

CITY of

SAN JUAN CAPISTRANO

UTILITES DEPARTMENT

*SANITARY SEWER OVERFLOW
PREVENTION PLAN
(SSOPP)*

*SANITARY SEWER OVERFLOW
RESPONSE PLAN
(SSORP)*

March 2009

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Sanitary Sewer Overflow Prevention Plan

Introduction

This Sanitary Sewer Overflow Prevention Plan (SSOPP) establishes the procedures intended to minimize and prevent the potential for sanitary sewer overflows (SSO). The City of San Juan Capistrano (CSJC) staff shall maintain, amend and update this SSOPP as necessitated by the addition of new facilities or changes in operation or maintenance of the sewer system that may materially affect the potential for sewer overflows. CSJC staff shall review and amend this SSOPP as appropriate after any sewer overflow occurrence. CSJC Staff shall ensure that this SSOPP is readily available to sewer system maintenance personnel and that said personnel are familiar with the plan and comply with it at all times. Mandatory review of the SSOPP/SSORP by City Operations staff is conducted periodically or after each plan update. The City of San Juan Capistrano operates its wastewater collection system under the jurisdiction of the San Diego Regional Water Quality Control Board (San Diego Regional Board). This SSOPP is developed in compliance with the requirements set forth by the California Regional Water Quality Board, San Diego Region (SDRWQB) in Order 2006-0003.

Background

The CSJC collects wastewater via a network of laterals, trunk sewers and two (2) sewage lift stations (Attachment I) within the CSJC service area. The City maintains 120 miles of collection pipeline. Collected wastewater flows primarily from residential sources with a small contribution from commercial and industrial activities.

The sanitary sewer system utilizes a system of gravity lines, two (2) lift stations and force mains to supply wastewater to the J. B. Latham Treatment Plant located at 34156 Del Obispo in Dana Point.

The CSJC is a member agency of South Orange County Wastewater Authority (SOCWA). All treatment of CSJC wastewater is provided by SOCWA.

Since the capacity within the collection system is finite, preservation of that capacity is of the utmost importance to the proper operation of the system. To achieve this, a high level of maintenance is required. By nature, a sanitary collection system operates under harsh environmental conditions. Accumulations of grease, grit, roots, construction debris, garbage, and paper products all contribute to system failure. In addition, the effects of time, corrosion, erosion, collapsed, damaged or deteriorated pipelines are other contributing factors. System failures have the potential for serious health hazards and/or expensive property damage.

The design and construction of all the CSJC new sanitary collection system facilities is performed in accordance with local, County, State and Federal agencies rules, laws, and regulations.

Objectives

The CSJC Council Members and personnel are committed to providing the resources necessary to maintain the sewer collection system and implement this SSOPP. The primary objective of this plan is to eliminate sanitary sewer overflows. In addition, the following objectives are herewith established by this SSOPP:

- Hire and retain qualified employees who are trained and certified in Collection System Maintenance under the California Water Environment Association Certification Program (CWEA).
- Preserve the CSJC capital investment in the sanitary sewer system to assure maximum system service life.
- Protect public health and safety.
- Properly manage, operate and maintain all parts of the collection system at all times.
- Provide adequate capacity to convey base flows and peak flows for all parts of the collection system.
- Take all feasible steps to stop and mitigate the impact of the sanitary sewer overflows.
- Provide notification to effected parties with a reasonable potential for exposure to pollutants associated with the overflow event.
- Perform all activities in accordance with established CSJC safety policies and practices.
- Protect the municipal storm water sewer system (MS4), the creeks and the Pacific Ocean water and tributaries from pollution and illegal discharges.

System Maintenance

The following guidelines have been established for the operation and maintenance of the sanitary sewer collection system. These guidelines should be considered the minimum level of service; additional work may be required as requested.

To assist with maintenance and alert CSJC personnel of any upset conditions that may occur at any of the CSJC lift stations, a Supervisory Control And Data Acquisition (SCADA) system is being retrofitted to monitor the City's lift stations. The system will be able to monitor flow levels, pump run time, high and low wet well levels and electrical power alerts. Additionally, the lift stations once on the SCADA system are designed with multiple redundancies to prevent accidental spills due to equipment failures. Redundancies include float switches that allow for pumping even if the normal control system or level-monitoring system fails. CSJC Lift stations are designed so one pump is capable of handling all of the anticipated flow, allowing the additional pump(s) to be true backups.

Force Main Maintenance

The two lift stations and associated force mains in the CSJC service area. Each force main was constructed utilizing ductile iron piping (DIP). The force mains vary in length from 300 yards to 600 yards and range in diameter from four to six inches. Inspections, maintenance and repairs will be completed on all force mains as scheduled or immediately, if deemed necessary by inspection results.

Surface Force Main Inspection Procedures

Visual ground surface inspections will be conducted periodically during normal lift station inspections in an effort to detect seeping moisture that may provide early warning signs of a force main failure. All observations will be recorded in an inspection log. Visual inspections will also be performed after any seismic event of a magnitude 2.5 or greater.

Manholes at the terminal end of force mains where sewage flow goes to gravity will be inspected on a monthly basis and all findings documented and logged. When residual debris is found in the manhole, the portion of force main downstream will be cleaned and videoed immediately, where possible. Further inspections and any necessary repairs will be performed as indicated by the findings of the video inspection and all supplemental data will be entered into the inspection log.

Procedures will be completed quarterly for the inspection and testing of all force mains, including taking pressure gauge readings and analyzing lift station pump data. The ground surface above potential problem areas identified during the Lift Station and Force Main Evaluation will be visually inspected in order to provide early detection of SSO events. Potential problem areas include regions of highly corrosive soil, terminal manholes and high points in the line where corrosive gas pockets can form.

Video inspections of the lift station force mains will be completed annually where accessible at the terminal manhole where sewage flow goes to gravity and adjacent gravity lines downstream.

Lift Station Maintenance

To facilitate the maintenance of the City's lift stations, a pump run is initiated several times during the week. A checklist, tailored to each site, is used to document and assist in the routine inspections and maintenance. Checklists are accumulated each month and filed at the sanitary operations work center with a copy returned to the lift station. Additionally, the sewer maintenance database is periodically updated with the data obtained from the checklists.

The two lift stations utilize pumps located in a wet pit operation. Motors are connected directly to the pumps.

Pump maintenance is based upon manufacturer's recommendations. City personnel perform routine inspections and maintenance of all lift stations and the associated pumping equipment according to the following schedule:

Daily/Tri-Weekly Inspections & Maintenance

- Lift station perimeter is visually checked for security breaches.
- Control panel, pump settings, lights and alarms, etc. are visually inspected.
- Pumps, valves and motor exteriors are visually inspected.
- Pump readings and wet well levels are logged to accumulate pump data.
- Motor temperature is measured and lead pump is switched (weekly).
- Phone line and sump pump operation are verified.
- Pump packing is visually inspected and adjusted/replaced as necessary

Monthly Inspections & Maintenance

- Fire extinguisher and personal safety equipment are inspected.
- Each pump is isolated and drained for visual inspection of volutes and impeller. Pumps are cleaned if necessary.
- Isolation, suction, discharge and check valves are exercised on sump pumps and force mains.

Quarterly Inspection & Maintenance

- Lubricated bearings are inspected and grease is replaced if necessary.
- Pumps and drivelines are lubricated.
- Wet well is cleaned and walls are scraped down as needed.
- Rubber system and inlet piping is visually inspected.

Annual Inspection & Maintenance

- Hydrostatic alarm is tested.
- Suction and discharge heads are measured.
- Valves are inspected.

Critical Maintenance

Critical maintenance is scheduled by the Utilities Water Superintendent and Assistant Utility Director, as needed, based on the findings of the monthly pump inspection. Critical maintenance goes beyond what is considered routine and is intended to initiate repairs prior to a pump or motor failure. During the overhaul process, the internal pump parts are bead blasted to remove interior scale buildup and hand coated with an epoxy compound to prolong pump life. Rotating parts are balanced, if necessary, and parts are found to be unserviceable, which include impellers, wear plates and bowls.

Electrical and Standby Equipment Maintenance

The Utilities Superintendant is responsible for the maintenance and operation of the sewer lift stations.

Electrical maintenance includes routine and bi-annual critical maintenance of all electrical appurtenants within a lift station. Electrical maintenance includes, but is not limited to the following:

- Infrared inspection of station electrical components for excessive heat buildup. Initiate repairs as necessary.
- Inspection of station wiring and connections.
- Inspect motor starters (solid-state and across the line), breakers, switches, relays, and all other components of the station's motor control center. Replace or repair components as needed to maintain the station's electrical reliability.
- Inspect motors for proper operation, periodically measuring and recording amperage draw and performing tests on a motors resistance and insulating integrity. Initiate repairs as needed.
- Inspect the station's lighting system, replace bulbs or initiate repairs as needed.
- In conjunction with the City's instrumentation personnel, inspect, replace or repair components of the station's instrumentation, telemetry and control systems.

Maintenance of the City's stationary and portable generators includes routine inspection of the equipment and regular test running on a monthly basis. The one stationary unit is tested under load. Oil changes, filter replacements and other routine maintenance are performed in accordance with the manufacturer's recommendations. This includes, but is not limited to, the servicing of batteries, belts, hoses, and other components in accordance manufacturing specifications. Diesel fuel is cleaned annually to prevent algae buildup and the general degradation of the fuel. Periodic load bank testing is performed to insure a generator's output is within designed specifications. Any repairs required are initiated immediately.

