

South San Luis Obispo County Sanitation District

Sewer System Management Plan

August 2014, Revision 3

## **Introduction**

On May 2, 2006, the State Water Resources Control Board (SWRCB) required all public wastewater collection system agencies in California with greater than 1 mile of sewers to be regulated under the general Waste Discharge Requirements (WDRs). The requirements are defined in the general WDR number 2006 – 003 – DWQ. The WDR mandates that the District develop and implement a sewer system management plan (SSMP) and report all sewer system overflows (SSOs) using the State Water Board's online database, called CIWQS. In 2013, the monitoring and reporting program was revised with new notification and reporting requirements. Appendix C provides a summary of those requirements.

The purpose of the SSMP is to reduce the potential for sewer system overflows, and to compile in one document the information necessary to operate and maintain a collection system. There are 11 sections required in the SSMP which includes: goals; organization; legal authority; operations and maintenance; design and construction standards; overflow emergency response plan; fats oils and grease control program; system evaluation and capacity assurance plan; monitoring measurement program modifications; sewer system management plan audits; and communication plan.

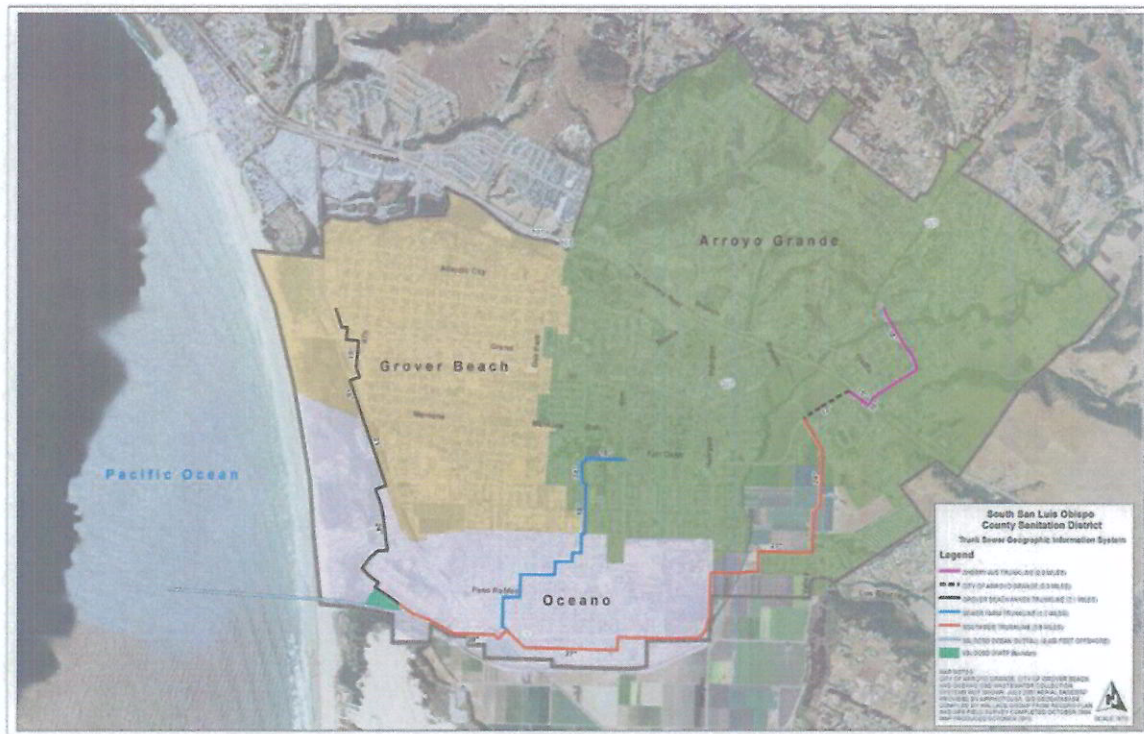
## **System Overview**

The San Luis Obispo County Board of Directors formed the South San Luis Obispo County Sanitation District (SSLOCSD or District) in 1963 to provide wastewater treatment to its neighboring communities. Upon formation, SSLOCSD included Arroyo Grande, the communities of Oceano, Halcyon and several unincorporated areas in the vicinity. At the time, the City of Grover Beach was a contract agency.

