City of Morro Bay
Sewer System Management Plan

SSMP Report
2025

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Glossary and Acronyms

Terms and acronyms used in this document and/or the Statewide GWDR, along with their definitions, are as follows:

AR or (Authorized Representatives) - The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or a duly authorized representative of that person.

BAT- Best Available Technology

Blockage or stoppage- something that fully or partially blocks the wastewater from flowing through a sewer pipeline.

BMP- Best Management Practice

CWEA (California Water Environment Association) - CWEA is an association of professionals in the wastewater field. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to protect and enhance the water environment. CWEA provides technical references for sewer system operation and maintenance.

CCTV- Closed Circuit Television

CFR- Code of Federal Regulations

CIP- Capital Improvement Program

CITYWORKS-GIS centric asset management system-initiated September 2018 (replaced CMMS)

CIWQS (California Integrated Water Quality System) - All SSO reporting is done on the CIWQS website.

CMMS- Computerized Maintenance Management System

Clean-out or CO- Access hole on a sewer line, normally at the end of the line and normally smaller than a manhole.

Dynamic Model- Computer hydraulic model simulation that solves dynamic flow equations for accurate simulation of backwater, looped connections, surcharging, and pressure flow in a collection system.

FOG (Fats, Oils and Grease)- Fats, Oils and Grease that are discharged into the sanitary sewer system by food service establishments (FSE), homes, apartments, retirement

homes, and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs.

GIS (Geographical Information System)- A database linked with mapping, which includes various layers of information, such as sewer maps, storm drain maps, parcels and other features. The City uses ARCGIS.

Governing Board- In the City of Morro Bay this is the City Council.

GPS- Global Positioning System

GWDR or WDR (General Waste Discharge Requirements)- Order No. 2022-0103, State General Waste Discharge Requirements for Sanitary Sewer Systems (WDR) is designed to ensure proper design, and safe operation and maintenance of the sanitary sewer systems throughout California. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California were required to comply with the terms of this Order. The Statewide General WDR for Sewer systems was adopted by the SWRCB and is implemented by the RWQCB and SWRCB.

I/I- Infiltration and Inflow

Infiltration- The seepage of groundwater into a sewer system, including service connections. Seepage can be through cracked pipes, pipe joints, connections, or manhole walls and joints.

Inflow- Water discharged into a sewer system and service connections from roof leaders, cellars, yard and area drains, foundation drains, springs, swampy areas, around manhole covers, surface runoff, drainage etc. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak.

Lamphole- In the past this was used to lower a lamp into the line for inspection. They are currently used the same as an end of the line clean-out.

Lateral- The portion of a sewer that connects the customer with the City's main line.

Upper lateral: Portion from the building to the property line.

Lower Lateral: Portion from the property line to the sewer main either in an easement or street. Upper and lower lateral are privately owned and maintained.

Lift Station (LS) or Pump Station- A station with redundant pumps, which raise sewage to a level from which it can flow by gravity.

LRO (Legally Responsible Official)- A legally responsible official (LRO) is any individual authorized to enter and certify data into the online sanitary sewer overflow (SSO) database on behalf of an agency enrolled under Statewide General Waste

Discharge Requirements for Sanitary Sewer Systems (WQO No. 2022-0103). An LRO must certify any submitted SSO report. An LRO is defined as either a principal executive officer or ranking elected official for an agency, or a duly authorized representative of that person.

Manhole or MH - Access hole on a sewer line with cones and barrels. Installed every 300-400 feet to facilitate cleaning or change in direction.

Monitoring and Reporting Program (MRP) - Established in the WDR for monitoring, reporting, recording and public notification requirements of the WDR.

O&M- Operation and Maintenance

OES- Office of Emergency Services

Order- SWRCB Order No. 2022-0103-DWQ adopted December 06, 2022

OneWater Plan- Water, Sewer and Storm drain Master Plan adopted in October 2018

Preventive Maintenance (PM) - Regularly scheduled service of machines, infrastructure and other equipment.

Private Lateral Sewage Discharge (PLSD) – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately-owned sewer lateral connected to the City's sanitary sewer system or from other private sewer assets.

Publicly Owned Treatment Works (POTW) – Any city-owned devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

R&R- Rehabilitation and Replacement can also be CIP.

Regional Water Quality Control Board (RWQCB)- There are nine regional water quality control boards that exercise rulemaking and regulatory activities by basins. The City is in RWQCB Region 3.

Supervisory Control and Data Acquisition (SCADA) - A computerized control and data recording system that operates a wastewater, treatment or water system remotely, recording operational data.

SOP- Standard Operating Procedure

Sanitary Sewer Overflow (SSO) - Any overflow, spill, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.

Category 1: Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or reach a drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

Category 2: Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, or a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Category 3: Discharges of untreated or partially treated wastewater **equal to or greater than 50 gallons and less than 1,000 gallons** resulting from an enrollee's sanitary sewer system failure or flow condition. All other releases from the enrollee's sewer system.

Category 4: Discharges of untreated or partially treated wastewater **less than 50 gallons** resulting from an enrollee's sanitary sewer system failure or flow condition. All other releases from the enrollee's sewer system.

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

Sewer System Management Plan (SSMP) - This management plan preparation was required by the SWRCB Order No. 2022-0103, State General Waste Discharge Requirements for Sanitary Sewer Systems (WDR or GWDR).

Sewer Collection System Master Plan (SCSMP) - This refers to the Master Plan submitted by the Wallace Group in 2006 also referred to as the Wallace report 2006.

Sewer Pipe Blockage Control Program – This plan is responsible for scheduling, legal authority, inspection, identification, and implementation of source control measures for all sources of fats, oils, and grease.

Sanitary Sewer System- A system of pipes, pump stations, sewer lines or other conveyances upstream of the Wastewater Treatment Plant, used to collect and transport wastewater to the publicly owned treatment works.

Satellite Collection System or Agency- The portion of a sanitary sewer system owned and operated by a different public agency other than the agency that owns the wastewater treatment plant, to which the sanitary sewer system is tributary.

Spill Emergency Response Plan (SERP) - Identifies a plan for notification procedure(s), appropriate response, recordkeeping, procedures to address emergency operations, and ensure that all reasonable steps are taken to contain and prevent discharges.

State Water Resources Control Board (SWRCB or State Board) - the State Board protects water quality by setting statewide policy, coordinating and supporting the Regional Water Board efforts and reviewing petitions that contest Regional Board actions. There are nine regional water quality control boards that exercise rulemaking and regulatory activities by basins. The State Board is the agency responsible for developing and adopting the GWDR (WDR) for collection systems.

WDR- See: Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ

WRC- Water Resources Center

WWTP- Wastewater Treatment Plant

Element I: Goals and Introduction

The collection system agency must develop goals to manage, operate, and maintain all parts of its collection system. The goals should address the provision of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of sanitary sewer overflows (SSOs) and the mitigation of their impacts. This section is to fulfill the Goals and Introduction Element of the SWRCB (Element 1) SSMP requirements.

SWRCB Requirement

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1 Regulatory Context
The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2 Sewer system management Plan Update Schedule
The Plan Introduction section must include a schedule for the enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3 Sewer System Asset Overview
The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number of percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Mission Statement and Goals

The mission of the Collections Division is to preserve and enhance the quality of life in the City of Morro Bay and to protect the public health and the environment by collecting and conveying wastewater in a safe, environmentally conscientious, and efficient manner.

This can most readily be accomplished by:

- Managing, maintaining and improving the City's collection system infrastructure within the City in a manner consistent with the adopted OneWater Plan now and into the future.
- Reducing the number and impact of sanitary sewer overflows (SSOs) that may occur throughout the City of Morro Bay.
- Cost-effectively minimize inflow/infiltration (I/I) and provide adequate sewer capacity to accommodate design peak wet weather flow.
- Controlling source discharges from entering and affecting the collection system and the Wastewater Treatment Plant in accordance with Local, State and Federal regulations.
- Developing and implementing programs necessary to comply with State and Federal mandates, rules, and regulations.
- Proactively train Utility Staff on emerging technologies, new equipment technologies and industrial systems required by State and Federal mandates, rules and regulations.

Introduction

Wastewater Collections Division

The Division operates under the general supervision of the Utility Division Manager. The Division includes a Utility Supervisor and two levels of Utility System Operators. The division operates a scheduled preventive maintenance and enhanced maintenance program to maintain the system. The division records and maintains historical data about the system and utilizes this information to prioritize maintenance activities. The programs contained and outlined within the City's SSMP meet the requirements of the WDR.

Source Control

In 1999 businesses in Morro Bay were surveyed for possible industrial-waste discharges. The survey included business names, addresses, names of contacts, telephone numbers, inventories of chemicals, discharge volumes, and other pertinent information. Based on this information and a master list of businesses developed from business license applications, certain businesses were found to have no potential for industrial discharge, such as offices, and retail stores. Others were excluded from further consideration as industrial dischargers because they discharged only domestic wastewater. For the remaining industries, waste discharge volumes were estimated in proportion to water usage

determined from billing records provided by the City Water Department. Follow-up activities for these businesses include scheduled return visits, surprise on-site inspections and formal tours of the facilities. These include but may not be limited to commercial laundry, car washes, a dry cleaner, print shops and the oil-water separator maintained by the Harbor Department.

1.1 Regulatory Context

On December 06, 2022, the State Water Resources Control Board (SWRCB) enacted Order No. 2022-0103, Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems. The SWRCB updated the 2006 WDR and requires any public agency that owns or operates a sanitary sewer system more than one mile in length that conveys untreated or partially treated wastewater to a Publicly Owned Treatment Works (POTW) in the State of California; comply with the requirements of the WDR.

The City of Morro Bay (City) owns and operates a wastewater collection system more than one mile in length that conveys untreated wastewater to a Publicly Owned Treatment Works (POTW) and therefore is required to comply with the WDR. The SSMP was originally adopted by the Morro Bay City Council on June 08, 2009. Per the requirements of the WDR, the City has performed five audits of the SSMP (June 2011, June 2013, June 2016, June 2018, and June 2021), that focused on the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified within the WDR, including identification of any deficiencies in the SSMP and the steps to correct them. In addition, the WDR requires that the SSMP must be updated and adopted by the City Council at least every six years (updated from every 5 years for the 2006 WDR). The revisions contained within this SSMP comply with the requirements of the WDR by updating the SSMP on a six-year schedule.

1.2 SSMP Development Plan Update and Schedule

This document is required to be approved by the City Council during a public meeting at least every six years. As noted earlier, The SSMP was originally adopted by the Morro Bay City Council on June 08, 2009. Per the requirements of the 2006 WDR, the City performed two audits of the SSMP, in 2011 and 2013. For the re-certification in 2014, two audits were performed in 2016 and 2018 that focused on the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified within the WDR, including identification of any deficiencies in the SSMP and the steps to correct them. Again in 2019, recertification was obtained, and an audit was performed in 2021 that focused on the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified within the WDR. In addition, the current WDR requires that the SSMP must be updated and adopted by the City Council at least every six years. Audits must be completed triennially.

The SSMP is a living document, meaning that it will evolve, and modifications will be made as necessary to meet the required regulations. The Collections Division recognizes the SSMP may be amended during the six-year recertification time frame as a result of

recommendations contained within the triennial audit of the SSMP or to reflect a change in organizational structure or changes based on modifications to the O&M program or equipment changes. For this reason, the Collections Division has requested and been granted permission from the City Council to have the Director of Public Works authorize and approve any significant changes to the SSMP during this time period. Any amendments incorporated would be highlighted during the public recertification process. Appendix D contains all modifications to the SSMP; Appendix D serves as a working list used if regulations change or through our internal audit changes to the document are warranted.

1.3 Sewer System Asset Overview

The City of Morro Bay is located within the County of San Luis Obispo. The City's collection system serves residential and commercial users within the city limits boundary. The 2024 population was reported to be about 10,531 residents. The collection system includes approximately 52.38 miles of gravity main, 0.84 miles of private gravity main, 13.74 miles of force main, 871 manholes/lampholes, 404 cleanouts, one siphon, and five lift stations which are monitored two or more times weekly and can be accessed remotely 24 hours a day, 7 days a week, 365 days a year. Of the five lift stations, there are three lift stations all of which operate with submersible pumps and above ground control panels. The other two lift stations are counted as pump stations. The mainlines are made of a variety of materials, depending on the age; terra cotta salt glazed pipe, vitrified clay pipe (VCP), polyvinyl chloride (PVC), asbestos concrete (AC), High-density polyethylene (HDPE), and cast iron. The system is made up of approximately 5620 total service laterals, considering residential, commercial, and industrial service connections.

There are no unique structures diverting stormwater to the City's sewer system.

Data management is primarily conducted within the City's ArcGIS Geodatabase. Work orders, service requests, and inspections are managed within CityWorks.

An up-to-date map of the City's sanitary sewer system is referred to later in this SSMP under Element 4, Operation and Maintenance.

The large number of grease production from fish-fry restaurants on Embarcadero Boulevard is considered a unique service boundary condition.

Satellite agencies include the San Luis Coastal Unified School District, the State Parks (2) at the north end of town (Morro Strand State Park) and south end of town (Morro Bay State Park).

Element II: Organization

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. This section is to fulfill the Organization Element of the SWRCB (Element 2) SSMP requirements.

SWRCB Requirement

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in Section 5.1 of this General Order;
- The position titles, telephone numbers, and email addresses for management administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of a complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies if applicable (For example, county health officer, county environmental health agency, and State Office of emergency Services.)

Organization Discussion

The Utility Division is part of the City Public Works Department. The Utility Division is responsible for administration and implementation of the SSMP. The Division includes Wastewater Treatment, Wastewater Collections, Water Treatment and Water Distribution. The Utility Operators are responsible for the daily maintenance and response to SSOs during regular work hours and after hours and weekends on standby.

The authorized representative or Legally Responsible Official (LRO) for implementing and administrating the City's SSMP and completing and certifying spill reports electronically are the Lead Utility Operators and the Utility Division Manager.

Figure 1 is the organization chart for the Wastewater Division as a part of the Public Services Department.

Figure 2 illustrates the City's chain of communication and responsible staff for receiving reports, responding to SSOs. This flow chart then refers to the notification checklist

(Appendix B, Attachment C) which is used for notifying the proper authorities and for reporting and certifying the spills electronically.

Figure 1 Organization Chart
Updated March 2025

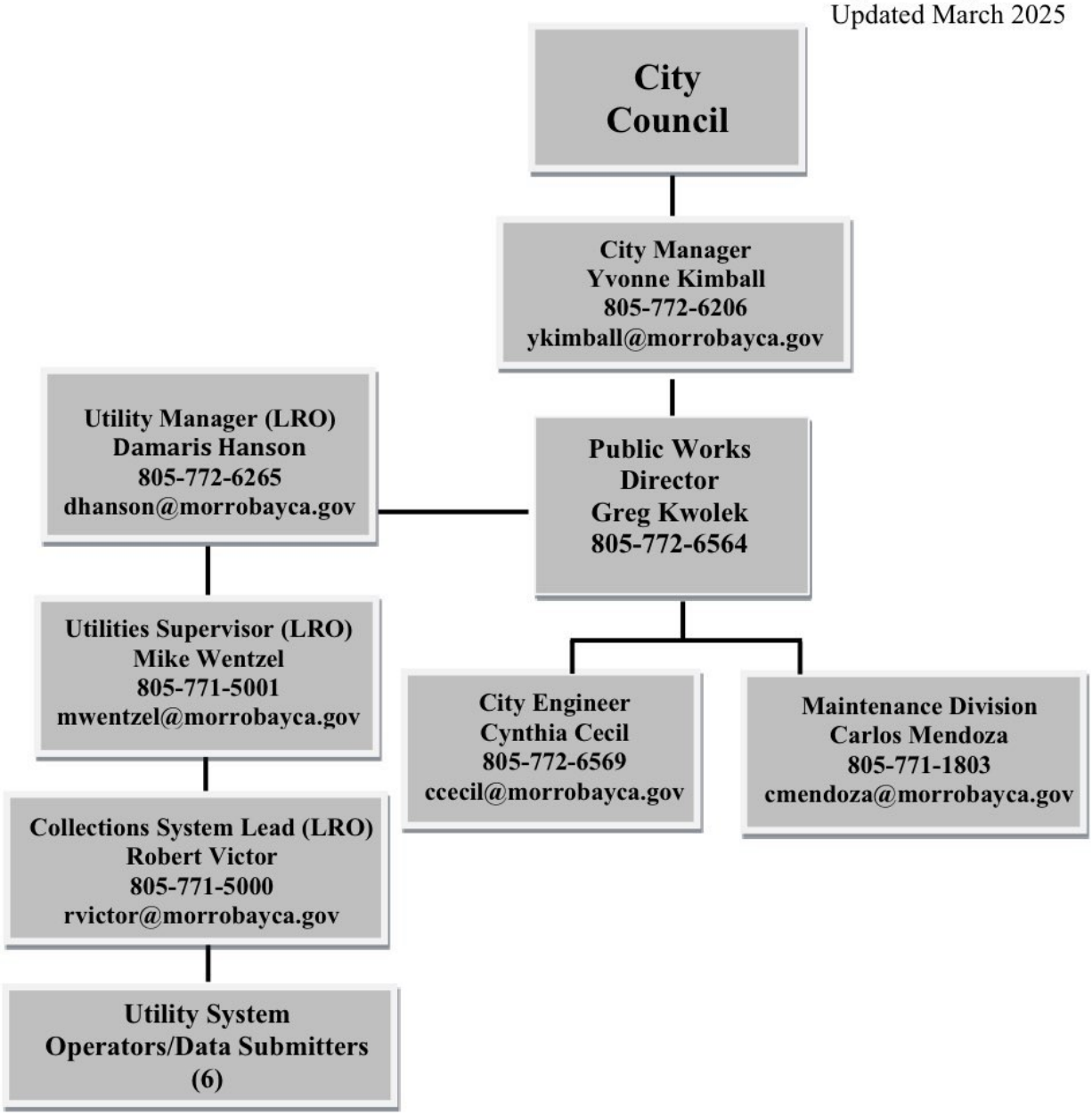
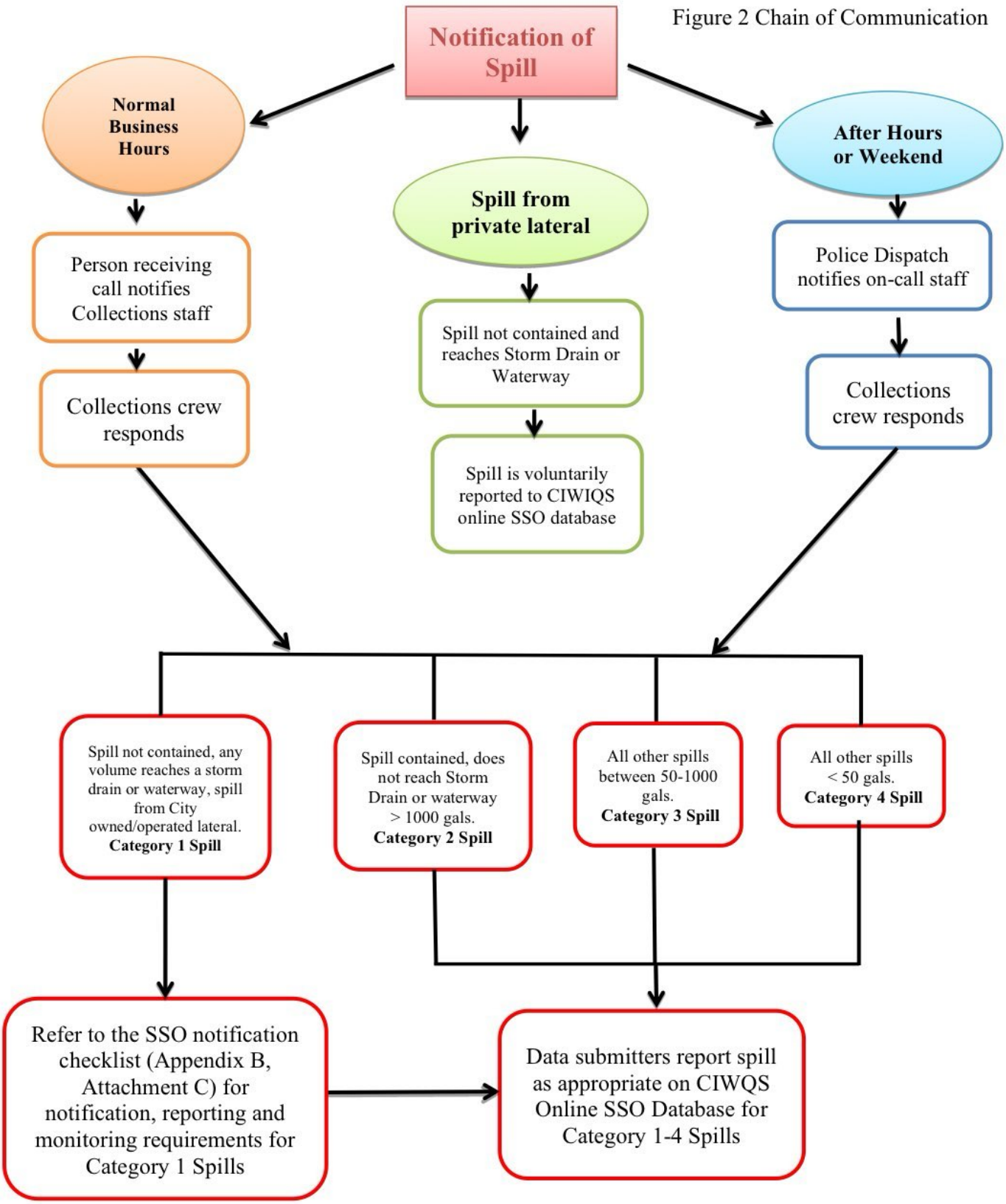


Figure 2 Chain of Communication



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Element III: Legal Authority

This section of the SSMP discusses the City of Morro Bay's Legal Authority including Municipal Code and agreements with other agencies. This section is to fulfill the Legal Authority Element of the SWRCB (Element 3) SSMP requirements.

SWRCB Requirement

The plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements, and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, sewer agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

Legal Authority Discussion

The City of Morro Bay's Municipal Code, Standard Specifications and Development Fee Schedule contain the legal authority required by the SSMP and the SWRCB.

(a) Chapter 13.12 Sewers of the Municipal Code is dedicated to the city's sewer system (Appendix A, Attachment A). This chapter contains sections stating the city's requirements for the use of sanitary sewer within the city. This chapter includes provisions to protect public health and prevent pollution. This municipal code chapter has been modified since the last SSMP submittal in 2021 with the recent implementation of the City's Water Resources Center.

(b) Title 8 of the Engineering Standard Drawings and Specifications contains the city's requirements for the construction of sanitary sewer facilities installed, altered, or repaired within the city (Appendix A, Attachments B and C).

(c) Development Fee Schedule contains policies pertaining to fees, including service charges, billing and collection, and calculation of fees.

Segments of these documents are discussed in the following subsections as they pertain to the prevention of illicit discharges, proper design and construction of sewer mains and connections, maintenance access, and enforcement measures.

Prevention of Illicit Discharges

Chapter 13.12 outlines legal discharges to the City of Morro Bay's sewer system. The chapter also contains measures prohibiting illicit discharges to prevent damage to the collection system, treatment process, or cause harm to the public health or environment.

(a) Stormwater and I/I Section 13.12.200 A. prohibits any user introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements. Section 13.12.1145 requires that all stormwater and unpolluted discharge shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by utilities division/department manager. Unpolluted industrial cooling or unpolluted process waters may be discharged, upon approval of the utilities division/department manager, to a storm sewer, combined sewer or natural outlet.

(b) Prohibited Discharges Section 13.12.200 B. prohibits the discharge or cause of discharge of any of the following described pollutants, substances, or wastewater to any POTW.

- Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference but in no case solids greater than one-half inch or one and two-seven hundredths centimeters in any dimension;
- Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
- Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
- Trucked or hauled pollutants except at discharge points designated by the utilities division/department manager in accordance with this chapter;
- Septic tank cleanings or any raw or chemically treated sewage from septic tanks;

- Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
- Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit;
- Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
- Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the utilities division/department manager;
- Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- Medical wastes, except as specifically authorized by the utilities division/department manager in an industrial wastewater discharge permit;
- Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
- Detergents, surface-active agents, or other substances which might cause excessive foaming in the POTW;
- Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW;
- Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.

(c) The Sewer Pipe Blockage Control Program contained in this SSMP goes into detail about the city's Fats, Oils, and Grease (FOG) control measures. Sections 13.12.720 and 13.12.730 of the Municipal Code prohibit specific discharges of FOG that may accumulate and/or cause or contribute to blockages in the sewer system lateral from food facilities.

Section 13.12.330 requires grease or oil and sand interceptors to be installed when deemed necessary and where installed to be maintained by the owner at their expense.

Debris discharge into the City of Morro Bay's sanitary sewer is prohibited as a discharge in Section 13.12.200 B. which prohibits the discharge of any solid or viscous substance capable of causing obstruction to the flow in the POTW resulting in interference but in no case solids greater than one-half inch or one and two-seven hundredths centimeters in any diameter.

Section 14.07.030 (c) states that the property owner is responsible for the maintenance of the sewer lateral, up to and including, the connection to the public main.

Storm Sewer Agency Collaboration

The storm sewer system is overseen by the City's Maintenance Division. The City will collaborate with storm sewer agencies to coordinate emergency spill responses, as well as ensure needed access to storm sewer systems during spill events. Prior collaboration is necessary to prepare for unforeseen emergencies. This communication will also occur during and after spill events.

The City will work with these storm sewer agencies to prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure.

Proper Design and Installation of Sewers and Connections

Regulations pertaining to the design, construction and inspection of private sewer systems, building sewers, and connections are included in Chapter 13.12 of the Municipal Code and Title 8 of the Engineering Standard Drawings and Specifications.

(a) Permit Required: Section 105 of the California Building Code requires a permit to be obtained for the installation of a sewer.
(b) Design Requirements: Section 8.02 of the Standard Specifications specifies the minimum size and slope of a building sewer. Design requirements are contained in the Standard Specifications and are assessed and revised on a 2-year basis or as needed.
(c) Installation of Sewers: Section 8.09 states the requirements of lines and grades, trench widths, excavation for sewers, bracing and shoring, laying of pipe, trench backfill, testing of sewer lines, and cleaning for the construction of all sewer lines and connections.

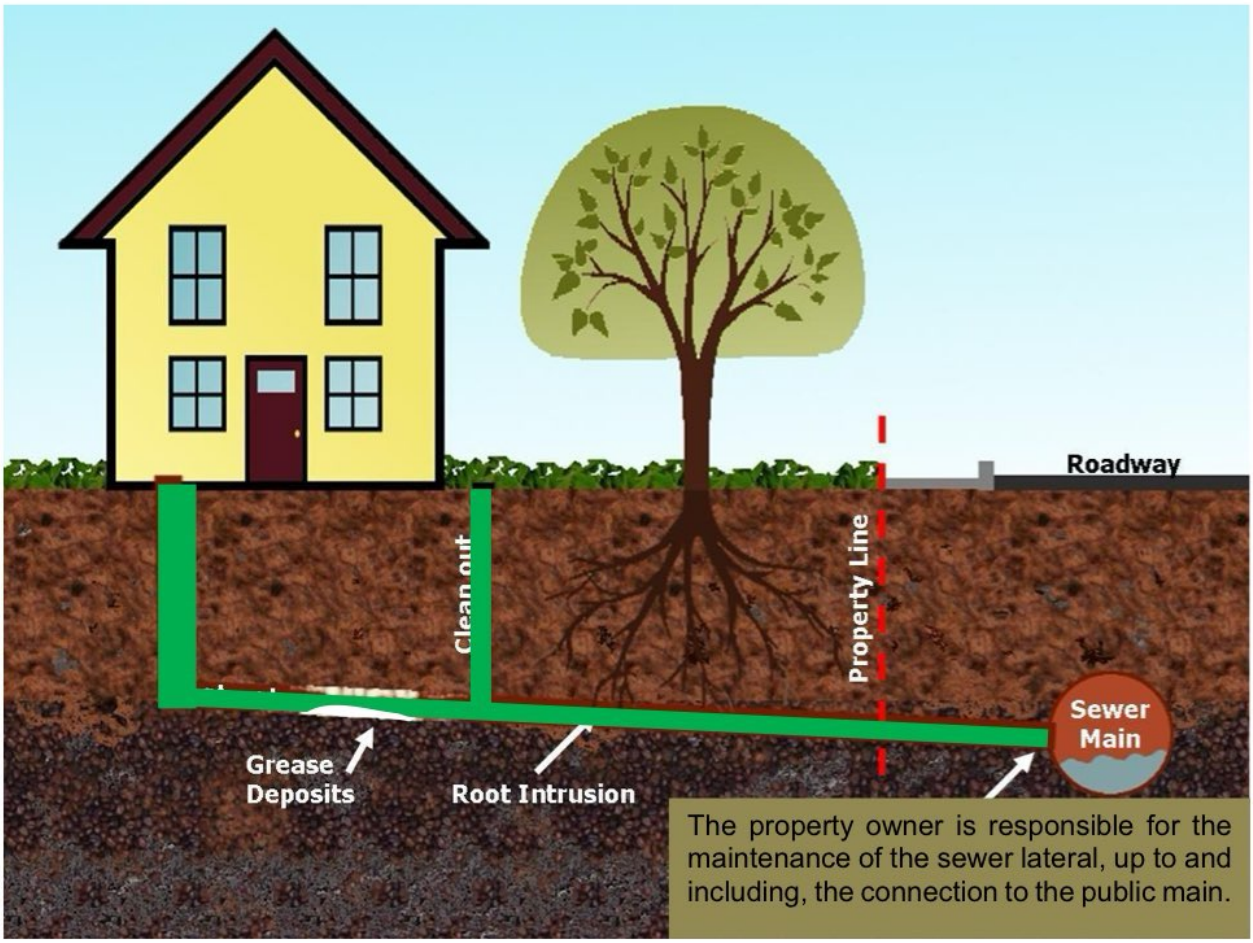
Lateral Maintenance Access

Property owners are responsible for maintaining satisfactory and effective operation in the street and sewer laterals all the way to the main lateral (see image below). Chapters 13.12 and 14.07.030(c) of the City of Morro Bays municipal code are the basis for the property owner maintaining their sewer lateral to the public sewer main. The Universal Plumbing Code also regulates property owners to maintain their sewer laterals. The city has maps of the City maintained sanitary sewer system.