Lift Station Operations Electrical Controls

This information is to give the operators a basic outline to follow in training personnel on the electrical controls that operate within the sewage lift stations. This information is not intended to give the operators qualifications of an electrician or give operators the responsibilities regarding the maintenance and repair of any electrical equipment. The outline covers the various components of the lift stations, to enable instructors to teach basic operations in a safe and efficient manner. The following table is a list of Lift Station Components:

Lift Station Components

Wet Well

Various Methods of Determining Level

- a. Float Switch
- b. Ultrasonic Devices

Methods of Pumping

Various Methods of Pump and Control Level

- a. Fill and Draw
- b. Combination
- c. Emergency Pumping

Operator Controls

Devices Used to Interface with Pumping Equipment

- a. HOA Switches
- b. Start Buttons
- c. Resets
- d. Circuit Breakers
- e. Potentiometers
- f. Dip Switches

Motor Controls

Devices Used to Start and Stop Motors

- a. Full Speed Starting
- b. Reduced Voltage Starting
- c. Electronic Soft Starting
- d. VFD Starting
- e. Interlocking Devices
- f. Timers and Relays

Motors

Basic Components and Operations of Electrical Motors

- a. Housing
- b. Stator

- c. Windings
- d. Rotor
- e. Bearings
- f. Fan

Generators

Electrical Back – Up Systems

- a. Stationary On – Site Generators
- b. Portable Generators
- c. Manual Transfer Switches
- d. Automatic Transfer Switches
- e. Methods of Connections

Sewer Collection Line Maintenance

Proper cleaning of the sewer collection system lines is essential to maintaining a free flowing system and reducing the potential for blockages before they occur. When cleaning lines, high-pressure water jetting equipment is always directed upstream using the least amount of pressure to advance the nozzle to the upstream manhole. Clean the line by applying high pressure only in the direction of flow to prevent backup into lateral connections. Always vent from the upstream manhole by removing the manhole cover while jetting.

All City sewer mains of 6-inch to 24-inch shall be cleaned on a three year cycle basis utilizing one of two methods. The schedule is established by the City Utility Programs Supervisor and the Utilities Superintendent and calls for all lines to be cleaned annually with hot spots to be inspected and cleaned at a minimum on a quarterly basis.

Light Cleaning

Light cleaning indicates a normal build-up of grease, grit, and debris existing within the sewer line and cleaning will require no more than three (3) passes through the line with high-pressure water jetting equipment.

Heavy Cleaning

Heavy cleaning indicates where it has been determined that large deposits of debris, root growth, grease and/or other material which would require more than three (3) passes through the line with high pressure water equipment, then heavy equipment will be used to facilitate cleaning and removal of such deposits. Root cutters and water jetting at 50 GPM and higher shall be used in heavy duty line cleaning. Should situations occur, requiring the use of a bucket machine, scraper or heavy-duty balling rig, the City would contract with an outside provider for such services.

Video Inspection

The CSJC performs video inspection as needed to identify and document trouble spots in the collection system. When problem spots are identified work schedules are set and repairs are made as needed. Following any potential SSO, City staff shall video affected segments discovered during investigation and will follow cleaning of the line.

Record Keeping

Collection system cleaning personnel shall maintain a log of all mainline maintenance (Attachment IV). Maintenance forms are collected and filed each month by the City Utilities Superintendent. The sewer maintenance database is regularly updated from the data collected on the maintenance forms. Included in the data base are the hot spot line segments, condition of lines, size, type, material repairs, and lines coated with polyurethane.

Hot spots

Areas where visual or video inspections indicate repeated or unusual accumulation of grease, grit, roots or other debris, or in areas with a past history of sewage blockages, are considered hot spots. Hot spots are cleaned as frequently as necessary to prevent sewer line blockages and spills; however, in no case shall the interval be greater than once every three months for cleaning or inspection. Since hot spots result from special circumstances, they may sometimes require special cleaning procedures. Hot spots shall be video inspected to determine whether the cause is due to root intrusion, breakage, separation, etc. Corrective action will be initiated upon verification of the conditions. Hot spot maps are included in Attachment II.

Root Control

The City is compiling a list of sewer line segments found to have moderate to heavy root intrusion. These sections of the collection system are cleaned by sub contractors. Each year the City will establish a separate list of sewer line segments determined to have heavy root intrusions. The City will use the services of an outside contractor to treat the effected sewer sections with foaming root inhibitor. In order to maximize the effectiveness of the root control agent, the treated line segments will not be cleaned as part of the annual program.

Grease Inspection Program

CSJC has contracted services for a private company to perform grease inspections at every food service establishment (FSE) within the City boundaries. FSE with a grease interceptor will be inspected monthly. The contracted company Environmental Compliance Inspection Services (ECIS) will carry out inspections working closely with the CSJC Utilities Department Code Enforcement and establish a database for tracking and reporting compliance to CSJC on a monthly basis. Furthermore, the City shall be adopting a Fog Ordinance which requires new and existing facilities to remove garbage disposals.

Use of Sand Berms

City staff will utilize sand traps and vacuum equipment during all cleaning operations to capture all debris that is dislodged.

Line Cleaning in Construction Areas

The City does not clean sewer lines in areas under construction. The City's inspector will arrange for cleaning with the contractor to assure unobstructed operation. During construction, the City will use bulkheads (brick and mortar) to insure debris from the construction area does not enter the existing collection system. City sewer personnel will notify their supervisor if problems occur relative to a construction zone.

Lateral Connections

Typically, the City's responsibility for sewer line maintenance is limited to the main line in the street. The customer is responsible for the cleaning and maintenance of their lateral connection from the house to the City's main line. The City will notify customers when their sewer lateral contains problems such as roots, blockages, etc. and will work with private owners to ensure action is taken to prevent sewer spill overflows (SSO).

Grit Disposal

Grit and other debris removed from City sewer mainlines shall be deposited at SOCWA 3-A treatment plant located on Camino Capistrano, Laguna Niguel. Any spillage shall be immediately contained and cleaned up. Grit or other sewage debris shall not be dumped, spread or buried under any circumstances.

General System Surveillance

Surveillance of a collection system is done to monitor conditions, detect or correct problems which may cause sanitary hazards, identify damage or deterioration of facilities or equipment and detect encroachment of other utilities. Most types of surveillance are routine (as checking for vandalism), while others are performed under special circumstances or on a scheduled basis.

A portion of this surveillance is completed through the City's telemetry and control system. Should an alarm condition arise, the City has an appropriate response time. Critical alarms are to be responded to immediately. Response to non-critical alarms will be appropriate for the alarm condition. No alarms will be ignored.

All City field personnel must be alert to potential or actual problems while traveling throughout the community. Any activity that may threaten or endanger a City facility (above or below ground) should immediately be brought to the attention of the City Utilities Superintendent. The following procedures shall be practiced in addition to this routine patrolling.

- Be on the lookout for signs of erosion above and around sewer lines – particularly in easements or other unimproved areas.
- Be sure reasonable access to sewer manholes is maintained during construction or repair activity. Report violations to the City Utilities Superintendent.
- All trunk sewers will be inspected annually; however, they should be visually checked for integrity after each substantial rainfall by walking or driving the pipeline alignment.
- Be alert for odors that could indicate sewage problems.
- Track any excessive water flowing downstream in the storm drain.

Training

Personnel at all levels of responsibility should understand the components and goals of the SSOPP. Properly trained personnel are more capable of responding safely and effectively when a spill event occurs. The Utilities Superintendent is responsible to test the plan by scheduling regular exercises to promote preparedness. Training will be properly recorded electronically and on file.

The Utilities Superintendent must determine what is to be tested: plans, SOPs, equipment, facilities, etc. Utilities Superintendent also must determine who is to be trained: existing personnel, new personnel, outside agencies or standby contractors.

The purpose of training is for participants to become familiar with the conditions of an emergency, to visualize and practice response roles and to address procedural conflicts or difficulties. Other types of training required are confined space entry, traffic control and flagger, CPR and first aid and generator training. Benefits of the exercise include:

- Reveals planning weaknesses;
- Identifies resource gaps;
- Clarifies real roles and capabilities;
- Improves coordination, performance and confidence;
- Builds teamwork.

Ways to test the plan will include these three simulation techniques:

- **Orientation Exercise**: Briefing through lecture or visuals. This is an introductory session to instruct employees on plan and required documentation.
- **Tabletop Exercise**: A sewage spill event is simulated *without* the use of equipment or deployment of resources. A facilitator verbally explains the steps taken. Exercise effectiveness is determined by the feedback from participants and impact on revisions to plans, procedures and systems.
- **Functional Full Scale Exercise**: A sewage spill event is simulated *with* the use of equipment or deployment of resources. Controllers monitor and record

actions. This type of exercise not only allows for the re-evaluation of plan objectives, but it also tests equipment, response time, training, resource and staff capabilities.

All exercises will have follow-up meetings to critique strengths and weaknesses and to recommend improvements.

Conclusion

By properly following the maintenance procedures outlined in this plan, sewer overflows can be prevented and/or greatly reduced and sewer overflows caused by inadequate maintenance can be eliminated. In the event that a sewage spill should occur, refer to the *City Sanitary Sewer Overflow Response Plan*. All personnel must be familiar with both of these plans at all times. Advanced planning and proper training will help assure the objectives of this SSOPP are attained.

Sanitary Sewer Overflow Response Plan

Introduction

The City sewage collection system is approximately a 123 mile network of trunk sewers, laterals, and lift stations. A failure of this system has the potential to threaten public health, cause property damage, and or contaminate the environment. This Sanitary Sewer Overflow Response Plan (SSORP) establishes the procedures utilized by CSJC personnel in response to any type of a sanitary sewer overflow. City staff shall maintain this SSORP and amend or update it as necessitated by the addition of new facilities or changes in operation or maintenance of the sewer system. Additionally, City staff shall review and amend this SSORP as appropriate after any sewer overflow occurrence. City staff shall ensure that this SSORP is readily available to sewer system maintenance personnel and that said personnel are familiar with the plan and comply with it at all times. Mandatory review of the SSORP/SSORP is required by Operations staff and conducted on a periodic basis or after each plan update. The CSJC operates its wastewater collection system under the jurisdiction of the San Diego Regional Board. This SSORP is developed in compliance with the requirements set forth by the SDRWQB in Order 2006-0003.

