

DEL NORTE COUNTY SERVICE AREA NO. 1 SEWER SYSTEM MANAGEMENT PLAN

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
LIST OF APPENDICES.....	iii
INTRODUCTION.....	1
ELEMENT 1: GOALS.....	3
1.1 Regulatory Requirements for the Goals Element	3
1.2 SSMP Goals.....	3
ELEMENT 2: ORGANIZATION	4
2.1 Regulatory Requirements for the Organization Element	4
2.2 Organization.....	4
2.3 Authorized Representative	10
2.4 SSO Reporting Chain of Communication.....	10
ELEMENT 3: LEGAL AUTHORITY	13
3.1 Regulatory Requirements for the Legal Authority Element.....	13
3.2 CSA's Legal Authority	13
3.3 Agreements with Other Agencies	18
ELEMENT 4: OPERATIONS AND MAINTENANCE PROGRAM.....	19
4.1 Regulatory Requirements for the Operations and Maintenance Program Element	19
4.2 Maps.....	19
4.3 Preventive Operations and Maintenance Program	20
4.4 Rehabilitation and Replacement Program	23
4.5 Training	23
4.6 Contingency Equipment and Replacement Parts Inventory	23
ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS.....	25
5.1 Regulatory Requirements for the Design and Performance Provisions	25
5.2 Standards for Installation, Rehabilitation and Repair	25
5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities	26

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN.....	28
6.1 Regulatory Requirements for the Overflow Emergency Response Plan.....	28
ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM.....	29
7.1 Regulatory Requirements for the FOG Program	29
7.2 Public Education and Outreach Program	29
7.3 Disposal of FOG	30
7.4 Legal Authority for FOG Program.....	30
7.5 Requirements to Install Grease Removal Devices	31
7.6 Authority to Inspect Grease Producing Facilities	32
7.7 FOG Source Control Measures.....	32
ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN	33
8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan	33
8.2 Capacity Evaluation	33
8.3 Design Criteria	34
8.4 Capacity Enhancement Measures	34
ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS	35
9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications	35
9.2 Monitoring Information	35
9.3 Performance Measures	35
9.4 Performance Monitoring and Program Changes	36
ELEMENT 10: SSMP PROGRAM AUDITS	37
10.1 Regulatory Requirements for the SSMP Program Audits.....	37
10.2 SSMP Audits Discussion	37
ELEMENT 11: COMMUNICATION PLAN.....	38
11.1 Regulatory Requirements for the Communication Plan.....	38
11.2 Communication Plan.....	38

LIST OF APPENDICES

APPENDIX A	ORDER NO. 2006-0003, STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS (WDR)
APPENDIX B	ORDER NUMBER WQ 2013-0058-EXEC
APPENDIX C	SSMP AUDIT REPORT, 2020
APPENDIX D	COUNTY OF DEL NORTE, ORDINANCE NO. 2021 – 002 AND DEL NORTE COUNTY AGREEMENT 2021-054
APPENDIX E	CRESCENT CITY MUNICIPAL CODE 13.40
APPENDIX F	OVERFLOW EMERGENCY RESPONSE PLAN
APPENDIX G	FOG CONTROL POLICY
APPENDIX H	FOG PUMPING AND/OR FOG WASTE HAULING CONTRACTORS IN DEL NORTE COUNTY

INTRODUCTION

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resource Control Board (SWRCB) pursuant to Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR) included in Appendix A, and Order Number WQ 2013-0058-EXEC included in Appendix B. The WDR requires development and implementation of a written SSMP, and eleven mandatory SSMP elements. The WDR also defines associated monitoring, record keeping, reporting, and public notification requirements.

Del Norte County Service Area No. 1 (CSA) developed an initial SSMP in 2012. An SSMP audit was conducted in 2017, the SSMP was updated in 2017, and an SSMP audit was conducted in 2020. The 2020 SSMP Audit is attached as Appendix C. This SSMP is an update of the 2017 SSMP and has incorporated the results of the 2020 SSMP Audit.

The Del Norte County Service Area No. 1 (CSA) SSMP has been prepared with the assistance of the City of Crescent City (City). This SSMP is intended to be a living document and should be updated as needed to reflect changes to the SSMP elements. The intent of this SSMP is to meet the requirements of the Statewide WDR. This document presents eleven elements in the order presented in the WDR:

- Goals;
- Organization;
- Legal Authority;
- Operation and Maintenance Program;
- Design and Performance Provisions;
- Overflow Emergency Response Plan;
- Fats, Oils, and Grease (FOG) Control Program;
- System Evaluation and Capacity Assurance Plan;
- Monitoring, Measurement, and Program Modifications;
- SSMP Program Audits; and
- Communication Plan.

The County of Del Norte is situated on the beautiful Northern California coast bordering Oregon to the north, Siskiyou County to the east and Humboldt County on the south. The area offers an abundance of outdoor recreational activities utilizing the proximity of the Pacific Ocean, the Smith River and the Klamath River, Redwood National and State Parks, and the Smith River National Recreation Area.

Summer coastal temperatures average 60 to 70 degrees, with inland temperatures being much warmer. Winter temperatures average 40 to 50 degrees.

The City and the CSA each maintain separate sanitary sewer collection systems within their service areas. Flows generated within the CSA are collected and conveyed to the limits of the City's system. The City system then conveys combined City and CSA

generated flows to the Crescent City Wastewater Treatment Facility (WWTP), which is owned, operated, and maintained by the City.

As described in the 2017 Crescent City NPDES permit, the City owns, operates, and maintains a municipal WWTP and associated collection system and disposal facilities. The WWTP serves a residential population of approximately 17,620 with a small number of commercial and institutional users in the City. The WWTP provides primary treatment, including two grit removal tanks and two clarifiers; and secondary treatment. Secondary treatment is provided by rotating biological contactors and a membrane bioreactor in parallel.

Facility Design Flow	1.86 million gallons per day (mgd) (average dry weather flow rate), 6.12 mgd (peak wet weather flow rate)
Facility Permitted Flow	Shall not exceed 1.86 mgd as an average dry weather flow rate determined from the lowest average daily flow measured over 30 consecutive days.
Receiving Water	Pacific Ocean
Receiving Water Type	Ocean

The sewerage service areas are on the Smith River Plain bordered by the Pacific Ocean to the west, with the base of the coastal range mountains lying to the east. The CSA and City are in a coastal terrace area with slopes gently declining south toward the harbor and declining east toward Elk Creek. Elevations within the CSA range from 0 to 150 feet above mean sea level (msl). The Northcrest area has elevations ranging from 40 to 60 feet msl. The Bertsch Ocean View area, slopes from the base of the Coast Range both west and south to natural drainage channels and low-lying wetlands.

ELEMENT 1: GOALS

The intent of this section is to identify the goals that the CSA has established for its SSMP. These goals are intended to provide focus for CSA staff to continue proactive management of its wastewater collection system.

1.1 Regulatory Requirements for the Goals Element

The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent Sanitary Sewer Overflows (SSOs), as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

The goals of the CSA's SSMP include:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;
- Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows;
- Minimizing the number and impact of SSOs that occur;
- Preventing unnecessary damage to public and private property;
- Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of SSOs;
- Meeting all applicable regulatory notification and reporting requirements;
- Being available and responsive to the needs of the public to prevent and restore interruptions in service, and to minimize public health and property impacts related to SSOs;
- Implementing regular, proactive maintenance of the system to remove and control roots, debris, and fats, oils and grease (FOG) that may cause SSOs;
- Prioritizing rehabilitation and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures; and
- Maintaining the SSMP, which will serve as a reference for the CSA's sanitary sewer system management practices.

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the CSA staff members responsible for implementing this SSMP, responding to SSO events, and meeting the SSO reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements for the Organization Element

The WDR requires that the Organization element of the SSMP provide the following:

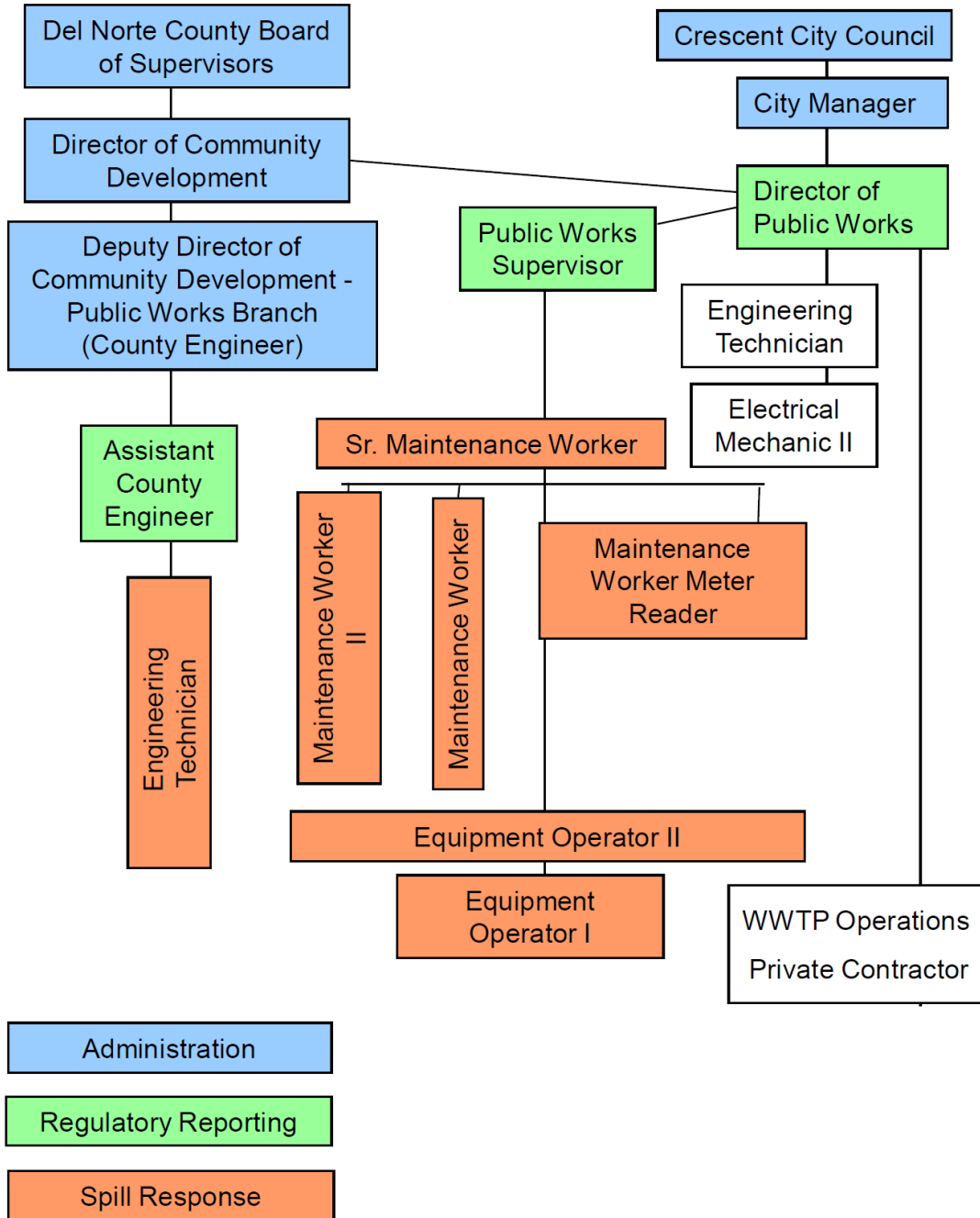
- The name of the responsible or authorized representative;
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
- The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable.

2.2 Organization

The CSA owns and operates the wastewater collection system within the County. The City of Crescent City Public Works Department provides all maintenance and emergency response services, under contractual agreements, with the CSA but does not fund, operate or have control over the CSA collection system.

The CSA has two employees who assist with administering the CSA, along with the Deputy Director of Community Development – Public Works Branch. The Crescent City Department of Public Works is made up of many positions including the Director of Public Works, Public Works Supervisor, Engineering Technician, Water/Wastewater Operations Technician, and the Public Works Maintenance Crews, which is comprised of two work crews with a Lead Person for each work crew. The WWTP is operated by a private contractor, Jacobs. Since the City is the agency that is responsible for the maintenance and emergency response for the CSA facilities, their lines of authority are included in addition to the CSA's.

The lines of authority are from the Del Norte County Board of Supervisors through the Director of Community Development, to each individual position. Each position within the CSA's and City's organization has specific and clearly defined responsibilities and authorities that are designed to meet the CSA's goals for the wastewater program and collectively cover all of the SSMP elements. This ensures that each element of the program is properly addressed and accomplished.



The City is not responsible for the organization of Del Norte County staff or for implementing the SSMP within the County. CSA owns and operates its own collection systems within its jurisdiction and has prepared a SSMP program that describes the relationship of the CSA to the City SSMP program. To assure the implementation of their respective SSMP programs, periodic meetings occur between City and County staff.

The CSA's organizational goal is to clearly define responsibility and authority for accomplishing each program work element. This is accomplished through organization charts, coordination with the City, work assignments, and position descriptions.

Each position is responsible for its own work assignments. Principal positions within the CSA include the Deputy Director of Community Development – Public Works Branch, which oversees all CSA operations. Countywide CSA support staff monitor flows, inspect lines, handles new service requests and ensures fiscal accountability. The Deputy Director of Community Development – Public Works Branch has the responsibility for the CSA collection system as shown in the following table. Accountability is assured by monitoring and reporting by the various positions at staff meetings. The Deputy Director of Community Development – Public Works Branch participated in these meetings and monitors the progress of various functions and activities within the SSMP.

Del Norte County		
Position	Current Staff	Responsibility
Director of Community Development/ Manager of CSA	Heidi Kunstal	Director of Community Development is responsible for administration of the Del Norte CSA wastewater collection system.
Deputy Director of Community Development – Public Works Branch	(vacant)	The Deputy Director of Community Development – Public Works Branch is the duly authorized representative who oversees all facets of the CSA’s wastewater and storm water collection systems. Duties include, but are not limited to, design, construction review, planning of capital improvement projects, overseeing GIS mapping, operation and maintenance.
County Engineer	Jim Barnts	Fulfills the County Engineer duties of the Deputy Director of Community Development – Public Works Branch position until the position is filled.
Assistant County Engineer	Rosanna Bower	Fulfills the County Engineer duties of the Deputy Director of Community Development – Public Works Branch in their absence and assists the Deputy Director of Community Development – Public Works Branch and Engineering Technician in the operation of the CSA.
Engineering Technician	Mike Peoples	Assists multi-functional centralized engineering services, which include design and construction liaison, planning and research. Also provides construction management services for sewerage system construction projects, including emergency sewer repairs, and lift station rehabilitation. Assists in the design of rehabilitation and capital improvement projects.

Crescent City		
Position	Current	Responsibility
City Engineer/ Director of Public Works	Jonathan Olson	The City Engineer/Director of Public Works is the duly authorized representative whom oversees all facets of the City's wastewater and storm water collection system. Duties include, but are not limited to, design, construction review, planning of capital improvement projects, overseeing GIS mapping, operation and maintenance.
Public Works Supervisor	Jason Wylie	Operates and maintains the City's wastewater and storm water collection and conveyance systems, including lift stations. Provides emergency response, notification, reporting and follow-up actions. Provides support for training, safety programs, and employee selection and provides technical support in maintenance optimization, planning, and design. Oversees daily activities and quality control for the crews in the field. Assists multi-functional centralized engineering services, which include design and construction liaison, planning and research. Also provides construction management services for the sewerage system construction projects, including emergency sewer repairs, and lift station rehabilitation. Assists in the design of rehabilitation and capital improvement projects.
Sr. Public Works Maintenance Worker (Safety Coordinator)	Kim Smith	Assists multi-functional centralized engineering services, which include design and construction liaison, planning and research. Also provides construction management services for sewerage system construction projects, including emergency sewer repairs, and lift station rehabilitation. Assists in the design of rehabilitation and capital improvement projects.
WWTP Treatment Chief Plant Operator	Contractor- Jacobs Dennis Burrell	Oversees operation of the City's wastewater treatment plant including daily activities and quality control for the crew.
Electrical Maintenance Operations Technician II	Dan Borges	Maintains the City's water and wastewater collection system. Duties include troubleshooting and maintenance of all City systems.

Engineering Technician	(vacant)	Gathers flow information and inspection data for assessing the condition of the systems. Conveys flow and pipe information to GIS mapping division.
GIS Mapping	Fritz Ludemann	Updates GIS maps per data collected from flow monitoring, smoke testing, Closed Circuit Television (CCTV), and structural and operation grading of pipes.
PW Crews and WWTP Operators	On-call Duty phone (707) 951-5862	Maintenance, rehabilitation, and some new sewer construction. Their duties include but not limited to routine cleaning, lift station maintenance, overflow response, and rehabilitating existing sewers.
Engineering Project Manager	Andrew Leighton	Oversees project development and implementation, documents project progress, tracks financials and assists on SSO reporting as needed.

2.3 Authorized Representative

The County Engineer, Jim Barnts, is the Legally Responsible Official (LRO) or duly authorized representative to prepare, certify, and submit electronic spill reports to the Regional Water Quality Control Board (RWQCB) and SWRCB and to notify other government agencies. The LRO will transition to the Deputy Director of Community Development – Public Works Branch position once it is filled.

2.4 SSO Reporting Chain of Communication

Sanitary system overflow (SSO) detection, notification, response, and reporting processes will be described in Element 6 – Overflow Emergency Response Plan. The SSO detection, notification, and response process is discussed below.

The CSA and City operation and maintenance crews continually monitor the condition and performance of the collection system with the goal of identifying and fixing any potential problem before it becomes an SSO. In addition, the CSA and City have stepped up efforts to assess the condition of sewers in the collection systems. Once a spill is reported or observed, it immediately becomes the highest priority.

Citizens can report any problems with the CSA wastewater collection system 24 hours per day, 7 days per week. During normal business hours reports are made to the Engineering and Surveying Division of the Del Norte County Community Development Department at 707-464-9506. After hours reports are made to the Del Norte County Sheriff's Office by calling 707-464-4191. The Del Norte County Sheriff's Office has an after-hours call list for the City's Public Works Department. If calls are received by the Crescent City Police Department, Crescent City Fire and Rescue, or 911 they are routed to the City's Public Works Department during normal business hours or to the Del Norte County Sheriff's Office after hours.

All SSO incidences are immediately reported to the Crescent City Director of Public Works and the Crescent City Director of Public Works/Public Works Supervisor. A City crew is assembled, the problem is evaluated, a solution is found, and implemented.

If the SSO occurs in the CSA jurisdiction, the Deputy Director of Community Development – Public Works Branch and Assistant County Engineer will be notified immediately by the Crescent City Director of Public Works or Crescent City Director of Public Works/Public Works Supervisor. County staff will respond to all SSOs within the CSA.

The CSA and City emphasize timely and accurate notification and reporting. The chain of communication for reporting SSOs has been effective. The CSA and City maintain a minimum time in responding to an SSO and meets its legal obligation and social responsibility for notification and reporting.

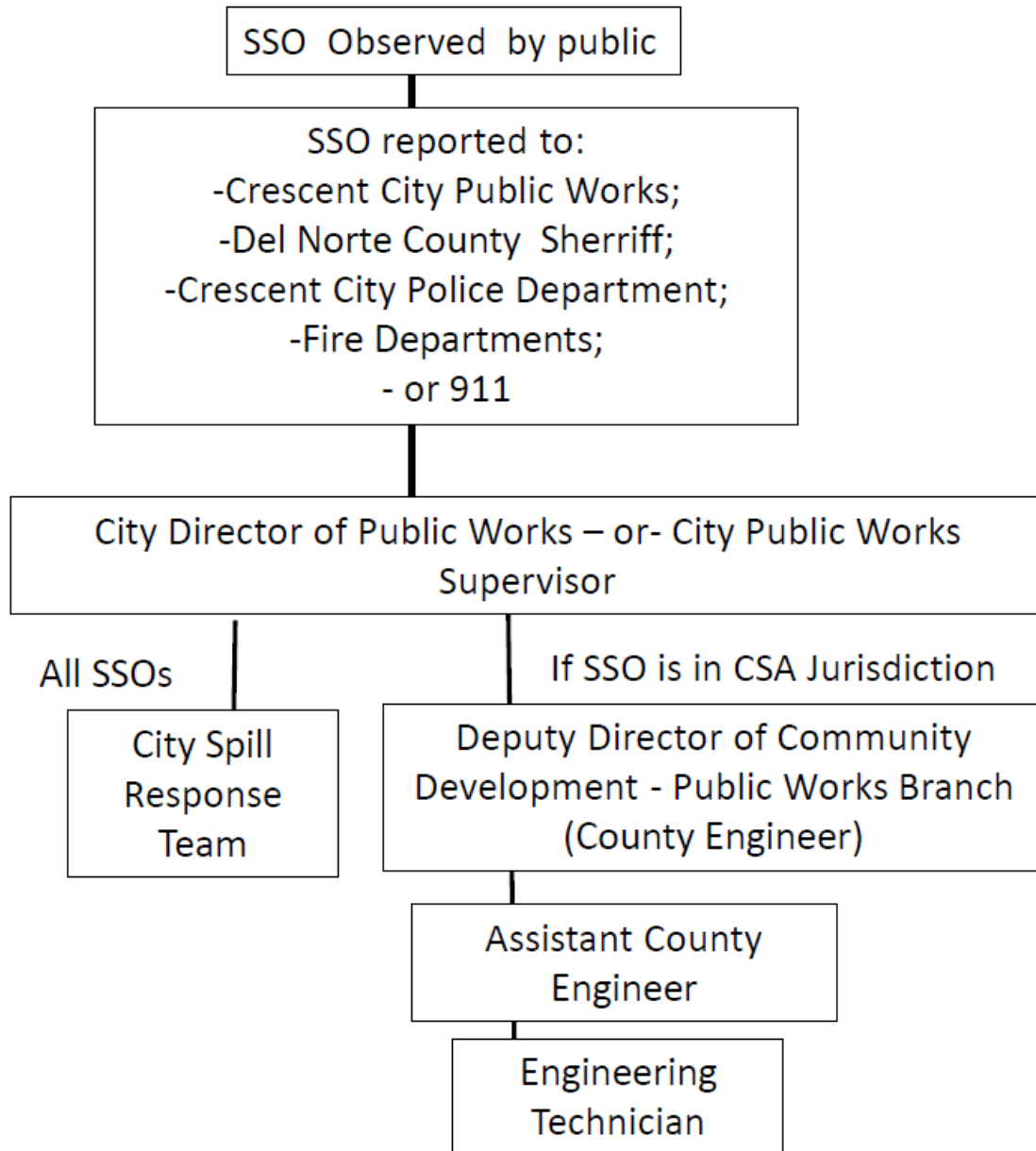
If the SSO occurs in the CSA jurisdiction the Deputy Director of Community Development – Public Works Branch makes sure the proper agencies are contacted starting with the Director of Community Development.

If the SSO occurs in the City the Director of Public Works makes sure the proper agencies are contacted starting with the City Manager.

The decision is then made, depending on the SSO, to contact additional resources as needed (the order will be determined by the nature of the event):

Agency	Contact	Phone Number
Del Norte County Community Development Department Environmental Health Division	Houawa Moua, Senior Registered Environmental Health Specialist	(707) 465-0426
Crescent City Fire and Rescue	Kevin Carey, Fire Chief	(707) 464-2421
Crescent City Police	Richard Griffin, Police Chief	(707) 464-2133
Del Norte County Sheriff's Office	Garrett Scott, Sheriff	(707) 464-4191
Del Norte County Office of Emergency Services		(707) 464-7255
Regional Water Quality Control Board, North Coast Region		(707) 576-2220
California State Warning Center		(800) 852-7550

The CSA and City maintain a current after-hours call out list used by the Del Norte County Sheriff's Office. Reporting chain of command is shown on the following page:



ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the CSA's Legal Authority, including County Code Title: 15 – Utilities and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The CSA must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
- Enforce any violation of its sewer ordinances.

3.2 CSA's Legal Authority

The legal authority required for the SSMP is partially contained within Board of Supervisors County of Del Norte, State of California County of Del Norte, Ordinance No. 2021 - 002 an Ordinance Establishing Regulations for Pretreatment of Industrial Wastewater and is included in Appendix D. County of Del Norte Ordinance 2021-002 contains;

To effectuate the requirements of the federal regulations and the conditions of the City's permit, the City's Industrial Waste Pretreatment Ordinance, Crescent City Municipal Code (CCMC) 13.40, as from time to time amended, is made applicable within the area of the CSA. Any violation of the requirements of said ordinance, including any permit requirement or condition, is a violation of the County Code, and subject to the same penalties and methods of enforcement as any other violation of the County Code.

In order to give the City the enforcement authority necessary for the City to comply with its permit, the County will enter into a joint powers agreement pursuant to Government Code §6500 et seq. under which the City will be granted the power to administer its Industrial Pretreatment Program within the area of the CSA.

The legal authority required for the SSMP is also partially contained within Del Norte County Agreement 2021-054, Agreement to Jointly Exercise Powers Monitoring and Enforcement of Significant Industrial Users Located Within County Service Area No.1 and Discharging to the Crescent City Wastewater Treatment Plant and is included in Appendix D. County of Del Norte Agreement 2021-054 contains;

POWERS TO BE EXERCISED. Both parties hereto have the legal authority and responsibility to monitor significant industrial users that discharge into the municipal wastewater system. By way of this Agreement, both the City and the County intend to fulfil their legal responsibilities to monitor significant industrial users within their respective boundaries.

INDUSTRIAL PRETREATMENT PROGRAM. The City of Crescent City will administer the industrial pretreatment program for wastewater, specifically including:

- a. Issuing industrial waste discharge permits to significant industrial users that discharge into either the City collection system or the CSA collection system;*
- b. Monitoring compliance with permits and provisions of the Industrial Wastewater Pretreatment Ordinance, as amended from time to time;*
- c. Enforcing both the terms of the permits and the provisions of the Industrial Wastewater Pretreatment Ordinance, as amended from time to time, pursuant thereto.*

Crescent City Municipal Code (CCMC)13.40 is included as Appendix E

Based on the Del Norte County Code (DNCC), County of Del Norte Ordinance 2021-002, Del Norte Agreement 2021-054, and CCMC 13.40, the CSA fulfills the requirements of the SSMP as indicated below:

1. Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);

Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);

Illicit discharges into the wastewater collection system are prevented through enforcement of prohibitions listed in CCMC 13.40.050 – 13.40.080 which includes:

- Prohibited Discharge Standards;
- National Categorical Pretreatment Standards;
- State Pretreatment Standards; and
- Local Limits.

The CSA also has authority through the following DNCC:

County of Del Norte
County Code Title: 15 - Utilities
Chapter: 08 - Sewer System-Definitions

Section: 560 - Uncontaminated water

"Uncontaminated water" means any wasted water of the community not contaminated or polluted with wastewater and which is suitable or could readily be made suitable for discharge to the municipal storm water drainage system. (Ord. 77-42 § 155, 1977.)

Chapter: 28 - Sewer System-Use Restrictions

Section: 10 - Discharge of rainwater or uncontaminated water prohibited

No person shall discharge or cause to be discharged any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, water from yard fountains, ponds or lawn sprays, cooling water, or any other uncontaminated water into any sewerage facility which directly or indirectly discharges to facilities owned by the district.

Chapter: 28 - Sewer System-Use Restrictions

Section: 30 - Industrial wastewater discharges prohibited

No industrial wastewaters shall be discharged to a trunk sewer or to a sewer discharging directly or indirectly to a trunk sewer until a permit for industrial wastewater discharge has been approved and issued by the district.

Chapter: 28 - Sewer System-Use Restrictions

Section: 40 - Discharge of certain wastes prohibited

No person shall discharge, cause or permit to be discharged into any public sewer wastes prohibited by resolution of the board in conformance with Section 15.12.060. (Ord. 77-42 § 603, 1977.)

Plumbing on private properties is under the jurisdiction of the Building Inspection Division of the Community Development Department. DNCC Title 14, Chapter 4, Section 10 includes the incorporation of uniform industry codes including the California Plumbing Code based on the Uniform Plumbing Code. The California Plumbing Code prohibits the connection of storm water or surface water drains into the sanitary sewers.

The Building Inspection Division is responsible for ensuring new building construction and rehabilitation projects comply with plans and specifications. County standards do not allow connection of inflow sources into the wastewater conveyance and collection system.

The CSA is responsible for controlling infiltration and connections of inflow sources in their jurisdiction.

2. Require that sewers and connections be properly designed and constructed;

County of Del Norte

County Code Title: 15 - Utilities

Chapter: 24 - Sewer System-Design and Construction

Section: 10 - Design and construction standards

A. Minimum standards for the design and construction of sewers within the district shall be in accordance with district planning goals. District design

standards heretofore or hereafter adopted by district engineer, with the consent of the board, may permit modifications or may require higher standards where unusual conditions are encountered. Reimbursement to developers for oversizing costs will be based upon real difference in costs due to oversizing or trench depth. Final cost to the district will be established by the manager. Modifications may include larger pipe diameters and increased depth of pipe. B. Three complete sets of "as-built" drawings showing the actual location of all mains, structures, wyes and laterals shall be filed with the district before final acceptance of the work. (Ord. 77-42 § 507, 1977.)

The DNCC establishes the requirements for the design and construction of sewers and connections. The DNCC requires that all sewers constructed in the County comply with the County's standard plans, specifications, policies, and practices. The DNCC gives the authority and responsibility to the Deputy Director of Community Development – Public Works Branch to develop and enforce construction and design standards. These standards are continuously updated to incorporate new materials and construction methods to ensure that the completed installations meet the high-performance standards of the CSA. Construction plans and technical specifications are prepared for each new or rehabilitation project that documents the standard of performance for the construction and the standards for acceptance. Del Norte County Board of Supervisors enacts changes to the DNCC that affect the CSA. The Engineering and Surveying Division of the Community Development Department is responsible for enforcing technical compliance with the construction contracts and for testing and inspecting new sewer and rehabilitated sewer installations. The Building Inspection Division is responsible for reviewing, issuing permits, and enforcing the California Plumbing Code for new and rehabilitated building sewer service connections.

3. Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

The CSA has authority through the DNCC to ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the CSA as shown below;

County of Del Norte
County Code Title: 15 - Utilities
Chapter: 44 - Sewer System-Enforcement
Section: 150 - Access to facilities

The facilities of the district are considered to be critical facilities with regard to the health, safety and welfare of the general public. Access to these facilities must be maintained for use by authorized personnel of the district. Vehicular access to all sewer lift stations shall be maintained for use by authorized persons only and prohibited where posted with signage indicating "No Parking Any Time." Any persons obstructing any areas where parking is prohibited as provided herein shall be subject to civil liabilities pursuant to Section 15.44.200. (Ord. 98-012 § 2 (part), 1998.)

Chapter: 08 - Sewer System-Definitions
Section: 280 - Local sewerage agency

"Local sewerage agency" means Del Norte County Service Area No. 1, or other public agency legally authorized to construct, maintain and operate a system of lateral or collecting sewers. (Ord. 77-42 § 127, 1977.)

4. Limit the discharge of fats, oils, and grease and other debris that may cause blockages;

CCMC 13.40.050, 12 prohibits the discharge of "Fats, oils, or greases of animal or vegetable origin in concentrations greater than fifty mg/L".

Other debris is prohibited by CCMC 13.40.050, 3 "Solid or viscous substances in amounts that may cause obstruction of the flow in the POTW resulting in interference, including solids that exceed one-quarter inch in any dimension;"

The CSA has adopted the Crescent City interceptor requirements in CCMC 13.40.150 that control FOG.

5. Enforce any violation of its sewer policies;

The legal authority for enforcement of sewer standards is provided in the following section.

County of Del Norte
County Code Title: 15 - Utilities
Chapter: 44 - Sewer System-Enforcement
Section: 10 – Violation Notice required Time limit for correction

Any person found to be violating any provision of Chapters 15.08 through 15.44, or any other ordinance, rule or regulation of the district, shall be served by an authorized person of the district with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two nor more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of Chapters 15.08 through 15.44, or any other ordinance, rule or regulation of the district. Upon being notified by the district

of any defect arising in any sewer, or of any violation of the ordinance codified in Chapters 15.08 through 15.44, the person or persons having charge of said work shall immediately correct the same. (Ord. 77-42 § 901, 1977.)

