

Sewer Spill Emergency Response Plan

Sonoma County Water Agency

Airport-Larkfield-Wikiup Sanitation Zone

Geyserville Sanitation Zone

Occidental County Sanitation District

Penngrove Sanitation Zone

Russian River County Sanitation District

Sea Ranch Central Wastewater Sanitation Zone

Sea Ranch North Wastewater Sanitation Zone

Sonoma Valley County Sanitation District

Effective Date: _____

Revised Date: _____

Approved by: _____

Signature: _____

Date: _____

Prepared by: David Patzer
DKF Solutions Group, LLC
dpatzer@dkfsolutions.com



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1. INTRODUCTION

The Sonoma County Water Agency (SCWA) manages, operates and maintains eight (8) wastewater collection and treatment systems in Sonoma County. They are Airport-Larkfield-Wikiup Sanitation Zone, Geyserville Sanitation Zone, Occidental County Sanitation District, Penngrove Sanitation Zone, Russian River County Sanitation District, Sea Ranch Central Wastewater Sanitation Zone, Sea Ranch North Wastewater Sanitation Zone, and Sonoma Valley County Sanitation District. Throughout this Spill Emergency Response Plan any one of the above facilities may be referred to as “Agency.”

SCWA also owns South Park County Sanitation District, which is operated and maintained under contract by City of Santa Rosa, which is also responsible for spill emergency response.

2. PURPOSE

The purpose of the Spill Emergency Response Plan (SERP) is to support a prompt, orderly and effective response to spills (sanitary), reduce spill volumes, and collect information for prevention of future spills. A “spill” in this document is defined, by State Water Board Order No. WQ 2022-0103-DWQ as 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.

The SERP provides guidelines for Agency personnel to follow in responding to, cleaning up, reporting, and properly documenting spills that may occur within the Agency’s service area. This SERP satisfies the State Water Board Order No. WQ 2022-0103-DWQ, which require wastewater collection agencies to have a Spill Emergency Response Plan.

Additionally, the SERP outlines procedures for responding to sanitary sewer spill backups into structures as required by the Agency’s insurer. “Backup” is a term typically used by insurers to describe property damage resulting from exposure and contact to untreated or partially treated sewage.

3. POLICY

The Agency’s employees are required to report all spills from agency owned sewer mains and publicly owned laterals found and to take the appropriate action to secure the spill area, properly report to the appropriate regulatory agencies, relieve the cause of the spill, and ensure that the affected area is cleaned as soon as possible to minimize health hazards to the public and protect the environment. The Agency’s goal is to respond to sewer system spills as soon as possible following notification. The Agency will follow reporting procedures regarding sewer spills as set forth by the San Francisco and North Coast Regional Water Quality Control Boards and the State Water Board Order No. WQ 2022-0103-DWQ (SSS-WDR).

4. DEFINITIONS AS USED IN THIS SERP

ANNUAL REPORT: An Annual Report (previously termed as Collection System Questionnaire in previous State Water Board Order No. 2006-0003-DWQ) is a mandatory report in which the Agency 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 Agency’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.

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.

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.

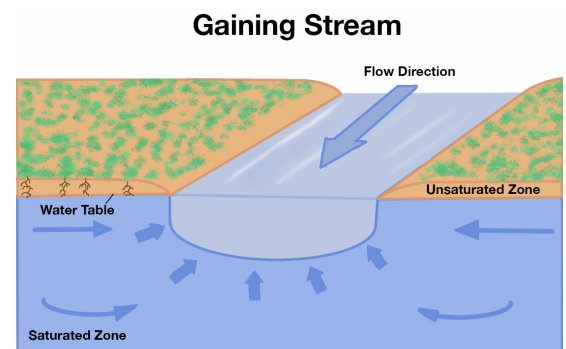
EXFILTRATION: Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

FIRST RESPONDER: Water Agency emergency response staff.

FOG – Fats, Oils, and Grease: Refers to fats, oils, and grease typically associated with food preparation and cooking activities that can cause blockages in the sanitary sewer system.

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 the SWRCB Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. See image, right. 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 Agency’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 Agency, with authority to sign and certify submitted information and documents required by State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

MAINLINE SEWER: Refers to Agency wastewater collection system piping downstream of the sewer laterals that is not a private sewer lateral connection to a building.

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

NOTIFICATION OF A SPILL: Refers to the time at which the Agency becomes aware of a spill event through observation or notification by the public or other source.

NUISANCE: For the purpose of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), 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.

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

PRIVATE LATERAL SEWAGE SPILL – Spills that are caused by blockages or other problems within a privately-owned lateral.

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.

PRIVATE SEWER LATERAL: A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a 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.

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 Agency;
- ☐ 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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), sanitary sewer systems include only systems owned and/or operated by the Agency.

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.

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 storm-water or groundwater, conveyed in a sanitary sewer system.

SEWER BACKUP A sanitary sewer spill with an appearance point and subsequent discharge into a structure.

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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

□ **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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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 a Agency-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Agency shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

• **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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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.

TRAINING: Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

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.

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.

5. STATE REGULATORY REQUIREMENTS FOR ELEMENT 6, SPILL EMERGENCY RESPONSE PLAN

The Sewer System Management Plan (SSMP) must include an up to date Spill Emergency Response Plan (SERP) to ensure prompt detection of and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP 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 State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the SERP 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 State Water Board Order No. WQ 2022-0103-DWQ (SSS-WDR); and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update it as needed.

The Sewer System Management Plan is available to the public at <https://www.sonomawater.org/sewer-system-management-plans>.