Background

The CSJC collects wastewater via a network of laterals, trunk sewers and two (2) sewage lift stations (Attachment I) within the CSJC service area. The City maintains 120 miles of collection pipeline. Collected wastewater flows primarily from residential sources with a small contribution from commercial and industrial activities.

The southern portion of the CSJC sanitary sewer system utilize a system of gravity lines, two (2) lift stations and force mains to supply wastewater to the J. B. Latham Treatment Plant located at 34156 Del Obispo in Dana Point. Although primarily residential, commercial and industrial activity in the southern portion of the City is slightly higher than in the northern area.

The CSJC is a member agency of South Orange County Wastewater Authority (SOCWA). All treatment of CSJC wastewater is provided by SOCWA.

Objectives

Properly designed, constructed, and maintained sewer systems do not have spills. The City's Utilities Commission and Council Board of Directors and CSJC personnel are committed to providing the necessary resources to implement and maintain this SSORP. The objective of the (SSORP) is to direct City personnel on how to respond to any type of sewage spill by identifying the responsibilities of individuals, notification procedures, field activities, spill monitoring, record keeping, and training. Understanding the following procedures, along with training for spill events, will allow personnel and equipment to respond efficiently and safely to any type of sewage spill.

By preparing for a sewage spill through planning and training, the efforts of City personnel can be focused on an efficient and thorough spill response. Logistical and coordination problems must be solved quickly to protect the public and minimize environmental impact. The SSORP provides a framework to assist City personnel with responding to a sewage spill. Additionally, the following objectives have been established by this SSORP:

- Hire and retain qualified employees who are well trained and certified in Collection System Maintenance under the CWEA Certification Program.
- Protect public health and safety.
- Protect waters of the Pacific Ocean and tributaries in and around the City's service area.
- The responders to a sewage spill must have a clear understanding of their individual responsibilities in order to maximize their efforts. The following duties have been isolated and defined to include the specific tasks listed:

Responding Staff Responsibilities

On-Site Supervisor

The On-Site Supervisor has the immediate responsibility to protect people, property, and the environment from the effects of a sewage release. To meet these objectives in a rapid, efficient, and organized manner, City personnel will respond to the directions given them by the On-Site Supervisor, unless directed otherwise by the Utilities Superintendent or the Utilities Superintendent designee. The senior employee present (or the on call Duty Person should a spill occur after working hours) shall assume the role of On-Site Supervisor until relieved by the Utilities Superintendent. The duties of the On-Site Supervisor are as follows:

- Notify Orange County Health Care Agency (OCHCA) of information which has been received but not yet verified, even if the spill is from a private system (See Attachment XII – Regulatory Agency Notification List)
- Assume primary management and coordination of all emergency actions.
- Request assistance from other departments within the City; delegate responsibilities. (See Attachment X – CSJC Contact Information)
- Assess spill information from spill teams; establish spill abatement priorities.
- Once details have been clarified, notify OCHCA; give exact location of spill and whether sewage overflowed into a storm drain. Maps of the sewer collection and storm drain systems are located in City vehicles. Identify location of overflow and storm drain and provide this information to OCHCA representative. On weekends, leave a cell phone number and wait for a call back. Calculate amount of spill. (See Attachment V – Overflow Calculation Photos)
- Notify NPDES Coordinator on all spills.

- Insure that the OCHCA is notified and all required reports are submitted in writing to the CSJC Utility Programs Supervisor for filing with the Regional Water Quality Control Board (RWQCB) and State Water Resources Control Board (SWRCB).
- Perform initial assessment of the extent of on-site and off-site migration; identify the potential impacts to the public and environment.
- Cover storm drain entry with spill containment mats provided in specified utility vehicles.
- Direct immediate spill control and containment measures at all on-site storm drains and off-site flood control facilities.
- As required, assign personnel for the collection of water samples.
- Communicate with the Utilities Superintendent, Assistant Utilities Director and Utilities Director.
- Oversee contractor work and cleanup activities as necessary.

Assistant Utilities Director

The Assistant Utilities Director is responsible for all sanitary operations. This position reports directly to the Utilities Director and all other sanitary positions are subordinate to the Assistant Utilities Director. With respect to spill response, the Assistant Utilities Director is responsible for both field and administrative oversight and may or may not become directly involved depending upon the severity of the spill and preliminary notification to OCHCA regarding available details on SSO. The Assistant Utilities Director and/or on-site supervisor will insure that the OCHCA is notified and all required reports are submitted in writing to the Utilities Director of any spill and provide timely updates. Additionally, the Assistant Utilities Director will insure that the OCHCA is notified and all required reports are submitted to the Utilities Director for filing with the RWQCB and SWRCB.

Utilities Superintendent

The Utilities Superintendent is responsible for the network collection lines utilized by the City to collect wastewater throughout the service area and the operation and maintenance of the City's two lift stations. It is the responsibility of the Utilities Superintendent to respond to any sanitary sewer overflow that may occur within and around the system. It shall also be the responsibility of the Utilities Superintendent to assist with lift station failures, alarms and other upset conditions. The Utilities Superintendent, under the direction of the Assistant Utilities Director is responsible for the following:

- Assume the management and coordination of all the emergency activities.
- Notify the OCHCA and provide immediate spill information to the Assistant Utilities Director Assist the Assistant Utilities Director and the Utilities Director to

coordinate with responding agencies: spill information, incident site, and affected off-site areas.

- Contact and coordinate the work of outside contractors as necessary. (See Attachment XI – Outside Resources List)
- Coordinate field inspection of contractor activities.
- Coordinate sample collection on-site and off-site.
- Document spill and abatement activities in a written report with supporting photographs.
- After Hours, the Utilities Superintendent makes notification to regulatory agencies. (See Attachment XII – Regulatory Agency Notification List)
- During regular work hours the Utilities Superintendent notifies City Administration, who notifies regulatory agencies.

Mandatory Notification Procedure

Internal Communication

When the City is notified of a possible sewage spill, it is imperative that all information known about the spill is given to the Assistant Utilities Director and the On-Site Supervisor as soon as possible. To facilitate communications within the City and for personnel to properly respond to a sanitary sewer overflow event, all responding personnel must understand and be familiar with the SSORP organizational structure.

The on-site supervisor, or his designee, is to be responsible for contacting the Utilities Superintendent the Assistant Utilities Director. It is essential to notify the Assistant Utilities Director or designee so that he can notify the Utilities Director. To assist with this, an Employee Phone List is also included in this plan (Attachment X) for use in contacting City personnel. This phone list contains all of the direct office phone (and voice mail), and mobile phone numbers of all City personnel. Since these numbers change frequently, it is important that the most recent version of the list be kept in the Plan as well as posted throughout the City.

When the City discovers or is notified of a spill or leakage of liquid of unknown origin or content, both water and wastewater department personnel will respond to the site of the spill/overflow to investigate. The following procedure will be followed for investigating:

- Internal notification of water and wastewater departments (engineering, where applicable) to meet at the location reported.
- Review maps for water line, sanitary collection, force main, reclaimed water and irrigation system piping in the area.
- Take necessary steps in the investigation to determine possible source, such as isolating water valves, shut off irrigation system, turn off lift station pumps (force main), etc.

- Determine if any new construction, pipeline projects, or other similar type of work is taking place in surrounding area.
- Reach a consensus of findings by all departments involved.
- Conduct frequent periodic follow up inspection over the next several days.

Notify the Director, Assistant Utilities Director and Utilities Superintendent regarding the results of their findings.

External Communication

Once the OCHCA and essential City personnel have been contacted, the required regulatory agencies must be contacted. The On-Site Supervisor, again, is responsible for verifying that these agencies have been contacted by either calling (or faxing) them himself, or by delegating the task. The attached Regulatory Agency Notification Checklist (Attachment XII) is provided as a guide to assist the person assigned this duty. Be aware that certain agencies (OES and RWQCB San Diego Region) must be contacted within 24 hours after the City learns of any spill.

Field Activities

Introduction

This part of the SSORP describes what measures must be taken to respond to a spill originating in and around the City's service area. All spill incidents require notification and evaluation by managers and supervisors. The guidelines and procedures outlined in this plan are provided to direct actions of staff to ensure the health and safety of personnel, the public, and the environment. A flowchart has been included to aid in determining which agencies need to be contacted for each of the different spill categories (Attachment XIV). Key agency response responsibilities include the following:

- Contact the OCHCA, RWQCB, SWRCB, OES, NPDES Coordinator
- Spill classification – Category 1 vs. Category 2.
- Identify and assess the area and the extent of the spill.
- Quantify available resources.
- Determine the optimal use of resources.
- Initiate immediate spill containment and control measures.
- Establish response priorities.
 - Containment
 - Control
 - Cleanup
- Recommend immediate and long-term abatement activities, if required.

- Assistant Utilities Director or his designee will notify regulatory agencies and other impacted agencies.
- Maintain communications with responding agencies.
- Document remedial actions.
- Authorize and oversee contractor activities.
- Notification of the OCHCA
- Electronic reporting of the incident through California Integrated Water Quality System (CIWQS)

Spill Classification: Category 1 vs. Category 2 Spills

“**Category 1**” spills are those spills that present a potential to threaten public health, cause property damage, or impact the environment. According to SWRCB, a “Category 1” Spill is any spill that meets any one of the following three criteria: 1) any spill of 1,000 gallons or more; 2) any spill that discharges to a drainage channel or surface waters; 3) any spill that enters a storm drain that cannot be fully recovered. The rest of this section describes the steps to take in the event of a Category 1 spill.

The initial classification of a spill as “Category 1” or “Category 2” enables the responding participants to quickly gauge the severity of the spill and the depth of their involvement.

A “**Category 2**” is a spill that does *not* appear to have the potential to threaten public health, cause property damage or impact the environment. The On-Site Supervisor should be able to determine the size and potential hazards of a spill relatively quickly. If this determination cannot be made, or the On-Site Supervisor has any suspicion that the spill could cause damage, then the spill should be treated as “Category 1.” The maximum size of a Category 2 spill is 1,000 gallons. An example of a Category 2 spill would be one that is less than 1,000 gallons and fully contained.