Chapter: 44 - Sewer System-Enforcement

Section: 30 – Disconnection Managers authority

As an alternative method of enforcing the provisions of Chapters 15.08 through 15.44, or any other ordinance, rule or regulation of the district, the manager shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the district. Upon disconnection, the manager shall estimate the cost of disconnection from the reconnection to the system and such user shall deposit the cost, as estimated, of disconnection and reconnection before such user is reconnected to the system. The district shall refund any part of the deposit remaining after payment of all costs of disconnection and reconnection.

3.3 Agreements with Other Agencies

The CSA collection system discharges to the City's collection system that discharges to the Crescent City Wastewater Treatment Facility. The CSA has agreements with the City including, Del Norte County Agreement 2021-054, Agreement to Jointly Exercise Powers Monitoring and Enforcement of Significant Industrial Users Located Within County Service Area No.1 and Discharging to The Crescent City Wastewater Treatment Plant and is included in Appendix D.

ELEMENT 4: OPERATIONS AND MAINTENANCE PROGRAM

4.1 Regulatory Requirements for the Operations and Maintenance Program Element

The WDR states that the CSA shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- The CSA must maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments, manholes, lift station facilities, pressure pipes, valves, and applicable storm water conveyance facilities;
- The CSA must describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance program should have a system to document scheduled and conducted activities, such as work orders;
- The CSA must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency.
- The program should include regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- The CSA must provide equipment and replacement part inventories, including identification of critical replacement parts; and
- The CSA must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

4.2 Maps

The CSA has computer-aided design (CAD) mapping of their collection system. The CSA also relies on the City mapping system which covers the CSA collection system. The City provides all necessary mapping information services to the CSA. The CSA maintains an up to date comprehensive set of sewer maps (storm water and sanitary sewer) that show all the features of the CSA's collection system. These maps have been converted to a CAD System. The CSA currently has all manholes and sewer mains in the CSA limit numbered and entered in a geographic information system (GIS). The City's CAD system has the entire collection system including the CSA as well as other data layers, developed with information from the City's maintenance and operations database. The City and CSA's goal is to actively use the GIS for system

management, decision-making, and prioritization of work. The GIS is routinely updated to include system expansion, rehabilitation, and building lateral sewer changes.

The City uses GIS software to maintain a wastewater/stormwater atlas printed at a useable scale and indexed to a map Key (includes the CSA). iPad versions of the atlas are kept in the wastewater office and in field vehicles. The wastewater/stormwater atlas is used to locate and identify wastewater and storm drainage structures and aid in the response to an SSO.

4.3 Preventive Operations and Maintenance Program

All preventive operation and maintenance of the CSA is provided by agreement with the City. All of the City's preventive operations and maintenance activities cover the CSA collection system. The City's wastewater staff performs a variety of scheduled, preventive, predictive, and breakdown maintenance on a diverse spectrum of equipment. The main goal of maintenance activities is to ensure equipment availability to meet plant process operation requirements.

The City uses a work order system to schedule and track maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The City is implementing a new system for asset management that will include regularly scheduled preventive maintenance activities. The City tracks annual cleaning/jetting of the sewer system within the City limits. The City maintains a binder that tracks jet cleaning of hot spots, monthly preventive maintenance on the entire system, and quarterly preventive maintenance on the entire system. The Crescent City Public Works Department currently performs all the every-other-year maintenance of the gravity sewer mains. Each year, specific sewer lines are identified for routine cleaning by the City. The City's policy dictates that all sewer mains will be cleaned at least once during any given two-year period. Problematic sewer lines are cleaned more frequently based on past experience.

Sewer System (pipeline) Maintenance

CSA maintenance is performed by the City under agreement with the CSA.

The City has a proactive and preventive maintenance program for its sewer system. Preventive maintenance is focused on critical and problematic areas. Problem sewers are identified, prioritized, and scheduled for maintenance based on comprehensive review of the maintenance history and system characteristics of all the sewers in the City including overflows, blockages, excessive maintenance, age, material, condition, etc. Maintenance includes high velocity cleaning, visual inspections, and preventive repairs. SSOs caused by obstructions are inspected within 24-hours after the initial occurrence of an overflow. Closed circuit television CCTV may be used to identify any necessary repairs or special maintenance needs. In addition to the preventive maintenance, the City implemented a proactive maintenance program where "non-problem" sewers are also scheduled for maintenance and cleaning (Sewer Basin Cleaning), but on a less frequent basis. The City has implemented this proactive maintenance program that provides cleaning and maintenance of the "non-problem" sewers at least once every five years. Also, the City developed and implemented a system-wide manhole inspection program that is performed at least once every two year. Proactive maintenance is performed on a basin-by-basin approach.

Lift Station Maintenance

The CSA currently owns and operates the following 15 sewage lift stations within the CSA's service areas.

1. Tedsen Lift Station
2. Walmart Lift Station
3. Pebble Beach Lift Station
4. Small Lift Station
5. Modoc Lift Station
6. Hodge Lift Station
7. Roy Lift Station
8. Elk Valley Lift Station
9. Olive Lift Station
10. Burtschell Lift Station
11. Seawood Lift Station
12. Pacific Lift Station
13. Oregon Lift Station
14. Madison Lift Station
15. Northcrest Lift Station

All of the lift stations utilize an emergency alarm system for monitoring power failures and high wet well conditions. The alarm system is monitored 24 hours per day through a Supervisory Control and Data Acquisition (SCADA) computer system, which notifies key City personnel of a problem which will be installed in the next 12-months. The City employees then respond to the emergency as required in the City and CSA collection systems.

The City has a routine preventive operation and maintenance program for its six sewage pumping station. All pumping stations have the capability to have portable backup emergency generators attached to them. Generally, each pumping station is visually inspected weekly to insure proper function. When there is a problem with the pumping stations be it mechanical or a power outage, the sewage will reach a predetermined level to trip an alarm in the cloud-based SCADA system (Mission Communications). All significant alarms activate an automatic dialing system which dials staff until someone is reached. Staff will then assemble a crew, the problem is evaluated, and a solution is implemented. These actions have significantly reduced overflows caused by power outages. Operation and maintenance crews weekly monitor the condition and performance of the system with the goal of identifying and fixing a potential problem before it causes an SSO. In addition, the City has increased its efforts to assess the condition of sewers in the collection system.

Once a spill is reported or observed, it immediately becomes the highest priority. Citizens can phone 24 hours per day, 7 days per week to report any problems with the wastewater collection system.

All overflow incidences are immediately reported to the City Director of Public Works/Public Works Supervisor, and Deputy Director of Community Development – Public Works Branch (if the SSO is in the CSA). A City crew is assembled, the problem is evaluated, a solution is found, and implemented.

The CSA and City emphasize timely and accurate notification and reporting of SSOs in the City and CSA collection systems. The chain of communication for reporting SSOs has been effective. The City and CSA maintain a minimum time in responding to an SSO and meet their legal obligations and social responsibility for notification and reporting.

Root Control

The City and CSA has had some problems with roots mainly in laterals. If inspection determines roots are an issue in a line, a root cutter will be used to eliminate the issue or the line will be excavated and repaired.

Odor Control

The CSA and City receives very few odor complaints. Any odor complaints will be addressed promptly by the City.

Non-Routine Maintenance

The CSA utilizes contract services for emergency cleaning and a combination of contract and in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated, and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The City has a hot spot sewer cleaning program for identified problematic line segments in the City and CSA collection systems. The hot spot sewer cleaning program prevents blockages and SSOs with a monthly or every 2-week cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be increased for line segments with moderate to heavy accumulations and decreased for line segments with lesser accumulations.

Emergency Maintenance

The CSA's collection system facilities have periodically experienced blockages and/or SSOs that require unplanned maintenance under emergency conditions. The City has developed emergency maintenance procedures contained within their *Sanitary Sewer Overflow and Backup Response Plan*. For more information refer to Element 6. The City has on call personnel available 24-hours a day weekends and holidays who will respond to emergencies in the City and CSA collections systems.

Information Systems/Data Collection

The City currently tracks maintenance activities in the City and CSA collection system using CMMS work orders.

4.4 Rehabilitation and Replacement Program

Based on an agreement between the CSA and the City, the City utilizes a combination of inspection activities to assess the condition of sewer assets in the City and CSA collection systems including:

- Routine aboveground and underground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- A flow monitoring capacity analysis was performed for the Facilities Plan; and
- Smoke testing and dye testing may be used to monitor and reduce I/I.

Recent Projects and Advancements Planned and Implementation

- Completed rehabilitation of all CSA lift stations including the installation of chopper pumps, and new valves and pumps, and new control panels; and
- SCADA master plan complete with hardware and software has been completed at all lift stations.
- A generator project to improve onsite emergency power supply for sanitary sewer lift stations should be completed by the next SSMP update.

4.5 Training

CSA staff is limited to two fulltime filled positions available on an as needed basis part-time basis to serve the CSA (Engineering Technician and Assistant County Engineer). The Engineering Technician is the primary person allocated to routinely serve the CSA. The Engineering Technician participates in the City staff training program. City crews and the Engineering Technician are trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as resource material for initial start-up training as well as new staff training.

Safety training is an integral part of the City's program. Every staff member receives formal safety training. Crews are trained in confined space entry as well hazardous materials management, as required by regulations.

The CSA currently requires contractors to have all State and Federal required trainings and certifications and to comply with contractor safety requirements.

4.6 Contingency Equipment and Replacement Parts Inventory

City crews maintain the lift stations and perform repair or replacement of sewer pipelines in the City and CSA collection systems. The City maintains an inventory of equipment, replacement parts, and supplies. A structured process is followed to ensure an up-to-date accounting and complete inventory of equipment and replacement parts for their specific duties. Parts that are needed for lift station preventive maintenance are identified ahead of time for each specific maintenance task. Parts are secured prior to the start of the preventive maintenance. Redundancy is provided for key lift station equipment and all lift stations have backup power available to minimize the risk of a

complete lift station shutdown. In advance of severe storms, the City pre-deploys the VAC-Con® truck to known trouble spots in the City and CSA collection system. As a backup, City managers have credit authority to purchase needed materials and supplies from local vendors of non-stock items when they are critically needed. There has been little need to purchase parts through this means, which attests to the City's readiness.

The City maintains equipment such as sump pumps, portable generators, traffic control and night lighting systems, etc., in a ready state for immediate deployment in an emergency.

The CSA and City have adequate funding, staff, facilities, and equipment to quickly respond to routine or emergency maintenance needs. The City has a fleet of trucks and equipment used in the operation and maintenance of the over 17 miles of public sewers, and 21 lift stations, and can quickly minimize impacts and mitigate emergency conditions. The City and CSA have staff and contractors available who can respond 24-hours a day.

City crews operate out of the centrally located maintenance yard. The geographical locations allow efficient operations and ready response to the City and CSA collection systems. The City maintenance yard is fully equipped with modern equipment and spare parts. The City tracks the use and maintenance history of each vehicle and piece of equipment and replaces them based on a schedule of service time and use. General services and scheduled maintenance on fleet vehicles as well as replacement is based on operating records of the equipment.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the CSA's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires that the Design and Performance element of the SSMP provide the following:

- The CSA must have design and construction standards and specifications for the installation of new sewer systems, lift stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems; and
- The CSA must have procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Standards for Installation, Rehabilitation and Repair

New and rehabilitated sewer systems and lift stations are designed and constructed to meet or exceed the performance standards in the industry.

County of Del Norte

County Code Title: 15 - Utilities

Chapter: 24 - Sewer System-Design and Construction

Section: 10 - Design and construction standards

A. Minimum standards for the design and construction of sewers within the district shall be in accordance with district planning goals. District design standards heretofore or hereafter adopted by district engineer, with the consent of the board, may permit modifications or may require higher standards where unusual conditions are encountered. Reimbursement to developers for oversizing costs will be based upon real difference in costs due to oversizing or trench depth. Final cost to the district will be established by the manager. Modifications may include larger pipe diameters and increased depth of pipe. B. Three complete sets of "as-built" drawings showing the actual location of all mains, structures, wyes and laterals shall be filed with the district before final acceptance of the work. (Ord. 77-42 § 507, 1977.)

The DNCC establishes the requirements for the design and construction of sewers and connections. The DNCC requires that all sewers constructed in the County comply with the County's standard plans, specifications, policies and practices. The DNCC gives the authority and responsibility to the Deputy Director of Community Development – Public Works Branch to develop and enforce construction and design standards. These standards are continuously updated to incorporate new materials and construction methods to ensure that the completed installations meet the high-performance standards of the County. Construction plans and technical specifications are prepared for each new or rehabilitation project that documents the standard of performance for the construction and the standards for acceptance. The

Del Norte County Board of Supervisors enacts changes to the DNCC that affect the CSA.

5.3 Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities

The DNCC provides for the inspection of new and rehabilitated building sewers and mainline sewers to ensure that the installation meets the high-performance standards of the County.

County of Del Norte

County Code Title: 15 - Utilities

Chapter: 12 - Sewer System-General Provisions

Section: 70 - District inspector Manager authority

The manager may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all side sewers and public sewers, and facilities in connection therewith in said district, to be known as the "district inspector." (Ord. 77-42 § 211, 1977.)

Chapter: 44 - Sewer System-Enforcement

Section: 90 - Power and authority of inspectors

The officers, inspectors, managers and any duly authorized employees of the district shall carry evidence establishing his position as an authorized representative of the district and upon exhibiting the proper credentials and identification shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, reinspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the district.

Chapter: 36 - Sewer System-Permits and Charges

Section: 230 - Sewer construction Inspection Certification of completion

All sewer construction work shall be inspected by an inspector acting for the district to insure compliance with all requirements of the district. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the district's public sewer until the work covered by the permit has been completed, inspected and approved by the district inspector. If tests prove satisfactory and the sewer has been cleaned of all debris accumulated from construction operations, the inspector shall issue a certification of satisfactory completion. (Ord. 77-42 § 823, 1977.)

The Engineering and Surveying Division of the Community Development Department is responsible for enforcing technical compliance with the construction contracts and for testing and inspecting new sewer and rehabilitated sewer installations.

Del Norte County Board of Supervisors enacts changes to the DNCC that affect the CSA.

The Del Norte County Building Inspection Division is responsible for reviewing, issuing permits and enforcing the California Plumbing Code for new and rehabilitated building sewer service connections.

All sewage collection system facilities are designed to meet permit requirements of the various federal, state and local agencies. In addition, environmental documents are prepared to comply with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), or both as appropriate. This process ensures that new and rehabilitated facilities are designed to the highest of industry standards.

Design

All gravity sewer line systems within the City and CSA are designed to meet standards for the State of California. Pipe sizes are determined by the ultimate service area and available slope. All gravity sewer line plans are designed by registered civil engineers and reviewed and approved by the City or CSA prior to construction.

Construction:

Qualified contractors, who must have a Class 'A' general contractor's license when working within the City/CSA road right-of-way, construct all gravity sewer line systems. The contractors work is inspected by the City or CSA. Connections to the gravity sewer system are not permitted until final approval by the City or CSA, and recorded drawings have been filed.

ELEMENT 6: OVERFLOW EMERGENCY RESPONSE PLAN

The intent of this section of the SSMP is to document the CSA's Overflow Emergency Response Plan (OERP). The City, under agreement with the CSA, provides overflow emergency response services in the CSA collection system. Following an SSO response by City staff, the CSA will be responsible for contracting sewer repair services if necessary.

6.1 Regulatory Requirements for the Overflow Emergency Response Plan

The CSA shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2013-0058-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The City of Crescent City, under agreement with the CSA, provides overflow emergency response services in the CSA collection system. The City's Overflow Emergency Response Plan is included in Appendix F and complies with the above requirements.

ELEMENT 7: FATS, OILS AND GREASE (FOG) CONTROL PROGRAM

The intent of this section of the SSMP is to document the CSA's FOG Program. The City of Crescent City, under agreements with the CSA, provides FOG Control services in the CSA collection system.

The City of Crescent City has a FOG Control Policy (Appendix G) and FOG ordinance that apply to dischargers in the CSA.

Based on the Del Norte County Code, County of Del Norte Ordinance 2021-002, Del Norte Agreement 2021-054, and CCMC 13.40, the CSA fulfills the requirements of the SSMP as indicated in this section.

7.1 Regulatory Requirements for the FOG Program

The CSA shall evaluate its service area to determine whether a FOG control program is needed. If the CSA determines that a FOG program is not needed, the CSA must provide justification for why it is not needed. If FOG is found to be a problem, the CSA must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

- An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) design standards for the grease removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the City has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified above.

7.2 Public Education and Outreach Program

Public education and outreach occur at the time of the FOG inspections that take place at a frequency based on individual facility compliance history. FOG inspections are performed in the City and CSA service areas. During the initial FOG inspection process the City representative provides operators with copies of the City's FOG Control Policy

and Ordinance. The City representative discusses the importance of FOG control and answer questions. Additionally, the City has posted FOG information on its webpage.

7.3 Disposal of FOG

FOG discharge to the sewer is prohibited. Users are required to properly dispose of pretreatment wastes (brown grease) and cooking grease (yellow grease). Neither City nor the CSA has a registration system for FOG waste haulers. The WWTP does not accept trucked or hauled waste at this time.

The City and CSA do not own or operate a FOG disposal facility. Licensed FOG hauling contractors are available for the City and CSA areas and are required to dispose of grease to a certified disposal facility. The frequency of cleaning for a Food Service Establishments (FSE's) grease control device will be on a case-by-case basis and therefore a schedule for FOG disposal will also be on a case by case basis. A list of FOG pumping and/or FOG waste hauling contractors in Del Norte County is provided in Appendix H.

7.4 Legal Authority for FOG Program

Legal authority for the CSA FOG Program is contained within the Del Norte County Code, County of Del Norte Ordinance 2021-002, Del Norte Agreement 2021-054, and CCMC 13.40 as indicated in the sections below.

Legal authority for the Crescent City/CSA FOG Program is partially contained within CCMC 13.40.050 – 13.40.150.

1. Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.); CCMC 13.40.050 "Prohibited Discharge Standards".
2. Limit the discharge of fats, oils, and grease and other debris that may cause blockages; CCMC 13.40.050 "Prohibited Discharge Standards", CCMC 13.40.150 "Interceptor Requirements".
3. Enforce any violation of its sewer policies; CCMC 13.40.500–570 "Administrative Enforcement Remedies"; CCMC 13.40.589–610 "Judicial Enforcement Remedies"; and CCMC 13.40.620–680 "Supplemental Enforcement Action".

Additional legal authority for the CSA FOG Program is contained within County of Del Norte County Codes as described below:

County of Del Norte
County Code, Title: 15 - Utilities
Chapter: 08 - Sewer System-Definitions
Section: 410 - Sanitary sewer

"Sanitary sewer" means a sewer which carries sewage and to which storm, surface and groundwater are not intentionally admitted. (Ord. 77-42 § 140, 1977.)

Chapter: 28 - Sewer System-Use Restrictions

Section: 10 - Discharge of rainwater or uncontaminated water prohibited

No person shall discharge or cause to be discharged any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, water from yard fountains, ponds or lawn sprays, cooling water, or any other uncontaminated water into any sewerage facility which directly or indirectly discharges to facilities owned by the district. (Ord. 77-42 § 601, 1977.)

Chapter: 28 - Sewer System-Use Restrictions

Section: 30 - Industrial wastewater discharges prohibited

No industrial wastewaters shall be discharged to a trunk sewer or to a sewer discharging directly or indirectly to a trunk sewer until a permit for industrial wastewater discharge has been approved and issued by the district.

Chapter: 28 - Sewer System-Use Restrictions

Section: 40 - Discharge of certain wastes prohibited

No person shall discharge, cause or permit to be discharged into any public sewer wastes prohibited by resolution of the board in conformance with Section 15.12.060. (Ord. 77-42 § 603, 1977.)

Chapter: 44 - Sewer System-Enforcement

Section: 10 – Violation Notice required Time limit for correction

Any person found to be violating any provision of Chapters 15.08 through 15.44, or any other ordinance, rule or regulation of the district, shall be served by an authorized person of the district with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two nor more than seven working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of Chapters 15.08 through 15.44, or any other ordinance, rule or regulation of the district. Upon being notified by the district of any defect arising in any sewer, or of any violation of the ordinance codified in Chapters 15.08 through 15.44, the person or persons having charge of said work shall immediately correct the same. (Ord. 77-42 § 901, 1977.)

7.5 Requirements to Install Grease Removal Devices

County of Del Norte

County Code, Title: 15 - Utilities

Chapter: 28 - Sewer System-Use Restrictions

Section: 50 - Grease oil and sand interceptors required when *Grease, oil and sand interceptors shall be provided when, in the opinion of the manager, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the manager and shall be so located as to be readily and easily accessible for cleaning and inspection. (Ord. 77-42 § 604, 1977.)*

Additional, CCMC 13.40.150 "Interceptor Requirements" contains requirements to install grease removal devices.

7.6 Authority to Inspect Grease Producing Facilities

County of Del Norte

County Code, Title: 15 - Utilities

Chapter: 12 - Sewer System-General Provisions

Section: 70 - District inspector Manager authority

The manager may personally perform or employ some fit and qualified person or persons to perform the duties of inspecting the installation, connection, maintenance and use of all side sewers and public sewers, and facilities in connection therewith in said district, to be known as the "district inspector." (Ord. 77-42 § 211, 1977.)

Additional CSA inspection authority is provided in CCMC 13.40.460 "Right of Entry: inspection and Sampling".

The City has developed a list of problem areas, primarily caused by grease blockages in the City and CSA collection areas.

7.7 FOG Source Control Measures

The City has developed and implemented a FOG Control Policy in the City and CSA service areas that is included in Appendix G. Implementation of the FOG Control Policy included the following steps:

- Development of a FOG source list;
- Perform initial inspections;
- Follow-up inspections to verify maintenance;
- Create FOG records system for the retention of site-specific FOG information; and
- Perform semi-annual FOG inspections and maintain records.

ELEMENT 8: SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the CSA's capacity management measures, and recommended capacity improvement projects.

8.1 Regulatory Requirements for the System Evaluation and Capacity Assurance Plan

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

Evaluation: The CSA must identify actions needed to evaluate those portions of the sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows, estimates of the capacity of key system components, hydraulic deficiencies, and the major sources that contribute to the peak flows associated with overflow events.

Design Criteria: Where design criteria do not exist or are deficient, the agency should undertake the evaluation identified in the Evaluation section above to establish appropriate design criteria.

Capacity Enhancement Measures: The agency must identify the steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

Schedule: The agency shall develop a schedule of completion dates for all portions of the CIP developed in the Evaluation, Design Criteria and Capacity Enhancement Measures sections above. This schedule shall be reviewed and updated at least every five years.

8.2 Capacity Evaluation

The City and CSA are not experiencing SSO discharges caused by hydraulic deficiency.

The City has prepared the Crescent City Wastewater Facilities Plan which contains the technical information required by this Element. Based on the Wastewater Facilities Plan, the City's collection system has hydraulic capacity to convey current peak dry weather flows. Dry weather Sanitary Sewer Overflows are possible due to blockages although they rarely if ever occur. The City and CSA has virtually eliminated dry weather overflows resulting from power outages or equipment failures at the lift stations due to the availability of portable backup generators, a well-stocked centrally located maintenance yard, and a trained and available crew.

If the flows are unusually high, it is normally not a capacity issue. The cause of the high flows is immediately determined through field investigations or flow analysis. The cause

may be from a blockage, structural failure, unusually high discharges, or from continued growth in the basin. Once the cause has been determined, the solution, be it cleaning, maintenance, or rehabilitation will be scheduled and implemented on a priority basis.

The City and CSA has, and continues to invest in a substantial effort in identifying and documenting areas of high infiltration/inflow.

8.3 Design Criteria

The City and CSA have appropriate design criteria as referenced in Section 5.2.

8.4 Capacity Enhancement Measures

The City and CSA have recently upgraded all wastewater lift stations which increases the sewer system capacity and reliability.

The steps needed to establish a short- and long-term Capital Improvement Plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedule include:

- Continue observations and inspections of the collection system to identify hydraulic deficiencies;
- If hydraulic deficiencies are identified, their severity and potential impact will be used to prioritize additional actions:
- An alternatives analysis will be performed to determine appropriate additional actions;
- Available funding will be identified, and additional actions will be scheduled in order of priority.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the CSA tracks to monitor the success of the SSMP and how the CSA plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

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

9.2 Monitoring Information

The CSA will maintain information that can be used in SSMP performance monitoring through the California Integrated Water Quality System (CIWQS) database administered by the State and Regional Water Quality Control Boards to track information under the statewide general SSO order. All CIWQS information is available through the Public Reports portal at:

http://www.waterboards.ca.gov/water_issues/programs/ciwqs/publicreports.html

9.3 Performance Measures

The indicators that the CSA will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of SSO locations per year;
- Volume of spilled wastewater recovered per year compared to total volume of wastewater spilled; and
- Volume of spilled wastewater discharged to surface waters per year compared to total volume of wastewater spilled per year.

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both CSA staff and the public at all times through the CIWQS system.

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The CSA will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The CSA will review the successes and needed improvements of the SSMP as part of the SSMP audit, described in Element 10 performed every 2-years.

CSA staff will update critical information, such as contact numbers and the SSO response chain of communication, as needed. A comprehensive SSMP update will occur every 5 years, as required by the SWRCB.

ELEMENT 10: SSMP PROGRAM AUDITS

The intent of this section of the SSMP is to document the CSA's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

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

10.2 SSMP Audits Discussion

The CSA will audit its SSMP every two years. The first audit will be completed prior to June 1, 2024 and will cover parts of calendar years 2022, 2023, and 2024. The audit will determine whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the CSA's current practices, and whether the CSA is following the SSMP.

The audit will be conducted by a team consisting of CSA and City staff. The audit team may also include members from outside agencies and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The CSA will update its SSMP at least every five years. The first update will be completed on or before June 1, 2027.

The CSA will determine the need to update its SSMP more frequently based on the results of the biannual audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the CSA decides that an update is warranted, the process to complete the update will be identified at that time. The CSA will complete the update within one year following identification of the need for the update.

The CSA Staff will seek the approval from the Del Norte County Board of Supervisors acting as the Board of Directors of the CSA for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the Deputy Director of Community Development – Public Works Branch.

ELEMENT 11: COMMUNICATION PLAN

The intent of this section of the SSMP is to identify a plan to communicate information regarding the CSA's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the CSA on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The WDR requirements for the Communication Plan element of the SSMP are summarized below:

- The CSA shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP;
- The communication system shall provide the public the opportunity to provide input to the CSA as the program is developed and implemented; and
- Sanitary sewer system with systems that are tributary and/or satellite shall create a plan of communication.

11.2 Communication Plan

The CSA has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the CSA's Communication Plan.

County Website – Information regarding the CSA could continue to be incorporated into the Engineering and Surveying Division webpages of the Community Development Department. Information could be added and/or maintained to include the SSMP, audit performance information, and methods to receive public input.

Monthly Water and Sewer Billing – An annual notice regarding the sanitary sewer system performance could be included in monthly water and sewer billings by the City. The notice could contain general SSMP information. The notice could also refer the customers to the website for additional CSA details.

Notices in Public Spaces – Notices of the SSMP project could be posted and handouts made available in public spaces such as at the Community Development Department (981 H Street, Suite 110, Crescent City, CA, 95531) and Crescent City Public Works Department (377 J Street, Crescent City, CA 95531).

The CSA provided a copy of the draft SSMP to the City for review and comments.

APPENDIX A
ORDER NO. 2006-0003, STATEWIDE GENERAL WASTE DISCHARGE
REQUIREMENTS FOR SANITARY SEWER SYSTEMS (WDR)

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

**STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS**

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. 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.
 - b. 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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
 - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. 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.
 - b. 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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) **Design and Performance Provisions:**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

- (vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:
- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
 - (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
 - (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
 - (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
 - (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
 - (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
 - (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
- (viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
 - (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (e) Identify and illustrate SSO trends, including: frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

<u>Task and Associated Section</u>	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

APPENDIX B
ORDER NUMBER WQ 2013-0058-EXEC

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

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

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on September 9, 2013.

8/6/13

Date



Thomas Howard
Executive Director

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

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssor/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none">Reach surface water and/or reach a drainage channel tributary to a surface water; orReach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • “No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee’s Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. **REPORTING REQUIREMENTS**

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a “Username” and “Password” by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.
3. **SSO Categories**
 - i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
 - ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee’s sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
 - iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**
 - i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

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

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-5, and 17 in section 8.i.b above for Certified Category 1 SSO.

ii. **Reporting SSOs to Other Regulatory Agencies**

These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

iii. **Collection System Questionnaire**

The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.

iv. **SSMP Availability**

The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

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

CERTIFICATION

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

7/30/13

Date



Jeanine Townsend
Clerk to the Board

APPENDIX C
SSMP AUDIT REPORT, 2020

Biennial Sewer System Management Plan Audit Report

Name of agency	Del Norte County Community Service Area (CSA)
Date of audit	September 28, 2020
Date of SSMP	September 11, 2017
SSMP Update Due Date	September 2022
Name of auditor	Mike Peeples (Del Norte County CSA), Orrin Plocher (Freshwater Environmental Services)

The purpose of the Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of Del Norte County's CSA SSMP and to identify whether updates are needed. This document was designed to meet the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC. Documentation of SSMP audits are kept on file at the Del Norte County Community Development Department, and an indication is made in the California Integrated Water Quality System (CIWQS) database that the audit was completed. This audit report format is modified from audit reports(s) developed by Bay Area Clean Water Agency (BACWA).

ELEMENT 1. GOALS

1. Are the goals stated in the SSMP still appropriate and accurate? **YES** / NO

ELEMENT 2. ORGANIZATION

2. Is the SSMP up to date with organization and staffing contact information? **YES** **NO**

Comment: An updated organizational chart was developed and inserted into the current SSMP to reflect changes in the Crescent City internal organization.

ELEMENT 3. LEGAL AUTHORITY

3. Does the SSMP reference up-to-date information about legal authority? **YES** / NO
4. Does Del Norte County CSA have sufficient legal authority to control sewer use and maintenance? **YES** / NO

Comment: County Ordinance 2011-008 adopts Crescent City Ordinance 757 and updates. The Board of Supervisors was authorized in the same County Ordinance to enter into a memorandum of understanding or similar agreement(s) with the City of Crescent City to provide for the administration and enforcement of this Ordinance. An MOU has not been approved at the date of this audit. The updated SSMP (2022) will reference the MOU or similar agreement regarding administration and enforcement of this Ordinance.

ELEMENT 4. OPERATIONS AND MAINTENANCE PROGRAM

4.a Map of the Sanitary Sewer System

- 5. Does the SSMP reference up-to-date information about maps? **YES** / NO
- 6. Are collection system maps complete, up-to-date, and sufficiently detailed? **YES** / NO

Comment: City maintains a current GIS application with system maps.

4.b Preventative Maintenance Program

- 7. Does the SSMP contain up-to-date information about preventive operations and maintenance activities? **YES** / **NO**
- 8. Are Del Norte County's preventive maintenance activities sufficient and effective in reducing and preventing SSOs and blockages? **YES** / NO

Comment: Minor updates are necessary to accurately describe preventive operations and maintenance activities (page 17 and 18)

4.c Rehabilitation and Replacement Plan

- 9. Does the SSMP contain up-to-date information about the rehabilitation and replacement program? **YES** / **NO**
- 10. Does the SSMP contain up-to-date information about Closed Circuit Television (CCTV) inspections? **YES** / **NO**
- 11. Are scheduled inspections and the condition assessment system effective in identifying, prioritizing, and addressing deficiencies? **YES** / NO
- 12. Does the Capital Improvement Plan (CIP) address prioritized projects for collection system assets? **YES** / **NO**

Comment: Update information about CCTV inspection program, schedule, and goals. Verify condition ranking system. Include specific information regarding CIP.

4.d Training

- 13. Does the SSMP contain up-to-date information about existing training programs? **YES** / **NO**
- 14. Do supervisors believe their staff are sufficiently trained? **YES** / NO
- 15. Are staff satisfied with the training opportunities and support offered to them? **YES** / NO

Comment: The County also has a person certified through NASCCO.

