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Sewer System Management Plan





Prepared By:

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Utilities Department
Sewer Division

Revision 1—March 2018

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Formatting Notes:

MS Word Versions of this document: Most appendices can be accessed by double-clicking the embedded .PDF files.

.PDF and Hard Copy Versions: Double-clicking embedded .PDF files is disabled and associated appendices are included/attached.

List of Acronyms

AB	Assembly Bill (California)
BAT	Best Available Technology
BMP	Best Management Practice
CALEPA	California Environmental Protection Agency
CCR	California Code of Regulations
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
City	City of Lakeport
CLMSD	City of Lakeport Municipal Sewer District; managed by the Public Works Department, Utilities Division
CM	Corrective Maintenance
CMMS	Computerized Maintenance Management System
CDFG	California Department of Fish and Game
CWA	Clean Water Act (federal)
CWEA	California Water Environment Association
CVCWA	Central Valley Clean Water Association
CVRWQCB	Central Valley Regional Water Quality Control Board
ERP	Emergency Response Plan
FOG	Fats, Oils, and Grease
FSE	Food Service Establishments
GIS	Geographical Information System
GPS	Global Positioning System
GWI	Groundwater Induced Infiltration
GWDR	General Waste Discharge Requirements and/or Waste Discharge Requirements (WDR)
HMBP	Hazardous Materials Business Plan
HMIRSP	Hazardous Materials Incident Response Plan
I/I	Inflow / Infiltration
ICS	Incident Command System
IERP	Integrated Emergency Response Plan
LACOSAN	Lake County Sanitation District, A.K.A. Special Districts
LMC	Lakeport Municipal Code
LRO	Legally Responsible Official
MGD	Million Gallons per Day

MRP	Monitoring and Reporting Program
NPDES	National Pollution Discharge Elimination System
NRC	National Research Council
O&M	Operation and Maintenance
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
Order	SWRCB General Order No. 2006-0003-DWQ, adopted May 2, 2006
Pd	Predictive Maintenance
PM	Preventative Maintenance
PMP	Preventative Maintenance Program
POTWs	Publicly Owned Treatment Works
R&R	Rehabilitation and Replacement
RWQCB	Regional Water Quality Control Board
SB	Senate Bill (state)
SCADA	Supervisory Control and Data Acquisition
SDS	Safety Data Sheets
SOP	Standard Operating Procedure or Standard Maintenance Procedure
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
USEPA	United States Environmental Protection Agency (Federal)
WDP	Waste Discharge Permit
WDR	Waste Discharge Requirements and/or General Waste Discharge Requirements (GWDR)
WWTP	Wastewater Treatment Plant

List of Terms

Authorized Representative – The person designated, for a municipality, state, federal or other public agency, as either a principal executive officer of ranking elected official, or a duly authorized representative of that person. For CLMSD, this person either would be the Director or the Compliance Officer.

Blockage – Something that partially or fully blocks the wastewater from flowing through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. If not caught in time, the blockage may cause an overflow. This is also called a stoppage.

California Association of Sanitation Agencies (CASA) - CASA is a non-profit, statewide trade association representing public agencies that provide wastewater collection, treatment, disposal, and/or water reclamation services to about 90 percent of the sewered population in California. Website: http://www.casaweb.org/

California Water Environment Association (CWEA) – CWEA is an association of 8,000-plus professionals in the wastewater industry. CWEA is committed to keeping California's water clean. CWEA trains and certifies wastewater professionals, disseminates technical information, and promotes sound policies to benefit society through protection and enhancement of the water environment. CWEA offers services at the state level and locally through 17 geographical local sections. Through their on-line bookstore, CWEA offers technical references for sewer system operation and maintenance. Website: http://www.cwea.org/

Central Valley Regional Water Quality Control Board – Also known as Regional Water Quality Control Board or RWQCB. This is the primary wastewater regulator for CLMSD and the agency that issues agency-specific WDRs. The mission of this state regulatory agency is to: preserve, enhance and restore the quality of California's water resources, and ensure their proper allocation and efficient use for the benefit of present and future generations. Website: http://www.waterboards.ca.gov/centralvalley/

Capital Improvement Plan – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency. The CIP is budgeted in operations and in reserves for long-term projects. It is directly related to depreciation expense, which includes fixed assets (e.g. treatment plant, pump stations, and other appurtenances) equipment, vehicles, and technology (e.g. SCADA replacement, computer refresh, monitoring programs, communication enhancements, etc.).

Enrollee – The legal public entity that owns a sanitary sewer system, as defined by the GWDR, which has submitted a complete and approved application for coverage under the GWDR. This is also called a sewer system agency or wastewater collection system agency. CLMSD is the legal owner of the wastewater collection system for the City.

Fats, Oils and Grease (FOG) - Fats, oils, and grease that are discharged into the sanitary sewer collection system by Food Service Establishments (FSE), homes, apartments and other sources. FOG is a major cause of blockages leading to increased maintenance and sometimes SSOs. Due to CLMSD's proximity to Clear Lake, mitigating FOG is a paramount concern.

FOG Control Program – To be implemented at the Enrollee's discretion. May include public education program; plan and schedule for the disposal of FOG; legal authority to prohibit FOG related discharges; requirement to install grease removal devices; authority to inspect grease producing facilities; identification of sanitary sewer system sections subject to FOG blockages and the establishment of a cleaning schedule for each section; development and implementation of source control measures for all sources of FOG. The CLMSD has a robust FOG Control Program and diligently works with local businesses and residents to ensure awareness and action of FOG issues and BMPs. FOG regulations are set forth in Section 13.20.600 et. seq. of the Lakeport Municipal Code.

Geographical Information System (GIS) – A database linked with mapping, which includes various layers of information used by government officials. Examples of information found on a GIS can include a sewer map; sewer features such as pipe location, diameter, material, condition, last date cleaned or repaired. CLMSDs GIS also contains base information such as streets and parcels. It is updated and maintained by staff with detailed and specific knowledge of the collection and treatment system.

Governing Board – This is the governing board of the sewer entity developing the SSMP. The City Council also acts as the Board of Directors for CLMSD.

GWDR – General Waste Discharge Requirements – A GWDR is an authorization to discharge waste with certain conditions, which can be issued on an individual basis or to a group of dischargers. The Statewide General WDR for Sanitary Sewer Systems was adopted by the SWCRB and will be implemented by the Regional Water Boards and SWRCB.

Groundwater Induced Infiltration (GWI) – Infiltration attributed to groundwater entering the sewer system.

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system and service connections from such sources as, but not limited to, roof leaders, cellars, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, around manhole covers or through holes in the covers, cross connections from storm and combined sewer system, catch basins, storm waters, surface runoff, street wash waters or drainage. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak into the sewer itself.

Lateral – The portion of sewer that connects a home or business with the main line in the street. Sometimes sewer system agencies own or maintain a portion of the lateral.

Upper Lateral: Portion of lateral from building to property line (or easement line), usually privately owned and maintained.

Lower Lateral: Portion of lateral from property line (or easement line) to sewer mainline in the street or easement. This portion of the lateral is sometimes privately owned and maintained and sometimes publicly owned and maintained.

Monitoring and Reporting Program - The Monitoring and Reporting Program established in the WDR that establishes monitoring, record keeping, reporting and public notification requirements for the GWDR.

Ordinance - City of Lakeport (CLMSD) Sewer Use Ordinance No.872 (2008), adopted by the Board of Directors to establish basic use provisions for the wastewater collection and treatment system. Codified in Chapter 13.20 of the Lakeport Municipal Code.

Overflow Emergency Response Plan – Identifies measures to protect public health and the environment. A plan must include the following: notification procedure, appropriate response plan, regulatory notification procedures, employee training plan, procedures to address emergency operations, a program that ensures all reasonable steps are taken to contain and prevent discharges.

Private Lateral – That portion of the Lateral that is owned and maintained by the private property owner that it serves. In the CLMSD, the private lateral typically ends at the sewer cleanout at the public right-of-way.

Preventative Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants. This type of maintenance can prolong the useful life of equipment, infrastructure, and machinery and increase its efficiency by detecting and correcting problems before they cause a breakdown of the equipment, or failure of the infrastructure.

R-Value – Is the amount of rainfall that reaches the collection system via infiltration and inflow. This value is typically expressed as a percentage of total rainfall volume that reaches the collection system.

Rainfall Dependent Infiltration and Inflow – Infiltration and Inflow that is attributed directly to rainfall.

Regional Water Board – Is a short name for any of the nine regional boards including the San Francisco Bay Area Regional Water Quality Control Board and the Central Valley Regional Water Quality Control Board.

Sanitary Sewer Overflow (SSO) – The Statewide GWDR defines an SSO as any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach waters of the United States, overflows or releases that *do not* reach water of the United States, and backups into buildings and/or private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer Overflow Categories

- *Category 1* – Sanitary sewer system failure with **ANY** discharge that reaches surface water or drainage channel (dry or wet) or to storm drain system and is not fully captured and returned to sewer.
- *Category 2* – Sanitary sewer system failure with **1,000 gallons or greater** that **do not** reach surface water, a drainage channel, or the storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
- *Category 3* -- All other discharges of sewage resulting from a failure of the sanitary sewer system.

Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately-owned lateral

Spill at the wastewater treatment plant – An SSO or other type of wastewater spill that occurs at the treatment plant. It has unique reporting requirements similar to a Category 1 SSO.

Sanitary Sewer Systems – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant head works used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities are considered to be part of the sanitary sewer system and discharges into these temporary storage facilities are not to be considered SSOs.

Satellite Collection System – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary. LACOSAN, or Special Districts, serves as such a system to the north and south of CLMSD. The District and LACOSAN have a mutual aid agreement in place, whereby flows can be sent from CLMSD to LACOSAN in the north and received by CLMSD in the south.

Sewer System Management Plan (SSMP) – A series of written site-specific programs that address how a collection system owner/operator conducts their daily business as is outlined in the WDR. Each SSMP is unique for an individual discharger. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. The SSMP must also contain a spill response plan. Certification is offered by technically qualified and experienced persons and provides a useful cost-effective means for ensuring that SSMPs are developed and implemented appropriately. For CLMSD, this individual is the Compliance Officer.

Stakeholder - A person or organization that has a vested interest in the development and outcome of the SWRCB Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems as well as any other applicable Orders issued by the SWRCB.

State Water Resources Control Board – This is the State agency that developed and passed the GWDR for collection systems and the agency that maintains the SSO reporting web site (CIWQS).

System Evaluation and Capacity Assurance Plan – A required component of an agency's SSMP and is an important part of any agency's overall Capital Improvement Plan that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Wastewater Collection System – A.K.A. Sanitary Sewer System, see above.

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Introduction

This introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the District's service area and sewer system.

Sewer System Management Plan Requirement Background

The State Water Resource Control Board (SWRCB) adopted Water Quality Order No. 2006-0003-DWQ at its meeting on May 2, 2006, which required all public wastewater collection system agencies in California with sewer systems greater than one mile in length to be regulated under General Waste Discharge Requirements (GWDR). The Order also requires such public collections system agencies to prepare an SSMP and report Sanitary Sewer Overflows (SSOs) using an electronic reporting system.

An SSMP is a document that describes the activities in which a wastewater agency engages to manage its collection system effectively. This includes the following:

1. Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service in the future;
2. Cost-effectively minimizing inflow/infiltration (I/I) and providing adequate sewer capacity to accommodate design storm flows; and
3. Minimizing the number and impact of sanitary sewer overflows (SSOs) that occur.

In 2013 the State Water Resources Control Board issued Order No. WQ 2013-0058-EXEC which amended the monitoring and reporting program for statewide general waste discharge requirements for sanitary sewer systems. Major components are included in the Order's Attachment A, including the establishment of a third category for SSO events and other amendments related to reporting and record keeping requirements.

Completion deadlines for SSMPs are determined by population served by each respective agency. The City's most recent SSMP was adopted in 2010 and a thoroughly updated SSMP will be completed in 2018.

Document Organization

This SSMP is intended to meet the requirements of both the Central Valley Regional Water Quality Control Board (RWQCB) and the Statewide GWDR. Included in this plan are eleven elements, each of which shall make up individual sections, and are as follows:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program

5. Design and Performance Standards
6. Overflow Emergency Response Plan
7. Fats, Oils and Grease Control Program
8. Capacity Management (System Evaluation and Capacity Assurance Plan)
9. Monitoring, Measurement, and Program Modifications
10. SSMP Audits
11. Communication Plan

Each elemental section is divided into sub-sections, which shall include:

1. Description of the SWRCB requirement for that element;
2. Identification of associated documents, figures and supporting materials; and
3. Discussion of the element, which may be sub-divided further depending on length and/or complexity.

District Service Area and Sewer System

The City of Lakeport Municipal Sewer District (CLMSD or District) serves the City of Lakeport which operates under a council-manager form of municipal government. The District is governed by a board of directors, whose members also serve as the City Council. The boundaries of the District are similar to those of the City with the addition of a few unincorporated areas to the south and west.

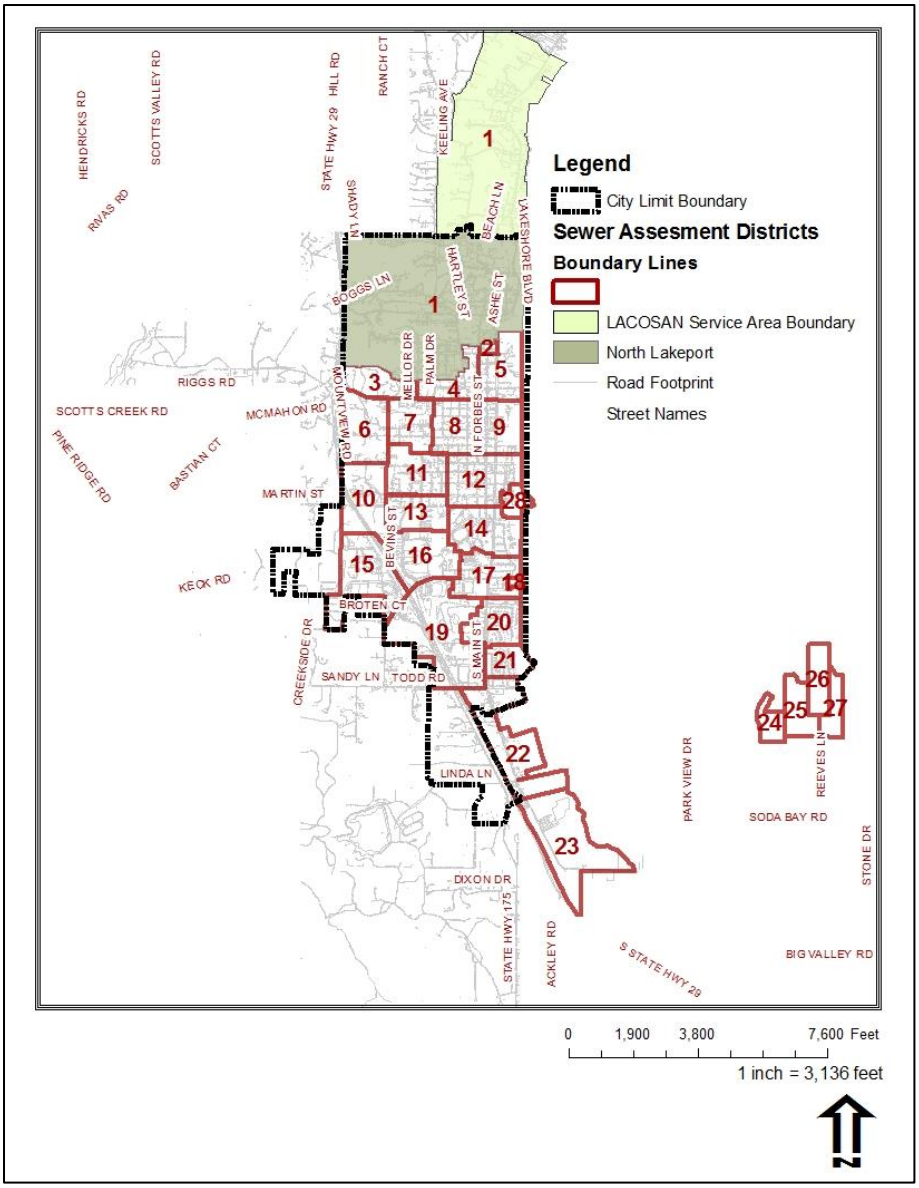


Figure 0.1. City and District Boundaries

(Larger copy available in Appendix 0.A)

Lakeport is located on the western shore of Clear Lake in Lake County. It was incorporated in 1888 and currently includes approximately 2.7 square miles of area. The sewer system involves approximately 2,200 connections, serving over 5,000 customers, which accounts for approximately eight percent of the entire population of Lake County. The District operates and maintains eight sewer lift stations, a secondary treatment and disposal facility, and a collection system to each private property line. The total length of the collection system maintained by the District is approximately 33 miles. The oldest main lines in service are estimated to have been installed 70 years ago. GIS mapping of the system and related SSOs has helped identify

several areas in need of rehabilitation; otherwise, the sewer collection system performs efficiently and adequately.

Currently, land use in Lakeport is approximately 76 percent commercial/residential, five percent industrial and 19 percent open space/governmental/agriculture. Marketing efforts promote Lakeport's appeal as a vacation and recreation destination. In recent years City leaders have emphasized various economic development strategies in an effort to make the City the focal point of economic and community activity for the County and the region. The City continues to work to attract new retail, hotel, industrial, educational, recreational, and food service establishments to the community.

The District seeks to implement programs and activities that will become an example of effective wastewater management for other similarly sized communities. As part of this effort, the City continues to rely on the 2008 Master Sewer Plan which evaluated the District's sewer capacity and made recommendations to effectively accommodate future growth in the short and long term, while mitigating impacts to the environment. The District acknowledges there is a need to update the Master Sewer Plan. An updated plan is expected to be completed prior to 2020.

Purpose of this SSMP

The purpose of this updated SSMP is to describe current activities CLMSD uses, as well as prescribe, develop, and implement plans the District shall engage, to manage its municipal sanitary sewer system, further eliminating preventable SSOs, minimizing SSOs that do occur, and protecting both public and environmental health.

SSMP Work Plan and Schedule

The work plan and schedule for the development of this updated SSMP (Revision 1) is set forth in Table 0.1 below.

Table 0.1 CLMSD Sewer System Management Plan Update Schedule		
Required Elements	**Considerations**	**Due Date**
Plan and Schedule	• Design and assign development of SSMP to staff • Determine deadlines	Completed winter 2016
Goals	• Minimize sanitary sewer overflows (SSOs). • Prevent public and environmental health hazards. • Minimize inconveniences by responsibly handling interruptions in service. • Protect the large investment in the District's collection system by maintaining adequate capacities and extending useful life. • Prevent unnecessary damage to public and private property. • Use funds available for sewer operations in the most efficient manner. • Convey wastewater to treatment facilities with a minimum of inflow and infiltration (I/I). • Perform all operations in a safe manner to avoid personal injury. • Sewer System Master Plan update (current document adopted in 2008.	Ongoing
Organization	• Identify agency staff responsible for the SSMP and update all contacts as needed • Identify chain of communication for responding to and reporting SSOs	Updated February 2017
Emergency Response Plan	• Review and update SSO notification procedures and update contact information of responsible individuals • Update procedures to investigate, report and notify stakeholders about SSOs • Identify and describe procedures to prevent overflows from reaching surface waters, and to minimize or correct any adverse impact from SSOs	Updated November 2017
Legal Authority	• Control I/I from the collection system and laterals • Require proper design and construction of sewers and connections • Require proper sewer installation, testing and inspection • Ability to impose source control requirements	No changes to existing Ordinances as part of this update.
O&M Plan	• Maintain up-to-date maps using GIS system • Continue to fund GIS operations and train appropriate personnel on use of software and data collection tools • Review and describe preventative maintenance activities • Provide staff training on a regular basis, encourage continuing education and professional development	Ongoing

Table 0.1 CLMSD Sewer System Management Plan Update Schedule		
FOG Plan	• Develop Fats, Oils, and Grease Program • Create and disseminate informational materials to local businesses and residents • Ensure compliance with sewer use ordinance, installation and maintenance of grease traps	FOG program and related Ordinance adopted in 2008. Ongoing effort.
Design and Performance Standards	• Identify minimum design and construction standards and specifications • Identify procedures and standards for inspecting and testing	No changes as part of this update.
System Capacity Plan	• Review and describe 2008 Master Sewer Plan • Review and describe CIP and timeline for completion of major rehab projects • Describe City's I&I mitigation program and recent accomplishments	Ongoing. An updated Master Sewer Plan is expected to be completed prior to 2020.
Monitoring and Program Modifications	• Measure the effectiveness of each SSMP element • Monitor each SSMP element and make updates as necessary	Ongoing
Program Audits	• Conduct biennial audit of SSMP and performance of its implementation • Revise SSMP as needed	Biennial audit due in 2020 assuming SSMP update is adopted in 2018.
Communications Program	• Review and describe current methods of communication with public, Board of Directors, stakeholders, and community at large • Revise methods, if necessary • Continuously pursue more efficient and effective methods of communication	November 2017
Final SSMP and Certification	• Present final draft SSMP for two-week public review and comment • Review, consider and recommend changes or comments, incorporate those which are appropriate • Certify updated SSMP document as complete with RWQCB via CIWQS • Present final, certified document to CLMSD Board of Directors for approval and adoption	Public review period not required for this update. CLMSD Board review: April 3, 2018 SSMP Certification via CIWQS: April 2018

Table 0.1. SSMP Schedule

Element 1: Goals

This SSMP element identifies goals the District has set for the management, operation and maintenance of the wastewater collection system and will discuss the role of the SSMP in supporting these goals. These goals provide direction for District staff to implement improvements in the management of the District's wastewater collection systems. This section fulfills the Goals requirement of the SWRCB SSMP (Element 1).

1.1 SWRCB Requirements for Goals Element

The summarized requirements for the Goals element of the SSMP are as follows:

The Enrollee must develop goals to properly manage, operate, and maintain all parts of its sanitary sewer system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2 Attachments

There are no associated documents or supporting materials associated with this element.

1.3 Element Discussion

Safe, responsive, and reliable sewer service is an integral component to the purpose of the District. Its mission is to provide these things, while maintaining high quality customer service, protecting the environment, and supporting economic development within the City through maintenance of, and improvement to, the community infrastructure. The mission statement of the District reflects this sentiment:

"The [District] is dedicated to fostering a safe and picturesque environment that enhances the quality of life for our community; it is our responsibility to promote the health and safety of City residents and visitors. We are committed to being responsive to the needs of the community, exercising innovation in sustaining and growing a vibrant place in which to live, work, and do business."

In support of this mission, the District has developed the following goals for the operation and maintenance of its wastewater collection system. Throughout this SSMP document, responsibilities, procedures and guidelines for maintenance, operation and training activities will be outlined.

- Minimize sanitary sewer overflows (SSOs).
- Prevent public and environmental health hazards.
- Minimize inconveniences by responsibly handling interruptions in service.

- Protect the large investment in the District's collection system by maintaining adequate capacities and extending useful life.
- Prevent unnecessary damage to public and private property.
- Use funds available for sewer operations in the most efficient manner.
- Convey wastewater to treatment facilities with a minimum of inflow and infiltration (I/I).
- Perform all operations in a safe manner to avoid personal injury.
- Ongoing implementation of the Sewer System Master Plan.

This SSMP describes the District's existing operations and maintenance practices and will provide additional protocols for the management of the District's sewer system. This SSMP will contribute to the development of policies and procedures, which will address issues of customer service, water quality and environmental protection, long-term wastewater collection and treatment service, long-term infrastructure investment, long-term financial stability, and workforce planning and development, which will center on the continued development of the District's employee training program.

Customer service is a primary function of the District. Those whom the District serves include retail businesses, restaurants and other food service establishments, professional offices and service facilities, government agencies, and residential housing. Relationships with its customers will be strengthened as the District improves upon the level of service it offers.

Interaction with the public is imperative. Among other objectives to be achieved, staff will provide information to the public on the proper disposal of fats, oils and grease; engage in a marketing campaign to introduce and inform food service establishments to the City's sewer use and pretreatment ordinance, including the requirement to install and operate grease interceptors; review and/or redesign procedures to make working with the City more effective and responsive; continue implementing the sewer lateral certificate program to reduce I/I issues originating on private property; and make staff and City resources more readily available to the public, fostering a more personable experience for its customers.

The overall goal of this updated SSMP is to adopt, create and build upon best management practices for the District's collection system which will result in minimizing the frequency and impacts of SSOs. By providing guidance for appropriate maintenance, capacity management, emergency response, monitoring and reporting, staff will be better equipped to meet current federal and state regulations. The District has placed renewed emphasis on its compliance efforts and has assigned highly qualified staff to develop and manage response and reporting programs. Raising awareness of the effects of SSOs and ancillary environmental impacts that result from the operation of its sewer system is an important District goal.

Element 2: Organization

This section of the SSMP identifies District staff responsible for implementing this SSMP, responding to SSO events, and meeting SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet SWRCB requirements for completing and certifying spill reports. This section fulfills the Organization requirement of the SWRCB SSMP (Element 2).

2.1 SWRCB Requirements for Organization Element

The summarized requirements for the Organization element of the SSMP are as follows:

The Enrollee's SSMP must identify:

1. The name of the agency's responsible or authorized representative;
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program, include lines of authority as shown in an organization chart or similar document with a narrative explanation; and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies, if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES).

2.2 Documents, Figures and Supporting Materials

Associated documents for Element 2 are included in figures, presented herein, and as appendices, attached hereto (click on the hyperlinks to open the documents). They include the following:

1. Staff Directory (Appendix 2.A)
2. SSO Overflow Response Plan (Utilities Division Policy U-11) (Appendix 6.C)
3. District Organization Chart (Figure 2.A)
4. Contact List (Figure 2.B.)
5. SSO Reporting and Response Chain of Communication (Figure 2.C.)

2.3 Organization Discussion

This section presents the organizational structure for the District and discusses the roles of the wastewater collection system staff, the authorized representative to the SWRCB, and key staff responsibilities for implementing and maintaining the SSMP.

The District is a public wastewater operations and service entity governed by a Board of Directors, which also acts as the City Council. It is managed by the Public Works Department, Sewer Division, under the direction of the Public Works Director, also referred to as the District or CLMSD Director. The Sewer Division is divided into three subdivisions: Administration, Compliance, and Operations.

Figure 2.A. represents the organizational structure of the District, which is comprised of the following representatives, whose responsibilities include, but are not limited to, those noted in their descriptions:

- **Board of Directors:** responsible for establishing policy, adopting ordinance, setting usage fees and penalties for infractions;
- **City Manager:** manages the general fiscal and administrative functions of the City and oversees the management of various departments within the City of Lakeport, of which CLMSD is a part;
- **CLMSD Director:** enforces policy, manages staff, allocates resources, authorizes third-party contractor services, and provides general direction for District operations;
- **City Engineer:** tasked with preparing wastewater collection system planning documents, manages capital improvement delivery systems; documents new and rehabilitated assets;
- **Compliance Officer:** primary roles and responsibilities include sewer code enforcement, SSO monitoring and reporting, and coordinating the development and implementation of the SSMP, which incorporates FOG and I/I programs;
- **Utilities Superintendent:** manages field staff and is first administrative responder to SSO incidents;
- **Building Official:** monitors, evaluates, and approves new sewer connections to the District system, ensuring they meet all applicable standards and requirements; and
- **Wastewater Facilities Supervisor:** first responder to sewer issues, delegates tasks and responsibilities to fields crews, which conduct preventive and corrective maintenance activities.



Figure 2.A. CLMSD Org Chart

The District's authorized representative in all wastewater collection system matters is the CLMSD Director. The Director has designated the City's Utilities Superintendent and Compliance Officer authority to certify electronic spill reports submitted to the State Water Resources Control Board.

The Compliance Officer is responsible for organizing, implementing and maintaining all elements of this SSMP.

Current contact information for the positions described above is presented below in Figure 2.B.

CLMSD Contact List
Updated 6/1/17

Position/Title	**Name**	**Telephone Number**
City Manager	Margaret Silveira	(707) 263-5615 x104

CLMSD Contact List Updated 6/1/17		
CLMSD Director	Douglas Grider	(707) 263-3578 x401
City Engineer	Paul Curren	(707) 263-5615 x407
Compliance Officer	Andrew Britton	(707) 263-3578 x403
Utilities Superintendent	Paul Harris	(707) 263-3578 x402
Building Official	Tom Carlton	(707) 263-5615 x202
Wastewater Facilities Supervisor	Carlos Pradomerze	(707) 263-3578 x702
Construction Supervisor	Jim Kennedy	(707) 263-3578 x601

Figure 2.B. CLMSD Contact List

The Compliance Officer is authorized to submit SSO reports to all appropriate government agencies (i.e., Central Valley Regional Water Quality Control Board, Lake County Environmental Health Department, Lake County Air Quality Management District and the State Office of Emergency Services). The Chain of Communication is presented below as Figure 2.C. It is to be used in conjunction with the District's SSO Reporting Requirements Reference Guide (Appendix 2.B) and its SSO Emergency Response Plan (Utilities Department Policy No. U-11/ Appendix 6.C).

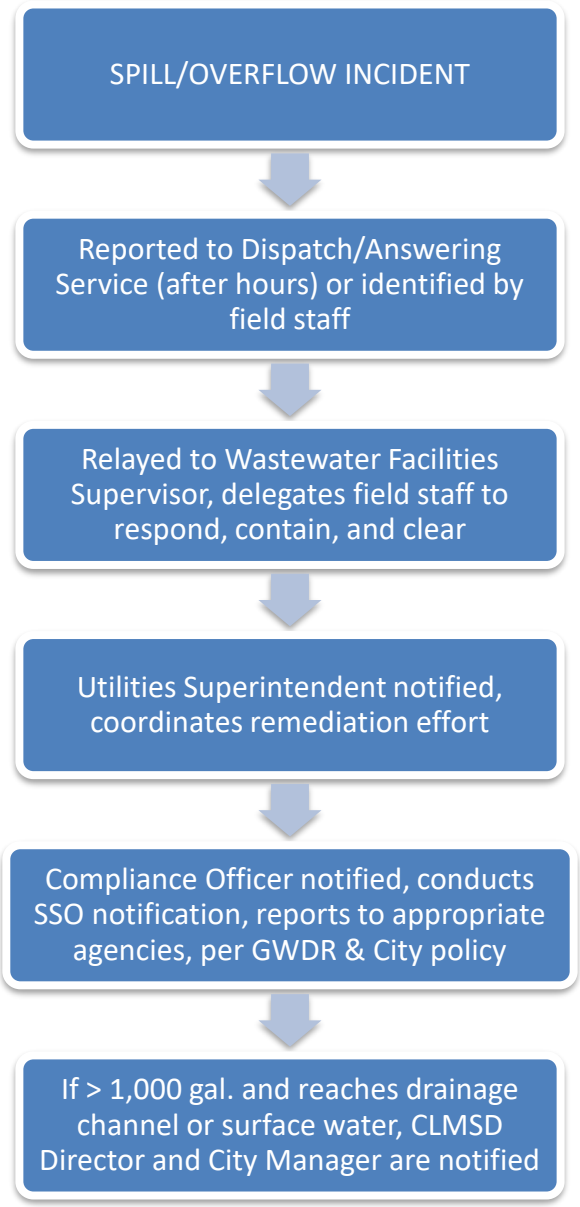


Figure 2.C. Chain of Communication

Element 3: Legal Authority

This section of the SSMP identifies the authority by which the CLMSD effectively operates the public sewer system, ensures new sewer infrastructure is properly constructed, solves operation and maintenance problems, interacts with the public and developers, and reduces sewer system overflows. This section fulfills the Legal Authority requirement of the SWRCB SSMP (Element 3).

3.1 SWRCB Requirements for Legal Authority Element

The summarized requirements for the Legal Authority element of the SSMP are as follows:

The Enrollee's SSMP must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. Prevent illicit discharges into its sanitary sewer system, including I/I from satellite waste water collection systems and laterals, storm water, unauthorized debris, etc.
2. Require proper design and construction of sewer connections
3. Ensure access for maintenance, inspection, and repairs to publicly owned portions of laterals
4. Limit the discharge of FOG and other debris that may cause blockages
5. Enforce violations of its sewer ordinance.

3.2 Documents, Figures and Supporting Materials

Associated documents for Element 3 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. Lakeport Municipal Code Ch. 13.20, Sewer Use and Pretreatment regulations (Appendix 3.A)
2. Fines for Violation of the FOG Program, Resolution No. 2315 (2008) (Appendix 3.B)
3. Mutual Aid Agreement with LACOSAN (Appendix 3.D)
4. Utilities Department Policies U-3, U-4 and U-6 (Appendix 3.C)

3.3 Legal Authority Discussion

This section presents the legal authority by which CLMSD complies with SWQCB regulations.

Lakeport Municipal Code Chapter 13.20 Sewer Use and Pretreatment (Ordinance No. 872 [2008])

Pursuant to Lakeport Municipal Code (LMC) Chapter 13.20, any residence or facility within the boundaries of CLMSD must connect to the municipal sanitary sewer system with limited exceptions.

The LMC defines, in specific detail, the authority and mechanisms granted to CLMSD to ensure discharge to the wastewater collection and treatment system is not harmful to the environment or destructive to existing or future infrastructure. It outlines specific discharge regulations, pretreatment standards, and prescribed enforcement actions (per violation), as well as establishes the Fats, Oils, and Grease (FOG) and Sewer Lateral Certificate Programs, which include provisions requiring grease traps and interceptors to be installed and maintained by all Users who produce and/or discharge FOG.

CLMSD is granted permit authority in the LMC to regulate discharge to the sanitary sewer system. However, such authority has not been exercised and is reserved for industrial Users primarily, categorized by class levels I-IV. The majority of current Users are categorized as domestic in nature, meaning the wastewater discharge disposed into the public sewer system is from ordinary living processes of human beings, without special treatment.

The Ordinance requires all identified sources of inflow and infiltration (I & I) be corrected upon discovery. The City actively investigates such sources and continuously works to identify and track new sources. CLMSD's I & I Program is proactive in detection; however, significant fiscal limitations prevent correction of all known I & I locations. The 2008 Master Sewer Plan comprehensively identified known I & I sources and the rehabilitation measures needed to correct the issues surrounding them. That information and newly discovered I & I sources are tracked and stored in the City's GIS mapping program.

Rights of Entry

LMC Section 13.20.340 provides the legal right for CLMSD personnel to inspect connections, appurtenances, and other components of the municipal sanitary sewer collection system on private property if illicit discharges are known or suspected.

LMC Section 13.20.340 Rights of Entry

Persons or occupants of premises where wastewater is generated or discharged, or where hazardous substances or hazardous wastes are present, shall allow the CLMSD or its representative ready access to all parts of the premises for the purposes of inspection, sampling, photographing, analysis, records examination, records copying or performance of any of their duties. The CLMSD, or its authorized representative, accompanied by such other representatives of other public agencies as may be appropriate, shall have the right to set up on the User's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations.

Users must allow access to their property during regular business hours with appropriate notice.

The Compliance Officer is responsible for ensuring these regulations are enforced and that the public is aware of them.

Enforcement Mechanisms

The enforcement mechanisms available to CLMSD for violations of the Ordinance include:

1. Informal administrative action (e.g., Notices of Violation and written warnings)
2. Administrative orders, compliance schedules, and other reports
3. Fines and fees
4. Penalties for non-compliance
5. Assessment of charges for damage to CLMSD facilities and/or operations
6. Suspension or termination of services
7. Civil action
8. Criminal action

Fines related to the general provisions of the Sewer Use regulations can range from $300 to $1,000 per day per violation, depending on the infraction. The applicability and severity of such fines is at the discretion of the Utilities Director or designee. Resolution No. 2315 (2008) (Appendix 3.B) prescribes specific fines and fees for violations or noncompliance with the provisions of LMC Chapter 13.20.

Construction and Design Standards

Through resolution, and referenced by the Lakeport Municipal Code, the City has adopted the California Plumbing Code (California Code of Regulations, Title 24, Part 5). Additionally, the City has adopted sewer infrastructure construction and design standards as discussed in Element 5.

Interagency Agreements

CLMSD maintains a mutual aid agreement with Lake County Sanitation District (LACOSAN), whereby wastewater flows in the northern portion of the district can be directed to the County's collection system. Likewise, wastewater flows from County areas south of the CLMSD collection area are accepted by CLMSD. A copy of the agreement is attached as Appendix 3.D.

Element 4: Operations and Maintenance Program

This section of the SSMP identifies the authority by which the CLMSD effectively operates the public sewer system, ensures new sewers are properly constructed, solves operation and maintenance problems, interacts with the public, and reduces sewer system overflows. This section fulfills the Operations and Maintenance requirement of the SWRCB SSMP (Element 4).

4.1 SWRCB Requirements for Operations and Maintenance Element

The summarized requirements for the Operations and Maintenance element of the SSMP are as follows:

The Enrollee's SSMP must include those elements listed below that are appropriate and applicable to the system:

1. Maintenance of up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water pumping and piping facilities;
2. A description of routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas;
3. A rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitative actions to address each deficiency;
4. A training program to provide regular instruction on sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
5. Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Documents, Figures and Supporting Materials

Associated documents for Element 4 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. Collection System Map (Appendix 4.A)
2. 2008 Master Sewer Plan (Appendix 4.B)
3. Equipment Inventory List (Appendix 4.C)
4. Maintenance Cleaning Schedule, including main lines and lift stations (Appendix 4.D)

5. Rehabilitation Schedule (Table 4.1)

4.3 Operations and Maintenance Discussion

This section presents an overview of CLMSD's operations and maintenance program.

CLMSD Collection System Maps

GIS data can also include visual information, including video, pictures, field staff notes, etc. All geographical information is presented to scale, which gives CLMSD staff greater ability to identify and address issues quickly as they arise. The GIS maps also detail the existing storm water collection system, including all known inflows and outfalls.

GIS data is typically updated on a semi-annual basis. In addition to system condition information (i.e., type and location of sewer system components), information is captured related to inflow and infiltration (I&I); the location, volume, type, and destination of sewer overflows (SSOs); as well as other system issues that affect the ability of the collection system to function optimally.

GIS maps are printed, assembled into "map books" and distributed to staff for use in the field. Physical maps are updated as needed by field staff and updates are incorporated into the GIS.

Preventive Operations and Maintenance

The CLMSD collection and treatment system spans approximately 135,400 feet of collector sewer mains and 13,500 feet of interceptor sewers. One treatment plant services the entire system, including routed wastewater flows from the LACOSAN system in south Lakeport.

CLMSD is managed by the Utilities Department of the City of Lakeport. Utilities staff in the Sewer Division are responsible for management, operations and maintenance. Maintenance activities include inspection, cleaning, repair, and the monitoring of the gravity sewer lines, force mains, and lift stations.

The Sewer Division has maintenance and cleaning programs to keep the sanitary sewer system operating efficiently and to minimize the number of main line stoppages and calls for service. Sewer cleaning using hydraulic or mechanical methods is performed on a routine basis to remove accumulated debris in the pipe such as sand, silt, grease, roots, and rocks.

The Sewer Division also conducts sewer line inspections with trained staff using modern CCTV equipment. The inspection data is used to prioritize preventive maintenance or repair work.

Inspections of the sanitary sewer system are a routine and essential duty for the Sewer Division. Regular inspections can help troubleshoot and minimize SSOs and problems related to grease, roots and other debris. Connections to the system and unwanted sources of inflow are identified through sewer inspections. As part of the sewer cleaning process, crews inspect and

report on any problems or deficiencies within the sanitary sewer system. Inspection activities include:

Visual Inspections

Visual inspections are performed on the sewer system manholes at a higher frequency than CCTV inspection because of the relative ease of performance. This type of inspection can provide a good indication as to the condition and proper functioning of the collection system and generally includes:

A. Manhole Inspection

- Frame and cover
- Grade adjustments
- Flow surcharging
- Manhole bottom channels
- Structural integrity/manhole degradation
- I/I into manhole
- Other miscellaneous problems

B. Sewer Inspection

- Debris in line
- Grease in line
- Blockage or obstruction in line
- Excessive flow (relative to upstream flows)
- Any miscellaneous problems

Any of the above items would result in further study including a CCTV inspection, sewer repair, or manhole repair. Field staff are required to document anything they deem to be a sewer system problem or potential problem and submit the information to a supervisor for review.

C. CCTV Inspection

- Requested by Compliance Officer or management because of a suspected problem
- In connection with I/I investigation work
- Routine check on the effectiveness of sewer cleaning

The Sewer Division has maintenance programs designed to minimize the number of service line stoppages, lift station failures and calls for service. There are two full-time employees dedicated to maintenance of services lines, minor manhole repairs, and neighborhood lift stations. These employees perform the following duties:

- Routine maintenance and inspection of main lines and lift stations. See Appendix 4.D. for the Maintenance Cleaning Schedule and Form.
- Manhole repair and coating
- Traffic control setup on an as-needed basis
- Confined space entry on a very limited and as-needed basis
- Installing cleanouts (in public right-of-way)

The Utilities Department construction crew performs routine and emergency repairs on the CLMSD's sewer infrastructure. Repair work includes:

- Sanitary sewer replacements
- Spot repairs, lateral, and service tap replacements
- Manhole repairs and manhole replacements.

Inflow and infiltration (I & I) is a significant problem for the collection system. In an effort to reduce the I&I load on the system, the City has performed several rehabilitation projects throughout its history:

- A sewer system evaluation survey of the Lakeport sewer system was performed in 1976. From this study, several areas of the City's collection system were identified for rehabilitation work.
- In 1979 the City performed an extensive rehabilitation program made up of sewer reconstruction, sewer video inspection, and grout sealing of sewer joints.
- From 1991 to 1992 the City performed an I & I analysis of the entire sewer system. This analysis involved smoke testing of the collections system to determine sources of inflow, manhole inspections, and wet weather flow monitoring. From this comprehensive analysis, several areas within the collection system were identified as having moderate to severe I&I.
- Using the 1991 and 1992 I&I study discussed above, the City preformed a major collection system rehabilitation project in 1993 and 1994. This project involved video inspecting, testing, and grout sealing approximately 38,000 feet of main line sewer, and replacing 8,200 feet of 6-inch to 10-inch main sewer as well as 3,100 feet of 3-and 4-inch lateral sewers within the right-of-way areas. In addition, the City also expanded the C Street pump station with upgrades to the pumps, control equipment, and the control building.

- Implemented in 2003, the City maintains an ongoing I&I reduction program and staff dedicated to reducing or eliminating I&I within the collection system. The City's I&I efforts have included:
    - Aerial mapping of the city including GIS mapping of the collection system.
    - Inventory of all sewer utilities (i.e., manholes, sewer sizes, etc.).
    - GIS utility atlas provided to field crews for constant update.
    - Completion of City Sewer Spillage Geodatabase.
    - Purchase of flow meters for sewage lift stations, 2004
    - Installation of 44 sewer manhole covers, 2005
    - Routine internal close circuit television (CCTV) inspection of all gravity sewer main lines and some laterals using City owned CCTV equipment.
    - Systematic smoke testing to identify open clean outs, leaking manholes, and damaged sewers in areas prone to high I&I and flooding.
    - Identification, documentation, repairs, and enforcement of damaged and illicit connections to the gravity sewer system.
    - Scheduling of maintenance, restoration, and replacement of damaged sewers and laterals.
    - Physical assessment, photographing, and cataloging of all sewer manholes within the Lakeport collection system.
    - Rehabilitation of over 50 deteriorating manholes and lids from 2004 to 2006. Purchase and installation of leak proof manhole covers on a significant number of manholes throughout the system.
    - Complete replacement of the Ashe Street Pump Station in 2009. Project included construction of a building to house equipment and replacement/upgrade of related pumps, machinery, etc. Equipment raised above 100-year Clear Lake flood elevation.
    - 2015: Replacement of 50 feet of aged 6-inch sewer main on Clear Lake Avenue
    - 2015: Replacement of 1,500 feet of aged 8-inch sewer main on North Main Street with 15-inch main. Main size increased for system efficiency.
    - 2016: Replacement of Clear Lake Avenue pump station with new station elevated above 100-year Clear Lake flood elevation. Replacement facility also provides easier access for maintenance.
    - 2016: Replacement of 350 feet of aged 6-inch sewer main on First Street.
    - 2016: New SCADA equipment capable of analyzing sewer flows and determining system volumes and pumping trends.

- 2017: Compliance order issued to Will-O-Point Mobile Home Park to make significant repairs to their on-site sewer system. Significant I&I was discovered when adjoining Clear Lake flooded and inundated the mobile home park.
- 2018: Planned resumption of active smoke testing program to identify sources of I&I. Coordination of subsequent repairs or modifications to eliminate I&I sources.

Rehabilitation Plan

In addition to normal repair work by Sewer Division field staff, the Utilities Department is committed to rehabilitation of the CLMSD system where needed. However, funding limitations and budgetary decisions have made the implementation of a capital improvement plan challenging. The 2008 Master Sewer Plan (Appendix 4.B) outlines and describes those projects in the most need of completion. Those projects are summarized in Table 4.1 below. This table has been updated as part of the 2018 SSMP update to include revised anticipated completion dates and, in some cases, actual completion dates. It is a 20-year plan.

Table 4.1. Rehabilitation Schedule

Item No.	Project Name	Description	Schedule By 2013	Schedule By 2018	Schedule By 2028	Complete
1	Main Street Sewer Replacement	12" Sewer replacement, 6th Street to Clear Lake Ave				Yes 2015
2	Chlorination Gas System Replacement	Hypochlorite System installation at treatment plant			X	
3	Inspection and Cleaning of Chlorine Contact Pipe	Inspect/restore chlorine contact pipe capacity at treatment plant		X		
4	Modify Recycle Pump Station No. 1	Modify pump station for time-of-use operation at treatment plant	X			Yes
5	Linda Lane Lift Station Odor Control	Install larger blower	X			
6	Lift Station Radio Telemetry and SCADA Improvements	Install radio telemetry in 5 lift stations, update SCADA				Yes 2016
7	I&I Reduction Program - Initial Target Areas	Initial target areas are indicated in Master Plan		X		
8	Lakeshore Blvd and N. High Street Parallel Sewer	8" parallel sewer		X		
9	Clearlake Ave Lift Station Replacement	Replacement				Yes 2016
10	Repair Aeration Basins and Remove Sludge	Both aeration basins will be drained, the sludge will be allowed to dry, and the bottom will be scraped				Yes 2016
11	Main Street Parallel Sewer	15" parallel sewer installation		X		
12	N. High Street Sewer Replacement	8" replacement sewer		X		
13	Martin Street Parallel Sewer	8" parallel sewer		X		
14	I&I Reduction Program - High I&I Areas	as indicated in the Master Plan			X	
15	10th Street Parallel Sewer	8" parallel sewer			X	
16	Installation of 20" Chlorine Contact Pipe	Will increase PWWF chlorine contact time at treatment plant			X	
17	Martin Street Lift Station Capacity Improvements	Increase effectiveness at pump station			X	
18	Russell Street Sewer Replacement	8" replacement sewer			X	

Table 4.1. Rehabilitation Schedule

Training Program

CLMSD has established the following training and certification requirements, pursuant to the California Code of Regulations (CCR):

All sewer collection system personnel, except operator trainees (OIT), are required to hold a minimum Grade I (G1) wastewater operator certification. The CLMSD wastewater treatment facility is a Grade II facility and requires a chief operator with at least a G2 wastewater operator certification. Certified personnel are required to maintain their certifications without interruption and meet all continuing education requirements.

The Sewer Division holds regular staff training on SSO response and mitigation, backhoe operation, sewer cleaning equipment, hazardous material awareness, first aid, confined space entry and other workplace safety issues.

As a small city with limited staff, Public Works Department employees from other divisions sometimes assist with SSO responses. As such, SSO response and mitigation training is not limited to Sewer Division staff.

The City's training program includes:

- Adoption of an Injury and Illness Prevention Program that includes formal workplace safety policies which are reviewed and updated as required
- Subscription to workplace safety tracking service that provides reminders of mandated training; keeps records of completed training; and provides a variety of workplace safety training materials
- Regularly scheduled Public Works Department workplace safety training meetings. Wastewater Division employees participate and are also subject to other job-specific training requirements
- SSO response training including spill volume estimation exercises, clean up practices and reporting procedures
- Presentation of safe practice reminders at all training meetings and tailgate sessions
- Maintaining compliance with CalOSHA safety regulations
- Review of Safety Data Sheets (SDS) prior to use of new chemicals
- Employee certifications, renewals and continuing education
- Receipt and renewal of job-specific certifications for DMV (Class B license) and CPR/First Aid
- Annual review Confined Space Policy and compliance with related training requirements
- Emergency response procedures

Equipment and Replacement Parts Inventory

A summary list of major tools and equipment that are used by operation staff to maintain the

CLMSD collection system is found in Appendix 4.C. Equipment such as portable pumps and generators are kept on hand to insure proper response to collection system emergencies. Along with the pumps and generators, other equipment includes vacuum trucks, a router/snake, back hoes, dump trucks, bobtails, sewer line cameras and video equipment, disinfectant, gas detectors, confined space equipment and various types of personal protective equipment (PPE). These preparatory measures are maintained to guarantee that in the event of a collection system failure, the District will experience minimal service interruptions and that any SSOs will be minimized and effectively mitigated.

Smaller tools, equipment and PPE supplies are kept inside the sewer van and service vehicles and are easily accessible to field personnel. Larger tools and equipment, such as the emergency generators, are housed inside the City's Corporation Yard.

The Utilities Department also uses an electronic database system (Cartegraph) for asset tracking, including parts and equipment.

Element 5: Design and Performance Provisions

This section of the SSMP identifies the design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems. This section fulfills the Design and Performance requirement of the SWRCB SSMP (Element 5).

5.1 SWRCB Requirements for Design and Performance Element

The summarized requirements for the Design and Performance Provisions element of the SSMP are as follows:

1. The Enrollee must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations, and other appurtenances, and for the rehabilitation and repair of existing sanitary sewer systems; and
2. The Enrollee must identify the procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Documents, Figures and Supporting Materials

Associated documents for Element 5 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. Adopted Sewer System Design and Construction Standards (Appendix 5).

5.3 Design and Performance Discussion

This section presents an overview of CLMSD's Design and Performance Provisions.

The California Uniform Plumbing Code (California Code of Regulations, Title 24, Part 5) contains minimum standards to be adhered to for any sewer construction project. CLMSD and the City of Lakeport have adopted additional design and construction standards for sewer system improvements which provide additional detail and requirements. The sewer system design and construction standards are found in Appendix 5 herein. These additional standards are also posted on the City's website.

The purpose of the adopted design standards is to provide direction in the application of new construction, replacement, rehabilitation, and other improvements, which may be dedicated to the public and accepted by the City for maintenance or operation, and to provide for coordinated development of those facilities to be used by, and for the protection of, the public.

Whereas these standards are intended to apply to all new construction, rehabilitation, and other improvements, CLMSD shall interpret and apply them as it deems appropriate.

All connections and modifications to the sanitary sewer must be reviewed and approved by CLMSD as a condition of the requisite building permit. Additional requirements are set forth in the City of Lakeport Municipal Code. The pertinent section is listed below (with hyperlink to the City's online Municipal Code).

- *LMC Section 13.20.190 Connection Requirements*

The City's Municipal Code also includes minimum standards that set forth when private sewer laterals will be repaired, replaced, or relined for the purpose of obtaining a sewer lateral certificate of compliance. CLMSD requires the cleaning, inspection, and testing of private sewer laterals connected to public sewers and serving residential, multifamily residential, commercial or industrial use properties upon the occurrence of stipulated property events.

- *See LMC Section 13.20.320 F. for the list of events triggering the need for a sewer lateral certificate of compliance.*

Inspections and testing of private sewer laterals are typically the responsibility of the owner. CLMSD may conduct CCTV inspections of private sewer laterals, if needed and deemed necessary by the immediate field supervisor, Utilities Superintendent, or Compliance Officer. The primary method of inspection and testing of sewer mains and pipes in the public right-of-way is by smoke injection. Cleanouts in the public right-of-way typically are inspected visually and by CCTV, if further investigation is required. CLMSD may employ dye testing to confirm results from a visual inspection. Field crews will rarely implement hydrostatic pressure testing of any sewer component, private or otherwise.

All improvements within the City rights-of-way shall be installed in accordance with the City's adopted improvement plans and specifications and at the discretion of the City Engineer. The City Engineer is responsible for maintaining the standards and specifications and for ensuring they are complied with by City construction crews and private, third-party contractors.

Element 6: Overflow Emergency Response Plan

This section of the SSMP outlines the requirements and procedures related to sanitary sewer overflows (SSO). This section fulfills the Overflow Emergency Response Plan requirement of the SWRCB SSMP (Element 6).

6.1 SWRCB Requirements for Legal Authority Element

The summarized requirements for the Overflow Emergency Response Plan element of the SSMP are as follows:

Each enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. The plan must include the following:

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

6.2 Documents, Figures and Supporting Materials

Associated documents for Element 6 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. SSO Investigation and Reporting Forms to RWQCB (Appendix 6.A)
2. SSO Emergency Response Plan (Utilities Division Policy U-11) (Appendix 6.C)
3. Hazardous Materials Incident Response Plan (Appendix 6.B)
4. CLMSD Notification Procedures (Figure 6.A)
5. SSO Regulatory Reporting Requirements Reference Guide (Appendix 2.B)

6.3 Overflow Emergency Response Plan Discussion

This section presents an overview of CLMSD's Overflow Emergency Response Plan.

