



*South San Luis Obispo County*  
**SANITATION DISTRICT**

# South San Luis Obispo County Sanitation District

## 2019 Sewer System Management Plan

Original Plan Prepared by South San Luis Obispo County Sanitation District:

July 2009

Updated by Wallace Group:

May 2011

Updated by South San Luis Obispo County Sanitation District:

August 2013

Updated by Michael K. Nunley & Associates, Inc.:

February 2025

## **Certification Statement**

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I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information.

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Mychal Jones  
Plant Superintendent

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**List of Acronyms**

|       |  |
|-------|--|
| BMP   | Best Management Practice   |
| CCTV  | Closed Circuit Television  |
| CIP   | Capital Improvement Plan or Capital Improvement Program or Capital Improvement Project |
| CIWQS | California Integrated Water Quality System   |
| CDFW  | California Department of Fish and Wildlife   |
| FOG   | Fats, Oils, and Grease   |
| FSE   | Food Service Establishments  |
| GIS   | Geographic Information System  |
| GWDR  | General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)         |
| HMA   | High Maintenance Area  |
| I/I   | Inflow / Infiltration  |
| LRO   | Legally Responsible Official   |
| MGD   | Million Gallons Per Day  |
| MKN   | Michael K. Nunley & Associates   |
| MS4   | Municipal Separate Storm Sewer System  |
| NPDES | National Pollutant Discharge Elimination System  |
| O&M   | Operation and Maintenance  |
| OERP  | Overflow Emergency Response Plan   |
| OES   | Office of Emergency Services   |
| PM    | Preventative Maintenance   |
| PMP   | Preventative Maintenance Program   |
| POTW  | Public Owned Treatment Works   |
| R&R   | Rehabilitation and Replacement   |
| RWQCB | Regional Water Quality Control Board   |
| SSMP  | Sewer System Management Plan   |
| SSO   | Sanitary Sewer Overflow  |
| SSOR  | Sewer System Overflow Report   |
| SSORP | Sanitary Sewer Overflow Response Plan  |
| SSS   | Sanitary Sewer System  |
| SWRCB | State Water Resources Control Board  |
| UPC   | Uniform Plumbing Code  |
| WDR   | Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)        |
| WWTP  | Wastewater Treatment Plant   |

## INTRODUCTION

This section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the South San Luis Obispo County Sanitation District's (District) sewer service area and collection system.

### District Service Area and Sewer System

The County Board of Directors formed the District in 1963 which includes Arroyo Grande, Oceano, Halcyon and several unincorporated areas in the vicinity. Additionally, the City of Grover Beach is a contract agency. This service area amounts to a population of approximately 38,000 residents (2016 Wastewater Financial Plan and Rate Study). The purpose of the District is to provide wastewater treatment to these communities. It is the District's responsibility to protect the environment including preventing Sanitary Sewer Overflows (SSOs) from the District's trunk system.

Located on a 7.6 acre site on Aloha Place in Oceano between the Oceano Airport and the Arroyo Grande Creek Channel, the District constructed the Wastewater Treatment Plant (WWTP) in 1965. Member Agencies (the City of Arroyo Grande, City of Grover Beach, and the Oceano Community Services District) of the District provide sewage collection services. Sewage is transported through their collection systems into 9 miles of District owned, operated, and maintained trunk sewers which then feed to the WWTP. Currently, the WWTP operates 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 District's service area boundary is shown in **Figure 1** and serves 85% residential and 15% non-residential customers. The District's Waste Discharge Identification (WDID) Number (WDID) is 3SSO10337.

### SSMP Requirement Background

On May 2, 2006, The State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-0003 (Order No. WQ 2006-0003-DWQ), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (GWDR). The SWRCB action mandates the development of an SSMP and the reporting of SSOs using an electronic reporting system. An audit of the plan is required every two years to identify the effectiveness of the SSMP, and an overall update of the SSMP (using the audits to identify the sections and content of the SSMP to update) is required every five years from the date the original document was approved and certified.

On February 20, 2008, Attachment A to the Order was promulgated and is known as Attachment A, SWRCB Order No. WQO 2008-0002-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System (SSS). Together these documents constitute the SSS Waste Discharge Requirements (WDR).

On July 30, 2013, Attachment A to the Order was promulgated and became effective on September 9, 2013 and is known as Attachment A, SWRCB Order No. WQO 2013-0058-EXEC, amending the Monitoring RWQC and Reporting Program for Statewide GWDR for Sanitary Sewer System (SSS). Together these documents constitute the SSS Waste Discharge Requirements (WDR).

The District's SSMP was originally developed in 2009 and approved by the Board of Directors on July 15, 2009. The District completed its first revision, audit, and follow up revision in 2011. The District completed its third revision in 2014. The 2019 SSMP update serves as the fourth significant update to the plan. This SSMP will be audited and updated per the required schedule.



## South San Luis Obispo County Sanitation District - Sewer System Management Plan

This SSMP is intended to meet the requirements of both the Regional Water Quality Control Board (RWQCB) and the Statewide GWDR. The SSMP includes eleven elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

### Plan & Schedule Regulatory Requirement:

Both the SSMP and the program to implement the SSMP must be certified by the District's Board of Directors to comply with the requirements set forth above and must be presented to the Board for approval at a public meeting. The current update to the District's SSMP was approved/certified in October 2024 by the District Board.

**ELEMENT 1 GOAL**

This section identifies the goals that the District has set for the management and O&M of the sewer system and discusses the role of the SSMP in supporting these goals.

**1.1 Purpose of Report**

These goals provide focus for the District staff to continue high-quality work and to implement improvements in the management of the District's wastewater collection system.

**1.2 Regulatory Requirements**

The summarized requirements for the Goals element of the SSMP are as follows:

**RWQCB Requirement**

The collection system agency must develop goals to manage and maintain all parts of the collections system. The goals address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSOs and the mitigation of their impacts.

**SWRCB Requirement**

The collection system agency must develop goals to properly manage, operate, and maintain all parts of its wastewater collection system to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

**1.2.1 Element 1 – Goal Appendix A**

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- ❖ SSMP Schedule
- ❖ Minutes of Board Meetings for SSMP Approval (October 2007 and July 2009)

**1.3 Goal Discussion**

Providing safe, responsive, and reliable sewer services is a key component to fulfilling the District's commitment to public health, including mitigating environmental impact.

In support of this mission, the District has developed the following goals and priorities for their staff. This document outlines responsibilities and provides procedures and guidelines for sewer system maintenance and cleaning activities.

1. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs.
2. Properly manage and maintain the District trunk sanitary sewer collection system to minimize SSOs.
3. Identify, prioritize, and continuously renew and/or replace sewer collection system to maintain reliability now and into the future.
4. Provide adequate capacity for peak wet weather wastewater flows.

## ELEMENT 2 ORGANIZATION

This section identifies District Staff who are responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to meet SWRCB requirements for completing and certifying spill reports.

### 2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

#### RWQCB Requirement

The collection system agency's SSMP must identify Staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. Identify the chain of communication for reporting and responding to SSOs.

#### SWRCB Requirement

The collection system agency's SSMP must identify:

- ❖ The name of the responsible and authorized representative;
- ❖ The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- ❖ The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for reporting SSOs to the State and RWQCB and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, California Department of Fish and Wildlife (CDFW), Coast Guard, and/or State Office of Emergency Services (OES)).

#### 2.1.1 Element 2 - Organization Appendix B

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- ❖ Current List of Board of Directors
- ❖ Current List of Staff
- ❖ Agency Notification List for SSOs
- ❖ District Organizational Chart

### 2.2 District Organization

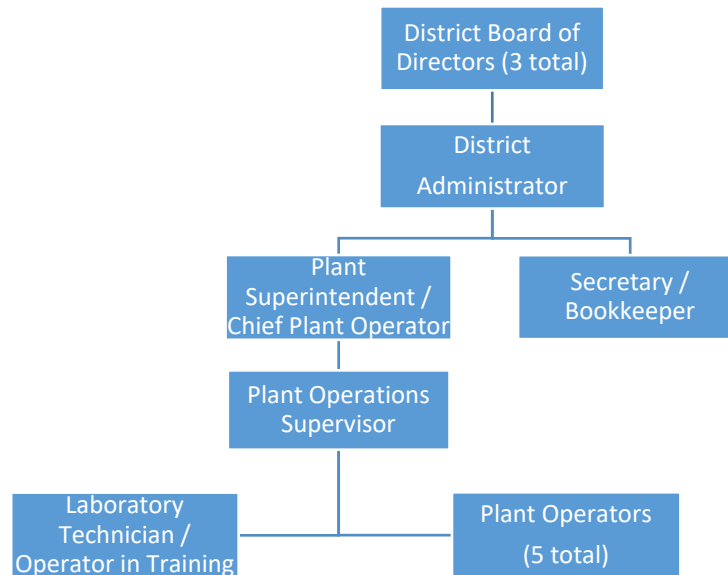
The District Board of Directors consists of three members, each appointed by the respective Member Agencies on a yearly basis. One representative comes from each of: the City of Arroyo Grande, City of Grover Beach, and the Oceano Community Services District.

The Board of Directors governs and makes decisions in the best interest of the District. Policy and operational decisions are made in conjunction with the District Administrator and District Staff who are responsible for the WWTP and District trunk system. Additionally, the Board of Directors establishes policy, sets goals and objectives, approves the annual budget, approves expenditures, and performs other related functions. For names of the current Board members see **Appendix B**.