The director of public works has the authority to enter all without prior notice, for the purpose of inspecting, sampling and testing in accordance with the provisions of Section 13.12.800 of the Municipal Code.

The following are listed under Section 13.12.800:

- Section 13.12.800 A. states that where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that the utilities division/department manager shall be permitted to enter without delay for the purpose of performing specific responsibilities.
- Section 13.12.800 B. states that the utilities division/department manager shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- Section 13.12.800 C. states that the utilities division/department manager may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated at a frequency established by the utilities division/department manager, but no less than the frequency recommended by the manufacturer.
- Section 13.12.800 D. states that any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the utilities division/department manager and shall not be replaced. The costs of clearing such access shall be borne by the user.
- Section 13.12.800 E. states that unreasonable delays in allowing the utilities division/department manager access to the user's premises shall be a violation of Chapter 13.12 of the City's Municipal Code.



Enforcement Measures

The City of Morro Bay holds legal right to terminate water service through Section 13.12.1080 of the Municipal Code if any user fails to meet the requirements set forth in Chapter 13.12. The director of public works shall have the authority to terminate water service or use alternate actions to protect the wastewater treatment facilities, employees, and surrounding environment from hazardous discharges.

Section 13.12.1090 holds any person violating a provision of Chapter 13.12 liable for all damages resulting from such violation, or which arise from actions taken in the correction of such violation, which are incurred by the city. These damages include but are not limited to attorney's fees, court costs, and fines levied on the city by regulatory agencies.

Easement Accessibility Agreements

Easement accessibility documents are filed with the city clerk. The Utilities Department is currently working in conjunction with the GIS Department to effectively map out all of the City's locations requiring sewer system operation and maintenance, and to obtain all easement accessibility agreements.

Satellite Collection Systems

There are several agencies that discharge to the City wastewater collection system that we consider to be satellite agencies. These are:

1. Morro Bay High School (San Luis Coastal Unified School District)
2. Two California State Parks (Morro Bay State Park and Morro Strand State Park)

These systems are owned and operated by other agencies and may have more than a mile of lines. Under the Morro Bay Municipal Code these agencies are treated like any other discharger. The City does not maintain those systems but does have the right to regulate the discharge flow into our sewer system.

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Element IV: Operation and Maintenance

The Utility Division is responsible for the operation and maintenance of approximately 52.38 miles of gravity main, 0.84 miles of private gravity main, 13.74 miles of force main, 871 manholes/lampholes, 404 cleanouts, five lift stations, and equipment and facilities related to wastewater collection and conveyance. Staff schedule and perform maintenance, repairs, and construction to the collection system and its appurtenances. In addition, staff record historical information concerning the system and/or repairs, changes, or other information. This section is to fulfill the Operation and Maintenance Element of the SWRCB (Element 4) SSMP requirements.

SWRCB Requirement

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1 Updated Map of Sanitary Sewer System
An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2 Preventive Operation and Maintenance Activities
A scheduling system and a data collection system for preventative operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;
- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3 Training
In-house and externa training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4 Equipment Inventory
An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.1 Updated Map of Sanitary Sewer System

As a reference for collection system operation and maintenance, utility staff refers to GIS generated maps. These maps divide the City into 14 numbered sections. On these maps, the numbering system generally follows flow direction, in that the lower numbers indicate either the highest point in a section, the end of a line, or where one section ties into another.

These maps are constantly being updated. When errors in distance or other issues are noticed they are updated on the maps. The information is then passed to the Engineering Division for inclusion in the digital Geographical Information System (GIS) sewer database described below.

The Public Works Department maintains a GIS map of the storm drain system. Maintenance of the storm drain maps is the responsibility of the Engineering Division, which is permitted under a separate NPDES permit issued by the RWQCB. The storm drain system can be laid over the ArcGIS system to enable rapid location of stormwater conveyance facilities in the event of a sewer spill. There is also a Geographical Information System (GIS) called ArcGIS available at Public Works and Utility Division offices. The ArcGIS program is updated on a regular basis. Utility staff have incorporated this program into the system operation and maintenance programs.

The State and Regional Water Boards will be provided access to these up-to-date maps by either posting maps on the agency's GIS database or maintaining maps in digital format that can be delivered electronically via remote link or emailed to the requestor. If the requestor specifies paper copies via mail or parcel service, this will be accommodated.

4.2 Preventive Operation and Maintenance Activities

Routine operations and maintenance activities are most readily categorized by dividing them into the normal frequency of occurrence.

Daily

Utility Staff inspect vehicles before use and then perform morning rounds. Morning rounds consist of Lift Station checks, USA marking, and periodic inspections of known problem areas.

Safety and Vehicle Inspection

Safety equipment is checked prior to use and/or daily, for faults and preparedness, so Staff can safely respond to an emergency. Vehicles are inspected, and maintenance is performed if any problems are found to ensure a reliable operating vehicle fleet.

Underground Service Alerts

Each day operations staff checks for Underground Service Alerts (USAs) received by the Public Works Department. The Administration Utilities Tech forwards all USA requests via CityWorks Service Request. Staff marks sewer facilities in and around the marked excavation area; the operator then initials the USA Service Request from CityWorks. Once both the water and collection utilities are marked and initials signed off on the CityWorks Service Request the last operator then closes out the Service Request.

Lift Station Checks

Utility Staff maintain five lift stations. Each lift station is checked regularly at least twice per week, and most often in the mornings, Monday through Friday. When Staff perform maintenance on pumps, piping system or motor control centers at lift stations, at least one trained stand-by personnel is required in addition to the trained worker performing the work.

Staff use standard criteria to assess lift station performance. The inspection list includes: 1) check the auto dialer for normal lights and/or faults, 2) observe pump and other indicator lights at the motor control center, 3) record total pump hours and pump run hours since last station check, record station total flow and flow since last station check and if a pump is operating during inspection, observe amp readings, flow readings and physical indicators of possible problems 4) inspect wet well surface for unusual objects and mat build up, and inspect equipment inside the wet well for unusual appearance, location within the wet well, or defects 5) inspect

the area around the lift station for any unusual appearance and general condition. Staff records the data and observations on lift station record sheets. Any abnormal operations and/or data are assessed, noted in a lift station record log kept at the station and on the lift station inspection workorder in CityWorks, reported to supervisory staff, and additional work or maintenance is scheduled as a Workorder in CityWorks.

Morning rounds may include problem area inspections and 'blind' areas where a Sanitary Sewer Overflow (SSO) could potentially go unnoticed, such as easements and creek crossings.

Electrical problems that cannot be solved or repaired will be contracted to a local electrician for troubleshooting and repair.

Following the morning rounds noted above, Staff performs various other scheduled tasks. These tasks can include PM (Preventive Maintenance) of sewer lines, manhole inspections, lateral/tie-in inspections, CCTV inspections, pretreatment program inspections, logging and recording of tasks completed or planned, or any of the other required tasks.

Customer and Interdepartmental Calls

Utility Staff respond to calls 24 hours a day, 7 days a week, 365 days a year. At least one operator is always on-call and carries a standby duty phone.

Customer calls are prioritized and responded to as soon as possible. All calls are recorded in CityWorks as a Service Request and is included in the Monthly Operation Summary. Standby personnel record after-hours calls in CityWorks and on a call out form that is then submitted to their supervisor for review, and possible staff discussion about the event(s).

Calls may come from different sources, including Public Works Department Staff, the Police Department, Sheriff Dispatch, directly from customers, or from other City Staff. When possible, staff record the date, time, phone number, name of the reporting party, reported situation, and the resolution of the call. In some instances, Utility Staff may not be able to solve a problem because it involves facilities on privately-owned property, which the City neither owns nor maintains. In these cases, Utility Staff record the call and assists to the degree possible but does not take responsibility for the incident. Utility Staff will respond to calls associated with Private Lateral Sewage Discharges (PLSD) and assist as possible, but in general they do not perform work on private facilities. Staff may assist with cleanup of PLSDs to City streets, and provide other assistance, where such assistance is necessary to protect the public health and welfare. The City encourages citizens to hire licensed plumbers to do repairs, maintenance, and facility cleaning on private property.

On-duty standby personnel assess and respond to after-hours calls. On-duty personnel decide on a course of action and may call other City Staff for assistance or additional equipment.

Line Cleaning

Line cleaning with the Hydro-Vac is one of the primary tasks Utility Staff perform. The City maintains approximately 52.38 miles of gravity main, 0.84 miles of private gravity main, 13.74 miles of force main, 871 manholes/lampholes, 404 cleanouts.

Line cleaning is broken into two maintenance activities:

1. **Scheduled Line Cleaning**

   The Utility Division's goal is to clean all collection system main lines on a 2-year cycle. Line cleaning is recorded in CityWorks asset management workorder program. CityWorks is a GIS-centric asset management system.

2. **Enhanced Line Cleaning**

   Utility Staff receive Enhanced Maintenance work orders each month, generated from CityWorks. Combination truck and trailer jetter operators record on the workorder the cleaning date, debris type and volume captured during enhanced line cleaning. Main lines on enhanced maintenance are suspected of having FOG, roots, or other debris that could lead to a SSO before their scheduled routine cleaning. Enhanced maintenance is performed on 30, 60, 90, and 180-day intervals. Staff utilize records, past practices, and operator familiarity to schedule enhanced maintenance.

   Main lines on the enhanced maintenance list that have a history of roots will be chemically treated to control roots in main lines. Main lines on the enhanced maintenance list known for FOG and/or debris are hydro-cleaned to reduce potential problems.

   Staff maintain a list of known potential problem areas and periodically check these areas during morning rounds for soft blockages and stoppages. Staff clean these lines and manholes as needed.

Closed Circuit Television (CCTV)

Utility Division operators perform CCTV inspections of the collections system. It is the goal of the Utility Division that the collection system is inspected every five years. Other lines may be inspected by CCTV as problems occur or as requested for project planning purposes. Additional CCTV software is to be purchased and incorporated into the CityWorks asset management program.

CCTV inspections are used for discovering mainline defects, prioritizing repairs to familiarizing operators with the system, and developing a conditions-based system assessment for prioritizing CIP projects. During collection system CCTV, the CCTV operator uploads pipeline assessment data into a formula-based CCTV software program that evaluates and prioritizes pipeline conditions. These conditions are uploaded into the City's GIS and ranked by condition.

These monitoring and inspecting efforts are recorded and ranked in accordance with the above priority ranking. From a priority list generated through GIS, City Staff plan sewer rehabilitation and replacement (R&R) projects.

Roots

The City has a systematic chemical root control program to avoid sewer main line stoppages and collection system structural deterioration caused by root intrusion. The chemical root control program consists of treating approximately 13 miles of sewer main lines over a three-year recurring cycle. Main lines included in this program include root infested lines discovered by operators while hydro-cleaning, SSOs caused by excessive roots in main lines, and CCTV observations. A contractor applies the chemical root control treatment in annual installments on one, two, and three-year cycles. During these applications, pre-selected city mains are treated, along with additional lines discovered since the last treatment. After the initial application, the current root treatment product must be reapplied within two years and then within 3 years thereafter, unless Utility Staff determine more aggressive treatment is required. This schedule is used to plan root treatment for existing and future line treatment.

Work Orders

CityWorks Work Orders (WOs) are assessed and attended to by Utility Staff in a timely manner. After the WO task is completed, staff will fill out any necessary information pertaining to the task and complete the WO. Once the WO is completed it will be reviewed and closed by their supervisor.

Monthly Tasks

Utility Staff perform the following tasks on a monthly basis:

a. Perform Lift Station maintenance.
b. Prepare and submit the Wastewater Collections Monthly Report. The Monthly Report documents accomplishments, difficulties, collection system maintenance and repairs, calls/complaints, spill reports, other WWC subjects that occurred over the last month, and includes associated records. Staff submit these reports to the Wastewater Division Manager. Monthly Report information is compiled from CityWorks Workorders, Inspections, Service Requests, and other documents staff may use to record operation and maintenance activities.

c. Report Category III and IV SSOs or 'No Spill' certifications on the CIWQS website. Staff report Category I and II SSOs according to current Monitoring and Reporting Program requirements (see notification checklist Appendix B, Attachment C).
d. Calibrate atmospheric monitors and log test data in the Calibration Log.

Annual Tasks

The following tasks are completed on an annual basis:

a. Businesses must have an initial inspection by the City's Utilities Division. Certain business types are flagged in CityWorks for this inspection. Once the business undergoes this initial inspection, it enters the queue for annual inspections. This process is inherently tied to business type, primarily those with the most influence regarding production and disposal of FOG. Part of the business license workflow within CityWorks is that a business license is only to be certified if a new FOG inspection has been completed for that business. The FOG inspections will be staged annually across all businesses by CityWorks as to space out the inspections for Utilities.
b. Schedule Root Treatment for approximately 4 miles of sewer line. Utility Staff maintain records from previous treatment cycles for scheduling future treatment. Also, Staff maintains records of the root treatment guarantees, treated manhole-to-manhole reaches, and treatment costs.
c. Update emergency notification sheet as appropriate. Call all the phone numbers to ensure the proper number and contact are current. Assess and update any programs that may have changes to them including personnel or phone number changes.
d. Inflow and infiltration (I&I) into the sanitary sewer system is evaluated and discovered by smoke testing, video inspection, visual inspections, and flow meters at lift stations. Utility Staff can set portable flow meters throughout the sewer system to discover, assess, and reduce I&I.

This list is not all-inclusive, as numerous tasks are assigned to Utility Staff throughout each year.

4.3 Training

Training Staff is important to keep sewer systems operating efficiently. The City of Morro Bay encourages and sends staff to training seminars to teach sewer maintenance and operation skills. In addition, staff also bring ideas for new technology to the City for possible adoption into the sewer program.

The table below represents the minimum level of training for the Utility Staff. In addition to these training requirements, topics of interest to collections operations and maintenance are:

- California Water Environment Association trainings
- Waste Discharge Requirements training
- CJPIA online and classroom training
- Field Operator spill volume estimation
- Data entry for California Integrated Water Quality System (CIWQS)
- Safety and other Utility related training
- SERP procedures and practice drills

Training	Frequency
Injury Illness and Prevention Program	Initially, then at least annually
Hazard Communication	Initially, then at least annually
Bloodborne Pathogens	Initially, then at least annually
Heat Stress	Initially, then at least annually
Fire Extinguisher Operation	Offered annually
First Aid/CPR	Initially, then every two years
Forklift Operator Training	As needed, every 3 Years
Confined Space Entry	Recommended Every 2 Years
Lockout/Tagout/Basic Electrical Safety	Recommended Every 2 Years
Driver Awareness Traffic Control and Flagging Safety	Recommended Every 3 Years
Preventing Substance Abuse in the Workplace	Recommended Every 2 Years
Ladder Safety	Recommended Every 2 Years
Ergonomics - Office Personnel	Recommended Every 2 Years
Safe Workplaces	Recommended Every 2 Years
Hand and Portable Power Tool Safety Technology	Recommended Every 2 Years
Trench Safety Competent Person	Recommended Every 3 Years
Safety through Maintenance and Construction Zones	Recommended Every 3 Years
Fall Protection Awareness	As Needed
Backhoe Operator Training	As Needed

4.4 Equipment Inventory

Staff operate and maintain a combination cleaner (Hydro-Vac) used for scheduled and enhanced maintenance. This tool allows the city to clean main sewer lines on a routine basis and clean mains in response to an emergency. Wastewater Utilities owns three emergency generators to operate lift stations during a power outage. When a lift station is being worked on, staff can operate a trash pump to bypass the lift stations.

Spare parts are kept on hand in order to be make repairs at night or on weekends when supplies are hard to obtain. Spare parts on hand include:

- Fittings
- Wyes
- Pumps
- Seals
- Blind flanges for lift stations
- Check valve parts
- Valves
- Hydro-Vac parts
- Cleaner supplies
- Pipe

In the event of a catastrophic event where major repairs are needed, Utility Staff will provide a safe, temporary solution until a specially qualified repair crew is able to make needed repairs.

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Element V: Design and Performance Provisions

This section of the SSMP identifies the City of Morro Bay's design and performance provisions found in the City's Municipal Code, Standard Drawings, and Specifications. This section is to fulfill the Design and Performance Provisions Element of the SWRCB (Element 5) SSMP requirements.

SWRCB Requirement

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1 Updated Design Criteria and Construction Standards and Specifications
Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity, the procedures must include component-specific evaluation of the design criteria.

5.2 Procedures and Standards
Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.1 Updated Design Criteria and Construction Standards and Specifications

The City requires specific standards for new construction and rehabilitation of existing sewer lines. The City of Morro Bay Department of Public Works Engineering Standards Drawing and Specifications communicate these standards. These Engineering Standards are currently under review to incorporate new technologies in sanitary sewer installation, rehabilitation, and repair techniques.

The Engineering Standards are available on the City's website at:
www.morrobayca.gov/engineeringstandards

The City is in the process of updating its standard drawings and specifications. The update is currently in draft format and is expected to be completed within 2029. Some design standards have been finalized and are available on the City's website, however, these are not related to

sanitary sewer design. The previous update was in 1987. The City Engineer has the authority of maintaining and modifying these documents as needed.

Section 8 of the City's Engineering Standards addresses Sanitary Sewer Installation. This section includes specifications on pipe, manhole, cleanout, and sewer lateral materials and construction methods, including acceptable methods for sewer taps, as well as sewer line testing, acceptance, and abandonment of existing sewer mains. These requirements are used to ensure that sewers are constructed to meet or exceed the City's specifications and will perform adequately with minimal infiltration or maintenance problems and will maintain their structural integrity for the duration of their intended service lives.

Many of the specifications included in Section 8 of the City's Engineering Standards also apply to sewer pipeline rehabilitation and repair projects. Additional specifications related to specific sewer rehabilitation and repair projects will be added as the City selects the preferred method of such rehabilitations and repairs. Additional requirements will be included in project-specific specifications as needed to ensure a quality product.

The City owns and operates five lift stations. Lift station plans and specifications are not included in the standards and are reviewed on a project specific basis. Design standards and construction specifications for lift stations will be developed as needed on a project-specific basis.

All public sewer mains within the City are designed and constructed by the City or by consultants under contract to the City. The City's Engineering Standards contain design requirements for building sewers, including minimum sizes and slopes. Design flow and capacity criteria for sewer mains and trunk lines are described in the OneWater Plan.

5.2 Procedures and Standards

In order to prevent sanitary sewer overflows and operating problems attributed to poor construction or design, inspection and testing are performed to ensure project construction conforms to contract specifications and City standards. Completed construction is not accepted by the City until the facilities are tested in accordance with the provisions of the contract and meets City standards. Inspection and testing of construction projects may be conducted by the City Engineering Department, the Utility Staff, or by the contractor while a representative of the City monitors inspections.

Acceptance testing for gravity sewers can include:

- Low pressure air test or water test to identify leakage
- Mandrel test to identify deflection in flexible pipe
- Water, spark, or vacuum test of manholes to identify leakage
- Television inspection to identify grade variations or other construction defects
- Visual inspection

Larger construction projects, such as newly constructed or rehabilitated lift stations, are considered complete when the construction is sufficiently complete and when the facility is tested in

accordance with the contract and its specifications and can be used for its intended purpose. Before acceptance of a facility, Utility Staff and Engineering receive O&M manuals, records and as-built drawings, permanent keys, final cleanup, final repairs, etc. The testing and startup are completed when factory trained technicians start-up test results are City Staff approved, and a systems reliability test demonstrates the system functions as designed.

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Element VI: Spill Emergency Response Plan

The collection system agency has developed a spill emergency response plan (SERP) that provides procedures for SPILL notification, response, reporting, and impact mitigation. This section is to fulfill the Spill Emergency Response Plan Element of the SWRCB (Element 6) SSMP requirements.

SWRCB Requirement

The Plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

Spill Emergency Response Plan Discussion

The mission of the Utility Division is to provide wastewater collection and source control in a safe, environmentally conscious and efficient manner; to implement preventative maintenance and improvements that accommodate the community's adopted goals and objectives; to develop and implement programs that comply with State and Federal mandates, rules, and regulations; to protect the health and safety of the environment, the public, and the employees; to protect the City's investment in infrastructure and equipment; to perform preventative maintenance of the City's 52.38 miles of gravity main, 0.84 miles of private gravity main, 13.74 miles of force main, and five lift stations; to assure control of source discharges to the wastewater treatment plant in accord with State and Federal regulations; to reduce storm water sources flowing into the collection system by encouraging the use of BMP's; and to aggressively minimize the potential of discharge of untreated waters to Waters of the State, and throughout the City of Morro Bay.

Preventative maintenance is the best method for reducing Sanitary Sewer Overflows throughout the City's wastewater collection system. However, SPILLs can occur from time-to-time and Utility Staff are trained on quick response to the SPILL site, safe use of equipment to restore collection system flow, methods to mitigate effects of SPILLs on the environment, and safeguards to protect City Staff and the public.

Utility Staff respond to sewage overflow reports 24-hours-a-day, seven-days-a-week. If Utility Staff requires additional assistance, they may call upon other City Staff, including City Fire and Police.

Laterals

Sewer Laterals: The Utility Division responds to Sewer System Overflows and maintains manholes and main lines up to, but **not** including sewer laterals. Property owners are responsible for the repair and maintenance of private laterals. A "lateral is defined as any facility installed and intended to be used by one or more private properties, not the general public, including but not necessarily limited to, piping from City main to building and main connection. (See: Private lateral spills to city streets (PLSD), Page 3)

Current Information

It is the responsibility of the Utility Division to ensure that all phone numbers and other references in this manual are up to date.

Categories of Sanitary Sewer Overflows

The State Water Resources Control Board General Order No. 2022-0103-DWQ, for the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR's) categorizes SPILL's as follows:

Category 1: A spill of **any** volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

a. A surface water, including a surface water body that contains no flow or volume of water; or
b. A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.
   Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of the General Order 2022-0103-DWQ.

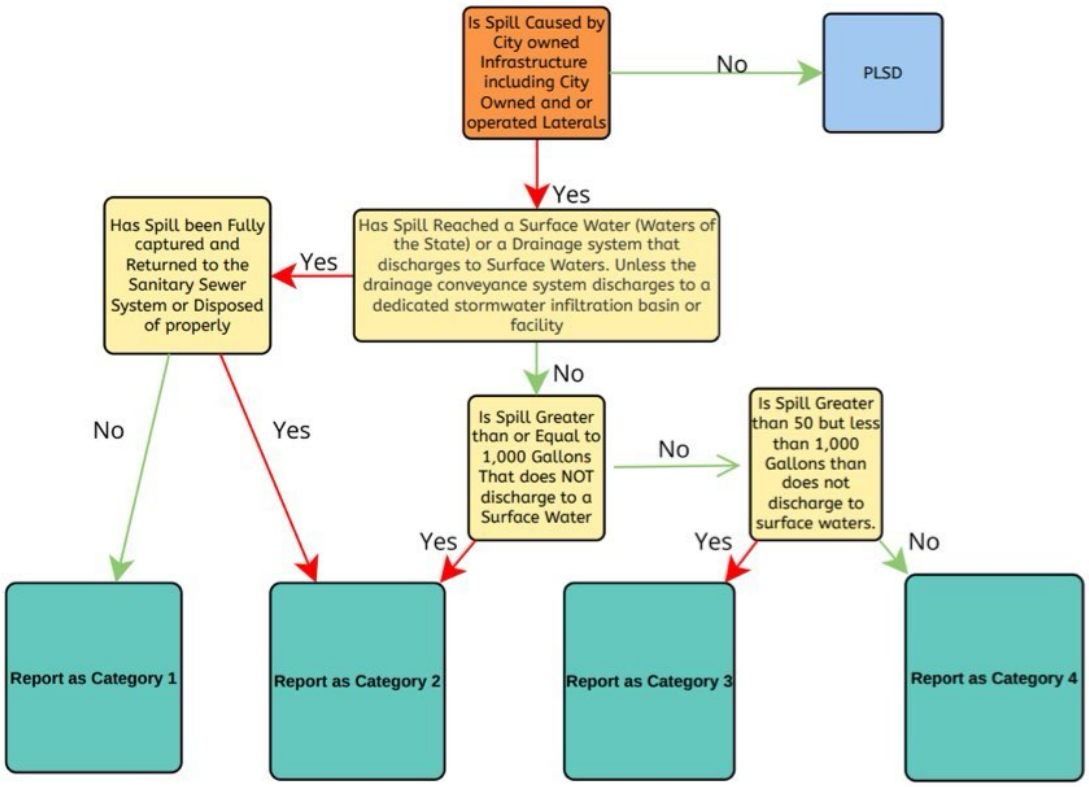
Category 2: A spill of **1,000 gallons or greater**, from or caused by a sanitary sewer system regulated under the General Order that **does not** discharge to a surface water.
A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

Category 3: A spill of **equal to or greater than 50 gallons and less than 1,000 gallons**, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.
A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4: A spill of **less than 50 gallons**, from or caused by a sanitary sewer system regulated under the General Order that does not discharge to a surface water.
A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

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

Figure 3 Flow Chart of SPILL Categorization



Spill Policies and Guidelines

As with any wastewater collection system, the possibility exists that SPILLs may occur due to unforeseen circumstances. Utility Staff must be prepared to take the necessary steps to safely contain a SPILL, correct the source of the SPILL, Clean the affected area(s), and comply with all necessary reporting requirements.

The following procedures and information should serve as a guide for the safe and effective response to a SPILL. It should be recognized that these are guidelines; they are not a substitute for the ability of the responder(s) to use their knowledge, experience, and good judgment to protect the public, the environment, and comply with current regulatory requirements.

When called to the scene of a SPILL, the first concern of any responder shall be the safety of the public, City Staff, and others nearby. Staff shall follow all applicable safety procedures when responding. Close attention should be paid to potential hazards that may exist upon arrival, such as electrical hazards, slip/trip/fall hazards, traffic hazards, and other potential hazards.

Safety concerns always take precedence over the potential time required to mitigate a SPILL.

Responder(s) to any SPILL should follow applicable safety procedures and assess the site for hazards, establish the best course of action, and call for additional aid as needed and/or conditions change. After establishing a safe work zone, control and containment are the primary concerns, especially in the event of a Category 1 SPILL. In the event of a Category 1 SPILL, additional staff will be required to assist with the control, containment, correction, reporting, and potential collection and submission of lab samples.

When discussing SPILLs with the public or other agencies, do not volunteer or disown liability. Neutral comments should be used, indicating remediation of the SPILL is the primary concern. Liability cannot be addressed or assigned until all relevant information has been thoroughly evaluated. If there is a customer complaint regarding liability for a SPILL, direct them to the City Risk Manager at City Hall (805-772-6200).

Upon arrival at a blockage, spill, or SPILL on public property or Right of Way:

1. **Assess the SPILL** to determine the logical course of action to control, contain, correct, cleanup, and estimate the number of personnel necessary and type of equipment used for eliminating the SPILL and restoring collection system flow.
2. **Secure the area** to prevent public exposure and provide a work zone if safe to do so.
3. **Contact needed personnel**, appraise them of the location, situation, course of action, and ask them to pick up additional tools, equipment, reporting paperwork, etc. in order to effectively accomplish the course of action. Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner.
4. **Wear appropriate PPE** and replace PPE that no longer protects from exposure.
5. **Contain the overflow** to the greatest extent possible and prevent it from entering any drainage area, or Waters of the State. If an overflow has entered any storm drain, block

the storm drain outlet and/or use sandbags or waddles to divert the overflow, Control the overflow as close to the source as possible in order to help reduce area affected by the overflow.

6. **Clear the blockage** using the appropriate course of action.
7. **Return the overflow** to the collection system by vacuuming or sweeping as much liquid and/or solids as possible. Materials used for containment need to be disposed of in an appropriate manner.
    a. If a spill enters into a drainage conveyance system, all feasible steps shall be taken to remove the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body and be returned to the collections system.
8. **Disinfect affected area** by spraying about a 1:10 solution of household bleach and water to disinfect the area; wait for the solution to dry. Ensure that no liquid leaves the containment area or enters Waters of the State or drainage channel.
9. **Post Sewage Pollutions signs,** near any body of water that is affected by the SPILL for 72 hours or until no threat can be demonstrated. (Signs are available in the Collection Division office.)
10. **Make appropriate notifications**. Refer to Sanitary Sewer Overflow Notification Checklist & Numbers- (Appendix B, Attachment B). Notify potentially affected entities of spills that potentially affect public health or reach waters of the State. The Morro Bay Sanitary Sewer Overflow Notification Checklist (Refer to Appendix B, Attachment C) is posted in the Utility Division office, and part of the SPILL packet stowed in Utility service vehicles.

    As part of the required notifications for Category 1 SPILLs, Utility Staff will contact the Utility Division Manager and The City Public Works Director. Then the Public Works Director or Designee will notify City Council by telephone or E-mail.