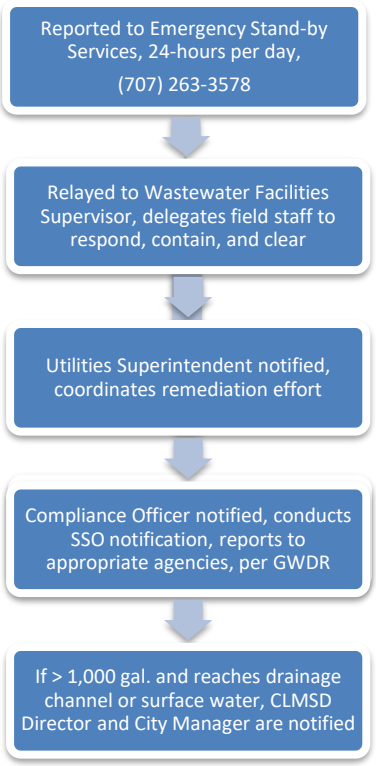
Notification Procedures

CLMSD staff responds immediately to any report of an SSO or other sewer system malfunction. Incident reports may come from any source (e.g., a local resident, business owner, police officer or fire official, etc.) but are typically received by telephone. The City has established a 24-hour telephone number (listed below in Figure 6.A) for the public to call in the event of a sewer issue.

Upon receipt of an incident report, the Wastewater Facilities Supervisor contacts staff and delegates the containment, correction, and cleanup efforts and notifies the Utilities Superintendent. The Wastewater Facilities Supervisor conducts an initial evaluation of the incident and briefs the Utilities Superintendent upon his arrival to the scene. The Utilities Superintendent provides additional direction to the Wastewater Facilities Supervisor and informs the Compliance Officer by phone or text message.

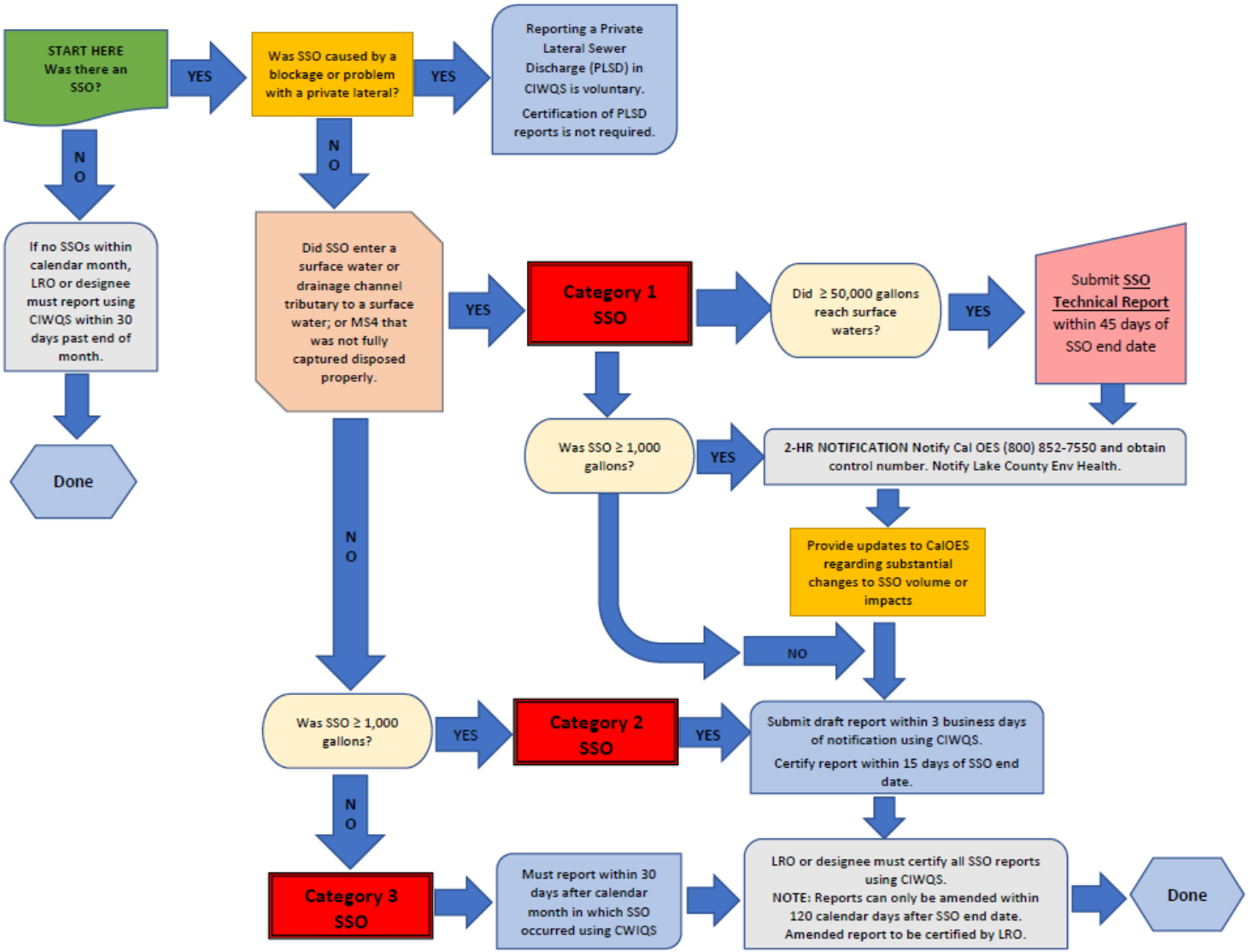
The Compliance Officer is responsible for reporting all sewer overflows to emergency and regulatory agencies. Figure 6.B, below, is a flow chart detailing CLMSD's external SSO reporting procedures.

Figure 6.A. CLMSD Notification Procedures



Position/Name	Phone Number (707) area code, unless otherwise noted
Wastewater Facilities Supervisor- Carlos Pradomerze	(W) 263-3578 x702, (C) 245-6754
Utilities Superintendent – Paul Harris	(W) 263-3578, x 402 (C) 533-9168
Compliance Officer – Andrew Britton	(W) 263-3578, x 403 (C) 349-4763
CLMSD Director Douglas Grider	(W) 263-3578, x 401 (C) 245-0468
City Manager – Margaret Silveira	(W) 263-5615, x 104 (C) (209) 505-0858

Figure 6.B. CLMSD External Reporting Flow Chart



Operational Policies and Procedures

The attached policy and procedure (Appendix 6.C) is CLMSD's written document outlining proper reporting protocols following an SSO. It serves as the District's SSO Emergency Response Plan (SSOERP). Staff are trained and aware of this policy and its procedures. It is kept in a policy binder and available in all wastewater service vehicles.

The District uses a variety of forms to investigate, document and report SSOs. These are an appendix to the SSOERP and are presented in Appendix 6.A.

Emergency Procedures

CLMSD has recently adopted a policy that sets forth the district's SSO Emergency Response Plan (OERP). The primary purpose of the OERP is to outline the district's SSO response activities, with the objective of minimizing impact of SSOs to the public and the environment. In achieving this goal, the OERP serves as a guideline for our personnel in cleaning and mitigating the effects of sanitary sewer spills, as well as in following proper sampling and reporting procedures.

The policy and the OERP are attached as Appendix 6.C. The OERP includes protocols related to first responder assessment; overflow correction, containment and cleanup; traffic and pedestrian control; water quality monitoring and sampling; and spill volume estimation methods. The policy/plan is kept in a policy binder and in all wastewater service vehicles.

CLMSD also maintains a Hazardous Materials Incident Response Plan (attached as Appendix 6. B), which dictates protocol during an emergency involving a chemical spill or uncontrolled release. This plan is applicable to incidents involving a sewer overflow deemed as a major emergency threatening public health, which may require emergency action and public notification. Staff are trained on this plan annually and, pursuant to state law, it is updated as necessary with copies distributed to Lake County Environmental Health Department and the Lakeport Fire District. Components of the plan involve evacuation and public notification of an emergency. First responders, charged with management, mitigation, and remediation of the emergency situation, include the Lakeport Police Department, Lake County Sheriff's Department, Lake County OES, and the Lakeport Fire District. CLMSD staff are trained and required to not engage in any emergency activity other than notification and evacuation.

Copies of the plan are located at our water and wastewater facilities: the surface water treatment plant, the groundwater storage facility, the corporation yard (sewer office), and the wastewater treatment plant. The plan is also available electronically.

Additionally, the City maintains a general Emergency Operations Plan. The City Manager is responsible to implement the EOP and manage the overall operation of the City during a major emergency, as well as ensure the plan is updated regularly and that staff receives adequate emergency operations training.

Training and Awareness

The City's Utilities Division has established and implemented the following SSO response training:

Sewer Division employees, and Public Works/Utilities employees in general, are required to complete SSO response procedures training. Training is based on the City's adopted policies, including spill volume estimation methods and reporting procedures. Spill response activities are reviewed during weekly staff scheduling meetings.

Contractors are provided with the Hazardous Materials Incident Response Plan and are made aware of the policies and procedures related to the wastewater collection and treatment system. They are required to train all their employees on these policies and procedures prior to performing work on the City's wastewater collection and conveyance system. The City has established visitor protocols at our water and sewer treatment plants as part of our chlorine safety program.

Reasonable Assurances

CLMSD maintains an identification and mitigation program of sewer blockages and other known problems in the collection system. This program is an important activity that helps to ensure SSOs do not recur in the same locations, in mitigating the effects of SSOs when they do occur, and identifying and correcting problems before they impact public health and/or the environment. This program is discussed in greater detail in Element 7.

CLMSD maintains appropriate vehicles (such as vacuum trucks), equipment (such as waddles, sandbags, etc.), tools (such as disinfectant, water testing kits, warning signs and notices, etc.), and personnel to manage SSOs quickly and efficiently with the overall goal of limiting their impact on Clear Lake and other local surface waters.

The City's GIS system contains the locations of all storm drains, creeks, and other drainage channels that flow to Clear Lake, as well as the location of every manhole, sewer cleanout, lateral, and main line in the City. This information can be compared to determine where potential problems can most directly affect Clear Lake or other surface waters. The identification and mitigation program relies on this analysis when determining future schedules and needs.

City staff also maintains a GIS database and map illustrating SSO locations, cause and estimated spill volume. The SSO incident map is attached as Appendix 7. D.

Element 7: Fats, Oils, and Grease Program

This section of the SSMP describes the District's efforts to control and mitigate fats, oils, and grease in the sanitary sewer system. This section fulfills the Fats, Oils, and Grease Control Program (FOG) requirement of the SWRCB SSMP (Element 7).

7.1 SWRCB Requirements for the Fats, Oils, and Grease Element

The summarized requirements for the FOG element of the SSMP are as follows:

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

1. An implementation plan and schedule for a public education and outreach program that promotes proper disposal of FOG;
2. A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within the sanitary sewer system service area;
3. The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
4. Requirements to install grease removal devices (such as traps and interceptors), design standards for the removal of devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
5. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
6. An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
7. Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (6) above.

7.2 Documents, Figures and Supporting Materials

Associated documents for Element 7 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. FOG Informational/Educational Documents (Appendix 7.A)

2. Grease Trap/Interceptor Inspection Policy (Appendix 7.B)
3. FOG Program Variance Policy (Appendix 7.C)
4. FOG GIS Map (Appendix 7.D)
5. Sewer System Maintenance Cleaning Schedule (Appendix 4.D)
6. Resolution Establishing Fines and Penalties for Violation of FOG Program (Appendix 3.B)
7. LMC Chapter 13.20, Sewer Use and Pretreatment (Appendix 3.A)

7.3 FOG Control Program Discussion

This section presents an overview of CLMSD's FOG Control Program. The Utilities Superintendent and Compliance Officer manage the program and ensure compliance and enforcement of the associated regulations.

Public Education and Outreach Plan

CLMSD has devised and implemented a public education and outreach plan promoting its FOG program. Information and educational materials (Appendix 7.A) were developed describing the program and offering suggestions and best management practices to local FSEs regarding FOG control. This information was assembled in a comprehensive packet and has been distributed to all FSEs within the city boundaries when the program began in 2008. A similar packet is distributed to any new FSE that applies for a business license within City limits.

Information about the FOG program, including the educational materials, is available on the city's website: http://www.cityoflakeport.com/departments/page.aspx?deptID=48&id=85

In recent years CLMSD has used the City's social media platforms (Facebook and Twitter) to help educate the public regarding FOG control and related issues.

FOG Disposal

Lakeport Municipal Code Section 13.20.600 et seq. sets forth the FOG program regulations, including the prohibition of untreated discharge of any fats, oils, or grease into the municipal sanitary sewer system. CLMSD requirements dictate the installation and operation of grease traps and/or grease interceptors for all FSEs that generate or work with FOG. The Compliance Officer and the City's Building Official are responsible for inspecting these devices upon installation and if a FOG problem is suspected at the facility.

Several FSEs store FOG at their facilities, usually near the outdoor trash area, in a tallow bin or similar container. Some FSEs allow their generated FOG to solidify and then dispose of it in the regular trash. However, this practice is only permitted for those FSEs who produce nominal amounts of FOG. FOG generators (i.e. FSEs and some commercial establishments) are advised

to contact a local grease hauler to service their traps and interceptors and to relieve them of collected FOG.

FSEs are required to keep a cleaning record or log of their grease traps and interceptors. Such records are required to be available for inspection by the Compliance Officer, City Building Official or Lake County Environmental Health staff.

CLMSD encourages FSEs and residents to exercise BMPs for the removal and disposal of FOG, including dry-wiping plates, utensils, etc. before washing in the sink or dishwasher.

Legal Authority

The City/CLMSD Board of Directors adopted Ordinance No. 872 in 2008 which includes a variety of regulations related to sewer use and pretreatment. The ordinance has been codified and is part of the City's Municipal Code. LMC Section 13.20.010 provides the legal authority to implement and enforce a FOG program within City jurisdictional boundaries. This section notes that one of the objectives of the FOG program is to "comply with the laws of the state of California and of the United States relating to the protection of the environment, control of water pollution, disposal of hazardous wastes and pretreatment of industrial discharges to publicly owned treatment works."

LMC Section 13.20.610 states that "CLMSD does not accept waste products with FOG into the sanitary sewer system or any of the wastewater treatment facilities." LMC Section 13.20.610 B. requires grease traps and interceptors to be installed at all facilities that produce "grease or any other substance deemed harmful to the" CLMSD.

A variance to the FOG program requirements may be obtained by an FSE or other commercial FOG producer on a case-by-case basis. The FOG variance process is set forth in LMC Section 13.20.650.

FOG Program Requirements

LMC Section 13.20.610 outlines the requirements of FSEs to install and maintain grease traps and interceptors. This section also includes design requirements and information regarding determining the proper size of the grease interceptor.

Authority, Enforcement, and Staffing

CLMSD staff are responsible for managing the FOG program while ensuring the applicable provisions of the Municipal Code are enforced. All City Utilities Division staff are available to perform inspection and enforcement activities at the discretion of the Utilities Superintendent and subordinate supervisors.

The FOG enforcement provisions are set forth in LMC Section 13.20.390 through Section 13.20.500. Methods of enforcement range from informal administrative actions to formal administrative compliance orders and the imposition of compliance schedules to ensure the timely remedy of FOG-related problems. Non-compliance can also result in the issuance of administrative civil penalties, civil actions and criminal enforcement actions.

FOG Identification and Cleaning Schedule

CLMSD maintains a GIS data layer devoted to SSO incidents which helps identify and track sewer system "hot spots" involving blockages, overflows, and backups related to fats, oils, and grease. The SSO incident map (attached as Appendix 7. D) is updated regularly, and cleaning schedules are built around the information contained therein. Additionally, such cleaning and maintenance information is entered into the layer and associated with specific geographical locations and system features.

The current CLMSD sewer system cleaning schedule is attached as (Appendix 4. D). It includes an inspection schedule of areas known to be prone to problems resulting from FOG or other types of blockages.

Source Control Measures

In addition to requiring treatment of discharge prior to receipt by the CLMSD municipal sanitary sewer system (i.e., grease traps, grease interceptors, grease separators, etc.), the adopted FOG regulations grant CLMSD the authority to issue discharge permits and regulate wastewater effluent. If determined to be necessary by the CLMSD Director or his/her designee, commercial and industrial users may be required to apply for and obtain such permits.

LMC Section 13.20.660 et seq. outlines the requirements of the wastewater discharge permit process.

Element 8: System Evaluation and Capacity Assurance Plan

This section of the SSMP describes the District's capital improvement plan to provide hydraulic capacity of key sanitary sewer elements for dry, storm, and wet weather peak flow conditions. This section fulfills the system evaluation and capacity assurance requirement of the SWRCB SSMP (Element 8).

8.1 SWRCB Requirements for System Evaluation and Capacity Assurance Element

The summarized requirements for the system evaluation and capacity assurance element of the SSMP are as follows:

The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. This plan shall include:

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key systems components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria; and
3. Capacity Enhancement Measures: The steps needed to establish a short and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
4. Schedule: CLMSD shall develop a schedule of completion dates for all portions of the CIP developed in (1) – (3) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements, as described in Section

D.14. of SWRCB's Order No. 2006-003-DWQ.

8.2 Documents, Figures and Supporting Materials

Associated documents for Element 8 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. CIP Project Timetable (Appendix 8.A)
2. CIP Project Funding Source Schedule (Appendix 8.B)
3. 2008 Master Sewer Plan (Appendix 4.B)

8.3 System Evaluation and Capacity Assurance Discussion

In September 2006, the City of Lakeport authorized PACE Civil, Inc., to work jointly with City (CLMSD) staff to prepare a master sewer plan. The emphasis of the Master Plan was to review and analyze the existing sewer system and treatment plant and recommend improvements needed to handle potential development over the next 20 years. The findings of the wastewater collection system evaluation and the City's wastewater treatment plant are presented in the 2008 City of Lakeport Master Sewer Plan, included as Appendix 4.B.

The Master Plan provides estimates of peak wet weather and dry weather flow capacities, estimated to be 3.0 million gallons per day (MGD) and 0.51 MGD, respectively. It also analyzes the capacity of key system components, which include sewer lift stations, main line pipe sizing, wet wells, head works, and various components of the treatment plant. Major causes of SSOs, or overflow events, are discussed in detail, and recommendations to mitigate those events are made.

Lakeport's Sewer Division CIP is outlined and discussed in detail in the latter half of the Master Plan. Recommendations include measures to reduce inflow and infiltration (I/I), improvements to the existing collection system and treatment plant, and necessary changes and expansion to the sewer system to accommodate future growth and development.

The Master Plan and CIP are valuable tools which have been relied on during the past 10 years. However, there is a need to update the Master Sewer Plan. The City intends to complete this task prior to 2020. The updated plan will include a new Capital Improvement Plan and updated system capacity information.

Element 9: Monitoring, Measurement, and Program Modification

This section of the SSMP describes the District's program to accurately and consistently monitor the effectiveness of the SSMP program in terms of reducing SSOs. This section fulfills the monitoring, measurement, and program modification requirement of the SWRCB SSMP (Element 9).

9.1 SWRCB Requirements for Monitoring, Measurement, and Program Modification Element

The summarized requirements for this element of the SSMP are as follows:

The Enrollee shall:

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

9.2 Data and Maintenance Records

CLMSD uses electronic asset and operations management software (Cartegraph). The preventative maintenance program is tracked by reviewing scheduled and completed preventive maintenance work and corrective maintenance work orders. This system provides the District with vital information needed to determine the locations of high maintenance areas (HMAs) or "hot spots", which may need further attention. Maintenance records are regularly reviewed by the Utilities Superintendent and/or Wastewater Supervisor to prioritize activities, programs and policies that may help to eliminate future SSOs.

As described in Element 7, CLMSD maintains a GIS data layer devoted to SSO incidents which also helps identify and track sewer system "hot spots" involving sewer spills. The SSO incident map (Appendix 7.D) is updated regularly and is helpful when developing or revising maintenance schedules.

9.3 SSMP Updates and Program Modifications

The SSMP is a living document and elements within the SSMP will be updated in the future as needed. The intention of the District is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected.

Program elements will be updated based on performance evaluations, organizational changes, new regulatory requirements, and other changing conditions. Program changes may also occur based on the results of the biennial SSMP audit.

The Compliance Officer is primarily responsible for revising the SSMP and maintaining a revision record to track changes. Significant changes shall be presented to the Board of Directors for review. Minor changes shall be approved by the Director. The Director shall determine what is significant and what is minor. In addition, the appendices, which include telephone lists and other personnel and contact information, will be revised as staffing changes. The 2018 SSMP Update includes a Change Log Form (Appendix 10.D.) that will be used to record any revisions.

9.4 Identifying Trends

The District uses data collected during and following SSOs to track frequency, location, and volume. The SSO incident map illustrates some of the data collected in conjunction with each SSO. Trends in frequency, cause, volume and season are monitored and included in Table 9-1 below. This information is evaluated to ensure the sanitary sewer system is properly and preventatively operated and maintained.

HMAs are identified, monitored, and included in the regular maintenance schedule. If increased maintenance does not appear sufficient, repair or replacement will be considered.

Table 9.1. SSO Trends

INDICATOR	2015	2016	2017	2018
Number of SSOs (by season)*				
Wet Season (Oct-Apr)	**4**	**5**	2	
Dry Season (May-Sep)	**3**	**2**	0	
Number of SSOs (by volume)				
< 10 gal	**5**	**5**	**1**	
10-99 gal	**2**	**1**	**1**	
100-999 gal	**0**	**1**		
≥ 1000 gal	**0**	**0**		
Estimated SSO Volume				
Estimated Total SSO Volume (Gallons)	**59**	**720**	**34**	
Number of SSOs (by cause)				
Blockages	**0**	**0**		
Roots	**2**	**2**		
Grease	**0**	**0**		

INDICATOR	2015	2016	2017	2018
(SSO by Cause, continued)				
Debris				
Debris from laterals	4	2	2	
Animal carcass	0	0	0	
Construction debris	0	1	0	
Multiple causes	0	1	0	
Fats, Oils or Grease (FOG)	0	0	0	
Infrastructure failure	1	1	0	
Inflow & Infiltration (I&I)	0	0	0	
Electrical power failure	0	0	0	
Flow capacity deficiency	0	0	0	
Natural disaster	0	0	0	
Bypass	0	0	0	
Cause unknown	0	0	0	
**Number of SSOs per mile of sewer	0	0	0	
**Volume of SSOs per mile of sewer	0	0	0	
Maintenance Activities (lineal ft)				
Regular cleaning (includes Hot Spots)	5930	5930	5930	
CCTV Lateral Inspections (also includes Hot Spots)	1200	1200	1200	

* SSO totals do not include PLSDs, some of which may have been reported to CIWQS.

** Metrics collected mirror those collected by SWRCB in CIWQS, however metrics collected are appropriate to collection systems that are greater than 100 miles in length. CLMSD operates and maintains 33 miles of collection system.

Element 10: Program Audits

This element describes the District's process for completing audits to evaluate the performance and conformance with the SSMP requirements described herein and pursuant to the General Waste Discharge Requirements. This section fulfills the program audit requirement of the SWRCB SSMP (Element 10).

10.1 SWRCB Requirements for Program Audits

The summarized requirements for the program audit element of the SSMP are as follows:

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

10.2 Documents, Figures and Supporting Materials

Associated documents for Element 10 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. Audit Report Template (Appendix 10.A)
2. 2016 Audit Report (Appendix 10.B)
3. Utilities Division Policy No. U-1: SSMP (Appendix 10.C)
4. SSMP Program Audit Considerations (Table 10.1)

10.3 Program Audit Discussion

The Compliance Officer shall be responsible to conduct and manage the biennial audit of the SSMP and produce the summary report to the CLMSD Board of Directors. The report shall be presented to the Board as a "Receive and File" agenda item no later than thirty (30) days thereafter. The final audit and the summary report shall be kept on file by the Compliance Officer for duration in accordance with City record retention policy.

The audit should provide information about the challenges and successes experienced by the CLMSD in implementing the SSMP and identify any program or policy changes that may be needed to ensure its effective implementation. Information collected during the audit will be used to plan program and/or procedural revisions necessary to improve program performance.

As part of the audit, the following information should be analyzed and presented:

- System information

- District financial information
- Sewer maintenance information, including inspection and cleaning schedules
- Performance measures

The following table presents issues related to the SSMP that should be considered when performing the program audit and when implementing the SSMP.

Table 10.1. SSMP Audit Considerations

Document Control	Yes	No
Does CLMSD have document control procedures to ensure current and historical documentation recovery?		
Are all documents located in a central place in hard copy and electronic format?		
Are CLMSD staff trained on appropriate documentation procedures?		
Are all documents legible, dated (with revisions) and readily identifiable?		
Do documents have an expiration date or reissuance date?		
Are appropriate records and documents available to appropriate staff?		
Training		
Does staff have a documented and mandatory training program, including coursework title and content requirements?		
Is staff given adequate resources (time and budget) to ensure familiarity with documented procedures as well as industry standards?		
Is staff rewarded for certification or increased proficiency?		
Are training records reviewed and kept by supervisory or other appropriate departments?		
Targets and Objectives		
Does CLMSD have a strategic plan that outlines both short and long-term objectives?		
Does CLMSD set annual objectives and targets with defined outcomes, measures, and assigned responsibilities?		
Data Management		
Does CLMSD maintain performance reports and progress tracking systems that are reviewed by appropriate management on a regular basis?		
Is that data easily transferable or compared to historical data in order to relate to baseline performance?		
Can performance data be benchmarked to other similar agencies for comparison?		
Document Procedures		
Are staff roles and responsibilities clearly identified throughout CLMSD?		
Does CLMSD have established procedures for reviewing performance data?		
Is there an assigned individual or position with authority to conduct regular performance reviews?		
Are audits done internally by a neutral party?		
Are there certain thresholds or incidents that trigger audits?		
Is there an established timeframe for the completion of audits?		
Does CLMSD have procedures for defining responsibility and authority for handling and investigating nonconformance?		

Table 10.1. (Continued)

Are audits used as a training tool?		
Is CLMSD's top management involved with the analysis of performance data and program audits?		
Outcomes		
Does CLMSD act appropriately to nonconformance with the SSMP or any WDR requirement?		
Are outcomes or recommendations from performance data review and audit findings documented?		
Are audit findings ultimately considered in the budget process for both CIP and Program Resources?		

Audit findings will be presented to the CLMSD Director, Utilities Director and appropriate division supervisors along with recommendations for improvements and a schedule for such improvements to be made. Any changes to the SSMP will be certified by the Compliance Officer on the state's online SSO database.

Element 11: Communication Program

The intent of this SSMP element is to describe CLMSD's communication program with its customers, regulators, community, and other stakeholders. This section fulfills the Communication Program requirement of the SWRCB SSMP (Element 11).

11.1 SWRCB Requirements for Communication Program Element

The summarized requirements for the Communication Program element of the SSMP are as follows:

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

11.2 Documents, Figures and Supporting Materials

Associated documents for Element 11 are included in figures, presented herein, and as appendices, attached hereto. They include the following:

1. Mutual Aid Agreement with Lake County Special Districts (Appendix 3.D)
2. Hazardous Materials Incident Response Plan (Appendix 6.B)
3. Sanitary Sewer Overflow (SSO) Emergency Response Plan (Appendix 6.C)
4. List of Stakeholders (Figures 11.1 – 11.4)

11.3 Communication Program Discussion

CLMSD uses various types of media to communicate with the public and other stakeholders but in recent years has focused most of its efforts on electronic media including web-based content; E-mail notifications; and social media outlets, such as Facebook and Twitter. This strategy has improved the effectiveness of outreach efforts while reducing public costs. The following is a description of that plan divided by stakeholder:

Internal Communication: Board of Directors, Staff, Consultants

CLMSD communicates with it governing body through staff reports, memorandums, and E-mail. CLMSD management is also available to speak with Board Directors individually through scheduled office hours. A list of these stakeholder groups and their potential issues of interest are as follows:

Figure 11.1. Internal Stakeholders

Stakeholder Group	Potential Issues of Interest
Lakeport Community Development Department (Building and Planning Divisions)	FOG Program, design standards, emergency response plans
Lakeport City Engineer	Design standards, systems maps, operating procedures, laws and regulations, current enforcement actions
City of Lakeport Municipal Sewer District Board of Directors	SSMP Progress, costs, public impacts, communication program, rate increases, pending enforcement actions
Labor unions and employee organizations	Training and proposed contract work
Consultants/Contractors	Design standards, operating procedures and policies, CIP efforts, potential consulting/ contracting opportunities

External Communication: Interagency and Regulators

The bulk of communication between CLMSD and other governmental agencies (e.g. Lake County Environmental Health, Lake County Sanitation District [a.k.a. Special Districts], Lake County Office of Emergency Services, etc.) is through telephone and E-mail. Formal communication is done by mail on official City or CLMSD letterhead. CLMSD staff enjoy a collaborative relationship with these agencies. A list of these stakeholder groups and their potential issues of interest are as follows:

Figure 11.2. External Stakeholders - Governmental

Stakeholder Group	Potential Issues of Interest
Central Valley Regional Water Quality Control Board	SSOs, capital improvement plan (CIP), FOG Program, permits, impacts to storm water, capacity issues, I&I mitigation, possible enforcement actions
State Water Resources Control Board	Permits and environmental regulations
Lake County Environmental Health Department	SSOs and impacts to Clear Lake and public health
California Department of Public Health	SSOs and impacts to drinking water
Lake County Sanitation District (LACOSAN) a.k.a. Special Districts	CIP and sewer flows
State Office of Emergency Services (OES)	SSOs

Emergency Communications

CLMSD is termed a “9-1-1 and run” operation, meaning that in the event of an emergency, such as an accidental chemical release, operators and other staff are to evacuate the premises and

dial 9-1-1. County Central Dispatch will coordinate the response to the incident, including notifying the County Office of Emergency Services (OES), Lakeport Fire District, Lakeport Police Department, and Lake County Sheriff's Department.

Further details related to this can be found in the Hazardous Materials Incident Response Plan, attached as Appendix 6.B. The Sanitary Sewer Overflow (SSO) Emergency Response Plan (Appendix 6.C) also includes communication/notification protocols associated with SSOs.

In 2016 the City adopted an updated Emergency Action Plan (EAP) which includes facility-specific protocols, including measures for an emergency at the wastewater treatment plant facility on Linda Lane in southwest Lakeport. City staff has been trained on the new EAP and additional training will be provided to new employees and as conditions warrant.

A list of local stakeholder groups and their potential issues of interest are as follows:

Figure 11.3. External Stakeholder - Emergency Services

Stakeholder Group	Potential Issues of Interest
Lake County OES	Hazardous materials release and incidents
Lakeport Police Department	Public safety in event of hazardous materials release
Lakeport Fire Protection District	Public safety in event of hazardous materials release
Lake County Sheriff's Department	Public safety immediately outside District boundaries. Sheriff's Department emergency dispatch (911) provides notification to the Lake County Fire Protection District who maintains a hazardous materials response presence in Lake County. The LC Fire Protection District maintains Chlorine A and B repair kits for use in a Chlorine gas release.

Public Communication: Residential, Commercial, Industrial, Media

Historically, CLMSD has communicated with its customers through notices included in their monthly sewer service bill or by special mailing. Future communication will continue to employ this method; however, additional media will be used to augment its effectiveness, reach a larger audience, and reduce costs associated with postage, staff time, and materials.

Attention will be focused on the City's website as a means of disseminating accurate, up-to-date information. The City maintains active social media accounts (Facebook and Twitter) which are used to further enhance communication and allow the community to enjoy a more engaging dialogue with the District.

Formal public communication may also be done through press releases and notices in the Lake County Record Bee (hard copy publication) and Lake County News (internet-based).

A list of these stakeholder groups and their potential issues of interest are as follows:

Figure 11.4. External Stakeholders - Public and Media

Stakeholder Group	Potential Issues of Interest
Ratepayers	Proposed rate increases, FOG program, local impacts from CIP efforts
Developers and developer associations	Master planning, capacity issues, legal authority, design standards, proposed fee increases
Environmental groups	Emergency response plans, overall SSMP development and implementation, program audits, SSOs and impacts to Clear Lake
Restaurants and food service establishments	FOG program, SSOs
Local News: • Lake County Record Bee (print newspaper) • Lake County News (online news)	Environmental issues, proposed rate increases, public notices
Local Radio Stations: • KXBX 98.3 FM / 1270 AM • KNTI 99.5 FM • KPFZ 88.1 FM	Environmental issues, proposed rate increases, public notices

Tributary/Satellite Communication: LACOSAN (Special Districts)

CLMSD accepts and delivers sewer flows to Lake County Special Districts and operates under a mutual aid agreement to do so, attached as Appendix 3.D. CLMSD has the ability to deliver flows to the county in the northern part of the district and receive flows in the south. Flow acceptance or delivery is managed through request by telephone or email between the city and county utilities superintendents. Both agencies track the flows delivered and accepted and invoice one another for those services at a mutually agreed upon rate.

The City of Lakeport Municipal Code requires all residential, governmental, non-profit, and commercial properties, etc. to be connected to the municipal sanitary sewer system. Some septic systems remain active in the District boundaries; however, existing septic systems generally cannot be repaired or replaced. Connection to the CLMSD system is typically required when a septic system fails.

Staff Communication and SSMP Training

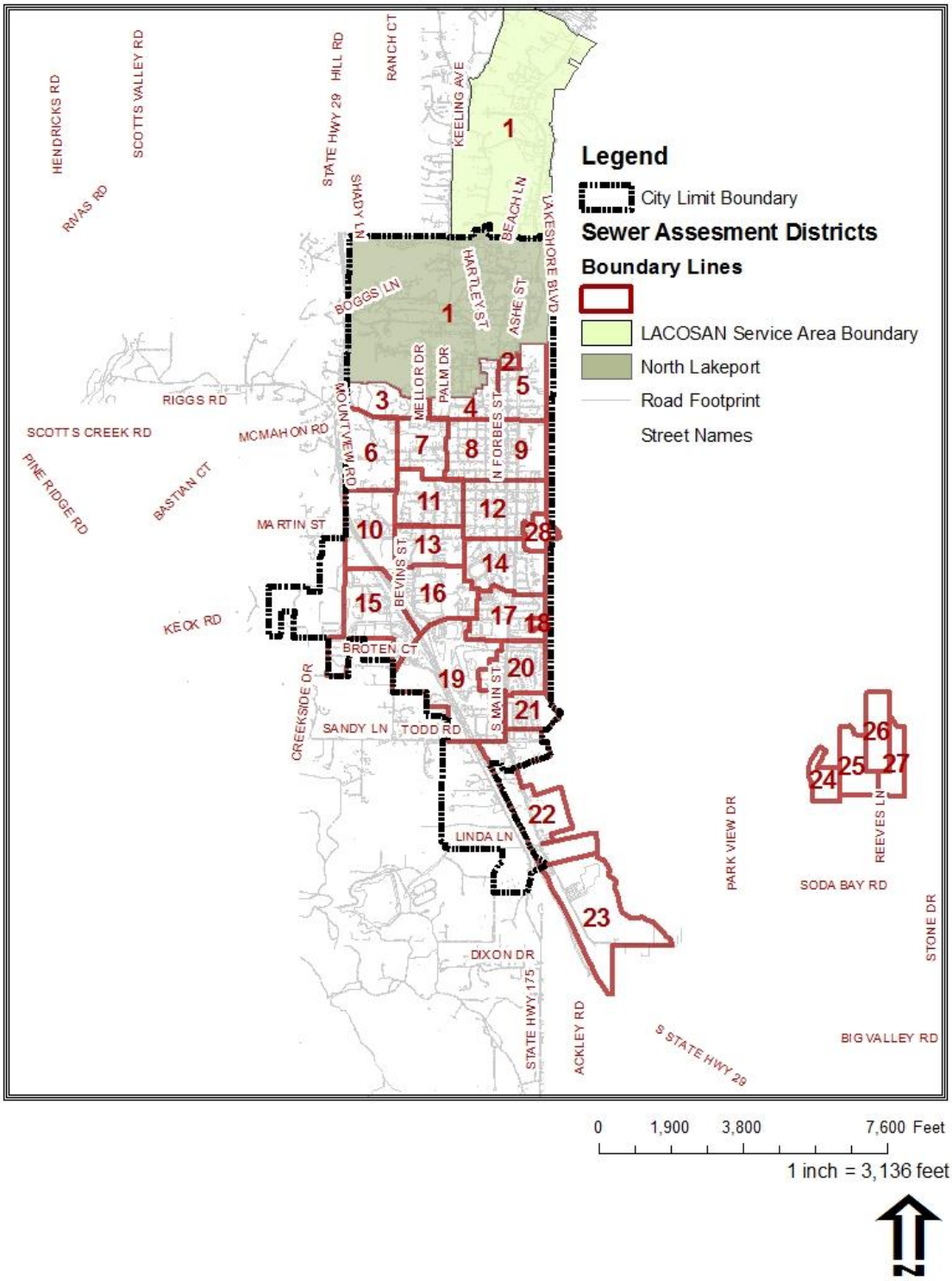
District staff will be trained by the Compliance Officer and Utilities Superintendent in a classroom setting in the use and implementation of the SSMP relative to any major revisions after they occur. District staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via internal e-mail or memos. Furthermore, all new

Sewer Division employees will receive SSMP training as part of their orientation. Training records are maintained as part of the City's overall training program. Electronic records are uploaded to My Safety Officer, the City's safety program records service, for permanent cloud storage.

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APPENDIX 0.0

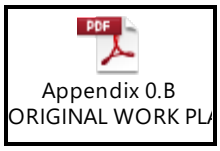
Appendix 0.A: City and District Boundaries



Appendix 0.B: Original SSMP Work Plan and Schedule

The CLMSD's original SSMP was adopted in 2010. Work on the project began in 2008. The original work plan and schedule is included herein.

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 0.B is attached on the following pages.*

SSMP Development Plan and Schedule

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Develop SSMP Work Plan and Schedule	2/2/08	6/4/08	6/4/08	Buffalo, Brannigan, Johnson	
Present the Work Plan and Schedule to the Board of Directors for approval	2/2/08	6/17/08	6/17/08	Brannigan	
Certify to the State Water Resources Control Board that this portion of the SSMP has been completed	2/2/08	6/20/08	6/17/08	Buffalo	Certification done through the Online SSO Database Questionnaire followed by printing and signing a form generated by the database and sending the form to SWRCB. Specific details are found in the GWDR

SSMP Goals

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section	5/2/08	6/11/08	6/11/08	Buffalo	
Develop SSMP Goals	5/2/08	6/11/08	6/11/08	Buffalo, Bannigan, Johnson	
Certify to SWRCB that Goals have been completed	5/2/08	6/20/08	6/17/08	Buffalo	

SSMP Organization

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/08	6/11/08	6/11/08	Buffalo	
Develop Facility Services Organziational Chart to show chain of command from Council to Field staff	5/2/08	6/11/08	6/11/08	Buffalo	
Develop list of names and phone numbers of key people on above chart	5/2/08	6/11/08	6/11/08	Buffalo	

Develop communication tree for Emergency Response Plan	5/2/08	6/11/08	6/11/08	Buffalo, Johnson	Reviewed City's Hazardous Response Plan
Implement and communicate the new SSMP organization and response charts to staff and maintenance crews	5/2/08	6/20/08		Johnson	Revised spill report form will also be presented to staff and maintenance crews
Certify to SWRCB that this portion of the SSMP has been completed	5/2/08	6/20/08	6/17/08	Buffalo	

SSMP Legal Authority

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	11/2/09	9/2/09	10/27/09	Buffalo	
Present new sewer ordinance to Board of Directors for approval	11/2/09	3/4/08	3/4/08	Brannigan	
Codify new sewer ordinance and prepare it for inclusion into SSMP appendix	11/2/09	6/20/08	N/A	Chapman	
Obtain copy of agreement with LACOSAN for mutual aid on north and south sides of town; revise, if needed	11/2/09	9/2/09	10/26/09	Buffalo	written agreement does not exist for sending flows to the north on an as-needed basis
Review current building and grease interceptor permitting processes and business license process; revise to incorporate	11/2/09	9/2/09	4/1/09	Carlton, Buffalo	
Certify to SWRCB that this portion of the SSMP has been completed	11/2/09	11/2/09	11/2/09	Buffalo	

SSMP Operations and Maintenance Program

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	11/2/09	9/2/09	10/30/09	Buffalo	
Draft description of GIS maps currently being used by City along with procedures for updating maps	11/2/09	9/2/09	10/30/09	Buffalo, Engstrom	
Research preventative maintenance information	11/2/09	9/2/09	3/5/09	Buffalo	
Research work order system for preventive maintenance	11/2/09	9/2/09	9/2/09	Buffalo	

Develop and draft a Preventive Maintenance Program	11/2/09	9/2/09	7/1/09	Johnson, Buffalo	The program should address criteria and results for short-term and long-term prioritization of corrective actions based on structural or other deficiencies identified during preventive maintenance activities.
Draft a Rehabilitiation and Replacement Program	11/2/09	9/2/09	9/2/09	Johnson, Buffalo	A Capital Improvement Plan (CIP) will be part of the Sewer System Master Plan, being developed by PACE
Collect information on existing employee training program, including methods of recording individual training	11/2/09	9/2/09	9/2/09	Perez	The SSMP will include a description of our training program and whether changes or improvements are anticipated in the near future. The City currently requires contractors to be compliant with City's training requirements.
Evaluate current Parts and Equipment Inventory Program and update, if necessary	11/2/09	9/2/09	3/6/09	Perez, Brannigan	to be incorporated into SEMS management software
Write Parts and Inventory portion of SSMP	11/2/09	9/2/09	10/30/09	Buffalo	
Certify to SWRCB that this portion of the SSMP has been completed	11/2/09	11/2/09	11/2/09	Buffalo	

SSMP Overflow Emergency Response Plan

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	11/2/09	9/2/09	10/30/09	Buffalo	
Evaluate existing Overflow Emergency Response Plan to ensure it meets the new GWDR requirements; draft policy to update Plan	11/2/09	9/2/09	9/2/09	Buffalo	Plan will include the following: notification scenrios and the process for receiving, response, reporting and notification, impact mitigation, and training
Review field report forms to verify that appropriate data is being collected; re-write as necessary	11/2/09	6/13/08	6/13/08	Buffalo	Appropriate data is any information required by the online SSO reporting system
Train all personnel on the plan	11/2/09	9/2/09	7/1/09	Buffalo	Training will be conducted annually as a refresher for existing staff and introduction to new staff
Certify to SWRCB that this portion of the SSMP has been completed	11/2/09	11/2/09	11/2/09	Buffalo	

SSMP FOG Control Program

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	11/2/09	9/2/09	10/28/09	Buffalo	
Develop FOG control program	11/2/09	8/29/08	8/1/09	Buffalo	Ordinance No. 872 (2008) requires all FSE's to have a grease trap installed and functioning
Develop implement marketing plan strategy to inform local businesses of new ordinance and FOG program	11/2/09	7/31/08	7/5/08	Buffalo	
Develop grease trap inspection protocols	11/2/09	7/31/08	6/2/08	Buffalo	
Present FOG ordinance to City Council for approval	11/2/09	3/4/08	3/4/08	Brannigan	FOG Ordinance part of new sewer ordinance
Characterization data integration of FOG sources into GIS	11/2/09	9/2/09	11/2/09	Engstrom, Cesar	incorporation of database information into GIS program
Certify to SWRCB that this portion of the SSMP has been completed	11/2/09	11/2/09	11/2/09	Buffalo	

SSMP Design and Construction Standards

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/10	3/2/10	4/1/10	Buffalo	
Identify and review existing design standards and process for revising those standards	5/2/10	3/2/10	7/1/09	Harter, Carlton, Buffalo	The SSMP can also include a list of the design standards and specifications most commonly referenced in the Agency's specifications or contract documents
Review and outline procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitiation and repair projects	5/2/10	3/2/10	7/1/09	Harter, Carlton, Buffalo	The SSMP can describe the existing compliance inspection standards that are in place and can also describe an assessment of the porcess to imrove these standards.
Draft this section of the SSMP	5/2/10	3/2/10	3/26/10	Harter	
Review and revise draft of this section	5/2/10	4/2/10	4/5/10	Buffalo	

Certify to SWRCB that this portion of the SSMP has been completed	5/2/10	5/2/10	5/2/10	Buffalo	

SSMP System Evaluation and Capacity Plan

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/10	3/2/10	3/16/10	Buffalo	
Review and include the Sewer System Master Plan in this SSMP	5/2/10	3/2/10	11/3/08	Brannigan, Buffalo	
If capital improvements are needed, develop a plan to fund, design, and construct them	5/2/10	6/30/09	6/15/08	Brannigan	CIP is included in 2008 Master Sewer Plan, which includes project time-lines and costs
Certify to SWRCB that this portion of the SSMP has been completed	5/2/10	5/2/10	5/2/10	Buffalo	

SSMP Monitoring, Measurement, and Program Modifications

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/10	3/2/10	3/25/10	Buffalo	
Develop performance measurements and a system for tracking them	5/2/10	3/2/10	3/25/10	Buffalo	used to evaluate the effectiveness of the SSMP on reducing SSOs
Ensure we are capable of identifying and illustrating SSO trends, including frequency, location, and volume	5/2/10	3/2/10	7/1/09	Engstrom	This will be done using GIS
Certify to SWRCB that this portion of the SSMP has been completed	5/2/10	5/2/10	5/2/10	Buffalo	

SSMP Internal Program Audits

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/10	3/2/10	3/22/10	Buffalo	

Draft an SSMP policy for the Utilities Department that outlines audit requirements and protocols	5/2/10	3/2/10	8/14/08	Buffalo, Brannigan, Johnson	Audit needs to be performed on SSMP program at least every two years; found in Community Development/Utilities Policy No. U-1
Prepare a written report on the audit and add the report to the SSMP document	5/2/10	3/2/10	3/22/10	Buffalo	template was developed and audit forms created
Certify to SWRCB that this portion of the SSMP has been completed	5/2/10	5/2/10	5/2/10	Buffalo	

SSMP Communication Program

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Write introduction to this section of the SSMP	5/2/10	3/2/10	3/11/10	Buffalo	
Identify key stakeholders and issues associated with the development of the SSMP	5/2/10	3/2/10	3/11/10	Brannigan	Stakeholders include: sewer operations, management, Environmental Health, RWQCB/WRCB, Fish and Game, Lakeport Chamber of Commerce, etc.
Develop methods of communicating the status of the SSMP preparation and use to the public	5/2/10	3/2/10	7/1/09	Buffalo	
Certify to SWRCB that this portion of the SSMP has been completed	5/2/10	3/2/10	5/2/10	Buffalo	

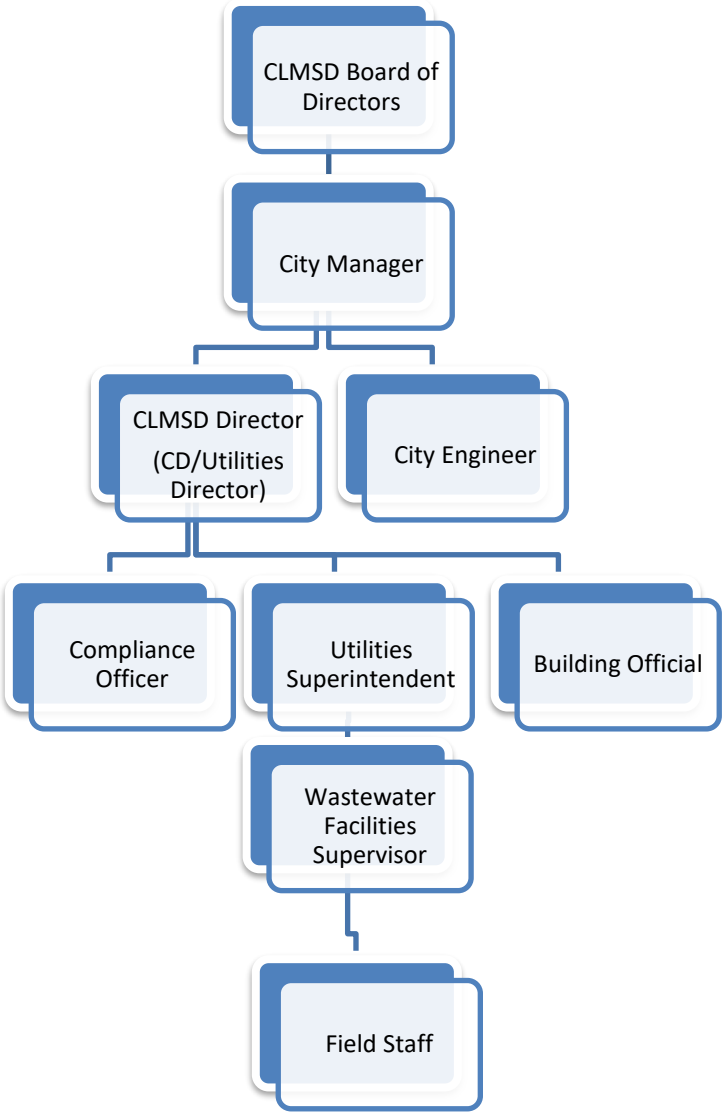
SSMP Completion and Certification

Activities	Required Due Date	Expected Comp Date	Date Completed	Responsible Person(s)	Comments
Present the final version of the SSMP to the City Council for approval and implementation	5/2/10	4/20/10	5/4/10	Buffalo	plan will be certified by required deadline, presented to Council thereafter to accommodate adequate review period
Certify to the State Water Resources Control Board that the entire SSMP has been developed and that the programs contained within are being implemented	5/2/10	5/2/10	5/2/10	Buffalo	

APPENDIX 2

Appendix 2.A: Staff Directory

City of Lakeport Municipal Sewer District Staff Directory



Title	*Name*	*Phone*	*Email*
Board of Directors	Lakeport City Council	707-263-5615	
City Manager	Margaret Silveira	707-263-5615 x104	msilveira@cityoflakeport.com
CLMSD Director	Douglas Grider	707-263-3578 x401	dgrider@cityoflakeport.com
City Engineer	Paul Curren	707-263-5613 x407	pcurren@cityoflakeport.com
Utilities Superintendent	Paul Harris	707-263-3578 x402	pharris@cityoflakeport.com
Compliance Officer	Andrew Britton	707-263-3578 x403	abritton@cityoflakeport.com
Building Official	Tom Carlton	707-263-3056 x202	tcarlton@cityoflakeport.com
Wastewater Supervisor	Carlos Pradomerze	707-263-3578 x702	cpradomerze@cityoflakeport.com
Field Staff	J Kennedy, Supervisor	707-263-3578 x601	jkennedy@cityoflakeport.com

Appendix 2.B: SSO External Reporting Reference Guide

CITY OF LAKEPORT PUBLIC WORKS DEPARTMENT
225 PARK STREET, LAKEPORT, CA 95453 (707) 263-3578
compliance@cityoflakeport.com

Sanitary Sewer Overflow & Backup Response

Regulatory Reporting Guide

***ALWAYS** document regulatory reporting regardless of whether reporting is done during business hour or after hours.*

Reporting Instructions

Deadline	See Side B for definitions of the categories of spills of untreated or partially treated wastewater from City-owned sanitary sewer system.			Private Lateral Sewage Discharge (PLSD)
	Category 1	Category 2	Category 3	
***2 hours** after awareness of SSO*	1. Notify CalOES at (800) 852-7550 of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water** 2. Obtain CalOES incident number			
***48 hours** after awareness of SSO*	1. If 50,000 gal or more were NOT recovered, begin water quality sampling and initiate impact assessment 2. Notify Lake County Environmental Health Dept (707-263-1164; after hrs: 707-263-8656) to determine if public warning signs are necessary			
***3 Days** after awareness of SSO*	1. Submit Draft Spill Report in the CIWQS* database 2. Call Regional Water Quality Control Board, Guy Childs (916) 464-4648	1. Submit Draft Spill Report in the CIWQS* database 2. Call Regional Water Quality Control Board, Guy Childs (916) 464-4648		
***15 Days** after awareness of SSO*	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time		
***30 Days** after awareness of SSO*			Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time	
***30 Days** after SSO end time*	If 50,000 gal or more were NOT recovered, submit SSO Technical Report using CIWQS			Submit Spill Report in CIWQS database* **(optional)**

Form SSO 5.1 October 2017

*In the event the CIWQS database is not available, notify the State Water Resources Control Board (SWRCB) by phone.

Note: For reporting purposes in the CIWQS database, if one SSO event results in multiple appearance points, submit one report based on the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

Definitions of Spill Categories

Be sure to document how the category was determined: See Utilities Division Policy U-11 SSO Emergency Response Plan for details.

Category	Definition
Category 1:	Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either: • Reached surface water and/or drainage channel tributary to surface water; or • Reached a Municipal Separate Storm Sewer System (MS4) and was not full captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
Category 2:	Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer failure or flow condition that either: • Did not reach surface water, a drainage channel or an MS4; or • The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
Category 3:	All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer failure or flow condition.
Private Lateral Sewage Discharge (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately-owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the SSO Database.

