TREATED WASTEWATER: Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

WATERS OF THE STATE: Waters of the State (or waters of the United States) means any surface water, including saline waters, within the boundaries of California. In case of a sewage spill, storm drains are considered to be waters of the State unless the sewage is completely contained and returned to the wastewater collection system and that portion of the storm drain is cleaned.

4. State Regulatory Requirements for Element 6, Overflow Emergency Response Plan

GWDR Requirement

The collection system agency 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 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 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 Waste Discharge Requirements or National Pollutant Discharge Elimination System (NPDES) permit requirements. The Sewer System Management Plan 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 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.

The Sewer System Management Plan and critical supporting documents are made available to the public through submission of an electronic copy to the State Water Resources Control Board.

5. Goals

The Town's goals with respect to responding to SSOs are:

- Work safely;
- Respond quickly to minimize the volume of the SSO;

- Eliminate the cause of the SSO;
- Prevent sewage system overflows or leaks from entering the storm drain system or receiving waters to the maximum extent practicable;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO;
- Meet the regulatory reporting requirements;
- Evaluate the causes of failure related to certain SSOs; and
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs.

6. SSO Detection and Notification

ref. SWRCB Order No. 2006-0003-DWQ VI(a)

The processes that are employed to notify the Town of the occurrence of an SSO include: observation by the public or observation by Town staff during the normal course of their work.

6.1 PUBLIC OBSERVATION

Public observation is the most common way that the Town is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are in the phone book and on the Town's website: www.colma.ca.gov. The Town's telephone number for reporting sewer problems is (650) 757-8888.

Normal Work Hours

When a report of a sewer spill or backup is made during normal work hours, Public Works administrative staff receives the call and completes the Sewer Service Request Form (Appendix E). This information is forwarded to the Public Works Supervisor or designee who will then dispatch a Maintenance Crew to the incident.

After Hours

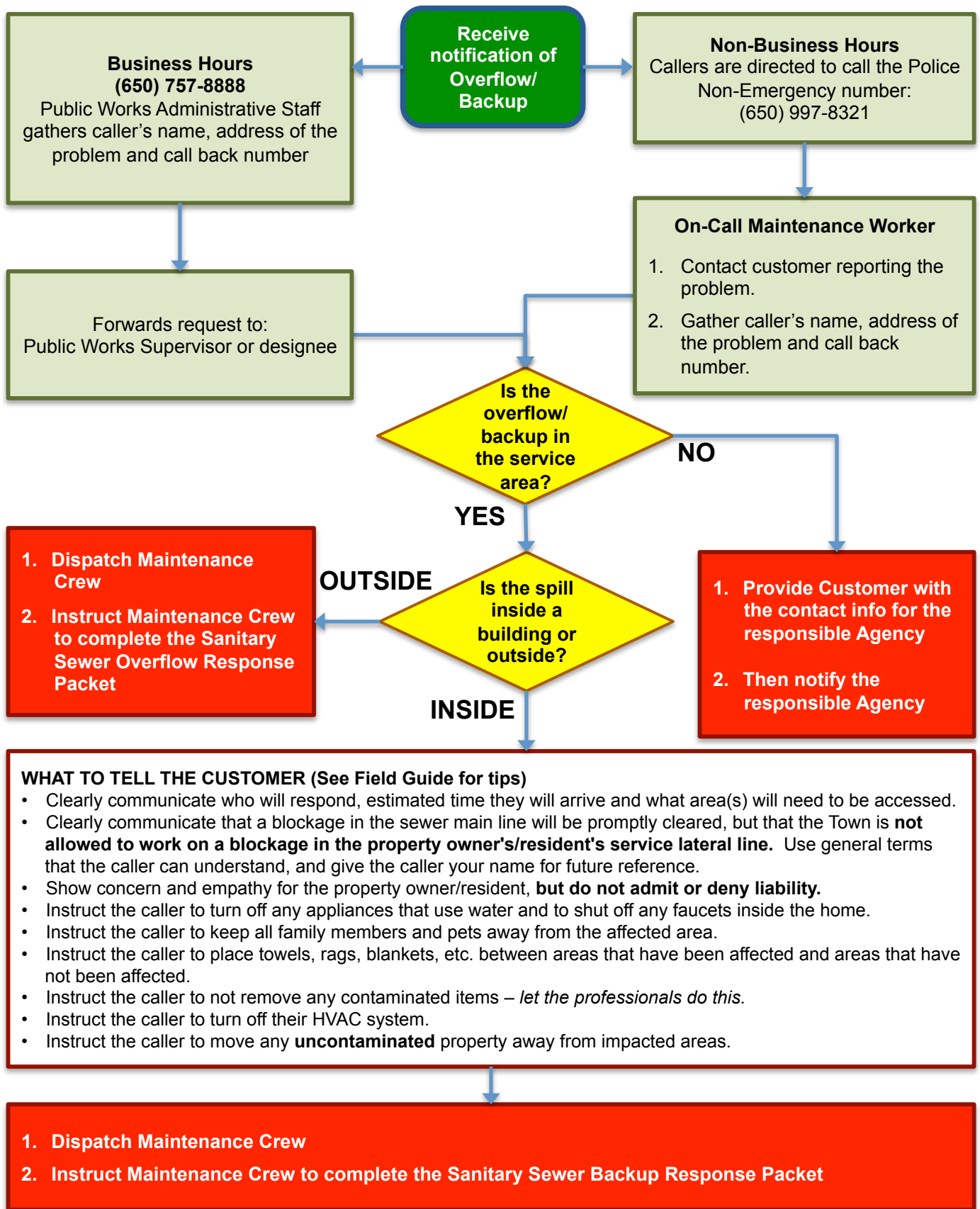
After hours callers are directed to call (650) 997-8321, the Police non-emergency number. The Police Department will notify the On-Call Maintenance Worker.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect the following information:

- Time and date of call
- Specific location of potential problem
- Nature of call
- In case of SSO, estimated start time of overflow
- Caller's name and telephone number
- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

The following is an overview of receiving a sewage overflow or backup report:

Figure 6.1 Overview of Receiving a Sewage Overflow or Backup Report Procedure



6.2 CITY STAFF OBSERVATION

Town staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate Town staff that, in turn, responds to emergency situations. Work orders are issued to correct non-emergency conditions.

6.3 CONTRACTOR OBSERVATION

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a Sanitary Sewer Overflow. If the contractor/plumber causes or witnesses an SSO they should:

1. Immediately notify the Town
2. Protect storm drains
3. Protect the public
4. Provide Information to the Town Maintenance Crew such as start time, appearance point, suspected cause, weather conditions, etc.
5. Direct ALL media and public relations requests to the City Manager

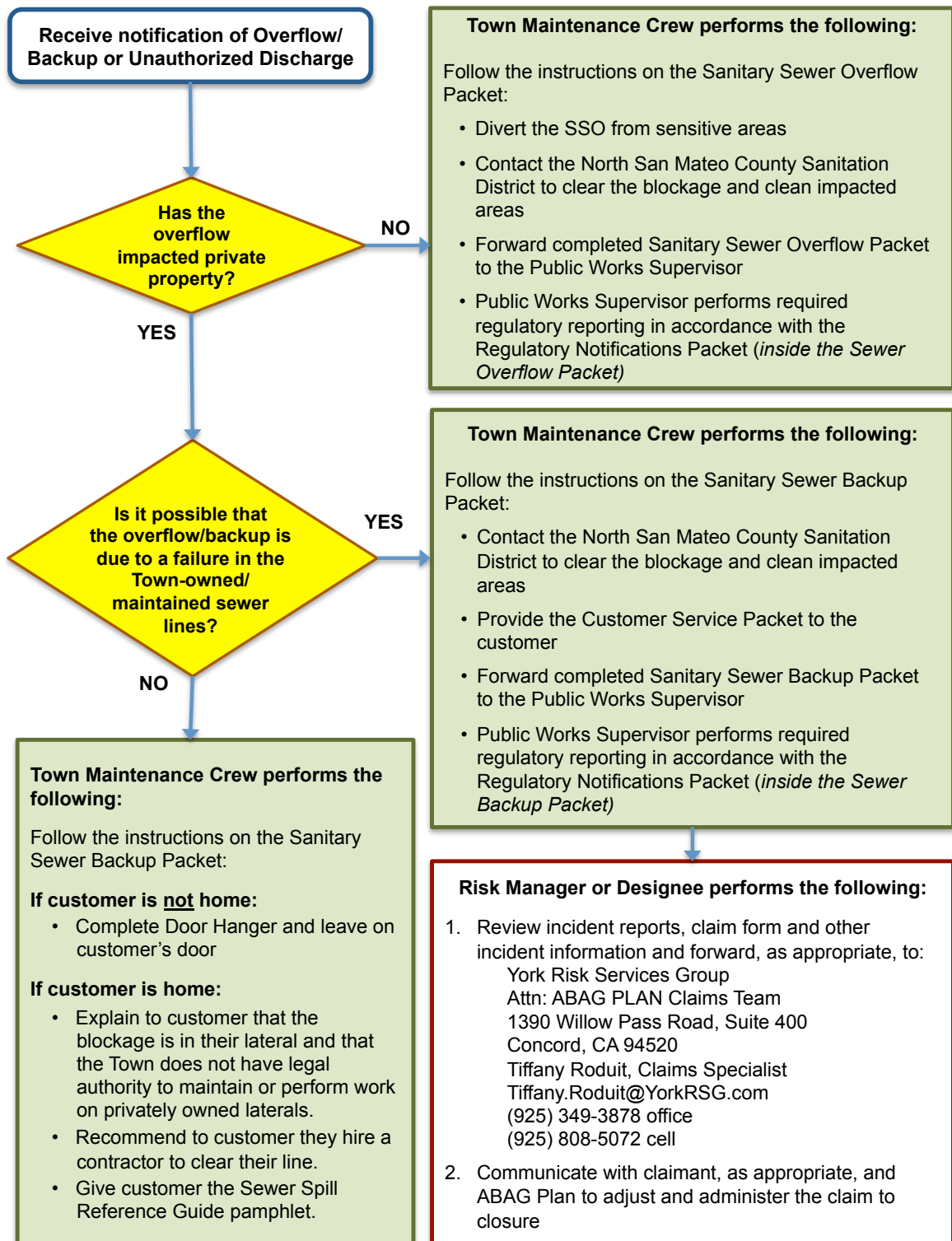
7. SSO Response Procedures

ref. SWRCB Order No. 2006-0003-DWQ Element 6(b)

7.1 Sewer Overflow/Backup Response Summary

The Town will respond to SSOs as soon as feasible following notification of an overflow/backup or unauthorized discharge. The following (Figure 7.1) is an overview of the response activities.

Figure 7.1 Overview of SSO/Backup Response



7.2 First Responder Priorities

The first responder's priorities are:

- To follow safe work practices.
- To respond promptly with the appropriate and necessary equipment.
- To contact the North San Mateo County Sanitation District for support as needed.
- To contain the spill wherever feasible.
- To restore the flow as soon as practicable.
- To minimize public access to and/or contact with the spilled sewage.
- To promptly notify the Public Works Supervisor in event of major SSO.
- To return the spilled sewage to the sewer system.
- To restore the area to its original condition (or as close as possible).

7.3 Safety

The first responder is responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work. There may be times when Town personnel responding to a sewer system event are not familiar with potential safety hazards peculiar to sewer work. In such cases it is appropriate to take the time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

7.4 Initial Response

The first responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows.

The first responder will:

- Note arrival time at the site of the overflow/backup.
- Verify the existence of a public sewer system spill or backup.
- Determine if the overflow or blockage is from a public or private sewer.
- Identify and assess the affected area and extent of spill.
- Contact caller if time permits.
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs.
- Contact North San Mateo County Sanitation District to clear the blockage and clean affected areas as necessary.
- Take steps to contain the SSO. For detailed procedures refer to Appendix B: Sanitary Sewer Backup Procedures, and Appendix C: Sanitary Sewer Overflow Packet.

7.5 Diversion

The first responder will cover unplugged storm drains w/mats, or use dirt/other material to divert sewage away from sensitive areas (e.g., schools, playgrounds, intersections, etc.). Cones and barricades will be used as necessary to ensure public contact does not occur.

For detailed procedures refer to Appendix C: Sanitary Sewer Overflow Packet.

7.6 Initiate Spill Containment Measures and Restore Flow

The Maintenance Crew will contact the North San Mateo County Sanitation District to contain the SSO and restore flow.

7.7 Equipment

This section provides a list of specialized equipment that may be used by the Town or by the North San Mateo County Sanitation District to support this Overflow Emergency Response Plan.

- *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all SSOs from gravity sewers.
- *Camera* -- A digital or disposable camera is required to record the conditions upon arrival, during clean up, and upon departure.
- *Emergency Response Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate an SSO.
- *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the SSO event.
- *Air plugs, sandbags and plastic mats*
- *Portable Lights*

Standard operating procedures for equipment that may be necessary in the event of a sanitary sewer overflow or backup can be found in the Public Works Supervisor's office.

8. Recovery and Cleanup

ref. SWRCB Order No. 2006-0003-DWQ Element 6(e)

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The SSO recovery and cleanup procedures are:

8.1 Estimate the Volume of Spilled Sewage

Use the methods outlined in the Sanitary Sewer Backup Packet (Appendix B), Sanitary Sewer Overflow Packet (Appendix C), and/or the Field Guide to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos and/or video of the SSO site before and during the recovery operation.

8.2 Recovery of Spilled Sewage

The North San Mateo County Sanitation District will vacuum up and/or pump the spilled sewage and rinse water, and discharge it back into the sanitary sewer system.

8.3 Clean-up and Disinfection

The North San Mateo County Sanitation District is responsible for clean up and disinfection to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions.

Private Property

North San Mateo County Sanitation District crews will perform cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of Town system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, property owners may obtain a Town claim form from the Risk Manager.

Hard Surface Areas

North San Mateo County Sanitation District crews will collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. They will wash down the affected area with clean water and/or deozyme or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Reasonable steps will be taken to contain and vacuum up the wastewater. The area will be allowed to dry and the process will be repeated if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

North San Mateo County Sanitation District crews will collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. They will wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. They will either contain or vacuum up the wash water so that none is released. The area will be allowed to dry and the process will be repeated if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES for SSOs greater than or equal to 1,000 gallons.

Wet Weather Modifications

Flushing and sampling will be omitted during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

8.4 Public Notification

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. County Environmental Health instructions and directions regarding placement and language of public warnings will be followed. Additionally, the Public Works Supervisor will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by County Environmental Health, the Public Works Supervisor or designee.

Creeks, streams and beaches that have been contaminated as a result of an SSO will be posted at visible access locations until the risk of contamination has subsided to acceptable background bacteria levels. The area and warning signs, once posted, will be checked every day to ensure that they are still in place. Photographs of sign placement will be taken.

In the event that an overflow occurs at night, the location will be inspected first thing the following day. The field crew will look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the City Manager or their designee will provide the media with all relevant information.

9. Water Quality

ref. SWRCB Order No. 2006-0003-DWQ Element 6(f)

9.1 Waters of the State

The following Waters of the State are in the Town of Colma's service area:

- Colma Creek

In the event that these waters are impacted by a sanitary sewer overflow, the North San Mateo County Sanitation District will be contacted.

9.2 Water Quality Sampling and Testing

Water quality sampling and testing is required for Category 1 SSOs of 50,000 gallons or greater to determine the extent and impact of the SSO. The water quality sampling procedures must be implemented within 48 hours and include the following:

- The first responders will contact the North San Mateo County Sanitation District to collect samples as soon as possible after the discovery and mitigation of the SSO event.
- The North San Mateo County Sanitation District is responsible for sampling, ensuring the samples are analyzed at their lab, and providing the Town with the sample results.

9.3 Water Quality Monitoring Plan

The Town Water Quality Monitoring Plan will be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. The SSO Water Quality Monitoring Program will:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the Town becoming aware of the SSO, require water quality sampling for ammonia and total and fecal coliform.
6. Observe proper chain of custody procedures.

9.4 SSO Technical Report

The Town will submit an SSO Technical Report to the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. The Director of Public Works will supervise the preparation of this report and will certify

this report. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

Causes and Circumstances of the SSO:

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

Town's Response to SSO:

- Chronological narrative description of all actions taken by the Town to terminate the spill.
- Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
- Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

Water Quality Monitoring:

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

10. Sewer Backup Into/Onto Private Property Claims Handling Policy

It is the policy of the Town that a claims form shall be offered to anyone wishing to file a claim. The following procedures will be observed for all sewer overflows/backups into/onto private property:

- Town Maintenance Crew will offer a Town claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the Town-owned sewer lines or whenever a Town customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the Town was not at fault.
- It is the responsibility of the Town Maintenance Crew to gather information regarding the incident and notify the Public Works Supervisor or his/her designee.
- It is the responsibility of the Risk Manager or his/her designee to review all claims and to oversee the adjustment and administration of the claim to closure.

11. Notification, Reporting, Monitoring and Recordkeeping Requirements

ref. SWRCB Order No. 2006-0003-DWQ Element 6(c)

In accordance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS GWDRs), the Town of Colma maintains records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations, and site

conditions after field crew SSO response operations have been completed. The date, time, location, and direction of photographs taken will be documented.

- Documentation of how any estimations of the volume of discharged and/or recovered volumes were calculated including all assumptions made.
- Regulator required notifications are outlined in Section 11.1 on the following page.

11.1 Regulator Required Notifications

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, the Town will notify the California Office of Emergency Services (CalOES) and obtain a notification control number.	Call Cal OES at: (800) 852-7550
REPORTING	<ul style="list-style-type: none"> Category 1 SSO: The Town will submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: The Town will submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. Category 3 SSO: The Town will submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: The Town will submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. "No Spill" Certification: The Town will certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. Collection System Questionnaire: The Town will update and certify every 12 months 	<p>Enter data into the CIWQS Online SSO Database¹ (http://ciwqs.waterboards.ca.gov/) certified by the Legally Responsible Official(s)².</p> <p>All information required by CIWQS will be captured in the Sanitary Sewer Overflow Report.</p> <p>Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the State SSO Program Manager must be contacted to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days.</p>
WATER QUALITY MONITORING	The Town will conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results will be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING	<p>The Town will maintain the following records:</p> <ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

¹ In the event that the CIWQS online SSO database is not available, the Public Works Supervisor will notify SWRCB by phone and will fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the Town will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO file.

² The Town always has at least one LRO. Any change in the LRO(s) including deactivation or a change to contact information, will be submitted to the SWRCB within 30 days of the change by calling (866) 792-4977 or emailing help@ciwqs.waterboards.ca.gov.

For reporting purposes, if one SSO event of whatever category results in multiple appearance points in a sewer system, a single SSO report is required in CIWQS that includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that cause the SSO, and descriptions of the locations of all other discharge points associated with the single SSO event.

11.2 Complaint Records

The Town maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO or occurrence related to the call
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the state
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint with the original complainant
- Work service request information used to document all feasible and remedial actions taken

Complaint information is collected on the Sewer Service Request Form. This information will be maintained for a minimum of five years whether or not the request results in an SSO.

12. Post SSO Event Debriefing

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

Every SSO event is an opportunity to evaluate the Town response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

As soon as possible after Category 1 and Category 2 SSO events all of the participants, from the person who received the call to the last person to leave the site, will meet to review the procedures used and to discuss what worked and where improvements could be made in preventing or responding to and mitigating future SSO events. The results of the debriefing will be documented and tracked to ensure the action items are completed as scheduled.

13. Failure Analysis Investigation

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur or for other SSOs to occur.

The investigation will include reviewing all relevant data to determine appropriate corrective action(s) for the line segment. The investigation will include:

- Reviewing and completing the Sanitary Sewer Overflow Report (in Appendix B and Appendix C) and any other documents related to the incident
- Reviewing the incident timeline and other documentation regarding the incident
- Reviewing communications with the reporting party and witness
- Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records
- Reviewing past CCTV records,
- Conducting a CCTV inspection to determine the condition of all line segments immediately following the SSO and reviewing the video and logs,
- Reviewing any Fats, Oils, Roots and Grease (FROG) related information or results
- Post SSO debrief records
- Interviews with the public at the SSO location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in Appendix B and Appendix C) will be used to document the investigation.

14. SSO Response Training

ref. SWRCB Order No. 2006-0003-DWQ Element 6(d)

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

14.1 Initial and Annual Refresher Training

All Town personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training on the contents of this OERP. All new employees will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training on this plan and the procedures to be followed. The Town will document all training.

Affected employees will receive annual training on the following topics by knowledgeable trainers:

- The Town's Overflow Emergency Response Plan and Sanitary Sewer Management Plan
- Sanitary Sewer Overflow Volume Estimation Techniques
- Researching and documenting Sanitary Sewer Overflow Start Times
- Impacted Surface Waters: Response Procedures
- State Water Resources Control Board Employee Knowledge Expectations
- Employee Core Competency Evaluations on Sanitary Sewer Operations
- Water Quality Sampling Plan

The Town will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. This will be verified through electronic testing, interviews and observations. The Town will address, through additional training/instruction, any identified gaps in required core competencies.

Through SWRCB Employee Knowledge Expectations training the employee will be able to answer the following:

1. Please briefly describe your name and job title.

2. Please describe for us approximately when you started in this field and how long you have worked for your agency.
3. Please expand on your current position duties and role in responding in the field to any SSO complaints.
4. Please describe your SOPs used to respond/mitigate SSOs when they occur.
5. Describe any training your agency provides or sends you to for conducting spill volume estimates.
6. We are interested in learning more about how your historical SSO response activities have worked in the field. We understand from discussions with management earlier that you use the OERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
7. Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any SSO complaints in the field?
8. Can you tell us who is responsible for estimating SSO volumes discharged? If it is you, please describe how you go about estimating the SSO volume that you record on the work order/service request forms?
9. What other information do you collect or record other than what is written on the work order form?
10. Describe if and when you ever talk with people that call in SSOs (either onsite or via telephone) to further check out when the SSO might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
11. We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these SSOs, when else would you typically take any pictures of an SSO?
12. Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate SSO complaints.

14.2 SSO Response Drills

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion.

14.3 SSO Training Record Keeping

Records will be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainer(s), and names and titles of attendees.

14.4 Contractors Working On Town Sewer Facilities

All construction contractors working on Town sewer facilities will be required to develop a project-specific OERP, will provide project personnel with training regarding the content of the contractor's OERP and their role in the event of an SSO, and to follow that OERP in the event that they cause or observe an SSO. Emergency response procedures shall be discussed at project pre-construction meetings, regular project meetings and after any contractor involved incidents.

All service contractors will be provided, and required to observe contractor procedures. See Appendix D: Contractor Orientation.

15. High Priority Assets

The following assets need to be monitored and inspected prior to, during, and following an extreme weather event or natural disaster:

Critical Asset	Location	Access	Monitor and Inspection Description
Siphon	El Camino Real	Manhole	Monitor flow 8F2-8F12
Siphon	El Camino Real	Manhole	Monitor flow 8F13-8F14

16. Authority

- Health & Safety Code Sections 5410-5416
- CA Water Code Section 13271
- Fish & Wildlife Code Sections 5650-5656
- State Water Resources Control Board Order No. 2006-0003-DWQ
- State Water Resources Control Board Order 2013-009-DWQ effective September 9, 2013

17. References

- Sanitary Sewer Overflow and Backup Response Field Guide, 2013, DKF Solutions Group, LLC
- Appendix A: Regulatory Notifications Packet
- Appendix B: Sanitary Sewer Backup Packet
- Appendix C: Sanitary Sewer Overflow Packet
- Appendix D: Contractor Orientation
- Appendix E: Sewer Service Request Form

Appendix A
REGULATORY NOTIFICATIONS PACKET

Regulatory Notifications Packet

Instructions:

1. Receive call from on-site sewer crew reporting a Sanitary Sewer Overflow.
2. Open this packet.
3. Refer to the Regulatory Reporting Guide (A-1) for instructions.
4. Use the SSO Reporting Checklist for the appropriate category of spill (A-2a or A-2b) to document that all notifications are made according to the reporting schedule.

Contents:

<u>Form</u>	<u>Page Number</u>
Regulatory Reporting Guide	A-1
Reporting Checklist: Category 1	-2a
Reporting Checklist: Categories 2 and 3	-2b
RWQCB Notification Fax	-3

Print on 6"x9" envelope

**Regulatory Notifications Packet
Regulatory Reporting Guide**

**A-1
Side A**

Reporting Instructions				
Deadline	See reverse side for contact information and definitions of the categories of spills of untreated or partially treated wastewater from publically owned sanitary sewer system			Spill from Private Lateral
	Category 1	Category 2	Category 3	
2 hours after awareness of SSO	If SSO is greater than or equal to 1,000 gallons, call CalOES at (800) 852-7550.	-	-	-
As soon as possible	If SSO impacts private property that may be due to a failure in the Town sewer and/or if the Town believes a claim for damages may be submitted against the Town contact ABAG Plan Corporation and the Town Risk Manager. See Side B for contact information.			-
48 Hours after awareness of SSO	If 50,000 gal or more were not recovered, begin water quality sampling and initiate impact assessment	-	-	-
3 Days after awareness of SSO	Submit Draft Spill Report in the CIWQS* database	Submit Draft Spill Report in the CIWQS* database	-	-
15 Days after response conclusion	Certify Spill Report in CIWQS*. Update as needed until 120 days after SSO end time	Certify Spill Report in the CIWQS* database. Update as needed until 120 days after SSO end time	-	-
30 Days after end of calendar month in which SSO occurred	-	-	Certify Spill Report in the CIWQS* database. Update as needed until 120 days after SSO end time	-
45 days after SSO end time	If 50,000 gal or more were not recovered, submit SSO Technical Report using CIWQS*	-	-	-

* In the event that the CIWQS online SSO database is not available, do the following until the CIWQS online SSO database becomes available: (See contact information on Side B)

1. Make required notifications to the San Francisco Regional Water Quality Control Board (SFRWQCB office) using A-3, and
2. Notify the State Water Resources Control Board (SWRCB) by phone or email

Note: For reporting purposes, if one SSO event results in multiple appearance points, complete one SSO report in the CIWQS SSO Online Database, and report the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, in the CIWQS SSO Online Database, including all the discharge points associated with the SSO event.

**Regulatory Notifications Packet
Regulatory Reporting Guide**

**A-1
Side B**

Contact Information

Contact	Telephone/Fax/Email
CalOES	(800) 852-7550
ABAG Plan Corporation/York Risk Services Group	
Tiffany Roduit, Claims Specialist	Telephone: (925) 349-3878 Cell: (925) 808-5072
If you do not receive a call back from Tiffany Roduit within 30 minutes, call: Alex Davis, Claims Supervisor	Telephone: (925) 349-3890 Cell: (925) 349-3890
Risk Manager	(650) 985-5690
San Francisco Regional Water Quality Control Board (SFRWQCB):	Telephone: (510) 622-2369 Fax: (510) 622-2460
State Water Resources Control Board (SWRCB):	
Russell Norman, P.E.	(916) 323-5598 Russell.Norman@waterboards.ca.gov
Victor Lopez, Water Resources Control Engineer	(916) 323-5511 Victor.Lopez@waterboards.ca.gov

Authorized Personnel

The following are authorized to perform regulatory reporting:

Title	Telephone	✓ If LRO*
Public Works Director	(650) 757-8888	✓
Public Works Supervisor	(650) 757-8888	
Associate Engineer	(650) 757-8894	

*Legally Responsible Official (LRO) is authorized to electronically sign and certify SSO reports in CIWQS.

Definitions of Spill Categories

The response crew will complete the SSO Report form in the SSO Packet to document how category was determined.

Category	Definition
Category 1:	Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either: <ul style="list-style-type: none"> Reaches surface water and/or drainage channel tributary to a surface water; or Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
Category 2:	Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either: <ul style="list-style-type: none"> Does not reach surface water, a drainage channel, or an MS4, or The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
Category 3:	All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition

**Regulatory Notifications Packet
Category 1 SSO Reporting Checklist****A-2a****Use this Checklist for Category 1 SSOs only****STEP 1: Receive call from crew.****STEP 2: 2-hour Notification**

- ☐ If SSO is greater than or equal to 1,000 gallons, notify CalOES within 2 hours of the time the agency was notified of the spill (800) 852-7550:

- o Date Called: _____
- o Time called: _____ : _____ ☐AM ☐PM
- o CalOES Control number: _____
- o CalOES Operator Name: _____

STEP 3: As soon as possible

If SSO impacts private property that may be due to a failure in the Town sewer and/or if the Town believes a claim for damages may be submitted against the Town, notify the following:

- ☐ Contact ABAG Plan Corporation

STEP 4: Within 48-Hours after awareness of SSO

- ☐ Only if 50,000 gallons or more was not recovered, implement Water Quality Monitoring Plan.

STEP 5: Within 3 Days after awareness of SSO

- ☐ Submit a Draft Spill Report using the CIWQS online reporting database.

STEP 6: Within 15 Days after response conclusion

- ☐ Certify the Spill Report using the CIWQS online reporting database. Updates to the Spill Report may be made for up to 120 days following the conclusion of the SSO Response.

STEP 7: Within 45 Days after SSO end time

- ☐ Within 45 days after the SSO end time, submit an SSO Technical Report using the CIWQS online reporting database only if 50,000 gallons or more was spilled to surface waters.

This form completed by: _____
Name Title Date

Use this Checklist for Category 2 and 3 SSOs only

STEP 1: Receive call from crew.

STEP 2: As soon as possible

If SSO impacts private property that may be due to a failure in the Town sewer and/or if the Town believes a claim for damages may be submitted against the Town, notify the following:

(Please note: Notification depends on the property that was affected by the SSO, home basement, business, park, etc.)

- ☐ Contact ABAG Plan Corporation

STEP 3: Submit Draft Spill Report (Category 2 only)

- ☐ Submit a Draft Spill Report using the CIWQS online reporting database within 3 days after awareness of Category 2 SSO.

STEP 4: Certify Spill Report

- ☐ Certify the Spill Report using the CIWQS online reporting database:
- Category 2 SSO: Within 15 days after the conclusion of the response
 - Category 3 SSO: Within 30 days after the end of the calendar month in which the SSO occurred
- ☐ Updates to the Spill Report may be made for up to 120 days following the conclusion of the SSO Response.

This form completed by: _____
Name Title Date

**Regulatory Notifications Packet
Regional Water Quality Control Board Notification Fax****A-3**

NOTE TO Town of Colma Staff: Only use this form in the event that the CIWQS online SSO database is not available

FAX TO: San Francisco Regional Water Quality Control Board
Fax Number: (510) 622-2460
Telephone: (510) 622-2369

Date: _____

Pages: _____

FROM: Town of Colma
Telephone: (650) 757-8888
Fax: (650) 757-8890

Address of SSO: _____ City: _____

County: _____ Date/Time: _____

SSO Start Time: _____ SSO Stop Time: _____

Volume of SSO: _____ Volume Recovered: _____

Final Disposition: _____

Affected Water Body: _____

Samples Collected? ☐ YES ☐ NO

Taken to: _____

Crew Members: _____

<u>Agencies Notified</u>	<u>Number(s)</u>		<u>Contact</u>	<u>Time</u>	<u>Date</u>
CalOES	(800) 852-7550	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____
CIQWS		<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____	_____
OTHER:	_____ _____				

Appendix B

SANITARY SEWER BACKUP RESPONSE PACKET

**Sanitary Sewer Backup Response Packet
Table of Contents**

<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody	packet envelope
Backup Response Flowchart.....	B-1
Bubbled Toilets Letter	-2
First Responder Form.....	-3
Sanitary Sewer Overflow Report	-4
Start Time Determination Form	-5
Volume Estimation Forms	-6a, -6b, -6c
Claims Submittal Checklist.....	-7
Collection System Failure Analysis Form	-8
Customer Service Packet	
Instructions	packet envelope
Customer Information	CS-1
Claim Form	-2
Sewer Spill Reference Guide	pamphlet
Regulatory Notifications Packet	
Instructions	envelope
Regulatory Reporting Guide	A-1
Category 1 SSO Reporting Checklist	-2a
Category 2 & 3 SSO Reporting Checklist	-2b
RWQCB Notification Fax	-3
Door Hanger	

For pre-assembled packets contact DKF Solutions Group at (707) 373-9709 or losscontrol@sbcglobal.net

In the event of a **Sewer Backup** into a home/business **READ THIS FIRST**



- ☐ If this is a Category 1 SSO greater than or equal to 1,000 gallons, IMMEDIATELY contact The Public Works Supervisor or their designee at (650) 757-8888 to make the 2-hour notification to CalOES at (800) 852-7550.
- ☐ For assistance clearing a blockage or performing clean up, contact North San Mateo County Sanitation District at (650) 997-8200.
- ☐ If the backup is into/onto private property AND possibly due to a problem in the public sewer, notify Tiffany Roduit, Claims Specialist at York Risk Services Group/ABAG Plan Claims Team at (925) 349-3878 telephone or (925) 808-5072 cell. If she cannot be reached within 30 minutes, call Alex Davis, Claims Supervisor (925) 349-3890 telephone or (925) 349-3890 cell.
- ☐ Contact the City Manager at (650) 997-8300 for any media requests.

Don't forget photos!



Maintenance Crew:

- ☐ Follow the instructions on the Sewer Backup Response Flowchart (B-1).
Note: If multiple dwelling units are affected, use one packet per unit and check here: ☐
- ☐ If indicated on the flowchart, give the customer the Bubbled Toilets Letter and/or the Customer Service Packet and have them initial here:
Customer acknowledgement of receipt of Bubbled Toilets Letter: _____
Customer acknowledgement of receipt of Customer Service Packet: _____
- ☐ Place completed forms in this envelope, complete the Chain of Custody record (right) and forward this packet to the Public Works Supervisor or designee.