4.e Equipment and Replacement Part Inventories

- 16. Does the SSMP reference up-to-date information about equipment and replacement part inventories? **YES** / NO

ELEMENT 5. DESIGN AND PERFORMANCE PROVISIONS

- 17. Does the SSMP contain up-to-date information about design and construction standards? **YES** / NO

ELEMENT 6. SSO & BACKUP RESPONSE PLAN

- 18. Does the SSMP contain an up-to-date version of SSO Response Plan? **YES** / NO
- 19. Is the Response Plan effective in handling SSOs? (if **YES**, indicate specific information under the "Evaluation of the Effectiveness of the SSMP" section below) **YES** / NO

Comment:

ELEMENT 7. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

- 20. Does the SSMP reference or contain up-to-date information about the CSA's FOG control program? **YES** / NO
- 21. Is the current FOG program effective in documenting and controlling FOG sources? **YES** / NO
- 22. Are all public outreach materials for the FOG program current? **YES** / NO

Comment: There have been no FOG caused SSOs since 2011.

ELEMENT 8. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

- 23. Does the SSMP reference or contain up-to-date information about CSA's capacity assessment activities and documentation? YES **NO**
- 24. Is the CSA sufficiently addressing hydraulic deficiencies? **YES** / NO

Comment: Update description of lift station upgrades that have been completed. Update CCTV program progress and update short and long-term capacity enhancement projects.

ELEMENT 9. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

- 25. Does the SSMP reference up-to-date information about the CSA's data collection and organization (e.g. use of CMMS, performance indicators, etc.)? **YES** / NO
- 26. Is CSA's data collection and organization sufficient to evaluate the effectiveness of the SSMP? **YES** / NO

Comment: Update activities and goals schedule.

ELEMENT 10. SSMP PROGRAM AUDITS

- 27. Will this SSMP Audit be completed by every two years starting in 2017? **YES** / NO

ELEMENT 11. COMMUNICATION PROGRAM

- 28. Crescent CSA's website up to date, including information related to providing an opportunity for public input on the SSMP? YES **NO**

Comment: The current SSMP was located on the CSA website but does not provide a method to comment on the webpage.

Evaluation of the Effectiveness of the SSMP

Below is a summary of SSOs associated with the Del Norte County CSA wastewater collection system:

Del Norte County CSA SSO Summary 2008 to 2020

Year	Number of SSOs	Total Volume	Recovered	% Recovery	Lift Station Malfunction	I/I (rain event)	Debris	FOG	Op Error
2008	1	30	0	0		1			
2009	2	195	15	0	1	1			
2010	3	125	15	12%	1	1		1	
2011	5	550	430	78%	1		1	2	1
2012	1	12000	0	0		1			
2013	0	0	0	NA					
2014	0	0	0	NA					
2015	1	135	0	0%	1				
2016	2	4000	0	0%		2			
2017	1	270	10	4%	1				
2018	0	0	0	NA					
2019	5	38675	1810	5%	2	3			
2020	1	360	300	83%	1				
Total					8	9	1	3	1
% of Total					35%	41%	5%	14%	5%

The SSMP has been effective at reducing SSOs caused by debris or FOG blockages. Last SSO reported due to blockage was in 2011.

Recent SSOs caused by excessive flow due to I/I creating a hydraulic deficiency and equipment failure. All lift stations have been rehabilitated and should result in more reliable operation, better communication (SCADA upgrade), and fewer or smaller SSOs.

It is anticipated that equipment failures will continue to reduce over time as causes for SSOs due to recent equipment upgrades. SSOs caused by extreme storm events may become more prevalent.

Recommendations

As a result of this SSMP Audit, the organization chart was updated and inserted into the working copy of the SSMP.

Since the SSMP has been effective at reducing/eliminating SSOs caused by debris or FOG blockages, and the changes noted in the Audit are not anticipated to substantially effect the performance of the SSMP, it is recommended that the SSMP Update be completed for 2022.

APPENDIX D
COUNTY OF DEL NORTE, ORDINANCE NO. 2021 – 002 AND DEL NORTE COUNTY
AGREEMENT 2021-054

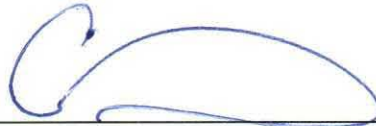
**BOARD OF SUPERVISORS
COUNTY OF DEL NORTE, STATE OF CALIFORNIA**

ORDINANCE NO. 2021-002

**AN ORDINANCE ESTABLISHING REGULATIONS FOR PRETREATMENT OF
INDUSTRIAL WASTEWATER**

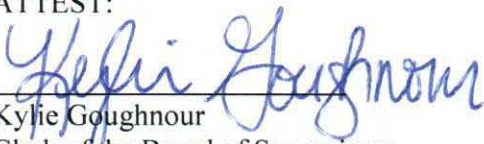
The following ordinance, consisting of 2 Sections, was passed and adopted by the Board of Supervisors of the County of Del Norte, State of California, at a regular meeting of the Board of Supervisors held on the 27th day of April, 2021, by the following vote:

AYES: *Supervisor Short, Starkey, Howard, Hemmingsen,
Berkowitz*
NOES: *None*
ABSENT: *None*

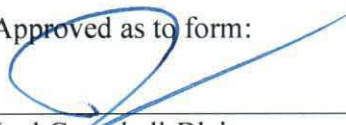


Chris Howard, Chair
Del Norte County Board of Supervisors
State of California

ATTEST:


Kylie Goughnour
Clerk of the Board of Supervisors
County of Del Norte County

Approved as to form:


Joel Campbell-Blair
Del Norte County Counsel

The Board of Supervisors of the County of Del Norte ordains as follows:

SECTION 1: Repeal of Ordinance 2011-008

Ordinance 2011-008, An Ordinance of the Del Norte County Board of Supervisors Adopting Regulations Pertaining to the Pretreatment of Industrial Wastewaters, is repealed in its entirety.

SECTION 2: An Addition to Chapter 32 of Title 15 – Industrial Wastewaters:

The following sections are added to the Del Norte County Code to read as follows:

Title: 15- Utilities

Chapter: 32 – Industrial Wastewaters

Section: 30 – Significant Industrial Users

- A. The County Service Area No. 1 (“CSA”) and the City of Crescent City (“City”) manage separate sanitary sewer collection systems within their service areas. Flows generated within the CSA are collected and conveyed to the City’s system, and then conveyed to the City’s waste water treatment plan (“WWTP”).
- B. The City’s WWTP is subject to a National Pollutant Discharge Elimination System (“NPDES”) permit under the federal Clean Water Act and the California Water Code. As a condition of that permit, the City is responsible for the performance of all pretreatment requirements contained in federal regulations, including 40 C.F.R. 403.8(f)(1), which requires the City to have the legal authority to enforce the pretreatment requirements of the Clean Water Act against industrial users. “Such authority may be contained in a statute, ordinance, or series of contracts or joint powers agreements.” (40 C.F.R. 403.8(f)(1).)
- C. To effectuate the requirements of the federal regulations and the conditions of the City’s permit, the City’s Industrial Waste Pretreatment Ordinance, Crescent City Municipal Code 13.40, as from time to time amended, is made applicable within the area of the CSA. Any violation of the requirements of said ordinance, including any permit requirement or condition, is a violation of the County Code, and subject to the same penalties and methods of enforcement as any other violation of the County Code.
- D. In order to give the City the enforcement authority necessary for the City to comply with its permit, the County will enter into a joint powers agreement pursuant to Government Code §6500 *et seq.* under which the City will be granted the power to administer its Industrial Pretreatment Program within the area of the CSA.

**AGREEMENT TO JOINTLY EXERCISE POWERS
MONITORING AND ENFORCEMENT OF SIGNIFICANT INDUSTRIAL
USERS LOCATED WITHIN COUNTY SERVICE AREA NO. 1 AND
DISCHARGING TO THE CRESCENT CITY WASTEWATER
TREATMENT PLANT**

This agreement to jointly exercise powers ("Agreement") is made by and between the Del Norte County Board of Supervisors, acting as the governing body of the County Service Area no. 1, a county service area organized under Government Code Section 25210 *et seq* ("County"), and the City of Crescent City, a California municipal corporation ("City") effective as of the date of its approval by both parties.

WHEREAS, the City of Crescent City owns and operates the Crescent City Wastewater Treatment Plant ("WWTP"), which discharges treated effluent into the Pacific Ocean pursuant to NPDES Permit No. CA0022756; and

WHEREAS, the County of Del Norte created County Service Area No. 1 in 1976 ("CSA"), which provides wastewater collection services to unincorporated areas within the Crescent City urban area; and

WHEREAS, the wastewater collected within the CSA is conveyed to the City WWTP where it is treated and discharged under the City's NPDES Permit; and

WHEREAS, on November 8, 2011, the County adopted by reference the City's Industrial Wastewater Pretreatment Ordinance (City Ordinance No. 757), as amended from time to time; and

WHEREAS, publicly-owned treatment works (POTW) is defined by 40 CFR 403.6(q) as a treatment works as defined by section 212 of the Clean Water Act, which is owned by a State or municipality (as defined by section 502(4) of the Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW Treatment Plant. The term also means the municipality as defined in section 502(4) of the Clean Water Act, which has jurisdiction over the Indirect Discharges to and the discharges from such a treatment works. The term Indirect Discharge or Discharge means the introduction of pollutants into a POTW from any non-domestic source regulated under section 307(b), (c) or (d) of the Clean Water Act; and

WHEREAS, significant industrial users (SIU) are defined by Federal regulations to include all Industrial Users subject to categorical pretreatment standards set forth at 40 CFR Chapter I, Subchapter N, parts 405 – 471 and any other industrial user that: discharges an average of 25,000 gallons per day of process wastewater (excluding sanitary and 'dilute wastewater', as defined at 40 CFR 403.6 e(1)(i) under 'FD'); contributes a process wastestream which makes up 5 percent or more of average dry weather hydraulic or organic capacity of the publicly-owned

treatment works; or is determined to have reasonable potential for adversely affecting the publicly-owned treatment works' operation or for violating any pretreatment standard or requirement; and

WHEREAS, SIU's are required by federal regulations to be controlled by a discharge permit issued by the control authority, which is defined as the publicly owned treatment works ("POTW"); and

WHEREAS, in 2015, the County received its first significant industrial user discharging into the CSA and requiring monitoring and a permit; and

WHEREAS, the City issued an industrial waste discharge permit to the County's significant industrial user; and

WHEREAS, the parties find it appropriate and necessary to formalize this relationship of enforcement and monitoring of significant industrial users discharging industrial wastewater into CSA sewer collection system; and

WHEREAS, the Joint Exercise of Powers Act (Government Code § 6500, et seq.) authorizes two or more public agencies to jointly exercise any power common to them upon the approval of their respective governing bodies.

NOW, THEREFORE, the County of Del Norte and the City of Crescent agree to the following terms:

- 1.0 POWERS TO BE EXERCISED.** Both parties hereto have the legal authority and responsibility to monitor significant industrial users that discharge into the municipal wastewater system. By way of this Agreement, both the City and the County intend to fulfil their legal responsibilities to monitor significant industrial users within their respective boundaries.
- 2.0 INDUSTRIAL PRETREATMENT PROGRAM.** The City of Crescent City will administer the industrial pretreatment program for wastewater, specifically including:
 - a. Issuing industrial waste discharge permits to significant industrial users that discharge into either the City collection system or the CSA collection system;
 - b. Monitoring compliance with permits and provisions of the Industrial Wastewater Pretreatment Ordinance, as amended from time to time;
 - c. Enforcing both the terms of the permits and the provisions of the Industrial Wastewater Pretreatment Ordinance, as amended from time to time, pursuant thereto.
- 3.0 FEES.** The City will not charge the County directly for its permitting, monitoring and enforcement activities under this Agreement. Instead, the City will establish a fee structure for the industrial waste discharge permits that will be designed to recover the City's costs of administering the program.

3.0 PERSONNEL. The City will be responsible for all costs of its personnel and contractors required to conduct permitting, monitoring, and enforcement activities hereunder. The City will provide competent, trained personnel and contractors to perform the services hereunder.

4.0 DURATION AND TERMINATION. This Agreement will continue in force and effect until either party gives the other party 60 days' written notice of termination of this Agreement.

5.0 REQUIRED JPA PROVISIONS.

5.01. Accounting. The City will be responsible for accounting for all costs and receipts as part of the program.

5.02. Property. Any property acquired as the result of the joint exercise of powers shall belong to City.

5.03. Surplus Funds. Upon the termination of this Agreement, any surplus money on hand shall be returned to the parties in proportion to the contributions made.

6.0 INDEMNIFICATION.

6.01. Comparative Fault. Except as otherwise specifically provided in this Agreement, neither party shall be liable for the negligent or wrongful acts of the other party in the performance of this Agreement.

6.02. By City. The City agrees to indemnify, defend, and hold harmless the County of Del Norte, its elected and appointed officials, officers, agents, and employees from any and all claims, demands, lawsuits, liability, judgments, debts, loss, damages and expenses (including, without limitation, costs and legal fees), arising from or connected with claims and lawsuits by third parties arising from the negligent or wrongful acts of the City in the performance of this Agreement.

6.03. By County. The County agrees to indemnify, defend, and hold harmless the City, its elected and appointed officials, officers, agents, and employees from any and all claims, demands, lawsuits, liability, judgments, debts, loss, damages and expenses (including, without limitation, costs and legal fees), arising from or connected with claims and lawsuits by third parties arising from the negligent or wrongful acts of the County of Del Norte in the performance of this Agreement.

7.0 GENERAL PROVISIONS.

7.01. Privileges and Immunities. All of the privileges and immunities from liability, exemptions from laws, ordinances and rules, all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of officers, agents or employees of any such public agency when performing their respective functions within the territorial limits of their respective public

agencies, shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement.

- 7.02. **Severability.** In the event that any provision herein contained is adjudicated to be invalid, void, or illegal by final order of any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect, impair or invalidate any other provision contained herein. If any such provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.
- 7.03. **Waiver.** No breach of any provision hereof can be waived unless in a writing signed by the non-breaching party. A written waiver of any particular breach of this Agreement shall not be deemed to be a waiver of any other breach of the same or any other provision of this Agreement.
- 7.04. **Headings.** The headings in this Agreement are used for convenience and reference. They are not intended to be used in the substantive interpretation of this Agreement.
- 7.05. **Entire Agreement.** The terms and conditions herein constitute the entire agreement between the parties relating to the subject matter of this Agreement and supersede any prior understanding of the parties, whether oral or written. This Agreement may be modified only by further written agreement between the parties hereto.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Del Norte and the City Council of the City of Crescent City have approved and caused this Agreement to be executed as of the date last written below.


COUNTY OF DEL NORTE

CITY OF CRESCENT CITY

Dated: 04/27/21

Dated: 11/04/21



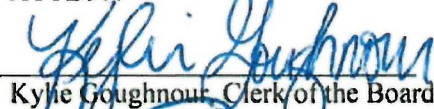



Chairperson Chris Howard
Board of Supervisors

Mayor Jason Greenough

ATTEST:

ATTEST:


Kylie Goughnour, Clerk of the Board


Robin Patch, City Clerk

Approved As To Form
Del Norte County Counsel

APPENDIX E
CRESCENT CITY MUNICIPAL CODE 13.40

Division II. Sewers

Chapter 13.20 ADMINISTRATION

13.20.010 Intent and purpose.

It is the purpose of this chapter:

- A. To prevent waste discharges from adversely affecting the sewer system, the operation of the treatment facilities, the quality of effluent from the treatment plant, or the quality of the receiving water through regulation and control of the quality and quantity of waste discharged to the city's sewer system by any discharger;
- B. To comply with all state and federal regulations in connection with the discharge of sewage waste;
- C. To provide an equitable distribution of the city's cost for acquisition, construction, reconstruction, maintenance, and operation of the city's system;
- D. To provide for the adoption, by resolution, of regulations to further promote and effect the above enumerated purposes. (Prior code § 17-101)

13.20.020 Adoption of regulations.

The city council shall adopt, by resolution, such regulations from time to time as it shall deem fit setting forth construction requirements for sewers, materials for sewers, charges for connection, sewer use charges, materials prohibited to be discharged, regulation of sewage system, discharge and construction permits and the like. (Prior code § 17-301)

Chapter 13.24 SEWER SERVICE REGULATIONS

13.24.010 Prohibited substances.

No person shall discharge any substance causing the city not to comply with any state or federal regulation of sewage discharge, nor any substance not amenable to treatment in the sewage system, or any substance which might tend to harm or adversely affect the sewer system, or any substance or combination of substances prohibited in regulations adopted under Chapters 13.20 through 13.32 by the city council. (Prior code § 17-102)

13.24.020 Abatement of nonconforming waste water discharge.

- A. Any waste water discharge not in compliance with the provisions of Chapters 13.20 through 13.32 or regulations adopted hereunder is deemed to be a nuisance.
- B. In the event the city engineer determines that any discharge into the sewer system presents an imminent hazard to the health and safety of the users of the system or to the maintenance and operation of the system itself, he shall order such discharge terminated. If such discharge is not terminated immediately, the city engineer shall take such steps as are necessary to shut off the flow of said discharge into the sewer system including disconnection of the user, if necessary. Notice of abatement and hearing on the same shall be had as

provided in Sections 8.08.050 through 8.08.120; except that the order provided for in subsection D of Section 8.08.060 shall direct that said nuisance shall be abated immediately.

C. All other violations of the provisions of Chapters 13.20 through 13.32 or of any regulations adopted pursuant thereto shall be nuisances within the meaning of Chapter 8.08 and shall be abated accordingly.

D. All costs of abatement shall be borne by the user. (Prior code § 17-103)

13.24.030 Damage to system.

As a condition of the use of the city's sewer system, any discharger who discharges or causes the discharge of prohibited substances which cause damage to the city's treatment processes, or any other damages resulting in costs to the city shall be liable to the city for all damage occasioned thereby, regardless of faults. (Prior code § 17-104)

13.24.040 Sewer service required.

No person owning or occupying or having under his control, any premises situated or being within one hundred fifty feet of a public sewer running through any street or alley, in the city, shall construct or maintain or suffer to be or remain upon such premises in the city, any privy, vault or cesspool or any sink, drain, or similar contrivance, except as in the manner provided in Chapters 13.20 through 13.32. (Prior code § 17-201)

13.24.050 Sewer charges and regulations.

A. Persons making connections to sewers and using the same shall pay such fees and abide by regulations not inconsistent with Chapters 13.20 through 13.32 as the city council shall from time to time adopt by resolution.

B. No person shall construct a building sewer, or a lateral sewer, or make any connection with any public sewer without first obtaining a written permit from the city and paying all fees and complying with all requirements and conditions required by regulations to be adopted under the ordinance codified in this chapter by the city council.

C. Any person discharging anything except domestic sewage into the sewer system at the time this ordinance takes effect shall submit an application to the office of the city engineer within two months after this ordinance takes effect and shall not discharge non-domestic sewage waste into the sewer system after nine months from the date of adoption of the ordinance codified in this chapter without a permit therefor.

D. No person with an interest in the premises connected to the sewer collection system shall sell, transfer, assign or otherwise alienate the sewer connection permit to the premises for which it was originally granted, for the use of any other premises, without the express written consent of the city council or its designee. (Ord. 798 § 2, 2017; prior code § 17-202)

13.24.060 Premises not to be offensive.

No person shall suffer or permit any premises belonging to or occupied by him or her or under his or her control, located in the city, or any cellar, vault, privy, cesspool, sewer or private drain thereon or therein, to become nauseous, foul or offensive or prejudicial to the public health or public comfort. (Prior code § 17-203)

13.24.070 Separation of storm drainage and sewage.

No person, firm, or corporation shall allow or permit any sewage of any kind from his or her premises to enter any of the storm drains of the city, whether by surface drainage, pipes, or other means, nor shall storm drainage, that is, run-off from precipitation be permitted to enter into the sewage system. (Prior code § 17-204)

13.24.080 Supervision of sewer connections.

All connections with any public sewer in the city and all repairs thereof, including excavating and laying pipe from sewer to property line, shall be made or caused to be made under the direct supervision of the city, but at the cost and expense of person, firm or corporation desiring the same to be done. (Prior code § 17-205)

13.24.090 Excavation in street.

Whenever it is necessary to excavate from property line to sewers in public streets in the city, such excavation shall be made by the person, firm or corporation making application and all plumbing shall be installed by a properly licensed contractor, but no filling of excavations shall be made other than by the street department of the city. (Ord. 579, 1982; prior code § 17-206)

13.24.100 Permit for excavation.

When any excavation for a sewer connection will extend into the public right-of-way, the applicant shall apply to the public works director for a street excavation permit and pay such fees as are established annually by the city council by resolution. (Ord. 579, 1982; prior code § 17-207)

Chapter 13.28 SEWER EXTENSIONS

13.28.010 Intent and purpose.

The city, under and pursuant to Resolution No. 616 of Preliminary Determination and of Intention adopted April 6, 1959, proposed to provide the means by which property owners within the city desiring to have public sewer facilities extended to serve their property and not wishing to have such sewer facilities extended under an assessment district and bond issue may petition the city council of the city to install the necessary sewer extensions in order to provide for full growth and development of

the city. This chapter is intended to provide the means by which the proposals set forth in the aforementioned resolution could be accomplished. (Prior code § 17-402)

13.28.020 Definitions.

Unless the context specifically indicates otherwise, the meaning of the terms used in this chapter shall be as follows:

A. "Entire cost" and/or "total cost" mean the cost of purchasing the necessary pipe, the cost of preparing plans and specifications, the cost of installation and all other items of cost ordinarily connected with sewer extension projects.

B. "Person" means any individual, firm, company, association, society, corporation, or group. The singular shall include the plural.

C. "Property owner" means any individual, firm, company, association, society, corporation, or group. The singular shall include the plural.

D. "Sewer extension" means a sewer lateral or a pipe or conduit for carrying sewage, including the house lateral from the street sewer extension to the curb.

E. "Shall" is mandatory; "may" is permissive. (Prior code § 17-401)

13.28.030 Petition requesting extension—Generally.

Whenever a petition requesting the installation of a sewer extension is signed by one or more of the property owners within the area to be serviced by such sewer extension and is filed with the city council, and the signer or signers thereof agree to contribute his or their pro rata share of the total cost of the installation of such sewer extension in accordance with the provisions of this chapter, the city council may:

A. Authorize the city manager to prepare a plat and indicate the boundaries of the area in which the sewer extension is to be installed and an estimate, in writing, as to the probable cost of such installation and a preliminary apportionment of the total probable cost to each property owner to be benefited by the requested sewer extension as indicated on the plat;

B. Direct the city manager to file the plat and the estimated cost and preliminary apportionment with the city clerk;

C. Authorize and direct the city clerk, upon receipt of the plat and report of the estimated cost and preliminary apportionment, to notify the owners of all of the parcels of the land within the area to be served by the proposed sewer extension of the time and place set by the city council to hear all persons interested in the requested sewer extension installation. Such notice shall be by registered mail directed to the last known address of the property owner as it appears in the files of the city clerk. Such notice shall also contain a brief description of the work to be performed, and the estimated cost to be borne by the property owner. (Prior code § 17-403)

13.28.040 Petition requesting extension—Hearing—Approval.

At the time and place set for the hearing as provided for in subsection C of Section 13.28.030, the city council shall hear all persons interested in the requested sewer extension installation who request to be heard, and shall examine the plat filed with the city clerk by the city manager, the report of the city manager as to the estimated probable cost and the preliminary apportionment, and, if found satisfactory, the city council shall, by resolution, approve the plat, fix the city's contribution, if any, and fix the total minimum amount to be deposited with the city clerk by property owners before the work requested in the petition and outlined in the plat is to be commenced. (Prior code § 17-404)

13.28.050 Plans and specifications—Advertisement and acceptance of bids.

A. When the plat has been approved and the necessary amount deposited with the city clerk as required by Section 13.28.040, the city council may, by resolution, authorize the city manager to prepare plans and specifications, and advertise for bids for performance of the improvement work required hereunder.

B. The procedure for the acceptance of the bid of the lowest responsible bidder and the letting of the contract by the city council for performance of the improvement work required hereunder shall be that required by the statutes of the state. (Prior code § 17-405)

13.28.060 Sewer connection agreement.

At the time the property owner deposits the amount fixed by the city council as required under Section 13.28.040, the property owner shall, concurrently therewith, enter into and execute a “sewer connection agreement” with the city. Such “sewer connection agreement” shall be in a form acceptable to the city attorney. (Prior code § 17-406)

13.28.070 Sewer extension revolving fund.

All moneys collected under the provisions of this chapter including the city’s contribution, if any, shall be deposited by the city clerk into the “sewer extension revolving fund” as created in Chapter 13.32. All moneys so deposited into the “sewer extension revolving fund” shall be used to pay the costs attributable to the installation and maintenance of sewer extensions. (Prior code § 17-407)

13.28.080 Return of deposit.

In the event that the property owners to be benefited by the installation of sewer extensions as indicated on the plat as required under this chapter, fail to deposit the amount fixed by the city council pursuant to Section 13.28.040, with the city clerk as required in this chapter, within thirty days from and after the required public hearing, the city clerk shall, when directed to do so by the city council, return all the money deposited to the persons making such deposit. (Prior code § 17-408)

13.28.090 Additional money required—Notice.

If the amount fixed by the city council to be deposited by the property owner and the city’s contribution, if any, is not sufficient to cover the entire cost of installing the requested sewer extension, including the preparation of plans and specifications, the city clerk shall notify the property owners involved of the additional amount required of such property owners to do such improvement work and within thirty days thereafter such property owner shall deposit such additional amount with the city clerk. Should the property owner fail to deposit such additional amount, the city manager shall present a statement to the city clerk showing all expenditures on behalf of the proposed sewer construction. The city clerk shall, when directed to do so by the city council, refund to the property owner all the money deposited by such property owner except the property owner’s proportionate share of that amount shown by the city manager’s statement to have been expended on behalf of the proposed sewer construction. (Prior code § 17-409)

13.28.100 Prorating cost—Statement.

Immediately after the completion of any sewer extension and its acceptance by the city council, the city manager shall prorate the entire cost thereof against all lots of property that may ultimately be benefited by connection to such sewer extension in proportion to the square feet thereof, or if the lots be irregular in shape, then in such manner as may, in the opinion of the city manager, provide an equitable distribution of costs, and file a written statement with the city clerk setting forth the total cost of such sewer extension, the parties

contributing thereto, including the city's contribution, if any, the prorated cost, and any other pertinent information concerning such installation. (Prior code § 17-410)

13.28.110 Refund of excess money.

In the event that the required amount deposited by the property owner in accordance with the provisions of this chapter is in excess of the entire prorated cost of such sewer extension project, the city clerk shall, after all proper charges for the entire cost of such project have been paid, and upon receipt of notice of such excess from the city manager, refund such excess to the property owner in proportion to the required amount deposited by such property owner. (Prior code § 17-411)

13.28.120 Future connections—Proportionate share of cost required.

From and after the effective date of this code, whenever any person applies for a connection to a sewer extension which has been installed in any manner other than by a public improvement proceeding for which assessments are levied, and the cost thereof shall have been paid by certain property owners and/or the city, and neither such person nor his predecessor in interest has paid the proportionate share of the cost of such extension with respect to the property to be served, no such application shall be acted upon or approved and no connection to such sewer extension shall be made unless and until such person shall have paid to the city his proportionate share of the cost of such sewer extension in addition to any sewer connection or permit charges required. (Prior code § 17-412)

13.28.130 Future connections—Procedure.

Upon completion and acceptance of any sewer extension installed pursuant to the provisions of this chapter, any person desiring to have his property connected to the city sewage system services by such sewer extensions shall, before making such connection:

- A. Make application with and obtain a permit for sewer connection from the director of public works;
 - B. Construct, at his own expense, the house sewer line connecting the property services to the sewer extension;
 - C. Pay the sewer connection fee and/or permit fee required by the city;
 - D. Pay his proportionate share of the cost of such sewer extension as required by Section 13.28.120.
- (Prior code § 17-413)

13.28.140 Additional charges for connection and sewer use.

The city council shall, in addition to all other charges imposed by it for sewer connection and use shall impose such additional charges for connection and sewer use for users of the sewer system as, and in the determination of the city council, approximate the out-of-city users' pro rata share of the city's capital investment in that portion of the sewer system utilized by said user. (Prior code § 17-414)

13.28.150 Interpretation of chapter regarding contracts with developers, subdividers and others.

It is the intention of the city council that nothing contained in this chapter is to be interpreted in such a manner as to prohibit the city from contracting with developers, subdividers and the like for the construction of sanitary sewer facilities in accordance with the laws of the state. (Prior code § 17-415)

13.28.160 Violation—Infraction.

Any person, firm or corporation, who in violation of any of the provisions of this chapter connects or causes to be connected any property directly or indirectly to any public sewer facility constructed as herein provided without first paying the charge placed against such property as in this chapter provided, shall be guilty of an infraction. (Prior code § 17-416)

Chapter 13.30 SEWER CHARGES

13.30.010 Sewer charges.

From and after the effective date hereof, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$40.95
County - Single-Family Residential	\$30.95
City - Light Commercial	\$4.70/100 cubic feet
County - Light Commercial	\$4.35/100 cubic feet
City - Heavy Commercial	\$7.10/100 cubic feet
County - Heavy Commercial	\$6.36/100 cubic feet
City - Multi-Family Residential	\$4.32/100 cubic feet
County - Multi-Family Residential	\$3.92/100 cubic feet

(Ord. 728 § 1, 2007)

13.30.011 Sewer charge minimums for customers in light and heavy commercial and multi-family classes.

Customers in the light and heavy commercial and the multi-family classes must pay a monthly minimum sewer fee equal to five hundred cubic feet, based on the volumetric rates then currently in effect. (Ord. 781 § 1, 2014)

13.30.012 Sewer charges on and after January 1, 2008.

Effective January 1, 2008, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$48.70
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County - Single-Family Residential	\$39.95
City - Light Commercial	\$6.16/100 cubic feet
County - Light Commercial	\$5.16/100 cubic feet
City - Heavy Commercial	\$9.21/100 cubic feet
County - Heavy Commercial	\$8.21/100 cubic feet
City - Multi-Family Residential	\$5.65/100 cubic feet
County - Multi-Family Residential	\$4.65/100 cubic feet

(Ord. 729 § 1, 2007)

13.30.013 Sewer charges on and after January 1, 2009.

Effective January 1, 2009, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$56.70
County - Single-Family Residential	\$47.95
City - Light Commercial	\$7.20/100 cubic feet
County - Light Commercial	\$6.20/100 cubic feet
City - Heavy Commercial	\$10.85/100 cubic feet
County - Heavy Commercial	\$9.85/100 cubic feet
City - Multi-Family Residential	\$6.58/100 cubic feet
County - Multi-Family Residential	\$5.58/100 cubic feet

(Ord. 729 § 1, 2007)

13.30.015 Sewer charges on and after January 1, 2011.

Effective January 1, 2011, and continuing until further amendment to this chapter, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$59.95
County - Single-Family Residential	\$51.20
City - Light Commercial	\$7.62/100 cubic feet
County - Light Commercial	\$6.62/100 cubic feet
City - Heavy Commercial	\$11.52/100 cubic feet
County - Heavy Commercial	\$10.52/100 cubic feet

City - Multi-Family Residential	\$6.96/100 cubic feet
County - Multi-Family Residential	\$5.96/100 cubic feet

(Ord. 750 § 2, 2009; Ord. 729 § 1, 2007)

13.30.016 Sewer charges on and after September 1, 2011.

Effective September 1, 2011, and continuing until further amendment to this chapter, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$62.60
County - Single-Family Residential	\$53.85
City - Light Commercial	\$7.96/100 cubic feet
County - Light Commercial	\$6.96/100 cubic feet
City - Heavy Commercial	\$12.06/100 cubic feet
County - Heavy Commercial	\$11.06/100 cubic feet
City - Multi-Family Residential	\$7.27/100 cubic feet
County - Multi-Family Residential	\$6.27/100 cubic feet

(Ord. 764 § 1, 2011)

13.30.017 Sewer charges on and after September 1, 2012.

Effective September 1, 2012, and continuing until further amendment to this chapter, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$64.32
County - Single-Family Residential	\$55.57
City/Harbor - Light Commercial	\$8.18/100 cubic feet
County - Light Commercial	\$7.18/100 cubic feet
City/Harbor - Heavy Commercial	\$12.41/100 cubic feet
County - Heavy Commercial	\$11.41/100 cubic feet
City/Harbor - Multi-Family Residential	\$7.47/100 cubic feet
County - Multi-Family Residential	\$6.47/100 cubic feet

Customers in the light and heavy commercial and the multi-family residential classes pay a monthly minimum equal to five hundred cubic feet. (Ord. 770 § 1, 2012)

13.30.018 Sewer charges on and after May 1, 2013.

Effective May 1, 2013, and continuing until further amendment to this chapter, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$69.70
County - Single-Family Residential	\$60.95
City/Harbor - Light Commercial	\$8.64/100 cubic feet
County - Light Commercial	\$7.64/100 cubic feet
City/Harbor - Heavy Commercial	\$13.53/100 cubic feet
County - Heavy Commercial	\$12.53/100 cubic feet
City/Harbor - Multi-Family Residential	\$8.09/100 cubic feet
County - Multi-Family Residential	\$7.09/100 cubic feet

Customers in the light and heavy commercial and the multi-family residential classes must pay a monthly minimum equal to five hundred cubic feet. (Ord. 772 § 1, 2013)

13.30.019 Sewer charges on and after July 2, 2014.

Effective July 2, 2014, the schedule of charges for sewer use is as follows:

City - Single-Family Residential	\$72.21
County - Single-Family Residential	\$63.14
City - Light Commercial	\$8.95/100 cubic feet
County - Light Commercial	\$7.92/100 cubic feet
City - Heavy Commercial	\$14.02/100 cubic feet
County - Heavy Commercial	\$12.98/100 cubic feet
City - Multi-Family Residential	\$8.38/100 cubic feet
County - Multi-Family Residential	\$7.35/100 cubic feet

(Ord. 779 § 1, 2014)

Chapter 13.32 SEWER EXTENSION REVOLVING FUND

13.32.010 Created.

There is created a special fund in the office of the city clerk, to be known and designated as the “sewer extension revolving fund.” (Prior code § 17-501)

13.32.020 Adoption of chapter and definitions.

This chapter is adopted and the sewer extension revolving fund is created as an incident to Chapter 13.28, and all definitions contained therein shall apply to this chapter. (Prior code § 17-504)

13.32.030 Expenses payable out of fund.

All claims, charges and expenses, attributable to the installation and maintenance of sewer extensions constructed pursuant to the provisions of Chapter 13.28, shall be a charge against and payable out of the sewer extension revolving fund. No claim against such fund shall be paid unless the project is approved by resolution of the city council pursuant to the provisions of Chapter 13.28. (Prior code §17-502)

13.32.040 Deposits.

Whenever the city council has, by resolution, authorized and directed the city manager to prepare plans and specifications, advertise for bids and cause bids and the work necessary to install a sewer extension to be performed pursuant to Chapter 13.28, the city manager shall furnish to the city clerk an estimate in writing of the cost of such work and incidental expenses, together with a legal description of the property and the owners thereof contributing to the cost, showing the amount of each, and the city’s contribution, if any. The city clerk shall issue receipts to the persons so contributing, and such contribution shall be deposited in the sewer extension revolving fund. (Prior code § 17-503)

Chapter 13.40 INDUSTRIAL PRETREATMENT REQUIREMENTS

Note

* Prior ordinance history: Ord. 658.