APPENDIX 3

Appendix 3.A: Lakeport Municipal Code Ch. 13.20 Sewer Use and Pretreatment regulations

Online source: Lakeport Municipal Code
Chapter 13.20 SEWER USE AND PRETREATMENT

MS Word Document: *Double-click the area below to open .PDF file.*

Appendix 3.A LMC CH 13.20 Sewer Use

.PDF File/hard copy*: Appendix 3.A is attached on the following pages.*

Appendix 3.B: CLMSD Board Resolution No. 2315 (2008)

MS Word Document: *Double-click the area below to open .PDF file.*

Appendix 3.B CLMSD Resolution FOG fine schedule.pdf

.PDF File/hard copy*: Appendix 3.B is attached on the following pages.*

Appendix 3.C: Utilities Division Policies U-3, U-4 and U-6

MS Word Document: *Double-click the area below to open .PDF file.*

Appendix 3.C Utilities Policies U3 U

.PDF File/hard copy*: Appendix 3.C is attached on the following pages.*

Appendix 3.D: Mutual Aid Agreement with LACOSAN

MS Word Document: *Double-click the area below to open .PDF file.*



Appendix 3.D LACOSAN Mutual Aid Agreement.pdf

.PDF File/hard copy*: Appendix 3.D is attached on the following pages.*

Appendix 3.A

Chapter 13.20
SEWER USE AND PRETREATMENT

Sections:

ARTICLE I. GENERAL PROVISIONS

13.20.010 Purpose and policy.

13.20.020 Definitions.

13.20.030 Abbreviations.

13.20.040 Severability.

13.20.050 Conflict.

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13.20.060 Permissible discharges.

13.20.070 General discharge prohibition.

13.20.080 Prohibited discharges.

13.20.090 Prohibited substances or characteristics.

13.20.100 Prohibited discharge location.

13.20.110 National categorical pretreatment standards.

13.20.120 Specific pollutant limitations.

13.20.130 State and federal requirements and standards.

13.20.140 CLMSD right of revision.

13.20.150 Prohibited dilution.

13.20.160 Slug discharges.

13.20.170 Hazardous waste discharges.

13.20.180 Prohibition on medical waste.

13.20.190 Connection requirements.

13.20.200 Extension of mains.

13.20.210 Subdivision system requirements.

13.20.220 Annexation to district--Contract.

ARTICLE III. FACILITIES REQUIREMENTS

13.20.230 Spill containment facilities.

13.20.240 Monitoring/metering facilities.

13.20.250 Drawing submittal requirements.

13.20.260 Pollution prevention requirements.

ARTICLE IV. ADMINISTRATION

13.20.270 Wastewater discharges.

13.20.280 Responsibility of users.

13.20.290 Classes of users.

13.20.300 Wastewater discharge permit.

13.20.310 Reporting requirements.

13.20.320 Monitoring.

13.20.330 Signatory requirements.

13.20.340 Rights of entry.

13.20.350 Pretreatment.

13.20.360 Publication of users in significant noncompliance.

13.20.370 Records retention.

13.20.380 Confidential information.

ARTICLE V. ENFORCEMENT

13.20.390 Enforcement mechanisms.

13.20.400 Informal administrative actions.

13.20.410 Administrative orders and compliance schedules.

13.20.420 Noncompliance fees.

13.20.430 Assessment of charges for obstruction or damage to CLMSD facilities or operations.

13.20.440 Suspension or termination of service.

13.20.450 Administrative civil penalties.

13.20.460 Civil action.

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13.20.480 Notification procedures.

13.20.490 Costs.

13.20.500 Responding to significant noncompliance.

ARTICLE VI. HEARINGS AND APPEALS

13.20.510 Availability of administrative appeal.

13.20.520 Show cause hearings.

ARTICLE VII. FEES

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13.20.540 Sewer service charges.

13.20.550 Scope of rates, fees and charges.

13.20.560 Payment of fees, charges and delinquencies--Creation of lien.

13.20.570 Reinstatement deposit.

13.20.580 Connection fee--Construction fund.

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ARTICLE VIII. FATS, OILS, AND GREASE PROGRAM

13.20.600 FOG purpose.

13.20.610 Application to install a FOG pretreatment system.

13.20.620 FOG discharge limits.

13.20.630 FOG prohibitions and violations.

13.20.640 FOG fines.

13.20.650 FOG variance for cause request/appeals.

ARTICLE IX. SPECIAL PURPOSE DISCHARGE PERMIT

13.20.660 Special purpose discharge permit application.

13.20.670 Conditions and limitations.

13.20.680 Permit fee.

13.20.690 Permit modifications of terms and conditions.

13.20.700 Permit duration.

13.20.710 Discharge fees.

* Prior legislation: Ords. 427, 695 and 730.

ARTICLE I. GENERAL PROVISIONS

13.20.010 Purpose and policy.

This chapter sets forth uniform requirements for contributors to the wastewater collection and treatment system of the city of Lakeport municipal sewer district (hereafter CLMSD) and enables the CLMSD to comply with all applicable state and federal laws required by the Clean Water Act of 1977 as amended and the General Pretreatment Regulations (40 CFR Part 403).

The objectives of this chapter are:

A. To comply with the laws of the state of California and of the United States relating to the protection of the environment, control of water pollution, disposal of hazardous wastes and pretreatment of industrial discharges to publicly owned treatment works.

B. To prevent the introduction of wastes which will interfere with the operation of the system or other CLMSD operations.

C. To prevent the introduction of wastes into the CLMSD wastewater system which will pass through the system, inadequately treated, into receiving waters.

D. To prevent the introduction of substances which would cause the CLMSD to fail to meet air quality goals of the Lake County air quality management district.

E. To prevent introduction of toxic substances to the CLMSD wastewater system which could reach the environment in toxic amounts.

F. To prevent the introduction of wastes into the system which may affect the CLMSD’s ability to dispose of, recycle, or reclaim its sludge or other residuals.

G. To reasonably maintain the opportunity to recycle and reclaim wastewater from the system.

H. To prevent the introduction of wastes that the CLMSD facilities are not designed to adequately treat and may therefore adversely affect the environment or may cause a violation of the CLMSD NPDES permit or may contribute to the need for modification of the CLMSD NPDES permit.

I. To protect CLMSD personnel while conducting activities related to the collection, treatment and disposal of wastes through the CLMSD facilities.

J. To prevent a public hazard or public nuisance arising from the collection, treatment and disposal of wastes through the CLMSD system.

K. To prevent the introduction of wastes to sewers connected to the CLMSD system that could result in the CLMSD being classified as a hazardous waste treatment, storage or disposal facility under the laws of the state of California or the United States.

This chapter provides for the regulation of contributors to the CLMSD wastewater collection system through the issuance of permits to certain users and through enforcement of general requirements for the other users, authorizes monitoring and enforcement activities, and requires user reporting.

This chapter shall apply to all discharges within the CLMSD and to discharges from other governmental bodies or agencies who are, by contract or agreement with the CLMSD, users of the CLMSD treatment plant. Except as otherwise provided herein, the director of the CLMSD will administer, implement, and enforce the provisions of this chapter. (Ord. 872 §1.1, 2008)

13.20.020 Definitions.

Unless the context specifically indicates otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated:

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

"Authorized representative of industrial user" may be:

1. A principal executive officer, if the industrial user is a corporation;

2. A general partner or proprietor, if the industrial user is a partnership or proprietorship, respectively;

3. A duly authorized representative of the individual designated above, if such representative is responsible for the overall operation of the facilities from which the discharge originates and if such representative is identified in writing by the individual designated in subsection (1) or (2) of this definition.

"Biochemical oxygen demand (BOD)" is the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure, over five days at twenty degrees Celsius, expressed in terms of weight and concentration (milligrams per liter, mg/L).

"Building sewer/private sewer lateral" means the pipeline conveying sewage from the plumbing fixtures in the structure to a point where the private property ends and the public right-of-way begins. The building sewer is located on private property and is maintained by the property owner.

"Building sewer leakage test" means the procedure approved by the CLMSD to determine the amount of leakage in the building sewer.

"Bypass" means the intentional diversion of waste streams from any portion of an industrial user's treatment facility.

"California Plumbing Code" means written guidelines, regulations and ordinances governing the plumbing criteria for type and use of plumbing systems in the state of California and its political subdivisions.

"Categorical industrial user" means all industrial users subject to national categorical pretreatment standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N.

"Categorical standards" means national pretreatment standards which specify quantities or concentrations of pollutants or pollutant properties that may be discharged by industrial users in specified industrial subcategories as defined in 40 CFR Chapter I, Subchapter N, Parts 405 through 471.

"Chemical oxygen demand" (COD) means the quantity of oxygen utilized, by a strong chemical oxidant, in the oxidation of organic and oxidizable inorganic material under standard laboratory procedures, expressed in terms of weight and concentration (mg/L).

"City of Lakeport municipal sewer district" means the collective wastewater treatment system owned and/or operated by the city, including all devices, systems and appurtenances thereto used in the collection, storage, treatment, recycling, distribution and reclamation of municipal sewage, industrial wastes of liquid nature, or other wastewater. The city of Lakeport municipal sewer district is referred to herein as "CLMSD."

"Class I user" means any user who is subject to national categorical pretreatment standards.

"Class II user" means any nondomestic user of the CLMSD wastewater disposal system who is not subject to national categorical standards and (1) has an average discharge flow of twenty-five thousand gallons or more per day, excluding sanitary, noncontact cooling water, and blowdown wastewaters; or (2) contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic (BOD, TSS) capacity of a treatment plant; or (3) has a reasonable potential, in the opinion of the CLMSD, to adversely affect CLMSD facility operation or for violating a pretreatment standard, local limit, or discharge requirement; or (4) has been determined by the CLMSD to discharge wastewater having a potential variability in the character of the wastewater, or the potential for increased operational or administrative cost to the CLMSD due to the characteristics of the waste.

"Class III user" means any nondomestic user who is not designated as a Class I or a Class II user. Class III users may include users who are not industrial nor commercial users and (1) have a reasonable potential to adversely affect the CLMSD's ability to meet the objectives of this chapter; or (2) generate hazardous waste, whether or not said waste is discharged into the sanitary sewer system, or if, in the determination of the CLMSD, there is a potential for this waste to be discharged into the sewer, even through accident, in nonprocess or process of handling of the waste; or (3) store or use hazardous materials, whether or not a hazardous waste is produced in the industrial or commercial process, if, in the determination of the CLMSD, a potential exists for

significant impact upon the CLMSD facilities due to a release of these materials into the environment.

Class III users may be individually designated by the CLMSD based on the criteria set forth above, or on categorization of the user as a member of a particular business category. A Class III user designation may include, but is not limited to, landfill operations, landfill leachate, or ground water cleanup sites.

Class IV User. Any nondomestic user who is not designated as a Class I, Class II, or Class III user may be designated as a Class IV user if the user (1) has a reasonable potential to adversely affect the CLMSD's ability to meet the objectives of this chapter; or (2) generates hazardous waste, whether or not said waste is, in the normal course of the industrial or commercial process, discharged into the sanitary sewer system, or if, in the determination of the CLMSD, there is a potential for this waste to be discharged into the sewer, even through accident, in nonprocess or process of handling of the waste; or (3) stores or uses hazardous materials, whether or not a hazardous waste is produced in the industrial or commercial process, if, in the determination of the CLMSD, a potential exists for significant impact upon the CLMSD facilities due to a release of these materials into the environment. Class IV users may be individually designated by the CLMSD based on the criteria set forth above or on categorization of the user as a member of a particular business category. The Class IV user designation shall include, but is not limited to, the following business categories: analytical laboratories, clinical laboratories, dry cleaners, laundries, vehicle maintenance facilities, vehicle repair facilities, gasoline stations, printing shops, printing allied industries, photo processors, pesticide formulators, pesticide applicators, dental offices, dental laboratories and x-ray laboratories, and veterinary providers.

"CLMSD board" means the board of directors of the city of Lakeport municipal sewer district.

"CLMSD facilities" means all of the CLMSD system of collecting, conveying and treating; including, but not limited to, the collection system and treatment plant. This includes any publicly owned facility connected to the CLMSD collection system which generates wastewater treated at the CLMSD treatment plant.

"Collection system" means the CLMSD pipelines, pump stations, manholes and other similar facilities which accept, collect and convey sanitary sewage to the treatment plant.

"Cooling water" means the water discharged from any use such as air conditioning, cooling or refrigeration, or to which the only pollutant added is heat.

"Cost recovery" shall refer to costs associated with the cleanup and/or decontamination of a site after discharge of substances into the sanitary sewer, storm sewer and/or to the environment that caused interference, pass-through or a sanitary sewer blockage. This includes cleanup and decontamination of all structures/areas including residential, commercial, surface waters and the environment.

"Director" means the CLMSD board-appointed director of the city of Lakeport municipal sewer district or his/her designee.

"Domestic user" means any person, including those located outside the jurisdictional limits of the city, who contributes, or causes or permits the contribution of, wastewater into the CLMSD from ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer by means of a private building sewer. The parameters by which a domestic user shall be distinguished from a nondomestic user is the concentration of BOD and suspended solids. The concentration shall be considered to have no more than three hundred milligrams per liter BOD and suspended solids.

"Domestic wastewater" means the liquid, solid, and water-carried waste derived from ordinary living processes of humans of such character as to permit satisfactory disposal, without special treatment, into the public sewer by means of a private building sewer. The parameters by which domestic wastewater shall be distinguished from nondomestic wastewater or industrial or commercial wastewater is the concentration of BOD and suspended solids. The concentration shall be considered to have no more than three hundred milligrams per liter BOD and suspended solids.

"Enforceable best management practices (E-BMPs)" means methods, tools, and techniques that have been determined to be the most effective and practical means of preventing or reducing pollution, including documentation of employee training, documentation of grease interceptor cleaning, and removal and disposal of grease.

"Environmental Protection Agency" or "EPA" means the U.S. Environmental Protection Agency or, where appropriate, the term may also be used as a designation for the administrator or other duly authorized official of said agency.

"Fats, oils, and greases (FOG)" means organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are measured using analytical test procedures established in 40 CFR Part 136. Fats, oils, and greases are collectively referred to herein as "grease," "greases," and/or "FOG."

"Food service facilities (FSF)" means those facilities primarily engaged in activities of preparing, serving, or making available food or foodstuffs for consumption by the public such as a restaurant, commercial kitchen, grocery store, caterer, hotel, school, hospital, prison, correctional facility, or care institution. These facilities use one or more of the following preparation activities: frying, baking, grilling, sauteing, rotisserie cooking, broiling, boiling, blanching, roasting, toasting, poaching, infrared heating, searing, barbecuing, and any other food preparation activity that produces a hot nondrinkable food product in or on a receptacle that requires washing.

"Grab sample" means a sample which is taken from a waste stream on a one-time basis with no regard to the flow in the waste stream and without consideration of time.

"Grease interceptor" means a device for separating and retaining greases and like compounds prior to entry into the CLMSD facilities. These devices also serve to remove and collect settleable solids from food service facilities prior to entry into the sanitary sewer. Such devices are collectively referred to herein as "grease interceptors."

"Grease interceptor minimum design capability" means the design features of a grease interceptor and its ability or volume to effectively intercept and retain greases from grease-laden wastewater discharge to the sanitary sewer.

"Hazardous pollutants" means any constituent or combination of constituents that is classified as hazardous under state or federal regulations or is included on the federal list of toxic pollutants as specified in 40 CFR Part 403.

"Holding tank waste" means any waste from holding tanks such as vessels, chemical toilets, campers, trailers and vacuum-pump tank trucks.

"Indirect discharge" means the discharge or the introduction of pollutants from any nondomestic source regulated under Section 307(b), (c), or (d) of the Act (33 USC 1317) into the CLMSD treatment works (including holding tank wastes discharged into the system).

"Industrial user (IU)" means a source of indirect discharge. (See definition of "indirect discharge.")

"Industrial waste or wastewater" means all water-carried wastes and wastewater of the community, excluding domestic wastewater, derived from any producing, manufacturing, processing, institutional, commercial, agricultural, or other operation. Industrial wastewater may also include wastes of human origin similar to domestic wastewater which have been mixed with industrial wastes or wastewater prior to discharge to CLMSD facilities.

"Interceptor" means a device for separating and retaining greases and like compounds prior to entry into CLMSD facilities. These devices also serve to remove and collect settleable solids prior to entry into CLMSD facilities.

"Interference" means a discharge which, alone or in conjunction with a discharge or discharges from other sources:

1. Both inhibits or disrupts the CLMSD, its treatment processes or its operations, use, or disposal, and therefore causes a violation of any requirement of the CLMSD National Pollutant Discharge Elimination System (NPDES) permit (including an increase in the magnitude or duration of a violation) or prevents sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent state or local regulations): Section 405 of the Act (33 USC 1345), the Clean Air Act, and the Toxic Substances Control Act;

2. Is likely to endanger life, health, or property or otherwise cause a nuisance; or

3. In the opinion of the CLMSD, otherwise adversely affects the CLMSD’s ability to meet the objectives of Section 13.20.010.

"National categorical pretreatment standard" means any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Act (33 USC 1317) which applies to industrial users. These regulations are found in 40 CFR, Chapter I, Subchapter N, Parts 405 through 471.

"National Pollution Discharge Elimination System or NPDES permit" means a permit issued pursuant to Section 402 of the Act (33 USC 1342).

"New source" means a facility from which there is, or may be, a discharge of pollutants, construction of which began after the publication of the proposed pretreatment standards pursuant to Section 307(c) of the Act, which will apply to the facility if the standards are promulgated, provided certain location and construction criteria are met as defined in 40 CFR 403.3(k).

"Noncooking facilities" means those facilities primarily engaged in the preparation of precooked foodstuffs that do not include any form of cooking. These include cold dairy and frozen foodstuffs preparation and serving facilities.

"Notice of violation (NOV)" means a document informing the user that the user has violated this chapter and requiring user to prescribe appropriate corrective action.

"Ordinance," referring to the term "this ordinance" and/or "pretreatment ordinance" and similar uses of the term "ordinance," shall refer to the entirety of the ordinance codified in this chapter, as may be amended and modified.

"Owner" shall mean individual, firm, company, corporation, or group upon whose property the building or structure is located or will be constructed.

"Pass-through" means a discharge which exits the CLMSD into waters of the United States in quantities or concentrations which cause, or in the determination of the CLMSD have a potential for causing, a violation of any requirement of the CLMSD NPDES permit (including an increase in the magnitude or duration of a violation).

"Person" means any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine and the singular shall include the plural where indicated by the context.

"pH" means the logarithm (base ten) of the reciprocal of the concentration of hydrogen ions expressed in moles per liter of solution. pH is a measure of the acidity or alkalinity of a solution.

"Pollutant" includes sewage or any characteristic of 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 commercial producing, manufacturing, or processing operation of whatever nature.

"Pollution" means an alteration of the quality of the waters of the United States by waste to a degree which unreasonably affects (1) such waters for beneficial use or (2) facilities which serve such beneficial uses, or which creates a hazard to the public health.

"Pretreatment" or "treatment" means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into CLMSD

facilities. The reduction or alteration can be obtained by physical, chemical or biological processes, or process changes by other means, except as prohibited by 40 CFR Section 403.6(d).

"Pretreatment requirement" means any substantive or procedural pretreatment requirement, other than a national pretreatment standard, applicable to industrial users (IUs).

"Pretreatment standard" means any regulation of the CLMSD, state, or EPA containing pollutant discharge limits or other procedural or substantive requirements of all users.

"RCRA" means the Resource Conservation and Recovery Act of 1976 (42 USC 6901 et seq.) and as amended.

"RUE" means the residential unit equivalent representing the average amount of sewage generated by a detached single-family dwelling in the city. The volume of the sewage flow generated by an RUE is approximately two hundred gallons per day which is equal to approximately eight hundred cubic feet per month. The RUE flow rate does not include the extraneous leakage that may occur in the piping between the property line and the plumbing fixtures inside and outside of the structure.

"Sanitary sewer" means a pipe or conduit intended to carry wastewater or waterborne wastes from homes, businesses, and industries to the CLMSD; a sewer collection system.

"Significant industrial user (SIU)" means any industrial user of the CLMSD facilities which is:

1. A categorical industrial user (CIU); or

2. Any other industrial user that:

   a. Discharges an average of twenty-five thousand gallons per day or more of process wastewater (excluding sanitary, noncontact cooling water, and boiler blowdown wastewaters); or

   b. Contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic (BOD, TSS) capacity of the treatment plant; or

   c. Has a reasonable potential, in the opinion of the CLMSD, to adversely affect CLMSD facility operation or for violating a pretreatment standard or requirement;

3. The CLMSD may determine that an industrial user which has no reasonable potential for adversely affecting CLMSD facility operation or for violating any pretreatment standard or requirement is not a significant industrial user. 40 CFR 403.3(t)(2).

"Significant noncompliance" means one or more of the following:

1. Chronic violations, defined as those in which sixty-six percent or more of all the measurements taken during a six-month period exceed (by any magnitude) the daily maximum limit for the average limit for the same pollutant parameter;

2. Technical review criteria (TRC) violations, defined as those in which thirty-three percent or more of all the measurements for each pollutant parameter taken during a six-month period equal or exceed the product of the daily maximum limit or the average limit multiplied by the applicable TRC (TRC equals 1.4 for BOD, TSS, fats, oil and grease, and 1.2 for all other pollutants except pH);

3. Any other violation of a pretreatment effluent limit (daily maximum or longer-term average) that the CLMSD determines has caused, alone or in combination with other discharges, interference or pass-through (including endangering the health of the CLMSD facility, personnel or the general public);

4. Any discharge of a pollutant that has caused imminent endangerment to human health, welfare, or the environment, or has resulted in the CLMSD's exercise of its emergency authorities under 40 CFR 403.8(f)(1)(vi)(B) to halt or prevent such a discharge;

5. Failure to meet, within ninety days after the schedule date, a compliance schedule milestone contained in a local control mechanism or enforcement order for starting construction, completing construction, or attaining final compliance;

6. Failure to provide, within thirty days after the due date, required reports such as baseline monitoring reports, ninety-day compliance reports, periodic self-monitoring reports, and reports on compliance with compliance schedules.

"Slug discharge" means a discharge capable of causing adverse impacts to the CLMSD, its workers, or the environment, or any pollutant including an oxygen-demanding pollutant released in a discharge at a flow rate and/or pollutant concentration which may cause interference with the operation of the CLMSD sewerage system. The discharge will be considered a slug discharge if the flow rate or concentrations or quantities of pollutants exceed, for any time period longer than fifteen minutes, more than five times the average twenty-four-hour concentration, quantity or flow during normal operations. A slug discharge is considered to be a discharge of a nonroutine, episodic nature, including, but not limited to, an accidental spill, or a noncustomary batch discharge. Batch discharges are intentional, controllable discharges that occur periodically within an industrial user's process (typically the result of a noncontinuous process). Accidental spills are unintentional, largely uncontrolled discharges that may result from leaks or spills of storage containers or manufacturing processes in an area with access to floor drains.

"Standard Industrial Classification (SIC)" means a federal classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President of the United States of America, Office of Management and Budget.

"State" means the state of California.

"Stormwater" means any flow occurring during or following any form of natural precipitation and resulting therefrom.

"Suspended solids" means the total suspended matter that floats on the surface of, or is suspended in, water, wastewater or other liquids, and which is removable by laboratory filtering.

"Total suspended solids (TSS)" refers to a standardized water quality measurement that uses a filter to capture and weigh trapped particles from a water sample.

"Toxic pollutant" means any pollutant or combination of pollutants listed in Appendix A to the ordinance codified in this chapter.

"Trap" means a cast iron or stainless steel containment device used for trapping substances and to prevent grease, sand or flammable liquids from entering the sewerage system.

"Treatment plant" means any facility owned by the CLMSD that is designed to provide treatment to wastewater.

"User" means any person, including those located outside the jurisdictional limits of the city, who contributes, or causes or permits the contribution of, wastewater into the CLMSD.

"Variance for cause request" means a submittal provided by a food service facility or other user to provide site-specific technical information which demonstrates why a grease interceptor is not feasible, practicable, and/or necessary for a particular use, activity and/or structure.

"Wastewater" or "waste" means the liquid and water-carried industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, together with any ground water, surface water, and stormwater that may be present, whether treated or untreated, which is contributed into or permitted to enter CLMSD facilities.

"Wastewater discharge permit" is set forth in Section 13.20.300.

"Waters of the state" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.

"Waters of the U.S." means all portions of oceans within twelve nautical miles of baseline of any shore of any state in the U.S.; streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which carry water across or share jurisdiction or rights with more than any single state within the United States of America. (Ord. 872 §2.1, 2008)

13.20.030 Abbreviations.

The following abbreviations shall have the designated meanings:

BOD--Biochemical Oxygen Demand

CCR--California Code of Regulations

CFR--Code of Federal Regulations

COD--Chemical Oxygen Demand

EPA--Environmental Protection Agency

L--Liter

mg--Milligrams

mg/L--Milligrams per Liter

NPDES--National Pollutant Discharge Elimination System

SIC--Standard Industrial Classification

TSS--Total Suspended Solids

USC--United States Code

(Ord. 872 §2.2, 2008)

13.20.040 Severability.
If any provision, paragraph, word, section, or article of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, and articles shall not be affected and shall continue in full force and effect. (Ord. 872 §2.3, 2008)

13.20.050 Conflict.
All other ordinances and parts of other ordinances inconsistent or conflicting with any part of this chapter are hereby repealed to the extent of such inconsistency or conflict. (Ord. 872 §2.4, 2008)

ARTICLE II. REGULATIONS

13.20.060 Permissible discharges.
Wastewater may be discharged into public sewers for collection, treatment, and disposal by the CLMSD; provided, that such wastewater discharge is in compliance with this chapter and/or conditions of any wastewater discharge permit; and further provided, that the user pays all applicable CLMSD sewer fees and charges including any penalties or charges assessed under this chapter. (Ord. 872 §3.1, 2008)

13.20.070 General discharge prohibition.
No user shall contribute or cause to be contributed any pollutant or wastewater which causes pass-through or interference. These general prohibitions and the specific prohibitions contained in this chapter apply to each user introducing pollutants into CLMSD facilities whether or not the user is subject to national pretreatment standards or any other national, state, or CLMSD pretreatment standards or requirements. (Ord. 872 §3.2, 2008)

13.20.080 Prohibited discharges.
A user may not discharge, or cause to be discharged, wastewater into any CLMSD facility if it contains substances or has characteristics which, either alone or by interaction with other wastewater, cause or threaten to cause:

A. Damage to CLMSD facilities.

B. Interference or impairment of operation or maintenance of CLMSD facilities.

C. Obstruction of flow in CLMSD facilities.

D. Hazard to human life.

E. Interference with treatment plant or disposal processes or any alteration of the CLMSD treatment plant processes.

F. In no case shall substances discharged to the CLMSD facilities cause the plant to be in noncompliance with federal, state and local laws, rules and regulations pertaining to sludge, biosolids or effluent disposal.

G. Unreasonable interference with recycling and reclamation of wastewater, residues, sludge or scum.

H. The CLMSD to violate its NPDES permit or the receiving water quality standards.

I. Flammable or explosive conditions.

J. A noxious or malodorous condition, a public nuisance, a hazard to life, or conditions sufficient to prevent normal entry into the sewers or other CLMSD facilities for maintenance and repair.

K. Objectionable coloration or other condition in the quality of the CLMSD treatment plant influent which interferes with or passes through the treatment plant.

L. Conditions which violate any statute, rule, regulation, or ordinance of any public agency relating to releases of hazardous wastes, hazardous substances or other pollutants to the environment when such release is to any portion of CLMSD facilities.

M. Any alteration or change of the CLMSD NPDES permit or any additional regulatory supervision, intervention or oversight of the CLMSD operations.

N. Any significant alteration of CLMSD operations, including but not limited to affecting the ability of the CLMSD to procure adequate insurance and/or subjecting the CLMSD operations to significantly increased potential liability. (Ord. 872 §3.3, 2008)

13.20.090 Prohibited substances or characteristics.

A. Any liquids, solids, or gases which, by reason of their nature or quantity, are or may be sufficient, either alone or by interaction with other substances, to create a fire or explosion hazard or damage to CLMSD facilities or be injurious to human health and safety or to the operation of CLMSD facilities. At no time shall a waste stream exceed a closed cup flash point of one hundred forty degrees Fahrenheit or sixty degrees Celsius using the test method specified in 40 CFR Part 261.21. At no time shall two successive readings on a combustible gas meter, at the point of discharge into the system (or at any point in the system), be more than five percent nor any single reading over ten percent of the lower explosive limit (LEL) of the meter. The meter shall be properly calibrated in accordance with the manufacturer’s instructions using pentane as the calibration standard. The materials which may be prohibited if they cause explosive or fire dangers

as defined herein include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.

B. Any solid or viscous substance in amounts or concentrations which may cause or threaten to cause obstruction to the flow in a sewer or pass-through of, or interference with, the operations of any CLMSD facilities, such as, but not limited to, feathers, ashes, cinders, sand, cat litter, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, petroleum oil, non-biodegradable cutting or machine oils, products of mineral oil origin, mud, cement grout, glass, grinding or polishing wastes, grease, garbage with particles greater than one-half inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails or whole blood.

C. Any discharges having a pH less than 6.0 or equal to or greater than 12.0 or having any other corrosive property outside the specified range in Appendix A, attached to the ordinance codified in this chapter, or corrosive property capable of causing damage or hazard to structures, equipment, humans or animals.

D. Any wastewater containing hazardous pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, to constitute a hazard to human or animal health or safety, to create an adverse effect on the waters of the state, or to cause the CLMSD to exceed the limitations set forth in a national pretreatment standard.

E. Heat in amounts which will inhibit biological activity in the treatment plant resulting in interference or pass-through, but in no case heat in such quantities that the temperature at the introduction into the treatment plant exceeds forty degrees Celsius or one hundred four degrees Fahrenheit.

F. Any pollutants, including oxygen-demanding pollutants (BOD, COD, etc.) released at a flow rate and/or pollutant concentration which, alone or in combination with others, may cause interference or pass-through. Regardless of whether a slug discharge causes or will cause interference or pass-through, in no case shall a slug discharge have a flow rate or contain concentrations or quantities of pollutants that exceed, for any time period longer than fifteen minutes, more than five times the average twenty-four-hour concentration, quantities, or flow during normal operation.

G. Any discharge which results in the presence of toxic gases, vapors, or fumes in a quantity that may cause acute worker health and safety problems within any CLMSD facility.

H. Any noxious or malodorous liquids, gases, or solids.

I. Any wastewater containing any radioactive wastes unless:

1. The user is authorized to use radioactive materials by the State Department of Health or other governmental agency empowered to regulate the use of radioactive materials; and

2. The waste is discharged in strict conformity with current California Radiation Control Regulations (California Code of Regulations, Title 17) for safe disposal; and

3. The user is in compliance with all rules and regulations of all other applicable regulatory agencies.

J. Any stormwater, ground water, rain water, street drainage, subsurface drainage, yard drainage or diatomaceous earth filter backwash, unless a specific permit is issued by the CLMSD. The CLMSD may approve such discharge only when no other reasonable alternative for disposal is available and all other provisions of this chapter are met.

K. Any unpolluted water including, but not limited to, cooling water, process water or blowdown from cooling towers or evaporative coolers or any other unpolluted water unless a permit for such has been obtained from the CLMSD prior to the discharge. The CLMSD may approve the discharge of such water only when no reasonable alternative method of disposal is available and all other provisions of this chapter are met.

L. Any waste defined as hazardous, by any definition set forth in federal and/or state statutes or regulations, unless such waste has been delisted or decertified by the appropriate federal or state agency, and/or a variance has been granted by the appropriate federal or state agency, including provisions for discharge to a CLMSD facility, and said variance provisions are approved by the CLMSD.

M. Any substance, waste, wastewater, or constituent thereof as may be specifically prohibited or prohibited by concentration levels as may be set forth in local limits adopted by resolution by the CLMSD board.

N. Any substance, waste, wastewater or constituent thereof, which may by itself or in combination with other discharges cause the CLMSD to violate any permit conditions related to toxicity of the effluent or otherwise cause or contribute to the potential for toxic substances being released from CLMSD facilities into the environment in toxic amounts.

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

P. Any trucked or hauled pollutants, except at discharge points designated by the CLMSD. (Ord. 872 §3.4, 2008)

13.20.100 Prohibited discharge location.

No user shall discharge any wastewater directly into a manhole or other opening in the CLMSD sewerage system other than through sewer laterals or other sewer connection approved by the CLMSD, unless a permit has been obtained for such discharge. A permit will be issued only for such direct discharge in the event the discharge is otherwise in compliance with provisions of this chapter and no other alternative is reasonably available in the opinion of the CLMSD. (Ord. 872 §3.5, 2008)

13.20.110 National categorical pretreatment standards.

National categorical pretreatment standards, found in 40 CFR Chapter I, Subchapter N, Parts 405-471, are hereby incorporated into this chapter and made a part thereof. (Ord. 872 §3.6, 2008)

13.20.120 Specific pollutant limitations.

No person shall discharge wastewater to a CLMSD facility which exhibits any characteristic which is specifically prohibited by an action of the CLMSD board, or any wastewater containing constituents in excess of any specific constituent level limitations as may be set by the CLMSD board by resolution.

Any violation of a specific pollutant limitation as may be set forth in a CLMSD resolution shall subject the user to the same administrative actions, penalties, and/or enforcement actions as would be available for any other violation of this chapter. The term "ordinance," as used elsewhere within this chapter, shall be read to include the specific pollutant limitations and/or waste characteristics as may be set forth by resolution. See Appendix A to the ordinance codified in this chapter for maximum allowable concentrations as adopted by resolution. All specific pollutant limitations set by the CLMSD shall be deemed pretreatment standards for the purposes of Section 307(d) of the Act. (Ord. 872 §3.7, 2008)

13.20.130 State and federal requirements and standards.

In the event that either state or federal standards and requirements for discharges to CLMSD facilities are more stringent than the limitations, requirements, and standards set forth in this chapter, the most stringent standard or requirement shall apply. Modifications of the federal or state standards and requirements which are more stringent than the limitations, standards, and requirements as set forth in this chapter and are promulgated subsequent to the adoption of this chapter shall be applied to discharges to CLMSD facilities at such time and in such manner as is set forth in Sections 13.20.300(D) and (F) and 13.20.690. (Ord. 872 §3.8, 2008)

13.20.140 CLMSD right of revision.

The CLMSD reserves the right to establish by ordinance or resolution more stringent standards or requirements on discharges to the CLMSD facilities if deemed necessary to comply with the objectives presented in this chapter. No revision of standards or requirements hereunder shall subject the CLMSD to civil liability or penalty for interference with a vested right of any user. (Ord. 872 §3.9, 2008)

13.20.150 Prohibited dilution.

No user shall increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the national pretreatment standards, or in any other pollutant-specific limitation developed by the CLMSD or state, with this chapter or the user’s permit, or to establish an artificially high flow rate for permit mass emission rates. An increase in the use of process water which is reasonably proportional to increased production and which is required for said increase in production will not be considered an excessive discharge hereunder. (Ord. 872 §3.10, 2008)

13.20.160 Slug discharges.

A. All users shall be prohibited from allowing slug discharges, as elsewhere defined herein, from entering the CLMSD sewerage system.

B. Each user shall provide protection from slug discharges of restricted materials or other substances regulated by this chapter. Facilities to prevent slug discharges of restricted materials shall be provided and maintained at the user's own cost and expense.

C. In accordance with 40 CFR 403.8(f)(2)(v), the CLMSD must evaluate, at least once every two years, whether each SIU needs a slug discharge control plan. Upon evaluation, certain users will be required to prepare slug discharge prevention and contingency plans (SDCP) containing at least the following information:

1. A description of the discharge practices including nonroutine batch discharges.

2. A description of stored chemicals.

3. The procedures for promptly notifying the CLMSD of slug discharges, including any discharge that would violate a specific discharge prohibition with procedures for follow-up written notification within five days.

4. If required by the CLMSD, procedures to prevent adverse impact from accidental spills including maintenance and inspection of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building or containment structures or equipment, measures for containing toxic pollutants (including solvents), and/or measures or equipment for emergency response.

5. If required by the CLMSD, follow-up practices to limit the damage suffered by the treatment plant or the environment.

These plans shall be submitted to the CLMSD for review and approval. All users required to have SDCP plans shall submit such a plan within three months and complete implementation within six months of receiving notice regarding the requirements of such plan. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify the user's facility as necessary to meet the requirements of this chapter.

D. In the case of a slug discharge, it is the responsibility of the user to immediately notify the CLMSD of the incident. The notification shall include location of the discharge, type of waste, concentration and volume and corrective action. The user shall provide the CLMSD with a detailed, written report of this incident in a manner and within the time frame as elsewhere provided in this chapter.

E. A notice shall be permanently posted on the user's premises advising the employees whom to call in the event of a slug discharge. The user shall ensure that all employees who may cause or allow such slug discharge to occur are advised of the emergency notification procedure.

F. Each user who violates any of the requirements of the slug discharge program, or allows a slug discharge to occur, shall be subject to the enforcement provisions of this chapter. (Ord. 872 §3.11, 2008)

13.20.170 Hazardous waste discharges.

All industrial users shall notify the CLMSD, the EPA Regional Waste Management Division Director, and state hazardous waste authorities, in writing, of any discharge to CLMSD facilities of a substance which if otherwise disposed of would be a hazardous waste under 40 CFR Part 261 or as otherwise defined by state statute or regulation.

Such notification must include the name of the hazardous waste, the EPA hazardous waste number, and the type of the discharge (continuous, batch, or other). If the industrial user discharges more than one hundred kilograms of such waste per calendar month to CLMSD facilities, the notification shall also contain the following information, if known: (A) an identification of the hazardous waste constituents contained in the waste; (B) an estimation of the mass and concentration of such constituents in the waste stream discharged during that calendar month; and (C) an estimation of the mass constituents in the waste stream expected to be discharged during the following twelve months. Industrial users shall provide notification prior to obtaining a discharge permit.

In the case of any notification made under this section, the industrial user shall certify that it has a program in place to reduce the level of toxicity of hazardous waste generated to the degree it has determined to be economically practical. Nothing contained in this section is intended to modify the prohibitions set forth in Section 13.20.090(N). (Ord. 872 §3.12, 2008)

13.20.180 Prohibition on medical waste.

A. No user shall discharge solid wastes from hospitals, clinics, offices of medical doctors, convalescent homes, medical laboratories or other medical facilities to the sewerage system including, but not limited to, hypodermic needles, syringes, instruments, utensils or other paper and plastic items of a disposable nature except where prior written approval for such discharges is given by the CLMSD director.

B. The CLMSD shall have the authority to require that any discharge of an infectious waste to the sewer be rendered noninfectious prior to discharge if the infectious waste is deemed to pose a threat to the public health and safety, or will result in any violation of the applicable waste discharge requirements. (Ord. 872 §3.13, 2008)

13.20.190 Connection requirements.

A. Every lot, block, tract or parcel of land occupied by a residence, building, structure or place of business, producing sewage within the CLMSD or area serviced by special agreement with the CLMSD, to which the nearest property line is within two hundred feet of the point at which a lateral may be connected to the CLMSD, shall be connected to such, excepting only such lots, blocks, tracts or parcels of land served by an adequate, existing septic tank or disposal system in good working order.

B. Except as provided below, no septic tank or system shall be constructed or connected to any structure built, erected, moved or reconstructed, on any premises within the CLMSD, or on premises in any area contracting for discharge of sewage into the CLMSD, if the nearest line of such premises is within two hundred feet of the point of connection to the system.

In the event that the CLMSD cannot immediately accommodate the flow from the premises for any reason, the use of a septic tank or system may be approved by the CLMSD; provided, that the following conditions are satisfied:

1. The appropriate sewage expansion fees for the premises are paid.

2. The appropriate sewage connection fees are paid.

3. The facilities needed to connect the premises to the CLMSD are in place or are guaranteed by a cash deposit in an amount of two hundred percent of the estimated installation cost for the facilities.

4. The monthly sewer service charges that normally would be paid by the premises are paid to the CLMSD during the period that the septic tank or system is in use.

5. The user(s) of the premises agree to conditions of use and abandonment of the septic tank or system as prescribed by the CLMSD.

C. No lateral service connection shall serve more than one ownership.

D. No existing septic tank or separate disposal system serving any property or area within such two-hundred-foot distance which hereafter becomes defective, and requires major repair work or reconstruction, shall be so repaired or reconstructed except by a special grant permitting a variance authorized by the CLMSD, upon application therefor; but such use or user shall be connected into the CLMSD. "Major repairs or reconstruction" is defined as any repair or reconstruction requiring the installation of a new tank, leaching field or equivalent, or such work as will exceed fifteen percent of the cost of all laterals and connections or appurtenances thereto, constructed on the property of any applicant, or on any area outside the CLMSD. Such repair or reconstruction shall be inspected and approved by the CLMSD, prior to being covered or concealed and before the connection pursuant to a permit is made.

E. It is unlawful to lay any lateral or connection line or appurtenance thereto on the property of any user or applicant other than with such materials as the CLMSD may prescribe by resolution.

F. It is unlawful for any person, other than the CLMSD, its agents or employees, to connect any pipe, drain or facility with, or cause the same to penetrate, break, injure, remove or open any portion of, the sewerage system of the CLMSD, or any line, pipe, manhole, flush tank, pump, meter, motor inspection line or any other part of or appurtenance to such system, without a written permit therefor, issued by the CLMSD.

G. The city council shall prescribe by resolution the conditions, forms, fees and manner of connecting to the CLMSD. (Ord. 872 §3.14, 2008)

13.20.200 Extension of mains.

The city council shall prescribe by resolution the manner, financing, and provision for any refunds to promote extension of collector mains in the CLMSD, except for ordinary costs associated within subdivision boundaries or in areas served by the CLMSD, and except special districts organized for the purpose of such construction. (Ord. 872 §3.15, 2008)

13.20.210 Subdivision system requirements.

A. All new subdivisions within the CLMSD or in areas served by the CLMSD shall have an adequate collection system for sewage.

B. The plan, design and size of mains must be approved by the CLMSD for such purpose. Such system shall include provision for future growth within the area or adjacent areas which will ultimately use mains within such subdivision, and shall comply with standards otherwise established within the city.

C. The subdivider shall pay all costs, as described in this chapter, of such system. (Ord. 872 §3.16, 2008)

13.20.220 Annexation to district--Contract.

A. Additional areas may be annexed to the CLMSD in the manner provided by law.

B. All charges therefor shall be prescribed by resolution of the city council.

C. Contracts for acceptance and treatment of sewage shall be entered into only with areas which contemplate future annexation to the CLMSD. Such contracts shall require compliance with provisions of this chapter and any resolution adopted pursuant hereto and shall not provide for acceptance and treatment without annexation for a period of more than ten years, and shall be so drawn that they shall encourage and promote annexation at the earliest date after original construction. (Ord. 872 §3.17, 2008)

ARTICLE III. FACILITIES REQUIREMENTS

13.20.230 Spill containment facilities.

All users shall provide spill containment for protection against discharge of prohibited materials or other wastes regulated by this chapter. Such protection shall be designed to secure the discharges and to prevent them from entering into the CLMSD sewer system in accordance with reasonable engineering standards. Such facilities shall be provided and maintained at the user's expense. (Ord. 872 §4.1, 2008)

13.20.240 Monitoring/metering facilities.

A. The CLMSD may require the user to construct and maintain in proper operating condition, at the user's sole expense, flow monitoring, constituent monitoring and/or sampling facilities.

B. Any sample taken from a sample box or other representative sampling location is considered to be representative of the discharge to CLMSD facilities.

C. Monitoring or metering facilities may be required to include a security closure that can be locked to prevent unauthorized access.

D. The location of the monitoring or metering facilities shall be subject to approval by the CLMSD.

E. The user shall provide to the CLMSD immediate, clear, safe and uninterrupted access to the user's monitoring and metering facilities.

F. When required by the CLMSD, the user shall install a suitable control manhole in the side sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the CLMSD. The manhole shall be installed by the user at the user's expense, and shall be maintained by the user at their expense, and shall be maintained as to be safe and accessible at all times. (Ord. 872 §4.2, 2008)

13.20.250 Drawing submittal requirements.

A. Detailed plans shall be submitted to the CLMSD for review of existing or proposed construction of pretreatment facilities, spill containment facilities, monitoring facilities, metering facilities, and operating procedures. CLMSD approval of plans for proposed construction shall be received prior to commencement of construction. The review of the plans and procedures shall in no way relieve the user of the responsibility of modifying the facilities or procedures in the future, as necessary, to meet the requirements of this chapter or any requirements of other regulatory agencies.

B. Three copies of all drawings shall be submitted for review.

C. All drawings shall include the following:

1. North arrow;
2. Scale size;
3. User name, project site, address, and assessor's parcel number;
4. Drawing name and drawing number;
5. Date drawn or revised;
6. Name of draftsman and name of person approving drawing.

D. The CLMSD may require drawings to scale depicting the manufacturing process (waste-generating sources), spill containment, pretreatment facilities, and/or monitoring/metering facilities.

E. The CLMSD may require a schematic drawing of the pretreatment facilities.

F. The CLMSD may require the drawings be prepared by a California registered chemical, mechanical, or civil engineer. (Ord. 872 §4.3, 2008)

13.20.260 Pollution prevention requirements.

User shall provide pollution prevention plans, and/or pollution prevention audits, and/or waste management plans, to identify and quantify waste streams, and identify and evaluate source reduction measures. Evaluation and implementation measures may include, but are not limited to, input changes, operational improvements, production process changes, product reformulation, product substitution, recycling, inventory control, employee education and training, and other steps as necessary to avoid or reduce waste produced. (Ord. 872 §4.4, 2008)

ARTICLE IV. ADMINISTRATION

13.20.270 Wastewater discharges.

It shall be unlawful to discharge any waste or wastewater to any CLMSD facility without a CLMSD permit except as is authorized by the provisions of this chapter. (Ord. 872 §5.1, 2008)

13.20.280 Responsibility of users.

It shall be the responsibility of the user to comply with all of the provisions of this chapter. The omission to act by the CLMSD and/or the failure of the CLMSD to acknowledge the nature of the operation of the user and/or the properties of the user's wastewater shall not relieve the user of responsibility to comply with the conditions of this chapter, including, but not limited to, such requirements regarding permitting, pretreatment, monitoring and reporting. It shall be the responsibility of the user to make determinations as to the nature of its operation and wastewater flow and to take such actions as may be required under this chapter prior to any discharge of wastewater, whether or not the user has been informed by the CLMSD of the requirements which may apply to the user regarding its discharge.

All users must notify the CLMSD of changes to be made to processes or methods of operation which may affect the nature of the discharge. This information shall be reported to, and be approved by, the CLMSD prior to the user's initiation of the changes.

All industrial users who meet the definition of Class I, Class II, or Class III and who are currently connected or contribute to CLMSD facilities, or who propose to connect or contribute to CLMSD facilities, shall make application for a wastewater discharge permit. This application shall be made before connecting to or contributing to CLMSD facilities, or within ninety days after the enactment of the ordinance codified in this chapter in the event the user is currently connected and not currently permitted. All existing industrial users connected to or contributing to CLMSD facilities and having a current wastewater discharge permit shall be required to obtain a new permit upon the expiration of their existing permit.

Class IV users may be required to receive a permit in order to connect to the CLMSD facilities or to continue to discharge to CLMSD facilities. At such time as the CLMSD undertakes such a program to permit Class IV users, existing Class IV users will be required to apply for a permit within ninety days of notice to said users by personal service, mail or publication. Thereafter it shall be the responsibility of all Class IV users to obtain a permit prior to connection. (Ord. 872 §5.2, 2008)

13.20.290 Classes of users.

The CLMSD will classify all users in accordance with the principal activity conducted on the premises where the discharge occurs. The purpose of the classification is to facilitate regulation of discharges to CLMSD facilities on the basis of each user's waste quality, quantity and flow. The classification will further provide a means of imposing an appropriate level of oversight, control and enforcement according to the source of the discharge. As set forth in Section 13.20.020, there are two categories of users: domestic users and nondomestic users. Nondomestic users are categorized as Class I, II, III, or IV.

All users are subject to the prohibitions set forth in this chapter, with such federal and state statutes and regulations as may apply, and the specific pollutant limitations as may be

promulgated by the CLMSD board either by ordinance or resolution.

Domestic users under normal circumstances will not be required to apply for or receive a wastewater discharge permit as defined in this chapter; provided, that said domestic user discharges only that wastewater which is consistent with the definition of domestic wastewater set forth herein.

Nondomestic users may be subject to wastewater discharge permit requirements depending on the volume, characteristics, and origin of their wastewater discharge. Industrial users may be required to supply such information and data concerning their processes, including discharge samples, as may be necessary for the CLMSD to determine whether such user should be designated as Class I, II, III or IV. Industrial users must, if requested, provide such other information regarding the nature of the entity, its operations, storage and use of chemicals and storage and use of hazardous substances as may be reasonably necessary to make such determination as to the classification of said user. The CLMSD may also require information relating to potential for accidental discharges of hazardous or prohibited substances to a CLMSD facility. Such inquiries may include information regarding the current disposal procedures of the user with regard to chemicals and/or substances which are not in the ordinary course of the user's operations discharge to a CLMSD facility.

A. Class I. For the purpose of this chapter, any user subject to the national categorical pretreatment standards is a categorical industrial user (CIU) and will be designated a Class I user.

B. Class II. The CLMSD may designate a nondomestic user who is not subject to a national categorical pretreatment standard, but may be considered a significant industrial user (SIU), to be a Class II user, based on whether the discharge of wastewater is equal to or greater than twenty-five thousand gallons per average work day flow, or whether it has in its untreated wastewater pollutants which are in excess of any pretreatment standard, including any standard identified in this chapter or local limit set by resolution of the CLMSD board, or whether it may, in the opinion of the CLMSD, have a significant impact, either singularly or in combination with other contributing industries, on the CLMSD's ability to meet the objectives of this chapter.

In addition, the designation of a nondomestic user as a Class II user may be based on the unusual character of the wastewater due to its volume, strength, composition, or its derivation from a hazardous waste or substance, or the potential variability in the character of the wastewater, or on the potential for increased administrative cost to the CLMSD due to the unusual character of the waste. Any additional administrative costs to be considered may include increased potential for the administrative oversight by federal, state and local agencies as well as the potential for increased liability exposure and associated legal costs. The CLMSD may also take into consideration difficulties in enforcement of this chapter under a wastewater discharge permit and the enforcement violation and compliance history of the user with the CLMSD, as well as other regulatory agencies.

C. Class III. The CLMSD may designate any nondomestic user who is not designated as a Class I or Class II user as a Class III user. Class III users may include nondomestic users who are not industrial nor commercial users and (1) have a reasonable potential to adversely affect the

CLMSD's ability to meet the objectives of this chapter; or (2) generate hazardous waste, whether or not said waste is discharged into the sanitary sewer system, or if, in the determination of the CLMSD, there is a potential for this waste to be discharged into the sewer, even through accident, in nonprocess or process of handling of the waste; or (3) store or use hazardous materials, whether or not a hazardous waste is produced in an industrial or commercial process, if, in the determination of the CLMSD, a potential exists for significant impact upon CLMSD facilities due to a release of these materials into the environment.

Class III users may be individually designated by the CLMSD based on the criteria set forth in this subsection, or on categorization of the user as a member of a particular business category. A Class III user designation may include, but is not limited to, landfill operations, landfill leachate, or ground water cleanup sites.

D. Class IV. Any nondomestic user who is not designated as a Class I, Class II, or Class III user may be designated as a Class IV user if the user (1) has a reasonable potential to adversely affect the CLMSD's ability to meet the objectives of this chapter; or (2) generates hazardous waste, whether or not said waste is, in the normal course of the industrial or commercial process, discharged into the sanitary sewer system, or if, in the determination of the CLMSD, there is a potential for this waste to be discharged into the sewer, even through accident, in nonprocess or process of handling of the waste; or (3) stores or uses hazardous materials, whether or not a hazardous waste is produced in the industrial or commercial process, if, in the determination of the CLMSD, a potential exists for significant impact upon CLMSD facilities due to a release of these materials into the environment.

Class IV users may be individually designated by the CLMSD based on the criteria set forth in this subsection or on categorization of the user as a member of a particular business category. The Class IV user designation shall include, but is not limited to, the following business categories: analytical laboratories, clinical laboratories, dry cleaners, laundries, vehicle maintenance facilities, vehicle repair facilities, gasoline stations, printing shops, printing allied industries, photo processors, pesticide formulators, pesticide applicators, dental offices, dental laboratories and x-ray laboratories, and veterinary providers. (Ord. 872 §5.3, 2008)

13.20.300 Wastewater discharge permit.

A. Permit Application. All Class I, Class II, and Class III users are required to obtain a wastewater discharge permit by completing and filing with the CLMSD an application in the form prescribed by the CLMSD. At such time as the CLMSD undertakes such a program to permit Class IV users, existing Class IV users will be required to apply for a permit within ninety days of notice to said users by personal service, mail or publication. Thereafter it shall be the responsibility of all Class IV users to obtain a permit prior to connection. A permit fee may be assessed at the time of the application as set by the CLMSD board by resolution. Existing Class I, Class II, and Class III users shall apply for a wastewater discharge permit within ninety days following the effective date of the ordinance codified in this chapter, and proposed new users shall apply at least thirty days prior to connecting to or contributing to CLMSD facilities. In support of the application, the user may be required to submit, in units and terms appropriate for evaluation, some or all of the following information:

1. Name and address of the operator or owner and location of the facility for which the permit application is being made.