By 1965, SSLOCSD completed the construction of the wastewater treatment plant (WWTP) on a 7.6 acre site located between the Oceano Airport and the Arroyo Grande Creek Channel on Aloha Place in Oceano.

Today, SSLOCSD operates the WWTP using a fixed film reactor for secondary treatment with a design capacity flow rate of 5 million gallons per day (mgd) and a 9 mgd peak wet weather flow. The SSLOCSD collection system is comprised of 8.5 miles of trunk sewers, which collect sewage from the District's Member Agencies (MAs): the City of Arroyo Grande, City of Grover Beach, and Oceano Community Services District (OCSD). The trunk lines range in diameter from 15-inches to 30-inches, and the collection system includes 155 manholes. Figure 1 illustrates SSLOCSD's trunk sewer and service area.

**Figure 1: SSLOCSO Service Area**



The District is governed the Board of Directors, which is comprised of three members, who are annually appointed by their respective MAs. The Board of Directors makes policy and operational decisions with the District Administrator and District Staff, who are responsible for the WWTP and District trunk system. The Board of Directors also establishes policy, sets goals and objectives, approves the annual budget, and approves expenditures. The names of the current Board of Directors members are provided in Appendix A.

### **Element 1 – Goals**

The South San Luis Obispo County Sanitary District seeks to provide a dependable and properly maintained system for wastewater collection for its member agencies by meeting the following goal:

- To properly maintain, manage, and operate the sewer system.

### **Element 2 – Organization**

The District provides wastewater treatment to a combined population of just under 40,000 residents and is governed by a three member body, known as the Board of Directors. The members of the Board of Directors each serve a one year term, unless directed otherwise by the Member Agencies. The Board of Directors includes one representative from each of the Member Agencies. The Board of Directors makes policy decisions with advice from District Staff and District Administrator.



Daily District management of the WWTP and collection system is carried out by the Plant Superintendent. The Plant Superintendent reports directly to the District Administrator and the District Board of Directors. The Plant Superintendent and District Administrator are jointly responsible for the implementation of the SSMP. The Plant Superintendent is also the designated staff member who is responsible for all wastewater collection operations.

Operations staff is on-call twenty-four (24) hours per day with an estimated 45 minute response time during non-business hours.

The complete organizational chart of the District is located in Appendix A.

The Chain of Communication for reporting SSOs begins with contact at the Plant office either by residents, 911 dispatchers, or police and fire departments. The police and fire personnel may contact the Plant Superintendent or his delegate directly. The SSLOCSD telephone contact number is (805) 489-6666. This telephone number is forwarded to the on-call operator after hours. All spill reports start with this contact and gathering of information.

Documentation has been developed and implemented for all operational staff's use in the event of a spill. This documentation is then transferred to the state using the mandated online reporting system located at: <https://ciwqs.waterboards.ca.gov/>. The form to fill out to report overflows is located in Appendix B. Below are the step-by-step procedures that are followed in the event of the spill in order to protect the public and the waterways.

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

1. The receiver of the call will obtain the location from the contact person and record any description they may have of the problem using all proper documentation. Additionally, District staff or the Police Department will obtain the caller's name and phone number for follow-up information. Lift station alarms are sent directly to District personnel.
2. The receiver of the call will then contact the on-call utility operations personnel by phone immediately and direct staff to the described location.
3. Operation staff will proceed to the location to verify the report.
4. On-call utility operations personnel may request additional support. Staff members dispatched will keep administrative staff informed of progress if necessary.
5. Operation staff will notify the Plant Superintendent or his designee.
6. The Plant Supervisor or designee will notify all appropriate public agencies, including the South San Luis Obispo County Sanitation District if the trunk sewer



system is affected. County health will be contacted if the spill presents a public health hazard.

7. The applicable agencies will be contacted. Refer to Appendix C for information regarding notification requirements.
8. Upon completion or containment and cleanup, the Plant Superintendent will use the sewer system overflow report to complete the final spill report to the CIWQS database, and contact the Office of Emergency Services if necessary.