## 2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority, and respective responsibilities associated with each position. **Figure 2-1** depicts the District's organizational chart.

**Figure 2-1:** Organization Chart



## 2.4 Authorized Representative

The District has a designated LRO pursuant to Section J., Report Declaration, of the State General WDR (Order No. 2006-0003) who is responsible for data submittals and reporting. The District's LRO is the Plant Superintendent / Chief Plant Operator. Their contact information is provided in **Appendix B**.

## 2.5 Responsibility for SSMP Implementation

The District Administrator and Plant Superintendent / Chief Plant Operator are responsible for overseeing implementation and maintenance of all elements of this SSMP.

### Responsibility for Element 1 – Goals

The District Administrator is responsible for leading staff in the implementation of the District's goals.

### Responsibility for Element 2 – Organization

The District Administrator is responsible for updating the organizational structure, SSMP implementation assignments, and SSO response and reporting chain of communication, as needed.

### Responsibility for Element 3 – Legal Authority

The District Administrator is responsible for upholding the relevant Sanitary Code and for drafting new ordinances, as needed.

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### **Responsibility for Element 4 – Operations and Maintenance (O&M)**

The District Administrator and Plant Superintendent / Chief Plant Operator are responsible for 1) resources and budget, 2) outreach to contractors, 3) prioritizing Preventative Maintenance (PM), 4) purchasing contingency equipment and replacement inventories, 5) training for staff, 6) updating the collection systems map, and 7) scheduling inspections and condition assessment.

### **Responsibility for Element 5 – Design & Performance Standards**

The District Administrator or designee is responsible for reviewing design and construction documents to ensure that all construction projects meet the proper standards.

### **Responsibility for Element 6 – Overflow Emergency Response Plan (OERP)**

The District Administrator and Plant Superintendent / Chief Plant Operator are responsible for implementation of the OERP, including revisions to the plan and annual training for maintenance crew members and staff.

### **Responsibility for Element 7 – FOG Control Program**

The District Administrator or their delegate is responsible for identifying grease High Maintenance Areas (HMAs) and maintaining an effective cleaning program for problematic grease-prone sewers. The Environmental Compliance Inspectors are responsible for inspecting grease traps/interceptors that have been installed at non-residential locations and for enforcing discharge regulations for the Member Agencies.

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

The District Administrator or their delegate is responsible for establishing and assessing capacity requirements for the District's trunk lines and for preparing and implementing the System Evaluation and Capacity Assurance Plan. They are also responsible for the development and implementation of the District's long-term Capital Improvement Plan (CIP), including updating budgets and schedules.

### **Responsibility for Element 9 – Monitoring, Measurement and Program Modification**

The District Administrator is responsible for monitoring the implementation of and assessing success of the overall SSMP program elements, with the assistance of the Plant Superintendent / Chief Plant Operator. This position is responsible for identifying trends in SSO occurrences and providing recommendations to the District Board.

### **Responsibility for Element 10 – SSMP Audits**

The District Administrator is responsible for overseeing the SSMP audits.

### **Responsibility for Element 11 – Communication Plan**

The District Administrator is responsible for communicating with the public and regulatory agencies regarding the status of the District's SSMP.

## **2.6 Chain of Communication for Responding to SSO**

The District has procedures that provide for effective notification of each category of SSOs through a clear and step-by-step method of communication by staff at different levels. The procedures for SSO reporting are reviewed and updated as needed to ensure full compliance with all regulatory and legal requirements.

The public may report a sewer spill by calling District Staff Investigation at (805) 489-6670.

All spill reports start with this contact and gathering of information as required by the California Integrated Water Quality System (CIWQS) Sewer System Overflow Report (SSOR). Guidance on completing the SSOR is provided in the CIWQS SSO Discharger Work Book and is provided in **Appendix B**. The office staff or on-call operator notifies Operations staff via handheld radios or cell phone of the overflow and response to the SSO is conducted. The Superintendent and/or Plant Operations Supervisor are responsible for reporting the SSO as required by the GWDR.

In the event of a report of a possible wastewater spill, or when Staff is contacted concerning odors, standing water or an overflowing manhole, the necessary steps are taken to verify the report and ensure the safety of the public as shown in **Figure 2-2**.

**Figure 2-2:** Chain of Communication for Responding to SSOs



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The applicable agencies that are to be contacted include: (For a complete list of current personnel to be contacted see **Appendix B**).

1. San Luis Obispo County Environmental Health Department
  - a. Contact immediately if public contact; contact within 2 hours if spill over 1,000 gallons or reaches waters of the state.
2. Central Coast Regional Water Quality Control Board (RWQCB)
  - a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state; RWQCB staff require a 24-hour written report and may require a 5-day technical report.
3. San Luis Obispo County OES
  - a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state.
4. Cal OES Warning Center
  - a. Contact within 2 hours if spill over 1,000 gallons or reaches waters of the state.
5. CA Department of Fish & Wildlife
  - a. Contact within 2 hours if spill affects fish and/or wildlife.

Upon completion of containment and clean-up, the Plant Superintendent / Chief Plant Operator will use the CIWQS SSO Discharger Work Book to initiate the draft SSO reports to the SWRCB's California Integrated Water Quality System (CIWQS) database.

**ELEMENT 3    LEGAL AUTHORITY**

This element includes legal authority, through sewer use ordinances, service agreements or other legally binding procedures, to prevent illicit discharges into the SSS. It will also address the legal authority in place to ensure proper design and construction of any additions or repairs to the sewer system.

The District's General Sewerage Regulations, as described in Resolution 22A, maintain the Legal Authority for the trunk system, including a Pretreatment Ordinance and a FOG Ordinance. The Member Agencies requested that the District administer and enforce their Pretreatment and FOG Programs. The District itself sets forth resolutions regarding sewer rate fees as the District does not have any direct customers. The Member Agencies bill their respective customers then pay the agreed resolution portion to the District for treatment of the sewage at the plant. The Member Agencies, and where legal authority falls outside their jurisdiction, San Luis Obispo County, are responsible for maintaining proper records, new construction, building permits, enforcing construction codes and ordinances. The District is additionally responsible for the maintenance and upkeep of the WWTP and the trunk lines.

**3.1    Regulatory Requirements**

The District will demonstrate, through its SSS use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- ❖ Prevent illicit discharges into its SSS (examples may include Inflow/Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- ❖ Require that sewers and connections be properly designed and constructed;
- ❖ Ensure access for maintenance, inspection, or repairs for portions of the sewer system owned or maintained by the Public Agency;
- ❖ Limit the discharge of FOG and other debris that may cause blockages;

**3.1.1    Element 3 – Legal Authority Appendix**

There is no Appendix related to Element 3.

**3.2    Prevent Illicit Discharges**

The proper functioning of the collection system and WWTP is essential, so any interfering illicit discharges must be prohibited. The District's current regulatory abilities are found in the following ordinances:

SSLOCSD Resolution 22A – General Sewerage Regulations 1966

- ❖ Article VII, Section 2 – Prohibited Wastes

SSLOCSD Pretreatment Ordinance 1994-1

- ❖ Article I, Section 3 – Prohibited Discharges

SSLOCSD Sewer Use Ordinance 2011-1

- ❖ Article III, Section 3.01 – Discharge Prohibitions

SSLOCSD Fats, Oils, and Grease Ordinance

- ❖ Article II, Section 2.3 – Prohibited FOG Discharges

### **3.3 Design and Construction**

Standards and Design Specifications provide minimum standards for the design, types and uses of materials, and the preparation of plans for construction, repair, or alteration of District treatment facilities. This ensures the sewer lines and connections are properly designed and constructed.

The District's current regulatory abilities to establish design and construction standards are found in the following ordinance:

SSLOCSD Resolution 22A – General Sewerage Regulations 1966

- ❖ Article III, Section 4 – General Regulations and Materials House Sewers to be/or Connected to a House Sewer
- ❖ Article IV, Section 1 – General Regulations and Materials Main Sewers
- ❖ Article V, Section 1 – General Rules, Standard Specifications

SSLOCSD Sewer Ordinance 2011-1

- ❖ Article II, Section 2.07 – Construction Provisions

The District will contract out engineering design services that use the Standards and Specifications approved by the District along with the current version of the San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings for the construction of all new and rehabilitated sewer related projects.

### **3.4 Ensure Access for Maintenance, Inspection and Repairs**

The District's current regulatory abilities to ensure access for maintenance, inspection, and repairs are found in the following ordinances:

SSLOCSD Resolution 22A – General Sewerage Regulations 1966

- ❖ Article IV, Section 4 – Investigative Powers
- ❖ Article VI, Section 7 – Maintenance of Connections
- ❖ Article VIII, Section 5 – Inspections

SSLOCSD Pretreatment Ordinance 1994-1

- ❖ Article I, Section 10 – Powers and Authority of Inspectors

SSLOCSD FOG Ordinance 1008-01

- ❖ Article V, Section 5.4 – Right of Entry, Inspection and Sampling
- ❖ Article V, Section 5.5 – Right to Inspect

SSLOCSD Sewer Use Ordinance 2011-1

- ❖ Article II, Section 2.08 – Inspection Provisions
- ❖ Article II, Section 2.10 – Maintenance

### **3.5 FOG Control**

The legal authority for each Member Agency to regulate the Food Service Establishments (FSEs) within the District Service area is established by the District's FOG Ordinance. The District adopted the FOG Ordinance to comply with WDR Orders No. 2006-0003-DWQ and WQ 2008-0002-EXEC in 2008, because FOG was an identified problem in the District's and Member Agencies' sanitary sewer system. FSEs are permitted and inspected semi-annually by each Member Agency who perform their own Environmental Compliance Inspection services.