2. SIC number(s) according to the Standard Industrial Classification Manual, Executive Office of the President of the United States, Office of the Budget, 1972, as amended, for all operations conducted at the facility.

3. A list of all environmental control permits and hazardous substance release response (spill) plans that are held by or for the facility.

4. Time(s) and duration of all process discharges.

5. Average daily and fifteen-minute peak wastewater flow rates, including daily, monthly and seasonal variations if any. Flow rates shall be provided for each regulated process stream.

6. Site plans, floor plans, mechanical and plumbing plans and details to show all sewers, sewer connections, and appurtenances by the size, location and elevation.

7. Description of activities, facilities and plant processes on the premises including all materials which are or could be discharged. A description of any and all existing or proposed wastewater pretreatment facilities. Construction drawings and design criteria shall also be submitted.

8. The nature and concentration of any pollutants in the discharge which are limited by the CLMSD, state, or national pretreatment standards, or which are otherwise requested by the CLMSD. Pollutant data shall be provided for each regulated process stream. In the case of an existing user, a statement regarding whether or not the pretreatment standards are being met on a consistent basis and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required for the user to meet applicable pretreatment standards.

9. The nature and concentration of any pollutants in the discharge which are limited by state or federal standards concerning the release or discharge of any hazardous substance or waste.

10. If additional pretreatment, housekeeping, process changes and/or operations will be required to meet the pretreatment standards; the shortest schedule by which the user shall provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established by the EPA, the state or the CLMSD for the applicable standard. The following conditions will apply to this schedule:

    a. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable standards (e.g., hiring an engineer, completing preliminary plans, completing final plans,

executing contract for major components, commencing construction, completing construction, etc.).

b. Not later than fourteen days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the CLMSD director including, as a minimum, whether or not the user complied with the increment of progress to be met on such date and, if not, the date on which the user expects to comply with the increment of progress, the reason for delay, and the steps being taken by the user to return the construction to the schedule established.

11. Each product produced by type, amount, process or processes and rate of production.

12. Type and amount of raw materials processed (average and maximum per day).

13. Number, type and volume/amount of hazardous substances stored on the premises and a description of the method of storage and/or the containment device for such substance.

14. A description of the spill protection and emergency response procedures used or proposed to be used at the facility.

15. Waste minimization plans or audits.

16. Number and classification of employees, and hours of operation of plant and proposed or actual hours of operation of pretreatment system.

17. A certification statement that the information presented in the permit application is true and accurate to the best of the responsible person’s knowledge.

18. Any other information as may be deemed by the CLMSD to be necessary to evaluate the permit application.

B. Permit Application Evaluation. All new prospective industrial users shall arrange for a CLMSD representative to conduct a walk-through site inspection of the user’s facilities during the ninety-day period prior to connecting to CLMSD facilities. New industrial users shall submit to the CLMSD, within ninety days after commencement of discharge to CLMSD facilities, an analysis of said discharge delineating wastewater constituents and characteristics including, but not limited to, those mentioned in Article II of this chapter.

The CLMSD will evaluate the data furnished by the user and may require additional information. After evaluation and acceptance of the data furnished, the CLMSD may determine that no wastewater discharge permit is required, or the CLMSD may determine that the user is either a Class I, Class II, Class III or Class IV user.

If the CLMSD determines that the user is a Class I, Class II or Class III user, the CLMSD will issue a wastewater discharge permit subject to the terms and conditions provided in this chapter. If the CLMSD determines that the user is a Class IV user, the CLMSD may issue a wastewater discharge permit subject to the terms and conditions provided in this chapter.

C. Permit Conditions. Permits may contain provisions, requirements and standards appropriate to carry out the objectives of this chapter, including but not limited to the following:

1. The unit charge or schedule of user charges and fees for the wastewater to be discharged to CLMSD facilities.

2. Limits on the average and maximum wastewater constituents and characteristics. These limits may be based on pollutant concentration and/or mass and may include prohibitions on discharge of said pollutants.

3. Limits on average and maximum rate and time of discharge or requirements for flow regulation and/or equalization.

4. Requirements for installation and maintenance of sampling and flow metering facilities.

5. Requirements for monitoring programs which may include flow metering; sampling locations; methods of sampling; frequency of sampling; number; types and standards for tests; and reporting schedule.

6. Compliance schedules.

7. Requirements for submission of technical reports or periodic compliance reports.

8. Requirements for maintaining and retaining, for a minimum of three years, plant records relating to wastewater discharge, hazardous waste manifests and chemical inventories as specified by the CLMSD.

9. Requirements for notification of the CLMSD of any new introduction of pollutants or any change in plant processes or in the volume or character of the wastewater constituents being introduced into CLMSD facilities.

10. Requirements for notification of slug or accidental discharges, including discharge limit violations, or upset of the pretreatment facility.

11. Requirements for providing the CLMSD with design and construction plans and specifications of the wastewater pretreatment facility whether proposed or in existence.

12. Requirements for providing the CLMSD with plans and specifications of the user's industrial or commercial operation and/or processes, including such other information as the CLMSD may reasonably request that pertains to the industrial user's operation.

13. Requirements for providing the CLMSD with waste minimization audits/plans.

14. Requirements for notification of any planned alteration of the proposed or existing wastewater pretreatment system.

15. Requirements for the notification of the CLMSD of planned alterations of the operations processes of the industrial user which could result in an alteration of the user's process discharge or the potential for an accidental spill or slug discharge.

16. Requirements prohibiting bypass of the wastewater pretreatment facility, unless bypass is essential for maintenance, or unavoidable to prevent loss of life, injury or severe property damage.

17. Requirement that the user notifies the CLMSD prior to any proposed bypass other than due to accident or emergency.

18. Requirements to have emergency spill plans on file with the CLMSD.

19. Requirements to certify that the industrial user has not discharged through a CLMSD facility hazardous substances without a permit, which substances have been stored or used in the user's process and which the user contends will not, in the ordinary course of the user's operation, enter the sewer system.

20. Requirements for resampling following a discharge violation and the submittal of reports explaining the cause of the violation and the steps that have been or shall be taken to prevent a recurrence of the violation.

21. Requirements for providing access to CLMSD personnel at all reasonable times to conduct sampling and/or inspection of any and all processes which can contribute to waste stream, including the actual wastewater discharge.

22. Requirements for providing the CLMSD with operation and maintenance records for the wastewater pretreatment facility, including periodic updates, as appropriate.

23. The prohibition of dilution as partial or complete substitute for adequate treatment to achieve compliance with permit conditions.

24. Signatory requirements specifying the responsible corporate officer for the industrial user.

25. Other conditions as deemed appropriate by the CLMSD to ensure compliance with this chapter.

26. Technical provisions or requirements related to the wastewater pretreatment facility which, in the opinion of the CLMSD, may be necessary to ensure the adequacy and reliability of the wastewater pretreatment system. These technical conditions may include conditions requiring continuous monitoring, training personnel, alarm systems, automated shutoff, flow-through monitoring, and/or provisions for discharges in batch amounts only subsequent to sample testing.

D. Duration of Permits. Permits will be issued for a specified time period, not to exceed three years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The user shall apply for permit reissuance a minimum of ninety days prior to the expiration of the user's existing permit. The terms and conditions of the permit may be subject to modification by the CLMSD during the term of the permit as limitations or requirements as identified in Article II are modified or other just cause exists. The user will be informed of any

proposed changes in his permit at least thirty days prior to the effective date of change. Any changes or new conditions in the permit will include a reasonable time schedule for compliance.

E. Wastewater Discharge Permit. The CLMSD will require Class I, Class II, and Class III users to have a wastewater discharge permit for connecting to or contributing wastewater to CLMSD facilities. At such time as the CLMSD undertakes such a program to permit Class IV users, existing Class IV users will be required to apply for a permit within ninety days of notice to said users by personal service, mail or publication. Thereafter it shall be the responsibility of all Class IV users to obtain a permit prior to connection. The wastewater discharge permit will incorporate the provisions of this chapter by reference including all requirements and standards as may be set forth herein or promulgated by the CLMSD board by resolution. In addition, the permit may contain additional provisions, including but not limited to the following:

1. Provisions for liquidated damages for discharges in violation of the discharge prohibitions and limitations of this chapter and/or of such special prohibitions or limitations as may be set forth in the permit. These liquidated damages provisions may be proposed without regard to proof of pass-through, damage to the environment, or interference with CLMSD facilities or operations and may be assessed on a strict liability basis for violation of the noted provisions.

2. Requirements for providing proof of insurance, indemnification of the CLMSD, and bonding in order to adequately protect the CLMSD, in its judgment, from the potential of the increased exposure to liability due to the user's discharge.

3. Provisions for revocation of the permit and wastewater sewer service for violation of this chapter or other wastewater permit condition(s).

4. Any and all other conditions as may be deemed appropriate by the CLMSD to ensure compliance with all provisions of this chapter and the objectives set forth herein.

F. Permit Modifications. Within ninety days of promulgation of a national pretreatment standard, the wastewater discharge permit of users subject to such standards shall be revised to require compliance with such standards within the time frame prescribed by such standard. When a user, subject to a national pretreatment standard, has not previously submitted an application for a wastewater discharge permit as required by subsection B of this section, the user shall apply for a wastewater discharge permit within one hundred eighty days after the promulgation of the applicable national pretreatment standard. In addition, the user with an existing wastewater discharge permit shall submit to the CLMSD director, within one hundred eighty days after the promulgation of an applicable national pretreatment standard, the information required by subsection A of this section.

In the event the CLMSD determines that it is necessary in order to comply with the objectives of this chapter to impose more stringent limitations or requirements on discharges to the CLMSD facilities than are set forth in an existing permit (for reasons other than issuance of a new national pretreatment standard), the CLMSD shall have the right to require such reasonable modifications of an existing permit to incorporate such more stringent limitations or requirements. In the event

such permit modification is required, the user will be provided with reasonable time to make such modifications to its processes or procedures as may be required to meet the more stringent limitations and requirements. After consultations with the user, a compliance schedule agreement will be issued which would set forth a reasonable schedule for the user to comply with the more stringent standards. If the permit modification will require construction or acquisition of equipment related to pretreatment, the compliance schedule agreement will provide for up to one hundred eighty days to comply; however, this period may be extended for a period not to exceed an additional one hundred eighty days upon determination by the CLMSD director or CLMSD engineer that good cause exists for an additional period. To the extent that the user remains in compliance with the permit conditions in effect prior to amendment during the compliance period, the user shall not be liable pursuant to the terms of this chapter for noncompliance with the more stringent standards or requirements during the period of the compliance schedule agreement; provided, that the user is also complying with the terms of said compliance schedule agreement.

G. Permit Transfer. Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the prior approval of the CLMSD. However, nothing in this section shall be construed to prevent the application of the terms and conditions of this chapter, including enforcement penalties, from applying to a succeeding owner, successor in interest, or other assigns of an existing contract of permit holder. (Ord. 872 §5.4, 2008)

13.20.310 Reporting requirements.

A. Notification of Slug Discharge or Accidental Discharge or Accidental Spill. It is the responsibility of all users to immediately telephone and notify the CLMSD of any slug discharge or accidental discharge or accidental spill as defined in Section 13.20.160. Notification shall include location of discharge, type of waste, concentration and volume and corrective actions.

1. Written Notice. Within five days following the accidental discharge, accidental spill, or slug discharge, the user shall submit to the CLMSD director a detailed written report describing the cause of the incident and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to CLMSD facilities, fish kills, or any other damage to person or property; nor shall notification relieve the user of any fines, penalties, or other liability which may be imposed by this chapter or other applicable law.

2. Notice to Employees. Users who are employers shall permanently post a notice on their bulletin board or other prominent place advising employees of the user whom to call in the event of such a discharge. The user shall ensure that all employees who may cause or suffer such discharge to occur are advised of the emergency notification procedure.

B. Baseline Monitoring Report. All industrial users, subject to categorical pretreatment standards, shall submit to the CLMSD a baseline monitoring report (BMR) within one hundred and eighty days of the effective date of a categorical pretreatment standard or one hundred and eighty days after final decision on a category determination by EPA or the state, whichever is

earlier. The BMR shall contain the information specified in 40 CFR 403.12(b), including a statement reviewed by an authorized representative of the industrial user and certified by a qualified professional indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance and/or additional pretreatment is required for the user to meet the pretreatment standards and requirements. The information required for application for a permit under Section 13.20.300(A) and/or for modification of a permit under Section 13.20.300(F) may fulfill the requirements of the baseline monitoring report. If in submitting information to apply for or modify a permit, the user also intends to fulfill the requirements for the BMR, the user shall so state.

C. Compliance Report. Within ninety days following the date for final compliance with applicable pretreatment standards and requirements or, in the case of a new user connection, following commencement of the introduction of wastewater into CLMSD facilities, any user subject to pretreatment standards and requirements shall submit to the CLMSD, per 40 CFR 403.12(b), a report which includes the following information:

1. Name and address of facility, including the name of the operator and owners.

2. List of any environmental permits held by and for the facility.

3. Description of operations, including:

    a. Nature of operations;

    b. Average rate of production;

    c. SIC code;

    d. Diagram of discharge points to the sanitary system.

4. Flow measurement, in gallons per day.

5. Measurement of pollutants.

6. Certification statement signed by an authorized representative of the industrial user.

7. Compliance schedule, if additional pretreatment and/or actions will be required to meet pretreatment standards.

Filing of this compliance report does not relieve the user of any fines, civil penalties or other liability which may be imposed by this chapter or other applicable law or failure to meet the applicable pretreatment standards and requirements subsequent to the date for final compliance with such applicable standard.

D. Compliance Schedule Reports. Compliance schedule reports must include the following per 40 CFR 403.12(c):

1. A schedule containing increments of progress leading to construction and operation of additional pretreatment required for compliance of categorical standards.

2. Increments of progress shall not be greater than nine months.

3. Progress report shall be submitted to the CLMSD not later than fourteen days following the end date in the schedule, whether or not it complied with the increments of progress set forth in the schedule.

E. Periodic Compliance Reports.

1. Class I and II users and SIUs shall submit a report to the CLMSD twice a year or more frequently as specified in the permit. Unless otherwise specified in the permit, reports for Class I and II users and SIUs are due on the 30th of January and December of each year. Class III users may be required to submit periodic compliance reports depending on the nature of their discharge. Periodic compliance reports shall be submitted within forty-five days of collection of the wastewater samples. The compliance report shall contain such information as may be deemed by the CLMSD to be necessary to ensure compliance with the provisions of this chapter. Compliance reports shall, at a minimum, contain the following:

a. The results of sampling and analysis showing the nature and concentration of pollutants which are limited by pretreatment standards or which are specified in the permit for each regulated stream.

b. A record of average and maximum daily flows for the reporting period for each regulated stream.

c. Such other wastewater effluent data as the user has obtained since the last compliance report, whether or not that data is specifically required by the user's permit.

d. Methods utilized by the user in collecting the wastewater sample for analysis, including but not limited to the sampling device(s) used, the sampling period, the amount of each sample collected, sample handling and preservation techniques used, and date of sample delivery to the laboratory for analysis.

e. For those CIUs subject to production-based pretreatment standards, the user's actual average production rate for the reporting period.

2. Resampling Requirement. In the event a sample from a periodic compliance report indicates that a constituent is in violation of the allowable concentration levels as set forth in the user's permit, the user shall inform the CLMSD within twenty-four hours of becoming aware of the violation, repeat the sampling and pollutant analysis for the parameter in violation, and submit in writing the results of this second analysis within thirty days of the discovery of the first violation. The initial sampling and analysis report shall be submitted within five days of discovering the violation, with a cover report setting forth the causes of the violation, the remedial actions taken to date in regard to the violation, and the scheduled additional actions which will be implemented to prevent a recurrence.

3. The CLMSD may also at any time require a signed statement by the user setting forth management practices and/or material usage practices which have an effect on the nature,

volume and quality of the wastewater discharge and/or which potentially will affect the ability to comply with pretreatment standards and requirements.

4. The CLMSD may impose mass limitations on users where the imposition of mass limitations is appropriate. In such cases, the report required under subsection (E)(1)(a) of this section shall indicate the mass of pollutants regulated by pretreatment standards in the effluent of the user. These reports shall contain the results of all sampling and analysis of the discharge, including the flow, concentration and mass of pollutants regulated by the applicable pretreatment standard. The user shall provide the actual average production rate of the regulated processes during the reporting period. (Ord. 872 §5.5, 2008)

13.20.320 Monitoring.

A. Monitoring Requirements. Any user may be required to provide wastewater samples and/or monitoring results or to submit to monitoring by the CLMSD in order to assist the CLMSD in establishing the appropriate class of the user and/or to evaluate compliance with the standards and requirements of this chapter.

1. Classification Sampling. All industrial users may be required to sample and analyze their discharge to determine the appropriate class of the user. Classification sampling shall be at the CLMSD's request. The number and type of samples and pollutants analyzed shall be as specified by the CLMSD in order to adequately characterize the user's discharge(s).

2. Baseline Sampling. All Class I, Class II and Class III users shall sample and analyze their discharge as part of a permit application or modification of a permit as specified in Sections 13.20.300(A) and (F). In addition, all users subject to categorical pretreatment standards who are required to submit baseline monitoring reports, as specified in Section 13.20.310(B), shall sample and analyze their discharge in accordance with the requirements of 40 CFR 403.12(b). Samples shall be analyzed for constituents or characteristics including, but not limited to, those mentioned in Article II of this chapter and/or in applicable state or national pretreatment standards or as otherwise required by the CLMSD.

3. Initial Compliance Sampling. All Class I, Class II and Class III users shall sample and analyze their discharge for the compliance report as specified in Section 13.20.310(C). Samples shall be analyzed for those pollutants regulated in the applicable pretreatment standard or as otherwise required by the CLMSD.

4. Periodic Compliance Sampling. All Class I, Class II and Class III users shall sample and analyze their discharge to evaluate compliance with the user's permit. Periodic compliance sampling shall be conducted at least twice each year unless specified more frequently in the user's permit or in the applicable national pretreatment standard. Samples shall be analyzed for those pollutants regulated in the applicable pretreatment standard or as otherwise required by the CLMSD.

5. Confirmation Sampling. Whenever sampling results indicate that the user's discharge is in violation of any pretreatment standard, the user shall collect a second sample to assess the degree of violation. For the second sample, the user need only analyze for the

pollutant(s) found to be in violation. The user shall provide the CLMSD with the results from the confirmation sampling within thirty days of the date the violation was discovered.

6. Sampling and Evaluation Program (SEP). If confirmation sampling indicates a second violation, then the CLMSD may initiate a SEP. The SEP will be conducted by the CLMSD and may include collection of from three to five samples. The SEP will establish whether there is continued noncompliance by the user. Samples collected during the SEP may be analyzed for other pollutants in addition to the pollutant(s) in violation.

7. Other Compliance Sampling. All Class I, Class II and Class III industrial users may be required by the CLMSD to conduct compliance sampling in addition to those described above. This could include, but is not limited to, sampling required by the CLMSD in an enforcement compliance schedule agreement.

8. CLMSD Sampling. The CLMSD may collect and analyze samples on its own or request the user to split samples to evaluate compliance with this chapter or the user's permit. The CLMSD also reserves the right to conduct all sampling and analysis for the user with all costs to be paid by the user. In the event that data obtained by the CLMSD differs from data provided by the user, the CLMSD data shall be presumed accurate unless and until the user provides substantial evidence otherwise. In the event that the CLMSD performs the sampling, whether announced or unannounced, the user may request that the CLMSD split its samples and provide one of the split samples for the user's independent analysis.

B. Sampling Procedures. All sampling and testing undertaken for the purpose of compliance with the requirements of this chapter shall be undertaken in the manner set forth herein. Except as otherwise provided in this section, each sample shall be a composite, discrete sample which reflects the discharge of the user's regulated waste stream(s) throughout the entire work day or twenty-four-hour period. Samples for pH, cyanide, sulfide, phenols, oil and grease, and volatile organics shall be grab samples. Minimum frequency for composite samples shall be each hour, and for grab samples at least every four hours. Each regulated waste stream shall be sampled and analyzed separately unless the user's permit allows for sampling and analyzing the combined waste streams.

The methods of obtaining the sample shall be specified by the CLMSD in the user's permit. As an alternative, a sampling program proposed by the user shall be submitted to the CLMSD for review prior to initiating said program. The CLMSD may state special sampling requirements as needed to ensure compliance with this chapter.

C. Sampling and Analytical Procedures. All samples shall be collected, preserved, and analyzed in accordance with the procedures presented in 40 CFR 136 (Guidelines Establishing Test Procedures for the Analysis of Pollutants). Unless approved otherwise by the CLMSD, all analyses shall be performed by laboratories certified by the state for the specific pollutants and matrix to be analyzed.

D. Sampling Records. For each sampling event, the user shall record and maintain the following information:

1. The date, exact place, method, and time of sampling and the names of the person or persons taking the samples.

2. Sample preservation used.

3. The dates analyses were performed.

4. Chain of custody of sample.

5. Who performed the analyses.

6. The analytical techniques/methods used.

7. The results of such analyses.

E. Monitoring Facilities. The CLMSD may require monitoring facilities, to be provided and operated at the user's own expense, to allow inspection, sampling, and flow measurement of regulated discharge. The monitoring facility shall be accessible to CLMSD staff at all times and should normally be situated on the user's premises, but the CLMSD may, when such a location would be impractical or cause undue hardship on the user, allow the facility to be constructed in the public street or sidewalk area and located so that it will not be obstructed by landscaping or parked vehicles.

There shall be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

Whether constructed on public or private property, the sampling and monitoring facilities shall be provided in accordance with the CLMSD requirements and all applicable local construction standards and specifications.

F. Obtaining a Sewer Lateral Certificate of Compliance for the Privately Owned Portion of a Sewer Lateral/Building Sewer. Setting forth the minimum standards to which private sewer laterals will be repaired, replaced, or relined for the purpose of obtaining a sewer lateral certificate of compliance. The CLMSD requires the cleaning, inspection, and testing of private sewer laterals connected to public sewers and serving residential, multifamily residential, commercial or industrial use properties upon the occurrence of stipulated property events. The CLMSD assumes that all sewer laterals, not meeting the requirements set forth in this section and not subject to the exemptions provided herein, allow inflow and infiltration into CLMSD facilities.

1. In the CLMSD, the exempted transactions or events requiring the cleaning, inspection and testing of a private sewer lateral are:

a. The application for a new connection to the sewer collection system;

b. The application for a building permit for a remodel of any structure being served by the private sewer lateral where the cost of the cumulative value of applicable

improvements over the past five years exceeds forty-five thousand dollars in 2007 dollars and adjusted every year for inflation;

c. The application for a building or plumbing permit to install additional toilet facilities on the property served;

d. The application for a change of use on property served from residential to commercial or from non-restaurant commercial to restaurant commercial;

e. Any repair or replacement of the main sewer to which the private sewer lateral is connected;

f. A determination by the director that the cleaning, inspection, and testing is required for the protection of the public health, safety, and welfare; or

g. The user chooses to close and stop payment for an existing sewer account without the transfer of such account to another user.

2. The property owner is responsible for the repair or replacement of a privately owned sewer lateral which has been found through testing and inspection to exhibit conditions which would permit excessive infiltration to enter the sewer collection system or excessive exfiltration. The "privately owned sewer" is defined as that part of the sewer lateral that is required to be maintained by the property owner in accordance with ordinances adopted by the CLMSD and described in Section 13.20.020 under "building sewer/private sewer lateral." Upon completion of the repair or replacement of the private sewer lateral, re-inspections are to be conducted until the private sewer lateral passes the required testing. "Excessive infiltration or exfiltration" is defined as exceeding the allowable amount as specified herein. Once the private sewer lateral has successfully passed the inspection and testing procedure, the director shall execute a sewer lateral certificate of compliance which shall be filed with the director and the building department having jurisdiction and recorded with the county recorder of Lake County.

3. There are two categories of sewer lateral certification of compliance for the continued service of a lateral based upon materials and performance:

a. A ten-year certificate for existing laterals that do not conform to the current material standards for new laterals as established in the California Plumbing Code adopted by the CLMSD and do not exfiltrate at a rate greater than that established in the exfiltration pressure test for existing laterals (refer to the provisions specified in specified pressure tests of these standards).

b. A twenty-five-year certificate for existing, existing repaired or existing replaced private sewer laterals that meet the current material and testing standards for new laterals as established in the California Plumbing Code adopted by the CLMSD. For a twenty-five-year certificate, the private sewer lateral must be watertight. An alternative testing and inspection procedure for a ten-year certificate consisting only of a CCTV

inspection of the private sewer lateral is applicable when the potential for hydrostatic conditions around the private sewer lateral does not exist.

4. Currently, all property served by the CLMSD is within the zone designated as having the potential for hydrostatic pressures. In the CLMSD there are four exemptions to the cleaning, inspection, and testing requirements set forth in this chapter other than certain transfers of interest in real property and they are:

a. Private sewer laterals that have been inspected within the last twenty-five years where the lateral is made of PVC, metal, or other modern material meeting the California Plumbing Code;

b. Private sewer laterals that have been inspected within the last ten years where the lateral is not made of PVC, metal, or other modern material meeting the California Plumbing Code;

c. Private sewer laterals that were last installed or replaced within the last twenty-five years where the lateral is made of PVC, metal, or other modern material meeting the California Plumbing Code; and

d. Any building where the director determines that testing and/or repairs have been made in accordance with this chapter within the last five years.

5. Certificates of compliance will be issued indicating that the private sewer lateral is exempt from the inspection and testing provisions of this chapter if the private sewer lateral meets the exemptions stated above. However, the certificate of compliance for an exemption expires upon the occurrence of an event requiring the inspection or testing or upon the occurrence of another exempted event.

G. Approved Repair Methods and Materials for Privately Owned Sewer Laterals.

1. Materials used in the repair or replacement of existing private sewer laterals which have failed to pass an inspection and/or test shall be made of pipe materials, fittings, couplings, and other joining materials which have been approved for use pursuant to the current edition of the California Plumbing Code at the time of the inspection and/or testing, and as modified and specified in these standards.

2. Private sewer laterals constructed of an approved pipe material which have cracked pipe sections where the pipe has retained its original shape and does not show excessive deflection and is not subjected to hydrostatic pressures either outside or inside the pipe may be repaired with an approved cured-in-place spot repair lining.

3. Private sewer laterals which are subjected to hydrostatic water conditions either inside or outside the pipe and which have not passed a required pressure test may be repaired with an approved cured-in-place pipe lining system installed within the entire length of the sewer lateral from the wye in the sewer main to the private sewer lateral cleanout closest to the building footing or replaced in its entirety with approved pipe materials. At the conclusion of

the repair, replacement, or relining the complete sewer lateral must pass specified pressure tests.

4. The replacement of damaged pipe sections with approved materials, fittings, and couplings is only acceptable where the private sewer lateral is not subjected to hydrostatic pressures either inside or outside of the pipe unless the complete private sewer lateral can pass the required pressure test after the repairs are complete.

5. Whenever fifty percent or less of the private sewer lateral is repaired, replaced, or relined (minor or no repair), cleanouts shall be provided to grade to facilitate the inspection and testing at either the junction of the building drain and the private sewer lateral at a point approved by the permitting agency, typically within two feet of the structure being served by the lateral, or at or near the property line at a point and in a manner approved by the city of Lakeport community development department if in the public right-of-way, or at a point and in a manner approved by the permitting agency if not in the public right-of-way and on private property. For that portion of the private sewer lateral being repaired, replaced, or relined, cleanouts shall also be provided to grade at intervals not to exceed one hundred feet in run of a cleaning snake to reach the adjacent run of a cleaning snake, and for each aggregate horizontal change in direction exceeding one hundred thirty-five degrees in accordance with the California Plumbing Code.

6. Whenever a private sewer lateral is more than fifty percent replaced or relined (major repair or replacement), cleanouts shall be provided to grade in accordance with the California Plumbing Code which include all of the following locations:

a. At the junction of the building drain and the private sewer lateral at a point approved by the permitting agency, typically within two feet of the structure being served by the lateral.

b. At intervals not to exceed one hundred feet in run of a cleaning snake to reach the adjacent run of a cleaning snake, and for each aggregate horizontal change in direction exceeding one hundred thirty-five degrees.

c. At or near the property line at a point and in a manner approved by the city of Lakeport community development department if in the public way, or at a point and in a manner approved by the permitting agency if not in the public way and on private property.

7. Approved trenchless technologies such as pipe bursting may be utilized to replace private sewer laterals.

8. Spot repairs consisting of the placement of metal or other sheeting materials and concrete or mortar will not be accepted.

9. Remortaring of joints as a repair method is not acceptable without prior approval of the permitting agency.

10. Pipe and pipe couplings shall be joined and installed in accordance with the manufacturer's recommendations. Pipe repairs shall be made in a manner which provides the least number of pipe joints.

11. Damaged wyes at the sewer main shall be replaced by the CLMSD.

H. Backfilling Methods in the Public Right-of-Way for Privately Owned Sewer Laterals. Backfilling methods utilized in the public right-of-way shall conform to the standards and specifications adopted by the agency having jurisdiction of the public right-of-way and in accordance with the provisions of the encroachment permit issued by the permitting agency.

I. Types of Pipe Damage That Must Be Repaired or Pipe Sections Replaced for Privately Owned Sewer Laterals.

1. Where the private sewer lateral is not subjected to hydrostatic conditions and the exfiltration test is not required (allowed CCTV inspection), the pipe repairs must be made for the following pipe conditions:

a. A separation or offset in the pipe joint, including any fish mouth condition at the joint.

b. Holes or cracks in the pipe bell, barrel, or coupling.

c. For PVC pipe, a deflection in the pipe cross-section exceeding one-fourth inch.

d. Failed trench section causing excessive belly or sump condition in a pipe section causing retention of water of one inch or more.

e. Root penetration into the pipe.

2. Where the private sewer lateral is subjected to hydrostatic conditions and the pipe repair option selected is pipe lining, repairs shall be made to the private sewer lateral prior to the installation of the liner and the repair shall correct the following deficiencies:

a. A separation or offset in the pipe joint including any fish mouth condition at the joint which the lining system cannot bridge based on the liner manufacturer's recommendations.

b. Holes in the pipe bell, barrel, or coupling that the lining system cannot bridge.

c. For PVC pipe, a deflection in the pipe cross-section exceeding one-fourth inch.

d. Failed trench section causing excessive belly or sump condition in a pipe section causing retention of water of one inch or more.

e. Root penetration into the pipe.

f. Other lateral defects which the manufacturer of the lining system recommends be corrected prior to the placement of the liner.

J. Hydrostatic Pressure Conditions Defined for Privately Owned Sewer Laterals.

1. Hydrostatic pressures exist around the private sewer lateral when the lateral is completely or partially submerged by ground water or exists within the lateral when discharges to the lateral exceed the capacity of the pipe or are subject to water head.

2. The following circumstances shall be prima facie evidence that the private sewer lateral is subject to hydrostatic pressures:

a. The property being served by the CLMSD is located within a special flood hazard area as defined by the latest flood insurance rate map issued by the National Flood Insurance Program; and if any portion of the property is located within one hundred feet of the bank of a stream, creek or drainage ditch and any portion of the lateral is below the elevation of the nearest bank.

b. For commercial or industrial uses, at any time the discharge to the private sewer lateral exceeds the following flows for a three-inch-diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity:

i. Fifty gallons per minute with slope of one-eighth inch per foot;

ii. Thirty-five gallons per minute with slope of one-eighth inch per foot.

c. For commercial or industrial uses, at any time the discharge to the private sewer lateral exceeds the following flows for a four-inch-diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity:

i. One hundred gallons per minute with slope of one-eighth inch per foot;

ii. Seventy-five gallons per minute with slope of one-eighth inch per foot.

d. For commercial or industrial uses, at any time the discharge to the private sewer lateral exceeds the following flows for a six-inch-diameter sewer pipe at the indicated slopes or if there exists on the property a plumbing fixture that has the indicated capacity:

i. Three hundred ten gallons per minute with slope of one-eighth inch per foot;

ii. Two hundred fifteen gallons per minute with slope of one-eighth inch per foot.

e. Verification from a closed circuit television inspection that clear water is being discharged into the sewer main from the private sewer lateral.

f. Evidence that a basement sump pump is utilized on the property being served.

3. All pressure laterals shall be pressure tested at one and one-half times the operating pressure and no more than a one percent pressure loss shall be detected within a ten-minute test.

K. Specified Pressure Tests for Privately Owned Sewer Laterals. When hydrostatic pressure conditions can exist outside or inside of the private sewer lateral at any time, the private sewer lateral shall be pressure tested by the exfiltration method by plugging the end of the private sewer lateral at its point of connection to the public sewer and completely filling the private sewer lateral with water from the lowest to the highest point thereof. To perform a pressure test, the private sewer lateral must have a cleanout located near the building footing which is served by the private sewer lateral or at the property line. If the cleanout does not exist, one must be installed by a qualified owner/builder or by a licensed contractor under a plumbing permit issued by the agency having jurisdiction over the property as part of the test procedure. The contractor or qualified owner may perform preliminary pressure tests prior to completing the backfill operations; however, the final pressure test shall be performed after the completion of the backfill operations. A video inspection of the downstream side of the test plug must be performed during the exfiltration pressure test to confirm that the test plug has sealed.

1. The exfiltration pressure test for a gravity private sewer lateral shall be performed with potable or recycled water by filling the private sewer lateral to a level three inches below the lowest floor drain or fixture connection to the building drain system up to a maximum water column of thirty-three feet above the test plug in the lateral at the lateral wye fitting below the property line cleanout. If necessary, a stand pipe shall be fitted to the top of the cleanout to achieve the required testing water level. The testing water level shall also be at least higher than the elevation of the back edge of the public sidewalk at the point above the approximate location of the private sewer lateral, or the top of curb if there is no public sidewalk or the edge of pavement if there is no curb or public sidewalk. An approved backwater valve and cleanout shall be installed at the property line if there is any gravity-drained plumbing fixture in the structure being served that is below the elevation of the back edge of the public sidewalk at the point above the approximate location of the sewer lateral, or the top of curb if there is no public sidewalk or the edge of pavement if there is no curb or public sidewalk. A lateral may be tested in segments subject to the approval of the inspector. When segmental pipe testing is performed, each tested pipe segment must not exceed the allowed leakage rate.

2. The private sewer lateral will have passed the pressure test if the testing water level within the testing standpipe does not drop more than the indicated rate for the given diameter of testing standpipe indicated below. The allowed leakage per sewer lateral is 212.5 gallons per day or 8.85 gallons per hour or .15 gallons per minute or 34.08 cubic inches per minute.

a. Three-inch diameter: five inches per minute;

b. Four-inch diameter: two and one-half inches per minute;

c. Six-inch diameter: one and one-half inches per minute.

L. The Metering of Pumps. All users operating pumps that convey any discharge to the CLMSD shall meter such pumps. All pumps and meters shall be maintained at all times in a safe and proper operating condition at the expense of the user and be located as to allow safe and

continuous access at all times. Such meters may be read by CLMSD representatives. (Ord. 872 §5.6, 2008)

13.20.330 Signatory requirements.

All applications, reports or other information submitted to the CLMSD must contain the following certification statement:

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

This statement shall be signed by an authorized representative of the user as defined in 40 CFR 403.12(l)(1-4). BMRs and ninety-day compliance reports shall also be certified by a qualified professional in accordance with 40 CFR 403.12(b)(6). (Ord. 872 §5.7, 2008)

13.20.340 Rights of entry.

The CLMSD has the right of inspection of the facilities of any user to ascertain whether the objectives of this chapter are being met and all standards and requirements are being complied with. Persons or occupants of premises where wastewater is generated or discharged, or where hazardous substances or hazardous wastes are present, shall allow the CLMSD or its representative ready access at all reasonable times to all parts of the premises for the purposes of inspection, sampling, photographing, analysis, records examination, records copying or performance of any of their duties. The CLMSD, or its authorized representative, accompanied by such other representatives of other public agencies as may be appropriate, shall have the right to set up on the user's property such devices as are necessary to conduct sampling, inspection, compliance monitoring and/or metering operations.

Where a user has security measures in force which would require proper identification and clearance before entry onto their premises, the user shall make necessary arrangements with their security guards so that upon presentation of suitable identification, personnel from the CLMSD, along with other authorized representatives, shall be permitted to enter, without delay, for the purposes of performing their specific responsibilities.

Such inspection(s) will be made with the consent of the owner or possessor of such facilities or, if such consent is refused, with a warrant duly issued pursuant to the procedures set forth in Title 13 (commencing with Section 1822.5) of Part 3 of the California Code of Civil Procedure; provided, however, that in the event of an emergency affecting public health or safety, such inspection may be made without consent or the issuance of a warrant. To the extent that the owner or possessor of the premises requires that a warrant be received, the CLMSD may, in its discretion, suspend the permit and/or any other right to discharge to sanitary facilities immediately, and such suspension may continue until such time as a warrant has been received and the inspection has been completed. If no violation of this chapter is found, the suspension will be lifted. In the event that violations of this chapter or the CLMSD permit, if applicable, are found, then the suspension

may, in the discretion of the CLMSD, be continued, or permit and/or right to discharge to CLMSD facilities terminated, or other enforcement remedies may be sought.

The CLMSD may choose to inspect the facility to determine compliance with all standards set forth in this chapter, the CLMSD permit, if applicable, and additionally, such inspections may be undertaken to verify the wastewater flows and strengths reported by the user. (Ord. 872 §5.8, 2008)

13.20.350 Pretreatment.

Users shall provide necessary wastewater treatment as required to comply with this chapter and shall achieve compliance with all national pretreatment standards within the time limitations as specified by the federal regulations, or this chapter, or the CLMSD permit, whichever is earliest. Any facilities required to pre-treat wastewater to a level acceptable to the CLMSD shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the CLMSD for review, and shall be approved by the CLMSD before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to the CLMSD under the provisions of this chapter. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be approved by the CLMSD prior to the user's initiation of the changes. (Ord. 872 §5.9, 2008)

13.20.360 Publication of users in significant noncompliance.

Pursuant to federal requirements, the CLMSD shall annually publish, in the highest circulated daily newspaper in the CLMSD service area, a list of the users who were in significant noncompliance with any pretreatment requirements or standards at any time during the twelve previous months. The notification will also summarize any enforcement actions taken against the user(s) during the same twelve months. (Ord. 872 §5.10, 2008)

13.20.370 Records retention.

All records relating to compliance with pretreatment requirements and standards shall be made available to officials of the EPA, state, and CLMSD, or their authorized representatives. Such records shall include for all samples: (A) the date, exact place, method, and time of sampling and the names of the person or persons taking the samples; (B) the dates analyses were performed; (C) who performed the analyses; (D) the analytical techniques/methods used; and (E) the results of such analyses. These records shall be retained for a minimum of three years, or longer in the case of unresolved litigation, enforcement action, or when requested by the CLMSD, state or EPA. (Ord. 872 §5.11, 2008)

13.20.380 Confidential information.

Information and data on a user obtained from reports, questionnaires, permit applications, permits, monitoring programs and inspections will be available to the public or other governmental agency without notification unless the user specifically requests confidentiality and is able to demonstrate to the satisfaction of the CLMSD that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user.

When requested by a user furnishing information to the CLMSD, the portions of that information which might disclose trade secrets or secret processes will not be made available for inspection by the public but will be made available upon written request to other governmental agencies for uses related to this chapter, and/or the National Pollutant Discharge Elimination System (NPDES). Those portions of the information will also be available for use by the state or any state agency in judicial review or enforcement proceedings involving the user furnishing the information. Wastewater constituents and characteristics will not be recognized as confidential information.

Information and data requested from a user which the user believes to be proprietary and the release of which to the public would substantially impair the operations of the user may alternatively be provided to the CLMSD for its review at the facility of the user rather than provided to the CLMSD for its keeping, at the discretion of the CLMSD. The burden will be on the user to demonstrate to the satisfaction of the CLMSD that such information is proprietary and that this alternative procedure is necessary or appropriate and will not prevent the CLMSD from properly carrying out the objectives of this chapter.

Information accepted by the CLMSD which is demonstrated to be confidential will not be transmitted to anyone other than a governmental agency without prior notification to the user. (Ord. 872 §5.12, 2008)

ARTICLE V. ENFORCEMENT

13.20.390 Enforcement mechanisms.

It is the intent of this article to provide adequate mechanisms to achieve a maximum degree of compliance with this chapter by all users. These enforcement provisions apply to all classes of users to the extent such user violates any provision of this chapter or administrative order of the CLMSD pursuant to this chapter. In order to achieve the maximum degree of compliance desired, the CLMSD will use a variety of enforcement mechanisms. The enforcement mechanisms set forth range from informal administrative action to formal criminal prosecution. The CLMSD may, in its discretion, implement the use of any mechanism or the concurrent use of several mechanisms in order to enforce the provisions of this chapter. The enforcement mechanisms provided herein may be cumulative in respect to such other enforcement mechanisms or civil and criminal penalties as may be otherwise available under the laws of the state of California and the United States of America. Nothing in this chapter is intended to prevent state and/or federal regulatory agencies from undertaking enforcement actions as may otherwise be available due to a violation of this chapter which also constitutes a violation of state and/or federal statutes and regulations.

The enforcement mechanisms available to the CLMSD for violations of the provisions of this chapter, applicable CLMSD resolutions and permit provisions are the following:

A. Informal administrative action (including notices of violation and warning notices).

B. Administrative orders, compliance schedules, and other reports.

C. Imposition of fines and fees for noncompliance with permit requirements.

D. Imposition of penalties for noncompliance with administrative orders.

E. Assessment of charges for obstruction or damage to CLMSD facilities or operations.

F. Suspension or termination of services.

G. Civil action.

H. Criminal action. (Ord. 872 §6.1, 2008)

13.20.400 Informal administrative actions.

CLMSD staff may, on an informal basis, take action against a user for minor violations or technical or clerical shortcomings of a user or a user's compliance submittals. These informal administrative actions may include informal notices (i.e., telephone calls to the user's representative), notices of violation (NOVs), informal meetings or warning letters. Such action will not prevent a subsequent or concurrent imposition of noncompliance fees or other enforcement mechanisms. (Ord. 872 §6.2, 2008)

13.20.410 Administrative orders and compliance schedules.

When the CLMSD finds that a user has violated the prohibitions or requirements of this chapter, or the provisions of a wastewater discharge permit, or applicable state or federal regulations, the CLMSD may issue an administrative order directed at those users not complying with such prohibitions, limitations, requirements or provisions to (A) cease to discharge immediately (suspension of service); (B) comply with requirements immediately; or (C) make such changes to their pretreatment facility and procedures immediately as to ensure full compliance.

The CLMSD may also issue, under the circumstances set forth above, an order containing a compliance schedule or a time schedule setting forth dates by which specific corrective actions must be completed. Any user subject to a compliance schedule shall submit to the CLMSD, for each compliance step in the schedule, a report stating whether or not compliance was achieved. Where compliance is not achieved, the report must state the reasons for noncompliance, steps being taken to comply with the schedule, and the date when compliance with the increment in question is expected. Each report must be submitted not later than fourteen days after the date of the compliance step specified in the compliance schedule.

All users shall submit to the CLMSD any other reports as deemed reasonable and necessary by the CLMSD, in addition to those described above, to demonstrate compliance with this chapter, their wastewater discharge permit, or any applicable state or federal regulations. Such reports include, but are not limited to, any reports or plans required by state, federal or local laws or regulations, including this chapter. (Ord. 872 §6.3, 2008)

13.20.420 Noncompliance fees.

A. Noncompliance Fees for Pollutant Limitation Violations. If a periodic compliance sampling performed by the user or the CLMSD reveals noncompliance by the user with the prohibitions or specific pollutant limitations contained in this chapter, the permit, or resolutions by the CLMSD board, or which violates specific national pretreatment standards or state standards on discharges, then the user is liable for fees of up to one thousand dollars for each day of violation per violation. The purpose of these fees is to compensate the CLMSD for additional costs of sampling, monitoring, laboratory analysis, treatment, disposal and administrative processing

incurred as a result of the noncompliance. These fees will be in addition to, and not in lieu of, any penalties as may be assessed pursuant to Sections 13.20.450, 13.20.460 and 13.20.470.

1. For the purpose of this section, a fee of three hundred dollars shall be imposed for each violation of the constituent limit for the first violation of that constituent limit during the term of the permit.

2. Second or subsequent violations of this same constituent limit during the term of the permit may result in increased fees for each violation of the constituent limit resulting from a single day's sample. The maximum fee which shall be imposed for multiple violations of any constituent limits from a single day's sample, where one or more of the individual constituent violations constitute second or subsequent violations of that constituent, shall be one thousand dollars per day.

3. Whenever periodic compliance samples or the CLMSD unannounced samples indicate a significant noncompliance (SNC), the CLMSD may undertake a sample and evaluation program. This program will consist of CLMSD sampling of the user's wastewater at the first opportunity convenient to the CLMSD. Daily samples may be taken each day for up to five days. The CLMSD or outside laboratory will analyze these samples for the violating constituents and provide notice to the user in regard to the results of said sampling. Violations that may occur during the sample and evaluation program shall constitute subsequent violations under this chapter or under any applicable law.

4. In the event a sampling and evaluation program indicates a need for corrective actions to be undertaken, the CLMSD may place the user on a compliance schedule or undertake another sampling and evaluation program. A compliance schedule shall provide for minimum required actions to be undertaken by the user to alleviate the violation and a schedule for completion of said actions. This compliance schedule may include interim constituent level maximums. All violations of constituent maximums or other requirements set forth in the compliance schedule, including failure to meet schedule dates, shall subject the violator to a fee of one thousand dollars per violation. Each day in which the user fails to meet a schedule date may, in the discretion of the CLMSD, constitute a separate violation. Any violation of a constituent limit during the compliance schedule period may also result in the implementation of an additional sample and evaluation program.

B. In addition to the penalty fees set forth in subsection A of this section, a significant violation of the discharge standard may result in the immediate termination of the user's permission to discharge, at the discretion of the CLMSD. The termination of permission to discharge may be for a set period or for the entire remaining term of the permit, at the discretion of the CLMSD. Any violation of the discharge standards where a constituent concentration is determined to be five times the concentration standard set forth in Appendix A, attached to the ordinance codified in this chapter, shall be determined to be a significant violation. Any series of three or more violations of the same constituent within a one-year period shall constitute a significant violation.

C. Preliminary Determination of Noncompliance with Permit Requirements. Noncompliance with permit discharge requirements may be determined by an analysis of a sample of the effluent of a

user for a constituent or condition specified in the user's permit. If the effluent of a user is found by the analysis of the sample to be in excess of the concentrations or conditions specified in the permit, or concentrations or conditions incorporated by reference therein, noncompliance fees as set forth in subsection A of this section shall be levied. The user shall notify the CLMSD, as specified in Section 13.20.480(B), of the violation and shall collect a second sample of the effluent for analysis. Pursuant to Section 13.20.320(A)(5), the user shall provide the CLMSD with the results of the second sample within thirty days of the date the violation was discovered. If the second sample reveals noncompliance, then the sampling and evaluation program may be initiated by the CLMSD.

D. Sampling and Evaluation Program.

1. If the sampling and evaluation program (SEP) reveals noncompliance by the user with the prohibitions or specific pollutant limitations specified in this chapter or in the user's permit, the user shall pay fees as specified above and may be assessed all other costs incurred during the SEP for sampling and analysis, including labor, equipment, materials, outside services and overhead.

2. If noncompliance by the user with the prohibitions or limitations of this chapter or of the user's permit is determined following the initiation of an SEP, the CLMSD may implement one of the following enforcement actions:

a. Amend the existing permit through an enforcement compliance schedule agreement (ECSA). This may be done after consultation with the user and when the user has shown good faith in trying to comply but requires additional time for construction and/or acquisition of equipment related to pretreatment. The permit may be amended with the ECSA for a period up to one hundred eighty days; however, this period may be extended for a period not to exceed an additional one hundred eighty days upon determination by the CLMSD director that good cause exists for an additional period. No further extensions shall be granted except upon approval of the CLMSD board.

b. If a user remains in noncompliance because corrective action is not taken within a reasonable time after completion of the SEP or the expiration of the ECSA, then an administrative order may be issued. Additionally, any of the other enforcement actions as outlined in this chapter may also be commenced. The payment of noncompliance fees will not bar the CLMSD from undertaking such enforcement procedures as are otherwise set forth herein. (Ord. 872 §6.4, 2008)

13.20.430 Assessment of charges for obstruction or damage to CLMSD facilities or operations.

When a user's discharge, whether due to negligence, accident, spill or otherwise, causes an obstruction, damage or any other impairment to CLMSD operation or facilities, the CLMSD may impose a charge on the user for the cost to clean or repair the facility, or costs incurred to resume normal operations. An administrative service fee of twenty-five percent of the CLMSD costs may be added to these charges. The total amount shall be paid within thirty days of invoicing by the CLMSD. If it can be shown that the user's discharge caused or significantly contributed to the

CLMSD violating its discharge requirements or incurring additional expenses or suffering loss or damage to the operation or facilities, then the user shall be responsible for any costs or expenses, or a prorated portion of such expenses, including assessments or penalties imposed by other agencies or the court on the CLMSD. (Ord. 872 §6.5, 2008)

13.20.440 Suspension or termination of service.

A. Suspension of Service. The CLMSD may suspend the wastewater treatment service and/or a wastewater discharge permit by issuance of a cease and desist order when the CLMSD makes the determination that such suspension is necessary. A suspension shall be justified in order to prevent an actual or threatened discharge which presents, or may present, an imminent or substantial endangerment to the health or welfare of individuals or the environment, causes or may cause interference to the treatment plant or other CLMSD operations, or causes or may cause the CLMSD to violate any condition of its NPDES permit. Additionally, a permit may be suspended for any of the conditions justifying revocation of permit as set forth in subsection B of this section. Nothing in this subsection shall limit the rights of the CLMSD to suspend or terminate service pursuant to specific permit conditions which may be more stringent.

The CLMSD may take steps to immediately halt or prevent a discharge that threatens the health and welfare of individuals. Any user notified of a suspension of service and/or the wastewater discharge permit shall immediately stop or eliminate the discharge. In the event of a failure of the user to comply voluntarily with the administrative order, the CLMSD will take such steps as deemed necessary to prevent or minimize damage to CLMSD facilities or endangerment to persons or the environment. The CLMSD may reinstate the wastewater discharge permit and/or the wastewater treatment service upon proof of the elimination of the noncomplying discharge.

B. Revocation of Permit. Any user who violates the following conditions is subject to having its permit revoked:

1. Any user who knowingly gives or provides a false statement, representation, record, report, plan or other document to the CLMSD or falsifies, tampers or knowingly renders inaccurate any monitoring device or method required under Section 13.20.320;

2. Failure of a user to factually and completely report the wastewater constituents and characteristics of his/her discharge;

3. Failure of the user to report significant changes in operations, or wastewater constituents and characteristics;

4. Refusal of reasonable access to the user’s premises for the purpose of inspection or monitoring;

5. Failure of a user to notify the CLMSD immediately of accidental discharge and/or take appropriate corrective action to prevent a recurrence;

6. Failure of a user to file a periodic compliance report in such time and in such manner as is required by this chapter;

7. Significant violation(s) of the permit requirements or conditions and/or violation of this chapter. Any violation of discharge standards where a constituent concentration is determined to be five times the limit for that constituent or any series of three or more violations of the same constituent within a one-year period shall constitute a significant violation;

8. Failure to pay fees and charges, including noncompliance fees or other penalties established pursuant to this chapter.

C. Immediate Termination of Discharge. In the case of an actual or threatened discharge which reasonably appears to present an imminent danger to the health or welfare of persons, the CLMSD may, after reasonably attempting to informally notify the user, take all necessary steps to halt or prevent such discharge including but not limited to the disconnection of the user's water service, the disconnection of the user's access to CLMSD facilities and all associated punitive actions described in the most recent edition of the California Building Code. (Ord. 872 §6.6, 2008)

13.20.450 Administrative civil penalties.

Pursuant to the authority of California Government Code Sections 54739 through 54740.6, the CLMSD or CLMSD staff may issue administrative complaints, conduct administrative hearings and/or impose civil penalties in accordance with the procedures set forth in these sections for violation of the CLMSD requirements relating to pretreatment of industrial waste or the prevention of the entry of industrial waste into the CLMSD collection system or treatment works. These penalties shall be as follows:

A. In an amount which shall not exceed two thousand dollars for each day for failing or refusing to furnish technical or monitoring reports.

B. In an amount which shall not exceed three thousand dollars for each day for failing or refusing to timely comply with any compliance schedule established by the CLMSD.