11. **Sample Creeks and/or Bay** based on the requirements herein and outline the STATEWIDE SANITARY SEWER SYSTEMS GNERAL ORDER 2022-0103-DWQ E1 2.3. This includes sampling up-stream and down-stream and a remote sample site if appropriate and safe to do so. Use proper sample bottles. Samples must be handled as required by **Standard Methods**. They must be iced and transported to a certified laboratory, in an ice chest at your earliest possible convenience. A Chain of Custody must be filled out and accompany the samples. At the certified laboratory the party accepting the samples will sign the Chain of Custody and the person delivering the samples will get a copy of the Chain of Custody and name the requested tests (total and fecal coliforms, normally).
12. **Gather information for reports**. Refer to State Waste Discharge Requirements SPILL-WDR Reporting Requirements Flow Chart- (Appendix B, Attachment A).
13. **Conduct Post Spill Assessment**. Ensure that all information required for the CIWQS reporting has been gathered and that the spill has been properly contained and cleaned up.

14. **Report to CIWQS** website.

Private Property Spills to the Bay

The Harbor Department must be notified of any sewage spill that touches the Bay, regardless of ownership or responsibility. Refer to the notification checklist for contact information outlined in Appendix B, Attachment C. Notification must be made a priority, and within a timely manner. Any spill to the Bay presents a health and safety hazard and must be made known to the Harbor Department as the closest agency to such a spill.

Spills on Private Property

Current City Policy is as follows:

1. Do not call or recommend any cleaning company.

2. Private property owners/renters must call a cleaning company and submit a claim to the City Risk Manager. The telephone number for the Risk Manager is 805-772-6200.

3. If cleanup is needed on private property, instruct the owners/occupants to avoid contact with contaminated articles and engage professional clean-up companies. If the owner/occupant believes the City is responsible direct them to the City Risk Manager at City Hall, during regular work hours.

Private Property spills to city streets

Utility Division personnel do not clear blockages in private laterals. The property owner is responsible for lateral maintenance/repair and must contact a plumber to clear blockages and restore flow in the lateral. In the event a PLSD overflows to city streets or right of ways and presents a health and safety hazard, Utility Staff may assist in containment and cleanup in the street or right of way.

Traffic and Crowd Control

In the case that traffic or crowd control is needed, employees from other divisions may be called. If none are available or more traffic and crowd control is needed, personnel may call the SLO Sheriff's Dispatch (phone number 805-543-7084) to dispatch Morro Bay Police Officers or volunteers on an as needed basis.

Lift Station Policies: Station Bypass

If a lift station must be by-passed, it may be necessary to contract a pump truck, set up the bypass pump, or both. If a pump truck is required, one of several local firms should be available.

There are manifolds at Lift Stations 1, 2, and 3 and Pump Stations A and B for bypass pumping. If the bypass pump is required along with Lift Station work, it may be necessary to ask for

additional Utility personnel to operate and monitor the pump. Emergency short-term by-pass at all three stations may be accomplished by use of the Hydro-Vac, however, long term by-pass requires a pump truck, because the Hydro-Vac may be called to a SPILL at any time.

Telemetry and Electrical Problems

For electrical and telemetry problems that cannot be resolved by Utility Staff, call one of several local electrical contracting firms that have a knowledge of our system.

Reporting SPILL's

All Category 1, Category 2, Category 3, and Category 4 sanitary sewer overflows are reported on the California Integrated Water Quality System (CIWQS) Online SPILL Database. Also, City Utility Staff may report PLSDs depending on the severity and category, even though reporting PLSD's is voluntary. The four different categories of SPILLs require different reporting timeframes, reporting information, and agency notification. Morro Bay is unique because the estuary/bay is adjacent to City infrastructure and is used for commercial aquaculture. For this reason, City Staff are obligated to contact commercial interests and other parties that may be affected by a SPILL that discharges to the estuary/bay. City Staff updated their notification checklist with the required agencies and additional organizations' contact information and required timeframes for SPILL categories (see Appendix B, Attachment C for Morro Bay Sanitary Sewer Overflow Notification Checklist).

In order to capture reporting data required by CIWQS, Utility Staff updated their SPILL Field Report that Staff complete when at a SPILL and/or during SPILL follow up (Appendix B, Attachment D).

This section describes procedures for external notifications and reporting to the California Office of Emergency Services (Cal OES), the State Water Board, and other agencies.

Electronic Reporting of Sewer System Overflows (SSO)

All Enrollees are required to obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS) website. On an annual basis, all enrollees are required to complete an update to the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. This questionnaire must be updated at least annually. The questionnaires were first completed on April 17, 2007, and have been updated annually per the requirements of the WDR or as changes have been made. The Morro Bay Collection System has been assigned a Waste Dischargers Identification Number (WDID) of 3 SSO 11429.

Electronic reporting of SSOs was begun on May 2, 2007. This reporting of Category 1, Category 2 and Category 3 SSOs will be ongoing. The Collection Division maintains a spreadsheet regarding SSOs on the City's computer network shared drive; it is kept up-to-date listing all spills including spills originating from private laterals. Written and electronic (CityWorks) spill reports will be maintained at the Utility Division Office and will be reported on the Monthly Operation Summary.

Reporting Directly to Cal OES

Category 1, Category 2 SPILL's, and any City Owned and/or Operated Laterals that spill 1,000 Gallons or greater that discharges to any Waters of the State.

For Category 1 SPILL and Category 2 SPILLs greater than or equal to 1,000 gallons Per Water Code sections 13271 a spill that discharges in any Water of the State, City Utility Staff shall notify Cal OES and obtain a Cal OES Control Number as soon as possible but not later than **two (2) hours** after (A) the City Utility Staff become aware of the Spill; (B) notification can be provided without substantially impeding cleanup or other emergency measures. The Utility Division Manager, Utility Supervisor, Utility Lead Operator, or Designee will conduct these notifications.

Information requested by Cal OES may include:

- Name of person notifying Cal OES and direct return phone number,
- Estimated SPILL volume discharged (gallons),
- If ongoing, estimated SPILL discharge rate (gallons per minute),
- Estimated discharge rate (gallons per minute) directly into water of the State or indirectly into a drainage conveyance system,
- SPILL Incident Description:
    a. Brief narrative
    b. SPILL incident location (address, city, state, and zip code).
    c. On-scene point of contact for additional information (name and cell phone number)
    d. Date and time the Utility Staff became aware of the SPILL
    e. Name of sanitary sewer system agency causing the SPILL
    f. SPILL cause (if known)
- Indication of whether the SPILL has been contained,
- Indication of whether surface water is impacted,
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.,
- Any other known SPILL impacts

At the end of the conversation with a Cal OES representative, Utility Staff will obtain and record a Cal OES notification control number unique to each SPILL,

Following initial notification to Cal OES and until the City certifies a final SPILL report in CIWQS Online Database, Utility Staff will update Cal OES if there are substantial change(s) to:

- The previously estimated SPILL volumes (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional known impact(s) to the receiving water(s) and beneficial uses.

If the CIWQS Online Database is not available, Utility Staff will fax all required information to the San Luis Obispo Regional Water Quality Control Board office at (805) 543-0397 in accordance with the reporting time schedules. When the CIWQS Online database becomes available, Utility staff will enter the required information.

For reporting purposes, if one SPILL event results in multiple appearance points in a sewer system asset, Utility Staff will complete one SPILL report in the CIWQS, which includes the GPS coordinates for the location of the SPILL appearance point closest to the failure point, blockage, or location of the flow condition that caused the SPILL, and provide descriptions of the location of all other discharge points associated with the SPILL event.

For Category 1 SPILL of Any Volume to Waters of the State (Bay/Estuary and Ocean)
Follow above category 1 SPILL reporting procedure and report to agencies and organizations as outlined on the Morro Bay Sanitary Sewer Notification Checklist (See Appendix B, Attachment C).

SPILL Reporting to CIWQS SPILL Online Database-Timeframes

Category 1 and Category 2 SPILLs
Utility Staff will **submit draft reports** to CIWQS SPILL Online Database within three (3) business days of becoming aware of the SPILL and **certify a final report** for these SPILLs within fifteen (15) calendar days of the end date of the SPILL. For a Category 1 spill in which **50,000 gallons or greater** discharged to surface water, submit a **Technical Report** within forty-five (45) calendar days after the spill end date.

Category 3 SPILL
Utility Staff will report and certify Category 3 SPILLs to the CIWQS SPILL Online Database within 30 calendar days after the end of the calendar month in which the SPILL occurs. For example, a category 3 that occurred in February is entered into the database and certified by the end of March.

Category 4 SPILL
Utility Staff will report and certify Category 4 spills monthly, the estimated total spill volume exiting the Sanitary Sewer System and the total number of all Category 4 spills, to the CIWQS Sanitary Sewer System Online Database within 30 calendar days after the end of the calendar month. Additionally, Utility staff will Upload and Certify a report, of all Category 4 spills to the online CIWQS Sanitary Sewer System Online Database, by February 1st after the end of the calendar year in which the spills occur.

PLSD Voluntary Reporting

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is **not** owned/operated by the City, the Utility Staff is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge

to **waters of the State**:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

No Spill Certification

Utility Staff will certify a no spill certification statement in the CIWQS Online SPILL Database within 30 days after the end of each calendar month. This certification states there were no spills for the reporting month. Also, the Utility Staff may certify no spill reports on a quarterly basis.

If there are no SPILLs during a calendar month but the enrollee reported a PLSD, the Utility Staff will still certify a 'No Spill' certification statement for that month.
If there is a spill from an owned and/or operated lateral(s) during a calendar month, Utility staff shall **not** certify "no spills" for that calendar month.

Amended SPILL Reports

City Staff that are CIWQS registered Legally Responsible Officials may update or add additional information to a certified SPILL report within **90 calendar days** of the SPILL end date by amending the report or by adding an attachment to the SPILL report on the CIWQS Online SPILL Database. After 90 calendar days, City LROs shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a SPILL report if the LRO shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

SPILL Technical Report (50,000 gallons or Greater Spilled to Surface Waters)

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

1. **Causes and Circumstances of the SPILL**:

a. Complete and detailed explanation of how and when the SPILL was discovered.
b. Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions.
c. Diagram showing the SPILL failure point, appearance point(s), the flow path, and final destination(s).
d. Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the SPILL volume recovered.
e. Detailed description of the cause(s) of the SPILL.
f. Description of the pipe material, and estimated age of the pipe material, at the failure location.
g. Description of the impact of the spill.
h. Copy of original field crew records used to document the spill.
i. Historical maintenance records for the failure location.

2. **City's Response to the SPILL:**

a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
b. Explanation of how the SSMP Spill Emergency Response plan was implemented to respond to and mitigate the SPILL.
c. Final corrective action(s) completed and a schedule for planned corrective actions including:
    a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
    b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences,
    c. Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.

3. **Water Quality Monitoring including at minimum:**

a. Description of all water quality sampling activities conducted
b. List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring)
c. Laboratory results, including laboratory reports,
d. Detailed location map illustrating all water quality sampling points.
e. Other regulatory agencies receiving sample results (if applicable)

4. **Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.**

Utility Staff and other City Staff plan to develop and implement a SPILL Water Quality Monitoring Program prescribed by the State General Order 2022-0103-DWQ. This program will cover visual assessments and impacts from SPILLs to surface waters and Water Quality sampling and Analysis for which 50,000 gallons or greater are spilled to surface waters. The SPILL Water Quality Monitoring Program, at a minimum, will:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible, such as safety, access restrictions, etc..
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory (ELAP).
4. Require monitoring instruments and devices used to implement the SPILL Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 18 hours of the Utility Staff becoming aware of the SPILL, require water quality sampling for, at a minimum, the following constituents:
    i. Ammonia
    ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

Record Keeping Requirements

The City and/or Utility Staff will maintain the following records for five (5) years and make available for review by the Water Boards during an onsite inspection or through an information request:

1. General records that document compliance with all provisions of the State General Order No. 2022-0103-DWQ, including any required records generated by the City's sanitary sewer system contractors.

2. SPILL records for each SPILL event, including but not limited to:
    a. Complaint records documenting how the City responded to all notifications of possible or actual SPILLs, both during and after business hours, including complaints that do not result in SPILLs. The following information will be recorded for each complaint:
        i. Date, time, and method of notification.
        ii. Date and time the complainant or informant first noticed the SPILL.
        iii. Narrative description of the complaint, including any information the caller can provide regarding whether the complainant or informant reporting the potential SPILL knows if the SPILL has reached surface waters, drainage channels or storm drains.
        iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
        v. Final resolution of the complaint. Records and information documenting steps and/or remedial actions undertaken by City Staff,
    b. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
    c. All Cal OES notification records, as applicable,
    d. Records, in accordance with the Monitoring Requirements in WDR Attachment E-1 of the 2022-0103-DWQ

3. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills
    a. Recordkeeping of Individual Category 4 Spill Information:
        i. Contact information: Name and telephone number of City contact person to respond to spill-specific questions;
        ii. Spill location name;
        iii. Description and GPS coordinates for the system location where the spill originated;
        iv. Did the spill reach a drainage conveyance system? If Yes:
            1. Description of drainage conveyance system location,
            2. Estimated spill volume fully recovered within the drainage conveyance system, and
            3. Estimated spill volume remaining within the drainage conveyance system;
        v. Estimated spill volume exiting the sanitary sewer system;
        vi. Spill date and start time;
        vii. Spill cause(s);

viii. System failure location;
ix. Description of spill response activities including description of immediate spill containment and cleanup efforts;
x. Description of how the volume estimation was calculated, including, at minimum:
1. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
2. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
xi. Description of implemented system modification and operating/maintenance modifications.

b. Recordkeeping of Individual Lateral Spill Information:
i. Date and time the Enrollee was notified of, or self-discovered, the spill;
ii. Location of individual spill;
iii. Estimated individual spill volume;
iv. Spill cause(s);
v. Description of how the volume estimations were calculated;

c. Total Annual Spill Information:
i. Estimated total annual spill volume;
ii. Description of spill corrective actions, including at minimum:
1. Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
2. System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4. Electronic Monitoring records relied on for documenting SPILL events and/or estimating the SPILL volume Discharged, including, but not limited to records from:
a. Supervisory Control and Data Acquisition (SCADA) systems
b. Alarm system(s)
c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

5. Sewer System Management Plan Implementation Records
a. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records will be attached to the SSMP.

6. Audit Records
a. Completed audit documents and findings,
b. Name and contact information of staff and/or consultants that conducted or were involved in the audit,

c. Follow-up actions based on audit findings.

7. Equipment Records
    a. Shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

8. Work Orders
    a. Shall maintain record of work orders for operations and maintenance projects.

Training

Appropriate staff will participate in regularly scheduled training sessions to assist response crews in awareness of their responsibilities and executing their duties. These training sessions will be organized based on the latest SERP, as well as other reference materials. Training sessions should incorporate hands-on field demonstrations to ensure the preparedness of all response personnel to all anticipated situations.

An overview of the SSMP and the SERP should be provided to all appropriate staff. This will serve as a mode of instructing staff on the SSMP, SPILLs, and required documentation. Field demonstrations will be performed to test equipment, response time, training effectiveness, resources, and manpower capabilities.

Training and event participation will be documented and maintained. Currently, Utility staff is encouraged to receive training through various vendors and to participate in Collection System Maintenance classes, and Collection System Maintenance Certification through the California Water Environment Association (CWEA). Additional certification requirements may be imposed in the future if deemed necessary by the SWQCB.

Updating the SERP

As policies change and response procedures are refined, the SERP will be reviewed and modified to reflect all necessary changes.

Review, Update, and Availability of the SERP

City of Morro Bay staff shall maintain the SERP and update it as necessary by the addition of new facilities, or changes in the operation or maintenance of the wastewater collection system that may materially affect the potential for SPILLs. At a minimum, the plan will be reviewed annually and will include updating telephone numbers and forms in the appendices, and a review of procedures. The annual review of the plan will also ensure all provisions of the plan are being met and implemented.

City of Morro Bay staff shall also review and update this SERP as appropriate after any SPILL occurrence. SERP deficiencies and updates will be addressed and modified accordingly. The plan performance will be routinely evaluated and updated.

The updated SERP will be distributed to the appropriate City of Morro Bay Utilities staff and will be made available to the public and SWQCB for review upon request, or included in the SSMP revision due August 2025. Staff shall ensure that this SERP is readily available to Utilities maintenance personnel, and that said personnel are familiar with the plan and comply with it at all times.

Element VII: Sewer Pipe Blockage Control Program

The City has determined that a sewer pipe blockage control program is necessary per the SSMP requirements. There is an average of between 45 and 55 food service facilities located within the city limits that discharge to the City sewers. Operations staff have also noted the tendency for grease to build up in specific sewer lines and in certain sections of the City.

The City's sewer pipe blockage control program consists of focused cleaning and maintenance as well as source control. The Utility division also maintains a spreadsheet of all spills and blockages to localize areas requiring further attention. Source control and collection system staff, along with appropriate departments, are included in the plan check process. The following subsections discuss identification and cleaning of grease prone areas or sewer lines that are prone to grease build-up, legal authority to prohibit grease discharge or require a grease removal device, facility inspection, public outreach, and Best Management Practices (BMPs) that can be instituted at each agency. This section is to fulfill the Sewer Pipe Blockage Control Program Element of the SWRCB (Element 7) SSMP requirements.

SWRCB Requirement

The Sewer system Management Plan must include procedures for the evaluation of the enrollee's service are to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

Public Outreach

The City produces a City Manager's Update that discusses each division's accomplishments and difficulties, along with educational information. Plans and schedules for individual disposal of pipe-blocking substances generated within a sanitary sewer system area within the City are unique and depend on a number of factors, including quantity of FOG produced, type of FOG trap or interceptor used, and frequency of maintenance. Utility Division Staff are available to meet with business owners and staff and others to discuss Best Management Practices (BMPs), proper disposal of pipe-blocking substances, and other collection system-related issues. Appointments can be made by calling the Public Works office, the Utility's Division, or the Stormwater Program Manager.

Public Works Department:		805-772-6261
Utility Division:	Division Manager	805-772-6265
	Wastewater Utility Supervisor	805-772-6272
	Lead Utility Operator	805-772-6272
Stormwater Program Manager:	City Engineer	805-772-6569
	Engineering Technician	805-772-6285

Legal Authority to Control Sources of FOG

Legal measures available to the City to control sources of FOG include the following:

1. Authority to prohibit specific discharges
2. Authority to require grease removal devices
3. Preliminary treatment facility maintenance
4. Utility hole installation
5. Inspection and sampling of premises
6. Enforcement measures, as appropriate

Legal authority to prohibit specific discharges

Chapter 13.12.200 B. of the City's municipal code prohibits specific discharges, as follows:

No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

- Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference but in no case solids greater than one-half inch or one and two-seven hundredths centimeters in any dimension;

- Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
- Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
- Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
- Trucked or hauled pollutants except at discharge points designated by the utilities division/department manager in accordance with this chapter;
- Septic tank cleanings or any raw or chemically treated sewage from septic tanks;
- Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
- Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit;
- Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
- Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the utilities division/department manager;
- Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- Medical wastes, except as specifically authorized by the utilities division/department manager in an industrial wastewater discharge permit;
- Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
- Detergents, surface-active agents, or other substances which might cause excessive foaming in the POTW;
- Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW;
- Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.

Authority to install grease, oil and sand interceptors

Chapter 13.12.330 authorizes the installation of grease removal equipment as follows:

Grease, oil and sand interceptors shall be provided when, in the opinion of the utilities division/department manager, they are necessary for the proper handling of liquid wastes

containing grease in excessive amounts, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the utilities division/department manager, and shall be located as to be readily and easily accessible for cleaning and inspection.

Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.

Purchase and installation of the interceptor shall be at the user's expense. No exceptions shall be made to the requirements of this section due to expense, size of the installation or difficulties in locating the interceptor within the site boundary.

Grease, oil and sand interceptors - Maintenance

Chapter 13.12.330 provides the following:

Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

Chapter 13.12.300 Pretreatment facility maintenance states the following:

Where preliminary treatment facilities are provided for any wastewater, they shall be maintained continuously in satisfactory and effective operation, by the owner at his expense.

Utility hole installation

Chapter 13.12.320 provides for the following:

When required by the utilities division/department manager, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control utility hole in the building sewer to facilitate observation, sampling and measurements of the wastes. Such utility hole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the utilities division/department manager. The utility hole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

Inspection and sampling of premises

Chapter 13.12.800 provides for inspection as follows:

The utilities division/department manager shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this chapter and any industrial wastewater discharge permit or order issued hereunder. Users shall allow the utilities division/department manager ready access to all parts of the premises for the purposes of

inspection, sampling, records examination and copying, and the performance of any additional duties.

Enforcement measures where appropriate

Chapter 13.12.1080 provides the right to terminate water service as follows:

If any user of the city sewer system fails to meet the requirements set forth in this chapter, then the utilities division/department manager shall have the authority to terminate water service or use alternate actions to protect the sewer system, including the wastewater treatment facilities, employees and surrounding environment from hazardous discharges, upon forty-eight hours' written notice, unless imminent public safety requires more immediate action, as reasonably determined by the utilities division/department manager.

Chapter 13.12.1090 provides liability for damages from violation as follows:

Any person violating a provision of this chapter or permit issued hereunder shall be liable for all injuries, deaths, real or personal property damage and expenses incurred, including but not limited to, city staff time, including administrative overhead, reasonable attorney's fees and court costs, and fines levied on the city by any regulatory agency arising from any and all actions taken by the city, any other governmental entity or that person related to the correction of such violation.

FOG Control Discussion

Fats, oils and grease (FOG) can have negative impacts on wastewater collection and treatment systems. Most wastewater collection system blockages can be traced to FOG and roots. Blockages in the collection system are serious, causing sewage spills, manhole overflows and can cause back-ups into homes and businesses.

Problems caused by wastes from restaurants and other grease producing establishments are the basis for ordinances and regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste requires the installation of preliminary treatment facilities, commonly known as grease traps or interceptors.

There are two kinds of FOG pollutants common to wastewater systems:

1. Petroleum-based oil and grease (non-polar concentrations) occur at businesses (automotive related normally) using oil and grease. These disperse on the surface of water causing a sheen. These concentrations are regulated by other agencies (local, state and federal), and <u>are not</u> a part of this program.
2. Animal and vegetable-based fats, oils and grease (polar concentrations) are more difficult to regulate due to the large number of restaurants in Morro Bay. These do not disperse in water, but instead congeal and regroup into large masses. These concentrations <u>are</u> the basis for this program.

Grease is singled out for special attention because of its poor solubility in water and its tendency to separate from the liquid solution. Grease in a warm liquid may not appear harmful. As the liquid cools, the grease or fat congeals and causes "nauseous mats" on the surface of settling tanks and digesters. FOG can coat the interior of pipes, wet-wells and other surfaces. It can cause the shut-down of wastewater treatment units. It is the cause for enhanced maintenance of specific mainlines throughout the City.

Traps and Interceptors

A trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed of properly.

An interceptor is a vault with a minimum capacity of 500 gallons. It is normally located on the exterior of the building. The vault includes a minimum of two compartments. Flow between each compartment is through a 90-degree fitting designed for grease retention. The capacity of the interceptor provides adequate detention time for wastewater to cool down and allow the grease to congeal and rise to the surface where it accumulates until the interceptor is cleaned.

Maintenance staff, or other employees of the establishment, usually perform grease trap maintenance. Permitted haulers, licensed septic services, or recyclers usually perform interceptor maintenance. The entire volume of the interceptor (liquids and solids) is removed from the interceptor and properly disposed of. When performed properly and at the appropriate frequency, grease interceptor and trap maintenance can greatly reduce the discharge of FOG into the collection system.

The required maintenance frequency for grease interceptors and traps depends greatly on the amount of FOG a facility generates, as well as any best management practices (BMPs) that the establishment implements to reduce the FOG discharged into its sanitary sewer system.

Any establishment that introduces fats, oils, or grease into the sewer system in quantities large enough to cause line blockages or hinder treatment, or compromise compliance with the purpose of the FOG control program ordinance (Municipal Code 13.12.710) shall install a grease trap or interceptor (Municipal Code 13.12.780 and 13.12.790). Interceptors are the best choice for larger, high-volume restaurants, hotels, retirement homes and other larger commercial establishments. Smaller restaurants and take-out restaurants with limited menus, minimum dishwashing and/or minimal seating may find a trap suitable. Medium volume establishments may find that a trap will be too small and opt to install an interceptor.

Any establishment that does not install a trap or interceptor and generates or uses FOG in food preparation will eventually encounter a maintenance problem that will be grease related. If the blockage is in the building, the establishment has direct responsibility for paying for maintenance. If a blockage or restriction is in the public sewer, the establishment may have to pay to have the city main maintained. If the blockage affects other establishments or homes, there may be civil issues and penalties involved.

Facility Inspection

In 2002 the City conducted a survey of grease producing facilities. This included restaurants, retirement homes, markets and liquor stores with delicatessens, hotels and schools, sandwich shops, fast food agencies, and others. Inspections are based on the previous list and modified using information from business licenses provided by the City of Morro Bay.

An inspection database was created and has since been replaced by the integration of CityWorks. Staff complete a digital inspection form for source and FOG control inspections. Staff records the date, name of the business, owner/contact information, inspector, and condition of the trap, purpose of visit, and related comments. After an inspection is performed an inspection report is emailed to the owner/contact for their records. The Utility Staff perform inspections on a routine schedule. Staff use CityWorks to track and schedule visits at the various establishments.

Inspections are conducted using the guidelines outlined in EPA publication 831-B-94-001, entitled Industrial User Inspection and Sampling Manual for POTW's. This manual provides guidelines for the conduct of inspections and recording of field notes.

Other guidelines and information are gained from a publication entitled Fats, Oil and Grease, Best Management Practices Manual, Information, Pollution Prevention, and Compliance Information for Publicly-Owned Treatment Plants. This manual was produced by Brown and Caldwell, with the notation *"Reproduction with credits encouraged"*.

Inspection Guidelines

1. Inspectors will maintain a professional, courteous demeanor at all times.
2. Inspections should be performed at times other than a facility rush hour.
3. The facility owner/contact or representative will open the trap or interceptor.
4. All records and field notes will be noted in the comment section of the inspection report.

The criteria used for the inspection will be as follows;

Percent of trap filled	Trap Condition
25%	Good
25%-50%	Fair
>50%	Poor

If the trap is in FAIR condition, the inspector will advise the establishment to alter the maintenance schedule. The cleaning frequency may need to be increased.
If the Trap is in POOR condition, it should be noted in the 'Comments" section of the Inspection Report and the owner/contact should be advised to clean it immediately. The establishment should then be re-inspected in about 30 days. Traps should not be allowed to be habitually kept in POOR condition.

The City has "No Grease-No Grasa" stickers available for sinks in establishments. These should be placed near all sinks as a reminder that it's best to remove the grease prior to washing and introducing FOG into the system. Removing as much FOG as possible and sending it to landfill will also help keep FOG from filling a trap prematurely, causing more maintenance.

For cleaning frequency, it is best for each establishment to keep a cleaning log. This will be the best way to find and maintain each facility's cleaning frequency. Schedules will be maintained for inspection activities, such as grease interceptors, food service establishments, CCTV of gravity pipes, manholes, and pump stations. The Utility division has produced a log sheet that is being made available for businesses to log cleaning frequency. Note: A BMP for establishments with interceptors is for the manager to monitor the agency cleaning the interceptor.

Identification and Sewer Cleaning

The City Utility Staff utilize records, past practices, and operator familiarity to identify and prioritize enhanced maintenance procedures. A list of known areas that are prone to grease build-up and root problems has been established and schedules maintenance on 30, 60, 90, and 180-day rotations. Maintenance activities include gravity main cleaning, lateral cleaning/rodding, and pump station maintenance, among other maintenance needs. The reason that root lines are included in this list is that grease is prone to accumulate on roots. The City has established a cyclical root control program using chemical root control measures to kill and retard the growth of roots in the sewer system. This program will expand to include areas where roots are noted by operators and CCTV inspections.

(a) Identification of Grease Problem Areas. The City identifies potential problem areas by tracking locations and causes of blockages and SSOs. A review of the City sewer overflow spread sheet for instance shows that most SSOs are caused by roots and grease. Additionally, debris type and severity are noted by operations staff during routine and enhanced maintenance. Areas with several restaurants or grease producing facilities are also considered potential grease problem areas.
(b) Enhanced Maintenance. Included in the enhanced maintenance program are lines cleaned specifically for FOG control, root control, and other lines prone to problems in the past. Cleaning frequency depends on the history of stoppages, as well as areas expected to be prone to grease build-up.

The Utility Division maintains records of each manhole-to-manhole reach scheduled for enhanced maintenance. These records are also used for cleaning logs, on which operator's note the date and time of cleaning, as well as the debris type and severity.
These records include additional lines that are cleaned for reasons other than FOG. Sewer lines not included in the enhanced maintenance program are cleaned on about a two-year cycle.

Two satellite agencies within the service area have restaurants. They are the San Luis Coastal Unified School District and the State Park on the south end of town. They are responsible for FOG generated in their areas.

Element VIII: System Evaluation, Capacity Assurance, and Capital Improvements

This section of the SSMP identifies the City of Morro Bay's plan for system evaluation and capacity assurance. The City completed a comprehensive OneWater Plan in October 2018. This OneWater Plan includes a capacity evaluation and identifies necessary capacity-related future improvement projects. The OneWater Plan is a separate document from this SSMP; this section of the SSMP summarizes key capacity-related portions of the OneWater Plan and adopts it by reference. This section is to fulfill the System Evaluation, Capacity Assurance, and Capital Improvements Element of the SWRCB (Element 8) SSMP requirements.