### **3.6 Enforcement of its Sewer Ordinance**

If the Member Agencies are unable to obtain correction by a chronic violator of the sewer ordinance, the District shall become involved. The District has the authority to become involved if the violation pertains to general sewerage use, Pretreatment, or FOG. The District's current regulatory abilities to prohibit illegal discharge are found in the following Ordinances:

#### SSLOCSD Resolution 22 – General Sewerage Regulations 1966

- ❖ Article V, Section 6 – Liability for Violation

#### SSLOCSD Pretreatment Ordinance 1994-1

- ❖ Article V, Section 23 – Remedies
- ❖ Article V, Section 24 – Declaration of Public Nuisance
- ❖ Article V, Section 25 – Assessment of Cost
- ❖ Article V, Section 26 – Civil Remedies/Administrative Complaint
- ❖ Article V, Section 27 – Criminal Penalties
- ❖ Article V, Section 28 – Termination of Service

#### SSLOCSD Sewer Use Ordinance 2011-1

- ❖ Article V, Section 5.01 – Enforcement

#### SSLOCSD FOG Ordinance 208-01

- ❖ Article VI, Section 6.1 – General Procedure
- ❖ Article VI, Section 6.2 – Determination of Non-Compliance
- ❖ Article VI, Section 6.3 – Permit Suspension
- ❖ Article VI, Section 6.4 – Permit Revocation
- ❖ Article VI, Section 6.5 – Bypass
- ❖ Article VII, Section 7.1 – Criminal Prosecution
- ❖ Article VII, Section 7.2 – Remedies Non-exclusive

The Pretreatment Ordinance Article V and FOG Ordinance Articles VI and VII allow the District to order temporary or permanent injunctive relief with the assistance of Legal Counsel.

### **3.7 Sewer Use Fees**

The Member Agencies collect fees from their customers which they use to pay fees to the District to discharge into the District owned and operated trunk lines which then discharge into the WWTP. The fees fund the daily operation, maintenance and administration of the WWTP and trunk lines. Fees are reviewed and adopted by the Board of Directors. This is further discussed in:

#### SSLOCSD Ordinance 2006-1

- ❖ Exhibit A – Rates by Classification
- ❖ Exhibit B – Connection Fees

#### SSLOCSD Sewer Ordinance 2016-1

- ❖ Article VI, Section 4.05 – Fees

## ELEMENT 4 OPERATIONS AND MAINTENANCE PROGRAM

This element discusses the actions that are performed (mostly contracted out) to accomplish the optimal Operation and Maintenance of the District's collection system. This ensures that the system is kept in good working condition. In particular, the wastewater must enter the WWTP in an efficient way. Due to the large diameter size of the trunk system, repairs and upkeep are performed infrequently.

### 4.1 Regulatory Requirements

Element 4 of the SSMP must identify how the District meets the following regulatory requirements:

- ❖ Maintain an up-to-date map of the SSS, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- ❖ Describe routine preventive O&M activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the SSS with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance Program (PMP) program should have a system to document scheduled and conducted activities, such as work orders;
- ❖ Develop Rehabilitation and Replacement (R&R) 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. R&R should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the R&R plan should include a CIP that addresses proper management and protection of 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 CIP;
- ❖ Provide training on a regular basis for staff in SSS operations, maintenance, and require contractors to be appropriately trained; and
- ❖ Provide equipment and replacement part inventories, including identification of critical replacement parts.

#### 4.1.1 Element 4: O&M Appendix C

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- ❖ Trunk Sewer Geographic Information System Sample Map

#### **4.3 Preventative Operation and Maintenance Activities**

The District's routine and non-routine maintenance consists of line cleaning, video, and visual inspection. A contractor conducts Closed Circuit Television (CCTV) sanitary sewer line inspections for the District to identify and clean any FOG, debris, cut roots, or any other blockages in the SSS. Inspection in conjunction with cleaning provides quality control to the District by providing real time visual verification that the debris encountered is completely removed from the system. After a cleaning, the next round of maintenance will be scheduled according to the findings from the last round of inspection and maintenance. Given that these are larger diameter lines subjected to higher scouring velocity, it is appropriate to perform the maintenance at least once every three years and more where necessitated.

The District has also identified several hotspots throughout the trunk line system, which are cleaned a minimum of once every three years. These spots generally consist of areas of known Inflow/ Infiltration, root intrusion, grease, dips, and those areas located upstream of a system "bottle neck."

#### **4.4 Rehabilitation and Replacement Plan**

The risk for deterioration, blockages, and collapse increases considerably with sewer system age. To mitigate those risks, the District conducts visual inspections and CCTV inspections of manholes and sewer pipes within the trunk sewer system as part of its triennial hydro-jetting program. The District completes engineering reviews and assessments on the information obtained from the CCTV inspections to prioritize noted system deficiencies. Short-term and long-term rehabilitation actions are implemented to address each deficiency.

Long-term rehabilitation actions are incorporated into upcoming fiscal year budgets as capital improvement projects (CIP). Short-term rehabilitation actions are funded through the annual operating budget developed for collection system maintenance. Work for short-term and long-term rehabilitation actions are performed by area contractors through publicly bid service contracts awarded by the District. Examples of short- and long-term rehabilitation actions implemented by the District are described below.

The District has completed multiple maintenance projects including the relining of influent pipelines in their system. In 2016, the District completed the Cherry Avenue Pipe Bridge Maintenance project which included the removal of existing paint and debris, in addition to the application of an anti-corrosion coating system.

#### **4.5 Training**

Training, including formal classroom and on-the-job are facilitated by both District staff and by outside training workshops. On-the-job cross training is pursued to ensure staff have a proficient working knowledge of the sewer system and tasks can be performed without interruption. Task proficiency is a requirement for all job positions and promotions

#### **4.6    Equipment Inventory**

The District does not operate any lift stations in their collection system, so there is not a need for a lift station emergency inventory.

Utilizing contracted services for the components which comprise the Operations and Maintenance Plan eliminates the need for the District to maintain inventoried parts and equipment for the repair and replacement of system components. The contracts executed are inclusive of all equipment and parts necessary for completion of work. In the event of an emergency, local retailers are available to supply needed equipment and parts at short notice.

## ELEMENT 5 DESIGN AND PERFORMANCE PROVISIONS

This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB. The District is responsible for reviewing design and construction documents to ensure that all construction projects meet the District's standards. The District is responsible for updating standards for installation, and rehabilitation and repair, as needed. The District retains the responsibility for inspections of construction projects to ensure District and County standards have been followed.

### 5.1 Regulatory Requirements

Element 5 of the SSMP must identify:

- ❖ Design and construction standards and specifications for the installation of new SSSs, pump stations, and other appurtenances; and for the rehabilitation and repair of existing SSSs; and
- ❖ Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

#### 5.1.1 Element 5: Design and Performance Provisions Appendix D.

Supporting information for Element 5 is included in **Appendix D** which contains the following documents:

- ❖ District's Standard Procedure for Trunk Sewer Connections

Reference will also be made to the following documents:

- ❖ Green Book of Standard Public Works Construction

### 5.2 Design and Construction Standards

The District follows the standards and specifications of the Member Agency that has jurisdiction over the area where the work is done. Design and construction standards for each Member Agency are available on the following websites:

City of Arroyo Grande

- ❖ City of Arroyo Grande Engineering Standards for Sewers and Sanitation:  
<http://www.arroyogrande.org/document-center/standards/engineeringstandards/section-2/>

City of Grover Beach

- ❖ City of Grover Beach Standards and Specifications, Section 6 Sewerage:  
<http://www.grover.org/DocumentView.aspx?DID=268>

Oceano CSD

- ❖ San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings:  
<http://www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm>.

When the District has jurisdiction over a connection to the trunk system, the current version of the San Luis Obispo County Department of Public Works Standard Improvement Specifications and Drawings are utilized. These standards are located at the San Luis Obispo County website at:

<http://www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm>.

The District may use a combination of measures, such as spot repairs, linings, coatings, etc., depending on the site-specific conditions to restore trunk system performance to acceptable levels when rehabilitating or repairing a sewer line. The current version of the Greenbook Standard Specifications for Public Works Construction, Part 5 System Rehabilitation is used as the basis for design.

### **5.3 Procedures and Standards**

The District provides inspections during the construction and repair of sewer facilities along the trunk lines through a licensed contractor. The District's standard procedure requires work to be placed into service only after it is accepted by the District Administrator or their delegate following satisfactory inspection and testing. A copy of the District's standard procedure for trunk sewer connections is included in **Appendix D**.

Inspection and testing requirements for sanitary sewer system components are followed as described by the current version of the Greenbook: Standard Specifications for Public Works Construction and include closed-circuit television inspection and air-pressure and mandrel testing of gravity sewer mains. The sections of the Greenbook utilized by the District are:

- ❖ Section 207 Pipe
- ❖ Section 500 System Rehabilitation

The District has the authority to enforce inspection and testing of new, rehabilitated, and repaired facilities, as described in SSMP Element 3: Legal Authority. The District currently contracts out this work.