C. In an amount which shall not exceed five thousand dollars per violation for each day for discharges in violation of any waste discharge limitation, permit condition, or requirement issued, reissued, or adopted by the CLMSD.

D. In an amount which shall not exceed ten dollars per gallon for discharges in violation of any suspension, cease and desist order or other orders, or prohibition issued, reissued, or adopted by the CLMSD.

Unless appealed, orders setting administrative civil penalties shall become effective and final upon issuance thereof, and payment shall be made within thirty days.

As to court actions authorized by the above-referenced sections, the CLMSD council, or other special council designated by the CLMSD board, will institute appropriate actions to effect statutory authorized remedies, upon order of the CLMSD board. (Ord. 872 §6.7, 2008)

13.20.460 Civil action.

The CLMSD board may direct the city of Lakeport council or other special council to bring such civil actions as may be available by law or in equity in any court of competent jurisdiction to enforce the provisions of this chapter and to recover such charges, fees, penalties and/or damages as may be assessed or may be incurred under the provisions of this chapter.

A. Injunction. Whenever a discharge of wastewater is in violation of or has the reasonable potential to violate any provision of this chapter, permit condition, or any federal pretreatment standard and requirement as set forth in 40 CFR Section 403.8 et seq., or user fails to submit required reports, or refuses to allow the CLMSD entry to inspect or monitor the user's discharge, the CLMSD may petition the superior court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate to restrain the continued violation or to prevent threatened violations by the user.

B. Civil Actions for Penalties. Any user who violates any provision of this chapter, permit condition, cease and desist order, prohibition or effluent limitation shall be liable civilly for a penalty not to exceed twenty-five thousand dollars for each day in which such violation occurs pursuant to California Government Code Section 54740. The CLMSD council, or other special council designated by the board, upon order of the CLMSD board, will institute such actions as may be appropriate in the superior court to impose, assess and recover such sums.

C. Other Civil Actions. The CLMSD may require compliance with permit conditions or limitations by issuing administrative orders, including cease and desist orders, and compliance schedules. Said orders are enforceable in a California court of general jurisdiction. The CLMSD, however, may directly undertake any court action available by law or equity, including but not limited to a civil action for penalties, without first seeking an administrative order or making use of a compliance schedule, and it may concurrently undertake such administrative and court actions as deemed appropriate. (Ord. 872 §6.8, 2008)

13.20.470 Criminal action.

A. General Criminal Penalties. Any person who violates any provision of this chapter, permit, administrative order, prohibition or effluent limitation is guilty of a misdemeanor, and upon conviction is punishable by a fine of one thousand dollars per day per violation or imprisonment of up to thirty days in the county jail, or both. Each day a violation occurs may constitute a new and separate offense and may subject the violator to an additional full measure of penalties as set forth herein.

B. Falsifying Information. Any person who knowingly makes any false statements, representations, or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter, or wastewater discharge permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter, shall upon conviction be punished by a fine of not more than one thousand dollars or imprisonment for not more than thirty days in the county jail, or both. Each separate act of falsification, tampering, or knowingly rendering inaccurate information shall constitute a new and separate offense and shall be subject to the penalties contained herein.

Nothing in this section is intended to exclude the potential for prosecution under the applicable perjury statutes of the state of California to the extent such falsification was incorporated in a document signed under the penalty of perjury. (Ord. 872 §6.9, 2008)

13.20.480 Notification procedures.

A. Notification to User. Whenever the CLMSD finds that any user has violated or is violating the provisions of this chapter, a wastewater discharge permit, or any prohibition, limitation or requirements contained herein, the CLMSD may serve upon such person a written notice stating the nature of the violation. Within thirty days of the date of this notice, a plan for the satisfactory correction of the violation shall be submitted to the CLMSD by the user. Failure to respond to the violation shall be considered a separate violation.

Whenever the CLMSD assesses a noncompliance fee, penalty or other form of enforcement action under the provisions of this chapter, the CLMSD will serve upon such user a written notice stating the nature of the enforcement action being taken.

B. Notification to CLMSD. When a user discovers that he has violated or is violating a provision of this chapter, wastewater discharge permit, or any prohibition, limitation or requirement contained therein, including a violation as may be caused by accidental discharge or spill, the user shall immediately notify the CLMSD upon discovery of such violation. Thereafter, within five days following the accidental discharge or discovery of a violation, the user shall submit to the CLMSD a detailed, written report, describing the accidental discharge or violation, and the measures taken by the user to prevent similar future occurrences. This written report regarding the violation may be included as a part of a periodic compliance report, or other report as may be required under this chapter, as long as the written report is provided within five days of discovery. Said notification shall not relieve the user of any expense, penalty, fee or other liability which may be incurred as a result of the violation. (Ord. 872 §6.10, 2008)

13.20.490 Costs.

All costs associated with the CLMSD undertaking enforcement actions pursuant to this chapter, including attorney's fees for civil actions undertaken, shall be paid by the user. These costs may include, but not be limited to, the costs for termination of service, reinstatement of service, compliance sampling and analysis and administrative activities undertaken by the CLMSD. However, if the user prevails in an appeal to the CLMSD board or a civil action taken to nullify an enforcement action pursued by the CLMSD under this chapter, the user shall not be responsible for the costs incurred by the CLMSD in pursuing said enforcement action. (Ord. 872 §6.11, 2008)

13.20.500 Responding to significant noncompliance.

Any violation of pretreatment requirements, including limits, sampling, analysis, reporting and meeting compliance schedules, and regulatory deadlines, is an instance of noncompliance for which the industrial user is liable for enforcement including penalties. The CLMSD is required to identify violations or patterns of violations by industrial users that are deemed to be instances of significant noncompliance (SNC). To the extent that a violation or pattern of violations is determined to be SNC, the CLMSD will give additional priority to enforcement actions with regard to that industrial user. Additionally, the determination of SNC will be used as the basis for reporting same to the regulatory authorities and the publishing of the list of users who are in

significant noncompliance as is required of the CLMSD by law. The following are criteria for significant noncompliance which will be used in determining instances of SNC.

A. Violations of Wastewater Discharge Limits.

1. Chronic Violations. Chronic violations shall be deemed to be present when sixty-six percent of all the measurements taken during a six-month period exceed the daily maximum limit or the average limit for the same parameter (any magnitude of exceedence).

2. Technical Review Criteria Violations. A technical review criteria (TRC) violation occurs if at least thirty-three percent of all the measurements taken for each pollutant parameter during a six-month period equal or exceed the product of the daily maximum limit or the average limit multiplied by the TRC. "TRC" is defined as 1.4 for BOD, TSS, fats, oil and grease and 1.2 for all other pollutants except pH.

3. Other Effluent Limit Violations. Any other violation(s) of an effluent limit (average or daily maximum) that the CLMSD determines has caused, alone or in combination with other discharges, interference (e.g., slug discharges) or pass-through (including adverse effect on any toxicity testing); or endangered the health of CLMSD facilities, personnel or the general public.

4. Danger to Human Health or Welfare. Any discharge of a pollutant that has caused imminent endangerment of human health/welfare or of the environment and has resulted in the exercise of CLMSD emergency authority to immediately halt or prevent such a discharge.

B. Violation of Compliance Milestones. Failure to meet any compliance schedule milestone, contained in any order given to the user by the CLMSD, including an ECSA for starting and completing construction, or attainment of final compliance, by ninety days or more after scheduled date shall result in additional enforcement mechanisms including a suspension or termination of service and/or civil action.

C. Failure to Provide Proper Data. Failure to provide reports for compliance schedules, self-monitoring data, or categorical standards (baseline monitoring reports, ninety-day compliance reports, and periodic reports) within thirty days after the date such reports or other data are due shall result in an imposition of fines and fees for noncompliance as described in Section 13.20.420.

D. Failure to Accurately Report. Failure of a user to accurately and promptly report any noncompliance, and any attempt to circumvent the reporting requirements or otherwise withhold noncompliance data from the CLMSD shall result in an imposition of fines and fees for noncompliance as described in Section 13.20.420.

E. Other Violations. Any other violation or group of violations that the CLMSD determines may adversely affect its operations or the accomplishment of the objectives of this chapter shall result in administrative action as described in this article. (Ord. 872 §6.12, 2008)

ARTICLE VI. HEARINGS AND APPEALS

13.20.510 Availability of administrative appeal.

Any user, permit applicant or permit holder affected by any decision, enforcement action or determination made by the CLMSD interpreting or implementing the provisions of this chapter or in any permit issued herein may file with the CLMSD director a written request for reconsideration of a staff decision, action or determination within fifteen days of notification of said staff decision, action or determination. The written request for reconsideration shall detail facts supporting the user's request and such facts shall include a statement listing all relevant facts which shall be considered including such facts as may not have been known or available to the CLMSD at the date of such action. The CLMSD director will render a decision on the request for reconsideration within fifteen days of receipt of the request, unless the CLMSD director requests additional information from CLMSD staff or the user. The CLMSD director will concur with, modify or rescind the action, decision or determination previously made or may grant a show cause hearing regarding such decision, action or determination. If the ruling on the request for reconsideration made by the CLMSD director is unacceptable, the user may, within ten days after the date of notification of the CLMSD director's determination, file with the CLMSD secretary a request for appeal to the CLMSD board.

A user shall not have a right to an appeal to the CLMSD board unless the user has complied with the procedures concerning the request for reconsideration by the CLMSD director as set forth above.

When a written request for appeal to the CLMSD board has been properly filed with the CLMSD secretary, the CLMSD secretary shall schedule the matter to be heard by the CLMSD board within forty-five days from the date of the filing of the written request. The CLMSD board will make a ruling on the appeal within fifteen days from the date of the hearing unless the board requests additional information from CLMSD staff or the user. (Ord. 872 §7.1, 2008)

13.20.520 Show cause hearings.

A. The CLMSD may order any user who violates any of the provision(s) of this chapter, or permit condition(s), to appear before a designated hearing officer to show cause why a proposed enforcement action should not be taken. Notice will be provided to the user specifying the time and place of the hearing. A notice for a show cause hearing will set forth the violation, the reasons why an action is to be taken, the proposed enforcement action, and such other information as will notify the user of the nature of the hearing. The user has the burden of proof to demonstrate that the proposed action should not be taken or that the decision, action or determination previously made should be rescinded or modified. A notice of hearing will be served personally or by registered or certified mail (return receipt requested) at least ten days before the hearing. Service of the notice may be made on an agent of the user or officer of the user's business entity.

B. A CLMSD employee or officer may conduct the hearing and take evidence, or the CLMSD may designate another independent person to do so. The CLMSD will not, as a matter of course, provide for stenographic recording of the hearing; however, the user may provide for such stenographic recordation at its own expense.

C. After the hearing officer has reviewed the evidence, administrative orders may be issued which specifically relate to the issues set forth in the notice of show cause hearing. If the user is dissatisfied with the determination of or the administrative order issued by the hearing officer, the user may file a written request for appeal to the CLMSD board. The request for appeal shall be filed with the CLMSD secretary within ten days of the issuance of the determination order of the hearing officer. The CLMSD secretary will calendar the matter before the CLMSD board within forty-five days of the date of filing of the written request for appeal to the CLMSD board. (Ord. 872 §7.2, 2008)

ARTICLE VII. FEES

13.20.530 Purpose.

It is the purpose of this article to provide for both the recovery of costs from users of CLMSD facilities and related programs established herein and to provide for a sewer service charge to be imposed on all users of the CLMSD sewerage system. The applicable charges or fees will be set forth in the CLMSD schedule of rates, fees and charges. (Ord. 872 §8.1, 2008)

13.20.540 Sewer service charges.

All users shall pay a sewer service charge for the CLMSD wastewater disposal services. The sewer service charge shall reflect the quantity, quality and flow of the wastewater of the user and will be based on the CLMSD's operating costs to intercept, treat and dispose of the wastewater.

The sewer service charge will be set from time to time by the CLMSD board. (Ord. 872 §8.2, 2008)

13.20.550 Scope of rates, fees and charges.

The CLMSD may adopt charges and fees to compensate the CLMSD for its activities under this chapter which may include:

A. Setting up and operating the CLMSD sewer use and pretreatment program, septage program, industrial user notification program and slug discharge program.

B. Monitoring, sampling, inspection and surveillance procedures.

C. Reviewing accidental discharge procedures and construction.

D. Processing permit applications.

E. Implementation of administrative and legal enforcement measures.

F. Other fees as the CLMSD may deem necessary to carry out the requirements of the programs contained herein.

These fees relate solely to the matters covered by this chapter and are separate from all other fees chargeable by the CLMSD. These fees and charges may include staff costs, as well as legal, consulting and laboratory costs, associated with the CLMSD activities in implementation of these programs. See Appendix B, attached to the ordinance codified in this chapter, for more details. (Ord. 872 §8.3, 2008)

13.20.560 Payment of fees, charges and delinquencies--Creation of lien.

A. Except as otherwise provided, all fees, charges and penalties made pursuant to the provisions of this chapter are due and payable upon receipt of notice thereof. All such amounts shall become delinquent thirty days after the date of invoice.

B. A penalty for delinquent accounts will be charged in accordance with the following:

1. Thirty days after the date of invoice, a penalty of ten percent of the base invoice amount, not to exceed a maximum of one thousand dollars.

2. Ninety days after the date of invoice, an additional penalty of ten percent of the base invoice amount shall be imposed; the cumulative total of the penalties will not exceed a maximum of four thousand dollars.

C. Any invoice outstanding and unpaid after ninety days will be cause for immediate initiation of permit revocation proceedings.

D. Penalties charged under this section shall not accrue to those invoices successfully appealed, provided the CLMSD receives written notification of said appeal prior to the payment due date. Payment of disputed charges is still required during CLMSD review of any appeal submitted by users.

E. Any fees, charges and penalties authorized pursuant to this chapter which remain unpaid after the delinquent dates as set forth in this section may be collected thereafter by the CLMSD as provided in this section and otherwise as allowed by law.

1. The CLMSD shall cause a report of delinquent sewer fees, charges and penalties to be prepared periodically. The CLMSD shall fix a time, date and place for hearing the report and any objections or protests thereto.

2. The CLMSD shall cause notice of the hearing to be mailed to the landowners listed on the report not less than fifteen days prior to the date of the hearing.

3. At the hearing, the CLMSD shall hear any objections or protests of landowners liable to be assessed for delinquent fees, charges and/or penalties. The CLMSD may make such revisions or corrections to the report as it deems just, after which, by resolution, the report shall be confirmed.

4. The delinquent fees, charges and/or penalties set forth in the report as confirmed shall constitute special assessments against the respective parcels of land, and are a lien on the property for the amount of such delinquent fees, charges and/or penalties and costs incurred by the CLMSD as authorized by this chapter. A certified copy of the confirmed report shall be filed with the clerk, or auditor appointed by the CLMSD, for amounts of the respective parcels of land as they appear on the current assessment roll. The lien created attaches upon recordation, in the office of the county recorder, of a certified copy of the resolution of confirmation. The assessment may be collected at the same time and in the same manner as other property taxes and penalties and the same procedure and sale in case of delinquency

as provided for such taxes. All laws applicable to the levy, collection and enforcement of ad valorem property taxes shall be applicable to such assessment. (Ord. 909 §1, 2016: Ord. 872 §8.4, 2008)

13.20.570 Reinstatement deposit.

Permitted users who have been subject to enforcement proceedings may be required to deposit with the CLMSD an amount determined by the CLMSD director prior to permission being granted for further discharges to CLMSD facilities. The deposit shall be provided as a security to ensure that the requirements of this title are complied with, and all fees and charges associated with the user's permit are paid. The security may be returned after one year; provided, that the user has not been subject to any enforcement actions or enforcement fees within that one-year period. The deposit shall be cash or other security acceptable to the CLMSD. (Ord. 872 §8.5, 2008)

13.20.580 Connection fee--Construction fund.

A. All connection fees collected from applicants within the CLMSD shall be deposited in an appropriate construction fund, and shall be expended for major repair, improvement and expansion of the facilities of the CLMSD.

B. All such funds collected from applicants outside the CLMSD shall be placed in a separate fund for such area, and pending annexation or termination of the contract with such area shall be expended only as provided by such contract. Upon annexation, any balance in such special fund shall be transferred to the CLMSD connection fee fund. Upon termination of the contract, such fund balance shall be disbursed as provided by such contract. (Ord. 872 §8.6, 2008)

13.20.590 Maintenance fees--Maintenance fund.

All maintenance charges collected by the CLMSD, whether collected from users within or without the CLMSD, shall be placed in the maintenance fund of the CLMSD and shall be expended for operation and normal maintenance of the existing facilities of the CLMSD, and the facilities of such areas outside the CLMSD as the contracts with such areas may provide for the CLMSD to maintain; provided, however, that the CLMSD may collect from users from outside the CLMSD, in areas served by the CLMSD, such additional charges along with the normal maintenance charges as such contracts may provide, which additional charges shall be deposited, maintained and expended as provided by such contracts. (Ord. 872 §8.7, 2008)

ARTICLE VIII. FATS, OILS, AND GREASE PROGRAM

13.20.600 FOG purpose.

The purpose of this article is to outline the wastewater pretreatment requirements for food service facilities and other commercial facilities that discharge FOG in their wastewater flow. All new and existing facilities that generate and discharge FOG in their wastewater flow shall install, operate and maintain a FOG pretreatment system. The requirements of this article shall supplement and be in addition to the requirements of the city of Lakeport municipal sewer district's sewer use ordinance (this Chapter 13.20). (Ord. 872 §9.1, 2008)

13.20.610 Application to install a FOG pretreatment system.

Properly sized grease interceptors are required for all commercial food and restaurant facilities connected to the CLMSD, and all facilities described in subsection B of this section unless

otherwise designated by the director. The CLMSD does not accept waste products with FOG into the sanitary sewer system or any of the wastewater treatment facilities.

A. Interceptors Required. Grease, oil and sand interceptors shall be provided when in the opinion of the director they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand, and other harmful ingredients; except that such interceptors shall not be required for buildings used solely for residential purposes. All grease interceptors shall be of a type and capacity approved by the director, meet minimum design capability and follow all E-BMPs. Grease interceptors shall be so located as to be readily and easily accessible for user cleaning and CLMSD inspection.

B. Maintenance of Interceptors.

1. All grease interceptors shall be maintained by the user, at his/her expense, in continuously efficient operation at all times. Grease interceptors shall be installed by users as required by the director. Grease interceptors shall be installed at the user's expense, when such user operates a food service facility, school, child care facility with twenty or more children, deli, meat market, grocery store, bakery, entertainment club, caterer, church and fraternal organization, or when deemed necessary by the director for the proper handling of liquid wastes containing grease or any other substance deemed harmful to the city of Lakeport municipal sewer district.

2. The sizing of grease interceptors will be based on the number of seats (EPA 1 Procedure) or the number of meals served in a single day (EPA 2 Procedure) or other methods approved by the director. All such grease interceptors shall be serviced and emptied of accumulated waste content as required in order to maintain minimum design capability or effective volume of the grease interceptor, but not less often than once every sixty days, or more often as determined by the director. Indoor grease interceptors shall be cleaned a minimum of once every fourteen days. Users who are required to, based on solids, pass water through a grease interceptor shall:

a. Provide for a minimum hydraulic retention time of twenty-four minutes at actual peak flow or twelve minutes at the calculated theoretical peak flow rate, as predicted by the Uniform Plumbing Code fixture criteria, between the influent and effluent baffles with twenty percent of the total volume of the grease interceptor being allowed for sludge to settle and accumulate, identified hereafter as a "sludge pocket."

b. Remove any accumulated sludge pocket as required, but at intervals of not longer than once every sixty days, or more often as determined by the director, at the user's expense. Grease interceptors shall be kept free of inorganic solid materials such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc., which could settle into this pocket and thereby reduce the effective volume of the grease interceptor.

c. Accept the following conditions: if any skimmed or pumped wastes or other materials removed from grease interceptor are treated in any fashion on site and reintroduced back into the grease interceptor as an activity of and after said on-site

treatment, the user shall be responsible for the attainment of established grease numerical limit consistent with and contained in Section 13.20.620 on all discharges of wastewater from said grease interceptor into the city of Lakeport's sanitary sewer collection and treatment system.

d. Operate the grease interceptor in a manner so as to maintain said device such that attainment to the grease limit is consistently achieved. "Consistent" shall mean any wastewater sample taken from said grease interceptor shall be subject to terms of numerical limit attainment described in Section 13.20.620. If legitimate space constraints (as determined by the director) exist that prohibit the sewer user from installing a grease interceptor, a variance for cause request may be submitted (Section 13.20.650).

e. Understand and agree that: the use of biological additives as a grease degradation agent is conditionally permissible, upon prior written approval by the director. Any food service facility using this method of grease abatement shall maintain the interceptor in such a manner that attainment of the grease wastewater discharge limit, as measured from the interceptor's outlet, is consistently achieved.

f. Understand and agree that: the use of automatic grease removal systems is conditionally permissible, upon prior written approval by the director. Any food service facility using this equipment shall operate the system in such a manner that attainment of the grease wastewater discharge limit, as measured from the unit's outlet, is consistently achieved.

g. Understand and agree that: the director reserves the right to make determinations of grease interceptor adequacy and need based on review of all relevant information regarding grease interceptor performance. The director reserves the right to conduct facility site and building plan review and to require repairs to, modification of, or replacement of such interceptors.

3. All users shall provide a written record of interceptor maintenance and/or pumping to the director within five working days after such work has been completed.

4. Non-grease-laden sources shall not be connected to sewer lines upstream of the grease interceptor. Grease interceptors are intended only for grease-laden sources.

5. Should an obstruction of a CLMSD sewer main(s) occur that causes a sewer overflow to the extent that an impact on the environment is realized and that said overflow or failure of the sanitary sewer collection system to convey sewage can be attributed in part or in whole to an accumulation of grease in the CLMSD sewer main(s), the CLMSD will take appropriate enforcement actions, as stipulated in Sections 13.20.630 and 13.20.640, against the generator or contributor of such grease.

C. Facilities to Install Interceptors.

1. All facilities described in subsection (B)(1) of this section shall be required to install grease interceptors within one year of written notification by the director, or file a variance for

cause request within six months of the same notification (Section 13.20.650). If the variance is not granted by the director, the user will have six months from written notification of denial to complete said installation as directed.

2. If an overflow or failure of the sanitary sewer collection system to convey sewage can be attributed in part or in whole to an accumulation of grease from an existing FSF without a grease interceptor, the CLMSD will require the FSF to install a grease interceptor within one hundred eighty days of written notification. Any additional fixtures that are added to the existing FSF that discharge grease-laden waste streams shall be plumbed into the interceptor. If said fixtures cause the interceptor to exceed its minimum design capability, a new interceptor may be required by the director.

3. Except as provided herein, for a period of one year following adoption of the ordinance codified in this chapter, although installation of grease interceptors will be required to be installed, no enforcement actions will be taken under this article for failure to achieve limits on grease discharges from grease interceptors. If, during this one-year period, an obstruction of a CLMSD sewer main(s) occurs that causes a sewer overflow to the extent that an impact on the environment is realized and that said overflow or failure of the sanitary sewer collection system to convey sewage can be attributed in part or in whole to an accumulation of grease in a CLMSD sewer main(s), the CLMSD will take appropriate enforcement actions, as stipulated in Sections 13.20.630 and 13.20.640, against the generator or contributor of such grease.

4. Access manholes, with a minimum diameter of twenty-four inches, shall be provided over each chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable lids and inflow and infiltration saucer covers in order to facilitate inspection, allow for grease removal, and permit wastewater sampling activities.

D. Design Requirements for Grease Interceptors.

1. As per California Plumbing Code requirements, grease interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures, shall be of substantial construction, watertight, and equipped with easily removable covers. The grease interceptor shall contain a baffle system, which adequately diverts and slows the flow to avoid short-circuiting. Grease interceptors located in roadways or parking lots shall be traffic rated.

2. Since the FSF is liable for the condition of their pretreatment devices, the FSF owner/representative should witness all cleaning/maintenance activities in order to verify that the grease interceptor is being fully cleaned and properly maintained.

E. How to Determine the Size of an Exterior, In-Ground Grease Interceptor. As determined by the director, the user installing a grease interceptor may be required to use either the sizing criteria of the Manning formula or the formula described in the most recent edition of the California Plumbing Code to determine the size of said grease interceptor.

The Manning formula for calculating grease interceptor sizing is:

Gallons of interceptor = [[(1) = GPM/fixture (derived from Manning formula) x (2) = total # fixture ratings of grease-laden waste streams] + (3) direct flow from a dishwasher, laundry washer, glass washer (in GPM)]] x (4) = 24-minute retention time

Components of equation =

1. GPM/Fixture. The following examples are derived from the Manning formula. It takes into account the slope; roughness of the pipe (plastic) used, and pipe diameter size. When applying the Manning formula, we arrive at the drainage rates of various pipe diameter sizes:

0.5 inch pipe diameter = 0.8 GPM/fixture

1.0 inch pipe diameter = 5.0 GPM/fixture

1.5 inch pipe diameter = 15 GPM/fixture

2.0 inch pipe diameter = 33 GPM/fixture

2.5 inch pipe diameter = 59 GPM/fixture

3.0 inch pipe diameter = 93 GPM/fixture

2. Fixture Ratings of Grease-Laden Waste Streams. In the data below, fixtures that have a heavy grease-laden waste stream received higher values, while fixtures with a light grease-laden waste stream received lower values.

Common commercial kitchen fixtures and their corresponding rating (each):

2, 3, or 4 compartment pot sink = 1.0

1 or 2 compartment meat prep sink = 0.75

Pre-rinse sink = 0.5

1 or 2 compartment vegetable prep sink = 0.25

Can wash = 0.25

Mop sink = 0.25

Floor drain = 0.00

3. Direct Flow from Dishwashers, Laundry Washers, and Glass Washers. These flows must be added directly to the GPM flow because of their potential for discharging large quantities of water in a short time period. Since these appliances have pumps, the Manning formula cannot be applied to predict flow. Make sure to use the manufacturer's discharge rate for flow in GPM but not less than the draw down rate.

4. Twenty-Four Minute Retention Time. Engineers have determined that when applying several criteria to determine proper grease (animal and vegetable lipids) separation (using Stokes's Law, specific gravity of lipids, etc.), a twenty-four-minute retention time is required.

Example No. One: A restaurant has the following fixtures in their kitchen (all fixtures have a 1.5 inch pipe diameter):

· One three-compartment pot sink

· One pre-rinse sink

· One two-compartment vegetable prep sink

· One dishwasher that discharges ten GPM

Using the formula to size exterior grease interceptors, we get:

Gallons needed for grease interceptor

= [15 GPM x [1 + 0.5 + 0.25] + 10 GPM] x 24 minutes

= [[15 GPM x 1.75] + 10 GPM] x 24 minutes

= 26.25 GPM + 10 GPM x 24 minutes

= 36.25 GPM x 24 minutes

= 870 gallons; round up to the next size =

A 1,000-gallon grease interceptor is required.

Example No. Two: A restaurant has the following fixtures:

At 0.5 inch pipe diameter: Pre-rinse sink

At 1.5 inch pipe diameter:

· One three-compartment pot sink

· 1 pre-rinse sink

· 1 meat prep sink

· 1 vegetable prep sink

At 3.0 inch pipe diameter:

· 1 can wash

Using the formula to size exterior grease interceptors, we get:

For the pre-rinse sink, we take

0.8 GPM x 0.5 = 0.4 GPM

For the 1.5 inch pipe diameter fixtures:

15 GPM x [1 + 0.5 + 0.75 + 0.25] = 37.5 GPM

For the can wash:

93 GPM x 0.25 = 23.25 GPM

Add 0.4 GPM + 37.5 GPM + 23.25 GPM = 61.15 GPM x 24 minutes = 1,468 gallons; round up to the next size =

A 1,500-gallon grease interceptor is required.

F. How to Determine the Size of an Indoor Point-of-Use Grease Interceptor.

1. Step One.

   a. Determine the cubic contents of the fixture by multiplying length times width times depth.

   b. Number of compartments times 24 inches long by 24 inches wide by 14 inches deep. Cubic contents: 3 times 24 times 24 times 14 equals 24,192 cubic inches.

2. Step Two.

   a. Determine the capacity in gallons. One gallon equals 231 cubic inches.

   b. Contents in gallons: 24,192 divided by 231 equals 104.7 gallons.

3. Step Three.

   a. Determine actual drainage load. The fixture is usually filled to about 75 percent of capacity with wastewater. The items to be washed displace about 25 percent of the fixture content. Actual drainage load equals 75 percent of fixture capacity.

   b. Actual Load: .75 times 104.73 gallons equals 78.55 gallons.

4. Step Four.

   a. For design considerations, it is good practice to calculate the flow rate in GPM equal to or greater than 75 percent of the fixture capacity.

   b. Calculated flow rate for design capacity in GPM on 75 percent of fixture capacity: 75 percent of fixture capacity equals 78.55 gallons. Flow rate equals 78.55 GPM.

5. Step Five.

   a. Select the grease interceptor that matches the calculated design flow rate. Note: Select the next larger size when the flow rate falls between two sizes.

   b. Hence, any value greater than 78 but less than or equal to 79 should be considered 79. In this example, a grease interceptor with a minimum design capability of 79 GPM is needed.

G. Notification of Change in Ownership or Closure of a Food Service Facility.

1. A change in ownership of a FSF shall be reported to the director in writing within thirty days of the ownership change. Failure to comply will result in a minor violation, failure to submit records. See Section 13.20.640.

2. Any FSF that goes out of business shall report such closure to the director in writing within thirty days of closure and shall ensure that any grease interceptor shall be cleaned and pumped before the building is vacated. Failure to comply shall result in an intermediate violation, failure to maintain necessary equipment. See Section 13.20.640. (Ord. 872 §9.2, 2008)

13.20.620 FOG discharge limits.

A. Types of Wastes Prohibited. Any water or waste which may contain more than one hundred parts per million, by weight, of FOG. (Ord. 872 §9.3, 2008)

13.20.630 FOG prohibitions and violations.

A. No user shall contribute or cause to be contributed into the sanitary sewer collection system any of the following:

1. Hot water running continuously through a grease interceptor.

2. Discharge of concentrated alkaline or acidic solutions into a grease interceptor.

3. Discharge of concentrated detergents into a grease interceptor.

4. Discharge of FOG into the sanitary sewer system.

B. It shall be a violation of this chapter for any person or user to:

1. Modify a grease interceptor's structure without consent from the director.

2. Provide falsified data and/or information to the CLMSD, including but not limited to grease interceptor maintenance and/or cleaning records.

3. Violate or fail to comply with any applicable section or provision of this article.

Violations	Days from Notification to Correct Violation
Equipment Not Registered	30 days
Equipment Not Properly Installed	90 days
Major Violations	30 days
Intermediate Violations	60 days
Minor Violations	90 days

(Ord. 872 §9.4, 2008)

13.20.640 FOG fines.

Any user that is identified, in whole or in part, as the source of a sanitary sewer blockage and/or overflow shall be assessed a fine of no less than five hundred dollars and no more than twenty-five thousand dollars per incident, plus cost recovery, in addition to any fines dispensed from the state of California. Users committing one or more of the offenses listed herein will be assessed the corresponding amounts on a calendar year basis. The user will have no more than one hundred eighty days from written notification by the director to surrender said moneys to the CLMSD.

The fines associated with all violations of this chapter including minor, intermediate, and major violations and subsequent violations will be set from time to time by the CLMSD board. (Ord. 872 §9.5, 2008)

13.20.650 FOG variance for cause request/appeals.

A. Variance.

1. A variance to deviate from any/all requirements set forth in Section 13.20.610 may be requested of the CLMSD upon submission of sufficient documentation. Such documentation shall provide a written explanation for the need to vary from the requirements of Section 13.20.610. After submission of a request to the CLMSD, the CLMSD will review all information submitted and will notify the user in writing of its acceptance or denial of the variance request. All users requesting a variance shall agree to submit to a variance study and the associated fee.

2. The CLMSD has the right to discontinue the variance study at any time the FSF or other director-designated facility adversely affects the sanitary sewer collection system or treatment works. Fees associated with the variance request will be set from time to time by the CLMSD board, which includes estimated costs associated with processing and conducting the variance study. All fees are non-refundable and shall be paid in advance.

3. A variance to exceed the interval requirement for scheduled maintenance set forth in this article may be granted if the accumulated grease cap and sludge pocket measurements remain below twenty-five percent of the total depth from the grease interceptor's interior floor to the static or working water level, at any point between the influent and effluent pipes/baffles of the grease interceptor.

4. No variance will be granted to exceed a one hundred eighty-day maintenance interval, with the exception of schools and seasonal event facilities that may exceed a one hundred eighty-day maintenance interval upon submitting a variance application to the director and receiving written permission from the director.

5. Any user who is found to violate the twenty-five percent rule as set forth in subsection (B)(6) of this section may be required to pump more frequently than monthly.

B. Variance Study Procedure. Once a variance has been granted, a variance study shall be conducted in accordance with the following procedures:

1. Prior to a variance study, the grease interceptor shall be completely pumped and sufficiently cleaned by a servicing company at the user's expense. A variance study cannot be conducted unless the grease interceptor is properly serviced, as determined by the director.

2. The user shall contact the CLMSD a minimum of two working days prior to the scheduled grease interceptor cleaning.

3. Once the grease interceptor is cleaned properly and refilled with water from the establishment, the CLMSD will conduct a visual inspection of the grease interceptor and verify that all components of the device are in place and in proper working order. If a grease interceptor fails the visual inspection, the user shall correct all inadequacies at the user's expense. The user shall notify the CLMSD in writing of all corrected measures upon

completion. Such notification shall be mailed to the address set forth in subsection G of this section.

4. Two weeks after initial pumping, the CLMSD will measure the grease cap and sludge pocket to obtain data to determine grease interceptor performance.

5. Four weeks after the initial pumping, the CLMSD will remeasure the grease cap and sludge pocket to further evaluate grease interceptor performance.

6. This process will continue on a biweekly frequency until the accumulated grease cap and sludge pocket reach twenty-five percent of the total depth of the grease interceptor. Variance studies shall not exceed a period of one hundred eighty days.

7. The CLMSD will review all data obtained and submit in writing the results of the variance to the user. The result will only be furnished to the user requesting the variance.

8. The CLMSD will not be responsible for any grease discharge, odor, or blockage during or after the variance study. At no time during the variance study shall the grease interceptor be pumped, except by direct approval of the director.

C. Variance Revocation. A variance to deviate from the interval requirement for scheduled maintenance may be revoked by the CLMSD, at its discretion, if at any time after a variance is granted one or more of the following occur:

1. Grease interceptor discharge adversely affects the CLMSD as determined by the director.

2. Grease and solids accumulation is greater than twenty-five percent of the total depth from grease interceptor's interior floor to the static or working water level, at any point within the grease interceptor.

3. A user increases food service production by more than thirty-three percent.

4. A user increases seating capacity by more than twenty-five percent.

5. A user enacts a menu change that increases grease-laden waste to an amount no longer applicable to the original variance.

6. A user causes or contributes to a sanitary sewer blockage or overflow.

D. Reconsideration Petition.

1. Any user may petition the director to reconsider the terms of any enforcement action within thirty calendar days of issuance.

2. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal process.

3. The petition shall indicate the terms objected to, the reasons for the objection and any additional information that should be considered.

4. If the director fails to act within fifteen days of receipt, the request for reconsideration shall be deemed as denied.

E. Final Appeal Hearing with the CLMSD.

1. Any user whose reconsideration petition to the director has been denied shall have the right to a final hearing before the CLMSD board upon making written demand to the director within thirty days of receipt of the reconsideration petition denial. The written demand shall identify the specific enforcement action issues to be contested and any additional information that should be considered.

2. Unless such written demand is made within the time specified herein, the action of the director shall be final and binding.

3. The CLMSD board shall conduct the hearing and make a final decision on the enforcement action within fifteen days of the hearing. The user shall be notified of the decision by certified mail.

4. The decision of the CLMSD board shall be considered the final administrative action for purposes of judicial review.

F. Appeal of FOG Article. Any user may appeal a fine that has been assessed for failure to comply with this article. The user must submit a written request, identifying the specific issues to be contested, to the director within thirty days following receipt of the bill, assessment of fine, or notice of violation. Unless such written request is made within the time frame specified, the fine subject to appeal shall be final and binding. The director shall evaluate the information and shall make a written decision within fifteen days of receipt of the appeal request. Failure to make a written demand within the specified time herein shall bar further appeal. The director shall make a decision on the appeal within ninety days of the date that the appeal was filed.

G. Mailing Address for All FOG Appeals.

1. Address the letter according to the type of appeal and body. For example: "Attn: Variance for Cause Request, to CLMSD Director."

2. After addressing your letter and envelope, mail all correspondence to:

City of Lakeport Corporation Yard

591 Martin Street

Lakeport, CA

95453

(Ord. 872 §9.6, 2008)

ARTICLE IX. SPECIAL PURPOSE DISCHARGE PERMIT

13.20.660 Special purpose discharge permit application.

Special purpose discharge permits shall be expressly subject to all provisions of this chapter and all other regulations, charges for use, and fees established by the CLMSD. The conditions of special purpose discharge permits will be enforced by the CLMSD in accordance with this chapter and applicable state and federal regulations, sludge management criteria, or the reuse potential of the water by the CLMSD.

A. Users seeking a special purpose discharge permit shall complete and file with the CLMSD, prior to commencing discharge, an application in the form prescribed by the CLMSD. This application shall be accompanied by any applicable fees, plumbing plans, a detailed analysis of the alternatives for water disposal, or other data as needed by the CLMSD for review.

B. After evaluation of the data furnished, the CLMSD may issue a special purpose discharge permit when no alternative method of disposal is reasonably available, or to mitigate an environmental risk or health hazard.

C. The permit application may be denied when the applicant has failed to establish to the CLMSD's satisfaction that adequate pretreatment equipment is included within the applicant's plans to ensure that the discharge limits will be met or if the applicant has, in the past, demonstrated an inability to comply with applicable discharge limits. (Ord. 872 §10.1, 2008)

13.20.670 Conditions and limitations.

A. Monitoring requirements resulting from a special purpose discharge permit shall be for those noncompatible pollutants known to exist in the discharge. At least one analysis prior to sewer discharge shall be performed for all constituents contained in the most current Environmental Protection Agency (EPA) priority pollutant list.

B. The CLMSD may specify and make part of each special purpose discharge permit specific pretreatment requirements or other terms and conditions determined by the CLMSD director to be appropriate to protect the CLMSD facilities, to comply with regulatory agencies' requirements, to ensure compliance with this chapter, and to assess user charges. (Ord. 872 §10.2, 2008)

13.20.680 Permit fee.

The special purpose discharge permit fee shall be paid by the applicant in an amount adopted by resolution of the CLMSD board. Payment of permit fees must be received by the CLMSD prior to issuance of either a new permit or a renewed permit. Each permittee shall also pay delinquent invoices in full prior to permit renewal. See Appendix B to the ordinance codified in this chapter. (Ord. 872 §10.3, 2008)

13.20.690 Permit modifications of terms and conditions.

A. The terms and conditions of an issued special purpose discharge permit may be subject to modification and change in the sole determination by the CLMSD during the life of the permit based on:

1. The user's current or anticipated operating data;

2. The CLMSD's current or anticipated operating data;

3. Changes in the requirements of regulatory agencies;

4. A determination by the CLMSD director that such modification is appropriate to further the objectives of this chapter.

B. A permittee may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change, and the reasons for the change. The CLMSD will review the request, make a determination on the request, and respond in writing.

C. A permittee will be informed of any changes in the permit at least forty-five days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance. (Ord. 872 §10.4, 2008)

13.20.700 Permit duration.

Special purpose discharge permits will be issued for a period not to exceed one year, but may be renewed as determined by the CLMSD director. Users seeking permit renewal shall comply with all provisions of this article. (Ord. 872 §10.5, 2008)

13.20.710 Discharge fees.

A charge for use to cover all costs of the CLMSD for providing sewerage service and monitoring will be established by the CLMSD director. A deposit determined by the CLMSD director to be sufficient to pay the estimated charges for use shall accompany the special purpose discharge permit application, and said deposit shall be applied to the charges for use. (Ord. 872 §10.6, 2008)

Appendix 3.B

RESOLUTION NO. 2315 (2008)

RESOLUTION OF THE BOARD OF THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT ESTABLISHING FINES FOR VIOLATION OF THE FATS, OILS, AND GREASE PROGRAM

WHEREAS, pursuant to CLMSD Sewer Use and Pretreatment Ordinance Section 9.5 fines for violation of the Fats, Oils, and Grease Program must be adopted by the CLMSD Board by resolution; and

WHEREAS, the following requested fines will recover the costs for the services provided to administer the Program as well as provide a deterrent for future offense.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the City of Lakeport Municipal Sewer District does determine and order that the following fines be adopted for violations of the Fats, Oils and Grease Program:

1. Minor Violation	1st Offense:	
	Failure to submit records:	$ 50
	Inspection hindrance (equipment related)	$ 50
	Failure to maintain on site records	$ 50
	Failure to pump Grease & submit records	$ 150
	2nd Offense:	
	Failure to submit records:	$ 100
	Inspection hindrance (equipment related)	$ 100
	Failure to maintain on site records	$ 100
	Failure to pump Grease & submit records	$ 300
	3rd Offense:	
	Failure to submit records:	$ 150
	Inspection hindrance (equipment related)	$ 150
	Failure to maintain on site records	$ 150
	Failure to pump Grease & submit records	450
	4th Offense & Up:	
	Failure to submit records:	$ 300
	Inspection hindrance (equipment related)	$ 300
	Failure to maintain on site records	$ 300
	Failure to pump Grease & submit records	$ 1,000
2. Intermediate Violation	Failure to maintain necessary equipment (T's, grease trap not watertight, baffles, etc.)	
	1st Offense	$ 150
	2nd Offense	$ 300
	3rd Offense	$ 500
	4th Offense & Up	$ 1,000

3. Major Violation	Source of sewer blockage (minimum)	$ 500
	Source of sewer blockage (maximum)	$25,000
	Source of sanitary sewer overflow (minimum)	$ 1,000
	Source of sanitary sewer overflow (maximum)	$ 25,000
	Falsification of maintenance records	$ 1,000

DULY AND REGULARLY ADOPTED this 5th day of February, 2008, by the following vote:

AYES: Council Members Parmentier, Rumfelt, Irwin, and Bertsch, and Mayor Bruns
NOES: None
ABSTAINING: None
ABSENT: None

WILLIS H. BRUNS, Mayor

ATTEST:

JANEL M. CHAPMAN, City Clerk

APPROVED AS TO FORM:

STEVEN J. BROOKES, City Attorney

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
SEWER LATERAL CERTIFICATION PROGRAM	U-3	
	Date Adopted: 9/22/2008	Date Revised: 1/24/18

Scope: Applies to all personnel that are responsible for administering the permitting and/or inspection of private sewer laterals connected to the CLMSD system that are repaired, replaced or relined.

Purpose: Establish the roles and responsibilities of City staff regarding the issuance of Sewer Lateral Certificates of Compliance required by the Lakeport Municipal Code.

Responsibility: The Community Development Department shall be responsible for ensuring the Sewer Lateral Certificate of Compliance program is adhered to. Program success is also dependent on ongoing communication with the City's Utilities Division.

The Compliance Officer, Utilities Superintendent and/or Community Development Director shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

City Ordinance No. 872 was adopted in 2008 and established minimum standards for private sewer lateral repair and replacement. The regulations were codified in Chapter 13.20 (Sewer Use and Pretreatment) of the Lakeport Municipal Code (LMC).

The goal of the regulations is to ensure the City's sanitary sewer system is adequately maintained, including programs designed to reduce the inflow and infiltration of groundwater and stormwater into the City's sewer/wastewater flows.

This policy is written to accomplish the following:

1. Establish roles and responsibilities for the administration of the Sewer Lateral Certification Program ("Program").
2. Provide guidelines for the effective administration of Program certificates and the cleaning, inspection, and testing of private sewer laterals.

POLICY:

1. The Building Official or designee is responsible for administering the Sewer Lateral Certification Program for privately owned portions of sewer laterals that are connected to the CLMSD sanitary sewer collection system.
2. Any building or plumbing permit application for a remodel of, or improvement to, a structure being served by a private sewer lateral(s) in excess of $57,446 or other inflation-adjusted amount as determined by the City, whichever is greater; any change of use of a property; or any other "property events" stipulated in LMC Section 13.20.320 F.1 shall be subject to cleaning, inspection, and testing of the private sewer lateral(s) and the issuance of a Sewer Lateral Certificate.
3. The Building Official or Utilities Superintendent may require the cleaning, inspection, and testing of a private sewer lateral if such action is deemed by that individual to be for the protection of the public health, safety, or welfare.
4. Private sewer laterals that are found to be in need of repair or replacement by the City must be cured before a building or plumbing permit for the property owner ("User") expires.
5. The Building Official or Utilities Superintendent may grant an exemption to the testing and inspection provisions of the Ordinance, pursuant to LMC Section 13.20.320 F. 4.
6. Residential private sewer laterals that fail inspection and testing must be repaired or replaced by the User within 180 days of notice. Nonresidential private sewer laterals (i.e. commercial, industrial, etc.) must be repaired or replaced within sixty (60) days of notice or sooner, if determined necessary by the Building Official or Utilities Superintendent.
7. The Building Official shall not commission inspection and/or testing on a private sewer lateral without receipt of the current inspection and testing fee by the User. Inspections and tests performed as a result of "property events" not described in LMC Section 13.20.320 F.1 are exempt from the fee.
8. Any User may ask the Department to have their private lateral to be inspected and tested by the City. Such inspections shall be coordinated with the Utilities Division and completed within thirty (30) days from receipt of the inspection and testing fee.

PROCEDURE:

1. In addition to any other required fees, a Sewer Lateral Testing Permit fee will be collected from applicants submitting a building or plumbing permit application.
2. The permit fee shall also be collected at the time an application is received for a new connection to the sewer system or to recognize a change in the use of a property.
3. Upon receipt of a building or plumbing permit application triggering the need for a Sewer Lateral Certificate, the Building Official shall notify the Utilities Division and shall commission an inspection of the associated private sewer lateral(s) or grant an exemption.
4. Pursuant to LMC Section 13.20.320 F., private sewer laterals that pass inspection and testing shall be certified for ten (10) years or twenty-five (25) years by the City. The City shall execute a Sewer Lateral Certificate of Compliance to the User and file a copy with the Community Development Department and the Utilities Division, and recorded with the Lake County Recorder.
5. The Building Official or designee shall notify the property owner of the results of the sewer lateral inspection.
6. The Community Development Department shall retain a copy of the completed Inspection and Testing Report Form, attached hereto as Attachment A.

Policy reviewed and approved by:

Paul O Harris III

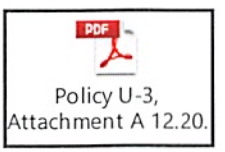
Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENT A
UTILITIES DIVISION POLICY U-3
SEWER LATERAL CERTIFICATION PROGRAM

Inspection and Testing Report Form

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Attachment A will be attached on following pages.*

City of Lakeport
Municipal Sewer District

SEWER LATERAL INSPECTION AND TESTING REPORT FORM

PROPERTY INFORMATION			
Address:			
Property use:	Residential	Commercial	Industrial
Owner name:			
Mailing address:			
	Street	City	State/Zip
Phone:			

INSPECTION AND TESTING DETAIL
Inspection date:
Structural Diagram:

Inspection type:
Testing details:
Comments:

Property Address: _____

Test results: Pass ☐ Fail ☐ Inconclusive ☐

Review

Inspected and tested by: _____

Name (printed): _____

Date: _____

City Review: _____ Date: _____

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
FOG PROGRAM: VARIANCES	U-4	
	Date Adopted: 9/22/2008	Date Revised: 1/25/18

Scope: Applies to all personnel that are responsible for administering the provisions of the City's Fats, Oils and Grease (FOG) Program (LMC Sections 13.20.600 et seq.).

Purpose: Establish guidelines and procedures to be followed during the processing and review of requests for Variances of the FOG requirements set forth in the Lakeport Municipal Code.

Responsibility: The Utilities Division shall be primarily responsible for the review and final determination of requests for Variances of the FOG requirements. Initial Variance application and fee intake and review will likely be the responsibility of the Community Development Department due to preexisting contact with Food Service Establishments.

The Compliance Officer, Utilities Superintendent and/or Community Development Director shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

Lakeport Municipal Code (LMC) Section 13.20.610 requires all food service establishments ("FSEs") within the City of Lakeport Municipal Sewer District to take measures to prevent the discharge of materials that can inhibit the function of, or cause damage to, the sanitary sewer system. Such measures include the installation and maintenance of a grease interceptor to prevent the discharge of fats, oil and grease into the sanitary sewer system. These requirements are components of the City's FOG Program.

FSE owners or authorized representatives ("Users") may submit a Variance for Cause request to the City if they feel their situation warrants exception to the requirements. Full details regarding the FOG variance process (applications, review, approval/denial, revocation, appeals, etc.) are set forth in LMC Section 13.20.650.

This policy is written to accomplish the following:

1. Establish guidelines for the review and judgment of a Variance for Cause to vary from the requirements LMC Section 13.20.610; and
2. Establish guidelines for the review and judgment of a Variance for Cause request for grease interceptor installation as set forth in LMC Section 13.20.650
3. Establish procedures which the Department and the public should follow when requesting a variance.

POLICY:

1. The Utilities Superintendent ("Superintendent"), or his/her designee, shall make judgment on any Variance Study, resulting from a Variance for Cause request by an entity subject to the Fog Program.
2. The Superintendent may approve or deny a Variance for Cause request at his/her discretion.
3. The Superintendent or designee shall be available by appointment to speak with any affected User about issues related to the FOG Program.
4. From date of approval of a Variance for Cause request, and receipt of the $500.00 Variance Study fee, the City shall make every reasonable effort to complete a Variance Study and make a judgment on the necessity or feasibility of complying with any part of LMC Section 13.20.610 within ninety (90) days.
5. A Variance Study may be terminated at any time if it is determined that continuation of the Study adversely affects the sanitary sewer collection system or treatment works (LMC Section 13.20.650 A. 2.).
6. Per District Resolution No. 2316 (2008), the $500.00 Variance Study fee is non-refundable.
7. Unless sufficient evidence can be found that the FOG Program requirements create an unreasonable hardship, the Superintendent may deny a Variance for Cause request at his discretion.
8. The Superintendent or designee is responsible to commission and complete variance studies.
9. The Superintendent or designee may approve any variance at his/her discretion based on the results of the Variance Study.

10. Users requesting a variance from the FOG Program must submit a Variance for Cause Request Form within six (6) months of receipt of notice to install a grease interceptor. If a variance is not granted by the Superintendent or his/her designee, the FSE shall have six (6) months from the date of the variance denial notice to comply with the FOG requirements.
11. Users may petition the Superintendent, or his/her designee, to reconsider a decision by the Compliance Officer to deny a variance, if submitted in writing within thirty (30) days of the notice of variance denial.
12. The Superintendent, or his designee, may deny a petition to reconsider a variance decision by not acting on the petition (LMC Section 13.20.650 D. 4.).
13. Granted variances are effective in perpetuity from the date granted by the Superintendent or his/her designee.
14. Any granted variance may be revoked by the Utilities Superintendent at the recommendation of the Compliance Officer, based on one or more of the criteria detailed in LMC Section 13.20.650 C.

PROCEDURE:

1. Variance for Cause requests must be submitted to the City in writing using the Variance for Cause Request Form, attached hereto as Attachment A. The form shall be made available at the Community Development Department at City Hall.
2. Upon receipt of a Variance for Cause Request Form, it shall be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Utilities Superintendent for review. The Superintendent, or designee, shall have thirty (30) days from receipt of the Form to approve or deny the request.
3. Following approval or denial of a Variance for Cause request, the requesting party shall be notified of the decision in writing by the Utilities Division. If the request is approved, a Consent to a Variance Study Form, attached hereto as Attachment B, will be included with the notice. It must be signed and returned to the Superintendent by the User with the $500.00 Variance Study fee before the Study is commissioned. If the request is denied, an explanation must be included in the notice.
4. Per District Resolution No. 2316 (2008), a fee of $500.00 must be collected from the User before a Variance Study is commissioned.
5. Upon receipt by the Utilities Division of a Consent to a Variance Study Form, and the $500.00 Variance Study fee, it shall be date-stamped immediately and submitted to the Utilities Superintendent for review. The Superintendent or designee shall commission the study, assign a study number, and is responsible for its completion.
6. A Variance Study shall consist of the completion of a Variance Study Report Form, attached hereto as Attachment C. The Report requires comments from the Compliance Officer, City Building Inspector, and a County Health Inspector or representative from the Lake County Environmental Health Department. Additional comments may be required at the discretion of the Superintendent. Unless justified, a granted variance will require the approval of the Utilities Superintendent, City Building Inspector, and County Environmental Health official.