### **Element 3 – Legal Authority**

SSLOCSD is organized as a county sanitation district, pursuant to Health and Safety Code §4700 et. seq. The District maintains the legal authority for the trunk system in the SSLOCSD Sanitary Sewer System Use Ordinance, Pretreatment Ordinance, Fog Ordinance, Resolution number 2011 – 295, and Ordinance number 2006 – 01, which are on file at the District.

The District does not have any direct customers. Member Agencies are responsible for maintaining proper records, new construction, building permits, and billing customers. The District is responsible for the maintenance and upkeep of the wastewater treatment plant and the trunk lines. When the legal authority falls outside of the member agencies' jurisdictions, San Luis Obispo County has the authority to enforce current building and construction codes and ordinances.

It is essential to protect SSLOCSD from illicit discharges that may interfere with the proper functioning of the collection system and the wastewater treatment. The District's current regulatory abilities to prohibit illicit discharge, to ensure that the sanitary sewer lines and connections are properly designed and constructed, to ensure access for maintenance, inspection, and repairs, and to enforce against illicit discharges, are found in its ordinances.

### **Element 4 – Operations and Maintenance**

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. The system is maintained regularly in order to ensure that the wastewater enters the WWTP efficiently. Due to the large diameter of the trunk system lines, repairs and upkeep are not a frequent need. This element outlines the work that is District Staff perform to accomplish the optimal operation and maintenance of the District's collection system.

It is important to note that prior to October 2008 the City of Grover Beach retained individual ownership and direct responsibility for the section of trunk sewer between GB-1, which is located at the WWTP, and GB-34, which is located on Front Street in Grover Beach. On October 1, 2008, the SSLOCSD Board of Directors acted to adopt a resolution accepting conveyance of the Grover Beach trunk and accepted a quitclaim

deed from the City of Grover Beach transferring ownership of the Grover Beach trunk sewer to the District pursuant to a 1996 MOU and 1997 Annexation Agreement previously established.

#### Collection System Map

SSLOCSD maintains up-to-date electronic collection system maps created and maintained using a Geographic Information System (GIS). These maps are overlaid onto aerial imagery and provide detailed locations of the system's components with references to roads, homes, trees, etc. within the District boundary.

In addition to providing general location mapping, the electronic map includes precise information relating to the general characteristics of the system components. This information includes: material composition, pipe diameters, segment lengths, slopes, grade elevations, invert elevations, and survey data. Interactive links incorporated into the electronic maps provide immediate access to system photos, closed circuit television (CCTV) inspection videos, and the trunk system's construction drawings.

Collection system maps are printed to hard copy and provided to the District's staff and contractors for use during routine maintenance and operations and during capital improvement projects (CIP). As-built plans and construction drawings are maintained as the system is improved through the CIP, and data is routinely integrated back into collection system mapping. A copy of the District's CIP and budget is on file at the District.

#### Preventative Maintenance

The District's CCTV inspection and cleaning program is an integral component of preventative maintenance. These services are usually performed simultaneously and are executed under a publicly bid service contract awarded by the District. Performing CCTV inspection in conjunction with cleaning operations provides quality control by offering real-time visual verification that the debris encountered is completely removed from the system and allowing for additional efforts if necessary while the contractor is still onsite. Because these are trunk lines, their inspection and cleaning frequency needs to be a minimum of once every 10 years.

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. It requires that the system be maintained, so the wastewater enters the treatment plant in an efficient way.

The District maintains a collection system map that identifies all the following features: location of the sewer lines, manholes, cleanouts, pipe sizes, and pipe materials.

As-built plans and construction drawings are used to update the system map as it is altered or new appurtenances are added. Field crews and contractors make notifications where installation deviates from construction documents and the District Engineer updates the drawings.



District operations and maintenance objectives are to improve service, reduce overflows, and to minimize the cost of the maintenance program. In general the greater amount of preventive maintenance performed, smaller amount of corrective maintenance that will be required. However there should be a reasonable balance between the cost of preventive maintenance and a corresponding benefit. While no precise method is available to determine just exactly how much preventive maintenance should be undertaken, a review of historical maintenance costs on existing facility serves as useful guide.

Training on the sanitary sewer management plan should be provided to District staff at least once per year. This training should be documented, and the documentation kept with the sewer system management plan.