SWRCB Requirement

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment:

The plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- Identify and justify the amount (percentage) of it's system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
    - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
    - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual , video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to existing of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2 Capacity Assessment and Design Criteria:
The plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contribute to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and aboveground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3 Prioritization of Corrective Actions:
The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4 Capital Improvement Plan:
The capital improvement plan must include the following items:

- Project schedules include completion date for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and interagency coordination with other impacted utility agencies.

8.1 System Evaluation and Condition Assessment

The City has an on-going commitment to conducting a sewer system management assessment to ensure that the City continues to meet the requirements of the WDR. This on-going assessment ensures the Collection Division activities meet the requirements of the WDR and identifies any

programs that may require modification or expansion. This program will be on-going, and the SSMP will continue to be modified and refined based on demonstrated need, the outcome of the triennial audit, and any amendments to the WDRs or the Monitoring and Reporting Programs adopted by the SWRCB.

Capacity assessments were completed as part of the City's OneWater Plan finalized October 2018. The OneWater plan is located on the City website at https://www.morro-bay.ca.us/onewaterplan. The OneWater Plan capacity analysis is based on hydraulic modeling of the City's collection system under both current and future design flows. The following sub-sections provide a brief summary of the modeled system, flow estimates, and evaluation criteria used for the City's sewer system capacity evaluation.

As part of the effort to reduce I&I, the City has purchased and installed flow monitoring equipment. These devices will allow the City to determine baseline flow conditions, and that data will be used to calibrate and check future models.

Hydraulic Model

The City's wastewater collection system hydraulic model was developed using InfoSWMM, developed by Innovyze. InfoSWMM is a geospatial wastewater modeling and management software built to run within the ESRI ArcGIS software platform. The wastewater collection system hydraulic model was developed using the City's most recent GIS database.

The elements of the wastewater collections hydraulic model included the following:

- Junctions: sewer manholes, cleanouts, locations where pipe sizes change etc.
- Pipes: gravity sewers and force mains, including the pipe length, invert elevations, diameter
- Storage nodes: lift station wet wells
- Pump: pump including pump curves and operational controls
- Outfall: locations where flow leaves the system, i.e. pump stations and WWTP headworks
- Rain gauges: used to simulate historical or theoretical hourly rainfall
- Inflow: three main wastewater inflows
    - External, Dry weather flows and Rainfall derived infiltration and inflow (I&I)

The model combines information on the physical and operational characteristics of the City's wastewater collection facilities, and performs calculations to solve a series of mathematical equations to simulate flows in pipes. This data, such as wet well dimensions, lift stations, and other special features, were input manually into the model based on available information using the City's as-built records and GIS data. Dry weather wastewater flows were then allocated to the appropriate model junctions. The hydraulic model calibrated for dry- and wet-weather conditions

using flow-monitoring data collected as part of this OneWater Plan. The calibrated model was used for the wastewater collection system analysis presented in this OneWater Plan.

Flow Estimates

Adequate estimates of the volumes of wastewater are important in maintaining and sizing sewer system facilities, both present and future conditions. Average dry weather flows (ADWF) were allocated in the hydraulic model based on land use data as well as flow data obtained with flow meters.

The existing ADWF was estimated using the ADWF for 2010-2014. The existing ADWF is 0.88 mgd.

Historical per-capita generation rates indicate a range between 56-164 gpcd. The OneWater Plan assumed a per capita flow of 82 gpcd for future flow projections. The table below summarizes the projected wastewater flows through 2040.

Year	Projected Population	Projected ADWF (mgd)
2017	10,714	0.88
2020	10,901	0.89
2025	11,213	0.92
2030	11,525	0.94
2035	11,837	0.97
2040	12,149	0.99

The existing peak wet weather flows (PWWF) was derived throughout the system based on the hydraulic modeling results. This was accomplished by routing the 10-year, 24-hour design storm through the hydraulic model. The City's ADWF is projected to increase from 0.88 mgd to 0.99 mgd by 2040, whereas the PWWF is projected to increase from 7.90 mgd to about 8.12 mgd by 2040.

Condition Assessment

The City's sanitary sewer system will be assessed each year. System areas that warrant prioritization will be assessed on a greater amount (or percentage) based upon its condition. System areas to be prioritized include the following: (1) those holding a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies; (2) those located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas; and (3) those within the vicinity of a receiving water with a bacteria-related impairment on the most current Clean Water Act section 303(d) List.

Sanitary sewer system conditions are to be assessed using visual observations and video surveillance. Observations or evidence of system conditions that may contribute to sewage exiting from the system which can reasonably be expected to discharge into a water of the State will be utilized to effectively respond and prevent such happenings. Regardless, system evaluations and condition assessment inspections and activities will be documented. Additionally, the entire system will be assessed for identification of vulnerability to direct and indirect impacts of climate

change, including but not limited to sea level rise; flooding and erosion due to increased storm volumes, frequency, and intensities; wildfires; and increased power disruptions.

8.2 Capacity Assessment and Design Criteria

The design criteria were established with the OneWater Plan. The City of Morro Bay has not experienced any dry weather sanitary sewer overflows due to hydraulic deficiencies in the sewer system. System defects such as cracks, misaligned joints, and broken pipelines can contribute to spill events during dry weather peak flows through groundwater infiltration. Flow can also be generated by routine water usage in residential, commercial, and industrial sectors of the collection system. The City's design criteria account for wet weather flows by reserving additional capacity for those events. Chapter 6 of the OneWater Plan delivers sufficient redundancy in pumping and storage capacity.

The City relies on the OneWater Plan, which through capacity analysis identified areas in the sewer system where flow restrictions occur or where pipe capacity is insufficient to convey the PWWFs. The OneWater Plan provides recommended improvements to mitigate the collections system deficiencies. These improvements include gravity main improvements, lift station improvements, and rehabilitation and replacement projects.

Capacity and evaluation of systems, specifically flood-prone systems subject to inflow and infiltration, are considered in Chapter 6 of the OneWater Plan. The capacity evaluation models both local and regional storm events, as well as projected 2040 storm events as a result of climate change. Information from system inspections, system audits, and spill history are considered as well. Major sources of the system contributing to the peak flows are identified in Figure 6.7, Chapter 6 of the OneWater Plan. No parts of the system exceed the established flow depth criterion, however, there are areas of the system that surcharge within 5-feet of the manhole rim. This is addressed in the OneWater Plan.

8.3 Prioritization of Corrective Actions

The City of Morro Bay maintains a list of capital improvement projects (CIPs) for the Wastewater Collection System to prevent hydraulic deficiencies from occurring. This list is generated through the Capital Improvement Program Prioritization process in the OneWater Plan to identify and prioritize projects for corrective actions. A complete list of Capital Improvement Projects and CIP estimated cost can be found in Table 8.8 of the OneWater Plan.

8.4 Capital Improvement Plan

The City follows the Capital Improvement Plan, located in Chapter 8 of the OneWater Plan.

The City has organized each capacity improvement project into a "20-year CIP" schedule with estimated completion dates. The capital improvements were phased into one of three phases: Near

Term Projects Phase 1 (Year by Year, 2019-2023); Near Term Projects Phase 2 (2024-2028); or Long-Term Projects (2029-2040).

The Morro Bay Public Services Department uses this list to update the 5-year CIP budget. The City reviews the capital projects, available funding, anticipated staff resources available, and priorities on an annual basis as part of the City's budgeting process.

Internal funding sources come from Public Works and Utilities funds set aside by the City. Funding also comes from water bills, WRC surcharge, and sewer rates. Sewer rates primarily cover sewer operation costs. External funding sources come from both state and federal grants and loans. These have been most recently used in the construction of the WRC.

To keep projects on track and resolve issues in a timely manner, interagency coordination will be maintained for each project through regular coordinating meetings with all providers, stakeholders, and impacted utility agencies, including operation and maintenance staff, engineering staff, and consultants. These regular coordinating meetings will occur during planning, design, and construction of capital improvement projects.

Element IX: Monitoring, Measurement, and Program Modification

This section of the SSMP discusses parameters that the City tracks to monitor the success of the SSMP and how the City plans to keep the SSMP current. This section is to fulfill the Monitoring, Measurement, and Program Modification Element of the SWRCB (Element 9) SSMP requirements.

SWRCB Requirement

The Plan must include an Adaptive Management section that addresses Plan implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitor the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventative operation and maintenance activities;
- Updating plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.

Maintain Relevant Information

The City tracks several performance measures through tracking logs and annual reports. The City plans to continue tracking these performance measures. Tracking tools include:

- Monthly and Annual Reports
- Asset Management Software
- SSO Reporting and Tracking
- Staff Training Records
- Flow Monitoring Reports
- System Modeling and Capacity
- SSMP Audit Findings
- Video Inspection Results
- FOG Inspection Log

Monitor and Measure the Effectiveness

In order to monitor the effectiveness of each element of the SSMP, the City has selected specific parameters that can be documented and compared on an annual basis in a simple format. These parameters were selected because they are straightforward, quantitative, and focus on results. Although the parameters may not track everything associated with SSMP implementation, changes in these parameters over time will indicate the overall success of the SSMP or, conversely, underlying problems that can then be investigated further, and can aid in adaptive management of decision making.

Our Monitoring, Measurement, and Program Modification efforts for each element are:

Element I: Goals and Introduction

The goal of the collection system is unlikely to change significantly. As part of the internal audit process (Element 10) we will review the goal and make necessary modifications.

Element II: Organization

The dynamics of organizations can change dramatically with time. The effectiveness and staffing levels of the current organization will be reviewed and compared to required SSMP efforts to determine when adjustments will need to be made to either organizational or staffing levels.

Element III: Legal Authority

The legal authority by which the City operates and maintains its sewer system lies nested in the Municipal Code which can be changed as necessary through a formal City Council process. Changes to the City's legal authority will most frequently be made to stay in alignment with changes to both State and Federal requirements. Changes to our legal authority will occur on an as needed basis.

Element IV: Operation and Maintenance Program

Collections Operations and Maintenance (O&M) practices have evolved rapidly in the last several years and will continue to evolve as new technologies are developed. Modifications to the collections O&M Program are an ongoing effort. The process of auditing the SSMP every three years as required by Element X will be used as a systematic evaluation of the effectiveness of our O&M Program. Significant changes made to the O&M practices currently in place will be documented in the audit process and included in the updated SSMP.

Element V: Design and Performance Provisions

Design and performance provisions do not require frequent adjustment. On occasion new products, techniques, or practices are developed that warrant changes or revisions to design and performance standards. More frequently, rules, regulations, and code changes are made that need to be reflected in the City's standards. The authority to make these changes lies with the City Engineer and can be made as frequently as necessary. These changes will be documented in the SSMP which will be posted on the City's website and available at the Public Services Office.

Element VI: Spill Emergency Response Plan

Each spill from a sanitary sewer system is a unique event with its own set of circumstances. It is likely that as crews respond to events there may be refinements necessary to the adopted Spill Emergency Response Plan (SERP). The general approach for dealing with SSOs defined in the SERP is not likely to change. Adjustments will be made as necessary and will be documented, reviewed, and adopted in the SSMP audit process. The number and type of SSOs within the City

are tracked, and this log will be used to determine trends in SSO events with the intent of reducing or eliminating future SSOs.

Element VII: Sewer Pipe Blockage Control Program

The FOG control program in Morro Bay is viewed as the primary element of the Sewer Pipe Blockage Control Program. The effectiveness of site visits and other outreach efforts can be directly measured by the impact of FOG on the system. The City has had a fairly mature FOG Control program in place for a number of years so major changes are not anticipated. Refinements made to the program will be documented, reviewed and adopted in the SSMP audit process.

Element VIII: System Evaluation, Capacity Assurance, and Capital Improvements

The City of Morro Bay uses the Master Plan process as the Capacity Assurance Plan (CAP). It is a goal of the City to update the Master Plan on a regular basis or when projects identified are largely completed; or when a significant change is made to the system (such as the addition of a large new development).

Element XI: Communication Program

The Utilities and/or Public Services Department sends out a biennial newsletter and posts the information on the City's website. Through these media, as well as through the televised Public Works Advisory Board and City Council Meetings, the department reaches out to the public. Collections Division staff are the first line of communication with the public on a daily basis. During their normal business practices, they provide information to the public including information on O&M procedures, lateral condition assessment and lateral repair/replacement, and information pertaining to SSO's, as well as BMPs, during site visits to commercial establishments. The effectiveness of this effort will be audited within the SSMP framework, and any necessary changes will be made during the SSMP audit process.

Success of Preventative Maintenance

The City's preventative maintenance program is designed to minimize corrective and emergency maintenance, as well as equipment failures. The City will assess the success of the preventative maintenance program by monitoring Operation and Maintenance records, asset inventories, equipment failures, and SSOs. If it is determined that the cause of any SSOs may have been prevented through preventative maintenance, job plans and schedules will be adjusted accordingly to help protect against the reoccurrence of future SSOs.

Update Program Elements

Program elements and plan procedures will be updated or modified based on the review of the monitoring and performance evaluation data through the self-audit process as described in Element 10 of this SSMP.

Identify and Illustrate Spill Trends

The City reports all SSO events to the California Integrated Water Quality System (CIWQS) per the WDR and MRP 2022-0103. The frequency, causes, volumes, locations, and other SSO details and trends are tracked and analyzed by the City. The Wastewater Collections Division keeps a historical listing of all SSO events. SSO events are investigated and a report is generated per the WDR and MRP 2022-0103, providing event details and causes of the SSO. SSO causes and actions taken to prevent similar SSO events from occurring will be included in the Element 10 of this SSMP.

Element X: Internal Audits

This section of the SSMP discusses the City's SSMP auditing program. This section is to fulfill the Internal Audits Element of the SWRCB (Element 10) SSMP requirements.

SWRCB Requirement

The Plan shall include internal audit procedures, appropriate to the size and performance of the system.

SSMP Program Audits

The City of Morro Bay will produce internal audits every three years to determine the effectiveness of the SSMP elements and programs. The program audit will include a review of relevant data and trends maintained as part of the SSMP Monitoring and Measurements Program to determine opportunities to improve compliance with the SSMP requirements and system performance. Input from sewer system operators will be considered. A prioritized list of improvements will be updated as part of the audit program. An overview of SSMP related progress between audits will be included in the program audit. The complete audit report will be electronically submitted in California Integrated Water Quality System (CIWQS). The report will be posted on the City's website and will be kept on file as an update to the City's SSMP and will be included in State of the Sewer Reports to the City Council.

As part of the audit process, the Utility Division will review the SSOs from the previous years and will provide details in the Audit on the causes of the SSOs and what actions were taken to prevent similar SSOs from occurring in the future. If any deficiencies are determined, the appropriate elements of the SSMP will be updated, as well as corresponding reference material. Staff will be informed and trained accordingly with any changes or updates to the SSMP. When major changes are made to the SSMP, the modified elements may be presented to City Council to be readopted.

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Element XI: Communication Program

This section of the SSMP discusses the City of Morro Bay's communication during the development, implementation, and performance of the SSMP. This section also discusses the communication between the City of Morro Bay and systems that are satellite to the City's sanitary sewer system. This section is to fulfill the Communication Program Element of the SWRCB (Element 11) SSMP requirements.

SWRCB Requirement

The Plan must include procedures for the enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators for systems that connect into the enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

Communication Program for Development of SSMP

During the development of this SSMP, each element of the SSMP was presented to the Public Works Advisory Board (PWAB) prior to presentation to the Morro Bay City Council for approval and adoption. PWAB and City Council presentations were televised on the local public access television channel 20 and allowed for public review and comment.

The completed SSMP is posted on the City's website along with the triennial audits. This ensures public access to the adopted SSMP.

Communication Program for Implementation of SSMP

The City's Utility Division have a proactive public outreach program designed to provide information regarding best management practices to both commercial and residential customers. The outreach program utilizes utility newsletters, community outreach, the City's website, and individual source control site visits as appropriate to provide information on the SSMP and best management practices. Topics include, but are not limited to, FOG, proper disposal of unused medications, what not to flush, pet waste disposal, and any newsworthy items from the Utility Division.

Feedback on implementation and performance of the adopted SSMP elements will be recorded and taken into consideration for areas of review for the next revision of the SSMP. The current revisions to the SSMP will be adopted via a public process, ensuring continued public involvement and outreach opportunities.

Communication Program with Satellite Systems

There are several agencies that discharge to the City Wastewater Collection System that we consider to be satellite agencies. These are:

1. Morro Bay High School (San Luis Coastal Unified School District)
2. Two California State Parks (Morro Bay State Park and Morro Strand State Park)

Regular communication with these satellite agencies will continue, and concerns regarding these satellite agencies will be discussed with the agency as needed.

Appendix A

Legal Authority Element Reference Documents

Attachment A: City of Morro Bay Municipal Code Chapter 13.12
Attachment B: City of Morro Bay Standard Specifications: SEWERAGE
Attachment C: City of Morro Bay Engineering Standard Drawings: Sewer Section

Attachment A

City of Morro Bay Municipal Code Chapter 13.12

Chapter 13.12 - SEWERS

Sections:

Footnotes:

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Editor's note— *Ord. No. 642, § 1, adopted January 26, 2021, amended Chapter 13.12 in its entirety to read as herein set out. Former Chapter 13.12, §§ 13.12.010—13.12.320, pertained to similar subject matter, and derived from prior code §§ 9200—9212.9; Ord. No. 13, 1965; Ord. No. 43, 1966; Ord. No. 114, 1973; Ord. No. 115, 1973; Ord. No. 155, 1977; Ord. No. 225, 1982; Ord. No. 279, 1986 and Ord. No. 560, adopted August 23, 2010.*

Article I. - General Provisions

13.12.100 - Purpose and policy.

This chapter sets forth uniform requirements for users of the POTW for the city and enables the city to comply with all applicable state and federal laws, including the Clean Water Act (33 U.S.C. section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the CFR Part 403). The objectives of this chapter are:

A. To prevent the introduction of pollutants into the POTW that will interfere with its operation;

B. To prevent the introduction of pollutants into the POTW that will pass through the POTW, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;

C. To protect the quality of the finished water and drinking water supply produced by the city's WRF;

D. To protect both POTW personnel who may be affected by wastewater and sludge in the course of their employment and the general public;

E. To promote reuse and recycling of industrial wastewater and sludge from the POTW;

F. To enable the city to comply with its NPDES permit conditions, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject;

G. This chapter shall apply to all users of the POTW. The chapter authorizes the issuance of industrial wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting.

(Ord. No. 642, § 1, 1-26-21)

13.12.110 - Administration.

Except as otherwise provided herein, the utilities division/department manager shall administer, implement, and enforce the provisions of this chapter and, pursuant to Sections 1.16.050 and 1.16.060 of the MBMC, shall be designated as a code enforcement officer for purposes of enforcing this chapter. Any powers granted to, or duties imposed upon the utilities division/department manager may be delegated by the utilities division/department manager, in writing, to so duly authorized city employee.

(Ord. No. 642, § 1, 1-26-21)

13.12.120 - Abbreviations.

The following abbreviations, when used in this chapter, shall have the following designated meanings:

- BOD — Five day biochemical oxygen demand;
- BMPs — Best management practices;
- BMR — Baseline monitoring report;
- CFR — Code of Federal Regulations;
- CIU — Categorical industrial user;
- COD — Chemical oxygen demand;
- EPA — U.S. Environmental Protection Agency;
- FOG — Fats, oils, and grease;
- FF — Food facility;
- gpd — Gallons per day;
- H&SC — Health and Safety Code;
- IU — Industrial user;
- MBMC — Morro Bay Municipal Code;
- mg/l — Milligrams per liter;
- NPDES — National Pollutant Discharge Elimination System;
- NSCIU — Non-significant categorical industrial user;
- POTW — Publicly owned treatment works;
- RCRA — Resource Conservation and Recovery Act;
- SIU — Significant industrial user;
- TSS — Total suspended solids;
- U.S.C. — United States Code;
- WRF — Water recycling facility.

(Ord. No. 642, § 1, 1-26-21)

13.12.130 - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall mean, as follows:

A. Act or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. section 1251 et seq.

B. Approval Authority. California Regional Water Quality Control Board Central Coast Region, or any successor agency.

C. Authorized or Duly Authorized Representative of the User.

1. If the user is a corporation, then:

a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

b. The manager of one or more manufacturing, production, or operating facilities, provided the manager: (i) is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and to initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; (ii) can ensure the necessary systems are established or actions taken to gather complete and accurate information for industrial wastewater discharge permit requirements; and (iii) has been given authority to sign documents, in accordance with corporate procedures.

2. If the user is a general or limited partnership, limited liability company or sole proprietorship, then a general partner, managing member or owner, respectively.

3. If the user is a federal, state, or local governmental facility, then a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

4. The individuals described in subsections 1 through 3, above, may designate a duly authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or for having overall responsibility for environmental matters for the entity, and the written authorization is submitted to the city.

D. Best Management Practices or BMPs. Schedules of activities, prohibitions of activities, maintenance procedures, and other management methods to implement the prohibitions listed in subdivisions 13.12.050(A) and (B) of this chapter. BMPs include treatment

requirements, operating procedures, and methods to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

E. Biochemical Oxygen Demand or BOD. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/L).

F. Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405—471.

G. Categorical Industrial User (CIU). An industrial user subject to a categorical pretreatment standard or categorical standard.

H. Chemical Oxygen Demand or COD. A measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.

I. Control Authority. The city.

J. Daily Maximum. The arithmetic average of all effluent samples for a pollutant collected during a calendar day.

K. Daily Maximum Limit. The maximum allowable discharge limit of a pollutant during a calendar day. Where daily maximum limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where daily maximum limits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

L. Environmental Protection Agency or EPA. The U.S. Environmental Protection Agency or, where appropriate, the regional water management division director, the regional administrator, or other duly authorized official of said agency.

M. Existing Food Facility or Existing FF. Any food facility that has been in continuous operation since before February 25, 2021 under the same ownership or control.

N. Existing Source. Any source of discharge that is not a "new source."

O. FOG. Fats, oils, and grease.

P. Food Facility FF. Any facility defined in California Retail Food Code, H&SC Section 113789, and any commercial entity discharging into the city sewer system, operating in a permanently constructed structure such as a room, building, or place, or portion thereof, maintained, used, or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for sale to other entities, or for consumption by the public, its members or employees, and which has any process or device that uses or produces FOG, or grease vapors, steam, fumes, smoke or odors that are required to be removed by a mechanical exhaust ventilation system, as required in H&SC Section 114149. A limited food

preparation establishment is not considered a food facility when engaged only in reheating, hot holding or assembly of ready to eat food products and as a result, there is no wastewater discharge containing a significant amount of FOG. A limited food preparation establishment does not include any operation that changes the form, flavor, or consistency of food.

Q. Grab Sample. A sample that is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen minutes.

R. Grease Interceptor. A multi-compartment device that is constructed in different sizes and is generally required to be located, according to the California Plumbing Code, underground between a FF and the connection to the sewer system. This device primarily uses gravity to separate FOG from the wastewater as it moves from one compartment to the next. This device must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner at regular intervals to be effective.

S. Grease Removal Device. Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged into the sewer system. Grease removal device may also include any other proven method to reduce FOG subject to approval of the utilities division/department manager. A grease removal device is a form of pretreatment and as such is subject to all regulations pertaining to the installation and maintenance of pretreatment systems as recognized in this chapter and in the General Pretreatment Regulations (40 C.F.R. § 403).

T. Grease Trap. A grease control device that is used to serve individual fixtures and have limited effect and should only be used in those cases where the use of a grease interceptor or other grease removal device is determined to be impossible or impracticable.

U. Holding Tank. Any container of wastewater, such as those from chemical toilets, vessels, boats, campers, or trailers, but excluding septic tanks.

V. Hot Spots. Areas in sewer lines that have experienced sanitary sewer overflows (SSOs) or that must be cleaned or maintained frequently to avoid blockages of the sewer system.

W. Indirect Discharge or Discharge. The introduction of pollutants into the POTW from any nondomestic source.

X. Instantaneous Limit. The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

Y. Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the city's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the

following statutory/regulatory provisions or permits issued thereunder, or any more stringent state or local regulations, including, but not limited to, section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

Z. Local Limit. Specific discharge limits developed and enforced by the city upon industrial or commercial facilities to implement the general and specific discharge prohibitions listed in subsections 13.12.050(A) and (B) of this chapter.

AA. Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

BB. Monthly Average. The sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

CC. Monthly Average Limit. The highest allowable average of "daily discharges" over a calendar month, calculated as the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

DD. Narrative Standard or Narrative Limit. Any statement of prohibition or condition on a discharge established in this chapter that is not a local limit. Narrative standards include, but are not limited to, prohibited discharge standards and BMPs.

EE. New Food Facility or New FF. Any food facility that starts operations after February 25, 2021, regardless whether in a newly constructed building, a remodeled building or using an existing building or space.

FF. New Source.

1. Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under subsection 307(c) of the Act that will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:
    a. The building, structure, facility, or installation is constructed at a site at which no other source is located;
    b. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
    c. The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent

to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.

2. Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of [subsection] (1)(b) or (c), above, but otherwise alters, replaces, or adds to existing process or production equipment.
3. Construction of a new source as defined under this paragraph has commenced if the owner or operator has:
    a. Begun, or caused to begin, as part of a continuous onsite construction program:
        i. Any placement, assembly, or installation of facilities or equipment; or
        ii. Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
    b. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

GG. Noncontact Cooling Water. Water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

HH. Oil Interceptor. A device for retaining oil by gravity-differential separation from waste effluent, and of a design and capacity approved by the utilities division/department manager.

II. Pass Through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city's NPDES permit, including an increase in the magnitude or duration of a violation.

JJ. Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

KK. pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.

LL. Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal,

agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).

MM. Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

NN. Pretreatment Requirements. Any substantive or procedural requirement related to pretreatment imposed on a user, other than a pretreatment standard.

OO. Pretreatment Standards, National Pretreatment Standards, or Standards. Pretreatment standards shall mean prohibited discharge standards, categorical pretreatment standards, and local limits.

PP. Prohibited Discharge Standards or Prohibited Discharges. Absolute prohibitions against the discharge of certain substances; these prohibitions appear in [Section] 13.12.200 of this chapter.

QQ. Publicly Owned Treatment Works or POTW. A treatment works, as defined by Section 212 of the Act (33 U.S.C. section 1292), which is owned by the city. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

RR. Sanitary Sewer Overflow or SSO. An overflow from the sanitary sewer system of domestic wastewater, as well as industrial and commercial wastewater.

SS. Septic Tank. Any container used for holding and treating waste in a septic system.

TT. Sewage. Human excrement and gray water, including, but not limited to, commercial, governmental or household showers and dishwashing operations.

UU. Significant Industrial User (SIU). Except as provided in subsections 3 and 4 of this definition, a significant industrial user is:

1. An industrial user subject to categorical pretreatment standards; or
2. An industrial user that:
    a. Discharges an average of twenty-five thousand gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);
    b. Contributes a process wastestream, which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
    c.

Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTWs operation or for violating any pretreatment standard or requirement.

3. The city may determine that an industrial user subject to categorical pretreatment standards is a non-significant categorical industrial user rather than a significant industrial user on a finding that the industrial user never discharges more than one hundred gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling and boiler blowdown wastewater, unless specifically included in the pretreatment standard) and the following conditions are met:
    a. The industrial user, prior to city's finding, has consistently complied with all applicable categorical pretreatment standards and requirements;
    b. The industrial user annually submits the certification statement required by subsection 13.12.695(B) of this chapter together with any additional information necessary to support the certification statement; and
    c. The industrial user never discharges any untreated concentrated wastewater.
4. Upon a finding that a user meeting the criteria in [subsection] 2, above has no reasonable potential for adversely affecting the POTWs operation or for violating any pretreatment standard or requirement, the city may at any time, on its own initiative or in response to a petition received from an industrial user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.

VV. Slug Load or Slug Discharge. Any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards in Section 13.12.200 of this chapter. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTWs regulations, local limits or permit conditions.

WW. Stormwater. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

XX. Total Suspended Solids or Suspended Solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

YY. Twenty-five Percent Rule. A requirement for grease interceptors to be maintained such that the combined FOG and solids accumulation does not exceed twenty-five percent of the design hydraulic depth of the grease interceptor.

ZZ. User or Industrial User. A source of indirect discharge.

AAA.

Utilities Division/Department Manager. The person designated by the city to supervise the operation of the POTW, and who is charged with certain duties and responsibilities by this chapter. The term also means a duly authorized representative, as designated in writing by the utilities division/department manager.

BBB. Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

CCC. Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

(Ord. No. 642, § 1, 1-26-21)

Article II. - General Sewer Use Requirements

13.12.200 - Prohibited discharge standards.

A. General Prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.

B. Specific Prohibitions. No USER shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:

1. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference but in no case solids greater than one-half inch or one and two-seven hundredths centimeters in any dimension;
2. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
3. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
4. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
5. Trucked or hauled pollutants except at discharge points designated by the utilities division/department manager in accordance with this chapter;
6. Septic tank cleanings or any raw or chemically treated sewage from septic tanks;
7. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;

8. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit;
9. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
10. Stormwater, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the utilities division/department manager;
11. Sludges, screenings, or other residues from the pretreatment of industrial wastes;
12. Medical wastes, except as specifically authorized by the utilities division/department manager in an industrial wastewater discharge permit;
13. Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
14. Detergents, surface-active agents, or other substances which that might cause excessive foaming in the POTW;
15. Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW;
16. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.

