Sewer System Management Plan

2025 SSMP Update

WDID 4SSO10357

Camarillo, California
June 25, 2025

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Attachments

ID	Name	Element
A1	**Governing Board Approval of the 2025 Sewer System Management Plan Update**	D.1 Goal and Introduction
A2	**State Water Resources Control Board General Order for Sanitary Sewer Systems, Order WQ 2022-0103-DWQ**	D.1 Goal and Introduction
B1	**Contact Information for Legally Responsible Officials and District Staff Responsible for SSMP Implementation**	D.2 Organization
B2	**Sewer System Management Plan Implementation Organization Chart**	D.2 Organization
C	*Not used - Reserved for future Legal Authority Element attachments*	D.3 Legal Authority
D	*Not used - Reserved for future Operation and Maintenance Program Element attachments*	D.4 Operation and Maintenance Program
E	*Not used - Reserved for future Design and Performance Provisions Element attachments*	D.5 Design and Performance Provisions
F	**Spill Emergency Response Plan**	D.6 Spill Emergency Response Plan
G	*Not used - Reserved for future Sewer Pipe Blockage Control Program Element attachments*	*D.7 Sewer Pipe Blockage Control Program*
H	*Not used - Reserved for future System Evaluation, Capacity Assurance and Capital Improvements attachments*	D.8 System Evaluation, Capacity Assurance and Capital Improvements
I	*Not used - Reserved for future Monitoring, Measurement and Program Modifications attachments*	*D.9 Monitoring, Measurement and Program Modifications*
J	**Summary of 2019 SSMP Revisions to Address Audit Findings**	*D.10 Internal Audits*
K	*Not used - Reserved for future Communication Program Element attachments*	*D.11 Communication Program*

Acronyms

BMP	Best Management Practices
CCTV	closed-circuit television
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
CWRP	Camarillo Water Reclamation Plant
District	Camarillo Sanitary District
FCD	FOG Control Devices
FEMA	Federal Emergency Management Agency
FOG	Fats, Oils, and Grease
FSE	food service establishment
General Order	Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ
GGI	Gravity Grease Interceptor
GIS	Geographical Information System
I/I	inflow and infiltration
LRO	Legally Responsible Official
MACP	Manhole Assessment Certification Program
NASSCO	National Association of Sewer Service Companies
PACP	Pipe Assessment Certification Program
PHWWF	peak hour wet weather flow
PLC	Programmable Logic Controller
SCADA	Supervisory Control and Data Acquisition
SERP	Spill Emergency Response Plan
SSMP	Sewer System Management Plan
SSPWC	Standard Specifications for Public Works Construction
SWRCB	State Water Resources Control Board
VFD	variable frequency drive
WWMP	Wastewater Master Plan

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1 Goal and Introduction

1.1 Regulatory Context

The Camarillo Sanitary District (District) has prepared this updated Sewer System Management Plan (SSMP) pursuant to the State Water Resources Control Board's (SWRCB's) December 6, 2022, Statewide Sanitary Sewer Systems General Order 2022-0103-DWQ (General Order). This SSMP provides a plan for how the District manages, operates and maintains the District's sewer system.

Table 1-1 summarizes the General Order requirements addressed by this SSMP.[1] These requirements are defined by General Order specifications and associated General Order attachments. All agencies that own and operate collection systems greater than 1 mile in length must comply with these requirements.

Table 1-1. Summary of General Order Requirements

Specification	Description	Linkage to SSMP
5.2 SSMP Development and Implementation	Requires development and implementation of an SSMP.	Entire SSMP
5.3 Certification of SSMP and Plan Updates	Requires the District to certify and upload the SSMP to California Integrated Water Quality System (CIWQS).	Entire SSMP
5.5 Six-Year SSMP Update	Requires an update of the SSMP every 6 years, at a minimum. Requires governing board approval of the SSMP. Requires the District to certify and upload the SSMP to CIWQS.	Entire SSMP
5.6 System Resilience	Requires the District to include and implement system-specific procedures to proactively prioritize operations and maintenance, condition assessments and repair, and rehabilitation to address system resilience.	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance, and Capital Improvements
5.10 System Capacity	Requires the District to maintain system capacity to convey dry weather and forecasted wet weather flows.	D.8 System Evaluation, Capacity Assurance, and Capital Improvements
5.19 Operation and Maintenance	Requires the District to maintain in good working order and operate as design any facilities, treatment, or control systems designed to contain and convey sewer.	D.4 Operations and Maintenance D.8 System Evaluation, Capacity Assurance, and Capital Improvements

[1] Summarized from the *SWRCB Order No. 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems*

This document serves as the District's 2025 update to the SSMP approved by the City Council at a public meeting on June 25, 2025. Attachment A1 includes documentation of approval by the District Board, and Attachment A2 includes the General Order.

A PDF copy of this SSMP is also available at:
https://www.ci.camarillo.ca.us/departments/public_works/sanitary_district.php

1.2 SSMP Goal and Objectives

The overall goal of the SSMP is to provide a plan to:

- Properly manage, operate, and maintain all parts of the sewer system
- Reduce and prevent sewer spills
- Contain and mitigate spills that do occur

The District established the following management objectives during the development of this SSMP:

- Properly select and train personnel to perform maintenance activities safely and effectively
- Minimize preventable sanitary sewer overflows
- Eliminate preventable sanitary sewer spills that close beaches
- Reduce the volume of sewer spills that contact waterways as a result of preventable sanitary sewer spills
- Optimize the use of post-work inspection
- Extend the useful life of the sewer system by proactively correcting structural deficiencies identified from assessment activities
- Reduce reporting compliance errors to zero

The SSMP serves as a valuable resource for District staff by providing a living and shared understanding of the District's programs and procedures for managing the sewer system.

1.3 SSMP Update Schedule

The District plans to update the SSMP every 6 years and will maintain the relevance of the SSMP by auditing the plan and its program implementation every 3 years to inform revisions and updates. This SSMP update was prepared upon completion of the most recent SSMP Program Audit, dated January 21, 2025. The schedule for auditing and updating the SSMP is provided in Table 1-2.

Table 1-2. SSMP Audit and Update Schedule

Activity	Due Date
2025 SSMP Audit	February 2, 2025
2025 SSMP Update	August 2, 2025
2028 SSMP Audit	February 2, 2028
2031 SSMP Audit	February 2, 2031
2031 SSMP Update	August 2, 2031

The District plans to complete implementation of several significant initiatives addressing the prevention of sewer spills. Table 1-3 provides a schedule for incorporating these activities into the District's SSMP program implementation.

Table 1-3. Planned SSMP Implementation Milestones to Prevent Sewer Spills

Element	Milestone	Milestone Due Date	Relevance to Spill Prevention
D.4 Operations and Maintenance	Implementation of a new Enterprise Asset Management System to manage maintenance program activities.	December 2027	Improves management, documentation, reporting, and communication of maintenance program activities.

1.4 Sewer System Service Area and Asset Overview

The District was established in 1955 to provide the City of Camarillo with wastewater collection, wastewater treatment, and storm drain management. The District serves a population of approximately 47,000 that reside within the City boundaries and within several small unincorporated Ventura County areas. Located within the Calleguas Creek watershed, the service area is bordered by hills to the north and mountains to the east. Drainage collected in the City's stormwater drainage system, including spills entering the drainage system and not captured and removed from the system, is conveyed primarily to Calleguas Creek and ultimately to the Pacific Ocean. Calleguas Creek is an impaired waterway, and the creek and its tributaries are listed under Section 303(d) of the Clean Water Act.

The District's sewer system conveys an average wastewater flow of approximately 3.5 million gallons per day to the District's Camarillo Water Reclamation Plant (CWRP) via approximately 153 miles of gravity mains, 6.7 miles of force mains, and 5 pumping plants. Table 1-4 provides a summary of the sewer system assets.

Table 1-4. Summary of Collection System Service Area and Assets

Service Area and Asset Parameter	Value
Location	Southern Ventura County, California
Population (count)	47,000
Total Mains (miles)	160
Gravity Mains (miles)	153
Force Mains (miles)	7
Pump Stations (count)	5
Siphons (count)	3
Stormwater Diversions to Sewer (count)	0
Wastewater Conveyed (MGD)	3.5
Treatment Facility Name	Camarillo Water Reclamation Plant (CWRP)
Treatment Facility WDID	4A560100001

1.4.1 Data Management Systems

The District maintains a Geographical Information System (GIS) for its wastewater collection system, which includes information on sewer features, pipe locations, diameters, materials, maintenance holes, sewer pump stations, pressure pipes, and valves. The wastewater system maps were originally created based on record drawings, system video inspection, and field verification. The GIS tool also includes an up-to-date map of the City of Camarillo's storm drainage system.

The District also utilizes the following data management systems for various purposes, as described below:

- **ArcGIS:** Used to map and analyze the sewer infrastructure, enabling special analysis for efficient city planning.
- **WinCan:** Supports closed-circuit television (CCTV) and manhole inspection through video data management when assessing the condition of sewer lines.
- **SCADA:** Monitors lift station operations and other various sewer infrastructure to ensure 24/7 system reliability.
- **Microsoft Excel:** Used to organize maintenance schedules and infrastructure budgets and analyze performance metrics.
- **Microsoft SQL:** Manages the Fats, Oils, and Grease (FOG) Control Program inventories and inspection data.

1.4.2 Lateral Ownership and Operational Responsibilities

The District does not own any portion of the service lateral. The private property owner is responsible for the entire length of the lateral, including maintenance and repair from the building connection up to and including the wye connection at the sewer mainline.

1.4.3 Unique Service Boundary Conditions

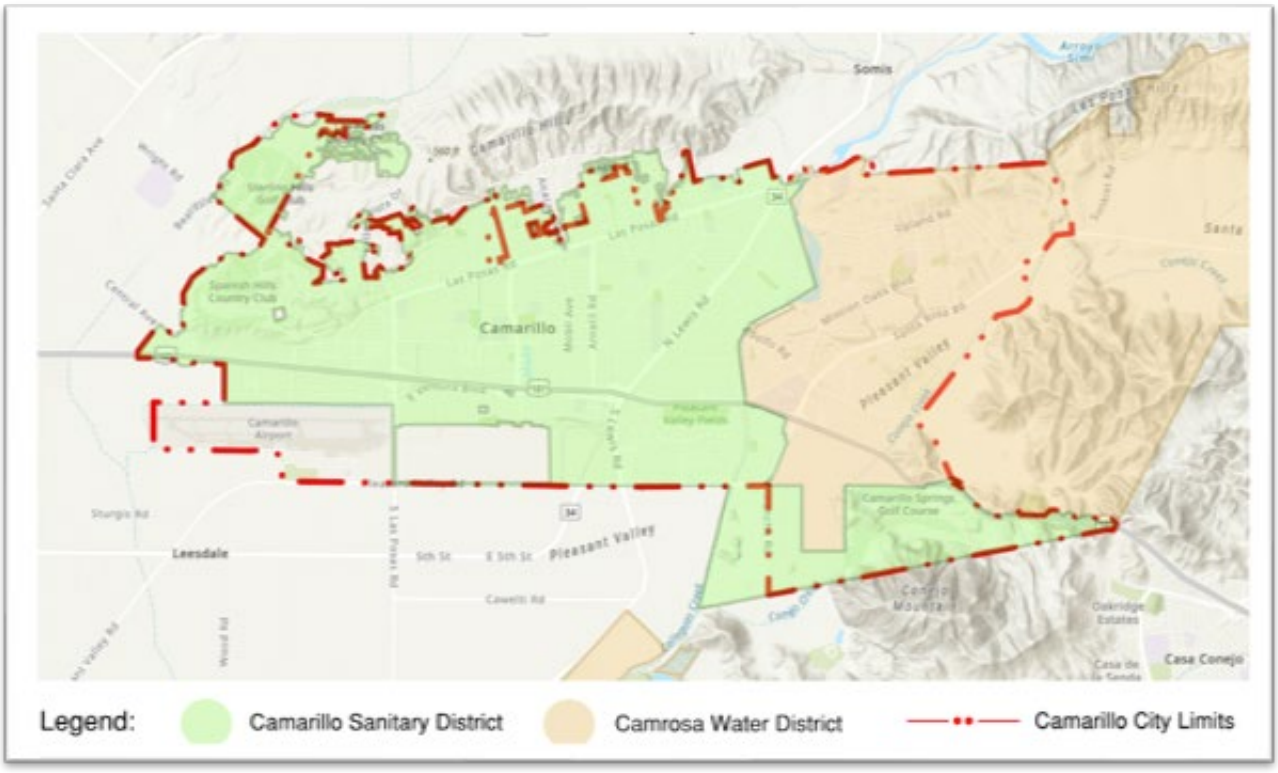
The District collects and treats approximately 3.5 million gallons of wastewater each day, producing high-quality reclaimed water that is distributed for agricultural and landscaping irrigation.

The Camrosa Water District, a neighboring agency located northwest of the District, serves a portion of the City of Camarillo; the District manages the remaining wastewater services in areas within and surrounding the City limits. The District's sanitary sewer collection system conveys wastewater to the CWRP.

Figure 1-1 shows the municipal boundary of the City of Camarillo and the service boundary lines for the Camarillo Sanitary District. Areas on the map that are within the District service areas boundary and outside of the City of Camarillo municipal boundary are unincorporated county areas served by the District.

The City maintains an up-to-date map of the sewer system. See Section 4.1 for details to access a publicly available webpage hosting the City of Camarillo sewer mapping.

Figure 1-1. City of Camarillo



1.5 SSMP Overview

This SSMP complies with the General Order and meets the following General Order objectives to:

1. Properly fund, manage, operate, and maintain, with adequately trained staffs and/or contractors possessing adequate knowledge, skills, and abilities, all parts of the collection system owned and/or operated by the District

2. Provide adequate capacity to convey base flows and peak flows, including flows during wet weather events, to the minimum design criteria as defined in the System Evaluation, Capacity Assurance, and Capital Improvements element of the SSMP, for all parts of the collection system owned and/or operated by the District
3. Take all feasible steps to stop and mitigate the impact of spills in the collection system owned and/or operated by the District

The District achieves these objectives by implementing a comprehensive sewer infrastructure asset management program that is documented in the following 11 SSMP elements:

1. Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan (SERP)
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance, and Capital Improvements
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

When appropriate, the SSMP references other program documentation for greater detail.

2 Organization

Section 2 identifies the District staff responsible and integral for implementing the SSMP.

2.1 Legally Responsible Officials

Table 2-1 provides the names of the District's Legally Responsible Officials (LROs). The phone numbers and email addresses for LROs are included in Attachment B1.

Table 2-1. List of Legally Responsible Officials

Name	Position
David Klotzle	Director of Public Works/District Assistant Manager
Ken Matsuoka	Deputy Director/Environmental Engineer
Darrin Carter (Primary LRO)	Water Reclamation Superintendent
Alfonso A. Vasquez	Assistant Water Reclamation Superintendent

2.2 Positions Responsible for Implementing Specific SSMP Elements

2.2.1 Positions Responsible and Lines of Authority

Table 2-2 lists the positions responsible for specific SSMP elements; Attachment B1 provides the phone numbers and emails for the staff holding these positions. Attachment B2 includes a current version of the SSMP Implementation Organization Chart showing the lines of authority for LROs and Positions Responsible for plan implementation, as well as other staff involved with plan activities.

Table 2-2. Positions Responsible for SSMP Implementation

Position	Responsibilities
Water Reclamation Superintendent	D.1 Goal and Introduction D.2 Organization D.3 Legal Authority D.4 Operation and Maintenance Program D.6 Spill Emergency Response Plan D.7 Sewer Pipe Blockage Control Program D.9 Monitoring, Measurement, and Program Modifications – Maintenance Program Implementation Activities D.10 Internal Audits D.11 Communication Program

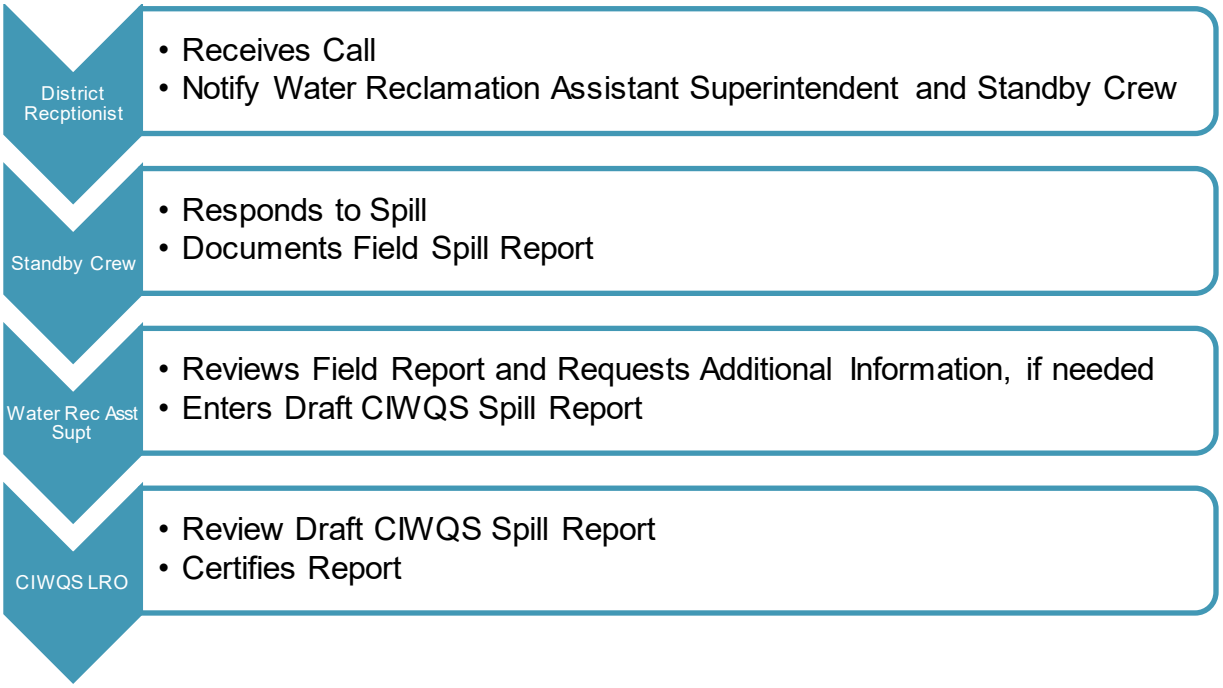
Position	Responsibilities
Water Resource Manager	D.5 Design and Performance Provisions D.8 System Evaluation, Capacity Assurance and Capital Improvements

2.3 Spill Reporting Chain of Communication

The City of Camarillo's SERP, described in Element 6, is included as Attachment F. This includes procedures for effective communication and reporting of spills from receipt of complaint, including the person responsible for reporting spills into the State Water Board's California Integrated Water Quality System (CIWQS) database. The SERP includes a flowchart and a notification table providing clear, step-by-step procedures for communication and reporting.

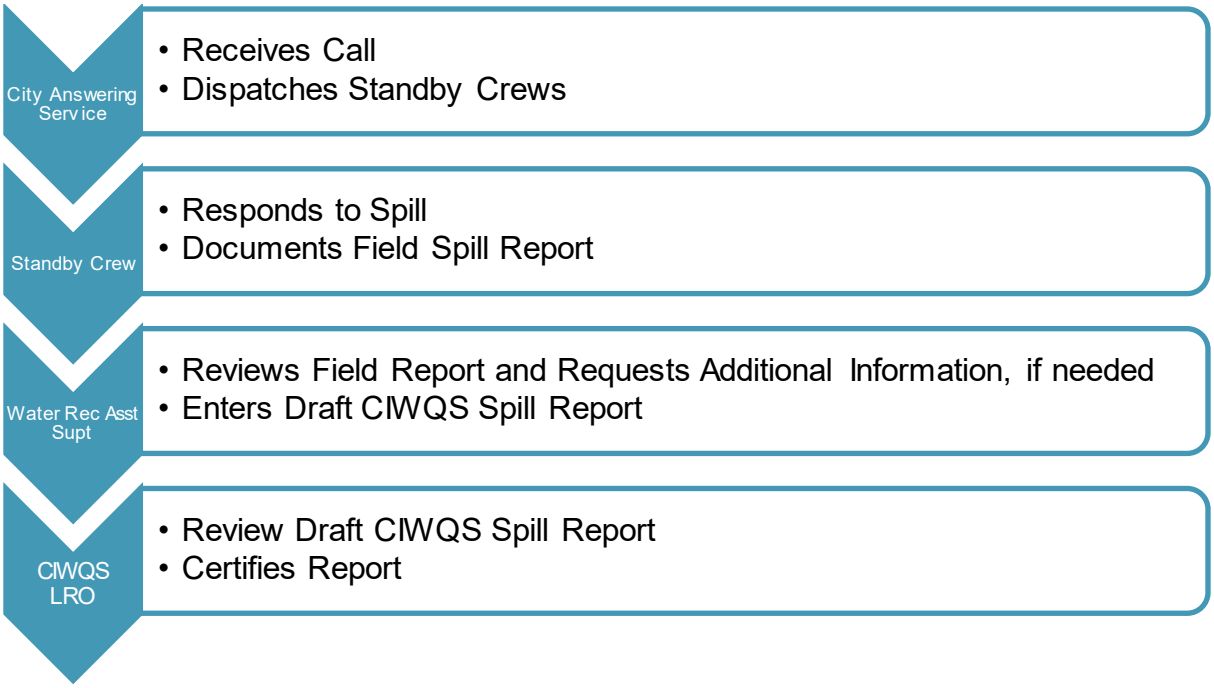
Figure 2-1 summarizes the spill reporting chain of communication during normal business hours, which are Monday through Friday from 6:00 a.m. to 3:30 p.m. Figure 2-2 summarizes the spill reporting chain of communication for after hours (any time outside of normal business hours) and holidays.

Figure 2-1. Spill Reporting Chain of Communication – Normal Business Hours



Note: Normal business hours are Monday through Friday, from 6:00 a.m. to 3:30 p.m.

Figure 2-2. Spill Reporting Chain of Communication – After Hours and Holidays



Note: "After hours" refers to any time outside of normal business hours.

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3 Legal Authority

3.1 Overview

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

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

3.2 Legal Authorities Summary

The District possesses relevant legal authority through the Camarillo Sanitary District Operations Code and Industrial Waste Supplement, available to the public on the City of Camarillo's official website.

- Electronic link to Operations Code: https://www.cityofcamarillo.org/Departments/Public%20Works/sanitary%20district/CSD%20Operations%20Code.pdf
- Electronic link to Industrial Waste Supplement: https://www.ci.camarillo.ca.us/CSD%20Ordinance%2096.pdf

Table 3-1 provides a summary of references to the Operations Code providing the District with the legal authorities required in the Legal Authority element of the SSMP.

Table 3-1. Summary of Legal Authorities Required by General Order for Legal Authority Element

Requirement	Reference in Camarillo Sanitary District Operations Code
Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; FOG; and trash, including rags and other debris that may cause blockages	Chapter VI – Use of Sewers, 6000 Separation of Waste Chapter VI – Use of Sewers, 6002 Prohibited Waste
Collaborate with storm sewer agencies to coordinate emergency spill responses and ensure access to storm sewer systems during spill events	Chapter III – Organization, 3000 Organized
Prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure, and Require that sewers and connection be properly designed and constructed	Chapter IV – General Regulations, 4108 Manholes and Sewer Construction Chapter V – Construction of Sewers, 5103 Compliance with Local Regulations Chapter V – Construction of Sewers, 5105 Responsibility for Defects Chapter V – Construction of Sewers, 5108 Standard Specification and Detail Chapter V – Construction of Sewers, 5109 Plans, Profiles and Specifications Required Chapter V – Construction of Sewers, 5110 Completion of Sewer Required Chapter V – Construction of Sewers, 5205 Agreement. Chapter VIII – Permits and Fees, 8100 Connection Permit
Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned or maintained by the Agency	Chapter IV – General Regulations, 4107 Maintenance of Side Sewer. *Side sewers shall be maintained by the owner of the property served thereby.*
Enforce any violations of its sewer ordinances, service agreements, or other legally binding procedures	CSD Operations Code – (Chapter I – General Provisions, Chapter IV – General Regulations, Chapter V – Construction of Sewers, Chapter VI – Use of Sewers, Chapter X – Liability and Enforcement, Chapter XVI – Fats, Oils, and Grease Discharge Regulations)
Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	Chapter III – Organization, 3008 Assessment District Chapter V – Construction of Sewers, 5205 Agreement.
Control I/I from private service laterals	Chapter VI – Use of Sewers, 6000 Separation of Waste

Table 3-2 lists a summary of references to the Operations Code providing the District with the legal authorities required for the Sewer Pipe Blockage Control Program element of the SSMP.