## **Element 5 – Design and Performance Standards**

### Design and Construction Standards

Standards and Specifications provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of the District sewer trunk lines. Work on the trunk line system follows the standards and specifications of the Member Agency that has jurisdiction over the area where the work is done. When the Member Agency doesn't have standards for the work being done the SLO County or State of California standards and specifications are used.

### Inspection Standards

The District provides continuous inspection during the construction and repair of sewer facilities along the trunk lines. The District's standard procedure requires work to be placed into service only after it is accepted by the District Engineer or its delegate following satisfactory inspection and testing.

## **Element 6 – Overflow Emergency Response Plan**

### SSO Notification

The Plant Superintendent and/or designated person is on standby twenty-four (24) hours per day, seven (7) days per week and is aware of low manholes that may overflow during an emergency. In the event of a spill, containment followed by chlorine application and wash down protocol is used. If the event occurs during non-office hours, the local Fire Department contacts the Plant Superintendent or on-call Staff that has the resources deemed necessary to correct the problem. After-hours calls to the District go directly to the on-call staff.

### SSO Response

Spill response measures include response priorities, safety, and initial containment measures. During regular business hours, the Superintendent sends one or more Operations Staff to respond to an SSO notification. The District's goal for responding to

an SSO during business hours is immediate from receipt of call. The District's goal for responding to SSO during non-business hours is 45 minutes. The collection systems Operations Staff usually are the SSO First Responder and are responsible for mitigation, documentation, most reporting, and follow-up. SSLOCSD policy is to respond to all spills within its collection service area boundary and provide mutual aid outside when requested, whether on public or private property and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. Element 2 addresses the organizational structure of the District and details the lines of authority along with the responsibilities of personnel during an emergency.

#### SSO Chain of Communication

The Plant Superintendent is the authorized individual at this time to certify electronic spill reports submitted via CIWQS. SSOs are reported by calling the District office at (805)489-6670. The phone is answered by office personnel during the regular business hours of 7:30 am to 4:00 pm. After hours the call is referred to an on-call operator.

#### Chain of Communication for Responding to SSO

The Chain of Communication for reporting SSO begins with contact to SSLOCSD office. The telephone contact number is (805) 489-6670. This telephone number is answered Monday through Friday, 7:30am to 4:00pm by District staff, and after hours by the on-call operator. The procedure is: Office Staff notifies Operations Staff of the overflow and response to the SSO is conducted. The Plant Superintendent is primarily responsible for reporting the SSO to the RWQCB and other agencies as required by the nature of the spill. In the event of a possible wastewater spill, or when Staff is contacted concerning odors, standing water, or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public.

1. District staff obtains the location and any description of the problem, name and phone number of the caller for follow-up information.
2. Operations Staff proceeds to the location to verify the report.
3. Operations Staff may request appropriate support and will keep administrative staff informed of progress as necessary.
4. Plant Superintendent, or his/her designee, will notify all appropriate public or regulatory agencies as required by the complexity of the spill.
5. Upon mitigation, containment and clean-up of the spill, the Plant Superintendent, or delegate, will complete the final SSO report to the CIWQS database, and notify regulatory agencies as needed.

#### Reporting Procedures

SSLOCSD is registered with the CIWQS electronic SSO reporting system. Information that will need to be reported include:

- ☐ Name and address of discharger, and reporting party.



- ☐ Date and time of spill. Time spill stopped.
- ☐ Location/address of spill/manhole number if available.
- ☐ Volume of spill. Path of spill. Water body affected.
- ☐ Cause of spill, action taken to stop spill.
- ☐ Time cleanup began and time cleanup completed.
- ☐ Discussion of cleanup and any public notices posted.
- ☐ Number of spills in same location over last three years.
- ☐ Discussion of measures taken to prevent spills at this location.
- ☐ List of other public agencies notified.

The public may need to be notified if there is possibility of exposure to contamination. Potential public notification measures include the temporary signage to indicate pollution of surface water or ground water due to an SSO and notification through media outlets. The District Administrator will be the contact person for media notification.

Appendix C shows the categories and reporting timelines.