C. Narrative and Numerical Limits.

1. Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flashpoint of less than one hundred forty degrees F (sixty degrees C) using the test methods specified in 40 CFR 261.21;
2. Wastewater having a pH less than 5.5 or more than 9.0, or otherwise causing corrosive structural damage to the POTW or equipment;
3. Wastewater having a temperature greater than one hundred fifty degrees F (sixty-six degrees C), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed one hundred four degrees F (forty degrees C);
4. Fats, oils, or greases of animal or vegetable origin in concentrations greater than one hundred mg/L;
5. Total petroleum hydrocarbons in concentrations greater than one hundred mg/L;
6. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent or any single reading over five percent of the lower explosive limit of the meter;

7. Wastewater exceeding the five-day biochemical oxygen demand of three hundred mg/L shall be subject to the requirements of Section 13.12.300 of this chapter;
8. Wastewater exceeding the total suspended solids of three hundred fifty mg/L shall be subject to the requirements of Section 13.12.300 of this chapter;
9. Discharges having an average daily flow greater than two percent of the average daily flow of the city shall be subject to the requirements of Section 13.12.300 of this chapter;
10. Wastewater exceeding the following concentrations:
    a. Ammonia-N, 50 mg/L,
    b. Boron, 8 mg/L,
    c. Copper, 1 mg/L,
    d. 1,4-Dioxane, 0.0013 mg/L,
    e. Mercury, 0.2 mg/L,
    f. N-Nitrosodimethylamine (NDMA), 0.000065 mg/L,
    g. Sodium, 900 mg/L,
    h. Strontium, 1.55 mg/L,
    i. Total dissolved solids (TDS), 8,500 mg/L.

(Ord. No. 642, § 1, 1-26-21)

13.12.210 - National categorical pretreatment standards.

Users must comply with the categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405—471.

A. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the utilities division/department manager shall impose an alternate limit in accordance with 40 CFR 403.6(e) (combined wastestream formula).

(Ord. No. 642, § 1, 1-26-21)

13.12.220 - Best management practices.

The utilities division/department manager may develop BMPs in industrial wastewater discharge permits, to implement the requirements of this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.230 - Reserved.

13.12.240 - City's right of revision.

The city reserves the right to establish, by ordinance, by resolution or in each industrial wastewater discharge permit, more stringent standards or requirements on discharges to the POTW consistent with the purpose of this chapter, when the utilities division/department manager determines that necessary for public safety.

(Ord. No. 642, § 1, 1-26-21)

13.12.250 - Dilution.

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The utilities division/department manager may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

(Ord. No. 642, § 1, 1-26-21)

13.12.260 - Dental amalgam wastes.

No person shall discharge or cause to be discharged, any mercury or amalgam waste into the sewer system. All dental dischargers that place or remove amalgam must operate and maintain an amalgam separator that complies with ANSI/ADA Specifications 108 (2009) with Technical Addendum (2011) or ISO 11143 Dentistry-Amalgam Separators. The dental discharger shall comply with the most recent best management practices for dental amalgam waste as recommended by the American Dental Association, and specified in 40 CFR 441 (Effluent Limitations Guidelines and Standards for the Dental Category) June 14, 2017.

(Ord. No. 642, § 1, 1-26-21)

Article III. - Pretreatment of Wastewater

13.12.300 - Pretreatment facilities.

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical Pretreatment Standards, Local Limits, and the prohibitions set out in Section 13.12.200 of this chapter within the time limitations specified by EPA, the state, or the utilities division/department manager, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and

operating procedures shall be submitted to the utilities division/department manager for review, and shall be acceptable to the utilities division/department manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the city under the provisions of this chapter.

A. The admission into the public sewers of any waters or wastes having characteristics exceeding the narrative limits established in Section 13.12.200 of this chapter shall be subject to the review and approval by the utilities division/department manager.

B. Where necessary in the opinion of the utilities division/department manager, the owner shall provide, at his expense, such preliminary treatment as may be necessary to:

   1. Reduce the biochemical oxygen demand to three hundred mg/L and the suspended solids to three hundred fifty mg/L; or

   2. Reduce objectionable characteristics or constituents to within the maximum limits provided for in Section 13.12.200 of this chapter; or

   3. Control the quantities and rates of discharge of such waters or wastes. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the utilities division/department manager and of the water pollution control board of the state, and no construction of such facilities shall be commenced until said approvals are obtained in writing.

C. Where preliminary treatment facilities are provided for any wastewater, they shall be maintained continuously in satisfactory and effective operation, by the owner at his expense.

(Ord. No. 642, § 1, 1-26-21)

13.12.310 - Additional pretreatment measures.

A. Whenever deemed necessary, the utilities division/department manager may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this chapter.

B. The utilities division/department manager may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. An industrial wastewater discharge permit may be issued solely for flow equalization.

C. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

(Ord. No. 642, § 1, 1-26-21)

13.12.320 - Control utility hole installation.

When required by the utilities division/department manager, the owner of any property served by a building sewer carrying industrial wastes shall install a suitable control utility hole in the building sewer to facilitate observation, sampling and measurements of the wastes. Such utility hole, when required, shall be accessible and safely located, and shall be constructed in accordance with plans approved by the utilities division/department manager. The utility hole shall be installed by the owner at his expense, and shall be maintained by him so as to be safe and accessible at all times.

(Ord. No. 642, § 1, 1-26-21)

13.12.330 - Grease, oil, and sand interceptors.

A. Grease, oil and sand interceptors shall be provided when, in the opinion of the utilities division/department manager, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the utilities division/department manager, and shall be located as to be readily and easily accessible for cleaning and inspection.
B. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature. They shall be of substantial construction, watertight, and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.
C. Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.
D. Wastewater discharge permits may be issued to users of grease, oil, and sand interceptors. Permits shall establish minimum requirements for the design, maintenance and performance of the equipment. Permits may include other information as described in Article VII of this chapter.
E. The discharge of waste to a grease, oil, and sand interceptor is subject to all sections of this chapter.
F. Purchase and installation of the interceptor shall be at the user's expense. No exceptions shall be made to the requirements of this section due to expense, size of the installation or difficulties in locating the interceptor within the site boundary.

(Ord. No. 642, § 1, 1-26-21)

13.12.340 - Accidental discharge/slug discharge control plans.

The utilities division/department manager shall evaluate whether each SIU needs an accidental discharge/slug discharge control plan or other action to control slug discharges. The utilities division/department manager may require any user to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control slug discharges. Alternatively, the utilities division/department manager may develop such a plan for any user. An accidental discharge/slug discharge control plan shall address, at a minimum, the following:

A. Description of discharge practices, including nonroutine batch discharges;

B. Description of stored chemicals;

C. Procedures for immediately notifying the utilities division/department manager of any accidental or slug discharge, as required by Section 13.12.630 of this chapter; and

D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

(Ord. No. 642, § 1, 1-26-21)

Article IV. - Industrial Wastewater Discharge Permits

13.12.400 - Wastewater discharge permit categories.

Industrial wastewater discharge permits shall be issued under the following categories as determined by the utilities division/department manager after review of the permit application as described in section 13.12.440 of this chapter. The utilities division/department manager may determine, upon review of the permit application, that no permit is required for certain small industries and commercial users.

A. General industrial/commercial user permits (Class "G" dischargers). General industrial/commercial user permits may be issued to certain small industries and some commercial users whose industrial discharges do not significantly impact the POTW, degrade wastewater quality or contaminate sludge. Industries that have the potential to discharge a non-domestic or process waste stream, but at the present time discharge only sanitary waste, may also be included in this group.

B. Significant industrial user (SIU) permits (Class "S" dischargers). SIU permits shall be issued to those industries which are determined by the utilities division/department manager to be significant industrial users (SIUs) as defined in subsection 13.12.130(UU) of this chapter. The

utilities division/department manager may require other users to obtain an SIU permit as necessary to carry out the purposes of this chapter.

C. Food facility (FF) permits (Class "F" dischargers). All food facilities will be classified as Class "F" dischargers.

(Ord. No. 642, § 1, 1-26-21)

13.12.410 - Industrial wastewater discharge permit requirement.

A. No significant industrial user shall discharge wastewater into the POTW without first obtaining an industrial wastewater discharge permit from the utilities division/department manager, except that a significant industrial user that has filed a timely application pursuant to section of this chapter may continue to discharge for the time period specified therein.

B. The utilities division/department manager may require other users to obtain industrial wastewater discharge permits as necessary to carry out the purposes of this chapter.

C. Obtaining an industrial wastewater discharge permit does not relieve a permittee of its obligation to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.

(Ord. No. 642, § 1, 1-26-21)

13.12.420 - Industrial wastewater discharge permitting—Existing connections.

Any user required to obtain an industrial wastewater discharge permit who was discharging wastewater into the POTW prior to February 25, 2021 and who wishes to continue such discharges in the future, shall, within sixty days after February 25, 2021, apply to the utilities division/department manager for an industrial wastewater discharge permit in accordance with Section 13.12.440 of this chapter, and shall not cause or allow discharges to the POTW to continue after one hundred eighty days after February 25, 2021, except in accordance with an industrial wastewater discharge permit issued by the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.430 - Industrial wastewater discharge permitting—New connections.

Any user required to obtain an industrial wastewater discharge permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this industrial wastewater discharge permit, in accordance with Section 13.12.440 of this chapter, must be filed at least sixty days prior to the date upon which any discharge will begin or recommence.

(Ord. No. 642, § 1, 1-26-21)

13.12.440 - Industrial wastewater discharge permit application contents.

A. All users required to obtain an industrial wastewater discharge permit must submit a permit application. The utilities division/department manager may require users to submit all or some of the following information as part of a permit application:

1. Identifying Information.
    a. The name and address of the facility, including the name of the operator and owner.
    b. Contact information, description of activities, facilities, and plant production processes on the premises.
2. Environmental Permits. A list of any environmental control permits held by or for the facility.
3. Description of Operations.
    a. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
    b. Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW.
    c. Number and type of employees, hours of operation, and proposed or actual hours of operation.
    d. Type and amount of raw materials processed (average and maximum per day).
    e. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
4. Time and duration of discharges.
5. The location for monitoring all wastes covered by the permit.
6. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in subsection 13.12.210(A) of this chapter.
7. Measurement of Pollutants.
    a. The categorical pretreatment standards applicable to each regulated process and any new categorically regulated processes for existing sources.
    b.

The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the utilities division/department manager, of regulated pollutants in the discharge from each regulated process.

c. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported.

d. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.12.670 of this chapter. Where the standard requires compliance with any BMPs or pollution prevention alternative, the user shall submit documentation as required by the utilities division/department manager or the applicable standards to determine compliance with the standard.

e. Sampling must be performed in accordance with procedures set out in Section 13.12.680 of this chapter.

8. Any other information as may be deemed necessary by the utilities division/department manager to evaluate the permit application.

B. Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.

(Ord. No. 642, § 1, 1-26-21)

13.12.450 - Application signatories and certifications.

A. All wastewater discharge permit applications, user reports and certification statements must be signed by an authorized representative of the user and contain the certification statement in subsection 13.12.695(A) of this chapter.

B. If the designation of an authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the company, a new written authorization satisfying the requirements of this section must be submitted to the utilities division/department manager prior to or together with any reports to be signed by an authorized representative.

C. A facility determined to be a non-significant categorical industrial user by the utilities division/department manager pursuant to subsection 13.12.130(UU)(3) of this chapter must annually submit the signed certification statement in subsection 13.12.695(B) of this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.460 - Industrial wastewater discharge permit decisions.

The utilities division/department manager will evaluate the data furnished by the user and may require additional information. Within sixty days of receipt of a complete permit application, the utilities division/department manager will determine whether to issue an industrial wastewater discharge permit.

The utilities division/department manager may deny any application for an industrial wastewater discharge permit.

(Ord. No. 642, § 1, 1-26-21)

Article V. - Industrial Wastewater Discharge Permit Issuance

13.12.500 - Industrial wastewater discharge permit duration.

An industrial wastewater discharge permit shall be issued for a specified time period, not to exceed five years from the effective date of the permit. An industrial wastewater discharge permit may be issued for a period less than five years, at the discretion of the utilities division/department manager. Each industrial wastewater discharge permit will indicate a specific date upon which it will expire.

(Ord. No. 642, § 1, 1-26-21)

13.12.510 - Industrial wastewater discharge permit contents.

An industrial wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the utilities division/department manager to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW and any drinking water supplies produced by WRF.

A. Industrial wastewater discharge permits must contain:
    1. A statement that indicates the wastewater discharge permit issuance date, expiration date and effective date.
    2. A statement that the wastewater discharge permit is nontransferable without prior notification to the city in accordance with Section 13.12.540 of this chapter, and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.
    3. Effluent limits, including best management practices, based on applicable pretreatment standards.
    4. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law.
    5.

A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

6. Requirements to control slug discharge, if determined by the utilities division/department manager to be necessary.

B. Industrial wastewater discharge permits may contain, but need not be limited to, the following conditions:

1. Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
2. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
3. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
4. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
5. Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
6. A statement that compliance with the industrial wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the industrial wastewater discharge permit; and
7. Other conditions as deemed appropriate by the utilities division/department manager to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

(Ord. No. 642, § 1, 1-26-21)

13.12.520 - Permit issuance and appeals process.

A. The user may petition the utilities division/department manager to reconsider the terms of an industrial wastewater discharge permit within fifteen working days of notice of its issuance.

1. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
2. In its petition, the appealing party must indicate the industrial wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the industrial wastewater discharge permit.

3. The effectiveness of the industrial wastewater discharge permit shall not be stayed pending the appeal.
4. If the utilities division/department manager fails to act within sixty days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider an industrial wastewater discharge permit, not to issue an industrial wastewater discharge permit, or not to modify an industrial wastewater discharge permit shall be considered final administrative actions for purposes of judicial review.
5. Aggrieved parties seeking judicial review of the final administrative industrial wastewater discharge permit decision must do so by filing a complaint with the Superior Court of San Luis Obispo County.

(Ord. No. 642, § 1, 1-26-21)

13.12.530 - Permit modification.

A. The utilities division/department manager may modify an industrial wastewater discharge permit for good cause, including, but not limited to, the following reasons:
   1. To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
   2. To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of the industrial wastewater discharge permit issuance;
   3. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
   4. Information indicating that the permitted discharge poses a threat to the city's POTW, city personnel, or the receiving waters;
   5. Violation of any terms or conditions of the industrial wastewater discharge permit;
   6. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
   7. To correct typographical or other errors in the industrial wastewater discharge permit; or
   8. To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Section 13.12.540 of this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.540 - Industrial wastewater discharge permit transfer.

Industrial wastewater discharge permits may be transferred to a new owner or operator only if the permittee gives at least sixty days' advance notice to the utilities division/department manager and the utilities division/department manager approves the industrial wastewater discharge permit transfer. The notice to the utilities division/department manager must include a written certification by the new owner or operator which:

A. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;

B. Identifies the specific date on which the transfer is to occur; and

C. Acknowledges full responsibility for complying with the existing industrial wastewater discharge permit.

Failure to provide advance notice of a transfer renders the industrial wastewater discharge permit void as of the date of facility transfer.

(Ord. No. 642, § 1, 1-26-21)

13.12.550 - Industrial wastewater discharge permit revocation or suspension.

The utilities division/department manager may revoke or suspend an industrial wastewater discharge permit for good cause, including, but not limited to, the following reasons:

A. Failure to notify the utilities division/department manager of significant changes to the wastewater prior to the changed discharge;

B. Failure to provide prior notification to the utilities division/department manager of changed conditions pursuant to [Section] 13.12.620 of this chapter;

C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;

D. Falsifying self-monitoring reports and certification statements;

E. Tampering with monitoring equipment;

F. Refusing to allow the utilities division/department manager timely access to the facility premises and records;

G. Failure to meet effluent limitations;

H. Failure to pay fines;

I. Failure to pay sewer charges;

J. Failure to meet compliance schedules;

K. Failure to complete a wastewater survey or the wastewater discharge permit application;

L.

Failure to provide advance notice of the transfer of business ownership of a permitted facility; or

M. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.

Industrial wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All industrial wastewater discharge permits issued to a user are void upon the issuance of a new industrial wastewater discharge permit to that user.

(Ord. No. 642, § 1, 1-26-21)

13.12.560 - Industrial wastewater discharge permit reissuance.

A user with an expiring industrial wastewater discharge permit shall apply for industrial wastewater discharge permit reissuance by submitting a complete permit application, in accordance with [Section] 13.12.210 of this chapter, a minimum of thirty days prior to the expiration of the user's existing industrial wastewater discharge permit.

(Ord. No. 642, § 1, 1-26-21)

Article VI. - Reporting Requirements

13.12.600 - Reporting requirements for industrial users subject to categorical pretreatment standards.

A. Baseline Monitoring Reports.

1. Within either one hundred eighty days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, categorical industrial users scheduled to discharge to the POTW shall submit to the utilities division/department manager a report which contains the information listed in subsection 2, below. At least ninety days prior to commencement of their discharge, new sources, and sources that become categorical industrial users subsequent to the promulgation of an applicable categorical standard, shall submit to the utilities division/department manager a report which contains the information listed in subsection 2, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
2. Users described above shall submit the information set forth below:
   a. All information required in subsections 13.12.440(A)(1)(a), (A)(2), (A)(3)(a), and (A)(6) of this chapter.
   b. Measurement of pollutants.

i. The user shall provide the information required in subsection 13.12.440(A)(7)(a) through (d) of this chapter.

ii. The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this subsection.

iii. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to valuate compliance with the pretreatment standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the control authority;

iv. Sampling and analysis shall be performed in accordance with Section 13.12.670 of this chapter;

v. The utilities division/department manager may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;

vi. The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.

c. Compliance Certification. A statement, reviewed by the user's authorized representative as defined in subsection 13.12.130(C) of this chapter and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.

d. Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in subsection 13.12.600(B) of this chapter.

e. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with subsection 13.12.695(A) of this chapter and signed by an authorized representative as defined in subsection 13.12.130(C) of this chapter.

B. Compliance Schedule Progress Reports. The following conditions shall apply to the compliance schedule required by subsection 13.12.600(A)(2)(d) of this chapter:

1. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
2. No increment referred to above shall exceed nine months;
3. The user shall submit a progress report to the utilities division/department manager no later than fourteen days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
4. In no event shall more than nine months elapse between such progress reports to the utilities division/department manager.

C. Reports on Compliance with Categorical Pretreatment Standard Deadline. Within ninety days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the utilities division/department manager a report containing the information described in subsections 13.12.440(A)(6) and (A)(7) and 13.12.600(A)(2)(b) of this chapter. For users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with subsection 13.12.695(A) of this chapter. All sampling will be done in conformance with Section 13.12.680 of this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.610 - Periodic compliance reports for significant industrial users.

A. All significant industrial users (categorical or noncategorical) must, at a frequency determined by the utilities division/department manager submit no less than twice per year (June and December [or on dates specified]) reports indicating the nature, concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the pretreatment standard requires compliance with all BMPs or pollution prevention alternative, the user must submit documentation required by the utilities division/department manager or the pretreatment standard necessary to determine the compliance status of the user.

B.

All periodic compliance reports must be signed and certified in accordance with subsection 13.12.695(A) of this chapter.

C. All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.

D. If a user subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the utilities division/department manager, using the procedures prescribed in Section 13.12.680 of this chapter, the results of this monitoring shall be included in the report.

(Ord. No. 642, § 1, 1-26-21)

13.12.620 - Reports of changed conditions.

Each user must notify the utilities division/department manager of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least sixty days before the change.

A. The utilities division/department manager may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 13.12.440 of this chapter.

B. The utilities division/department manager may issue an industrial wastewater discharge permit under Section 13.12.560 of this chapter or modify an existing wastewater discharge permit under Sections 13.12.520 and 13.12.530 of this chapter in response to changed conditions or anticipated changed conditions.

(Ord. No. 642, § 1, 1-26-21)

13.12.630 - Reports of potential problems.

A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW, the user shall immediately telephone and notify the utilities division/department manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.

B. Within five days following such discharge, the user shall, unless waived by the utilities division/department manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such

notification shall not relieve the user of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the user of any fines, penalties, or other liability which may be imposed pursuant to this chapter.

C. A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in subsection A, above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

D. Significant industrial users are required to notify the utilities division/department manager immediately of any changes at its facility affecting the potential for a slug discharge.

(Ord. No. 642, § 1, 1-26-21)

13.12.640 - Reports from unpermitted users, general industrial/commercial users, or food facilities.

All users not required to obtain an industrial wastewater discharge permit, or those operating under general discharge permits or food facility permits described in subsections 13.12.400(A) and (C), respectively, shall provide appropriate reports to the utilities division/department manager as the utilities division/department manager may require.

(Ord. No. 642, § 1, 1-26-21)

13.12.650 - Notice of violation/repeat sampling and reporting.

If sampling performed by a user indicates a violation, then the user must notify the utilities division/department manager within twenty-four hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the utilities division/department manager within thirty days after becoming aware of the violation. Resampling by the industrial user is not required if the city performs sampling at the user's facility at least once a month, or if the city performs sampling at the user between the time when the initial sampling was conducted and the time when the user or the city receives the results of this sampling, or if the city has performed the sampling and analysis in lieu of the industrial user.

(Ord. No. 642, § 1, 1-26-21)

13.12.660 - Notification of the discharge of hazardous waste.

A. Any user who commences the discharge of hazardous waste shall notify the POTW, the EPA Regional Waste Management Division Director, and state hazardous waste authorities, in writing, of any discharge into the POTW of a substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the

hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the user discharges more than one hundred kilograms of such waste per calendar month to the POTW, then the notification also shall contain the following information to the extent such information is known and readily available to the user: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. All notifications must take place no later than one hundred eighty days after the discharge commences. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under [Section] 13.12.620 of this chapter. The notification requirement in this section does not apply to pollutants already reported by users subject to categorical pretreatment standards under the self-monitoring requirements of subsections 13.12.600(A) and (C) and [Section] 13.12.610 of this chapter.

B. Dischargers are exempt from the requirements of subsection A, above, during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than fifteen kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification.

C. Subsequent consecutive periods of thirty days during which the user discharges more than such quantities of any hazardous waste do not require additional notification.

D. In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the user must notify the utilities division/department manager, the EPA Regional Waste Management Waste Division Director, and state hazardous waste authorities of the discharge of such substance within ninety days after the effective date of such regulations.

E. In the case of any notification made under this section, the user shall certify it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

F. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this chapter, a permit issued thereunder, or any applicable federal or state law.

(Ord. No. 642, § 1, 1-26-21)

13.12.670 - Analytical requirements.

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, then sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the utilities division/department manager or other parties approved by [the] EPA.

(Ord. No. 642, § 1, 1-26-21)

13.12.680 - Sample collection.

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

A. Except as indicated in subsection B and C, below, the user must collect wastewater samples sing twenty-four-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the utilities division/department manager. Where time-proportional composite sampling or grab sampling is authorized by the city, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a twenty-four-hour period may be composited prior to the analysis as follows: For cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the city, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits.
B. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
C. For sampling required in support of baseline monitoring and ninety-day compliance reports required in subsections 13.12.600(A) and (C) of this chapter, a minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the utilities division/department manager may

authorize a lower minimum. For the reports required by Section 13.12.610 of this chapter, the industrial user is required to collect the number of grab samples necessary to assess and assure compliance by with applicable pretreatment standards and requirements.

(Ord. No. 642, § 1, 1-26-21)

13.12.685 - Date of receipt of reports.

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

(Ord. No. 642, § 1, 1-26-21)

13.12.690 - Recordkeeping.

Users subject to the reporting requirements of this chapter shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this chapter, any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements, and documentation associated with best management practices established under Section 13.12.220 of this chapter. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the city, or where the user has been specifically notified of a longer retention period by the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.695 - Certification statements.

A. Certification of Permit Applications, User Reports and Initial Monitoring Waiver. The following certification statement is required to be signed and submitted by users submitting permit applications in accordance with Section 13.12.220 of this chapter; users submitting baseline monitoring reports under subsection 13.12.600(A)(2)(e) of this chapter, users submitting reports on compliance with the categorical pretreatment standard deadlines under subsection 13.12.600(C) of this chapter; and users submitting periodic compliance reports required by subsections 13.12.610(A) and (B) of this chapter. The following certification statement must be signed by an authorized representative as defined in subsection 13.12.130(C) of this chapter:

I certify, under penalty of law, this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

B. Annual Certification for Non-Significant Categorical Industrial Users. A facility determined to be a non-significant categorical industrial user by the utilities division/department manager pursuant to subsections 13.12.130(UU)(3) and 13.12.440(C) of this chapter, must annually submit the following certification statement signed in accordance with the signatory requirements in subsection 13.12.130(C) of this chapter. This certification must accompany an alternative report required by the utilities division/department manager:

Based on my inquiry of the person or persons directly responsible for managing compliance with the categorical Pretreatment Standards under 40 CFR ___, I certify, to the best of my knowledge and belief that during the period from _____, _____to _____, _____ [months, days, year]:

(a) The facility described as _____[facility name] met the definition of a Non-Significant Categorical Industrial User as described in 13.12.130.UU.3 of the Morro Bay Municipal Code;

(b) The facility complied with all applicable Pretreatment Standards and requirements during this reporting period; and

(c) The facility never discharged more than 100 gallons of total categorical wastewater on any given day during this reporting period.

This compliance certification is based on the following information.

_____

_____

(Ord. No. 642, § 1, 1-26-21)

Article VII. - Fats, Oils, and Grease (FOG) Control Program

13.12.700 - Title.

This article shall be referred to as the "City of Morro Bay FOG Control Program" or "FOG Control Program."

(Ord. No. 642, § 1, 1-26-21)

13.12.710 - Purpose of the FOG ordinance.

The purpose of the FOG control program ordinance is to reduce sanitary sewer overflows (SSOs) and blockages, and to protect public health and the environment by minimizing public exposure to unsanitary conditions. By controlling the discharge of fats, oils, and grease to the wastewater collection system, excessive buildup in sewer lines can be lessened, thereby increasing the system's operating efficiency and reducing the number of sewer line blockages and overflows.

(Ord. No. 642, § 1, 1-26-21)

13.12.720 - General FOG discharge prohibitions.

No FF shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer lateral, which connects the FF to the sewer system.

(Ord. No. 642, § 1, 1-26-21)

13.12.730 - Specific FOG prohibitions.

The following specific prohibitions shall apply to all FF:

A. Discharge of any FOG-containing wastewater that is not connected to a grease removal device is prohibited.
B. Non-grease laden sources such as, but not limited to, hand-wash sinks, toilets, urinals, and stormwater, shall not be connected to a grease removal device.
C. No dishwasher shall be connected to a grease trap.
D. Discharge of wastewater with temperatures in excess of one hundred forty degrees F (sixty degrees C) into any grease trap is prohibited.
E. Direct disposal of any waste cooking oil into any drain or cleanout that is connected to the sewer system is prohibited.
F. Introduction of any additive into a grease removal device or directly into the sewer system for the purpose of emulsifying FOG, biologically/chemically treating FOG for grease remediation, or as a supplement to any grease removal device maintenance is prohibited, unless specifically authorized in writing by the utilities division/department manager.
G. Discharge of any waste which has been removed from a grease removal device into the sewer system is prohibited.

(Ord. No. 642, § 1, 1-26-21)

13.12.740 - FOG wastewater discharge permit required.

All FFs shall obtain a FOG wastewater discharge permit. Nothing in the permit is intended to relieve the FF of any local, state, or federal regulation. Any denial of a permit may be appealed under Section 13.12.520 of this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.745 - FOG permit application requirements.

FOG wastewater discharge permit applications shall include the following information:

A. Name, address, telephone number, description of the FF and service activities.
B. Name of any and all principals/owners of the FF.
C. Name and address of property owner or lessor and the property manager where the FF is located.
D. Specifications of all grease removal devices.
E. Operational statement of FF.
F. Any other information as may be specified in the application form.

(Ord. No. 642, § 1, 1-26-21)

13.12.750 - FOG wastewater discharge permit conditions.

A. FOG wastewater discharge permits must contain the following:
    1. A statement that indicates the wastewater discharge permit duration.
    2. A statement that the wastewater discharge permit is nontransferable.
    3. A statement of applicable civil and criminal penalties for violation of permit and FOG ordinance.
B. FOG wastewater discharge permits may contain the following conditions or limits if found necessary to meet the intent of the FOG control program ordinance by the utilities division/department manager:
    1. Limits on discharge of FOG and other pollutants.
    2. Requirements to install, operate, and maintain adequate pretreatment devices including grease removal devices.
    3. Requirements for proper operation and maintenance of all pretreatment devices.
    4. Grease removal device maintenance frequency and schedule.

5. Requirements for implementing, maintaining, and reporting on the status of BMPs.
6. Requirements for maintaining and submitting logs and records, including waste hauling records and manifests and to have such records available for inspection.
7. Requirements to self-monitor.
8. Additional requirements as may be determined to be reasonably appropriate by the utilities division/department manager or as specified by other regulatory agencies to protect the collection system.
9. Other terms and conditions, which may be reasonably applicable to ensure compliance with the FOG control program.

(Ord. No. 642, § 1, 1-26-21)

13.12.755 - FOG wastewater discharge permit modifications.

FOG wastewater discharge permit modifications are subject to Section 13.12.530 of this chapter consistent with the terms, requirements, and policies in this section.

(Ord. No. 642, § 1, 1-26-21)

13.12.760 - FOG best management practices.

All FFs shall implement BMPs in an effort to minimize the discharge of FOG to the sewer system, including, but not limited to, the following, as applicable:

A. Installation of Drain Screens. Drain screens shall be installed on all drainage pipes in food preparation areas.
B. Disposal of Waste Cooking Oil and Grease. FFs shall dispose of waste cooking oil in accordance with state and local law.
C. Segregation and Collection of Waste Cooking Oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to insure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil in accordance with applicable state and local law.
D. Disposal of Food Waste. All food waste should be disposed of directly into the trash or garbage in accordance with applicable state and local law and not into sinks and shall be disposed of in a manner that will ensure against leakage in the trash container or anywhere else.
E. Employee Training. Employees of each FF shall be trained by ownership/management periodically as specified in the FOG wastewater discharge permit on the following subjects:
    1.