Article 1. General Provisions

13.40.010 Purpose and policy.

This chapter sets forth uniform requirements for users of the publicly owned treatment works for the city of Crescent City and enables the city to comply with all applicable state and federal laws, including the Clean Water Act (33 United States Code [USC] Section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403). The objectives of this chapter are:

- A. To prevent the introduction of pollutants into the publicly owned treatment works that will interfere with its operation;
- B. To prevent the introduction of pollutants into the publicly owned treatment works that will pass through the publicly owned treatment works, inadequately treated, into receiving waters, or otherwise be incompatible with the publicly owned treatment works;
- C. To protect both publicly owned treatment works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;

D. To promote reuse and recycling of industrial wastewater and sludge from the publicly owned treatment works;

E. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the publicly owned treatment works; and

F. To enable the city to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other federal or state laws to which the publicly owned treatment works is subject.

This chapter applies to all users of the publicly owned treatment works. The chapter authorizes the issuance of individual wastewater discharge permits or general permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established in this chapter. (Ord. 816 § 4, 2019; Ord. 757 § 1, 2010)

13.40.020 Administration.

The pretreatment coordinator will administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the pretreatment coordinator may be delegated by the pretreatment coordinator to a duly authorized city of Crescent City employee. (Ord. 816 § 4, 2019; Ord. 757 § 1, 2010)

13.40.030 Abbreviations.

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

BOD₅ – Biochemical Oxygen Demand

BMP – Best Management Practice

BMR – Baseline Monitoring Report

CFR – Code of Federal Regulations

CIU – Categorical Industrial user

COD – Chemical Oxygen Demand

EPA – U.S. Environmental Protection Agency

gpd – gallons per day

IU – Industrial User

mg/L – milligrams per liter

NPDES – National Pollutant Discharge Elimination System

NSCIU – Non-Significant Categorical Industrial User

POTW – publicly owned treatment works

RCRA – Resource Conservation and Recovery Act

SIU – Significant Industrial User

SNC – Significant Noncompliance

TSS – Total Suspended Solids

USC – United States Code

(Ord. 816 § 4, 2019; Ord. 757 § 1, 2010)

13.40.040 Definitions.

The following terms and phrases, as used in this chapter, have the meanings hereinafter designated.

“Act” or “the Act” means the Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 USC Section 1251 et seq.

“Approval authority” means California Regional Water Quality Control Board - North Coast Region.

“Authorized or duly authorized representative of the user” means:

1. If the user is a corporation: the president, or any other officer or manager to whom the authority has been delegated by the corporation’s board of directors, by resolution, certified and delivered to the city.

2. If the user is a partnership or sole proprietorship: any general partner or the sole proprietor, respectively.

3. If the user is a limited liability company: the managing agent of the LLC.

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

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

“Best management practices” or “BMPs” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 13.40.050(A) and (B), referenced in 40 CFR 403.5(a)(1) and (b). BMPs may refer to treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

“Biochemical oxygen demand” or “BOD₅” means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five days at twenty degrees centigrade, usually expressed as a concentration (e.g., mg/L).

“Bypass” means the intentional diversion of wastestreams from any portion of a user’s pretreatment facility.

“Categorical industrial user” means an Industrial user subject to a Categorical Pretreatment Standard or Categorical Standard.

“Categorical Pretreatment Standard” or “Categorical Standard” means any regulation containing pollutant discharge limits promulgated by EPA in accordance with Section 307(b) and (c) of the Act (33 USC Section 1317) that apply to a specific category of users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

“Categorical wastewater” means discharge that is subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N.

“Chemical oxygen demand” or “COD” means a measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.

“City” means the city of Crescent City or the city council of the city of Crescent City.

“Daily discharge” means either: (1) the total mass of the constituent discharged over the calendar day (12:00 a.m. through 11:59 p.m.) or any twenty-four-hour period that reasonably represents a calendar day for the purposes of sampling (as specified in the permit), for a constituent with limitations expressed in units of mass; or (2) the unweighted arithmetic mean measurement of the constituent over the day for a constituent with limitations expressed in other units of measurement (e.g., concentration).

“Daily maximum” means the arithmetic average of all effluent samples for a pollutant collected during a calendar day.

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

“Discharge” or indirect discharge” means the introduction of pollutants into the POTW from any nondomestic source.

“Environmental Protection Agency” or EPA” mean the U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of said agency.

“Existing source” means any source of discharge that is not a new source.

“General permit” means a permit issued by the city to control SIU discharges to the POTW if the type of operations of various users are the same or substantially similar, the discharge is the same, the effluent limitation are the same and require the same or similar monitoring and in the opinion of the pretreatment coordinator, are more appropriately controlled under a general permit than under individual wastewater discharge permits.

“Grab sample” means a sample that is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen minutes.

“Gray water” means domestic wastewater composed of washwater from kitchen sinks, bathroom sinks and tubs, clothes washers, and laundry tubs that are not used for disposal of chemical or chemical-biological ingredients.

“Indirect discharge” or “discharge” means the introduction of pollutants into the POTW from any nondomestic source.

“Individual wastewater discharge permit” means a permit issued by the city to control SIU discharges to the POTW.

“Industrial user” or “user” mean a source of indirect discharge.

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

“Interference” means a discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal and therefore, is a cause of a violation of the city’s NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or any permits issued thereunder, or any more stringent state or local regulations: Section 405 of the Act; the Solid Waste

Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

“Local limits” means specific discharge limits adopted by the city and enforced as to industrial or commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).

“Medical waste” means isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

“Monthly average” means the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.

“Monthly average limit” means the highest allowable monthly average over a calendar month.

“New source” means:

1. Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under Section 307(c) of the Act that will be applicable to such source if the Pretreatment Standards are thereafter promulgated in accordance with that section, if:

a. The building, structure, facility, or installation is constructed at a site at which no other source is located; or

b. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

c. The production or wastewater-generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, must be considered.

2. Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of paragraph (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.

3. Construction of a new source as defined under this paragraph has commenced if the owner or operator has:

a. Begun, or caused to begin, as part of a continuous on-site construction program:

i. Any placement, assembly, or installation of facilities or equipment, or

ii. Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or

b. Entered into a binding contractual obligation for the purchase of facilities or equipment that is intended to be used in its operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

“Noncontact cooling water” means water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

“Non-significant categorical industrial user” means an industrial user that never discharges more than one hundred gallons per day (gpd) of total categorical wastewater (excluding sanitary, non-contact cooling, and boiler blowdown wastewater, unless specifically included in the Pretreatment Standard) and the following conditions are met:

- a. The industrial user, prior to the city’s finding, has consistently complied with all applicable Categorical Pretreatment Standards and Requirements;
- b. The Industrial user annually submits the certification statement required in Section 13.40.450(B), together with any additional information necessary to support the certification statement; and
- c. The industrial user never discharges any untreated concentrated wastewater.

“Pass through” means a discharge that exits the POTW into waters of the United States in quantities or concentrations that, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city’s NPDES permit, including an increase in the magnitude or duration of a violation.

“Person” means any individual, partnership, firm, company, corporation, association, limited liability company, joint stock company, trust, estate, governmental entity, or any other legal entity or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

“pH” means a measure of the acidity or alkalinity of a solution, expressed in standard units.

“Pollutant” means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, Medical Wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD₅, COD, toxicity, or odor).

“POTW means a publicly owned treatment works, as defined by Section 212 of the Act (33 USC Section 1292), which is owned by the city. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

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

“Pretreatment coordinator” means the person designated by the city to supervise the operation of the POTW and who is charged with certain duties and responsibilities by this chapter, as well as a duly authorized representative designated in writing by the pretreatment coordinator.

“Pretreatment facility” means wastewater treatment as necessary to comply with this chapter and to achieve compliance with all Categorical Pretreatment Standards, local limits, and the prohibitions set out in Section 13.40.050. Any facilities necessary for compliance must be provided, operated, and maintained at the user’s expense.

“Pretreatment requirements” means any substantive or procedural requirement related to pretreatment imposed on a user, other than a Pretreatment Standard.

“Pretreatment Standards” means prohibited discharge standards, Categorical Pretreatment Standards, and local limits.

“Prohibited discharge standards” or “prohibited discharges” means absolute prohibitions against the discharge of certain substances as set forth in Section 13.40.050 of this chapter.

“Septic tank waste” means any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.

“Sewage” means human excrement and gray water (household showers, dishwashing operations, etc.).

“Significant industrial user” or “SIU” means except as provided in paragraphs 3 and 4 of this section, a significant industrial user is:

1. An industrial user subject to Categorical Pretreatment Standards; or
2. An industrial user that:
 - a. Discharges an average of twenty-five thousand gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater),
 - b. Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant, or
 - c. Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW’s operation or for violating any Pretreatment Standard or Requirement;
3. The city may determine that an industrial user subject to Categorical Pretreatment Standards is a non-significant categorical industrial user rather than a significant industrial user;
4. Upon a finding that a user meeting the criteria in paragraph 2 of this definition has no reasonable potential for adversely affecting the POTW’s operation or for violating any Pretreatment Standard or Requirement, the city may at any time, on its own initiative or in response to a petition received from an Industrial user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.

“Slug load” or “slug discharge” means any discharge at a flow rate or concentration that could cause a violation of the prohibited discharge standards in Section 13.40.050 of this chapter. A slug discharge is any discharge of a non-routine, episodic nature, including, but not limited to, an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way to violate the POTW’s regulations, local limits or permit conditions.

“Storm water” means any flow occurring during or following any form of natural precipitation, including and resulting from precipitation.

“Total suspended solids” or “suspended solids” mean the total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

“Upset” means an exceptional incident in which there is unintentional and temporary noncompliance with Categorical Pretreatment Standards because of factors beyond the control of the user.

“User” or “industrial user” means a source of indirect discharge.

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

“Wastewater treatment plant” or “treatment plant” means that portion of the POTW that is designed to provide treatment of municipal sewage and industrial waste. (Ord. 816 § 4, 2019; Ord. 757 § 1, 2010)

Article 2. General Sewer Use Requirements

13.40.050 Prohibited discharge standards.

A. General Prohibition. A user must not introduce or cause to be introduced into the POTW any pollutant or wastewater that causes pass through or interference. This general prohibition applies to all users of the POTW whether or not they are subject to categorical Pretreatment Standards or any other national, state, or local Pretreatment Standards or Requirements.

B. Specific Prohibitions. A user must not introduce or cause to be introduced into the POTW any of the following pollutants, substances, or wastewater:

1. Pollutants that create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than one hundred forty degrees F (sixty degrees C) using the test methods specified in 40 CFR 261.21;

2. Wastewater having a pH less than 6.0 or more than 9.0, or otherwise causing corrosive structural damage to the POTW or equipment;

3. Solid or viscous substances in amounts that may cause obstruction of the flow in the POTW resulting in interference, including solids that exceed one-quarter inch in any dimension;

4. Pollutants, including oxygen-demanding pollutants (BOD₅, etc.), released in a discharge at a flow rate and/or pollutant concentration that, either singly or by interaction with other pollutants, will cause interference with the POTW;

5. Wastewater having a temperature greater than one hundred fifty degrees F (sixty-five degrees C), or that will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater that causes the temperature at the introduction into the treatment plant to exceed one hundred four degrees F (forty degrees C);

6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;

7. Pollutants that result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause worker health and safety problems;

8. Trucked or hauled pollutants, except at discharge points designated by the pretreatment coordinator in accordance with Section 13.40.140 of this chapter;

9. Noxious or malodorous liquids, gases, solids, or other wastewater which, either alone or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to health, or to prevent entry into the sewers for maintenance or repair;

10. Wastewater that imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the city's NPDES permit;

11. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;

12. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the pretreatment coordinator;

13. Sludges, screenings, or other residues from the pretreatment of industrial wastes;

14. Medical wastes, except as specifically authorized by the pretreatment coordinator in an individual wastewater discharge permit or a general permit;
15. Wastewater, alone or in conjunction with other sources, that causes the treatment plant's effluent to fail any toxicity test;
16. Detergents, surface-active agents, or other substances which that might cause excessive foaming in the POTW;
17. Fats, oils, or greases of animal or vegetable origin in concentrations greater than fifty mg/L;
18. Any garbage or other solid material from any food processing plant, industrial plant or retail grocery store;
19. Any water, waste or other matter that will result in contamination, pollution or nuisance including, but not limited to, bones, hair, hides or fleshings, whole blood, paunch manure, recognizable portions of the human anatomy, tissue fluids, entrails, ashes, mud, straw, sand, wood, grass clippings or vegetation trimmings, spent lime, stone or marble dust, shavings, metal, glass, rags, feathers, tar, asphalt residues, waste paper, plastics, spent grains or hops;
20. Any other solid or liquid that is determined by the city to be or have the potential to be detrimental to the POTW.

Pollutants, substances, or wastewater prohibited by this section must not be processed or stored in such a manner that there is a reasonable potential for their discharge to the POTW. (Ord. 816 § 4, 2019; Ord. 757 § 2, 2010)

13.40.060 National Categorical Pretreatment Standards.

Users must comply with the Categorical Pretreatment Standards set forth at 40 CFR Chapter I, Subchapter N, Parts 405–471.

A. Where a Categorical Pretreatment Standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the pretreatment coordinator may impose equivalent concentration or mass limits in accordance with subsections E and F.

B. Where the limits in a Categorical Pretreatment Standard are expressed only in terms of mass of pollutant per unit of production, the pretreatment coordinator may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual industrial users.

C. When wastewater subject to a Categorical Pretreatment Standard is mixed with wastewater not regulated by the same Standard, the pretreatment coordinator shall impose an alternate limit in accordance with 40 CFR 403.6(e).

D. A categorical industrial user may obtain a net or a gross adjustment to a Categorical Pretreatment Standard pursuant to this section.

1. Categorical Pretreatment Standards may be adjusted to reflect the presence of pollutants in the industrial user's source water. Any industrial user wishing to obtain credit for source pollutants must make application to the city. Upon request of the industrial user, the applicable Standard will be calculated on a "net" basis (i.e., adjusted to reflect credit for pollutants in the source water) if the requirements of subsection (D)(2) of this section are met.

2. Criteria.

a. Either:

i. The applicable Categorical Pretreatment Standards contained in 40 CFR, subchapter N, specifically provide that they shall be applied on a net basis; or

ii. The industrial user demonstrates that the control system it proposes or uses to meet applicable categorical Pretreatment Standards would, if properly installed and operated, meet the Standards in the absence of pollutants in the source waters.

b. Credit for generic pollutants such as biochemical oxygen demand (BOD₅), total suspended solids (TSS), and oil and grease will not be granted unless the industrial user demonstrates that the constituents of the generic measure in the user's effluent are substantially similar to the constituents of the generic measure in the source water or unless appropriate additional limits are placed on process water pollutants either at the outfall or elsewhere.

c. Credit will be granted only to the extent necessary to meet the applicable Categorical Pretreatment Standard(s), up to a maximum value equal to the influent value. Additional monitoring may be necessary to determine eligibility for credits and compliance with Categorical Pretreatment Standard(s) adjusted under this section.

d. Credit will be granted only if the user demonstrates that the source water is drawn from the same body of water as that into which the POTW discharges. The city may waive this requirement if it finds that no environmental degradation will result.

E. When a Categorical Pretreatment Standard is expressed only in terms of pollutant concentrations, an industrial user may request that the city convert the limits to equivalent mass limits. The determination to convert concentration limits to mass limits is within the discretion of the pretreatment coordinator. The city may establish equivalent mass limits only if the industrial user meets all the conditions set forth in paragraphs (1)(a) through (e) below.

1. To be eligible for equivalent mass limits, the industrial user must:

a. Employ, or demonstrate that it will employ, water conservation methods and technologies that substantially reduce water use during the term of its individual wastewater discharge permit;

b. Currently use control and treatment technologies adequate to achieve compliance with the applicable Categorical Pretreatment Standard, and not have used dilution as a substitute for treatment;

c. Provide sufficient information to establish the user's actual average daily flow rate for all wastestreams, based on data from a continuous effluent flow monitoring device, as well as the user's long-term average production rate. Both the actual average daily flow rate and the long-term average production rate must be representative of current operating conditions;

d. Not have daily flow rates, production levels, or pollutant levels that vary so significantly that equivalent mass limits are not appropriate to control the discharge; and

e. Have consistently complied with all applicable Categorical Pretreatment Standards during the period prior to the industrial user's request for equivalent mass limits.

2. An industrial user subject to equivalent mass limits must:

a. Maintain and effectively operate control and treatment technologies adequate to achieve compliance with the equivalent mass limits;

b. Continue to record the facility's flow rates through the use of a continuous effluent flow monitoring device;

c. Continue to record the facility's production rates and notify the pretreatment coordinator whenever production rates are expected to vary by more than twenty percent from its baseline production rates determined in subsection (F)(1) of this section. Upon notification of a revised production rate, the pretreatment coordinator will reassess the equivalent mass limit and revise the limit as necessary to reflect changed conditions at the facility; and

d. Continue to employ the same or comparable water conservation methods and technologies as those implemented pursuant to paragraph (1)(a) of this section so long as it discharges under an equivalent mass limit.

F. When developing equivalent mass limits, the pretreatment coordinator:

1. Will calculate the equivalent mass limit by multiplying the actual average daily flow rate of the regulated process(es) of the industrial user by the concentration-based daily maximum and monthly average standard for the applicable categorical Pretreatment Standard and the appropriate unit conversion factor;

2. Upon notification of a revised production rate, will reassess the equivalent mass limit and recalculate the limit as necessary to reflect changed conditions at the facility; and

3. May retain the same equivalent mass limit in subsequent individual wastewater discharger permit terms if the industrial user's actual average daily flow rate was reduced solely as a result of the implementation of water conservation methods and technologies, and the actual average daily flow rates used in the original calculation of the equivalent mass limit were not based on the use of dilution as a substitute for treatment pursuant to Section 13.40.100. The industrial user must also be in compliance with Section 13.40.710 regarding the prohibition of bypass.

G. The pretreatment coordinator may convert the mass limits of the Categorical Pretreatment Standards of 40 CFR Parts 414, 419 and 455 to concentration limits for purposes of calculating limitations applicable to individual industrial users. The conversion is at the discretion of the pretreatment coordinator.

H. Once included in its permit, the industrial user must comply with the equivalent limitations developed in this section in lieu of the promulgated Categorical Standards from which the equivalent limitations were derived.

I. Many Categorical Pretreatment Standards specify one limit for calculating maximum daily discharge limitations and a second limit for calculating maximum monthly average, or four-day average, limitations. Where such Standards are being applied, the same production or flow figure shall be used in calculating both the average and the maximum equivalent limitation.

J. Any industrial user operating under a permit incorporating equivalent mass or concentration limits calculated from a production-based Standard shall notify the pretreatment coordinator within two business days after the user has a reasonable basis to know that the production level will significantly change within the next calendar month. Any user not notifying the pretreatment coordinator of such anticipated change will be required to meet the mass or concentration limits in its permit that were based on the original estimate of the long term average production rate. (Ord. 816 § 4, 2019; Ord. 757 § 2, 2010)

13.40.070 State Pretreatment Standards.

State requirements and limitations on discharges shall apply in any case where they are more stringent than federal requirements and limitations or those in this chapter. (Ord. 816 § 4, 2019; Ord. 757 § 2, 2010)

13.40.080 Local limits.

The pretreatment coordinator is authorized to establish local limits pursuant to 40 CFR 403.5(c). Local limits will be approved by city council resolution to protect against pass through and interference. No person shall discharge wastewater containing in excess of the daily maximum limits list (most recent local limits resolution) available at City Hall and on the city webpage (<http://crescentcity.org/>). The local limits apply at the point where wastewater is discharged to the POTW.

The pretreatment coordinator may impose mass limitations in addition to or instead of the concentration-based limitations. The pretreatment coordinator is authorized to set IU-specific limits for pollutants on a case-by-case basis. The loading allocation will be based on the discharger's current loading, its need for a continued loading allocation, its ability to apply pretreatment to achieve certain discharge pollutant levels (i.e., treatability), or any other factor that the pretreatment coordinator determines is relevant. The pretreatment coordinator will ensure that the sum of the allocated loadings does not exceed the current maximum allowable industrial loading (MAIL).

To ensure that it does not allocate more than the MAIL, Crescent City will monitor loading from IUs with individual wastewater discharge permits. The city will monitor and compare actual loading to the allocated MAILs upon receipt of any discharge monitoring data on an annual basis.

The pretreatment coordinator may develop best management practices (BMPs), by ordinance or in individual wastewater discharge permits or general permits, to implement local limits and the requirements of Section 13.40.050. (Ord. 816 § 4, 2019; Ord. 799 § 3, 2017; Ord. 767 § 4, 2012; Ord. 757 § 2, 2010)

13.40.090 City of Crescent City's right of revision.

The city reserves the right to establish, by ordinance or in individual wastewater discharge permits or in general permits, more stringent Standards or Requirements on discharges to the POTW consistent with the purpose of this chapter. (Ord. 816 § 4, 2019; Ord. 757 § 2, 2010)

13.40.100 Dilution.

A user must never increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The pretreatment coordinator may impose mass limitations on users who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate. (Ord. 816 § 4, 2019; Ord. 757 § 2, 2010)

Article 3. Pretreatment of Wastewater

13.40.110 Pretreatment facilities.

Users must provide wastewater treatment as necessary to comply with this chapter and to achieve compliance with all Categorical Pretreatment Standards, local limits, and the prohibitions set out in Section 13.40.060 of this chapter within the time limitations specified by EPA, the State, or the pretreatment coordinator, whichever is more stringent. Any facilities necessary for compliance must be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures must be submitted to the pretreatment coordinator for review, and must be acceptable to the pretreatment coordinator before those facilities are constructed. The review of plans and operating procedures does not

relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the city under the provisions of this chapter. (Ord. 816 § 4, 2019; Ord. 757 § 3, 2010)

13.40.120 Additional pretreatment measures.

A. Whenever necessary in his or her judgment, the pretreatment coordinator may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage-waste streams from industrial-waste streams, and impose any other conditions that may be necessary to protect the POTW and ensure the user's compliance with the requirements of this chapter.

B. The pretreatment coordinator may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. An individual wastewater discharge permit or a general permit may be issued for the purpose of flow equalization.

C. Grease, oil, and sand interceptors must be provided when, in the opinion of the pretreatment coordinator, any or all are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units must be of a type and capacity approved by the pretreatment coordinator and must be so located to be easily accessible for cleaning and inspection. These interceptors must be inspected, cleaned, and repaired by the user at user's expense.

D. The pretreatment coordinator may require users with the potential to discharge flammable substances to install and maintain an approved combustible gas detection meter. (Ord. 816 § 4, 2019; Ord. 757 § 3, 2010)

13.40.130 Accidental discharge/slug discharge control plans.

The pretreatment coordinator must evaluate whether each significant industrial user needs an accidental discharge or slug discharge control plan or other action to control slug discharges. The pretreatment coordinator may require any user to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control slug discharges. Alternatively, the pretreatment coordinator may develop such a plan for any user. An accidental discharge or slug discharge control plan must include, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the pretreatment coordinator of any accidental or slug discharge, as required by Section 13.40.370 of this chapter; and
- D. Procedures to prevent adverse impact from any accidental or slug discharge.

The procedures to be described include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response. (Ord. 816 § 4, 2019; Ord. 757 § 3, 2010)

13.40.140 Hauled wastewater.

Septic-tank waste may be introduced into the POTW only at locations designated by the pretreatment coordinator, and only at times as are established by the pretreatment coordinator. Septic waste must not violate Article 2 or any other requirements established by the city. The pretreatment coordinator may require septic-tank-waste haulers to obtain individual wastewater discharge permits or general permits or deny septicage receiving at any time for any reasonable cause.

The pretreatment coordinator may require haulers of industrial waste to obtain individual wastewater discharge permits or general permits. The pretreatment coordinator may require generators of hauled industrial waste to obtain individual wastewater discharge permits or general permits. The pretreatment coordinator in his or her discretion also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this chapter.

Industrial waste haulers may discharge loads only at locations designated by the pretreatment coordinator. No load may be discharged without prior consent of the pretreatment coordinator. The pretreatment coordinator may collect samples of each hauled load to ensure compliance with applicable Standards. The pretreatment coordinator may require the industrial waste hauler to provide a waste analysis of any load prior to discharge.

Industrial waste haulers must provide a waste-tracking manifest for every load. This manifest must include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes. (Ord. 816 § 4, 2019; Ord. 757 § 3, 2010)

13.40.150 Interceptor requirements.

A. Interceptors. Grease, oil and sand interceptors must be provided when, in the opinion of the public works director or the pretreatment coordinator. They are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors are not required for residential users. All interception units shall be of a type and capacity approved by the public works director or pretreatment coordinator and must be located to be easily accessible for cleaning and inspection. All interception units must be installed in accordance with the provisions of this chapter. These interceptors must be inspected, cleaned, and repaired regularly, as needed, by the owner at his or her sole expense. New and existing users that are determined by the public works director or pretreatment coordinator to have a reasonable potential to adversely impact the POTW must install a grease, oil or sand interceptor.

1. Users that are required to have a grease interceptor may be required to connect fixtures or drains that have a reasonable potential to allow fats, oils, and grease to be discharged to the POTW to an appropriately sized grease interceptor.

2. Users with garbage grinders must discharge the garbage grinder to a grease interceptor with a minimum capacity of one thousand gallons or remove the garbage grinder.

3. Users with dishwashers must discharge the dishwasher directly to the POTW or to a grease interceptor with a minimum capacity of seven hundred fifty gallons.

4. Accumulated grease and sediment must be removed as required. At a minimum gravity grease interceptors and grease traps must be cleaned when the combined depth of sediment and grease equals or exceeds twenty-five percent of the total depth of the sediment, water, and grease. For multiple chambered interceptors the measurements of sediment and grease are to be performed in the final interceptor chamber

prior to discharge. All other grease interceptors must be maintained in accordance with the manufacturer's specifications.

5. Grease interceptors must be kept free of non-food waste including, but not limited to, grit, rocks, gravel, sand, eating utensils, cigarettes, trash, towels, and rags.

6. The addition of chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives used for purposes of grease reduction to a grease interceptor is specifically prohibited.

7. If the public works director or pretreatment coordinator determines that a grease interceptor is not being adequately cleaned or maintained, a correction notice may be issued requiring the deficiency be corrected within seven working days. Maintenance programs including BMPs and defined cleaning frequencies may be mandated. Users that fail to adhere to a maintenance program may be required to install additional pretreatment devices.

8. The city will develop and implement a fats, oils, and grease policy.

B. Time of Compliance. All commercial facilities and food establishments described in this section are required to install a sand and/or grease interceptor or grease trap within the sixty-day period after the first occurrence of any of the following events:

1. Transfer of any ownership or interest in the commercial facility;

2. The issuance by the county of any building permit for the construction, reconstruction or related work to be performed on the premises costing more than five thousand dollars;

3. The backup or discharge of raw sewage on or from the premises due to grease build up in their service lateral; or within

4. Ninety days after receiving written notice from the public works director or pretreatment coordinator of the necessity for installation of such facilities.

C. Monitoring and Reporting. All establishments having a grease trap or interceptor must maintain and clean this unit as recommended by the manufacturer. Each grease trap or interceptor must be regularly maintained by the proprietor or property owner and records kept at the site for inspection by the city. Maintenance will vary depending upon the size of the unit and grease loading. The property owner or proprietor must send a copy of the maintenance records to the city annually from the time of installation or some other agreed upon date by the city. At no time may the unit be allowed to become clogged with grease so as to create damage to the city collection or treatment facilities. The proprietor must develop a cleaning schedule sufficient to keep the unit functioning properly. Records of grease disposal to a collection agent must be made available to city personnel upon request.

D. Responsibility of Tenants. Where an owner of property lets premises to any other person as a tenant, if either the owner or the tenant is an industrial user, either or both may be held responsible for compliance with the provisions of this chapter. This provision is enforceable against the either or both the owner, tenant or both, without regard to any contractual arrangements as between the owner and tenant.

E. Pretreatment Charges and Fees. The city council may adopt reasonable charges and fees for reimbursement of costs of setting up and operating the city's pretreatment program which may include:

1. Fees for wastewater discharge permit applications including the cost of processing such applications.

2. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing an industrial user's discharge, and reviewing monitoring reports submitted by the users.

3. Fees for reviewing and responding to accidental discharge procedures and construction.

4. Fees for filing appeals.

5. Other fees that the city finds to be necessary to carry out the requirements contained in this section. These fees relate solely to the matters covered by this chapter and are separate from all other fees, fines and penalties chargeable by the city. (Ord. 816 § 4, 2019; Ord. 767 § 3, 2012; Ord. 757 § 3, 2010)

Article 4. Individual Wastewater Discharge Permits/General Permits

13.40.160 Wastewater analysis.

When requested by the pretreatment coordinator, a user must submit information on the nature and characteristics of its wastewater within twenty-four hours of the request. The pretreatment coordinator is authorized to prepare a form for this purpose and may periodically require users to update this information. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.170 Individual wastewater discharge permit and general permit requirement.

A. A significant industrial user must not discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit or a general permit from the pretreatment coordinator, except that a significant industrial user that has filed a timely application pursuant to Section 13.40.180 of this chapter may continue to discharge for the time period specified therein.

B. The pretreatment coordinator may require other users to obtain individual wastewater discharge permits or general permits as necessary to carry out the purposes of this chapter.