Table 3-2. Summary of Legal Authorities Required by General Order for Sewer Pipe Blockage Control Program Element

Requirement	Reference in Camarillo Sanitary District Operations Code
Limit the discharge of FOG and other debris that may cause blockages	Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16020 – FOG Discharge Prohibited Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16070 – FOG Discharge Permit Conditions
Installation of grease removal devices (such as traps or interceptors)	Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16030 – General FOG Control Device Requirements
Design standards for the grease removal devices	Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16030 – General FOG Control Device Requirements
Maintenance requirements, Best Management Practices (BMP) requirements, recordkeeping and reporting requirements for grease removal devices	Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16030 – General FOG Control Device Requirements Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16070 – FOG Discharge Permit Conditions Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16120 – Implementation of Best Practices Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16130 – Monitoring and Reporting Conditions
Authority to inspect grease producing facilities	Chapter XVI – Fats, Oils, and Grease Discharge Regulations, 16140 – Inspection and Sampling Conditions

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4 Operation and Maintenance Program

4.1 Up-to-Date Map of the Sanitary Sewer System

The City of Camarillo General Services Department maintains an up-to-date GIS database of the District's sewer system assets, documenting features of the District's sewer system required by the General Order. These maps are maintained and kept up-to-date through an efficient workflow that incorporates new and rehabilitated assets as projects are completed, as well as changes identified by sewer maintenance crews based on field observation.

4.1.1 Procedures for Maintaining and Providing Access to Water Boards Staff

Water Boards staff can gain access to District sewer mapping using the publicly accessible City of Camarillo GIS Maps webpage:
https://camarillo.maps.arcgis.com/home/index.html

1. Open the link to the GIS Maps webpage and click on the Gallery button in the top ribbon of the Homepage.
2. The Gallery page has a "Search" function. Use the Search function to search for "sewer" to filter to the available sewer maps.
3. Select one of the tiles. At the bottom of the tile, click on "Open in Map Viewer." This will open a new webpage with an interactive map viewer.

The following link provides the public with access to the District's Sewer Utility Network showing gravity line segments, maintenance holes, pumping facilities, pressure pipes, and valves:
https://camarillo.maps.arcgis.com/apps/mapviewer/index.html?layers=d2880697e4a14c7d92013a664224a4eb

The City of Camarillo also provides access to up-to-date storm drainage system mapping. A search for "storm" in the Gallery page described above shows the maps available publicly of the storm drain system. District sewer maintenance crews have access to sewer system and storm drainage system mapping electronically in the field to support maintenance activities.

If the Water Board staff have any issues accessing the mapping described above, staff can contact any of the District's LROs to request support accessing publicly available sewer system mapping.

4.1.2 Availability of Up-to-Date Mapping to Support Collection System Management

District staff have access to a GIS map of the District's sanitary sewer system. While operated and maintained separately from the sewer utility, the stormwater drainage facilities are also included on this GIS map. In the event of a sewer spill, the map will be used to identify where the spill will enter the storm drain system, if applicable. This mapping includes the following:

- Manholes and cleanouts with ID numbers and upstream invert elevation
- Pipes with pipe size, slope, reach length, material, date of construction, and flow direction
- Pump stations
- Force mains
- Catch basins
- Frequent maintenance locations
- Food service establishments (FSEs)
- CCTV inspection of the system
- Stormwater
    - Pipes with estimated peak dry weather flow, calculated depth of flow at peak dry weather flow, and depth to diameter ratio
- Storm drains
- Root control locations

4.2 Preventive Maintenance Program

The District has implemented an array of maintenance activities with the goal of providing a high level of service to customers, extend the useful life of sewer assets, and prevent sewer spills. Maintenance program activities include:

- **Routine Cleaning:** Cleaning of every pipe in system once every 6 years, at minimum, using high-velocity jetting equipment.
- **Manhole Inspection:** Cleaning and CCTV crews open every manhole in the system at least once every 5 years. Maintenance crews will perform a visual inspection every time a manhole is opened and refer the manhole for follow-up maintenance if an issue is observed requiring additional cleaning, inspection, or repair.
- **CCTV Inspection:** Condition assessment of the gravity system using CCTV inspection.
- **Frequent Maintenance Location Identification:** Identification of pipe segments with issues requiring frequent cleaning (Frequent Maintenance Locations) based on history and experience of the identified locations and using CCTV inspection data. Locations identified as requiring frequent cleaning are assigned a frequent cleaning cycle tracked in a Microsoft Excel spreadsheet.
- **Frequent Maintenance Location Cleaning:** Frequent cleaning of the Frequent Maintenance Locations (higher-frequency inspections and maintenance of known problem areas). Segments of sewer main identified in the Frequent Maintenance Location list are cleaned three times per year, two times per year, or annually, depending on the frequency of expected maintenance.

- **Root Control:** Pipe segments identified for chemical root control are cleaned 3 months prior to root chemical application to remove any large root masses and prevent spills. Treated pipe segments are inspected 2 years later using CCTV. The District monitors the root treatment in a Microsoft Excel spreadsheet. The root control program spreadsheet documents pipe segment length, pipe diameter, dates of chemical application, cost, and whether traffic control is necessary.
- **Pump Station Inspection and Preventive Maintenance:** Inspection and preventive maintenance of all pump stations three times per week, monthly, quarterly, and semiannually.
- **Pump Station Corrective Maintenance:** Inspection-based corrective maintenance activities.
- **Manhole Repair:** Repair and coating manholes.
- **Manhole Raising and Protection:** Raising and protecting manholes in underdeveloped areas.
- **Cockroach Control**

The District manages these maintenance program activities using Microsoft Excel spreadsheets. Spill event data is tracked using CIWQS as well as a Microsoft Excel spreadsheet. Table 4-1 outlines operation and maintenance program activities, the three bullets specified in the General Order, and the scheduling and data collection system used.

Table 4-1. Summary of Operation and Maintenance Activities

Operation and Maintenance Program Activity	Inspection and Maintenance Activity	Higher-Frequency Activities of Problem Areas	Regular Visual and CCTV Inspections	Scheduling and Data Collection System
Routine Cleaning	X			MS Excel
Manhole Inspection	X		X	WinCan
CCTV Inspection	X		X	WinCan
Frequent Maintenance Location Identification	X	X		MS Excel
Frequent Maintenance Location Cleaning	X	X		MS Excel
Root Control	X	X		MS Excel
Pump Station Inspection and Preventive Maintenance	X			MS Excel

Operation and Maintenance Program Activity	Inspection and Maintenance Activity	Higher-Frequency Activities of Problem Areas	Regular Visual and CCTV Inspections	Scheduling and Data Collection System
Pump Station Corrective Maintenance	X			MS Excel
Manhole Repair	X			MS Excel
Manhole Raising and Protection	X			MS Excel
Cockroach Control	X			MS Excel
Spill Event Data Management		X		CIWQS and MS Excel Spreadsheet

4.3 Training

In-house and external training are provided on a regular basis for the District's sanitary sewer system operations and maintenance staff. The District performs management, operations, and maintenance of the sewer system with District staff and does not rely on contractors for day-to-day management, operations, and maintenance. The District provides internal and external trainings for its staff and verifies the certifications of its Contractors by collecting resumes that indicate the Contractor staff's training background.

The District is committed to reducing the impacts of spills on the community and environment and maintains spill response readiness through staff training. Contractors working on the system to perform root treatment or to perform sewer repair, rehabilitation, or construction are required to develop a spill response plan documenting their protocols to notify the District of the spill event and manage the site until District staff respond to address the spill.

The District supports staff advancement through training and certification pathways:

- **Spill Response Training** – Improved maintenance practices have reduced the occurrence of spill events. As a result, extended periods of time can pass between spill responses for any one of the District's standby response teams. The District maintains staff proficiency in spill response practices by conducting periodic tabletop spill response training. In addition, spill response activities are reviewed after every spill event that does occur to check conformance with the spill response procedure and to identify whether any changes to the spill response plan are needed.
- **California Water Environment Association's (CWEA's) Certification** – CWEA Training Program is the current industry standard for training and certification of all sewer maintenance staff. The City maintains a list of the training completed by

staff. Included is the length of service, volume of CWEA training completed, date of completion, and CWEA grade of each staff member.

Table 4-2 summarizes the training activities the District provides to support effective operations and maintenance of the sewer system.

Table 4-2. Summary of Training Activities Related to Sewer System Operations and Maintenance

Training Activity	Description	Reoccurrence
General Order Requirements	Internal review with staff.	Annually
Spill Emergency Response	All crews responsible for responding to sewer spills receive periodic tabletop spill response training, which includes response and reporting protocols and volume estimation methods. After-action reviews on spill response are conducted when a spill has occurred.	Annually; training must be completed before Feb 1
Spill Volume Estimation	Crews responsible for responding to sewer spills receive periodic tabletop spill response training, which includes response and reporting protocols, and volume estimation methods.	Annually; training must be completed before Feb 1
Electronic CIWQS Reporting	The primary method for electronic CIWQS reporting training is through on-the-job training with experienced data submitters showing new data submitters how to enter reporting data.	As needed
Safety	Safety tailgate weekly and monthly training monthly. General safety meeting once per month. Near-miss discussion as needed.	Monthly
Equipment	Crews are initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor/manufacturer.	During onboarding and on-the-job
Standard Operating Procedures	On-the-job and classroom training for standard operating procedures is provided for the following functions: Sewer Cleaning, CCTV, and Repair.	During onboarding and on-the-job; additional trainings performed as-needed at tailgate trainings

4.4 Equipment and Replacement Part Inventory

The City is responsible for maintaining spare parts. The City maintains a Microsoft Excel-based inventory system to track equipment and associated replacement parts.

4.4.1 Equipment and Replacement Part Inventory for Pipelines

The SERP has an updated equipment list, located in Appendix 5-1, documenting the equipment the District has on site to respond to spill events. The listed equipment is

located at the Camarillo Sanitary District's Treatment Plant and the City of Camarillo's Corporation Yard.

4.4.2 Critical Spare Parts and Contingency Equipment for Pump Stations

The District maintains an inventory of critical spare parts to replace critical components at the pump station if component failure occurs. This inventory includes spare variable frequency drives (VFDs), circuit breakers, and programmable logic controller (PLC) components.

The District also maintains bypass equipment for the pump stations as a contingency plan to enable the District to continue pumping flow while repairs are being implemented. This equipment includes bypass pumps and hoses and extra pipe materials. Bypass pumps are rotated weekly to maintain readiness and extend service life. Four critical pump stations are equipped with backup generators, which are tested monthly to ensure reliability.

5 Design and Performance Provisions

The District has adopted Standard Specifications and Details for all construction of sewers and appurtenances, which is on file in the office of the District Manager. These Standard Specifications and Details can be accessed via the following link: https://www.ci.camarillo.ca.us/Departments/Public%20Works/2015%20CSD%20Sewer%20Standards.pdf

5.1 Updated Design Criteria and Construction Standards and Specifications

Section 5.1 outlines the District's current design criteria and standards for the construction, installation, repair, and rehabilitation of sewer system infrastructure. These standards ensure that all system components—including pipelines, pump stations, and appurtenances—are designed and constructed to meet current and future hydraulic capacity needs and comply with regulatory requirements.

5.1.1 Design Criteria Overview

The CSD's design criteria are detailed in the 2015 Standard Specifications, which include:

Hydraulic Design Standards:

- Minimum and peak flow calculations (Sections 2.1.1.1–2.1.1.3)
- Minimum pipe sizes (e.g., 8-inch for gravity mains; Section 2.1.2)
- Pipe slope requirements (Section 2.1.7 and Table 2-1.1)
- Flow velocity requirements (minimum 2 feet per second at average dry weather flow)

Capacity Evaluation:

- Flow monitoring required for developments impacting existing sewers (Section 2.0.1)
- Peak wet weather flow design based on historical data or a 1.4 multiplier of peak dry weather flow

Pump Station Design:

- Detailed in Section 6, including requirements for wet wells, emergency storage, SCADA integration, and standby power systems

Standard Plate Drawings

- The Standard Specifications document includes standard plate drawings for pipe bedding, pipe depth, laterals, manholes, cleanouts, water and sewer main

separation, peak flow factors, sewer overflow device, sewer backflow device, grease interceptors, lift station, and trenching

5.1.2 Construction Standards

Construction standards are defined in Sections 3 and 4 of the 2015 Sewer Standards and include:

Installation Requirements:

- Pipe bedding and trench backfill (Section 3.0.1 and Plate 12)
- Tracer wire for non-metallic pipes (Section 3.0.6)
- Trenchless reconstruction and jacking/boring methods (Sections 3.0.12–3.0.13)

Materials and Appurtenances:

- Approved pipe materials (Table 2-4)
- Manhole and cleanout construction (Section 2.5 and Plates 1–11)
- Grease and oil interceptor standards (Plates 26–27)

Testing and Inspection:

- CCTV inspection, leakage testing, and deflection testing (Section 4.0)

5.1.3 Component-Specific Evaluation

Where existing design criteria are insufficient to meet hydraulic capacity needs (as identified in Section 8 of the SSMP), the District will conduct component-specific evaluations using flow monitoring and hydraulic modeling and will document component-specific design criteria in the Sewer Master Plan.

5.2 Procedures and Standards for Inspecting and Testing System Improvements

All newly constructed, newly installed, repaired, or rehabilitated pipelines, pumps, and associated equipment and appurtenances within the District are subject to rigorous inspection and testing procedures to ensure compliance with District standards and to verify operational integrity. The following procedures and standards apply:

5.2.1 General Inspection Requirements

- All work is inspected by the City Engineer or their authorized representative.
- Inspections must be scheduled with a minimum of 2 working days' notice.
- No permanent resurfacing occurs until all inspections and tests are completed and approved.

5.2.2 Testing of Pipelines

- **Gravity Sewer Pipelines:** Undergo leakage testing using either water exfiltration, water infiltration, or low-pressure air testing in accordance with Standard Specifications for Public Works Construction (SSPWC) 306-1.4 and ASTM standards (e.g., ASTM C828 for VCP, ASTM F1417 for PVC).
- **Deflection Testing:** All plastic gravity sewer pipes are tested for deflection using a mandrel test per SSPWC 306-1.2.12.
- **Force Mains:** Hydrostatically tested per AWWA C600 (DIP) or AWWA C605 (PVC).

5.2.3 Manhole Testing

- Manholes are tested for leakage using a water exfiltration test. Leakage is not to exceed 1 gallon per vertical foot per 24 hours.
- All joints and penetrations are required to be sealed and watertight.

5.2.4 Closed-Circuit Television Inspection

- All gravity sewer lines are inspected via CCTV after backfilling and prior to final paving.
- The inspection verifies alignment and grade and identifies any defects or sags.

5.2.5 Pump Station and Equipment Testing

- All pumps, motors, and control systems are tested under operational conditions.
- Testing includes verification of flow rates, head conditions, and alarm functionality.
- Equipment is operated continuously for a minimum period to demonstrate reliability, as specified in the contract documents.

5.2.6 Documentation and Acceptance

- All test results, inspection reports, and as-built drawings must be submitted to the District for review.
- Final acceptance is contingent upon successful completion of all required inspections and tests and correction of any deficiencies.

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6 Spill Emergency Response Plan

The District's SERP, included in Attachment F, provides guidelines for the its maintenance crew to follow while responding to, cleaning up, and reporting sewer spills that may occur. The purpose of the SERP is to support an orderly and effective response to sewer spills that ensures all regulatory requirements are met. The District's SERP comprehensively addresses notification, response, assessment, and recordkeeping requirements of the SWCRB General Order, as summarized in Table 6-1.

Table 6-1. Spill Emergency Response Plan General Order Compliance

Order Requirement	SERP Section
Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;	4, 5, 8
Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;	2, 5
Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;	5, 7
Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;	11
Address emergency system operations, traffic control and other necessary response activities;	4, 6
Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;	6.1
Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;	6.1, 9
Remove sewage from the drainage conveyance system;	6.3
Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;	6.3
Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;	4, 5, 6
Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;	-
Conduct post-spill assessments of spill response activities;	10
Document and report spill events as required in this General Order; and	7
Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.	11

6.1 Pre-Planned Coordination with Other Agencies or Departments

The District maintains ongoing coordination with the City's Stormwater Division to support spill response. This includes pre-established communication protocols for reporting and addressing stormwater-related incidents. The City's Stormwater Division is responsible for contracting out services such as storm drain and catch basin cleaning

7 Sewer Pipe Blockage Control Program

Since 2009, the District has experienced two spills related to the accumulation of FOG in the sewer system. Numerous commercial food establishments exist in the District's service area; based on this, the District has implemented a FOG source control program, described Section 7 of the SSMP.

General information regarding the elimination of FOG, rags, and debris discharges into the sewer system is among the information provided on the following website: https://www.ci.camarillo.ca.us/departments/public_works/fats_oils_and_grease_(fog).php

7.1.1 Implementation Plan and Schedule for Public Outreach

The District's public education and outreach program includes dissemination of information on proper FOG disposal procedures, as well as guidance on how to obtain a FOG Wastewater Discharge Permit. The FOG wastewater discharge permit application, a BMP brochure, and a FOG Wastewater Discharge Permit information packet are available on the City's website: https://www.ci.camarillo.ca.us/CSD%20FOG%20Permit%20Application%20Re1-2025.pdf

In addition to the resources online, information on BMPs for FOG disposal is provided to the public at City public events and via social media. For example, the District posted a video on YouTube providing guidance on proper disposal of household grease: https://www.youtube.com/watch?v=YvBw2TlJ6x4

The District also created a webpage to communicate how customers can "Protect the Pipes." The webpage lists the top offenders that should not be disposed of in the drain or toilet: https://www.ci.camarillo.ca.us/departments/public_works/home_or_business_not_draining.php

Source control inspectors provide FOG program and BMP information to FSEs during initial inspections. The City of Camarillo also hosts public events throughout the year; the FOG program outreach brochures are provided to the public at a minimum of three events per year.

7.1.2 Plan and Schedule for Disposal of FOG within the Service Area

The District requires FSEs to clean their grease interceptors once the FOG and solids occupy 25 percent of the interceptors' capacity, or every 6 months at minimum. Cleaning must be performed by a licensed waste hauler. Licensed waste haulers have manifests that FSEs are required to maintain documentation of the interceptor cleaning as well as the waste disposal manifests documenting proper disposal of the waste.

7.1.3 Legal Authority to Prohibit Discharges and Identify Measures to Prevent Spills and Blockages Caused by FOG

Table 3-2 in Section 3.2 provides a summary of legal authorities the District has in place to comply with General Order legal authorities requirements for the Sewer Pipe Blockage Control Program element of the SSMP.

7.1.4 Food Service Establishment Inspections

District inspections are conducted to assess the FSE's compliance with the FOG Wastewater Discharge Permit requirements. Inspections can be implemented any time during normal business hours. Section 16140 of the Operations Code provides the necessary legal authority to inspect FSEs and to enforce any non-compliance to the FOG Control Program. The District has appropriate staffing to accomplish FOG source control inspections.

7.1.5 Grease Removal Device Requirements and Standards

The FOG Control Program document describes in detail the requirements of the FOG Discharge Permit and the requirements regarding installation, maintenance, BMPs, recordkeeping, and reporting.

Requirements to Install Grease Removal Divisions

The Operations Code states that "all FSEs must install a FOG control device that meets District standards and specifications." The grease interceptors are sized by the number of meals served per hour, the type of establishment, and the hours of operation. Grease interceptors shall comply with the regulations included in the Operations Code, the FOG Control Program document, and the Standard Specifications document.

Design Standards for Grease Removal Devices

All devices are required to meet Operations Code standards. Devices must be properly sized based on flow rate and load to ensure optimal separation of grease from wastewater. The City of Camarillo's website features a FOG information page that provides general design guidelines for grease interceptors: https://ci.camarillo.ca.us/FOG%20Brochure%202023.pdf

To ensure effective separation, FOG Control Devices (FCD) must be designed to satisfy time, temperature, turbulence, and tankage. The FCD must provide sufficient retention time for emulsified FOG to separate and float to the surface of the chamber. It must also provide adequate volume to allow the wastewater to cool sufficiently for emulsified FOG to separate. The turbulence through the FCD must be controlled so that the FOG and solids are not suspended in the wastewater. Turbulence control is especially important during peak flow discharge periods. Sufficient storage capacity must be provided for accumulated FOG and solids between cleanings.

The City requires FSEs to complete the *Application for Fats, Oils, and Grease Wastewater Discharge Permit.* Applicants must calculate the appropriate size of the grease removal devices using the City's approved sizing formula. This formula multiplies the number of meals served per business hour by the waste flow rate, retention time, and

storage factor to determine the required liquid capacity. The required liquid capacity represents the approximate minimum size of the GGI. To determine the weight capacity, the liquid capacity is then multiplied by a factor of two.

Best Management Practice Requirements

Under Condition 10 of the City's FOG Wastewater Discharge Permit, all permitted Food Service Establishments must:

> Adopt procedures, which are in compliance with the FOG Control Program for handling sources of floatable oils, fat, and grease originating within their facility. A notice shall be permanently posted at a prominent place in the facility advising employees of the procedures to be followed.

Violations of the CSD operations code regarding management practices and requirements will be considered grounds for suspension or revocation of the fog discharge permit or discontinuance of sewer or water services.

Maintenance Requirements

General grease interceptor requirements, including cleaning and maintenance, are required by the Section 16130 of the Operations Code. An FSE must obtain a FOG Wastewater Discharge Permit to connect a FOG Control Device to the sewer system. The permit contains a requirement for the FSE to properly maintain the FCD on a specific frequency and schedule.

Recordkeeping and Reporting Requirements

Recordkeeping and reporting requirements are described in Section 16130 of the Operations Code. The FOG Wastewater Discharge Permit contains a requirement for the FSE to maintain FCD maintenance logs and waste hauling records along with periodic submission of waste hauling reports.

At minimum, the District requires the FSEs to log the following information in maintenance logs:

- Date and time
- Name of waste hauling company
- Name of person performing the inspection
- Total liquid depth of the interceptor
- Depth of FOG at time of inspection
- Depth of solids at time of inspection
- FOG and solids depth as a percentage of the total liquid depth
- Documentation of full pump-out volume, including FOG, solids, and liquid
- Documentation of the condition of the interceptor and recommendations for repairs
- Disposal location, including agency name, date, and time

- Signature of person performing the inspection

7.1.6 Authority to Inspect Grease Producing Facilities and Enforcement

Chapter XVI of the Operations Code establishes authority to inspect grease-producing facilities and enforcement. Operations Code Section 16140 requires FSEs to obtain a FOG Discharge Permit, which creates an agreement between the FSEs and the District to regulate the FSE's FOG discharges. Table 3-2 in Section 3.2 provides a summary of legal authorities the District has in place to comply with General Order legal authorities' requirements for the Sewer Pipe Blockage Control Program element of the SSMP.

7.1.7 Identification of the Sanitary Sewer System Section Subject to FOG Blockages and Establishment of Maintenance Schedule

The District has an operations and maintenance program strategy to identify pipe segments requiring frequent maintenance (see Section 4.2). Pipe segments requiring frequent maintenance are identified based on experience as well as CCTV inspection data. All identified sanitary sewer system parts are required to be added to the City's frequency maintenance line spreadsheet. This spreadsheet details the frequency and reason for all required and/or recommended cleaning locations.

If grease accumulation is identified in the sanitary sewer system, the Source Control Inspector must be notified immediately to initiate a site investigation. The inspector will perform dye testing at the FSE to verify that all plumbing fixtures are properly connected to the grease control device. If grease-laden wastewater is bypassing the interceptor, then an NOV will be issued. The FSE will be required to correct the issue by rerouting all appropriate plumbing connections through the grease control device.

If a grease hauler service is performed and the FSE fails to provide a manifest documenting proper disposal, the City has the authority to issue a citation.

7.1.8 Development and Implementation of Source Control Measures for All Sources of FOG

The District has implemented source control measures for all sources of FOG through the following:

- Adopting Chapter 16 of the Operations Code
- Developing a FOG Wastewater Discharge Permit information packet
- Requiring grease interceptors for FSEs
- Inspecting an FSE's grease control devices
- Identifying and providing maintenance of reaches associated with Frequent Maintenance Locations

8 System Evaluation, Capacity Assurance, and Capital Improvements

The District prepared a Wastewater Master Plan (WWMP) in July 2022. As part of the WWMP, the District identified two key goals: to document the condition of the wastewater facilities and to establish a clear path for long-term system improvements. This effort included assessing the condition and performance of the Water Reclamation Plant and collection system, identifying regulatory drivers and capacity deficiencies, and assigning condition ratings to the assets. The resulting evaluation informed a comprehensive 10-year Capital Improvement Plan (CIP), which outlines recommended improvements, budgetary costs, and asset management strategies to guide future implementation.