Print Name: _____

Initial: _____

Date: _____

Time: _____

Public Works Supervisor or designee:

Follow the instructions on the bottom of the Sewer Backup Response Flowchart (B-1).

- ☐ Complete the Regulatory Notifications Packet.
- ☐ Complete the Claims Submittal Checklist.
- ☐ Complete the Chain of Custody record (right) and forward this packet to the Town Attorney or designee.
- ☐ Complete Form B-8: Collection System Failure Analysis

Print Name: _____

Initial: _____

Date: _____

Time: _____

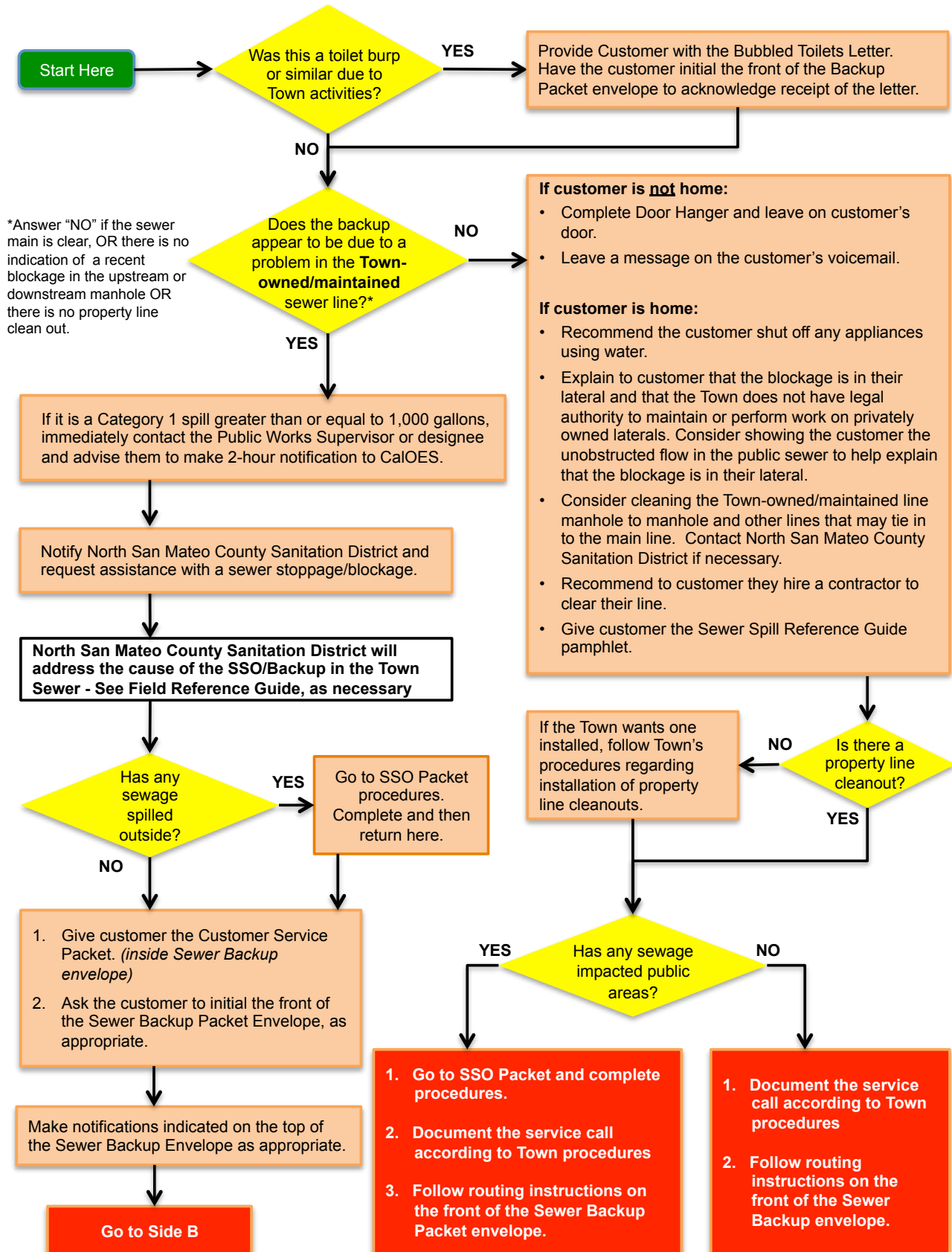
Risk Manager or designee:

- ☐ Refer to the Claims Submittal Checklist.

Sanitary Sewer Backup Response Packet Backup Response Flowchart

B-1

Side A



**Sanitary Sewer Backup Response Packet
Backup Response Flowchart**

**B-1
Side B**

Continue Here From Side A

1. Remove the First Responder Form from the Sewer Backup Packet envelope and complete.
2. Take photographs of affected and non-affected areas, if allowed by customer. Try to get pictures showing where the damaged areas stopped.
3. Immediately contact Tiffany Roduit, Claims Specialist at York Risk Services Group/ABAG Plan Claims Team and provide the information from the completed First Responder Form: (925) 349-3878 telephone or (925) 808-5072 cell. If you do not receive a call back from Tiffany Roduit within 30 minutes, call Alex Davis, Claims Supervisor (925) 349-3890 telephone or (925) 349-3890 cell.

Work with North San Mateo County Sanitation District staff to complete the following forms (in the Sewer Backup Envelope):

- Sanitary Sewer Overflow Report
- Start Time Determination Form (Remember, the spill was probably already occurring before it was reported.)
- Volume Estimation (Use one or more worksheets and/or methods listed in the Field Guide.)

North San Mateo County Sanitation District will clean any overflow outside of the building.

Ask for permission to photograph the backwater prevention device or cleanout and photograph, if allowed.

YES

Can you locate a backwater prevention device (BPD) or cleanout on the affected building?

NO

Advise North San Mateo County Sanitation District to televise the lateral.

YES

Do you want the lateral televised? (if applicable)

NO

1. Document the service call according to Town procedures.
2. Complete the remaining instructions on the front of the Sewer Backup Packet.
3. Follow routing instructions as indicated on the front of the Sewer Backup Packet.

**Sanitary Sewer Backup Response Packet
Bubbled Toilets Letter**

B-2

Dear Town of Colma Customer,

Thank you for informing us that your toilet bubbled while our crews were working in proximity of your property. We apologize for the inconvenience and hope that this letter will answer some of your questions about bubbling toilets.

1. Is this a health risk?

The water that came out of your toilet is potable water from the toilet bowl. Unless your toilet was in use when this occurred, this water is no different than that encountered while cleaning your toilet.

2. What is the Town doing in the street?

In order to insure reliable sewer service, the Town inspects, cleans, and repairs its sewer system on a continuous basis.

3. How does sewer cleaning cause my toilet to bubble?

Typical industry cleaning equipment uses high-pressure water to clean sewers. The first step is to use the high-pressure water jets to propel the hose and cleaning nozzle upstream as far as 800 feet. During this process, air within the main pipe is displaced and sometimes goes up the private lateral pipe and releases through the toilet. This can also happen during the cleaning phase, when high-pressure water is pulled downstream to the cleaning truck.

4. What causes the air to come from my toilet?

Over the years, Town crews have found that the bubbling of toilets have many causes, some of which are:

- Obstructed vent pipes;
- Vent pipes that are positioned too far from the toilet;
- Lateral pipes that may be in use as the crew is cleaning (e.g. draining washing machine, draining bathtub, etc.);
- Lateral pipes that may have obstructions that are causing them to hold water (e.g. roots, grease, etc.).

5. What does Town staff do, once informed of a bubbling toilet?

Once notified of a bubbling toilet, the crew leader explains to the customer what has happened, and checks to see if there is a clean-out in the customer's yard that could be opened in the future during cleaning. The crew leader then makes notes and completes paperwork that puts the address on the Town's notification list. In the future, crews will notice that this address was "bubbled" at one time, and, before commencing the cleaning, they will notify the occupant of the possibility of bubbling toilets. In the event the occupant is not present when the cleaning begins, the crews will attempt to open clean-outs and/or lower water pressure to avoid bubbling.

6. What can I do to prevent my toilet from bubbling?

When a sewer begins to drain slowly, it may be a sign that it needs to be cleaned or repaired. Trees and shrubs may have root structures that are entering the lateral pipe. The homeowner needs to make sure to have a clean-out for accessing the line. It is the homeowner's responsibility to keep the sewer lateral pipe in good working condition.

It is always a good idea to keep the toilet lid down when not in use, and not install carpets in the bathroom unless they can be easily removed and cleaned. For more information please call the Director of Public Works at (650) 757-8888.

Sincerely,

Town of Colma

Sanitary Sewer Backup Response Packet
Carta de Inodoros Burbujeados**B-2**
Spanish

Estimado Cliente de la Ciudad de Colma:

Gracias por habernos informado que su lavabo burbujeó mientras que nuestros empleados estaban trabajando en proximidad a su propiedad. Le pedimos perdón por la inconveniencia y esperamos que esta carta le contestará algunas de sus preguntas acerca de inodoros burbujeantes.

1. ¿Es riesgo de salud esto?

El agua que salió de su inodoro es agua potable de la taza del inodoro. Menos que su inodoro estaba en uso cuando esto ocurrió, esa agua no es diferente de aquella encontrada mientras que limpia su inodoro.

2. ¿Qué está haciendo la Ciudad en la calle?

Para asegurar servicio de alcantarilla confiable, la Ciudad inspecciona, limpia, and repara su Sistema de alcantarillado en una forma continua.

3. ¿Cómo causa la limpieza de la alcantarilla que burbujee mi inodoro?

El equipamiento industrial de limpieza típico usa agua de alta presión para limpiar alcantarillas. La primer medida es de usar chorros de agua de alta presión para propulsar a la manguera y a la boquilla de limpieza contracorriente tan lejos como ochocientos (800) pies. Durante este proceso, el aire dentro la tubería principal es desplazada y a veces camina para arriba de la tubería lateral privada y se libera por el inodoro. Esto también puede ocurrir durante la fase de limpieza, cuando agua de alta presión es jalada corriente abajo al camión de limpieza.

4. ¿Qué causa al aire que venga de mi inodoro?

A lo largo de los años, los empleados de la Ciudad han encontrado que el burbujeo de inodoros tiene muchas causas, algunas de cuales son:

- Tubería de ventilación obstruida;
- Tubería de ventilación que está posicionada muy lejos del inodoro;
- Tubería lateral que pueda estar en uso mientras que los empleados estén limpiando (por ej., vaciando la máquina de lavar, vaciando el baño, etcétera);
- Tubería lateral que podrá tener obstrucciones que están causándola a contener agua (por ej., raíces, grasa, etcétera).

5. ¿Qué hace el personal de la Ciudad, una vez informados de un inodoro burbujeante?

Una vez notificado de un inodoro burbujeante, el líder de nuestros empleados le explica al cliente lo que ha ocurrido, y hace un chequeo para ver si hay una limpieza general en el patio del cliente que se pudiera abrir en el futuro durante la limpieza. El líder de personal luego toma apuntes y completa papeleo que pone a la dirección en la lista de notificación de la Ciudad. En el futuro, los empleados tomarán nota que hubo un tiempo en que esta dirección fue «burbujeada», y, antes de empezar la limpieza, ellos le avisarán al ocupante de la posibilidad de inodoros burbujeantes. En el evento que el ocupante no esté presente cuando la limpieza empiece, los empleados tratarán de abrir las limpiezas generales y/o rebajar la presión del agua para impedir la ocurrencia de burbujeo.

6. ¿Qué puede hacer para impedir a mi inodoro de burbujeando?

Cuando una alcantarilla empieza a desaguar lentamente, puede que sea un indicio que se necesita limpiar o reparar. Puede que los árboles y arbustos tengan estructuras de raíces que estén entrando a la tubería lateral. El dueño/la dueña de casa necesita asegurar de tener una limpieza general para acceder la línea. Es la responsabilidad del dueño/la dueña de mantener la tubería de alcantarilla lateral en buena condición operativa.

Siempre es buena idea de mantener la tapa del inodoro bajada cuando no esté el inodoro en uso, y no instalar alfombra en el cuarto de baño menos que esa se pueda quitar y limpiar. Para más información, por favor llame al Director de Obras Públicas al (650) 757-8888.

Atentamente,
La Ciudad de Colma

Sanitary Sewer Backup Response Packet First Responder Form

B-3

Side A

Fill out this form as completely as possible.
Ask customer if you may enter the home. If so, take photos of all damaged and undamaged areas.

PERSON COMPLETING THIS FORM:		PHONE:	
Name: _____		DATE:	
Title: _____		TIME:	
TIME STAFF ARRIVED ON-SITE:			
DID CUSTOMER CALL CLEANING CONTRACTOR? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name of contractor:			
RESIDENT NAME: <input type="checkbox"/> Owner <input type="checkbox"/> Renter		IF RENT, PROPERTY MANAGER(S): OWNER:	
STREET ADDRESS: CITY, STATE AND ZIP: PHONE:		STREET ADDRESS: CITY, STATE AND ZIP: PHONE:	
Is nearest upstream manhole visibly higher than the drain/fixture that overflowed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
# OF PEOPLE LIVING AT RESIDENCE:			
Approximate Age of Home:		# of Bathrooms:	
Approximate Amount of Spill (gallons):		# of Rooms Affected:	
Approximate Time Sewage Has Been Sitting (hrs/days):			
Numbers of Photographs or Videos Taken: <input type="checkbox"/> Photographs <input type="checkbox"/> Video		What device are photos/video stored on?	
Does property have a Property Line Cleanout or BPD?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
If yes, was the Property Line Cleanout/BPD operational at the time of the overflow?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Have there ever been any previous spills at this location?		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown	
Has the resident had any plumbing work done recently? <i>If YES, please describe:</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO	

GO TO SIDE B

**Sanitary Sewer Backup Response Packet
First Responder Form**

**B-3
Side B**

SANITARY SEWER LINE BLOCKAGE LOCATION

**PLEASE CHECK THE BOXES THAT
DESCRIBE YOUR OBSERVATIONS:**

Customer Cleanout Was:

☐ Non-Existent

☐ Full

☐ Empty

Public Cleanout was:

☐ Non-Existent

☐ Full

☐ Empty

On the diagram below, indicate the location of the sewer line
and where the problem occurred.

Affected
House

Upstream
House

Did sewage go under buildings? ☐ Yes ☐ No ☐ Unsure

Recommended Follow-Up Action(s):

Place completed form in Sewer Backup Envelope and follow routing instructions

Sanitary Sewer Backup Response Packet Sanitary Sewer Overflow Report

B-4

Side A

INSTRUCTIONS: Complete all items **EXCEPT** those that are shaded gray

SSO Category (check one):

- ☐ Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either (1) Reaches surface water and/or drainage channel tributary to a surface water; OR (2) Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
- ☐ Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either (1) Does not reach surface water, a drainage channel, or an MS4, OR (2) The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
- ☐ Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition
- ☐ Spill from Private Lateral (specify): ☐ Single Family Home ☐ Multi-Family Home ☐ High Density Residential (5+ units)
☐ Food Service Establishment (FSE) ☐ Mixed Use Property ☐ Industrial Property ☐ Commercial Property
☐ Public quasi-public institution (hospital, schools, fire department, etc.)

IMMEDIATE NOTIFICATION: If this is a Category 1 SSO \geq 1,000 gallons, contact CalOES within 2 hours at (800) 852-7550.

A. SSO LOCATION

SSO Location Name:		
Latitude Coordinates:	Longitude Coordinates:	
Street Name and Number:		
Nearest Cross Street:	City:	Zip Code:
County:	SSO Location Description:	

B. SSO OCCURRING TIME (complete Start Time Determination Form and then complete information below)

Estimated SSO start date:	Estimated SSO start time:
Date SSO reported to sewer crew:	Time SSO reported to sewer crew:
Date sewer crew arrived:	Time sewer crew arrived:
Who was interviewed to help determine start time?	
Estimated SSO end date:	Estimated SSO end time:

C. SSO DESCRIPTION (Complete Volume Estimation Worksheets and/or refer to Field Guide as needed for estimations.)

SSO Appearance Point (check one or more): <input type="checkbox"/> Combined Sewer D.I. (Combined CS Only) <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Mainline <input type="checkbox"/> Lateral Cleanout (Private) <input type="checkbox"/> Lateral Cleanout (Public) <input type="checkbox"/> Inside Building or Structure <input type="checkbox"/> Manhole <input type="checkbox"/> Pump Station <input type="checkbox"/> Lower Lateral (Private) <input type="checkbox"/> Lower Lateral (Public) <input type="checkbox"/> Upper Lateral (Private) <input type="checkbox"/> Upper Lateral (Public) <input type="checkbox"/> Other Sewer System Structure (specify):	
Were there multiple appearance points? <input type="checkbox"/> No <input type="checkbox"/> Yes, number of appearance points:	
Did the SSO reach a drainage channel and/or surface water? <input type="checkbox"/> Yes (Category 1) <input type="checkbox"/> No	
If the SSO reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Category 1)	
Was this spill from a private lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name of responsible party:	
Final Spill Destination: <input type="checkbox"/> Ocean/ocean beach* <input type="checkbox"/> Surface waters other than ocean <input type="checkbox"/> Drainage channel <input type="checkbox"/> Building/structure <input type="checkbox"/> Separate Storm drain <input type="checkbox"/> Combined storm drain <input type="checkbox"/> Paved surface <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Street/curb/gutter <input type="checkbox"/> Other:	
*Provide name(s) of affected drainage channels, beach, etc.:	
Total Estimated SSO volume (in gallons – 1,000gal or more = Category 1): gallons	
Est. volume that reached a separate storm drain that flows to a surface water body:	gal
Est. volume that reached a drainage channel that flows to a surface water body:	gal
Est. volume discharged directly to a surface water body:	gal
Est. volume discharged to land:	gal
Calc. Methods: <input type="checkbox"/> Eyeball <input type="checkbox"/> Photo Comparison <input type="checkbox"/> Upstream Lat. Connections <input type="checkbox"/> Area/Volume (include sketch/photo with dimensions) <input type="checkbox"/> Other (describe):	

* If multiple appearance points, use the GPS coordinates for the location of the SSO appearance point closest to the failure point/blockage.

Sanitary Sewer Overflow Response Packet Sanitary Sewer Overflow Report

B-4

Side B

D. CAUSE OF SSO

Where did failure occur? (Check all that apply): ☐ Air Relief or Blow-Off Valve ☐ Force Main ☐ Gravity Mainline ☐ Siphon
☐ Lower Lateral (public) ☐ Lower Lateral (private) ☐ Manhole ☐ Pump Station (specify): ☐ Controls ☐ Mechanical ☐ Power
☐ Upper Lateral (public) ☐ Upper Lateral (private) Other:

SSO cause (check all that apply): ☐ Air Relief or Blow-Off Valve Failure ☐ Construction Diversion Failure ☐ CS Maintenance
☐ Damage by others ☐ Debris (specify): ☐ From Construction ☐ From Lateral ☐ General ☐ Rags ☐ Flow Exceeded Capacity
☐ FROG (Fats, roots, oil, grease) ☐ Inappropriate Discharge ☐ Natural Disaster ☐ Operator Error ☐ Root Intrusion
☐ Pipe Structural Problem/Failure ☐ Pipe Structural Problem/Failure (Installation) ☐ Rainfall Exceeded Design
☐ Pump Station Failure (specify): ☐ Controls ☐ Mechanical ☐ Power ☐ Siphon Failure ☐ Vandalism
☐ Surcharged Pipe ☐ Non - Dispersible Wipes ☐ Other (specify):

Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):

Sewer pipe material at point of blockage/spill cause (if applicable):

Estimated age of sewer asset at the point of blockage or failure (if applicable):

Description of terrain surrounding point of blockage/spill cause: ☐ Flat ☐ Mixed ☐ Steep

E. SSO RESPONSE

SSO response activities (check all that apply): ☐ Cleaned-Up ☐ Mitigated Effects of Spill ☐ Contained All or Portion of Spill
☐ Restored Flow ☐ Returned All Spill to Sanitary Sewer System ☐ Returned Portion of Spill to Sanitary Sewer System
☐ Property Owner Notified ☐ Other Enforcement Agency Notified (specify) ☐ Other (specify):

SSO response completed (date & time):

Visual inspection result of impacted waters (if applicable):

Any fish killed? ☐ Yes ☐ No Any ongoing investigation? ☐ Yes ☐ No

Were health warnings posted? ☐ Yes ☐ No If yes, provide health warning/beach closure posting/details:

Was there a beach closure? ☐ Yes ☐ No If yes, name of closed beach(es):

Were samples of impacted waters collected? ☐ Yes ☐ No

If YES, select the analyses: ☐ DO ☐ Ammonia ☐ Bacteria ☐ pH ☐ Temperature ☐ Other:

Recommended corrective actions: (check all that apply and provide detail)

- ☐ Add sewer to preventive maintenance program
- ☐ Adjust schedule/method of preventive maintenance
- ☐ Enforcement action against FROG source
- ☐ Inspect Sewer Using CCTV to Determine Cause
- ☐ Plan rehabilitation or replacement of sewer
- ☐ Repair Facilities or Replace Defect
- ☐ Other (specify)

What major equipment was used in the response?

List all agency personnel involved in the response including name, title and their role in the response:

F. NOTES

G. NOTIFICATION DETAILS

CalOES contacted date and time (if applicable):

CalOES Control Number (if applicable):

Spoke to:

This form prepared by: NAME:

TITLE:

DATE:

This form reviewed by: NAME:

TITLE:

DATE:

Place completed form in Sewer Backup Envelope and follow routing instructions.

**Sanitary Sewer Backup Response Packet
Start Time Determination Form****B-5**

SSO Start Date: _____ Location: _____

Accurate start time determination is an essential part of SSO volume estimation. Depending on the flow rate, being even one minute off can have a huge impact on the volume estimation. Be as precise as possible. Do not round to quarter hour increments. Start time must be based on all available information (interviews with neighbors, emergency responders, etc.)

What time was the Town notified of the SSO? _____ ☐ AM ☐ PM

Who notified the Town? _____

Did they indicate what time they noticed the SSO? ☐ YES ☐ NO If yes, what time? _____ ☐ AM ☐ PM

Who at the Town received the notification? _____

What time did the crew arrive at the site of the SSO? _____ ☐ AM ☐ PM

Who was interviewed regarding the start time of the SSO? Include their name, contact information, and the statement they provided:

Name

Contact Information

Statement

Describe in detail how you determined the start time for this particular SSO:

SSO Start Date: _____ SSO Start Time: _____ ☐ AM ☐ PMSSO End Date: _____ SSO End Time: _____ ☐ AM ☐ PM**SSO Duration:** _____ **minutes**

This form completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

Sanitary Sewer Backup Response Packet
Volume Estimation: Eyeball Estimation Method

B-6a

Use this method only for small SSOs of less than 200 gallons.

SSO Date: _____ Location: _____

STEP 1: Position yourself so that you have a vantage point where you can see the entire SSO.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the SSO, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s) or barrel(s)	How many of this size?	Multiplier	Estimated SSO Volume (gallons)
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total SSO Volume:			

STEP 5: Is rainfall a factor in the SSO? ☐ Yes ☐ No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

STEP 6: Calculate the estimated SSO volume by subtracting the rainfall from the SSO volume:

_____ gallons – _____ gallons = _____ gallons
 Estimated SSO Volume Rainfall **Total Estimated SSO Volume**

Do you believe that this method has estimated the entire SSO? ☐ Yes ☐ No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

Sanitary Sewer Backup Response Packet
Volume Estimation: Duration and Flow Rate Comparison Method

SSO Date: _____ Location: _____

STEP 1: Compare the SSO to reference images on Side 2 to estimate flow rate of the current overflow. Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual SSO:

Flow Rate Based on Photo Comparison: _____ gallons per minute (gpm)

STEP 2: Complete the **Start Time Determination Form** to provide a detailed description of how start time was determined. Copy the SSO Duration from the Start Time Determination Form here:

SSO Duration: _____ minutes

STEP 3: Multiply the flow rate by the SSO duration to calculate the estimated SSO volume.

_____ gpm X _____ minutes = _____ gallons
Flow Rate SSO Duration Estimated SSO Volume

STEP 4: Did the SSO occur during a period of consistent flow in this portion of the system? ☐ Yes ☐ No
If no, explain how, based on this portion of the collection system and its users, you believe it may have impacted the estimated SSO volume:

By what percentage are you adjusting the estimation? ☐ increase ☐ decrease _____ %

Translate the percentage into gallons: _____ gallons

STEP 5: Calculate the adjusted SSO volume estimate:

_____ gallons + OR - _____ gallons = _____ gallons
Estimated SSO Volume Adjustment **Estimated SSO volume**

Do you believe that this method has estimated the entire SSO? ☐ Yes ☐ No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____
Job Title: _____ Date: _____

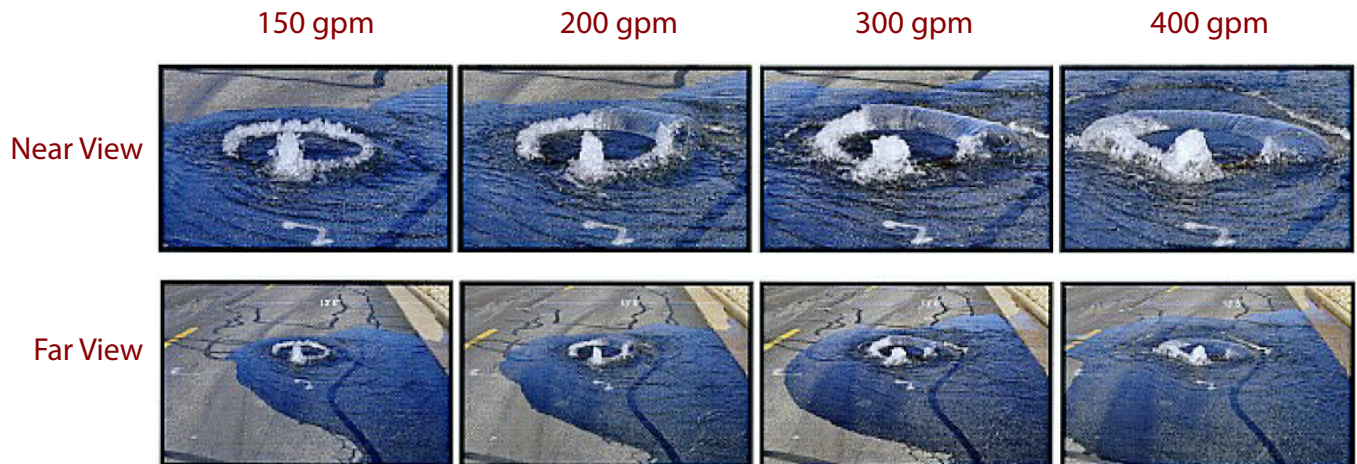
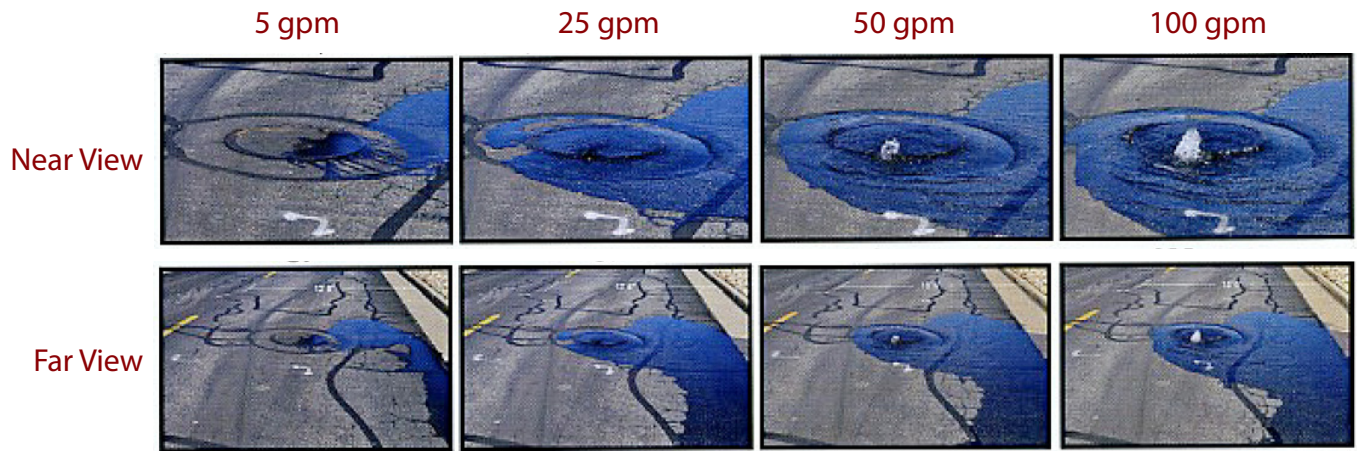
Sanitary Sewer Backup Response Packet
Volume Estimation: Duration and Flow Rate Comparison Method

IMPORTANT NOTE:

These photographs are provided as examples only and will change with many factors.

SSCSC Manhole Overflow Gauge

CWEA Southern Section Collections Systems Committee
Overflow Simulation courtesy of Eastern Municipal Water District



Sanitary Sewer Backup Response Packet
Volume Estimation: Upstream Lateral Connections Method

B-6c

SSO Date: _____ Location: _____

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this SSO: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to agency documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily of usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the SSO was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated SSO Volume per EDU.

Time Period	Flow Rate Per EDU				SSO	
	A	B	C	D	E	F
	Gallons per Period	Hours per period	A÷B = Gallons per Hour	C÷60 = Gallons per Minute	Minutes SSO was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated SSO Volume per EDU:						

STEP 3: Multiply the Estimated SSO Volume per EDU from Step 2 by the number of EDUs from Step 1.

$$\frac{\text{gallons}}{\text{Volume per EDU}} \times \frac{\text{\# of EDUs}}{\text{Estimated SSO Volume}} = \frac{\text{gallons}}{\text{Estimated SSO Volume}}$$

STEP 4: Adjust SSO volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted SSO estimate (attach a separate page if necessary):

Estimated SSO Volume: _____ gallons

Do you believe that this method has estimated the entire SSO? ☐ Yes ☐ No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____
 Job Title: _____ Date: _____

**Sanitary Sewer Backup Response Packet
Claims Submittal Checklist**

B-7

Public Works Supervisor

1. Complete the following information:

Title: _____
Name: _____
Phone: _____
Today's Date: _____

2. Copy the items listed below and retain originals for internal archiving purposes.
3. Place the originals back in the Backup Response Envelope and forward envelope with original forms to the Risk Manager:
 - ☐ Form B-3: First Responder Form
 - ☐ Form B-4: Sanitary Sewer Overflow Report
 - ☐ Form B-5: Start Time Determination Form
 - ☐ Form B-6: Volume Estimation Forms (a, b and/or c)
 - ☐ Form B-7: Claims Submittal Checklist (*this form*)
 - ☐ All photos taken: Check here if digital photographs will be forwarded separately ☐
 - ☐ Any other information you feel is important in this claim
4. Go to Regulatory Notifications Packet and make all appropriate notifications.
5. Complete Form B-8: Collection System Failure Analysis

Risk Manager

1. Verify claims packet is complete.
2. Notify York Risk Services Group

York Risk Services Group
Attn: ABAG PLAN Claims Team
1390 Willow Pass Road, Suite 400
Concord, CA 94520

Tiffany Roduit, Claims Specialist
Tiffany.Roduit@YorkRSG.com
(925) 349-3878 office
(925) 808-5072 cell

**CONSULT WITH THE NORTH SAN MATEO COUNTY SANITATION DISTRICT
TO COMPLETE THE FAILURE ANALYSIS**

Incident Report #		Prepared By	
SSO/Backup Information			
Event Date/Time		Address	
Volume Spilled		Volume Recovered	
Cause			
Summary of Historical SSOs/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		Tape Name/Number	
CCTV Tape Reviewed By		CCTV Review Date	
Observations			

Go to Side B

**Sanitary Sewer Backup Response Packet
Collection System Failure Analysis**
**B-8
Side B**

Recommendations					
✓	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Repair(s)				
	Construction				
	Capital Improvement(s)				
	Change(s) to Maintenance Procedures				
	Change(s) to Overflow Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Review Date:					

Town of Colma CA
Overflow Emergency Response Plan

Customer Service Packet

Contents:

<u>Form</u>	<u>Form Number</u>
Customer Information Letter	CS-1
Claim Form	-2
Sewer Spill Reference Guide	pamphlet

Instructions:

1. Review the Customer Information letter to determine actions that need to be taken immediately.
2. See the Customer Information letter for information about filing a claim.
3. Review the Sewer Spill Reference Guide pamphlet.

If you have any questions contact:

Regarding Sewer Issues:	Public Works Director	(650) 757-8888
Regarding Submitting a Claim for Damages:	Risk Manager	(650) 985-5690

This packet provided by: _____ **Phone:** _____

Paquete informativo del servicio al cliente

Contenido:

<u>Formulario</u>	<u>Número de formulario</u>
Carta informativa para el cliente	CS-1
Formulario de Reclamación	-2
Guía de referencia sobre desbordes cloacales.....	folleto

Instrucciones:

1. Analice la carta informativa para el cliente a fin de determinar las medidas que se deben tomar de manera inmediata.
2. Consulte la carta informativa para el cliente a fin de obtener información sobre cómo presentar un reclamo.
3. Analice el folleto de la guía de referencia sobre desbordes cloacales.

En caso de preguntas, comuníquese con:

Para temas cloacales:	Director de Obras Públicas	(650) 757-8888
Para presentar un reclamo por daños:	Gerente de Riesgo	(650) 985-5690

Sanitary Sewer Backup Response Packet
Customer Information Regarding Sewer Backup Claims

CS-1

Dear Property Owner:

We recognize that sewer back flow incidents can be stressful. The Town has prepared this brief set of instructions to help you minimize the impact of the loss by responding promptly to the situation.