#### Reporting Procedures

An overflow report, found in Appendix B, is to be completed for all reportable spills. Information recorded on the overflow report is entered into the state's database in accordance with the mandated reporting timelines.

If there are no overflows during a calendar month, the District will provide, within 30 days after the end of each calendar month, a statement through the state database certifying that there were no spills for the designated month.

In the event that the state database is not available, the District must transmit all required information to the appropriate Regional Water Quality Control Board office in accordance with the time schedules identified in Appendix C. In such event, the District must also enter all required information into the database as soon as practical.

#### **Element 7 – Fats, Oils, and Grease Program**

The District has no food service establishments that discharge directly into its system. As a result there is no need for a fats oils and grease program for this District.

#### **Element 8 – System Evaluation and Capacity Assurance Plan**

A Trunk Sewer System Capacity Study was completed in 2006. It was concluded in the report that overall flow capacities were within the design flow capacities.

#### **Element 9 – Monitoring, Measurement, and Program Modifications**

The District video inspects and cleans the trunk system a minimum of once every 10 years. During video inspection if there are any problems, the CIP is updated to include

repair or replacement. If the problem is minor, the annual budget can accommodate repairs.

#### **Element 10 – Sewer System Management Plan Audits**

The District will perform an internal audit to evaluate its sewer system management plan and its compliance with regulatory agencies every two years following the final certification. The District will prepare a report of the results of the audits, along with recommendations and suggest improvements which will be kept on file. Update to the District's sewer system management plan will be completed as required.

#### **Element 11 – Communications Plan**

Public meetings are held in the Arroyo Grande city hall at 215 E. Branch Street, California 93420 at 6:00 p.m. on the first and third Wednesday of each month. However, if a regular meeting date falls on a holiday, meetings are usually scheduled the following day.

In addition to discussion at the public meetings the Sewer System Management Plan is posted on the District's website: [www.SSLOCSD.org](http://www.SSLOCSD.org) under Environmental Programs. The public is welcome to comment at any time.

The District Board of Directors includes one representative from each Member Agency. During board meetings the SSMP audits and modifications are discussed and the information is then brought back to the Member Agencies.



## Appendix A – Organization

### *List of SSLOCSD Board Members*

#### **2014/15 Board Members**

City of Arroyo Grande Tony Ferrara, Vice Chairman  
City of Grover Beach Glen Marshall, Director  
Oceano Community Services District Matthew Guerrero, Chair

### *List of SSLOCSD District Staff*

John Clemons, Plant Superintendent  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
jclemons@ssllocsd.us

Rick G. Sweet, District Manager  
(805) 489-6666 Tel  
(805) 489-2765 Fax

Trinidad Rodriguez, Operator III  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
trini@ssllocsd.us

Jim Woeste, Senior Maintenance Mechanic  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
jim@ssllocsd.us

William “Rick” Jackman, Lead Operator  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
rick@ssllocsd.us

Aaron Allen, Operator II  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
asa@ssllocsd.us

William “Billy” Romhild, Operator II  
(805) 489-6666 Tel  
(805) 489-2765 Fax  
billy@ssllocsd.us

Fanny Mui, Operator/Lab Tech/ECI  
(805) 489-6666 Tel  
(805) 489-2765 Fax

Jerome “Mychal” Jones, Jr., Operator II  
(805) 489-6666 Tel  
(805) 489-2765 Fax

Amy Simpson, Bookkeeper/Secretary  
(805) 481-6903 Tel  
(805) 489-2765 Fax  
amy@ssllocsd.us

#### **24-hour Emergency Number**

South San Luis Obispo County Sanitation District  
1600 Aloha Place  
Oceano, CA 93445  
**(805) 489-6670 Tel**

## Chain of Communication of Sewer System Overflows

Organization	Contact person	Phone number
California Regional Water Quality Control Board	Dispatch	(805) 549 – 3147
San Luis Obispo County Health Department	Jim Hanlin	(805) 801 – 3539
California OES		(800) 852-7550
California Department of Fish and Game	Dispatch	(805) 649-2810



**Appendix B – Sanitary Sewer Overflow Reporting form**

**SSLOCS**  
**Sanitary Sewer Spill Report**

Spill location name: \_\_\_\_\_

Address: \_\_\_\_\_

Number

(N, S, E, W) Street Name

(Rd, St, Ct, etc.)