One clean-up crew with a vacuum truck can usually handle the response to Category 2 spills, provided the spill does not reach a storm drain. If flow gets to a storm drain, a second vacuum truck and crew is to be dispatched to capture the flow in the storm drain. The On-Site Supervisor should always report to the site and the required agencies must always be contacted. It is also important to monitor the location in the future, possibly performing preventive maintenance on the pipelines and lift stations in the area, and monitor these activities so that a similar incident will not occur again.

Sanitary Sewer Overflow Response Plan for Force Mains

A force main failure may result from various causes, such as pipe corrosion due to aggressive soil conditions, pipe failure, rupture, excavation, drilling, etc. In the event of a force main failure, the City will implement the following emergency response procedures:

- Initiate and follow established response priorities with containment and control as outlined in the SSORP.
- Build temporary containment areas, where necessary, to temporarily retain any overflow that may occur so that it can be recovered and pumped back into the collection system.
- Immediately install and/or activate emergency bypass pumping/pipeline systems in order to halt sewage flow through the force main and enable repairs to be performed if necessary.
- In the event that an emergency bypass system/pipeline is not available, the use of the Sanitary Operations/Contract vacuum trucks will transport sewage to the nearest manhole until repairs are completed.
- Replace older force main pipeline constructed of cast iron or ductile iron with new polyvinyl chloride (PVC) or high-density polyethylene (HDPE) pipe under the Capital Improvement Program to eliminate the possibility of force main failure due to pipeline corrosion.

Quantify Available Resources

The On-Site Supervisor should be able to quantify the resources available to him within a few minutes. By now, the on-site supervisor has alerted the OCHCA and other key City employees of the spill. These people will supply the Supervisor with information regarding the availability of the following key resources: field personnel, material, and equipment.

The most important resource to the On-Site Supervisor is field personnel and necessary equipment. The availability of field personnel will depend on when the spill occurs, but one employee is always on standby throughout the City. In the event of a large spill where many employees are needed, the task of contacting additional employees will be by the On Site Supervisor.

Materials for emergency repairs are available at the City corporation yard. Materials designated for emergency use that are utilized for other purposes must be replaced immediately. The materials stockpiled for emergency use will be inventoried to verify adequate supplies. The list of materials is given in Attachment III. The equipment available for emergency spills is in use or stored at the City corporation yard on site. The equipment in use must be maintained in good operating condition. The equipment in storage will be inspected monthly by a lead worker to ensure that it will be available in the event of an emergency. A list of equipment available within the City to respond to a sewage spill can also be found in Attachment III.

Other resources that can be used to respond to a sewage spill include contractors on standby to perform repairs, suppliers to provide repair items, consultants to provide maps or construction details, and other agencies with available personnel, material, or equipment. These alternative resources, also listed in Attachment XI, will be discussed in later steps.

Determine Optimal Use of Resources

A responder's main priority is to safely and competently respond to the spill with the appropriate resources and capabilities. Once the On-Site Supervisor has determined what resources are available, the next step is to determine the best use of those resources. Again, this step does not require much time, since the extent of the spill has already been determined. It must be made clear that swift action is required to contain the spill as soon as possible. However, the On-Site Supervisor should take action only after planning out the course of action.

Initiate Spill Containment and Control

The responder's primary objective to a sewage spill is to protect public health. Therefore, the initial actions in any sewage spill response effort are to isolate the public from coming in contact with the sewage; including vehicular traffic as well as pedestrians. The clean-up crew must establish perimeters and control zones with cones, barricades, vehicles or terrain. CSJC maintains appropriate traffic control devices, including barricades, lighting, sign boards and flagging. This equipment is readily available for SSO emergencies. In addition, CSJC has full authority and will take responsibility for implementing necessary traffic control in the event of an SSO.

The materials and equipment to create these perimeters and control zones are stored at the City corporation yard facility.

An important determination that the On-Site Supervisor must make in the initial stages of a sewage spill is to estimate the spill volume. The simplest way to estimate the volume of sewage spilled is by approximating the flow rate and noting the amount of time the sewage flowed at that rate. If possible, always document the flow of the sewage with photographs. In addition, flow rates can be calculated by visual observation and comparison to flow calculation photos. (See Attachment V)

Another step, which must be taken during the initial response, is the notification of certain agencies. In the event of a sewage spill of any size, the OCHCA shall be notified immediately upon receiving report of a spill. The RWQCB, San Diego Region 9, shall be notified as soon as possible, but no later than 24 hours after the City learns of the spill. Additionally, should a spill occur greater than 1,000 gallons, the Office of Emergency Services (OES) must always be notified as defined in 40 CFR 122.2. OES is notified for all spills of 1,000 gallons or greater, even if re-capture occurs.

Establish Response Priorities

Containment

After the public has been isolated from the sewage spill, the clean-up crews must then proceed with containment of the spill. City crews must contain the discharged sewage to the maximum extent possible and every effort must be made to prevent the discharge of sewage into surface waters. The following procedures shall be implemented to contain the overflow:

- Sandbag or block off access to storm drains with spill containment mats to contain the spill.
- Divert the spill by building a small barrier to change direction of sewage flow back to the sanitary sewer and/or use vacuum trucks to vacuum up the spill.
- Divert the spill by pumping from overflow around blockage and return to the next down stream sewer maintenance hole.
- Retain the spill by letting it collect in a natural low area and recover the sewage with vacuum trucks as soon as possible.
- Dike or dam the spill by building a dirt barrier to contain and collect the spill.
- Lift stations which have inoperative primary systems will not be left unattended. When responding to an alarm if the primary system can not be brought back on line and even if the backup system is operating, the operator will remain at the location, maintain communication, and monitor the backup system until the Assistant Utilities Director or Utilities Superintendent can provide appropriate corrective maintenance support.

These procedures need to be adapted for each spill situation, depending on site specific environmental and geographical conditions.

Control

Once the spill is contained, the responding crews can focus their attention on controlling the spill. Controlling the spill includes relieving the source of blockage in the line, repairing the broken pipe, or eliminating whatever the cause of the spill may be. Procedures that can be used to remedy the cause of the sewage spill include:

- Relieving the spill by mechanically or hydraulically cleaning the sewer (e.g., using the City's sub contractor's hydro cleaner, or vacuum trucks).
- Diverting flow to another pipe using bypass transfer pumps and hoses, vacuum and tanker trucks, etc.
- Stop pumping at the lift station, if the spill is in a force main.
- Start up generator in case of a power failure.

City forces should be able to contain most spills before proceeding with control activities. If two crews respond to the sewage spill, then efforts to contain the spill can be conducted concurrently with efforts to control the spill. However, if the spill is too large to contain given the available resources, efforts should first be focused on controlling the spill.

Cleanup

Crews shall make full effort to collect/recover as much sewage as possible and return collected sewage to the sewer system. The sewage should be directed back into the sewer manhole by gravity flow or pressurized water. When this is not possible, the vacuum truck can be used to return contained sewage to the sanitary sewer.

Any sewage that is not recovered and returned to the sewer (i.e., soaks into ground) may be disinfected following best management practices, when required, in order to protect human health and minimize impact on the environment. OCHCA should be contacted to assist in coordinating the clean-up effort.

If sewage from an SSO flows into a storm drain, it is of the utmost importance to contain and recover as much as possible to prevent the sewage from entering receiving waters. Elsewhere, when practical, sewage that enters a storm drain shall be recovered at the initial entry point. If this is not practical, sewage shall be contained at storm drain outfall and recovered by vacuum and/or pumps and hoses, as necessary. Recovered sewage shall be disposed of in the sanitary sewer manhole downstream of SSO. After a sewage spill, pavements and hard-scapes shall be flushed with water. Flush-water should be contained and returned to the sewer whenever possible. Do not remove barricades until the entire clean-up operation is complete.

In the event of a spill reaching a building unit, residents will be evacuated until cleaned or repaired.

Immediate and Long-Term Abatement Activities

Abatement activities are any steps taken to prevent the recurrence of the sewage spill. The nature of the spill determines what immediate and long-term abatement activities will occur. Short-term steps may be as simple as jetting the line to clean out grease build-up, remove grit or eliminate roots. This may involve re-routing the flow of sewage over the course of a few days in order to repair a line.

Long-term abatement activities imply some type of preventive or corrective maintenance on the line. Preventive maintenance includes routine cleaning of grease build-up from the lines or utilizing a root cutter to routinely clear out tree roots, as well as inspection of lines with a video sewer camera. As outlined in the Sanitary Sewer Overflow Prevention Plan (SSOPP), the City conducts an ongoing maintenance program involving the annual cleaning and inspection of the collection system and quarterly maintenance (cleaning) of known problem areas called hot spots (see Attachment II for listing of hot spots by service area).

Corrective maintenance includes replacement of sewer pipeline sections by excavation and/or lining.

In addition to cleaning, these areas will undergo an analysis by the Assistant Utilities Director to determine problem type and potential recommendations for repair. The Director will identify an appropriate number of hot spots for corrective maintenance on an annual basis.

Notify Regulatory Agencies and Other Impacted Agencies

ALL SPILLS MUST BE REPORTED. The OCHCA and NPDES Coordinator must be notified immediately of ALL spills. The SWRCB, RWQCB and OES (if more than 1,000 gallons) must be notified as soon as possible, but within 24 hours of the City learning of the spill. The CSJC will endeavor to report all SSO events within 24 hours, whether or

not required by State Water Discharge Requirements (WDR). The On-Site Supervisor, or his designated representative, will complete the appropriate SSO Incident Description Form for every spill event, whether Category 1, Category 2, or a Private System Overflow Incident (See Attachment IX).

Surrounding agencies are not usually impacted by a small spill. During a larger spill, the Assistant Utilities Director will gather appropriate information and report to the Utilities Director to insure that the task of notifying regulatory agencies is completed appropriately (See Attachment XII). For large spills, the On-Site Supervisor must promptly notify the Assistant Utilities Director of preliminary spill information and potential impacts.