The Town is not responsible for cleanup charges or damages caused by blockages in the property owner's sewer line or caused by code violations. At this time, the Town is investigating the cause of the loss and does not assume liability for damages. However, if our investigation determines the Town is responsible for this incident, the costs you incur for reasonable and necessary cleanup will be included in the settlement of your claim. Regardless of whether you or the Town is responsible for the loss, it is up to you to arrange for the repair of your property and to present a claim for consideration.

You or the property owner should immediately contact a firm for clean-up of the affected areas. If you do not know of a company to call for service, the following 24-hour emergency restoration companies are available to respond: *

Restoration Company	Location	Contact
American Technologies, Inc. (ATI)	25000 Industrial Blvd, Hayward, CA 94545	(510) 429-5000
Complete Drying	751 Laurel St #538, San Carlos, CA 94070	(650) 591-1599 / (925) 525-7262
Ideal Drying	1499 Evans Avenue, San Francisco, CA 94124	(800) 379-6881
Restoration Management	535 Getty Ct., Ste A, Benicia, CA 94510	(800) 400-5058 / (707) 750-6320
Restoration Management	32550 Central Ave., Union City, CA 94587	(800) 400-5058 / (510) 315-5400
Montgomery Sansom Ltd.	305 Adrian Road, Millbrae, CA 94030	(650) 777-9010
Britannia Cal Pacific	255 S Maple Ave, SSF, CA 94080	(650) 742-6490
Four Star Cleaning & Restoration	4302 Solar Way, Fremont, CA 94538	(800) 255-3333 / (510) 796-5900
Servpro	809 Laurel Street, #422, San Carlos, CA 94070	(800) 737-8776 / (650) 591-4137
Vital Restoration 9-1-1	6 South Linden Ave. Unit #9, South San Francisco, CA 94080	(650) 262-4545 / (650) 873-7867
Service Master	2731 Fair Oaks Ave., Redwood City, CA 94063	(650) 299-9080
Service Master	439 Eccles Ave. South San Francisco, CA 94080	(415) 584-6100
Service Master	2220 W Winton Ave., Hayward, CA 94545	(800) 480-8439 / (510) 300-2990

* This list is provided as a resource only. The Town does not require or endorse the use of any of these firms. This list is not to be construed as exclusive, comprehensive or limiting in any way. Qualified contractors can be found in the Yellow Pages under "Water Damage Restoration" or "Fire & Water Damage Restoration". However, be sure you hire a firm with experience in sewer backups and enough resources to get the job done quickly.

What you need to do now:

- Contact a restoration company for clean up and removal of affected surfaces.
- Do not attempt to clean the area yourself, let the company you hire handle this.
- Keep people and pets away from the affected area(s).
- Turn off heating/air conditioning systems.
- Turn off any appliances that use water.
- Prevent any material from reaching floor vents to prevent contamination.
- Do not remove items from the area –the company you hire will handle these contents.
- If you had recent plumbing work, contact your plumber or contractor.
- Contact your homeowner's insurance carrier to report a claim.
- File your claim with the Risk Manager at 1520 Hillside Blvd., Colma, CA 94014, as soon as practical. The California Government Code, Sections 900 -960, requires filing a written claim and outlines specific time lines and notice procedures that must be used.
- Call the Town's Claims Administrator and provide a number where you can be reached:
Association of Bay Area Governments (ABAG) Tiffany Roduit at (952) 349-3878

Important Legal Notice: For your protection, read carefully, obtain a reliable translation, and/or consult your attorney.

Estimado Propietario:

Somos conscientes de que los incidentes de alcantarillado de flujo puede ser estresante. La ciudad ha preparado este breve conjunto de instrucciones que le ayudarán a minimizar el impacto de la pérdida por responder rápidamente a la situación.

La Ciudad no es responsable de los gastos de limpieza y daños causados por los bloqueos en línea de la alcantarilla del propietario del inmueble o causados por violaciones de código. En este momento, la Ciudad está investigando la causa de la pérdida y no asume responsabilidad por los daños y perjuicios. Sin embargo, si nuestra investigación determina la Ciudad es responsable de este incidente, los gastos incurridos para la limpieza razonable y necesario se incluirán en la liquidación de su reclamo. Independientemente de si o de la Ciudad es responsable de la pérdida, es a usted para organizar la reparación de su propiedad y que presente una reclamación para su consideración.

Usted o el dueño de la propiedad debe inmediatamente ponerse en contacto con una empresa para la limpieza de las zonas afectadas. Si usted no sabe de una empresa de solicitar un servicio, las siguientes 24 horas, empresas de restauración de emergencia están disponibles para responder:*

Restoration Company	Location	Contact
American Technologies, Inc. (ATI)	25000 Industrial Blvd, Hayward, CA 94545	(510) 429-5000
Complete Drying	751 Laurel St #538, San Carlos, CA 94070	(650) 591-1599 / (925) 525-7262
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Service Master	2220 W Winton Ave., Hayward, CA 94545	(800) 480-8439 / (510) 300-2990

* Esta lista se proporciona como un único recurso. La ciudad no necesita ni aprueba el uso de cualquiera de estas empresas. Esta lista no debe ser interpretado como exclusiva, completa o limitar de ninguna manera. Contratistas calificados se pueden encontrar en las páginas amarillas bajo "Restauración de daños causados agua" o "Fuego y Agua Restauración de daños causados". Sin embargo, asegúrese de contratar a una empresa con experiencia en las copias de seguridad de drenaje y los recursos suficientes para hacer el trabajo rápidamente.

Lo que necesita saber en este momento:

- Póngase en contacto con una empresa de restauración para la limpieza y eliminación de las superficies afectadas.
- No intente limpiar el área, deje que la empresa de contratar a manejar esto.
- Mantenga a las personas ya las mascotas alejados de la zona afectada (s).
- Apague la calefacción / aire acondicionado.
- Apague todos los electrodomésticos que utilicen agua.
- Evite que el material alcance respiraderos del piso para evitar la contaminación.
- No quitar elementos de la zona-la empresa que se encargará de contratar a estos contenidos.
- Si ha tenido el trabajo de plomería reciente, póngase en contacto con un plomero o contratista.
- Póngase en contacto con soporte de su seguro de propietario para presentar una reclamación.
- Presente su solicitud con el Gerente de Riesgo, 1520 Hillside Blvd., Colma, CA 94014, tan pronto como sea posible. El Código de Gobierno de California, Secciones 900 -960, requiere la presentación de una reclamación por escrito y se esbozan líneas de tiempo específicos y los procedimientos de notificación que deben ser utilizados.
- Llame al Administrador de la Ciudad de Reclamaciones y proporcionar un número de teléfono donde se puede llegar: Asociación de Gobiernos del Área de la Bahía (ABAG), Tiffany Roduit en (952) 349-3878.

Aviso legal importante: Para su protección, lea atentamente el material, obtenga una traducción confiable y/o hable con su abogado.

CLAIM AGAINST THE TOWN OF COLMA

1198 El Camino Real, Colma, California 94014-3212



Please return to: City Clerk,

COMPLETE THE FOLLOWING, ADDING ADDITIONAL SHEETS AS NECESSARY.

1. CLAIMANT'S NAME (print): _____

2. CLAIMANT'S ADDRESS: _____
(Street or P.O. Box Number -City -State -Zip Code)

3. AMOUNT OF CLAIM \$ _____ HOMEPHONE: () _____

(Attach Copies of bills/estimates) WORK PHONE: () _____

IF AMOUNT CLAIMED IS MORE THAN \$10,000 INDICATE WHERE JURISDICTION RESTS:

Municipal Court _____ Superior Court _____

4. ADDRESS TO WHICH NOTICES ARE TO BE SENT,

IF DIFFERENT FROM LINES 1 AND 2 (PRINT) _____

(Name)

(Street or P.O. Box Number)

(City -State -Zip Code)

5. DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

6. DESCRIBE THE INCIDENT OR ACCIDENT INCLUDING YOUR REASON FOR BELIEVING THAT THE CITY IS LIABLE FOR YOUR DAMAGES:

7. DESCRIBE ALL DAMAGES WHICH YOU BELIEVE YOU HAVE INCURRED AS A RESULT OF THE INCIDENT:

8. NAME(S) OF PUBLIC EMPLOYEES(S) CAUSING THE DAMAGES YOU ARE CLAIMING:

Signature of Claimant

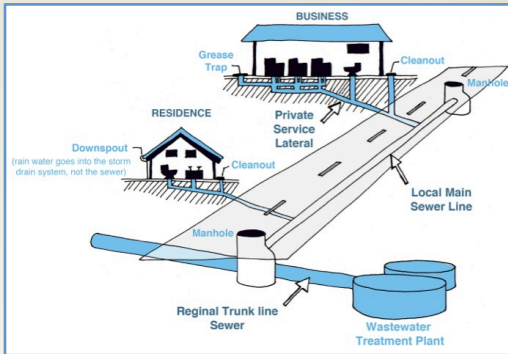
Date

Any person who, with intent to defraud, presents any false or fraudulent claim may be punished by imprisonment or fine or both.

Note: Claims must be filed within 180 days of incident. See Government Code Section 900 et seq.

How a Sewer System Works

A property owner's sewer pipes are called **service laterals** and are connected to larger local main and regional trunk lines. Service laterals run from the connection at the home to the connection with the public sewer. These laterals are the responsibility of the property owner and must be maintained by the property owner.

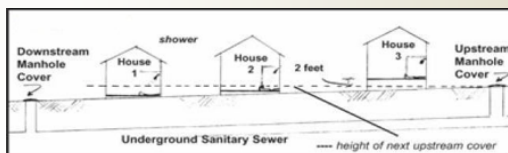


Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: "Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve."

The intent of Section 710.1 is to protect the building interior from mainline sewer overflows or surcharges.

Additionally, U.P.C. 710.6 states: "Backwater valves **shall** be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, shall be enclosed in a masonry pit fitted with an adequately sized removable cover."



If you have a sewage spill from your private sewer line that impacts storm drains, waterways or public property, contact:

Town of Colma
(650) 757-8888

San Mateo County Environmental Health
(650) 372-6200

California Health and Safety Code, Sections 5410-5416 requires:

- No person shall discharge raw or treated sewage or other waste in a manner that results in contamination, pollution, or a nuisance.
- Any person who causes or permits a sewage discharge to any state waters:
 - Must immediately notify the local health agency of the discharge.
 - Shall reimburse the local health agency for services that protect the public's health and safety.
 - Who fails to provide the required notice to the local health agency is guilty of a misdemeanor and shall be punished by a fine (between \$500–\$1,000) and/or imprisonment for less than one year.

San Francisco Regional Water Quality Control Board

(510) 622-2300
Requires the prevention, mitigation, response to, and reporting of sewage spills.

California Governor's Office of Emergency Services (CalOES)
(800) 852-7550

California Water Code, Article 4, Chapter 4, Sections 13268-13271 & California Code of Regulations, Title 23, Division 3, Chapter 9.2, Article 2, Sections 2250-2260 require:

- Any person who causes or permits sewage in excess of 1,000 gallons to be discharged to state waters shall immediately notify the Office of Emergency Services.
- Any person who fails to provide the notice required by this section is guilty of a misdemeanor and shall be punished by a fine (less than \$20,000) and/or imprisonment for not more than one year.

Sewer Spill Reference Guide

Your Responsibilities as a Private Property Owner

Provided to you by:

Town of Colma

**1198 El Camino Real
Colma, CA 94014**

**(650) 757-8888
www.colma.ca.gov**

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How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes overflows through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches.

CAUTION!

When trying to locate a sewer problem, never open manholes or other public sewer structures. Only our crews are allowed to open & inspect these structures.

Common causes of sewage spills

- Grease build-up
- Tree roots
- Broken/cracked pipes
- Missing or broken cleanout caps
- Undersized sewers
- Groundwater/rainwater entering the sewer system through pipe defects and illegal connections

Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Protect the environment!

If you let sewage from your property discharge to a gutter or storm drain, you may be subject to penalties and/or out-of-pocket costs for clean-up and enforcement efforts. A property owner may be charged for costs incurred by agencies responding to spills from private properties.

What to look for:

Sewage spills can be a very noticeable gushing of water from a manhole or a slow water leak that may take time to be noticed. Don't dismiss unaccounted-for wet areas. Look for:

- Drain backups inside the building.
- Wet ground and/or water leaking around manhole lids onto your street.
- Leaking water from cleanouts or outside drains
- Unusual odorous wet areas: sidewalks, external walls, ground/landscape around a building.

The following are indicators of a possible obstruction in your sewer line:

- Water comes up in floor drains, showers or toilets.
- Toilets, showers or floor drains below ground level drain very slowly.

What to do if there is a spill:

Immediately notify the Town of Colma. Our crews locate the blockage and determine if it is in the public sewer; if it is the crew removes the blockage and arranges for cleanup. If the backup is in your private internal plumbing or in the private service laterals, you are required to immediately:

- Control and minimize the spill by shutting off or not using the water
- Keep sewage out of the storm drain system using sandbags, dirt and/or plastic sheeting
- Call a plumbing professional to clear blockages and make repairs as needed. Look in the yellow pages under "Plumbing Drain & Sewer Cleaning" or "Sewer Contractors."
- Always notify your sewer/public works department or public sewer district of sewage spills.

Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas. You can locate local firms by looking in the Yellow Pages under "Water Damage" or "Fire Damage." If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent.

If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Other Tips:

- Keep children and pets out of the affected area until cleanup has been completed.
- Turn off heating/air conditioning systems
- Wear rubber boots, rubber gloves, and goggles during cleanup of the affected area.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, baby toys, etc.)
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.

- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture, countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.
- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured or ill.

Spill cleanup outside the home:

- Keep children and pets out of the affected area until cleanup has been completed.
- Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
- Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
- On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solutions, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
- After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured/ill.

Town of Colma

On (date) _____, at (location) _____,
we responded to a reported blockage of the
sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can look on the Internet or in the Yellow Pages of your telephone book under "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning". If you plan to hire a contractor we recommend getting estimates from more than one company.

Town of Colma representative notes: _____

Town of Colma Representative: _____

For questions or comments, please call

Town of Colma
(650) 757-8888

Town of Colma

On (date) _____, at (location) _____,
we responded to a reported blockage of the
sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your responsibility to maintain.

If you require assistance to clear your portion of the lateral you can look the Internet or in the Yellow Pages of your telephone book under "Sewer Contractors" or "Plumbing Drains & Sewer Cleaning". If you plan to hire a contractor we recommend getting estimates from more than one company.

Town of Colma representative notes: _____

Town of Colma Representative: _____

For questions or comments, please call

Town of Colma
(650) 757-8888

Appendix C

SANITARY SEWER OVERFLOW RESPONSE PACKET

Town of Colma: Overflow Emergency Response Plan

**Sanitary Sewer Overflow Response Packet
Table of Contents**

<u>Form</u>	<u>Form Number</u>
Instructions and Chain of Custody	envelope label
Responding to a Sanitary Sewer Overflow	C-1
Sanitary Sewer Overflow Report	-2
Start Time Determination Form	-3
Volume Estimation Forms	-4a, -4b, -4c
Collection System Failure Analysis Report	-5
Regulatory Notifications Packet	
Instructions	envelope
Regulatory Reporting Guide	A-1
Category 1 SSO Reporting Checklist	-2a
Category 2 & 3 SSO Reporting Checklist	-2b
RWQCB Notification Fax	-3
Sewer Spill Reference Guide	pamphlet
Door Hanger	
Public Posting Sign	

For pre-assembled packets contact DKF Solutions Group at (707) 373-9709 or kpatzer@dkfsolutions.com

In the event of a Sanitary Sewer Overflow READ THIS FIRST



- ☐ If this is a Category 1 SSO greater than or equal to 1,000 gallons, IMMEDIATELY contact The Public Works Supervisor or their designee at (650) 757-8888 to make the 2-hour notification to CalOES at (800) 852-7550.
- ☐ For assistance clearing a blockage, performing clean up, and water sampling contact North San Mateo County Sanitation District at (650) 997-8200.
- ☐ Check here if you believe that fats, roots, oils and/grease (FROG) caused or contributed to the SSO.
- ☐ Contact the City Manager at (650) 997-8300 for any media requests.

Instructions

Don't forget photos!



Maintenance Crew:

- ☐ Follow the instructions on the Sewer Overflow Response Flowchart (C-1).
- ☐ Refer to the Field Guide as necessary.
- ☐ Place completed forms, camera (if applicable), and any additional notes/documentation in this envelope.
- ☐ Complete the Chain of Custody record (right) and forward this packet to the Public Works Supervisor or designee.

Print Name: _____

Initial: _____

Date: _____

Time: _____

Public Works Supervisor or designee:

- ☐ Review the enclosed forms.
- ☐ Complete the Regulatory Notifications Packet.
- ☐ Place completed forms, camera (if applicable), and any additional notes/documentation in this envelope.
- ☐ Complete the Chain of Custody Record (right) and file this completed Sewer Overflow Packet in accordance with Town policy.
- ☐ Debrief using the Collection System Failure Analysis Form.

Print Name: _____

Initial: _____

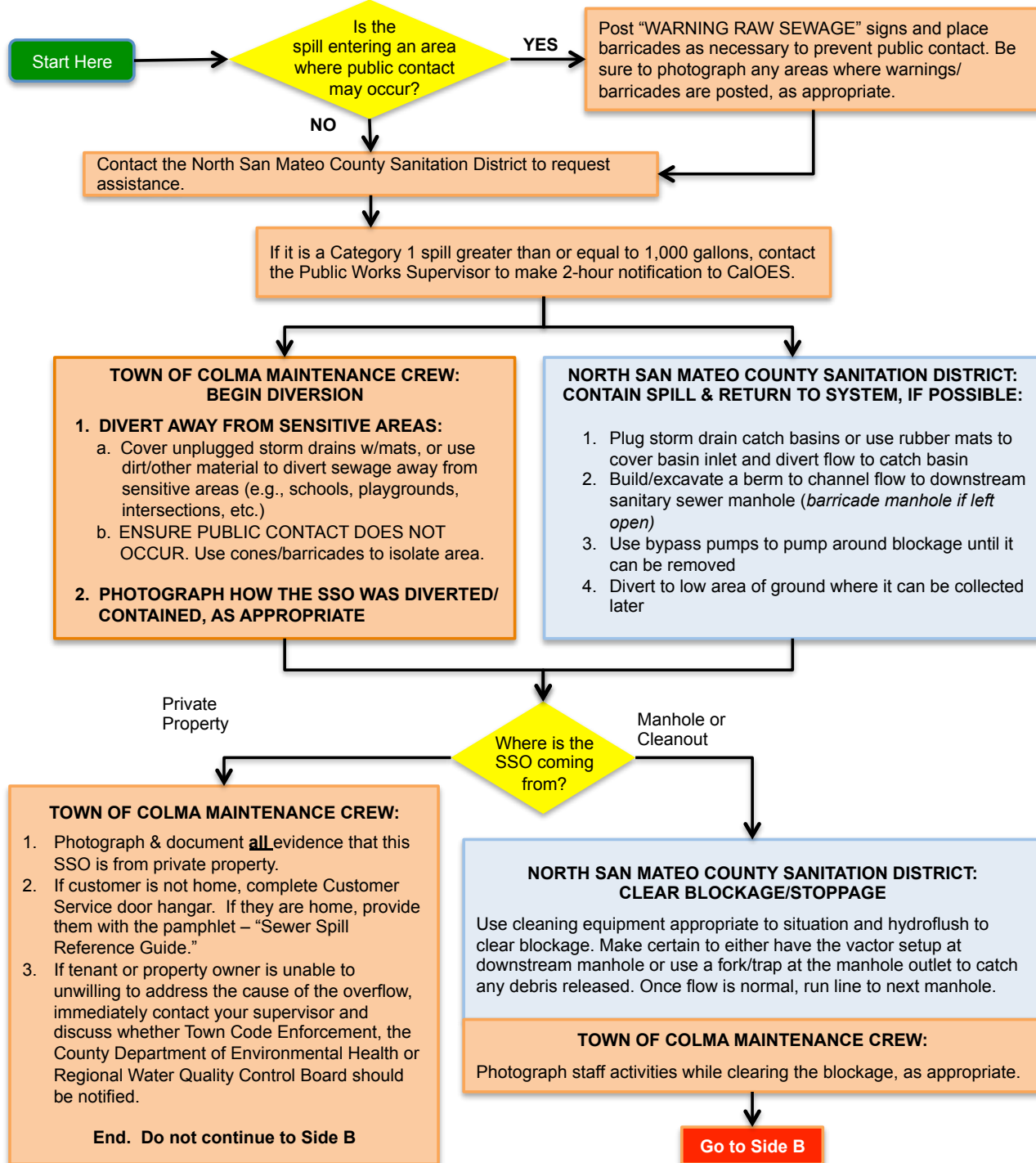
Date: _____

Time: _____

Sanitary Sewer Overflow Response Packet

Overflow Response Flowchart

C-1
Side A



MEDIA AND PUBLIC RELATIONS GUIDELINES:

Exercise caution in contacts with the public or media when you respond to a spill. Any information you provide or statements you make may become pertinent in the event of possible court action, it is important to **AVOID THE FOLLOWING**:

- Giving out the wrong information including providing incorrect facts about a company or other agency
- Making accusations against customers, businesses or other agencies
- Speculating about the situation you are responding to

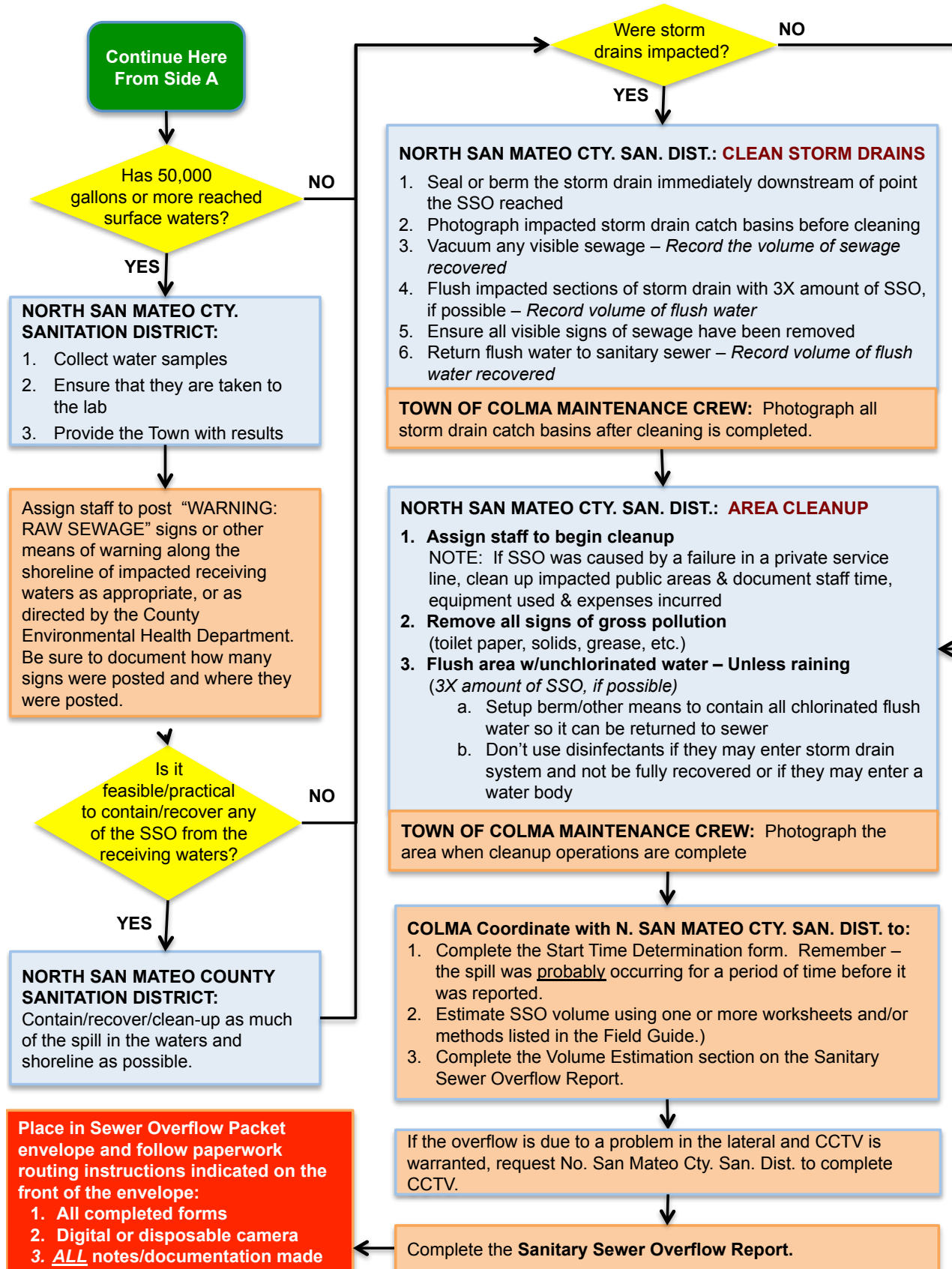
Be courteous and attempt to provide accurate information to questions within the limits above. In some cases, it may be appropriate to say that we do not have any information, or to delay answering a question and then to say when an answer might be available.

In most cases, refer media requests to the media coordinator indicated on the front of the Sewer Overflow Packet envelope.

Sanitary Sewer Overflow Response Packet

Overflow Response Flowchart

C-1
Side B



Sanitary Sewer Overflow Response Packet

Sanitary Sewer Overflow Report

C-2

Side A

INSTRUCTIONS: Complete all items **EXCEPT** those that are shaded gray

SSO Category (check one):

- ☐ Category 1: Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either (1) Reaches surface water and/or drainage channel tributary to a surface water; OR (2) Reached a Municipal Separate Storm Sewer System (MS4) and was not fully captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
- ☐ Category 2: Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer system failure or flow condition that either (1) Does not reach surface water, a drainage channel, or an MS4, OR (2) The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
- ☐ Category 3: All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer system failure or flow condition
- ☐ Spill from Private Lateral (specify): ☐ Single Family Home ☐ Multi-Family Home ☐ High Density Residential (5+ units)
☐ Food Service Establishment (FSE) ☐ Mixed Use Property ☐ Industrial Property ☐ Commercial Property
☐ Public quasi-public institution (hospital, schools, fire department, etc.)

IMMEDIATE NOTIFICATION: If this is a Category 1 SSO \geq 1,000 gallons, contact CalOES within 2 hours at (800) 852-7550.

A. SSO LOCATION

SSO Location Name:

Latitude Coordinates:

Longitude Coordinates:

Street Name and Number:

Nearest Cross Street:

City:

Zip Code:

County:

SSO Location Description:

B. SSO OCCURRING TIME (complete Start Time Determination Form and then complete information below)

Estimated SSO start date:

Estimated SSO start time:

Date SSO reported to sewer crew:

Time SSO reported to sewer crew:

Date sewer crew arrived:

Time sewer crew arrived:

Who was interviewed to help determine start time?

Estimated SSO end date:

Estimated SSO end time:

C. SSO DESCRIPTION (Complete Volume Estimation Worksheets and/or refer to Field Guide as needed for estimations.)

SSO Appearance Point (check one or more): ☐ Combined Sewer D.I. (Combined CS Only) ☐ Force Main ☐ Gravity Mainline
☐ Lateral Cleanout (Private) ☐ Lateral Cleanout (Public) ☐ Inside Building or Structure ☐ Manhole ☐ Pump Station
☐ Lower Lateral (Private) ☐ Lower Lateral (Public) ☐ Upper Lateral (Private) ☐ Upper Lateral (Public)
☐ Other Sewer System Structure (specify):

Were there multiple appearance points? ☐ No ☐ Yes, number of appearance points:Did the SSO reach a drainage channel and/or surface water? ☐ Yes (Category 1) ☐ NoIf the SSO reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? ☐ Yes ☐ No (Category 1)Was this spill from a private lateral? ☐ Yes ☐ No If YES, name of responsible party:

Final Spill Destination: ☐ Ocean/ocean beach* ☐ Surface waters other than ocean ☐ Drainage channel ☐ Building/structure
☐ Separate Storm drain ☐ Combined storm drain ☐ Paved surface ☐ Unpaved surface ☐ Street/curb/gutter
☐ Other:

*Provide name(s) of affected drainage channels, beach, etc.:

Total Estimated SSO volume (in gallons – 1,000gal or more = Category 1):

gallons

Est. volume that reached a separate storm drain that flows to a surface water body:

gal

Recovered:

gal

Est. volume that reached a drainage channel that flows to a surface water body:

gal

Recovered:

gal

Est. volume discharged directly to a surface water body:

gal

Recovered:

gal

Est. volume discharged to land:

gal

Recovered:

gal

Calc. Methods: ☐ Eyeball ☐ Photo Comparison ☐ Upstream Lat. Connections ☐ Area/Volume (include sketch/photo with dimensions)☐ Other (describe):

* If multiple appearance points, use the GPS coordinates for the location of the SSO appearance point closest to the failure point/blockage.

Sanitary Sewer Overflow Response Packet
Sanitary Sewer Overflow Report**D. CAUSE OF SSO**

Where did failure occur? (Check all that apply): ☐ Air Relief or Blow-Off Valve ☐ Force Main ☐ Gravity Mainline ☐ Siphon
☐ Lower Lateral (public) ☐ Lower Lateral (private) ☐ Manhole ☐ Pump Station (specify): ☐ Controls ☐ Mechanical ☐ Power
☐ Upper Lateral (public) ☐ Upper Lateral (private) Other:

SSO cause (check all that apply): ☐ Air Relief or Blow-Off Valve Failure ☐ Construction Diversion Failure ☐ CS Maintenance
☐ Damage by others ☐ Debris (specify): ☐ From Construction ☐ From Lateral ☐ General ☐ Rags ☐ Flow Exceeded Capacity
☐ FROG (Fats, roots, oil, grease) ☐ Inappropriate Discharge ☐ Natural Disaster ☐ Operator Error ☐ Root Intrusion
☐ Pipe Structural Problem/Failure ☐ Pipe Structural Problem/Failure (Installation) ☐ Rainfall Exceeded Design
☐ Pump Station Failure (specify): ☐ Controls ☐ Mechanical ☐ Power ☐ Siphon Failure ☐ Vandalism
☐ Surcharged Pipe ☐ Non - Dispersible Wipes ☐ Other (specify):

Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):

Sewer pipe material at point of blockage/spill cause (if applicable):

Estimated age of sewer asset at the point of blockage or failure (if applicable):

Description of terrain surrounding point of blockage/spill cause: ☐ Flat ☐ Mixed ☐ Steep

E. SSO RESPONSE

SSO response activities (check all that apply): ☐ Cleaned-Up ☐ Mitigated Effects of Spill ☐ Contained All or Portion of Spill
☐ Restored Flow ☐ Returned All Spill to Sanitary Sewer System ☐ Returned Portion of Spill to Sanitary Sewer System
☐ Property Owner Notified ☐ Other Enforcement Agency Notified (specify) ☐ Other (specify):

SSO response completed (date & time):

Visual inspection result of impacted waters (if applicable):

Any fish killed? ☐ Yes ☐ No Any ongoing investigation? ☐ Yes ☐ No

Were health warnings posted? ☐ Yes ☐ No If yes, provide health warning/beach closure posting/details:

Was there a beach closure? ☐ Yes ☐ No If yes, name of closed beach(es):

Were samples of impacted waters collected? ☐ Yes ☐ No

If YES, select the analyses: ☐ DO ☐ Ammonia ☐ Bacteria ☐ pH ☐ Temperature ☐ Other:

Recommended corrective actions: (check all that apply and provide detail)

- ☐ Add sewer to preventive maintenance program
- ☐ Adjust schedule/method of preventive maintenance
- ☐ Enforcement action against FROG source
- ☐ Inspect Sewer Using CCTV to Determine Cause
- ☐ Plan rehabilitation or replacement of sewer
- ☐ Repair Facilities or Replace Defect
- ☐ Other (specify)

What major equipment was used in the response?

List all agency personnel involved in the response including name, title and their role in the response:

F. NOTES**G. NOTIFICATION DETAILS**

CalOES contacted date and time (if applicable):

CalOES Control Number (if applicable):

Spoke to:

This form prepared by: NAME:

TITLE:

DATE:

This form reviewed by: NAME:

TITLE:

DATE:

Place completed form in Sewer Overflow Envelope and follow routing instructions.

**Sanitary Sewer Overflow Response Packet
Start Time Determination Form**

SSO Start Date: _____ Location: _____

Accurate start time determination is an essential part of SSO volume estimation. Depending on the flow rate, being even one minute off can have a huge impact on the volume estimation. Be as precise as possible. Do not round to quarter hour increments. Start time must be based on all available information (interviews with neighbors, emergency responders, etc.)

What time was the Town notified of the SSO? _____ ☐ AM ☐ PM

Who notified the Town? _____

Did they indicate what time they noticed the SSO? ☐ YES ☐ NO If yes, what time? _____ ☐ AM ☐ PM

Who at the Town received the notification? _____

What time did the crew arrive at the site of the SSO? _____ ☐ AM ☐ PM

Who was interviewed regarding the start time of the SSO? Include their name, contact information, and the statement they provided:

Name	Contact Information	Statement

Describe in detail how you determined the start time for this particular SSO:

SSO Start Date: _____ SSO Start Time: _____ ☐ AM ☐ PMSSO End Date: _____ SSO End Time: _____ ☐ AM ☐ PM**SSO Duration:** _____ **minutes**

This form completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

Sanitary Sewer Overflow Response Packet
Volume Estimation: Eyeball Estimation Method

C-4a

Use this method only for small SSOs of less than 200 gallons.