7. In the event that the Utilities Superintendent, Building Inspector, or County Environmental Health official is unable to complete their component of a Variance Study, the Superintendent may waive that component or assign it to another reviewer for comment.
8. The Utilities Superintendent shall be responsible for conducting Variance Studies and passing judgment no later than sixty (60) days after the Department receives the Consent to a Variance Study Form and $500.00 Variance Study Fee.
9. Variance Studies submitted to the Superintendent, or his designee, for review may include a staff report detailing the background and condition of the case in question.
10. The Utilities Superintendent, or his/her designee, shall make judgment on a Variance for Cause request no later than thirty (30) days from receipt of a fully completed Variance Study.
11. A notice shall be sent to the User from the Utilities Division indicating the decision whether to grant or deny a variance, the results of the variance study, and the reasons why a variance was granted or denied.
12. If denied a variance, a User may petition the Superintendent, or his designee, to reconsider the variance decision. A "Petition for Reconsideration of Determination or Enforcement Action" form, attached hereto as Attachment D, must be submitted to the Utilities Division within thirty (30) days of the notice of variance denial. The Form should be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Superintendent for review.

Policy reviewed and approved by:

Paul O'Harris

Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENTS A through D
UTILITIES DIVISION POLICY U-4
FOG Program Variances

MS Word Document: *Double-click the area below to open .PDF file.*

Policy U-4, ALL ATTACHMENTS 2017.

.PDF File: *Attachments A through D will be attached on following pages.*

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
SEWER USAGE: NOTICES, PENALTIES, FINES AND FEES	U-6	
	Date Adopted: 3/15/2010	Date Revised: 1/25/2018

Scope: Applies to all personnel that are responsible for administering and enforcing the provisions of Lakeport Municipal Code (LMC) Chapter 13.20 (Sewer Use and Pretreatment).

Purpose: Establish guidelines and procedures for the imposition of enforcement actions related to LMC Chapter 13.20.

Establish the roles and responsibilities of City staff involved in enforcement actions.

Responsibility: The Utilities Division shall be primarily responsible coordinating enforcement actions associated with violations of LMC Chapter 13.20.

The Compliance Officer and/or Utilities Superintendent shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

City Ordinance No. 872 was adopted in 2008 and established a variety of regulations associated with the use of the City's sanitary sewer system. The regulations were codified in Chapter 13.20 (Sewer Use and Pretreatment) of the Lakeport Municipal Code (LMC).

The goal of the regulations is to ensure the City's sanitary sewer system is adequately maintained, including enforcement programs designed to correct and penalize system Users who do not comply with the adopted provisions. This policy is written to accomplish the following:

1. Establish guidelines and procedures for the imposition of enforcement actions related to LMC Chapter 13.20.
2. Establish the roles and responsibilities of City staff involved in enforcement actions.

POLICY:

1. All penalties, fines, and fees imposed on any User are due and payable upon receipt of written notice by the City. Such amounts will be delinquent thirty (30) days after the date of the notice (LMC 13.20.560 A.).
2. Fines related to the City's FOG Program shall be in accordance with the current applicable City Council Fee Resolution, attached hereto as Attachment A.
3. The Utilities Superintendent shall be responsible for the imposition of notices, penalties, fines, and fees in accordance with LMC Chapter 13.20.
4. In response to identified violations of LMC Chapter 13.20 by any User, the enforcement mechanisms available to the Utilities Superintendent shall typically be applied in the following order:
    a. Informal administrative action (including Notices of Violation and Warning Notices).
    b. Administrative orders, compliance schedules, and other reports.
    c. Imposition of fines and fees for noncompliance with LMC provisions.
    d. Imposition of penalties for noncompliance with administrative orders.
    e. Assessment of charges for obstruction or damage to City facilities or operations.
    f. Suspension or termination of services.
    g. Civil action.
    h. Criminal action.
5. The Utilities Superintendent may apply the enforcement mechanisms available in the LMC in any order, as circumstances warrant.
6. The City will charge any User for the cost of repair of City facilities that are damaged as a result of a User's noncompliance with the provisions of LMC Chapter 13.20.
7. Any User may petition the Utilities Superintendent to reconsider any enforcement action detailed herein or in LMC Chapter 13.20.
8. The Utilities Superintendent shall reconsider an enforcement action only once per instance of non-compliance per property. A User shall not be permitted to appeal, or file a

petition for reconsideration of, every enforcement action levied against them for each instance of non-compliance in an attempt to delay or diminish the City's ability to enforce the provisions of LMC Chapter 13.20.

PROCEDURE:

1. Within seven (7) days of identifying a violation of LMC Chapter 13.20, the Utilities Superintendent or designee shall issue a Warning Notice to the User, instructing them of their responsibility to correct the issue(s) causing the violation.
2. If curative action has not been taken by the User, or if the Utilities Superintendent has not received notice from the User of their intention to address the violation within thirty (30) days of receipt of the Warning Notice, the Utilities Superintendent or designee shall issue a Notice of Violation ("NOV") to the User.
3. If the User has not taken curative action within thirty (30) days of receipt of an NOV, the Utilities Superintendent or designee shall issue an Administrative Order to the User, which shall contain a compliance schedule for curative action and any other requirements deemed appropriate by City staff.
4. If the User has not completed curative action (as outlined in the compliance schedule of the NOV) within the time period described therein, the Compliance Officer shall assess fees, fines, and penalties, pursuant to LMC Chapter 13.20. Such assessment will include a written notice stating the nature of the enforcement action being taken.
5. Any fees, fines, or penalties that remain outstanding after ninety (90) days will be cause for the suspension or termination of services, at the discretion of the Utilities Superintendent.
6. If the User is unresponsive to the aforementioned enforcement action, the Utilities Superintendent shall recommend to the Public Works Director or City Manager that civil and/or criminal action be taken.
7. In the event that a User petitions the Utilities Superintendent for reconsideration of a decision or enforcement action, the User must submit such a request to the Utilities Division in writing, using the "Petition for Reconsideration of Determination or Enforcement Action" form, attached hereto as Attachment B, within fifteen (15) days of notice of said decision or enforcement action. The Utilities Superintendent or designee shall review the petition and render a decision within fifteen (15) days of its receipt. The User may appeal the decision to the CLMSD Board of Directors within ten (10) days of subsequent notification, if the User has followed the appeal protocols outlined herein.
8. City staff shall agendize properly filed appeal requests to the CLMSD Board of Directors within forty-five (45) days of the date the request was filed. The Board will have fifteen (15) days from the date of the subsequent hearing to render a decision.

Policy reviewed and approved by:

Paul O Harris

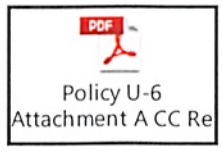
Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENT A
UTILITIES DIVISION POLICY U-6
Sewer Usage: Notices, Penalties, etc.

City Council Resolution No. 2315 (2008)

MS Word Document: *Double-click the area below to open .PDF file.*

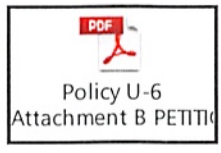


.PDF File/hard copy*: Attachment A will be attached on following pages.*

ATTACHMENT B
UTILITIES DIVISION POLICY U-6
Sewer Usage: Notices, Penalties, etc.

Petition for Reconsideration of Determination or Enforcement Action

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Attachment B will be attached on following pages.*

ATTACHMENT A

RESOLUTION NO. 2315 (2008)

RESOLUTION OF THE BOARD OF THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT ESTABLISHING FINES FOR VIOLATION OF THE FATS, OILS, AND GREASE PROGRAM

WHEREAS, pursuant to CLMSD Sewer Use and Pretreatment Ordinance Section 9.5 fines for violation of the Fats, Oils, and Grease Program must be adopted by the CLMSD Board by resolution; and

WHEREAS, the following requested fines will recover the costs for the services provided to administer the Program as well as provide a deterrent for future offense.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the City of Lakeport Municipal Sewer District does determine and order that the following fines be adopted for violations of the Fats, Oils and Grease Program:

1. Minor Violation	1st Offense:	
	Failure to submit records:	$ 50
	Inspection hindrance (equipment related)	$ 50
	Failure to maintain on site records	$ 50
	Failure to pump Grease & submit records	$ 150
	2nd Offense:	
	Failure to submit records:	$ 100
	Inspection hindrance (equipment related)	$ 100
	Failure to maintain on site records	$ 100
	Failure to pump Grease & submit records	$ 300
	3rd Offense:	
	Failure to submit records:	$ 150
	Inspection hindrance (equipment related)	$ 150
	Failure to maintain on site records	$ 150
	Failure to pump Grease & submit records	450
	4th Offense & Up:	
	Failure to submit records:	$ 300
	Inspection hindrance (equipment related)	$ 300
	Failure to maintain on site records	$ 300
	Failure to pump Grease & submit records	$ 1,000
2. Intermediate Violation	Failure to maintain necessary equipment (T's, grease trap not watertight, baffles, etc.)	
	1st Offense	$ 150
	2nd Offense	$ 300
	3rd Offense	$ 500
	4th Offense & Up	$ 1,000

3. Major Violation	Source of sewer blockage (minimum)	$ 500
	Source of sewer blockage (maximum)	$25,000
	Source of sanitary sewer overflow (minimum)	$ 1,000
	Source of sanitary sewer overflow (maximum)	$ 25,000
	Falsification of maintenance records	$ 1,000

DULY AND REGULARLY ADOPTED this 5th day of February, 2008, by the following vote:

AYES: Council Members Parmentier, Rumfelt, Irwin, and Bertsch, and Mayor Bruns
NOES: None
ABSTAINING: None
ABSENT: None

WILLIS H. BRUNS, Mayor

ATTEST:

JANEL M. CHAPMAN, City Clerk

APPROVED AS TO FORM:

STEVEN J. BROOKES, City Attorney

Policy U-6 Attachment B

City of Lakeport Municipal Sewer District

PETITION FOR RECONSIDERATION OF DETERMINATION OR ENFORCEMENT ACTION

PLEASE COMPLETE CONTACT AND PROPERTY INFORMATION IN THEIR ENTIRETY. IF YOU DO NOT RECEIVE A RESPONSE TO THIS PETITION WITHIN 15 DAYS, PLEASE CONSIDER THE PETITION DENIED.

Contact Information

Name:		Phone:	
Street:		Mobile Phone:	
City:		Email:	
State:			
Zip:			

Facility/Property Information

Residential	Commercial
Address:	Name of Restaurant/Food Service Establishment:
	Address:
Owner 1:	Owner:
Owner 2:	Manager:

Enforcement Information (to be completed by Department staff)

Case Number:

Variance Study Number:

Incident Description:

Enforcement Action Taken:

Property Address: _____

Justification for Reconsideration:

Property Address: _____

FOR DEPARTMENT USE ONLY	
Received By:	DATE STAMP HERE

DEPARTMENT APPROVAL

Approved ☐

Modified ☐ **(see directive below, if box is checked)**

Denied ☐

Date Signature Title

Comments/Directive:

Appendix 3.D

AMENDMENT NO. 3

to

AGREEMENT

between

CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

and

LAKE COUNTY SANITATION DISTRICT

RECEIVED
JUN 2 2 2001
By

This Amendment No. 3 dated June 5, 2001 modifies that Agreement dated September 12, 1995 by and between CLMSD and LACOSAN regarding mutually provided sewer service for the North Lakeport area and Unincorporated South Lakeport Area.

WHEREAS, CLMSD and LACOSAN have previously executed the above referenced Agreement and Amendments 1 and 2 to that Agreement which provides for the acceptance and treatment of sewage flows from Assessment Districts 9-1, 9-3 and certain Big Valley Indian Rancheria Lands, and

WHEREAS, LACOSAN desires to provide additional sewer service to certain Big Valley Indian Rancheria Lands for a noncommercial community center building as shown on Exhibit "H", and

WHEREAS, CLMSD is willing to accept and treat sewage flows from the Rancheria Lands shown on Exhibit "H" subject to certain conditions.

NOW, THEREFORE, based on the above recitals, CLMSD and LACOSAN agree as follows:

1. Add to the End of Section 1 of the Agreement Dated September 12, 1995, the Following Conditions:

11. CLMSD agrees to accept and treat sewage flows from the single parcel of the Big Valley Indian Rancheria as shown on Exhibit "H" which is attached hereto and made a part of this Agreement.

12. LACOSAN agrees that no sewage connections will be made to the parcel until capacity expansion fees in the amount of $15,500 have been paid to CLMSD.

13. LACOSAN agrees to monitor and to take steps necessary to insure that the sewage flow from APN 08-006-02 as shown on Exhibit "H" does not exceed an average of 500 gallons per day in any single month and, that the character of the sewage from

the parcel shall be equivalent to that from 2.5 typical single family dwellings in CLMSD.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Chairman, Board of Directors
LACOSAN

Chairman, CLMSD #1

ATTEST: Kelly F. Cox
Clerk to the Board of Supervisors

By:

ATTEST: Janel M. Chapman
City Clerk

By: Janel M. Chapman

APPROVED AS TO FORM:

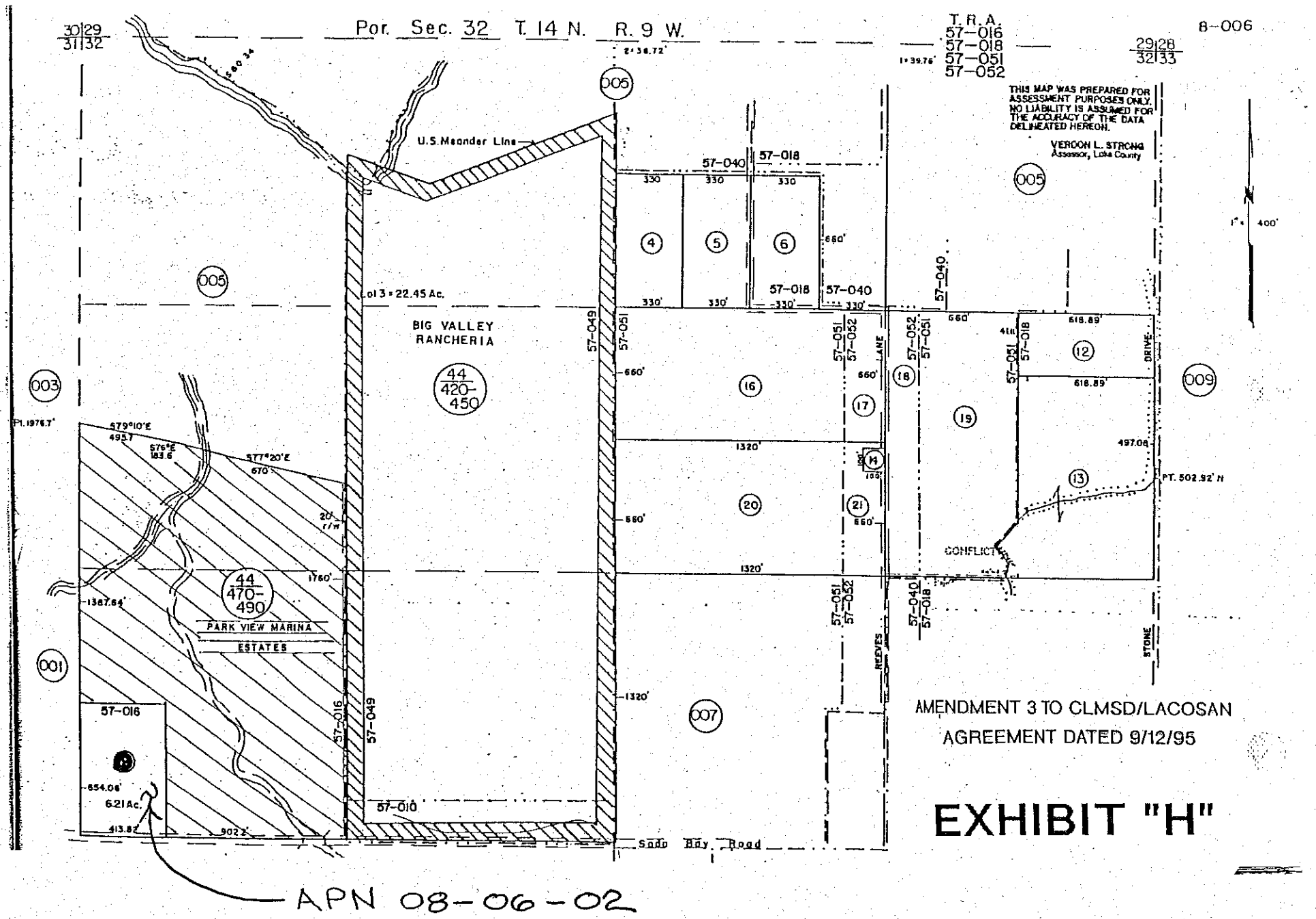
CAMERON L. REEVES
County Counsel

APPROVED AS TO FORM:

STEVEN J. BROOKES
City Attorney

Attachment – Exhibit "H"

BOARD OF SUPERVISORS
LAKE COUNTY, CAL


Por. Sec. 32 T. 14 N. R. 9 W.
T. R. A.
57-016
57-018
57-051
57-052
8-006
30/29
31/32
29/28
32/33
U.S. Meander Line
005
003
001
007
009
BIG VALLEY RANCHERIA
44/420-450
44/470-490
PARK VIEW MARINA ESTATES
57-040
57-018
57-051
57-052
57-049
57-016
LANE
DRIVE
REEVES
STONE
CONFLICT
Soda Bay Road
6.21 Ac.
THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREON.
VERDON L. STRONG
Assessor, Lake County
1" = 400'
AMENDMENT 3 TO CLMSD/LACOSAN
AGREEMENT DATED 9/12/95
EXHIBIT "H"
APN 08-06-02

File

SECOND AMENDMENT TO AGREEMENT BETWEEN THE LAKE COUNTY SANITATION DISTRICT AND THE CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

This amendment to the AGREEMENT is made and entered into this 5th day of June, 2001, between Lake County Sanitation District, hereinafter referred to as "LACOSAN", and The City of Lakeport Municipal Sewer District, hereinafter referred to as "CLMSD".

WHEREAS, the parties hereto have previously entered into an Agreement dated September 12, 1995 for the purposes of providing mutual sewage treatment and disposal services, and

WHEREAS, the Agreement dated September 12, 1995 was modified by Amendment 1 approved by LACOSAN and CLMSD in October 1995 to adjust the boundary of lands served by LACOSAN to include those lands shown in Exhibit "G" of said Amendment 1; and

WHEREAS, the LACOSAN Northwest Regional Wastewater Treatment system is currently under a Cease and Desist Order issued by the Central Valley Regional Water Quality Control Board in 1994, amended in 1996, to correct treatment, storage, and disposal capacity; and

WHEREAS, said existing Agreement identifies the construction of new facilities for expansion/additional capacity; and

WHEREAS, LACOSAN has completed the environmental review, finalized plans and obtained bids for the facility expansion to correct capacity deficiencies and to accept the sewage flows from the northern portion of CLMSD, and

WHEREAS, LACOSAN has received approval for a six million dollar ($6,000,000) State Water Resources Control Board (SWRCB) loan to finance the construction of the facility expansion improvements (Basin 2000 Project); and

WHEREAS, the SWRCB loan requires an identified revenue source to demonstrate that the loan can be repaid, and

NOW, THEREFORE, it is mutually agreed by the parties hereto that the September 12, 1995 Agreement is amended as follows:

1. Add to the End of Section II of the Agreement Dated September 12, 1995, the Following Conditions:

"12. CLMSD agrees to pay LACOSAN a fee of $2.00 each month for a replacement fund contribution for each RUE that CLMSD has in the area shown in Exhibit "E" (of the 9/12/95 Agreement), including existing and future accounts. The fee shall be paid to LACOSAN by CLMSD quarterly.

"13. CLMSD agrees to pay to LACOSAN a fee of $7.50 each month for the pro rata repayment of the $6,000,000 SWRCB loan for the Basin 2000 Project cost for each RUE that CLMSD has in the area shown in Exhibit "E", including existing and future accounts. The fee shall be paid to LACOSAN by CLMSD quarterly.

14. CLMSD and LACOSAN agree that the schedule for payment of the fees described in numbers 12. and 13. above in this Section shall commence on the following dates:

A. For the RUEs located in the area shown in Exhibit "E" that are currently flowing by gravity to LACOSAN, payment by CLMSD to LACOSAN shall begin immediately after adoption of the proposed CLMSD rate increase which provides for those fees.

B. For the remaining CLMSD RUEs located in the area shown in Exhibit "E", whose sewer flow is currently being pumped south to the CLMSD treatment facilities, payment by CLMSD to LACOSAN shall begin after the Basin 2000 Project is completed, becomes fully operational, and, in addition, after the adoption of the proposed CLMSD rate increase which provides for those fees.

15. CLMSD and LACOSAN agree that the loan repayment fee shall continue until the $6,000,000 SWRCB loan is paid off. For RUEs described in 14.A. and 14.B. above CLMSD agrees that the total number of payments to be made shall be equal to the number of payments made for similar accounts in the LACOSAN service area.

16. LACOSAN agrees that the $7.50/mo. loan repayment fee shall discontinue when the $6,000,000 SWRCB loan is repaid. The estimated time that the loan repayment fee will be in place is approximately 20 years.

17. LACOSAN agrees that any additional funding obtained by LACOSAN to help pay for the $6,000,000 SWRCB loan for the Basin 2000 Project shall be used to uniformly reduce the loan repayment amount for both LACOSAN and CLMSD customers.

18. CLMSD agrees that an audit shall be prepared by CLMSD each quarter and submitted to LACOSAN that provides and certifies the following information:

A. The average number of total RUEs in the area shown in Exhibit "E" for which the $9.50/mo. is collected.

B. The total amount collected for the quarter in the area shown in Exhibit "E" for the purposes of repaying the loan.

C. The total amount collected for the quarter in the area shown in Exhibit "E" for the purposes of contributing to the LACOSAN replacement fund.

D. The total amount to be paid to LACOSAN for both loan repayment and the replacement fund for the quarter.

19. LACOSAN agrees that an audit shall be prepared by LACOSAN each quarter and submitted to CLMSD that provides and certifies the following information:

A. The average number of RUEs in the LACOSAN service area (not counting those located in the area delineated in Exhibit "E") served by the Basin 2000 Project for which the loan repayment amount is collected.

B. The total amount collected from the LACOSAN customers (excluding those located in the area delineated in Exhibit "E") for the purpose of the $6,000,000 SWRCB loan repayment.

C. The total amount to be paid to the SWRCB (including the contribution from those located in the area delineated in Exhibit "E") for the repayment of the $6,000,000 SWRCB loan.

20. LACOSAN agrees that all loan repayment revenues received from existing and new services shall be used for the sole purpose of retiring the loan.

2. Delete Section III.2. of the Agreement Dated September 12, 1995, and Replace it With the Following:

2. The term of this Agreement shall be twenty-five (25) years from the date of execution of this Amendment 2 by both parties.

Ends 6/6/2026

Except as specifically modified herein, all other terms and conditions of the September 12, 1995 Agreement and Amendment 1 thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

LAKE COUNTY SANITATION DISTRICT

CHAIR, Board of Directors

ATTEST: Kelly F. Cox
Clerk of the Board of Supervisors

By:

APPROVED AS TO FORM
Cameron L. Reeves, County Counsel

By:

CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

CHAIR, Board of Directors

ATTEST: Janel M. Chapman
City Clerk

By:

APPROVED AS TO FORM
Steven J. Brookes, City Attorney

By:

BOARD OF SUPERVISORS
LAKE COUNTY, CAL

AMENDMENT NO. 1
TO
AGREEMENT
Between
CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT
and
LAKE COUNTY SANITATION DISTRICT

This Amendment No. 1 modifies that Agreement dated September 12, 1995 by and between CLMSD and LACOSAN regarding mutually provided sewer service for the North Lakeport area and Unincorporated South Lakeport Area.

WHEREAS, CLMSD and LACOSAN have previously executed the above referenced Agreement which included Exhibit "E" describing the boundaries for CLMSD and LACOSAN's modified North Lakeport service areas; and

WHEREAS the service area to be detached from CLMSD and annexed to LACOSAN is depicted on Exhibit "F" inadvertently excluded an area that should have been depicted on Exhibit F; and

WHEREAS, the parties desire to correctly depict the additional CLMSD service area which is to be detached from CLMSD and served by LACOSAN under the terms of the September 12, 1995 Agreement.

NOW, THEREFORE, based on the above recitals, CLMSD and LACOSAN agree that Exhibit "G" is hereby added to the above referenced Agreement to correctly depict the land areas referred to in the original Exhibits E & F and the contractual terms are fully applicable to same, just as if said Exhibit "G" had been originally made a part of the September 12, 1995 Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

D. W. Merriman
Chairman, Board of Directors
LACOSAN

ATTEST: Kelly F. Cox
Clerk to the Board
of Supervisors

By:

APPROVED AS TO FORM:

CAMERON L. REEVES
County Counsel

Chairman, CLMSD #1

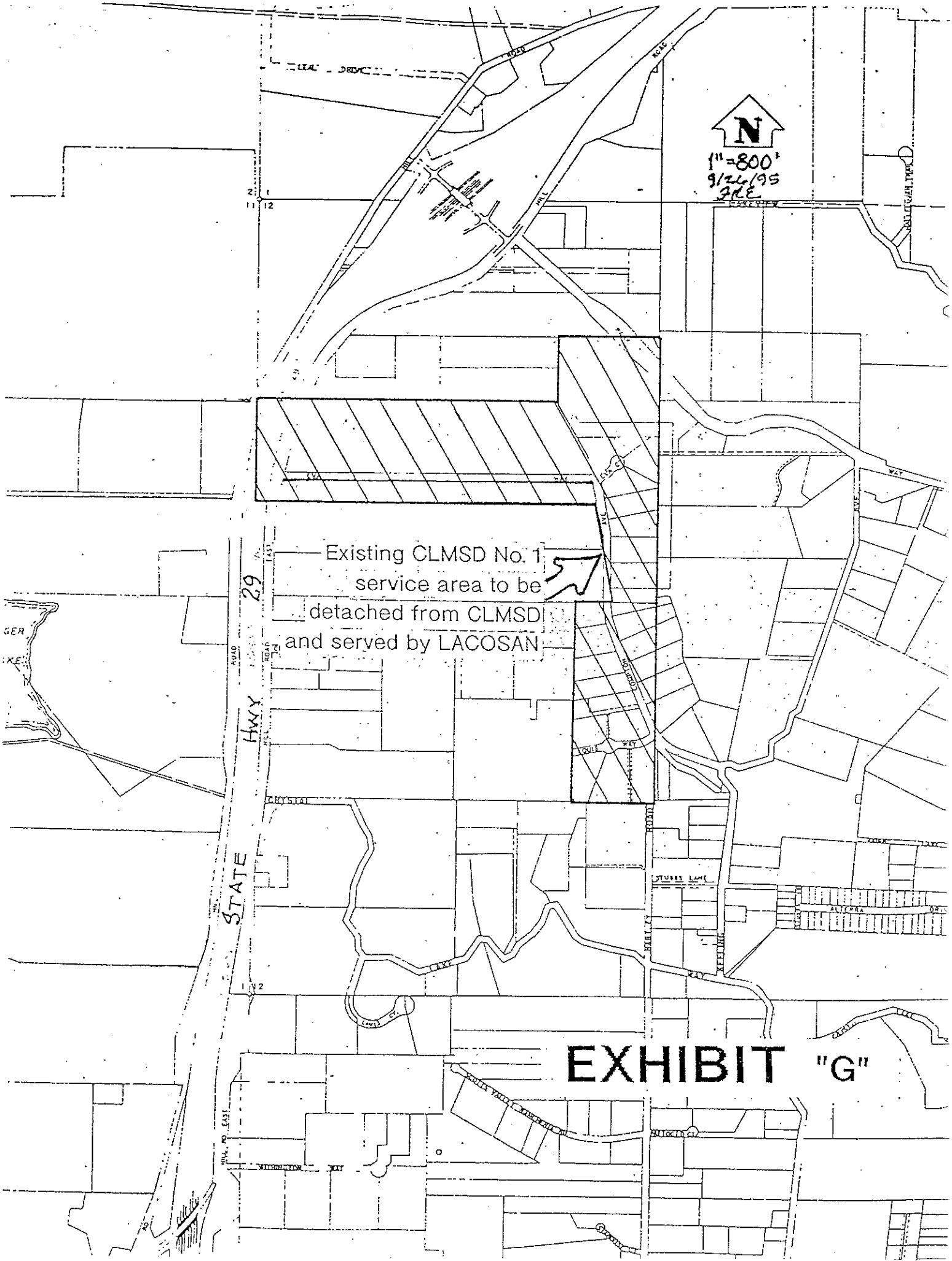
ATTEST: Janel M. Chapman
City Clerk

By: Janel M. Chapman

APPROVED AS TO FORM:

STEVEN J. BROOKES
City Attorney

BOARD OF SUPERVISORS
LAKE COUNTY, CAL


N
1" = 800'
9/26/95
JRE
Existing CLMSD No. 1
service area to be
detached from CLMSD
and served by LACOSAN
STATE HWY 29
EXHIBIT "G"

THE WITHIN INSTRUMENT IS A CORRECT COP
OF THE ORIGINAL ON FILE IN THIS OFFICE.

ATTEST: Barbara J. Barsot, Deputy

CITY CLERK AND EX OFFICIO CLERK OF TH
CITY COUNCIL OF THE CITY OF LAKEPORT
STATE OF CALIFORNIA.

AGREEMENT
Between
CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT
and
LAKE COUNTY SANITATION DISTRICT
REGARDING MUTUALLY PROVIDED SEWER SERVICES FOR THE NORTH LAKEPORT AREA AND THE UNINCORPORATED SOUTH LAKEPORT AREA

THIS Agreement is entered into on this 12th day of September, 1995 by and between the CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT, hereinafter referred to as 'CLMSD' and the LAKE COUNTY SANITATION DISTRICT, hereinafter referred to as 'LACOSAN'.

WITNESSETH

WHEREAS, LACOSAN owns and operates a regional sewage collection, transport, treatment, storage and disposal facility known as the Northwest Regional facility; and

WHEREAS, CLMSD owns and operates a regional sewage collection, transport, treatment, storage and disposal facility known as the City of Lakeport Regional Facility; and

WHEREAS, LACOSAN has been accepting and treating sewage flows from the northern portion of CLMSD since about January 1978; and

WHEREAS, CLMSD desires to have LACOSAN continue to receive and treat sewage flows from a northern portion of its service area; and

WHEREAS, CLMSD owns sewage collection and transport facilities that serve the Unincorporated South Lakeport Area including Assessment District 9-1, Assessment District 9-3 and 16 parcels of land on the Big Valley Indian Rancheria; and

WHEREAS, CLMSD has been accepting and treating sewage flows from the Unincorporated South Lakeport Area since about December 1985; and

WHEREAS, previous Agreements between CLMSD and LACOSAN dated December 11, 1984, February 3, 1986, and December 11, 1975 provide for the mutual acceptance and treatment of sewage flows to/from CLMSD and LACOSAN.

WHEREAS, LACOSAN desires to have CLMSD continue to receive and treat sewage flows from the Unincorporated South Lakeport Area.

NOW, THEREFORE, BASED ON THE ABOVE RECITALS, CLMSD AND LACOSAN AGREE AS FOLLOWS:

I. IN REGARD TO THE LACOSAN SEWAGE FLOWS COMING FROM THE UNINCORPORATED SOUTH LAKEPORT AREA GOING TO CLMSD:

1. CLMSD agrees to accept and treat sewage flows from Assessment District 9-1, Assessment District 9-3 and the 16 parcels on the Big Valley Indian Rancheria as shown on Exhibits "A" "B" and "C" respectively and which are attached hereto and made a part of this agreement. LACOSAN agrees that no sewage connections will be made to any parcels referred to above until all applicable capacity expansion fees have been paid.

2. LACOSAN agrees to furnish and install, at a mutually acceptable location, a flow measuring and recording device to accurately measure and record the sewage flows originating in the LACOSAN service areas. The flow measuring and recording device shall be operated and maintained by LACOSAN.

   A portion of LACOSAN'S service area contributes flow in the area served by CLMSD. An estimate of LACOSAN'S flows entering CLMSD'S service area downstream from the LACOSAN flow measurement and recording device will be estimated and the quantity agreed upon between LACOSAN and CLMSD. Downstream flow measuring and recording devices located in the CLMSD service area shall be operated and maintained by CLMSD.

   The measurement of the sewage flow rates and volumes shall be by methods, and at locations, mutually acceptable to both parties.

3. It is agreed that in the event of CLMSD'S annexation of any portion of the LACOSAN'S service area, that CLMSD shall relocate, at its expense, the flow measuring and recording device to the new interface between CLMSD and LACOSAN service areas. Said device shall be placed at a mutually agreeable location.

4. LACOSAN agrees to monitor and take steps to insure the sewage flows from each of the 16 Rancheria parcels shown on Exhibit "C" do not exceed the flows from an average single family dwelling. The sewage flow from an average single family dwelling is established as 210 gallons per day for the purposes of this Agreement.

5. LACOSAN agrees to pay CLMSD the proportionate costs of operation, replacement and maintenance of that portion of the CLMSD collection system, force mains, pump stations, treatment and disposal facilities as shown below.

Facility	Basis for LACOSAN Share of Total Operation, Maintenance and Replacement Costs
Lakeport Boulevard Pump Station	Prorata percentage based on flow measurements
Larrecou Lane Pump Station	Prorata percentage based on flow measurements
Linda Lane Pump Station	Prorata percentage based on flow measurements
Collection System and Force Mains That Carry LACOSAN Flows	Prorata percentage based on flow measurements
Treatment and Disposal Facility	Prorata percentage based on flow measurements

The proportionate costs shall be based on the percentage of flows from LACOSAN and said payment shall be made on a quarterly basis.

All one time expenditures which amount to a total aggregate cost of more than $5000.00 to LACOSAN in any single budget year shall require prior approval by LACOSAN.

6. LACOSAN agrees to pay CLMSD the proportionate share of CLMSD'S administrative costs (less costs of customer billing) for the sewage transport, treatment and disposal facilities on the basis of LACOSAN flow compared to the total CLMSD flows and said payment shall be made on a quarterly basis.

7. LACOSAN agrees to collect and pay to CLMSD the CLMSD capacity Expansion Fees as the services in the south Lakeport area, as shown on Exhibits "A", "B" and "C", are connected to the sewage collection system. Said fees shall be paid to CLMSD at the end of the quarter in which the expansion fees are collected.

8. LACOSAN'S average dry weather sewage flows from the South Lakeport area as shown on exhibits "A", "B" and "C" shall not exceed 99,000 gpd during the term of this Agreement.

9. LACOSAN agrees that it will discharge only "domestic sewage" into CLMSD'S facility and such sewage shall have an organic strength of no more than 300 mg/L of biochemical oxygen demand (B.O.D.); except, that industrial sewage may be discharged at increased rates to be established by negotiation and agreement between the parties hereto.

10. This agreement supersedes all previous agreements regarding the acceptance, treatment and disposal of sewage flows from LACOSAN by the CLMSD facilities. Those agreements dated December 11, 1984 and February 3, 1986 and all amendments thereto and any previous practice or understanding between the parties shall be null and void.

II. IN REGARD TO THE CLMSD FLOWS FROM THE NORTH LAKEPORT AREA GOING TO LACOSAN;

1. LACOSAN agrees to accept and treat CLMSD sewage flows from the portion of CLMSD shown in Exhibit "D", or as amended in the future.

2. CLMSD agrees to continue to divert sewage flows to the south from the Ashe Street pump station in accordance with the Amended Agreement between CLMSD and LACOSAN dated March 8, 1994, until such time that the agreement is no longer in effect. The allocation of new connections approved by the Central Valley Regional Water Quality Control Board shall be as specified in the Memorandum of Understanding between CLMSD and LACOSAN executed on March 22, 1994 with the understanding that HECs (RUEs) assigned to CLMSD in that MOU shall be assigned to the area shown in Exhibit "D" for distribtuion between CLMSD and LACOSAN in the manner described below.

   After this Agreement is executed, the available RUEs remaining for the area, shown in Exhibit "D" shall be split on a 50 percent for CLMSD and 50 percent for LACOSAN basis. 50 percent shall be available for the CLMSD service area shown on Exhibit "E" and 50 percent shall be available for the new LACOSAN service area shown on Exhibit "F. LACOSAN and CLMSD agree that, in the event that either agency exhausts the RUEs made available by the Regional Water Quality Control Board and by the CLMSD/LACOSAN MOU, either of the agencies having available RUEs shall share them on an as needed basis with the other agency. The limit of such sharing by the donor agency shall be no more than 50% of the RUEs available at the time the receiving agency has exhausted its RUE allocation except that the donor agency may agree to share additional RUEs at its sole discretion.

3. Capacity expansion fees collected within the CLMSD area served by LACOSAN shall be paid to LACOSAN at the end of the quarter in which the expansion fees are collected; the sewage capacity expansion fees in the CLMSD area served by LACOSAN shall be an amount equivalent to the expansion fees in the other areas served by the LACOSAN Northwest facilities.

4. CLMSD agrees to furnish and install, at a mutually acceptable location, a flow measuring and recording device to accurately measure and record the sewage flows originating in the CLMSD north service area. The flow measuring and recording device shall be operated and maintained by CLMSD.

A portion of CLMSD'S flows enter the sewer main downstream from the flow measurement and recording device and will be estimated and the quantity agreed upon between LACOSAN and CLMSD. Downstream flow measuring and recording devices located in the LACOSAN service area shall be operated and maintained by LACOSAN.

The measurement of sewage flow rates and volumes shall be by methods, and at locations, mutually acceptable to both parties.

5. CLMSD agrees to pay LACOSAN the proportionate costs for the operation, replacement and maintenance of that portion of the LACOSAN collection system, force mains, pump stations, treatment facilities and disposal facilities as shown below:

Facility	Basis for CLMSD share of Total Operation Maintenance and Replacement Costs
Crystal Lake Way Pump Station	Prorata percentage based on flow measurements
Parkway Pump Station (PS#2)	Prorata percentage based on flow measurements
Rocky Point Pump Station	Prorata percentage based on flow measurements
Lafferty Lane Pump Station	Prorata percentage based on flow measurements
Collection System and Force Mains That Carry CLMSD Flows	Prorata percentage based on flow measurements
Treatment and Disposal Facility	Prorata percentage based on flow measurements

The proportionate costs shall be based on the percentage of flows from CLMSD and said payment shall be made on a quarterly basis.

All one time expenditures which amount to a total aggregate cost of more than $5000.00 to CLMSD in any single budget year shall require prior approval by CLMSD.

6. CLMSD agrees to pay LACOSAN the proportionate share of LACOSAN'S administrative costs (less costs of customer billing) for the sewage transport, treatment and disposal facilities on the basis of CLMSD flow compared to the total LACOSAN flows and said payment shall be made on a quarterly basis.

7. CLMSD and LACOSAN agree to modify their respective North Lakeport service areas to the new boundaries shown in Exhibit "E". At such time

that said boundaries are modified, all the applicable provisions of this agreement shall remain in full force and effect. Any annexation/detachment (reorganization) costs required for said boundary adjustment shall be paid by CLMSD. At such time as the annexation/detachment (reorganization) is complete, LACOSAN shall bill for, and retain the revenues from, sewer service charges collected within the new service area annexed by LACOSAN as shown in Exhibit "F".

8. CLMSD agrees to reimburse LACOSAN for a portion of the sewer expansion fees previously collected by CLMSD in the area shown in Exhibit "F". Said reimbursement shall be in the amount of One Hundred Ninety Five Thousand Dollars ($195,000). Said $195,000 shall be paid within ninety (90) days of the date of execution of this Agreement.

9. This agreement supersedes all previous agreements regarding the acceptance, treatment and disposal of sewage flows from CLMSD by the LACOSAN Northwest facilities. That Agreement dated December 11, 1975, all amendments thereto and any previous practices or understanding between the parties shall be null and void.

10. CLMSD's average dry weather flow from the area shown on Exhibit "E" shall not exceed 312,000 gpd during the term of this agreement.

11. CLMSD agrees that it will discharge only "domestic sewage" into LACOSAN's facility and such sewage shall have an organic strength of no more than 300 mg/l of biochemical oxygen demand (B.O.D.); except that industrial sewage may be discharged at increased rates to be established by negotiation and agreement between the parties hereto.

III. PROVISIONS COMMON TO BOTH AREAS AND BOTH PARTIES

1. CLMSD and LACOSAN agree that the financial responsibility for the construction, repair and/or replacement of facilities within LACOSAN and CLMSD service areas shall be as follows:

   A. Construction of new facilities for expansion/additional capacity.

      1. Both CLMSD and LACOSAN shall be financially responsible for prorata shares of the costs of facilities needed to provide additional capacity for sewage flows that will originate in their respective service areas. Payment for said costs shall be provided by a method suitable to both parties.

   B. Maintenance, Replacement and Repair of existing facilities.

      1. Within the LACOSAN service area, CLMSD shall pay a prorata share of the maintenance, replacement and repair costs for facilities that accommodate flows from CLMSD.

2. Within the CLMSD service area, LACOSAN shall pay a prorata share of the maintenance, repair and replacement costs for facilities that accommodate flows from LACOSAN.

Prior to expending any monies for expansion, maintenance, replacement or repair projects which would require reimbursement from the other party in an aggregate amount in excess of $5,000 in any single budget year, both parties agree to reconcile the amount of said reimbursement, to establish the method of payment, and to establish a schedule to identify the anticipated expenditure of funds.

2. The term of this agreement shall be twenty-five (25) years from the date of execution by both parties.

3. This Agreement shall inure to the benefit of, and be binding upon the successors and assigns of, the respective parties hereto.

4. This Agreement shall not be modified, changed or terminated unilaterally by the LACOSAN or the CLMSD; any changes of any type shall require the written consent and agreement of both parties.

BOARD OF SUPERVISORS LAKE COUNTY, CAL

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

Chairman, Board of Directors
LACOSAN

Chairman, CLMSD #1

ATTEST: KELLY F. COX
Clerk to the Board of
Supervisors

By:

ATTEST: JANEL M. CHAPMAN
City Clerk

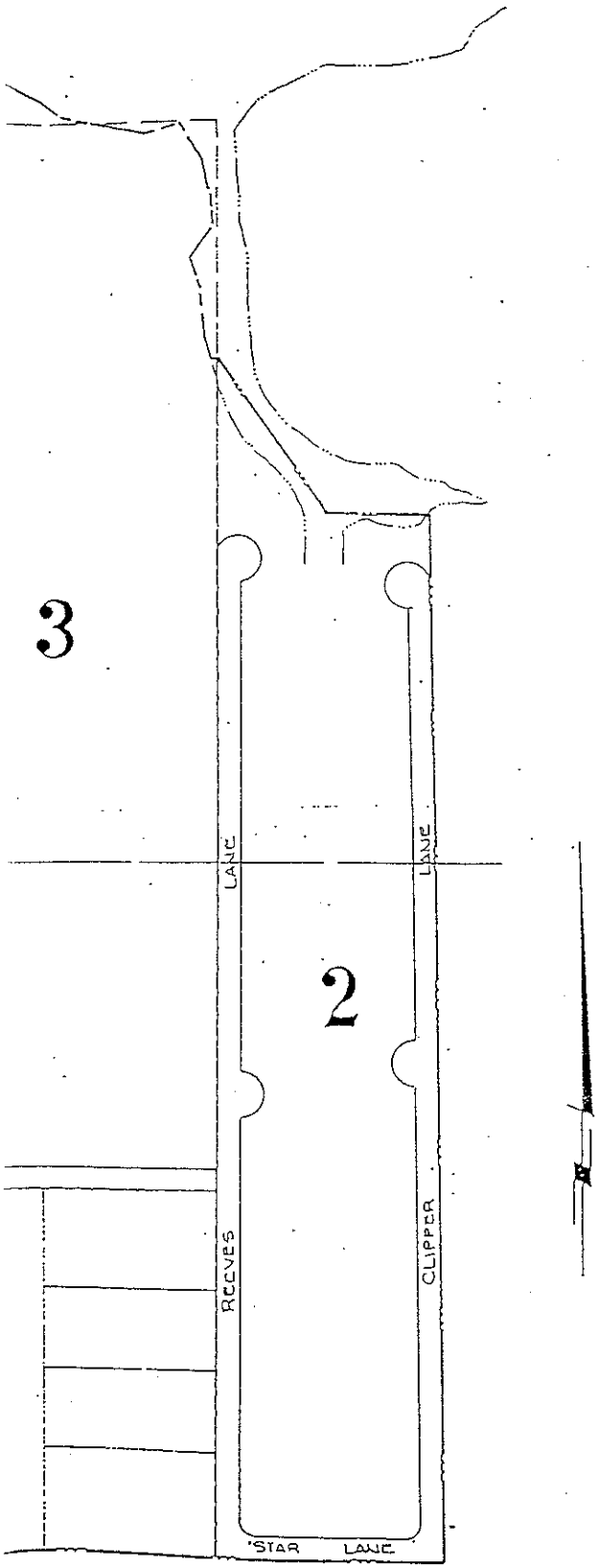
By:

APPROVED AS TO FORM:

CAMERON L. REEVES
County Counsel

APPROVED AS TO FORM:

STEVEN J. BROOKES
City Attorney



AN ASSESSMENT WAS LEVIED BY THE BOARD OF DIRECTORS OF LAKE COUNTY SANITATION DISTRICT, LAKE COUNTY, CALIFORNIA, ON THE LOTS, PIECES AND PARCELS OF LAND SHOWN ON THIS ASSESSMENT DIAGRAM. SAID ASSESSMENT WAS LEVIED ON THE 30th DAY OF OCTOBER, 1984. REFERENCE IS MADE TO THE ASSESSMENT ROLL RECORDED IN THE OFFICE OF THE DISTRICT ENGINEER FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND SHOWN ON THIS ASSESSMENT DIAGRAM.

Lois R. Hesterberg
CLERK OF THE BOARD OF DIRECTORS
LAKE COUNTY SANITATION DISTRICT
LAKE COUNTY, CALIFORNIA

FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF DIRECTORS OF THE LAKE COUNTY SANITATION DISTRICT, LAKE COUNTY, CALIFORNIA THIS 1st DAY OF [illegible], 19[illegible].

[illegible]
CLERK OF THE BOARD OF DIRECTORS
LAKE COUNTY SANITATION DISTRICT
LAKE COUNTY, CALIFORNIA

FILED IN THE OFFICE OF THE COUNTY SURVEYOR THIS 2nd DAY OF NOVEMBER, 1984.

EUGENE P. COLLINS
COUNTY SURVEYOR
BY: Carl W. Hudel
DEPUTY

RECORDED IN THE OFFICE OF THE DISTRICT ENGINEER OF THE COUNTY OF LAKE, STATE OF CALIFORNIA, THIS 2nd DAY OF NOVEMBER, 1984.

G.R.-S.L.
DISTRICT ENGINEER
LAKE COUNTY, CALIFORNIA

FILED THIS 2ND DAY OF NOVEMBER, 1984, AT THE HOUR OF 2:34 O'CLOCK P. M. IN BOOK 11 OF MAPS OF ASSESSMENT DISTRICTS AT PAGE(S) 23-27 INCL., IN THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF LAKE, STATE OF CALIFORNIA.