Depending on the size of the spill, other agencies may be contacted to assist in the clean-up effort. These other agencies can provide assistance in all aspects of the spill response effort from traffic control to cleaning and disinfecting the area. The Utilities Director, or his designee, shall contact and provide liaison between the City and all supporting agencies.

Maintain Liaison with Responding Agencies

On events large enough to require the assistance of outside agencies, the Utilities Director in conjunction with the Assistant Utilities Director shall act as the City's liaison with all responding agencies. The City's liaison must remain in close communication with the On-Site Supervisor while being available to the responding agencies. This is essential to insuring that all necessary resources are properly utilized for the restoration of the collection system.

It is imperative that the liaison not request assistance from other agencies (or provide assistance to other agencies) unless the Assistant Utilities Director or Utilities Director has approved the request.

Document Remedial Actions

Records of remedial actions taken to mitigate SSO can be valuable tools for preventing similar sewage spills. These records are required by regulatory agencies, and are required as part of the documentation process. Items that must be recorded for line spills include:

- Provide accurate flow measurements and estimates of the volume of the spill.
- Provide map of location of SSO (closest street address to manholes involved) and where the spill discharged (e.g., storm drain, field, stream), including latitude and longitude coordinates required for State electronic Waste Discharge Reporting requirements.
- Take photos of event, especially of the flow source(s). Disposable cameras are available. Video inspection of the collection system is completed at the incident location (upstream, downstream, lateral, etc.)

- Describe the cause of the spill (e.g., blockage due to roots, grease, or breakage of the line due to contractor, etc.).
- Report when the crew was on site, when the spill was stopped and when the cleanup was completed. Establish start time and when spill was stopped.
- Report the type of spill and estimated flow and volume of SSO.
- Report the size of line where stoppage occurred, if applicable.
- Describe measures that will be taken to prevent future overflows in that location or of a similar nature. (Note: This information is needed for regulatory report.)

In the event of a sewage spill of any size, the above information is to be recorded by field personnel in the appropriate sanitary sewer overflow incident information form (Attachment IX). That form will be used to complete the SSO Report Form, which will be forwarded to the Regional Water Quality Control Board, San Diego Region 9. The report will contain all information regarding the spill. Additional information regarding the spill, such as maps, photos, additional discussion about cause and/or lab results, when available, will be compiled and submitted as part of a final certified report due to the SWRCB (via the California Integrated Water Quality System (CIWQS) electronic reporting system) within fifteen days after the date of a Category 1 SSO. The final report to CIWQS for Category 2 SSO's and Private System Overflow Incidents must be certified within 30 days after the end of the calendar month in which the SSO occurred. This form is the lead document that will be submitted to the required regulatory agencies with copies to be filed at the City's administrative office.

Some of the items for lift station spills are:

Lift Station Number, cause of malfunction – electrical failure type, control system failure, communication failure, power failure and pump failure. In each case, list details.

List causes such as grease, debris, rags, corrosion, vandalism or any other causes.

Authorize and Oversee Contractor Activities

In the event of an SSO, the sanitary crew or duty personnel for after-hour events (responder), after responding and assessing the circumstances and determining that there is a need for additional equipment or contractor services, shall implement the following notification protocols:

First Call

Utilities Superintendent – Tom Johnson

If not available,

Second Call

Assistant Utilities Director – West Curry

If not available,

Third Call

Utilities Director – John O'Donnell

The responder shall make the calls in this order until a supervisor is reached, briefed on the situation and receives approval to mobilize additional equipment and/or contractors. In the event of a large spill or a spill that is flowing toward or into receiving waters, the responder is authorized to make the decisions necessary and take appropriate action to terminate the spill regardless of whether a supervisor has been contacted or not.

A list of pre-approved general contractors, as well as heavy equipment rental companies, material suppliers and standby agencies is shown in the Outside Resource List, Attachment XI.

Spill control work that requires mobilization of contractors will most likely continue for a number of hours or days. All contractors must be supervised by the Assistant Utilities Director or his designee.

Spill Monitoring

For a sewage spill that reaches surface water and closes the beaches, the OCHCA and/or SOCWA will provide sampling and testing for bacteriological and/or chemical analysis. SOCWA provides routine monitoring as part of its NPDES permit at predetermined sites. In the case of the OCHCA, testing and sampling will continue until results for two consecutive days indicate that the waters are safe for human contact.

Coordination with OCHCA, RWQCB, NPDES Coordinator and other appropriate regulatory agencies is requested. As part of the reporting process to these agencies, ask them if they wish to be included in any further spill monitoring.

Recordkeeping

The file for all original documents regarding the sewage spill will be maintained at the City's Administrative Office. A duplicate file containing copies of all documents regarding the sewage spill will be kept at the collection system maintenance work center.

Reporting

A written report of all spills shall be sent to the RWQCB, OCHCA, and other appropriate agencies by the CSJC Assistant Utilities Director with a copy to the collection system maintenance main file room and scanned to an electronic file (reference the Regulatory Agency Notification List, Attachment XII). The report includes:

- An estimate of the total volume of discharged sewage.
- An estimate of the total volume of sewage that was contained and returned to the sewer.
- The size of line where the spill occurred, if applicable.
- Discussion of the events or circumstances that resulted in the sewage spill.

- Discussion of the impacts of the spill on public health and environment.
- A summary of cleanup activities and any mitigation measures taken to protect public health and the environment.
- Notations of the time when the cleanup crew arrived, when the spill was relieved and when the cleanup was completed.
- Corrective actions to prevent the recurrence of such incidents.

This information should be recorded and submitted on the Sanitary Sewer Overflow Report Form. Additional information may also be appropriate and when useful or as requested.

- Detailed answers to all questions on Spill Report Form, including address, zip code, GPS coordinates and structure identification number.
- A detailed chronology of actions taken to terminate the overflow and cleanup. Include a detailed explanation of the discovery of the overflow, as well as the time and manner of City notification.
- A detailed explanation of the pump station malfunction that resulted in the overflow. Include information on the wet well/emergency storage capacity in the pump station, the pumping capacity and average volume of sewage pumped by the station, copies of any maintenance records, and a description of all recent maintenance activities that have been conducted at the pump station.
- SSO Repairs will also be included on Quarterly/Annual reports.
- Copies of any bacteriological data gathered in response to the overflow conducted at the pump station.
- Data regarding average daily flow entering the pump station and the percentage of flow attributable to residential properties, industrial facilities, and other commercial establishments such as restaurants.
- Copies of any photos or video that were taken during or after the overflow, along with any identifying information such as the date produced, the name of photographer or videographer, and a written summary of information being presented on the tape. Also include any results of video inspection taken of the area.
- Whether or not the City conducted a debriefing meeting.
- Any information describing actions taken by the City to ensure that rags or root blockages in manholes would not cause another sanitary sewer overflow.
- The date and extent of the last preventative maintenance that was performed on the site or in the vicinity of the overflow event.
- Facts regarding the amount of raw sewage recovered. If none was recovered, explain.
- A discussion of any short- or long-term effects caused by the overflow.

- A copy of the City's annual sewer collection system maintenance budget for the fiscal year (July 1 through June 30).
- A copy of the SSOPP and the SSORP, along with any revisions.
- Any other pertinent information.

Conclusion

The primary objective of all responders to a sewage spill is always to protect public health, the environment and property from sewage and to restore the area back to normal as soon as possible. This goal is best achieved through the coordinated and synergistic efforts of the City Staff. With a thorough understanding of the methods and procedures outlined in this Sanitary Sewer Overflow Response Plan, the efficiency of these efforts is maximized.

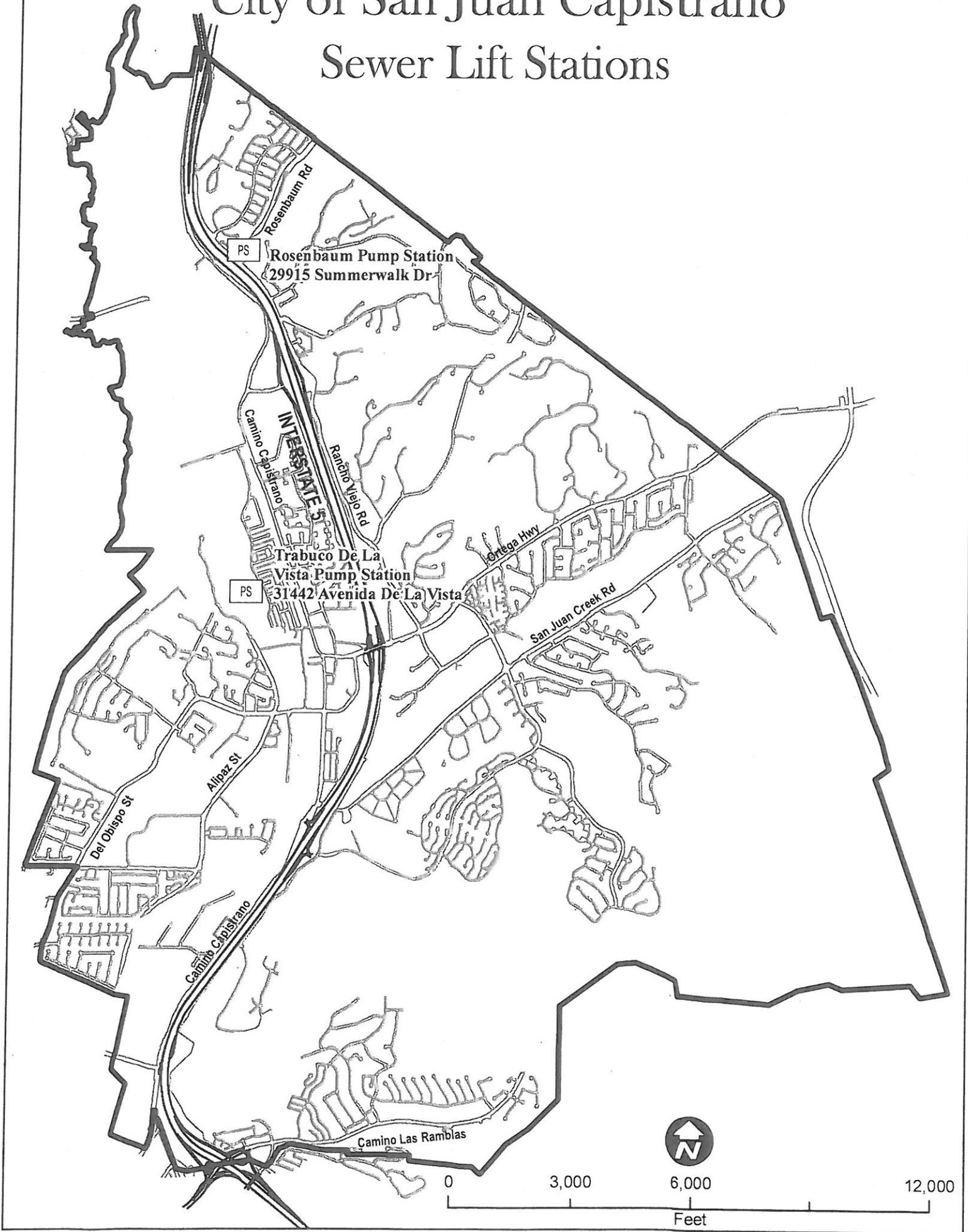
The documenting and studying of contributing factors to spills will allow the City to continue to make corrections necessary to achieve and sustain a Zero Spills System.