Estimated spill volume that reached a separate storm drain that flows to a surface water body? \_\_\_\_\_

Estimated spill volume recovered from the separate storm drain that flows to a surface water body? \_\_\_\_\_

Estimated spill volume that directly reached a drainage channel that flows to a surface water body? \_\_\_\_\_

Estimated spill volume recovered from a drainage channel that flows to a surface water body? \_\_\_\_\_

Estimated spill volume discharged directly to a surface water body? \_\_\_\_\_

Estimated spill volume recovered from surface water body? \_\_\_\_\_

Estimated spill volume discharged to land? (Discharges directly to land, storm drain system, or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location. Also backups to buildings) \_\_\_\_\_

Estimated spill volume recovered from the discharge to land? \_\_\_\_\_

Did the spill discharge to a drainage channel and/or surface water? Yes ☐ No ☐

Did the spill reach a storm drainpipe that is not part of a combined sewer system? Yes ☐ No ☐

If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? Yes ☐ No ☐

Spill location description: \_\_\_\_\_

Number of appearance points: \_\_\_\_\_ Spill appearance points (Check all that apply):

☐ Inside building or structure

☐ Force main

☐ Gravity mainline

☐ Manhole

☐ Other sewer system structure

☐ Pump station

☐ Lateral cleanout (private)

☐ Upper or lower lateral (private)

☐ Other (specify below)

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

Final spill destination (Check all that apply):

☐ Beach

☐ Building or structure

☐ Drainage channel

☐ Separate storm drain

☐ Street/curb and gutter

☐ Surface water

☐ Paved surface

☐ Unpaved surface

☐ Other (specify below)

Explanation of final spill destination (Required if spill destination point is "Other"): \_\_\_\_\_

Estimated spill start date and time: \_\_\_\_\_

Date and time sanitary sewer system agency was notified of or discovered spill: \_\_\_\_\_

Estimated Operator arrival date and time: \_\_\_\_\_ Estimated spill end date and time: \_\_\_\_\_

Spill cause (Check all that apply):

☐ Debris from lateral

☐ Debris - rags

☐ Debris from construction

☐ Vandalism

☐ Natural disaster

☐ Damage by others

☐ Operator error

☐ Pipe structural problem/failure

☐ Pipe structural problem/installation

☐ Pump station controls

☐ Pump station mechanics

☐ Pump station power failure

☐ Root intrusion

☐ Grease deposition (FOG)

☐ Other (specify below)

Spill cause explanation (Required if spill cause is "Other"): \_\_\_\_\_

Where did failure occur? (Check all that apply):

☐ Force main

☐ Gravity mainline

☐ Manhole

☐ Air relief valve

☐ Pump station - controls

☐ Pump station - mechanical

☐ Pump station - power

☐ Siphon

☐ Other (specify below)

Explanation of where failure occurred (Required if where failure occurred is "Other"): \_\_\_\_\_



Was this spill associated with a storm event? Yes ☐ No ☐

Sewer pipe at the point of blockage or failure: \_\_\_\_\_  
Diameter (inches) Material Estimated Age (years)

Spill response activities (Check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Cleaned-up                        | <input type="checkbox"/> Restored flow                  | <input type="checkbox"/> Property owner notified        |
| <input type="checkbox"/> Mitigated effects of spill        | <input type="checkbox"/> Returned spill to sewer system | <input type="checkbox"/> Enforcement agency(s) notified |
| <input type="checkbox"/> Contained all or portion of spill | <input type="checkbox"/> Returned some to sewer system  | <input type="checkbox"/> Other (specify below)          |

Explanation of spill response activities (Required if spill response activities is "Other"): \_\_\_\_\_

Spill response completion date: \_\_\_\_\_ Spill corrective action taken (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Added sewer to preventive maintenance program      | <input type="checkbox"/> Plan rehabilitation or replacement of sewer |
| <input type="checkbox"/> Adjusted schedule/method of preventive maintenance | <input type="checkbox"/> Repaired facilities or replaced defect      |
| <input type="checkbox"/> Enforcement action against FOG source              | <input type="checkbox"/> Other (specify below)                       |
| <input type="checkbox"/> Inspected sewer using CCTV to determine cause      |  |