8.1 System Evaluation and Condition Assessment

8.1.1 Best Practices and New Technology

The District evaluates sanitary sewer system assets using industry best practices and current technologies. WinCan software is used to support CCTV inspections of both sewer pipelines and manholes. CCTV is a critical inspection tool that enables the District to identify structural defects, sources of infiltration, and operational issues within the system.

To further standardize and enhance the quality of its condition assessments, the District adopted the National Association of Sewer Service Companies (NASSCO) Pipe Assessment Certification Program (PACP) and Manhole Assessment Certification Program (MACP) rating system. These standards provide a consistent framework for documenting inspection findings, allowing the District to more effectively prioritize, manage, and rehabilitate assets based on condition data.

In addition, the District has deployed SmartCovers at strategic locations throughout the collection system. These locations are selected based on criteria such as system criticality, historical spills, and potential spills based on flow conditions.

8.1.2 Amount of System Condition Assessment

The District operates approximately 160 miles of sewer pipelines and follows a 6-year inspection cycle for the collection system. This schedule is based on total pipe mileage, internal staffing capacity, and average monthly inspection productivity. To achieve full system coverage, approximately 27 miles of the pipelines (16.7 percent) are inspected each year, with all inspections performed by in-house staff.

In addition, the District conducts more frequent inspections on select segments of the system where previous condition issues have been identified. Prioritization of condition assessments is influenced by factors such as proximity to waterbodies and the presence of critical infrastructure.

8.1.3 Condition Assessment Strategy

Based on the General Order, the City must incorporate additional factors into condition assessment prioritization. These include areas that:

- Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies
- Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act Section 303(d) List

As part of its condition assessment strategy, the District prioritizes CCTV inspections for sewer pipelines located in close proximity to Calleguas Creek, Conejo Creek, and Revolon Slough. These areas are considered higher risk due to their potential for environmental impact in the event of a sewer overflow or failure. The District evaluates system conditions using field observations and inspection data to identify signs of deterioration, infiltration, or other factors that could lead to a release of sewage. Assets showing evidence of conditions that may reasonably result in a discharge to waters of the State are given higher priority for inspection, monitoring, and corrective action.

8.1.4 Inspection and Condition Assessment Methods

The District uses CCTV inspections as the primary means for collecting visual observations of the system conditions. CCTV inspections are typically scheduled on a 6-year cycle. The City will review the CCTV inspection data and prioritize evaluation and planning activities for areas with pipe segments with past failure events, known maintenance issues, and significant structural issues.

8.1.5 Inspection and Assessment Recordkeeping

The City plans to manage inspection documentation and condition assessment inspections using WinCan. Efforts are underway to identify a system that can integrate with existing platforms to support long-term asset management, which will be implemented by the end of 2027. The objective is to establish a unified inspection and maintenance tracking system that preserves historical data, facilitates updates, and enhances operational efficiency.

To promote a more standardized and data-driven asset management approach, the District has recently adopted the NASSCO PACP and MACP. These standards offer a consistent methodology for documenting inspection observations and will contribute to building a comprehensive database. This database will be used to identify, prioritize, manage, and rehabilitate system assets based on their condition.

8.1.6 Assessing Assets Vulnerable to Climate Change

The District developed a Climate Change Action Plan in December 2022 to assess and improve the resilience of its systems to climate change impacts, including both the treatment plant and the collection system’s pump stations and pipelines.

A review indicates that the CWRP is a critical facility located in an area of potential high fire risk and within a floodway mapped by the Federal Emergency Management Agency (FEMA). The CWRP site is approximately 100 feet north of a mapped landslide zone. This zone is located south of Sanitation Road and Conejo Creek and poses a landslide risk if a wildfire occurs in the area. Climate change is expected to increase the frequency and severity of wildfires and floods and prolong drought conditions. These evolving hazards could impact the CWRP's facilities and its ability to maintain operations. Power disruptions are also possible as a result of flooding, erosion, and increased storm occurrences.

The District's review of plans and reports determined that the wastewater collection system has little to no vulnerability to 100-year flood events. Pump Station 3 lies within the 500-year floodplain. A 500-year flood event is an extremely low-probability natural disaster, so no additional mitigation measures are proposed. The review also concluded that adequate emergency procedures and equipment are in place to manage temporary power interruptions resulting from wildfire events. Currently, the CWRP has sufficient flow capacity to meet treatment demands and support the District's needs.

8.2 Capacity Assessment and Design Criteria

In 2009, the District developed a System Evaluation and Capacity Assurance Plan (SECAP) to present the methodology and results of the hydraulic model analysis and pump station analysis used to identify capacity deficiencies for sewers, pump stations, and force mains. In 2022, the District completed its WWMP, which included an updated hydraulic model of the District's wastewater collection system using SewerGEMS. The objective of the model development was to construct a calibrated model representative of the District's wastewater collection system for use in simulating and predicting the performance of infrastructure under an array of differing flow conditions. The model was also used to evaluate capital improvement recommendations based on the deficiencies identified in the capacity analysis.

The District's methodology for the system evaluation and capacity assessment has been updated with new flow data, model, and analysis. Additionally, the system condition assessment is currently being evaluated to update criteria such as infiltration and inflow conditions, storm characterization, and peak factors.

8.2.1 Procedures for Identifying and Addressing Hydraulic Deficiencies and Capacity Limits

Dry-Weather Peak Flow Conditions that Cause or Contribute to Spill Events

As part of the WWMP, the District reviewed billed metered water consumption data to analyze historical consumption trends and estimate waste flows. Cumulative monthly consumption data for customers served by the City from July 2019 through June 2020 were used. The District is incorporating new flow data based on flow monitoring throughout the system that will further refine and improve dry-weather peak flow conditions that may cause or contribute to spill events. This is anticipated to be completed by the end of 2025.

The District also monitors surface flows during the dry weather months to ensure that streamflow in Calleguas Creek near Highway 1 does not fall below the established monthly average. Peak dry weather flows were estimated using empirical equations based on population data. To assess system capacity, the City will adopt a more conservative approach by using peak hourly flow rates to identify potential capacity deficiencies. The District maintains pipelines in proximity to both Calleguas Creek and Conejo Creek and plans to use field observations to identify potential sources of sewage discharge from the collection system.

Appropriate Design Storm or Wet Weather Event Criteria

Peak hour wet weather flow (PHWWF) was estimated using historical influent and effluent flow data recorded at the CWRP between January 2016 and August 2020. The PHWWF was defined as the highest 1-hour flow observed during this period. To enhance system understanding and planning, the District is also incorporating new flow monitoring data gathered throughout the collection system. This updated data will help refine estimates of PHWWF that may contribute to or cause spill events. The flow monitoring effort is expected to be completed by the end of 2025. Once available, the data will be used to further improve wet weather flow projections and support identification of system areas most vulnerable to overflows.

Capacity of Key System Components

The hydraulic model was used in conjunction with the gravity pipeline evaluation criteria, to identify capacity deficiencies in the collection system under the various flow conditions. No pipe segments were identified as over-capacity under the average annual flow scenarios. The capacity of the individual sewage pump stations was also assessed based on the various PHWWF conditions. PHWWF inflow rates were compared to the respective reliable sewage pump station capacity. Sewage pump station specific pump curves generated as part of the reliable capacity analysis are included in the WWMP.

Results of the sewage pump station capacity evaluation are presented in the WWMP. All sewage pump stations have sufficient reliable capacity to accommodate existing PHWWF. However, Pump Station #3 does not have reliable capacity to accommodate buildout PHWWF. No immediate capacity upgrades are required at the sewage pump stations at this time.

Sources Contributing to Peak Flows Associated with Sewer Spills

The District is not aware of any capacity deficiencies in the system where wet weather flows may contribute to spills.

8.2.2 Capacity Assessment Considerations

Data from Existing Condition Assessments, Maintenance, and Other Available Information

During capacity assessments, the District reviews data from sewer pipeline condition assessments, system inspections, spill history, and other available information to support a comprehensive understanding of system performance. This information is used to

inform overall capacity evaluations and guide any necessary adjustments or improvements to the collection system.

The District has completed a condition assessment of the existing pump stations, implemented pump upgrades at two stations, and upgraded PLCs at two others.

Capacity of Systems Subject to Flooding and Increased Infiltration and Inflow Due to Larger and/or Higher-Intensity Storm Events As a Result of Climate Change

District wastewater collection infrastructure, such as mainlines and manholes, may be affected by floods. The five pump stations are all outside of the 100-year floodplain map. Because the likeliness of a 500-year flood event to occur is 0.2 percent, no additional mitigation measures are implemented. If flood waters were to infiltrate anywhere in the District, it would be through the manholes, but the flow increase from inundation of covered manholes is expected to be minimal.

The District has determined that infiltration and inflow (I/I) within the collection system are not significant, a result attributed to effective sewer maintenance practices and the region's relatively low rainfall. However, the District is currently evaluating the feasibility of raising several manholes located behind the CWRP due to recurring flooding concerns in that area.

Sewer System Vulnerability to Erosive Forces in Canyon and Streams

The District's current prioritization methodology relies on visual observations obtained through CCTV inspections of the sewer system. Priority is given to pipelines located near Calleguas Creek, Conejo Creek, and Revolon Slough, as these areas are considered higher risk due to the potential for environmental impacts in the event of a sewer overflow or failure. To further strengthen its risk-based approach, the District intends to incorporate climate change analysis into future erosion assessments.

Necessary Redundancy in Pumping and Storage Capacities

The District prioritizes redundancy in pumping and water storage to ensure that a backup system can be taken over after unexpected failures. Having redundant storage ensures that the system will always have access to water. The District plans to look at the current pump station capacity and complete a pump station condition assessment in the future. In the event of a pumping failure, backup contingency plans are outlined in the SERP in Attachment F.

8.3 Prioritization of Corrective Actions

Corrective actions are prioritized based on the following classes:

- **Capacity Projects:** These capacity-related improvement projects will be identified after the flow monitoring is completed at the end of 2025. The District plans to derive projects using the hydraulic model to evaluate the response of the wastewater system under existing and future peak wet weather conditions.
- **Pipeline Replacement and Renewal Projects:** Pipeline replacement and renewal projects have traditionally been assigned a Priority 1, 2, or 3 rating.

Moving forward, the District plans on utilizing NASSCO PACP ratings as an input to a GIS-based risk analysis to support prioritization of the District's CIP. Pipeline defects are identified through condition assessments and tracked according to NASSCO PACP ratings; these defects are used to develop a project list that is incorporated into the CIP. Each year, a pre-determined portion of the CIP budget is allocated to sewer system improvements. Funding is allocated by the following: severity of pipeline defects, environmental considerations, land use constraints, and traffic impacts.

8.4 Capital Improvement Plan

The General Order requires the CIP to include the following items:

- Project schedules, including completion dates for all portions of the CIP
- Internal and external project funding sources for each project
- Joint coordination between operation and maintenance staff and engineering staff/consultants during planning, design, and construction of capital improvement projects and Interagency coordination with other impacted utility agencies

8.4.1 Capital Improvement Plan with Project Schedules and Completion Dates

The Capital Projects division is responsible for constructing/inspecting/designing public infrastructure and project management. This includes preparing a 5-Year Capital Improvement Program that is updated each year. It sets forth the public improvements to be financed and constructed using public funds. Projects in the CIP are prioritized based on City Council goals and objectives, health and safety, asset preservation, regulatory requirements, and new or expanded services while also considering funding and staff workload capacity.

The current 5-Year CIP includes a dedicated section for sanitary sewer projects featuring a funding summary, detailed project descriptions, and map sheets for each individual project. Encumbered funds are shown by anticipated fiscal year, providing a projected timeline for implementation. However, the project list and associated funding allocations are subject to change as priorities evolve and new information becomes available.

Each project within the Wastewater project category is documented on a Project Information Sheet (see .

Figure 8-1) included in the Capital Improvements Program Budget. The Project Information Sheet contains the following information: project name, category, department, status, phase, account number, project number, location, description, objective, fiscal year appropriation, cost account, and funding source.

Figure 8-1. Example Project Information Sheet

City of Camarillo Capital Improvement Program

Sewer Improvements per SSMP **SS-5043**

Project	Sewer Improvements per SSMP				
Category	Sanitary	Status	Ongoing	Account #	873-8810-488
Department	Public Works/Camarillo Sanitary District	Phase	Final Design	Project #	SS-5043
Location	Various				
Description	This project will rehabilitate sewer facilities per SSMP and Wastewater System Master Plan recommendations. Improvements may include lining sewer, replacement of portions of sewer, and manhole rehabilitation, depending on the condition of the collection system infrastructure. Conditions are assessed by ongoing inspections.				
Objective	Upgrade system and improve safety.				

Cost Account		Previous	Current FY 23-24	Year 1 FY 24-25	Year 2 FY 25-26	Year 3 FY 26-27	Year 4 FY 27-28	Year 5 FY 28-29	Project Total	*Future 6-20 Years*
92-01	Administration	-	-	-	-	-	-	-	$	-
92-21	Design/Engineering	15,511	44,539	70,000	-	-	-	-	$130,050	-
92-31	Real Estate/ROW	-	-	-	-	-	-	-	$	-
92-41	Construction	-	-	-	2,500,000	-	-	-	$2,500,000	-
Total Cost		$15,511	$44,539	$70,000	$2,500,000	$	$	$	$2,630,050	$
Funding Source										
873	Unrestricted - Sanitary	15,511	44,539	70,000	2,500,000	-	-	-	$2,630,050	-
Total Funding		$15,511	$44,539	$70,000	$2,500,000	$	$	$	$2,630,050	$

FY 2024-2029 CIP Adopted 6-26-24 Sanitary Page S11

8.4.2 Internal and External Funding Sources for Each Project

The CIP includes funding sources for each project. The funding sources include the Capital Fees – Sanitary and Unrestricted – Sanitary.

8.4.3 Project Delivery Coordination and Interagency Coordination

The City holds meetings with utility agencies to coordinate CIP activities on an as-needed basis. Although the City has no direct connections with neighboring jurisdictions, collaboration with other agencies remains essential to ensure efficient project delivery.

9 Monitoring, Measurement, and Program Modifications

9.1 Maintenance of Information to Prioritize SSMP Activities

Relevant information for prioritizing SSMP activities is collected in an array of information systems, databases, and spreadsheets. Table 9-1 summarizes the information sources used for monitoring, assessing, and identifying trends within the sanitary sewer system.

Table 9-1. Information Systems Relevant to SSMP Implementation and Monitoring

System	Description of Primary Functions	Related SSMP Activities
ArcGIS Database	System shapefiles stored in GIS Database. Changes to the sewer and stormwater system infrastructure are tracked in GIS.	• Creating and maintaining maps of sewer features and related infrastructure
WinCan CCTV Database	CCTV and manhole inspection data is stored in the WinCan CCTV Database which is also linked to the GIS database.	• Recording and maintaining CCTV inspection data • Condition Assessment
Supervisory Control and Data Acquisition (SCADA) system	Tracks lift station operations, alarm, and instrumentation data.	• Monitoring real-time performance of pumping plants to trigger maintenance action • Collecting and storing lift station data
Microsoft Excel	Maintenance records are recorded in an electronic Microsoft Excel database that keeps track of maintenance activities schedules, infrastructure budgets and analyzing performance metrics.	• Keeps track of maintenance activities such as cleaning, root control, and CCTV inspections • Record and track Frequent Maintenance Locations
Microsoft Access	Manages the FOG Control Program inventories and records, including FSE inspection data.	• Documenting past inspections and investigations • Records permits, and investigation and inspection findings
SWRCB CIWQS database	Spill history data is stored in the SWRCB CIWQS database. Spill history is also recorded on Microsoft Excel.	• Records system spill history
Past SSMP Audits	Spreadsheet listing past audit findings used to document corrective actions, task leads, deadlines, and progress.	• Document audit findings and corrective actions • Tracking implementation to address audit findings

9.2 Monitoring of Implementation and Effectiveness of the SSMP

As detailed in Table 9-2, monitoring of SSMP program implementation is performed through the collection and review of system statistics, inspection activity documentation, and sewer spill data. Spill performance monitoring involves collecting and reviewing the number and volume of sewer spills. The primary means of measuring overall SSMP program effectiveness is spill performance. The District tracks trends in spill occurrences to indicate success, and these trends are reflected in the SSMP Audit as a formal method for measuring SSMP program effectiveness.

Table 9-2. Monitoring Summary Table

Program Activities		
Type	***Performance Measure***	***Source***
System Statistics	Total miles of gravity sewer	GIS
	Total miles of pressure sewer	GIS
	Total number of manholes	GIS
Maintenance and Inspection Activities	Miles of system CCTV'd per year versus annual goal	WinCan CCTV software
	Miles of system cleaned per year versus annual goal	Excel
	Number of FOG control inspections per year versus annual goal	Excel
Sewer Spill Data		
Type	***Performance Measure***	***Source***
Measures Based on Sewer Spill Number	Number of sewer spills by cause	CIWQS
	Number of sewer spills per 100 miles of sewer per year	CIWQS
	Map of sewer spill locations per year	CIWQS
Measures Based on Sewer Spill Volume	Total volume of sewer spills per year	CIWQS
	Total sewer spill volume recovered and percentage of overall total sewer spill volume	CIWQS
	Total volume of sewer spills released (total minus recovered)	CIWQS

9.3 Assessment of Preventative Maintenance Program

The District's primary preventative maintenance strategy is focused on sewer cleaning. Each year, cleaning and source control inspection schedules are reviewed to establish performance goals for the upcoming year. Cleaning activities are systematically tracked and compared against these goals to monitor progress throughout the year, as summarized in Table 9-2.

The District assesses the success of its preventative maintenance program by monitoring spill trends and spill events to identify improvements in their operation. By

keeping track of sewer blockages and overflow, the County can respond with the appropriate corrective measure and program adjustments.

9.4 Identification and Illustration of Spill Trends

The District maintains the system's spill history in both an electronic Microsoft Excel database and the SWRCB CIWQS database. This data allows for the review and analysis of performance based on frequency, location, volume, and cause of spills. Because the District experiences spills infrequent, each event spill event is treated with importance. The staff assess the cause and spill response to identify opportunities for improvement and implement corrective actions to help prevent future occurrences.

9.5 Approach to Program Modifications and Plan Updates

When the District identifies an area requiring improvement, corrective actions are implemented accordingly. These actions are carried out on both a program (management) and routine (maintenance) basis, as detailed in Table 9-3. This adaptive management enables the District to make continuous adjustments to address system issues.

Table 9-3. Program of Work and Typical Program Modifications Identified for Core SSMP Elements

SSMP Element	Program of Work	Typical Program Modifications
Operations and Maintenance Program	• Sewer cleaning • Sewer inspection • Sewer repairs • Pump plant operations and maintenance	• Cleaning frequency changes • Cleaning method changes • Cleaning referrals • Inspection referrals • Sewer repairs and renewal identified
Overflow Emergency Response Plan	• Spill Response and Reporting	• Spill Response Debrief leads to lessons learned for response team
FOG Control Program	• FOG inspections • FOG enforcement • Outreach	• FOG investigations • Targeted outreach
System Evaluation and Capacity Assurance	• Sewer Master Planning • Onsite Sewer Analysis and Final Sewer Report • Watermark observation by field crew	• Problem areas identified • Flow monitoring • Capacity upgrades identified

9.5.1 Monitoring and Audit-Driven Program Modifications

System crews provide monthly reports to the District Manager to communicate any issues and support ongoing monitoring of program performance and progress. The reports include:

- FOG Inspections
- Collection System Inspections
- Sewer Main Line Cleaned (ft)
- Sewer Main Line CCTV (ft)

- Sewer Spills
- Wastewater Treated (million gallons)
- Recycled Water Produced (million gallons)
- Odor Complaints
- Citizen Complaint/Field Investigations

Additionally, annual reviews are conducted with District staff and field crews to evaluate performance, provide feedback, and establish performance goals and objectives for the upcoming year. The District provides the City Manager with an annual report summarizing the District's maintenance, inspection, and system performance.

The SSMP document is reviewed and audited every 3 years. The audit serves as a structured evaluation of program effectiveness by comparing established goals with performance outcomes to identify deficiencies.

Every 6 years, the SSMP document is updated. The update consists of:

- Reviewing the existing SSMP language and updating any outdated information. This includes updates to staff positions, names, and organizational lines of authority, changes to system characteristics such as basin areas, and so on
- Updates to reflect new goals identified through the City's business planning process
- Incorporation of the adopted and implemented recommendations from previous SSMP program audits

Upon completion of the 6-year update, the SSMP is provided to the Board of Public Works with a request for approval. Upon acceptance by the Board, the SSMP is re-certified under the State Water Board CIWQS database and made publicly available on the City of Camarillo website.

10 SSMP Program Audits

The City uses the SSMP audit process to identify actions for improving how it manages, operates, and maintains the collection system. This process identifies, defines, and prioritizes the tasks and actions that are required to meet SSMP goals.

10.1 Schedule of Program Audits and Updates

The District monitors the performance of the collection system on an ongoing basis through monthly performance reviews conducted at the operating unit level, and annually during division-level business planning and goal setting and the annual business plan review.

The District also performs a formal audit of its SSMP every 3 years in accordance with General Order requirements. The audit must be conducted for the period after the end of the last required audit period. Within 6 months of the end of the required 3-year audit period, the LRO shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements described in Section 10.4. Every 6 years, the City formally updates and recertifies the SSMP. Table 10-1 shows the anticipated schedule for SSMP audits and updates for the next six years.

Table 10-1. SSMP Audit and Update Schedule

Year	Audit or Update
2025	Three-year self-audit planned in early 2024, completed by February 2, 2025
2025	Six-year SSMP update planned in early 2025, completed by August 2, 2025
2028	Three-year self-audit planned in early 2027, completed by February 2, 2028
2031	Three-year self-audit planned in early 2030, completed by February 2, 2031
2031	Six-year SSMP update planned in early 2031, completed by August 2, 2031

10.2 SSMP Audit Process

The District Manager directs District staff to perform internal audits in accordance with the General Order requirements for SSMP Audits. District staff evaluate the effectiveness of the SSMP by individually reviewing and assessing the elements listed in the General Order. The process involves reviewing the General Order requirements, assessing the District's actions to comply with the requirements, and providing recommendations for updates and improvements to the existing SSMP.

10.3 SSMP Audit Report

The findings from the SSMP audit are documented in an audit report, which includes the following elements:

- Audit findings and recommended corrective actions
- A statement that the sewer system operators' input on the audit findings has been considered
- A proposed schedule to address identified deficiencies

Once the audit report is complete, a quality check review of the audit report is performed, with a focus on consistency and completeness. The final audit report is reviewed by the District's LRO before final acceptance. Audit reports and related materials are maintained in a hard copy as well as an electronic document tracking and management system.

10.4 Audit Implementation and Tracking of Results

The SSMP program audit's recommended corrective actions are incorporated into the annual business plan review and budgeting process to provide the necessary resources to implement audit corrective actions and recommendations. Through that process, the implementation progress is measured and reported on an ongoing basis to ensure timely completion of corrective actions. Deficiencies in meeting the schedule are identified or anticipated, and mitigation measures are developed and implemented to manage completion of the corrective actions from the audit. Each subsequent audit update begins with a review of the previous audit to determine if the corrective action remains relevant and, if so, to reiterate the program deficiency and recommended corrective action in the current SSMP audit report.

A change log summarizing revisions based on the audit is provided in Attachment J.

References for Further Information

- SSMP Audit Report, January 21, 2025

11 Communication Program

11.1 Procedures for Communication with Public Regarding Spills and Discharges

The District's procedures for communicating with the public regarding spills and discharges are included in Section 5 of the SERP, located in Attachment F.

11.2 Procedures for General Communication with Public Regarding SSMP Development, Implementation, and Updates

The District communicates on a regular basis with interested parties regarding the implementation and performance of its SSMP through the means detailed in Table 11-1. The Deputy Director of Public Works oversees the communication program, informing the public regarding the development, implementation, and performance of the SSMP.

The City publishes its most recent SSMP on its website for public access and review: https://www.ci.camarillo.ca.us/departments/public_works/sanitary_district.php

Throughout the SSMP approval process with the District Board, the public can submit questions and provide comments at the City Council public meeting through the Public Comment Portal: https://cityofcamarillo.jotform.com/team/camarillo/public-comment

Table 11-1. Communication Program

Interested Party	Line of Communication
City of Camarillo Residents and Businesses	• City Council Public Meeting • City Website • FOG Wipes Flyer
Food Service Establishments	• Inspections • FOG Permit Application • FOG Brochure • FOG Control Program • Best Management Practices Handout • Best Management Practices Poster • City Website
Plumbers and Sewer Contractors	• Plans, specifications, and standard details available at the Public Counter • City Website

11.3 Procedures to Communicate with Agencies that Connect to the System

There are no tributaries or satellite systems connecting to the District's system.