C. Any violation of the terms and conditions of an individual wastewater discharge permit or a general permit shall be deemed a violation of this chapter and subjects the wastewater discharge permittee to the sanctions set out in Articles 10 through 12 of this chapter. Obtaining an individual wastewater discharge permit or a general permit does not relieve a permittee of its obligation to comply with all federal and state Pretreatment Standards or Requirements or with any other requirements of federal, state, and local law. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.180 Individual wastewater discharge and general permitting—Existing connections.

Any user required to obtain an individual wastewater discharge permit or a general permit who was discharging wastewater into the POTW prior to the effective date of the ordinance codified in this chapter and who wishes to continue such discharges in the future, must, within ninety days after the effective date, apply to the pretreatment coordinator for an individual wastewater discharge permit or a general permit in accordance with Section 13.40.200 of this chapter, and must not cause or allow discharges to the POTW to continue after ninety days of the effective date of the ordinance codified in this chapter except in accordance with an individual wastewater discharge permit or a general permit issued by the pretreatment coordinator. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.190 Individual wastewater discharge and general permitting—New connections.

Any user required to obtain an individual wastewater discharge permit or a general permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual wastewater discharge permit or general

permit, in accordance with Section 13.40.200 of this chapter, must be filed at least ninety days prior to the date upon which any discharge will begin or recommence. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.200 Individual wastewater discharge and general permit application contents.

A. All users required to obtain an individual wastewater discharge permit or a general permit must submit a permit application. Users that are eligible may request a general permit under Section 13.40.210. The pretreatment coordinator may require users to submit the following information as part of a permit application:

1. Identifying Information.
 - a. The name and address of the facility, including the name of the operator and the owner.
 - b. Contact information, description of activities, facilities, and plant production processes on the premises.
2. Environmental Permits. A list of any environmental control permits held by or for the facility.
3. Description of Operations.
 - a. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes;
 - b. Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
 - c. Number and type of employees, hours of operation, and proposed or actual hours of operation;
 - d. Type and amount of raw materials processed (average and maximum per day);
 - e. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge.
4. Time and duration of discharges.
5. The location for monitoring all wastes covered by the permit.
6. Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in Section 13.40.060(D). Refer to 40 CFR 403.6(e).
7. Measurement of Pollutants, Consistent with the Following Standards.
 - a. The Categorical Pretreatment Standards applicable to each regulated process and any new categorically regulated processes for existing sources.
 - b. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the Standard or by the pretreatment coordinator, of regulated pollutants in the discharge from each regulated process.
 - c. Instantaneous, daily maximum, and long-term average concentrations, or mass.
 - d. The sample must be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.40.410 of this chapter.

- e. Where the Standard requires compliance with a BMP or a pollution prevention alternative, the user must submit documentation as required by the pretreatment coordinator or the applicable Standards to determine compliance with the Standard.
 - f. Sampling must be performed in accordance with procedures set out in Section 13.40.420 of this chapter.
 - 8. Any requests for a monitoring waiver (or a renewal of an approved monitoring waiver) for a pollutant neither present nor expected to be present in the discharge based on Section 13.40.350(B).
 - 9. Any request to be covered by a general permit based on Section 13.40.210.
 - 10. Any other information that may be deemed necessary by the pretreatment coordinator to evaluate the permit application.
- B. Incomplete or inaccurate applications will not be processed. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.210 Wastewater discharge permitting—General permits.

A. At the discretion of the pretreatment coordinator, the pretreatment coordinator may use general permits to control SIU discharges to the POTW if the following conditions are met. All facilities to be covered by a general permit must:

- 1. Involve the same or substantially similar types of operations;
- 2. Discharge the same types of wastes;
- 3. Require the same effluent limitations;
- 4. Require the same or similar monitoring; and
- 5. In the opinion of the pretreatment coordinator, are more appropriately controlled under a general permit than under individual wastewater discharge permits.

B. To be covered by the general permit, the SIU must file a written request for coverage that identifies its contact information, production processes, the types of wastes generated, the location for monitoring all wastes covered by the general permit, any requests in accordance with Section 13.40.350(B) for a monitoring waiver for a pollutant neither present nor expected to be present in the Discharge, and any other information the POTW finds to be appropriate. A monitoring waiver for a pollutant neither present nor expected to be present in the discharge is not effective in the general permit until after the pretreatment coordinator has provided written notice to the SIU that such a waiver request has been granted in accordance with Section 13.40.350(B).

C. The pretreatment coordinator will retain a copy of the general permit, documentation to support the coordinator's determination that a specific SIU meets the criteria in subsection (A)(1) to (5) and applicable state regulations, and a copy of the user's written request for coverage for three years after the expiration of the general permit.

D. The pretreatment coordinator may not control an SIU through a general permit where the facility is subject to production-based categorical Pretreatment Standards or categorical Pretreatment Standards expressed as mass of pollutant discharged per day or for IUs whose limits are based on the combined wastestream formula (Section 13.40.060(D)) or net/gross calculations (Section 13.40.060(E)). (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.220 Application signatories and certifications.

- A. All wastewater discharge permit applications, user reports, and certification statements must be signed by an authorized representative of the user and contain the certification statement in Section 13.40.450(A).
- B. The designation of an authorized representative must be kept current.
- C. A facility determined to be a non-significant categorical industrial user by the pretreatment coordinator pursuant to Section 13.40.040 definition of significant industrial user subsection (3) must annually submit the signed certification statement in Section 13.40.450(B). (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

13.40.230 Individual wastewater discharge and general permit decisions.

The pretreatment coordinator will evaluate the data furnished by the user and may require additional information. Within thirty days of receipt of a complete permit application, the pretreatment coordinator will determine whether to issue an individual wastewater discharge permit or a general permit. The city may deny any application for an individual wastewater discharge permit or a general permit that does not meet the requirements of this chapter. (Ord. 816 § 4, 2019; Ord. 757 § 4, 2010)

Article 5. Individual Wastewater Discharge/General Permit Issuance

13.40.240 Individual wastewater discharge and general permit duration.

An individual wastewater discharge permit or a general permit is issued for a specified time period, not to exceed five years from the effective date of the permit. An individual wastewater discharge permit or a general permit may be issued for a period less than five years, at the discretion of the pretreatment coordinator. Each individual wastewater discharge permit or a general permit will indicate a specific date upon which it will expire. (Ord. 757 § 5, 2010)

13.40.250 Individual wastewater discharge permit and general permit contents.

An individual wastewater discharge permit or a general permit will include such conditions as are deemed reasonably necessary by the pretreatment coordinator to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- A. individual wastewater discharge permits and general permits must contain:
 - 1. A statement that indicates the wastewater discharge permit issuance date, effective date, and expiration date;
 - 2. A statement that without prior notification to the city in accordance with Section 13.40.280 of this chapter, the wastewater discharge permit is nontransferable;
 - 3. Provisions requiring that the new owner or operator be provided a copy of the existing wastewater discharge permit;
 - 4. Effluent limits, including best management practices, based on applicable Pretreatment Standards;
 - 5. Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location(s), sampling frequency, and sample type based on federal, state, and local law;

6. The process for seeking a waiver from monitoring for a pollutant neither present nor expected to be present in the discharge in accordance with Section 13.40.350(B);

7. A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. A compliance schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law.

8. If determined by the pretreatment coordinator to be necessary requirements to control slug discharge.

9. Any conditions on the grant of the monitoring waiver by the pretreatment coordinator (Section 13.40.350(B)) must be included as a condition in the user's permit or other control mechanism.

B. Individual wastewater discharge permits or general permits may also contain one or more of the following conditions:

1. Limits on the average and/or maximum rate of discharge, time (or schedule) of discharge;

2. Requirements for flow regulation and equalization;

3. Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW;

4. Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to minimize the chance of accidental, unanticipated, or nonroutine discharges;

5. Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;

6. The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;

7. Requirements for the installation and maintenance of inspection and sampling facilities and equipment, including flow-measurement devices;

8. A statement that compliance with the individual wastewater discharge permit or the general permit does not relieve the permittee of responsibility for compliance with all applicable federal and state Pretreatment Standards, including those that become effective during the term of the individual wastewater discharge permit or the general permit; and

9. Other conditions included by the pretreatment coordinator to ensure compliance with this chapter, and state and federal laws, rules, and regulations. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.260 Process for issuing permits.

A. Notice of Intent to Issue Permit. At least fifteen days before the proposed date of issuance, the pretreatment coordinator will publish in a newspaper(s) of general circulation in Del Norte County and on city's webpage, a notice of intent to issue a pretreatment permit. The notice will state one or more locations where the draft permit may be reviewed and an address where written comments may be submitted.

B. Notice that Permit Has Been Issued. Within five business days of issuing a pretreatment permit under this chapter, the pretreatment coordinator will publish in a newspaper of general circulation in Del Norte County a notice that the permit has been issued.

C. Reconsideration. Any person, including the user, may petition the pretreatment coordinator to reconsider the terms of an individual wastewater discharge permit or a general permit within fifteen days of notice of its issuance. Failure to submit a timely petition for reconsideration is a waiver of administrative reconsideration.

1. The petition must be in writing but it does not need to be in any particular form. The petition, must state specifically the provisions objected to, the reasons for this objection, and the nature of the alternative condition, if any, appellant seeks to place in the individual wastewater discharge permit or a general permit.

2. The effectiveness of the individual wastewater discharge permit or a general permit is not stayed pending the resolution of the petition.

3. The pretreatment coordinator must act on the petition for reconsideration within fifteen days of its filing. If the pretreatment coordinator fails to act within fifteen days, a petition for reconsideration is deemed to be denied.

4. Any party aggrieved by the decision of the pretreatment coordinator on a petition for reconsideration may appeal that decision to the city council of the city of Crescent City. The appeal must be in writing, must be accompanied by an appeal fee in the amount established by the city's schedule of fees. The appeal and the fee must be filed with city clerk within fifteen days of the final action of the pretreatment coordinator.

5. The city council must conduct a hearing of the appeal within forty-five days of the filing of the appeal and must render its decision in writing within thirty days thereafter. The action of the city council is the final administrative action for purposes of judicial review. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.270 Permit modification.

A. On his or her own initiative or upon application of the user, the pretreatment coordinator may modify an individual wastewater discharge permit for good cause, including, but not limited to, any of the following reasons:

1. To incorporate any new or revised federal, state, or local Pretreatment Standards or Requirements;

2. To address significant alterations or additions to the user's operation, processes or wastewater volume or character since the issuance of the individual wastewater discharge permit;

3. A change has been or will be made in the POTW that requires or will require either a temporary or permanent reduction or elimination of the authorized discharge;

4. Information has been received by the pretreatment coordinator indicating that the permitted discharge poses a threat to the city's POTW, city personnel, beneficial sludge use or the receiving waters;

5. There has been a violation of any term or condition of the individual wastewater discharge permit;

6. The user has made a misrepresentation or has failed to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;

7. There has been a revision of or a grant of variance from Categorical Pretreatment Standards pursuant to 40 CFR 403.13;

8. To correct typographical or other errors in the individual wastewater discharge permit; or

9. To reflect an approved transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Section 13.40.280.

B. The pretreatment coordinator may modify a general permit for good cause, including, but not limited to, the following reasons:

1. To incorporate any new or revised federal, state, or local Pretreatment Standards or Requirements;
2. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
3. To correct typographical or other errors in the individual wastewater discharge permit; or
4. To reflect a transfer of the facility ownership or operation to a new owner or operator where requested in accordance with Section 13.40.280. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.280 Individual wastewater discharge permit and general permit transfer.

Individual wastewater discharge permits or coverage under general permits may be transferred to a new owner or operator only if the permittee gives at least ninety days advance notice to the pretreatment coordinator and the pretreatment coordinator approves the individual wastewater discharge permit or the general permit coverage transfer. The notice to the pretreatment coordinator must include a written certification by the new owner or operator that:

- A. Fully identifies the new owner or operator;
- B. States that the new owner and/or operator has no immediate intent to change the facility's operations and processes;
- C. Identifies the specific date on which the transfer is to occur; and
- D. Acknowledges full responsibility for complying with the existing individual wastewater discharge permit or general permit.

Failure to provide advance notice of a transfer renders the individual wastewater discharge permit or coverage under the general permit void as of the date of facility transfer. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.290 Individual wastewater discharge permit and general permit revocation.

The pretreatment coordinator may revoke an individual wastewater discharge permit or coverage under a general permit for good cause, including, but not limited to, the following causes:

- A. Failure to notify the pretreatment coordinator of significant changes to the wastewater prior to discharge;
- B. Failure to provide prior notification to the pretreatment coordinator of changed conditions pursuant to Section 13.40.360;
- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports and certification statements;
- E. Tampering with monitoring equipment;
- F. Refusing to allow the pretreatment coordinator timely access to the facility premises and records;
- G. Failure to meet discharge requirements;
- H. Failure to pay fines when due;

- I. Failure to pay sewer charges when due;
- J. Failure to meet compliance schedules;
- K. Failure to complete a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
- M. Violation of any Pretreatment Standard or Requirement or any terms of the wastewater discharge permit or a general permit or this chapter.

Individual wastewater discharge permits or coverage under general permits shall be voidable upon cessation of operations or transfer of business ownership. All individual wastewater discharge permits or general permits issued to a user are void upon the issuance of a new individual wastewater discharge permit or a general permit to that user. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.300 Individual wastewater discharge permit and general permit reissuance.

A user with an expiring individual wastewater discharge permit or general permit must apply for individual wastewater discharge permit or general permit reissuance by submitting a complete permit application, including all required information and any fees, in accordance with Section 13.40.200 of this chapter, at least ninety days prior to the expiration of the user’s existing individual wastewater discharge permit or general permit. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

13.40.310 Regulation of waste received from other jurisdictions.

A. If another local agency, or a user located within another local agency, contributes wastewater to the POTW, the city must enter into an inter-agency agreement with the contributing local agency.

B. Prior to entering into an agreement required by subsection A, the pretreatment coordinator shall request the following information from the contributing local agency:

- 1. A description of the quality and volume of wastewater discharged to the POTW by the contributing local agency;
- 2. An inventory of all users located within the contributing local agency that are discharging to the POTW; and
- 3. Such other information as the pretreatment coordinator may deem necessary.

C. An inter-agency agreement, as required by subsection A, must contain the following conditions:

- 1. A requirement that the contributing local agency adopt a sewer use ordinance that is at least as stringent as this chapter and local limits, including required baseline monitoring reports (BMRs) which are at least as stringent as those set out in Section 13.40.080. The requirement shall specify that such ordinance and limits must be revised as necessary to reflect changes made to the city’s ordinance or local limits;
- 2. A requirement for the contributing local agency to submit a revised user inventory on at least an annual basis;
- 3. A provision specifying which pretreatment implementation activities, including individual wastewater discharge permit or general permit issuance, inspection and sampling, and enforcement, will be conducted by the contributing local agency, which of these activities will be conducted by the city, and which of these activities will be conducted jointly by the contributing local agency and the city;

4. A requirement for the contributing local agency to provide the pretreatment coordinator with access to all information that the contributing local agency obtains as part of its pretreatment activities;
5. Limits on the nature, quality, and volume of the contributing local agency's wastewater at the point where it discharges to the POTW;
6. Requirements for monitoring the contributing local agency's discharge;
7. A provision ensuring that the pretreatment coordinator will have access to the facilities of users located within the contributing local agency's jurisdictional boundaries for the purpose of inspection, sampling, and any other deemed necessary by the pretreatment coordinator; and
8. A provision specifying remedies available for breach of the terms of the inter-agency agreement. (Ord. 816 § 4, 2019; Ord. 757 § 5, 2010)

Article 6. Reporting Requirements

13.40.320 Baseline monitoring reports.

A. Within one hundred eighty days after either the effective date of a Categorical Pretreatment Standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing categorical industrial users currently discharging to or scheduled to discharge to the POTW must submit to the pretreatment coordinator a report that contains the information listed in subsection B. At least ninety days prior to commencement of their discharge, new sources, and sources that become categorical industrial users subsequent to the promulgation of an applicable Categorical Standard, must submit to the pretreatment coordinator a report that contains the information listed in subsection B. A new source must report the method of pretreatment it intends to use to meet applicable Categorical Standards. A new source also must provide estimates of its anticipated flow and quantity of pollutants to be discharged.

B. Users subject to subsection A of this must provide the following information:

1. All that information required by Section 13.40.200(A)(1)(a), (2), (3)(a), and (6).

2. Measurement of Pollutants.

a. The user must provide the information required in Section 13.40.200(A)(7)(a) through (d).

b. The user must take a minimum of one representative sample to compile the data necessary to comply with the requirements of this paragraph.

c. Samples should be taken immediately downstream from pretreatment facilities or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the user should measure all the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) in order to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e), this adjusted limit along with supporting data must be submitted to the city.

d. Sampling and analysis must be performed in accordance with Section 13.40.410.

e. The pretreatment coordinator may allow the submission of a baseline report that utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures.

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

3. Compliance Certification. A statement, prepared by the user or user's authorized representative indicating whether Pretreatment Standards are being met on a consistent basis, and if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the Pretreatment Standards and Requirements.

4. Compliance Schedule. If additional pretreatment and/or O&M will be required in order to meet the Pretreatment Standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule must not be later than the compliance date established for the applicable Pretreatment Standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 13.40.330.

5. Signature and Report Certification. All baseline monitoring reports must be certified in accordance with Section 13.40.450(A) and signed by an authorized representative as defined in Section 13.40.040. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.330 Compliance schedule progress reports.

The following conditions apply to the compliance schedule required by Section 13.40.320(B)(4):

A. The schedule must contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable Pretreatment Standards. (Such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);

B. No increment referred to above may exceed nine months;

C. The user must submit a progress report to the pretreatment coordinator no later than fourteen days following each date in the schedule and the final date of compliance, including, as a minimum, whether or not the user complied with the increment of progress, the reason for any delay, and, if applicable, the steps being taken by the user to return to the established schedule; and

D. No more than nine months may elapse between these progress reports to the pretreatment coordinator. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.340 Reports on compliance with Categorical Pretreatment Standard deadline.

Within ninety days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a new discharge, following commencement of the introduction of wastewater into the POTW, any user subject to the Categorical Pretreatment Standards and Requirements must submit to the pretreatment coordinator a report containing the information described in Sections 13.40.200(A)(6), (7), and 13.40.320(B)(2). For users subject to equivalent mass or concentration limits established in accordance with the procedures in Section 13.40.060 the report must contain a reasonable measure of the user's long-term production rate. For all other users subject to Categorical Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production or other measure of operation, this report must include the user's actual production during each sampling period. All compliance reports must be signed and certified in accordance with Section 13.40.450(A) of this chapter. All sampling will be done in conformance with Section 13.40.420. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.350 Periodic compliance reports.

A. Except as specified in subsection C, at least twice per year prior to June 30 and December 31, all significant industrial users must, submit reports detailing the nature and concentration of pollutants in the discharge that are limited by Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. In cases where the Pretreatment Standard requires compliance with a best management practice (BMP) or pollution-prevention alternative, the user must submit documentation required by the pretreatment coordinator or the Pretreatment Standard as required to determine the compliance status of the user. The pretreatment coordinator may increase the frequency of this reporting.

B. The pretreatment coordinator may authorize an industrial user subject to a Categorical Pretreatment Standard to forego sampling of a pollutant if the industrial user has demonstrated that the pollutant is neither present nor reasonably expected to be present in the discharge, or is present only at background levels from intake water. This authorization is subject to the following conditions:

1. The waiver may be authorized where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility, provided that the sanitary wastewater is not regulated by an applicable Categorical Standard and otherwise includes no process wastewater.

2. The monitoring waiver is valid only for the duration of the effective period of the individual wastewater discharge permit, but in no case longer than five years. The user must submit a new request for the waiver before the waiver can be granted for each subsequent individual wastewater discharge permit. See Section 13.40.200(A)(8).

3. In demonstrating that a pollutant is not present, the industrial user must provide data from at least one sampling of the facility's process wastewater, prior to any treatment at the facility that is representative of all wastewater from all processes.

4. The request for a monitoring waiver must be signed in accordance with Section 13.40.040, and include the certification statement in Section 13.40.450(A).

5. Non-detectable sample results may be used to demonstrate that a pollutant is not present only if the EPA-approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.

6. Any grant of the monitoring waiver by the pretreatment coordinator must be included as a condition or addendum in the user's permit. The reasons supporting the waiver and any information submitted by the user in its request for the waiver must be maintained by the pretreatment coordinator for three years after expiration of the waiver.

7. After approval of a monitoring waiver and revision of the user's permit by the pretreatment coordinator, the industrial user must certify on each report, using the statement in Section 13.40.450(C), that there has been no increase in the pollutant in its wastestream due to activities of the industrial user or that the pollutant has been found to be or is expected to be present.

8. In the event that a waived pollutant is found to be present or is expected to be present because of changes that occur in the user's operations, the user must immediately comply with the monitoring requirements of subsection A, or other more frequent monitoring requirements imposed by the pretreatment coordinator, and must notify the pretreatment coordinator.

9. This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standard.

C. The city may reduce the requirement for periodic compliance reports, see Section subsection A, to a requirement to report no less frequently than once a year, unless required more frequently in the Pretreatment

Standard or by the EPA or the state, where the industrial user's total categorical wastewater flow does not exceed any of the following:

1. Two hundred fifty gallons per day, as measured by a continuous effluent-flow monitoring device unless the industrial user discharges in batches;
2. Generic pollutants such as biochemical oxygen demand (BOD₅) of 0.14 pounds per day and total suspended solids (TSS) of 0.24 pounds per day; or
3. 0.01 percent of the maximum allowable headworks loading for any pollutant regulated by the applicable Categorical Pretreatment Standard for which approved local limits were developed in accordance with Section 13.40.080.

Reduced reporting is not available to industrial users that have in the last two years been in significant noncompliance, as defined in Article 9 of this chapter. In addition, reduced reporting is not available to an industrial user with daily flow rates, production levels, or pollutant levels that vary so significantly that, in the opinion of the pretreatment coordinator, decreasing the reporting requirement for that industrial user would result in data that are not representative of conditions occurring during the reporting period.

D. All periodic compliance reports must be signed and certified in accordance with Section 13.40.450(A).

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

F. If a user subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the pretreatment coordinator, using the procedures prescribed in Section 13.40.420, the results of that more frequent monitoring must be included in the report. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.360 Reports of changed conditions.

Each user must notify the pretreatment coordinator of any significant changes to the user's operations or system that might alter the nature, quality or volume of its wastewater at least thirty days before the change.

A. The pretreatment coordinator may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 13.40.200.

B. The pretreatment coordinator may issue an individual wastewater discharge permit or a general permit under Section 13.40.300 or modify an existing wastewater discharge permit or a general permit under Section 13.40.270 in response to changed conditions or anticipated changed conditions. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.370 Reports of problems or potential problems.

In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW:

A. The user must immediately telephone and notify the pretreatment coordinator of the incident. This notification must include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.

B. Within five days following the discharge, the user must, unless the report is waived by the pretreatment coordinator, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the user to prevent similar future occurrences. This report does not relieve the user of any expense, loss, damage, or other liability that is incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor does the report relieve the user of any fines, penalties, or other liability that may be imposed pursuant to this chapter.

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

D. Significant industrial users are required to notify the pretreatment coordinator immediately of any changes at its facility affecting the potential for a slug discharge. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.380 Reports from unpermitted users.

A user who is not required to obtain an individual wastewater discharge permit or general permit must provide reports to the pretreatment coordinator that the pretreatment coordinator may require. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.390 Notice of violation/repeat sampling and reporting.

If sampling performed by a user indicates a violation has occurred in the past, the user must notify the pretreatment coordinator within twenty-four hours of becoming aware of the violation. The user must also repeat the sampling and analysis and submit the results of the repeat analysis to the pretreatment coordinator within thirty days after becoming aware of the violation. Resampling by the industrial user is not required if the city performs sampling at the user's facility at least once a month, or if the city performs sampling at the user between the time when the initial sampling was conducted and the time when the user or the city receives the results of this sampling, or if the city has performed the sampling and analysis in the place of the industrial user. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.400 Notification of the discharge of hazardous waste.

A. Any user who commences the discharge of waste that would be a hazardous waste under 40 CFR Part 261 must notify the POTW, the EPA Regional Waste Management Division Director, and the state hazardous-waste authorities, in writing, of that fact. This notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the user discharges more than one hundred kilograms of this waste per calendar month to the POTW, the notification must also contain the following information to the extent the information is known and readily available to the user: (1) an identification of the hazardous constituents contained in the wastes; (2) an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month; and (3) an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. All notifications must take place no later than one hundred eighty days after the discharge commences. Any notification under this subsection is

required to be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under Section 13.40.360. The notification requirement in this section does not apply to pollutants already reported by users subject to Categorical Pretreatment Standards under the self-monitoring requirements of Sections 13.40.230, 13.40.340 and 13.40.350.

B. users are exempt from the requirements of subsection A, during any calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than fifteen kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the user discharges more than these quantities of any hazardous waste do not require additional notification.

C. If new regulations under Section 3001 of RCRA are imposed that identify additional characteristics of hazardous waste or list any additional substance as a hazardous waste, a user must notify the pretreatment coordinator, the EPA Regional Waste Management Waste Division Director, and state hazardous waste authorities of the discharge of any such substance within ninety days of the effective date of such regulations.

D. If notification is made under this section, the user shall certify that it has a program in place to reduce the volume and toxicity of pollutants generated to the degree it has determined to be economically practical.

E. This section does not create a right to discharge any substance. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.410 Analytical requirements.

All pollutant analyses, including sampling techniques, to be reported as part of a wastewater discharge permit application or report must be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless alternate techniques are specified in an applicable Categorical Pretreatment Standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA has determined that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the pretreatment coordinator. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.420 Sample collection.

Information provided to satisfy reporting requirements must be based on data obtained through appropriate sampling performed during the period covered by the report. Samples must be representative of conditions occurring during the reporting period and subject to the following:

A. Except as indicated in subsections B and C, the user must collect wastewater samples using twenty-four-hour flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the pretreatment coordinator. Where time-proportional composite sampling or grab sampling is authorized by the pretreatment coordinator, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and applicable EPA guidance, multiple grab samples collected during a twenty-four-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented

in approved EPA methodologies may be authorized by the city, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits.

B. Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab sample techniques.

C. For sampling required in support of baseline monitoring and ninety-day compliance reports required in Sections 13.40.320 and 13.40.340, as referenced 40 CFR 403.12(b) and (d), a minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the pretreatment coordinator may authorize a lower minimum. For the reports required by Section 13.40.350, under 40 CFR 403.12(e) and 403.12(h), the industrial user is required to collect the number of grab samples necessary to assess and assure compliance by with applicable Pretreatment Standards and Requirements. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.430 Date of receipt of reports.

Written reports are considered submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report governs. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.440 Recordkeeping.

A. users subject to the reporting requirements of this chapter must retain and make available for inspection and copying all records of information developed pursuant to any monitoring activities required by this chapter, any additional records of information developed pursuant to monitoring activities undertaken by the user independent of such requirements, and documentation associated with best management practices established under Section 13.40.080. Records must show with respect to the record:

1. The date;
2. Exact place;
3. Method;
4. Time of sampling;
5. The name of the person(s) taking the samples;
6. The dates analyses were performed;
7. Who performed the analyses;
8. The analytical techniques or methods used, and the results of such analyses.

B. These records shall remain available for a minimum period of three years. This period is automatically extended for the duration of any litigation concerning the user or the city, or if the user has been specifically notified of a longer retention period by the pretreatment coordinator. (Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

13.40.450 Certification statements.

A. Certification of Permit Applications, User Reports, and Initial Monitoring Waiver. The following certification statement is required to be signed by an authorized representative and submitted by users

submitting permit applications in accordance with Section 13.40.380, users submitting baseline monitoring reports under Section 13.40.320(B)(5), users submitting reports on compliance with the Categorical Pretreatment Standard deadlines under Section 13.40.340, users submitting periodic compliance reports required by Section 13.40.350(A) through (D), and users submitting an initial request to forego sampling of a pollutant on the basis of Section 13.40.350(B)(4).

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

B. Annual Certification for Non-Significant Categorical Industrial Users. A facility determined to be a non-significant categorical industrial user by the pretreatment coordinator pursuant to Sections 13.40.040 and 13.40.220(C) must annually submit the following certification statement by an authorized representative. This certification must accompany any alternative report required by the pretreatment coordinator:

Based on my inquiry of the person or persons directly responsible for managing compliance with the Categorical Pretreatment Standards under 40 CFR 403 et seq., I certify to the best of my knowledge and belief that during the period from _____, _____, _____ [months, days, year]:

The facility described as _____ [facility name] met the definition of a Non-Significant Categorical Industrial User as described in Section 13.40.040 of the City of Crescent City's Pretreatment Ordinance;

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

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

This compliance certification is based on the following information: [Insert pertinent information].

C. Certification of Pollutants Not Present. Users that have an approved monitoring waiver based on Section 13.40.350(B) must certify on each report with the following statement that there has been no increase in the pollutant in its wastestream due to activities of the user.

Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR 403 et seq., I certify that, to the best of my knowledge and belief, there has been no increase in the level of _____ [list pollutant(s)] in the wastewaters due to the activities at the facility since filing of the last periodic report under Section 13.40.350(A).

(Ord. 816 § 4, 2019; Ord. 757 § 6, 2010)

Article 7. Compliance Monitoring

13.40.460 Right of entry—Inspection and sampling.

The pretreatment coordinator has the right to enter the premises of any user to determine whether the user is complying with the requirements of this chapter and with any individual wastewater discharge permit or general permit or order issued under this chapter. Users must allow the pretreatment coordinator ready access to the entire premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

A. Where a user has security measures in force that require proper identification and clearance before entry into its premises, the user must make necessary arrangements with its security guards so that, upon presentation of suitable identification, the pretreatment coordinator will be permitted to enter without delay for the purposes of performing his or her responsibilities under this chapter.

B. The pretreatment coordinator has the right to set up on the user's property, or to require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.

C. The pretreatment coordinator may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment must be maintained at all times in proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality must be calibrated quarterly to ensure their accuracy.

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

E. Unreasonable delay in providing the pretreatment coordinator access to the user's premises is a violation of this chapter.

F. There must be ample room in or near the monitoring facility to allow accurate sampling and preparation of samples and analysis. Whether constructed on public or private property, the monitoring facilities must be provided in accordance with the pretreatment coordinator's requirements and with all applicable local construction standards and specifications, and such facilities must be constructed and maintained in a manner so as to enable the pretreatment coordinator to perform independent monitoring activities. (Ord. 816 § 4, 2019; Ord. 757 § 7, 2010)

13.40.470 Search warrants.

If the pretreatment coordinator has been refused access to a building, structure, or property, or any part of the premises, and is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or with any permit or order issued under the ordinance, or to protect the public health, safety and welfare, the pretreatment coordinator may seek issuance of a search warrant from any Magistrate as defined by, California [Penal Code](#) Section 808, per California [Penal Code](#) Section 1528. (Ord. 816 § 4, 2019; Ord. 757 § 7, 2010)

Article 8. Confidential Information

13.40.480 Confidential information.

Information and data with respect to a user that is contained in reports, surveys, wastewater discharge permit applications, individual wastewater discharge permits, general permits, and that is or may be obtained from monitoring programs and from the pretreatment coordinator's inspection and sampling activities, is available to the public without restriction, except as follows. If the user is able to demonstrate to the pretreatment coordinator that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under the California Public Records Act, and requests that the information be kept confidential, the pretreatment coordinator must withhold the information. Any request to keep the information confidential must be made at the time of submission of the information or data and must be accompanied by an agreement to defend and indemnify the city in the event that litigation is brought by any person challenging the city's withholding of the information. Even in cases where portions of a report are not available for inspection by the public, they may be made available upon the request of governmental agencies whose jurisdiction is related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data, as defined at 40 CFR 2.302, are not recognized as confidential information and will be available to the public without restriction. (Ord. 816 § 4, 2019; Ord. 757 § 8, 2010)

Article 9. Publication of Users in Significant Noncompliance

13.40.490 Publication of users in significant noncompliance.

The pretreatment coordinator will publish annually, in a newspaper of general circulation in Del Norte County, a list of the users, if any, that at any time during the previous twelve months were in significant noncompliance with applicable Pretreatment Standards and Requirements. The term significant noncompliance may be applied to any significant industrial users or an industrial user that violates subsection C, D or H of this section and means:

A. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent or more of all the measurements taken for the same pollutant parameter taken during a six-month period exceed, by any magnitude, a numeric Pretreatment Standard or Requirement, including instantaneous limits as defined in Article 2;

B. Technical review criteria (TRC) violations, defined here as those in which thirty-three percent or more of wastewater measurements taken for each pollutant parameter during a six-month period equals or exceeds the product of the numeric Pretreatment Standard or Requirement including Instantaneous Limits, as defined by Article 2 multiplied by the applicable criteria (1.4 for BOD₅, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);

C. Any other violation of a Pretreatment Standard or Requirement as defined by Article 2 (daily maximum, long-term average, instantaneous limit, or narrative standard) that the pretreatment coordinator determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;

D. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the pretreatment coordinator's exercise of his or her emergency authority to halt or prevent such a discharge;

E. Failure to meet, within ninety days of the scheduled date, a scheduled compliance milestone contained in an individual wastewater discharge permit or a general permit or enforcement order for starting construction, completing construction, or attaining final compliance;

F. Failure to provide within forty-five days after the due date any required reports, including baseline monitoring reports, reports on compliance with Categorical Pretreatment Standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;

G. Failure to promptly and accurately report noncompliance; or

H. Any other violation(s), which may include a violation of best management practices, which the pretreatment coordinator determines will adversely affect the operation or implementation of the local pretreatment program. (Ord. 816 § 4, 2019; Ord. 757 § 9, 2010)

Article 10. Administrative Enforcement Remedies

13.40.500 Notification of violation.

If the pretreatment coordinator finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the pretreatment coordinator may serve upon that user a written notice of violation. Within five days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, must be submitted by the user to the pretreatment coordinator. Submission of the plan does not relieve the user of liability for any violation. Nothing in this section limits the authority of the pretreatment coordinator to take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.510 Consent orders.