Explanation of spill corrective action taken (Required if spill corrective action taken is "Other"): \_\_\_\_\_

Is there an ongoing investigation? Yes ☐ No ☐ Reason for ongoing investigation? \_\_\_\_\_

Visual inspection results from impacted receiving water: \_\_\_\_\_

Health warnings posted: Yes ☐ No ☐ Did the spill result in a beach closure? Yes ☐ No ☐

If **YES**, name of impacted beach(s) (enter N/A if None): \_\_\_\_\_

Name of impacted surface water(s) (enter un-named if un-named): \_\_\_\_\_

Water quality samples analyzed for (Check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> No water quality samples taken | <input type="checkbox"/> Other chemical indicators (specify below) |
| <input type="checkbox"/> Not applicable to this spill   | <input type="checkbox"/> Biological indicators (specify below)     |
| <input type="checkbox"/> Dissolved oxygen               | <input type="checkbox"/> Other (specify below)                     |

Explanation of water quality samples analyzed for (Required if water quality samples analyzed for is "Other chemical indicators," "Biological indicators," or "Other"): \_\_\_\_\_

Water quality sample results reported to (Check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> OES                                  | <input type="checkbox"/> No water quality samples taken |
| <input type="checkbox"/> County Health Agency                 | <input type="checkbox"/> Not applicable to this spill   |
| <input type="checkbox"/> Regional Water Quality Control Board | <input type="checkbox"/> Other (specify below)          |

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

Explanation of volume estimation methods used (Describe how you developed spill volume estimates for this spill): \_\_\_\_\_

OES Notification (Required for Category 1 spill greater or equal to 1,000 gallons): \_\_\_\_\_

Control No. Date/Time OES called

Contact person \_\_\_\_\_  
Name Title Phone number

Report Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C – Monitoring and Reporting Requirements  
(WQO-2013-058-EXEC)**



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"<sup>1</sup> (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 information<sup>2</sup> to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

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<sup>1</sup> Available for download at:

[http://www.waterboards.ca.gov/board\\_decisions/adopted\\_orders/water\\_quality/2006/wqo/wqo2006\\_0003.pdf](http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf)

<sup>2</sup> 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>



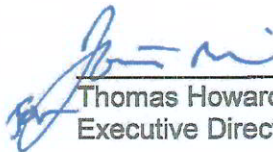
and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

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 CIWQS<sup>3</sup> Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program<sup>4</sup> 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

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

<sup>4</sup> Statewide Sanitary Sewer Overflow Reduction Program information is available at:  
[http://www.waterboards.ca.gov/water\\_issues/programs/ssol/](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"><li>• Reach surface water and/or reach a drainage channel tributary to a surface water; or</li><li>• 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).</li></ul>
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
<b>NOTIFICATION</b> (see section B of MRP)	<ul style="list-style-type: none"> <li>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.</li> </ul>	Call Cal OES at: (800) 852-7550
<b>REPORTING</b> (see section C of MRP)	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.</li> <li>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.</li> <li>"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.</li> <li>Collection System Questionnaire: Update and certify every 12 months.</li> </ul>	Enter data into the CIWQS Online SSO Database ( <a href="http://ciwqs.waterboards.ca.gov/">http://ciwqs.waterboards.ca.gov/</a> ), certified by enrollee's Legally Responsible Official(s).
<b>WATER QUALITY MONITORING</b> (see section D of MRP)	<ul style="list-style-type: none"> <li>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.</li> </ul>	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.
<b>RECORD KEEPING</b> (see section E of MRP)	<ul style="list-style-type: none"> <li>SSO event records.</li> <li>Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.</li> <li>Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.</li> <li>Collection system telemetry records if relied upon to document and/or estimate SSO Volume.</li> </ul>	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](mailto: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, 15<sup>th</sup> 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](mailto:help@ciwqs.waterboards.ca.gov).



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

**CERTIFICATION**

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

7/30/13  
Date

Jeanine Townsend  
Jeanine Townsend  
Clerk to the Board