6. SPILL EMERGENCY RESPONSE PLAN OBJECTIVES

The Spill Emergency Response Plan includes measures to protect public health and the environment. The Agency will 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 discharges to waters of the State.

Additionally, Agency Staff will:

- ☐ Work safely;
- ☐ Properly document each spill event in a separate file including photos and/or video where applicable;
- ☐ Collect information for prevention of future spills;
- ☐ Minimize public contact with the spilled wastewater;
- ☐ Mitigate the impact of the spill;
- ☐ Meet the regulatory reporting requirements;
- ☐ Evaluate the causes of failure related to spills;
- ☐ Perform post-spill response evaluation for adherence to procedures and effectiveness of response; and
- ☐ Revise response procedures, modify maintenance practices or provide additional training based on the results from the debrief and failure analysis of spills, if needed.

7. SPILL DETECTION AND NOTIFICATION

ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), ATTACHMENT D, Element 6, Page D-6

The processes that are employed to notify the Agency of the occurrence of a spill include: observation by the public, receipt of an alarm, or observation by Agency staff during the normal course of their work.

7.1 LIFT STATION ALARMS

There are 19 wastewater lift stations throughout the eight sanitation agencies. In the event of a station failure the SCADA alarm system is activated and the Agency is contacted. To prevent spills, wastewater from the wet well can either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypassed around the station into the sanitary sewer system.

7.2 PUBLIC OBSERVATION

Public observation is one way that the Agency is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are on the website: <https://www.sonomawater.org>. The Agency's telephone number for reporting sewer problems is (707) 523-1070.

Calls are received at the Operations Water Desk. The Operations Water Desk Operator should immediately notify the Collection System Maintenance Coordinator of the reported sewage spill from the collections system and notify the Operations Coordinator of unauthorized discharges from wastewater treatment plants. Notification shall be by telephone using the individual's work cell number, then by home or work number depending on the time of day and day of the week. If no response is received within fifteen (15) minutes, the Water Desk Operator shall notify the next Coordinator in descending order on the telephone/contact list kept at the Water Desk for emergency and overflow response.

When calls are received, either during normal work hours or after hours, the individual receiving the call will collect and include in the spill event file, at a minimum, the following information to record the complaint:

- ☐ 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.

If the spill or backup is not in the Agency's service area the individual receiving the call provides the customer with the contact information for the responsible agency, and then notifies that agency.

If the spill or backup is in the Agency's service area, the Collection System Maintenance Coordinator directs the appropriate crews, materials, supplies, and equipment to be deployed. The Collection System Maintenance Coordinator dispatches the First Responders by direct contact, mobile radio, or telephone or will request the Water Desk Operator to make direct contact. The First Responders will respond to the address of the complaint and complete the Sanitary Sewer Spill and Backup Response Workbook.

7.3 AGENCY STAFF OBSERVATION

Agency staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Sewage spills or unauthorized discharges from wastewater treatment plants detected by any Agency personnel in the course of their normal duties shall be reported immediately to the Water Desk Operator by two-way radio or by telephoning (707) 523-1070.

7.4 CONTRACTOR OBSERVATION

Contractors working on the Agency sewer system will be informed of contractor spill response procedures. Contractors working on behalf of property owners will be provided spill response information by the Permits Department of Sonoma County when they pull a permit. The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:

1. Immediately notify the Agency at (707) 523-1070 and provide the following information if available:
 - a. Date, time contractor first noticed the spill
 - b. Description of the contractor's observation, including any information regarding whether the spill has reached surface waters or a drainage conveyance system
 - c. Contractor's contact information
2. Protect storm drains.
3. Protect the public.
4. Direct ALL media and public relations requests to the Communications Manager.

7.5 NO OBSERVATION

If there are no witnesses or no call was received for a spill, the Agency staff will contact nearby residences or business owners in the vicinity of the spill, in an attempt to obtain information that brackets a given start time that the spill began. This information will be collected and documented on the Sanitary Sewer Spill Report in the Sanitary Sewer Spill/Backup Response Workbook.

8. SPILL RESPONSE PROCEDURES (Ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), ATTACHMENT D Element 6 page D-6)

8.1 SEWER SPILL/BACKUP RESPONSE SUMMARY

The Agency will respond to spills as soon as feasible following notification of a spill/backup.

If it is not possible that the spill/backup is due to a failure in the Agency-owned/maintained sewer lines the First Responders performs the following:

- ☐ Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- ☐ If the customer is not home the First Responders completes the Door Hanger and leaves it on the customer's door.
- ☐ If the customer is home the First Responders:

- Explains that the blockage is in the customer's lateral and the Agency does not have legal authority to maintain or perform work on privately owned laterals.
- Recommends to the customer that they hire a licensed contractor to clear their line.
- Gives the customer the Your Responsibilities as a Private Property Owner pages from the Sanitary Sewer Spill/Backup Response Workbook.

If it is possible that the spill/backup is due to a failure in the Agency-owned/maintained sewer lines the First Responders:

- ☐ Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- ☐ Relieves blockage and cleans impacted areas.
- ☐ Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Collection System Maintenance Coordinator and the leads.

The Operations Water Desk or Operations Coordinator performs required regulatory reporting in accordance with the Sanitary Sewer Spill/Backup Response Workbook's Regulatory Reporting section.

If the overflow has impacted private property, the First Responders:

- ☐ Follows the instructions in the Sanitary Sewer Spill/Backup Response Workbook.
- ☐ Provides the customer with forms and information as indicated in the Sanitary Sewer Spill/Backup Response Workbook.
- ☐ Forwards the completed Sanitary Sewer Spill/Backup Response Workbook to the Collection System Maintenance Coordinator and the leads.