SSO Date: _____ Location: _____

STEP 1: Position yourself so that you have a vantage point where you can see the entire SSO.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the SSO, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s) or barrel(s)	How many of this size?	Multiplier	Estimated SSO Volume (gallons)
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total SSO Volume:			

STEP 5: Is rainfall a factor in the SSO? ☐ Yes ☐ No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

STEP 6: Calculate the estimated SSO volume by subtracting the rainfall from the SSO volume:

_____ gallons – _____ gallons = _____ gallons
 Estimated SSO Volume Rainfall **Total Estimated SSO Volume**

Do you believe that this method has estimated the entire SSO? ☐ Yes ☐ No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____
 Job Title: _____ Date: _____

Sanitary Sewer Overflow Response Packet
Volume Estimation: Duration and Flow Rate Comparison Method

SSO Date: _____ Location: _____

STEP 1: Compare the SSO to reference images on Side 2 to estimate flow rate of the current overflow. Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual SSO:

Flow Rate Based on Photo Comparison: _____gallons per minute (gpm)

STEP 2: Complete the **Start Time Determination Form** to provide a detailed description of how start time was determined. Copy the SSO Duration from the Start Time Determination Form here:

SSO Duration: _____minutes

STEP 3: Multiply the flow rate by the SSO duration to calculate the estimated SSO volume.

_____gpm X _____minutes = _____gallons
Flow Rate SSO Duration Estimated SSO Volume

STEP 4: Did the SSO occur during a period of consistent flow in this portion of the system? ☐Yes ☐ No
If no, explain how, based on this portion of the collection system and its users, you believe it may have impacted the estimated SSO volume:

By what percentage are you adjusting the estimation? ☐ increase ☐ decrease _____%

Translate the percentage into gallons: _____gallons

STEP 5: Calculate the adjusted SSO volume estimate:

_____gallons + OR - _____gallons = _____gallons
Estimated SSO Volume Adjustment **Estimated SSO volume**

Do you believe that this method has estimated the entire SSO? ☐Yes ☐No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____
Job Title: _____ Date: _____

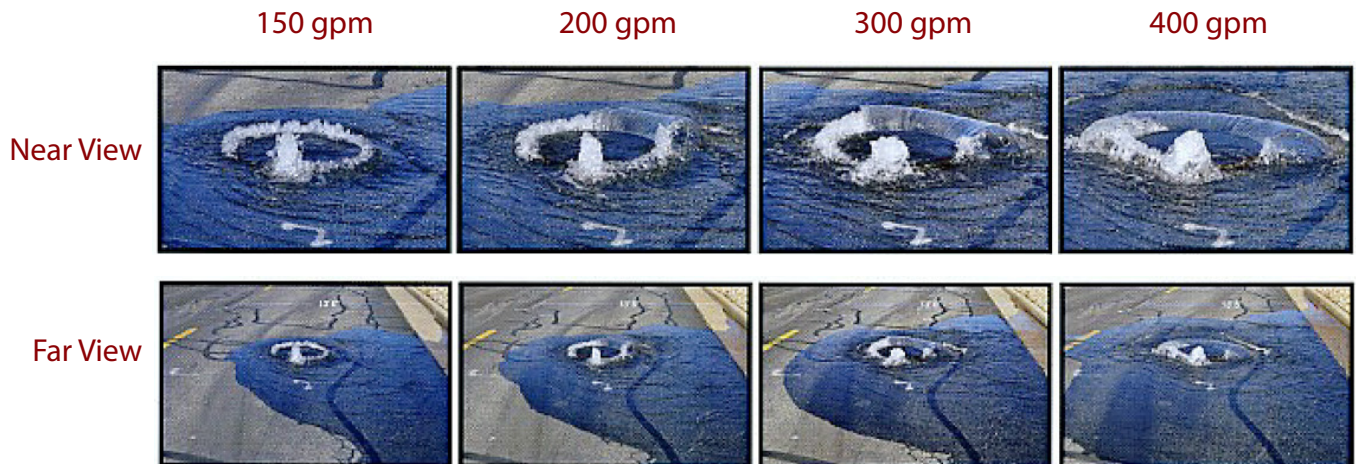
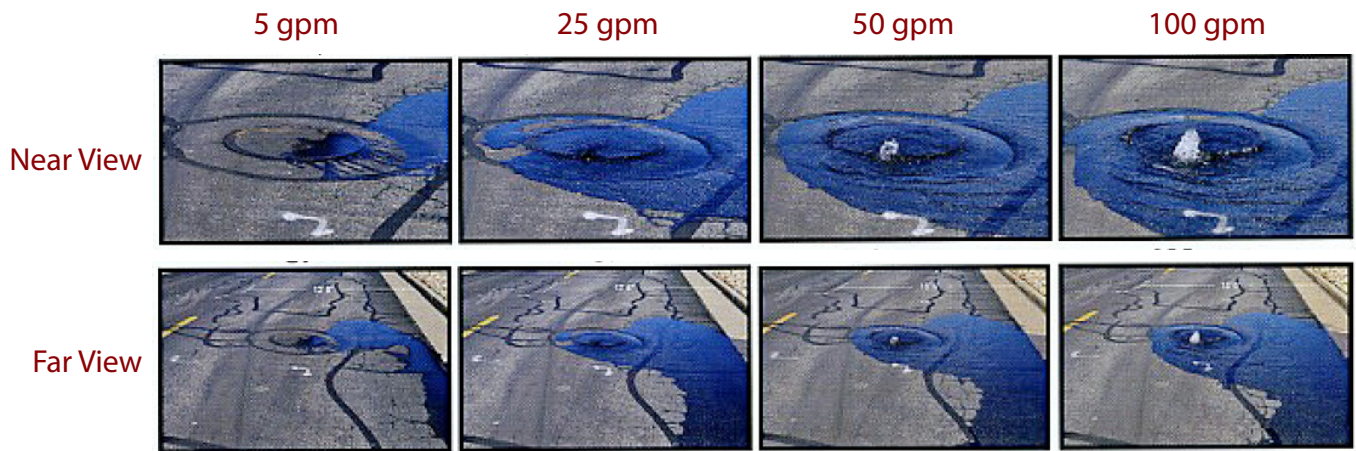
Sanitary Sewer Overflow Response Packet
Volume Estimation: Duration and Flow Rate Comparison Method

IMPORTANT NOTE:

These photographs are provided as examples only and will change with many factors.

SSCSC Manhole Overflow Gauge

CWEA Southern Section Collections Systems Committee
Overflow Simulation courtesy of Eastern Municipal Water District



Sanitary Sewer Overflow Response Packet
Volume Estimation: Upstream Lateral Connections Method

C-4c

SSO Date: _____ Location: _____

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this SSO: _____ EDUs
NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to agency documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily of usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the SSO was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated SSO Volume per EDU.

Time Period	Flow Rate Per EDU				SSO	
	A	B	C	D	E	F
	Gallons per Period	Hours per period	A÷B = Gallons per Hour	C÷60 = Gallons per Minute	Minutes SSO was active during period	D × E = Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated SSO Volume per EDU:						

STEP 3: Multiply the Estimated SSO Volume per EDU from Step 2 by the number of EDUs from Step 1.

$$\frac{\text{gallons}}{\text{Volume per EDU}} \times \frac{\text{\# of EDUs}}{\text{\# of EDUs}} = \frac{\text{gallons}}{\text{Estimated SSO Volume}}$$

STEP 4: Adjust SSO volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted SSO estimate (attach a separate page if necessary):

Estimated SSO Volume: _____ gallons

Do you believe that this method has estimated the entire SSO? ☐ Yes ☐ No

If no, you MUST use additional methods to estimate the entire SSO. If yes, it is advisable to use additional methods to support the estimation. Explain why you believe this method has/has not estimated the entire SSO:

This worksheet completed by:

Name: _____ Signature: _____

Job Title: _____ Date: _____

**Sanitary Sewer Overflow Response Packet
Collection System Failure Analysis****C-5
Side A****CONSULT WITH THE NORTH SAN MATEO COUNTY SANITATION DISTRICT
TO COMPLETE THE FAILURE ANALYSIS**

Incident Report #		Prepared By	
SSO/Backup Information			
Event Date/Time		Address	
Volume Spilled		Volume Recovered	
Cause			
Summary of Historical SSOs/Backups/Service Calls/Other Problems			
Date	Cause	Date Last Cleaned	Crew
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date		Tape Name/Number	
CCTV Tape Reviewed By		CCTV Review Date	
Observations			

Go to Side B

**Sanitary Sewer Overflow Response Packet
Collection System Failure Analysis**
**C-5
Side B**

Recommendations					
✓	Type	Specific Actions	Who is Responsible?	Completion Deadline	Who Will Verify Completion?
	No Changes or Repairs Required	n/a	n/a	n/a	n/a
	Repair(s)				
	Construction				
	Capital Improvement(s)				
	Change(s) to Maintenance Procedures				
	Change(s) to Overflow Response Procedures				
	Training				
	Misc.				
Comments/Notes:					
Review Date:					

Overflow Emergency Response Plan
Public Posting

DANGER

RAW SEWAGE • AVOID CONTACT



PELIGRO

AGUA CONTAMINADA • EVITE TODO CONTACTO

Town of Colma
(650) 757-8888

Town of Colma

On (date) _____, at (location) _____,
we responded to a reported blockage of the
sanitary sewer service to your property.

We discovered a blockage in:

- ☐ The sanitary sewer main and cleared the line
- ☐ Your sanitary sewer lateral, which is your
responsibility to maintain.

If you require assistance to clear your portion of the
lateral you can look the Internet or in the Yellow
Pages of your telephone book under “Sewer
Contractors” or “Plumbing Drains & Sewer
Cleaning”. If you plan to hire a contractor we
recommend getting estimates from more than one
company.

Town of Colma representative notes: _____

Town of Colma Representative: _____

For questions or comments, please call

**Town of Colma
(650) 757-8888**

Town of Colma

On (date) _____, at (location) _____,
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Pages of your telephone book under “Sewer
Contractors” or “Plumbing Drains & Sewer
Cleaning”. If you plan to hire a contractor we
recommend getting estimates from more than one
company.

Town of Colma representative notes: _____

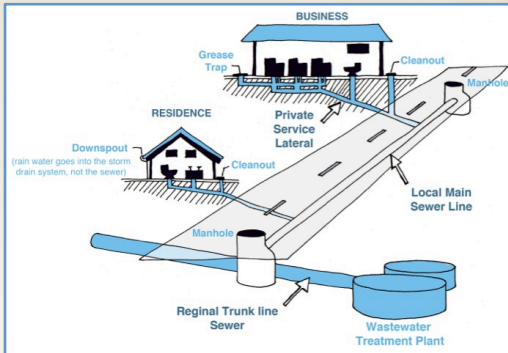
Town of Colma Representative: _____

For questions or comments, please call

**Town of Colma
(650) 757-8888**

How a Sewer System Works

A property owner's sewer pipes are called **service laterals** and are connected to larger local main and regional trunk lines. Service laterals run from the connection at the home to the connection with the public sewer. These laterals are the responsibility of the property owner and must be maintained by the property owner.

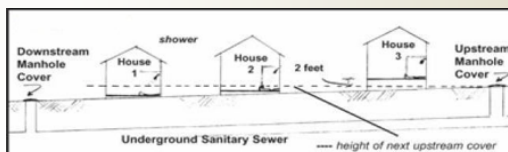


Is my home required to have a backflow prevention device?

Section 710.1 of the Uniform Plumbing Code (U.P.C.) states: "Drainage piping serving fixtures which have flood level rims located below the elevation of the next upstream manhole cover or private sewer serving such drainage piping **shall** be protected from backflow of sewage by installing an approved type of backwater valve."

The intent of Section 710.1 is to protect the building interior from mainline sewer overflows or surcharges.

Additionally, U.P.C. 710.6 states: "Backwater valves **shall** be located where they will be accessible for inspection and repair at all times and, unless continuously exposed, shall be enclosed in a masonry pit fitted with an adequately sized removable cover."



If you have a sewage spill from your private sewer line that impacts storm drains, waterways or public property, contact:

Town of Colma
(650) 757-8888

San Mateo County Environmental Health
(650) 372-6200

California Health and Safety Code, Sections 5410-5416 requires:

- No person shall discharge raw or treated sewage or other waste in a manner that results in contamination, pollution, or a nuisance.
- Any person who causes or permits a sewage discharge to any state waters:
 - Must immediately notify the local health agency of the discharge.
 - Shall reimburse the local health agency for services that protect the public's health and safety.
 - Who fails to provide the required notice to the local health agency is guilty of a misdemeanor and shall be punished by a fine (between \$500-\$1,000) and/or imprisonment for less than one year.

San Francisco Regional Water Quality Control Board

(510) 622-2300
Requires the prevention, mitigation, response to, and reporting of sewage spills.

California Governor's Office of Emergency Services (CalOES)

(800) 852-7550

California Water Code, Article 4, Chapter 4, Sections 13268-13271 & California Code of Regulations, Title 23, Division 3, Chapter 9.2, Article 2, Sections 2250-2260 require:

- Any person who causes or permits sewage in excess of 1,000 gallons to be discharged to state waters shall immediately notify the Office of Emergency Services.
- Any person who fails to provide the notice required by this section is guilty of a misdemeanor and shall be punished by a fine (less than \$20,000) and/or imprisonment for not more than one year.

Sewer Spill Reference Guide

Your Responsibilities as a Private Property Owner

Provided to you by:

Town of Colma

**1198 El Camino Real
Colma, CA 94014**

**(650) 757-8888
www.colma.ca.gov**

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How do sewage spills happen?

Sewage spills occur when the wastewater in underground pipes overflows through a manhole, cleanout, or broken pipe. Most spills are relatively small and can be stopped and cleaned up quickly, but left unattended they can cause health hazards, damage to homes and businesses, and threaten the environment, local waterways, and beaches.

CAUTION!

When trying to locate a sewer problem, never open manholes or other public sewer structures. Only our crews are allowed to open & inspect these structures.

Common causes of sewage spills

- Grease build-up
- Tree roots
- Broken/cracked pipes
- Missing or broken cleanout caps
- Undersized sewers
- Groundwater/rainwater entering the sewer system through pipe defects and illegal connections

Prevent most sewage backups with a Backflow Prevention Device

This type of device can help prevent sewage backups into homes and businesses. If you don't already have a Backflow Prevention Device, contact a professional plumber or contractor to install one as soon as possible.

Protect the environment!

If you let sewage from your property discharge to a gutter or storm drain, you may be subject to penalties and/or out-of-pocket costs for clean-up and enforcement efforts. A property owner may be charged for costs incurred by agencies responding to spills from private properties.

What to look for:

Sewage spills can be a very noticeable gushing of water from a manhole or a slow water leak that may take time to be noticed. Don't dismiss unaccounted-for wet areas. Look for:

- Drain backups inside the building.
- Wet ground and/or water leaking around manhole lids onto your street.
- Leaking water from cleanouts or outside drains
- Unusual odorous wet areas: sidewalks, external walls, ground/landscape around a building.

The following are indicators of a possible obstruction in your sewer line:

- Water comes up in floor drains, showers or toilets.
- Toilets, showers or floor drains below ground level drain very slowly.

What to do if there is a spill:

Immediately notify the Town of Colma. Our crews locate the blockage and determine if it is in the public sewer; if it is the crew removes the blockage and arranges for cleanup. If the backup is in your private internal plumbing or in the private service laterals, you are required to immediately:

- Control and minimize the spill by shutting off or not using the water
- Keep sewage out of the storm drain system using sandbags, dirt and/or plastic sheeting
- Call a plumbing professional to clear blockages and make repairs as needed. Look in the yellow pages under "Plumbing Drain & Sewer Cleaning" or "Sewer Contractors."
- Always notify your sewer/public works department or public sewer district of sewage spills.

Spill cleanup inside the home:

For large clean ups, a professional cleaning firm should be contacted to clean up impacted areas, You can locate local firms by looking in the Yellow Pages under "Water Damage" or "Fire Damage." If you hire a contractor, it is recommended to get estimates from more than one company. Sometimes, homeowner's insurance will pay for the necessary cleaning due to sewer backups. Not all policies have this coverage, so check with your agent.

If you decide to clean up a small spill inside your home, protect yourself from contamination by observing the following safety measures. Those persons whose resistance to infection is compromised should not attempt this type of clean up.

Other Tips:

- Keep children and pets out of the affected area until cleanup has been completed.
- Turn off heating/air conditioning systems
- Wear rubber boots, rubber gloves, and goggles during cleanup of the affected area.
- Discard items that cannot be washed and disinfected (such as: mattresses, rugs, cosmetics, baby toys, etc.)
- Remove and discard drywall and insulation that has been contaminated with sewage or flood waters.

- Thoroughly clean all hard surfaces (such as flooring, concrete, molding, wood and metal furniture, countertops, appliances, sinks and other plumbing fixtures) with hot water and laundry or dish detergent.
- Help the drying process with fans, air conditioning units, and dehumidifiers.
- After completing cleanup, wash your hands with soap and water. Use water that has been boiled for 1 minute (allow the water to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured or ill.

Spill cleanup outside the home:

- Keep children and pets out of the affected area until cleanup has been completed.
- Wear rubber boots, rubber gloves, and goggles during cleanup of affected area.
- Clean up sewage solids (fecal material) and place in properly functioning toilet or double bag and place in garbage container.
- On hard surfaces areas such as asphalt or concrete, it is safe to use a 2% bleach solutions, or ½ cup of bleach to 5 gallons of water, but don't allow it to reach a storm drain as the bleach can harm the environment.
- After cleanup, wash hands with soap and water. Use water that has been boiled for 1 minute (allow to cool before washing your hands) OR use water that has been disinfected (solution of 1/8 teaspoon of household bleach per 1 gallon of water). Let it stand for 30 min. If water is cloudy, use ¼ teaspoon of household bleach per 1 gallon of water.
- Wash clothes worn during cleanup in hot water and detergent (wash apart from uncontaminated clothes).
- Wash clothes contaminated with sewage in hot water and detergent. Consider using a Laundromat until your onsite wastewater system has been professionally inspected and serviced.
- Seek immediate attention if you become injured/ill.

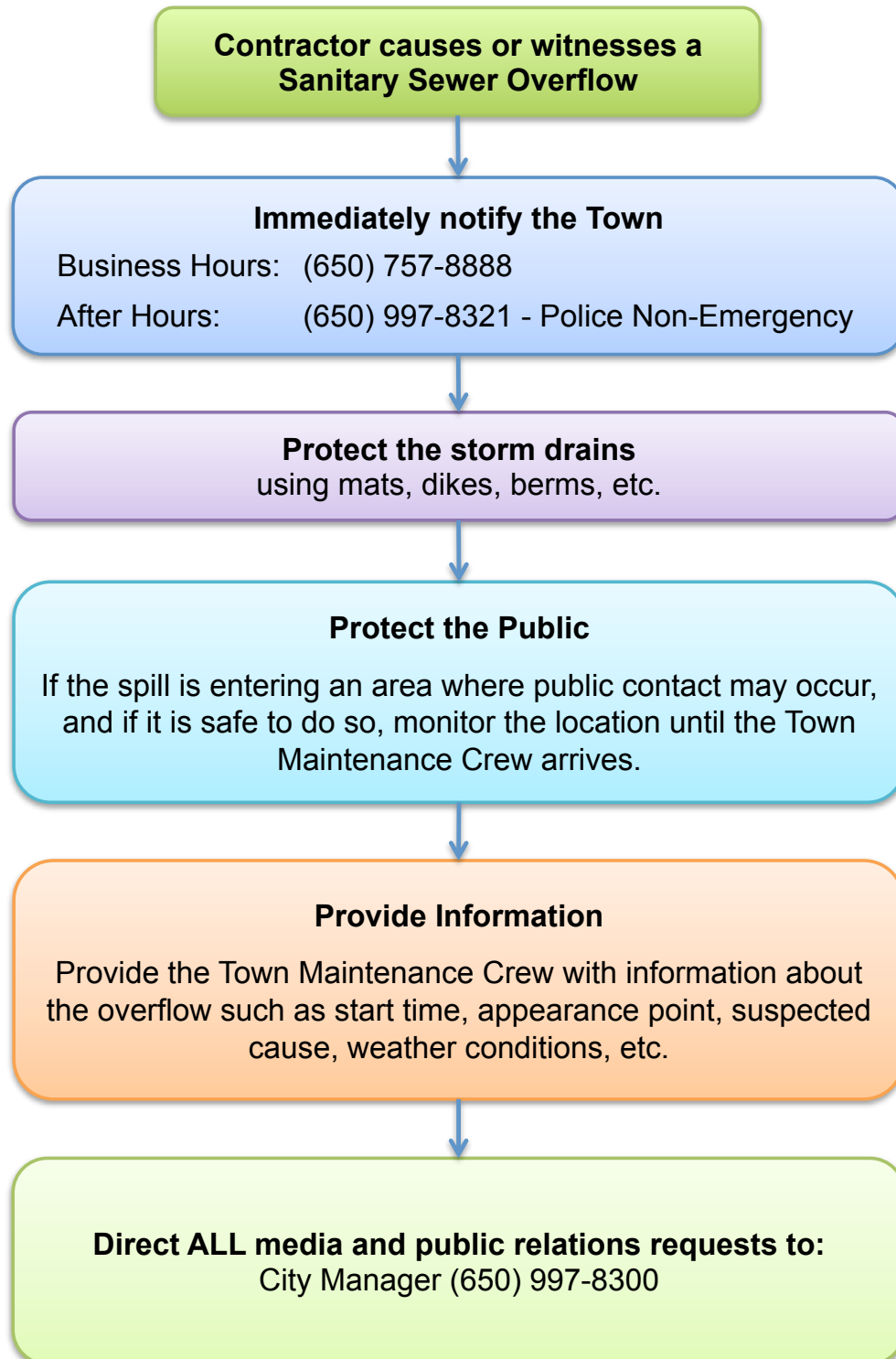
Appendix D

CONTRACTOR ORIENTATION

Town of Colma: Overflow Emergency Response Plan

CONTRACTOR ORIENTATION

The following procedures are to be followed in the event that you cause or witness a Sanitary Sewer Overflow.



Sanitary Sewer Overflows

How to avoid them and what to do if you don't

- What?** A sanitary sewer overflow (SSO) is a discharge of untreated human and industrial waste before it reaches the wastewater treatment facility.
- Where?** SSOs usually occur through manholes, plumbing fixtures and service cleanouts.
- Why?** SSOs are usually caused by grease, debris, root balls, or personal hygiene products blocking the sewer lines, or by unusually high flow volume.

How to prevent SSOs:

...when clearing plugged sewer laterals:

- Remove root balls, grease blockages and any other debris from the sewer
- If you can't prevent root balls, grease or debris from entering the sewer main, call us at (650) 757-8888, so we can work with you to remove the blockage and prevent blockages further downstream
- Use plenty of water to flush lines.

...when constructing or repairing sewer laterals:

- Contact the Engineering Office at (650) 757-8888 to obtain encroachment permit and design standard specifications.
- Check your work area. Make sure there is no debris left in the sewer line before you backfill.
- Avoid offset joints, which may make sewer lines vulnerable to root intrusion and grease or debris accumulation. Properly bed your joints and don't hammer tap.

If you cause or witness an SSO, immediately contact:

Town of Colma

(650) 757-8888

After Hours:
(650) 997-8321
(Police Non-Emergency)

Town of Colma

1198 El Camino Real, Colma CA 94014

www.colma.ca.gov

Appendix E

SEWER SERVICE REQUEST FORM

Town of Colma: Overflow Emergency Response Plan

Sewer Service Request Form

TOWN NOTIFIED BY	Name: Check here if notification was anonymous <input type="checkbox"/>	DATE:
	Telephone:	TIME:
	Address:	
	If notification was received other than by telephone, describe method of communication:	
CALL RECEIVED BY	Name:	CHECK ONE: <input type="checkbox"/> Complaint <input type="checkbox"/> Emergency <input type="checkbox"/> Other:
	Job Title:	
ADDRESS OF POTENTIAL PROBLEM:		LOCATION OF POTENTIAL PROBLEM: <input type="checkbox"/> Street <input type="checkbox"/> Easement <input type="checkbox"/> Backyard <input type="checkbox"/> Other:
WHEN DID THE CALLER NOTICE THE PROBLEM? (date and time)		
DID THE CALLER INDICATE THAT THE SSO MAY HAVE REACHED WATERS OF THE STATE? <input type="checkbox"/> YES – Describe: <input type="checkbox"/> NO		
WHAT HAS THE CALLER OBSERVED? (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole): 		
IS THE INCIDENT IN THE CITY'S SERVICE AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO – indicate responsible agency:		WAS A CREW DISPATCHED? <input type="checkbox"/> YES - indicate date and time: <input type="checkbox"/> NO

FORM COMPLETED BY	NOTES
NAME: JOB TITLE:	
NAME: JOB TITLE:	

Attachment E

WATER BOARDS EXECUTIVE ORDERS

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

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

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

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

¹ Available for download at:

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

² Cal OES Hazardous Materials Spill Reports available Online at:

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

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

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

IT IS HEREBY ORDERED THAT:

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

8/6/13

Date



Thomas Howard
Executive Director

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

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

ATTACHMENT A

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

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

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

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

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

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

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> Within two hours of becoming aware of any Category 1 SSO <u>greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> SSO event records. Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

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

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

C. REPORTING REQUIREMENTS

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

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

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

5. **SSO Technical Report**

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

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

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

iii. **Water Quality Monitoring:**

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

6. **PLSDs**

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

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

7. **CIWQS Online SSO Database Unavailability**

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

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

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

i. **SSO Reports**

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

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

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs:** At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**
- These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.
- iii. **Collection System Questionnaire**
- The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- iv. **SSMP Availability**
- The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

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

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

D. WATER QUALITY MONITORING REQUIREMENTS:

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

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

E. RECORD KEEPING REQUIREMENTS:

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

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

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

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

F. CERTIFICATION

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

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

CERTIFICATION

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

Date

7/30/13



Jeanine Townsend
Clerk to the Board



California Regional Water Quality Control Board

San Francisco Bay Region



Linda S. Adams
Secretary for
Environmental Protection

1515 Clay Street, Suite 1400, Oakland, California 94612
(510) 622-2300 • Fax (510) 622-2460
<http://www.waterboards.ca.gov/sanfranciscobay>

Arnold Schwarzenegger
Governor

May 1, 2008
File No. 1210.57 (RS and MC)

To: Attached Mailing List

Subject: 1) New Sanitary Sewer Overflow Notification Procedures for Sanitary Sewer Collection Systems, and 2) New Unauthorized Discharge Notification and Reporting Requirements for Municipal Wastewater Treatment Plants

This letter includes new procedures and requirements for addressing spills from sanitary sewer collection systems and unauthorized discharges from municipal wastewater treatment plants. Part 1 of this letter imposes new procedures for sanitary sewer collection systems (upstream of the plant headworks) to document compliance with the State Water Board's new 2-hour notification and 24-hour certification requirements for sanitary sewer overflows (SSOs). Part 2 of this letter imposes new notification and reporting requirements for municipal wastewater treatment plants that experience an unauthorized discharge at their treatment facilities. The treatment plants covered by this requirement are shown in Attachment A. The requirements of this letter are effective starting June 1, 2008.

Part 1: Requirements that Apply to Sanitary Sewer Collection Systems

To satisfy the notification requirements for SSOs established by the State Water Board's Order No. WQ 2008-0002-EXEC, dischargers must complete the SSO notification form at the following link: https://www.r2esmr.net/sso_login2.asp. The requirement to notify the Regional Water Board, via our online reporting system, is effective starting on June 1, 2008. Additional details on the reporting procedures are posted at that link.

You may recall that this was the web-based SSO reporting system that this Regional Water Board used prior to the State Water Board's statewide SSO reporting system under the California Integrated Water Quality System (CIWQS). In response to the State Water Board's Order No. 2008-0002-EXEC, we have modified and relaunched our regional system. This is to provide a consistent and reliable method for the collection system agencies to notify us as they are required by the State Water Board's Order.

Please note that this system only serves to document that dischargers have notified the Office of Emergency Services, the local health officer/environmental health office, and the Regional Water Board (as directed by the State Water Board's new notification requirements). Dischargers are still required to report sanitary sewer spills through the State Water Board's CIWQS web-database.

In order to clarify the multiple levels of notification, certification, and reporting, the communication requirements for SSOs are summarized in Table 1 below:

Table 1: Summary of Communication Requirements for Sanitary Sewer Overflows

Communication Type (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
1. Notification	Office of Emergency Services	As soon as possible, but not later than 2 hours after becoming aware of the SSO.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local health department	As soon as possible, but not later than 2 hours after becoming aware of the SSO.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than 2 hours after becoming aware of the SSO.	Electronic ¹ www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than 24 hours after becoming aware of the SSO.	Electronic ² www.r2esmr.net/ sso_login2.asp
3. Reporting	State Water Board (CIWQS)	Category 1 SSO: initial report within 3 business days , final report within 15 calendar days after response activities have been completed.	Electronic (only) to CIWQS
		Category 2 SSO: within 30 calendar days after the end of the calendar month in which the SSO occurs.	Electronic (only) to CIWQS

Part 2: Requirements that Apply to Municipal Wastewater Treatment Plants

¹ In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In cases where the discharger satisfies 2-hour notification requirements via phone, it must still provide online notification to the Regional Water Board within 3 business days of becoming aware of a SSO.

² In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an SSO, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of an SSO, the certification information must also be entered into the Regional Water Board's online system in electronic format.

As mentioned above, this letter includes new notification and reporting requirements for unauthorized discharges that occur at municipal wastewater treatment plants. Unauthorized discharges can include such discharges as untreated wastewater, partially treated wastewater, fully treated wastewater to an unauthorized location, oil spills, and spills of hazardous waste. The reason for this modification is because the time prescribed in Self-Monitoring Programs for the filing of the initial report of an unauthorized discharge is too long to adequately protect public health or the beneficial uses of waters of the State when such incidences occur. Therefore, the facilities shown in Attachment A shall comply with the following:

"Notification and Certification

For any unauthorized discharges³ that result 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 Regional Water Board. At that time, the discharger must submit to the Regional Water Board, via our online reporting system, the following:

- (a) A description of what happened (i.e., the cause),
- (b) The location of threatened or involved waterway(s) or storm drains,
- (c) The date and time the unauthorized discharge is known to have started,
- (d) The estimated quantity and duration of the unauthorized discharge so far, and the estimated amount recovered,
- (e) The level of treatment (e.g., raw wastewater, primary treated, undisinfected secondary treated, and so on), and
- (f) The identity of the person reporting the unauthorized discharge, and
- (g) A certification (within 24 hours) 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.

Reporting

³ Title 23 California Code of Regulations Section 2250 (b) states that an unauthorized discharge is defined to be a discharge, not regulated by waste discharge requirements, of treated, partially treated, or untreated wastewater resulting from the intentional or unintentional diversion of wastewater from a collection, treatment or disposal system.

Within five (5) business days, the discharger shall submit a written report, via the Regional Water Board's online reporting system, that includes, in addition to the information required above, the following:

- (a) The methods used to delineate the geographical extent of the unauthorized discharge on receiving waters,
- (b) The efforts implemented to minimize public exposure to the unauthorized discharge,
- (c) A visual observation of the impacts (if any) that were noted in the receiving water (e.g., fish kill, discoloration of water), and the extent of sampling if any was conducted,
- (d) The corrective measures taken to minimize the impact of the unauthorized discharge,
- (e) The measures to be taken to minimize the chances of a similar unauthorized discharge occurring in the future,
- (f) How (if necessary) its Spill Prevention and Contingency Plan or Operation & Maintenance Manual will be modified to minimize the chances of future unauthorized discharges, and
- (g) The quantity and duration of the unauthorized discharge, and the amount recovered.

Communication Protocol

In order to clarify the multiple levels of notification, certification, and reporting, the current communication requirements for unauthorized discharges from municipal wastewater treatment plants are summarized in Table 2 on the following page.

Table 2: Summary of Communication Requirements for Unauthorized Discharges from Municipal Wastewater Treatment Plants

Communication Type (all are required)	Agency Being Contacted	Timeframe Requirements	Method for Contact
1. Notification	Office of Emergency Services	As soon as possible, but not later than 2 hours after becoming aware of the unauthorized discharge.	Telephone – (800) 852-7550 (obtain a control number from OES)
	Local health department	As soon as possible, but not later than 2 hours after becoming aware of the unauthorized discharge.	Depends on local health dept.
	Regional Water Board	As soon as possible, but not later than 2 hours after becoming aware of the unauthorized discharge.	Electronic ⁴ www.r2esmr.net/ sso_login2.asp
2. Certification	Regional Water Board	As soon as possible, but not later than 24 hours after becoming aware of the unauthorized discharge.	Electronic ⁵ www.r2esmr.net/ sso_login2.asp
3. Reporting	Regional Water Board	Within 5 business days , submit written report.	Electronic ⁶ www.r2esmr.net/ sso_login2.asp

The 2-hour notification/certification and 5-day reporting requirements to the Regional Water Board shall be accomplished through our online reporting system, starting June 1, 2008. The procedures and instructions for online reporting are provided at the following link:
https://www.r2esmr.net/sso_login2.asp.

⁴ In the event a discharger is unable to provide online notification within 2 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the notification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the notification information must also be entered into the Regional Water Board's online system in electronic format.

⁵ In most instances, the 2-hour notification will also satisfy 24-hour certification requirements. This is because the notification form includes fields for documenting that OES and the local health department have been contacted. In other words, if a discharger is able to complete all the fields in the notification form within 2 hours, certification requirements are also satisfied. In the event a discharger is unable to provide online certification within 24 hours of becoming aware of an unauthorized discharge, it shall phone the Regional Water Board's spill hotline at (510) 622-2369 and convey the same information contained in the certification form. In addition, within 3 business days of becoming aware of the unauthorized discharge, the certification information must also be entered into the Regional Water Board's online system in electronic format.