FILE NO.: 17549

FEE: No Fee

LOIS R. HESTERBERG
COUNTY RECORDER
LAKE COUNTY, CALIFORNIA
BY: Sandra R. Thompson
DEPUTY

ASSESSMENT DIAGRAM
OF
ASSESSMENT DISTRICT NO. 9-1
LAKE COUNTY SANITATION DISTRICT

COUNTY OF LAKE STATE OF CALIFORNIA

GILLETT-HARRIS-DURANCEAU & ASSOCIATES
YUBA CITY, CALIFORNIA

EXHIBIT "A"

Job No. 8068

SHEET 1 OF 5

11 A.D.2

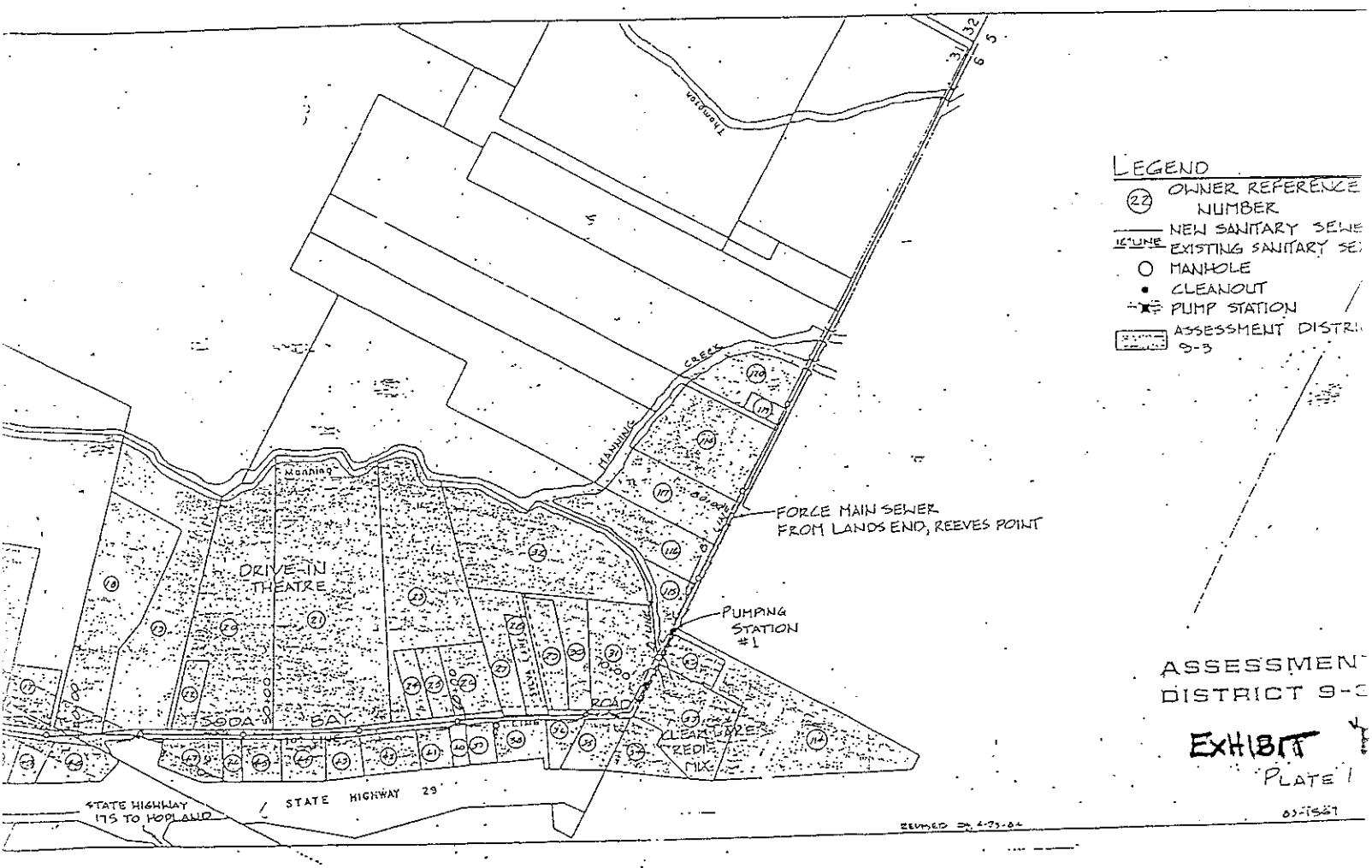
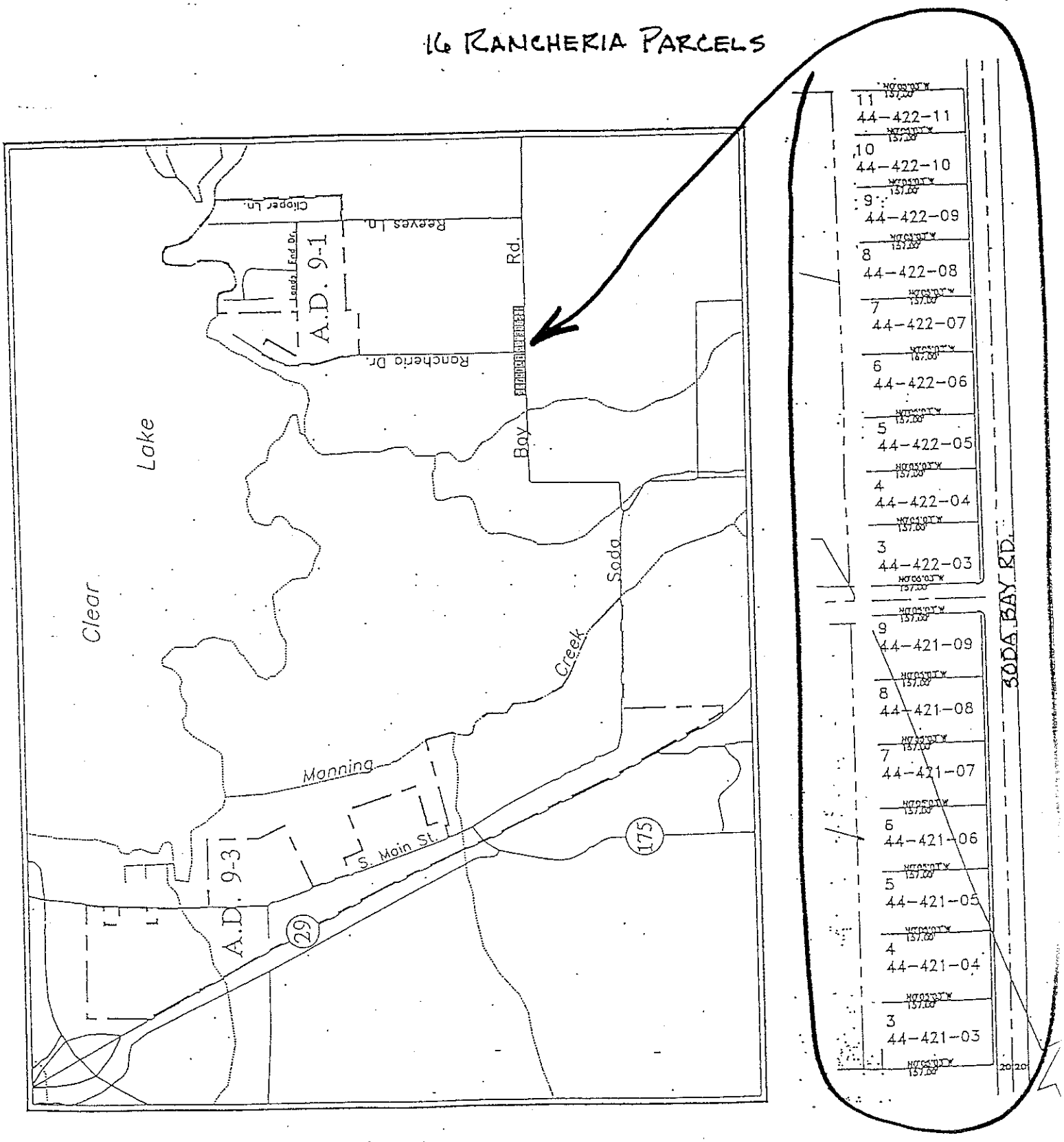

LEGEND
OWNER REFERENCE NUMBER
NEW SANITARY SEWE
EXISTING SANITARY SE
MANHOLE
CLEANOUT
PUMP STATION
ASSESSMENT DISTRI
9-3
FORCE MAIN SEWER FROM LANDS END, REEVES POINT
PUMPING STATION #1
DRIVE-IN THEATRE
SODA BAY
ROAD
CLEAR LAKE REDI MIX
STATE HIGHWAY 175 TO HOPLAND
STATE HIGHWAY 29
Manning
Thompson
CREEK
ASSESSMENT DISTRICT 9-3
EXHIBIT
PLATE 1

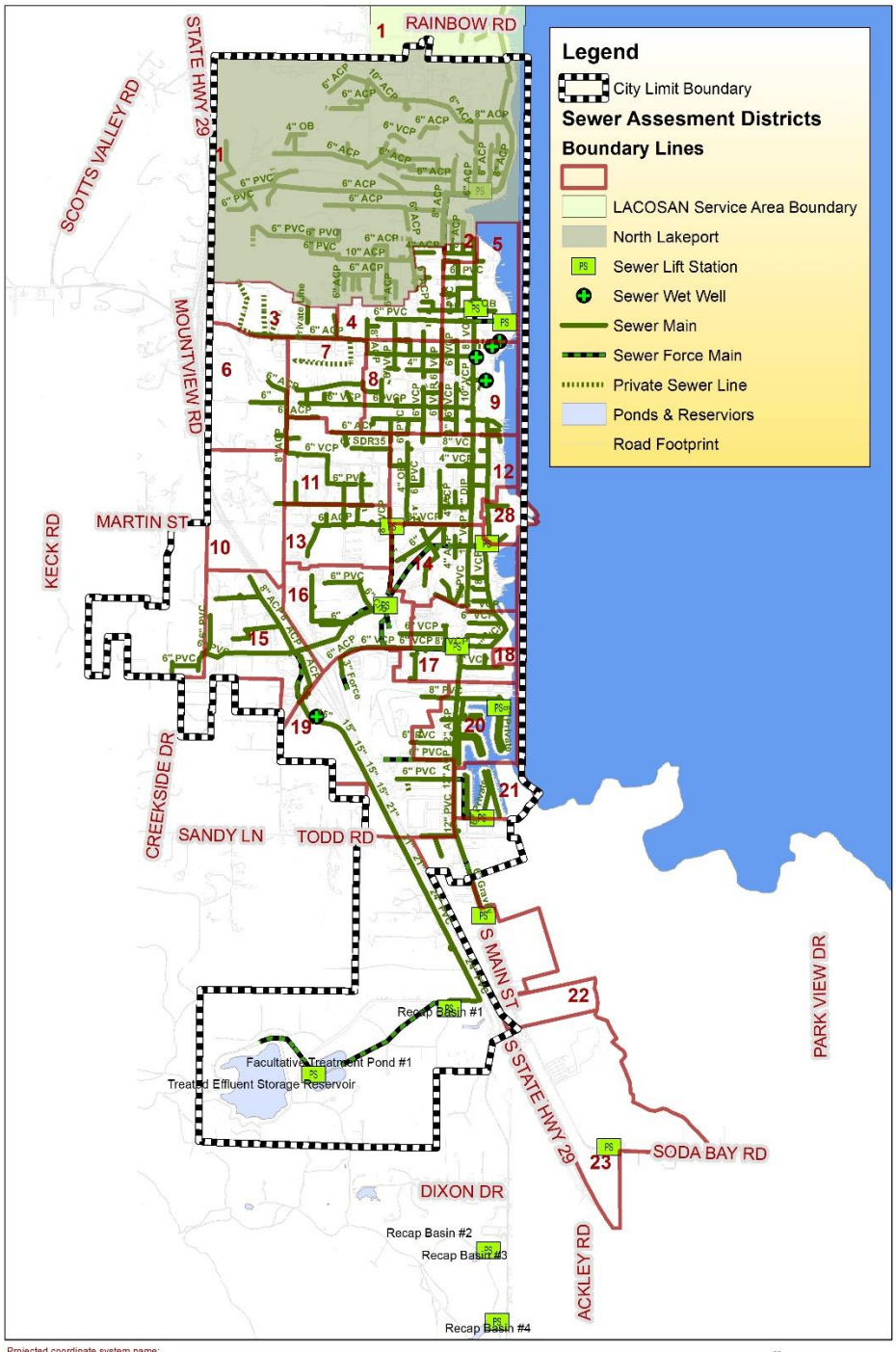
EXHIBIT "C"

16 RANCHERIA PARCELS



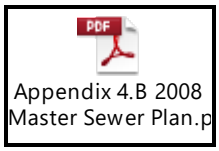
APPENDIX 4

Appendix 4.A: Collection System Map



Appendix 4.B: 2008 Master Sewer Plan

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Due to the document size (approx. 140 pages), only the Cover Pages, Table of Contents and Summary and Recommendations sections of Appendix 4.B (2008 Master Sewer Plan) is attached to hard copies of the SSMP document. See City's website for electronic copy of the entire document: Link to 2008 Master Sewer Plan*

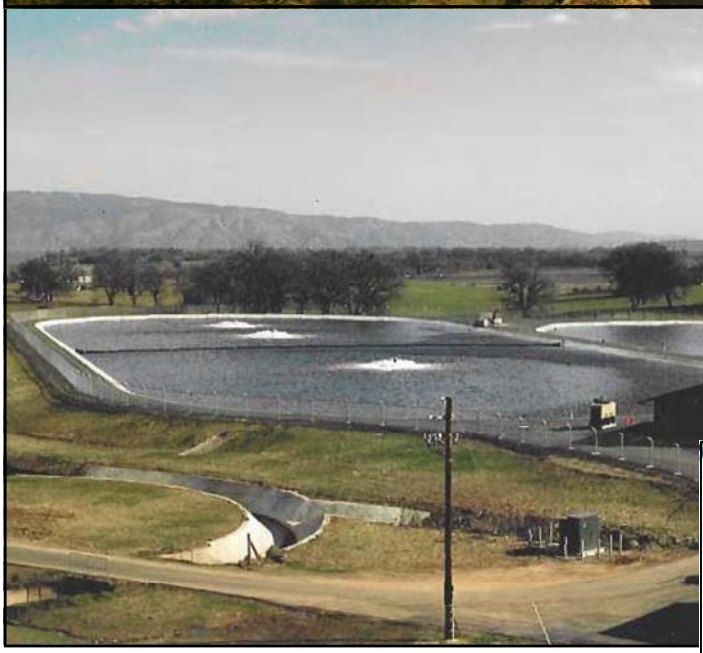
Appendix 4.B

CITY OF LAKEPORT

2008 MASTER SEWER PLAN

JUNE 2008









PACE
CIVIL, INC.
REDDING, CA 96001

CITY OF LAKEPORT

2008 MASTER SEWER PLAN

FOR

CITY OF LAKEPORT

225 Park Street
Lakeport, CA 95453

JUNE 2008

Job No. 523.23

PACE
CIVIL, INC.
REDDING, CALIFORNIA

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SUMMARY AND RECOMMENDATIONS

SUMMARY

Development of this Master Plan consisted of an engineering analysis of the Lakeport wastewater trunk system, lift stations, and treatment plant and what effects, current and future, wastewater flow conditions would have on each of these components. The wastewater collection system was analyzed using the H_2OMAP Sewer by MWHSoft computer program for wastewater flow determination and pipeline sizing. The analysis of the sewer system and treatment plant was accomplished with the cooperation and review of the City's Planners and Public Work's personnel.

Wastewater Collection System: The existing City of Lakeport wastewater collection system is shown on Plate 1. The City collection system consists of about 135,400 feet of collector sewer mains and 13,500 feet of interceptor sewers.

Based on current estimated peak wet weather conditions, it appears that the majority of the existing collection system has, in general, adequate capacity. However, several sewer segments within the existing collection system currently show some signs of moderate to severe surcharging during peak rain events and require further consideration for corrective action in order to increase sewer capacity (i.e., Main Street Sewer, 10th Street Sewer, etc.).

Portions of the existing City sewers are up to 60 years old and some of the collection system is made from clay pipe with cement mortar joints. Although the City has done significant infiltration and inflow (I&I) mitigation (i.e., video inspections, grout sealing, and replacement etc.) over the last 10 to 15 years, flows at the treatment plant can increase by seven times the average dry weather flows (ADWF) during peak rain events. Consequently, there is a significant I&I flow component that increases the wastewater flows at the City's treatment plant from an ADWF of about 0.38-million-gallons per day (MGD) during the summer to peak wet weather flows (PWWF) in excess of 2.8 MGD.

Sewage Lift Stations: There are presently nine public operated sewage lift stations in the City: Martin Street, Clearlake Avenue, Lakeshore Boulevard, Rose Street, C Street, Lakeport Boulevard, Lake County Lift Station No. 12, Lerrecou Lane, and Linda Lane Lift Stations. The Lake County Lift Station No. 12 is operated by the Lake County Sanitary District, but it discharges into the Lakeport collection system. The Lakeshore Boulevard Lift Station is the City's newest lift station and it discharges sewage into the Lake County Sanitary District collection system for treatment at the county treatment facilities.

The Clearlake Avenue Lift Station is a small lift station that is located within the flood plain of Clearlake. The small size of this lift station makes it difficult to access and it appears that some of the concrete manhole walls are showing signs of degradation (i.e., exposed aggregate) The station's wet well sits in the middle of Clearlake Avenue and is difficult to enter by City Utility Operators during routine maintenance. Additionally, the station's pumps and piping are antiquated and in need of replacement.

The Martin Street Lift Station wet well hatch needs rehabilitation due to corrosion. In addition, the hydraulic analysis suggests that the effective capacity (i.e., one sewage pump not operating) of this lift station may be deficient in the future due to estimated peak sewage flows.

Intermittent odor issues at the Linda Lane lift station have been noted by City personnel in the past and anticipated growth near this lift station in the future may exasperate this problem.

Effective monitoring and control of the major lift stations within the Lakeport collection system have been limited by the existing phone based communication alarm system and the lack of remote data acquisition.

Wastewater Treatment Plant: Based on the treatment plant water balance that was calculated for this Master Plan, it appears that the current Lakeport Wastewater Treatment Plant has an existing ADWF capacity of approximately 0.51 MGD. The design PWWF capacity of the plant is estimated at 3.0 MGD. The ADWF capacity is based on the treatment plants ability to store

and dispose of the annual effluent volume generated by Lakeport. Over the last 4 to 5 years, the summer ADWF has been estimated to be about 0.38 MGD. This is estimated to be about 75 percent of the current 100-year annual capacity of the effluent irrigation and storage facilities at the plant. Based on recent historical plant flows and the City's ongoing I&I reduction program, the estimated peak flow at the plant is roughly 2.8 MGD.

FUTURE SEWAGE FLOWS

The number of residential unit equivalents (RUEs) within the Master Plan study area is estimated to approximately 2,600. Based on the City's current general plan and proposed developments submitted to the City's planning department, it is estimated that over the next 20 years there will be a 1.1 percent growth rate equating to approximately 630 RUEs added to the City's wastewater collection system. Of these future RUEs, about 520 RUEs would be added to the City's main sewer area that is currently being served by the Lakeport treatment plant. This would result in an ADWF at the treatment plant of roughly 0.48 MGD at year 2028.

Existing and future I&I allowances were determined from analysis of recent flow-monitoring data and treatment plant wet weather flows. Although every effort has been made to assign reasonable I&I allowance values within the wastewater system, the flow-monitoring data was limited to only two negligible rain events in January 2008. **It is imperative that the City continue its flow-monitoring program in order to confirm that these estimated I&I allowances are valid.**

ANALYSIS AND RECOMMENDED IMPROVEMENTS

After reviewing the existing wastewater system deficiencies under current conditions, the wastewater collection system was analyzed under 2028 conditions. The primary improvement requirements defined by this analysis are as follows:

1. The City should focus its comprehensive I&I reduction program within the I&I target areas that was defined during wet weather monitoring in January 2008. The first stage of the program would involve having City crews continue to investigate and identify I&I sources within these target area. The second stage would involve rehabilitation and repair. The City's I&I staff should continue the flow-monitoring program that was developed as part of this Master Plan study in order to provide reliable data for verification of the estimated flows, as well as provide flow information needed for evaluating the ongoing I&I reduction program.

2. Parallel or replace existing sewers in order to relieve current or impending surcharging and possible blockages and; provide sufficient sewer capacity for the projected 20-year conditions. In some areas where I&I flows are extremely high or the sewers are in poor condition or where there is not enough room to install parallel sewers, it may be necessary to replace existing sections of sewer instead of adding a parallel relief sewer.
3. Renovate existing lift stations that are inefficient and are considered to have operational deficiencies.
4. Modify and improve the City's Wastewater Treatment Plant facilities in order to increase PWWF capacity of the chlorine contact pipeline to 3.4 MGD. Repair the aeration basin dikes and remove sludge to restore capacity. Replace the gas chlorine system with a hypochlorite system to increase safety at the plant and the surrounding areas.

Infiltration and Inflow Control: The proposed Master Plan assumes future I&I reductions will be made in the next 10 to 20 years. The flow projections developed for this Master Plan are based on the City achieving a net decrease in current I&I of about 0.94 MGD over the next

20 years. Phase 1 of this reduction program would be a continuation of the City's I&I reduction efforts focused within the I&I Target Areas shown on Plate 2. It would involve video inspection of sewers, mains, and laterals, as well as manhole inspections and inventory, smoke testing, and analysis of collected data. Emphasis should be placed on those areas nearest to the lake where flooding occurs over the public and private collection system. Once sewer defects are identified within the system, the repair and rehabilitation stage would be implemented. The repair and rehabilitation stage would involve such things as grout sealing, lining, and replacement of leaking sewers and laterals, and manhole repair or replacement. The estimated cost for addressing I&I in the Target Areas is approximately $1,976,000 and would have the potential for reducing about 0.9 MGD of existing I&I from the sewer system.

Sewer System Improvements: Analysis of the existing sewer trunk system indicates that the majority of the system has adequate capacity for the next 20 years, given the City's growth rate of 1.1 percent and provided that the City's I&I mitigation efforts continue. However, the analysis and past observations by City staff show that some sewer segments of the existing sewer along Main Street from 10th Street to C Street are at capacity during peak wet weather conditions. It is recommended that some of these Main Street sewer segments be replaced or paralleled with new sewer segments within the next 5 to 10 years starting with the 8-inch sewer between 6th Street and 10th Street. The analysis also suggests that existing segments of 8-inch sewers along 10th Street and Lakeshore Boulevard (see Plate 2) may also reach capacity during peak wet weather conditions and may experience surcharging. The analysis recommends that these segments be paralleled with 8-inch sewers.

Existing sewers along Martin Street, Russell Street, and Berry Street appear to have moderate surcharging during current peak flows. The City's I&I reduction efforts should reduce flows through these sewers and diminish surcharging. It is recommended that the City perform further wet weather monitoring of these sewers. If it is determined that significant surcharging is occurring in these sewers, paralleling of these pipelines needs to be performed over the next 20 years. Other improvements include the replacement of the Clearlake Avenue Lift Station and improving the lift stations communication data acquisition systems.

Potential As Developed (AD) trunk sewers and lift stations are also shown on Plate 2 for the currently undeveloped Southern Development Area (SDA). The SDA is a speculative development that may involve the construction of over 1,500 single family households. A significant portion of the SDA encompasses converting the City's existing treatment plant into a golf course. These AD sewers are not included in the general sewer improvement category because they would normally be constructed as development occurs.

Wastewater Treatment Plant: The water balance that was created for this Master Plan suggests that the current effluent reservoir and irrigation deposal system at the treatment plant has an effective capacity to treat 0.51 MGD ADWF during a 100-year annual rain event. Based on this, the City's continued I&I reduction efforts, and a 1.1 percent growth rate, it appears the effluent reservoir and disposal facilities at the treatment plant have capacity for at least the next 20 years.

Recommended Improvements at the treatment plant would include the repair of the aeration basin slopes over the next 10 years. This repair is meant to correct erosion of the aeration basin earthen slopes and will require that during alternate years, each aeration basin be taken out of service and dried so that additional slope protection can be installed. Concurrently, it is recommended that while the aeration basins are out of service the City remove the accumulated sludge that has been collecting at the bottom of the ponds. This sludge, estimated at between 12 and 24 inches deep, diminishes the effective volume of these basins. It is suggested that this sludge could be dried on site; and then either applied on City land, or disposed of at an approved landfill.

The existing 16- to 48-inch chlorine contact pipe has a peak contact time of around 30 minutes at 3.0 MGD. Currently, it is estimated that peak flows at the plant are roughly 2.8 MGD however, growth over the next 20 years will probably increase peak flows to 3.3 to 3.4 MGD based on the City continuing to implement an aggressive I&I reduction program. Therefore, in order to re-establish the maximum volume within the chlorine contact pipe, the City should have the pipeline inspected and if it is determined that significant sediment has collected, have the pipeline cleaned. Ultimately, additional capacity will be needed in the chlorine contact pipeline

and it is proposed that a parallel 20-inch pipeline be constructed within the next 10 to 20 years to keep up with future peak flows.

Finally, the California Accidental Release Prevention Program (CALARP) has been implemented by the Lake County Environmental Health Department, requiring that the City prepare and submit a Risk Management Plan for all City facilities that use chlorine gas for disinfection. The CALARP Program was established in California to prevent accidental releases of those substances determined to potentially pose the greatest risk of immediate harm to the public and the environment. Although the City has had an excellent safety record in handling chlorine gas at their treatment plant, it is evident that the use of large quantities of chlorine gas near residential developments is coming under closer scrutiny at the County, State, and Federal level. Given this increased level of County involvement, and the safety of City workers and the public, Lake County Environmental Health Department has requested that the City evaluate its chlorine handling processes at the treatment plant and consider replacing the gas disinfection processes, in the near future, with a safer method of disinfection (e.g., sodium hypochlorite). In order to accommodate this goal, it is recommended that within the next 5 years the City consider switching from chlorine gas to a hypochlorite system at the treatment plant.

Master Plan Key Elements and Costs: The total cost for all sewer system general improvements (i.e., I&I Reduction Programs, upgrading existing collection system and lift stations, and future treatment plant improvements) is approximately $5,006,000 of which about $1,087,000 is needed in the next 5 years. The Master Plan of Improvements needed to correct existing sewer system deficiencies and to provide anticipated future capacity for 20-year development is shown on Plate 2 and Figure 2 at the end of this report. Plate 2 includes the sizes of future AD sewers needed to serve the outlying areas. A summary of the costs and recommended staging of sewer system and treatment plant improvements is shown in Table 14.

Table 14 along with Plate 2 and Figure 2 are in essence, the 2008 Master Sewer Plan. The sewer improvements shown in this Master Plan, and their proposed construction periods, are based on the computer model developed for the trunk sewer system and observed sewer deficiencies. As indicated hereinbefore, the I&I rates used in this model are based on limited flow-monitoring

information. Consequently, it is recommended that the City continue to pursue wet weather I&I monitoring before major expenditures are made on sewer capacity increases. The future improvement design process should include additional wet weather studies to confirm upstream I&I rates. In general, no inadequately sized sewer should be replaced or paralleled with a new relief sewer until it is either demonstrated that overflows or lateral flooding is imminent under very wet weather conditions or the sewer is shown to be poorly constructed and there is a potential for sewer blockage. Since the computer model only flags trunk sewers that are inadequately sized by normal standards with moderate surcharge taken into account, it is quite possible that some of the proposed sewer construction can be postponed by allowing greater surcharges to occur. Such sewers will require more constant monitoring during wet weather periods. Also, it is possible that subsequent flow measurements during very wet weather periods will show that some of the sewers improvements flagged for construction may be unnecessary if future I&I rates are actually lower than these Master Plan estimates. Because of the potential for postponement of some sewer construction and elimination of others shown in the Master Plan, it is likely that the construction costs in the long term may be lower than listed in the expenditure forecast.

The projected improvement costs for the Master Plan are as follows:

Time Period	I&I Reduction Program	General Gravity Sewer System Improvements	Wastewater Treatment Plant Improvements	Total
2008-2013 Near Term	$450,000	$262,000	$405,000	$1,117,000
2013 -2018 Intermediate Term	$564,000	$1,660,000	$200,000	$2,424,000
2018 -2028 to Long Term	$962,000	$333,000	$170,000	$1,465,000
GRAND TOTAL				$5,006,000

These figures are based on June 2008 dollars and do not include any allowance for inflation or financing costs.

The conceptual location and size of the new trunk sewers that will be needed to serve future developments are also shown on Plate 2, although they are not listed in Table 14 as general improvements. The City may want to consider contributing to the cost of oversizing sewers in

new developments, where such sewers are necessary for service to an area larger than just that development. This policy could lead to an orderly expansion of the sewer system in the future.

It is recommended that the City review this Master Plan report carefully, and if in agreement, that it be adopted as the City of Lakeport Master Sewer Plan, with any corrections or supplements as may be applicable.

Appendix 4.C: Equipment Inventory List

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 4.C is attached on the following page.*

City of Lakeport
Sewer Division
Tools and Equipment Inventory List

Description	Number	Comments
Vacuum Trucks	2	Newest Vactor truck purchased 2015
Rodding Truck	1	
Service Vehicles	3	
Emergency Trailer	1	
Shoring Trailer	1	Used for deep trenches
Dump Truck 5 yard	2	
Dump Truck 10 yard	1	
Backhoe	1	
Sewer Van	1	Carries sewer snake and video equipment capable of inspecting lines from 4” to 24”
Video Camera	2	Used for laterals
6” pump	1	Corporation Yard
2” Pump	2	Corporation Yard
1 ½ ” Pump	1	Corporation Yard
Generators	3	Corporation Yard
Snake Machine	2	Standby vehicle
Smoke Machine	1	Corporation Yard
Spill Control Rubber Dam	10	Placed inside service van and sewer vehicles
Spill Control Rubber Mat	10	Placed inside service van and sewer vehicles
Gas Detector	2	Corporation Yard/Sewer Office
Confined Space Equipment		Tripod, winches, harnesses @ Utility 2-bay garage
Disinfectant & Backpack Sprayer	1	Placed inside service van
PPE (gloves, eyewear, coveralls, etc.)		Placed inside service van and sewer vehicles
SSO Emergency Response Plan	5	SSOERP includes spill response plan, SSO investigation and reporting forms, contact lists, etc. Copies in all Sewer service vehicles and at Compliance Officer office.

Appendix 4.D: Maintenance Cleaning Schedule & Lift Station Checklist

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 4.D is attached on the following pages.*

Appendix 4.D

City of Lakeport
Sewer Main Line & Lift Station
Cleaning Schedule

Updated February 2018

Starting Location	Manhole #	Destination	Manhole #	Pipe Size/Material	Frequency	Notes
Main Lines						
Fifth & Park St	H 17-07	50' North	EOL	8" PEP liner	Quarterly	Use wart hog
Fifth & Park St	H 17-07	245' southeast / Fifth St restrooms	EOL 145' past H 17-08	6" ACP; 4" ACP past H 17-08	Quarterly	Use wart hog
Fourth & Park St	H 17-16	240' north	H 17-07	8" PEP liner	Quarterly	Use wart hog
Fourth & Park St	H 17-16	190' east	H 17-17	6" PVC	Quarterly	Use wart hog
Third & Park St	H 17-20	260' north	H 17-16	8" PEP liner	Quarterly	
Third & Park St	H 17-20	60' west – just past PP C/O	N/A	6" PVC	Quarterly	Use wart hog
Second & Park St	H 17-25	325' north	H 17-20	8" PEP liner	Quarterly	Use wart hog
First & Park St	H 18-07	325' north	H 17-25	8" PEP liner	Quarterly	Use wart hog
Willow Point MH Park	H 18-15	450' north	H 18-07	8" PEP liner	Quarterly	Use wart hog; segment includes H 18-14 north side Forbes Creek
C St Lift Station	H 19-15	600' north	H 18-15	8" PEP liner	Quarterly	Use wart hog; segment includes H 19-04
Fourth St	G 17-06	225' west, uphill to EOL CO	N/A	6" ACP	Quarterly	Use wart hog
Twenty Fourth St.	F 11-02	175' east to end of line (EOL)	F 11-01	4" OB	Quarterly	Flush only
Lakeshore Blvd	H12-15	490' west	H12-13	8" ACP	Quarterly	Use wart hog; segment includes H 12-14
20th St & Lakeshore	H 12-13	300' west	H 13-01	8" ACP	Quarterly	Use wart hog; check FOG at M 13-01
Page Dr	F13-06	205' west AND 60' north to EOL	F13-05	6" PVC	Quarterly	Use wart hog
Mellor Dr	G 13-06	460' west	F 13-08	6" PVC	Quarterly	Use 4" PIG @ C/O nest; use wart hog; segment includes F 13-09
Seventeenth & N. High St	H 13-08	60' west on Seventeenth	N/A	6" ACP	Quarterly	Use warthog; Let shop @ 17th & N High know

City of Lakeport
Sewer Main Line & Lift Station
Cleaning Schedule

Updated February 2018

Starting Location	Manhole #	Destination	Manhole #	Pipe Size/Material	Frequency	Notes
Eleventh St	G 15-10	230' north to 10th @ Pool St	G 15-18	8" ACP	Quarterly	Use warthog
Sixth St/N. Main	H 16-14	N. Forbes St	E 16-2	8" ACP	Quarterly	Use wart hog
Lupoyoma Circle (unpaved street)	H20-09	290' north to EOL	N/A	6" ACP	Quarterly	Root cutter & RootX
1279 Craig Ave Quail Run Fitness	E 21-01	Manhole	F 21-02	6" PVC	Quarterly	Flush only
Sewer Lines & Laterals						
390 20th St					Quarterly	TV & Router
265 Hillcrest Dr					Quarterly	C/O on Green St.
285 Hillcrest Dr					Quarterly	C/O on Green St.
430 Hillcrest Dr		Main Line	N/A		Quarterly	flush
224 Via Del Lago: P/L CO	N/A				Quarterly	Lat cleaner
1652 N. Main St					Quarterly	TV & Router
1450 N. High St					Quarterly	Roots- south side of manhole
14th St. manhole	G14-13				Quarterly	TV & Router
230 11th St					Quarterly	Lat cleaner
970 11th St					Quarterly	TV & Router
1005 N. Main St Renee's Café			N/A	6" ACP	Quarterly	FOG issues; cleanout; use warthog, CCTV & record results
Central Park Ave	F 16-01	10' southeast		6" ACP	Quarterly	TV for roots
455, 475 & 485 Ninth St					Quarterly	TV & Router
420 Sixth St	N/A	C/O @ private lateral to main line		4" PVC	Quarterly	Roots in lateral between C/O and main line

City of Lakeport
Sewer Main Line & Lift Station
Cleaning Schedule

Updated February 2018

Starting Location	Manhole #	Destination	Manhole #	Pipe Size/Material	Frequency	Notes
50 3rd St. Park Place Restaurant					Quarterly	FOG issues; cleanout; use warthog CCTV & record results
109 N. Russell St.					Quarterly	TV & Router
568 Spurr St.					Quarterly	TV & Router
550 Martin St.	G 18-13	300' north	G 19-08	8" VCP	Quarterly	Sewer main in Forbes Creek. Issues impact rear house behind 550 Martin St.
1077 Lakeport Blvd McDonalds	F 22-02	85' south to F 22-04; 85' southeast to McDonalds C/O	N/A	6" ACP / 4" ACP after F 22-04	Quarterly	FOG issues; cleanout; use warthog CCTV & record results
Lift Stations						
USE 1 GALLON OF DEGREASER ON ALL LIFT STATIONS AFTER INITIAL CLEANING						
Lakeshore Blvd/Ashe St					Quarterly	
Rose Avenue					**@ SIX WEEKS**	Check for rags
Clearlake Avenue					**@ SIX WEEKS**	Check for rags
C Street					Quarterly	
Martin Street					Quarterly	
Larrecou Lane					Quarterly	
Lakeport Blvd					Quarterly	
Linda Lane					Quarterly	

City of Lakeport
Sewer Lift Station
Inspection Checklist

Instructions:
1. Inspect the areas of the plant site listed below, marking the results in the appropriate box
2. Note any deficiencies or defects in the space provided
3. Forward a completed copy of the inspection to the Utilities Superintendent.

Date of Inspection:		**Plant Site:**	
Department:	**Wastewater**	**Inspected By:**	

General Plant Site:	Good	N/A	Action *Req'd
Check for evidence of unauthorized intrusion or vandalism (graffiti, etc.)	☐	☐	☐
No excessive corrosion	☐	☐	☐
Grounds & immediate surroundings are free of contaminant sources	☐	☐	☐
All paint is in good condition	☐	☐	☐
Plant site is free of trash, weeds and clutter	☐	☐	☐
Generator			
Fuel level adequate	☐	☐	☐
Power fail operational test	☐	☐	☐
Fluid levels	☐	☐	☐

Wet Well	Yes	No	Action *Req'd
Clear of grease and debris?	☐	☐	☐
Floats clear of debris?	☐	☐	☐
High level test/Call out Sequence	☐	☐	☐
Hatch cover closes and locks, key ways are clear of debris and functional	☐	☐	☐

*State action required in comment section.

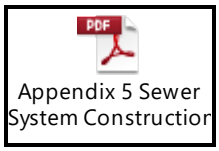
Comment:

Corrections Made:

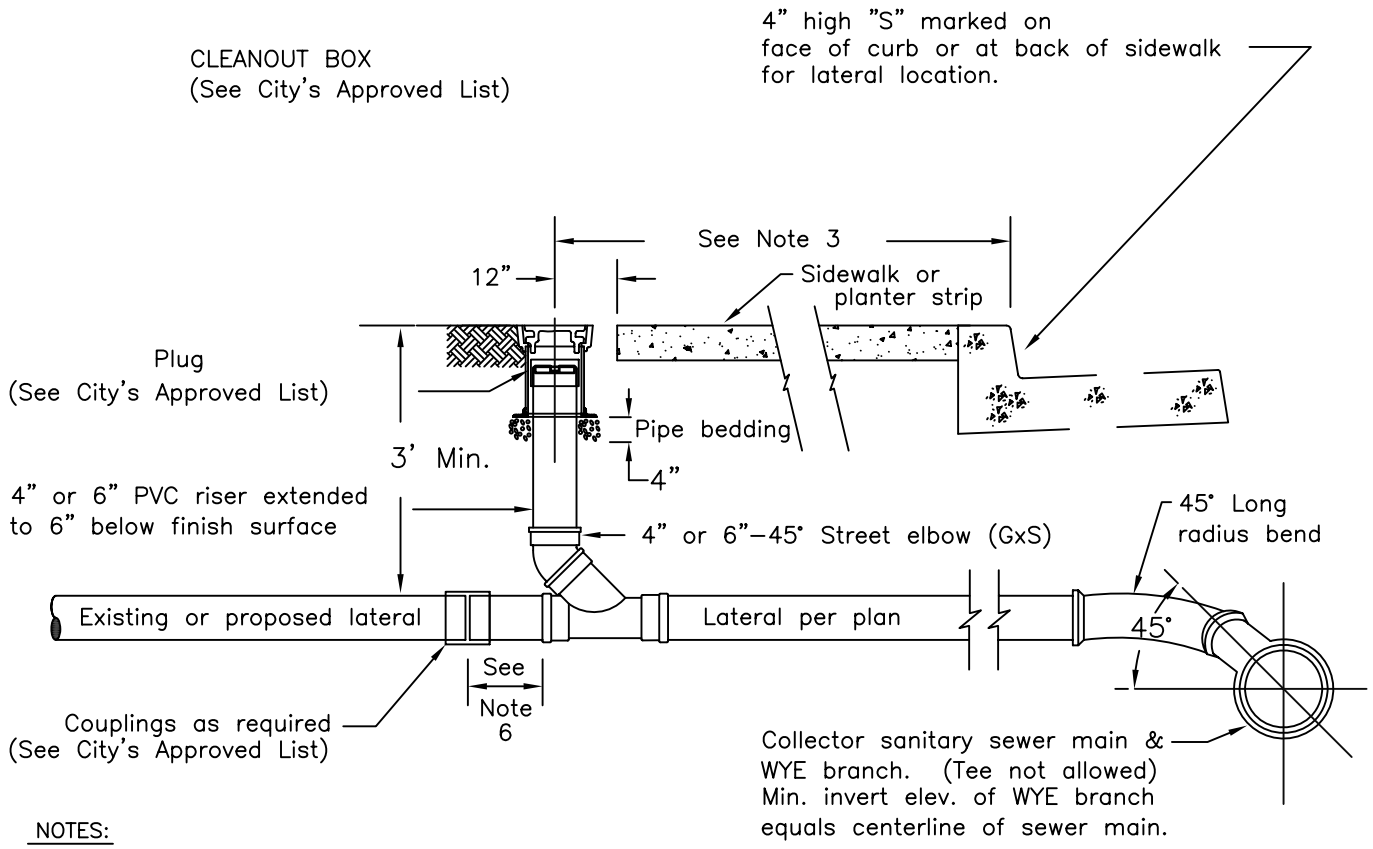
APPENDIX 5

Appendix 5: Adopted Sewer System Design and Construction Standards

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 5 is attached on the following pages.*



NOTES:

1. The sewer service lateral shall be of sufficient depth to adequately serve the building site, and in no case shall be less than 3 FT. deep at the cleanout unless otherwise authorized by the City.

2. Where problems are anticipated in providing sewer service to a given building site, the lateral invert at the cleanout shall be staked by the owner's engineer.

3. Cleanout must be installed within the Public Right of Way or P.U.E. Cleanout to be installed 36" from face of curb. Where service is in driveway, install cleanout 18" behind apron.

4. In cases where the cleanout installation conflicts with existing facilities, the contractor shall verify any alternate location with the City prior to installation.

5. Minimum 2% slope for 4" laterals and a min. 1% slope for 6" laterals are required unless a variance is specifically approved by the City.

6. A minimum of 12" when connecting to existing sewer lateral or extend to 1' behind P.U.E. or sidewalk for new construction.

7. For new construction, install cap or plug at end of service lateral.

8. Lateral material shall be PVC SDR 26 or SDR 35, Ductile Iron pipe.

9. Cleanout components shall be the same size as the lateral.

10. Tap fittings on mains smaller than 12" may only be used under the approval of the City.

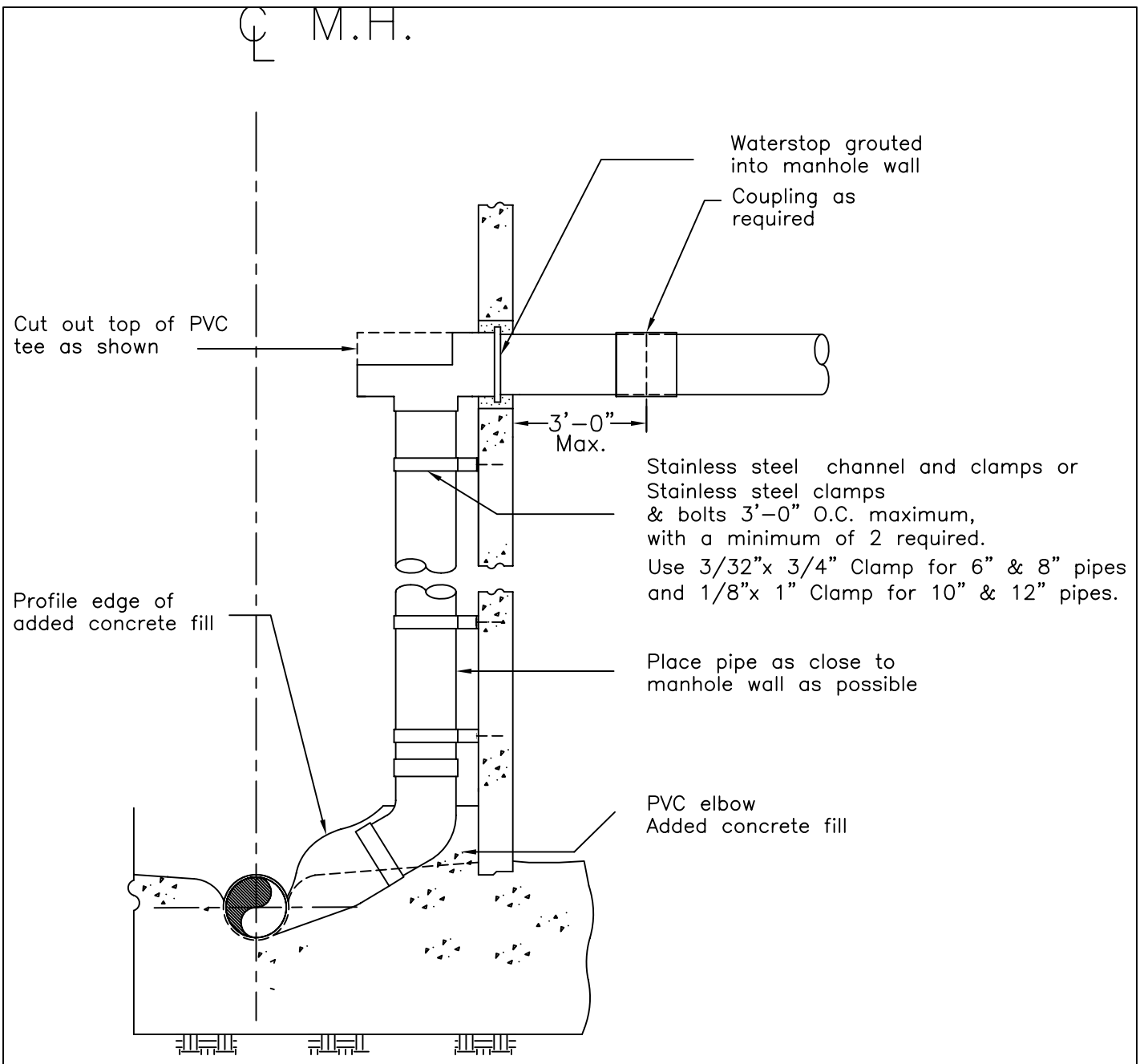
LATERAL CONNECTIONS TO EXISTING MAINS:

Main Size & Material	Connection Type	Couplings
6–10" ACP, PVC	See City's approved list	See City's approved list
6–10" ACP, PVC	See City's approved list	See City's approved list
6–10" PVC, ACP	See City's approved list	See City's approved list
12" and larger	Tap fitting see City's approved list	See City's approved list

City of Lakeport

4" & 6" SEWER SERVICE LATERAL and CLEANOUT

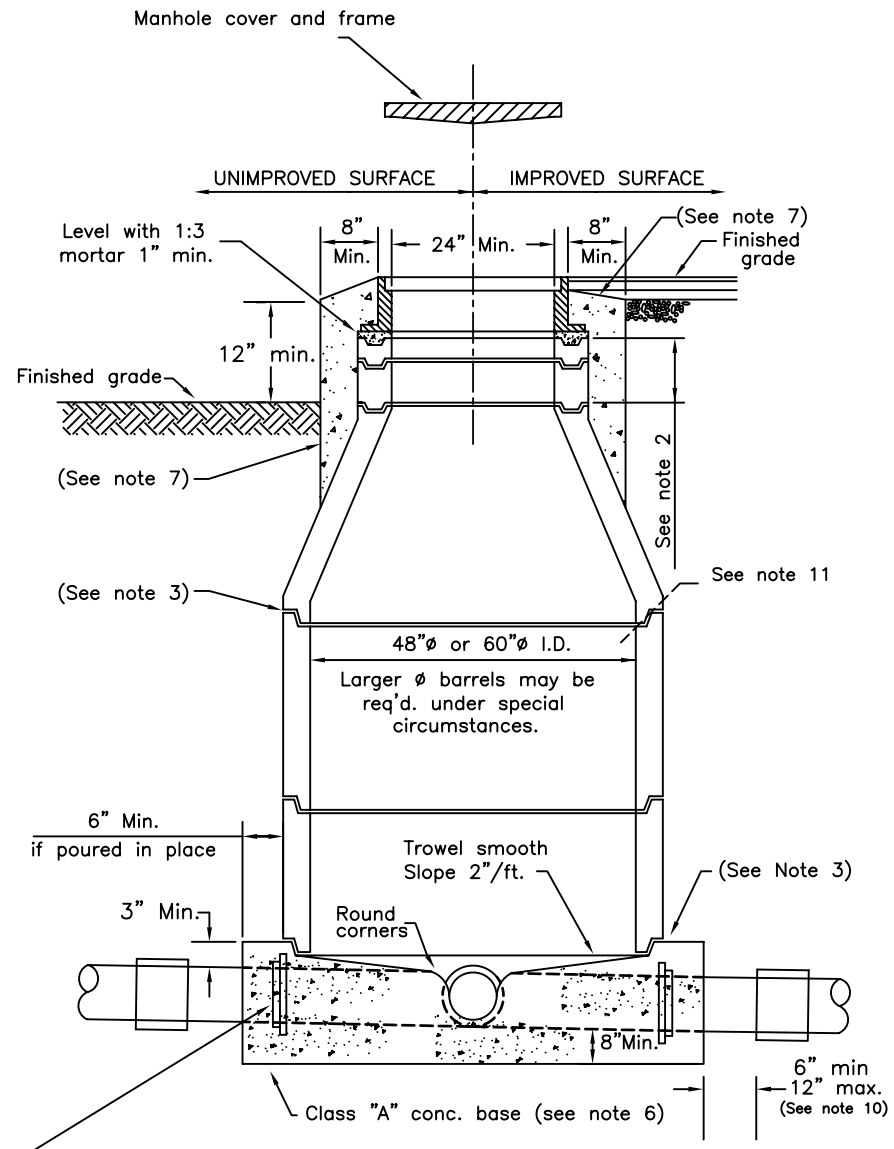
SCALE: NONE	DATE: April 04	
DWN: CHK:	APPROVED MEB	FILE NO.

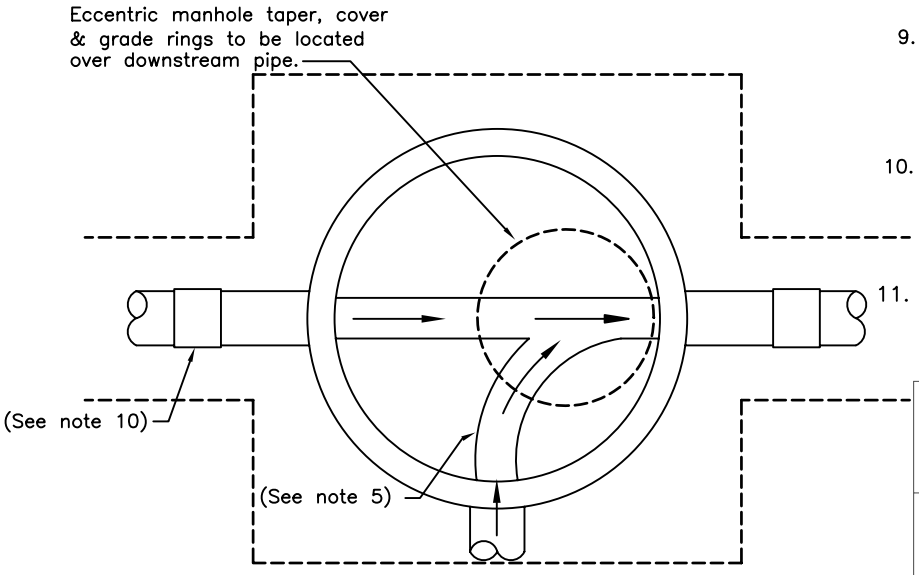


NOTES:

1. Manholes constructed using this standard shall be 60" in diameter and installed in conformance with City Standard. Use 72" MH where there are two drop connections.
2. Enclose elbow in concrete. Form smooth channel with sweep to manhole flowline.
3. Install waterstop in accordance with manufacturer's instructions as shown.
4. PVC pipe and fittings shall have same nominal size and SDR rating as incoming pipes.

City of Lakeport		
INSIDE DROP MANHOLE		
SCALE: NONE		DATE: Jan 2003
DWN: CHK:	MEB APPROVED	FILE NO.





MANHOLE BASE

CHANNELIZATION PLAN AND LOCATION OF ECCENTRIC MANHOLE COVER

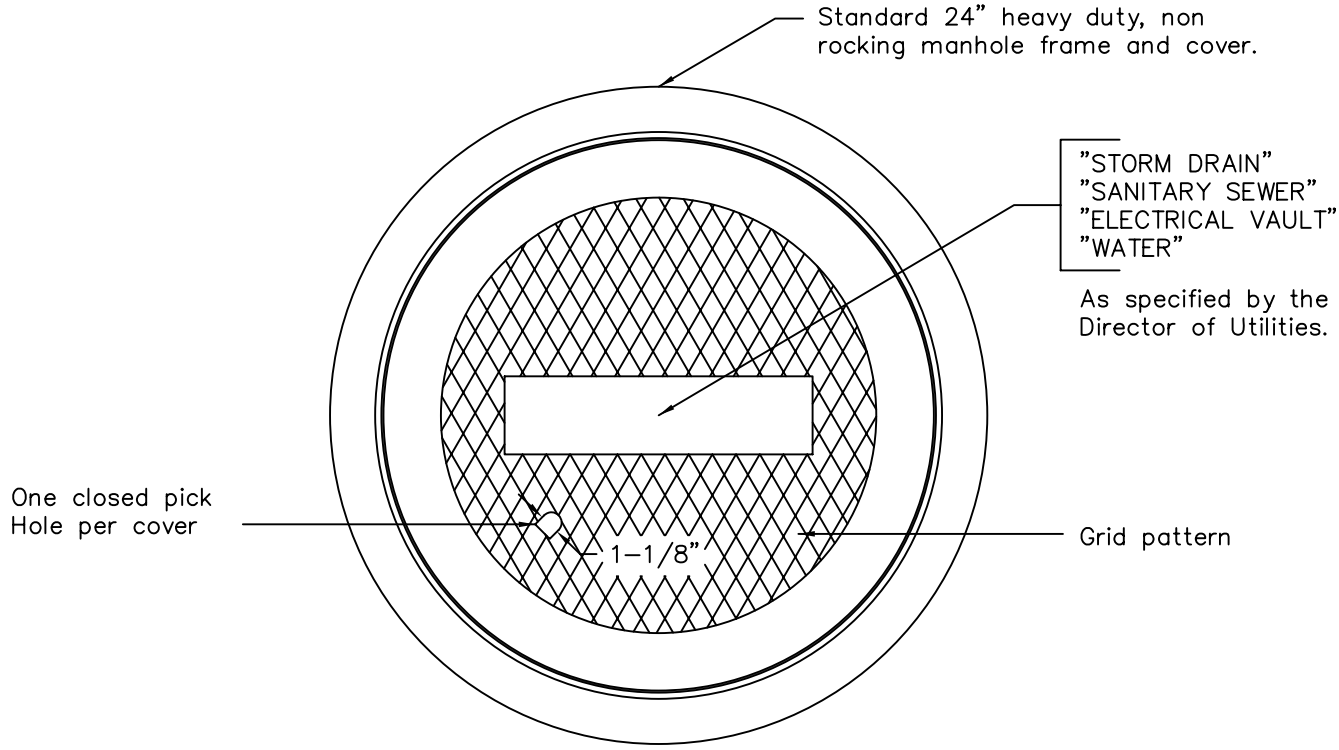
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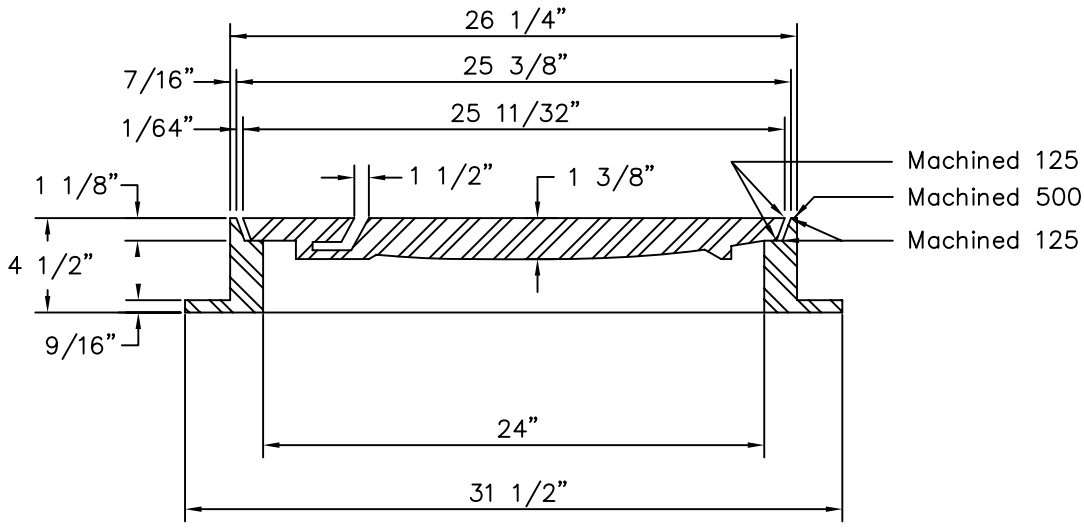
1. When manholes are installed in un-improved areas, the top of the cover shall be a min. of 1 foot above grade.
2. Min. of one 3" grade adjustment ring. Max. height of grade adjustment rings = 20". Alternately, contractor may cast grade adjustment rings in place.
3. Set all barrel sections & taper sections in plastic gasket, Ram-nek or approved alternate. Typical joint use (1) 3/4"x 2-1/2" Ram-nek seal, (2 seals in high water table areas).
4. Cone section (taper) must be concentric for 48"ø manhole or eccentric for 60"ø manhole unless otherwise specified and approved by the City
5. After lower ring section is set, break out top half of pipe flush with inside face of M.H. wall and construct shelf and u-shaped channel. Make elevation changes gradually and directional changes with smooth curves. Slope and size of channels shall match upstream and downstream pipes. Manhole channels with a horizontal change in direction of 30° or more shall have a minimum drop of 0.1' across the manhole or shall match the slope of the pipe, whichever is greater.
6. Poured-in-place base shall be poured full thickness on undisturbed soil. Precast base to be from City approved list and placed on 6" minimum of 3/4" drain rock installed against undisturbed earth.
7. Class "A" conc. collar shall be 2" below finished grade.
8. Standard manhole barrel section per ASTM C478.
9. 48"ø I.D. M.H. to be used for sewer mains less than 18"ø. 60"ø I.D. M.H. to be used for all trunk and collector sewers 18"ø to 48"ø or where drop fittings are used.
10. Flexible pipe coupling is required on all pipe other than SDR 35 PVC pipe. Flex coupling to be installed in mainline trench and out of manhole excavation.
11. 60" Dia. Manholes are required for main lines 18" or larger in Dia.

City of Lakeport

STANDARD PRECAST CONCRETE MANHOLE for SANITARY SEWER

SCALE: NONE		DATE: Jan. 2003
DWN: CHK:	APPROVED	FILE NO.





NOTES:

1. Specify sanitary sewer, storm drain, electrical vault, or water when ordering. All castings shall be dipped in approved ASPHALTUM or BITUMINOUS Paint.

2. All material used in manufacturing shall conform to A.S.T.M. designation A–48 Class 35 B, or of United States Government Specifications QQ1–652b.

3. Minimum weight components: Cover – 130 pounds
   Frame – 135 pounds

4. Bolt down covers are required on all sewer mains located in easements, on school grounds, through parks, and on any trunk sewers larger than 12" in diameter. Coat the bolt threads on the final bolt up with "never cease" or teflon based pipe dope.