The Collection System Maintenance Coordinator and/or the leads notify the Risk and Safety Officer of incident. The Collection System Maintenance Coordinator is the point of contact to discuss the incident with the claimant and answer their questions, and reiterates the process for recovery as needed.

The Risk and Safety Officer or designee:

- ☐ Reviews incident reports, claim form and other incident information and forwards, as appropriate, to County of Sonoma Risk Management
- ☐ Communicates with County of Sonoma Risk Management to adjust and administer the claim to closure.
- ☐ Properly documents in writing all activities and communications before approving the final event file.

8.2 FIRST RESPONDER PRIORITIES

The first responder's FIRST priorities are:

- ☐ Prompt response to spills.
- ☐ To follow safe work practices.
- ☐ To respond promptly with the appropriate and necessary equipment.
- ☐ To minimize public access to and/or contact with the spilled sewage.
- ☐ To return the spilled sewage to the sewer system.

The first responder's SECOND priorities are:

- ☐ To reduce spill volume and contain the spill wherever feasible.
- ☐ To restore the flow as soon as practicable.
- ☐ To promptly notify the Operations Water Desk in event of a spill needing additional resources, and/or impacting environmentally sensitive areas.
- ☐ To restore the area to its original condition (or as close as possible). Collect information for the prevention of future spills.
- ☐ Properly document the spill and response activities on the forms provided in the Sanitary Sewer Spill/Backup Response Workbook, including photos and/or video where practicable.

8.3 CALOSHA SAFETY REQUIREMENTS

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

If the first responders encounter access restrictions or unsafe conditions that prevent its compliance with spill response requirements or monitoring requirements in State Water Board Order No. WQ 2022-0103-DWQ (SSS-WDR), the Agency provides written documentation of access restrictions and/or safety hazards in the corresponding required report.

8.4 INITIAL RESPONSE

The first responder must respond to the site of the spill/backup and visually check for potential sewer stoppages. The first responder will:

1. Note arrival time at the site of the spill/backup.
2. Verify the existence of a public sewer system spill or backup.
3. Identify and assess the affected area and extent of the spill, including determining if the discharge has entered a drainage system and or has reached surface waters.
4. Assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools.
5. Contact caller if more information is required.
6. Document, according to the requirements described in Appendix A, "Reporting Requirements by Spill Category," the spill by description, photographs, and GPS coordinates of the system location where the spill originated, as well as the extent of the spill and spill boundaries. 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. Take steps to contain, recover, and return the spill to the sanitary sewer as feasible. Reference to 8.5 for specific containment instructions. For procedures, refer to the Sanitary Sewer Spill/Backup Response Workbook.
8. Protect surface waters to the extent practicable. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.
9. Implement pre-planned coordination and collaboration procedures with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.
10. Prepare spill event chronology from First Responder arrival to end of the event.

8.5 INITIATE SPILL CONTAINMENT MEASURES

The first responder will attempt to contain as much of the spilled sewage as possible using the following steps:

- ☐ Determine the immediate destination of the overflowing sewage.
- ☐ Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- ☐ Contain/direct the spilled sewage using dike/dam or sandbags.
- ☐ Vacuum retrieve sewage whenever practicable.
- ☐ Pump around the blockage/pipe failure.

Containment efforts will be documented. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

8.6 RESTORE FLOW

Using the appropriate cleaning equipment, set up downstream of the blockage and hydro-clean upstream from a clear manhole. Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not reoccur downstream. If the blockage cannot be cleared within a reasonable time from arrival, or sewer requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If other assistance is required, immediately contact the Operations Water Desk. For procedures refer to the Sanitary Sewer Spill/Backup Response Workbook.

8.7 EQUIPMENT

This section provides a list of specialized equipment that may be used to support this Spill Emergency Response Plan.

- ☐ *Closed Circuit Television (CCTV) Inspection Unit* – A CCTV Inspection Unit is required to determine the root cause for all spills from gravity sewers.
- ☐ *Camera* -- A digital or disposable camera (photo, video or phone) is required to record the conditions upon arrival, during clean up, and upon departure.

- ☐ *Utility Trucks* -- A utility body pickup truck, or open bed is required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools will include containment and clean up materials.
- ☐ *Portable Generators, Portable Pumps, Piping, and Hoses* – Equipment used to bypass pump, divert, or power equipment to mitigate a spill.
- ☐ *Combination Sewer Cleaning Trucks* -- Combination high velocity sewer cleaning trucks with vacuum tanks are required to clear blockages in gravity sewers, vacuum spilled sewage, and wash down the impacted area following the spill event.
- ☐ *Rodding (snake) equipment for responding to lateral blockages.*
- ☐ *Air plugs, sandbags and plastic mats*
- ☐ *Spill Sampling Kits*
- ☐ *Portable Lights*

9. RECOVERY AND CLEANUP (Ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), *Element 6, ATTACHMENT D, Page D-6*)

The recovery and cleanup phase begins immediately after the flow has been restored and the spilled sewage has been contained to the extent possible. The spill recovery and cleanup procedures are described in the following sections.

9.1 ESTIMATE THE FLOW AND VOLUME OF SPILLED SEWAGE

A variety of approaches exist for estimating the volume of a sanitary sewer spill. The First Responders should use the method most appropriate to the sewer overflow in question and reference the Sanitary Sewer Spill/Backup Response Workbook which provides four (4) methods:

- ☐ Eyeball Estimation Method
- ☐ Duration and Flow Rate Calculation Method
- ☐ Area/Volume Method
- ☐ Upstream Connections Method

In addition, the following will be documented on the Sewer Spill Report form:

1. 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;
2. Estimated total spill volume exiting the system;
3. Description and photographs of the extent of the spill and spill boundaries;
4. 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 that reached the drainage conveyance system;
- 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;
- Estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water.