The pretreatment coordinator may enter into consent orders, assurances of compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. These agreements must include a description of the specific action to be taken by the user to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 13.40.530 and 13.40.540 of this chapter and shall be judicially enforceable. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.520 Show cause hearing.

The pretreatment coordinator may order a user who has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, to appear before the city's administrative hearing officer and show cause why the proposed enforcement action should not be taken. Notice must be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for the proposed action, and the order that the user show cause why the proposed enforcement action should not be taken. The notice of the meeting must be served personally or by registered or certified mail (return receipt requested) at least ten days prior to the hearing. The notice may be served on any authorized representative of the user and required by Section 13.40.220(A). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.530 Compliance orders.

If the pretreatment coordinator finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the pretreatment coordinator may issue an order to the user, directing that the user come into compliance within a specified time. If the user does not come into compliance within the specified time, the right to discharge may be suspended unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order will not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order does not bar and is not a prerequisite for taking any other action against the user. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.540 Cease and desist orders.

If the pretreatment coordinator finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, or that the user's past violations are likely to recur, the pretreatment coordinator may issue an order directing the user to cease and desist the violations and directing the user to:

A. Comply immediately with all requirements; and

B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order does not bar and is not a prerequisite for, taking any other action against the user. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.550 Administrative fines.

A. If the pretreatment coordinator finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the city may fine such user in an amount not to exceed one thousand dollars. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

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

C. Users desiring to dispute such fines must file a written request for the city to reconsider the fine along with full payment of the fine amount within ten days of being notified of the fine. Where a request has merit, the city may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The pretreatment coordinator may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.

D. Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.560 Emergency suspensions.

The pretreatment coordinator may immediately suspend a user's right to discharge, after informal notice to the user, whenever a suspension of that right is necessary to stop an actual or threatened discharge that reasonably appears to endanger the health or welfare of any person or persons. The pretreatment coordinator may also immediately suspend a user's right to discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW or that endangers the environment.

A. Any user notified of a suspension of its right to discharge must immediately stop discharging. In the event of a user's failure immediately and voluntarily comply with the suspension order, the pretreatment coordinator may take such steps as are necessary, including immediate severance of the sewer connection, to prevent or minimize damage or threat to the POTW, its receiving waters, person or persons or the environment. The pretreatment coordinator may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the pretreatment coordinator that the period of endangerment has passed, except when the termination proceedings in Section 13.40.570 have been initiated against the user.

B. A user that is responsible, in whole or in part, for any discharge presenting imminent danger shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the pretreatment coordinator prior to the date of any show cause or termination hearing under Section 13.40.520 or 13.40.570.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

13.40.570 Termination of discharge.

In addition to the provisions in Section 13.40.290 of this chapter, any user who violates the following conditions is subject to discharge termination:

- A. Violation of individual wastewater discharge permit or general permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the user's premises for the purpose of inspection, monitoring, or sampling; or
- E. Violation of the Pretreatment Standards in Article 2 of this chapter.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 13.40.520 why the proposed action should not be taken. Exercise of this option by the pretreatment coordinator shall not be a bar to, or a prerequisite for, taking any other action against the user. (Ord. 816 § 4, 2019; Ord. 757 § 10, 2010)

Article 11. Judicial Enforcement Remedies

13.40.580 Injunctive relief.

When the pretreatment coordinator finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit or a general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the pretreatment coordinator may petition a Magistrate as defined by, California Penal Code Section 808, per California Penal Code Section 1528, of state of California, through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or

compels the specific performance of the individual wastewater discharge permit, the general permit, order, or other requirement imposed by this chapter on activities of the user. The pretreatment coordinator may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user. (Ord. 816 § 4, 2019; Ord. 757 § 11, 2010)

13.40.590 Civil penalties.

A. A user who has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or a general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the city for a maximum civil penalty of not less more than one thousand dollars per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.

B. The city may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the city.

C. In determining the amount of civil liability, the court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.

D. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user. (Ord. 816 §§ 3, 4, 2019; Ord. 757 § 11, 2010)

13.40.600 Criminal prosecution.

A. A user who willfully or negligently violates any provision of this chapter, an individual wastewater discharge permit, or a general permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars per violation, per day, or imprisonment for not more than six months, or both as per California [Penal Code](#) Section 19.

B. A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty, at a minimum of a misdemeanor and be subject to a penalty of at least one thousand dollars, or be subject to imprisonment for not more than six months, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available under state law.

C. A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, individual wastewater discharge permit, or general permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than one thousand dollars per violation, per day, or imprisonment for not more than six months, or both.

D. In the event of a second conviction, a user shall be guilty of a felony and punished by a fine of not more than one thousand dollars per violation, per day, or imprisonment for not more than sixteen months, or both as per California [Penal Code](#) Section 18 et seq. (Ord. 816 § 4, 2019; Ord. 757 § 11, 2010)

13.40.610 Remedies nonexclusive.

The remedies provided for in, this chapter are not exclusive. The city may pursue any lawful remedy or any combination of lawful remedies that is available against a noncompliant user. The enforcement of pretreatment violations will generally be in accordance with the “city of Crescent City, California Enforcement Response Plan” June 2013 (Revised February 2017) or most recent version. A copy of the most recent Enforcement Response Plan is available at City Hall and at the city webpage (<http://crescentcity.org/>). However, the pretreatment coordinator may take other action against any user when the circumstances warrant. Further, the pretreatment coordinator is empowered to take more than one enforcement action against any noncompliant user. (Ord. 799 § 3, 2017; Ord. 757 § 11, 2010)

Article 12. Supplemental Enforcement Action

13.40.620 Penalties for late reports.

A penalty not to exceed one thousand dollars will be assessed to any user for each day that a report required by this chapter or a permit or order issued hereunder is late, beginning five days after the date the report is due. (Ord. 816 § 4, 2019; Ord. 799 § 3, 2017; Ord. 757 § 12, 2010)

13.40.630 Performance bonds.

The pretreatment coordinator may decline to issue or reissue an individual wastewater discharge permit or a general permit to any user who has failed to comply with any provision of this chapter, a previous individual wastewater discharge permit, or a previous general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, unless such user first files a satisfactory bond or a standby letter of credit with the city as contingent payee, in a sum determined by the pretreatment coordinator to be necessary to achieve consistent compliance. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

13.40.640 Liability insurance.

The pretreatment coordinator may decline to issue or reissue an individual wastewater discharge or a general permit to any user who fails or has failed to comply with any provision of this chapter, a previous individual wastewater discharge permit, or a previous general permit or order issued hereunder, or any other Pretreatment Standard or Requirement, unless the user first submits proof that it has obtained insurance or other financial assurances sufficient to restore or repair potential damage to the POTW caused by its discharge. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

13.40.650 Payment of outstanding fees and penalties.

The pretreatment coordinator may decline to issue or reissue an individual wastewater discharge permit or a general permit to any user who has failed to pay any outstanding fees, fines or penalties incurred as a result of any provision of this chapter, a previous individual wastewater discharge permit, or a previous general permit, or an order issued hereunder. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

13.40.660 Water supply severance.

If a user has violated or continues to violate any provision of this chapter, an individual wastewater discharge permit, a general permit, or an order issued hereunder, or any other Pretreatment Standard or Requirement, water service to the user may be discontinued. Service will recommence, at the user's expense, only after the user has satisfactorily demonstrated its ability to comply. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

13.40.670 Informant rewards.

The city may offer a reward for information leading to the discovery of noncompliance by a user. In the event that the information provided results in a civil penalty or an administrative fine levied against the user, the city may disperse the reward as provided by resolution of the city council. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

13.40.680 Contractor listing.

Users that are not in compliance with applicable Pretreatment Standards and Requirements are not eligible to receive a contractual award for the sale of goods or services to the city. (Ord. 816 § 4, 2019; Ord. 757 § 12, 2010)

Article 13. Affirmative Defenses to Discharge Violations

13.40.690 Upset.

A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with Categorical Pretreatment Standards because of factors beyond the control of the user. Upset does not mean noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance.

B. An upset is an affirmative defense to an action brought for noncompliance with Categorical Pretreatment Standards if the requirements of subsection C, are met.

C. A user who wishes to establish the affirmative defense of upset must demonstrate, through properly signed, contemporaneous, operating logs, or other competent evidence that:

1. An upset occurred and the user can identify the cause(s) of the upset;
2. The facility at the time of the upset was being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
3. The user has submitted the following information to the pretreatment coordinator within twenty-four hours of becoming aware of the upset; if this information is provided orally, a written submission must be provided within five days:
 - a. A description of the indirect discharge and cause of noncompliance,
 - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue, and
 - c. Steps that have been, are being or are planned to be taken to reduce, eliminate, and prevent recurrence of the noncompliance.

D. In any enforcement proceeding, the user seeking to establish the occurrence of an upset has the burden of proof.

E. A user may request a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with Categorical Pretreatment Standards.

F. A user must control all discharges to the extent necessary to maintain compliance with Categorical Pretreatment Standards upon reduction, loss, or failure of its pretreatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the pretreatment facility is reduced, lost, or fails. (Ord. 816 § 4, 2019; Ord. 757 § 13, 2010)

13.40.700 Prohibited discharge standards.

A user has an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 13.40.050(A) of this chapter or the specific prohibitions in Sections 13.40.050(B) (excluding numbers (1), (2) and (8)), if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

A. A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or

B. No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements. (Ord. 816 § 4, 2019; Ord. 757 § 13, 2010)

13.40.710 Bypass.

A. For the purposes of this section:

1. Bypass means the intentional diversion of wastestreams from any portion of a user's pretreatment facility.

2. Severe property damage means substantial physical damage to property, damage to the POTW that causes them to become inoperable, or substantial and permanent loss of natural resources that can reasonably be expected to occur in the absence of a bypass. "Severe property damage" does not mean economic loss caused by delays in production.

B. A user may allow any bypass to occur that does not cause Pretreatment Standards or Requirements to be violated, but only if it also is for essential maintenance. These permitted bypasses are not subject to the provisions of subsections C and D of this section.

C. Bypass Notifications.

1. If a user knows in advance of the need for a bypass, it must submit prior notice to the pretreatment coordinator, at least ten days before the date of the bypass.

2. A user must submit oral notice to the pretreatment coordinator of an unanticipated bypass that exceeds applicable Pretreatment Standards within twelve hours from the time it becomes aware of the bypass. A written submission must also be provided within five days of the time the user becomes aware of the bypass. The written submission must contain a description of the bypass and its cause, the duration of the bypass, including exact dates and times and, if the bypass has not been corrected, the anticipated time it is expected to continue, and steps taken or planned to reduce, eliminate, and prevent recurrence of the bypass.

D. Bypass.

1. Except as expressly provided in this chapter, bypass is prohibited, and the pretreatment coordinator may take an enforcement action against a user for a bypass, unless:

a. Bypass was required to prevent loss of life, personal injury, or substantial damage to property not belonging to the user;

b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes or maintenance during scheduled periods of equipment shut down. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass that occurred during scheduled periods of equipment shutdown or preventive maintenance; and

c. The user submitted notices as required under subsection C of this section.

2. The pretreatment coordinator may give prior approval to an anticipated bypass, after considering its adverse effects, if the pretreatment coordinator determines that the bypass will meet the three conditions listed in subsection (D)(1) of this section. (Ord. 816 § 4, 2019; Ord. 757 § 13, 2010)

Article 14. Charges and Fees

13.40.720 Pretreatment charges and fees.

The city may adopt by resolution reasonable fees for reimbursement of its costs of setting up and operating the city's pretreatment program. These fees may include:

A. Fees for wastewater discharge permit applications including the cost of processing such applications;

B. Fees for monitoring, inspection, and surveillance procedures including the cost of sample collection and analyzing the user's discharge, and reviewing monitoring reports and certification statements submitted by users;

C. Fees for reviewing and responding to accidental discharge procedures and construction;

D. Fees for filing appeals;

E. Fees to recover administrative and legal costs reasonable and necessary for the enforcement activity taken by the pretreatment coordinator to address the user's noncompliance;

F. Other fees the city may deem necessary to carry out the requirements of this chapter; and

G. Charges for industrial users may also be based on the pounds of BOD and suspended solids and any other applicable waste loadings discharged to the sewer each billing period determined in accordance with this chapter. Special charges may be made to reimburse the city for abnormal costs incurred because of other pollutants in the wastewater. Surcharges for excessive strength industrial wastewater will be established by resolution. The most recent version of the surcharges for excessive strength industrial wastewater will be available at City Hall at the city webpage (<http://crescentcity.org/>). (Ord. 816 § 4, 2019; Ord. 799 § 3, 2017; Ord. 757 § 15, 2010)

View the [mobile version](#).

APPENDIX F
OVERFLOW EMERGENCY RESPONSE PLAN

**CITY OF CRESCENT CITY
SEWER OVERFLOW EMERGENCY RESPONSE PLAN**

Prepared for:
City of Crescent City
377 J Street
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June 2017

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TABLE OF CONTENTS

LIST OF APPENDICES ii

1.0 INTRODUCTION 1

 1.1 Regulatory Requirements for the Overflow Emergency Response Plan 1

 1.2 Goals 2

2.0 SSO NOTIFICATION PROCEDURE 3

 2.1 External SSO Notification Requirements 3

 2.2 External SSO Reporting Requirements 4

3.0 SSO RESPONSE PROCEDURES 5

 3.1 Priorities 5

 3.2 Safety During Response 5

 3.3 Initial Response 5

 3.4 Initial Spill Containment Measures 6

 3.5 Recovery and Cleanup 6

 3.6 Public Notification 8

 3.7 Water Quality Sampling and Testing 8

4.0 SSO INVESTIGATION AND DOCUMENTATION 9

5.0 EQUIPMENT AND TRAINING 11

 5.1 Training 11

 5.2 Record Keeping 12

LIST OF APPENDICES

APPENDIX A	SANITARY SEWER RESPONSE ACTION PLAN
APPENDIX B	SSO RESPONSE FIRST RESPONDER FORM
APPENDIX C	SSO RESPONSE REPORT FORM
APPENDIX D	SSO VOLUME ESTIMATION GUIDE
APPENDIX E	TRAINING DOCUMENTS

1.0 INTRODUCTION

The purpose of the Sanitary Sewer Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for responding to, cleaning up, and reporting SSOs that may occur within the collection system service area.

1.1 Regulatory Requirements for the Overflow Emergency Response Plan

The City shall develop and implement an OERP that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Adopted Amended Monitoring and Reporting Requirements State Water Resources Control Board Order Number WQ 2013-0058-EXEC. All SSOs shall be reported in accordance with this Order, the California Water Code, other State Law, and other applicable Regional Water Board WDR or National Pollution Discharge Elimination System (NPDES) permit requirements. The SSMP should identify the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the United States and minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The City's overflow response requires full, immediate, and appropriate attention with the ultimate goal of minimizing impacts to public health and safety and the environment. Telephone calls to report overflows or other maintenance problems are answered 24-hours per day, 7-days per week. Crew leaders are immediately notified upon receipt of a reported sewage overflow and are instructed to respond immediately. Crew leaders are responsible for assessing the overflow, notifying supervisors, documenting the overflow, estimating the volume of the overflow, sampling and laboratory analysis, posting warning signs and following up. The highest priorities are to contain the overflow and to minimize or eliminate the volume of overflow that reaches the storm drain system, and to minimize or eliminate exposure to the public and impact on the public health. The city's objectives are designed to protect public health and safety, meet all regulatory reporting requirements, and ensure immediate and effective response.

1.2 Goals

The City's goals with respect to responding to SSOs are:

- Respond quickly to minimize the volume of the SSO;
- Eliminate the cause of the SSO;
- Contain the spilled wastewater to the extent feasible;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of the SSO; and
- Meet the regulatory reporting requirements.

2.0 SSO NOTIFICATION PROCEDURE

The processes that are employed to notify the City of the occurrence of an SSO include: observation by the public, receipt of an alarm, or observation by City Staff during the normal course of their work. The *Sanitary Sewer Overflow and Backup Response Plan* contains the procedures for receiving sewage overflow/backup reports.

Public Observation

During normal business hours calls regarding SSOs are received by the Public Works Department (707) 764-9506. Public Works personnel will contact the Utilities Director who will dispatch responders. In cases when the Wastewater Superintendent is not available, the Lead Utility Worker will be contacted who will dispatch responders.

After normal working hours calls regarding SSOs are received by the Del Norte County Sheriff's office. The Sheriff's office will contact on-call wastewater staff using the Public Works Call list. The on-call wastewater staff will be the initial responder to SSOs. If the situation warrants, additional utility workers will be contacted to respond. In complex SSOs the Utilities Director and or the Director of Public Works will be contacted for additional support and guidance. Information from the SSO and SSO response will be provided by the responders to the Utilities Manager who will make the necessary regulatory reports. The regulatory notification responsibility and requirements are included in the *Sanitary Sewer Overflow and Backup Response Plan*.

Receipt of Alarm

The lift stations are monitored by an alarm system with autodialer. The autodialer system calls the "call-out" phone and then the County Sheriff if there is no response.

If the signal alarm in the wastewater treatment plant control room is activated, utility staff will be dispatched as initial responders.

City Staff Observation

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate City staff who respond to emergency situations.

2.1 External SSO Notification Requirements

Category 1 SSOs

Category 1 SSO **less than 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater Superintendent shall immediately notify the local health officer of the discharge :

Call Del Norte County Division of Environmental Health at: **(707)-445-6215.**

Category 1 SSO **greater than or equal to 1,000 gallons** (discharged to surface water or spilled in a location where it probably will be discharged to surface water), the Wastewater Superintendent shall notify the State Office of Emergency Services (and

obtain a Spill Control Number) following, but not later than 2 hours after becoming aware of the discharge:

Call Cal OES at: **(800) 852-7550**

Cal OES forwards the SSO notification information to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter and Cal OES is duplicative.

2.2 External SSO Reporting Requirements

Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.

Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.

Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.

Private lateral Sewer Discharges (PLSDs): PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.

“No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

Collection System Questionnaire: Update and certify every 12 months.

3.0 SSO RESPONSE PROCEDURES

Sewer service calls and lift station alarms are considered high priority events that demand a prompt response to the location of the problem. The goals of the *Sanitary Overflow and Backup Emergency Response Plan* is to protect the public from hazards, identify source of overflow and determine ownership, perform cleanup and abatement, complete proper reporting procedures and provide good customer service. The *Sanitary Sewer Overflow and Backup Response Plan* provides detailed response procedures for the first responder and field crew responsible for identifying the source of the problem, correcting the cause of the overflow, and cleaning the surrounding area. The City has developed a Sanitary Sewer Response Action Plan (SSRAP) included in Appendix A. The City is considering additional Response Action Plans for other SSO scenarios.

A reporting form to be completed by the first responder is included in Appendix B.

3.1 Priorities

The first responder's priorities are:

- To follow safe work practices;
- To respond promptly with the appropriate equipment;
- To contain the spill wherever feasible;
- To restore the flow as soon as practicable;
- To minimize public access to and/or contact with the spilled sewage;
- To promptly notify the Utilities Director or the Public Works Director in the event of any SSO;
- To return the spilled sewage to the sewer system; and
- To restore the area to its original condition (or as close as possible).

3.2 Safety During Response

The first responder is responsible for following safety procedures on all jobs. Special safety precautions must be observed when performing sewer work.

There may be times when City 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 starting the job.

The first responder must assess the scene for hazards to the responders and/or the public. After completing the job hazard analysis the responder will:

- Utilize control devices such as signs, cones, delineators, lights, barricades, when work encroaches in lane(s) of traffic, or in an area subject to pedestrian or vehicle traffic;
- Utilize Personal Protection Equipment such as gloves; hardhat; safety glasses; safety vest; and splash goggles as needed; and
- Utilize proper lifting, pulling and bending techniques when removing a sanitary sewer access cover to protect the responders back.

3.3 Initial Response

The first responder must respond to the reported location or lift station site and visually check for potential sewer stoppages or overflows. All sewer system calls require a response to the reported location of the event.

The first responder will:

- Note arrival time at spill site;
- Verify the existence of a sewer system spill or backup;
- Identify and assess the affected area and extent of spill;
- Contact caller if time permits; and
- Notify the Utilities Director and Director of Public Works in the event of a major SSO.

The SSO is considered major if the following conditions are present:

- The spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed;
- The spill is in a public roadway and help with traffic control is needed to protect workers and the public; or
- If additional help is needed. The Utility Worker or Utilities Director will contact other employees, contractors, and/or equipment suppliers.

If spill is large or in a sensitive area, the responder will document conditions with photographs as time allows.

During the response to a major SSO City staff will need to decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:

- Small spills – proceed with restoring flow;
- Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures; or
- Moderate or large spills where containment is anticipated to be difficult – proceed with restoring flow; however, call for additional assistance after 15 minutes without restoration of flow and implement containment measures.

3.4 Initial Spill Containment Measures

The first responder should attempt to contain the spilled sewage 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 overflowing sewage has entered the storm drainage system during dry weather, attempt to contain the spilled sewage by plugging downstream storm drainage facilities;
- Contain/direct the spilled sewage using dike/dam or sandbags; and
- Pump around the blockage/pipe failure/lift station.

3.5 Recovery and Cleanup

The recovery and cleanup phase begins when the flow has been restored and the overflow of sewage has been stopped. The City can use contract services for recovery and cleanup actions. Typically, the SSO recovery and cleanup procedures include an estimate of spill volume, recovery of spilled sewage and cleanup and disinfection of the area.

Estimate the Volume of Spilled Sewage

Wherever possible, document the estimate using photos of the SSO site before the recovery operation. Various detailed methods of spill volume estimating are included in (Appendix D).

Recovery of Spilled Sewage

Vacuum or pump the spilled sewage and discharge it back into the sanitary sewer system.

Cleanup and Disinfection

Cleanup and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Cleanup Involving Private Property

- Offer assistance with cleanup and advise resident or property owner of claim procedures; and
- Contact insurance for damage assessment.

Cleanup of Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms;
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water;
- Disinfect all areas that were contaminated from the overflow using the disinfectant solution. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that was employed; and
- Allow area to dry. Repeat the process if additional cleaning is required.

Cleanup of Landscaped and Unimproved Natural Vegetation

- Collect all signs of sewage solids and sewage-related material either by 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 should be approximately three times the estimated volume of the spill;
- Either contain or vacuum up the wash water so that none is released; and
- Allow the area to dry. Repeat the process if additional cleaning is required.

Steps for Cleanup of Natural Waterways

- The Department of Fish and Game should be notified in the event an SSO impacts any surface water or riparian habitat. Fish and Game will provide the professional guidance needed to effectively cleanup spills that occur in these sensitive environments;
- Cleanup should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen which will kill aquatic life; and
- Any water that is used in the cleanup should be de-chlorinated prior to use (chlorine compounds are toxic to aquatic life).

Wet Weather Cleanup Modifications

- Omit flushing and sampling during heavy storm events with heavy runoff where flushing is not required and sampling would not provide meaningful results.

3.6 Public Notification

Post signs and place barricades to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Director of Public Works.

Creeks and streams that have been contaminated as a result of an SSO should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked every day to ensure that they are still in place.

In the event that an overflow occurs at night, the location should also be inspected the following day. The Utility Worker should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major spills may warrant broader public notice. The Public Works Director will contact the City's designated Information Officer who will contact local media when significant areas may have been contaminated by sewage.

3.7 Water Quality Sampling and Testing

Water quality sampling and testing is required whenever 50,000 gallons or more of spilled sewage enters surface water to determine the extent and impact of the SSO. The water quality sampling procedures are:

- The first responder will collect samples if required. Samples should be collected as soon as possible after the discovery of the SSO event.
- The water quality samples should be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks). The water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore on impoundments (e.g. ponds).
- The City's laboratory and contract laboratory will analyze the samples to determine the nature and extent of the discharge. Additional samples will be taken to determine when posting of warning signs can be discontinued. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

4.0 SSO INVESTIGATION AND DOCUMENTATION

All SSOs should be thoroughly investigated and documented for use in managing the sewer system and meeting established reporting requirements. The procedures for investigating and documenting SSOs include a failure analysis investigation, SSO documentation, and post-SSO debriefing.

Failure Analysis Investigation

The objective of the failure analysis investigation is to determine the “root cause” of the SSO and to identify corrective action(s) needed that will reduce or eliminate future potential for the SSO to recur.

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

- Reviewing and completing the SSO reporting Form (Appendix C);
- Reviewing past maintenance records;
- Reviewing available photographs;
- Conducting inspections to determine the condition of the line segment immediately following the SSO and reviewing the video and logs; and
- Interviewing staff who responded to the spill.

The product of the failure analysis investigation should be the determination of the root cause and the identification of the corrective actions.

SSO Documentation

The first responder will complete the Sanitary Sewer Overflow Reporting Form found in the Appendix B.

The Utilities Director or Director of Public Works will prepare a file for each individual SSO. The file should include the following information:

All SSOs

- Initial service calls information;
- Sanitary Sewer Overflow Reporting Form;
- Failure analysis investigation results; and
- SWRCB California Integrated Water Quality System (CIWQS) Report(s).

Large SSOs and/or SSOs to sensitive areas

- Volume estimate;
- Appropriate maps showing the spill location;
- Photographs of spill location; and
- Water quality sampling and test results.

Post SSO Event Debriefing

Every SSO event is an opportunity to thoroughly evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters.

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

5.0 EQUIPMENT AND TRAINING

This section provides a list of specialized equipment that is required to support this Overflow Emergency Response Plan.

Digital Cell Phones/Cameras

A digital or disposable camera is required to record the conditions upon arrival, during cleanup, and upon departure.

Utilities Trucks

Utility body pickup trucks are required to store and transport the equipment needed to effectively respond to sewer emergencies. The equipment and tools should include spilled sewage containment and cleanup materials.

Portable Pumps and Hoses

Portable pumps and piping will be used to pump around failed facilities and to recover spilled sewage. Additional portable pumps and hoses are available through local rental agencies or contractors.

Response Equipment

- 1 VAC-Con® truck equipped with a high-pressure rodder.
- 1 Dedicated logbook(s) to document fieldwork activities.
- 1 Hydro flusher(s) are owned and/or leased by the City.
- 1 Video (CCTV) inspection vehicle(s) are owned and/or leased by the City.
- 4 Utility truck(s) are owned and/or leased by the City.
- 3 portable sewage pump(s) are owned and/or leased by the City.
- 4 portable generator(s) are owned and/or leased by the City.

Equipment designed to block the storm drain system, in an emergency, to prevent untreated or partially treated wastewater from reaching surface waters.

Spill Response Supplies

Spill response supplies and personal protective equipment are stored at the wastewater treatment plant. Spill response supplies includes booms, pads, absorbents, brooms, rakes. Personal protective equipment including gloves, boots, and other supplies are kept with the spill response supplies so that they are easy to locate during a response

5.1 Training

This section provides information on the training that is required to support this *Sanitary Sewer Overflow and Backup Response Plan*. Training documents are included in Appendix E.

Initial and Annual Refresher Training

All Wastewater personnel and contractors who have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training. This includes employees who serve as the after-hours on-call maintenance crew member. All new employees and contractors receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.


SSO Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. The training drills should cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, lift station failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion. This training will also include desk simulation of SSO exercises to be incorporated with weekly safety and equipment training.

5.2 Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event should include date, place, content, name of trainer(s), and names of attendees. Records for the SSO response training will be maintained by the City Administrator.

APPENDIX A
SANITARY SEWER RESPONSE ACTION PLAN

	<p>Crescent City Collection Sanitary Sewer Response Action</p> <p>Lift Station Overflow</p>	<p>Procedure SSRAP 001 Rev. 0</p>
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Reviewed By:	Date:	Approved By:
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Scenario:	An SSO is occurring at a Lift Station
Consequence:	Raw sewage spill from lift station threatens public safety and the environment

Step	Instruction/Checks	Checkoff	Time
1	The first person to the scene will act as the Initial Responder (IR). The IR core duty is to perform initial external assessment of spill and then notify the Utility Manager (UM) or Public Works Director (PWD) and describe spill event and any related observations such as any abnormal condition or external conditions such as a power outage. . Priority one is to also identify any immediate public safety and environmental hazardous.	_____	_____
2	PWD or UM will assign Incident Commander for the event and notify the IR on the expected arrival time to the scene. Name _____		
3	While waiting for arrival of IC personnel, the IR will restrict public access to area record times, continue to make and document observations including data critical to estimating spill volumes. (such as height of liquid above manhole)		
4	IC arrive onsite and takes over SSRAP implementation from the IR.		
5	IC to perform or assign person to assess spill size and path.		
	IC to perform initial regulatory notifications including CAL OES, RWQCB and Del Norte County Health Departed using contact numbers located on the back of this SSRAP.		
6	IC Confirm onsite event responders have required PPE prior to entry into spill zone. * step may be performed prior to IC arrival onsite		
7	IC to perform		
8	IC established ICS structure and assigns operational team (OT) to control and contain spill. Safety Officer typically will also assigned and onsite. * step may be performed prior to IC arrival onsite		
9	IC direct OT, the implement control and containment activities including task such as boom containment and/or plugging storm drains. Other steps may be to restore lift station pump capacity due to ragging up or loss of power. *step may be performed prior to IC arrival onsite	_____	_____
10	IC collects or assigns a person to collect any remaining information required for SSO reporting.	_____	_____
11	IC to initiate cleanup activities once containment has been achieved.	_____	_____
12	IC to coordinate with designated SSO reporting person to complete electronic SSO report	_____	_____

APPENDIX B
SSO RESPONSE FIRST RESPONDER FORM

Crescent City Sanitary Sewer Overflow Response First Responder Form

Fill out this form as completely as possible. Take photographs of damaged and undamaged areas.