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Attachment A1. Governing Board Approval of the 2025 Sewer System Management Plan Update

CSD RESOLUTION NO. 2025-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMARILLO SANITARY DISTRICT RECERTIFYING THE SEWER SYSTEM MANAGEMENT PLAN (2025)

The Board of Directors of the Camarillo Sanitary District resolves as follows:

SECTION 1: The Board of Directors of the Camarillo Sanitary District finds and declares as follows:

A. On May 3, 2006, the State Water Resources Control Board issued Statewide General Waste Discharge Requirements (WDR) for sanitary sewer systems.

B. On February 20, 2008, and subsequently on September 9, 2013, the WDR Monitoring and Reporting Program (MRP) was amended.

C. On July 22, 2009, the Board of Directors of the Camarillo Sanitary District approved the Sewer System Management Plan (SSMP).

D. The WDR provides that public agencies update their SSMP every six years to include significant program changes and recertify the SSMP by their governing board at a public meeting.

SECTION 2: The Board of Directors of the Camarillo Sanitary District recertifies the SSMP dated June 25, 2025.

SECTION 3: This resolution shall take effect immediately.

SECTION 4: The Assistant Secretary shall certify to the adoption of this resolution.

PASSED AND ADOPTED June 25, 2025.

Chair

Attested to on 6/26/2025.

Assistant Secretary

I, Carrie Weal, Assistant Secretary of the Camarillo Sanitary District, certify CSD Resolution No. 2025-11 was adopted by the Board of Directors of the Camarillo Sanitary District at a regular meeting held June 25, 2025, by the following vote:

AYES: Directors: Kildee, Martinez-Bravo, Santangelo, Tennessen, Trembley
NOES: Directors: None
ABSENT: Directors: None

C Weal
Assistant Secretary

CAMARILLO SANITARY DISTRICT
APRIL 19, 1955
CALIFORNIA

Attachment A2. State Water Resources Control Board General Order for Sanitary Sewer Systems, Order WQ 2022-0103-DWQ

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

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

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

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

CERTIFICATION

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

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

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

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1. INTRODUCTION

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

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

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

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

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

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

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

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

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

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

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

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

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

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

2.2. Requirements for New Regulatory Coverage

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

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

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

2.2.1. Application Package Requirements

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

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

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

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

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

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

2.2.3. Electronic Reporting Account for New Enrollee

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

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

2.3. Regulatory Coverage Transfer

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

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

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

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

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

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

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

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

  - A surface water, including a surface water body that contains no flow or volume of water; or
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

    Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

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

- **Category 2 Spill**

  A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

  A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

  A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

  A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

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

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

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

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

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

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

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

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

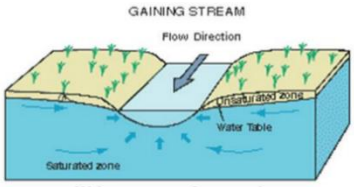
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

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

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

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

_____

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_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

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

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

1.1. Regulatory Context

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

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

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

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

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

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

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

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

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

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

4. OPERATION AND MAINTENANCE PROGRAM

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

4.1. Updated Map of Sanitary Sewer System

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

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

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

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

4.3. Training

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

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

4.4. Equipment Inventory

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

5. DESIGN AND PERFORMANCE PROVISIONS

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

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

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

6. SPILL EMERGENCY RESPONSE PLAN

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

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

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

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

The procedures must include, at minimum:

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

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

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

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

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

8.2. Capacity Assessment and Design Criteria

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

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

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

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

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

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

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

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

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

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

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

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

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to $10,000 a day per violation pursuant to Water Code section 13385; up to $1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
  - Brief narrative of the spill event, and
  - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

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

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
  - The system location where spill originated.

    For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
  - Drainage conveyance system entry locations,
  - The location(s) of discharge into surface waters, as applicable,
  - Extent of spill spread, and
  - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
  - Waterbody bank erosion,
  - Floating matter,
  - Water surface sheen (potentially from oil and grease),

- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
  - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
  - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

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

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
  - Total Coliform Bacteria
  - Fecal Coliform Bacteria
  - *E-coli*
  - Enterococcus

  Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

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

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

[1] The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    - Observed impacts on aquatic life,
    - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
    - Responsible entity for closing/restricting use of water body, and
    - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
   - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
   - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
    - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry locations(s);
    - Estimated spill volume fully recovered from the drainage conveyance system; and

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),
      - Capital improvements,
      - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
      - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

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

3.7. Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

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

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

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

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order,** for each calendar year (January 1 through December 31)**.**

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
  - Entry level (less than two years of experience),
  - Journey level (greater than two years of experience),
  - Supervisory level, and
  - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
  - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
  - Miles of system gravity and force mains,
  - Number of upper and lower service laterals connected to system,
  - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
  - Portion of laterals that is Enrollee's responsibility,
  - Average age the major components of system infrastructure,
  - Number and age of pump stations, and
  - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period**.

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification,

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
   - Description of drainage conveyance system location,
   - Estimated spill volume fully recovered within the drainage conveyance system, and
   - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

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

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

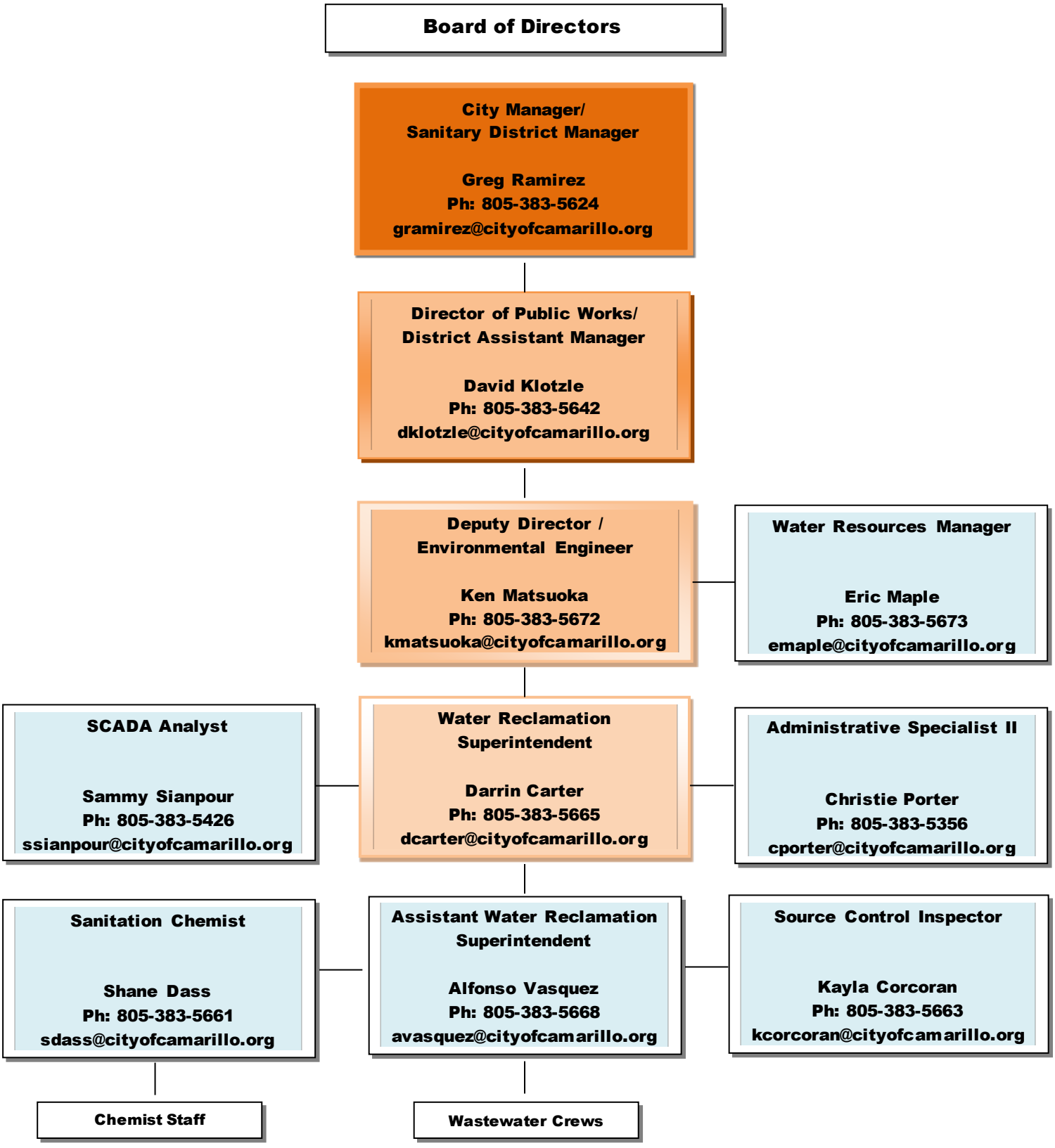
Attachment B1. Contact Information for Legally Responsible Officials and District Staff Responsible for SSMP Implementation

Name	Position	Phone Number	Email	Role
David Klotzle	Director of Public Works/District Assistant Manager	805-383-5642	dklotzle@cityofcamarillo.org	LRO
Ken Matsuoka	Deputy Director/Environmental Engineer	805-383-5672	kmatsuoka@cityofcamarillo.org	LRO
Darrin Carter (Primary LRO)	Water Reclamation Superintendent	805-383-5665	dcarter@cityofcamarillo.org	LRO and Responsible for Implementing SSMP Elements
Alfonso A. Vasquez	Assistant Water Reclamation Superintendent	805-383-5668	avasquez@cityofcamarillo.org	LRO
Eric Maple	Water Resource Manager	805-383-5673	emaple@cityofcamarillo.org	Responsible for Implementing SSMP Elements

Attachment B2. Sewer System Management Plan Implementation Organization Chart

Camarillo Sanitary District

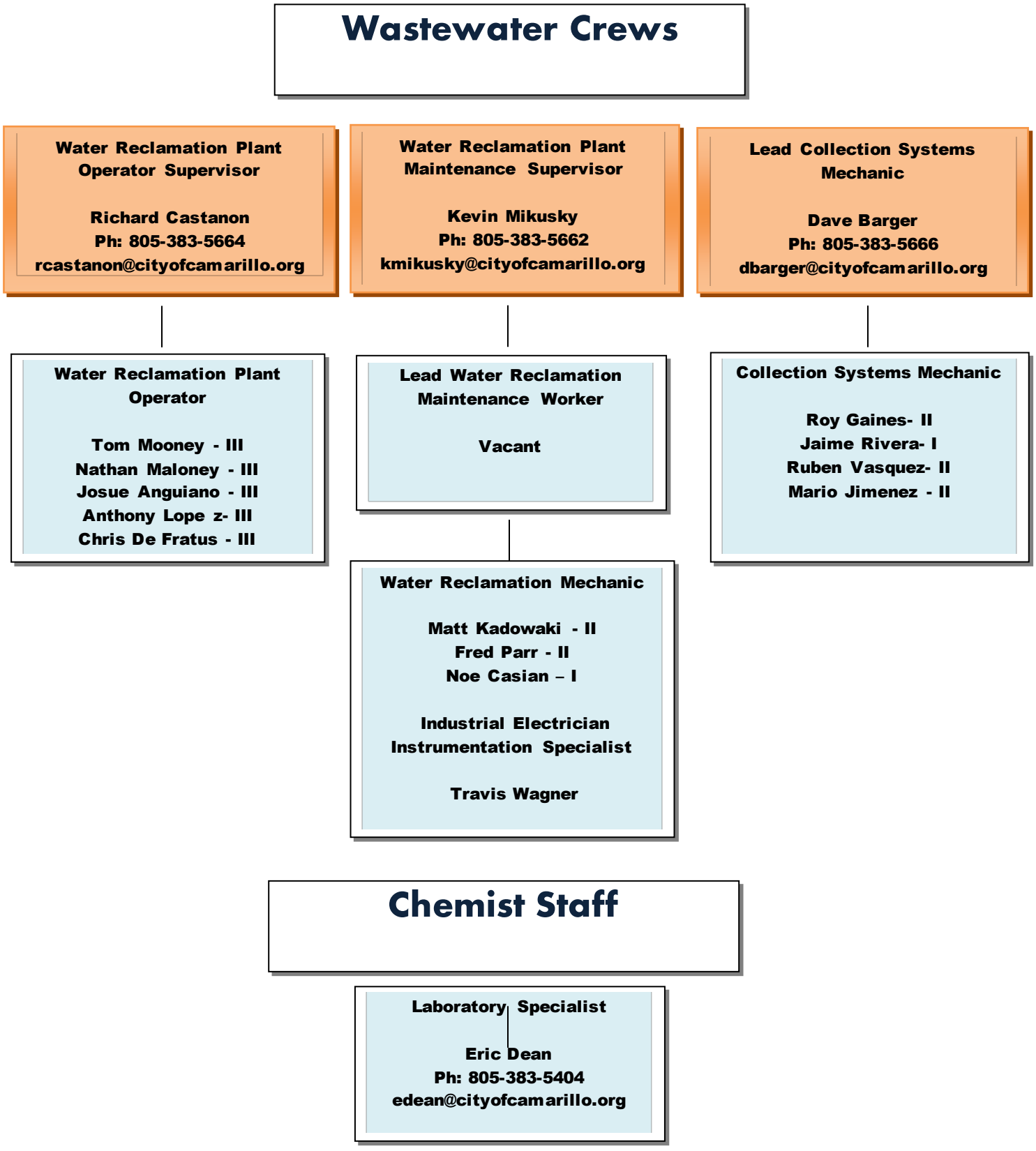
General Order for Sanitary Sewer Systems (Order WQ 2022-0103-DWQ)
Sewer System Management Plan Implementation Organization Chart
Page 1 of 2



Revised June 4, 2025

Camarillo Sanitary District

General Order for Sanitary Sewer Systems (Order WQ 2022-0103-DWQ)
Sewer System Management Plan Implementation Organization Chart
Page 2 of 2



Revised June 4, 2025

Attachment C

Reserved for future Element 3 – Legal Authority attachments

Attachment D

Reserved for future Element 4 – Operations and Maintenance Program attachments

Attachment E

Reserved for future Element 5 – Design and Performance Provisions attachments

Attachment F. Spill Emergency Response Plan

Revised June 4, 2025

Spill Emergency Response Plan

Camarillo Sanitary District

Protocols for Sewer Spill Response, Notification and Reporting

Ventura County, California
June 2025

CAMARILLO SANITARY DISTRICT SPILL EMERGENCY RESPONSE PLAN

Introduction

The Camarillo Sanitary District (CSD) is a separate governmental entity that provides sewer services for residential and commercial customers within its boundaries. The CSD boundaries are not contiguous with the City of Camarillo boundaries. The CSD is fully self-supporting and derives the majority of its revenue from ratepayers. The CSD provides service to approximately 15,000 customers. The Directors of the Board are the same elected officials who also sit as the members of the City Council.

This Spill Emergency Response Plan (SERP) has been prepared to provide the Camarillo Sanitary District with the tools and procedures for responding to spills efficiently and effectively and protecting public health and the environment.

It complies with the State Waste Discharge Requirements, Order WQ 2022-0103-DWQ, issued by the State Water Resources Control Board.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that this document and attachments were prepared under my direction or supervision.

Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order.

I am aware that there are significant penalties for submitting false information.

_____ _____

Ken Matsuoka
Deputy Director of Public Works
Camarillo Sanitary District

Date

_____ _____

Darrin Carter
Water Reclamation Superintendent
Camarillo Sanitary District

Date

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1 Authority

The authority and responsibility for a Spill Emergency Response Plan (SERP) are contained in at least four (4) documents:

1.1 Clean Water Act

Section 301 of the Clean Water Act prohibits discharges of any wastewater to the waters of the United States.

1.2 California Water Code

Sections 13260 and 13376 of the California Water Code prohibits discharges of any wastewater to surface waters of the State.

1.3 State Water Resources Control Board, Order WQ 2022-0103-DWQ, General Waste Discharge Requirements for Sanitary Sewer Systems

Attachment D – Sewer System Manage plan under Section D.6 of the Order requires the development and implementation of a spill emergency response plan. A copy of the Order can be found here Certified Sanitary Sewer Systems General Order (ca.gov).

1.4 City of Camarillo Municipal Code Chapter 9.32, Storm Water Quality Management

Chapter 9.32 prohibits the discharge of any pollutant to navigable waters of the United States from a point source unless the discharge is authorized by a permit issued pursuant to the National Pollutant Discharge Elimination System ("NPDES") required by CWA Section 402, 33 U.S.C. Section 1342, and by prohibiting non-stormwater discharges into the storm drain system which can be found here Chapter 9.32 - STORMWATER QUALITY | Code of Ordinances | Camarillo, CA | Municode Library.

2 Purpose and Objectives

2.1 Purpose

The purpose of this Spill Emergency Response Plan (SERP) is to provide the District with the tools and procedures for:

- Receiving spill reports
- Dispatching appropriate crews in a timely manner
- Responding to the spills and minimizing their public health and environmental impacts
- Notifying appropriate authorities
- Reducing the possibility of enforcement action against Camarillo Sanitary District

2.2 Objectives

The objectives of the District's SERP include standardizing the following procedures:

- Receiving reports of sanitary sewer spills and providing the information to appropriate parties for action
- Mobilizing labor, materials, tools and equipment appropriate for the nature and magnitude of the spill
- Containment of the spill
- Eliminating the cause of the spill
- Conducting clean-up of the impacted area
- Documenting the sanitary sewer spill and the actual response activities
- Preparing reports for submittal to jurisdictional agencies and other interested parties

The Spill Emergency Response Plan is illustrated in Appendix 2-2 of this document. A step-by-step summary of the procedures is included in Appendix 2-3.

3 Initial Spill Recording

3.1 Receipt of Information Regarding Sanitary Sewer Spills, and Notification of Responsible City Staff

A spill may be detected and reported by District employees or by others. The City of Camarillo's Public Works web site has its "Sewer Stoppage" webpage, which is accessible to the public and includes the appropriate telephone numbers for reporting sanitary sewer spills. The Camarillo Sanitary District (District) should also provide this information on the sewer bills and as part of any relevant future public education efforts. To report a spill, the public can call the Camarillo Sanitary District at (805) 388-5332 at all times.

During **business hours**, all reports of spills will be directed to the District. The information will be recorded on the spill initial receipt form included in Appendix 3-1, which includes but is not limited to: the time and date of the call, the caller's name, the caller's telephone number, the spill location, general description of the problem, and the time the spill was observed by the caller.

If the initial contact states that there is a blocked drain or that a manhole is overflowing, the District's administration shall notify the Water Reclamation Assistant Superintendent of the spill. If the Water Reclamation Assistant Superintendent is not available, the Sanitary District Administration will dial the list starting with the collection system personnel to the mechanical personnel to the operation personnel until the request is acknowledged. The responsible staff will assess the information regarding the spill, dispatch appropriate crews, and notify the Water Reclamation Assistant Superintendent at the earliest opportunity. If there is neither a blocked drain nor a overflowing manhole, the administration shall discharge the next available personnel to respond to the complaint.

After hours, all reports of spills will be directed to the City's Answering Service. If the caller reports a blocked drain or an overflowing manhole, the dispatcher will then immediately notify the Standby Personnel who will assess the spill, dispatch the appropriate crews, and notify the Water Reclamation Assistant Superintendent at the earliest opportunity. See Section 4 for Standby / Callout Procedures. If there is neither a blocked drain nor an overflowing manhole, then the dispatcher will inform the caller that a maintenance crew will respond to the complaint during business hours the following day.

For each spill record, the District shall send a responsible staff person to the reported site of the spill **within one hour** of receipt of the information. He/she will then take the necessary steps to respond to the reported spill.

4 Standby / Callout

4.1 Standby Procedures

The Camarillo Sanitary District shall provide adequate response to emergencies at all times. During after hours, two (2) District personnel shall be accessible for responding to sewer spills. There will be a Lead Standby Person as well as a Back-up Standby Person.

The Water Reclamation Assistant Superintendent will evenly distribute the mandatory standby duty to all qualified personnel. An individual assigned to standby duty may be relieved of this responsibility only if another member of the maintenance or operation section is willing to accept the duty.

When assigned standby, both the Lead and Back-up Standby Person are responsible to remain reachable by telephone. It is their responsibility to:

1. Verify that the assigned cell phone is functional;
2. Check the combination unit to assure that the fuel tank is full, all tools are present and that all equipment, including traffic control devices, are functional;
3. Check the pump station day/night switch and be sure it is in the night position;
4. Check the assigned standby truck to ascertain its location, assure its return to the Plant, and assure the following:
    a. All traffic control devices installed on the truck are functional and the vehicle is safe to operate;
    b. If standby period will cover a weekend or holiday, the fuel tank is full;
    c. The truck is stocked with the following:
        i. Complete sewer atlas and City street map
        ii. Spill emergency response plan (SERP) document
        iii. Combined Resources Phone List (Appendix 2-1)
        iv. CSD Sewer Spill Field Report (Appendix 4-1)
        v. Door knob notices
        vi. Cell phone and Radio
        vii. Spill containment booms and sandbags (15)
        viii. Vinyl Roll for Storm Drain Cover
        ix. Round and square-end shovel and Miner's pick
        x. Flashlight
5. The following items are located at the Treatment Plant:
    a. Leaf rake
    b. 5-gallon bucket(s)
    c. CEH hazard warning signs

The standby vehicles are intended for City business use only and must be returned to the wastewater treatment plant if the standby person is off on a regular workday.

5 Spill Assessment and Notification

5.1 Dispatching of Appropriate Crews and Equipment to Site of Sewer Spill

The responsible Camarillo Sanitary District staff person will assess the information provided by the dispatcher. If there are indications of blocked drains or overflowing manholes, then the responsible District staff person will be at the site within one hour of receiving the report. He/she will dispatch the appropriate crews and equipment. Appendix 5-1 includes the City and District's Equipment List.

5.2 Initial Notifications

Once any spill is verified, the responsible staff will notify the Water Reclamation Assistant Superintendent. If the spill is categorized as a major spill, then the responsible staff will also notify the Water Reclamation Superintendent. If the Water Reclamation Assistant Superintendent and Water Reclamation Superintendent are unavailable, the responsible staff will contact the Deputy Director of Public Works. A major spill consists of one of the following:

- The spill is larger than 1,000 gallons.
- There is a complete pump station failure.
- There is a forcemain failure.
- There is a confirmed spill threatening waters of the State or a Natural Environment "hotspot".

The Water Reclamation Superintendent will notify the Regional Water Quality Control Board (RWQCB) by telephone or voicemail within 24 hours after acknowledging a major spill. Otherwise, the Water Reclamation Assistant Superintendent or his/her designee will contact the RWQCB.

The Water Reclamation Assistant Superintendent will notify the Ventura County Environmental Health Division (CEH).

If it is estimated that the spill has or will exceed 1,000 gallons, the Water Reclamation Superintendent, will notify the State of California Office of Emergency Services in accordance with California Water Code Section 13271.

Based upon the site assessment, the responsible staff person may request additional crews, equipment, and/or On-Call Contractors. He/she may also request that a backup crew be available to continue the work should he/she expect that the work may take longer than one shift.

Hazardous materials can be suspected by odor, foamy residue, or oil sheen. If the responsible staff person suspects that the spill may involve hazardous materials, he/she will notify the Ventura County Fire Department for response. For safety precautions, the emergency crew will await the arrival of the Fire Department to assess the situation.

If the spill has entered the County storm drain system, the Water Reclamation Assistant Superintendent or his/her designee shall notify the Ventura County Watershed Protection District.

If the spill has reached the waters of the state, the District approved biologist (Aquatic Bioassay and Consulting Labs, Inc.) will be contacted by the Water Reclamation Superintendent or his/her designee. Waters of the State include any surface water or groundwater, including saline waters within boundaries of the state. If a fish or animal is killed during a spill event, contact the approved biologist

If a fish or CA-listed species is affected or killed, notify the California Department of Fish & Game. If a federally listed species is affected or killed, contact the U.S. Fish & Wildlife Services.

If the spill containment or cleanup has or will disturb an unlined channel or natural streambed substrate, then the Water Reclamation Superintendent or his/her designee will contact the U.S. Army Corps of Engineers (ACOE) for a permit. Such scenarios include using mechanical equipment, grading, and excavation. ACOE does not require a permit if the clean up can be performed by hand; however, ACOE should be informed of the spill.

If traffic control is needed on state highways, the California Highway Patrol should be called for assistance.

If traffic control is needed in unincorporated Ventura County, contact the Ventura Sheriff's Department for assistance.