5. Estimated total spill volume recovered.

9.2 RECOVERY OF SPILLED SEWAGE

Vacuum up and/or pump the spilled sewage and wash down water and discharge it back into the sanitary sewer system. Thoroughly recover and dispose of sewage and wash down water.

9.3 CLEAN-UP AND DISINFECTION

Clean up procedures will be implemented to reduce the potential for human health issues and adverse environmental impacts associated with a spill event. The procedures described are for dry weather conditions and will be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of Agency staff, a cleanup contractor will be used.

Private Property

Agency crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings, such as in front, side and backyards, easements, etc. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration and submit a claim form to the Agency to request reimbursement as appropriate.

Hard Surface Areas

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water and/or deozone or similar non-toxic biodegradable surface disinfectant until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Take steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume will be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by CalOES for spills greater than or equal to 1,000 gallons. For spills less than 1,000 gallons, contact Sonoma County Department of Health Services for direction.

Wet Weather Modifications

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required and sampling would not provide meaningful results.

9.4 PUBLIC NOTIFICATION

Signs will be posted and barricades put in place to keep vehicles and pedestrians away from contact with spilled sewage. Sonoma County Department of Health Services instructions and directions regarding placement and language of public warnings will be followed. Additionally, the Collections System Maintenance Coordinator will use their best judgment regarding supplemental sign placement in order to protect the public and local environment. Signs will not be removed until directed by Sonoma County Department of Health Services or the Collection System Maintenance Coordinator.

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

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

When contact with the local media is deemed necessary, the First Responder will notify the Communications Manager or designee who will provide the media with all relevant information.

10. WATER QUALITY (Ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), *Element 6, Attachment A - DEFINITIONS page A-5, Attachment E1 2.3 through 2.4 pages E1-5 through E1-8*)

10.1 SURFACE WATERS OF CONCERN

The following waters of the State are within the eight sanitation facilities:

Airport Larkfield Wikiup SZ

Airport Creek
Redwood Creek
Mark West Creek
Wikiup Creek
Coffee Creek

Geyserville Sanitation Zone

Wood Creek

South Park County Sanitation District

Colgan Creek

Todd Channel
Roseland Creek
Mooreland Creek

Russian River County Sanitation District

Russian River
Hulbert Creek
Fife Creek
Livereau Creek
Mays Canyon Creek

Occidental County Sanitation District

Dutch Bill Creek

Salmon Creek

Sea Ranch Sanitation Zone - North

Gualala River

Sonoma Valley County Sanitation District

Sonoma Creek

Nathanson Creek

Frey Creek

Agua Caliente Creek

Dowdell Creek

Schell Creek

Hooker Creek

Mill Creek

Rodgers Creek

Carriger Creek

Felder Creek

Sea Ranch Sanitation Zone - Central

Gualala River

10.2 WATER QUALITY SAMPLING AND TESTING

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Agency will conduct the following water quality sampling as soon as possible but no later than **18 hours** after the Agency'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 10.5 (Receiving Water Sampling Locations) below, if sewage discharges to a surface water via a drainage conveyance system; and/or
- ☐ Each of the three receiving water sampling locations in section 10.5 (Receiving Water Sampling Locations) below;

If the receiving water has no flow during the duration of the spill, the Agency must report "No Sampling Due To No Flow" for its receiving water sampling locations.

Agency staff will collect water quality samples in accordance with State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

Agency staff collecting the samples will complete the Chain of Custody prior to transferring ownership of the samples to the appropriate laboratories.

The laboratories shall analyze the collected receiving water samples for the following constituents depending on the applicable Regional Water Quality Control Board (RWQCB):

- ☐ North Coast RWQCB (Region 1)
 - Ammonia, and
 - Fecal Coliform Bacteria (ref. North Coast Basin Plan – June 2018 Edition)
 - In waters designated for contact recreation (REC-1), the median fecal coliform concentration based on a minimum of not less than five samples for any 30-day period shall not exceed 50/100 ml, nor shall more than ten percent of total samples during any 30-day period exceed 400/100 ml (State Department of Health Services).
 - At all areas where shellfish may be harvested for human consumption (SHELL), the fecal coliform concentration throughout the water column shall not exceed 43/100 ml for a 5-tube decimal dilution test or 49/100 ml when a three-tube decimal dilution test is used (National Shellfish Sanitation Program, Manual of Operation).

- San Francisco RWQCB (Region 2)
 - Ammonia, and
 - Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following from the table below, unless directed otherwise by the Regional Water Board: *ref. San Francisco Bay Basin (Region 2) Water Quality Control Plan (Basin Plan), November 5, 2019.*