Attachment I

LIFT STATION LIST

City of San Juan Capistrano

Sewer Lift Stations



Attachment II

HOT SPOT CLEANING LOG

Attachment III

EMERGENCY RESPONSE EQUIPMENT & MATERIALS LIST

**EMERGENCY STOCK AND REPAIR
MATERIAL INVENTORY LIST
COLLECTION SYSTEM**

DESCRIPTION	COUNT
SOIL	

EMERGENCY STOCK AND REPAIR MATERIAL INVENTORY LIST

PUMP STATION SYSTEM

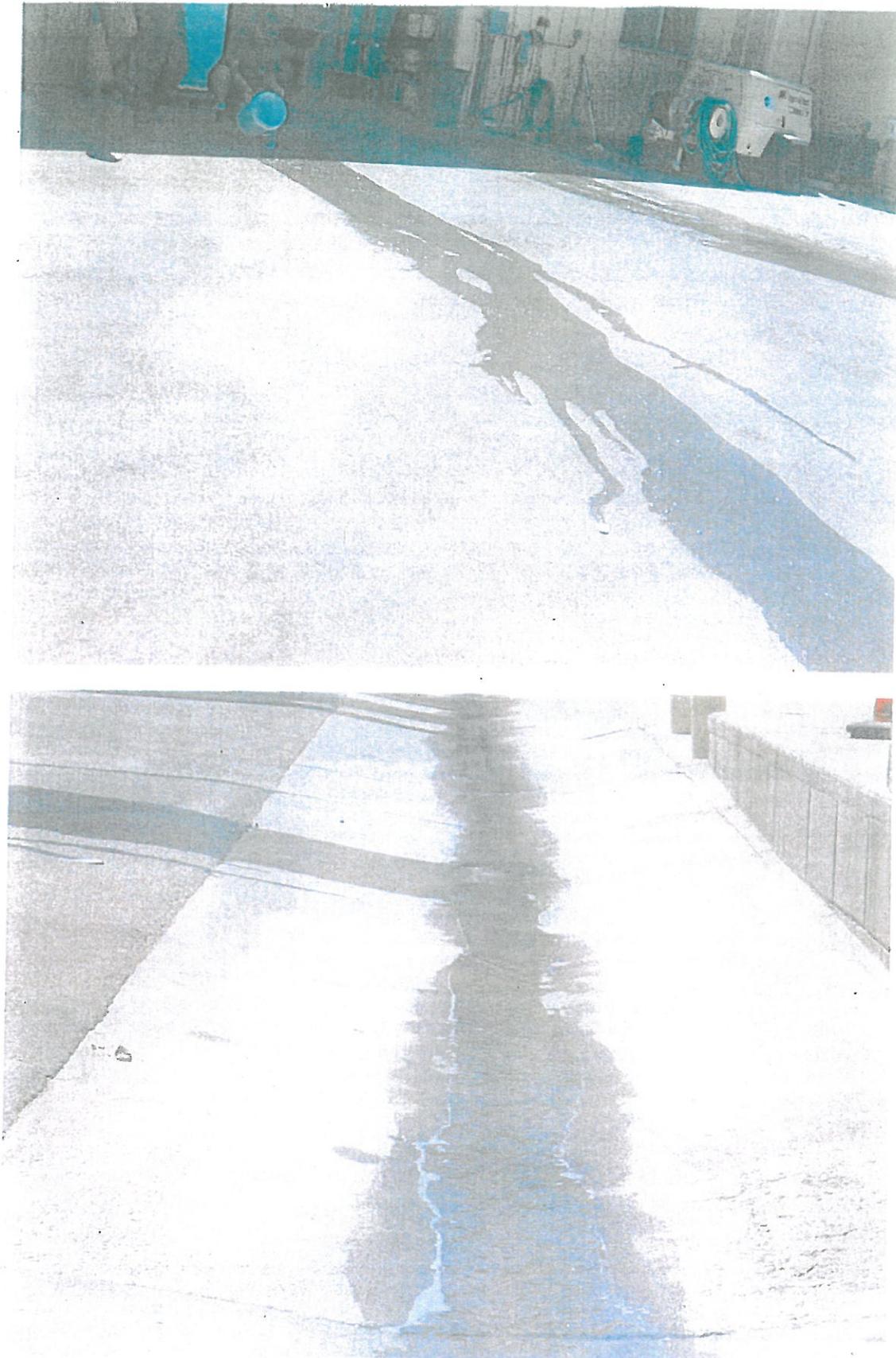
DESCRIPTION	COUNT
MOTORS	
PUMPS	
IMPELLERS	
PORTABLE PUMP	
DISCHARGE HOSE	
SUCTION HOSE	
TUNNEL REPAIR CLAMP	

Attachment IV

COLLECTION SYSTEM CLEANING LOG

Attachment V

OVERFLOW CALCULATION PHOTOS



SIMULATED 5 GALLON SPILL



SIMULATED 35 GALLON SPILL

Attachment VI

LIFT STATION MAINTENANCE PROCEDURES AND CHECKLISTS

City of San Juan Capistrano:
De La Vista Lift Station Maintenance Procedures

Daily/Weekly Maintenance Procedures

- 1.) Open the double gate with the Master (3210) key and park next to the Lift Station.
- 2.) Check the outer perimeter of the lift station for security breaches.
- 3.) Unlock the cabinet door with the key stamped "3210."
- 4.) Take immediate note of any pumps, alarms, open doors, unusual noises or odors.
- 5.) Check the HAND/OFF/AUTO switch on all pumps. They must be set to AUTO.
- 6.) Enter the pump readings from the hour meters in the "Monthly Pump run Time Log."
- 7.) Note any alarms on the panel.
- 8.) Wipe down the panel.
- 9.) Push light test and seal fail test buttons.

Monthly Maintenance Procedures

- 1.) Check the condition of the fire extinguishers.
- 2.) Check the condition and availability of personal safety equipment. Wear proper gloves and safety glasses when working on any equipment. Do not proceed if any piece of equipment is missing or in questionable condition. Wear hearing protection. Exposure to high decibel levels for a long period of time may cause hearing damage.
- 3.) Inspect the check valves for rags, debris, or any other objects that would hinder smooth operation of the valve.
- 4.) If everything is okay, set the HAND/OFF/AUTO switch to the AUTO position.

**SAN JUAN CAPISTRANO - UTILITIES DEPARTMENT
DE LA VISTA LIFT STATION INSPECTION REPORT**

Lift Station: _____ De La Vista _____
 Technician: _____ Month: _____ Year: _____

DAY	DATE	TIME	Pump #1		Pump #2		COMMENTS	INITIALS
			HRS	Total	HRS	Total		
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							
	14							
	15							
	16							
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	18							
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	20							
	21							
	22							
	23							
	24							
	25							
	26							
	27							
	28							
	29							
	30							
	31							

City of San Juan Capistrano:
Rosenbaum Lift Station Maintenance Procedures

Daily/Weekly Maintenance Procedures

- 1.) Open the double gate with the Master (2359) key and park next to the Lift Station.
- 2.) Check the outer perimeter of the lift station for security breaches.
- 3.) Unlock the cabinet door with the key stamped "3210."
- 4.) Take immediate note of any generator, pumps, alarms, open doors, unusual noises or odors.
- 5.) Check the HAND/OFF/AUTO switch on all pumps. They must be set to AUTO.
- 6.) Enter the pump readings from the hour meters in the "Monthly Pump run Time Log."
- 7.) Check the wet well level and enter it in the "Monthly Pump Run Time Log." Average level should be about 3 – 5'. The pump will start at 5' and deactivate at 3'.
- 8.) Wash down wet well every other Monday.
- 9.) One at a time, run each pump in "hand" position for 10-20 seconds and observe wet well level dropping during operation of each pump.
- 10.) Note any alarms on the Milltronics panel.
- 11.) Wipe down the Milltronics panel.
- 12.) Push light test and seal fail test buttons.
- 13.) Check emergency generator (every month):
 - a.) check propane level in both tanks. (NOTE: at 50 % notify fleet mechanic to purchase fuel.)
 - b.) check oil level
 - c.) check battery cell level
 - d.) check power ready mode
- 14.) Inspect valve positions. The suction and discharge valves should be completely open and the bleeder valves should be completely closed.