The Camrosa Water District (CWD) shall be contacted if flows appear to be originating from its sewers. The District shall also notify CWD if flows from the District enter the CWD jurisdiction.

All contact information can be found in the Combined Resources Phone List in Appendix 2-1.

5.3 Media Notification

If the spill has been assessed as a threat to the public health, the media must be notified to inform the public. The following procedure should be followed.

- The responsible staff verifies the spill and reports to the Assistant Superintendent or Superintendent.
- The Assistant Superintendent/Superintendent informs the Deputy Director of Public Works.
- The Ventura County Environmental Health Division (CEH) will determine if and when the media will be informed of a spill incident.
- The Deputy Director of Public Works (or authorized backup) is the only person approved to arrange media interviews.
- Only the Deputy Director of Public Works, Water Reclamation Superintendent and the Water Reclamation Assistant Superintendent are approved to give interviews.

6 Spill Containment, Correction and Cleanup

6.1 Spill Containment

Upon arrival at the sanitary sewer spill site, the responsible District staff will verify the spill, determine whether it originates on private property, and conduct further investigation for selecting the appropriate subsequent tasks. The responsible District staff may direct the response crew to eliminate the cause of the spill, or contain it first, or may have both tasks performed simultaneously. If the spill requires additional assistance, the responsible staff may notify the police, fire, public works division, or other on-call contractors.

The area impacted by the spill and potential subsequent work area will be secured with the use of signs, cones, delineators, barricades, arrowboards, and tape, as appropriate to divert traffic and to protect the public health and safety. If a spill has entered the public right of way, the response crews will first keep the spill area clear from the public by setting up barriers around the spill. If there is the potential for public contact, the response crew shall post County Environmental Health Division (CEH) hazard signs. The areas with higher probability of public contact can be located in GIS equipped maps in the tablets for the City staff, for easy access. If necessary, the responsible City staff will post a guard at the spill location to inform the public of the spill.

Should the spill response work continue beyond one shift, the responsible staff person for the current shift shall refer all pertinent information to the responsible staff person for the next shift, including any details of the problems described by customers.

6.1.1 Spill Extends to the Private Property

In response to an odor complaint, the maintenance crew will verify that all the drains are free flowing with functioning traps, and the drains are vented to the roof. They will also ensure that the District sewer main is free flowing, that the neighbors are not experiencing similar issues, and that the odor is from a non-sewer related source. If there is no spill problem, the crew will advise the resident of the inspection. If the owner is not available, they will leave a doorknob notice.

If the odor is caused from a spill originating on **private property** and has neither reached public right of way nor shown signs of imminent danger of it reaching public right of way, then the responsible staff person will try to locate the property owners or managers to inform them of their responsibility to contain the spill and eliminate the cause. The responsible staff person will remain at the spill site to ascertain that the work performed by the property owner has eliminated the source of the spill and that they have performed the necessary clean-up. If the property owner/manager cannot be located or does not address the problem, the responsible staff person will address the spill as if it were on public property. The District shall also respond to a spill from private property, if the responsible staff person determines that there is imminent danger of the spill reaching the public right of way. If there is no visible emergency situation at the reporting address, the responsible District staff person will inform the resident of the findings or leave a doorknob notice at the reported address.

In the case that a District sewer is the cause of damage to private property, the responsible person shall notify the Water Reclamation Superintendent. The District will dispatch the maintenance crew to contain the spill.

6.1.2 Spill Extends to the Public Right of Way

Upon arrival to a spill location on public property, the crew should stay out of spill area, until a District employee in protective equipment has assessed the spill and outlined a containment plan.

The crew will contain the spill as close to the source as possible by using sand bags, plastic sheets, rubber mats, and earth berms to divert the spill to a contained area, safe from human contact, storm drains, and waterways. During the correction process, the wastewater may need to be pumped to Vactor trucks or to the downstream manhole. If the sewer line requires an extensive period for repair, additional efforts shall be taken when determining the size of the by pass pumps.

The response crew will utilize the sewer and drainage system map, which is accessible through GIS installed in the City Staff's tablets, to determine the possible path of the sewer spill. The crews may utilize the map to determine the catch basins and storm drains that are likely to be affected by a spill from any District sewer.

The responsible District staff person will estimate the volume of spills. If the spill appears to be at least 1,000 gallons, then the Office of Emergency Services will also be contacted. If the spill reaches the waters of the state, then the Water Reclamation Assistant Superintendent or his/her designee will contact the Biological Consultants..

6.1.3 Spill Extends to the Storm Drain System

If the spill has entered the storm drainage system, the responding crews will locate the spill and plug the impacted storm drain. The crew will block further raw sewage from entering the storm drain system. The approved Biological Consultant, Aquatic Bioassay and Consulting Labs, Inc, will be notified of the spill.

6.1.4 Spill Extends to the Storm Drain Pump Station

There is one storm water pump station within the City boundaries, located at Ponderosa Drive and Antonio Avenue.

If the spill has reached the wet well of the Storm Water Pump Station, the wet well will either be vacuumed or pumped out to the gravity sewer system to minimize the possibility of the sump pumps discharging the sewage into the local storm drain system. Once the source of the spill has been eliminated, and the impacted area and the storm drain system has been washed down and cleaned, the remaining water in the wet well will be vacuumed. All debris will be removed from the wet well. Finally, the wet well will be separately washed down and the wash water will be vacuumed.

6.1.5 Spill Results from a Sewer Pump Station Failure or Forcemain Failure

In the case that there is a failure in the sewer pump station or forcemain, the Water Reclamation Assistant Superintendent and Superintendent will be notified.

If a spill is due to a **sewer pump station failure**, restore the power or use a generator. If there are indications of a pump station problem, notify the appropriate employees and follow the Pump Station Failure Response Procedures in Appendix 6-1 and find the relevant resources and contacts in Appendix 2-1. Bypass the station with portable pumps until the repairs are complete.

If spill is due to a sewer forcemain failure, shut down related pump station and follow the Forcemain Failure Response Procedures in Appendix 6-2 and find the relevant resources and contacts in Appendix 2-1.

6.1.6 Spill-Specific Monitoring

As part of this effort, a water quality monitoring plan was developed for the City as shown in Appendix 6-3. Spill volume estimation can be determined following one of the steps in Appendix 6-4.

6.2 Spill Correction

In the event of a sewer spill, the response crew(s) will eliminate the cause of the spill. The District's maintenance records, CCTV database, and sewer GIS will be utilized to assess the possible cause of the spill. Sewer spills may be the result of heavy grease, roots, structural defects, or capacity deficiency.

If there are high volumes of wastewater at the spill location, the flow may need to be pumped into vactor trucks or to the downstream manhole before removing the blockage.

If the spill is due to pipe blockage, the crews will move to the next manhole downstream, and remove the blockage with appropriate equipment. If necessary, the crew will enter the manhole and remove the blockage by hand. The crew will observe the flow through the reaches upstream and downstream of the spill section to ascertain that the source of the spill is eliminated. At a minimum, these three (3) reaches will be CCTV inspected within the next 24 hours for verification of the cause of the spill.

If the spill is due to a failed pipe, bypass pumping will be set up. Failed pipes include reaches where subsurface discharges through the damaged gravity sewer system are discovered during condition assessment. The failed pipe section will be replaced. The crew will follow the Action to take in Response to a Sewer Main Collapse procedure in Appendix 7-1.

If the spill is due to a failed pump, a bypass pumping system including a portable pump will be set up. The appropriate repair crew, equipment and materials will be utilized to repair the pump station. The crew will follow the Pump Station Failure Response Procedures in Appendix 6-1.

If the spill is due to a defective force main, contact the appropriate crew for repairs. The crew will follow the Force Main Failure Response Procedures as contained in Appendix 6-2.

Should the spill response work continue **beyond one shift**, the responsible staff person for the current shift shall refer all pertinent information to the responsible staff person for the next shift, including any details of the problems described by customers.

6.3 Spill Clean-up

The response crew(s) will clean up all spills. Initially, all contained sewage will be vacuumed from the gutter, street, and the storm drain system. The impacted paved areas will then be washed down with potable water until all evidence of sewage is removed. Water used for cleanup will be measured and recorded. The wash water will be removed by vacuuming.

Any solids and semisolids remaining will be removed from surfaces.

In the event that damage occurs to private property due to spill from a Camarillo Sanitary District sewer, the maintenance crew will clean up the damage on private property. Any further claims should be made to the City's finance department.

Portable aerators may be required where complete recovery of sewage is not possible. Where severe oxygen depletion in the existing surface water is expected, the District will seek assistance from its On-Call Contractors.

Should the spill response work continue beyond one shift, the responsible staff person for the current shift shall refer all pertinent information to the responsible staff person for the next shift, including any details of the problems described by customers.

7 Spill Documenting and Reporting

7.1 Documenting

Once the spill has been contained, corrected, and cleaned up; the spill information must be documented for the reporting purposes. The crew will pay close attention to the condition of the natural resources in the affected spill area.

The responsible staff person will make a record sketch of the spill site and document any information which will clarify the incident when reporting the spill to the appropriate authorities. Whenever the time permits, the responsible staff person will make sure that pictures of the spill site are taken.

The responsible staff person will also fill out the information on the Sewer Spill Field Report (Appendix 4-1) to the best of his/her knowledge. This form will be utilized to report back to the State Water Resources Control Board, County Environmental Health Division, and other agencies that require formal documentation. The Spill Initial Receipt Form (Appendix 3-1) can be utilized to help fill out the Sanitary Sewer Spill Report.

7.2 Reporting

Once the cause of the spill has been corrected and the spill area has been cleaned, the responsible staff person will notify the reporting party of what work was done to correct the problem. He/she will ask the reporting party if they are still having problems relating to a sewer spill and if there is any property damage. If there is property damage, the responsible staff person will notify the Water Reclamation Superintendent at once. Claims for any damages due to a district sewer spill should be made to the City's risk management department.

As required by Section (vi)C of the Sewer System Management Plan Requirements, the District shall report all its sewer spills to the Regional Water Quality Control Board, Los Angeles Region and to the Ventura County Environmental Health Division. If the spill is 1,000 gallons or larger, the sewer spill will be reported to the State of California Office of Emergency Services.

The spill will be reported to the State Water Resources Control Board using the Sanitary Sewer Spill Report Forms. These electronic forms must be completed as part of General Order WQ 2022-0103-DWQ. For the purposes of reporting, spills fall into four (4) categories: Category 1, Category 2, Category 3 and Category 4.

Category 1 Spills is a spill of any volume of sewage from or caused by a sanitary sewer system to:

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

- Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

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

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

Category 3 Spills is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

Category 4 spills is a spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

The Sanitary Sewer Spill Report Forms found in the California Integrated Water Quality System (CIWQS) can be filled out using the District's Sewer Spill Field Report (Appendix 4-1).

For major sewer spills, the Water Reclamation Superintendent will fill out the proper forms. For all other cases, the Water Reclamation Assistant Superintendent will fill out the forms. The report will be completed electronically on the California Integrated Water Quality System (CIWQS) website, where it will be automatically added to the statewide Sanitary Sewer Spill database. The report can be accessed at the following website:

http://ciwqs.waterboards.ca.gov/

A Category 1 Sanitary Sewer Spill must be reported to the CIWQS Database no later than three (3) days after becoming aware of the spill. At minimum the District will report the following:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;

6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
- If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
- Description of the drainage conveyance system transporting the spill;
- Photographs of the drainage conveyance system entry location(s);
- Estimated spill volume fully recovered from the drainage conveyance system;
- Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

The final spill report shall be completed by the District no later than 15 days after the spill end date.

A Category 2 Sanitary Sewer Spill must be reported to the CIWQS Database no later than three (3) days after becoming aware of the spill. At minimum the District will report the following:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
- If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
- Description of the drainage conveyance system transporting the spill;
- Photographs of the drainage conveyance system entry location(s);
- Estimated spill volume fully recovered from the drainage conveyance system;
11. Estimated spill volume remaining within the drainage conveyance system;

Category 2 Sanitary Sewer Spills must be reported to the CIWQS Database no later than 15 days after the spill end date.

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
   - Description of the drainage conveyance system transporting the spill;
   - Photographs of the drainage conveyance system entry locations(s);
   - Estimated spill volume fully recovered from the drainage conveyance system; and
10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, pump station, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;

18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:

- Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
- Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
  - Adjusted schedule/method of preventive maintenance,
  - Planned rehabilitation or replacement of sanitary sewer asset,
  - Inspected, repaired asset(s), or replaced defective asset(s),
  - Capital improvements,
  - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
  - Description of spill response activities,
  - Spill response completion date, and
  - Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Database, within 30 calendar days after the end of the month in which the spills occurred.

CIWQS account and password are required to modify the sanitary sewer spill database. The "Collection System Questionnaire" must also be completed electronically by the District on a yearly basis. If there are no Sanitary Sewer Spills within a calendar month, a "No Spill Certification" must be submitted electronically on the CIWQS website as well.

If the discharge is 1,000 gallons or more, the Sewer Spill Field Report (Appendix 4-1) will be submitted to the State of California Office of Emergency Services.

The Proposition 65 Report Form, shown in Appendix 10-1, will be submitted to the County Environmental Health Division. The Sewer Spill Field Report (Appendix 4-1) can be utilized to complete the Proposition 65 Report Form. If deemed necessary, the Sanitary Spill Report may be attached to the Proposition 65 Report Form to provide additional information.

The Sewer Spill Field Report (Appendix 4-1) will also be submitted to the Ventura County Watershed Protection District, if a spill entered the County storm drain system.

All contact information can be found in the Combined Resources Phone List in Appendix 2-1.

8 Major Emergency – Multi-hazard Response Procedure

Once a local, State, or National emergency has been declared officially, the response operations for spills will be coordinated under the Standardized Emergency Management System (SEMS) Multihazard Response Plan.

The priorities will be based on the following considerations

- Preservation of life for those in immediate danger
- Treatment and transportation for those with life-threatening injuries
- Treatment and transportation for those with lesser-injuries
- Reduction of actual or potential life-threatening events
- Protection of the community as a whole from immediate threat
- Preservation of property and equipment from loss or damage
- Restoration of facilities, system, and services.
- Utilization of appropriate resources to reduce, repair, and contain hazards from the collection system as well as protect the system from further damage.

The main goal of the Camarillo Sanitary District is to minimize the public exposure to raw sewage and protect the water resources from contamination to the best of its capability. Actions to prevent water contamination must be made to stop untreated wastewater from reaching local waterways, environmentally sensitive areas, and public and private wells.

8.1 Initial Response

The District personnel will immediately report to the Wastewater Treatment Plant (WTP). If it is not accessible, they will report to the Corporation Yard. If both sites are not accessible, the personnel shall report to the Emergency Operating Center (EOC) located at the Camarillo Police Station if it is activated.

On the way to the WTP, make notes of the damage. The staff should not stop to make repairs or assist the public because their services may be more urgently needed in other more severe areas.

During an emergency, the Water Reclamation Superintendent is the Operations Coordinator for the Public Services Branch. The Water Reclamation Superintendent shall delegate responsibilities to the Assistant Superintendent and the remaining District Staff as necessary. The District staff will report to the Water Reclamation Assistant Superintendent. If he/she is unavailable, they will report to the senior staff member.

The District staff shall be aware of the status of fuel as well as the location of available personnel. They will take an inventory of the emergency supplies and equipment. The staff shall ensure to keep themselves as well as their equipment safe.

8.2 General Operations

The responsible staff will determine the Available Personnel and available equipment. During the Emergency, he/she will complete the following roster for Available Personnel:

Sl. No.	NAME	CELL PHONE	OFFICE PHONE
1	Darrin Carter	(916) 949-6518	(805) 383-5665
2	Alfonso Vasquez	(805) 429-8030	(805) 383-5668
3	Dave Barger	(805) 390- 1401	(805) 383- 5666
4	Ken Matsuoka	(805) 259- 6030	(805) 383- 5672
5	Kevin Mikuskv	(805) 404- 2413	(805) 383- 5662
6	Richard Castanon	(805) 479- 9976	(805) 383- 5664

The responsible staff will create inspection teams for the Wastewater Treatment Plant and collection facilities. The rest of the personnel will form response teams, prepare equipment, and wait for further direction. Private contractors can be called as needed. Their contact information is included in Appendix 2-1.

Inspection of the Collection System Facilities is prioritized by the following:

- Wastewater Treatment Plant
- Pump Stations
- Forcemains
- Natural Environmental Hotspots
- Main Trunk Lines
- Collection System Lines
- EOC (Emergency Operations Center)
- Shelter Sites

At the Wastewater Treatment Plant, the response crews will evaluate the following high priority utilities immediately:

- Chemical storage
- Fuel storage
- Natural gas meter and lines

These areas will be inspected before the crew evaluates the remaining plant operations. Once inspected, the crew will report the status of the Wastewater Treatment Plant to the Superintendent. The crew will repair, maintain, and monitor operations as directed.

The remaining collection system will be assessed by priority and the status will be confirmed as operational or not. After each inspection, the findings will be reported to the

Superintendent by radio. The response crews are advised to follow the assignments given by the Superintendent. They shall not stop and make repairs or assist the public, since their services may be required in more urgent areas. As the assignments are completed, the crews shall report to the Assistant Supervisor or the EOC, and they will wait for their next assignment.

The emergency response procedure checklist is included in Appendix 11-1.

9 Biological Consultant Response Procedure

Since raw sewage is a major threat to the sensitive aquatic and riparian species and habitat, the District must take all precautions to minimize the risk of spills discharging to the waters of the state.

However, if a spill has reached the waters of the state, the District approved biological consultant **(Aquatic Bioassay and Consulting Labs, Inc)** will be contacted. The crew will also contact the biological consultant if a fish or animal is killed during a spill event.

Upon the biological consultant arrival, field crews should photograph the spill, containment, and cleanup areas. The biological consultant will assess the problem. He/she will evaluate which agencies have jurisdiction in the area affected by the spill. He/she will determine the effects of the spill on special-status species, sensitive habitat, and the natural environment. The biological consultant will also evaluate what District actions have and need to be taken to meet the health requirements. He/she will also examine the affects the clean up actions have on the natural environment and will assess possible alternative actions, routes, and methods to protect the natural resources. This analysis will be reviewed by the Water Reclamation Superintendent.

If necessary, the biological consultant will contact the California Fish and wildlife and U.S. Army Corp of Engineers.

He/she will document the condition of the natural resources and evaluate the potential violations of the Endangered Species Act, Clean Water Act, and other relevant regulations.

The biological consultant will determine whether any long-term action is required after the emergency measures have been completed. He/she will file the long-term action plan once approved by the jurisdictional agency.

10 Post Response Activities

The information gathered from the spill response activities will be used to update the preventative maintenance program, which may require additional cleaning and inspection. If necessary, repair and replacement projects may be evaluated to minimize the possibility of future spills in the same vicinity.

Post spill response activities may include the following:

- If the spill has reached the waters of the state, the Regional Board requires that water samples be taken upstream and downstream of the point of entry. The samples will be tested for total and fecal coliforms and enterococcus. Monitoring will be performed daily from the date of the spill until the bacteriological monitoring indicate that two (2) consecutive days of sampling have returned to the normal levels, or until the county Department of Health Services authorizes the termination of the sampling. Follow-up reports will be submitted as required by the Regional Board or Ventura County Environmental Health Division (CEH).
- If the spill originated on private property, the property owner/manager will be provided with information as to his/her responsibilities for ascertaining that the source of the spill has been properly mitigated.
- If the spill originated on private property, and the property owner/manager did not assume prompt and proper responsibility; the City of Camarillo will enforce the requirements of Municipal Code 9.32, the Clean Water Act, and California Water Code.
- The Camarillo Sanitary District will perform CCTV inspection of the sewer reaches upstream and downstream of the spill location to determine if:
- The spill response was performed properly, and
- Additional maintenance or repair/replacement is necessary in any of these reaches to prevent spills.
- The District shall perform any immediate maintenance activities deemed necessary.
- The District shall formulate and implement short and long term design and construction projects to eliminate the source of the spill.
- The District shall verify the completeness and accuracy of the information included in the reports.
- The District shall update the databases and the GIS to include the spill information. The primary purpose of tracking is to identify any trends in spills that may exist. The District may utilize these trends to improve its preventative maintenance programs and to develop any necessary repair and replacement projects. Appendix 4-1 will be used to keep track of the District's spills.

- The District shall evaluate the effectiveness of the Sanitary spill emergency response plan (SERP), and recommend amendments/improvements to the plan.
- The District shall implement the updates to the plan within 35 days of the spill.
- The District shall correspond with the person who reported the spill and advise him/her of the results.
- The District shall re-stock equipment, tools, and supplies for the next response.

11 Response Plan Distribution, Update and Staff Training

11.1 Distribution

The Spill Emergency Response Plan (SERP) will be distributed to:

- Public Works Administration (2 copies)
- Public Works Counter (1 copy)
- Deputy Director of Public Works (1 copy)
- Water Reclamation Superintendent (1 copy)
- Water Reclamation Assistant Superintendent (1 copy)
- On-call System Operators (1 copy each)
- ABC Laboratories/SWCA (1 copy)
- Incident Response Vehicles 51, 58, and 59 (3 copy)
- WDR File

The distributed plans will be numbered sequentially, and a record of the distribution will be maintained on an electronic database.

The plan will be made available to the public for review at the City of Camarillo's Public Works counter. Copies of the plan will be made available to the public when requested in writing, at the cost of producing the document.

11.2 Update

The Spill Emergency Response Plan (SERP) will be reviewed:

- Following each spill incident,
- As the requirements of Order WQ 2022-0103-DWQ pertaining to the preparation of SERP are revised,
- Annually, as required by Order WQ 2022-0103-DWQ,
- As new facilities are constructed,
- As contact information changes, or
- Based upon information developed during the field and office training sessions.

Subsequent revisions will be based upon recommendations resulting from the reviews listed above, under the direction of the Deputy Director of Public Works.

The revised plans will include the revision number, nature of the revision, and the revision date.

11.3 Training

Sanitary Sewer Spill and Response training will occur in the office and in the field.

Office training of personnel that will act in the capacity of "Responsible Staff Person" will be conducted by the Water Reclamation Assistant Superintendent. This will involve complete review of the following:

- The plan document
- Flowcharts
- Checklists
- Maps
- Procedures for calculating and measurement of spilled and recovered sewage volumes; washdown water used, and recovered
- Preparation of the Sanitary Sewer Spill Report
- Post-Response activities

Office training for the Public Works Administration who will receive the initial spill notification and who are responsible to dispatch the appropriate Responsible Staff Person will be conducted by the Water Reclamation Assistant Superintendent. Training shall include the correct procedures for receiving the call, recording the information on the initial receipt forms, and notification of the Responsible Staff Person during business hours and after hours.

Office Training of the Response Crews will be conducted once per year by the Water Reclamation Superintendent. This will consist of complete review of the plan document, with emphasis on:

- Safety Procedures
- Securing of the impacted site
- Procedures for containing the spill
- Methods of eliminating the cause of the spill
- Use of the maps included in the Plan for implementing spill containment
- Response to emergencies involving each pump station
- Cleanup Procedures
- Restocking of supplies
- Post Response recommendations

Any new staff that has not participated in the annual training will be separately trained by the Water Reclamation Assistant Superintendent during his/her first week of employment.