Water Quality Objectives for Bacteria ^a				
Beneficial Use	Fecal Coliform ^a (MPN/100mL)	Total Coliform ^a (MPN/100mL)	Enterococcus (CFU/100mL) ^g	E. coli (CFU/100mL) ^g
Water Contact Recreation			geometric mean < 30 STV < 110	geometric mean < 100 STV < 320
Shellfish Harvesting ^b	median < 14 90th percentile < 43	median < 70 90th percentile < 230 ^c		
Non-contact Water Recreation ^d	mean < 2000 90th percentile < 4000	geometric mean < 100		
Municipal Supply: Surface Water ^e	geometric mean < 20			
Municipal Supply: Groundwater		< 1.1 ^f		
Notes: a. Based on a minimum of five consecutive samples equally spaced over a 30-day period. b. Source: National Shellfish Sanitation Program. c. Based on a five-tube decimal dilution test or 300 MPN/100 ml when a three-tube decimal dilution test is used. d. Source: Report of the Committee on Water Quality Criteria, National Technical Advisory Committee, 1968. e. Source: California Department of Public Health recommendation. f. Based on multiple tube fermentation technique; equivalent test results based on other analytical techniques, as specified in the National Primary Drinking Water Regulation, 40 CFR, Part 141.21(f), revised June 10, 1992, are acceptable. g. Numeric values are from Part 3 of the Water Quality Control Plan for Inland Surface Waters, Enclosed Bays, and Estuaries of California based on Section 7958 of Title 17 of the California Code of Regulations, 69FR 67217 et seq., and 40 CFR Part 131.41 (effective date December 16, 2004). The Enterococcus objective applies to marine and estuarine waters where the salinity is greater than 1 part per thousand more than 5 percent of the time. The E. coli objective applies to freshwaters where the salinity is equal to or less than 1 part per thousand 95 percent or more of the time. The geometric mean for enterococcus and E. coli is computed weekly for all samples in a 6-week interval. There is no fecal coliform objective to protect water contact recreation for inland surface waters, enclosed bays, or estuaries, but a fecal coliform objective protecting this use remains in the California Ocean Plan. The STV is the statistical threshold value				

and shall not be exceeded by more than 10 percent of the samples collected in a calendar month.

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 Agency shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

10.3 LAB SELECTION

Analytical Lab

Samples collected for spill response and background monitoring purposes will be analyzed at the Water Agency Laboratory or Alpha Labs, which are accredited through the California State Water Resources Control Board Environmental Laboratory Accreditation Program (ELAP). ELAP provides evaluation and accreditation of environmental testing laboratories to ensure the quality of analytical data used for regulatory purposes to meet the requirements of the State's drinking water, wastewater, shellfish, food, and hazardous waste programs. The State agencies that monitor the environment use the analytical data from these accredited labs. The ELAP-accredited laboratories have demonstrated capability to analyze environmental samples using approved methods.

Getting Samples to the Lab

At all times, sample hold times identified below will be observed in accordance with the following:

Analytical Parameter	Maximum Holding Time	Required Container Type	Required Preservative	Minimum Amount
Ammonia (NH ₃ as N); SM 4500NH ₃ B/C or B/G	28 days	Plastic / Glass	H ₂ SO ₄ pH <2 +0-6°C	200 mL
Coliform, Total / Fecal; SM 9221 B/E	8 hours – wastewater/storm- water 30 hours – drinking water	Plastic (sterile)	Na ₂ S ₂ O ₃ + 0-10°C; No regulatory temp. req. for drinking water)	100 mL
Coliform, Total / E.Coli; SM 9223 B (Present/Ab- sent or Quantitray)	8 hours	Plastic (sterile)	Na ₂ S ₂ O ₃ + 0-10°C; No regulatory temp. req. for DW	100 mL
Enterococcus by Enter- olert	8 hours	Plastic (sterile)	Na ₂ S ₂ O ₃ + 0-10°C	100 mL

Once samples are collected, they will be transported by the First Responder(s) to the lab to be processed.

10.4 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 State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), 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 State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) 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).

10.5 RECEIVING WATER SAMPLING LOCATIONS

Receiving water samples shall be collected 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.
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.

10.6 STREAM VELOCITY MEASUREMENTS

If sampling is performed after the spill has stopped, the velocity of the impacted surface water must be determined to estimate spill travel time and select an accurate downstream sample location. One way to measure the spill travel time is to use a velocity probe (such as a Global Water FP111-S Flow Probe) to determine the rate of

¹ The Agency 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.

flow in the water body. In cases where a water velocity probe is used, the manufacturer's instructions will be followed.

10.7 SAMPLE TYPES

Grab Samples

Grab samples are appropriate for the characterization of surface waters at a particular time and place, to provide information about minimum and maximum concentrations, and to allow for the collection of variable sample volume.

Grab samples may be collected directly into the sample container, or a clean decontaminated intermediate container may be used if a wading sample is not possible or safe. If an intermediate container is used, when in the field, double rinse the sampling device (bucket, automatic sampler) with sample water prior to collecting the sample and be sure to discard rinse water downstream of where sample will be collected. If samples are collected in a bucket and distributed into a consolidation collection container, swirl the contents of the bucket as it is being poured into the consolidation collection container to avoid settling of solids (and pour in back-and-forth pattern – e.g., 1-2-3-3-2-1).

- ☐ Grab Sample: A grab sample is defined as an individual sample collected at a given time. Grab samples represent only the condition that exists at the time the sample is collected (US EPA 1977).
- ☐ Surface Grab Sample: A sample collected at the water surface (i.e., skimming) directly into the sample container or into an intermediate container such as a clean bucket. A single or discrete sample collected at a single location.

Field Blanks

Field Blanks are used to evaluate the potential for contamination of a sample by site contaminants from a source not associated with the sample collected (e.g., airborne dust, etc.). Sterile, deionized water is taken into the field in a sealed container. This is the stock water. The stock water is then poured into the sample container. The containers and sample submission forms are labeled as "Field Blank." The same template selected for the test samples should be used. Field blanks are subject to the same holding time limitations as samples. The appropriate FIELD QC box on the sample Chain of Custody form should be checked.

10.8 SAMPLE LABELING AND CHAIN OF CUSTODY PROCEDURES

At a minimum, the following grab samples will be collected:

- ☐ Field Blank: See Section 10.7 for discussion.
- ☐ Upstream: A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
- ☐ Source: A point in the receiving water where sewage initially enters the receiving water. See Section 10.6 for information on determining velocity of the surface water in order to determine the Source sample location.