Monthly Maintenance Procedures

- 1.) Check the condition of the fire extinguishers.
- 2.) Check the condition and availability of personal safety equipment. Wear proper gloves and safety glasses when working on any equipment. Do not proceed if any piece of equipment is missing or in questionable condition. Wear hearing protection. Exposure to high decibel levels for a long period of time may cause hearing damage.
- 3.) Inspect the check valves for rags, debris, or any other objects that would hinder smooth operation of the valve.
- 4.) If everything is okay, set the HAND/OFF/AUTO switch to the AUTO position.

**SAN JUAN CAPISTRANO - UTILITIES DEPARTMENT
ROSENBAUM LIFT STATION INSPECTION REPORT**

Lift Station: _____ Technician: Rosenbaum Emergency Generator automatically starts on: _____ (day) _____ (time)
 New Start Time and Date (if applicable): _____
 Month: _____ Year: _____

DAY	DATE	TIME	WATER LEVEL	LEAD PUMP	Pump #1		Pump #2		COMMENTS	INITIALS
					HRS	Total	HRS	Total		
	4/1/2009	1								
		2								
		3								
		4								
		5								
		6								
		7								
		8								
		9								
		10								
		11								
		12								
		13								
		14								
		15								
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		29								
		30								
		31								

Attachment VII

WET WELL CLEANING LOG

Attachment VIII

VIDEO INSPECTION LOG

Attachment IX

SSO INCIDENT DESCRIPTION FORM

Attachment X

CSJC CONTACT INFORMATION

Public Works and Utilities Department

Utilities Division Call Down List

The City of San Juan Capistrano - PERSONNEL CALL DOWN LIST

IN THE EVENT OF AN ACTUAL EMERGENCY, THE FOLLOWING IS THE CALL DOWN LIST THAT SHOULD BE FOLLOWED. THESE PHONE NUMBERS SHOULD ONLY BE USED FOR EMERGENCY PURPOSES. IF THE PERSON YOU ARE RESPONSIBLE FOR NOTIFYING DOES NOT ANSWER, YOU MUST NOTIFY THE PEOPLE THAT THEY ARE RESPONSIBLE FOR CONTACTING. (AREA CODE IS 949 UNLESS OTHERWISE NOTED).

Work Ext. . ALL NUMBERS CONFIDENTIAL Home Personal Cell Work Cell

Revised 8/8/14, number of staff listed is 22

Work Ext.	ALL NUMBERS CONFIDENTIAL	Home	Personal Cell	Work Cell
A. 6363 Keith Van Der Maaten, Director calls				
4307	1	TBD, UD Asst. Director		
4415	2	Glenn Garrett, Chief Plant Operator		
4310	3	Tom Johnson, Utilities Superintendent		
6355	4	Steve Kooyman, PW Asst. Director		
		(Steve Initiates PW call down)		
B. 6363 Keith calls - until Asst Dir filled				
4413	1	Ziad Mazboudi, Senior Civil Engineer		
4312	2	Eric Bauman, Utilities Engineer		
4304	3	Francie Kennedy, Conservation Coord		
4400	4	Betsy Dubois, Admin Specialist		
C. 4415 Glenn Garrett calls				
	1	Dustin Alleman, Utilities Operator III		
6328	2	Max Osorio, Utilities Operator II		
	3	John Kennedy, GWRP Operator		
D. 4310 Tom Johnson calls				
4308	1	Frank Sanchez, Utilities Operator III		
4309	2	Neil Brand, Utilities Operator III		
	3	Duty Man		
F. 4308 Frank Sanchez calls				
6319	1	Jimmy Uribe, Utilities Operator II		
6311	2	Filemon Hernandez, Utilities Oper. II		
6316	3	Jose Lopez, Utilities Operator I		
6311	4	Jordan Velasco, Utilities Operator I		
G. 4309 Neil Brand calls				
6318	1	Josh Lopez, Utilities Operator II		
6346	2	Reggie Fries, Utilities Operator I		
6346	3	Alex Granados, Utilities Operator I		
H. 4312 Eric Bauman calls				
6366	1	Maryam Ramsey, Associate Engineer		
4311	2	Mike Smith, Water Const. Insp.		
6326	3	Michael Marquis, Associate Civ Eng		

All prefixes are 443, unless otherwise noted.

Attachment XI

OUTSIDE RESOURCES LIST

Attachment XI**Outside Resource List****Pipeline Contractors**

Atlas Underground, Inc.
1295 South East End Avenue
Pomona, CA 91766
Phone: (909) 622-7738
Fax: (909) 622-7174

D. M. Kisling Construction, Inc.
P.O. Box 250
Laguna Beach, CA 92652
Phone: (949) 493-1620
Fax: (949) 493-4251

GCI Construction, Inc.
245 Fisher Avenue, B-3
Costa Mesa, CA 92626
Phone: (714) 957-0233
Fax: (714) 540-1148

Mike Kilbride, Ltd
P.O. Box 3341
Newport Beach, CA 92659
Phone: (949) 548-0106
Fax: (949) 548-1616

Southern California Pipeline Const.
1100 Irvine Boulevard, No. 37
Tustin, CA 92780
Phone: (714) 838-3079
Fax: (714) 838-0222

Bebek Company
26071 Merit Circle, Suite 111
Laguna Hills, CA 92653
Phone: (949) 367-9531
Fax: (949) 367-9563

Doty Bros. Equipment Co.
11232 E. Firestone Blvd.
Norwalk, CA 90650
Phone: (562) 864-6566
Fax: (562) 863-6052

Kennedy Pipeline Co.
61 Argonaut
Aliso Viejo, CA 92656
Phone: (949) 380-8363
Fax: (949) 380-0172

Paulus Engineering, Inc.
P.O. Box 6216
Anaheim, CA 92816
Phone: (714) 632-3322
Fax: (714) 632-9792

Valverde Construction, Inc.
10918 Shoemaker Ave.
Santa Fe Springs, CA 90670
Phone: (562) 906-1826
Fax: (562) 906-1918

Pipe Lining & CIPP Contractors

Insituform Technologies, Inc.
1400 E. Orangethorpe Ave.
Fullerton, CA 92831
Phone: (714) 278-1900
Fax: (714) 278-1911

Sancon Engineering, Inc.
5841 Engineer Drive
Huntington Beach CA 92649
Phone: (714) 891-2323
Fax: (714) 891-2524

Municipal Underground Services
28511 Breckenridge Drive
Laguna Niguel, CA 92677
Phone: (949) 364-3920
Fax: (949) 347-8558

Southwest Pipeline and Trenchless
539 West 140th Street
Gardena, CA 90248
Phone: (310) 329-8717
Fax: (310) 329-0981

Paving Contractors

Hardy & Harper Inc.
1312 E. Warner Ave.
Santa Ana, CA 92705
Phone: (714) 444-1851
Fax: (714) 444-2801

Manhole Adjusting Contractors
9500 Beverly Road
Pico Rivera, CA 90660
Phone: (323) 558-8000
Fax: (323) 558-8001

Quickel Paving, Inc.
27075 Cabot Road, Suite 106
Laguna Hills, CA 92653
Phone: (949) 582-1515
Fax: (949) 582-0303

Grading & Rock Contractors

Goodwin Construction, Inc.
P.O. Box 7388
Capistrano Beach, CA 92624
Phone: (949) 498-4680
Fax: (949) 498-4679

Verdugo Excavating, Grading
& Demolition, Inc.
1570 Arroyo Drive
Laguna Beach, CA 92651
Phone: (949) 494-1904
Fax: (949) 497-8923

Mechanical Contractors

D. M. Kisling Construction, Inc.
P.O. Box 250
Laguna Beach, CA 92652
Phone: (949) 493-1620
Fax: (949) 493-4251

Pascal & Ludwig Engineers
2049 E. Francis Street
Ontario, CA 91761
Phone: (909) 947-4631
Fax: (909) 947-4722

Schuler Engineering Corp.
564 W. Bateman Circle
Corona, CA 92880
Phone: (909) 738-9215
Fax: (909) 738-0162

Uhler, Inc.
20555 Pascal Way
Lake Forest, CA 92630
Phone: (949) 497-0642
Fax: (949) 472-5099

Vadnais Corporation
9164 Rehco Road
San Diego, CA 92121
Phone: (858) 550-1460
Fax: (858) 550-1470
or (714) 379-1090

F. T. Ziebarth Company
P.O. Box 4173
Fullerton, CA 92834
Phone: (714) 992-5151
Fax: (714) 992-4151
or (888) 872-0071

Restoration Contractors

Aladdin Emergency Services
5232 Bolsa Avenue, Suite 9
Huntington Beach, CA 92649
Phone: (800) 498-9287

Emergency Services Restoration
P.O. Box 2567
Redondo Beach, CA 90278
Phone: (800) 540-5532
Fax: (310) 219-0389

Rental Yards

Sepulveda Building Materials
28092 Forbes Road
Laguna Niguel, CA 92677
Phone: (949) 374-2100

United Rentals
33088 Calle Perfecto
San Juan Capistrano, CA 92675
Phone: (949) 496-4783

Suction Trucks, Pumping, etc.