APPENDIX 2-1: COMBINED RESOURCES PHONE LIST

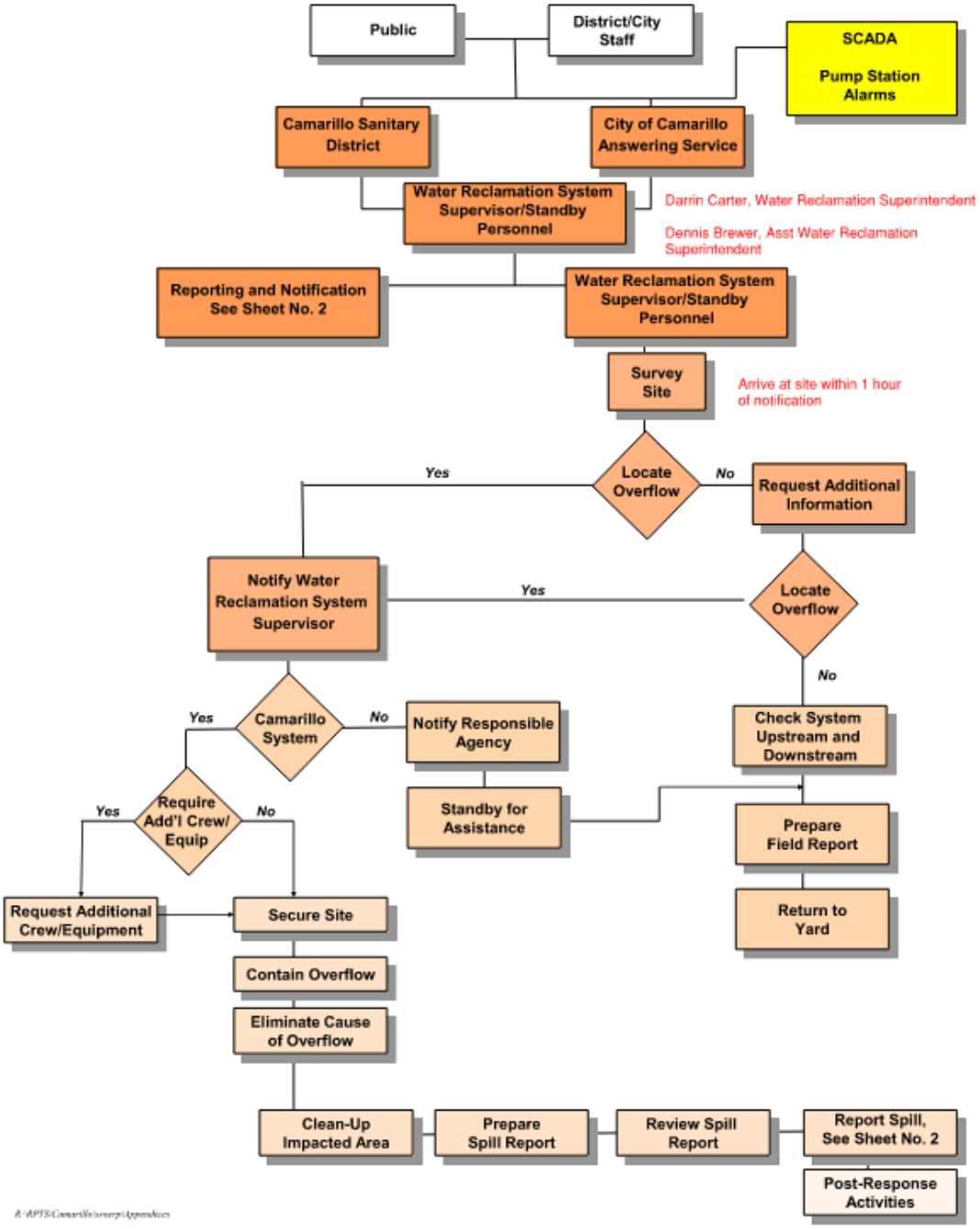
Sl. No.	Department/ Company	Title	Point of Contact	Contact
SECTION 5 SPILL ASSESSMENT AND NOTIFICATION PROCEDURE				
1	Camarillo	Water Reclamation Superintendent	Darrin Carter	Phone: (805) 383-5665 Mobile: (916) 949-6518
2	Camarillo	Asst. Water Reclamation Superintendent	Alfonso Vasquez	Phone: (805) 383-5668
3	Department of Public Works	Deputy Director of Public Works/ Environmental	Ken Matsuoka	Office: (805) 383-5672 Mobile: (805) 259-6030
4	Regional Water Quality Control Board	Environmental Program Manager I (Supervisor)	Arthur Heath	(213) 576-6725 Arthur.Heath@waterboards.ca.gov
5	Regional Water Quality Control Board	Senior Water Resource Control Engineer	Jeffry Hu	(213) 576-6803 Jeffrey.Hu@waterboards.ca.gov
6	State of California	Office of Emergency Services		(800) 852-7550
7	On-Call Contractor	Elite General Engineering, Inc.	Ted Zepeda	(805) 651-8166
8	On-Call Contractor	Travis Agricultural Construction, Inc.	Diego Luna	(805) 797-6566
9	On-Call Contractor	Toro Enterprises, Inc.	Tony Breckley	(805) 483-4515
10	On-Call Contractor	Sam Hill and Sons	Scott Anderson	(805) 644-6278
11	Ventura County	Fire Department HAZMAT Team		(805) 654 - 2823
12	Ventura County	Watershed Protection District		(805) 654-2001 (business hours) (805) 650-4064 (after hours)
13	District Approved Biologist	Larry Walker Associate	Diana Engle	(805) 585-1835
14	State of California	Department of Fish and Wildlife		(916) 445-0045 (888) 334 -2258
15	U.S. Fish & Wildlife Services			(800) 344-9459
16	Army Corp of Engineers	Permit Division	Antal Szijj	(805) 585 - 2147
17	California Highway Patrol	Ventura County Communication Center		(805) 477-4100
18	California Highway Patrol	Ventura County Dispatch Center		(805) 477-4174
19	Camrosa Water District	Superintendent of Operations	Kevin Wahl	(805) 482-8673
SECTION 6 SPILL CONTAINMENT PROCEDURE				
1	City/County/Consultants	City Hall		(805) 388-5307
2	City/County/Consultants	Police		24-hour non-emergency: (805) 388-5100

3	City/County/Consultants	Fire Department		Non-emergency: (805) 389-9710
4	City/	Public Works		Service Desk: (805) 388-5380 Emergencies (after hours) :(805) 389-4512 Street Division: (805) 388-5338 Water Division:(805) 388-5373 Sanitation District: (805) 388-5332 Stormwater Division: (805) 383-5659
5	Pipeline Contractors	Elite General Engineering, Inc.	Ted Zepeda	(805) 651-8166
6	Pipeline Contractors	Travis Agricultural Construction, Inc.	Diego Luna	(805) 797-6566
7	Pipeline Contractors	Toro Enterprises, Inc.	Tony Breckley	(805) 483-4515
8	Pipeline Contractors	Sam Hill & Sons	Scott Anderson	(805) 644-6278
9	Material Suppliers	Parkson Inc.		(954) 974-6182
10	Material Suppliers	Famcom		(805) 485-4350
11	Material Suppliers	Coastal Pipco		(805) 485-0455
12	Material Suppliers	Pre-Con		(805) 527-0841
13	Equipment Rentals	United Rental		(805) 644-7319
14	Equipment Rentals	Nationsrent		(805) 983-3969
15	Pump, Pipe and Hose Rentals	Rain for Rent	Jason Burt	(805) 647- 4378
16	Pump, Pipe and Hose Rentals	Stemar Inc		(213) 625-0185
17	Pump, Pipe and Hose Rentals	Charles King Company	Steve Radaich	(310) 505-7524
18	Vacuum Truck Service	National Plant Services	Jeff Garcia	(310) 505-2578
19	County Environmental Health Division (CEH)	Government Center Administration Building		Working hours: (805) 654-2813 After Hours: (805) 320-6244 Fax: (805) 654-2480
20	National Response Corporation (NRC) Environmental Services			Phone: (562) 432- 1304 Fax: (562) 432 -1826
21	Ventura County Hazardous Material Program			(805) 654-2823
22	Ventura County Watershed Protection Department			Working hours: (805) 654-2001 After Hours:(805) 650-4064
23	Edison	Power		(800) 611-1911
24	Generator Repair	Quinn		(805) 278-8724
25	Generator Repair	Cummins Cal Pacific		(805) 644-7281
26	Electricians	Diener's Electric Inc	David Atkin	(805) 432-8880
27	Electricians	MJB Electrical	Michael J. Brown	(805) 987-4272
28	Electricians	Taft Electric	Dave Norwine	(805) 642-0121
29	VFD Technicians	Inverter Solutions		(909) 481-6911
30	VFD Technicians	Carrier		(626) 854-2244
31	Transfer Switch	EPC		(714) 777-5993
32	Technicians	Cutler Hammer		(888) 313-3212
33	Technicians	Asco		(714) 283-4000
SECTION 11				

MAJOR EMERGENCY – MULTIHAZARD RESPONSE PROCEDURE				
1	Camarillo	Staff	Dave Barger	Phone: (805) 383- 5666 Mobile: (805) 390- 1401
2	Camarillo	Staff	Ken Matsuoka	Phone: (805) 383- 5672 Mobile: (805) 259- 6030
3	Camarillo	Staff	Kevin Mikusky	Phone: (805) 383- 5662 Mobile: (805) 404- 2413
4	Camarillo	Staff	Richard Castanon	Phone: (805) 383- 5664 Mobile: (805) 479- 9976

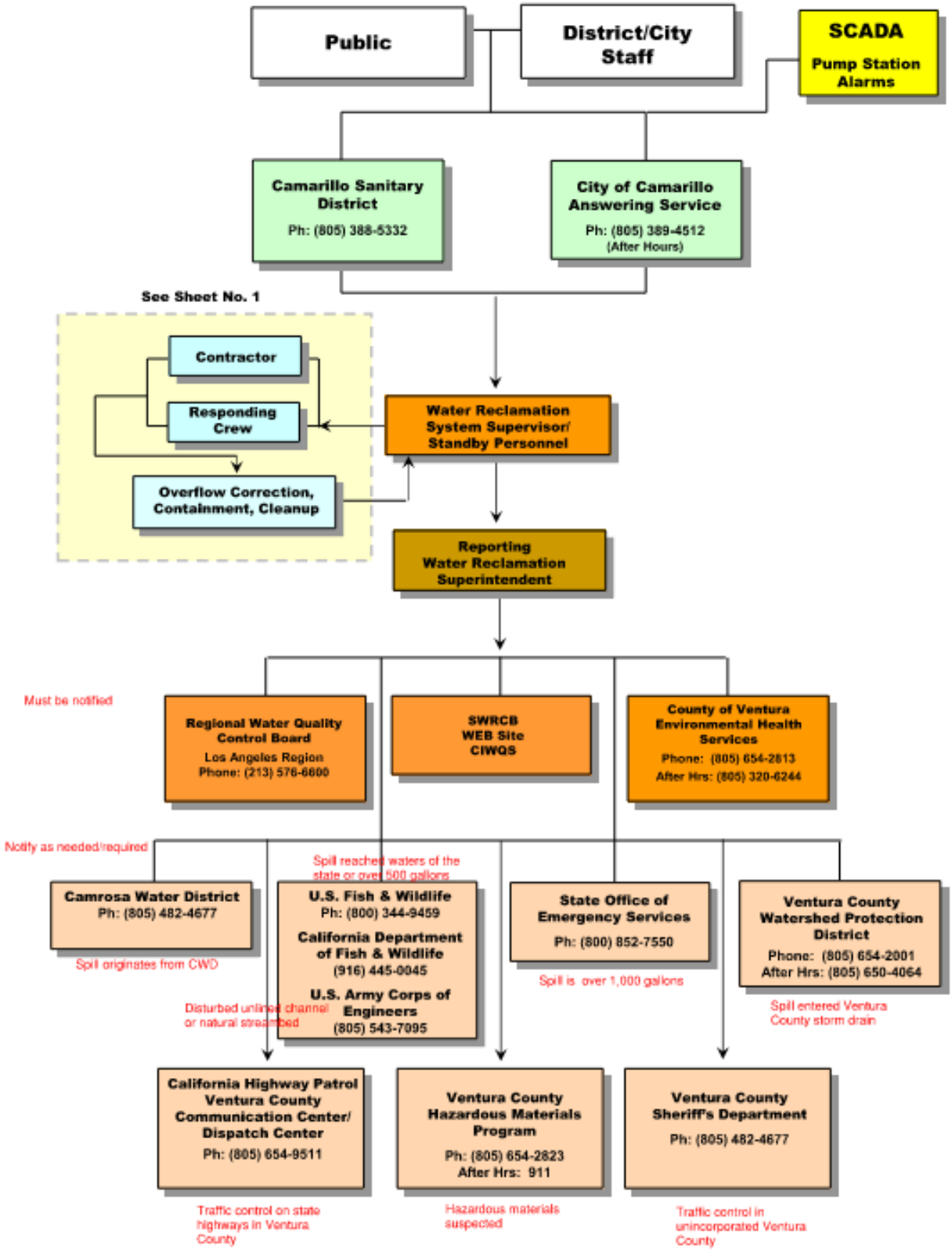
APPENDIX 2-2: SPILL EMERGENCY RESPONSE PLAN FLOW CHART

(SHEET 1 OF 2)



Page

(SHEET 2 OF 2)


Public
District/City Staff
SCADA
Pump Station Alarms
Camarillo Sanitary District
Ph: (805) 388-5332
City of Camarillo Answering Service
Ph: (805) 389-4512
(After Hours)
See Sheet No. 1
Contractor
Responding Crew
Overflow Correction, Containment, Cleanup
Water Reclamation System Supervisor/ Standby Personnel
Reporting Water Reclamation Superintendent
Must be notified
Regional Water Quality Control Board
Los Angeles Region
Phone: (213) 576-6600
SWRCB WEB Site CIWQS
County of Ventura Environmental Health Services
Phone: (805) 654-2813
After Hrs: (805) 320-6244
Notify as needed/required
Camrosa Water District
Ph: (805) 482-4677
Spill originates from CWD
Spill reached waters of the state or over 500 gallons
U.S. Fish & Wildlife
Ph: (800) 344-9459
California Department of Fish & Wildlife
(916) 445-0045
U.S. Army Corps of Engineers
(805) 543-7095
Disturbed unlined channel or natural streambed
State Office of Emergency Services
Ph: (800) 852-7550
Spill is over 1,000 gallons
Ventura County Watershed Protection District
Phone: (805) 654-2001
After Hrs: (805) 650-4064
Spill entered Ventura County storm drain
California Highway Patrol Ventura County Communication Center/ Dispatch Center
Ph: (805) 654-9511
Traffic control on state highways in Ventura County
Ventura County Hazardous Materials Program
Ph: (805) 654-2823
After Hrs: 911
Hazardous materials suspected
Ventura County Sheriff's Department
Ph: (805) 482-4677
Traffic control in unincorporated Ventura County

APPENDIX 2-3: SUMMARY OF SPILL EMERGENCY RESPONSE PLAN PROCEDURE

SEWER ODOR COMPLAINT NO KNOWN SPILL

1. Callout indicates that there is an odor complaint, which does not include the following:

    - Blocked drain
    - Overflowing cleanout
    - Overflowing manhole
    - Fumes inside the building.

2. Dispatch next available crew during business hours. Dispatch next available crew the following day for after hour calls.

3. Verify the cause of the odor.

4. If there is not an emergency, advise residence that there is no spill found.

5. If there is a problem on Private Property but public right-of-ways are not in danger

    a. Check CSD for restricted flows. If the spill is caused by the CSD spill, see **PUBLIC SPILL RESPONSE**

    b. If the spill is caused by the private sewer, inform resident that spill is their responsibility, and advise them to call a plumber to fix the problem.

    c. If the spill threatens the public property, call the emergency crew.

    d. Protect the public right-of-way from contamination until the spill is stopped.

    e. Note the name and number of the responsible party.

    - If spill has evidence of hazardous material, call the HAZMAT team.
    - At any time, if the sewage flows enter the public right-of-way, see PUBLIC SPILL RESPONSE.

6. If a spill was contained entirely on private property, but caused by a CSD line blockage, complete the Sewer Spill Field Report (Appendix 4-1) and submit to the Assistant Superintendent who will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

PUBLIC SPILL RESPONSE

These procedures shall be followed, if there is a confirmed spill affecting public property and flow is < 1,000 gallons

1. Dispatch appropriate crew.

2. Note time of arrival.

3. Stay out of spill area, until an employee in protective equipment has assessed the spill and has outlined a plan.

4. Prevent public contact from spill.

   - **If spill has evidence of hazardous material, call the HAZMAT team.**
   - **If spill presents a high risk for public exposure or is located within 300 feet of a Public Health Hotspot, see PUBLIC HEALTH PROTECTION PLAN. Complete the following procedure as well.**

5. Contain the spill

   a. Divert spill to containment area.

   b. Use pumps and hoses if necessary.

      - **If spill enters storm drain or State waters, follow MAJOR SPILL RESPONSE and follow NATURAL ENVIRONMENT PROTECTION PLAN.**

6. Estimate Flows

   a. If > 1,000 gallons, follow **MAJOR SPILL RESPONSE**

   b. If spill is due to pump station or forcemain failure, follow **MAJOR SPILL RESPONSE**

7. Contact Police, Fire, or other Public Works Divisions if necessary.

8. Clear blockage in the District sewer. Clean line and return to service.

9. Excavate and repair if necessary. (Appendix 7-1)

10. Clean up spill area. Retrieve any wash water. Pick up solids and wash down paved area.

11. Notify the party that reported the problem.

12. Document the incident.

13. Report the incident. Complete the Sewer Spill Field Spill Report (Appendix 4-1) and submit to the Systems Superintendent.

    a. The Water Reclamation Assistant Superintendent will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

    b. The Water Reclamation Systems Superintendent will fill out the electronic CIWQS Sanitary Sewer Spill Report Forms.

MAJOR SPILL RESPONSE

These procedures shall be followed if there is a confirmed spill affecting public property and flow is either > 1,000 gallons, or there is a complete pump station failure, or there is a forcemain failure, or there is a spill threatening waters of the state, or the spill is threatening a natural hotspot.

1. Contact Water Reclamation Assistant Superintendent and Superintendent. Call for backup and equipment.

2. Note time of arrival and log the all actions.

3. Stay out of spill area, until an employee in protective equipment has assessed the spill and outlined a plan.

4. Prevent Public contact from spill. Contain spill from public contact. Evacuate flooded buildings. Notify Police, Fire or other Public Works for traffic control.

   - **If spill has evidence of hazardous material, call the HAZMAT team.**
   - **If spill presents a high risk for public exposure or is located within 300 feet of a Public Health Hotspot, see PUBLIC HEALTH PROTECTION PLAN. Complete the following procedure as well.**
   - **If spill enters storm drain or state waters, follow MAJOR SPILL RESPONSE and follow NATURAL ENVIRONMENT PROTECTION PLAN.**

5. Immediately notify the Water Reclamation Superintendent and Assistant Superintendent. If they are unavailable, notify the Assistant General Manager.

   a. Water Reclamation Superintendent or his/her designee will notify RWQCB.

   b. The Water Reclamation Assistant Superintendent will notify EHS. If the spill is greater than 1,000 gallons, the Water Reclamation Superintendent will also notify the OES.

   c. If necessary, the Water Reclamation Assistant Superintendent or his/her designee will contact the ACOE or CDFG.

6. Spill Correction

   a. **If spill is caused by a failed pump station**, restore power or use generator and contact appropriate personnel. Follow Appendix 6-1.

   b. **If spill is caused by a failed forcemain,** shut down pump station and follow Appendix 6-2.

   c. **If spill is caused by failed gravity line,** follow procedures in Appendix 7-1.

   d. **If spill is caused by blockage in district main,** clear blockage in CSD, clean line, and return to service.

7. Clean up spill area. Pick up solids and wash down paved area. Retrieve all wash down water.

   a. If necessary, follow the cleanup procedures required by EHS. See **PUBLIC HEALTH PROTECTION PLAN**

b. If necessary, follow the cleanup procedures required by the Regional Board, ACOE, or CDFG. See **NATURAL ENVIRONMENT PROTECTION PLAN**

8. Document the incident.

9. Report the incident. Complete the Sewer Spill Field Report (Appendix 4-1) and submit to the Assistant Superintendent.

   a. The Water Reclamation Assistant Superintendent or his/her designee will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

   b. The Water Reclamation Superintendent will fill out the CIWQS Sanitary Sewer Spill Report Forms for major sewer spills. Otherwise the Water Reclamation Assistant Superintendent or his/her designee will fill out the CIWQS Report form.

   c. The Assistant Superintendent or his/her designee will also send a spill report to the Office of Emergency Services if spill is greater than 1,000 gallons.

PUBLIC HEALTH PROTECTION PLAN

These procedures shall be followed if there is a high risk of public exposure, or there is a spill within 300 feet of a Public Health "hotspot", or the spill is greater than 1,000 gallons with public exposure, or the **MAJOR SPILL RESPONSE PROCEDURES** were utilized.

The response actions shall be prioritized by the following:

a. Preservation of life for those in immediate danger

b. Treatment and transportation for those of life-threatening injuries

c. Treatment and transportation for those of lesser-injuries

d. Reduction of actual or potential life-threatening events

e. Protection of the community as a whole from immediate threat

f. Preservation of property and equipment from loss or damage

g. Restoration of facilities, system, and services.

h. Utilization of appropriate resources to reduce, repair, and contain hazards from the collection system as well as protect the system from further damage.

1. If spill is inside private property building

a. Notify Water Reclamation Superintendent if the City/District utility is the cause of damage to the private property.

b. Notify EHS and RWQCB

c. Obtain permission from homeowner/business to clean up spill that will affect public areas.

d. If homeowner/business requires further cleanup due to a failed District sewer, have the homeowner/business notify Risk Mangement department and submit claim for damages.

e. The Water Reclamation Assistant Superintendent or his/her designee will update the CIWQS Sanitary Sewer Spill Report Forms within three (3) days.

f. The Water Reclamation Systems Superintendent or his/her designee will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

2. If there is potential for public contact with spill (Particularly for facilities near "Public Health Hotspots"

a. Notify EHS and RWQCB.

b. Isolate spill from public contact. Post EHS hazard warning signs. Post guard until area is no longer a hazard, if necessary.

c. The Water Reclamation Assistant Superintendent or his/her designee will update the CIWQS Sanitary Sewer Spill Report Forms within three (3) days.

d. The Water Reclamation Assistant Superintendent or his/her designee will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

3. If spill exceeds 1,000 gallons and has public exposure

a. Notify EHS and RWQCB

b. The Water Reclamation Superintendent will update the CIWQS Sanitary Sewer Spill Report Forms within five (5) days.

c. The Water Reclamation Systems Superintendent will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

4. If spill exceeds 1,000 gallons and reaches receiving waters

a. Notify EHS and RWQCB

b. The Water Reclamation Superintendent will update the CIWQS Sanitary Sewer Spill Report Forms within five (5) days.

c. The Water Reclamation Assistant Superintendent or his/her designee will complete the Environmental Health Services (EHS) Proposition 65 (Appendix 10-1) and send to EHS.

d. Obtain grab samples upstream and downstream of the spill entry point. Test for Ammonia, fecal coliforms and enterococcus. Refer to Appendix 6-3 for the Water Quality Monitoring Plan.

e. Tests shall be required by EHS on a case-by-case basis.

f. Submit follow up reports to RWQCB and EHS.

5. Public Advisory

a. All citizens, businesses, and personnel in immediate spill area will be notified as soon as possible and removed from the spill location.

b. The Deputy Director of Public Works will determine when the public in the immediate spill vicinity shall be notified of the spill incident. In his/her absence, the Water Reclamation Superintendent will make the decision. A possible purpose of informing the immediate public would be to reduce wastewater flows in the spill area.

6. Media Notification

a. EHS will determine when the media should be notified of the spill.

NATURAL ENVIRONMENT PROTECTION PLAN

The spill has entered or is threatening the waters of the state or is located near a "Natural Environment Hotspot" or the **MAJOR SPILL RESPONSE PROCEDURES** were utilized.

1. If a spill of any size enters or threatens waters of the state:

a. The Water Reclamation Superintendent or his/her designee will notify RWQCB.

b. The Water Reclamation Assistant Superintendent or his/her designee will notify EHS, OES, CDFG, and Biological Consultant, Aquatic Bioassay and Consulting Labs, Inc. See **RESPONSE PROCEDURES FOR BIOLOGICAL CONSULANT**

c. Obtain grab samples upstream and downstream of the spill entry point. Test for fecal coliforms and enterococcus.

d. Tests shall be required by EHS on a case-by-case basis.

e. Submit follow up reports to RWQCB and EHS.

f. Document the spill.

2. If spill containment or cleanup has or will disturb a vegetated channel or natural creek:

a. Contact CDFG as soon as possible for 24-hour dispatch to appropriate CDFG District office

b. Contact the Biological Consultant. See **RESPONSE PROCEDURES FOR BIOLOGICAL CONSULANT**

c. Document the spill.

3. If spill containment or cleanup has or will require substantial disruption to an unlined channel or natural streambed substrate (including grading, excavation, etc.):

a. Contact U.S. Army Corps of Engineers (ACOE) [Mr. Antal Szijj] for permitting and instructions for cleanup and mitigation.

b. Cleanup by hand does not require ACOE permitting; however, the agency should be informed with the actions at the substrate.

c. Contact the Biological Consultants. See **RESPONSE PROCEDURES FOR BIOLOGICAL CONSULANT**

d. Document the spill.

RESPONSE PROCEDURES FOR BIOLOGICAL CONSULTANT

The Biological Consultant will be called whenever a spill enters or threatens the waters of the state.

1. Obtain copies of OES and EHS preliminary reports and consult with CSD staff.

2. Check Natural "Environment Hotspot" map.

3. In a major emergency with multiple spill threats, respond to the hotspots in the following order:

Hotspot 1. Forcemain Crossing: Pleasant Valley Road and Calleguas Creek.

Hotspot 2. Siphon Sewer Main: under Conejo Creek at Ridgeview Street.