- ☐ “Downstream” of spill: A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water. This location will vary with the velocity of the surface water to be sampled (*see Section 10.6*).
- ☐ A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Sample labels shall be completed for each sample, using waterproof ink, as described in Section 10.5.

Photos or video of each sample location will be taken, properly labeled with date, time, and view direction and a map of the photo locations completed. Photos and videos shall include relevant landmarks to identify sampling locations and their surroundings.

Due to the evidentiary nature of samples collected during enforcement investigations, possession must be traceable from the time the samples are collected until they are analyzed. To maintain and document sample possession, a Surface Water Sample Chain of Custody Record must be completed. A sample is under custody if:

- ☐ It is in your possession, or
- ☐ It is in your view, after being in your possession, or
- ☐ It was in your possession and under your control to prevent tampering, or
- ☐ It is in a designated secure area.

As few people as possible should handle samples. The person taking the samples is personally responsible for the care and custody of the samples collected until they are transferred or dispatched properly.

Samples are accompanied by a chain of custody record. When transferring the possession of samples, the individuals relinquishing and receiving will sign, date, and note the time on the record. This record documents sample custody transfer from the sampler, often through another person, to the analyst at the laboratory. The samples are typically transferred to the sample-receiving custodian at the laboratory.

10.9 SPILL TECHNICAL REPORT: 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 appropriate Legally Responsible Official (LRO) 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. Agency's response to the spill:
- Chronological narrative description of all actions taken by the Agency 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 10.2.
 - Laboratory results, including laboratory reports;
 - Detailed location map illustrating all water quality sampling points; and
 - Other regulatory agencies receiving sample results (if applicable).
5. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

11. NOTIFICATION, REPORTING, MONITORING AND RECORDKEEPING REQUIREMENTS

ref. ORDER WQ 2022-0103-DWQ Attachment E-1 and E-2

11.1 REPORTING REQUIREMENTS

All reporting required in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR) must be submitted electronically to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise in State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR). 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 the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

The Agency 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.

Refer to APPENDIX A for detailed reporting requirements by spill category.

11.2 REGULATOR REQUIRED NOTIFICATIONS

11.2.1 Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	Within two (2) hours of the Agency'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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	- Submit Draft Spill Technical Report within three (3) business days of the Agency'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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

11.2.2 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 Agency's knowledge of a Category 2 spill of 1,000 gallons or greater 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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	- Submit Draft Spill Report within three (3) business days of the Agency'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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

11.2.3 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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Reporting	- Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendar 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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

11.2.4 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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
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11.2.5 Agency Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Within two (2) hours of the Agency's knowledge of a spill of 1,000 gallons or greater, from an Agency-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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1 of the State Water Board ORDER WQ 2022-0103-DWQ)
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 of the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR))

11.3 COMPLAINT RECORDS

The Agency maintains records of all complaints received whether or not they result in sanitary sewer overflows. These complaint records include, but are not limited to, records documenting how the Agency 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;

All complaint records will be maintained for a minimum of five years whether or not they result in a spill. Spill files (field notes, spill/Backup Response Workbook) are kept at the Operations Water Desk.

12. POST-SPILL ASSESSMENTS OF SPILL RESPONSE ACTIVITIES

(*ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6, ATTACHMENT D, Page D-6*)

Every spill event is an opportunity to evaluate the Agency adherence to response and reporting procedures and effectiveness of the response. Each spill event is unique, with its own elements and challenges including volume, cause, location, terrain, climate, and other parameters.

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

12.1 FAILURE ANALYSIS INVESTIGATION

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

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

- ☐ Reviewing and completing the Sanitary Sewer Spill Report and any other documents related to the incident
- ☐ Reviewing the incident timeline and other documentation regarding the incident
- ☐ Reviewing communications with the reporting party and witness
- ☐ Reviewing volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- ☐ Reviewing available photographs
- ☐ Interviewing staff that responded to the spill

- ☐ Reviewing past maintenance records
- ☐ Reviewing past CCTV records,
- ☐ Conducting a CCTV inspection to determine the condition of all line segments immediately following the spill and reviewing the video and logs,
- ☐ Reviewing any Fats, Oils, Roots and Grease (FROG) related information or results
- ☐ Post spill debrief records
- ☐ Interviews with the public at the spill location

The product of the failure analysis investigation will be the determination of the root cause and the identification and scheduling of the corrective actions. The Collection System Failure Analysis Form (in Sanitary Sewer Spill/Backup Response Workbook) will be used to document the investigation.

13. SPILL RESPONSE TRAINING

(ref. State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), *Element 6, Attachment D 4.3 page D-5 and Element 6 page D-6*)

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

13.1 INITIAL AND ANNUAL REFRESHER TRAINING

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

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

- ☐ The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- ☐ The Agency's Spill Emergency Response Plan procedures and practice drills
- ☐ Containment and cleanup methods
- ☐ Researching and documenting Sanitary Sewer Spill Start Times
- ☐ Skilled estimation of spill volume for field operators
- ☐ Electronic CIWQS reporting procedures for staff submitting data
- ☐ State Water Resources Control Board Employee Knowledge Expectations

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

1. Please briefly describe your name and job title.
2. Please describe for us approximately when you started in this field and how long you have worked for your agency.

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

13.2 SPILL RESPONSE DRILLS

Periodic training drills or field exercises will be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills will be recorded and action items will be tracked to ensure completion. Actual spill events may be used to meet training requirements if the Emergency Management & Security Division Manager can verify the actions taken during the event match those used in training as denoted in this SERP and/or the Response Workbook. Note that on the Training Record form, the hands-on method designation would apply to training using actual spill events.