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 as well as the name and contact information of the caller for follow-up information.
2. A SSOR is initiated by the call recipient and will be provided to the first responder.
3. The Plant Superintendent / Chief Plant Operator is contacted and dispatches a first responder to the scene.
4. The first responder may request additional support by contacting administrative staff. Administrative staff will coordinate with the Plant Superintendent / Chief Plant Operator to contact appropriate District staff and contract support as required.
5. The Plant Superintendent / Chief Plant Operator may notify the District Administrator or other staff as necessary.
6. The Plant Superintendent / Chief Plant Operator or first responder will notify all appropriate regulatory agencies as required by the category of spill (Category 1 or Category 2).
7. Upon mitigation, containment, and clean-up of the spill the Plant Superintendent / Chief Plant Operator or first responder will use the SSOR to complete the spill report(s) to the State Water Board CIWQS database, the RWQCB, County OES, Cal OES and the San Luis Obispo County Environmental Health Department as necessary. The LRO will certify the CIWQS spill report within 15 days of a Category 1 and Category 2 SSOs. The LRO will certify the CIWQS spill report within 30 days after the end of the month of which Category 3 and Category 4 SSOs occur.

### 6.4 Sewer System Overflow Reporting

The District is registered with the SWRCB CIWQS electronic sewage spill reporting system. The Plant Superintendent / Chief Plant Operator is the Legally Responsible Official (LRO) and is responsible for certifying electronic spill reports submitted via CIWQS.

A SSOR will be completed for all SSOs resulting from back-ups and/or blockages in the District's trunk lines. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines (shown in **Figure 6-1**) and certified by the LRO. Copies of the SSOR will be located in the District WWTP office.

#### Category 1 SSO:

1. Spills to surface water or spilled in a location where it probably will be discharged to surface water— call Plant Superintendent / Chief Plant Operator. Within 2 hours call Cal OES, SLO County OES, SLO County Environmental Health, and RWQCB. A written report must be sent to RWQCB within 2

## South San Luis Obispo County Sanitation District - Sewer System Management Plan

### Category 3 SSO:

1. Spills of equal or greater than 50 gallons and less than 1,000 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System (MS4) - call Plant Superintendent / Chief Plant Operator.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.

### Category 4 SSO:

1. Spills less than 50 gallons that do not reach surface water, a drainage channel, or a Municipal Separate Storm Sewer System (MS4) – call Plant Superintendent / Chief Plant Operator.
2. Submit a certified report within 30 calendar days of the end of month in which the SSO event occurred.
3. Submit certified a report of all Category 4 spills, by February 1st after the end of the calendar year in which the spills occur.

### Public Notification:

Potential public notification measures may include temporary signage to indicate pollution of surface water or ground water due to an SSO or notification through media outlets. The District Administrator will be the contact person for media notification. In addition to media notification canvassing of the neighborhoods around the spill may be done to acquire more information and to inform the public of the processes being followed to mitigate the impact of the spill.

**Appendix B** includes current contact information for agency reporting.



## 6.6 Traffic and Crowd Control

SSOs often occur where public contact is likely. To minimize the possibility of contact, District staff is trained in the use of basic traffic control equipment, including safety tape and traffic cones, which are available for use in an emergency. Depending on the location of the SSO, the County Sherriff's Department (Oceano CSD), Grover Beach City Police or Arroyo Grande City Police may be contacted to assist with crowd control.

## 6.7 Sewer System Overflow Impact Mitigation

The OERP includes spill mitigation and cleanup procedures for handling a prolonged SSO situation. The OERP also covers SSO responses for different situations, including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up perimeters and control zones to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The OERP includes discussion regarding public notification procedures when an SSO has the potential to endanger public health.

The District takes all reasonable steps to contain sewage and prevent sewage discharges to storm drains and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as necessary to determine the nature and impact of the discharge. Operations staff will use suitable materials, to block catch basin entrances to storm drains and will recover spills that entered the system with a vacuum truck. SSO sites are thoroughly cleaned with appropriate steps for each unique situation.

| <b>Table 6-1: Hydro Jet/ Vacuum/ Pump Trunks Emergency Call-Out List</b>   |                     |
|--|---------------------|
| <b>Business/ Location</b>  | <b>Phone Number</b> |
| Clay's Septic and Jetting<br>925 Live Oak Ridge Road<br>Nipomo, CA 93444   | (800) 928-2529      |
| Fluid Resource Management<br>2385 Precision Dr.<br>Arroyo Grande, CA 93420 | (805) 546-3619      |
| Valley Septic Service<br>1337 W Betteravia<br>Santa Maria, CA 93458        | (805) 356-3592      |

The District may use the storm drain system as a containment device if needed. The outlet to the storm drain is blocked and the spill and wash down water are then vacuumed from the line.





## ELEMENT 8 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

### 8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

- ❖ Evaluation: Actions needed to evaluate those portions of the SSS that are experiencing or contributing to an SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the WWTP's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- ❖ Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
- ❖ 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 may include an implementation schedule and may identify sources of funding.
- ❖ Schedule: The District will develop a schedule of completion dates for all portions of the CIP developed in the bullet points above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

#### 8.1.1 Element 8 –Capital Improvements Appendix G

Supporting information for Element 8 is included in **Appendix G** which contains the following documents:

- ❖ Capital Improvement Plan and Budget
- ❖ System Hydraulic Evaluation & Capacity Assurance Study

### 8.2 Capacity Assessment and Design Criteria

A Trunk Sewer System Capacity Study was completed in 2006; the Trunk Sewer System Capacity Study is provided in **Appendix G**. It was concluded in the report that overall flow capacities were within

**ELEMENT 9 MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS**

This section of the SSMP discusses monitoring, measurement and program modifications employed by the District. The District may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

**9.1 Regulatory Requirements**

The District shall:

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

**9.1.1 Element 9 – Monitoring, Measurement & Program Modification Appendix H**

Supporting information for Element 9 is included in **Appendix H** which contains the following documents:

- ❖ SSO Logs and Trend Data (please note that no SSOs have occurred during the 2019 SSMP update and reporting period.)

**9.2 Monitoring and Measurement**

The District uses an electronic maintenance work order system. This provides written documentation of specific work that has been completed, including the date and time the work was completed. This tool provides the District with vital information needed to determine areas of high maintenance or locations, which may need further attention. Maintenance records are reviewed weekly by the Plant Superintendent / Chief Plant Operator to prioritize activities, programs and policies that may help to eliminate future SSOs.

**9.3 Identifying Trends**

## ELEMENT 10 SSMP PROGRAM AUDITS

This section discusses and outlines the procedure for conducting audits of the SSMP. These audits ensure the SSMP programs are implemented as intended. This element will include a Gap Analysis form and will identify individuals to perform the audits.

### 10.1 Regulatory Requirements

As part of the SSMP, the District shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Agency's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them. At a minimum, audits will occur every three (3) years.

#### 10.1.1 Element 10 – Internal Audits Appendix I

Supporting information for Element 10 is included in **Appendix I** which contains the following document:

- ❖ SSMP Audit Report Form

### 10.2 SSMP Audit Procedure

The District Administrator or their delegate will be responsible for conducting the SSMP Audit with cooperation from the Plant Superintendent / Chief Plant Operator. The SSMP Report shall be prepared using the SSMP Audit Report Form in **Appendix I**. When completing the SSMP Audit Report Form, designated District Staff must evaluate the effectiveness of each element of the District's SSMP Program. A written explanation must be included for each yes or no response.

The final SSMP Audit report must be submitted to the District Administrator for review and approval. SSMP Audit Reports and resulting revisions to the SSMP will be kept on file with the SSMP in the District office.

## ELEMENT 11 COMMUNICATION PROGRAM

This section discusses the communication program employed by the District. This communication includes with the public as well as the Member Agencies and regulatory agencies. It provides multiple opportunities for interested parties to provide the District with input as the SSMP and associated programs are being developed.

### 11.1 Regulatory Requirements

The District 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 District as the program is developed and implemented. The District shall also create a plan of communication with systems that are tributary and/or satellite to the District's SSS.

#### 11.1.1 Element 11 – Communication Plan Appendix J

Supporting information for Element 11 is included in **Appendix J** which contains the following document:

- ❖ Record of Training

### 11.2 Communication Program

Public meetings are held in city facilities of each Member Agency (i.e., Arroyo Grande Council Chambers, Grover Beach City Hall Council Chambers, Oceano Community Services District) on a rotating basis at 6:00 p.m. on the first Wednesday of each month. However, if a regular meeting date falls on a holiday, meetings are scheduled for the third Wednesday of the respective month or postponed to the regularly scheduled Board meeting. When substantial SSMP revisions occur, the District Administrator will present the revisions to the Board at a public meeting.

In addition to discussion at the public meetings the SSMP is posted on the District's website: [www.SSLOCSD.org](http://www.SSLOCSD.org) under 'Treatment' tab. The public is welcome to comment at any time. The SSMP webpage on the District website is to be updated as new information is available, such as new SSMP revisions or new policies are developed, or new regulatory information is received.