Hotspot 3. Forcemain: Calle Quetzal tributary to Conejo Creek.

Hotspot 4. Suspended Main: Upland Road at Calleguas Creek.

Hotspot 5. Forcemain Crossing: at Camarillo Hills Drain at Las Posas Road.

Hotspot 6. Pump Station #2: Pleasant Valley Road at Lewis Road.

Hotspot 7. Pump Station #5: Wood Road.

Remaining Hotspots

4. Assess the problem
   a. Which agencies have jurisdiction in area affected by spill?
   b. Does spill affect special species?
   c. What cleanup actions has the District taken and will the District take to meet public health requirements?
   d. How does the cleanup actions affect the natural environment?
   e. Are there alternate actions, routes or methods to protect the natural resources.
   f. Review findings with the Water Reclamation Superintendent.
5. If District has not done so already, notify:
   a. CDFG and ACOE if necessary.
6. Coordinate with appropriate agencies throughout the incident and cleanup.
7. Document the condition of the natural resources at the spill site.
8. Evaluate potential violations under the Endangered Species Act, Clean Water Act, and other relevant regulations.
9. Monitor cleanup activities.
10. Determine if any long term action plans are required and file reports consistent with these plans.

APPENDIX 3-1: SPILL INITIAL RECEIPT FORM

Date	
Time of Spill Call	
Caller's Name	
Caller's Address	
Caller's Telephone No.	
Location of Spill	
Description of Spill	
Time Responsible Staff Person Called	
Name of Responsible Staff Person Called	
During Business Hours Call	District Employee List (Appendix 2-1)
After Hours Call	
Name of Person Receiving the Spill Call	
Signature	

APPENDIX 4-1: CAMARILLO SANITARY DISTRICT SEWER SPILL FIELD REPORT

Date: _____ Call Received: _____ AM/PM Received By: _____

Caller's Name: _____ Caller's Phone No.: _____

Caller's Address: _____

Address of Spill: _____

Cross St. _____

Description of Spill: _____

Date/Time First Noticed Spill: _____

County of spill: Los Angeles

Applicable Regional Board: Los Angeles

Time & Names of Crewmembers Dispatched: _____

_____

Response Crew Field Report

Crew # _____ Crew Lead _____

Operator Arrival Time at Spill: _____

Spill Location Name _____

Spill Origination Description _____

_____
_

_____
_

Estimated Date/Time Spill Started; Date/Time_____

Time Spill Stopped: _____AM/PM

Spill Duration: _____minutes/hrs Spill Flow Rate: _____GPM Spill Vol. _____ gals

Describe How Spill Volume was Estimated: _____

Describe Extent of Spill and Spill Boundaries: _____
_____

_____
_

Was Spill Fully Contained: Yes ϒ No ϒ

Did Spill Reach Drainage Conveyance System: Yes ϒ No ϒ Volume: _____gals.
Describe Drainage Conveyance System:
_____

_____
_
Volume Recovered from Drainage Conveyance System: _____gals
Volume Remaining in Drainage Conveyance System: _____gals
Est. Volume Discharged to Surface Waters: _____ gals
Total Volume Recovered: _____ gals. Not Recovered: _____ gals.

Spill Destination (Beach, Storm drain, Street, etc.): _____
Describe Impact of the Spill: _____
_____

Describe Cause of Spill (Debris, Roots, Failed forcemain) _____

_____

_____

System Failure Location: (Main, Lateral, Pump Station, etc.): _____

Was Spill from Private Property? Yes ϒ No ϒ Responsible Party:_____

Was Spill Associated with Storm Event? Yes ϒ No ϒ Storm Frequency :_____

Containment/Cleanup Response Activities: _____

_____

_____

Spill Response Completion Date/Time: _____

Response/Corrective Action Taken: _____

_____

_____

Last Date PM Performed: _____

Washwater Volume: _____ Gallons Used _____ Gallons Recovered

Property Damage: Yes ϒ No ϒ
Describe Damage: _____
_____

Pictures Taken: Yes ϒ No ϒ

Office Use

Line # _____ Line Size _____ inches Mat.: _____ Age: _____

MH # _____ Mat.: _____ Age: _____

Spill Origination GPS Coordinates: Latitude _____degrees _____mins _____sec

Longitude _____degrees _____mins _____sec

Spill GPS Coordinates: Latitude : _____

Longitude: _____

Regulatory Agencies Notified:

OES (Control #_____) Yes ϒ No ϒ Date/Time_____ Contact: _____

RWQCB Yes ϒ No ϒ Date/Time_____ Contact: _____

County Health Yes ϒ No ϒ Date/Time_____ Contact: _____

Spill # _____ Yes ϒ No ϒ Date/Time_____ Contact: _____

Spill # _____ Yes ϒ No ϒ Date/Time_____ Contact: _____

Signs Posted: Yes ϒ No ϒ Barricaded Yes ϒ No ϒ Notify Neighbors: Yes ϒ No ϒ

Beach Impacted Yes ϒ No ϒ

Samples Taken By: _____ Location of Samples: _____

Samples Analyzed for: _____

Sample Results Sent To (Regulatory Agencies) : _____

_____

Spill Cause Investigation ongoing:Yes ϒ No ϒ

Investigation Description and Findings: _____

_____

Follow up Measures: _____

_____

_____

Steps to prevent reoccurrence: _____

_____

_____

We are required to notify Office of Emergency Services (OES), County Environmental Health (CEH) and the Regional Water Quality Control Board (RWQCB) of any spill that enters a storm drain within 2 hours of knowledge of the spill.
Note: Log the Date/Time of all calls made and received

Within 24 hours of the spill the RWQCB requires a certification that OES and CEH have been notified. We will pass on to RWQCB the OES spill # and the name of the CEH contact person with Date / Time they were contacted.
Note: Log the Date/Time of all calls made and received

State Office of Emergency Services (OES):
800-852-7550 24hr
If no answer leave message:
This is (Name) _____ from Camarillo Sanitary District, a spilled occurred at (Location)_____ on (Date) _____ at (Time)_____
We can be reached at (give them the Standby phone you are using)
When the person at OES returns your call they will issue a Spill number.

County Environmental Health (CEH):
24 Hours: 805-320-6244
Leave message same as above.
When person returns call, get their name and time they called.

Regional Water Quality Control Board (RWQCB):
Arthur Heath 213-576-6725
Leave same message as above
Alternate: Augustine Anijielo 213-576-6725

State Water Board (CIWQS)
This is the online reporting within 3 days of spill
ciwqs.waterboards.ca.gov (do not enter www)
Also:
Email the same info as above to:
Rebecca Christmann @ RChristmann@waterboards.ca.gov
and Veronica Cuevas @ VCuevas@waterboards.ca.gov

APPENDIX 5-1: EQUIPMENT LIST

DISTRICT EQUIPMENT
The following equipment is located at the Camarillo Sanitary District's Treatment Plant,

Sanitary District Treatment Plant
150 Howard Road
Camarillo, CA 93012

#	Equipment
1	John Deere loader
1	Service truck: 1-ton with full set hand tools.
1	Portable arc welder, 300 amp welder, 110/220V generator, air compressor, oxygen/acetylene cutting outfit and hydraulic boom
1	Service truck: ¾-ton with full set of hand tools
2	4" portable centrifugal pump (gas), capacity = 430 gpm at 80 feet
1	6" portable pump (gas)
1	3" centrifugal pump (gas) capacity = 130 gpm at 80 feet
1	Electric ventilation blower (12V) with 20' hose, 800 cfm
1	4", 6", 8", 10" and 15" plugs (air and mechanical)
4	Portable gas detectors
1	Combo hydro-vacuum truck (diesel)

CITY EQUIPMENT
The following equipment is kept at the City of Camarillo Corporation Yard.

Corporation Yard
283 S. Glenn Drive
Camarillo, CA 93010

#	Equipment
2	Dump Trucks (Chevy, diesel), capacity = 5 cubic yards and 10 cubic yards
1	Case backhoe with front-end loader
1	Backhoe with front-end loader
1	Case skiploader with rear scraper
1	Case forklift
3	12" gas/oil mil abrasive saws

APPENDIX 6-1: PUMP STATION FAILURE RESPONSE PROCEDURES

RESPONSE PROCEDURES

Pump Station No. 2

The volume between the influent sewer invert elevation and the first pump start elevation is 3,640 gallons, which provides slightly more than two (2) minutes of emergency storage under peak wet weather conditions (1,656 gpm). In the event of a pump station failure, the elevations on District plans indicate that a spill is expected to occur at manhole I14-125 (117.5 feet), located 219 feet west of the pump station on Pleasant Valley Road. A pump station failure may also lead to a spill at manhole I14-131, which has a rim elevation of 119-feet and is located 50 feet south of the pump station.

Power Interruption or outage:

- Generator failure - contact repair technician (Contact List – Appendix 2-1).
- Contact Southern California Edison to expedite repair (Contact List – Appendix 2-1).
- Contain spill and clean up using SERP procedures.

Pump / Mechanical or Electrical Failure:

- Call for appropriate repair crew, equipment, and materials to effect pump repair.
- Notify public to terminate water usage.
- Determine timeframe for repairs.
- Bypass station with portable pumps and piping.
- **If spill enters drainage channel, wet or dry, follow notification procedures in SERP**
- Contain and clean up using SERP Procedures.

Pump Station No. 3

The emergency storage volume is approximately 7,075 gallons, which provides less than 2 minutes of response time before the water level reaches the invert of the influent sewer under peak wet weather flow conditions (4,882 gpm). A pump station failure may lead to a spill at manhole F14-103, which has a rim elevation of 77-feet and is located 32 feet south of the pump station.

Power interruption or outage:

- Generator failure – contact repair technician (Contact List – Appendix 2-1).
- Contact Southern California Edison to expedite repair (Contact List – Appendix 2-1).
- Contain spill and Clean up using SERP procedures.

Pump / Mechanical or Electrical Failure

- Call for appropriate repair crew, equipment, and materials to effect pump repair.
- Notify public to terminate water usage.
- Determine timeframe for repairs.
- Bypass station with portable pumps and piping.
- If necessary, identify least-damaging spill area at pump station; direct spill flows to that area using all appropriate public health protection at the site.
    - If spill flows southeast to drainage ditch on east side of Las Posas Road: dam the drainage ditch downstream. If flows cannot be contained in ditch, divert spill to farmer's field and contain.
    - If spill flows northeast to drainage ditch along Las Posas Rd and Pleasant Valley Road (with flows toward the Airport), dam ditch to contain spill in ditch on east side of Las Posas Road. and north side of Pleasant Valley Rd. If flows cannot be contained in ditch, divert spill to farmer's field and contain.
- **If spill enters drainage channel, wet or dry, follow notification procedures in SERP**
- Contain and clean up using SERP procedures.

PUMP STATION #5

The emergency storage volume is approximately 6,530 gallons, which provides 11 minutes of storage for the peak wet weather flow of 591 gpm before the water level reaches the invert of the influent sewer, starting at the lead pump start level. In the event of a pump station failure, the elevations on District plans indicate that the spill is expected to occur at manhole C12-132 (rim elevation = 62 feet), located 39 feet west of the pump station. A pump station failure may also lead to a spill at manhole C12-129, which has a rim elevation of 64-feet and is located 23 feet east of the pump station.

Power interruption or outage:

- Generator failure – contact repair technician (Contact List – Appendix 2-1).
- Contact Southern California Edison to expedite repair (Contact List – Appendix 2-1).
- Contain spill and clean up using SERP procedures.

Pump / Mechanical or Electrical Failure:

- Call for appropriate repair crew, equipment, and materials to effect pump repair.
- Determine timeframe for repairs.
- Notify public to terminate water usage.
- Bypass station with portable pumps and piping.
- If necessary, identify least-damaging spill area at pump station; direct spill flows to that area using all appropriate public health protection at the site.

- Protect all flowing waters, which includes the Camarillo Hills Drain located south of the pump station.
- Divert the spill to farmer's field, located west of Pump Station No. 5, and contain.

- **If spill enters drainage channel, wet or dry, follow notification procedures in SERP**
- Contain and clean up using SERP procedures.

PUMP STATION #6

The volume between the influent sewer invert elevation and the first pump start elevation is 3,800 gallons, which provides more than two (2) minutes of emergency storage under peak wet weather conditions (1,365 gpm). In the event of a pump station failure, the elevations on District plans indicate that the spill is expected at manhole J14-145 (117 feet), located 145 north of the pump station on Spring Park Road. A pump station failure may also lead to a spill at manhole J14-152, which has a rim elevation of 124.5-feet and is located 201 feet west of the pump station along Village Commons Boulevard.

Power interruption or outage:

- Generator failure – contact repair technician (Contact List – page 4).
- Contact Southern California Edison to expedite repair (Contact List – page 4).
- Contain spill and clean up using SERP procedures.

Pump / Mechanical or Electrical Failure:

- Call for appropriate repair crew, equipment and materials to effect pump repair.
- Notify public to terminate water usage.
- Determine timeframe for repairs.
- Bypass station with diesel pumps and piping.
- If necessary, identify least-damaging spill area at pump station; direct spill flows to that area using all appropriate public health protection at the site.
  - Protect all flowing waters.
  - Plug the outlet and divert the spill to the storm water retention basin, located south of Pump Station No. 6, and contain.
- **If spill enters drainage channel, wet or dry, follow notification procedures in SERP**
- Contain and clean up using SERP procedures.

APPENDIX 6-2: FORCEMAIN FAILURE RESPONSE PROCEDURE

General Response:

- Stop pump station flow.
- Call for repair crew, equipment and materials to effect main repair or bypass. (See following emergency contractor list)
- Identify least-damaging spill area at rupture site; direct spill flows to that area using all appropriate public health protection at the site.
    - Direct spill flows away from drainage channels and storm drains.
- **Efforts should focus on repair of forcemain as soon as possible.**
- **If spill enters drainage channel, wet or dry, follow notification procedures in SERP.**
- Contain and clean up spill using SERP.

Forcemain / "Hotspot" Response:

- Notify biological consultant and follow procedures in SERP.
- Call for appropriate repair crew, equipment and materials to effect forcemain repair.

Pleasant Valley Road at Calleguas Creek Forcemain

- Shut down all Pump Stations temporarily to effect repair.
    - See list for each pump station holding time and choose spill area at Pump Stations No. 2 and No. 3 – refer to Pump Station Response Procedures.
    - Vacuum trucks can be used at Pump Station No 5 if necessary.
- Divert flows to detention basins north of Pleasant Valley Road between Constitution Avenue and Calleguas Creek.
- If wastes enter the dry creek bed, divert flows away from vegetation as much as possible.
- For access to Calleguas Creek, consolidate access routes where possible.
- Protect minor, meandering flows where possible.
- Contain and Clean up spill using SERP procedures.

Calle Quetzal near Conejo Creek Forcemain

Forcemain rupture at this location would likely result from a catastrophic event (e.g., earthquake, severe flood erosion)

- Shut down all Pump Stations temporarily to effect repair.

  - See list for each pump station holding time and choose spill area at Pump Stations No. 2 and No. 3 – refer to the Pump Station Response Procedures.
  - Vacuum trucks can be used at Pump Station No. 5 if necessary.
- Divert flow from the public into Conejo Creek, after placing a dam on the downstream end.
- Contain and clean up spill using SERP procedures.

Las Posas Road at Camarillo Hills Drain Forcemain

- Shut down Pump Station No. 5 (See following list for PS holding times)
  - Vacuum trucks can be used if necessary
- Dam portion of channel if storm flows are minor.
- If possible, divert to agricultural land in non-flood situation.
- Contain and clean up spill using SERP procedures.

PS Wet Well Holding Time

PS #2 Slightly greater than two (2) minutes for Peak Wet Weather Flows

PS #3 Slightly less than two (2) minutes for Peak Wet Weather Flows

PS #5 Eleven (11) minutes for Peak Wet Weather Flows

PS #6 More than two (2) minutes for Peak Wet Weather Flows

Contacts for pipeline and associated equipment can be found in Appendix 2-1.

APPENDIX 6-3: CAMARILLO SANITARY DISTRICT WATER QUALITY MONITORING PLAN

To comply with of the State Water Resources Control Board Order No. WQ 2022-0103-DWQ, the District has developed and implemented this Water Quality Monitoring Program to assess impacts from spills.

The Water Quality Monitoring Program required by the General Order, shall include, at minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the receiving water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require samples and measurements taken for the purpose of monitoring be representative of the monitored activity.
4. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited and certified laboratory.
5. Require monitoring instruments and devices used to implement the 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.
6. Within 18 hours of the staff becoming aware of the spill, require water quality sampling for, at a minimum, the following constituents:
    i. Ammonia.
    ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

SAFETY

All District staff shall be aware and follow all safety precautions to comply with this Water Quality Monitoring Program. Therefore, all staff needs to consider where monitoring will not be possible which may include:

1. Heavy rain / storm events where access points may be compromised.
2. Flooding around low areas; or
3. moving waters.

District staff should evaluate and keep safety first when encountering these scenarios and are encouraged to exercise proper judgment to limit health risk.

WATER QUALITY SAMPLING

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the District staff shall conduct the following water quality sampling no later than 18 hours after the staff's knowledge of a potential discharge to a surface water:

Collect one water sample, each day of the duration of the spill at the DCS-001 location as described in Table 6.3.1 below if sewage discharges to a surface water via a drainage conveyance system; and/or each of the three receiving water sampling locations in Table 6.3.1.

Sampling Location	***Sampling Location Description***
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.
Receiving Surface Water Sampling (RSW)1	
Sampling Location	***Sampling Location Description***
RSW-001 ***Point of Discharge***	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

1 The staff must use their best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

Table 6.3.1: Sampling of flow in Drainage Conveyance System (DCS) Prior to Discharge

If the receiving water has no flow during the duration of the spill, the staff must report “No Sampling Due to No Flow” for its receiving water sampling locations.

The District shall analyze the collected receiving water samples for the following constituents:

1. Ammonia, and

2. Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:

    i. Total Coliform Bacteria
    ii. Fecal Coliform Bacteria
    iii. E-coli
    iv. Enterococcus

Spill monitoring must be representative of the monitored activity as adhering to the following requirements:

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 (eCFR :: 40 CFR 136.6 -- Method modifications and analytical requirements.) for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

The District's Laboratory is ELAP certified for these tests identified above. The certification can be found at the bottom of this Appendix 6-3.

Collect one water sample, each day of the duration of the spill. After collecting the samples, the samples should be tested at the District's Laboratory. Coordinate with the regional water board to determine if additional sampling is required, if the spill is beyond 50,000 gallons.

WATER QUALITY SAMPLING EQUIPMENT

The following guideline describes the equipment and supplies to be stocked and readily available for any water quality sampling event.

1. Ice chest with ice/ blue ice
2. Bleach to sterilize sampling equipment
3. Laminated copy of this form
4. Sterile sample bottles
5. Ammonia sampling bottles
6. Chain of custody forms
7. Ball point pens, sharpies and labeling tapes
8. Sampling pole
9. Gloves
10. Other PPE (i.e. rubber boots, safety glasses, apron, mask, etc.)
11. Reporting sheets

Laboratory staff should perform quarterly checks for adequate spill kits at all times.

WATER QUALITY SAMPLING PROCEDURE

Call Laboratory Supervisor to notify them about the sampling event.

1. Disposable un-powdered gloves are recommended for sample collection to protect you and to assure the integrity of the samples. Disposable gloves should be changed at each sampling location.
2. Determine the correct location for sample collection.
3. Samples for bacteria/coliform analysis shall be collected in a sterile, container. Sampler will submerge container, midstream of the effluent, point top into the effluent, remove cap and fill container to fill line, or as close as possible in an effort to allow air space in the container for mixing. Label sample bottle with:
    i. sampling site
    ii. date and time sampled
    iii. Initials
4. Keep the samples packed on blue ice or equivalent for delivery to the laboratory.
5. Deliver all samples to the laboratory within 4 hrs.
6. Fill out Chain of Custody (COC) with the same information to match the sample bottles. Complete the COC as thoroughly as possible with you and your supervisor's names and phone numbers. Be sure to relinquish the COC with your signature, printed name, date, and time.

WATER QUALITY ANALYSIS-PROTOCOLS

Typical monitoring parameters may include Ammonia, total and fecal coliform bacteria, or other analyses as required.

Laboratory:

All samples will be sent to the Laboratory. The laboratory methods will be performed according to the laboratory's Standard Operation Procedures (SOPs).

Maintenance and Calibration of Monitoring Instruments and Devices:

In order to be accredited and maintain their certification, the District's Laboratory follows stringent quality assurance and quality control protocols that includes regular monitoring, calibration and maintenance of their equipment. The frequency of monitoring and calibration varies based on equipment type and method requirements. Records of the calibration receipts are kept on file and readily available up on request.

REPORTING REQUIREMENTS

The District Laboratory Supervisor will provide reporting results to the LRO. The LRO is responsible for submitting water quality monitoring information with the certified respective spill report on CIWQS database within 15 calendar days of the spill end date.

The LRO is also responsible for submitting information related to the Technical Report in CIWQS database, which must be completed within 45 calendar days of the spill end date. The Spill Technical Report must include the following water quality monitoring information:

- Description of all water quality sampling activities.
- Analytical results and evaluation of the results; and
- Detailed location maps and photos depicting all water sampling points.

APPENDIX 6-4: CAMARILLO SANITARY DISTRICT METHODS FOR ESTIMATING SPILL VOLUME

A variety of approaches exist for estimating the volume of a sanitary sewer spill. This appendix documents the three methods that are most often employed. The person preparing the estimate should use the method most appropriate to the sewer spill in question and use the best information available.

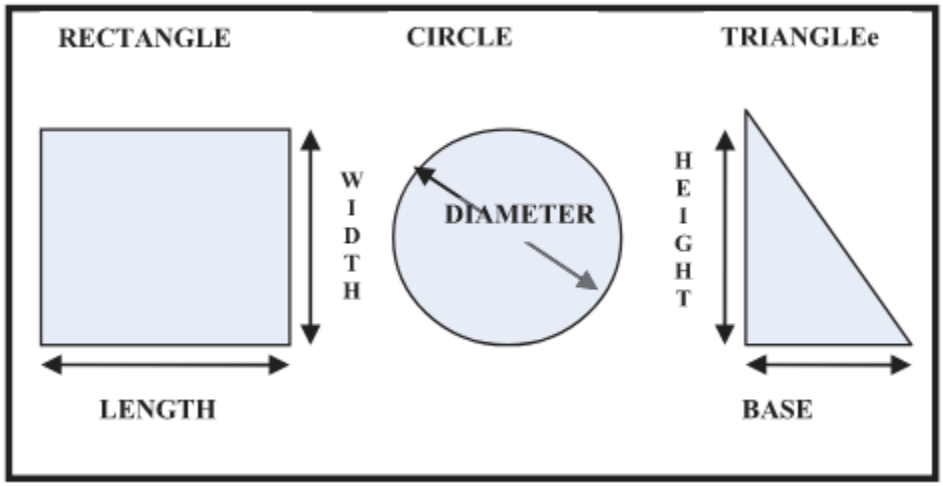
METHOD 1 EYEBALL ESTIMATE

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 bucket contains 5 gallons, and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons.

METHOD 2 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



Step 1 Sketch the shape of the contained sewage (see figure above).
Step 2 Measure or pace off the dimensions.
Step 3 Measure the depth at several locations and select an average.
Step 4 Convert the dimensions, including depth, to feet.
Step 5 Calculate the area in square feet using the following formulas:
Rectangle: Area = length (feet) x width (feet)
Circle: Area = diameter (feet) x diameter (feet) x 0.79
Triangle: Area = base (feet) x height (feet) x 0.5
Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.
Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons.

METHOD 3 DURATION AND FLOWRATE

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flowrate. The methods of estimating duration and flowrate are:

Duration: The duration is the elapsed time from the time the spill started to the time that the flow was restored.

Start Time: The start time is sometimes difficult to establish. Here are some approaches:

- Local residents can be used to establish start time. Inquire as to their observations. Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g., water running in a normally dry creek bed) can be used to estimate the start time.
- Changes in flow on a downstream flowmeter can be used to establish the start time. Typically, the daily flow peaks are "cut off" or flattened by the loss of flow. This can be identified by comparing hourly flow data during the spill event with flow data from prior days.
- Conditions at the spill site change over time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. After a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process.
- It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during, and for a short period after, heavy rainfall.

End Time: The end time is usually much easier to establish. Field crews on-site observe the "blow down" that occurs when the blockage has been removed. The "blow down" can also be observed in downstream flowmeters.