13.3 SPILL TRAINING RECORD KEEPING

Records will be kept of all training that is provided in support of this SERP for 5 years. The records for all scheduled training courses, overflow emergency response training events, and/or training completed during an actual spill event will include date, time, place, content, name of trainer(s), names and titles of attendees, brief narrative description of the training, including training method(s) and training materials and/or equipment used.

13.4 CONTRACTORS WORKING ON AGENCY SEWER FACILITIES

All contractors working on Agency sewer facilities will be required to follow the spill response instructions on the Sanitary Sewer Spill Response Instructions for Contractors (Appendix E). Additional training may be required depending on the nature of the work on any or all of the following:

- The requirements of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR), Element 6
- Communication procedures to Agency in the event a spill is caused or witnessed
- The Agency's Spill Emergency Response Plan procedures and practice drills
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

14. SEWER BACKUP INTO/ONTO PRIVATE PROPERTY CLAIMS HANDLING POLICY

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

- ☐ Agency staff will offer an Agency claim form irrespective of fault whenever it is possible that the sanitary sewer backup may have resulted from an apparent blockage in the Agency-owned sewer lines or whenever a Agency customer requests a claim form. The claim may later be rejected if subsequent investigations into the cause of the loss indicate the Agency was not at fault.
- ☐ It is the responsibility of the First Responders to gather information regarding the incident and notify the Collection System Maintenance Coordinator and the leads.
- ☐ It is the responsibility of the Risk and Safety Officer or their designee to review all claims and to oversee the adjustment and administration of the claim to closure.

15. AUTHORITY

This SERP is written in accordance with the State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

16. APPENDICES

- A. Reporting Requirements by Spill Category
- B. Training Record
- C. Service Call Form
- D. Door Hanger
- E. Sanitary Sewer Spill Response Instructions for Contractors
- F. Sanitary Sewer Spill/Backup Response Workbook

APPENDIX A:
Reporting Requirements by Spill Category

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 1 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the Agency's knowledge of a Category 1 spill, the Agency 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 Agency contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Agency was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Agency 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:
 - a. Description of the drainage conveyance system transporting the spill;
 - b. Photographs of the drainage conveyance system entry location(s);
 - c. Estimated spill volume fully recovered from the drainage conveyance system;
 - d. Estimated spill volume remaining within the drainage conveyance system;
 - e. Description and photographs of all discharge point(s) into the surface water;
 - f. Estimated spill volume that discharged to surface waters; and
 - g. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the Agency 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.

(Category 1 continued)

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report:

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:
 - a. 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
 - b. 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:
 - a. Observed impacts on aquatic life,
 - b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
 - c. Responsible entity for closing/restricting use of water body, and
 - d. 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.

(Category 1 continued)

Amended Certified Spill Reports

The Agency 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 Agency shall certify the amended report.

After **90 calendar days**, the Agency 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.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 2 SPILL REPORTING

Draft Spill Report

Within three (3) business days of the Agency's knowledge of a Category 2 spill, the Agency 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 Agency contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Agency was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Agency 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. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
12. Estimated total spill volume recovered.

Certified Spill Report

Within 15 calendar days of the spill end date, the Agency 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:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;

(Category 2 continued)

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.

Amended Certified Spill Reports

The Agency 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 Agency shall certify the amended report.

After **90 calendar days**, the Agency 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.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 3 SPILL REPORTING

Monthly Certified Spill Reporting

The Agency 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 Agency contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Agency 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:
 - a. Description of the drainage conveyance system transporting the spill;
 - b. Photographs of the drainage conveyance system entry locations(s);
 - c. Estimated spill volume fully recovered from the drainage conveyance system; and
 - d. Estimated spill volume discharged to a groundwater infiltration basin 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:
 - a. 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
 - b. 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.);

(Category 3 Continued)

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:
 - a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - b. 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.

Amended Certified Spill Reports

Within 90 calendar days of the certified Spill Report due date, the Agency 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 Agency 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.

REPORTING REQUIREMENTS FOR INDIVIDUAL CATEGORY 4 SPILL REPORTING

Monthly Certified Spill Reporting

The Agency 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.

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 Agency shall:

- Maintain records per section 4.4. of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR). The Agency 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 Agency-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Agency shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR).

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 Agency-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Agency 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 Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of State Water Board Order No. WQ 2022-0103-DWQ (SSSWDR)) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Agency has no further spills of any category, in the subsequent calendar month, the Agency shall certify “no-spills” for the subsequent calendar month.

If the Agency has no spills from its systems during a calendar month, but the Agency voluntarily reported a spill from a private lateral or a private system, the Agency shall certify “no-spills” for that calendar month.

If the Agency has spills from its owned and/or operated laterals during a calendar month, the Agency shall not certify “no spills” for that calendar month.