Dry-wiping pots, pans, dishware and work areas before washing to remove grease.

2. Properly disposing food waste and solids in plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
3. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
4. Properly disposing grease or oils from cooking equipment into a proper grease receptacle without spilling.
5. Training shall be documented along with employee signatures. Training records shall be available for review at any time by authorized representatives of the city.

F. Maintenance of Mechanical Exhaust Ventilation Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning exhaust filters shall be disposed of properly.

G. Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

(Ord. No. 642, § 1, 1-26-21)

13.12.765 - FOG pretreatment required for new and existing FFs.

Each owner of a FF is required to install, operate, and maintain an approved type and adequately sized grease interceptor necessary to maintain compliance with the objectives of this section, subject only to the variance and waiver provisions and other exceptions of this section. The grease interceptor shall be adequate to separate and remove FOG contained in wastewater discharges from FFs prior to discharge to the sewer system. Fixtures, equipment, and drain lines located in the food preparation and cleanup areas of FFs that are sources of FOG discharges shall be connected to the grease interceptor.

A. New FFs, those that are not existing on February 25, 2021 shall include grease interceptors prior to commencing discharges of wastewater to the sewer system.

B. Each FFs existing as of February 25, 2021 shall include grease interceptors in any of the following circumstances:

1. When the FF changes ownership;
2. When any change in operation results in or has the potential to result in the increase of the amount of FOG generated and/or discharged by FF in an amount that alone or collectively causes or creates a potential SSO to occur;
3. When it is determined by the utilities division/department manager the FF caused or contributed to grease-related blockages in the sewer system, has sewer laterals connected to hot spots, or has been determined to contribute significant FOG to the sewer system, based on inspection and sampling;

4. During a remodel;
5. Any other time the utilities division/department manager reasonably determines that installation of a grease interceptor is necessary to avoid an adverse impact to the sewer system.

C. Any owner of an FF existing on February 25, 2021 that receives a notice from the utilities division/department manager to install a grease interceptor must install the interceptor within ninety days, unless a shorter or longer period is reasonably required by the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.770 - Variance of grease interceptor requirement.

Notwithstanding any other provision in this section, an owner of an FF existing on February 25, 2021 may obtain a variance, at the utilities division/department manager's discretion, from the grease interceptor requirement to allow alternative pretreatment technology that is equally effective in controlling the FOG discharge in lieu of a grease interceptor.

(Ord. No. 642, § 1, 1-26-21)

13.12.775 - Cost recovery for FOG.

All costs incurred for cleaning the sewer line to remove FOG buildup caused or contributed to by an FF shall be reimbursed to the city by the owner of the FF. Factors for determining responsible parties for cost recovery charges, include FFs that are discharging into the affected sewer line, the presence of grease removal devices or alternative pretreatment in the FF, proper maintenance of grease removal devices by the owner or operator of the FF, implementation of BMPs, and any waivers or variances granted.

(Ord. No. 642, § 1, 1-26-21)

13.12.780 - Grease interceptor requirements.

The owner of any FF that is required to include FOG pretreatment shall install operate and maintain an approved type and properly sized grease interceptor, or other grease removal device authorized under an approved variance, necessary to maintain compliance with the purpose of the FOG control program ordinance.

A. Approved grease interceptor sizing and installation shall conform to the latest approved edition of the California Uniform Plumbing Code.
B. Grease interceptors shall be constructed in accordance with the design approved by the utilities division/department manager and shall have a minimum of two compartments with fittings designed for grease retention.

C. Grease interceptors shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning and removal of accumulated grease.

1. Grease interceptors may not be installed in any part of the building where food is handled.
2. If a location is not available on the property of the FF, a street encroachment permit may be requested to authorize installation of a grease interceptor in a public access area such as the street or sidewalk area.
3. There will be no obstruction from landscaping or parked vehicles, with the exception of parked vehicles in a public access area as granted through a street encroachment permit.

D. Access utility holes, with a minimum diameter of twenty-four inches, shall be provided over each grease interceptor chamber and sanitary tee. The utility holes shall also have readily removable covers to facilitate inspection, grease removal and wastewater sampling activities.

E. The original design of the grease interceptor shall not be modified unless the manufacturer recommends the modification in writing.

1. Any modification will be at the FFs expense.
2. The city is not liable for any non-compliance as a result of any modification.

F. The utilities division/department manager may require other pretreatment measures or modifications to improve the effectiveness of the grease interceptor.

G. Connections to the grease interceptor shall be approved by the utilities division/department manager, and the utilities division/department manager may require connections to be removed.

(Ord. No. 642, § 1, 1-26-21)

13.12.785 - Grease interceptor maintenance requirements.

Grease interceptors shall be maintained in efficient operating condition by periodic complete removal of all contents of the devices including wastewater, accumulated FOG, floating materials, sludge and solids.

A. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right-of-way during maintenance activities.

B. When any FF is located in an area that is considered to be a hot spot, the owner will be required to submit data and information necessary to establish a maintenance frequency for their grease interceptor.

C. The maintenance frequency for all FFs with a grease interceptor shall be determined in one of the following methods:

1.

Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed the Twenty-five Percent Rule. Regardless, the interval between cleaning shall not exceed six months.

2. If the grease interceptor contains, at any time, FOG and solids accumulation that exceeds the Twenty-five Percent Rule, the FF shall be required to have the grease interceptor serviced immediately so that all FOG, sludge and other materials are completely removed from the interceptor. If necessary, the FF may be required to increase the maintenance frequency of the grease interceptor from its current frequency.

D. Wastewater, accumulated FOG, floating materials, sludge, solids, and other materials removed from the grease interceptor shall be disposed offsite properly by licensed waste haulers or recyclers in accordance with federal, state, and/or local regulations.

(Ord. No. 642, § 1, 1-26-21)

13.12.790 - Grease trap requirements.

Grease traps may be authorized by the utilities division/department manager through a variance under Section 13.12.530 of this chapter with the following conditions:

A. Grease traps shall be installed in waste lines leading from drains, sinks and other fixtures or equipment where grease may be introduced into the sewer system in quantities that can cause blockage.

B. Grease traps shall be properly sized and installed in accordance with the latest approved edition of the California Uniform Plumbing Code.

C. The original design of the grease trap shall not be modified unless the manufacturer recommends the modification in writing.

1. Any modification will be at the FF's expense.
2. The city is not liable for any non-compliance as a result of any modification.

D. Grease traps shall be maintained in efficient operating conditions by removing accumulated grease. The interval between cleaning will be established by the utilities division/department manager, but shall not exceed two weeks. Baffles shall be removed and cleaned during the maintenance process, when applicable.

E. Grease traps shall be kept free of all food residues and any FOG waste removed during the cleaning and scraping process.

F. Grease traps shall be inspected periodically to check for leaking seams and pipes and for effective operation of the baffles and flow regulating devices.

G. Grease traps and their baffles shall be maintained free of all caked on FOG and waste.

H.

Dishwashers and food waste disposal units shall not be connected to or discharged into any grease trap.

I. The temperature of any water entering a grease trap shall not exceed one hundred forty degrees F (sixty degrees C).

J. All wastes shall be properly disposed of in accordance with applicable local and state laws.

(Ord. No. 642, § 1, 1-26-21)

13.12.795 - FOG record keeping requirements.

Each owner of an FF shall keep all records, including manifests, receipts and invoices of all cleaning and maintenance of grease removal devices. All records shall be made available to authorized representatives of the city upon request. In addition to the above mentioned documents, records include logbooks of maintenance activity, BMPs and employee training, sampling data, spill reports, line cleaning reports, and any other information deemed appropriate by the utilities division/department manager to ensure compliance with the FOG control program and this section.

(Ord. No. 642, § 1, 1-26-21)

Article VIII. - Compliance Monitoring

13.12.800 - Right of entry—Inspection and sampling.

The utilities division/department manager shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this chapter and any industrial wastewater discharge permit or order issued hereunder. Users shall allow the utilities division/department manager ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

A. Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the utilities division/department manager shall be permitted to enter without delay for the purposes of performing specific responsibilities.

B. The utilities division/department manager shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

C. The utilities division/department manager may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the user at its own

expense. All devices used to measure wastewater flow and quality shall be calibrated at a frequency established by the utilities division/department manager, but no less than the frequency recommended by the manufacturer.

D. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the utilities division/department manager and shall not be replaced. The costs of clearing such access shall be borne by the user.

E. Unreasonable delays in allowing the utilities division/department manager access to the user's premises shall be a violation of this chapter.

(Ord. No. 642, § 1, 1-26-21)

Article IX. - Confidential Information

13.12.900 - Confidential information.

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, industrial wastewater discharge permits, and monitoring programs, and from the utilities division/department manager's inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the utilities division/department manager, the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report such information should be held confidential, unless otherwise required by court order or applicable state law, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data, as defined at 40 CFR 2.302 shall not be recognized as confidential information and shall be available to the public without restriction.

(Ord. No. 642, § 1, 1-26-21)

Article X. - Remedies for Noncompliance

13.12.1000 - Violation.

A. Unless otherwise specified in this chapter, any violation of any provision of this chapter or any permit or order issued hereunder shall be punishable pursuant to Sections 1.16.010 and 1.16.020 of this code.

B. A violation of any permit or order issued pursuant to this chapter shall be deemed a violation of this code.

C. Each day, or part thereof, a violation continues shall be regarded as a new and separate offense.

(Ord. No. 642, § 1, 1-26-21)

13.12.1015 - Notification of violation.

If the utilities division/department manager finds a user has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, then the utilities division/department manager may serve upon that user a written notice of violation. Within ten days after the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the utilities division/department manager. Submission of such a plan in no way relieves the user of liability for any violations occurring before or after receipt of the notice of violation. Nothing in this section shall limit the authority of the utilities division/department manager to take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

(Ord. No. 642, § 1, 1-26-21)

13.12.1020 - Consent orders.

The utilities division/department manager may enter into a consent orders, an assurances of compliance, or any other similar document establishing an agreement with any user responsible for noncompliance. Such document shall include specific action to be taken by the user to correct the noncompliance within a time period specified by the document and all penalties, fines and other costs to be paid by the user. Such documents shall have the same force and effect as the administrative orders issued pursuant to Section 13.12.1030 or 13.12.1035 of this chapter and shall be judicially enforceable.

(Ord. No. 642, § 1, 1-26-21)

13.12.1025 - Show cause hearing.

The utilities division/department manager may order a user, which has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, to appear before the utilities division/department manager

and show cause why the proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request the user show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least fifteen days prior to the hearing. Such notice may be served on any authorized representative of the user, as designated pursuant subsection 13.12.460(A) of this chapter. A show cause hearing shall not be a bar against, or prerequisite for, taking any action against the user pursuant to this chapter or any federal, state or local law, rule or regulation.

(Ord. No. 642, § 1, 1-26-21)

13.12.1030 - Compliance orders.

If the utilities division/department manager finds a user has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, then the utilities division/department manager may issue an order to the user responsible for the discharge directing the user comply within a specified time. If the user does not come into compliance within the time provided, then sewer service may be discontinued, unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 642, § 1, 1-26-21)

13.12.1035 - Cease and desist orders.

If the utilities division/department manager finds: (i) a user has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, or (ii) the user's past violations are likely to recur, then the utilities division/department manager may issue an order to the user directing it to cease and desist all such violations and directing the user to:

A. Immediately comply with all requirements; and

B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

(Ord. No. 642, § 1, 1-26-21)

13.12.1040 - Administrative citations and fines.

Notwithstanding Chapter 1.03 of this code and in addition to the process described therein, the following provisions shall apply to any violation of this chapter:

A. If the utilities division/department manager finds a user has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, then the utilities division/department manager may fine such user in an amount not to exceed those established in the table below:

Number of Offense(s) in One-Year Period	Amount of Administrative Penalty
First	$1,500.00
Second	2,500.00
Third and subsequent	3,500.00

Such fines shall be assessed on a per-violation, per-day, or portion thereof, basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day, or portion thereof, during the period of violation.

B. Unpaid charges, fines, and penalties shall, after thirty calendar days, be assessed an additional penalty of ten percent of the unpaid balance, and interest shall accrue thereafter at a rate of one percent per month. A lien against the user's real property may be sought for unpaid charges, fines, and penalties.

(Ord. No. 642, § 1, 1-26-21)

13.12.1045 - Emergency suspensions.

The utilities division/department manager may immediately suspend a user's discharge, after informal notice to the user, whenever, as reasonably determined by the utilities division/department manager, such suspension is necessary to stop an actual or threatened discharge, or cause an imminent or substantial endangerment to the health or welfare of persons. The utilities division/department manager may also immediately suspend a user's discharge, after notice and opportunity to respond, that, as reasonably determined by the utilities division/department manager, threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

A. Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the utilities division/department manager may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The utilities division/department manager may allow the user to recommence its discharge when the user has demonstrated to the reasonable satisfaction of the utilities division/department manager the period of endangerment has passed, unless the termination proceedings in Section 13.12.1050 of this chapter are initiated against the user.

B. A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit, to the utilities division/department manager, at least five working days prior to the date of any show cause or termination hearing under Section 13.12.1025 or 13.12.1050 of this chapter, a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

(Ord. No. 642, § 1, 1-26-21)

13.12.1050 - Termination of discharge.

In addition to the provisions in Section 13.12.550 of this chapter, any user who violates the following conditions is subject to discharge termination:

A. Violation of industrial wastewater discharge permit conditions;

B. Failure to accurately report the wastewater constituents and characteristics of its discharge;

C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;

D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or

E. Violation of the pretreatment standards set forth in subsection 13.12.130(OO) of this chapter.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under [Section] 13.12.1025 of this chapter why the proposed action should not be taken. Exercise of this option by the utilities division/department manager shall not be a bar to, or a prerequisite for, taking any other action against the user.

(Ord. No. 642, § 1, 1-26-21)

13.12.1060 - Injunctive relief.

If the utilities division/department manager finds a user has violated, or continues to violate, any provision of this chapter, an industrial wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, then the utilities division/department manager may petition, through the city's attorney, with the city council's consent and in the name of the city, the Superior Court of the County of San Luis Obispo for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the industrial wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the user. The utilities division/department manager may, with the city council's consent, also seek such other action as is appropriate for legal and equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

(Ord. No. 642, § 1, 1-26-21)

13.12.1070 - Remedies nonexclusive.

Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the utilities division/department manager may take other action against any user when the circumstances warrant. Further, the utilities division/department manager is empowered to take more than one enforcement action against any noncompliant user.

(Ord. No. 642, § 1, 1-26-21)

13.12.1080 - Right to terminate water service.

If any user of the city sewer system fails to meet the requirements set forth in this chapter, then the utilities division/department manager shall have the authority to terminate water service or use alternate actions to protect the sewer system, including the wastewater treatment facilities, employees and surrounding environment from hazardous discharges, upon forty-eight hours' written notice, unless imminent public safety requires more immediate action, as reasonably determined by the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.1090 - Liability for damages for violation.

Any person violating a provision of this chapter or permit issued hereunder shall be liable for all injuries, deaths, real or personal property damage and expenses incurred, including but not limited to, city staff time, including administrative overhead, reasonable attorney's fees and court costs, and fines levied on the city by any regulatory agency arising from any and all actions taken by the city, any other governmental entity or that person related to the correction of such violation.

(Ord. No. 642, § 1, 1-26-21)

Article XI. - Construction Requirements, Permits, and Fees

13.12.1100 - Connection permit for annexed territory.

Before a permit shall be issued for a sewer connection in any area now outside the city limits which shall hereafter be annexed to the city, the owner or applicant shall pay to the city for such privilege a sum in accordance with the Master Fee Schedule.

(Ord. No. 642, § 1, 1-26-21)

13.12.1105 - Annexed territory connection—Computation of cost.

The sum shall be the equivalent of the cost to similar properties then within the city which have paid for the facilities so to be used.

(Ord. No. 642, § 1, 1-26-21)

13.12.1110 - Annexed territory connection—Existing bonds excepted.

The sum shall not include any amounts for which bonds of the city are then outstanding and to which the property shall become subject upon annexation.

(Ord. No. 642, § 1, 1-26-21)

13.12.1115 - Main extensions to new customers other than subdivisions.

Mains will be extended to serve new customers under the following terms and conditions:

A. No main extension will be made by the city except on an approved dedicated street, alley or recorded easement;

B. Prior to construction of the main, every applicant for sewer service shall enter into a written form agreement for such extension and shall deposit with the department of public works an amount equal to ten percent of the estimated cost of the extension, including engineering and administration. The estimated cost shall be based on the actual size of facilities required to meet the service demands from that extension, except that six-inch pipe shall be the minimum size considered for general use. If the sewer department desires to install facilities greater than are needed to meet said service demands, then the cost of the excess size of facilities shall be borne by the city. The engineering department shall then proceed with plans and specifications and shall solicit and open bids for the proposed work. On the basis of the approved bid, plus engineering and administration costs, the department of public works shall inform the applicant as to the cost of the proposed extension. Upon receipt by the city of an amount which, with the original deposit, is equal to the cost of the work, the engineering department shall proceed with the construction of the extension;

C. In the event that the applicant or applicants fail to deposit the required funds within sixty days after determination of the cost, the extension will not be made and no refund on the ten percent deposit will be made, except that where actual costs are less than the amount of such deposit, the city may refund the unused amount.

(Ord. No. 642, § 1, 1-26-21)

13.12.1120 - Calculation of sewer main extension charges.

Immediately upon completion of the sewer extension, the utilities division/department manager shall prorate the entire cost thereof against all lots or property that may ultimately be benefited by direct connection to said sewer extension in proportion to the frontage thereof, or if the lots be irregular in shape, then in such manner as may, in the opinion of the utilities division/department manager, provide an equitable distribution of costs. In no case shall any applicant pay an amount less than the prorated cost of the extension for the length of his frontage as determined in this section. The sewer main extension charges shall be in addition to the specified service connection charges.

(Ord. No. 642, § 1, 1-26-21)

13.12.1125 - Refunds.

A. The original applicant or applicants shall, up to ten years from the date of signing the form agreement, be entitled to a refund for each connection made to the extension, based on the prorated cost as determined in Section 16.56.080 for each lot or parcel. The engineering department may make extensions to the facilities constructed under this subsection without obligation to applicant and refunds will not be made for services connected to said additional extensions.

B. No interest shall be paid on or accrue on such deposits for sewer main extensions. Refunds of the deposit shall be made only if, as and when sewer main extension charges are collected from other consumers requiring service from this sewer main extension.

(Ord. No. 642, § 1, 1-26-21)

13.12.1130 - Main extensions to subdivisions.

Where sewer main extensions are required for subdivisions, it will be the responsibility of the owner or subdivider to pay the cost for complete installation of all sewer facilities required within the subdivision and for extension of sewer transmission mains from the subdivision to the nearest existing main of adequate capacity for the area to be served. Such transmission main shall be subject to all the requirements as set forth in standard improvement specifications and drawings of the city, and to any and all modifications and supplements thereto. Upon official acceptance by the city, the city shall assume full ownership, maintenance and control of such mains.

(Ord. No. 642, § 1, 1-26-21)

13.12.1135 - Refunds to subdividers.

A. Upon completion of any sewer transmission main to a subdivision as outlined in Section 13.12.1130 of this chapter, the subdivider may submit to the utilities division/department manager a certified statement showing the actual cost of such extension. If said extension is larger than six inches in diameter, then the utilities division/department manager shall adjust the actual cost to the equivalent of a six-inch-diameter main. He shall then prorate the cost for a six-inch main against all lots or parcels which in the future may be served by direct connection to said main. Any and all connections to said main shall be subject to the charges specified in Section 13.12.110 of this chapter. The city may make extensions to facilities constructed under this regulation without obligation, and refunds will not be made for services connected to said additional extension.
B. The subdivider or owner shall, for a period of ten years from the date of official acceptance of the subdivision, be eligible for a refund on each connection made to the main extension, as provided herein.
C. No interest shall be paid on or accrue on any funds subject to such refund. Refunds shall be made only if, as, and when sewer connection charges are collected by the city.

(Ord. No. 642, § 1, 1-26-21)

13.12.1140 - Use of existing sewer.

Before a permit is issued for a sewer connection in any areas within the city, which property shall use any then-existing sewerage facilities of the city for which such property shall not have made full payment of its share of the cost thereof, the owner or applicant shall pay a sewer availability charge in accordance with the Master Fee Schedule.

A sewer availability charge is a sum of money required to be paid by any person to buy into the municipal sewer system.

(Ord. No. 642, § 1, 1-26-21)

13.12.1145 - Discharge of stormwater, unpolluted drainage and industrial cooling waters.

Stormwater and all unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the utilities division/department manager. Unpolluted industrial cooling or unpolluted process waters may be discharged, upon approval of the utilities division/department manager, to a storm sewer, combined sewer or natural outlet.

(Ord. No. 642, § 1, 1-26-21)

13.12.1150 - Federal and state requirements.

Federal and/or state discharge requirements will apply in any case where they are more stringent than those in this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.1155 - Sewer charges.

All users other than single and multiple family residences, trailer parks, motels, business establishments, schools, churches, fraternal and nonprofit organizations using more than one thousand five hundred cubic feet per month of sewage, shall be charged on the basis of cubic feet of sewage treated for the installation. Such quantities of sewage shall be determined by the utilities division/department manager, based upon the flow of sewage through a measuring device. Any occupant so charged who may disagree with the utilities division/department manager's determination may, at the occupant's own expense, install private measuring devices in accordance with the specifications approved by the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.1160 - Sewer use charges.

All sewer users including but not limited to single-family and multiple-family residences; trailer parks; motels; business establishments; schools; churches; public utility and industrial facilities; district, county, state and federal facilities; fraternal and nonprofit organizations shall pay a sewer use charge in order to provide funds to supplement the general taxes in financing construction, maintenance and operation of sewage collection, transport and treatment facilities in and for the city.

(Ord. No. 642, § 1, 1-26-21)

13.12.1165 - Collections.

Sewer use charges shall be in addition to the water charges and shall be included in the customer's bimonthly utility bill. Such charges shall be based upon rates in accordance with the Master Fee Schedule.

(Ord. No. 642, § 1, 1-26-21)

13.12.1170 - Collection of past due accounts.

Nothing contained in this chapter shall limit the right of the city to proceed against any customer for any delinquencies due under Title 13 of this code. Nothing contained in this chapter shall prevent the city from availing itself of any other legal remedy by which the city might collect such charges, fees, or penalties.

(Ord. No. 642, § 1, 1-26-21)

13.12.1175 - Discharging sewage onto city lands.

It is unlawful for any person to dump or discharge raw or chemically treated sewage from any source onto the surface of any lands within the city.

(Ord. No. 642, § 1, 1-26-21)

13.12.1180 - Designated sewage dumping places.

Raw or chemically treated sewage from holding tanks and sources other than septic tanks may be discharged or dumped within the city only at the places owned and/or operated by the city and designated by the utilities division/department manager or at such privately owned facilities for which a current operating permit has been issued as provided in this chapter.

(Ord. No. 642, § 1, 1-26-21)

13.12.1185 - Discharge fees.

Each person dumping or discharging raw or chemically treated sewage from sources other than septic tanks into the facilities of the city shall pay the following fees:

A. House Trailers or Campers. See Master Fee Schedule;

B. Tank Trucks or Other Commercial Carriers. For each vehicle, see Master Fee Schedule for charge for each one thousand-gallon capacity or fraction thereof, regardless of the actual amount discharged.

(Ord. No. 642, § 1, 1-26-21)

13.12.1190 - Commercial facilities.

It is unlawful for any person to discharge or dump raw or chemically treated sewage from commercial tank trucks or from other commercial sources into any privately-owned or privately-operated facility. Each person discharging or dumping such commercial source shall do so only into the city sewer system with the prior approval of the utilities division/department manager.

(Ord. No. 642, § 1, 1-26-21)

13.12.1192 - Private facility—Operation.

No owner or operator of any facility for the reception of raw or chemically treated sewage shall permit any raw or chemically treated sewage to be dumped into such facility until an operating permit for such facility has been obtained from the utilities division/department manager as provided for in this chapter and conspicuously posted near such facility. Upon application to the utilities division/department manager, the utilities division/department manager shall issue, in accordance with the Master Fee Schedule, an operating permit to the owner of any such privately owned facility upon certification to the utilities division/department manager by the building official that such facilities have been constructed in conformance with the approved plans and specifications of the city. Such operating permit shall be conditional upon continued operation of such facilities in compliance with the rules, regulations and directives of the utilities division/department manager relating to such operation, including maintenance and cleaning of such facilities. The owner or operator of such facilities shall keep a log of discharger's name, driver's license number, vehicle type and license number, date and time of discharge. The owner or operator of the facility shall not permit commercial use of the discharge facility. Any officials of the city shall have the right of entry into buildings or premises regulated by this chapter in accordance with the provisions of Section 1.08.010 of this code.

(Ord. No. 642, § 1, 1-26-21)

Attachment B

City of Morro Bay Standard Specifications
SEWERAGE

8. SEWERAGE

8.01 GENERAL

Sanitary sewer lines and appurtenances within City jurisdiction shall be constructed in accordance with the details shown on plans and specifications approved by the Engineer, these Standards and Specifications, and State Specifications where applicable.

8.02 DESIGN FLOW AND GRADIENT

An average flow of 100 gallons per person per day shall be used for hydraulic design purposes, with the peak flow double the average flow. Pipes shall be sized to handle peak flows with pipes flowing three-quarters (3/4) full.

Sanitary sewer grades shall be designed to provide a minimum velocity of 2 feet per second when flowing full. The following table indicates the slopes which will provide that velocity, and these shall be used as the minimum standard for design.

Diameter	Slope in Feet/Foot Min. Acceptable
6"	.0050
8"	.0035
10"	.0025
12"	.0020
15"	.0015
18"	.0012
House Lateral	.02

Whenever a change in the size of the pipe, or an angle of 20 degrees or greater in alignment occurs, the flowline of the pipe flowing into the manhole shall be a minimum of 0.17 foot above the flowline of the pipe flowing from the manhole, or an amount necessary to match the inside crowns of the pipes, whichever is greater.

Design velocities for sanitary sewers shall not exceed 10 feet per second, unless approved by the Engineer. The maximum design discharge shall not exceed the flow at critical slope and velocity. Sanitary sewers should not be designed for flow conditions at critical slope and velocity.

8.03 LOCATION AND ALIGNMENT

All sanitary sewers shall be constructed and installed within City right-of-way. Location of sewer lines in easements shall be kept to a minimum. Width and location of easements are subject to the approval of the Engineer. (See also Section 6.03)

Sewerage systems shall be designed so as to have a minimum curvature both horizontal and vertical. Whenever possible sewer

lines shall be laid out in a straight line between structures.

8.04 DEPTH AND SIZE

The normal design depth of a sanitary sewer system shall be such as to obtain a minimum cover of 36 inches for the house lateral at the property line. Sewer mains and laterals shall be designed so as to usable by each lot without the need for an ejector pump. Exceptions may be granted by the Engineer on a case-by-case basis

The minimum sewer main size shall be 6 inches.

8.05 MANHOLES

Manholes shall be installed in accordance with Standard Drawings S-3 and S-4, and these Specifications.

Manholes shall be watertight structures constructed by placing precast concrete sections on a poured concrete base. Eccentric cones shall be used with openings over the upstream side of the manhole. Steps shall not be permitted in manholes.

Whenever the inverts of sewer lines enter a manhole at different elevations, a standard drop manhole shall be constructed.

Normal maximum spacing for manholes shall be 400 feet. The maximum spacing of manholes on trunk sewer lines shall be as follows:

12" to 24" diameter - 400 feet
24" to 36" diameter - 500 feet.

Cleanouts at the end of a line shall not be further than 400 feet from the the nearest manhole. Cleanouts shall be installed in accordance with Standard Drawing S-2.

Brick or block manholes shall not be allowed except under special circumstances where it is not feasible to construct pre-cast manholes.

8.06 HOUSE SERVICE LINES

When a new sewer line is constructed, house service lines from the sewer to the property line or existing house service lines shall be installed at the same time. Whenever house service laterals are installed as a part of the construction of the sewer line, the use of wye or tee saddles shall not be permitted. Laterals shall not enter the main at an angle greater than 45 degrees.

Each house service line shall be referenced to the plan stationing. Location of the service lines shall be marked at the curb with an "S". Where curbs are not present laterals shall be marked with a brass tag stamped "S" on an iron pipe or 2" x 2" hub. The minimum size of any sanitary lateral shall be 4 inches.

For sewer laterals installed after construction of the main line, the main shall be cut and a precast wye installed in accordance with Standard Drawing S-1.

Laterals shall have approved backflow preventers installed wherever the top of the lowest fixture is lower than the rim elevation of the upstream manhole.

Cast iron shall be used for laterals under driveways when there is less than 3'-0" of cover.

Excavation for laterals shall be in accordance with Section 8.09C of these Specifications.

8.07 PIPE

All sanitary sewer lines shall be clay pipe, PVC pipe, or cast iron pipe, or approved by the Engineer. All pipe and pipe fittings shall be marked or stamped with the trade brand name of the manufacturer, and strength or class of pipe. All pipe, fittings, and jonts shall conform to ASTM Standards.

Abestos-cement pipe shall not be used for sewers.

Bituminous fiber pipe shall not be permitted for mains or laterals.

PVC pipe may only be used for gravity sewers. However, the Engineer may approve PVC for installation under low head pressure where surge forces are minimal.