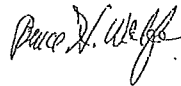
⁶ If a discharger cannot satisfy the 5-day reporting requirements via our online reporting system, it must submit a written report (preferably electronically in pdf), to the appropriate case manager. In cases where the discharger cannot satisfy 5-day reporting requirements via our online reporting system, it must still complete the Regional Water Board's online reporting requirements within 15 calendar days of becoming aware of the unauthorized discharge.

Unauthorized Discharge vs. Bypass

The above notification and reporting requirements for municipal wastewater treatment plants shall satisfy the unauthorized discharge notification and reporting requirements under Self-Monitoring Program Part A, Sections F.1 and F.2. Please note that dischargers must still comply with the bypass provisions (e.g., submitting prior notice for an anticipated bypass) under 40 CFR Part 122.41(m). Additionally, in the event of a bypass, dischargers must also continue to comply with Self Monitoring Program Part A, Section C.2.h, and accelerate monitoring to daily for all constituents with effluent limits, unless this condition is modified in its existing permit."

Please be aware that the requirements of this letter are made pursuant to section 13383 of the California Water Code. Failure to respond, late response, or incomplete response may subject you to civil liability imposed by the Regional Water Board to a maximum of \$10,000 per day. If you have any questions regarding this letter, please contact Robert Schlipf at (510) 622-2478 or Michael Chee at (510) 622-2333.

Sincerely,



Bruce H. Wolfe
Executive Officer

Digitally signed by Bruce
Wolfe
Date: 2008.05.01 11:18:20
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Enclosures: Attachment A - Municipal Wastewater Treatment Plants

Attachment A – Municipal Wastewater Treatment Plants

Discharger	NPDES Permit No.	Existing Order No. ¹
American Canyon, City of	CA0038768	R2-2006-0036
Benicia, City of	CA0038091	01-096
Burlingame, City of	CA0037788	R2-2008-0008
C&H Sugar Company Inc., and Crockett Community Services District ²	CA0005240	R2-2007-0032
Calistoga, City of	CA0037966	R2-2006-0066
Central Contra Costa Sanitary District	CA0037648	R2-2007-008
Central Marin Sanitation Agency	CA0038628	R2-2007-007
Contra Costa County Sanitation District No. 5, Port Costa to be transferred to Crockett Community Services District	CA0037885	R2-2008-0005
Delta Diablo Sanitation District	CA0038547	R2-2003-0114
East Bay Dischargers Authority, City of Hayward, City of San Leandro, Oro Loma Sanitary District, Castro Valley Sanitary District, Union Sanitary District, and LAVWMA	CA0037869	R2-2006-0053
Union S.D. Wet Weather Outfall	CA0038733	R2-2004-0002
Union S.D. Hayward Marsh	CA0038636	R2-2006-0031
Dublin San Ramon Services District	CA0037613	R2-2006-0054
City of Livermore	CA0038008	R2-2006-0055
LAVWMA Wet Weather Outfall	CA0038679	R2-2006-0026
East Bay Municipal Utilities Dist. WWTP	CA0037702	01-072
EBMUD Wet Weather Facilities	CA0038440	R2-2005-0047
East Brother Light Station, Inc.	CA0038806	R2-2004-0079
Fairfield-Suisun Sewer District	CA0038024	R2-2003-0072
Las Gallinas Valley Sanitary District	CA0037851	R2-2003-0108
Marin County (Paradise Cove), Sanitary District No. 5 of	CA0037427	R2-2006-0037
Marin County (Tiburon), Sanitary District No. 5 of	CA0037753	R2-2002-0097
Millbrae, City of	CA0037532	01-143
Mt. View Sanitary District	CA0037770	R2-2006-0063
Napa Sanitation District	CA0037575	R2-2005-0008
Novato Sanitary District	CA0037958	R2-2004-0093
Palo Alto, City of	CA0037834	R2-2003-0078
Petaluma, City of	CA0037810	R2-2005-0058
Pinole, City of	CA0037796	R2-2007-0024
Rodeo Sanitary District	CA0037826	R2-2006-0062
Saint Helena, City of	CA0038016	R2-2005-0025
San Francisco, City and County of, San Francisco International Airport, Sanitary	CA0038318	R2-2007-0058
San Francisco (Southeast Plant), City and County of	CA0037664	R2-2008-0007
San Jose/Santa Clara, Cities of	CA0037842	R2-2003-0085
San Mateo, City of	CA0037541	R2-2007-0075
Sausalito-Marín City Sanitary District	CA0038067	R2-2007-0054
Seafirth Estates Company and Property Owners with the Seafirth Estates Subdivision	CA0038893	R2-2006-0082
Sewerage Agency of Southern Marin	CA0037711	R2-2007-0057
Sonoma Valley County Sanitary District	CA0037800	R2-2002-0046
South Bayside System Authority	CA0038369	R2-2007-0006
South San Francisco and San Bruno, Cities of	CA0038130	R2-2003-0010
Sunnyvale, City of	CA0037621	R2-2003-0079
US Naval Support Activity, Treasure Island	CA0110116	R2-2004-0036
Vallejo Sanitation and Flood Control District	CA0037699	R2-2006-0056
West County Agency (West County Wastewater District and City of Richmond Municipal Sewer District)	CA0038539	R2-2008-0003
Yountville, Town of	CA0038121	R2-2004-0017

Discharger	NPDES Permit No.	Existing Order No. ¹
East Bay Regional Parks District, Del Valle Regional Park	Not applicable	90-157
East Bay Regional Parks District, Arroyo Del Valle Environmental Education Center and Youth Camp	Not applicable	01-143
Contra Costa Sanitation District #6, Stonehurst Subdivision	Not applicable	91-096
Bolinas Community P.U.D., Bolinas Sewage Pond System	Not applicable	88-100
California Dept. of Parks & Recreation, Samuel P. Taylor Park – WW System	Not applicable	91-181
Tomaes Village CSD, Tomaes Sewage Pond System	Not applicable	86-086
California State Parks Foundation, Marconi Conference Center WWTP	Not applicable	02-067
French Ranch LLC, French Ranch Community WWTP	Not applicable	97-10DWQ
City & County of San Francisco, Log Cabin Ranch School	Not applicable	91-054
California Dept of Parks & Recreation, Portola Redwoods State Park WWTP	Not applicable	86-087
San Mateo County, Memorial Park	Not applicable	86-046
San Mateo County, Glenwood Boys Ranch	Not applicable	88-140
San Mateo County, San Mateo County Honor Camp #1	Not applicable	88-141
University of California, Elkus 4-H Ranch	Not applicable	92-124
County of Santa Clara, Mariposa Lodge – Alcohol Rehab	Not applicable	78-053
Lake Canyon Community Services District, Lake Canyon Community WW System	Not applicable	94-143

¹ The orders shown are for the primary permit reissuance and do not include permit amendments.

² This industrial facility also treats municipal wastewater from the Crockett Community Services District.

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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:

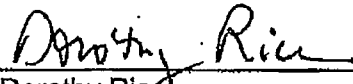
1. The State Water Board is authorized to prescribe statewide general waste discharge requirements for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code 13263, subdivision (i).
2. The State Water Board on May 2, 2006, adopted 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.

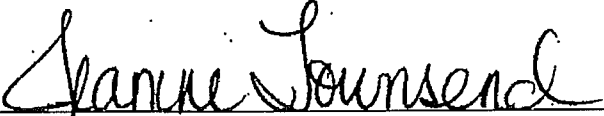
C. Certification

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

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

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

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

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

SEWER SYSTEM MANAGEMENT PLANS

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

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

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

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

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

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

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

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

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

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

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

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

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i). Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
 - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** - Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** - Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** - The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

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

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

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

C. PROHIBITIONS

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

D. PROVISIONS

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

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

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

(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

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

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

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

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

Sewer System Management Plan (SSMP)

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

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

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

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

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

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

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

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

(vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

(viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

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

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
 - (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (e) Identify and illustrate SSO trends, including: frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

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

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

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

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

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

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

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

Sewer System Management Plan Time Schedule

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

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

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

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

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

E. WDRs and SSMP AVAILABILITY

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

F. ENTRY AND INSPECTION

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

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

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 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 WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ 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.

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 – 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 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 to 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.
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.

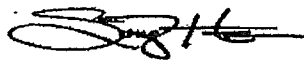
C. Certification

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.

CERTIFICATION

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

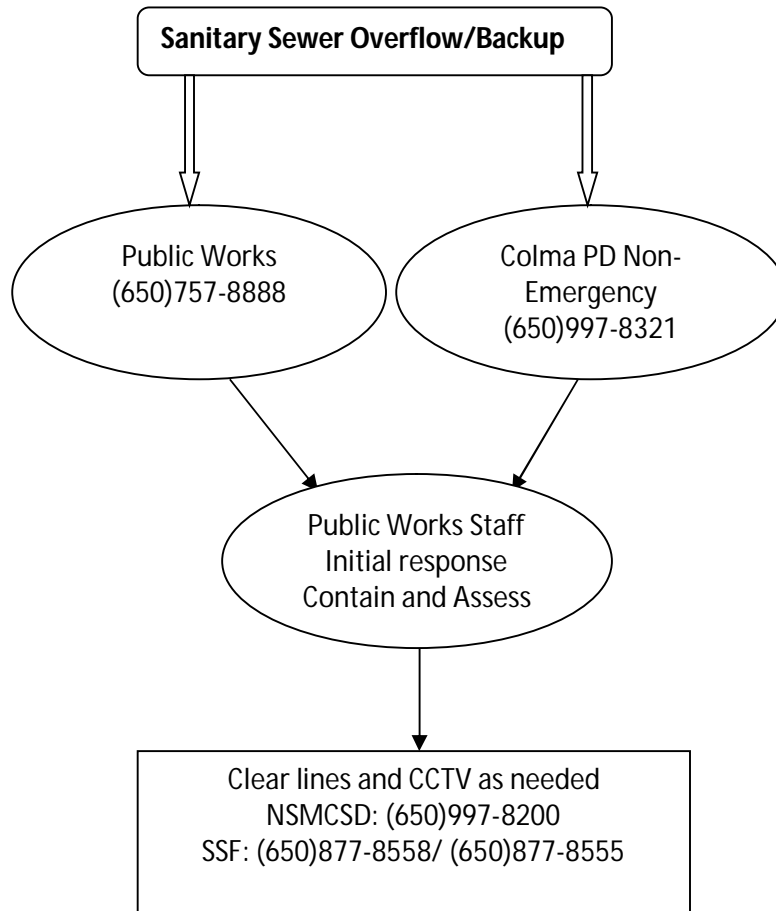


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Clerk to the Board

Attachment F

COMMUNICATIONS PROTOCOL

Response



- See the OERP More Detailed contact Information
- See OERP for Communications Protocol for Reporting to Regulatory Agencies

Attachment G

2022 - North San Mateo County Sanitary Sewer District (NSMCSD)

Department of Water/Wastewater Resources (DWW) Collection System personnel phone numbers

Please contact the personnel below in the order listed until you reach someone. This includes the standby cell phone. Do not leave messages. Call until you reach someone on the list.

- Anthony Smith – Collection System Field Supervisor – 650-238-7776
- Sione Kofeloa – Collection System Field Supervisor – 650-515-0262
- Kevin McCarthy – Collection System Manager – 650-515-0263
- Joshua Cosgrove – Assistant Director – 650-740-2574
- Standby cell phone – 650-740-2573

Standby emergency after hours response personnel. Standby assignment rotates weekly. Crew member on duty will have the after hours cell phone (650-740-2573) with them at all times outside of normal business hours.

- Sam Iosia – Collection System Operator II
- Ernesto Barroso – Collection System Operator II
- Ken Holmes – Collection System Operator II
- Matangi Tonga – Collection System Operator II
- Derek Emanuel – Collection System Operator II
- Nick Pierotti – Collection System Operator I

Attachment H

City of SSF FOG Inspection SOP and ERP

City of South San Francisco WQCP Environmental Compliance Program

FOG INSPECTION SOP

PRIOR TO FACILITY ENTRY:

- **Senior Environmental Compliance Inspector assigns** an inspection list for each inspector Monthly or Bi-Monthly, including Food Facility (FOG) assignments.
- **Check assigned Food Facility List;** if assignment has accidentally been double-assigned inform Senior inspector to change.
- **Check Food Facility Tracking Sheet** (<S://Environmental Compliance/FOG PROGRAM/001-20XX-Food Permit Database>).
 - Check status of facility, make sure it is listed as “Active” and that food facility inspection date has not been updated to current year
 - Check comments for red lettering, these comments are usually left in for safety purposes i.e. two persons may be needed for inspection; **check INSP_NUM (column Z)**.
- Obtain Food Facility File** for Industrial User subject to inspection from office (filed alphabetically according to food facility name)
- Review file** (previous inspections (double check facility has not already been checked by another inspector for calendar year), outstanding compliance issues, permit status, etc.). If facility is due to expire within that calendar year have extra Food Facility Applications on hand to give to facility and inform of upcoming expiration.
- Gather Materials** Needed for Inspection:
 - a. Credentials (business card and/or City of SSF ID)
 - b. Food Facility File Folder
 - c. Clipboard with forms
 - d. Grease Trap Inspection Tool Kit/manhole hook
 - e. Nitrile/Latex Gloves
 - f. Digital Camera/Work phone
 - g. Any additional safety items outlined in previous inspections/file

NOTE: Grease Trap Records should not be requested before site visits, as inspections should be performed unannounced (some exceptions may apply)

ON-SITE*:**

-Enter facility and **present credentials** (business card and/or City of SSF ID) and inform them you are there for a wastewater food facility inspection involving the grease trap (if applicable), asking to speak to the owner/manager if present.

-Explain purpose of inspection to site contact.

-**Conduct physical walk-through/inspection of kitchen area**, using Food Facility Inspection Form as a guideline. Inspect kitchen equipment (specifically compartment sinks and floor drains) for evidence of best management practices used to minimize entry of pollutants into sewer system. If facility has grease/oil check for grease barrel to verify proper disposal of grease/oil is taking place.

GREASE TRAP/INTERCEPTOR:

-Open Grease Trap/Interceptor and inspect, checking that it appears to be operating correctly and for evidence that it is cleaned regularly. For small in-line grease traps, use tool from Tool Kit (screwdriver or similar) to estimate depth of grease present in upper layer of trap. If excessive amount of grease present, or if it appears trap is not being cleaned regularly, require that the Grease Trap is cleaned within 10 business days. A tool to follow on this is the 25% rule for cleaning, if trap/interceptor appears to be 25% volume of FOG it needs to be cleaned. Solids should also be accounted for in the bottom of the grease interceptor/trap.

-Grease Traps/Interceptors must be cleaned every 6 Months, if a facility has not cleaned their grease trap in 6 Months or longer, require facility to clean interceptor/trap.

GREASE TRAP MAINTENANCE RECORDS:

Request from contact to provide current Grease Trap Maintenance records (either receipts from Grease Trap Service Company and/or updated Grease Trap Maintenance Log Sheet(s)). Verify that facility is cleaning Grease Trap on an appropriate schedule.

-If NO records present and grease trap requires cleaning, require log or receipt to be available upon re-inspection or fax or emailed before follow up is due.

-If NO records present and grease trap is does not require cleaning have receipt or log emailed or faxed within 5 business days.

-If Records present, review them to make sure cleaning schedule is current and appropriate. If more frequent cleaning is needed, require this on inspection form.

OTHER ITEMS TO NOTE:

-If facility has changed ownership or new business/user is in place, give facility new application (if on hand) and require it to be returned in 30 days with application fee.

FOG BMP POSTER:

- Review previous inspection forms to verify if facility has been given a FOG BMP Poster in the past.
 - If YES, check kitchen area to confirm the BMP Poster is posted. If it is NOT, provide an additional poster and require it be posted in the kitchen area.
 - If NO, provide a BMP Poster and require it be posted in kitchen area.
- Complete remainder of Food Facility Inspection Form.
- Reconvene with site contact** to review inspection form, explaining any requirements or recommendations made. Obtain signature from site contact and leave the top white page of the inspection form with the site contact. At this time, additional copies of the Grease Trap Maintenance Log Sheet and any additional outreach items can also be provided to the contact.

OFFICE (POST-INSPECTION):

- Place file in office for review by Environmental Compliance Supervisor or Senior ECI.
- Enter data from Inspection Form into Excel Food Permit Database ([S://Environmental Compliance/FOG PROGRAM/001-20XX-Food Permit Database](#)).
 - Use drop down lists to sort by facility name/city if needed.
 - Change status column for food facility from “Active” to “Completed” (using drop down list).
 - Change food facility contact if different.
 - Change food facility inspection date and inspector name.
 - If stormwater was checked also list date
 - Update comments
- Replace file folder in Food Facility File Drawer.

*****If an aggressive/hostile/verbally abusive contact is encountered:**

- Immediately and professionally leave the site and contact the EC Supervisor and/or Senior ECI
- If situation is deemed dangerous and/or you are threatened by a contact, call SSF Police Department at [650-877-8900](#) (All Inspectors should program this into your cell phones)

-Make a physical note in the permit folder, advising future inspections should be performed with 2+ Inspectors

-Update "INSP_NUM" (column Z) to "2" in Food Permit Database (S://Environmental Compliance/FOG PROGRAM/001-20XX-Food Permit Database)



City of South San Francisco
Water Quality Control Plant
Environmental Compliance Program

Enforcement Response Plan for Food Service Establishments

I. Introduction

This document establishes procedures that staff of the City of South San Francisco's Water Quality Control Plant ("WQCP") shall follow when investigating and responding to instances of Food Service Establishment (FSE) discharge permit noncompliance. It is intended to ensure that enforcement responsibilities shall be implemented in a consistent, fair, and timely manner.

Formal enforcement actions are generally taken when there has been a failure to achieve compliance within a specified time period through less formal means, a review of violation records, and/or in some cases, the advice of counsel. Formal enforcement action shall be considered for each violation or group of violations of a FSE's permit.

II. Elements of Progressive Enforcement Actions

There are four (4) levels of increasingly significant enforcement action available to the City which are intended to correct non-compliance with a FSE's discharge permit. Progressive enforcement actions may require increasingly stringent responses to correct repeated or ongoing violations of wastewater discharge permits or other local, state, or federal discharge prohibitions. The four actions include: (1) Verbal Notification, (2) Notice of Violation, (3) Administrative Citations and (4) Civil and Criminal Administrative Actions including Abatement Orders.

1. Verbal Notification

Verbal notification is used for initial contact with a FSE when appropriate Best Management Practices (BMPs) are not in use, BMP information is not posted in a conspicuous location, grease removal device maintenance records are not available for review, or a facility has been operating without a valid wastewater discharge permit for less than thirty (30) days. Re-inspection of a violator by City personnel shall take place within thirty (30) days of verbal

notification. Failure to correct violation(s) within that timeframe will result in the issuance of a Notice of Violation.

2. Notice of Violation (NOV)

When a violation or violations of a FSE's discharge permit is/are observed or reported, and, in the opinion of trained City personnel there is a potential for harm to life, health, the environment, the collection system, or the wastewater treatment plant, a Notice of Violation shall be issued to the FSE within seven (7) days of the City receiving first notice of said violation(s). "Notification" occurs immediately whenever an agent for, or employee of, the City is notified that a violation of a discharge permit or other prohibition of local, state, or federal statute or regulation has occurred. The notification may be verbal, telephone, fax, electronic, letter, report, written document, or other form of communication.

A Notice of Violation may be issued for any of the following reasons:

- conditions observed during the course of an on-site inspection or routine surveillance which may compromise a FSE's ability to comply with any element of its wastewater discharge permit;
- failure to properly maintain grease removal devices;
- operation without a valid wastewater discharge permit for more than 30 days; or
- failure to respond within the required timeframe to lesser enforcement actions;
- failure to correct violations as required by lesser enforcement actions;
- failure to install a grease removal device when required to do so by the City; or
- any other violation or group of violations that the City deems to be detrimental to the Pollution Prevention Program.

A. Within forty-five (45) days of the date of the notice, a plan for the satisfactory correction thereof shall be submitted to the city by the user. The FSE's written response shall describe the specific violation(s) which occurred, the cause of the violation(s), all corrective actions taken to prevent any reoccurrence of the violation(s), and the date those corrective actions were/will be taken.

B. A review of the FSE's written response shall be conducted to determine if it is adequate and appropriate. Following the issuance of a Notice of Violation, the receipt of the FSE's response, and a

review of that response the City may inspect the facility if it is deemed necessary.

C. Upon receipt of a Notice of Violation, the FSE shall have fifteen days within which to file an appeal of the Notice of Violation. Appeals shall be addressed to the WQCP Superintendent.

D. Failure to respond to a Notice of Violation within the specified timeframe may cause the City to initiate civil and criminal actions against the violator.

3. Administrative Citations

The City reserves the right to issue Administrative Citations in accordance with the City's Municipal Code, Chapter 8.54.102. Every violation determined to be an infraction is punishable by: (1) a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of the same ordinance; and (3) a fine not to exceed five hundred dollars (\$500.00) for each additional violation of the same ordinance within one year. Every violation determined to be a misdemeanor is punishable by a fine not exceeding \$1,000 per day. Administrative citations may be issued at any level of enforcement, though generally fines are issued only in conjunction with notices of violation or administrative actions. Administrative Citations should also be issued after two Notices of Violation have been issued for the same violation.

4. Civil and Criminal Administration Actions

A. Abatement Orders

Abatement orders shall be issued when lesser enforcement actions have been exhausted, or in the judgment of the WQCP Superintendent there is an immediate danger to life, health, the environment, the collection system or the wastewater treatment plant. Abatement orders shall be issued by the Superintendent, and shall be sent by certified mail or be hand-delivered. Upon receipt of an Abatement Order, a FSE shall have ten (10) days from the date of receipt of the Abatement Order to appeal the enforcement action. All appeals shall be submitted, in writing, to the WQCP Superintendent.

B. Administrative Actions

When a FSE fails to comply with an Abatement Order within the specified timeframe, civil and criminal penalties may be imposed upon the violator.

i. Civil and Criminal Penalties

Any user who willfully or negligently fails to comply with any regulation or condition of a discharge permit or permit issued hereunder, shall be subject to both civil and criminal liability. All enforcement and penalty provisions identified in the South San Francisco Municipal Code are in addition to and do not supersede or limit any other civil or criminal remedies. South San Francisco Municipal Code § 14.08.510 and 14.08.530. Potential civil and criminal liability shall be as follows:

Civil Liability: Potential civil liability shall include, but not be limited to, declaration of the violation as a public nuisance and strict liability for the sum of ten thousand dollars (\$10,000) for each day or portion thereof, as set forth in South San Francisco Municipal Code Section 14.08.530, and abatement proceedings, including the collection of abatement costs, as set forth in South San Francisco Municipal Code Sections 14.08.500, 14.08. 550, and 14.08.560. In addition, a user may be liable up to twenty-five thousand dollars (\$25,000) a day for each violation, as set forth in California Government Code Section 54740. South San Francisco Municipal Code § 14.08.530.

In lieu of the civil penalties set forth in California Government Code Section 54740, the City may impose administrative penalties in the following amounts, as set forth in California Government Code Section 54740.5: (1) up to three thousand dollars (\$3,000) for each day for failing or refusing to timely comply with any compliance schedule established by the City; (2) up to five thousand dollars (\$5,000) per violation for each day for discharges in violation of any waste discharge limitation, permit condition, or requirement issued, reissued, or adopted by the City; (3) up to ten dollars (\$10) per gallon for discharges in violation of any suspension, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the City. Furthermore, the amount of such civil administrative penalties that have remained delinquent for a period of 60 days shall constitute a lien against the real property of the discharger from which the discharge originated resulting in the imposition of the civil penalty. California Government Code § 54740.5(d)(5).

Criminal Liability: Criminal liability shall include, but not be limited to, misdemeanor prosecution under South San Francisco

Municipal Code Section 14.08.510. A person shall be guilty of a separate and distinct offense for each and every day during any portion of which any violation is committed, continued or permitted by any such person, and the user shall be punishable accordingly. South San Francisco Municipal Code §§ 1.24.0140, 14.08.510.

Injunction - Whenever a discharge of wastewater is in violation of the provisions of this plan or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, an injunction may be sought to restrain the continuance of such discharge. The City may petition the Superior Court for the issuance of a temporary or permanent injunction, or both, as the case may be, restraining the continuance of such discharge. The city may also seek an injunction against nondischarge violation of pretreatment standards or requirements. South San Francisco Municipal Code § 14.08.540.

Attachment I

CMC SEWER CODE

Subchapter Four: Regulation of Sewers and Restrictions on Discharge of Water and Waste

3.04.010 Purpose.

The Town of Colma has contractual arrangements with both the City of South San Francisco and the North San Mateo County Sanitation District for sewage disposal. This ordinance is intended to regulate and control the quantity and quality of sewage and industrial wastes and other substances as provided for herein; provide for source control of the quantity, quality and flow of sewage industrial waste, and other substances to maintain the respective treatment plants of South San Francisco and North San Mateo County Sanitation District at a level of operation which conforms with the standards and requirements of law; authorizes fees and charges; and provides for civil and criminal penalties for violation thereof.

To the extent that the laws and regulations of South San Francisco or the North San Mateo County Sanitation District may vary, it is further intended that this ordinance set forth where appropriate those provisions applicable only to the sewer facilities connected to the South San Francisco facilities and those provisions applicable only to sewer facilities connected to the North San Mateo County Sanitation District facilities.

[History: formerly § 3.300; ORD. 279, 11/10/82; ORD. 638, 12/14/05]

3.04.020 Disposal of Wastes.

It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner upon public or private property within the Town of Colma, or in any area under the jurisdiction of the Town of Colma, any human or animal excrement, garbage, or other objectionable waste.

[History: formerly § 3.302; ORD. 279, 11/10/82; ORD. 638, 12/14/05]

3.04.030 Treatment of Waste Required.

It shall be unlawful to discharge to any stream or watercourse any sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with provisions of this ordinance.

[History: formerly § 3.303; ORD. 279, 11/10/82; ORD. 638, 12/14/05]

3.04.040 Individual Sewage Disposal System.

(a) It shall be unlawful for any person to construct, enlarge, alter, repair, improve or replace a septic tank, cesspool, seepage pit, drainage field, leaching system or any type of individual sewage disposal system or any part thereof without first obtaining a permit under the provisions of Subchapter 6 relating to individual sewage disposal systems.

(b) It shall be unlawful for any person to maintain a septic tank, cesspool, seepage pit, drainage field, leaching system or any type of individual sewage disposal system or any part thereof on any property adjacent to or within 100 feet of a public sanitary sewer, except as provided in paragraphs (1) and (2) below:

(1) If the public sanitary sewer is installed after installation of the individual sewage disposal system, the individual sewage disposal system may be maintained for a period of two years after the public sanitary sewer is installed adjacent to or within 100 feet of the subject property or until July 1, 1989, whichever is later; or until such sooner time as the individual's sewage disposal system requires repair, improvement, alteration or replacement.

(2) Upon application to the City Council accompanied by a non-refundable fee of \$100.00, a permit to maintain an individual sewage disposal system may be granted by resolution of the City Council for a period of no more than three years upon finding by the City Council that the property in question is at least three acres in size and that, under all circumstances, connection with the City's sewer system would be unreasonable. The permit may contain any condition that the City Council deems appropriate. Permits may be renewed for periods not to exceed three years upon application to the City Council for a new permit, accompanied by a non-refundable fee of \$100.00.

[History: formerly § 3.304; ORD. 279, 11/10/82; ORD. 349, 05/13/87; ORD. 638, 12/14/05]

3.04.050 Regulation of Waste Water Discharges - South San Francisco System.

The restrictions with respect to any discharge into any sewer in Colma connected with the South San Francisco Water System are set forth in Subchapter Eight of Chapter Three of the Colma Municipal Code.

[History: formerly § 3.305; ORD. 279, 11/10/82; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.04.060 Regulation of Wastewater Discharges--North San Mateo County Sanitation District System.

The restrictions with respect to any discharge into any sewer in Colma connected with the North San Mateo County Sanitation District System are set forth in Subchapter Nine of Chapter Three of the Colma Municipal Code.

[History: formerly § 3.306; ORD. 279, 11/10/82; ORD. 286, 5/11/88; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.04.070 Special Provisions With Respect to Acceptance of Deleterious Wastes and Industrial Wastes.

The restrictions with respect to this section are set forth in Subchapter Nine of Chapter Three of the Colma Municipal Code.

[History: formerly § 3.307; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.04.080 Construction of Side Sewers and Connection With Main Sewers.

(a) *Permit Required.* It shall be unlawful to construct a side sewer, or make a connection with any main sewer, except as provided herein. Before commencement of construction of a side sewer, the owner shall obtain a permit from the Building Inspector and shall pay the fees in connection therewith.

(b) *Design and Construction Requirements.* Design and construction of side sewers shall be in accordance with the requirements of the approved sanitation agency owning the main sewer.

(c) *Separate Sewers.* No two buildings shall be permitted to join in the use of the same side sewer, except that one or more buildings located on property belonging to the same owner may be served with the same during the period of said ownership. Upon the subsequent subdivision and sale of a portion of said lot, the portion not directly connected to such main sewer shall be separately connected to such sewer.

(d) *Old Building Sewers.* Old building sewers may be connected with main sewers only when they are found, upon examination and test, to meet all requirements of the approved sanitation agency owning the main sewer.

(e) *Cleanouts.* Cleanouts in side sewers shall be provided in accordance with the Plumbing Code and the requirements of the approved sanitation agency owning the main sewer. All cleanouts shall be maintained watertight.

(f) *Low Sewers.* In all buildings in which any side sewer is too low to permit gravity flow to the main sewer, sanitary sewage carried by such side sewer shall be lifted by artificial means meeting the requirements of the approved sanitation agency owning the main sewer, and discharged to the main sewer at the expense of the owner.

(g) *Connection to Main Sewer.* The connection of any side sewer to the main sewer shall be at the applicant's expense and shall be made in accordance with the requirements of the approved sanitation agency owning such main sewer. No such connection shall be made until approved by the Building Inspector. Any damage to the main sewer shall be repaired in accordance with the requirements of the approved sanitation agency owning such main sewer at the cost of the applicant.

(h) *Maintenance.* Side sewers shall be maintained by the owner of the property served thereby. Where the side sewer provides service to single family residential units with common walls, condominium, stock cooperative, community apartment or other similar improvements, the obligation to maintain the side sewer shall be in the homeowners' association or other entity responsible for the maintenance of the property and facilities owned in common.

[History: formerly § 3.308; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.090 Construction and Extension of Public Sewers.

(a) *Permit.* No person shall construct or extend any public sewer or any sewer designed and intended to combine with any other public sewer as a main sewer, without obtaining a permit from the Building Inspector and paying the fee in connection therewith, and a permit from an approved sanitation agency and paying the fee in connection therewith. The provisions of this section shall not apply to contractors performing under a contract with the Town of Colma or an approved sanitation agency.

(b) *Design and Construction.* Design and construction of public sewers shall be in accordance with the requirements of the approved sanitation agency owning the main sewer to which the public sewer is to be connected.

[History: formerly § 3.309; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.100 Relief on Application.

When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to his premises, he may make written application to the Council, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his premises. If such application be approved, the Council may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances; provided however that no such resolution shall be effective without the prior written approval of the District Manager of the District servicing or to service the premises.

[History: formerly § 3.310; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.110 Relief on Council's Own Motion.

The Council may, on its own motion, find that by reason of special circumstances any provision of this regulation and ordinance should be suspended or modified as applied to a particular premises and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof; provided however that no such resolution shall be effective without the prior written approval of the District Manager of the District servicing or to service the premises.

[History: formerly § 3.311; ORD. 279,11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.120 Powers and Authorities of Inspectors.

The Building Inspector shall carry evidence establishing his position as an authorized representative of the Town of Colma, and upon exhibiting the proper credentials and identification shall be permitted to enter, along with an agent of an approved sanitation agency, in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, reinspection, observation, measurement, sampling, testing and otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the Town of Colma or an approved sanitation agency. All owners shall be held strictly responsible for any and all acts of agents or employees done under this ordinance. Upon being notified by the Building Inspector of any defect arising therefrom in any sewer, or of any violation of this ordinance, the person or persons having charge of said work shall immediately correct the same.

[History: formerly 3.312; ORD. 279,11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.130 Fees for Connecting to City of South San Francisco Sewer System.

(a) Connection charges for single family units, multiple dwellings, commercial, industrial, public and other uses and for changes in use of existing properties, within or without the boundaries of Colma, must be paid to Colma by the owner, or by any other person obligated to pay such charge, who desires the connection of any such property to the sewerage works of the city of South San Francisco or to make any changes in existing connections thereto. No connection fee shall be charged for the re-routing of existing service connections from one sewer line to another.

(b) A sewer connection fee shall be paid by the user or parcel owner for connection to a public sanitary sewer at the time the building permit is issued, or if no building permit is necessary, prior to the time the connection is operational. When a change in use from residential to commercial or institutional occurs, the difference in connection charges shall be paid. A Equivalent dwelling unit (EDU)@ is the amount and strength of sewage equivalent to that discharged by a single-family residence. By definition, a single-family residence is one EDU, and an apartment or duplex with two dwelling units would be two EDUs.

(c) Sewer connection fee shall be determined for each class of user in accordance with the following schedule, where

- (1) the number of EDU = $(0.00359 \times Q) + (0.388 \times \text{BOD}) + (0.463 \times \text{TSS})$,
- (2) Q is the gallons per day of sewage to be discharge,
- (3) BOD is the pounds per day of biochemical oxygen demand to be discharged, and

- (4) TSS is the pounds per day of total suspended solids to be discharged:

Calendar Year	Connection Fee Rate (Dollars per EDU)
2005	\$1,554
2006	\$1,596
2007	\$1,639
2008	\$1,683
2009	\$1,729
2010	\$1,775

- (d) The minimum connection fee shall be the connection fee for one EDU.