The District Board of Directors includes one representative from each Member Agency. During board meetings implementation of different SSMP elements (e.g. FOG) are presented and this information is then brought back to the Member

## **Appendix A**

SSMP Schedule

Minutes of Board Meetings for SSMP Approval (October 2007 and July 2009)

**Sewer System Management Plan Schedule**  
**South San Luis Obispo County Sanitation District**

| Main Task / Sub-task  | Actions  | Date / Status    |
|---|--|------------------|
| <b>(i) SSMP Development Plan and Schedule</b>                                 | <b>Initial plan on how the agency intends on developing and implementing their SSMP.</b>   |                  |
| District Board certification of Development Plan and Schedule                 | Present SSMP Development plan to District Board for approval.  | Completed        |
| <b>(ii) Goals – Ele 1</b>   | <b>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.</b> |                  |
| SSMP Goal   | Stated goals for SSMP  | Completed        |
| <b>(iii) Organization – Ele 2</b>   | <b>Names and contract staff positions responsible for developing and implementing the SSMP.</b>  |                  |
| Organizational chart  | Develop organizational chart of management, administration and maintenance personnel.  | Completed        |
| SSO Chain of Communications   | Develop the internal chain of communications for reporting SSO's   | Completed        |
| <b>(iv) Legal Authority – Ele 3</b>   | <b>Agency's legal authority to operate and maintain its sewage collection system.</b>  |                  |
| Ordinance development for preventing prohibited discharges                    | SSLOCSD Resolution 22 A<br>SSLOCSD Pretreatment Ordinance 1994-1   | Already in Place |
| Ordinance development requiring proper design and construction                | SSLOCSD Resolution 22 A  | Already in Place |
| Ordinance development requiring inspections during and following construction | SSLOCSD Resolution 22 A<br>SSLOCSD Pretreatment Ordinance 1994-1   | Already in Place |
| Ordinance development for the limiting of the Fats, Oils & Grease             | SSLOCSD Fats, Oils, and Grease Ordinance   | Already in Place |
| Ordinance development to enforce violations                                   | SSLOCSD Resolution 22  | Already in Place |
| <b>(v) Operation and Maintenance Program– Ele 4</b>                           | <b>Collection System operations program and procedures.</b>  |                  |
| Mapping   | Up to date mapping of the sewage collection system facilities.   | Completed        |
| Mapping updates   | Develop procedures for maintain mapping data.  | Completed        |

|   |   |           |
|---|---|-----------|
| Preventative Maintenance Program                      | Develop a written description of the preventative maintenance activities the District employs.  | Completed |
| Pipeline maintenance                                  | Develop a schedule for line cleaning and maintenance.   | Completed |
| Pumping and other facilities                          | Develop a schedule for maintenance of pumping and other facilities.   | Completed |
| Problem areas   | Identify problem areas *high maintenance areas: HMA and develop procedures for their maintenance.                                       | Completed |
| Rehabilitation and replacement program                | Develop a short and long term plan for the rehabilitation of replacement of piping due to system deficiencies, including funding (CIP). | Completed |
| Inspection Program                                    | Develop a program and schedule for the regular visual inspection of the system.   | Completed |
| Inspection Schedule                                   | Develop a schedule for ongoing inspection of the entire collection system.  | Completed |
| Work orders   | Develop a system to track and schedule all maintenance activities.  | Completed |
| Equipment and parts inventory                         | Develop an inventory of equipment and replacement parts.  | NA        |
| Critical parts  | Develop an inventory of critical replacement parts including procedures for acquisition.  | Completed |
| <b>(vi) Design and Performance Provisions – Ele 5</b> | <b>Develop and implement the Capital Improvement Plan that will provide for equipment and system replacements.</b>                      |           |
| Design standards                                      | Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems.                    | Completed |
| Inspection and testing standards                      | Develop and/or adopt procedures and standards for inspecting and testing  | Completed |
| <b>(vii) Spill Emergency Response Plan – Ele 6</b>    | <b>Written procedures defining how the District responds to SSO's</b>   |           |
| Overflow response procedures                          | Develop standard operating procedures for SSO response.   | Completed |
| Notification procedures                               | Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.        | Completed |

|   |  |           |
|---|--|-----------|
| Emergency response training   | Develop and implement Emergency Response Training Program for contract staff or contractors, if utilized.                                    | Completed |
| Traffic and crowd control   | Develop procedures for traffic and crowd control to be utilized during an SSO event.   | Completed |
| Monitoring and sampling   | Develop procedures for monitoring and sampling, if required, for an SSO event.   | Completed |
| Follow-up   | Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.                             | Completed |
| <b>(viii) Sewer Pipe Blockage Control Program – Ele 7</b>                               | <b>Prepare and implement a FOG Control Program to reduce the amount of these substances from being discharged into the collection system</b> |           |
| Identification of Grease Problem Areas  | Evaluate system to determine if FOG related problems exist.  | Completed |
| FOG Program   | Develop a program to reduce and/or eliminate FOG related sources.  | Completed |
| Public outreach   | Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.                | Completed |
| Legal Authority   | Develop a list of authorized parties for enforcing sewer pipe blockage control.  | Completed |
| High Maintenance Areas  | Develop and implement a inspection program of high maintenance areas.  | Completed |
| <b>(ix) System Evaluation, Capacity Assurance, and Capital Improvements Plan– Ele 8</b> | <b>Evaluate current capacity of collection system and provide solutions to areas with needed improvement.</b>                                |           |
| Inflow and infiltration (I&I)   | Develop procedures to detect and remediate I&I problems.   | Completed |
| Identify deficiencies   | Identify areas of the system that exhibit capacity deficiencies.   | Completed |
| Analyze defects   | Analyze and prioritize repairs/replacement of pipeline defects.  | Completed |
| Capital Improvement Projects  | Annual planning  | Completed |
| <b>(x) Monitoring, Measurements and Plan Modifications – Ele 9</b>                      | <b>The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.</b>                          |           |
| Data management   | Develop procedures for accumulating and analyzing system maintenance, repairs,   | Completed |

|  |  |               |
|--|--|---------------|
|  | projects, reductions of SSO's, and any other pertinent data.   |               |
| Program Effectiveness                            | Develop procedures, report, etc. to measure the effectiveness of the SSMP.   | Completed     |
| Program changes                                  | Develop procedures to initiate changes, enhancements, or correct deficiencies in the SSMP.   | Completed     |
| <b>(xi) Internal Program Audits – Ele 10</b>     | <b>Program audits are required every two years following the adoption of the final SSMP (August 2, 2011). Audits shall document the success of the SSMP and improvements made to it.</b> |               |
| Document control                                 | Develop procedure for SSMP document control.   | In place      |
| Key individual(s)                                | Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.           | In place      |
| Checklist  | Develop a checklist to assist and ensure the SSMP is in compliance and effective.  | Completed     |
| Reports  | Develop reports to assist with analyzing the effectiveness of the SSMP.  | Completed     |
| Milestones                                       | Develop milestones (time, events, etc.) that denote program review.  | Completed     |
| <b>(xii) Communication Program – Ele 11</b>      | <b>The communication program in the District's outreach to the community and satellite contributors about the public collection system and the SSMP document.</b>                        |               |
| Public outreach                                  | Develop a protocol for soliciting and responding to public input.  | Completed     |
| Staff SSMP awareness                             | Develop a program to ensure contract staff awareness of SSMP procedures, protocol, etc.  | Completed     |
| <b>FINAL SSMP CERTIFICATION</b>                  | <b>Final SSMP document, after all elements have been developed, documented, and implemented.</b>   |               |
| Review by District Attorney                      | Review of completed SSMP by the legal counsel.   |               |
| Adoption/Certification of SSMP by District Board | Adoption and certification of final SSMP document by District's governing body.  |               |
| SSMP Update 2009                                 | Initial Release of SSMP  | July 15, 2009 |

|                  |  |               |
|------------------|--|---------------|
| SSMP Update 2011 | Revision of each element of SSMP based on SWRCB inspections March 7, August 11, and December 19, 2010. | May 31, 2011  |
| SSMP Update 2014 | Revision #3 of SSMP  | August 2014   |
| SSMP Update 2019 | Revision #4 of SSMP  | February 2025 |

# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Wastewater Treatment Plant  
1600 Aloha Place  
Oceano, CA 93445

Wednesday

July 15, 2009

6:20 p.m.

## **1. ROLL CALL**

Present: Chairman Bill Nicolls, City of Grover Beach; Director Barbara Mann, Oceano Community Services District.

Absent: Vice Chairman Jim Hill, Oceano Community Services District;  
Director Tony Ferrara, City of Arroyo Grande.

Others in Attendance: John Wallace, District Administrator; Tom Zehnder, District Engineer; Mike Seitz, District Counsel; Jeff Appleton, Plant Superintendent.

## **2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON AGENDA**

There were no public comments at this time.

## **3. REVIEW AND APPROVAL OF MINUTES**

**The minutes of July 1, 2009 were presented for review and approval. This item was carried over to the next scheduled agenda for a vote by directors present at that meeting.**

## **4. CONSIDERATION OF WARRANTS**

The warrants for the past period were presented. **It was moved by Director Mann, seconded by Chairman Nicolls to approve warrants in the amount of \$94,375.74 for 7/15/2009 P/Y and \$38,833.43 for 7/1/2009 current year. Motion carried.**

## **5. REVIEW OF CURRENT FINANCIAL STATEMENT**



**The foregoing resolution was hereby adopted this 15<sup>th</sup> day of July, 2009.**

C. Adoption of FY 2009-10 Budget.

Administrator Wallace presented the District's proposed budget for the 2009/10 Fiscal Year.

District Counsel Seitz stated that this item should be continued to the next meeting as the public hearing was inadvertently advertised to be held at the Oceano Community Services District.

9. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

District Counsel Seitz stated that the District has resolved all contract issues with Andritz regarding the new centrifuge purchase.

The District has received a draft of the District's proposed new Waste Discharge Orders.

10. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 7:20 p.m.