Date:	Location:
Time SSO was reported or discovered:	Discovered or reported by:
Time Staff Arrived on-site:	Staff Names:
Cleaning Contractor Contacted? Yes No	Contractor Name: Contractor Telephone: Time When Called:
Source of Spill (manhole, cleanout, etc.):	SSO Cause (Roots, FOG, Debris, etc.):
Approximate Amount of Spill:	How was the volume calculated?
Number of Pictures Taken:	Photo comments.
What cleanup method was used for the spill?	What cleanup equipment and materials were used for the spill?
Did any material enter a drainage channel or surface water? Yes No	Is this the location of previous spills? Yes No
Did any material enter the storm sewer system? Yes No	What efforts were used to protect storm water inlets and drainage ways?
What efforts were used to capture material from the storm water inlet and return it to the sewer system?	Was all the material recovered? Yes No

APPENDIX C
SSO RESPONSE REPORT FORM

Crescent City Sanitary Sewer Overflow Response Report Form

This Report is (*check one*): Preliminary Final Revised Final

SPILL LOCATION	
Spill Location Name:	
GPS Latitude Coordinates:	GPS Longitude Coordinates:
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):
Nearest Cross Street:	City: Zip Code:
County:	Spill Location Description:
SPILL DESCRIPTION	
Spill Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station <input type="checkbox"/> Manhole- Structure ID#: _____ <input type="checkbox"/> Other (specify):	
Did the spill reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this spill from a service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name and address of facility:	
Final Spill Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb & gutter <input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (<i>specify</i>):	
Estimated spill volume (in gallons):	Method calculated:
Est. volume of SSO recovered (gal):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of spill reaching surface water, drainage channel, or not recovered from a storm drain (gal):	
SPILL OCCURRANCE TIME	
SSO Reported to:	SSO Reported by:
Phone:	Estimated spill start date and time:
Date and time spill reported to sewer crew:	Date and time sewer crew arrived:
Estimated spill end date and time:	
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain <input type="checkbox"/> Rain for Several Days	

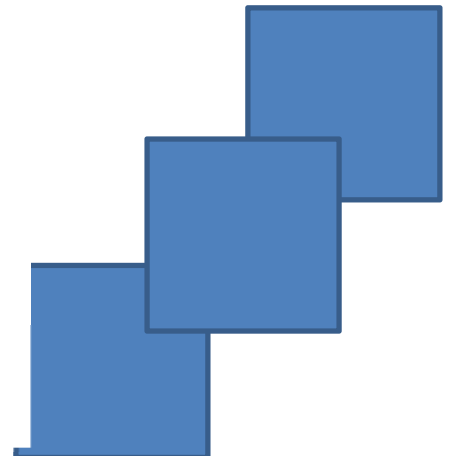
CAUSE OF SPILL	
SSO cause (check all that apply): <input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Flow exceeded capacity <input type="checkbox"/> Grease <input type="checkbox"/> Operator error <input type="checkbox"/> Roots <input type="checkbox"/> Pipe problem/failure <input type="checkbox"/> Pump station failure <input type="checkbox"/> Rainfall exceeded design <input type="checkbox"/> Vandalism <input type="checkbox"/> Inflow/infiltration <input type="checkbox"/> Animal carcass <input type="checkbox"/> Electrical power failure <input type="checkbox"/> Bypass <input type="checkbox"/> Debris from laterals <input type="checkbox"/> Construction Debris <input type="checkbox"/> Other (specify):	
If SSO is caused by a service lateral, please specify: This is the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Manager	
Property contact:	Contact telephone:
If SSO is caused by wet weather, choose size of storm: <input type="checkbox"/> 1-yr <input type="checkbox"/> 2-yr <input type="checkbox"/> 5-yr <input type="checkbox"/> 10-yr <input type="checkbox"/> 50-yr <input type="checkbox"/> 100-yr <input type="checkbox"/> >100-yr <input type="checkbox"/> Unknown	
Diameter (in inches) of pipe at point of blockage/spill cause (if applicable):	
Sewer pipe material at point of blockage/spill cause (if applicable):	
Description of terrain surrounding point of blockage/spill cause: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep	
SPILL RESPONSE	
Spill response activities (check all that apply): <input type="checkbox"/> Cleaned up <input type="checkbox"/> Contained all/portion of spill <input type="checkbox"/> TV inspection <input type="checkbox"/> Restored flow <input type="checkbox"/> Returned all/portion of spill to sanitary sewer <input type="checkbox"/> Other (specify):	
Spill response completed (date & time):	Name of impacted waters (if applicable):
Visual inspection result of impacted waters (if applicable):	
Any fish killed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any ongoing investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of impacted beach (if applicable): _____	Were health warnings posted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Health warning/beach closure posting/details:	
Were samples of impacted waters collected? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, select the analyses: <input type="checkbox"/> DO <input type="checkbox"/> Ammonia <input type="checkbox"/> Bacteria <input type="checkbox"/> Other	
Recommended corrective actions: <input type="checkbox"/> Add sewer to PM Program <input type="checkbox"/> Adjust PM schedule <input type="checkbox"/> Adjust PM method <input type="checkbox"/> Rehab sewer <input type="checkbox"/> Replace sewer <input type="checkbox"/> Enforcement action against FOG source <input type="checkbox"/> Other (specify):	
NOTIFICATION DETAILS	
CEMA (former OES) contacted date and time (if applicable):	
CEMA (former OES) Control Number (if applicable):	Spoke to:

APPENDIX D
SSO VOLUME ESTIMATION GUIDE



SEWER SPILL ESTIMATION GUIDE

**Developed by the Orange County
Area Waste Discharge
Requirements Steering Committee**



Sewer Spill Estimation Guide

A Guide to Estimating Sanitary Sewer Overflow (SSO) Volumes

**Developed by the Orange County Area
Waste Discharge Requirements Steering Committee
Orange County, CA**

February 18, 2014
Revised May 15, 2014

Acknowledgements

This Sewer Spill Estimation Guide has been compiled through the efforts of members of the Orange County Wastewater Discharge Requirements (WDR) Steering Committee. This committee was originally formed to address the requirements of the original WDR imposed by the California Regional Water Quality Board, Region 8 and later the statewide WDR imposed by the California State Water Resources Control Board. Committee members who assisted in the compilation of this Sewer Spill Estimation Guide are:

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Robert Kreg	(Former) Director of Support Services	South Coast Water District (Retired)

Disclaimer

This Sewer Spill Estimation Guide is freely offered to agencies to assist the user with the estimation process for a sanitary sewer overflow. Methods used for spill estimation and the estimate itself are solely the responsibility of the agency making the estimate. The authors or contributors to this Sewer Spill Estimation Guide do not accept any responsibility for the spill estimation methods used; their accuracy or any spill estimate determined through the use of this guide. Information found in this guide is commonly available on the internet and is also common practice with many cities and sewerage agencies throughout Southern California.

No statewide or national standards issued by a regulatory agency exist at this time.

Table of Contents

Acknowledgements.....	1
Disclaimer.....	1
SSO Volume Estimation.....	3
Start Time.....	4
Stop Time.....	4
Photographs.....	5
Flow Rate.....	5
Volume Estimation Methods.....	5
Visual or Eyeball Method.....	5
Measured Volume.....	6
Counting Connections.....	8
Pick and Vent Holes in Manhole Covers.....	8
Pick and Vent Hole Estimation Chart.....	10
Manhole Ring.....	12
Partially Covered Manhole.....	13
Open Manhole.....	15
Pictorial Reference.....	18
City of San Diego Manhole Overflow Picture Chart.....	19
SSCSC Manhole Overflow Gauge.....	20
Gutter Flow (Simplified Version).....	21
Bucket Method.....	22
Pipe Size.....	23
Metered Flow.....	24
Rain Events.....	25
Saturated Soils.....	25
Combo Truck or Vacuum Truck Recovery.....	26
Conversion Factors.....	27
Volumes Recovered with Trucks or Pumped to Tanks.....	27
References.....	28
Sample Worksheet.....	29

SSO Volume Estimation

Accurate flow estimation is essential to determine the volume of a Sanitary Sewer Overflow (SSO). An accurate estimate of an SSO is required for reporting to the California Integrated Water Quality System (CIQWS) and to the local health care agency. The estimated volume of an SSO is used to determine the category of the SSO and can also be used in the calculation of penalties or fines from the State or Regional Water Quality Control Boards in California. Additionally, accurate flow estimation is important to determine the extent of the cleanup and its effectiveness.

Volume estimation is basically the flow rate (gallons per minute) times the amount of time (in minutes) the flow has occurred. Each SSO tends to be unique requiring different strategies for determining the volume of the SSO. Different methods can also be used for the same SSO acting as a check to ensure the most accurate estimate. The method(s) utilized will be determined by several factors including the type of SSO and the personnel responding. Some SSO volumes, due to terrain, rainfall or other factors, can be very difficult for field staff to determine and may require someone with additional expertise. There is no one method that works for all types of SSOs. The following are methods that may be utilized for SSO volume estimation. These methods are effective means of estimating a sewer spill volume during dry weather but may not be effective during rain events.

During rain events, infiltration and/or inflow into the collection system and runoff in the stormwater system, including the curb and gutter, can affect the SSO estimate. When estimating an SSO during a rain event, the SSO estimate is to include only the wastewater that left the collection system and not any waters that the wastewater comingled with after leaving the system. The same is true for any wash down water; although contaminated, the water is not considered part of the SSO estimate. Any water that infiltrated into the collection system upstream of the SSO and subsequently became part of the SSO is included in the SSO volume estimate.

Start Time

Determining the start time for an SSO is one of the most critical, yet can be one of the most difficult, factors to determine. Depending upon the location and time of day, an SSO may occur for some time before it is reported to the City or Agency or it may trickle for an extended period of time before being noticed. What is known is that the SSO started some time before the City or Agency was notified. It is common for SSOs to start and stop as flows in the pipeline routinely rise and fall because most blockages do not entirely block the flow in the pipe. Every effort should be utilized to determine the most accurate start time of each SSO. These efforts may include:

- If possible, contact the person who reported the SSO to determine when they became aware of the SSO.
- Make contact with residences or businesses in the area of the SSO to determine if there were any witnesses that could help establish the start time.
- Conditions change during the SSO. This is particularly true in remote areas out of public view. Initially, there may be an amount of toilet paper and solids around the spill site. This will increase the longer the SSO continues. After a few days to a week, these may form a light brown residue that may turn dark after a few weeks to a month.

Lacking direct evidence supporting a specific start time the operator should rely upon their experience and system flow characteristics based upon observed conditions to establish a reasonable estimated start time for the event. The agency's management staff should review the estimate before being finalized. Methods used to establish the start time should be documented.

Stop Time

The stop time is the time that wastewater stopped overflowing. For manhole covers in low areas, this is noted by water flowing back into the manhole through the vent holes and should be easy to determine by SSO response personnel. Care should be taken to accurately record the time that the SSO stopped.

Photographs

Take photographs of the spill event. Try to include objects of known size in the photographs to give a perspective of the extent of the spill. Photographs should include the initial spill, remediation efforts, clean up, and the spill area after the spill remediation has been completed. Photographs should be maintained with the spill report information.

Flow Rate

The flow rate is the volume of flow per unit time that is escaping from the collection system. SSOs do not always occur at a constant rate. This is because flows into the collection system are not constant and rise and fall throughout the day. Additionally, most blockages are not full blockages. Pressure buildup as the wastewater surcharges in the pipe can cause the blockage to clear or partially clear, resulting in changes to the flow rate.

To make an SSO volume estimate as accurate as possible, the onsite City or Agency employee should note the time and the amount of change of any significant differences in flow noticed during the event. For example, if the employee determines the flow rate escaping from the manhole is 100 gallons per minute when they arrive on scene but noticed that it has dropped to 50 gallons per minute five minutes later, their report should reflect that fact. The estimated flow rate and the time period for that flow rate should be recorded. During any one SSO event there could be multiple flow rates spread over the duration of the SSO.

Volume Estimation Methods

Visual or Eyeball Method

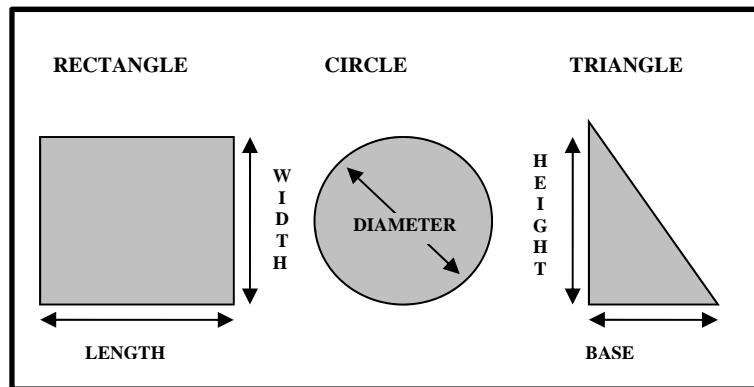
The volume of small spills can be estimated using an “eyeball estimate.” To use this method, imagine the amount of water that would spill from a bucket or a barrel. A full bucket may contain 1, 2 or 5 gallons and a barrel contains 55 gallons when full. If the spill is larger than 55 gallons, try to divide the standing water into barrels and then multiply by 55 gallons. This method is useful for contained spills up to approximately 200 gallons. This method can be useful on spills that occur on hard surfaces such as concrete or asphalt. Crews can be trained

by estimating the volume of a measured amount of potable water spilled upon concrete and asphalt surfaces.

Measured Volume

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

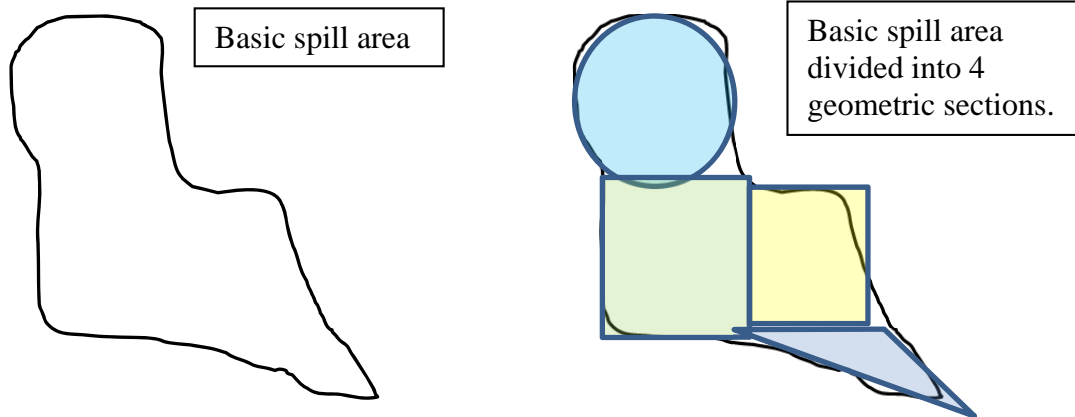
Common Shapes and Dimensions



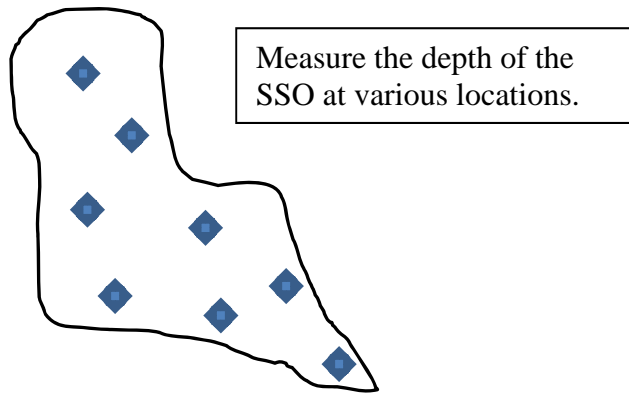
1. Sketch the shape of the contained wastewater.
2. Measure or pace off the dimensions.
3. Measure the depth at several locations and select an average.
4. Convert the dimensions, including depth, to feet.
5. Calculate the area:
Rectangle: Area = length (feet) x width (feet)
Circle: Area = diameter (feet) x diameter (feet) x 3.14 divided by 4
Triangle: Area = base (feet) x height (feet) x 0.5
6. Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
7. Multiply the volume in cubic feet by 7.48 to convert to gallons

Not all SSOs will conform to a specific shape. When this occurs, break up the area of the SSO into various shapes or segments, then calculate the amount of wastewater spilled in each segment, adding them together to arrive at the total spill volume.

Example:



Determine the area of each of the geometric sections adding them all together to determine the total area of the spill.



Where it is difficult to measure wet spots on asphalt, use a depth of 0.0026' or 1/32". For wet spots on concrete use depths of 0.0013' or 1/64" for reasonable estimates.

Inch to Feet Conversion:		
Inches	to	Feet
1/8"	=	0.01'
1/4"	=	0.02'
3/8"	=	0.03'
1/2"	=	0.04'
5/8"	=	0.05'
3/4"	=	0.06'
7/8"	=	0.07'
1"	=	0.08'
2"	=	0.17'
3"	=	0.25'
4"	=	0.33'
5"	=	0.42'
6"	=	0.50'
7"	=	0.58'
8"	=	0.67'
9"	=	0.75'
10"	=	0.83'
11"	=	0.92'
12"	=	1.00'

Sample Calculation:
 A 20 ft x 20 ft square wet spot on concrete equals 3.9 gal
 and for asphalt is 7.8 gal.

Counting Connections

Once the location of the blockage has been established, the amount of the SSO could be estimated by counting the number of upstream connections. On the sewer atlas maps or GIS system, locate the pipeline where the SSO occurred. Count all of the developed parcels that are connected to the pipeline upstream of the blockage. The typical single family residential parcel may discharge 8 to 10 gallons of wastewater per hour during active times of the day. For a multi-family residential development such as an apartment or condo complex, count each apartment as a single family residential unit. Use the higher flow number (10 gallons per hour) during typical peak flow hours and the lower flow number (8 gallons per hour) during low flow periods. Multiply the number of connections times the average flow (8 to 10 gallons per hour) times the time period (duration) that the SSO occurred.

Example for an SSO occurring on a weekday at 8:00am:

Number of upstream connections	22
Estimated flow per parcel	10 gallons per hour
Duration of SSO event	45 minutes
Total spill estimation (22 x 10 x .75)	165 gallons

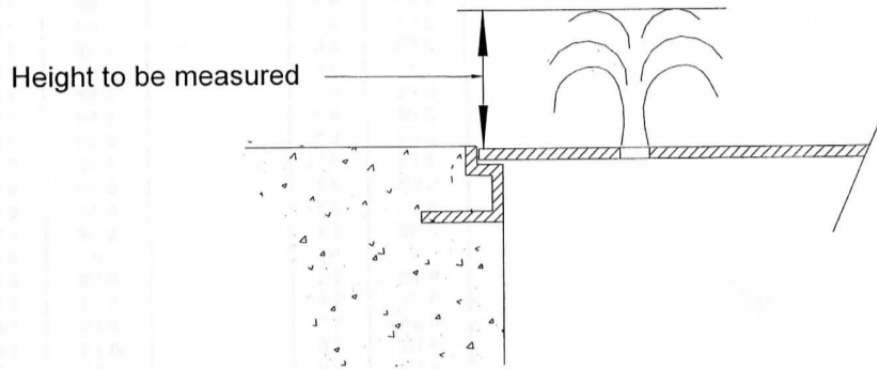
(22 connections x 10 gallons per hour x 45 minutes (.75 hour) = 165 gallons)

Data may be available in your drainage area from your capacity planners at your city or agency. Consult with them on reasonable flow amounts or rates of flow.

Pick and Vent Holes in Manhole Covers

Small SSOs will occur where the wastewater escaping from the manhole is isolated to the pick or vent holes in the cover. Larger SSOs may involve both the discharge from the pick and/or vent holes and the gap between the manhole cover and manhole frame. To estimate an SSO occurring from the manhole pick and vent holes, measure the height of the wastewater plume exiting the holes. Find that height and hole diameter on the manhole pick or vent hole chart to determine the flow rate escaping the pick/vent hole. Multiply the flow rate times the number of holes that are discharging wastewater. Once the total volume (gpm) has been determined,

multiply the gpm by the duration of the SSO in minutes. This will result in the total estimated gallons of the SSO.



Example: Measured height of plume exiting pick/vent hole is 1 inch from a ½-inch vent hole and there are 4 vent holes. The total volume per minute would be .94 gpm per hole (from attached chart) or 3.76 gpm total (.94 gpm x 4 holes) from the manhole cover. If the SSO lasted one hour, the total wastewater lost would be 226 gallons (3.76 x 60 = 225.6).

Number of pick holes	4
Flow from each pick hole	.94 gpm
Duration of SSO	60 minutes
Total SSO volume (.94 x 4 x 60=225.6)	226 gallons

Pick and Vent Hole Estimation Chart

Estimated Flows thru Manhole Cover Vent Holes and Pick Holes for SSO estimating

Hole Dia. inches	Area sq. ft.	Coeff. of Vel. Cv	Coeff. Of Cont. Cc	C Cv x Cc	Water Ht inches	Water Ht inches	Water Ht feet	Q cfs	Q gpm	Q gph
	Formula: =0.785*Ax* Ax/144			Formula: =Ix*449			Formula: =Gx/12	Formula: =Ex*Bx*(S QRT(2*32. 2*Hx))	Formula: =Ix*449	Formula: =Jx*60
Vent Hole										
0.50	0.00136	0.945	0.70	0.662	1/16 th	0.063	0.005	0.0005	0.23	14
0.50	0.00136	0.945	0.70	0.662	1/8 th	0.125	0.010	0.0007	0.33	20
0.50	0.00136	0.945	0.70	0.662	1/4 th	0.250	0.021	0.0010	0.47	28
0.50	0.00136	0.945	0.70	0.662	one half	0.500	0.042	0.0015	0.66	40
0.50	0.00136	0.945	0.70	0.662	3/4 ths	0.750	0.063	0.0018	0.81	49
0.50	0.00136	0.945	0.70	0.662	1 inch	1.000	0.083	0.0021	0.94	56
0.50	0.00136	0.945	0.70	0.662	1 1/4 "	1.250	0.104	0.0023	1.05	63
0.50	0.00136	0.945	0.70	0.662	1 3/8"	1.375	0.115	0.0024	1.10	66
0.50	0.00136	0.945	0.70	0.662	1 1/2"	1.500	0.125	0.0026	1.15	69
0.50	0.00136	0.945	0.70	0.662	1 5/8"	1.625	0.135	0.0027	1.20	72
0.50	0.00136	0.945	0.70	0.662	1 3/4"	1.750	0.146	0.0028	1.24	74
0.50	0.00136	0.945	0.70	0.662	2 inches	2.000	0.167	0.0030	1.33	80
0.50	0.00136	0.945	0.70	0.662	2 1/4"	2.250	0.188	0.0031	1.41	84
0.50	0.00136	0.945	0.70	0.662	2 1/2"	2.500	0.208	0.0033	1.48	89
0.50	0.00136	0.945	0.70	0.662	2 3/4"	2.750	0.229	0.0035	1.56	93
0.50	0.00136	0.945	0.70	0.662	3 inches	3.000	0.250	0.0036	1.62	97
0.50	0.00136	0.945	0.70	0.662	3 1/4"	3.250	0.271	0.0038	1.69	101
0.50	0.00136	0.945	0.70	0.662	3 1/2"	3.500	0.292	0.0039	1.75	105
0.50	0.00136	0.945	0.70	0.662	3 3/4"	3.750	0.313	0.0040	1.82	109
0.50	0.00136	0.945	0.70	0.662	4.000	4.000	0.333	0.0042	1.88	113
Vent Hole										
0.75	0.00307	0.955	0.67	0.640	1/16 th	0.063	0.005	0.0011	0.51	31
0.75	0.00307	0.955	0.67	0.640	1/8 th	0.125	0.010	0.0016	0.72	43
0.75	0.00307	0.955	0.67	0.640	1/4 th	0.250	0.021	0.0023	1.02	61
0.75	0.00307	0.955	0.67	0.640	one half	0.500	0.042	0.0032	1.44	87
0.75	0.00307	0.955	0.67	0.640	3/4 ths	0.750	0.063	0.0039	1.77	106
0.75	0.00307	0.955	0.67	0.640	1 inch	1.000	0.083	0.0045	2.04	122
0.75	0.00307	0.955	0.67	0.640	1 1/4 "	1.250	0.104	0.0051	2.28	137
0.75	0.00307	0.955	0.67	0.640	1 3/8"	1.375	0.115	0.0053	2.39	144
0.75	0.00307	0.955	0.67	0.640	1 1/2"	1.500	0.125	0.0056	2.50	150
0.75	0.00307	0.955	0.67	0.640	1 5/8"	1.625	0.135	0.0058	2.60	156
0.75	0.00307	0.955	0.67	0.640	1 3/4"	1.750	0.146	0.0060	2.70	162
0.75	0.00307	0.955	0.67	0.640	2 inches	2.000	0.167	0.0064	2.89	173
0.75	0.00307	0.955	0.67	0.640	2 1/4"	2.250	0.188	0.0068	3.06	184
0.75	0.00307	0.955	0.67	0.640	2 1/2"	2.500	0.208	0.0072	3.23	194
0.75	0.00307	0.955	0.67	0.640	2 3/4"	2.750	0.229	0.0075	3.38	203
0.75	0.00307	0.955	0.67	0.640	3 inches	3.000	0.250	0.0079	3.53	212
0.75	0.00307	0.955	0.67	0.640	3 1/4"	3.250	0.271	0.0082	3.68	221
0.75	0.00307	0.955	0.67	0.640	3 1/2"	3.500	0.292	0.0085	3.82	229
0.75	0.00307	0.955	0.67	0.640	3 3/4"	3.750	0.313	0.0088	3.95	237
0.75	0.00307	0.955	0.67	0.640	4.000	4.000	0.333	0.0091	4.08	245
Vent Hole										
1.00	0.00545	0.960	0.65	0.624	1/16 th	0.063	0.005	0.0020	0.88	53
1.00	0.00545	0.960	0.65	0.624	1/8 th	0.125	0.010	0.0028	1.25	75
1.00	0.00545	0.960	0.65	0.624	1/4 th	0.250	0.021	0.0039	1.77	106
1.00	0.00545	0.960	0.65	0.624	one half	0.500	0.042	0.0056	2.50	150
1.00	0.00545	0.960	0.65	0.624	3/4 ths	0.750	0.063	0.0068	3.06	184
1.00	0.00545	0.960	0.65	0.624	1 inch	1.000	0.083	0.0079	3.54	212
1.00	0.00545	0.960	0.65	0.624	1 1/4 "	1.250	0.104	0.0088	3.96	237
1.00	0.00545	0.960	0.65	0.624	1 3/8"	1.375	0.115	0.0092	4.15	249
1.00	0.00545	0.960	0.65	0.624	1 1/2"	1.500	0.125	0.0097	4.33	260
1.00	0.00545	0.960	0.65	0.624	1 5/8"	1.625	0.135	0.0100	4.51	271
1.00	0.00545	0.960	0.65	0.624	1 3/4"	1.750	0.146	0.0104	4.68	281
1.00	0.00545	0.960	0.65	0.624	2 inches	2.000	0.167	0.0111	5.00	300
1.00	0.00545	0.960	0.65	0.624	2 1/4"	2.250	0.188	0.0118	5.31	318
1.00	0.00545	0.960	0.65	0.624	2 1/2"	2.500	0.208	0.0125	5.59	336
1.00	0.00545	0.960	0.65	0.624	2 3/4"	2.750	0.229	0.0131	5.87	352
1.00	0.00545	0.960	0.65	0.624	3 inches	3.000	0.250	0.0136	6.13	368

Pick and Vent Hole Estimation Chart - continued

Estimated Flows thru Manhole Cover Vent Holes and Pick Holes for SSO estimating

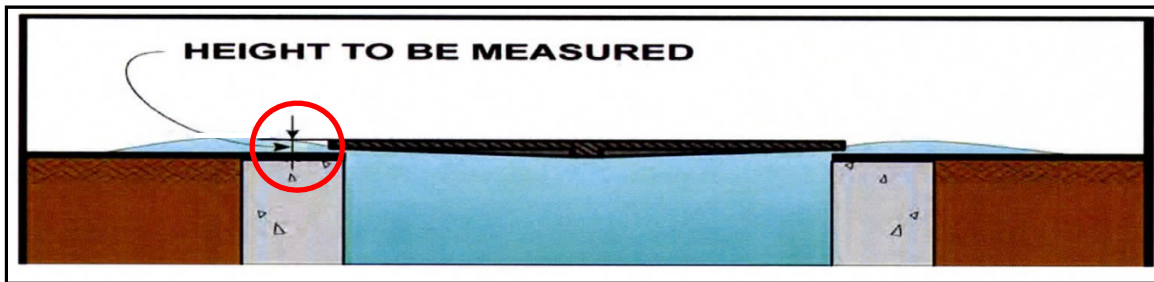
Hole Dia. Inches	Area sq. ft.	Coeff. of Vel. Cv	Coeff. Of Cont. Cc	C Cv x Cc	Water Ht Inches	Water Ht Inches	Water Ht feet	Q cfs	Q gpm	Q gph
	Formula: =0.785*Ax* Ax/144			Formula: =Ix*449			Formula: =Gx/12	Formula: =Ex*Bx*(S QRT(2*32. 2'Hx))	Formula: =Ix*449	Formula: =Jx*60
Vent Hole										
1.00	0.00545	0.960	0.65	0.624	3 1/4"	3.250	0.271	0.0142	6.38	383
1.00	0.00545	0.960	0.65	0.624	3 1/2"	3.500	0.292	0.0147	6.62	397
1.00	0.00545	0.960	0.65	0.624	3 3/4"	3.750	0.313	0.0153	6.85	411
1.00	0.00545	0.960	0.65	0.624	4.000	4.000	0.333	0.0158	7.08	425
Pick Hole semicircular area										
1.00	0.00273	0.960	0.65	0.624	1/16 th	0.063	0.005	0.0010	0.44	27
1.00	0.00273	0.960	0.65	0.624	1/8 th	0.125	0.010	0.0014	0.63	38
1.00	0.00273	0.960	0.65	0.624	1/4 th	0.250	0.021	0.0020	0.89	53
1.00	0.00273	0.960	0.65	0.624	one half	0.500	0.042	0.0028	1.25	75
1.00	0.00273	0.960	0.65	0.624	3/4 ths	0.750	0.063	0.0034	1.53	92
1.00	0.00273	0.960	0.65	0.624	1 inch	1.000	0.083	0.0039	1.77	106
1.00	0.00273	0.960	0.65	0.624	1-1/2 inch	1.500	0.125	0.0048	2.17	130
1.00	0.00273	0.960	0.65	0.624	2 inches	2.000	0.167	0.0056	2.51	150
1.00	0.00273	0.960	0.65	0.624	2 1/4"	2.250	0.188	0.0059	2.66	159
1.00	0.00273	0.960	0.65	0.624	2 1/2"	2.500	0.208	0.0062	2.80	168
1.00	0.00273	0.960	0.65	0.624	2 3/4"	2.750	0.229	0.0065	2.94	176
1.00	0.00273	0.960	0.65	0.624	3 inches	3.000	0.250	0.0068	3.07	184
1.00	0.00273	0.960	0.65	0.624	3 1/4"	3.250	0.271	0.0071	3.19	192
1.00	0.00273	0.960	0.65	0.624	3 1/2"	3.500	0.292	0.0074	3.31	199
1.00	0.00273	0.960	0.65	0.624	3 3/4"	3.750	0.313	0.0076	3.43	206
1.00	0.00273	0.960	0.65	0.624	4.000	4.000	0.333	0.0079	3.54	213

Courtesy of OCSD: Created 5/17/99 and modified 5/15/14, as an estimating tool for field staff. This is based on flow through orifices assumptions. Your city or agency may want to develop a similar tool.

**$Q=CA(2gh)^{.5}$ Where Q=cfs C=Cv x Cc A=area(sq. ft.) g=32.2 ft/sec/sec
h= water height (ft.)**

Manhole Ring

Some manhole covers in use today typically only have one pick hole forcing most of the wastewater to escape from the perimeter of the manhole cover during higher flow SSOs. To estimate the volume in this example, measure the observed height of the wastewater plume exiting the manhole cover. Find the height and manhole diameter on the Manhole with Cover in Place to determine the flow rate escaping the manhole. The chart has two columns, one for 24-inch diameter covers and one for 36-inch diameter covers. Wastewater will also be escaping from the pick hole and must be accounted for separately by following the instructions for estimating an SSO from pick/vent hole. Multiply the flow rate times the number of holes that are discharging. The total estimated rate (gpm) is determined by adding together the rate being lost (gpm) from around the cover with the rate being lost (gpm) from the pick and/or vent hole(s). Once the total rate (gpm) has been determined, multiply the gpm by the duration of the SSO in minutes. This will result in the total estimated gallons of the SSO.



Example: The measured height of the plume exiting the ring of a 36-inch manhole is 1 inch. The total volume per minute would be 13 gpm from around the ring of a 36-inch manhole cover (from the attached chart). (Calculate the amount exiting the pick hole(s) and add to the total being lost around the ring). If the SSO lasted one hour the total wastewater lost would be 780 gallons ($13 \times 60 = 780$).

Estimated loss around ring (from chart)	13 gpm
Duration of SSO	60 minutes
Total SSO (without loss from pick hole)	780 gallons
(13 gal/min x 60 minutes = 780 gallons plus amount lost from pick hole(s))	

ESTIMATED SSO FLOW OUT OF MH WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	6"
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	8"
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	6"
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	8"
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	10"
8	622	0.896	
8 1/4	659	0.949	
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

The formula used to develop Table 1 measures the maximum height of the water coming out of the maintenance manhole above the rim. The formula was taken from Hydraulics and Its Application by A.H. Gibson (Constable & Co. Limited).