[History: formerly § 3.313; ORD. 279, 11/10/82; ORD. 340, 11/12/86; ORD. 416, 6/13/90; ORD. 515, 7/9/97; ORD. 534, 7/8/1998; ORD. 618, 6/16/04; ORD. 632, 7/13/2005; ORD. 638, 12/14/05]

3.04.140 Fees for Connecting to North San Mateo County Sanitation District Sewer System.

Connection charges for single family units, multiple dwellings, commercial, industrial, public and other uses and for changes in use of existing properties shall be paid to Colma by the owner, or by any other person obligated to pay such charge, who desires the connection of any such property to the sewerage works of the North San Mateo County Sanitation District or to make any changes in existing connections thereto. No connection fee shall be charged for the re-routing of existing service connections from one sewer line to another. Said connection fees are set forth below as follows:

(a) Single-Family Residential Dwellings

(1) Dwelling units in any one 12 month period by a builder/developer or any subsidiary, partner or joint venture with no more than 33 fixture units per residential unit: \$2,600 Minimum per D/U

(2) New Single Family Residence with Secondary Unit (up to an additional 33 fixture units for the single family and up to 11 fixture units for the secondary unit) \$3.485 per both units

(3) Conversion of Single Family Residence to one with Secondary Unit (up to an additional 11 fixture units for conversion) \$550 per second unit

plus, as to Item (1)(A) above, if there is in excess of 33 fixture units, and additional \$63 per fixture unit;

plus, as to Item (1)(A) above, common facilities.....\$63 per fixture unit

(b) Multiple Residential Dwelling

- (1) Up to and including 21 fixture units, \$1,975 Minimum per D/U
 - (2) Plus, in excess of 21 fixture units, \$63 per fixture unit
 - (3) Plus, common facilities, \$63 per fixture unit
 - (c) Commercial, Industrial, Public and Other Uses: \$63 per fixture unit, \$3,150 Minimum
 - (d) Condominium Conversion: Difference between charges initially paid for connection as a multiple dwelling, as credited against charges for single dwellings in effect at time of conversion to condominium \$63 Minimum per D/U
 - (e) Change of use Alteration or Addition to Existing Connection
 - (1) For change of use alteration or addition to connection, \$63 Minimum
 - (2) Plus, for each fixture unit in excess of 33, \$63 per fixture unit
 - (f) *Special Connection Charges.* In addition to the above fees, District may impose charges based on type of use, discharge, or impact on District facilities, to provide the equitable distribution of the cost of District's wastewater system.
 - (g) *Swimming Pools.* \$63 per fixture unit, where:
 - (1) 2" Discharge Pipe = 4 fixture units
 - (2) 3" Discharge Pipe = 6 fixture unite
 - (3) 4" Discharge Pipe = 8 fixture units
- [History: formerly § 3.313.1; ORD. 340, 11/12/86; ORD. 416, 6/13/90; ORD. 515, 7/9/97; ORD. 534, 7/8/98; ORD. 618, 6/16/04; ORD. 632, 7/13/2005; ORD. 638, 12/14/05]

3.04.150 Fees and Deposits, Miscellaneous

- (a) Industrial Waste Discharge Permit

Waste constituent and volume unit charge:

Dischargers who are required to obtain an Industrial Waste Discharge Permit will pay a sewage disposal charge based on waste strength and volume calculated as follows: (i) the unit charge for each waste constituent multiplied by the allowable limit for that constituent in the discharger's permit, plus (ii) the unit charge for volume multiplied by the volume based on the capital and operating costs of collection, treatment, and disposal. In addition to the sewage disposal charge, the discharger shall pay all applicable permit and monitoring charges.

- (b) Annexation Fees

(1) Preliminary Application - \$50.00

(2) Annexation Fee Deposit in a sum estimated to equal engineering, legal and publication costs, and all other costs which may be incurred in preparing and examining maps, legal descriptions and other documents in relation thereto, and other expenses regularly incurred in connection therewith. In addition, owner shall bear the expense of any filing fees or other fees required by the Local Agency Formation Commission or other state or local agency having jurisdiction over said annexation.

(3) Assessment Connection Charge

For any unit or lot, or part of said property which may be annexed that abuts on or can be directly served by any existing sewerage works of the District constructed or acquired pursuant to a special assessment proceeding, an additional connection charge equal to the amount which said property would have been assessed for said improvement shall also be collected and paid for the privilege of using said sewerage works. Said sum shall not include any amounts for which bonds of the District are then outstanding and to which said property is or shall become subject.

(4) Environmental Quality Act Fees

Owner or beneficially interested party shall deposit with the appropriate sanitation agency the estimated cost of District preparation of materials, reports and the making of evaluations of the proposed project as estimated by the District Manager.

[History: formerly § 3.314; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.160 Fees for Sewer Service Provided Through City of South San Francisco Sewer System.

(a) Sewer service charges shall be paid to Colma for any connection to and use of the sewerage works of the City of South San Francisco, as stated in table 3.04.160, where:

(1) Restaurant, Institutional and Commercial Rates are calculated by: (a) measuring the annual water use at the parcel and multiplying this number by the inflow rate shown in table 3.04.060 or (b) measuring the annual sewer flow from the parcel and multiplying this number by the effluent rate shown in table 3.04.160 for restaurant, institutional, or commercial users.

(2) Industrial Rates are calculated by measuring the annual amount of flow, chemical oxygen demand and solids from the parcel and multiplying these numbers by the respective rates shown in table 3.04.160. Separate sewer rates are calculated for each component and then added for the total sewer fee for the parcel.

(3) Septage *rates* are calculated by multiplying the gallons of flow discharged from the septic pumper by the septage rate shown in table 3.04.160.

Table 3.04.160 Sewer Service Rates for Sewer Service Provided by City of South San Francisco By Fiscal Year (FY)

User Class	Basis for Rate Calculation (Unit)	FY 2005-06	FY 2006-07	FY 2007-08	FY 2008-09
<i>Residential</i>	Dwelling Unit	\$1.00	\$1.00	\$1.00	\$1.00
<i>Trailers</i>	Each trailer unit	\$272	\$296	\$323	\$384
<i>Restaurants</i>	100 cubic feet inflow	\$8.982	\$9.79	\$10.671	\$11.631
	or effluent	\$9.979	\$10.877	\$11.856	\$12.923
<i>Institutional</i>	100 cubic feet inflow	\$3.169	\$3.454	\$3.765	\$4.104
	or effluent	\$3.521	\$3.838	\$4.183	\$4.559
<i>Light Commercial</i>	100 cubic feet inflow	\$3.927	\$4.280	\$4.665	\$5.085
	or effluent	\$4.364	\$4.757	\$5.185	\$5.652
<i>Moderate Commercial</i>	100 cubic feet inflow	\$6.146	\$6.669	\$7.302	\$7.960
	or effluent	\$6.830	\$7.445	\$8.115	\$8.845
<i>Industrial, Monitored</i>					
Flow:	100 cubic feet inflow	\$2.353	\$2.565	\$2.796	\$3.047
Flow:	or effluent	\$2.615	\$2.850	\$3.106	\$3.386
Chemical Oxygen Demand:	Pounds	\$0.244	\$0.266	\$0.290	\$0.316
Solids:	Pounds	\$0.790	\$0.861	\$0.939	\$1.023
<i>Septage Haulers</i>	Gallons	\$0.168	\$0.183	\$0.199	\$0.217

(b) As used in this section, the following terms shall have the respective meanings shown:

(1) The "Institutional" class of users means schools, colleges, rest homes, hospitals, clubs, lodges and similar uses.

(2) "Light Commercial" class of users means bars (without dining facilities), car washes, department and retail stores, hotels, motels (without dining facilities), laundromats, professional and business offices, banks, savings and loan associations, warehouses, auto rentals (without repair shops), newspapers, commercial printing shops, freight and drayage services, barbershops, shoe repair shops, camera shops, plating shops, wood and furniture fabricators, heating and appliance stores, drug stores, auto supply stores, general contractors' offices, public administration offices, health services, legal services, dry cleaners, metal fabricators, lumber companies, laundry services, sheet metal shops, and similar uses with wastewater strengths less than or approximately equivalent to residential strength.

(3) "Moderate Commercial" class of users means auto/gas service stations, auto steam cleaners, auto rentals (with repair shops), bakeries, beauty and hair salons, commercial laundries, mortuaries, lodges (with dining facilities), radiator repair shops, markets (with garbage disposals), ice cream parlors, candy manufacturers, food preparation and caterers, sandwich shops, drive-in theaters, creameries, roofers, chemical preparations, machine shops, photo/film processors, rug, carpet, upholstery

cleaners, foundries, ceramics studios, oil services, transmission services, sanitation services, furriers, drum and barrel cleaners, and similar classes of uses with wastewater strengths significantly greater than residential strength. A user in this class will be reclassified to the light commercial use classification if it adequately demonstrates to the city engineer it is discharging only segregated or wastewater equivalent in strength to residential wastewater.

(4) "Monitored and Industrial" class of users means manufacturers, processors, producers, laundries, photo finishers, painting services, packagers and similar uses whose wastewater are monitored by the city.

(5) "Septage Waste Haulers" means commercial businesses, which haul to and dispose of septage waste at the Water Quality Control Plant.

(c) The minimum charge for users in each class other than residential users shall be \$272 per facility for FY 2005-06, \$296 per facility for FY 2006-07, \$323 per facility for FY 2007-08, and \$384 per facility for FY 2008-09.

[History: formerly § 3.315; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 416, 6/13/90; ORD. 515, 7/9/97; ORD. 534, 7/8/97; ORD. 558, 7/14/99; ORD. 582, 6/14/00; ORD. 589, 7/11/01; ORD. 604, 7/9/03; ORD. 618, 6/16/04, Ord. 632, 7/13/05; ORD. 638, 12/14/05]

3.04.170 Fees for Sewer Service Provided Through NSMCSD Sewer System.

Sewer service charges shall be paid to Colma for any connection to and use of the sewerage works of the North San Mateo County Sanitation District, as follows:

- (1) *Residential Dwelling Units.* An annual sewer service charge in the sum of \$1.00 shall be paid to Colma for each residential dwelling unit connecting to the sewerage works of the North San Mateo County Sanitation District;
- (2) *Other Establishments, effective July 1, 2006.* From and after July 1, 2006, the rates for sewer service for all establishments other than residential dwelling units shall be four dollars and thirty-eight cents (\$4.38) per hundred (100) cubic feet of water consumption, calculated on the basis of two months' average winter water consumption annualized, with a minimum of forty-eight dollars and seventy-four cents (\$48.74) per annum.
- (3) *Other Establishments, effective July 1, 2007.* From and after July 1, 2007, the rates for sewer service for all establishments other than residential dwelling units shall be four dollars and eighty-two cents (\$4.82) per hundred (100) cubic feet of water consumption, calculated on the basis of two months' average winter water consumption annualized, with a minimum of fifty-three dollars and sixty-two cents (\$53.62) per annum.

[History: formerly § 3.315.1; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 416, 6/13/90; ORD. 515, 7/9/97; ORD. 534, 7/8/97; ORD. 558, 7/14/99; ORD. 582, 6/14/00, ORD. 589, 7/11/01; ORD. 618, 6/16/04; ORD. 632, 7/13/2005; ORD. 638, 12/14/05, ORD. 648, 7/12/06; ORD. 650, 9/26/06]

3.04.180 Payment of Sewer Service Charges.

Sewer service charges shall become payable on June 30 of each year for the next succeeding year with respect to all buildings completed prior thereto, and shall be paid in accordance with the provisions of the ordinance or ordinances of Colma, as may be amended from time to time, relating to the collection of sewer charges on the tax roll. Where a sewer service charge is not entered on the tax roll for collection with respect to any building sewer which is initially connected between July 1 and the next following June 30, or where the building, to which the initial connection is made, is not completed until the period between July 1 and the next following June 30, a prorated sewer service charge shall be estimated and determined by the City Engineer and said prorated service charge shall be paid by the owner of the building. No certificate of occupancy shall be issued until the said sewer service charge is paid.

[History: formerly § 3.316; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.190 Fees: Permit and Inspection.

(a) Single Residential Dwelling

One single residential dwelling unit (SRDU).....\$100.00/SRDU

(b) Multiple Residential Dwelling

For each building sewer installation.....\$100.00/installation

(c) Commercial, Industrial, Public and Other Uses

For each building sewer installation.....\$100.00/installation

(d) Industrial Waste Discharge Permit Required Use

In a sum equal to District's cost for processing the Industrial Waste Discharge

Permit Application and Permit, reviewing proposed monitoring programs, and inspecting pretreatment and monitoring facilities.....\$500 Minimum

If District's estimate of expenses exceeds the minimum fee of \$500 per permit by 25% the fee shall be based on said estimated cost.

(e) Public Sewer Construction

(1) Encroachment Permit \$70.00

(2) Inspection Charge-In a sum equal to District's costs for inspection but not limited to staff's hourly rate, plus benefits, transportation and administrative costs.

\$70.00 Minimum

(f) Alteration of Existing Use or Installation.

\$70.00 minimum

(g) *Additional Fees for Unauthorized Connections.* In the event any part of a sewer is stored or altered without the issuance of a permit and the inspection of said sewer, the fee for the issuance of said permit and the inspection of said sewer shall be double the amounts listed above, plus an additional fee of \$100 to District for issuing an Encroachment Permit. Said fee shall be paid upon submittal of an application form provided by District.

[History: formerly § 3.317; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 340, 11/12/86; ORD. 618, 6/16/04; ORD. 638, 12/14/05]

3.04.200 No Discharge or Release of Indebtedness.

Any amendment to the fee schedules in this code shall not discharge or release any person from any indebtedness arising from failure to pay any sum due and owing under any prior ordinance of the Town of Colma establishing sewer service fees or sewer connection fees.

[History: formerly § 3.317.5, ORD. 286, 5/11/83; ORD. 618, 6/16/04; ORD. 638, 12/14/05]

3.04.210 Notification.

It shall be the duty of the person doing the work authorized by permit to notify the Town of Colma, in writing, that said work is ready for inspection. Such notification shall be given not less than 48 hours, Saturdays, Sundays and Holidays excluded, before the work is ready to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by Colma before giving the above notification.

[History: formerly § 3.318; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.220 Condemned Work.

When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to that effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of Colma.

[History: formerly § 3.319; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.230 All Costs Paid By Owner.

All costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued shall be borne by the owner. The owner shall indemnify Colma from any loss or damage that may directly or indirectly be occasioned by the work.

[History: formerly § 3.320; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.240 Street Excavation Permit.

A separate permit must be secured from the City or any other person having jurisdiction thereover by owners or contractors intending to excavate in a public street for the purpose of installing sewers or making sewer connections.

[History: formerly § 3.321; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.250 Liability.

Colma and its officers, agents, and employees shall not be answerable for any liability or injury or death to any person, or damage to any property, arising during or growing out of the performance of any work by such applicant. The applicant shall be answerable for and shall save Colma and its officers, agents and employees harmless from any liability imposed by law upon Colma or its officers, agents or employees, including all costs, expenses, fees and interest incurred on defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein.

[History: formerly § 3.322; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.260 Time Limit on Permits.

If work under a permit is not commenced within six months from the date of issuance of the permit, or if after partial completion the work be discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

[History: formerly § 3.323; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.270 Notice of Violation.

Any person found to be violating any provision of this ordinance shall be served with written notice stating the nature of the violation and providing a time limit for the satisfactory correction thereof. Said time limit shall be not less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this or any other ordinance, rule or regulation.

[History: formerly § 3.330; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.280 Disconnection.

As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation the City or the appropriate sanitation agency shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the agency. Upon disconnection the agency shall estimate the cost of disconnection from and reconnection to the system, and owner shall deposit with the agency a sum equal to such estimate, before such user is reconnected to the system. The manager shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

[History: formerly § 3.331; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.290 Public Nuisance Abatement.

During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon the City shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnecting, there is to be paid to the City a reasonable attorney's fee and cost of suit arising in said action.

[History: formerly § 3.332; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.300 Means of Enforcement Only.

The City hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

[History: formerly § 3.333; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.310 Misdemeanor.

Each and every connection or occupancy in violation of this ordinance shall be deemed a separate violation and each and every day or part of a day a violation of this ordinance continues shall be deemed a separate offense hereunder and shall be punishable as such.

[History: formerly § 3.334; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.320 Liability for Violation.

Any person violating any of the provisions of this ordinance shall become liable to the City or the appropriate sanitation agency for any expense, loss or damage occasioned by reason of such violation.

[*History:* formerly § 3.335; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

3.04.330 Protection from Damage.

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is a part of the sewerage works of the City of South San Francisco or the North San Mateo County Sanitation District.

[*History:* formerly § 3.336; ORD. 279, 11/10/82; ORD. 286, 5/11/83; ORD. 638, 12/14/05]

Subchapter Six: Individual Sewage Disposal Systems.

3.06.010 Individual Sewage Disposal Systems, Permit For.

It shall be unlawful for any person, whether as principal, servant, agent or employee to construct, enlarge, alter, repair, improve or replace a septic tank, cesspool, seepage pit, drainage field, leaching system or any other type of individual sewage disposal system, or any part thereof, in or upon any property in the Town of Colma without first having obtained a permit to do so from the Health Officer.

[History: formerly § 3.500; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.020 Same: Chemical Toilets, Permit For.

It shall be unlawful for any person whether as principal, servant, agent or employee to install or replace a chemical toilet installation in or upon any property in the Town of Colma without first having obtained a permit to do so from the Health Officer; provided, however, that no permit shall be required for the installation of such chemical toilets for temporary use upon property where a building or other structure is being constructed during the period of such construction.

[History: formerly § 3.500.1; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.030 Same: Permit Fees.

No permit shall be issued under this chapter unless the applicant therefore has previously paid the following non-refundable filing fees:

(a) Where a permit is sought for the construction of a new individual sewage disposal system under Section 3.06.010 of the Code, the filing fee therefore shall be the sum of One Hundred Dollars (\$100.00).

(b) Where an examination of property is sought to determine whether a new individual sewage disposal system permit under Section 3.06.010 of this Code can be issued at a future date, the filing fee therefore shall be the sum of Fifty Dollars (\$50.00). If such examination approves the issuance of such permit and application for such permit is made within one year, the filing fee for such examination shall be credited towards the filing fee for such permit.

(c) Where a permit is sought for the enlargement, alteration, repair, or improvement of an individual sewage disposal system under Section 3.06.010 of this Code, the filing fee therefore shall be the sum of Fifteen Dollars (\$15.00).

(d) Where a permit is sought for a chemical toilet under Section 3.500.1 of this Code, the filing fee therefore shall be the sum of Ten Dollars (\$10.00).

The filing fees set out in subsections (a) and (b) hereinabove shall be paid by the applicant at the time of application for a permit to construct, enlarge, alter, repair, or improve an individual

sewage disposal system or to install or replace a chemical toilet, and prior to the inspection of the site of any such construction, enlargement, alteration, repair, or improvement of an individual sewage disposal system or installation or replacement of a chemical toilet. The fee established by subsection (b) hereinabove shall be paid prior to any examination. Filing fees shall not be refunded to the applicant whether or not the City grants him the permit applied for pursuant to subsections (a) and (b) hereof or approves the issuance of a permit pursuant to subsection (b) hereof.

In the event, however, the City fails to process applications under subsections (a) and (c) hereinabove, or to make an examination under subsection (b) hereinabove, it shall return to the applicant any filing fee paid by him.

[History: formerly § 3.501; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.040 Definitions.

(a) *Sewage* means any and all waste, substance, liquid or solid, associated with human habitation or which contains or may be contaminated with human or animal excreta, excrement, offal or any feculent matter or matters, or substances that may be injurious or dangerous to health, either directly or indirectly.

(b) *Chemical Toilet* means and includes any toilet or water closet constructed, installed or placed for the purpose of having deposited therein sewage which is disposed of by a chemical process than by discharge into a sewer system for treatment in the sewage treatment plant of a public agency or district.

(c) *Health Officer* means the City Health Officer of the Town of Colma or his authorized representative.

[History: formerly § 3.501; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.050 Locations.

(a) No septic tank shall be located within five (5) feet of any building used as a dwelling; within ten (10) feet of any property line; within fifty (50) feet of any well or twenty (20) feet of the top of the bank of a stream or twenty-five (25) feet of a swimming pool.

(b) No drainage field or leaching system shall be located within five (5) feet of any building used as a dwelling; within ten (10) feet of any property line; within seventy-five (75) feet of any well; within twenty (20) feet of the top of the bank of a stream, ditch or cut slope; or within twenty-five (25) feet of a swimming pool.

(c) No seepage pit shall be located within ten (10) feet of any building used as a dwelling; within ten (10) feet of any property line; within one hundred (100) feet of a swimming pool; or within twenty (20) feet of the top of the bank of a stream, ditch or cut slope.

(d) Any deviations from subsections (a), (b), or (c) above shall be with the approval of the Health Officer expressed in writing.

[History: formerly § 3.502; ORD. 267, 1/13/82; ORD. 638, 12/14/05].

3.06.060 Type of Installations.

The type and manner of construction and installation of individual sewage disposal system shall conform to size and extent recommended in bulletins issued jointly by the Health Officer and the Building Inspector and on file in both of said offices. Those installations requiring special consideration shall meet a design approved by the Health Officer.

The use of pit privies and cesspools for permanent installations is generally prohibited and shall not be permitted except in unusual circumstances upon a written determination that no health problem exists by the Health Officer. Any such approval shall set forth the terms and conditions upon which the use of a pit privy or cesspool shall be permitted.

[History: formerly § 3.503; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.070 Installation.

This chapter in no way prohibits an owner from constructing and installing his or her own sewage system, providing that all of the provisions of this chapter are complied with.

[History: formerly § 3.504; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.080 Permit Prohibited Where Property Adjacent to Public Sanitary Sewer.

No permit shall be granted under this chapter with respect to an individual sewage disposal system where the property is adjacent to or within 100 feet of a public sanitary sewer, except with respect to an individual sewage disposal system permitted under subparagraphs (a) or (b) of section 3.04.040 of the Municipal Code of the Town of Colma.

[History: formerly § 3.504.1; ORD. 349, 5/13/87; ORD. 638, 12/14/05]

3.06.090 Plot Plans, Inspections and Other Requirements for Buildings or Structures.

(a) Each applicant for a permit to install an individual sewage disposal system pursuant to this chapter shall, at the time of making such application, submit a plot plan which shall show the following:

(1) The existing property lines of the property in or upon which the disposal system is to be placed in relation to streets and highways and surrounding properties.

(2) The location of all existing or proposed buildings, structures, driveways, patios and similar installations upon the property.

(b) Initial inspection of the property in or upon which each individual sewage disposal system is to be placed shall be made by the Health Officer to determine the feasibility of a rural sewage disposal system functioning properly. This may mean having percolation tests made by the owner of the property, or his representative, under the supervision of the Health Officer. A permit will not be issued if, in the opinion of the Health Officer, the proposed disposal system will not function in a sanitary manner due to lack of porosity of ground or by reason of inadequate area available for the proposed disposal system.

(c) Final inspection of each installation shall be made by the Health Officer before the individual sewage disposal system, or any part thereof, is back-filled or covered.

[History: formerly § 3.505; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.100 Regulations.

Individual sewage disposal systems, where permitted, must comply with the regulations governing the approval of individual sewage disposal systems in San Mateo County as adopted pursuant to Section 8506, Chapter 6, Division VII of the San Mateo County Ordinance Code, and such amendments thereto as may be issued by the Health Officer.

[History: formerly § 3.506; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

3.06.110 Expiration of Permit.

(a) Each permit issued pursuant to this chapter shall expire and become null and void if the work authorized thereby has not been commenced within ninety (90) days after the permit has been issued.

(b) If, after the commencement of the installation of a sewage disposal system authorized by a permit issued pursuant to this chapter and before completion thereof, the project is abandoned for a continuous period of ninety (90) days then the permit therefore shall expire and become null and void.

(c) Upon the expiration of any permit as herein provided, no further work may be done in connection with the installation of the sewage disposal system unless and until a new permit for such purpose is issued in accordance with this chapter.

[History: formerly § 3.06.110; ORD. 267, 1/13/82; ORD. 638, 12/14/05]

Subchapter Seven: Election of Sewer Service Charges for Each Fiscal Year

3.07.010 Short Title.

This ordinance may be cited as *Colma Sewer Service Charge Code*.

[History: formerly § 3.601; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.020 Definitions.

Unless the context otherwise indicates, terms used herein have the following meanings:

- (a) *Colma* means the Town of Colma;
- (b) *City Council* is the City Council of Colma;
- (c) *Sewer service charges* means fees, tolls, rates, rentals or other charges for services and facilities furnished by Colma in connection with its sanitation or sewerage system;
- (d) *Premise* means any house, habitation or other structure requiring sewage disposal services;
- (e) *Person*. [See, section 1.01.100]
- (f) *Report* means the report referred to in Section 5473 of the Health and Safety Code of the State of California.

[History: formerly § 3.602; ORD. 320, 04/10/85; ORD. 638, 12/14/05, ORD. 643, 4/12/06]

3.07.030 Alternate Procedure.

The Council hereby declares that the procedure established herein for the collection of sewer service charges is an alternative procedure which shall be in addition to the authority provided in Subchapter Three of Chapter Three of the Colma Municipal Code, and in addition to the authority granted to Colma pursuant to any other law. If, for any reason, any premise having a sewer against which a sewer service charge is prescribed does not appear on the tax roll of the County of San Mateo, Colma shall collect said charge by any other procedure available to Colma pursuant to ordinance or law.

[History: formerly § 3.603; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.040 Separability.

The Council hereby declares that it would have passed this code section and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses or phrases be declared unconstitutional. If any provision of this code section or application thereof to any person or circumstance is held

invalid, the remainder of the code section or the application of such provision to other persons or circumstances shall not be affected thereby.

[History: formerly § 3.604; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.050 Election to Collect on Tax Roll.

Colma hereby elects, pursuant to Section 5473 of the Health and Safety Code to have the sewer charges collected on the tax roll of San Mateo County in the manner provided by law and this code section.

[History: formerly § 3.605; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.060 Report.

A written report shall be prepared and filed with the City Clerk which shall contain a description of each parcel of real property located in Colma and upon which is situate a premise receiving such services and facilities, and the amount of the charge for each parcel for said year, computed in conformity with the charges prescribed by ordinance.

[History: formerly § 3.606; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.070 Hearing on Report.

The regular City Council meeting of July of each year, at the hour of 7:30 p.m., at the regular meeting place of said Council, City Hall, Colma, California, are hereby fixed as the time and place for hearing on said report filed with the City Clerk of Colma, and the Clerk shall publish notice of said hearing and of the filing of said report once a week for two successive weeks prior to the date set for hearing in a weekly newspaper of general circulation within Colma.

[History: formerly § 3.607; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.080 Final Determination of Charges.

Upon the conclusion of the hearing on the report, the Council will adopt, revise, change, reduce or modify any charge, or overrule any or all objections and shall make its determination upon each charge as described in said report, which determination shall be final.

[History: formerly § 3.608; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.090 Filing of Report with County Controller.

On or before the 10th day of August of each year, following the final determination of the Council, the City Clerk shall file with the County Controller of San Mateo County a copy of said report with a statement endorsed thereon over the City Clerk's signature that it has been finally

adopted by the Council, and the County Controller shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll.

[History: formerly § 3.609; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.100 Lien.

The amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon on the first Monday in March in the year in which the sewer service charges are fixed. The Tax Collector of the County of San Mateo shall include the amount of the charges on bills for taxes levied against the responsible lots and parcels of land.

[History: formerly § 3.610; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.110 Tax Bill.

Thereafter, the amount of the charges shall be collected at the same time and in the same manner and by the same persons as, together with and not separately from, the general taxes for Colma, and shall be delinquent at the same time and, thereafter, be subject to the same penalties for delinquency.

[History: formerly § 3.611; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.120 Collection.

All laws applicable to the levy, collection and enforcement of general taxes of Colma, including but not limited to those pertaining to the matters of delinquency, correction, cancellation, refund and redemption, are applicable to such charges.

[History: formerly § 3.612; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.130 Compensation of County.

The Tax Collector may, in his discretion, issue separate bills for such charges and separate receipts for collection on account of such charges. The County shall be compensated for services rendered in connection with the levy, collection and enforcement of such charges for Colma in an amount to be fixed by agreement between the Board of Supervisors and the Council. The compensation shall not exceed one per cent of all money received. The compensation, if any, shall be paid into the County salary fund.

[History: formerly § 3.613; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.140 Use of Revenues.

Revenues derived under this ordinance shall be used only for the acquisition, construction or reconstruction, maintenance and operation of sanitation or sewage facilities of Colma, and to

repay principal and interest on bonds issued for the construction of such sanitary or sewerage facilities and to repay federal or state loans or advances made to Colma for the construction of or reconstruction of sanitary or sewerage facilities; provided, however, that such revenue shall not be used for the acquisition or construction of new local street sewers or laterals, as distinguished from main trunk, interceptor and out-fall sewers.

[History: formerly § 3.614; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

3.07.150 Provisions to Remain in Effect.

The provisions of this Chapter Three, Subchapter 7 shall remain in effect from the effective date of its adoption through fiscal year 2005-2006.

[History: formerly § 3.615; ORD. 320, 04/10/85; ORD. 638, 12/14/05]

Subchapter Eight: Water Quality Control - South San Francisco System

3.08.010 Purpose and Intent.

The Town of Colma has contractual arrangements with the City of South San Francisco for sewage disposal. It is the intent of this Subchapter to comply with the standard laws and regulations of South San Francisco with respect to sewer facilities connected to or affecting South San Francisco sewer facilities. This subchapter sets forth uniform requirements established by South San Francisco for direct and indirect contributors into the wastewater collection and treatment system for the City of South San Francisco and enables South San Francisco to comply with all applicable State of California laws (Water Code Section 1300 et seq.) and Federal laws required by the Clean Water Act of 1977 (33 U.S.C. Section 1251 et seq.) and the General Pretreatment Regulations (40 CFR, Part 403).

The objectives of this chapter are:

- (a) To prevent the introduction of pollutants into the municipal wastewater system which will upset or interfere with the operation of the system or contaminate the resulting sludge;
- (b) To prevent the introduction of pollutants into the municipal wastewater system which will pass through the system, inadequately treated, into receiving waters or the atmosphere, or otherwise be incompatible with the system;
- (c) To improve the opportunity to recycle and reclaim wastewaters and sludges from the system; and
- (d) To provide for equitable distribution of the cost of the municipal wastewater system;
- (e) To prevent the exposure of workers at the publicly owned treatment works and the collection system to chemical hazards.

This chapter provides for the regulation of direct and indirect contributors to the municipal wastewater system through the issuance of permits to certain nondomestic users, and through enforcement of general requirements for all users, authorizes monitoring and enforcement activities, requires user reporting, assumes that existing customer's capacity will not be preempted, and provides for the setting of fees for the equitable distribution of costs.

This chapter shall apply throughout Colma with respect to facilities connected to the sewer facilities of the City of South San Francisco, and to persons outside the city who are, by contract or agreement with the city, users of South San Francisco's water quality control plant. Except as otherwise provided herein, the superintendent of the water quality control plant shall administer, implement, and enforce the provisions of this chapter.

[History: formerly § 3.701; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.020 Definitions.

- (a) *Act.* The Federal Water Pollution Control Act, also known as the Clean Water Act, 33 U.S.C. Section 1251 et seq., as amended.
- (b) *Authorized Representative of Industrial User.* An authorized representative of an industrial user may be: (1) A principal executive officer of at least the level of vice president, if the industrial user is a corporation; (2) A general partner or proprietor if the industrial user is a partnership or proprietorship, respectively; (3) A duly authorized representative of the individual designated above if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.
- (c) *Biochemical Oxygen Demand (BOD).* The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, five days at 20 degrees centigrade expressed in terms of weight and concentration as milligrams per liter.
- (d) *Pretreatment Standards.* Pretreatment standards include national categorical pretreatment standards, national prohibited discharge standards, and the City's local limits.
- (e) *Chemical Oxygen Demand (COD).* The equivalent quantity of oxygen utilized during oxidation of organic and inorganic matter in wastewater under the conditions of the C.O.D. test described in standard methods, expressed in milligrams per liter.
- (f) *Contamination.* Impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease.
- (g) *Cooling Water.* The water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.
- (h) *Department of Environmental Services.* The San Mateo County Department of Environmental Services or any successor.
- (i) *Direct Discharge.* The discharge of treated or untreated wastewater directly to the waters of the State.
- (j) *Domestic or Residential Premises.* Of or pertaining to single family, duplex, or multiple family dwelling.
- (k) *Environmental Protection Agency (EPA).* The U.S. Environmental Protection Agency or one of its duly authorized officials.
- (l) *Garbage.* Solid wastes from the preparation, cooking and dispensing of foods, and from the handling, storage and sale of produce. "Properly ground garbage" is the waste from the preparation, cooking and dispensing of foods which have been ground to such a degree that all particles may be carried freely under the flow conditions normally prevailing in public sewers.