## Appendix B

Current List of Board of Directors

Current List of Staff

Agency Notification List for SSOs

District Organizational Chart



# SSO Discharger Work Book









## Part 1: Logging in and Changing Personal Information.

To get you started we are going to show you how to log into the system and how to make changes to your personal information. While these are very basic tasks it is one of the best beginner demonstrations to the module system in CIWQS and it will introduce you to the methods with which all information is changed in the system.

### User roles that need to review this section: All

1. Start by going to the CIWQS login screen at:  
<http://ciwqs.waterboards.ca.gov/>.
2. Once the page loads enter your CIWQS username into the “User ID:” field and your password into the “Password:” field.
3. Press “Login”.
4. After you press “Login” the CIWQS main menu will appear. Depending on your access you will be provided with the links to various CIWQS modules. Including but not limited to:
  - [Submit/Review a Self Monitoring Report \(SMR\)](#)
  - [Run Reports](#)
  - [View/Change My Personal Information](#)
  - [Create/Maintain Places](#)
  - [Create/Maintain Parties](#)
  - [Create/Maintain Regulatory Measures](#)
  - [Create/Maintain Violations](#)
  - [Create/Maintain Inspections](#)
  - [Create/Maintain Invoices](#)
  - [GeoWBS Online Editor](#)
  - [Map It!](#)
  - [Administer System](#)
  - [SSO](#)
5. Select the “View/Change My Personal Information” module hyperlink.
6. You will be taken to the Personal Information page, here you can update your contact information, add a new facility, change your password, or request a more serious change.
7. Let's start with changing your password. To change your password; press the “Change Password” button.



|  |
|--|
| User ID:                                       |
| <input type="button" value="Change Password"/> |
| My Name:                                       |
| Prefix:  |
| First Name:                                    |

8. After pressing “Change Password” you will be taken to a new screen asking you to enter the new password you have chosen twice.

|                                     |                                       |
|-------------------------------------|---------------------------------------|
| New Password: *                     | <input type="text"/>                  |
| Confirm New Password: *             | <input type="text"/>                  |
| <input type="button" value="Save"/> | <input type="button" value="Cancel"/> |

9. Once you have entered your new password press “Save”.
10. After pressing “Save” you will be asked to verify that you wish to save, press “Ok”.
11. You will be returned to the personal information screen. If you scroll down a little you can view all of your contact information.

|                   |   |
|-------------------|---|
| My Address:       |   |
| Street Number:    | <input type="text"/>                    |
| Street Name:      | <input type="text"/>                    |
| Apt.:             | <input type="text"/>                    |
| City:             | <input type="text"/>                    |
| State:            | <input type="text" value="California"/> |
| Zip Code:         | <input type="text"/>                    |
| My Phone Number:  | <input type="text"/>                    |
| My Fax Number:    | <input type="text"/>                    |
| My Email Address: | <input type="text"/>                    |

12. If you make any changes to your contact information they have to be saved by pressing the “Save Changes” button at the bottom of the page.
13. After pressing “Save Changes” you will see a screen verifying that your changes were logged. You will also be provided with two hyperlinks. Press the first “here” hyperlink to return to the personal information screen.



14. To request another change to your account that you don't have access to make yourself press the "Request Another Change" button near the bottom of the view/change my personal information page.
15. After pressing the button your computer's email client will launch a new email window with the CIWQS Help Center email address in the "To:" field. Describe the change you wish to have made to your account and send the email. Be sure to include your name and username.
16. We are now done with this module; press the "Menu" hyperlink available at the top right corner of the page to return to the CIWQS main menu.



## Part 2: Completing the SSO Collection System Questionnaire

One of the first things that must be done by an enrollee is to complete the Collection System Questionnaire. For the new Sanitary Sewer Order the State has decided that instead of including a questionnaire with the Notice of Intent form they will require this online questionnaire to be filled out for each facility. This is a better system than the old one because employees at each facility can easily update the questionnaire at any time if something changes.

**Note:** All fields in this section, with the exception of one dropdown, are for numeric characters only. Also, the questionnaire must be updated every twelve months but can be modified more often if the enrollee desires.

### User roles that need to review this section: LRO

1. If you are not already logged into the CIWQS system proceed to this URL <http://ciwqs.waterboards.ca.gov/> and login.
2. After logging in you will see the CIWQS main menu. Select the “SSO” hyperlink to proceed to the SSO module.

A screenshot of the CIWQS Main Menu. The title is "Main Menu". Below the title, there is a list of four links: "Run Reports", "View/Change My Personal Information", "Administer System", and "SSO". The "SSO" link is highlighted with a blue background.

| Main Menu   |
|---|
| <ul style="list-style-type: none"><li>Run Reports</li><li>View/Change My Personal Information</li><li>Administer System</li><li>SSO</li></ul> |

3. Upon entering the SSO module you will be required to select the collection system you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate system press the “Continue” button.

A screenshot of the "SSO - Sanitary Sewer Systems"



- [Collection System Questionnaire](#) ?  
Pertinent information regarding your collection system.
- [Reporting New SSO](#) ?  
Report new SSO.
- [Modifying Existing SSO](#) ?  
View/Modify existing SSO Report.
- [Generate No Spill Certification](#) ?  
Certify that no spills occurred within a certain time period.

5. You will be taken to the collection system questionnaire page. It has a series of fields that need to be filled in with current information from your facility.
6. Question 1 requires you to enter the number of people served by your collection system.

|  |                                     |
|--|-------------------------------------|
| <a href="#">Collection System Questionnaire</a> ?                        |                                     |
| 1) What is the population served by your agency's sanitary sewer system? | <input type="text" value="78,778"/> |

7. Questions 2 and 3 require annual budget information for the collection system. The values entered should be as close to the actual amount of money spent as possible (i.e., excluding funds planned for reserve).

|   |  |
|---|--|
| 2) What is your current annual operation and maintenance budget for sanitary sewer system facilities? | <input type="text" value="5,678,900"/> |
| 3) What is your current annual capital expenditure budget for sanitary sewer system facilities?       | <input type="text" value="4,500,000"/> |

8. Sections 4 through 7 require you to enter number of employees you have in each of four experience levels and the number of employees in each of the four grades of California Water Environment Association (CWEA) collection system operator certification. There is no dependent relationship between these two numbers. For example, an enrollee can potentially have more Grade I certified employees than the total number of employees with less than 2 years experience. The number of employees can be entered as fractional values, if necessary (e.g., 1.5).



| General Classifications   |                                 |
|---|---------------------------------|
| <b>4) Entry Level ( Less than 2 years experience)</b>               |                                 |
| Number of agency employees?   | <input type="text" value="6"/>  |
| Number of certified (CWEA Grade I) agency employees?                | <input type="text" value="4"/>  |
| <b>5) Journey Level ( Greater than or equal 2 years experience)</b> |                                 |
| Number of agency employees?   | <input type="text" value="6"/>  |
| Number of Certified (CWEA Grade II) agency employees?               | <input type="text" value="8"/>  |
| <b>6) Supervisory Level</b>   |                                 |
| Number of agency employees?   | <input type="text" value="2"/>  |
| Number of Certified (CWEA Grade III) agency employees?              | <input type="text" value="3"/>  |
| <b>7) Managerial Level</b>  |                                 |
| Number of agency employees?   | <input type="text" value="10"/> |
| Number of Certified (CWEA Grade IV) agency employees?               | <input type="text" value="10"/> |

9. Question 8 requires you to enter the number of miles of forced mains and pressure systems used in your collection system.

|   |                                  |
|---|----------------------------------|
| 8) How many miles of forced mains and other pressure systems? | <input type="text" value="7.6"/> |
|---|----------------------------------|

10. Question 9 asks the mileage of the combined gravity lines within the system.

|                                      |                                  |
|--------------------------------------|----------------------------------|
| 9) How many miles of gravity sewers? | <input type="text" value="103"/> |
|--------------------------------------|----------------------------------|

11. Questions 10 through 13 require information about the sewer laterals within the collection system. Including: their total mileage, the portion your agency is responsible for, the total mileage of that portion, and the number of service connections. The responsibility for maintaining a lateral can be split between the enrollee and private property owner. The terms “upper” and “lower” lateral indicates this. The enrollee would be responsible for the “lower” lateral section, which is connected to the main, and the private property owner would be responsible for the “upper” lateral section, which is connected to the home/building.

|  |
|--|
| 10) Estimated total miles of laterals (upper and lower |
|--|



14) Approximately, what percentage of your sanitary sewer system was constructed between the years of:  
(note: total must sum to 100%)

|    |   |                |
|----|---|----------------|
| 10 | % | 2000 - Present |
| 10 | % | 1980 - 1999    |
| 3  | % | 1960 - 1979    |
| 17 | % | 1940 - 1959    |
| 40 | % | 1920 - 1939    |
| 10 | % | 1900 - 1919    |
| 10 | % | Before 1900    |

13. Question 15 is for you to enter the total miles of your collection system that is not accessible by vehicle.

15) Estimated total miles of your sanitary sewer system not accessible by vehicle?

14. Question 16 requires the total mileage of the collection system that is cleaned per year.

16) What is your total gravity sewer system cleaning production in miles/year?

15. Question 17 is for the total mileage of the collection system that is inspected per year.

17) What is your total gravity sewer system condition inspection (e.g., CCTV) production in miles/year?

16. Once all the fields are complete look back over the questionnaire to make sure that all of the information is accurate.

17. Your questionnaire is now complete. Press one of the "Save" buttons that can be found either at the bottom left or top left of the page.