8.08 CASTINGS

All castings for manhole rings and covers, flushing branch frames and covers, or other purposes, shall be cast iron meeting the requirements of ASTM Designation A48, Class 25.

8.09 INSTALLATION OF SEWERS

A. Lines and Grade - All lines and grades shall be given by the Consultant and established in the field by the Consultant or Contractor. All stakes and marks shall be protected and preserved. Flow-line elevations shall be established at all changes in grade and at 50 foot intervals.

B. Trench Widths - The maximum width of trench measured at the top of pipe shall be governed by the size of the pipe to be installed in accordance with these Standards and Specifications.

C. Excavation for Sewers - Unless otherwise specified, the excavation for sewer pipe shall be an open trench in accordance with Standard Drawing W-6, excavated to three inches below the outside diameter of the bell. This undercutting shall be refilled with suitable bedding material as specified in the section on backfill, and thoroughly compacted into place.

When the trench is in an existing paved area, the pavement shall be sawcut and broken ahead of the trenching operations. The pavement shall be cut accurately in neat and parallel lines at

the width required for the trench, except when in the opinion of the Engineer the remaining pavement has been damaged.

Trenches shall not be left open farther than 100 feet in advance of pipe laying operations or 50 feet to the rear thereof, unless approved by the Engineer. No trenches shall be left open overnight.

When water is encountered, the trench shall be kept dewatered until the laying and jointing of the pipe, and placing of the bedding material has been completed, inspected, and approved. The Contractor shall place not less than 6 inches of 2-1/2 inch maximum size rock below the required bedding material, or otherwise de-water the trench in a manner which has been approved by the Engineer.

All safety orders, rules, or recommendations of the Occupational Safety and Health Administration (OSHA) and the Division of Industrial Safety of the Department of Industrial Relations of the State of California applicable to this work shall be obeyed and enforced.

D. Bracing and Shoring - As required by the "Trench Construction Safety Orders" of the California State Industrial Accident Commission, sufficient bracing and shoring shall be installed in trenches to insure the safety of workmen, and to protect and facilitate the work. Where practicable all such bracing and shoring shall be removed from the trench as the backfilling proceeds.

E. Tunneling shall not be permitted unless approved by the Engineer. If approved, tunneling shall be in accordance with Section 71-1.03 of the State Specifications.

F. Laying Sewer Pipe - The pipe shall be laid in conformity to the prescribed line and grade, and each pipe length checked to the grade line. Three consecutive points shown on the same rate of slope shall be used in common, in order to detect any variation from a straight grade. In case any such discrepancy exists, the work shall be stopped and the discrepancy directly reported to the Engineer. In addition, a string line or laser shall be used in the bottom of the trench to insure proper alignment and grade.

Pipe shall be laid continuously upgrade, with the bell of the pipe forward. Each length of pipe shall be laid on a firm bed and shall have a true bearing for the entire length. No wedging or blocking up of the pipe shall be permitted.

Connections to existing manholes shall be made by carefully breaking an opening in the wall of the manhole, inserting the end of the pipe through the opening flush with the inside wall, and packing the opening around the pipe with a stiff mix of cement mortar, thoroughly compacted to form a watertight connection. The mortar shall be trowelled smoooth and flush with the inside wall of the manhole. Channeling of the flow through the manhole shall conform to the details shown on the Standard Drawings for new manholes. The contractor shall notify the Engineer 24 hours in advance before his connection is made to existing structures. The work shall be scheduled so that the interruption of flow is kept

to a minimum.

When the pipe is to be laid through a new manhole the top half of the pipe shall be sawcut and removed after the base is poured. Pipe elbows or bends shall be used when there is a change in direction.

Both bell and spigot shall be clean before the joint is made, and care shall be taken that nothing but the joint-making material enters joints. Cement joints, hot pour joints, and rubber rings shall not be permitted. Rubber coupler joints such as "Band Seal" may be used.

When for any reason pipe laying is discontinued for an hour or more the open end of each line shall be closed with a close-fitting stop.

G. Trench Backfill shall be per Section 6.06 of these specifications.

H. Testing of Sewer Lines - Prior to final approval, all sewer lines shall be tested for leakage by standard hydostatic or low pressure air test as specified by the Engineer. Manholes shall be tested for watertight integrity either jointly with testing of sewer line or as separate units. All laterals shall be considered as part of the sewer for testing purposes.

PVC lines shall also be mandrel tested for roundness after completion of backfill.

I. CLEANING - Prior to the acceptance of any sewer line the Contractor shall clean all lines with a sewer cleaning ball under hydrostatic pressure. Any stoppage, dirt, or foreign matter shall be removed from the lines. All cleaning and testing of sewer lines shall take place after all construction is completed, up to but not including the final paving. The system will be inspected after final paving is completed and any damage to the system during final paving and cleanup will be corrected before approval.

8.10 SPECIAL CONSTRUCTION

Special construction in areas of conflict between water and sewer lines shall be in accordance with the State of California Department of Health Services, Sanitary Engineering Branch, "Criteria for the Separation of Water Mains and Sanitary Sewers" dated April 5, 1983.

8.11 REPLACEMENT OF ROAD SURFACES

Permament paving replacement, in accordance with Standard Drawing W-6, shall not take place until other requirements have been met, but no less than 10 days after backfill has taken place. The replacement of all pavement and shoulder surfaces shall be in accordance with the Standard Drawings. Maintenance of permament paving which may be required during a one-year period

after completion shall be provided by the Contractor at no expense to the City, including the complete restoration of all damaged property.

8.12 TEMPORARY PAVEMENT

In any case a trench is cut across a thoroughfare a temporary coldpatch shall be placed immediately after backfill has been completed, and removed just prior to placing the permanent base and surfacing material. The temporary pavement shall be maintained smooth under traffic at all times.

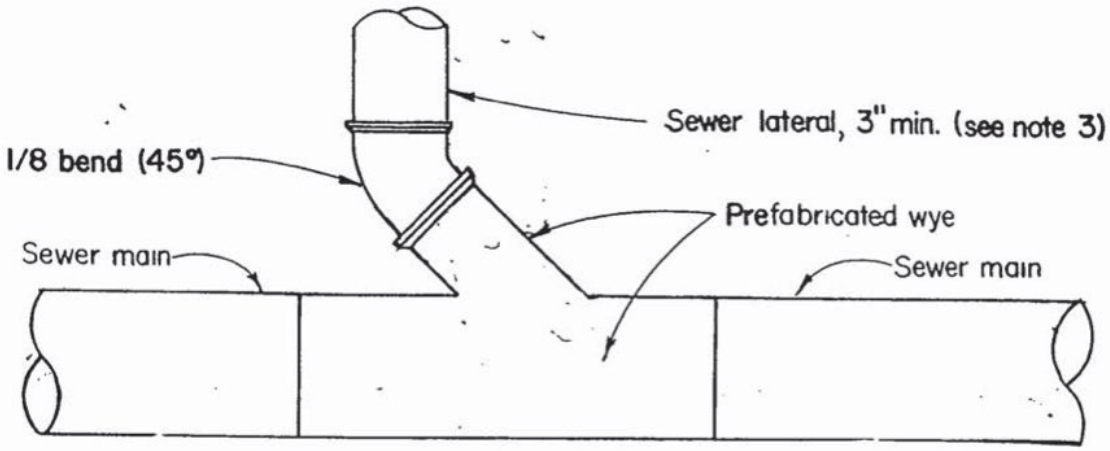
8.13 CLEAN UP

During the progress of the work, the Contractor shall keep the entire job site in a clean and orderly condition. Excess or unsuitable backfill material, broken pipe, or other waste material shall be removed from the job site. All gutters and roadside ditches shall be kept clean and free from obstructions.

Before final acceptance of the work, the Contractor shall carefully clean up the work and premises, remove all temporary structures built by or for him, remove all surplus construction materials and rubbish of all kinds from the grounds which he has occupied and leave them in a neat condition.

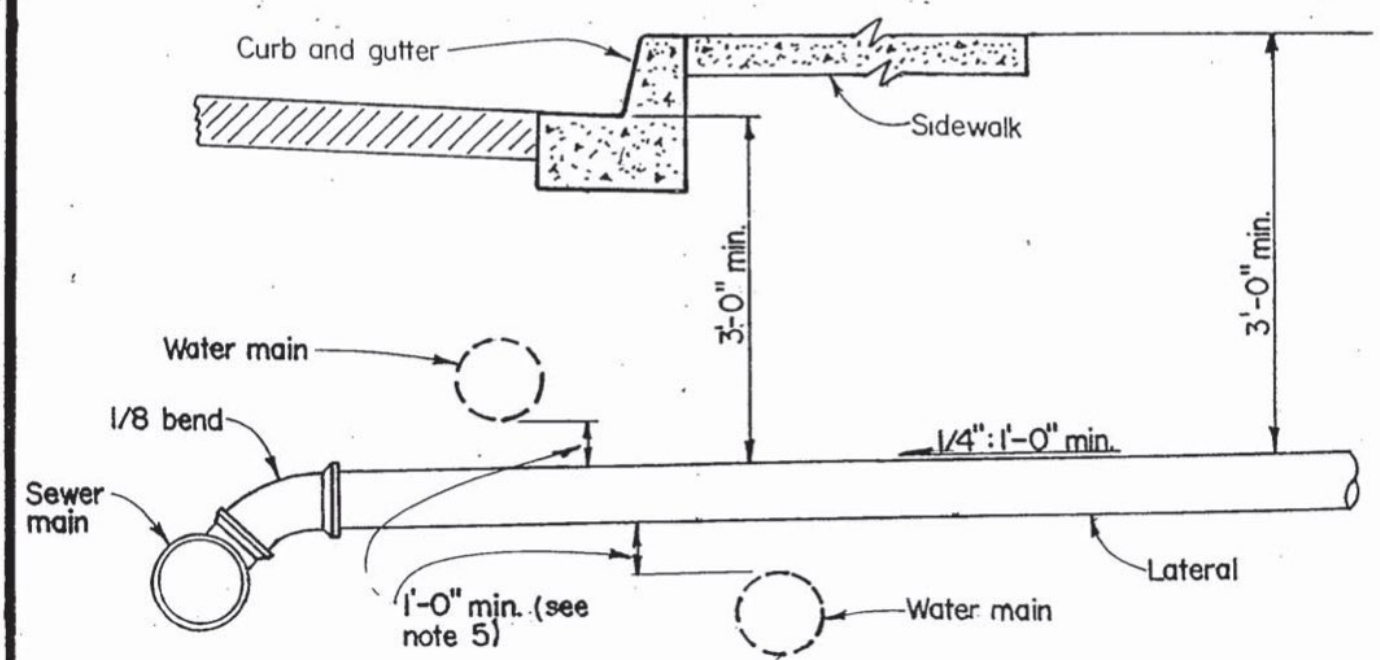
Attachment C

City of Morro Bay Engineering Standard Drawings
Sewer Section

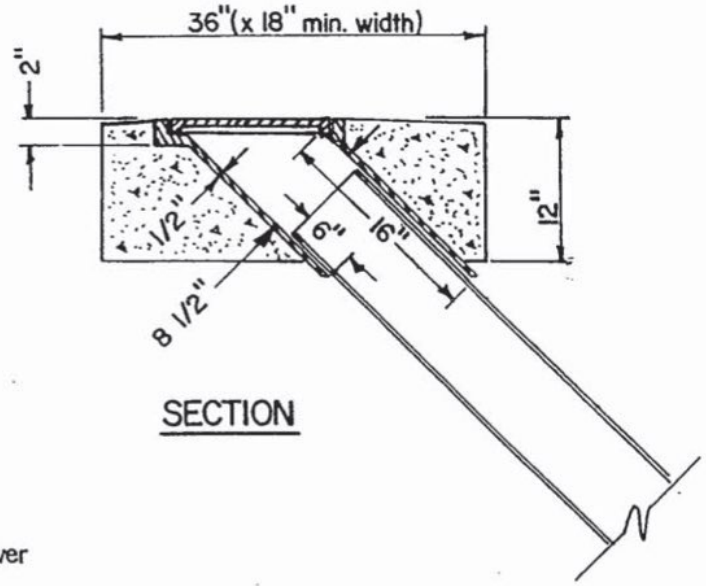


NOTES:

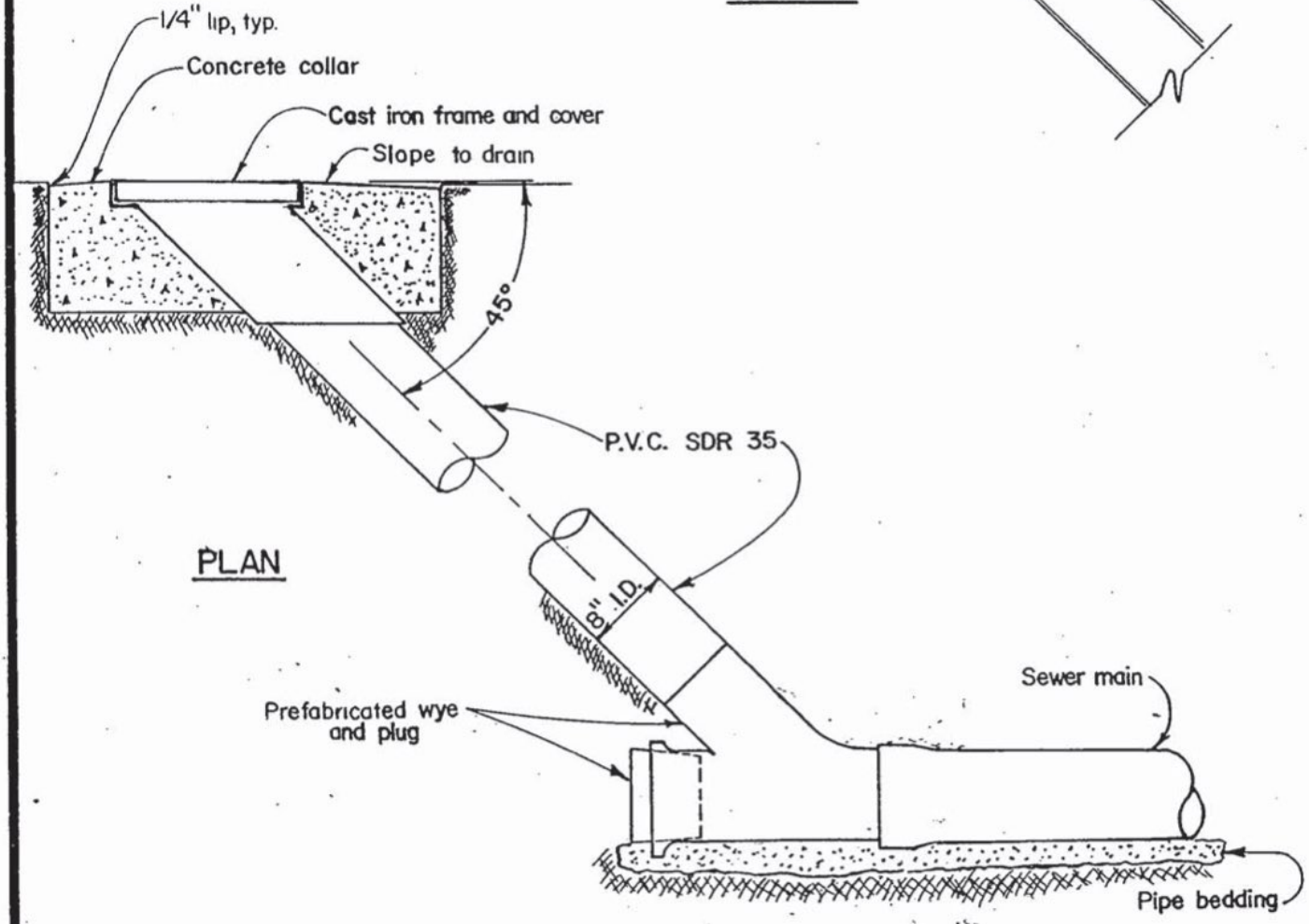
1. Sewer main shall be cut, and prefabricated wye installed; no saddle taps.
2. Lateral may be cast iron, ductile iron, V.C., PVC, or ABS sched. 40 pipe. Cast iron shall be used when cover over lateral is less than 36".
3. Lateral sizes to be determined by Community Development Department.
4. Sewer lateral and water service connection shall not be in same trench unless provisions of Section 1108 of the Uniform Plumbing Code are adhered to.
5. If minimum clearance of 1'-0" from water main cannot be obtained, Public Works Dept. shall determine joint spacing and lateral material. In the event a sewer lateral passes over a water main said main shall be exposed to determine clearance.
6. Trench backfill shall be select sand or sandy loam as approved by City Engineer.



APPROVED-CITY ENGINEER	DATE	CITY OF MORRO BAY	SEWER MAIN CONNECTION
	10-5-87	DEPARTMENT OF PUBLIC WORKS	
REVISIONS / BY / APP / DATE			SCALE: NONE — S-1



SECTION



PLAN

NOTES:

1. Flushing branch (cleanout) shall be K.P. Foundrys model No. 2615 cast iron frame and model No. 3615 cast iron cover, or approved equals. Cover to be marked "SEWER".
2. Prefab. wye shall be same material as sewer main. If sewer main and wye are clay, bell on wye shall be snapped off and appropriate couplings shall be used to connect wye and PVC riser.
3. Concrete for collar shall have a minimum 2500 psi compressive strength in 28 days.

APPROVED-CITY ENGINEER	DATE
	10-5-87

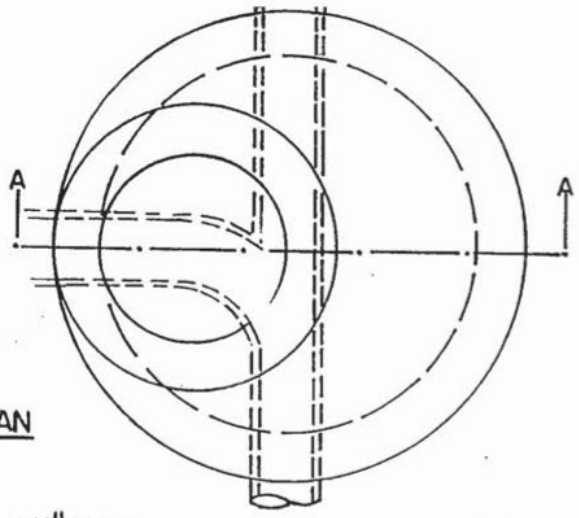
REVISIONS	BY	APP	DATE

CITY OF MORRO BAY
DEPARTMENT OF PUBLIC WORKS

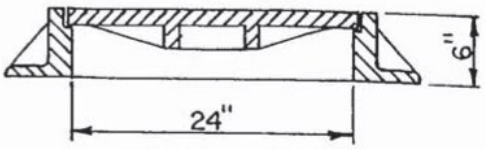
SEWER FLUSHING BRANCH (CLEANOUT)

SCALE: NONE

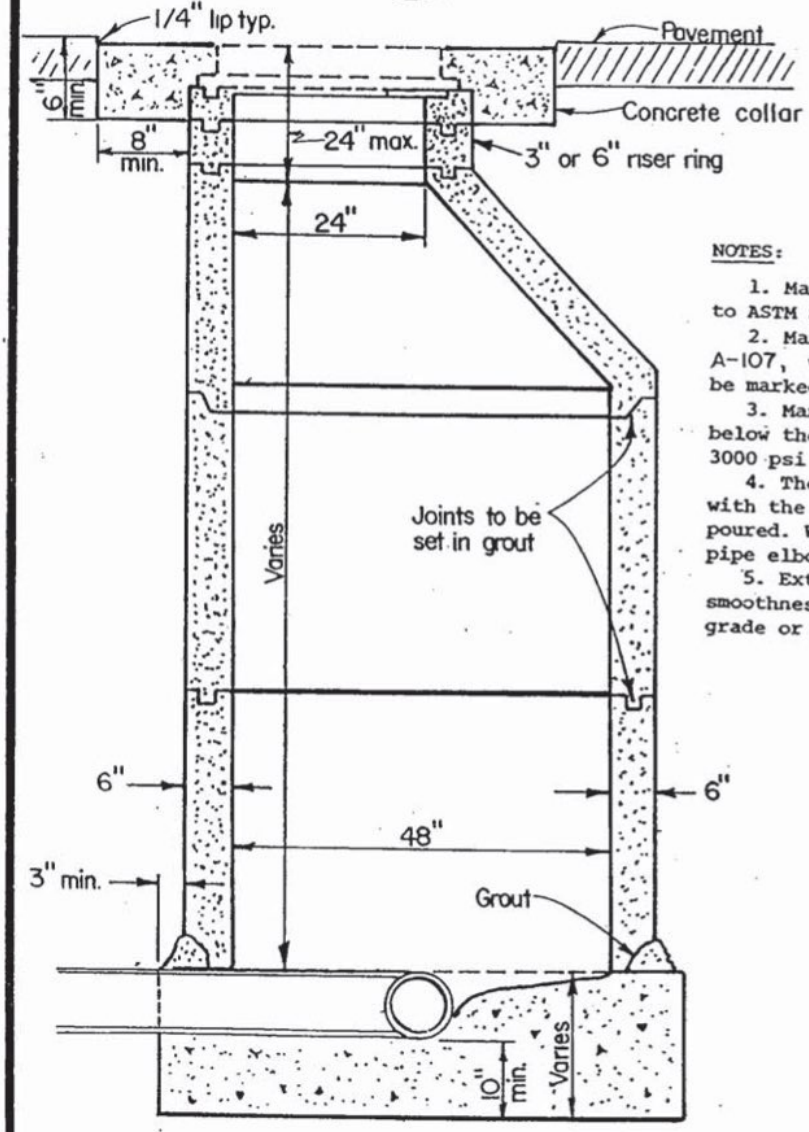
S-2



PLAN



COVER & FRAME



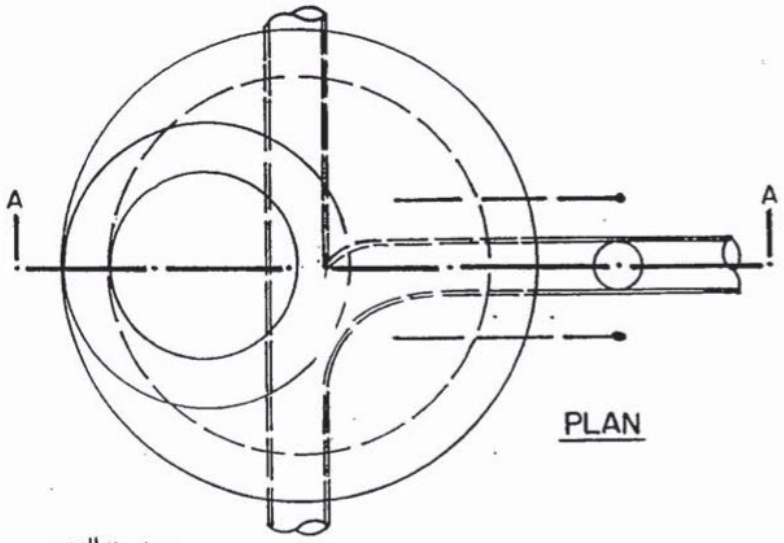
SECTION A-A

NOTES:

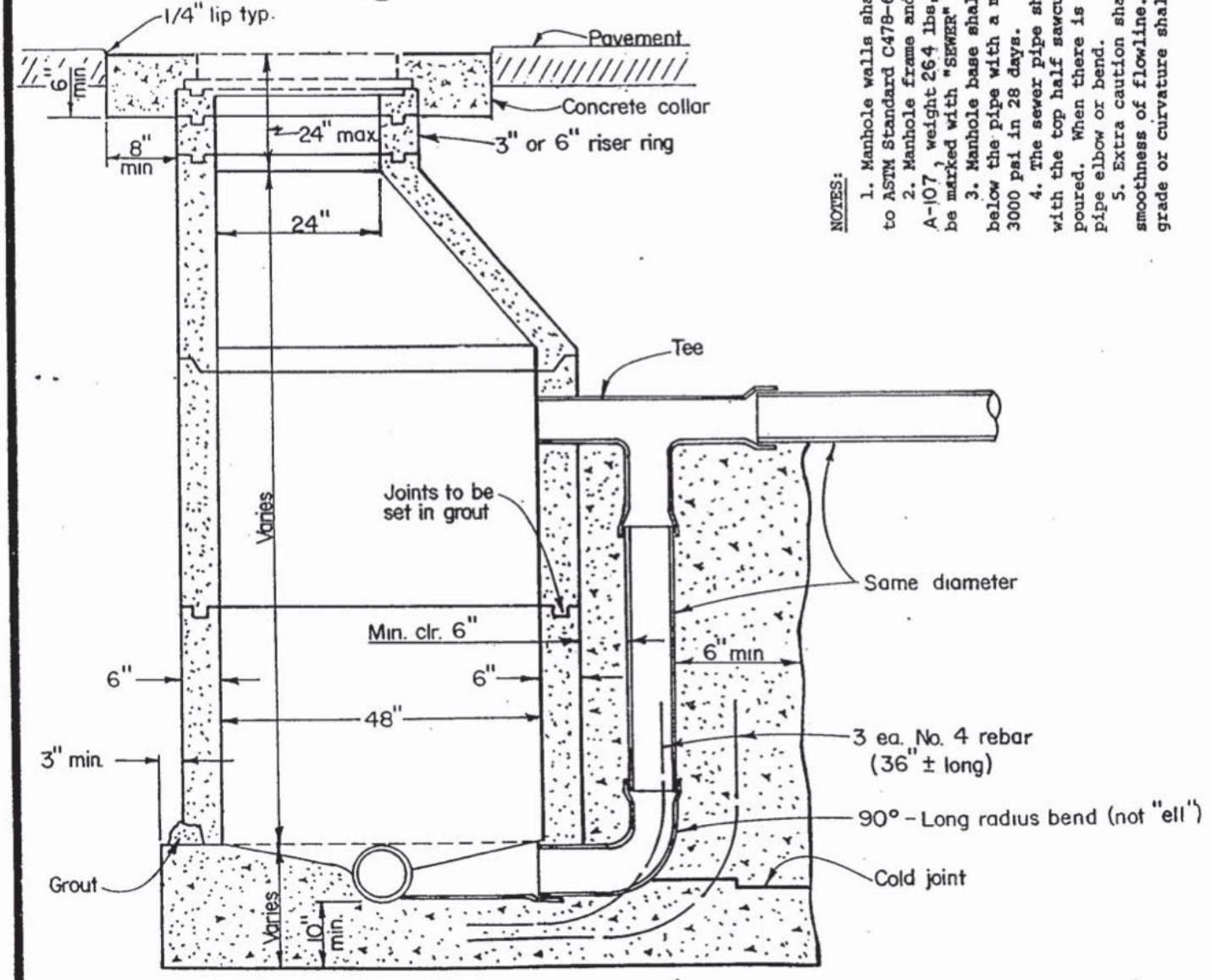
1. Manhole walls shall be precast type conforming to ASTM Standard C478-61T for Class 2 reinforced pipe.
2. Manhole frame and cover shall be Pinkerton No. A-107, weight 264 lbs, or approved equal. Cover shall be marked with "SEWER" in the center.
3. Manhole base shall be a minimum of 10" thick below the pipe with a minimum compressive strength of 3000 psi in 28 days.
4. The sewer pipe shall be laid through the manhole with the top half sawcut and removed after the base is poured. When there is a change in direction, use a pipe elbow or bend.
5. Extra caution shall be taken to insure smoothness of flowline. Roughness or abrupt changes in grade or curvature shall not be permitted.

APPROVED – CITY ENGINEER	DATE	CITY OF MORRO BAY	ECCENTRIC-CONE PRECAST CONCRETE MANHOLE (TYPICAL)
	10-5-87	DEPARTMENT OF PUBLIC WORKS	SCALE: NONE S-3

REVISIONS	BY	APP	DATE



PLAN



SECTION A-A

NOTES:

1. Manhole walls shall be precast type conforming to ASTM Standard C478-61T for Class 2 reinforced pipe.
2. Manhole frame and cover shall be Pinkerton No. A-107, weight 264 lbs, or approved equal. Cover shall be marked with "SEWER" in the center.
3. Manhole base shall be a minimum of 10" thick below the pipe with a minimum compressive strength of 3000 psi in 28 days.
4. The sewer pipe shall be laid through the manhole with the top half sawcut and removed after the base is poured. When there is a change in direction, use a pipe elbow or bend.
5. Extra caution shall be taken to insure smoothness of flowline. Roughness or abrupt changes in grade or curvature shall not be permitted.

APPROVED-CITY ENGINEER	DATE
	10-5-87

REVISIONS	BY	APP	DATE

CITY OF MORRO BAY
DEPARTMENT OF PUBLIC WORKS

PRECAST CONCRETE DROP MANHOLE

SCALE: NONE

S-4

Appendix B

Spill Emergency Response Plan Element Reference Documents

Attachment A: State Waste Discharge Requirements (2022-0103)
Attachment B: Revised Monitoring and Reporting Program (2013-0058)
Attachment C: Sanitary Sewer Overflow Notification Checklist & Numbers
Attachment D: SSO Field Report

Attachment A

State Waste Discharge Requirements (2022-0103)

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

Table of Contents

Table of Attachments

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: "Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs."