- (m) *Grab Sample.* A sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.
- (n) *Grease.* Greases, oils, fats, fatty acids, waxes, soaps, or other matter which is so determined in accordance with the standard methods examination for grease in polluted waters.
- (o) *Holding Tank Waste.* Any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.
- (p) *Indirect Discharge.* The discharge or the introduction of non-domestic pollutants from any source regulated under Section 307 (b), (c) or (d) of the Clean Water Act (CWA), into the water quality control facilities (including holding tank waste discharged into the system).
- (q) *Industrial User.* A source of indirect discharge (corresponding definition 40 CFR 403.8).
- (r) *Industrial Waste.* The gaseous, liquid and solid wastes from any producing, manufacturing or personal service industries, or from any processing operation of whatever nature, including the washing of vehicles, machines and equipment.
- (s) *Interference.* A discharge which, alone or in conjunction with a discharge or discharges from other sources, both inhibits or disrupts the POTW, its treatment processes or operations, or its sludge processes, use or disposal; and therefore, causes a violation of the POTW's National Pollutant Discharge Elimination System (NPDES) permit or prevents sewage sludge use or disposal in compliance with Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA), the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.
- (t) *Mass Emission Rates.* Pounds per day in waste or waste discharge of designated materials.
- (u) *National Categorical Pretreatment Standard.* Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act (33 U.S.C. 1317) which applies to the standards specified in 40 CFR Chapter I, Subchapter N, Parts 405-471.
- (v) *National Pollution Discharge Elimination System (NPDES) Permit.* A permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).
- (w) *National Prohibitive Discharge Standard or Prohibitive Discharge Standard.* Any regulation developed under the authority of Section 307(b) of the Act (33 U.S.C. 1347) and 40 CFR Section 403.5.
- (x) *Natural Outlet.* Any outlet into a watercourse, pond, ditch, lake, bay, ocean or other body of surface water, or into the ground water.

(y) *New Source.* Any building, structure, facility or installation from which there is, or may be, a discharge of pollutants, the construction of which began after the publication of proposed pretreatment standards pursuant to Section 307 (c) of the Clean Water Act which will be applicable to such source if such standards are promulgated, provided certain location and construction criteria are met.

(z) *Pass Through.* Discharge through the POTW to navigable waters which, alone or in conjunction with discharges from other sources, is the cause of a violation of the NPDES permit.

(aa) *Person:* [See, section 1.01.100]

(bb) *pH.* The logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

(cc) *Pollution.* The man-made or man-induced alteration of the chemical, physical, biological, or radiological integrity of water.

(dd) *Pollutant.* Any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock sand, cellar dirt, industrial, municipal or agricultural waste discharged into water.

(ee) *Pretreatment or Treatment.* The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the wastewater treatment system. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes by other means, except as prohibited by 40 CFR Section 403.6(d).

(ff) *Pretreatment Program.* A program to protect the water quality control facilities, its workers and the environment from adverse impacts that may occur when hazardous or toxic wastes are discharged into the sewage system.

(gg) *Pretreatment Requirements.* Any substantive or procedural requirement related to pretreatment, other than a national pretreatment standard imposed on an industrial user.

(hh) *Publicly Owned Treatment Work (POTW).* A treatment works as defined by Section 212 of the Act (33 U.S.C. 1292) which is owned in this instance by the Cities of South San Francisco and San Bruno.

(ii) *Sanitary Sewage.* Domestic or domestic-like sewage.

(jj) *Sewage.* (See Wastewater) Water-carried and liquid wastes from residences, business buildings, institutions and industrial establishments, together with such ground, surface, and storm waters as may be present, or any combination of such wastes and waters.

(kk) *Sewage Facilities.* The arrangement of devices and structures used for the transportation, treatment and disposal of sewage, including but not limited to, intercepting sewers, sewage treatment works, pumping plants, outfall sewers and appurtenances constructed, operated and maintained by the city for sewage disposal purposes.

(ll) *Sewer.* A pipe or conduit for carrying water, sewage and/or wastewater; and the following:

(1) *Building sewer* means a sewer conveying wastewater from the premises of a user to a public sewer.

(2) *Public sewer* means a sewer which is controlled by the city or other agency.

(3) *Sanitary sewer* means a sewer for domestic, commercial and industrial waste to which storm, surface and ground waters are not intentionally admitted.

(4) *Side sewer* means a sewer conveying the waste water of a discharge from a residence, building or other structure to a public sewer, including direct connections where permitted.

(5) *Storm sewer* means a sewer which carries storm and surface waters, but from which sewage and polluted industrial, commercial and institutional wastes are required to be excluded.

(mm) *Significant Industrial User.*

(1) All categorical industrial users (see National Categorical Pretreatment Standard);

(2) Any non-categorical industrial user that (a) discharges 25,000 gallons or more per day of process wastewater, or (b) contributes a process wastestream which makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the treatment plant, or (c) has a reasonable potential, in the opinion of the city, to adversely affect the POTW (i.e., inhibition, pass through of pollutants, sludge contamination, or endangerment of POTW and collection system workers).

(nn) *Standard Industrial Classification (SIC).* A classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1972, or any successor.

(oo) *Standard Methods.* The latest United States Environmental Protection Agency approved edition of "Standard Methods for the Examination of Water and Wastewater" prepared and published jointly by American Public Health Association, American Water Works Association, and the Water Pollution Control Federation on methods deemed equivalent by the Superintendent and the Water Quality Control Board for the San Francisco Bay region, herein referred to for definitions, laboratory procedures of analysis, tests (including test samples), and measurements.

(pp) *Storm Sewer.* A sewer which carries storm surface waters to San Francisco Bay, but from which sewage, polluted industrial, commercial and institutional wastes are required to be excluded.

(qq) *Storm Water.* Any flow occurring during or following any form of natural precipitation and resulting therefrom.

(rr) *Suspended Solids.* The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquids, and which is removable by laboratory filtering.

(ss) *Superintendent.* The Superintendent of the Water Quality Control Plant who is charged with certain duties and responsibilities by this chapter, or the superintendent's authorized representative.

(tt) *Toxic Pollutant.* Any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provision of Section 307(a) of the Act (33 U.S.C. 1317) or other acts.

(uu) *Upset.* Any incident in which one or more pollutants cause the removal efficiency for a treatment process at the POTW to be dramatically reduced.

(uu-2) *User* means any person who contributes, causes or permits the contribution of wastewater into the water quality control plant."

(vv) *Waste.* All waste substances, liquid, solid, gaseous or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, personal service industry, or processing operation of whatever nature.

(ww) *Wastewater.* The liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, whether treated or untreated, which is contributed into or permitted to enter the water quality control facilities.

(xx) *Water Quality Control Facilities.* A wastewater treatment works as defined by Section 212 of the Act (33 U.S.C. 1292), which is owned by South San Francisco. This definition includes any sewers that convey wastewater to the water quality control plant, but does not include pipes, sewers or other conveyances not connected to a facility providing treatment. For the purposes of this chapter, water quality control facilities shall also include any sewers that convey wastewaters to the plant from persons outside the city who are, by contract or agreement with the city, users of the city's water quality control facilities. The portion of the facilities designed to provide treatment to wastewater is the water quality control plant.

(yy) *Waters of the State or Watercourse.* All streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface or underground, natural or artificial, public or

private, which are contained within, flow through, or border upon the State or any portion thereof.

[History: formerly § 3.702; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05, ORD. 643, 4/12/06]

I. PERMITS

3.08.030 Wastewater Discharge Permits.

(a) It is unlawful to discharge without a permit into any natural outlet within the city or into the water quality control facilities any wastewater, except as authorized by the superintendent in accordance with the provisions of this chapter.

(b) All significant users proposing to connect to or to contribute to the water control facilities shall obtain a wastewater discharge permit from the superintendent before connecting to or contributing to any public sewer.

(c) Users required to obtain a wastewater discharge permit shall complete and file with the city an application in the form prescribed by the city, accompanied by a fee, as set forth in the city's fee schedule established by resolution of the City Council. Proposed new users shall apply at least ninety days prior to connecting to or contributing to the water quality control facilities. Users shall be classified as residential, institutional, commercial, or industrial. In support of the application, the users shall submit, in units and terms appropriate for evaluation, the following information:

- (1) Name, mailing address, and location of use (if different from the address), business license number and expiration date;
- (2) SIC number, according to the Standard Industrial Classification Manual;
- (3) Wastewater constituents and characteristics as determined by a reliable analytical laboratory. Sampling and analysis shall be performed in accordance with procedures established by the EPA pursuant to Section 304(g) of the Act (33 U.S.C. 1314) and contained in 40 CFR, Part 136;
- (4) Time and duration of contribution;
- (5) Average daily and thirty minute peak waste water flow rates, including daily, monthly and seasonal variations, if any;
- (6) Site plans, floor plans, mechanical and plumbing plans and details to show: all sewers, sewer connections, and appurtenances by the size, location and elevation;
- (7) Description of activities, facilities and plant processes on the premises, including all materials which are or could be discharged;

(8) Where known, the nature and concentration of any pollutants in the discharge which are limited by any City, state or federal pretreatment standards, and a statement, signed by an authorized representative of the user and certified to be a qualified professional, regarding whether or not the pretreatment standards are being met on a consistent basis and if not, whether additional operation and maintenance or additional pretreatment is required for the user to meet applicable pretreatment standards.

(9) If additional pretreatment operation and maintenance will be required to meet the pretreatment standards the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard.

The following conditions shall apply to this schedule:

- (A) The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.).
 - (B) No increment referred to in the preceding paragraph shall exceed nine months;
 - (C) Not later than fourteen days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the superintendent including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for the delay; and the steps being taken by the user to return the construction to the schedule established. In no event shall more than nine months elapse between such progress reports to the superintendent.
- (10) Each product produced by type, amount, process or processes and rate of production;
- (11) Type and amount of raw materials processed (average and maximum per day);
- (12) Number and type of employees, hours of operation of plant and proposed or actual hours of operation of pretreatment system;
- (13) A Baseline Monitoring Report (BMR) must be submitted, in compliance with, and containing all the information required by, 40 CFR 403.12-(b) and such other information as may be deemed by the City to be necessary to evaluate the permit application.

The BMR, 90-day compliance reports, and periodic compliance reports from Categorical Industrial Users must be signed by the appropriate official as specified in 40 CFR 403.12(1), and contain the certification statement in 40 CFR 403.6(a)(2)(ii).

The city will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the city may issue a wastewater discharge permit subject to terms and conditions.

[History: formerly § 3.710; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.040 Sewer Design and Construction.

All new sewers and connections to new and existing sewers shall be designed and constructed in accordance with the Uniform Building Code then in effect, and other applicable city ordinances. The applicant for a permit to construct sewers or connections shall furnish the chief building inspector with a copy of the wastewater discharge permit.

[History: formerly § 3.711; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.050 Permit Modifications.

Wastewater discharge permits subject to the National categorical pretreatment standards will be modified by the City, as soon as possible subsequent to a change in federal standards. Where a user, subject to a national categorical pretreatment standard, has not previously submitted an application for a wastewater discharge permit, the user shall apply for a wastewater discharge permit within one hundred eighty days after the promulgation of the applicable national categorical pretreatment standard. In addition, the user with an existing wastewater discharge permit shall submit to the superintendent within one hundred eighty days after the promulgation of an applicable federal categorical pretreatment standard the information required by Section 3.08.120.

[History: formerly § 3.712; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.060 Permit Conditions.

(a) Wastewater discharge permits shall be expressly subject to all provisions of this chapter and all other applicable regulations, user charges, and fees established by the city. Commercial and industrial users must maintain a current city business license. Permits may contain the following:

- (1) Limits on the average and maximum wastewater constituents and characteristics;
- (2) Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization;

- (3) Requirements for installation and maintenance of inspection, monitoring and sampling facilities and monitoring equipment;
 - (4) Specifications for source control and monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule;
 - (5) Compliance schedules;
 - (6) Requirements for submission of technical reports or discharge reports;
 - (7) Requirements for maintaining and retaining plant records relating to wastewater discharge, as specified by the city, and affording city access thereto;
 - (8) Requirements for notification to the City of any increased contributions of pollutants, changes in the nature of pollutants, or of any introduction of new wastewater constituents where such contributions would cause the POTW to violate its NPDES permit shall be applicable to all industrial users of the POTW (whether permitted or not). In compliance with 40 CFR 403.12(j) all IUs must notify the City prior to any increased contributions of pollutants, or changes in the character of pollutants in their discharges, including hazardous wastes;
 - (9) Requirements for notification of sludge discharges; and
 - (10) Pursuant to 40 CFR, 403.8(f)(2)(v), significant industrial users must have a plan to control slug discharges. The plan must contain at a minimum: (A) a description of discharge practices, including non-routine batch discharges; (B) description of stored chemicals; (C) procedures for immediately notifying the POTW of slug discharges, including any discharge that would violate a prohibition under 40 CFR 403.5(b), with procedures for follow-up written notification within five days.

If discharge sampling performed by an IU indicates a violation, the user shall notify the City within 24 hours of becoming aware of the violation. The user must also resample and submit the resampling to the City within 30 days.
 - (11) Industrial users must keep records of monitoring activities and results for a minimum of 3 years, or longer in the case of unresolved litigation, or when requested by the City.
 - (12) Other conditions as deemed appropriate by the City and in accordance with 40 CFR 403.12(g).
- (b) The superintendent, or the superintendent's designee, may amend the terms and conditions of a wastewater discharge permit or add new and different terms and conditions to meet the requirements of applicable Federal and State statutes, city ordinances and administration orders issued pursuant thereto.

[History: formerly § 3.713; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.070 Permit Duration.

Permits shall be issued for a specified time period, not to exceed five years. A permit may be issued for a period less than a year, or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of ninety days prior to the expiration of the user's existing permit. The terms and conditions of the permit may be subject to modification by the city during the term of the permit as limitations or requirements are modified or other just cause exists. The user shall be informed of any proposed changes in a permit at least thirty days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

[History: formerly § 3.714; ORD. 389, 04/12/89;; ORD. 638, 12/14/05]

3.08.080 Permit Transfer.

Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the approval of the city. Any succeeding owner or users shall also comply with the terms and conditions of the existing permit.

[History: formerly § 3.715; Ord. 389, 04/12/89; Ord. 638, 12/14/05]

3.08.090 Reporting Requirements for Permittee.

(a) Within ninety days following the date for final compliance with applicable pretreatment standards or, in the case of a new source, following commencement of the introduction of wastewater into the water quality control facilities, any user subject to pretreatment standards and requirements shall submit to the superintendent a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and requirements and the average and maximum daily flow for these process units in the user facility which are limited by such pretreatment standards or requirements. The report shall state whether the applicable pretreatment standards or requirements are being met on a consistent basis and, if not, what additional acts are necessary to bring the user into compliance with the applicable pretreatment standards or requirements. This statement shall be signed by an authorized representative of the industrial user, and certified by a qualified professional.

(b) Any user subject to a pretreatment standard, after the compliance date of such pretreatment standard, or, in the case of a new source, after commencement of the discharge into the water quality control facility shall submit to the superintendent during the months of June and December, unless required more frequently in the pretreatment standard or by the superintendent, a report indicating the nature and concentration of pollutants in the effluent which are limited by such pretreatment standards. In addition, this report shall include a record

of all daily flows which during the reporting period exceed the average daily flow reported. At the discretion of the superintendent, and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the superintendent may agree to alter the months during which the above reports are submitted.

(c) All industrial users shall notify, in writing, the City, the EPA Regional Waste Management Division Director, and state hazardous waste authorities of any discharge into the POTW of a substance, which if otherwise disposed of, would be a hazardous waste under 40 CFR, Part 261. The notification process should be in compliance with the specifics outlined in 40 CFR 403.12(p).

(d) The superintendent may impose mass limitations on users which are using dilution to meet applicable pretreatment standards or requirements or in other cases where the imposition of mass limitations is appropriate. In such cases, the report required by subsection (b) of this section shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user. These reports shall contain the results of sampling and analysis of the discharge, including the flow and the nature and concentration, or production and mass where requested by the superintendent, of pollutants contained therein which are limited by the applicable pretreatment standards. The frequency of monitoring shall be prescribed in the applicable pretreatment standards. All analysis shall be performed in accordance with procedures established pursuant to Section 304(g) of the Act (33 U.S.C. 1314) and contained in 40 CFR Part 136 and amendments thereto, or with any other approved test procedures. Sampling shall be performed in accordance with the approved techniques.

[History: formerly § 3.716; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.100 Monitoring Facilities and Programs.

(a) The superintendent may require users to conduct and maintain monitoring programs as a means of controlling the quantity and quality of the discharge so that discharges comply with the provisions of this chapter. The monitoring program shall consist of test samples and analyses, the frequency and type of which shall be specified by the superintendent. Upon demonstrating to the superintendent that the user has the necessary qualifications and equipment to conduct the monitoring program, or that the user has retained the services of a qualified consultant or laboratory so certified by the State Department of Public Health, the user may conduct this monitoring program. The user shall submit monitoring reports to the superintendent monthly, unless the superintendent determines a different frequency for the periodic monitoring reports, in which case, the superintendent shall specify the report frequency to the user by written notice, stating the reasons therefore. If the user fails, refuses or neglects to conduct and maintain the required monitoring program, or does not have qualified personnel and equipment therefore, or does not have the services of a qualified consultant or laboratory so certified by the State Department of Public Health, then the superintendent may establish a monitoring program with city personnel, if available, or with services of a qualified consultant or laboratory so certified by the State Department of Public Health, the cost of which shall be charged to the user and/or parcel owner.

(b) The city may require to be provided and operated at the user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the user's premises, but the city may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed off-premises. There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user. The sampling and monitoring facilities shall be provided in accordance with the city's requirements and all applicable local construction shall be completed within ninety days following commencement.

[History: formerly § 3.717; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.110 Inspection and Sampling.

(a) The City shall inspect, as the superintendent deems necessary, the facilities of any user to ascertain whether the purpose of this chapter is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the City or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, records examination and copying or in the performance of any duties. The City and personnel from other governmental agencies shall have the right to set up on the user's property such devices as are necessary to conduct sampling inspection, compliance monitoring, or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that upon presentation of suitable identification, personnel from the City and other governmental agencies will be permitted to enter without delay, for the purposes of performing their specific responsibilities.

(b) The superintendent may require any nonresidential user to construct, at the user's own expense, a sampling facility or inspection manhole, together with necessary related measuring and sampling equipment, in accordance with construction standards and specifications of the city. The sampling facility, or well, or inspection manhole, shall be constructed on the lateral side sewer of the user, and installed at a point where the sampling well intercepts all wastes from the discharging source. The well shall also be within a clear easement area at a location which will permit the city access to the facility at all times. Construction shall be completed within sixty days of written notification from the superintendent, unless such time is extended by the superintendent for good cause. The superintendent may require the user to install such sampling facilities or inspection manholes on each lateral sewer.

[History: formerly § 3.718; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.120 Pretreatment Compliance.

(a) Users shall provide necessary wastewater treatment as required to comply with this chapter, and shall achieve compliance with all national pretreatment standards within the time

limitations, as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the City shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be acceptable to the City before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the City under the provisions of this chapter or regulations promulgated by the superintendent in accordance with this chapter. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the City prior to the user's initiation of the changes.

(b) The City shall annually publish notification, in the largest daily newspaper published in the County of San Mateo, a list of the IUs which were in significant noncompliance with any applicable standards with which it must comply during the previous twelve months. The notification may also summarize any enforcement actions taken against the user(s) during the same twelve months.

(c) An industrial user is in significant noncompliance if its violation meets one or more of the criteria specified in 40 CFR 403.8(f)(2)(vii).

(d) All records relating to compliance with pretreatment standards shall be made available to state and federal officials upon request.

(e) The City shall be able to seek injunctive relief for noncompliance by industrial users with pretreatment standards and requirements, and may seek additional penalties pursuant to 40 CFR 403.8(f)(1)(vi)(A).

[History: formerly § 3.719; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

II. REGULATIONS

3.08.130 General Discharge Regulations.

(a) Sanitary sewage shall be discharged only into public sanitary sewers, except as otherwise provided. It is unlawful to construct, maintain, or use within the city any privy, septic tank, cesspool or other such facility designed or intended to be utilized for the disposal of sewage without first obtaining a permit under the provisions of Subchapter 5 relating to individual sewage disposal systems. It is unlawful to discharge sewage into any storm sewer.

(b) It is unlawful to discharge or cause to be discharged directly or indirectly, any pollutant or wastewater into any storm sewer or into any sewage facility which will interfere with the operation or performance or pass through of the water quality control facilities. These general prohibitions apply to all users whether or not the user is subject to national categorical pretreatment standards or any other national, state or local pretreatment standards or requirements. The discharge of the following is prohibited:

(1) Any wastestreams with a closed-cup flashpoint of less than 140DF or 60DC (using the test methods specified in 40 CFR 261.21), liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the water quality control facilities or to the operation of the water quality control plant. At no time, shall two successive readings on an explosion hazard meter, at the point of discharge into the system (or at any point in the system) be more than five percent, nor any single reading over ten percent of the lower explosive limit (LEL) of the meter. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides.

(2) Solid or viscous substances which may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities such as, but not limited to: grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud, or glass grinding or polishing wastes.

(3) Any wastewater having a pH less than 5.0 units or greater than 12.0 units, or wastewater having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the water quality control facilities.

(4) Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the water quality control facilities, or to exceed the limitations set forth in a categorical pretreatment standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Act (33 U.S.C. 1317).

(5) Any noxious or malodorous liquids, gases or solids which either singly, or by interaction with other wastes, are sufficient to create a public nuisance or hazard to life, or are sufficient to prevent entry into the sewers for maintenance and repair.

(6) Any substance which may cause the water quality control plant's effluent or any other product, such as residues, sludges, or scums, to be unsuitable for reclamation and reuse, or to interfere with the reclamation process. In no case shall a substance discharged to water quality control facilities cause the water quality control plant to be in noncompliance with sludge use or disposal criteria, guidelines, or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Act, the Clean Air Act, the Toxic Substances Control Act, or state criteria applicable to the sludge management method being used.

(7) Any substance which will cause the water quality control plant to violate its NPDES permit or state disposal system permit or the receiving water quality standards.

(8) Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.

(9) Any wastewater having a temperature which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater with a temperature at the introduction into the water quality control plant which exceeds forty degrees centigrade (one hundred four degrees Fahrenheit).

(10) Any pollutants, including oxygen demanding pollutants (BOD, etc.) released at a flow rate or pollutant concentration which a user knows or has reason to know will cause interference to the water quality control facilities. In no case shall a slug load have a flow rate or contain concentration or qualities of pollutants that exceed for any time period longer than fifteen minutes more than five times the average twenty-four hour concentration, quantities, or flow during normal operation.

The user shall be in compliance with the City's limit relative to flow rate or pollutant concentration. If the City has not established a local limit, then the user must not have changed its discharge from prior discharges when the POTW was in compliance with its NPDES permit.

(11) Any wastewater containing any radioactive wastes or isotopes.

(12) Any pesticides containing algacides, antibiotics, fungicides, herbicides, insecticides, or any similar pesticides in amounts deleterious to any sewage treatment process or to the aquatic life of the waters receiving the effluent.

(13) Any wastewater which causes a hazard to human life or creates a public nuisance.

When the superintendent determines that a user is contributing any of the above enumerated substances in such amounts as to interfere with the operation of the water quality control facilities, the superintendent shall take enforcement action as necessary to get such user to correct the interference. In the event of imminent harm to the public, the superintendent may take whatever action is necessary to correct the interference, and the user shall be responsible for all costs incurred.

[History: formerly § 3.720; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.140 Wastewater Concentration of Chemicals.

(a) It is unlawful to discharge or cause to be discharged any wastewater into the public sanitary sewers if the concentration of any of the constituents of the wastewater exceeds the

limits established by resolution of the city council. (Maximum permissible concentrations are normally expressed in milligrams per liter.)

(b) State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this chapter.

(c) The superintendent may impose quantitative limitations, e.g. pounds per day limits, on discharges or any constituent of the wastewater when the discharge or constituent may unreasonably overload, adversely affect the facilities or have a harmful effect upon the receiving waters. Mass emission rates, or other similar techniques having a reasonable relationship to evaluating or measuring waste discharges, may be used.

[History: formerly § 3.721; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.150 National Pretreatment Standards.

Industrial users must comply with applicable national categorical pretreatment standards, national prohibited discharge standards, or the City's local limits, whichever are the most stringent.

The national categorical standards, found in 40 CFR Chapter I, Subchapter N, Parts 405-471, are hereby incorporated into this ordinance. The superintendent shall notify all affected users of the applicable reporting requirements under 40 CFR Section 403.12.

[History: formerly § 3.722; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.160 Modification of Federal Categorical Pretreatment Standards.

Where South San Francisco's water quality control plant achieves consistent removal of pollutants limited by federal pretreatment standards, South San Francisco may apply for modification of specific limits in the federal pretreatment standards. "Consistent removal" means reduction in the amount of a pollutant or alteration of the nature of the pollutant by the water quality control plant to a less toxic or harmless state in the effluent which is achieved by the system in ninety-five percent of the samples taken when measured according to the procedures set forth in 40 CFR, Part 403 - "General Pretreatment Regulations for Existing and New Sources of Pollution". The city may then modify pollutant discharge limits in the federal pretreatment standards if the requirements contained in 40 CFR Section 403.7 are fulfilled and prior approval is obtained.

[History: formerly § 3.723; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.170 Excessive Discharge.

It is unlawful to increase the use of process water, or in any way attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limits contained in the federal categorical pretreatment standards, or in any other pollutant specific limitation developed by the city or state.

[History: formerly § 3.724; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.180 Accidental Discharges.

(a) Each user shall provide protection from accidental discharge of prohibited materials or other regulated substances. Facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the owner or user's own cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the city for review, and shall be approved by the city before construction of the facility. All existing users shall complete such a plan by January 1, 1991. No user who commences contribution to the water quality control facilities after effective date of this chapter shall be permitted to introduce pollutants into the system until accidental discharge procedures have been approved by the city. Review and approval of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify the user's facility as necessary to meet the requirements of this chapter. In the case of an accidental discharge, it is the responsibility of the user to immediately telephone and notify the water quality control plant of the incident. The notification shall include location of discharge, type of waste, concentration and volume, and corrective actions.

(b) Within five days following an accidental discharge, the user shall submit to the superintendent a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the water quality control facilities, fish kills, or any other damage to person or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed under the Colma Municipal Code, or other applicable laws.

(c) A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall insure that all employees who may cause or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.

[History: formerly § 3.725; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.190 Harmful Discharges.

(a) The superintendent may suspend the wastewater treatment service or a wastewater discharge permit when such suspension is necessary, in the opinion of the superintendent, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons or to the environment, or threatens to cause interference to the water quality control facilities, or causes or threatens to cause South San Francisco to violate any condition of its NPDES permit.

(b) Any user notified of a suspension of the wastewater treatment service or the wastewater discharge permit shall immediately stop or eliminate the discharge. In the event of a failure of the user to comply voluntarily with the suspension order, the city shall take such steps as

deemed necessary, including a cease and desist order or immediate severance of the sewer connection, to prevent or minimize damage to the water quality control facilities or endangerment to the water quality control facilities or endangerment to any individuals. The city shall reinstate the wastewater discharge permit or the wastewater treatment service upon proof of the elimination of the noncomplying discharge. A detailed written statement submitted by the user describing the causes of the harmful discharge and the measures taken to prevent any future occurrence shall be submitted to the city within fifteen days of the date of occurrence.

[History: formerly § 3.726; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

III. ADMINISTRATION

3.08.200 Fees and Financial Guarantees.

(a) The city may adopt fees to provide for the recovery of costs from users of the water quality control facilities. Such fees may include, but are not limited to, connection charges, permits, monitoring, inspections and surveillance procedures, accidental discharge matters, appeals, reimbursement of costs incurred by city for removal of pollutants, and any other fees the city deems necessary to carry out the requirements of this chapter. The applicable fees shall be as set forth in resolution of the city council.

(b) A sewer connection fee shall be paid by the user or parcel owner for connection to a public sanitary sewer at the time the building permit is issued, or if no building permit is necessary, prior to the time the connection is operational. When a change in use from residential to commercial occurs, the difference in connection charges shall be paid.

(c) Initial applications and renewal applications for a wastewater discharge permit shall be accompanied by a nonrefundable processing fee.

(d) If the imposition of special controls on wastewater discharges become necessary a corporate surety bond, or equivalent guarantee to insure performance, may be required of a user.

[History: formerly § 3.730; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.210 Confidential Information.

(a) Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the city that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user.

(b) When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the

public, but shall be made available upon written request to governmental agencies for uses related to this chapter, NPDES permit, state disposal system permit or the pretreatment programs. Such a report shall be available for use by the city, state, or any governmental agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics will not be recognized as confidential information.

(c) Information accepted by the city as confidential shall not be transmitted to any governmental agency, other than the City of South San Francisco, with the exception of the Environmental Protection Agency, in compliance with 40 CFR 403.8(f)(1)(vii) and 40 CFR 403.14, or to the general public by the City, until and unless a ten day notification is given to the user.

[History: formerly § 3.731; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

IV. ENFORCEMENT

3.08.220 Authority of Superintendent.

(a) The superintendent has the authority to enforce compliance with the provisions of this chapter, and to promulgate regulations designed to assist in achieving compliance.

[History: formerly § 3.740; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.230 Abatement Order by Superintendent.

When the superintendent finds that a discharge of wastewater is taking place, or threatening to take place, in violation of prohibitions or limits of this chapter, or regulations promulgated by the superintendent in accordance with this chapter, or wastewater source control requirements, or the provisions of a wastewater discharge permit, the superintendent may issue an abatement order and direct that those persons not complying with such prohibitions, limits, regulations, requirements, or provisions to:

- (a) Comply forthwith;
- (b) Comply in accordance with a reasonable time schedule set by the superintendent; or
- (c) In the event of a threatened violation, take appropriate remedial or preventive action.

In cases of imminent harm to the public, the superintendent may enter private property if necessary to sever service.

[History: formerly § 3.741; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.240 Notice of Violation.

(a) Whenever the source control inspector finds that any user has violated or is violating the provisions of this chapter, the inspector may serve upon such user a written notice stating the nature of the violation. Within forty-five days of the date of the notice, a plan for the satisfactory correction thereof shall be submitted to the city by the user.

(b) The source control inspector may order any user who causes or allows an unauthorized discharge to enter the water quality control facilities to show cause before the superintendent why the proposed enforcement action should not be taken. Notice of the hearing shall be served personally or by registered or certified mail return receipt requested at least ten days before the hearing. Service may be made on any agent or officer of a corporation.

(c) After an informal hearing is held, the superintendent shall render a decision in writing.

[History: formerly § 3.742; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.250 Appeals.

(a) Superintendent Review. Any discharger affected by any decision, action, or determination, including abatement orders, made by the superintendent in interpreting or implementing the provisions of this chapter, or any permit issued hereunder, may file with the superintendent a written request for review within ten days of such decision, action, or determination, setting forth in detail the facts supporting the request. The superintendent shall complete the review and issue a written determination within ten days after receipt of the request, unless the city engineer reasonably extends the time thereof.

(b) Written appeal to city engineer. The superintendent's original decision, action or determination, and action taken after review may be appealed to the city engineer by the discharger affected by filing a written appeal with the city engineer within ten days after the notice of the decision of the superintendent. The City Engineer or the City Manager may designate the City Engineer of South San Francisco as "the city engineer" for the purposes of this section 3.743, in which case all references to "the city engineer" shall mean the City Engineer of South San Francisco. The written appeal shall specify what is being appealed and state all pertinent aspects of the matter. Within thirty days after the written appeal is filed, the city engineer shall hold a hearing. Notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, at least ten days before the hearing. Service may be made upon any agent or officer of a corporation.

(1) At the time and place designated in the notice, the city engineer shall hear and consider all relevant evidence. The hearing shall not be conducted according to the formal rules of evidence. Any relevant evidence shall be admitted if it is the type of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but hearsay evidence shall not be sufficient by itself to support a finding unless it would be admissible over objections in civil actions in courts of

competent jurisdiction in this state. The discharger may represent itself or be represented by anyone of its choice. The hearing may be continued from time to time.

(2) Within ten days after the conclusion of the hearing, the city engineer shall render a written decision and where applicable an Order of Abatement. This decision shall set forth the factual findings made by the city engineer, the conclusion reached, any abatement required, and the date by which such abatement shall occur. The decision of the city engineer is final.

[History: formerly § 3.743; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.260 Summary Abatement.

Whenever any discharge or potential discharge causes or constitutes or reasonably appears to cause or constitute an imminent or immediate danger to the health or safety of the public, the condition or use may be summarily abated by the city without notice or hearing. Summary abatement shall be ordered only by the city manager. Summary abatement shall be limited to those actions necessary to eliminate the immediate threat to the public health and safety. Notice of the summary abatement shall be served personally or by registered or certified mail, return receipt requested. Service may be made on any agent or officer of a corporation. The costs and expenses of a summary abatement may be made a lien on the property and may be collected pursuant to the procedure set forth in Section 3.08.300.

[History: formerly § 3.744; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.270 Grounds for Revocation or Modification of Permit.

Any user who violates any of the following conditions, or any applicable state and federal regulations, is subject to having a permit revoked or modified by the city for:

- (a) Failure of a user to factually report the wastewater constituents and characteristics of the discharge;
- (b) Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;
- (c) Refusal of reasonable access to the user's premises for the purpose of inspection or monitoring;
- (d) Violation of conditions of the permit.

[History: formerly § 3.745; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.280 Revocation or Modification Procedure.

(a) An action to revoke or modify a permit may be initiated in writing by the superintendent or the city engineer, or the City Engineer of South San Francisco. The initiating request shall be filed with the city manager and shall set forth grounds for revocation or modification. The City Manager, or the City Council by motion, may designate the City Manager of South San Francisco as "the city manager" for the purposes of this section 3.08.280, in which case all references to "the city manager" under (b) and (c) below shall refer to the City Manager of South San Francisco.