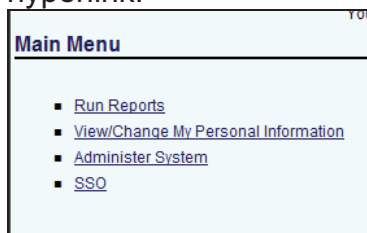
## Part 3: Creating and Editing an SSO

This section describes the core purpose of the SSO module; which is the ability to report SSOs online. Before the enrollee is able to complete this task they must have a completed Collection System Questionnaire. There are two types of SSOs, Category 1 and Category 2, and both of them will be discussed and demonstrated here.

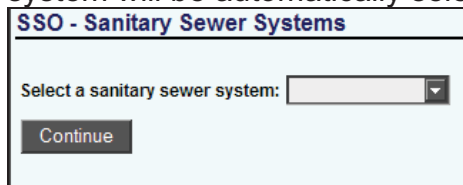
**Note:** In the SSO report screens only the fields with asterisks must be filled out before the report can be readied for certification or certified. This document goes over every field in the order they appear. Fewer fields must be completed to save a work in progress and to submit a draft. These mandatory fields are noted in the discussion below.

### User roles that need to review this section: All

1. If you are not already in the system, proceed to the CIWQS Login page at: <http://ciwqs.waterboards.ca.gov/>.
2. Using your username and password log into the system.
3. You will be taken to the CIWQS main menu. From that menu press the “SSO” hyperlink.



4. Upon entering the SSO module you will be required to select the sanitary sewer system (aka collection system) you wish to submit information for from the “Select a Sanitary Sewer System:” dropdown. After selecting the appropriate collection system press the “Continue” button. If your agency only has one collection system this screen will be bypassed and the collection system will be automatically selected.





- [Collection System Questionnaire](#) ?  
Pertinent information regarding your collection system.
- [Reporting New SSO](#) ?  
Report new SSO.
- [Modifying Existing SSO](#) ?  
View/Modify existing SSO Report.
- [Generate No Spill Certification](#) ?  
Certify that no spills occurred within a certain time period.

6. The first screen in reporting a new SSO helps you determine whether or not the SSO is a Category 1 or a Category 2 spill.
- If you answer yes to questions 2 or 3 and/or the spill amount is over 1000 the event is considered a Category 1 spill.
  - If you answer no to both questions and the spill amount is under 1000 the event is considered a Category 2 spill.

*Note: Questions with "\*" are required to be answered.*

**Determine Spill Type:** ?

\* 1. Estimated spill volume?  gallons

\* 2. Did the spill discharge to a drainage channel and/or surface water?

\* 3. Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system?

7. After entering your information in those three fields select whether or not the spill was a private lateral spill. If it was, list the responsible agency in the box provided. The reporting of private lateral SSOs is voluntary, based on the terms of the Sanitary Sewer Order, but enrollees are strongly encouraged to do so. This additional information will provide a better understanding of the prevalence and impact of private lateral spills throughout the State.

\* 4. Private Lateral Spill?  No

5. Name of responsible party (for private lateral spill only, if known):

8. Check to make sure the information you entered is accurate then press the "Continue" button.
9. The SSO General Info tab will appear. Start by entering the name of the location where the spill occurred in the "Spill Location Name:" field. This entry should be a general descriptor of the spill location (e.g., street address, intersection, or manhole number). The "Spill Location Name:"



10. Enter the latitude and longitude of the spill location. Using a handheld GPS unit or referencing a web-based mapping site such as earth.google.com can determine this information. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

|                                |                      |      |                      |      |                      |         |                      |                 |
|--------------------------------|----------------------|------|----------------------|------|----------------------|---------|----------------------|-----------------|
| * Latitude of spill location:  | <input type="text"/> | deg. | <input type="text"/> | min. | <input type="text"/> | sec. OR | <input type="text"/> | decimal degrees |
| * Longitude of spill location: | <input type="text"/> | deg. | <input type="text"/> | min. | <input type="text"/> | sec. OR | <input type="text"/> | decimal degrees |

11. Enter the street address of the spill location and a cross street, if there was one.

|                |                      |                   |                      |
|----------------|----------------------|-------------------|----------------------|
| Street number: | <input type="text"/> | Street direction: | <input type="text"/> |
| Street name:   | <input type="text"/> | Street type:      | <input type="text"/> |
| Cross street:  | <input type="text"/> |                   |                      |

12. Enter the City, State, Zip, and county of the spill site in their corresponding fields. These fields can be found just above the “Location Description” field. This field must be completed to “submit draft” for any SSO report but not to “save work in progress”.

|           |                      |        |                      |      |                      |
|-----------|----------------------|--------|----------------------|------|----------------------|
| City:     | <input type="text"/> | State: | <input type="text"/> | Zip: | <input type="text"/> |
| * County: | <input type="text"/> |        |                      |      |                      |

13. Enter a description of the spill site in the “Spill Location Description:” field. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.

|                             |                      |
|-----------------------------|----------------------|
| Spill location description: | <input type="text"/> |
|-----------------------------|----------------------|

14. Select the region in which the spill occurred from the “Regional Water Quality Control Board:” dropdown. This field must be completed to “submit draft” for any S



|  |                      |
|--|----------------------|
| <b>Spill Details</b>   |                      |
| * Spill appearance point:  | <input type="text"/> |
| Spill appearance point explanation:<br>(Required if spill appearance point is "Other") | <input type="text"/> |

16. The next four questions were answered in step 6 when you were determining your spill type. If, at any time, you need to change the answers you can do so in this screen. These fields must be completed to “save work in progress” or “submit draft” for any SSO report.

|   |                                 |
|---|---------------------------------|
| * Did the spill discharge to a drainage channel and/or surface water?   | <input type="text" value="No"/> |
| * Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system? | <input type="text" value="No"/> |
| * Private lateral spill?  | <input type="text" value="No"/> |
| Name of responsible party (for private lateral spill only, if known):   | <input type="text"/>            |

17. Select the final destinations of the spill in the “Final Spill Destination:” box. Hold CTRL on your keyboard if you wish to select multiple. If “other” was among your selections you are required to enter an explanation in the available text box. The “Final Spill Destination:” describes the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary. This field doesn’t need to be completed to “save work in progress” or “submit draft” for any SSO report.

|   |  |
|---|--|
| * Final spill destination:<br>(Hold Ctrl key to Select Multiple answers from the list)      | <input type="text" value="Beach"/><br><input type="text" value="Building or structure"/><br><input type="text" value="Other paved surface"/> |
| Explanation of final spill destination:<br>(Required if final spill destination is "Other") | <input type="text"/>   |

18. The field “Estimated Spill Volume:” was completed when determining your spill type. If, at any time, this number changes you can return to this screen and update the information. This field must be completed to “save work in progress” or “submit draft” for any SSO report.













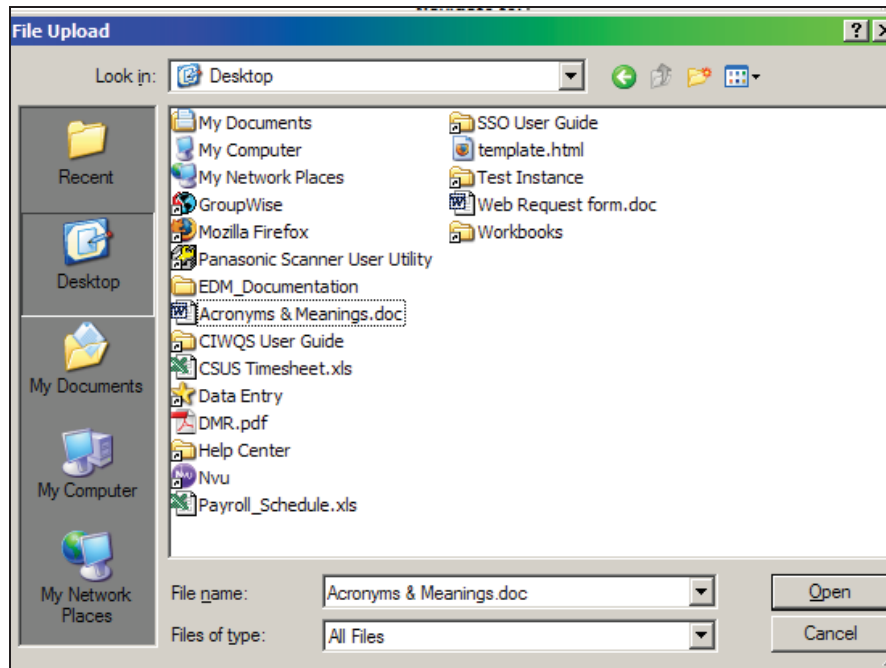
47. Enter a description of how the party is related to the spill in the “Description” field.

48. Once all of the information is complete for a party press the “Add” hyperlink to the right of the “Description” field. The information will be saved and you will then be allowed to enter another party. If, at any time, you wish to remove a party press the “Delete” hyperlink.

49. When you are finished adding parties select the “Attachments” tab. This tab allows you to attach any paper reports, pictures, diagrams, etc. of the spill.