Major Cleanup, Inc.
1963 Mount Vernon Avenue
Pomona, CA 91768
Phone: (800) 669-2783

United Pumping Service, Inc.
14000 E. Valley Blvd
City of Industry, CA 91746
Phone: (714) 774-3337

Safety & Gas Detection Equipment

LifeCom, Inc.
5081 Argosy Avenue
Huntington Beach, CA 92649
Phone: (800) 824-5178
or (714) 892-4027
Fax: (714) 897-7295

Mitchell Instrument Company, Inc.
1570 Cherokee Street
San Marcos, CA 92078
Phone: (888) 270-2690
or (760) 744 2690
Fax: (800) 648-2411
or (760) 744 0083

Electrical & Controls Contractors

Tesco
3434 52nd Avenue
Sacramento, CA 95823-0510
Phone: (916) 395-8800
Fax: (916) 429-2817

Essco Pumps and Controls
4935 Telegraph Rd.
Los Angeles CA 90022
Phone: (323) 261-2181
Fax: (323) 261-1523

Evans-Hydro
18128 S. Santa Fe Avenue
Rancho Dominguez, CA 90221
Phone: (310) 608-5801
Fax: (310) 608-0685

Attachment XII

REGULATORY AGENCY NOTIFICATION LIST

Attachment XII**Regulatory Agency Notification List**

Agency	Telephone Number	Criteria
California Regional Water Quality Control Board, Region 9 – San Diego	Phone (858) 467-2952 Fax (858) 571-6972	Notify whenever a sewage spill of any size occurs within the City.
Orange County Health Care Agency, Environmental Health Division	1) Mike Fennessy (714) 433-6281 2) Larry Brenner (714) 433-6284 3) Monica Mazur (714) 433-6280 4) Larry Honeybourne (714) 433-6015 After Hours – County Communications (714) 628-7008	Notify whenever a sewage spill of any size occurs within the City.
SOCWA Administrative Office	Phone (949) 234-5430 Fax (949) 489-0130 E-mail cwade@socwa.com	Notify whenever a sewage spill of any size occurs within the City.
California State Office of Emergency Services	(800) 852-7550	Notify in the event of a spill of over 1,000 gallons.
California Department of Fish and Game (Notified by Cal OES)	(951) 443-2944	Notify whenever a sewage spill impacts or threatens state waters.
Orange County Environmental Management Agency (Notified by OCHCA)	(714) 567-6363 after hours (714) 834-7200	Notify whenever a sewage spill impacts the storm drain system.
California State Health Department, Office of Drinking Water	Frank Hamamura (714) 558-4410	Notify whenever a sewage spill impacts or threatens to impact the drinking water supply.

PLEASE BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION:

- Your Name
- Your agency (City of San Juan Capistrano)
- Date and time spill began/was contained or ended
- Address and cross street of spill
- Thomas Guide Page and grid number of spill

- Preliminary estimated volume of spill
- Cause of spill
- Status of spill response

Attachment XIII

FORCE MAIN INSPECTION SUMMARY

Attachment XIV

SSO REPORTING REQUIREMENTS FLOWCHART

City of San Juan Capistrano
Sanitary Sewage Reporting Guidelines
 (Abbreviated form)

Statewide General Waste Discharge Requirements Order No. 2006-0003 finds that all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length requires notification and reporting of all sanitary sewer overflows (SSOs). SSOs are defined as any overflow, spill, release, discharge or diversion of wastewater from a sanitary sewer system. (See page 5 of the Order No. 2006-0003 for the complete definition of SSOs).

Type of Spill	Agency(s) to Notify by Phone	Notification Time frame	Report Time frame
Category 1 – Spills of any volume that reaches surface water.	Cal OES OCHCA per Health and Safety Code. OC Public Works per NPDES Stormwater Regulations and local Water Quality Ordinance.	Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons, Contact Cal OES and obtain a notification control number.	Submit Draft report within 3 business days of becoming aware of the SSO. Certify within 15 calendar days of SSO end date. SSO Technical Report: Certify within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater is spilled to surface waters.
Category 2 – Spills greater than or equal to 1,000 gallons that do not reach surface water.	OCHCA per Health and Safety Code.	Immediate	Submit Draft report within 3 business days of becoming aware of the SSO. Certify within 15 calendar days of SSO end date.
Category 3 – Spills less than 1,000 gallons that do not reach surface water.	OCHCA per Health and Safety Code.	Immediate	Submit Certified report within 30 calendar days after the end of month in which SSO occurred.
Private lateral sewer discharge (PLSD)– Spills from a privately owned sewer lateral connected to the enrollee’s sanitary sewer system.	City	Immediate	PLSDs that the City becomes aware of will be reported to the CIWQS Online SSO Database.

SSO Notification Contacts

Normal Hours		After Hours
Cal OES (Office of Emergency Services)	800-852-7550	24 hours
OCHCA(Please call down the list until someone has been contacted) Office Support Staff Dan Yokoyama Larry Brenner Larry Honeybourne	714-433-6419 714-433-6288 714-433-6284 714-433-6015	Control 1: 714-628-7008 (will contact OCHCA on-call staff)
RWQCB – San Diego Region Joann Lim	619-516-1990 619-521-3362	Cal OES: 800-852-7550
OC Public Works – Contact if need assistance especially if large spill that has reached the flood control channel. OC Public Works staff can provide support in case of a large spill. Grant Sharp: (714) 448-1229 James Fortuna: 714-493-0125	714-955-0600 877-89-SPILL 24 hrs hotline	Control 1: 714-628-7008

City of San Juan Capistrano
Sanitary Sewage Reporting Guidelines(Expanded form)

Statewide General Waste Discharge Requirements Order No. 2006-0003 finds that all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length requires notification and reporting of all sanitary sewer overflows (SSOs). SSOs are defined as any overflow, spill, release, discharge or diversion of wastewater from a sanitary sewer system. (See page 5 of the Order No. 2006-0003 for the complete definition of SSOs).

Type of Spill	Agency(s)to Notify by Tel	Notification Time frame	Report Time frame
Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: A. Reach surface water and/or reach a drainage channel tributary to a surface water; or B. Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. (Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).)	Cal OES OCHCA per Health and Safety Code. OC Public Works per NPDES Stormwater Regulations and local Water Quality Ordinance.	Within 2 hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons, Contact Cal OES and obtain a notification control number.	Submit Draft report within 3 business days of becoming aware of the SSO. Certify within 15 calendar days of SSO end date. SSO Technical Report: Certify within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater is spilled to surface waters.
Category 2 – Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.	OCHCA per Health and Safety Code.	Immediate	Submit Draft report within 3 business days of becoming aware of the SSO. Certify within 15 calendar days of SSO end date.
Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.	OCHCA per Health and Safety Code.	Immediate	Submit Certified report within 30 calendar days after the end of month in which SSO occurred.
Private lateral sewer discharge (PLSD)–Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets.	City	Immediate	PLSDs that the City becomes aware of will be reported to the CIWQS Online SSO Database.

SSO Notification Contacts

Normal Hours		After Hours
Cal OES (Office of Emergency Services)	800-852-7550	24 hours
OCHCA(Please call down the list until someone has been contacted) Office Support Staff Dan Yokoyama Larry Brennler Larry Honeybourne	714-433-6419 714-433-6288 714-433-6284 714-433-6015	Control 1: 714-628-7008 (will contact OCHCA on-call staff)
RWQCB – San Diego Region Joann Lim	619-516-1990 619-521-3362	Cal OES: 800-852-7550
OC Public Works – Contact if need assistance especially if large spill that has reached the flood control channel. OC Public Works staff can provide support in case of a large spill. Grant Sharp: (714) 448-1229 James Fortuna: 714-493-0125	714-955-0600 877-89-SPILL 24 hrs hotline	Control 1: 714-628-7008

Attachment XV

SANITARY SEWER OVERFLOW REPORT FORM

Overflow location
(Name of structure, e.g. pump station, pipeline, etc. if applicable)

Street address: _____

City & Zip: _____

County: _____ (SD, OR, RV)

Number of overflows within 1000 feet of this location in last 12 months: _____

Dates of overflows within 1000 feet of this location in last 12 months: _____

Overflow cause: (check appropriate box)

- | | | | |
|-----------------------------------------------|---------------------------------------|------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Roots | <input type="checkbox"/> Grease | <input type="checkbox"/> Line break | <input type="checkbox"/> Infiltration |
| <input type="checkbox"/> Rocks | <input type="checkbox"/> Blockage | <input type="checkbox"/> Vandalism | <input type="checkbox"/> Power failure |
| <input type="checkbox"/> Debris | <input type="checkbox"/> Flood damage | <input type="checkbox"/> Manhole failure | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Pump station failure | <input type="checkbox"/> Other _____ | | |

Overflow type: (check appropriate box)

- | | | |
|-------------------------------------------|--------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Untreated Sewage | <input type="checkbox"/> Secondary treated | <input type="checkbox"/> Reclaimed water |
|-------------------------------------------|--------------------------------------------|------------------------------------------|

Detailed explanation of the overflow cause:

Revised July 2001

Overflow correction (describe preventative and/or corrective measures taken/planned)

Was there measurable precipitation during the 72-hour period prior to the overflow?

 Yes No

Initial/Secondary receiving waters impacted (check appropriate boxes)

Did the overflow reach a storm drain? Yes No

Did the overflow reach surface waters other than a storm drain? Yes No

Name or description of initial receiving waters

(e.g., stream, river, lake, pond, etc., or NONE, if applicable)

Description of secondary receiving waters

(e.g., next impacted receiving water after first passing through the initial waters, or NONE, if applicable)

Description of overflow's final destination if receiving waters were not impacted (e.g. Vector truck, etc.)

NOTIFICATION CHECKLIST

AGENCY	DATE	TIME	PHONE/FAX/VOICE (Indicate which)
Regional Water Quality Control Board - San Diego (9) (858) 467-2952 (858) 571-6972 - Fax			
Regional Water Quality Control Board - Santa Ana (8) (909) 782-4130 (909) 781-6288 - Fax			
Orange County Health Dept. (714) 433-6000 (714) 433-6481 - Fax			
Office of Emergency Services (800) 852-7550			
South Orange County Wastewater Authority Administrative Offices (949) 234-5400 or (949) 234-5419 (949) 489-0130 - Fax			

Affected area posting (check appropriate boxes)

Were signs posted to warn of contamination? Yes No

Location of posting (if posted): _____

How many days were signs posted? _____

REMARKS:

NOTES:

1. For descriptions and clarifications of all items on this form, refer to the San Diego Regional Water Quality Control Board Order 96-04 as amended, including the document entitled, "Required Fields for Order 96-04 Quarterly Summary Report".
2. If the sanitary overflow event results in a discharge of 1,000 gallons or more, or in a discharge to surface waters, this form must be received by the San Diego Regional Water Quality Control Board no later than 5 days after the overflow start date.

The following certification must be completed with the 5-day notice:

Certification statement:

I swear under penalty of perjury that the information submitted in this document is true and correct. I certify under penalty of perjury that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Signature _____

Name _____

Title _____

Date _____