Partially Covered Manhole

Sometimes an SSO will occur that only lifts one side of the manhole cover. This is especially true of manholes where the cover is on an incline with the cover lifting on the downward side of the manhole. To estimate the volume of an SSO under these conditions, calculate the area (in square feet) from where the wastewater is escaping and the velocity (in feet per second) that the wastewater is normally traveling in the sewer at half the pipe depth. The velocity is estimated from visual observation with 2 feet/second or less being a small velocity, 4 to 5 feet/second being a medium velocity, and 7 feet/second or higher being a large velocity. Velocities in the sewer above 7 feet/second may be strong enough to blow the manhole cover off. Higher velocities also tend to raise the manhole lid higher. Next, multiply by the duration

(in seconds) that the SSO occurred. Finally, multiply by 7.48 to determine the volume of the SSO in gallons. The formula is Volume (gallons) = Area (sq. ft.) x Velocity (ft/sec) x Time (in seconds) x 7.48 (gal/cu. ft.).



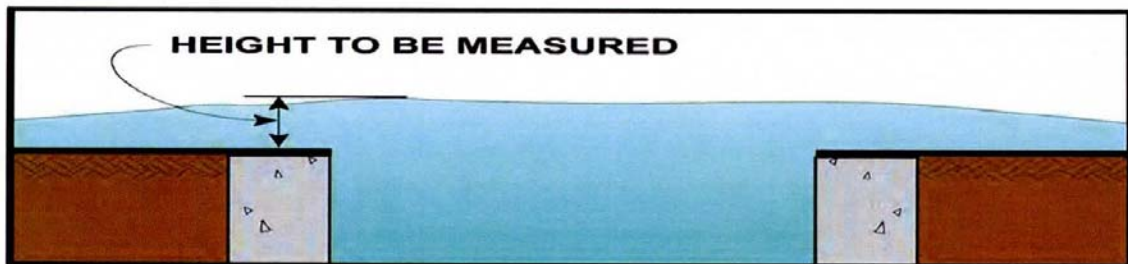
Example: The measured height of the plume exiting the side ring of a 24-inch manhole is 2 inches. Based upon the data provided in the Area Calculation Chart below, a 2-inch plume from one side of a 24-inch manhole cover provides 0.524 square feet of area. The velocity of the flow is estimated at 4 ft/sec (visual observation) with the assumed duration of the flow lasting for one hour. The total amount of the SSO is estimated at 56,441 gallons (.524 x 4 x 60 x 60 x 7.48 = 56,441)

Height of plume	2 inches
Area for 24 inch manhole	0.524 square feet
Estimated velocity	4 ft/sec
Duration of SSO	60 minutes
Conversion from cu. ft. to gallons	7.48
Total estimated SSO volume	56,441 gallons
(.524 sq. ft. x 4 ft/sec x 60 minutes x 60 sec/min x 7.48 gal/cu ft = 56,441 gal)	

Area Calculation Chart		
Height of Flow	24 Inch Manhole	36 Inch Manhole
.5 inches	0.131 sq. ft.	0.195 sq. ft.
1 inches	0.262 sq. ft.	0.391 sq. ft.
1.5 inches	0.393 sq. ft.	0.586 sq. ft.
2 inches	0.524 sq. ft.	0.782 sq. ft.
2.5 inches	0.655 sq. ft.	0.977 sq. ft.
3 inches	0.786 sq. ft.	1.173 sq. ft.
3.5 inches	0.917 sq. ft.	1.368 sq. ft.
4 inches	1.048 sq. ft.	1.564 sq. ft.

Open Manhole

In large events the force of the overflowing wastewater will have sufficient pressure and volume to unseat the cover from the frame and move the manhole cover away from the manhole. Typically, when the SSO rates reach approximately 7 cfs (approximately 3,000 gpm or about 4.32 mgd), there is sufficient flow and pressure to blow off the manhole cover. To estimate the volume of an SSO where the manhole cover has been removed, the average height of the plume of wastewater exiting the manhole must be measured. This measurement is from the pavement surface close to the manhole ring to the top of the plume. Take several measurements in several locations around the ring and average the findings. If possible, and being safe to protect yourself from the open manhole, find the average height of the plume for the size of the manhole lid (24-inch or 36-inch diameter) on the Area Calculation Chart to determine the rate of flow exiting the manhole. Multiply the flow rate expressed in gallons per minute from the chart multiplied by the duration of the SSO in minutes to determine the total volume of the SSO. A photo taken at a safe distance upon arrival may help you refine your estimate.



Example: Determine the observed height of the plume at several locations around the ring of the manhole and average the results. Determine the size of the manhole cover. If the average height of the plume exiting an open 24-inch diameter manhole is 2 inches, find 2 inches on the 24-inch Manhole Cover Removed Chart. Based upon the data provided in the Manhole Cover Removed Chart, the flow in gallons per minute would be 3,444 gpm. If the duration of the flow lasted for one hour (60 minutes), the total amount of the SSO would be estimated at 206,640 gallons ($3,444 \times 60 = 206,640$).

Height of plume (average) on 24-inch manhole	2 inches
Estimated flow from chart	3,444 gpm
Duration of SSO	60 minutes
Estimated SSO total volume	206,640 gallons

(Est flow from chart 3,444 x 60 minutes = 206,640)

ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW		Min. Sewer size in which these flows are possible
	Q		
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW		Min. Sewer size in which these flows are possible
	Q		
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

Pictorial Reference

Currently there are two picture charts being widely used to assist with estimating SSO volumes. The older chart is the city of San Diego's Manhole Overflow Rate Chart with the newer chart being the CWEA Southern Section Collection Systems Committee (SSCSC) Manhole Overflow Gauge. Each chart is a pictorial depiction of how an overflowing manhole appears at a given flow rate. The SSCSC Manhole Overflow Gauge has an additional picture for each flow rate showing a wide angle view of the spill area. When using either of the pictorial reference charts, select which picture most accurately represents the SSO being estimated. Use the gpm of the associated picture multiplied times the duration of the SSO to determine the total spill volume. Example: If the selected picture shows 300 gpm and the duration of SSO is 55 minutes, the total estimated spill volume would be 16,500 gallons (300 gpm x 55 min).

Selected picture volume	300 gpm
Duration of SSO	55 minutes
Total estimated SSO	16,500 gallons
(300 gpm x 55 minutes = 16,500 gallons)	

Note: Data was obtained at training facilities where potable water was metered and photos were taken at various flow rates.

Training facilities also exist at the Orange County Sanitation District in Fountain Valley, CA.

As a reference point, an 8-inch diameter sewer flowing half full at a velocity of 2.5 ft/sec would have a flow rate of about 192 gal/min. If fully blocked, the SSO rate would be 192 gpm. For a partial blockage, the SSO rate will be less.

Other agencies have developed above ground estimating tools such as frame and cover sets that can be pressurized using potable water and simple flow meters.

City of San Diego Manhole Overflow Picture Chart



Wastewater Collection Division
(619) 654-4160



rev. 4/99

**Reference Sheet for Estimating Sewer Spills
from Overflowing Sewer Manholes**
All estimates are calculated in gallons per minute (gpm)



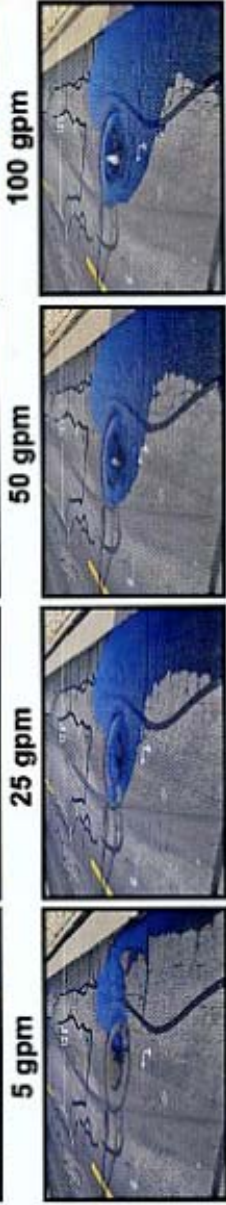
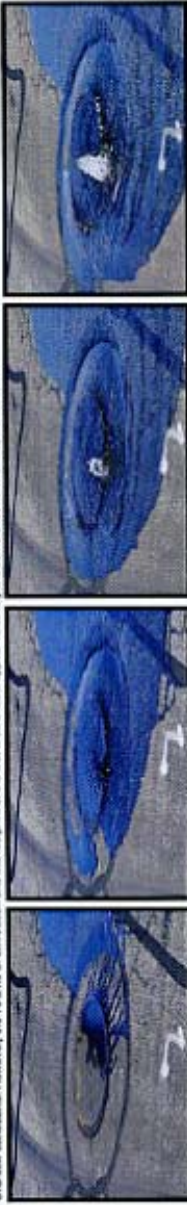
City of San Diego
Metropolitan Wastewater Department



All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

SSCSC Manhole Overflow Gauge

DISCLAIMER: This overflow simulation may appear differently from those in other systems because of the manhole lid hole configuration. Manhole lids with steps or multiple disk holes may appear differently during overflow conditions. However, the volume of overflow and the footprint of the wet area should appear relatively the same under similar slope conditions.



SSCSC MANHOLE OVERFLOW GAUGE
 Overflow Simulation courtesy of
 Eastern Municipal Water District



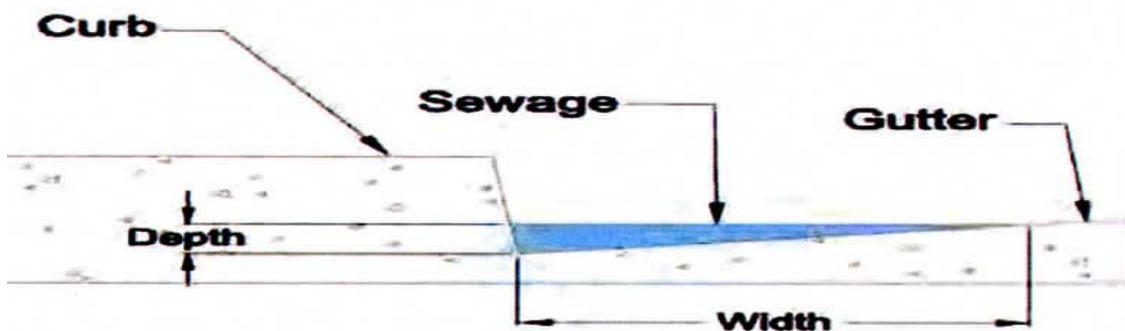
PROVIDING QUALITY TRAINING FOR COLLECTION SYSTEM PERSONNEL SINCE 1991

Mission Statement: To continuously increase the level of professionalism of Collection Systems personnel involved in wastewater collection systems by providing education and training, taking an active role in promoting certification, and recognizing proficiency in our field.

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Gutter Flow (Simplified Version)

Although the traditional Manning's Equation is used to calculate flows in open channels, this simplified version can be used to measure SSOs that are flowing in open channels such as ditches, curb and gutter, etc. and still achieve reasonable estimations. Two things need to be determined to utilize this method of spill estimation, the cross sectional area of the channel and the velocity of the flow in the channel. First, determine the cross sectional dimensions of the channel (width and depth of flow) to determine the area of the flow. Then determine the velocity of the flow in the channel. To determine the velocity, drop a small floating object (ping pong ball, leaf, small piece of wood, etc.) into the flow and time how long it takes the object to travel a measured distance. This should be practiced several times in a non-SSO situation, and averaged to determine the flow velocity. The velocity of the flow multiplied by the cross sectional area of the flow multiplied by the duration of the SSO will result in the approximate volume of the SSO.



$$Q = V \times A$$

$$\text{Flow (gal/min)} = \text{Velocity (ft/sec)} \times \text{Area (ft}^2\text{)} \times 7.48 \text{ gal/cu ft} \times 60 \text{ sec/min}$$

Example: If the cross section triangular area of the spill is calculated at .5 sq.ft. with the velocity measured at .25 ft. per second, the flow would be .125 cubic feet per second. Multiply times 449 (one cubic foot per second equals 449 gallons per minute) to determine the gallons per minute (56 gpm). If the SSO lasted for 35 minutes the total estimated spill volume would be 1,964 gallons.

Simplified Cross Section Area of the SSO



Estimated Triangular Area

0.5 square feet

Estimated Velocity

.25 feet per second

Duration of the SSO

35 minutes

Gallons per minute per cubic foot per second conversion

449

Total estimated spill volume

1,964 gallons

(Area .5 sq.ft. x Est velocity .25 ft. per sec. = .125 cfs x 449 = 56 gpm x 35 minutes = 1,964 estimated gallons spilled)

Gutters on steep hillsides will flow at higher velocities. Practice your estimating on flatter areas and steeper areas of your service area.

Bucket Method

This method can be used for small spills due to partial blockages where the entire flow stream could be captured in a bucket. Estimate how many minutes it takes to fill the bucket. Dividing the volume of the bucket (in gallons) by the elapsed time to fill the bucket (in minutes). This provides the flow rate in gallons per minute (gpm). Once the gpm has been established, multiply the gpm by the total time duration in minutes of the SSO until it stopped to determine the total estimated volume of the SSO.

Example: If it takes 30 seconds (.5 minutes) to fill a 5 gallon bucket and the total spill duration was 20 minutes, the total spill volume would be 200 gallons. (5gal/.5 min = 10 gpm x 20 min = 200 gal).

Time to fill a 5 gallon bucket

30 seconds (.5 minute)

Duration of SSO

20 minutes

Estimated spill volume

200 gallons

(5 gallons every 30 seconds equals 10 gallons per minute x 20 minutes = 200 gallons)

You can practice visual estimating by filling a bucket of known volume for a measured time from a garden hose.

Pipe Size

To calculate an SSO based upon pipe size requires the diameter of the pipe, the depth of flow in the pipe downstream of the blockage during and after the blockage, and the flow velocity in the pipe. This method calculates the amount of flow in the pipe at the same time of the day during the blockage compared to the amount of flow normally in the pipe to determine how much flow had been lost over time.

To use this method, measure the flow depth at the nearest manhole downstream from the blockage. Record the depth reading. Once the blockage has been cleared and the flow stabilized, measure the flow depth at the same manhole as before and record the reading. The attached chart can be used on various size pipelines where the velocity is 2.0 feet per second. Pipelines of other rates will have to be calculated.

To use the attached chart, find the depth of the flow during the blockage in column 1. Follow the row across to the diameter of the pipe where the blockage has occurred. The number listed will be the flow rate in gallons per minute for pipelines with a velocity of 2 feet per second. Next find the flow depth after the blockage has been removed and the flow stabilized. Move across the chart to the proper pipe size and record the flow rate for a free flowing pipeline. Subtract the flow rate from the blocked pipe from the flow rate of the free flowing pipe. The remainder will be the flow rate lost. Multiply the flow rate lost times the duration of the SSO to determine the total flow volume lost. Example: If the flow depth during the blockage of a 10-inch pipe was 1 inch, the flow rate would 25 gpm. After the blockage was cleared and the flow stabilized, the flow depth was now 5 inches then the flow rate would be 240 gpm. To determine the amount lost, subtract the gpm (pipe blocked) from the gpm (pipe cleared) ($240 \text{ gpm} - 25 \text{ gpm} = 215 \text{ gpm}$) leaving the flow rate of the SSO. Multiply the remaining flow rate multiplied by the duration of the SSO in minutes to estimate the total volume of the SSO.

Flow Depth Inches	8" PIPE	10" PIPE	12" PIPE	15" PIPE	18" PIPE	21" PIPE	24" PIPE
1	20 GPM	25 GPM	30 GPM	35 GPM	40 GPM	45 GPM	50 GPM
2	60	70	80	85	95	105	125
3	110	125	135	150	175	185	210
4	160	180	200	235	260	285	320
5	190	240	280	315	360	380	445
6	260	310	355	415	455	500	555
7	290	370	425	495	570	620	695
8	320	430	500	600	680	760	815
9		465	575	690	800	890	965
10		490	625	775	905	1005	1120
11			685	870	1020	1135	1275
12			715	935	1130	1260	1410
13				1020	1240	1415	1580
14				1070	1345	1520	1690
15				1105	1425	1650	1850
16					1495	1760	1990
17					1550	1880	2110
18					1595	1980	2285
19						2050	2410
20						2115	2530
21						2160	2630
22							2700
23							2765
24							2820

Note: the chart assumes V = 2.0 feet per second and n = 0.013

1. Record the time that spill was reported.
2. Record the flow, in inches, downstream of the spill or blockage. Record the pipe size in inches. Determine flow rate in gallons per minute (GPM) using chart above.
3. Re-establish flow and allow stabilizing. Record the time that flow stabilizes and the depth of flow, in inches. Determine flow rate using chart above.
4. Subtract the flow rate calculated in #2 from the flow rate calculated in #3.
5. Multiply the result of 4 by the minutes elapsed from notification to stopping overflow.
6. Report total amount in gallons on the SSO Report.

Note: The above chart is only for pipelines of the diameters shown and flowing at a velocity of 2.0 ft/sec.

Metered Flow

Estimates of the amount of wastewater spilled from a continuously metered system can be achieved utilizing upstream and downstream flow meters located close to the point where the wastewater escaped. Flow meters may be located at strategic locations throughout the wastewater collection system or at the intake or discharge of wastewater pump or lift stations. Flow metering usually occurs on pressure systems. If a spill is suspected on a metered upstream wastewater line, check the flow meter readings for abnormalities and note the time they start. Also check the flow meter readings at the downstream flow meter. If the downstream readings are lower than usual, the difference may be the amount of wastewater being lost to a spill. Abnormal pumping cycles for pump or lift stations located downstream from the spill can also be used to estimate the volume of a spill. Portable flow meters could also be installed in gravity sewers after a SSO event to help verify average flows at various times of the day when full or partial blockages may have occurred. You should also perform

this on the same day of the week that the SSO occurred. This is also a good way to understand how flows will change during the day in various parts of your system.

Rain Events

Previous examples of methods throughout the document were all in dry weather situations. Rain events cause substantial difficulties for SSO responders in establishing an accurate estimate of an SSO. Infiltration into the sewer system will increase, sometimes dramatically, the system flow including the amount of the SSO. When estimating the SSO amount during a rain event, the estimate is to include only the amount of wastewater that left the collection system (this includes any clear water inflow and/or infiltration (I&I) that entered the collection system upstream of the SSO) and not any waters that the wastewater comingled with after leaving the system. Although the comingled waters are considered contaminated by the SSO and may be involved in the cleanup, they should not be considered in the estimate of the volume of sewage spilled for the event. Consult with your city or agency management or your site-specific procedures to be used during wet weather SSOs.

Saturated Soils

Spills that have occurred on or migrated to grassy or dirt areas can be estimated if the area is dry and is not regularly irrigated like a field or dirt parking lot. This method is effective only during dry weather and not during or after a rain event. To estimate how much wastewater has been lost to the soil, first determine how many cubic feet of soil has been wetted. First determine the size of the area where the spill occurred. This is done in the same manner as for spills that occurred on hard surfaces and as discussed in the Measured Volume Method. Next determine how deep the soil has been saturated. To determine the depth of the soil saturation, dig several test holes with a round point shovel until dry soil is reached. Measure the depth of each hole and determine the average depth of the saturated soil. Multiply the area of the spill (in square feet) times the average depth of the soil saturation to determine the amount (in cubic feet) of saturated soil. Different types of soils will retain moisture in different amounts. Water will penetrate sandy soils quicker than clay soils and clay soils are capable of holding more moisture than sandy soils. Use an average of 18% moisture content when estimating the amount of wastewater that has saturated the soil.

Example: If the spill was contained in a dry dirt or grassy area of 10 feet by 20 feet, the area of the spill would be 200 square feet if it was a perfect rectangle (assumed). If the wastewater penetrated the soil to an average depth of 3 inches, the total amount of saturated soil would be 50 cubic feet ($10 \times 20 \times .25 = 50$ cf.). To determine the amount of wastewater suspended in the wetted soil, multiply the 50 cubic feet times 7.48 gallons per cubic foot ($50 \text{ cf} \times 7.48 \text{ gal/cf} = 374$ gallons). Next multiply the gallons times the average amount of moisture the soil can hold (use 18% as a rough estimate or calculate the soil moisture) to determine the actual estimated amount of wastewater that has saturated the soil ($374 \text{ gal} \times .18 = 67.3$ gallons of wastewater contained in the soil for the area of the spill). Add the amount of wastewater estimated to be contained in the soil with the amount of surface wastewater that was removed to achieve an estimated total amount of the wastewater spill.

Simple method to calculate soil moisture content:

Equipment needed: One coffee filter; a funnel; a graduated measuring cup; a jar or bottle.

Place the coffee filter into the funnel. Place the funnel into the mouth of the jar or bottle.

Place one cup of clean dry soil from the spill site onto the coffee filter. Pour one cup (8 ounces) of water onto the soil and allow the water to drain into the jar. Once the water has stopped dripping from the funnel, remove the funnel and measure the amount of water in the jar. The difference between the amount of water in the jar and the 8 ounces originally poured over the soil is the amount of moisture the soil retained.

Example: If six and one half ounces (6.5) remained in the jar, one and one half ounce (1.5) or 18.75% remained in the soil. The soil moisture content would be 18.75%.

Combo Truck or Vacuum Truck Recovery

When the spill is contained to a specific area and recovered by a combo or vacuum truck, the amount recovered can be used in calculating the amount of the original spill. If the spill is contained on a hard surface, estimate the total spill volume by what was captured by the combo or vacuum truck plus the amount that could not be captured. To estimate the amount not captured by the combo or vacuum truck, use the Measured Volume Method. For wet spots on concrete, use a depth of 0.0013 ft. or 1/64 inch. For wet stains on asphalt, use a depth of

0.0026 ft. or 1/32 inch. If the spill is contained on soil, use the Saturated Soils Method to determine how much of the spill soaked into the soil and add to the amount captured by the combo or vacuum truck.

Conversion Factors

1.0 cfs = .6463 mgd

One cubic foot of water (cf) = 7.48 gallons

One cubic foot of water per second (cfs) = 448.8 gallons per minute

A cylinder 1 foot in diameter and one foot deep = 5.87 gallons

A 1 square foot triangle 1 foot deep = 3.25 gallons

One inch or 1/12 ft = .083 feet

Volumes Recovered with Trucks or Pumped to Tanks

Level gauge on truck or

Known volume of the full tank or

Number of full tank trucks used during large SSO events

Use your agency's approved conversion factors, if available.

References

California Environmental Protection Agency

<http://www.calepa.ca.gov/>

State Water Resources Control Board

<http://www.swrcb.ca.gov/>

Sanitary Sewer Overflow (SSO) Reduction Program

http://www.swrcb.ca.gov/water_issues/programs/sso/index.shtml

Sample Worksheet

(City or Agency Name)

SSO Volume Estimation Worksheet

SSO Address/Location: _____ Date: _____

SSO Volume Method of Estimation (check appropriate box and provide appropriate information for method used below)

Pictorial Reference Flow Rate Chart (San Diego Chart CWEA Ruler
Vent or Pick Holes Eyeball estimate

Measured volume Counting Connections Manhole Ring Partially Covered
Manhole Open Manhole

Bucket Method Pipe Size Method Gutter Flow Method Metered Flow
Rain Event Method

Saturated Soils Method Combo/Vacuum Truck Recovery Method

Spill Start Date: _____ Spill Start Time: _____

Spill End Date: _____ Spill End Time: _____ Total Est. Spill Volume (gal): _____

Provide a detailed description of the method(s) used to determine the SSO estimate. (Use additional sheets as needed)

Signed: _____

Date: _____

APPENDIX E
TRAINING DOCUMENTS

**Crescent City
Overflow Emergency Response Plan - Training Test**

Instructions: Following annual training on the **Crescent City Overflow Emergency Response Plan**, responders, staff with responsibilities within the plan, and contractors that respond to overflows should answer the questions below. Individuals are encouraged to provide any comments regarding the necessity to update or modify the plan.

1) What are the goals of the **Crescent City** OERP?

2) What are the priorities of a first responder to a SSO?

3) How do you locate the nearest stormwater inlet that could be impacted by the SSO?

4) How do you know the location of the outfall of a stormwater conduit impacted by an SSO?

5) What SSOs trigger a Failure Analysis Investigation?

6) What is determined by the Failure Analysis Investigation?

7) Who receives a copy of the Failure Analysis Investigation report?

8) Where are the materials stored for responding to an SSO?

9) What conditions constitute a Category 1 SSO?

10) If a large SSO occurs and **Crescent City** needs outside equipment or resources who do you call? and what are their 24-hour phone numbers?

APPENDIX G
FOG CONTROL POLICY

Crescent City, Fats, Oils, and Grease (FOG) Policy (2021)

Policy Objectives:

To set forth policies, procedures and requirements governing the installation and maintenance of grease and oil interceptors for Food Service Establishments (FSEs).

To protect the sewer collection system from grease accumulation and blockages that may cause sanitary sewer overflows (SSOs) in violation of the cities NPDES Permit, which can create public health hazards and subject the City to administrative penalties.

Authority:

CCMC 13.40.150 "Interceptor Requirements"
CCMC 13.40.120 "Additional Pretreatment Measures"

Assigned Responsibility:

Pretreatment Coordinator or delegate.

Applicability:

This policy shall apply to all Food Service Establishments (FSEs) within the Crescent City service area.

Definitions:

Fats, Oils, and Greases (FOG): Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules.

Grease Interceptor: Any plumbing appurtenance or appliance that intercepts fats, oil and grease from a wastewater discharge.

A. Hydromechanical Grease Interceptor: A plumbing appurtenance or appliance that intercepts fats, oil and grease from a wastewater discharge and is identified by flow rate, and separation and retention efficiency. The design incorporates air entrainment, hydromechanical separation, interior baffling, and/or barriers in combination.

1. Grease Removal Device: Any hydromechanical grease interceptor that automatically, mechanically removes FOG from the interceptor, the control of which are either automatic or manually initiated.

2. Grease Trap: A device designed to retain grease from one to a maximum of four fixtures.

3. Trapzilla or Approved Equal: A polyethylene large capacity hydromechanical grease interceptor.

B. Gravity Grease Interceptor: A plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept FOG from a wastewater discharge and is identified by volume, retention time, baffles, a minimum of two compartments, a minimum total volume of 750 gallons, and gravity separation. Gravity grease interceptors are generally installed outside.

Food Service Establishment (FSE): Those establishments primarily engaged in activities of preparing, serving, or otherwise making food available for consumption by the public. FSEs include but are not limited to restaurants, commercial kitchens, caterers, hotels, schools, hospitals, prisons, correctional facilities, and care institutions.

Best Management Practice (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to reduce the FOG discharges.

FOG Requirements:

A. All FSEs where food is being prepared or kitchenware is being washed will be evaluated by the Pretreatment Coordinator to determine the necessity of a grease interceptor and if necessary, to install an appropriate type and sized grease interceptor approved by the Pretreatment Coordinator.

B. Existing FSEs with planned plumbing improvements or tenant improvement plans subject to a building permit shall be evaluated during the building permit process and shall install an appropriately sized grease interceptor if one is not already in place. If a grease interceptor is required, these facilities shall first obtain approval of device type and size from the Public Works Director or the Pretreatment Coordinator for proper device type and size prior to receiving a building/plumbing permit.

Newly constructed FSEs shall install an appropriately sized gravity grease interceptor in conformance with California Plumbing Code (CPC) Chapter 10. All such facilities shall obtain prior approval from the Public Works Director or the Pretreatment Coordinator for sizing prior to receiving a building permit.

C. All existing food service establishments that are determined by the Public Works Director or the Pretreatment Coordinator, to have a reasonable potential to adversely impact the City's sanitary sewer system will be required to install an appropriately sized grease interceptor or upgrade their current system to conform to the requirements of this policy. Facilities with undersized or nonfunctional grease interceptors as determined by the City will be required to install an appropriately sized grease interceptor or upgrade their current system to conform to the requirements of this policy. FSEs will be notified of their obligation to fulfill applicable requirements within 90 days or time period specified in a written notice.

Plan Review:

All building plans for the new construction of FSEs, as well as alterations of an existing FSE that require a building permit shall be approved by the Public Works Director or the Pretreatment Coordinator prior to issuance of the building permit.

Alternative Pretreatment Technology:

A. Devices required under this Policy shall be installed unless the Public Works Director or the Pretreatment Coordinator authorizes the installation of alternative pretreatment technology. The installation of alternative pretreatment technology will be considered where the installation of a grease interceptor is not feasible due to physical constraints or other considerations.

B. Alternative pretreatment technology includes, but is not limited to, devices that are used to trap, separate and hold grease from wastewater and prevent it from being discharged into the sanitary sewer. All alternative pretreatment technology must be appropriately sized and approved by the Public Works Director or the Pretreatment Coordinator.

Installation Requirements:

A. Grease interceptor sizing and installation shall conform to the current edition of the California Plumbing Code or other codes adopted by the City of Crescent City.

B. Waste lines leading from sinks, drains, and other fixtures or equipment in FSEs where grease may be introduced into the sanitary sewer system may be required to be connected to a grease interceptor.

C. Gravity grease interceptors shall be constructed in accordance with the City Standard. The minimum size gravity grease interceptor allowed is 750 gallons. If more than one interceptor will be installed to achieve the required storage capacity, the interceptors shall be installed in series. All interceptors except the final one shall be designed as a single chamber interceptor. Gravity grease interceptors shall not be located in a food or utensil handling area.

D. Trapzilla Hydromechanical Grease Interceptors or Approved Equal shall be a minimum size of 75 gallons per minute unless specifically authorized by the Public Works Director or the Pretreatment Coordinator.

E. Grease interceptors shall be installed at a location where they are easily accessible for inspection, cleaning, and removal of intercepted grease.

F. Grease traps are not allowed in new construction and remodels unless specifically approved by the Public Works Director or the Pretreatment Coordinator. Approval shall only be granted in instances where the installation of a gravity grease interceptor, grease removal device, Trapzilla (or Approved Equal), or alternative pretreatment technology is not feasible. Grease traps shall preferably not be located, in a food or utensil handling area.

G. Sanitary wastes shall not be discharged to a grease interceptor.

H. No food waste disposal unit or dishwasher shall discharge into any hydromechanical grease interceptor.

1. Existing facilities with food waste disposal units that discharge to hydromechanical grease interceptors or discharge directly to the sanitary sewer shall remove the food waste disposal unit or connect it to a gravity grease interceptor with a minimum size of 1,000 gallons.

2. Existing facilities with dishwashers that discharge to hydromechanical grease interceptors shall re-route the dishwasher to discharge directly to the sanitary sewer or with the approval of the Public Works Director or the Pretreatment Coordinator may discharge to a gravity grease interceptor with a minimum size of 750 gallons.

Maintenance Requirements:

A. All grease interceptors/devices shall be maintained in efficient operating condition in conformance with City's Ordinances. Accumulated grease and sediment shall be removed as required. At a minimum gravity grease interceptors and grease traps shall be cleaned when the volume of sediment and grease equals or exceeds 25% of the total depth of the sediment, water, and grease layers.

B. Grease Removal Devices, Trappillas (or Approved Equals), and Alternative Pretreatment Technologies shall be cleaned and maintained in accordance with the manufactures' recommendations.

C. No collected waste shall be introduced into the sanitary sewer.

D. All grease interceptors shall be kept free of non-food waste including but not limited to grit, rocks, gravel, sand, eating utensils, cigarettes, trash, towels, and rags.

E. The addition chemicals, enzymes, emulsifiers, live bacteria or other grease cutters or additives used for purposes of grease reduction to a grease interceptor is specifically prohibited.

F. If the Public Works Director or the Pretreatment Coordinator determines that a grease interceptor is not being properly cleaned and maintained, the City may mandate a maintenance program. Maintenance programs shall include but are not limited to mandatory cleaning frequencies. Facilities that fail to adhere to a mandated maintenance program may be required to install additional grease interceptors.

APPENDIX H
FOG PUMPING AND/OR FOG WASTE HAULING CONTRACTORS
IN DEL NORTE COUNTY

**Fats Oils and Grease Disposal Facilities,
Del Norte County, California**

Cal-Ore Grease Trap Services

2151 Northcrest Dr.

Crescent City, CA 95531

(707) 954-0422

SeQuential Pacific Biodiesel, LLC

(800) 447-3794