50. Begin by pressing the “Browse” button.

51. A file search window will appear. Locate the file you wish to attach, select it and press the “Open” button.



52. You will be returned to the attachments screen. Enter a brief description of the file you will be uploading into the “File Description” field and press the “Upload File” button.

| File Description     |  |
|----------------------|--|
| <input type="text"/> | <input type="button" value="Upload File"/> |

53. Your SSO Spill report is now complete. If at any time you wish to edit the report before you certify it select the “Modify Existing SSO” hyperlink from the SSO menu, and look up your SSO using one of the available search fields.

|  |  |
|--|--|
| Report new SSO.                            |  |
| ▪ <a href="#">Modifying Existing SSO</a> ? |  |
| View/Modify existing SSO Report.           |  |

54. To learn how to save drafts and certify your report proceed to the next section of this document.







10. The “Executed On:” field will be pre-populated with the date. Complete the “Executed At:” field, which indicates the location/office of the LRO certifying the report.

|                      |   |
|----------------------|---|
| <b>Executed On:*</b> | <input type="text" value="08/15/2006"/> |
| <b>Executed At:*</b> | <input type="text"/>                    |

11. Once all four fields are complete press the “Certify” button.
12. Your SSO report is now completed and submitted to the regional board. If at anytime you realize that some of the information has changed or is incorrect for some other reason you may look up the report and press the “Amend” button to reopen the report for editing. It will then have to be recertified.



## Part 5: No Spill Certification

Perhaps your agency doesn't have any spills to report for your period. That can be taken care of by completing no spill certification.

### User roles that need to review this section: LRO

1. From the SSO main menu select the "Generate No Spill Certification" hyperlink.
2. The no spill certification section is only two dropdowns and a certification page. Select the period you didn't have a spill from the "Month/Year Without Spills:" dropdowns.

3. Press the "Certify" button.
4. No spill certification is now complete.

## SSLOCSO Board Members

City of Arroyo Grande  
City of Grover Beach  
Oceano Community Services District

Caren Ray Russom, Chair  
Karen Bright, Vice Chair  
Linda Austin, Director

## SSLOCSO District Staff

|   |                                      |
|---|--------------------------------------|
| Mychal Jones, Plant Superintendent/Chief Plant Operator | Jeremy Ghent, District Administrator |
| Legally Responsible Official                            | Legally Responsible Official         |
| Tel: (805) 489-6666                                     | Tel: (805) 489-6666                  |
| Fax: (805) 489-2765                                     | Fax: (805) 489-2765                  |
| Email: mychal@sslocsd.us                                | Email: jeremy@sslocsd.us             |
|   |                                      |
| Mike Arias, Plant Operations Supervisor                 | Rick Jackman, Senior Plant Operator  |
| Data Submitter  | Tel: (805) 489-6666                  |
| Tel: (805) 489-6666                                     | Fax: (805) 489-2765                  |
| Fax: (805) 489-2765                                     | Email: rick@sslocsd.us               |
| Email: arias@sslocsd.us                                 |                                      |
|   |                                      |
| Billy Romhild, Plant Operator II                        | Mario De Leon, Plant Operator II     |
| Tel: (805) 489-6666                                     | Tel: (805) 489-6666                  |
| Fax: (805) 489-2765                                     | Fax: (805) 489-2765                  |
| Email: billy@sslocsd.us                                 | Email: mario@sslocsd.us              |
|   |                                      |
|   |                                      |
| Chris Rigoni, Plant Operator II                         | Justin Musick, Plant Operator II     |
| Tel: (805) 489-6666                                     | Tel: (805) 489-6666                  |
| Fax: (805) 489-2765                                     | Fax: (805) 489-2765                  |
| Email: chris@sslocsd.us                                 | Email: justin@sslocsd.us             |
|   |                                      |
|   |                                      |
| Erika Frost, Laboratory                                 |                                      |

**Chain of Communicating Sanitary Sewer Overflows**

| <b>Organization</b>   | <b>Contact Person</b> | <b>Phone Number</b> |
|---|-----------------------|---------------------|
| Cal OES Warning Center                                      |                       | (800) 852-7550      |
| Central Coast Regional Water Quality Control Board          | Dispatch              | (805)549-3891       |
| CCRWQB for Discharge to Waters of the United States         | Arwen Wyattmair       | (805)542-4695       |
| County of San Luis Obispo Public Health Department          |                       | (805)542-4695       |
| California OES SLO County Emergency Services Coordinator    | Elise Arata           | (916)628-0371       |
| California Department of Fish and Wildlife (Central Region) |                       | (559)243-4005       |

## **Appendix C**

### Trunk Sewer Geographic Information System Sample Map



## **Appendix D**

### District's Standard Procedure for Trunk Sewer Connections



- G. Sanitation District notifies Wallace Group that Developer has paid one half of fees.
- H. Wallace Group reviews project plans and provides Applicant with SSLCOSD Connection Requirement Package tailored to location and connection type (Manhole vs. Pipe, ACP vs. VCP) utilizing version of the SLO County Department of Public Works Standard Improvement Specifications and Drawings. These standards are located at the SLO County website at:  
**<http://www.slocounty.ca.gov/PW/DevServ/PublicImprovementStandards.htm>**.
- I. Applicant reviews connection requirement package and submits to Wallace Group for review.
- J. Wallace Group provides Plan Check Comments if required and reissues to Applicant for correction.
- K. If approved, Conditions of Approval are generated by Wallace Group and forwarded to the Applicant with instruction to notify Wallace Group in writing a minimum of 48 hours prior to beginning construction within the Trunk System easement and/or connection.
- L. Applicant submits notification to Wallace Group informing of construction/connection date.
- M. Wallace Group performs on-site inspection and completes necessary observation checklist, daily construction report and documents connection sequence through photographic record.
- N. Applicant notifies the District Bookkeeper at the Sanitation District that the connection is complete.
- O. Sanitation District contacts Applicant and Applicant pays remaining fees.
- P. Sewer service is activated.
- Q. Wallace Group updates connection tracking spreadsheet.

## **Appendix E**

District Overflow Emergency Response Plan

SSO Report Forms – Incident and Telephone Log



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### Equipment List:

- ☐ **Field Manual**
- ☐ **Event Folder**
  - ◇ **SSORs (Category 1 and 2)**
  - ◇ **SSO Log Sheet**
  - ◇ **Telephone Log Sheet**
  - ◇ **Incident Report Form (filled out)**
- ☐ **Cell phone and/or radio**
- ☐ **Flashlight**
- ☐ **Camera**
- ☐ **Tape Measure**
- ☐ **Traffic Control Equipment (safety tape, signs, cones, etc.)**
- ☐ **Personal Protective Equipment**
  - ◇ **Rubber Gloves**
  - ◇ **Rubber Boots**
  - ◇ **Goggles**
  - ◇ **Respiratory Mask (if needed)**
- ☐ **Atlas with manhole rim elevations**
- ☐ **Table of Manholes with latitude/longitude and which are locked, which have liners and which are pressure lids.**
- ☐ **Manhole pick and keys for locking manholes**
- ☐ **Technical data sheets for response equipment, pumps, generators, etc.**
- ☐ **Sand bags, absorbents, booms and other items to contain spill and protect storm drains.**

# DETECT

The Chain of Communication for reporting SSOs begins with contact at the Plant office either by residents, 911 dispatchers or police and fire departments. There are times where police and fire personnel may contact the Plant Superintendent or his delegate directly. The SSLOCSD telephone contact number is (805) 489-6670. This telephone number is answered twenty four (24) hours per day by either District Staff or a message referring callers to the on-call operator.

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:

- ☐ Obtain the location and any description of the problem as well as the name and contact information of the caller for follow-up information. Use the information to fill out a *Telephone Log* and an *Incident Report Form*.

- ☒ TELEPHONE LOG
- ☒ INCIDENT REPORT FORM

# NOTIFY

- ☐ **Contact the Plant Superintendent or designee who will dispatch a first responder to the scene. Plant Superintendent or designee will contact the appropriate Member Agency if necessary.**
- ☐ **Provide first responder with the filled out *Incident Report Form*.**
- ☐ **Upon arrival at the scene the first responder will assess the situation to determine if there is an actual overflow (SSO).**

# ASSESS

- ☐ **Take photos of spill on arrival, during and after the spill noting: the location, if manhole has lifted, weather conditions, if pickholes are clean, flood elevation, presence of debris, flow of stormwater.**
- ☐ **Using the pictures and tables on the following pages assess the spill to determine the Category of SSO.**
  - ☒ **Category 1 - Spill has reached waterways or is over 1,000 gallons**
  - ☒ **Category 2 - Spill has NOT reached waterways and is less than 1,000 gallons.**
  - ☒ **PSLD - Spill is from a private sewer lateral. (not reportable)**
- ☐ **Once the assessment has been made, begin filling out the appropriate Sewer System Overflow Report (SSOR).**















# RESPOND

- ☐ Take photos of spill location on arrival, during and after the spill noting the location, if manhole has lifted, weather conditions, if pick-holes are clean, flood elevation, presence of debris, flow of stormwater.
- ☐ Document all phone calls on the Telephone Log sheets.
- ☐ Log contacts to reporting agencies including who, when and conversation
- ☐ Defer all Media requests to the Plant Superintendent and/or District Administrator
- ☐ The District Administrator or Plant Superintendent will contact the Board members within 2 hours.
- ☐ Notify affected Member Agency Public Works Department
- ☐ Determine if manholes are spilling in the collection system.
- ☐ Determine flow rates. Use charts and pictures on the previous pages.
- ☐ Cordon off spill and place public notifications with delineators
- ☐ Designate a person to log the event every 15 minutes as well as significant events. Use the SSO Log Sheet.
- ☐ Clean and disinfect as soon as the spill is stopped. Contact cleanup contractor listed on Page 3 if needed.





















































































































































































































































































































