Flow Rate: The flowrate is the average flow that left the wastewater collection system during the time of the spill.
There are three common ways to estimate the flowrate:

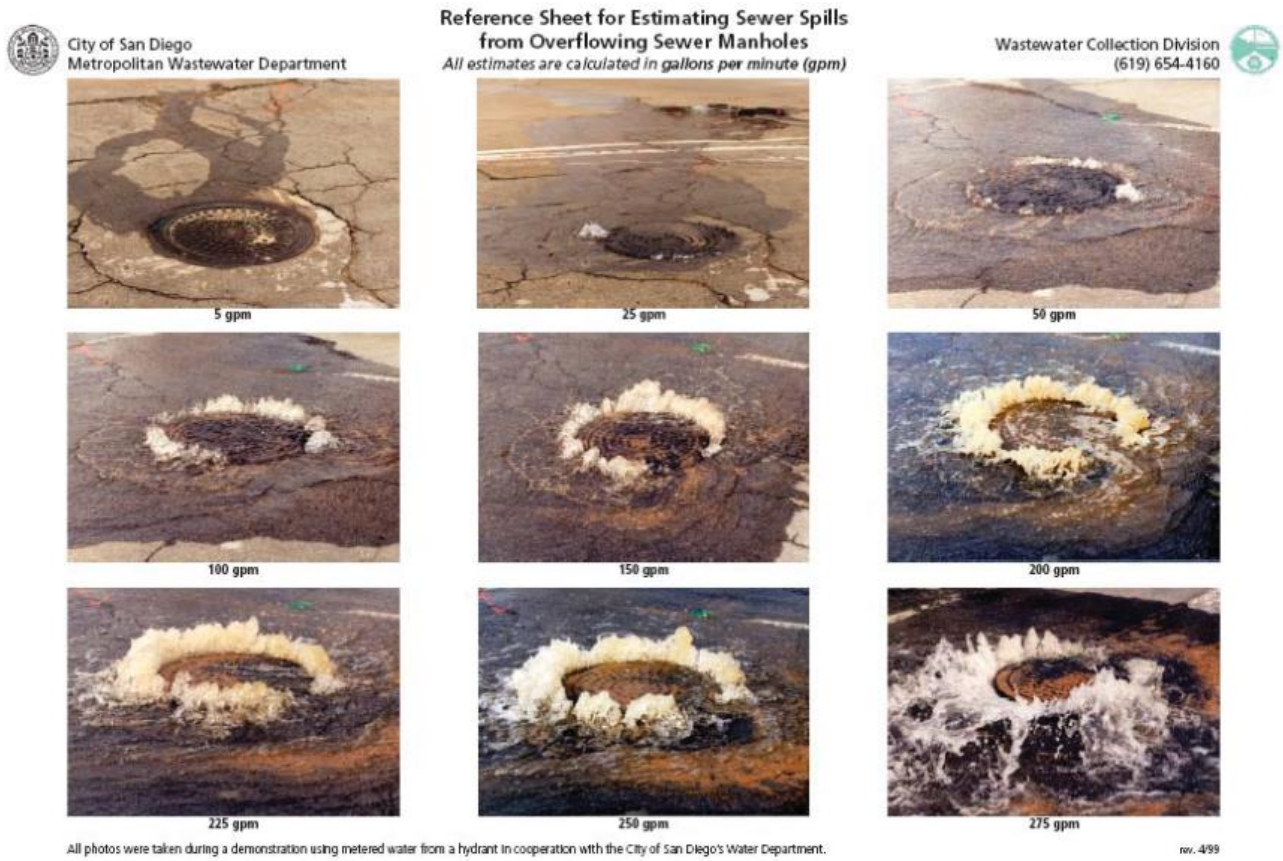
- **The San Diego Manhole Flowrate Chart:** This chart, included on the following page, shows sewage flowing from manhole covers at a variety of flowrates. The observations of the field crew can be used to select the appropriate flowrate from the chart. If possible, photographs are useful in documenting the basis for the flowrate estimate.

- **Flowmeter:** Changes in flows in downstream flowmeters can be used to estimate the flowrate during the spill.

- **Counting Connections:** Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection.
  For example:
  22 upstream connections x 9 gallons per hour per connection
  = 198 gallons per hour / 60 minutes per hour= 3.3 gallons per minute

Spill Volume: Once duration and flowrate have been estimated, the volume of the spill is the product of
the duration in hours or days and the flowrate in gallons per hour or gallons per day.
For example:
Spill start time = 11:00
Spill end time = 14:00
Spill duration = 3 hours
3.3 gallons per minute x 3 hours x 60 minutes per hour= 594 gallons

MANHOLE SPILL FLOWRATE GUIDE



METHOD 4 SINGLE HOME

This estimation method works only for single family residential home spills. It assumes 180 gallons per EDU.
Single-Family Residential homes = One EDU.

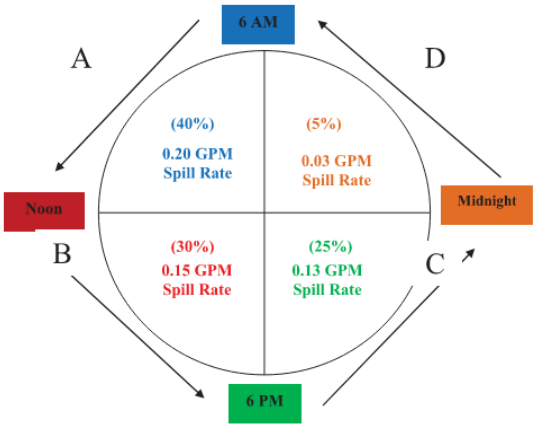
When a spill affects landscaped areas, dirt, fields or any surface that tends to absorb the spill, it is often difficult to use the 'eyeball method' to make a valid estimation. This method will be useful in these cases.
Once the Spill Start Time and End Time are determined, this method can be applied.
Example:
It is determined that the spill start time was 9:45 AM and the Spill End time was 1:30 (3 hours and 45 minutes)
From 9:45 to Noon (2 Hrs, 15 Minutes would be calculated using 0.20 GPM (135 minutes x 0.20 = 27.0 gallons).
From Noon to 1:30 PM (1 Hr, 30 Minutes would be calculated using 0.15 GPM (90 minutes x 0.15 = 13.5 gallons).
Total would be 27.0 gallons + 13.5 gallons = 40.5 gallons.

This information alone likely does not tell the whole story. Typically, sewage does not run continuously from a home. If at all possible the resident should be interviewed. Be respectful and ask the resident if they would mind if you asked them a few questions to help determine the volume of the spill.
Example:
Since the time you noticed the spill:
How many people have been home?
Have you done any laundry (30 gallons/load) or ran the dish washer (9 gallons/load) or taken a shower (25 gallons)

Next, put all the information you have gathered:
The size of the stain or water mark on the ground + any tissue, etc.
The answers to the questions about use.
The volume the Spill Estimation Method suggested

Does the information gathered suggest that the volume determined by the estimation tool be adjusted, up, down or the left as is?
Use the following and consider it to be Typical Use for each activity. The amounts listed below consider the water use difference of newer appliances and older appliances. It appears that around 1994 was watershed year. The amounts listed below assume that more appliances are newer than older.
Washing Machine - 30 gallons/load
Dish Washer - 9 gallons/load
Shower (10 Min.) - 25 gallons/shower

180 GPD per Household
(Apply District-wide diurnal flow patterns to estimate usage during each period)



Time Period	Gals per Minute	Gals per Hour	Gals per Period
A - 6 AM to Noon	0.20	12.0	72
B - Noon to 6 PM	0.15	9	54
C - 6PM to 9 PM	0.13	7.5	45
D - 9 PM - Midnight	0.03	1.5	9

Spill Start Time _____ - Spill End Time _____ = Spill Duration _____
Spill Duration _____ x Spill Rate _____ x EDUs _____ = Spill Volume _____

This is to be used as a guide for spill estimation for lower lateral blockages. Each six-hour period flow rate assumes a constant flow, which would not be typical in a home or business. In the absence of any other information or in conjunction with other information, this is intended to assist with spill estimations.

APPENDIX 7-1: ACTIONS TO TAKE IN RESPONSE TO A SEWER MAIN COLLAPSE

The collapse or blockage of a major sewer line constitutes a real or potential emergency and shall be treated as such by District staff. The process to be followed for procurement of the staff, equipment, and resources necessary to restore normal service are outlined in the City's Emergency Response Procedure Checklist (Appendix 11-1).

Action priority shall be based on the following considerations, in the following order:

1. Preservation of life for those in immediate danger
2. Treatment and transportation for those of life-threatening injuries
3. Treatment and transportation for those of lesser-injuries
4. Reduction of actual or potential life-threatening events
5. Protection of the community as a whole from immediate threat
6. Preservation of property and equipment from loss or damage
7. Restoration of facilities, system, and services.
8. Utilization of appropriate resources to reduce, repair, and contain hazards from the collection system as well as protect the system from further damage.

General Response Actions:

1. Contain the effluent: Shore exposed cave-in/break areas to stop continued debris entry into the collection system and possible contamination of the wastewater system.

2. Contain the effluent: If any effluent escapes containment and flows onto a street, property and/or enters a storm drain or drainage system, that area should be sealed off in a perimeter large enough to prevent any sewage flows from leaking to adjacent areas or downstream in any storm water drainage system.

3. Contain the effluent: Build a temporary berm across the storm drain out-fall channel or affected drainage system to trap any leakage from around the upstream, seal as necessary. Utilize the sewer and drainage system maps to determine the possible path of the spill.

4. Remove occluding debris. Shoring should be used as needed to prevent further collapse of trench walls, damaged pipe, and/or flow caused erosion or surrounding surface areas.

5. Restore minimal service flows by trenching, temporary piping, diversions, and/or above ground piping, as needed and as appropriate for the situation.

6. Remove contaminated water that has escaped the collection system and place it back in the system at a suitable location. This can be accomplished by trenching, temporary piping diversion, and/or above ground piping, as needed and as appropriate for the situation.

7. Protect site from intrusion and/or accidental entry of unauthorized persons using appropriate barricades, caution tape, plating, and fencing as necessary. Provide 24-hour security for pumps and maintain a watch for possible additional pipe collapses, as needed.

8. Monitor water/air quality through the use of accepted testing equipment and methods that are appropriate for the situation. Maintain a log of all testing.

9. Document activities, procedures, and personnel using applicable forms and charts. This documentation can be useful for tracking and controlling emergency and restoration activities, economic recovery, and future analysis of incident operations, updates, reports and potential future litigation.

10. Maintain public and agency information updates as necessary or as required. Depending on the size and severity of the incident, a Public Information Officer can be appointed to deal with multiple levels of information dissemination.

11. Identify cause and events that led to, or contributed to, the system failure. Visual and technical inspection, employing staff and other professional services, should be utilized according to the uncertainty of cause and/ or current conditions of the collection system.

12. Plan permanent repairs based on the identified cause events and condition of the system.

13. Effect repairs in a timely fashion, according to the above priorities and utilizing available resources. During, or after, the repair/replacement project, sever and stabilize any old abandoned pipe systems.
14. Clean up and sanitize impacted areas and facilities using appropriate methodology. Flush any contaminated storm drain system and recover the water and discharge back into the sanitary sewer system before placing the storm drain system back in service.

15. Review incident cause and events and identify any preventive steps that could avert future occurrences.

16. Complete all regulated and required reports and updates in a timely fashion, as needed. Follow reporting procedures of this report.

APPENDIX 10-1: PROPOSITION 65 REPORT FORM

Ventura County Environmental Health Division - 800 S. Victoria Ave., Ventura CA 93009-1730
TELEPHONE: 805/654-2813 or FAX: 805/654-2480
Internet: *www.ventura.org/envhealth*

DATE REPORT TAKEN:	**TIME REPORT TAKEN (AM/PM):**	**LOG NUMBER:**
NAME OF PERSON TAKING REPORT:		
NAME OF PERSON REPORTING:		**JOB TITLE/POSITION:**
AGENCY/COMPANY NAME:		**AGENCY/COMPANY TELEPHONE NUMBER:**
AGENCY/COMPANY STREET ADDRESS, CITY, ZIP:		

DATE OF INCIDENT:	**TIME OF INCIDENT:** **AM PM**	**AMOUNT:** (gallons, barrels, etc.)
NAME/DESCRIPTION OF "SUSPECTED" MATERIAL INVOLVED:		**PHYSICAL STATE:** Solid _____ Liquid _____ Gas _____ Other *(Specify)*:

HOW DID THIS INCIDENT HAPPEN?

ADDRESS/LOCATION OF INCIDENT (Complete "Line 1" or "Line 2")
LINE 1 Street Address: City:
LINE 2 Location (For example: "Brown Barranca"):

ACTION TAKEN:

FOR EHD OFFICE USE ONLY

Distributed to: _____ **Community Services *(Sewage spills only)***:_____

_____ **Hazardous Materials *(All other spills)***: _____

APPENDIX 11-1: EMERGENCY RESPONSE PROCEDURE CHECKLIST

RESPONSE PROCEDURE

1. AS YOU RESPOND:
    - Stay Safe
    - Make a plan for containment and repairs
    - Coordinate with Superintendent
2. ASSESS AVAILABLE RESOURCES:
    - Determine available personnel. See Available Personnel Roster
    - Determine available equipment. Update status throughout inspection. (Equipment List, Appendix 5-1)
    - Determine Fuel Status
    - Determine available emergency supplies
    - Private Contractors can be called as needed. (Combined Resources Phone List, Appendix 2-1).
3. INSPECT RECLAMATION PLANT:
    - First Priority:
        - Chemical Storage
        - Fuel Storage
        - Natural Gas meter and lines
    - Inspect remaining plant operations. Identify problems and likely solutions
    - Report status of treatment plant capability to Superintendent
    - Repair, maintain, and monitor operations as directed
4. INSPECTION COLLECTION SYSTEM FACILITIES:
    - Assess the status of each pump station and forcemain
    - Assess the status of main trunk lines
    - Determine the likely functionality of the Pump Station and Collection System
    - Report to Superintendent by radio after each inspection. State the status as operational or not
    - Do not stop to make repairs or assist the public. Report to Systems Supervisor or senior staff member or EOC. Wait for next assignment.

5. INSPECTION PRIORITY:
    1. Wastewater Treatment Plant
    2. Pump Stations
    3. Forcemains
    4. Natural Environmental Hotspots
    5. Main Trunk Lines
    6. Collection System Lines
    7. EOC (Emergency Control Center)
    8. Shelter Sites

Attachment G

Reserved for future Element 7 – Sewer Pipe Blockage Control Program attachments

Attachment H

Reserved for future Element 8 – System Evaluation, Capacity Assurance and Capital Improvements attachments

Attachment I

Reserved for future Element 9 – Monitoring, Measurement and Program Modifications attachments

Attachment J. Summary of 2019 SSMP Revisions to Address Audit Findings

ID	SSMP Element	Recommended Corrective Action or Opportunity for Improvement	Description of Change to SSMP	Date Completed
1	D.1 Goal and Introduction	The Plan Introduction section does not provide a complete description of local sewer system management program.	Added a description of the services the District provides and how it is managed into the Plan Introduction.	8/2/2025
2	D.1 Goal and Introduction	The Plan Introduction section does not discuss Plan implementation and updates as required by the reissued Order.	Added a narrative to discuss plan implementation and update.	8/2/2025
3	D.1 Goal and Introduction	The Plan Introduction section does not include an audit and update schedule as required by the reissued Order.	Added a schedule of plan audits and updates that include milestones for incorporation of activities associated with sewer spill prevention.	8/2/2025
4	D.1 Goal and Introduction	The Plan sewer system asset overview does not include all sewer system assets required by the reissued Order.	Added the following to the sewer system asset overview: location, including community served; system siphons; structures diverting stormwater to the sewer system, data management systems, sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals; estimated number or percent of residential, commercial, and industrial service connections; and unique service boundary conditions and challenge(s).	8/2/2025
5	D.1 Goal and Introduction	Plan does not provide reference to up-to-date map of system in the Goal and Introduction as required by the reissued Order.	Added a reference to the up-to-date map of system in the Goal and Introduction Section.	8/2/2025
6	D.2 Organization	The staff names and telephone numbers in Organizational Chart, Figure 2-1, are out-of-date.	Updated the names and telephone numbers of positions responsible for specific elements of the Plan in Organizational Chart, Figure 2-1.	8/2/2025
7	D.2 Organization	The Plan provides an outdated chain of communication in Appendix D of the document. The Reporting Chart is referenced from the Spill Emergency Response Plan (SERP) that has an up-to-date version of the Chart.	Updated the chain of communication to an updated Reporting Chart in the Appendix or add a reference to the SERP that has the new requirements for reporting.	8/2/2025
8	D.3 Legal Authority	The electronic link provided in the Plan linking to the District's Operations Code and Industrial Waste Supplement is outdated.	Updated the URL for the electronic link to the municipal code.	8/2/2025
9	D.3 Legal Authority	The Plan includes a summary table, Table 3-1, and narrative text that identifies specific sections of the Municipal Code and Rules and Regulations providing legal authorities required by the 2006 General Order. The selection of relevant ordinances is outdated and does not reflect the components listed in the reissued Order.	Updated the Legal Authority summaries and Table 3-1 with the relevant ordinances required by the reissued Order.	8/2/2025
10	D.3 Legal Authority	The current SSMP does not demonstrate the District possesses legal authority to collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events for spills entering storm drainage systems not owned by the District, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure.	Updated the Plan to demonstrate legal authorities related to collaborating with storm sewer agencies.	8/2/2025
11	D.3 Legal Authority	The current SSMP does not demonstrate the District has legal authority to obtain easement accessibility agreements for specific locations requiring sewer system operations and maintenance where there is currently no access.	Updated the Plan to demonstrate the District has the legal authority to obtain easement accessibility agreements for specific locations requiring operations and maintenance where there is currently no access.	8/2/2025
12	D.4 Operation and Maintenance Program	The Plan does not state the procedures for maintaining and providing State and Regional Water Board staff access to the map.	Updated the Plan with procedures to provided to the State and Regional Water Board staff access to the sanitary sewer system GIS map.	8/2/2025
13	D.4 Operation and Maintenance Program	Table 4-2 in the Plan does not document whether training is in place for the requirements of the General Order.	Updated the Plan to document the training provided to operations and maintenance staff and contractors on the requirements of the General Order.	8/2/2025

14	D.4 Operation and Maintenance Program	The Plan does not state whether the field trainings listed in Table 4-2 perform spill emergency response drills.	Updated the Plan to document the training on Spill Emergency Response and indicating whether drills are being performed as a part of the trainings.	8/2/2025
15	D.4 Operation and Maintenance Program	It is unclear if training for spill volume estimation methods is being conducted within the spill response training.	Updated the Plan to document training provided to operations and maintenance staff and contractors on spill volume estimation methods.	8/2/2025
16	D.4 Operation and Maintenance Program	Table 4-2 in the Plan does not document the training provided for electronic CIWQS reporting procedures for staff submitting data into CIWQS.	Updated the Plan to document training on electronic CIWQS reporting procedures for all staff entering data into CIWQS (Legally Responsible Officials and Data Submitters).	8/2/2025
17	D.5 Design and Performance Provisions	The SSMP indicates that the Standard Specifications updated on March 26, 2015 are the most up-to-date standards for design and construction of sewer facilities.	Updated the link to the District's Standard Specifications.	8/2/2025
18	D.6 Spill Emergency Response Plan	The SERP document does not include CIWQS reporting procedures under training.	Updated the SERP to include training on the CIWQS reporting procedures as well as Section D. 4 under Training.	8/2/2025
19	D.6 Spill Emergency Response Plan	The Plan does not describe procedures for pre-planned coordination with storm drain agencies and other utility agencies/departments prior, during and after a spill event.	Updated the Plan to document ongoing coordination with the City's Stormwater Division to support spill response.	8/2/2025
20	D.7 Sewer Pipe Blockage Control Program	The Plan does not provide the procedures to evaluate the need for a FOG program or summarize why the program is needed.	Updated the Plan documenting the need for a sewer blockage control program is needed. In the introduction	8/2/2025
21	D.7 Sewer Pipe Blockage Control Program	The website linked on the Plan to the FOG page is incorrect and needs to be updated	Updated the website link in the Plan to the appropriate page.	8/2/2025
22	D.7 Sewer Pipe Blockage Control Program	The Plan does not include a schedule of the public education and outreach events and activities.	Updated the Plan to provide a schedule of expected events or a schedule for how the outreach efforts are determined.	8/2/2025
23	D.7 Sewer Pipe Blockage Control Program	The list of facilities in Table 7-1 is not within the District's service area and is not utilized by waste generators.	Updated the Plan to remove the list of acceptable certified waste disposal facilities and replace with a description detailing the manifesting process.	8/2/2025
24	D.7 Sewer Pipe Blockage Control Program	The Plan does not describe how these actions provide source control measures and does not relate them to a specific type of FOG source.	Updated the Plan to describe FOG sources and what measures are used to control these sources.	8/2/2025
25	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The Plan does not include prioritization based on location including facilities in vicinity to high level of environmental consequences, surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas, and receiving water with a bacterial-related impairment.	Updated methodology and procedures for condition assessment prioritization to incorporate factors required by the General Order.	8/2/2025
26	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The Plan does not include the District's use of NASSCO LACP and MACP.	Updated the Plan to document recent and/or planned changes to procedures for assessing system conditions.	8/2/2025
27	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The Plan does not document the District's existing procedure to utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.	Updated the Plan to document the District's procedure for utilizing observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.	8/2/2025
28	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The current SSMP does not identify system assets vulnerable to direct and indirect impacts of climate change.	Updated the Plan to reference the Climate Change Action Plan from December of 2022 to address existing climate change plans and to identify system assets vulnerable to direct and indirect impacts of climate change.	8/2/2025
29	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The hydraulic model and capacity assessment methodology stated in the 2009 SECAP and referenced in the current SSMP is outdated. The District's methodology for the system evaluation and capacity assessment has been updated with new flow data, model, and analysis.	Updated the Plan to describe the ongoing flow modeling update and updated methods and procedures for capacity assessment that address all the components listed in the reissued order.	8/2/2025
30	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The Table 8-1 of completed and scheduled CIPs is outdated and does not include the completion dates and funding sources for each of the projects. This information is readily available in the District's 5-year Capital Improvements Plan.	Updated the Plan to include the most recent capital improvement plan and list of CIP projects with details including completion dates and funding sources.	8/2/2025
31	D.8 System Evaluation, Capacity Assurance and Capital Improvements	The SSMP does not discuss the interagency coordination that the District performs.	Updated the Plan to describe the District's joint coordination within District staff and interagency coordination with other utility agencies.	8/2/2025

32	D.9 Monitoring, Measurement, and Program Modifications	The District does not currently have relevant information of the previous Audit findings.	Updated Plan to include the findings of future audits as relevant information.	8/2/2025
33	D.9 Monitoring, Measurement, and Program Modifications	The Plan summarizes the actions to review implementation of SSMP per each element but does not include how it is being documented, this makes it unclear if it is occurring.	Updated Plan to include description on how the monitoring of each of these elements are being documented and provide a schedule or summary table/tracker.	8/2/2025
34	D.9 Monitoring, Measurement, and Program Modifications	There is no evidence of reviews or updates being made of the Plan procedures or activities.	Updated Plan to include a tracker or schedule to record Plan updates that are based on results of monitoring and performance evaluations.	8/2/2025
35	D.10 SSMP Internal Audits	The Plan does not describe internal audit procedures and the District was not able to provide evidence of internal audits over the past 5 years to review with the Specification Section 5.4 (Sewer System Management Plan Audits) of the General Order.	Updated the Plan to detail the procedures and schedule for the internal audit to ensure compliance with the Specification Section 5.4 of the reissued Order.	8/2/2025
36	D.11 Communication Program	The Plan does not provide procedures for communication with the public in the event of spills and discharges that result in public closures or release into sources of drinking water.	Updated the Plan to include or reference procedures for communicating with the public for spills and discharges resulting in closures of public areas, or that enter a source of drinking water.	8/2/2025
37	D.11 Communication Program	The Plan does not include procedures to communicate with the public to provide opportunities for public input to Plan implementation and updates of the SSMP.	Updated the Plan to include procedures for the Public for communicating to provide opportunities for public input to Plan implementation and updates of the SSMP.	8/2/2025
38	D.11 Communication Program	The electronic link provided in the Plan linking to the District's SSMP on the public website is not working.	Updated the URL for the electronic link to the Plan on the City's website.	8/2/2025
39	D.11 Communication Program	The Plan does not include procedures to communicate with owners/operators of systems that connect into the District's system, including satellite systems, for system operation, maintenance, and capital improvement-related activities.	Updated the Plan to include procedures for communicating with owners/operators that connect to the District's system for system related operation, maintenance, and capital improvement-related activities.	8/2/2025

Attachment K

Reserved for future Element 11 – Communication Program attachments