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

  - Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
  - Increased surface water flows due to higher intensity rain events;
  - Flooding;
  - Wildfires and wildfire induced impacts;
  - Earthquake induced damage;
  - Landslides; and
  - Subsidence.
- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"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."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

  A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

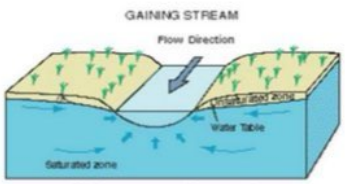
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. **Enrollment Status:** (Mark only one item)

   ☐ New Enrollee

   ☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ (that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
   Existing WDID Number: _____

2. **Applicant Information:**

   Legally Responsible Official Submitting Application

   First and Last Name: _____

   Title: _____

   Phone: _____

   Email: _____

   System Owner/Operator Name: _____

   Mailing Address: _____

   City, State, Zip: _____

   County: _____

   Sanitary Sewer System Name: _____

   Regional Water Quality Control Board(s): _____

   Signature and Date: _____

3. **Applicant Type (Check one):**

   ☐ City ☐ County ☐ State ☐ Federal ☐ Special District

   ☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. **Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:**

   Wastewater Treatment Plant Permittee: _____

   WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

_____

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_____

_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____ Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____ Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
  - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
  - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
  - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

    If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
   - Description of the drainage conveyance system transporting the spill;
   - Photographs of the drainage conveyance system entry locations(s);
   - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify "no-spills" for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify "no-spills" for that calendar month.

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify "no spills" for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year's Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee's Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
   - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
   - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:
Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:
Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:
Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:
San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

Attachment B

Revised Monitoring and Reporting Program (2013-0058)

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

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

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

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).

2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.

3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.

4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"[1] (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.

5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.

6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.

7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information[2] to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

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[1] Available for download at:
http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

[2] Cal OES Hazardous Materials Spill Reports available Online at:
http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview and http://w3.calema.ca.gov/operational/malhaz.nsf

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

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS[3] Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.

9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.

10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program[4] objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

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

8/6/13
Date

Thomas Howard
Executive Director

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

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

ATTACHMENT A

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

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

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

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that: • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	• Within two hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water**, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING (see section C of MRP)	• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months.	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	• Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	• SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

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

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.

2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:

    i. Name of person notifying Cal OES and direct return phone number.
    ii. Estimated SSO volume discharged (gallons).
    iii. If ongoing, estimated SSO discharge rate (gallons per minute).
    iv. SSO Incident Description:
        a. Brief narrative.
        b. On-scene point of contact for additional information (name and cell phone number).
        c. Date and time enrollee became aware of the SSO.
        d. Name of sanitary sewer system agency causing the SSO.
        e. SSO cause (if known).
    v. Indication of whether the SSO has been contained.
    vi. Indication of whether surface water is impacted.
    vii. Name of surface water impacted by the SSO, if applicable.
    viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
    ix. Any other known SSO impacts.
    x. SSO incident location (address, city, state, and zip code).

3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. **SSO Categories**

   i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:

      a. Reach surface water and/or reach a drainage channel tributary to a surface water; or

      b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

   ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.

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

4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**

   i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:

      a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.

      b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.

iii. **"No Spill" Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a "No Spill" certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, "No Spill" certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a "No Spill" certification statement for that month.

iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

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

i. **Causes and Circumstances of the SSO:**

a. Complete and detailed explanation of how and when the SSO was discovered.

b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).

c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.

d. Detailed description of the cause(s) of the SSO.

e. Copies of original field crew records used to document the SSO.

f. Historical maintenance records for the failure location.

ii. **Enrollee's Response to SSO:**

a. Chronological narrative description of all actions taken by enrollee to terminate the spill.

b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

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

iii. **Water Quality Monitoring:**

a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.

b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

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

i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

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

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

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

i. **SSO Reports**

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

a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
2. SSO Location Name.
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
5. Whether or not the SSO reached a municipal separate storm drain system.
6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
7. Estimate of the SSO volume, inclusive of all discharge point(s).
8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
9. Estimate of the SSO volume recovered (if applicable).
10. Number of SSO appearance point(s).
11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
12. SSO start date and time.
13. Date and time the enrollee was notified of, or self-discovered, the SSO.
14. Estimated operator arrival time.
15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :

1. Description of SSO destination(s).
2. SSO end date and time.
3. SSO causes (mainline blockage, roots, etc.).
4. SSO failure point (main, lateral, etc.).
5. Whether or not the spill was associated with a storm event.
6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
7. Description of spill response activities.
8. Spill response completion date.
9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
11. Whether or not health warnings were posted as a result of the SSO.
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
13. Name of surface water(s) impacted.
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:

   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:

   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:

   1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

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

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

D. WATER QUALITY MONITORING REQUIREMENTS:

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

1. Contain protocols for water quality monitoring.

2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).

3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.

4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.

5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
   i. Ammonia
   ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

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

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).

2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
   i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

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

a. Date, time, and method of notification.

b. Date and time the complainant or informant first noticed the SSO.

c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.

d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.

e. Final resolution of the complaint.

ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.

iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.

3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

i. Supervisory Control and Data Acquisition (SCADA) systems

ii. Alarm system(s)

iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.

2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

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

CERTIFICATION

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

7/30/13
Date

Jeanine Townsend
Clerk to the Board

Attachment C

Sanitary Sewer Overflow Notification Checklist & Numbers

MORRO BAY SANITARY SEWER OVERFLOW NOTIFICATION CHECKLIST

SSO Appearance Point(s): _____ SSO Date: _____

Contact Organization and timeframe requirements for SSO Category														
CAT 1*			CAT 2**	CAT 3***	Cat 4****	PLSD								
Any volume that reaches surface water	SSO to Ocean	SSO to the Bay	>= 1000 gallons and doesn't reach a drainage channel or surface water, unless the entire SSO discharged to storm drain is fully recovered	50 - 1,000 Gallons	< 50 Gallons	Encouraged to notify CWQIS & CalOES when >= 1000 gallons that result or may result in a discharge to surface water		ORGANIZATION	PHONE NUMBER	FAX NUMBER	DATE	TIME	NAME OF CONTACT	CONTACTED BY	COMMENTS
submit draft report within 3 buisness days and then certified within 15 days	⬅	⬅	submit draft report within 3 buisness days and then certified within 15 days	Submit certified report within 30 Calender days	Submit certified report within 30 Calender days		1.	CIWQS Website (www.ciwqs.waterboards.ca.gov/ciwqs/index.jsp)							
Notify <2 hrs	⬅	⬅					2.	Cal OES main office	(916)845-8911	(916) 845-8910					
								Cal OES, OSPR "Office of Spill Prevention and Response"	(800) 852-7550						
								OSPR SLO field office	(805)594-6165	(805)542-4609					
							3.	SLO County Department of Environmental Health	(805)781-5544	(805)781-4211				If CIWQS not working fax report, otherwise notified by Cal OES	
							4.	Central Coast RWQCB (Regional Water Quality Control Board) General- A. Shelia Soderberg B. Katie DiSimone	(825) 549-3147 (805) 549-3592 (805) 542-4638	(805) 543-0397			Sheila Soderberg and/or Katie DiSimone		
X	X	X					5.	California Department of Public Health (CDPH) A. Joe Christen (Morro Bay Contact) B. Vanessa Zubdousky C. Steve Etter D. Sam Rankin E. Matt Scanlon	(510) 412-4635 (510) 412-4638 (510) 412-4631 (510) 412-4633 (510) 412-4641	(510) 412-4637					If no response send email to shellfishpreharvest@cdph.ca.gov
	X	X					6.	California Fish and Wildlife (Dispatch, Riverside) Teri Hickey, Warden	(951) 443-2942 Cell: 610-3918						If no response from warden notify dispatch for assistance if needed
		X					7.	Morro Bay Oyster Company A. Neal Maloney (owner) B. Dwight Maloney	(805)234-7102 (925) 980-3008						
		X					8.	Grassy Bar Oyster Company George Trevelyan (Abalone Farm, Cayucos)	(805)471-9683						
		X					9.	Giovanni's Fish Market (Giovanni or Manager)	(805)772-2123 Store	(805)772-7111			Richard Castillo	After Hours Call Giovanni (805)215-9787	
	X	X					10.	Harbor Patrol	(805)772-6254 OFC	(805)772-6258				After Hours Call Sheriff Dispatch (805)543-7084	
	X	X					11.	Coast Guard	(805)772-2167	(805)772-9100					
		X					12.	Morro Bay Commercial Fisherman's Organization Pam Daniels (Manager)	(805)234-7466						
		X					13.	Tognazzini's Dockside A. Mark Tognazzini (cell) B. Buissness	(805)441-1451 (805)772-8100				Mark Tognazzini		
		X					14.	Morro Bay Fish Company David Schumacher	(805)835-2736						
		X					15.	ocean star trading (old Bayshore Seafood) Harry Dock Manager Eric	(310)968-2848 (805)602-8389						

*Category 1 Spill:
All discharges of sewage resulting from a failure in the sewer system that:
A) Result in a discharge to a surface water including a surface water body that contains no flow or volume of water; or
B) Drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sewer system or disposed of properly.
Any spill volume **not** recovered from a drainage conveyance system is considered a discharge to surface water, Unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

** Category 2 Spill:
Spill 1000 gallons or greater that does **not** discharge to a surface water, unless the Spill discharged is fully recovered

***Category 3 Spill:
Spill Equal to or Greater than 50 and less than 1,000 gallons.

****Category 4 Spil:
Spill of Less than 50 Gallons

PLSD:
Discharges of wastewater resuling from blockages or other problems Within a privately owned sewer lateral. Enrollee may voluntarily report to CIWQS, and notify Cal OES and CIWQS of discharges of >=1000 gallons that discharge to waters of the state or drainage system that discharges to waters of the state, or a Spill of any volume to surface waters (or has potential to discharge to surface waters).

* Notify City Council if Cat 1 SSO to ocean or bay: council@morrobayca.gov
* **Cat. 1 Notify:** Greg Kwolek (626) 696-9432 / Damaris Hanson (805) 975-9628 / Mike Wentzel (805) 503-2662 / Robert Victor (805) 440-4854

* Per MRP amendment WQ 2013-0058 EXEC, effective 9/9/2013, Cal OES to notify following agencies, SLO county department of environmental health, Central Coast RWQCB

Revised 06/09/2023 RV

Attachment D
SSO Field Report

SSO Field Report
Morro Bay Collection System

SSO ☐ **PLSD** ☐ **Document with Photographs and/or Video**

Circle Category: 1, 2, 3, or 4

Reporting party name and contact information _____

Date/Time Notified/Discovered the Spill _____

Estimated Arrival Date/Time _____

Estimated Spill Start Date/Time _____

Estimated Spill End Date/Time _____

SSO Location Details

Address, Location Description, and/or MH# _____

Cross Street _____

Spill Details

Number of Spill Appearance Points ☐ 1 to 10

Appearance Point(s) (Circle One or More)

Force Main	Clean Out (Public)	Pump Station
Gravity Main	Lateral (Private)	
Inside Building or Structure	Manhole	
Lateral Clean Out (Private)	Other Sewer System Structure	

Describe location(s) If other or multiple appearance points selected _____

Final Spill Destination (Choose all areas the wastewater flowed through and ultimately reached)

Beach	Other (specify below)	Street/Curb and Gutter
Building or Structure	Paved Surface	Surface Water
Drainage Channel	Separate Storm Drain	Unpaved Surface

Explain Final Spill Destination if Other Circled _____

Spill Cause (Circle One or More)

Air Relief Valve /Blow-Off Valve Failure	Grease Deposition (FOG)
Construction Diversion Failure	Inappropriate Discharge to CS
CS Maintenance Caused Spill/Damage	Natural Disaster
Damage by Others Not Related to CS	Non-Dispersibles
Construction/Maintenance (Specify Below)	Operator Error
Debris from Construction	Other (Specify below)
Debris from Lateral	Pipe Structural Problem/Failure
Debris – General	Pipe Structural Problem/Failure – Installation
Debris – Rags	Pump Station Failure – Controls
Flow Exceeded Capacity	Pump Station Failure – Mechanical

Describe Spill Cause _____

_____

Where Did Failure Occur (Circle One or More)

Air Relief Valve/Blow-Off Valve	Manhole	Pump Station – Power
Force Main	Other (Specify below)	Siphon
Gravity Mainline	Pump Station – Controls	
Lateral (Private)	Pump Station – Mechanicals	

Describe Where Failure Occurred if Other _____

Was This Spill Associated with a Storm Event? Yes No

Pipe Diameter at Blockage or Failure? _____

Pipe Material at Blockage or Failure? _____

Estimated Age of Sewer Asset at Blockage or Failure? _____

Spill Response Activities (Circle One or More)

Cleaned Up	Returned All Spill to Sewer
Mitigated Effects of Spill	Returned Portion of Spill to Sewer
Contained All or Portion of Spill	Property Owner Notified
Other (Specify below)	Other Enforcement Agency Notified
Restored Flow	

Describe Response Activities if Other _____

Spill Response Completion Date/Time _____

Spill Corrective Action Taken

- •Adjust Schedule/Method of Preventative Maintenance
- •Enforcement Action Against FOG Source
- •Inspected Sewer Using CCTV to determine Cause
- •Other (Specify below)
- •Plan Rehabilitation or Replacement of Sewer
- •Repaired Facilities or Replaced Defect

Describe Corrective Action Taken if Other _____

Is There an Ongoing Investigation? Yes No

Reason for Ongoing Investigation _____

Visual Inspection Results from Impacted Water
(Describe observations and **take Photographs**) _____

Health Warinings Posted? Yes No

Did the Spill Result in a Beach Closure? Yes No

If Yes, Name of Closed Beach(es) _____

Name of Impacted Surface Water(s) _____

Water Quality Samples Analyzed for (Circle One or More)
Dissolved Oxygen
Other Chemical Indicators – Specify below
Biological Indicators – Specify below
No Water Quality Samples Taken
Not Applicable to this Spill
Other – Specify below

Water Quality Samples Analyzed for _____

_____

_____

Water Quality Samples Reported to (Circle One or More)
County Health Agency
Regional Water Quality Control Board
Other (Specify Below)
No Water Quality Samples Taken
Not Applicable to This Spill

If Other, Enter Agencies Reported to

_____

_____

Cal OES Control Number _____
Cal OES Called Date/Time _____

SSO Contact Information (Person Who can Answer Specific Questions about the Spill)

Name and Title _____

Phone Number _____

_____

PLSD Contact Information (Person Who can Answer Specific Questions about the Spill)

Name and Phone Number (if different than RP) _____

Address _____

Estimated Spill Volume that reached a separate storm drain that flows to a surface water body?

[ ] Gallons

Estimated Spill Volume recovered from a separate storm drain that flows to a surface water body?

[ ] Gallons

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

[ ] Gallons

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

[ ] Gallons

Estimated spill volume discharged directly to a surface water body?

[ ] Gallons

Estimated spill volume recovered from a drainage channel or surface water body?

[ ] Gallons

Estimated spill volume discharged to land or structure?

[ ] Gallons

Estimated spill volume recovered from the discharge to land?

[ ] Gallons

Volume Estimation Methods Used

A Separate Note Sheet may include Drawings, Calculations, and other details that determine Spill Volume

Reported By/Date: _____

Appendix C

Sewer Pipe Blockage Control Program Element Reference Documents

Attachment A: Sample "NO GREASE/NO GRASA" Sticker
Attachment B: Sample Maintenance Log
Attachment C: Best Management Practices English/Spanish
Attachment D: Trap Inspection Report

Attachment A

Sample "No Grease/No Grasa" Sticker

NO GREASE

NO GRASA

Attachment B
Sample Maintenance Log

CITY OF MORRO BAY
GREASE TRAP OR INTERCEPTOR MAINTENANCE LOG

Log must be completed each time the grease trap or interceptor is cleaned and be available for review during the Industrial Waste Inspections.

Facility Name: _____ Phone: _____

Necessary Cleaning Frequency as Determined by the Industrial Waste Inspector:

Weekly_____ Bi-Weekly_____ Monthly_____ Quarterly_____ Other_____

NOTE: This updated maintenance verification form must be available during inspections by the Industrial Waste Inspector and will be reviewed during the next inspections.

Date of Cleaning	Name of Company or Person Completing the Cleaning	Initials of Person Doing Work	Comments/Observations

Attachment C

Best Management Practices English/Spanish

Best Management Practices to Control Fats, Oils, and Grease

FOG is a by-product of Food Service Establishment operation. Typically FOG enters a facility's plumbing system from dishwashing, floor cleaning, and equipment sanitation. Sanitary sewer systems are not designed to handle FOG that accumulates on the interior of the sewer collection system pipes. FOG can create a sewer blockage and cause a sewer overflow in streets and/or buildings. The best way to manage FOG is by following these best management practices:

Train Staff

Train kitchen staff and other employees about how they can help ensure these Best Management Practices (BMPs) are implemented. People are more willing to support an effort when they understand the basis for it.

Post "NO GREASE" Signs

Frequent reminders can educate employees about the importance of keeping FOG from going down sinks and drains. Post "NO GREASE" signs over sinks, near floor drains, near dishwashers, and anywhere else where water may enter a drain to the sewer. Signs serve as a constant reminder for staff working with FOG.

Wipe Pots, Pans & Dishes

Wiping pots, pans, and dishware into the trash before washing will keep FOG out of the grease control device. This will result in less frequent cleaning of the grease control device and as a result lower maintenance costs.

Recycle Waste Cooking Oil & Food Waste

There are many companies who recycle waste oil from fryers and other types of equipment. Recycling reduces the amount of waste that has to be disposed of in a sanitary land fill and helps to extend the time between cleaning of the grease control device. It also keeps FOG out of the sewer system.

Clean In-Ground Grease Interceptors Regularly

In-ground grease interceptors must be cleaned routinely to ensure that grease accumulation does not interfere with proper operation. **if FOG inspections reveal insufficient cleaning frequency, City Staff will require the FSE to adjust its cleaning schedule.** Routine cleaning will prevent plugging of the sewer line between the establishment and the sanitary sewer system. A backup will require someone to unplug the line and could pose a serious health risk to workers and patrons.

Clean Under Sink Grease Traps Regularly

Under sink grease traps have less volume than in-ground grease interceptors. Routine cleaning by the establishment's staff will reduce the cost of cleaning the grease trap. **if FOG inspections reveal insufficient cleaning frequency, City Staff will require the FSE to adjust its cleaning schedule.** Place recovered grease in a proper disposal container. It can go in a dumpster if it is in an enclosed container. Do not pour it down the drain.

Witness Grease Interceptor Cleaning

Grease control device haulers may take shortcuts. They may not completely clean the unit or only partially remove accumulated materials. Witnessing the cleaning of the unit will ensure that the FSE is getting the full value for the cost of the cleaning.

Keep a Maintenance Log and all Cleaning Receipts

Cleaning receipts serve as a record of the frequency and volume of cleaning of the grease interceptor and maintenance logs serve as a record for self-cleaned grease traps. Both help to ensure the FSE is in compliance with the City's FOG ordinance and affords the source control inspector the opportunity to verify compliance. Cleaning records can optimize the cleaning frequency in order to reduce costs.

Cover Grease Containers Stored Outside

Uncovered FOG containers can collect rainwater. Because FOG floats, rainwater can overflow the container and spill FOG onto the ground where it can reach a storm drain. Any discharge to the stormwater system may result in adding biological or chemical demand to the local receiving waters. The discharge might also result in legal penalties being imposed on the FSE

Set Dumpsters/FOG Containers away from Storm Drains

A release of FOG can degrade water quality in receiving streams in the area by adding chemical and biological demand to the stream. Discharging FOG into storm drains can also result in fines and other legal actions. The farther away from a storm drain the FOG is stored, the more time someone will have to clean up any spills. Be aware of FOG dripping out of containers or dumpsters and clean it up quickly.

Clean Exhaust Hoods & Range Filters

If FOG escapes through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually start a fire or enter the storm drains when it rains. Ensure that the wastewater generated from the cleaning of the filters is directed only to drains connected to the grease control device.

Clean Floor Mats

Floors and floor mats must be cleaned regularly to ensure a safe & healthy working environment. Direct wastewater generated from the cleaning of kitchen floors and kitchen floor mats only to drains connected to your grease control device.

Use Strainers on Sinks & Floor Drains

The use of strainers on sinks and floor drains will reduce the amount of solid material from entering the grease control device and increase the time between pumping.

For more information please contact:
Dave Zevely, Collection System Supervisor
955 Shasta Street
Morro Bay, CA 93442
805-772-6277
dzevely@morrobayca.gov

CITY OF MORRO BAY
INCORPORATED JULY 17, 1964

PRÁCTICAS ÚTILES PARA CONTROLAR LA GRASA

La grasa es un desecho típico de cualquier restaurante que merece atención constante. Por lo general, la grasa es introducida al sistema de drenaje al lavarse los platos, limpiar los pisos o al limpiar equipo de cocina. El sistema de drenaje no esta diseñado para que la grasa se acumule en el interior de la tubería. Todos los incidentes donde hay sobre flujo de aguas negras en el área de servicio de Morro Bay se atribuyen a tuberías tapadas con grasa por fuentes residenciales o comerciales. La mejor manera de controlar la grasa es impedir que entre al sistema de drenaje. Lo siguiente son algunas sugerencias para controlar la grasa.

Entrenar los empleados

Entrene a todos los empleados de cómo pueden ellos asegurarse de usar estas prácticas. Las personas están más dispuestas a cooperar con la causa cuando entienden lo implicado.

Ponga letreros "NO GRASA"

Constante recordatorios puede educar a los empleados de la importancia de mantener la grasa fuera de los lavaderos y drenaje. Ponga letreros "NO GRASA" sobre los lavaderos, lavaplatos, cerca donde hay aberturas para drenaje en los pisos o en cualquier otro lugar donde agua puede entrar al sistema de drenaje. Los letreros sirven de recordatorio constante para los empleados sobre el uso de grasa.

Limpie las casuelas y platos con toallas de papel

Limpiar la grasa y comida que queda en las casuelas y platos con toallas de papel mantendrá la grasa fuera del drenaje. Esto también resultara en reducir la cantidad de grasa que se acumula en la trampa de grasa lo cual reducirá las ocasiones que tendrán que limpiarse y en cambio ahorrará dinero.

Recicle la grasa usada

Hay muchas compañías que reciclan la grasa usada de los freidores y otras clases de equipo de cocina. Reciclar la grasa usada reduce los desechos que son tiradas en los basureros y ayuda a reducir la cantidad de veces que se limpie la trampa de grasa. También mantiene la grasa fuera del sistema de drenaje.

Limpie el interceptor de grasa subterránea con frecuencia El interceptor de grasa subterránea ha de ser limpiada regularmente para asegurar que la grasa no limite la eficacia del interceptor. **Las veces que ha de limpiarse el interceptor de grasa subterránea es determinada por el inspector de Ciudad y puede ser modificada según sea necesario.** Esta limpieza regular va a prevenir que se tape la tubería, la cual de otro modo resultaría en un sobre flujo de aguas negras dentro del restaurante, causando así un ambiente sucio que podría resultar en que se enfermen los empleados o clientes.

Limpie la trampa de grasa debajo del lavadero con frecuencia

Las trampas de grasa colocadas debajo del lavadero son mas pequeños comparadas con los interceptores de grasa subterráneas. La limpieza regular por los empleados reducirá el gasto de tener que contratar a alguien para limpiar la trampa de grasa. **Las veces que ha de limpiarse la trampa de grasa es determinada por el inspector de Ciudad y puede ser modificada según sea necesario.** Coloque la grasa que ha sido removida de la trampa en un contenedor apropiado. Puede tirarse el contenedor con grasa en la basura. No tire la grasa en el drenaje.

Observe la limpieza del interceptor de grasa subterránea

Algunas compañias que limpian los interceptores de grasa subterránea dan servicios incompletos. Posiblemente no limpien completamente el interceptor y solo remuevan parte del desecho. El estar presente y observar la limpieza del interceptor de grasa subterránea le asegurara que esta recibiendo un servicio completo por la cual esta pagando.

Archive los recibos o registros de limpieza

Los recibos de limpieza sirven como prueba de las ocasiones que se ha limpiado el interceptor de grasa subterránea. Los registros de limpieza sirven como prueba de las ocasiones en que han limpiado la trampa de grasa. Ambos sirven de prueba que el restaurante esta siguiendo los requisitos de Ciudad.

Asegurase que los contenedores de grasa afuera están cubiertos

Los contenedores de grasa afuera que no están cubiertos pudieran llenarse con agua de lluvia. Puesto que la grasa flota, el agua de lluvia pudiera hacer que el líquido grasoso en el contenedor se tire al suelo y entre al sistema de alcantarilla. Cualquier descarga al sistema de alcantarilla pudiera contaminar los ríos y mar y resultar en demandas legales contra el restaurante.

Coloque los tambos de basura y contenedores de grasa lejos del sistema de alcantarilla

El introducir grasa en el sistema de alcantarilla pudiera contaminar los ríos y mar y resultar en demandas legales y multas. Lo mas lejos que se guarde los contenedores de grasa de la alcantarilla, mas tiempo hay para limpiar la grasa en caso que cayera al suelo. Este al pendiente de grasa que se este escapando de los contenedores o tambo de basura y límpienlo prontamente.

Use absorbentes alrededor de las aberturas de alcantarilla

donde los tambos de basura o contenedores de grasa son almacenados. Estos absorbentes pueden servir como una barrera efectiva para prevenir que la grasa entre al sistema de alcantarilla.

Limpie la campana de estufa y filtros habitualmente

Si la grasa escapa por el sistema de ventilación de la cocina, pudiera acumularse en el techo del restaurante y con el tiempo prenderse en fuego o entrar al sistema de alcantarilla al llover. Asegúrese que el agua sucia al lavar los filtros entre al drenaje conectado a un interceptor de grasa subterránea o trampa de grasa.

Limpie los pisos y tapetes habitualmente

Los pisos y tapetes han de limpiarse regularmente para asegurar un ambiente sano, limpio y seguro. Asegúrese que el agua sucia al lavar los pisos y tapetes entre al drenaje conectado a un interceptor de grasa subterránea o trampa de grasa.

Use coladoras en los lavaderos y aberturas de drenaje en el suelo

El uso de coladoras en los lavaderos y aberturas de drenaje en el suelo reducirá la cantidad de material sólida que entra a la trampa de grasa lo cual reducirá las veces que se tendrá que limpiar la trampa de grasa.

Para más información por favor de comunicarse con:

Dave Zevely, Collection System Supervisor
955 Shasta Street
Morro Bay, CA 93442
805-772-6277
dzevely@morrobayca.gov

CITY OF MORRO BAY
INCORPORATED JULY 17, 1964

Attachment D
Trap Inspection Report

Inspection **17224**

Restaurant Fog Inspection

Status: **OPEN**

Priority: **Location:** **Inspected By:**

Projected Start:	5/5/2025 8:49:08AM	**Projected Finish:**	
Initiated By:	Victor, Robert	**Initiated Date:**	5/5/2025 8:49:08AM
Actual Finish:			
Insp. Date:			
Closed By:		**Date Closed:**	
Work Order Id:			
Observation:			
Repairs:			
Recommendation:			

Observations:

Type:	Trap
Location:	Under Sink
Grease Trap/Interceptor is cleaned regularly:	Yes
Grease Trap/Interceptor is in good working condition/ properly installed:	Yes
Waste cooking oil is collected and recycled:	Yes
Grease/Oil Notes:	
Grease hauling receipts available for review:	Yes
Documented cleaning frequency ensures compliance with discharge requirements:	Yes
Grease trap/interceptor cleaning is documented on the maintenance log:	Yes
Other grease trap/ interceptor:	No
Inspection Notes:	
Waste water washing outside surfaces (parking lot, sidewalks, trash area, etc.):	Yes
Wastewater from washing equipment (mats, trash containers, exhaust system filters) is contained and picked up to prevent runoff:	No
Outdoor grease storage area is properly maintained to prevent storm water runoff:	No
Trash receptacle/ dumpster is in good condition (no signs of leaks):	Yes
Other stormwater:	
Best Management Practices are implemented to prevent grease from entering sewer:	Yes
"No Grease" signs are posted in appropriate locations:	Yes
Drain screens are placed over floor drains to prevent solids from entering sewer:	Yes
Other housekeeping:	
Contact Name:	
Current Email for Contact:	
Phone Number:	
Additional follow-up required:	UNCHECK

Inspection **17224**

Restaurant Fog Inspection

Status: **OPEN**

Priority: **Location:** **Inspected By:**

5/5/2025
ATTACHMENT

-INTENTIONALLY LEFT BLANK-

Appendix D

SSMP Modifications

Attachment A: Working list of modifications to the SSMP

Attachment A

Working list of modifications to the SSMP

SSMP Changes Log

Date	Reason for Change	Description of Change	Location in SSMP	Approved by
6/8/2009	Original SSMP	Original document creation	entirety	City Council
2011	Audit	Mandatory 2-year audit	various locations	Dylan Wade/Jim Hayes
2013	Audit	Mandatory 2-year audit	various locations	Dave Zevely/ Bruce Keogh
5/12/2014	Recertification	Incorporate new requirements from SWRCB's MRP amendments and updates to reflect changes in system assets and current O&M practices	entirety	City Council
6/21/2015	Track SSMP Changes in same document	Incorporate Change Log in body of SSMP	Appendix D	Dave Zevely
6/21/2015	Follow wording in Goal 1 of the SSMP 2016 Audit	Managing, maintaining and improving the City's collection system infrastructure	Page 10, first bullet, first sentence	Dave Zevely
2016	Audit	Mandatory 2-year audit	Various locations	Dave Zevely
2018	Audit	Mandatory 2-year audit	Various locations	Joe Mueller
2019	Recertification	Incorporate revisions to comply with requirements of the SWRCB's General Order 2006-0003-DWQ	entirety	City Council
2021	Audit	Mandatory 2-year audit	Various locations	Robert Victor
2025	Recertification	Incorporate new changes for SWRCB's General Order 2022-0103-DWQ	entirety	City Council