APPENDIX B:
Training Record

TRAINING RECORD

Topic:	Training Date:		
Trainer:	Trainer Position/Company:		
Training Location/Environment:			
BASIS FOR TRAINING AND MATERIALS USED <i>(Basis examples: SOP, PowerPoint, Manufacturer's Recommendations, on-the-job-training. Reference title and/or provide attachments when applicable)</i>			
Comments:			
TRAINING DESCRIPTION <i>(Describe in detail what the training entailed)</i>			
TRAINING METHOD			
☐ Classroom/Instructor ☐ Coaching/Mentoring ☐ Other (describe):	☐ Breakout Sessions ☐ Role Playing	☐ Tabletop Exercise ☐ Computerized Training	☐ Drill ☐ Hands-on
METHOD TO QUALIFY TRAINEES <i>(Check all that apply. Maintain qualifying records with training records)</i>			
☐ Exam/Quiz ☐ Other (describe):	☐ Assessment of Ability	☐ Attendance/Participation	

Trainer's Signature:	Date:	Length of Training (hours):
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APPENDIX C:
Service Call Form

SERVICE CALL / COMPLAINT FORM

CALL RECEIVED:	
Received by (name):	
Date:	Time:
CALLER'S INFORMATION	
Name:	Phone:
Address:	
NATURE OF CALL (COMPLAINT)	
Date and time caller first noticed the spill:	
LOCATION OF POTENTIAL PROBLEM	
CALLER'S OBSERVATION	
<i>(e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)</i>	
In case of spill, estimated start time:	
ADDITIONAL COMMENTS/INFORMATION	
RESPONSE ACTION TAKEN/FINAL RESOLUTION	

APPENDIX D:
Door Hanger

Sonoma County Water Agency

On (date)
at (location)

Agency representative notes:

For questions or comments, please call

Sonoma County Water Agency

On (date)
at (location)

Agency representative notes:

For questions or comments, please call

Your sanitary sewer lateral, which is your

APPENDIX E:
Sewer Spill Response Instructions for Contractors

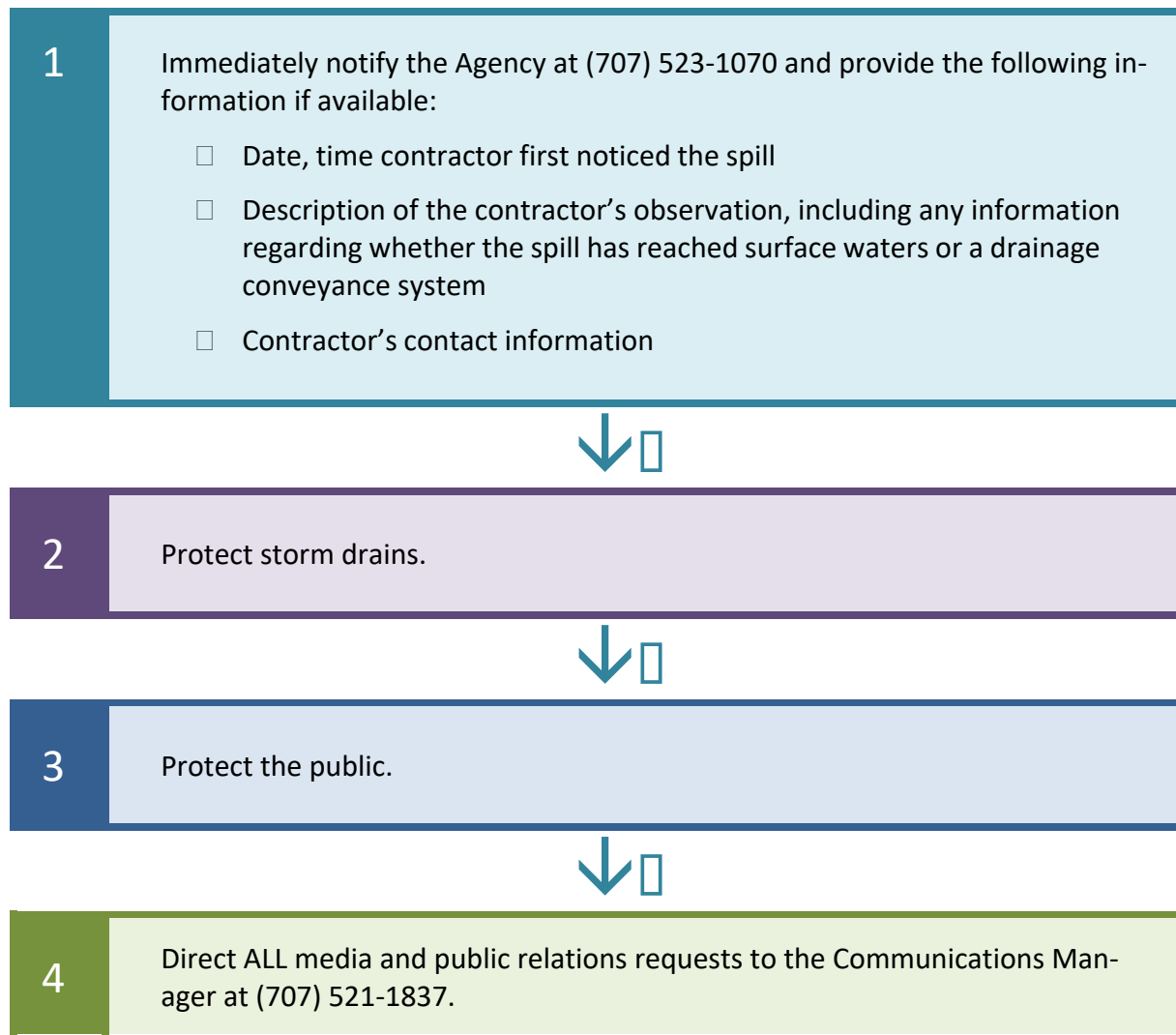
Sonoma County Water Agency Spill Emergency Response Plan

Sewer Spill Response Instructions for Contractors

For contractors working on the sanitary sewer system the Agency expects them to have, at all worksites, spill response materials necessary to block drainage conveyance system entry points near the work area and surface waters.

Additionally, contractor must be trained on spill response materials and equipment.

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a sanitary sewer spill. If the contractor/plumber causes or witnesses a spill they should:



APPENDIX F:
Sewer Spill/Backup Response Workbook