(b) Within thirty days after the initiating request is filed, the city manager shall hold a hearing. Notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, at least ten days before the hearing. Service may be made upon any agent or officer of a corporation. At the time and place designated in the notice, the city manager shall hear and consider all relevant evidence. The hearing shall not be conducted according to the formal rules of evidence. Any relevant evidence shall be admitted if it is the type of evidence on which reasonable persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining direct evidence, but hearsay evidence shall not be sufficient by itself to support a finding unless it would be admissible over objections in civil actions in courts of competent jurisdiction in this state. The discharger may represent itself or be represented by anyone of its choice. The hearing may be continued from time to time.

(c) Within ten days of the conclusion of the hearing, the city manager shall render a written decision. The decision shall set forth the factual findings made by the city manager. The city manager may revoke or modify the terms of the permit. The decision of the city manager is final.

[History: formerly § 3.746; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.290 Damage, Obstruction, or Impairment to Facilities.

Any person who intentionally or negligently damages, obstructs, or otherwise impairs a public sewer, water quality control plant, or appurtenance thereto, shall be liable for such action and the city may assess the costs of repair against such person, or seek reimbursement through a court action.

[History: formerly § 3.747; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.300 Costs of Abatement.

(a) The superintendent shall keep an itemized statement of costs incurred by the city in abating or otherwise responding to violations of this chapter. Once a violation matter is concluded, the superintendent shall provide a copy of this statement to the discharger and to the city manager. The discharger may request a hearing before the city manager to contest the statement of costs. The request for a hearing shall be made within ten days of receipt of the

statement or the right to hearing shall be deemed waived. The city manager shall review the statement of costs and any information presented by the discharger, and may make any necessary revisions, corrections or modifications. The decision of the city manager is final.

(b) The procedure for recording the statement of costs as a lien against the property involved shall be as follows:

(1) If payment of the assessed costs and expenses is not received by the finance director within thirty days of the date appearing on the decision of the city manager, the finance director shall send to the city clerk two originals of a declaration that payment was not received. Upon receipt of the declaration of the finance director, the city clerk shall set a notice and hearing before the city council for the purpose of adopting a resolution confirming the statement of costs.

(2) After holding a hearing, the city council may adopt a resolution. The city clerk shall forward to the office of the recorder of the County of San Mateo one original certification by the finance director that payment was not received and one certified true copy of the resolution of the city council confirming the statement of costs with the statement of costs attached as an exhibit.

[History: formerly § 3.748; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

V. PENALTIES

3.08.310 Penalties.

Any user who is found to have willfully or negligently failed to comply with any provision of this chapter, and the order, rules, regulations and permits issued hereunder, unless otherwise specified, may be charged with a misdemeanor for each offense. The maximum penalty for each offense shall be fine and imprisonment not to exceed the fine and imprisonment provided in Section 36901 of the Government Code, as that section, or its successor, reads at the time of the offense. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense.

[History: formerly § 3.750; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.320 Falsifying Information.

Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or document filed or required to be maintained pursuant to this chapter, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method shall be subject to misdemeanor prosecution and upon conviction, shall be punished in accord with the provisions of Section 36901 of the Government Code of California.

[History: formerly §3.751; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.330 Civil Damages.

Any person who violates any cease and desist order or suspension order, or who is in violation of any waste discharge requirement and/or other order creates a condition of pollution is hereby deemed to have created a public nuisance. Such person(s) shall be strictly liable for the sum of \$10,000 for each day, or portion thereof, during which the violation occurs.

[History: formerly § 3.752; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.340 Injunction.

Whenever a discharge of wastewater is in violation of the provisions of this chapter or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, an injunction may be sought to restrain the continuance of such discharge. The City may also seek an injunction against nondischarge violation of pretreatment standards or requirements, or any other violation of this chapter.

[History: formerly § 3.753; ORD. 389, 04/12/89; ORD. 455, 6/9/93; ORD. 638, 12/14/05]

3.08.350 Cost Recovery by City.

In addition to the penalties provided herein, the city may recover reasonable attorney's fees, court costs, court reporters' fees and other expenses of litigation against the person found to have violated this chapter or the orders, rules, regulations, and permits issued hereunder.

[History: formerly § 3.754; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

3.08.360 Remedies Cumulative.

The remedies identified in this chapter are in addition to and do not superseded or limit any other civil or criminal remedies.

[History: formerly § 3.755; ORD. 389, 04/12/89; ORD. 638, 12/14/05]

Subchapter Nine: Water Quality Control -- North San Mateo County Sanitation District

3.09.010 Purpose and Intent.

The Town of Colma has contractual arrangements with the North San Mateo County Sanitation District ("the District") for sewage disposal. It is the intent of this Subchapter to comply with the standard laws and regulations of the District with respect to sewer facilities connected to or affecting the District's sewer facilities. This subchapter sets forth rules and regulations and uniform requirements for direct and indirect contributors into the wastewater collection and treatment system for the District and enables the District to comply with all applicable State and Federal laws required by the Clean Water Act of 1977, as amended and the General Pretreatment Regulations (40 CFR, Part 403), as amended.

The objectives of this chapter are:

- (a) To provide rules and regulations for the use and construction of sanitary sewer facilities;
- (b) To regulate direct and indirect contributors to the District wastewater system through the issuance of permits, authorize monitoring and enforcement activities, and require industrial user reporting;
- (c) To prevent the introduction of pollutants into the District wastewater system which will interfere with the operation of the system or contaminate the resulting sludge;
- (d) To prevent the introduction of pollutants into the District wastewater system which will pass through waters or the atmosphere or otherwise be incompatible with the system;
- (e) To improve the opportunity to recycle and reclaim wastewaters and sludges from the system; and
- (f) To provide for equitable distribution of the cost of the District wastewater system.

This chapter shall apply throughout Colma with respect to facilities connected to the sewer facilities of the District, and to persons outside the city who are, by contract or agreement with the city, users of the District's water quality control plant.

[History: formerly § 3.804.01; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.020 Definitions.

For the purpose of this title, the terms used in this subchapter are defined as follows:

- (a) *Act or the Act* means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. 1251, et seq.

(b) *Applicant* means the person making application to the District for sewer or plumbing connection or installation or discharge and shall be the owner or his authorized agent of premises to be served.

(c) *Authorized representative of industrial user* means:

(1) A principal executive officer of at least the level of vice-president, if the industrial user is a corporation;

(2) A general partner or proprietor if the industrial user is a partnership or proprietorship, respectively;

(3) A duly authorized representative of the individual designated in subdivisions (a) and (b) of this subsection if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.

(d) *Biochemical oxygen demand (BOD)* means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, five days at twenty degrees Centigrade, expressed in terms of weight and concentration (milligrams per liter (mg/l)).

(e) *Board* means the board of directors of the District.

(f) *Building* means any structure used for human habitation or a place of business, recreation or other purposes.

(g) *Building sewer* means that portion of a side sewer beginning at the plumbing or drainage outlet of any building or industrial facility and running to the property line or to a private sewage disposal system.

(h) *Categorical standards* means national categorical pretreatment standards or pretreatment standards.

(i) *Combined sewer* means a sewer designed to receive both surface runoff and sewage.

(j) *Common facilities* means facilities used by more than one occupancy such as laundry room, recreational areas or similar use or uses.

(k) *Contractor* means an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the permit.

(l) *Cooling water* means the water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.

(m) *County* means the County of San Mateo, California.

- (n) *Direct discharge* means the discharge of treated or untreated wastewater directly to the waters of the State of California.
- (o) *District* means North San Mateo County Sanitation District.
- (p) *District engineer* means the person or persons appointed by the board to administer and enforce the engineering aspects of the rules and regulations of the District.
- (q) *District manager* means the person or persons appointed by the board to administer and enforce the rules and regulations of the District.
- (r) *Environmental Protection Agency* or *EPA* means the U.S. Environmental Protection Agency, or where appropriate, the term may also be used as a designation for the administrator or other duly authorized official of such agency.
- (s) *Garbage* means solid wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.
- (t) *Grab sample* means a sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.
- (u) *Holding tank waste* means any waste from holding tanks such as flow equalization facilities, vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.
- (v) *Industrial user* means a discharger to the public sewer system that discharges nondomestic waste as itemized in Chapter 3.824.
- (w) *Interference* means the inhibition or disruption of the wastewater treatment processes or operations which contributes to a violation of any requirement of the district's NPDES permit. The term includes prevention of sewage sludge use or disposal by the District in accordance with Section 405 of the Act (33 U.S.C. 1345), or any criteria, guidelines, or regulations developed pursuant to the Solid Waste Disposal Act (SWDA), the Clean Air Act, the Toxic Substances Control Act, or more stringent state criteria (including those contained in any state sludge management plan prepared pursuant to Title IV of SWDA) applicable to the method of disposal or use employed by the district.
- (x) *Lateral sewer* means the portion of a side sewer lying within a public street connecting a building sewer to the main sewer.
- (y) *Main sewer* means a public sewer designed to accommodate more than one lateral sewer.
- (z) *Multiple dwelling* means a building for residential rental, lease or similar purposes containing more than one kitchen or having facilities for the occupancy of more than one

person or family, including but not limited to the following: hotels, motels, auto courts, trailer courts, apartment houses, duplexes, roominghouses, boardinghouses and dormitories.

(aa) *National categorical pretreatment standard* or *pretreatment standard* means any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act (33 U.S.C. 1347), which applies to a specific category of industrial users.

(bb) *National Pollution Discharge Elimination system permit* or *NPDES permit* means a permit issued pursuant to Section 402 of the Act (33 U.S.C. 1342).

(cc) *National prohibitive discharge standard* or *prohibitive discharge standard* means any regulation developed under the authority of 307(b) of the Act and 40 CFR, Section 403.5.

(dd) *Permit* means any written authorization required pursuant to this or any other regulation of the District for the installation of, connection to, or discharge into any sewerage facilities.

(ee) *Person*: See, [section 1.01.100]

(ff) *pH* means the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in grams per liter of solution.

(gg) *Pollutant* means any dredged spoil, solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water.

(hh) *Pollution* means the manmade or man-induced alteration of the chemical, physical, biological and radiological integrity of water.

(ii) *Pretreatment* or *treatment* means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the sewerage system. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes by other means, except as prohibited by 40 CFR Section 403.6(b).

(jj) *Pretreatment requirements* means any substantive or procedural requirement related to pretreatment, other than a national pretreatment standard imposed on an industrial user.

(kk) *Private sewer* means that portion of a sewer serving an independent sewage disposal system not connected with a public sewer and which accommodates one or more buildings or industries.

(ll) *Public sewer* means a sewer lying within a street and which is controlled by or under the jurisdiction of the District or the Town of Colma.

(mm) *Regional board* means the California Regional Water Quality Control Board, San Francisco Bay Region.

(nn) *Sanitary sewer* means a sewer which carried sewage and to which storm, surface and ground waters are not intentionally admitted.

(oo) *Sewage* means a combination of water-carried wastes from residences, business buildings, institutions and industrial establishments.

(pp) *Sewage treatment plant* means any arrangement of devices and structures used for treating sewage.

(qq) *Sewer* means a pipe or conduit for carrying sewage.

(rr) *Sewerage works* means all facilities owned or controlled by the district, except private sewers, for collecting, pumping, treating and disposing of sewage.

(ss) *Side sewer* means the sewer line beginning at the foundation wall of any building and terminating at the main sewer and includes the building sewer and lateral sewer together.

(tt) *Significant industrial user* means any industrial user of the district's wastewater disposal system who (a) has a discharge flow of twenty-five thousand gallons or more per average work day, or (b) has in his wastes toxic pollutants as defined pursuant to Section 3207 of the Act or California statutes and rules, or (c) is found by the district, regional board of EPA to have significant impact, either singly or in combination with other contributing industries, on the wastewater treatment system, the quality of sludge, the system's effluent quality, or air emissions generated by the system.

(uu) *Single dwelling unit* means and refers to the place of residence -- detached or attached dwelling unit that can be legally owned by a person or persons including, but not limited to condominiums, townhouses and rowhouses.

(vv) *Standard Industrial Classification (SIC)* means a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget (1972).

(ww) *Standard specifications* means a set of documents containing design and construction standards for all sewerage works within the district.

(xx) *Storm sewer* or *storm drain* means a sewer which carries storm and surface or ground waters and drainage, but excludes sewage and polluted industrial wastes.

(yy) *Stormwater* means any flow occurring during or following any form of natural precipitation and resulting therefrom.

(zz) *Street* means any public highway, road, street, avenue, alley, way, public place, public easement or right-of-way.

(aaa) *Suspended solids* means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by laboratory filtering.

(bbb) *Toxic pollutant* means any pollutant or combination of pollutants listed as toxic in regulations promulgated by the administrator of the Environmental Protection Agency under the provision of CWA 307(a) or other acts.

(ccc) *User* means any person who contributes, causes or permits the contribution of wastewater into the district's sewerage system.

(ddd) *Waster of the state* means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

[History: formerly § 3.804.02; ORD. 405, 12/13/89; ORD. 638, 12/14/05, ORD. 643 4/12/06]

3.09.030 Abbreviations.

The following abbreviations shall have the designated meanings:

BOD	Biochemical oxygen demand
COD	Chemical oxygen demand
CFR	Code of Federal Regulations
EPA	Environmental Protection Agency
NPDES	National Pollutant Discharge Elimination System
POTW	Publicly owned treatment works
SWDA	Solid Waste Disposal Act, 42 U.S.C. 6901, et seq.
SIC	Standard Industrial Classification
USC	United States Code
TSS	Total suspended solids
mg/l	Milligrams per liter

[History: formerly § 3.804.03; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.040 Rules and regulations adopted.

The rules and regulations set out in this subchapter respecting sewer construction and use, construction of sanitary sewer facilities, disposal of sewage and drainage of buildings and connection to the sewage works of the District are adopted, and all work in respect thereto shall be performed as required in this subchapter and not otherwise. These regulations shall be subject to modification whenever necessary to meet new waste discharge requirements of any state or federal authority having jurisdiction in the establishment of any waste discharge requirements.

[History: formerly §3.804.04; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.050 Violation declared unlawful.

Following the effective date of the ordinance codified in this subchapter, it is unlawful for any person to connect to, construct, install, alter or provide, maintain and use, any other means of sewage disposal from any building in the Town of Colma connected to the District except by connection to a public sewer in the manner provided in this subchapter.

[History: formerly § 3.804.05; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.060 Relief on application.

(a) When any person, by reason of special circumstances, is of the opinion that any provision of this subchapter is unjust or inequitable as applied to his premises, he may make written application to the City Council, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his premises.

(b) If such application is approved, subject to consultation with the District board, the City Council may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

[History: formerly § 3.804.06; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.070 Relief on City Council's motion.

The City Council, after consultation with the District board, may, on its own motion, find that by reason of special circumstances any provision of this subchapter should be suspended or modified as applied to a particular premises and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.

[History: formerly § 3.804.07; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.080 Compliance required.

No public sewer, side sewer, building sewer, pretreatment facility or other sewerage facility to be connected with the District sewer facilities shall be installed, altered or repaired within the Town of Colma until a permit for the work has been obtained and all fees paid in accordance with the requirements of this subchapter and the rules and regulations of the district.

[History: formerly § 3.804.08; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.090 Plumbing and sewers on private property.

The installation, use, maintenance, repair and inspection of all plumbing and sewers inside private property shall be subject to and governed by the Plumbing Ordinance of the Town of Colma and county, now existing or as hereafter amended.

[History: formerly § 3.804.09; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.100 Severability.

If any section, subsection, sentence, clause or phrase of this subchapter or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this subchapter or the application of such provisions to other persons or circumstances. The City Council declares that it would have passed the ordinance codified in this subchapter or any section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared to be unconstitutional.

[History: formerly § 3.804.10; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

I. USE OF PUBLIC SEWERS

3.09.110 Prohibited infiltration/inflow discharges.

No leaders from roofs, surface drains for rain water or storm sewers shall be connected to any sanitary sewer. No surface or storm water, seepage, cooling water or unpolluted industrial process waters shall be permitted to enter any sanitary sewer by any device or method whatsoever. The provisions of this section relating to surface or storm water shall not apply to those portions of the District which are served by combined sewers except in the following cases: in case of new construction, and/or alterations of such type that the entire structure be brought up to code, roof leaders and surface drains shall be connected to curb side.

[History: formerly § 3.824.01; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.120 Prohibited discharges.

No person shall discharge or cause to be discharged any of the following wastes to any public sewer, whether sanitary or combined:

- (a) Any liquids, solids or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the sewerage works or to the wastewater treatment process. At no time shall two successive readings on an explosion hazard meter, at the point of discharge into the system (or at any point in the system) be more than five percent (5%) nor any single reading over ten percent (10%) of the Lower Explosive Limit (LEL) of the meter. Prohibited materials include, but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides and sulfides and any other substances which the District, the State or EPA has notified the User is a fire hazard or a hazard to the system;
- (b) Any waste containing toxic or poisonous solids, liquids or gases in sufficient quantity either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans, or create a public nuisance;
- (c) Any waste having a pH lower than 5.5 or higher than 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment or personnel of the North San Mateo County Sanitation District;
- (d) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewerage works, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, paper dishes, cups, containers, etc., either whole or ground by garbage grinders;
- (e) Heat discharges which will inhibit biological activity or increase sewage temperature 40 degrees Centigrade (104 degrees Fahrenheit) at the inlet to the treatment plant;
- (f) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits set by the District Manager in compliance with State or Federal regulations;
- (g) Any substance which may cause the District's effluent or any other product of the District such as residues, sludges, or scums to be unsuitable for reclamation and reuse or which will cause the District to violate its NPDES Permit including wastewater containing in excess of:

Ammonia	40.0 mg/l
Arsenic	0.3 mg/l
Cadmium	0.7 mg/l
Total Chromium	0.1 mg/l

Copper	5.0 mg/l
Cyanide	3.5 mg/l
Lead	2.0 mg/l
Mercury	0.2 mg/l
Nickel	3.5 mg/l
Silver	0.6 mg/l
Zinc	5.0 mg/l
Phenols	2.0 mg/l
TICH	1.0 mg/l

[History: formerly § 3.824.02; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.130 Discharges that may be prohibited by District Engineer.

No person shall discharge or cause to be discharged the following described substances, materials, or wastes if it appears likely in the opinion of the District Engineer of the North San Mateo County Sanitation District that such wastes may harm either the sewers, sewage treatment process or equipment, or can endanger personnel or property or create a public nuisance. In forming his opinion as to the acceptability of these wastes, the District Engineer will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the sewers to which they discharge, sewer material, treatment process, treatment plant capacity and other pertinent factors. The substances so subject to prohibition include, but are not limited to:

- (a) Any water or waste which may contain more than 100 milligrams per liter of fat, oil or grease;
- (b) Any garbage that has not been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension;
- (c) Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials in the sewerage works;
- (d) Liquid wastes that have been collected and held in tanks or containers shall not be discharged into the sewerage system, unless first approved in writing by the District Engineer, including payment of processing charges as set forth in this ordinance. Wastes of this category include but are not limited to: (1) septic tank pumpings; (2) chemical toilet wastes; (3) pleasure boat wastes; (4) industrial wastes collected in containers or tanks; (5) oils and grease; and (6) any other material, not classified as residential sewage, including chemicals and other materials stored on the premise of the user which might, directly or indirectly, enter the District sewer, accidentally or otherwise;

(e) Any wastes containing phenols or other taste or odor producing substances, in concentrations exceeding limits which may be established by the District Engineer of the North San Mateo County Sanitation District;

(f) Materials which exert or cause:

(1) Unusual concentrations of inert suspended solids;

(2) Excessive discoloration;

(3) Unusual biochemical oxygen demand (BOD), chemical oxygen demand (COD), or chlorine requirements in such quantities as to constitute a significant load on the sewage treatment plant;

(4) Unusual volume of flow or slugs. As used herein, slug shall mean any discharge of water, sewage or waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flow during normal operation.

[History: formerly § 3.824.03; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.140 Acceptance of deleterious wastes.

(a) If any wastes containing the characteristics listed in Sections 3.09.120 or 3.09.130, which in the judgment of the District Engineer may have a deleterious effect upon the sewerage works, process, equipment, or receiving water, is to be discharged to a public sewer, the District Engineer may do one or more of the following:

(1) Require pretreatment to an acceptable condition prior to discharging to a public sewer;

(2) Require control over the quantities and rates of discharge;

(3) Require payment, in an amount established by the Board of Directors of the District, to cover the added cost of handling and treating the wastes.

(b) If the District Engineer requires pretreatment or equalization of flow, the design and installation of the plants and equipment shall be subject to the review and approval of the District, and in accordance with the applicable sections with respect to industrial dischargers in Sections 3.828 et seq. below, and no construction of such facility shall commence until said approval is obtained in writing.

[History: formerly § 3.824.04; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.150 Maintenance of pretreatment facilities.

Where pretreatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense and to the satisfaction of the District, in accordance with 3.828 et seq. below.

[History: formerly § 3.824.05; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.160 Interceptors -- Required.

Grease, oil and sand interceptors shall be provided when in the opinion of the District Engineer they are necessary for the proper handling of liquid wastes, containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Engineer, and shall be so located as to be readily and easily accessible for cleaning and inspection.

[History: formerly § 3.824.06; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.170 Interceptors -- Maintenance.

All grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all time.

[History: formerly § 3.824.07; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.180 Control manholes.

When required by the District Engineer, the owner of any property served by the side sewer carrying industrial wastes shall install a suitable control man- hole in the side sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the District Engineer. The manhole shall be installed by the owner at his expense and shall be maintained by him so as to be safe and accessible at all times, in accordance with Sections 3.09.230 et seq. below.

[History: formerly § 3.824.08; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.190 Measurements and tests.

All measurements, tests, and analyses of the characteristics of water and wastes to which reference is made in this ordinance shall be determined in accordance with the latest edition of *Standard Methods for the Examination of Water and Wastewater*, and shall be determined at the control manhole provided for in Section 3.09.380 or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole

shall be considered to be the nearest downstream manhole in the public sewer to the point at which the side sewer is connected.

[History: formerly § 3.824.09; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.200 Special Agreements.

With the exception of provisions needed to meet federal and State of California requirements for discharge to public sewers, no statement contained in this subchapter shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment therefore by the industrial concern and subject to such terms and conditions as might be required by the District.

[History: formerly § 3.824.10; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.210 Swimming pools.

It shall be allowable for any person to discharge the contents of a swimming pool into a sanitary sewer, with the following provisions:

- (a) Filter backwash water will be wasted via an air gap to the sanitary sewer;
- (b) A sump will be provided which is large enough to handle the anticipated flow;
- (c) A backflow preventer will be installed so as to prevent contaminated water from flowing back into the swimming pool;
- (d) The owner shall notify the District in advance of the discharging of water so that the District Inspector will be present during the operation.

[History: formerly § 3.824.11; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.220 Plumbing fixtures.

Construction of new residential and commercial uses shall contain low-flow plumbing fixture units as approved by the District.

[History: formerly § 3.824.12; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

II. INDUSTRIAL DISCHARGERS

3.09.230 Use of public sewers.

When the District manager determines that a user(s) is contributing to the District any of the substances enumerated in section 3.09.120 & 3.09.130 in such amounts as to interfere with the operation of the sewage system, the District manager shall: (a) advise the user of the impact of

the contribution on the sewage system and (b) develop effluent limitations(s) for such user to correct the interference with the sewage system.

[History: formerly § 3.828.01; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.240 Federal categorical pretreatment standards.

Upon the official announcement of the federal categorical pretreatment standards for a particular industrial subcategory, the federal standard, if more stringent than limitations imposed under this subchapter for sources in that subcategory, shall immediately supersede the limitations imposed under this subchapter. The District manager shall notify all affected users of the applicable reporting requirements under 40 CFR, Section 403.12.

[History: formerly § 3.828.02; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.250 Federal categorical pretreatment standards - Modification.

Where the District's wastewater treatment system achieves consistent removal of pollutants limited by federal pretreatment standards, the District may apply to the EPA (with a copy to the regional board) for modification of specific limits in the federal pretreatment standards. *Consistent removal* means reduction in the amount of a pollutant or alteration of the nature of the pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system in ninety-five percent of the samples taken when measured according to the procedures set forth in Section 403.7(c)(2) of *General Pretreatment Regulations for Existing and New Sources of Pollution* (Title 40 of the Code of Federal Regulations, Part 403) published pursuant to the Act. The District may then modify pollutant discharge limits in the federal pretreatment standards if the requirements contained in 40 CFR, Part 403, Section 403.7, are fulfilled and prior approval from the EPA is obtained.

[History: formerly § 3.828.03; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.260 State requirements.

State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this subchapter.

[History: formerly § 3.828.04; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.270 Right of revision.

The Town of Colma reserves the right to establish by ordinance more stringent limitations or requirements on discharges to the wastewater disposal system if deemed necessary to comply with the objectives presented in section 3.09.010 of this subchapter.

[History: formerly § 3.828.05; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.280 Excessive discharge.

No user shall ever increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the federal categorical pretreatment standards, or in any other pollutant-specific limitation developed by the District or state, without prior written approval of the District.

[History: formerly § 3.828.06; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.290 Written notice.

Within five days following an accidental discharge, the user shall submit to the District manager a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the District, fish kills, or any other damage to person or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this subchapter or other applicable law.

[History: formerly § 3.828.07; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.300 Notice to employees.

A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall insure that all employees who may cause or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.

[History: formerly § 3.828.08; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.310 Fees and charges.

It is the purpose of this section to provide for the recovery costs from industrial users of the District's wastewater treatment and collection disposal system for the implementation of the program established herein including the following items:

- (a) Fees for reimbursement of costs of setting up and operating the District's pretreatment program;
- (b) Fees for monitoring, inspections and surveillance procedures;
- (c) Fees for permit applications;
- (d) Fees for consistent removal (by the District) of pollutants otherwise subject to federal pretreatment standards.

- (e) Other fees as the District may deem necessary to carry out the requirements contained herein.

These fees relate solely to the matters covered by this section, and are separate from all other fees chargeable by the District. The fees will be determined by the District manager based on the cost of the items set out in this section.

[History: formerly § 3.828.09; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.320 Industrial wastewater discharge permit.

In addition to any other requirements of this subchapter, all significant users proposing to connect to or contribute to the District sewerage works shall obtain an industrial wastewater discharge permit before connection.

[History: formerly § 3.828.10; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.330 Permit -- Application.

- (a) Users required to obtain an industrial wastewater discharge permit shall complete and file with the District an application containing the following information:

- (1) Name, address, and location (if different from the address);
- (2) SIC number according to the Standard Industrial Classification Manual, Bureau of the Budget, 1972, as amended;
- (3) Wastewater constituents and characteristics including but not limited to those mentioned in subsection 3.09.120 & 3.09.130;
- (4) Time and duration of contribution;
- (5) Average daily and three-minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;
- (6) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by the size, location and elevation;
- (7) Description of activities, facilities and plant processes on the premises including all materials which are or could be discharged;
- (8) Where known, the nature and concentration of any pollutants in the discharge which are limited by the District, state or federal pretreatment standards;
- (9) If additional pretreatment and/or O&M will be required to meet the pretreatment standards;

- (10) Each product produced by type, amount, process or processes and rate of production;
- (11) Type and amount of raw materials processed (average and maximum per day);
- (12) Number and type of employees, and hour of operation of plant and proposed or actual hours of operation of pretreatment system;
- (13) Any other information as may be deemed by the District to be necessary to evaluate the permit application.

(b) The District will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the District may issue an industrial wastewater contribution permit subject to terms and conditions provided in this subchapter.

[History: formerly § 3.828.11; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.340 Permit - Modifications.

As required by the Clean Water Act, within nine months of the publication of a national categorical pretreatment standard, the industrial wastewater contribution permit of users subject to such standards shall be revised to require compliance with such standard. Where a user, subject to a national categorical pretreatment standard, has not previously submitted an application for a wastewater contribution permit as required by section 3.09.330, the user shall apply for a wastewater contribution permit within one hundred eighty days after the publication of the applicable national categorical pretreatment standard. In addition, the user with an existing wastewater contribution permit shall submit to the District manager within one hundred eighty days after the publication of an applicable federal categorical pretreatment standard the information required by subsections (a)(8) and (9) of section 3.09.330.

[History: formerly § 3.828.12; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.350 Permit - Conditions.

Industrial wastewater discharge permits shall be expressly subject to all provisions of this subchapter and all other applicable regulations, user charges and fees established by the District and the Town of Colma.

[History: formerly § 3.828.13; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.360 Permit - Transfer.

Industrial wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the approval of the

District. Any succeeding owner or user shall also comply with the terms and conditions of the existing permit.

[History: formerly § 3.828.14; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.370 Reporting requirements for permittee.

(a) Compliance Data Report. Within ninety days following the date for final compliance with applicable pretreatment standards, or in the case of a new source, following commencement of the introduction of wastewater into the sewerage works, any industrial user subject to pretreatment standards and requirements shall submit to the District manager a report indicating the nature and concentration of all pollutants in the discharge from the regulated process which are limited by pretreatment standards and requirements and the average and maximum daily flow for these process units in the user facility which are limited by such pretreatment standards and requirements. The report shall state whether the applicable pretreatment standards or requirements are being met on a consistent basis and, if not, to bring the user into compliance with the applicable pretreatment standards or requirements. This statement shall be signed by an authorized representative of the industrial user, and certified to be a qualified professional.

(b) Periodic Compliance Report. Any user subject to a pretreatment standard after the compliance date of such pretreatment standard, or, in the case of a new source, after commencement of the discharge into the sewerage works, shall submit periodic compliance reports to the District manager as outlined in the industrial wastewater discharge permit. The report shall indicate the nature and concentration of pollutants in the effluent which are limited by the permit.

[History: formerly § 3.828.15; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.380 Monitoring facilities.

(a) The District may require to be provided and operated at the industrial user's own expense, monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems. The monitoring facility should normally be situated on the industrial user's premises, but the District may, when such a location would be impractical or cause undue hardship on the user, allow the facility be constructed, with permission of the city or county, in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles.

(b) There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

(c) Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the District's requirements and all applicable local construction standards and specifications.

[History: formerly § 3.828.16; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.390 Inspection and sampling.

The District may inspect the facilities of any user to ascertain whether the purpose of this subchapter is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the District or their representative ready access for the purposes of inspection, sampling, records examination or in the performance of any of their duties. The District, regional board and EPA shall have the right to set up on the user's property such devices as are necessary to conduct sampling inspection, compliance monitoring and metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the District, regional board and EPA will be permitted to enter, without delay, for the purpose of performing their specific responsibilities.

[History: formerly § 3.828.17; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

3.09.400 Pretreatment.

(a) Users shall provide necessary wastewater treatment as required to comply with this subchapter and shall achieve compliance with all federal categorical pretreatment standards within the time limitations as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to the District shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the District for review and shall be acceptable to the District before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the District under the provisions of this subchapter. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the District prior to the user's initiation of the changes.

(b) The District shall annually publish in the San Mateo Times Newspaper, a list of the users which were not in compliance with any pretreatment requirements or standards at least once during the twelve previous months. The notification shall also summarize any enforcement actions taken against the user(s) during the same twelve months.

(c) All records relating to compliance with pretreatment standards shall be made available to the public, officials of the EPA or regional board, upon request, consistent with the requirements of the Public Access Act (Government Code sections 6250-6265).

[History: formerly § 3.828.18; ORD. 405, 12/13/89; ORD. 638, 12/14/05]

Attachment J

Town of Colma
Resolution Adopting
SSMP dated: 6/28/23

**RESOLUTION NO. 2023-24
OF THE CITY COUNCIL OF THE TOWN OF COLMA**

**RESOLUTION APPROVING THE TOWN'S UPDATED SEWER SYSTEM MANAGEMENT
PLAN (SSMP) PURSUANT TO CEQA GUIDELINE 15301**

The City Council of the Town of Colma does hereby resolve as follows:

1. Background

(a) The Town of Colma owns and operates a sanitary sewer collection system. The Town is required to comply with the State Water Resources Control Board's adopted Order No. 2006-003 and WQ 2013-0058-EXEC.

(b) State Water Resources Control Board's adopted Order No. 2006-003 adopted in May 2006 states:

"All federal and state agencies, municipalities, counties, districts, and other public entities, known as "Enrollees", that own or operate a sanitary sewer system 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 to comply with the terms of this Order."

(c) Order 2006-003 is designed to facilitate prevention and reduction of sanitary sewer overflows (SSO's) by outlining steps and actions to implement. These steps and actions are outlined in the various elements of the SSMP.

(d) The Town previously enrolled for coverage under this Order in October 2006. The City Council also previously approved the Town's SSMP in January 2011 (Resolution 2011-01). The Town's SSMP was subsequently updated in March 2017 as required by the State Water Resources Control Board's (SWRCB) Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems Order No. 2006-0003 DWQ (Order) and WQ 2013-0058-EXEC.

(e) Staff is now recommending that the City Council adopt the updated SSMP and certify that the updated SSMP and its constituent subparts are in compliance with the Sanitary Sewer Order.

2. Findings

The City Council finds that the updated Sanitary Sewer System Management Plan and its constituent parts are in compliance with State Water Resources Control Board's Order No. 2006-003.

3. Order

The City Council hereby approves and adopts the updated Sanitary Sewer System Management Plan and certifies that the updated SSMP and its constituent subparts are in compliance with the Sanitary Sewer Order.

Certification of Adoption

I certify that the foregoing Resolution No. 2023-24 was duly adopted at an adjourned regular meeting of the City Council of the Town of Colma held on June 28, 2023, by the following vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Joanne F. del Rosario, Mayor	x				
John Irish Goodwin	x				
Ken Gonzalez	x				
Carrie Slaughter	x				
Helen Fisicaro	x				
Voting Tally	5	0			

Dated 6/28/2023

Joanne F. del Rosario
Joanne F. del Rosario, Mayor

Attest: Caitlin Corley
Caitlin Corley, City Clerk