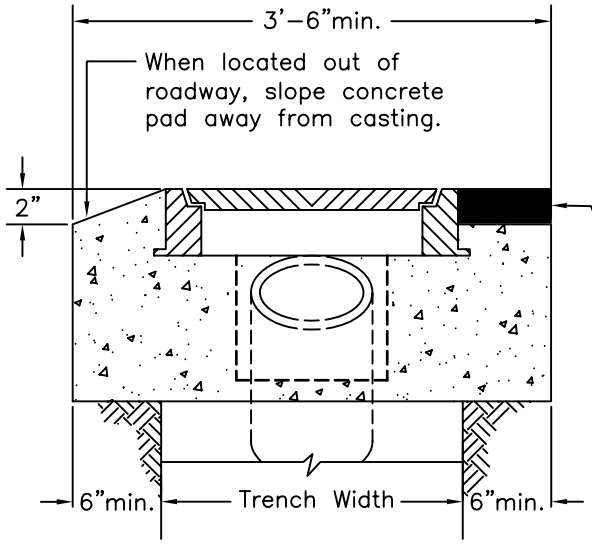
APPROVED MANHOLE FRAME & COVER

See City Approved List

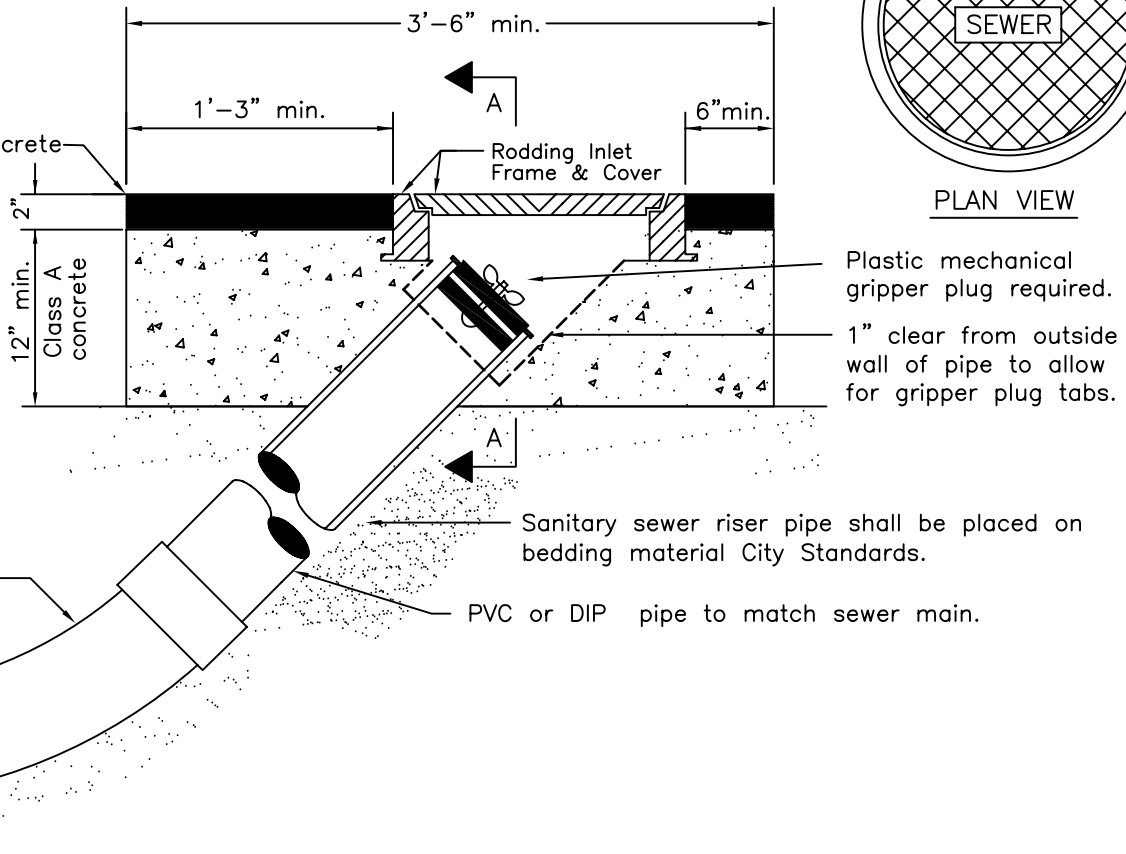
City of Lakeport		
MANHOLE FRAME and COVER		
SCALE: NONE	DATE: Jan 2003	
DWN: CHK:	APPROVED	FILE NO.

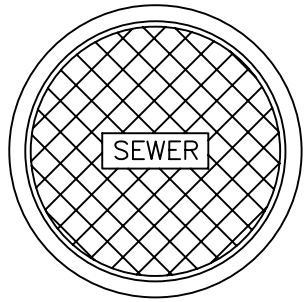
APPROVED FRAME & COVER

See City's Approved List



SECTION A–A

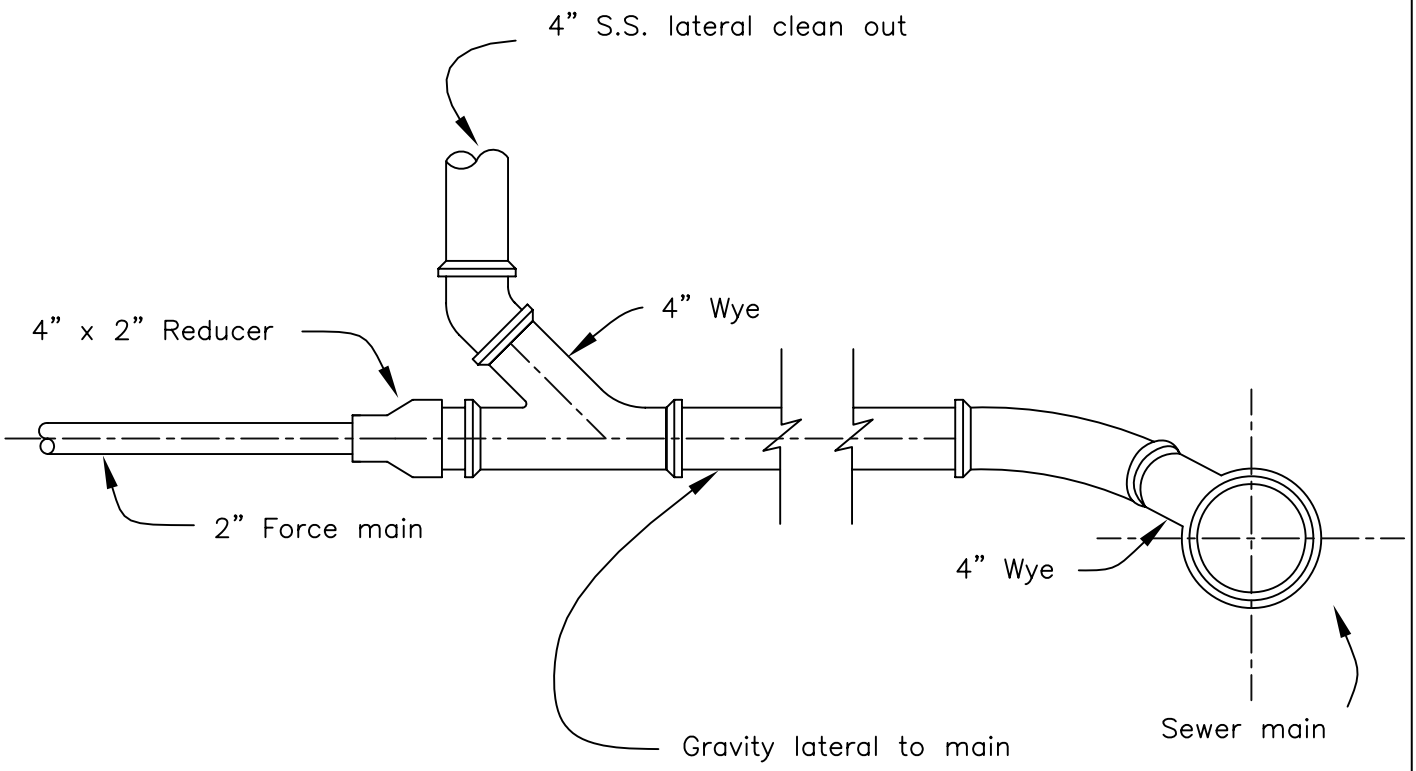




PLAN VIEW

Note: To be used for main sizes 10" or less and where sewer main will not be extended.

DWN: CHK:	SCALE: NONE	*City of Lakeport*
MEB APPROVED	DATE: April 04	RODDING INLET
FILE NO.		

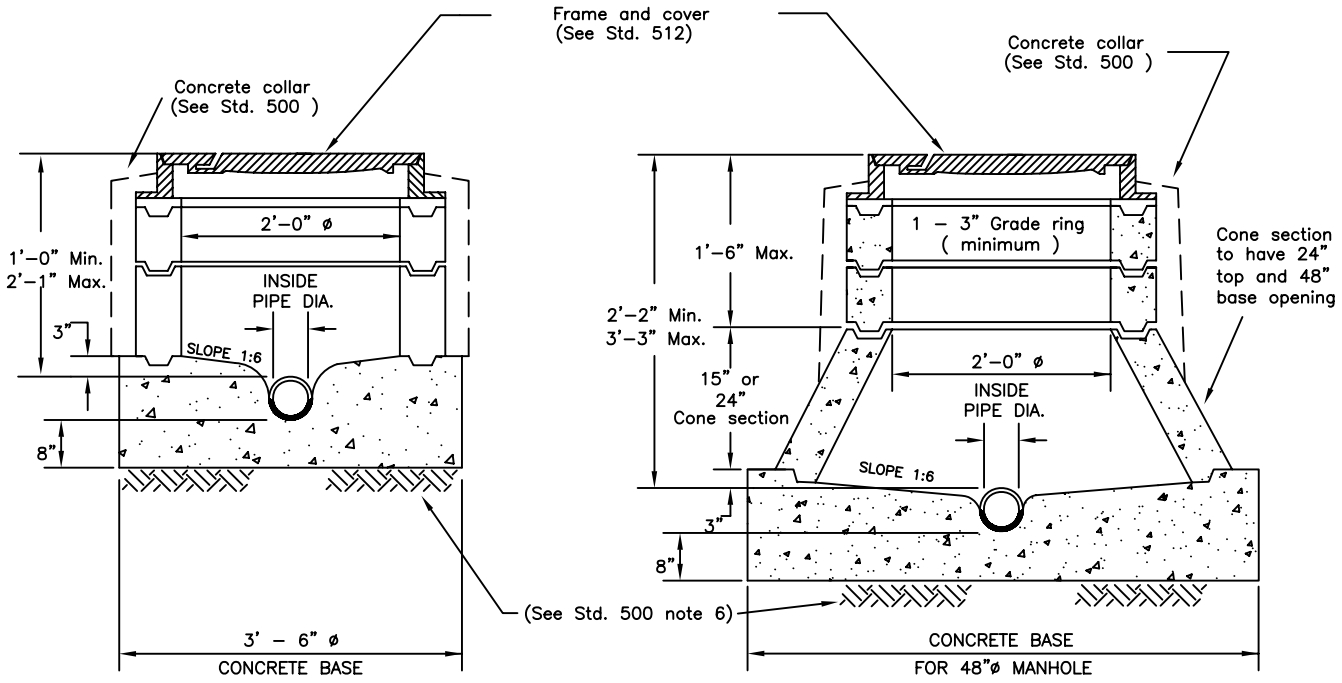


NOTES

1. Must be used for all private sewage lift station discharges. No discharges may be made directly to the collector sewer, trunk sewer, or manhole.

2. Any alternate design must be approved by the City.

City of Lakeport		
DISCHARGE for PRIVATE FORCE MAIN		
SCALE: NONE	DATE:	
DWN: CHK:	APPROVED	FILE NO.



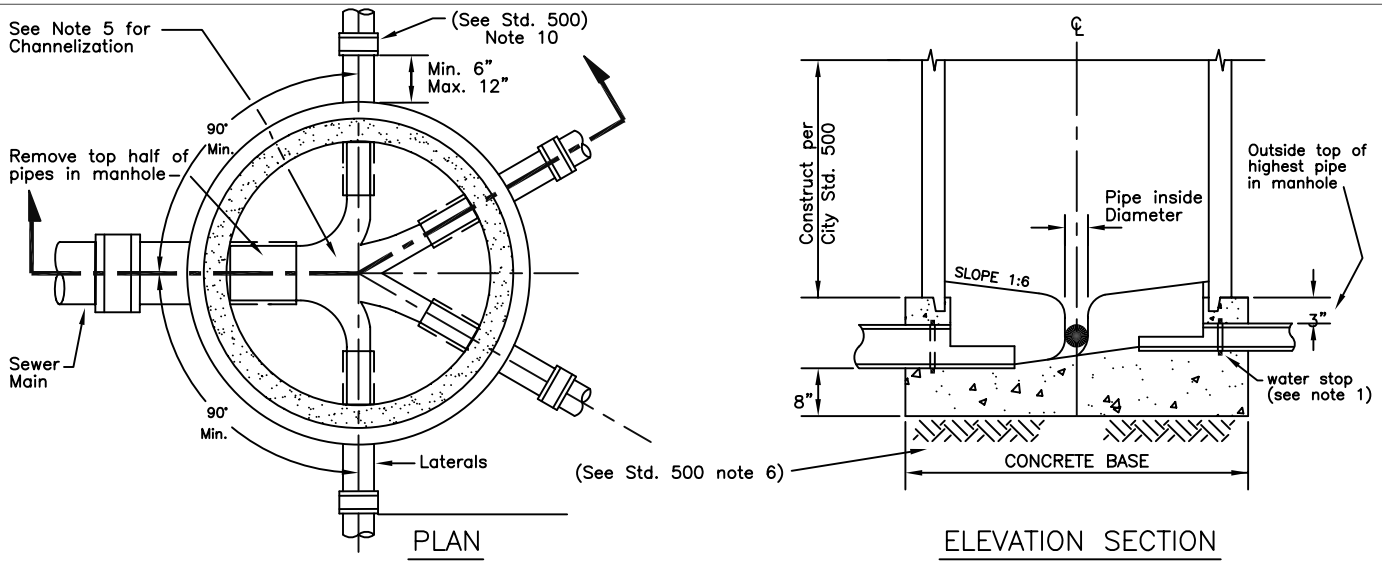
TYPE "A" MANHOLE

TYPE "B" MANHOLE

SHALLOW MANHOLE DETAILS

NOTE – See Std. 500 for typical construction details

NOTE – Type "A" Manhole to be installed only where specifically approved by the Director of Utilities.



PLAN

ELEVATION SECTION

JUNCTION STRUCTURE FOR MULTIPLE LATERALS

NOTES:

1. An approved water stop shall be installed on all pipe entering or leaving a manhole and centered under manhole wall as shown.
2. Generally, the elevations of the top of all pipes entering the manhole base block shall be the same.
3. The maximum number of laterals to be connected to a manhole is (4) four.
4. See Std. 500 for manhole construction details.
5. The channels shall be formed to provide smooth flow through the manhole to the satisfaction of the City Engineer.
6. Channels and laterals through the exterior of the base shall be constructed radially.

City of Lakeport

SHALLOW MANHOLES

JUNCTION STRUCTURES
FOR MULTIPLE LATERALS

SCALE: NONE	DATE: Jan 2003	
DWN:	APPROVED	FILE NO.
CHK:		

APPENDIX 6

Appendix 6.A: SSO Investigation and Reporting Forms

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 6.A is attached on the following pages.*

Appendix 6.B: Hazardous Materials Incident Response Plan

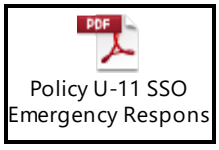
MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 6.B is attached on the following pages.*

Appendix 6.C: Sanitary Sewer Overflow (SSO) Emergency Response Plan

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 6.C is attached on the following pages.*

City of Lakeport

Public Works Department

Utilities Division

Policy U-11

SSO Response Plan

Appendix A

Investigation and Documentation Forms

SSO INVESTIGATION FORM

Caller Summary

SSO ADDRESS: _____

Cross Street: _____

CALLER NAME: _____

CALLER CONTACT #: _____

DATE OF INITIAL CALL: _____

TIME OF INITIAL CALL: _____am pm

EST. TIME SSO STARTED:_____ am pm

Work Summary

REC'VD BY CREW (DATE/ TIME):_____am pm

ARRIVAL TIME: :_____ am pm

_____Called Supervisor _____□ Spoke □ Left message
(Initial) (Sup Initials)

TIME SSO ENDED:_____ am pm

TIME CLEAN-UP FINISHED:_____ am pm

EMPLOYEES: _____

VEHICLES: _____

MATERIALS: _____

Condition Encountered (Describe…):

Customer Cleanout was (circle): Full Empty Non-existent

● **ACTIONS TAKEN (circle): JET VAC CCTV HANDROD SNAKE OTHER:** _____

Order of Steps Taken:

1. 3.
2. 4.

Contained Spill (circle): ALL PORTION NONE

●Restored Flow?: Y N

●SITE CLEANED-UP?: Y N

●SITE DISINFECTED?: Y N

●HEALTH WARNINGS POSTED AT SITE?: Y N

●SIGNS POSTED?: Y N

●BARRICADES PLACED? Y N

●PHOTOS TAKEN? Y N

SSO Details

●SSO DURATION (hrs/min): _____

●EST. SSO RATE (gal/min): _____

●EST. SSO VOLUME (gal): _____

●EST. VOL RECOVERED(gal): _____

●EST. VOL NOT RECOVERED(gal): _____

●FEET CLEANED: _____ main _____ lateral

●RAIN: Y N If Yes Size of Rain Event: _____

●PROPERTY TYPE?: Public Private

●PROPERTY DAMAGE?: Yes No

●SPILL APPEARANCE POINT:

□ Inside Bldg/Struc (location)_____

□ Cleanout on lateral

Lat type: □ Proper c-o □ Imp c-o □ No c-o

Lat loc: □ Front □ Back □ Side

□ Manhole MH# _____

□ Lampost Cleanout LP# _____

□ Other _____

PROBLEM FOUND IN: □ Lateral □ Mainline

UPSMH# _____ DWNMH#_____

PIPE DIA.: _____″ MATERIAL: _____ AGE ____

●PROBLEM (circle):

Blockage (If blockage) ⟶ ●BLOCKAGE FROM:
Broken
Capacity Deficiency
I & I
Unknown

Animal Carcass
Construction Debris
Debris/Grit
Detergent
Grease/FOG
Roots
Solids
Other ____

Further Details:

●FINAL DESTINATION:

Storm Drain System*
Inside Bldg/Structure
Unpaved Surface
Street/Curb/Gutter
Surface Water Impact
Other _____

*If Storm Drain System – Was stormpipe plugged downstream and vacuumed? Y N N/A

●REACH STATE WATERS?: Y N UNK

●EST VOL REACHED STATE WATER: _____gal

●SAMPLES COLLECTED: Y N N/A

SSO SERVICE CALL FORM

When a call is received by a representative of the City of Lakeport regarding an SSO complaint, or when a City representative witnesses a sewage discharge, the following information should be recorded:

Date:_____ Time Call Received:_____ Received By:_____
Caller's Name:_____ Phone #:_____
Caller Address:_____
Location of SSO:_____ X-St. _____
Estimated Time SSO began: _____

NOTE: A City Representative could be any City employee, a police officer or dispatcher, fire fighter, or administrative staff. The Utilities Division is to ensure that all representatives of the City understand the urgency in contacting the Utilities Division directly after receiving an SSO complaint and the importance of collecting contact information and the estimated start of spill time.

SSO - REQUIRED NOTIFICATIONS

SECTION BELOW TO BE COMPLETED BY SUPERINTENDENT OR MANAGEMENT STAFF

If more than 1,000 gallons reached surface waters or are likely to reach waterways: **CALL CAL OES WITHIN 2 HOURS*:** 800-852-7550 * notify CAL OES as soon as notification can be provided without substantially impeding cleanup or other emergency measures, but no later than 2 hours after becoming aware of spill	Initial phone call: PERSON CALLING:_____ DATE & TIME: _____ SPOKE TO: _____ CAL OES #:_____
Call CAL OES back if the information you initially provide them (SSO volume, waterway being impacted, etc) significantly changes from the time of the initial phone call.	Updates to CAL OES, if needed: PERSON CALLING:_____ DATE & TIME: _____
Central Valley Regional Water Quality Control Board (Guy Childs): *916-464-4648*	PERSON CALLING:_____ DATE & TIME: _____ SPOKE TO: _____
Lake County Environmental Health: 707- 263-1164 *night/weekend*: 707-263-2690 LCEH Action Requirements: ☐ Water quality sampling ☐ Sewage Contamination Posting	PERSON CALLING:_____ DATE & TIME: _____ SPOKE TO: _____
Lake County Air Quality Management District: 707- 263-7000	PERSON CALLING:_____ DATE & TIME: _____ SPOKE TO: _____
Enter SSO in CIWQS / Water Boards Online Database ☐ Category 1 (Sanitary sewer system failure with **ANY** discharge that reaches surface water or drainage channel (dry or wet) or to storm drain system and is not fully captured and returned to sewer) ☐ Category 2 (Sanitary sewer system failure with **1,000 gallons or greater** that **do not** reach surface water, a drainage channel, or the storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly) ☐ Category 3 (All other discharges of sewage resulting from a failure of the sanitary sewer system) ☐ PLSD (Private Lateral Sewer Discharge)	DATE & TIME: _____ SSO Event ID #: _____

Optional Notifications

Lake County Office of Emergency Services	☐ (707) 262-4090
California Department of Health Services, Michelle Frederick (Category 1 Spills)	☐ (707) 576-2731
Department of Fish and Game, 24-Hour Dispatch ☐ (916) 358-1300	☐ (916) 445-0045
Department of Fish and Game, Lt. Loran Freeman, Cell ☐ (707) 227-6991	☐ (707) 998-9208

SAMPLING AND PUBLIC POSTINGS: Sampling needed if 50,000 gallons or more reach surface water

Receiving Waters were: ☐ Noticeably Impacted ☐ NOT Noticeably Impacted

Name of waterway where sewage entered water: _____

Waterway was a: ☐ Creek ☐ Channel ☐ Other

Waterway was: ☐ Dry ☐ Ponded ☐ Trickling ☐ Flowing ☐ Gushing

Locations where signs were posted: _____(take pictures) 

Samples taken by:_____ Date & Time: _____

Samples taken: _____ ft upstream &_____ ft downstream of where sewage entered water

Conditions that may have influenced sample results:_____

RE-SAMPLING

Sample dates: _____

Date of "clear" sample and signs removed: _____

Additional notes: _____

_____

ADDRESS HISTORY/ SSO FOLLOW-UP

Date of last Maintenance: _____ Frequency of Maintenance: _____

Dates/ WO#s of Previous Backup Calls:_____

Final Determinations of Cause:_____

_____

Spill Corrective Action Taken:

☐ Adjust Maintenance Schedule / Method of Cleaning – Describe:_____

_____

_____

☐ Line TV'd Date: _____ ☐ Replaced Line Date: _____

☐ Repair Scheduled for Date: _____ ☐ Other (Describe)_____

SPILL START TIME INVESTIGATION

Caller: _____

Where did you see sewage spill from? Manhole ☐ Inside Building ☐ Clean Out ☐ Wet well/Lift station ☐

Other_____

Date/time caller noticed spill: Date: ____/___/____ Time: ___:___ ☐ AM ☐ PM

Comments from caller: _____

_____

Last time Caller observed NO spill occurring: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Comments:_____

_____

First Responder: _____

Arrival Date/Time: Date: ____/____/____ Time:_____:_____ AM ☐ PM ☐

**** Attempts should be made to interview at least two (2) others in addition to the Caller. If nobody is available, document attempts (by address or passer-by) ****

On Site Interview 1: Name/Address: _____

Observation Description: _____

_____Time Observed Spill: _____:_____ AM ☐ PM ☐ N/A ☐

On Site Interview 2: Name/Address: _____

Observation Description:

_____

_____ Time Observed Spill: _____:_____ AM ☐ PM ☐ N/A ☐

Other comments regarding spill start time (more attempted interviews, or reason for no interviews, etc.): _____

_____

_____

_____

_____

SPILL VOLUME CALCULATION

The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of an SSO. Since there are many variables and often unknown values involved, this calculation is just an estimate. Additionally, it is useful to use more than one method, if possible, to validate your estimate.



Remember to take photos!

Check all methods and tools that you used:

- ☐ Visual estimate
- ☐ Measured surface area and volume
- ☐ Duration and flow rate
- ☐ Estimated daily use per capita upstream
- ☐ Meter @ Pump Station
- ☐ Other (use notes to explain)

Visual Estimate Method- Imagine a bucket(s) or barrel(s) of water tipped over.

Size of bucket(s) or barrel(s)	How many of this Size?	Multiplier	Total Volume Estimated
1 gal. water jug		X 1	
5 gal. bucket		X 5	
32 gal. trash can		X 32	
55 gal drum		X 55	
Total Volume Estimated Using Visual Method			

Measured Volume Method (this may take several calculations as may have to break down the odd shaped spill to rectangles, circles, and polygons)

If the entire spill is settled in one area, calculate the volume of spill in feet (L' X W' X D') and convert to gallons (X 7.5 for gallons in a square area, and X .785 for gallons in a circular area). It is important when guessing depth to measure, if possible in several locations and use an average depth.

1. Draw a sketch of the spill in the space provided on next page
2. Draw shapes and dimensions used for calculations
3. Use correct formula for various shapes (see table below)

SSO Shape	Volume Calculation Formula	Volume Result
Rectangle	L x W x D x 7.5	
Circle	D x D x 0.785	
Polygons	Show formula used	
Triangle	base (ft) x height (ft) x 0.5	

USE THIS SPACE TO DRAW A SKETCH OF THE SSO SHAPE AND DIMENSIONS

Duration and Flow Rate Method

Start date and time:	
End date and time:	
Total spill duration: Subtract line 1 from line 2. Show time in minutes	
Average flow rate in GPM: **Use photo chart to estimate flow rate** (account for diurnal patterns if long duration)	
Total volume estimate: minutes x gpm	

Upstream Connections Method

If you are dealing with a spill that has been running into a storm drain, you must estimate the gallons by: the amount of the overflow times the number of upstream connections on the receiving line (200 gal. per household per 24 hr) and estimate the time that the flow has been occurring. Each residence contributes about 240 gallons per day or about 10 gallons per hour. Multiply the number of residences by 10 and by the number of hours. This gives you the number of gallons.

EXAMPLE A: If you have a line with 6 houses on it and it has been overflowing for 24 hours :
6 houses x 200 gallons per house per 24 hours = 1,200 gal.

EXAMPLE B: If you have 60 houses on a line that has been overflowing for 4 hours :
60 houses x 10 gallons per house per hour x 4 hours= 2,400 gal.

Pump Station Method
If the flow is coming from a pump station, use the previous day's (same weather) flow and pump capacity to estimate the flow.

Additional Notes (attach extra pages if needed): _____

SAMPLING

Remember to take photos!



Required for spills where 50,000 gallons or more reach surface waters

Name of waterway/channel where sewage entered water:_____

Waterway was: □ Dry □ Ponded □ Trickling □ Flowing □ Gushing

Waterway was: □ Noticeably Impacted □ NOT Noticeably Impacted

Samples taken by:_____ Date & Time: _____

Samples taken: _____ ft upstream & _____ ft downstream of where sewage entered water

Conditions that may have influenced sample results:_____

_____

Additional sample location(s), if requested by Lake County Environmental Health: _____

RE-SAMPLING

Sample Dates/Times: _____

Additional Sampling Notes: _____

_____

_____

_____

_____

USE THIS SPACE TO DRAW A SKETCH OF SAMPLING LOCATIONS IN RELATION TO THE SSO LOCATION

City of Lakeport / CLMSD
Collection System Failure Analysis Form

CIWQS Event ID:		Prepared By:	
SSO/Backup Information			
Event Date/Time:	Address:		
Volume Spilled:	Volume Recovered:		
Cause:			
Summary of Historical SSOs / Backups / Service Calls / Other Problems			
Date	**Cause**	**Date Last Cleaned**	**Crew**
Records Reviewed By:		Record Review Date:	
Summary of CCTV Information			
CCTV Inspection Date:		Tape Name/Number:	
CCTV Tape Reviewed By:		CCTV Review Date:	
Observations:			
Recommendations			
	No Changes or Repairs Required		
	Maintenance Equipment		
	Maintenance Frequency		
	Repair (Location and Type)		
	Add to Capital Improvement Rehabilitation/Replacement List: Yes □ No □		
Underground Field Supervisor: Review Date:			
Public Works Manager: Review Date:			

Form Created
August 2017

CLMSD Contact List

Updated 12/7/17

Position/Title	Name	Telephone Number
City Manager	Margaret Silveira	(707) 263-5615 x104 Cell: (209) 505-0858
CLMSD Director	Douglas Grider	(707) 263-3578 x401 Cell: (707) 489-3311
City Engineer	Paul Curren	(707) 263-5615 x407
Compliance Officer	Andrew Britton	(707) 263-3578 x403 Cell: (707) 349-4763
Utilities Superintendent	Paul Harris	(707) 263-3578 x402 Cell: (707) 533-9168
Building Official	Tom Carlton	(707) 263-5615 x202 Cell: (707) 349-3492
Wastewater Facilities Supervisor	Carlos Pradomerze	(707) 263-3578 x702 Cell: (707) 245-6754
Construction Supervisor	Jim Kennedy	(707) 263-3578 x601 Cell: (707) 484-5948

Other Agencies and Private Contractors

Lakeport Police Department	Brad Rasmussen, Chief Jason Ferguson, Lieutenant	(707) 263-5491
Lake County Special Districts Jan Coppinger Scott Harter Will Evans	Main Line Administrator Deputy Administrator Compliance Coordinator	(707) 263-0119
Perkins Septic Tank Cleaning		(707) 263-6168
Action Sanitary		(707) 994-5068
Silva Septic & Rooter Services		(707) 462-8304
Lakeport Fire Protection Dist.	Doug Hutchison, Chief	(707) 263-4396
Lake County Sheriff's Office	Brian Martin, Sheriff	(707) 262-4200

CITY OF LAKEPORT PUBLIC WORKS DEPARTMENT
225 PARK STREET, LAKEPORT, CA 95453 (707) 263-3578
compliance@cityoflakeport.com

Sanitary Sewer Overflow & Backup Response
Regulatory Reporting Guide

***ALWAYS** document regulatory reporting regardless of whether reporting is done during business hour or after hours.*

Reporting Instructions

Deadline	**See Side B for definitions of the categories** of spills of untreated or partially treated wastewater from City-owned sanitary sewer system.			Private Lateral Sewage Discharge (PLSD)
	Category 1	**Category 2**	**Category 3**	
***2 hours** after awareness of SSO*	1. Notify CalOES at (800) 852-7550 of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water** 2. Obtain CalOES incident number			
***48 hours** after awareness of SSO*	1. If 50,000 gal or more were NOT recovered, begin water quality sampling and initiate impact assessment 2. Notify Lake County Environmental Health Dept (707-263-1164; after hrs: 707-263-8656) to determine if public warning signs are necessary			
***3 Days** after awareness of SSO*	1. Submit Draft Spill Report in the CIWQS* database 2. Call Regional Water Quality Control Board, Guy Childs (916) 464-4648	1. Submit Draft Spill Report in the CIWQS* database 2. Call Regional Water Quality Control Board, Guy Childs (916) 464-4648		
***15 Days** after awareness of SSO*	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time	Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time		
***30 Days** after awareness of SSO*			Certify Spill Report in CIWQS. Update as needed until 120 days after SSO end time	
***30 Days** after SSO end time*	If 50,000 gal or more were NOT recovered, submit SSO Technical Report using CIWQS			Submit Spill Report in CIWQS database* **(optional)**

*In the event the CIWQS database is not available, notify the State Water Resources Control Board (SWRCB) by phone.

Note: For reporting purposes in the CIWQS database, if one SSO event results in multiple appearance points, submit one report based on the location of the SSO failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

Definitions of Spill Categories

Be sure to document how the category was determined: See Utilities Division Policy U-11 SSO Emergency Response Plan for details.

Category	Definition
Category 1:	Discharge of untreated or partially treated wastewater of any volume resulting from a sanitary sewer system failure or flow condition that either: • Reached surface water and/or drainage channel tributary to surface water; or • Reached a Municipal Separate Storm Sewer System (MS4) and was not full captured and returned to the sanitary sewer system or otherwise captured and disposed of properly.
Category 2:	Discharge of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from a sanitary sewer failure or flow condition that either: • Did not reach surface water, a drainage channel or an MS4; or • The entire SSO discharged to the storm drain system was fully recovered and disposed of properly.
Category 3:	All other discharges of untreated or partially treated wastewater resulting from a sanitary sewer failure or flow condition.
Private Lateral Sewage Discharge (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately-owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the SSO Database.



Portable sign (WARNING SIGN) for public awareness of SSO to be placed near discharge source in an area that may endanger human health. Use if directed by Lake County Environmental Health Dept.



Portable sign (SURFACE WATER SIGN) for public awareness of SSO to be placed near surface waters. Use if directed by Lake County Environmental Health Dept.

COVER LETTER TO ACCOMPANY ALL SSO REPORTS SENT TO RWQCB

Spill Notification Report

Attention: Guy Childs

Discharger: **City of Lakeport**
Name of Facility: **City of Lakeport Collection System**
WDRs Order Number: **2006-0003-DWQ**
CIWQS Place ID: **5SSO10896**
County: **Lake**

I am hereby submitting to the Central Valley Water Board the following information:

Spill Description:

Location of spill (street address or gps coordinates):

Map of area affected by spill (please attach):

Date and time spill was discovered:

Material discharged:

Time discharge was ceased:

Cause of spill:

Estimated volume spilled:

Was the spill contained on site?

Did spill reach any surface water drainages?

Description of cleanup procedures (please attach post cleanup photographs):

Volume of spill recovered and final disposal method?

Corrective Actions Taken to Prevent Future Spills:

Fully describe corrective actions taken to prevent re-occurrence of spills. These actions may include operational and mechanical improvements to the facility. If the improvements have not already been implemented, then a schedule for implementing the corrective actions shall be included with this report. If additional room is necessary, please attach the corrective actions description and implementation schedule to this Spill Notification Report.

Certification Statement:

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

Signature:_____ Phone: 707-263-3578

Printed Name: Date:

Electronic Report Submittal:

To submit the electronic reports please do the following:

1. First, make a PDF copy of your report and include this *form as the first page of the report*.
2. Attach the PDF file to the email.
3. Send the email and PDF attachment to **centralvalleysacramento@waterboards.ca.gov** (Please note that in order to ensure your reports are cataloged correctly and routed to the appropriate Regional Board staff, only one report/attachment shall be included with each e-mail.)

Appendix 6.B

CITY OF LAKEPORT

HAZARDOUS MATERIALS INCIDENT RESPONSE PLAN

March 2009

Revised February 2, 2010

Revised June 1, 2017

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HAZARDOUS MATERIALS/WASTE STORAGE AREA INSPECTION FORM xi
LAKE COUNTY HAZARDOUS MATERIAL INCIDENT RESPONSE PLAN xviii

EMERGENCY RESPONSE PROCEDURES

In the event of a release of a hazardous material, close all entry and exits to the release area, move at least 50 feet away from the release area, and dial 9-1-1 immediately. Be sure to name the material being released and an approximate quantity. Reference the following procedures and use common sense:

Detect, Identify, and Assess the Hazard

a. Evaluate the hazards of the material and estimate the quantity of spilled material. Determine if it is:

- Explosive
- Flammable
- Corrosive
- Toxic
- An inhalation hazard
- An environmental hazard
- A hazard of any sort not listed above

b. Check labels on containers, for example:

- Placards
- Safety Data Sheets

c. If unlabeled, treat as hazardous

d. Check for unusual colors, odors, or sounds

e. Observe instances of unexplainable illness or injuries

Initiate the Notification Process

a. Upon identifying a hazardous materials spill, contact the Lakeport Fire Department immediately by dialing 911 and notify your immediate supervisor.

b. The supervisor shall contact the Compliance Officer, immediately following notification of a hazardous materials spill.

Isolate, Control, and Contain the Hazard

a. Treat all materials as hazardous until proven otherwise

b. Do not touch, inhale, or ingest any unknown material

c. Do not eat, drink, or smoke in the incident area

d. Be mindful that other variables (i.e., fire, wind, rain, temperature, etc.) may change risks

Secure the Scene

Without entering the immediate hazard area, do what you can to isolate the area and assure the safety of people and the environment.

a. Isolate and restrict access to the areas which threaten human health and safety

b. Move and keep people away from the scene and the perimeter

c. If hazard is compressed gas, evacuate the area and allow gas to vent

d. Create space for emergency response equipment to enter and exit the scene without difficulty

e. Remember to stay upwind of the incident scene

f. Remove sources of ignition (i.e. open flames, electrical equipment, etc.)

g. Close valves and containers

h. Dike, divert, and absorb liquids

i. Cover or suppress emissions using soil, foam, plastic, etc.

j. Protect storm drains and sewers

k. As best as is reasonably possible, mitigate effects of hazard on the environment and property

l. Mark areas to warn others, restrict access, and prevent accidental contamination or track-out of contaminants

m. Provide assistance to emergency personnel, as appropriate

In the Event of Fire, Call 911

a. Evacuate all persons in the affected incident zone to a safe, upwind location

b. Take roll call, and make sure all people are accounted for

Cleanup

a. Sweep up or collect small spills into labeled container

b. Use absorbent or berms to absorb material

c. Use appropriate equipment to deal with material

d. Do not attempt to cleanup large spills of hazardous materials without trained personnel or contractors

e. Dispose of waste material safely and appropriately

f. Low level Hazmat secured in lockers may be stored on-site until the next local Hazmat collection event.

Post-Incident Reporting/Recording

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report (attached hereto in the appendix), including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's (Cal EPA) Department of Toxic Substances Control, the local CUPA, the local fire department's hazardous materials program, and the City's Compliance Officer. The report shall include:

a. Name, address, and telephone number of the facility's owner/operator;

b. Name, address, and telephone number of the facility;

c. Date, time, and type of incident *(e.g., fire, explosion, etc.)*;

d. Name and quantity of material(s) involved;

e. The extent of injuries, if any;

f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;

g. Estimated quantity and disposition of recovered material that resulted from the incident;

h. Cause(s) of the incident;

i. Actions taken in response to the incident;

j. Administrative or engineering controls designed to prevent such incidents in the future.

The Compliance Officer may be required to submit an Emergency Release Follow-Up Notice Reporting Form thereafter.

Chlorine Leak

In the event of a minor chlorine leak, all employees are to evacuate the facility, close all exterior doors, and dial 9-1-1 immediately.

Media Communications

The Compliance Officer, Utilities Superintendent, or City Manager shall be responsible for any and all communication

with the media, including announcements, alerts, interviews, and updates.

Media contacts are as follows:

Media	General Phone	Contact
Radio		
Bicoastal Media (KXBX AM & FM, KNTI, KUKI AM & FM)	(707) 263-6113	George Feola, Manager (707) 263-6113 x106
KPFZ FM	(707) 263-3640	Andy Weiss, Manager
Television		
Mediacom (local cable provider)	(707) 998-1516	
LCPTV (local public access TV)	994-8201 x109	Beth Katherine Kaiman, Interim Station Manager

LAW ENFORCEMENT COORDINATION

The Lakeport Police Department shall be notified, if necessary, to inform the general public of a serious release of hazardous materials and shall coordinate public canvassing and notification.

CONTACTS SUMMARY

Name	Position	Primary Contact	Secondary Contact
Paul Harris	Utilities Superintendent	(707) 263-3578 x102 pharris@cityoflakeport.com	(707)533-9168
Andrew Britton	Compliance Officer	(707) 263-3578 x106 abritton@cityoflakeport.com	(707)349-4763

Name Position	Primary Contact	Secondary Contact
Lakeport Police Department	(707) 263-5491	9-1-1
Lakeport Fire Protection District	(707) 263-4396	9-1-1
Lake County Sheriff	(707) 263-2690	9-1-1
CHP	(707) 279-0103	9-1-1
Lake County Environmental Health	(707) 263-1164	
State Office of Emergency Services (OES)	(800) 852-7550	
Local Hazardous Materials Program	(707) 263-1164	
Cal EPA Toxic Substances Control	(800) 728-6942	
Cal OSHA Division of Occupational Safety and Health	(510) 622-2891	
Lake County Air Quality Management District	(707) 263-7000	
Regional Water Quality Control Board	(916) 464-4618	
Poison Control Center	(800) 222-5000	
Sutter Lakeside Hospital	(707) 262-5000	5176 Hill Road, Lakeport, CA 95453
St. Helena Hospital Clearlake	(707) 994-6486	15630 18th Ave., Clearlake, CA 95422

Citizen inquiries should be directed to those individuals listed above only after they have been notified of the spill.

FACILITY EVACUATION PROCEDURES

The following information describes evacuation routes, safe gathering locations, and roll-call procedures at each location where hazardous materials are kept. Please reference the attached maps for further direction.

Groundwater Storage Facility

i. Personnel are not stationed at this facility but, if personnel are on site, announce evacuation verbally and over two-way radios

ii. Evacuate the facility heading east on Riggs Road

iii. Meet at the Riggs Road intersection for head count

Water Treatment Plant

i. Announce evacuation over the yard intercom and any available two-way radios

ii. Evacuate south through main gate and meet in the parking lot south of the facility

iii. Use employee roster for roll-call and head count

Wastewater Treatment Plant

i. Personnel are not stationed at this facility, but, if personnel are on site, announce evacuation verbally and over two-way radios

ii. Evacuate the facility heading east on Linda Lane

iii. Meet at the Linda Lane lift station for head count

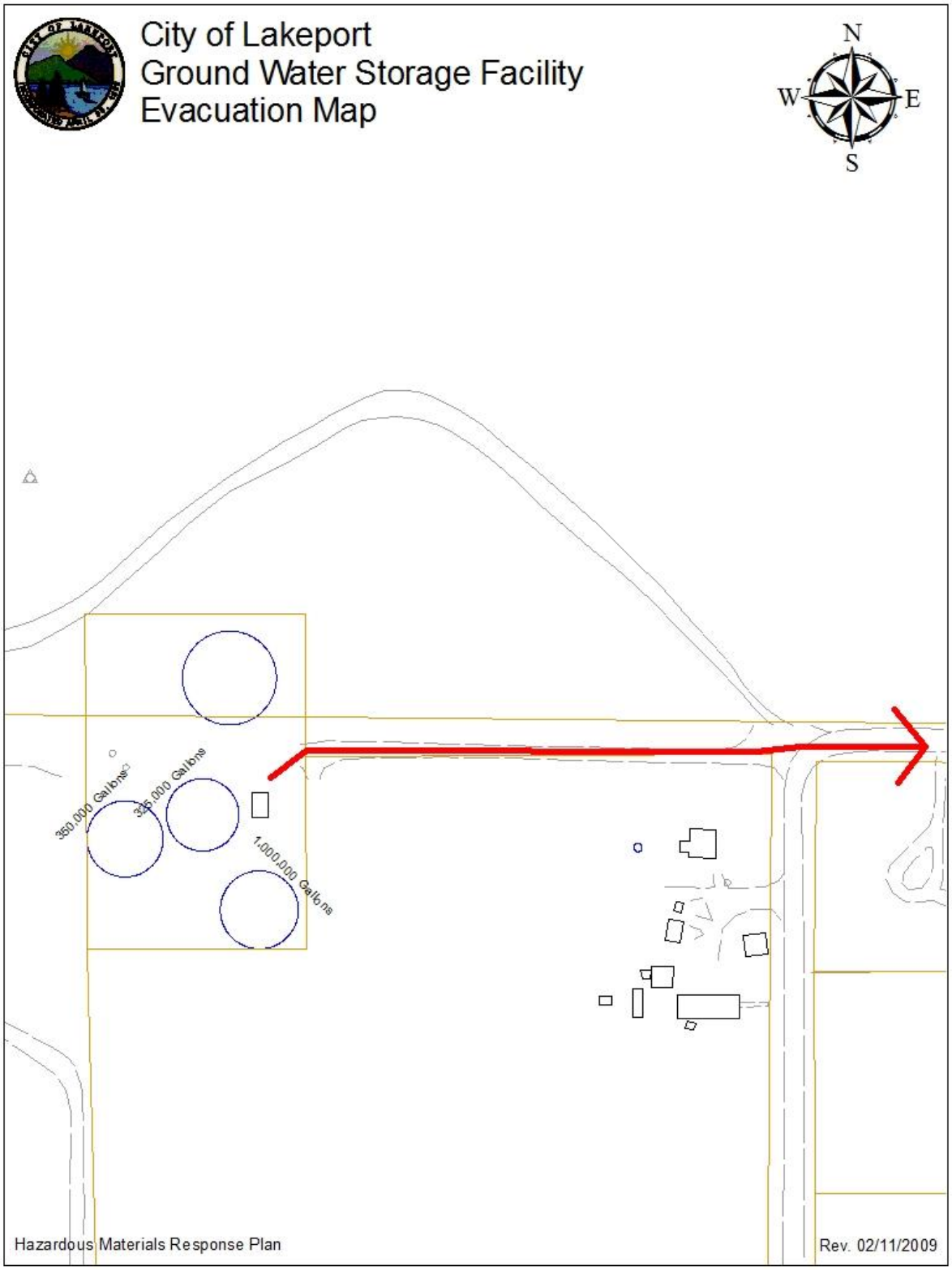
Corporation Yard

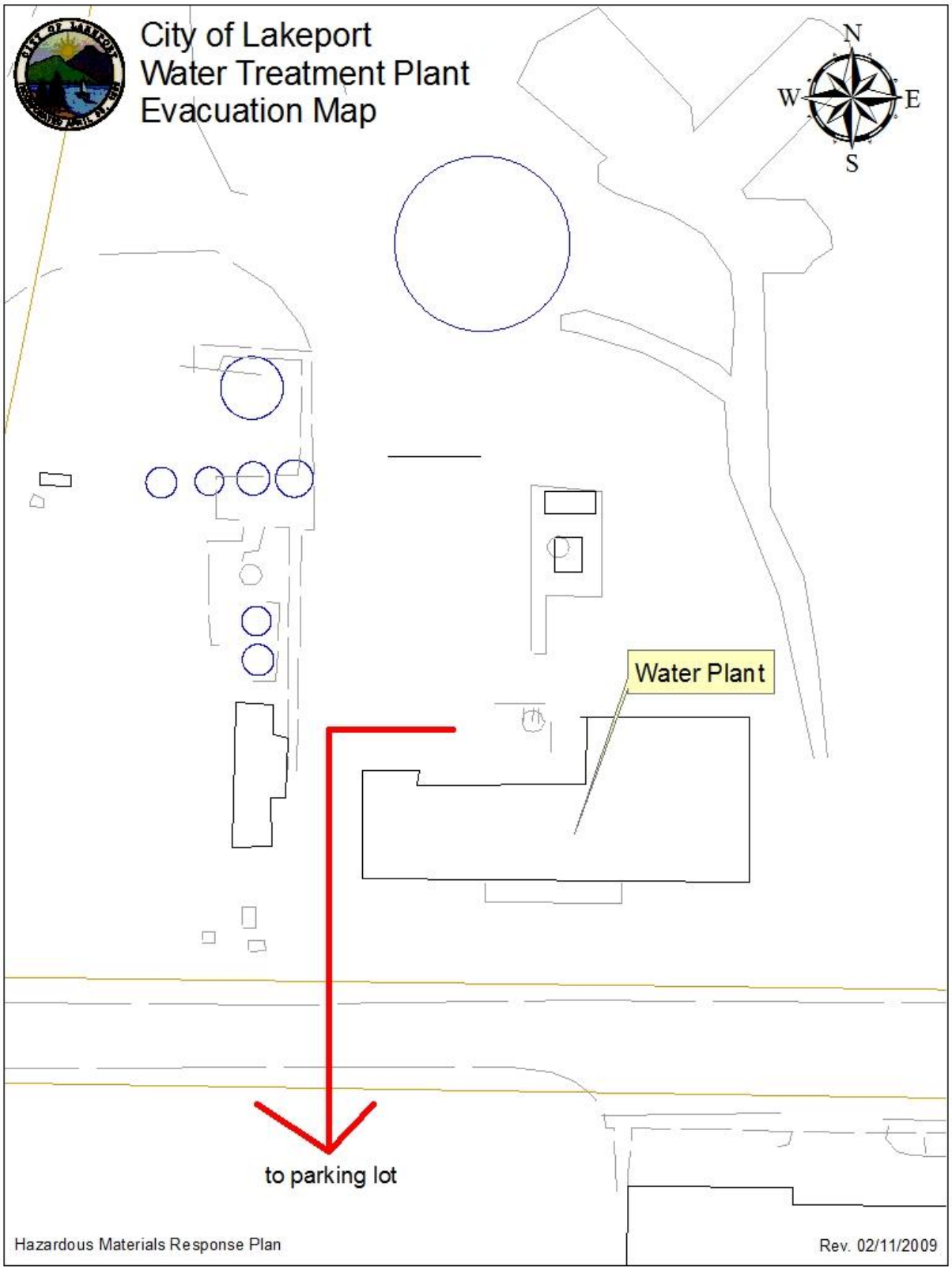
i. Announce evacuation over the yard intercom and any available two-way radios

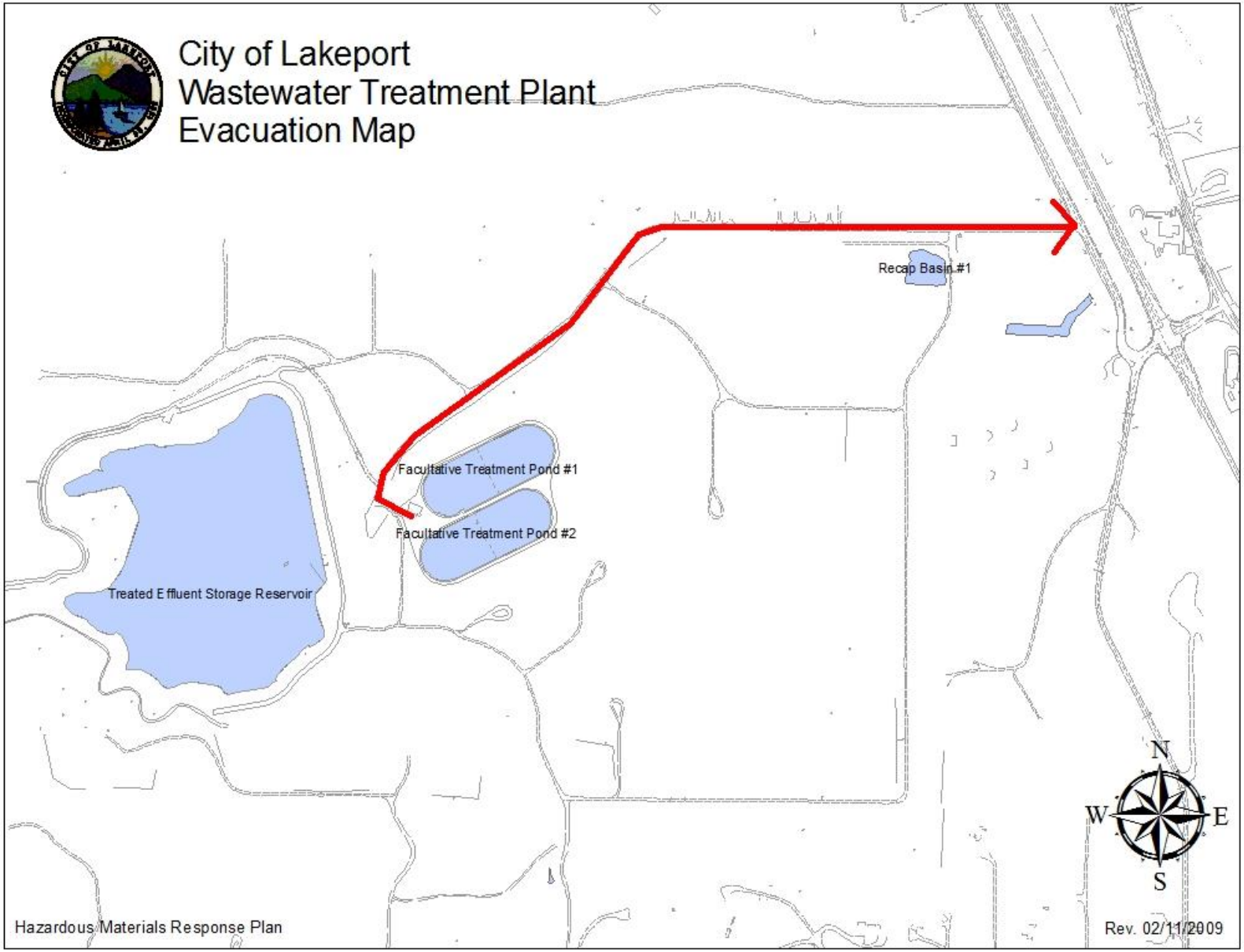
ii. Take Martin Street Corporation Yard exit north to baseball field

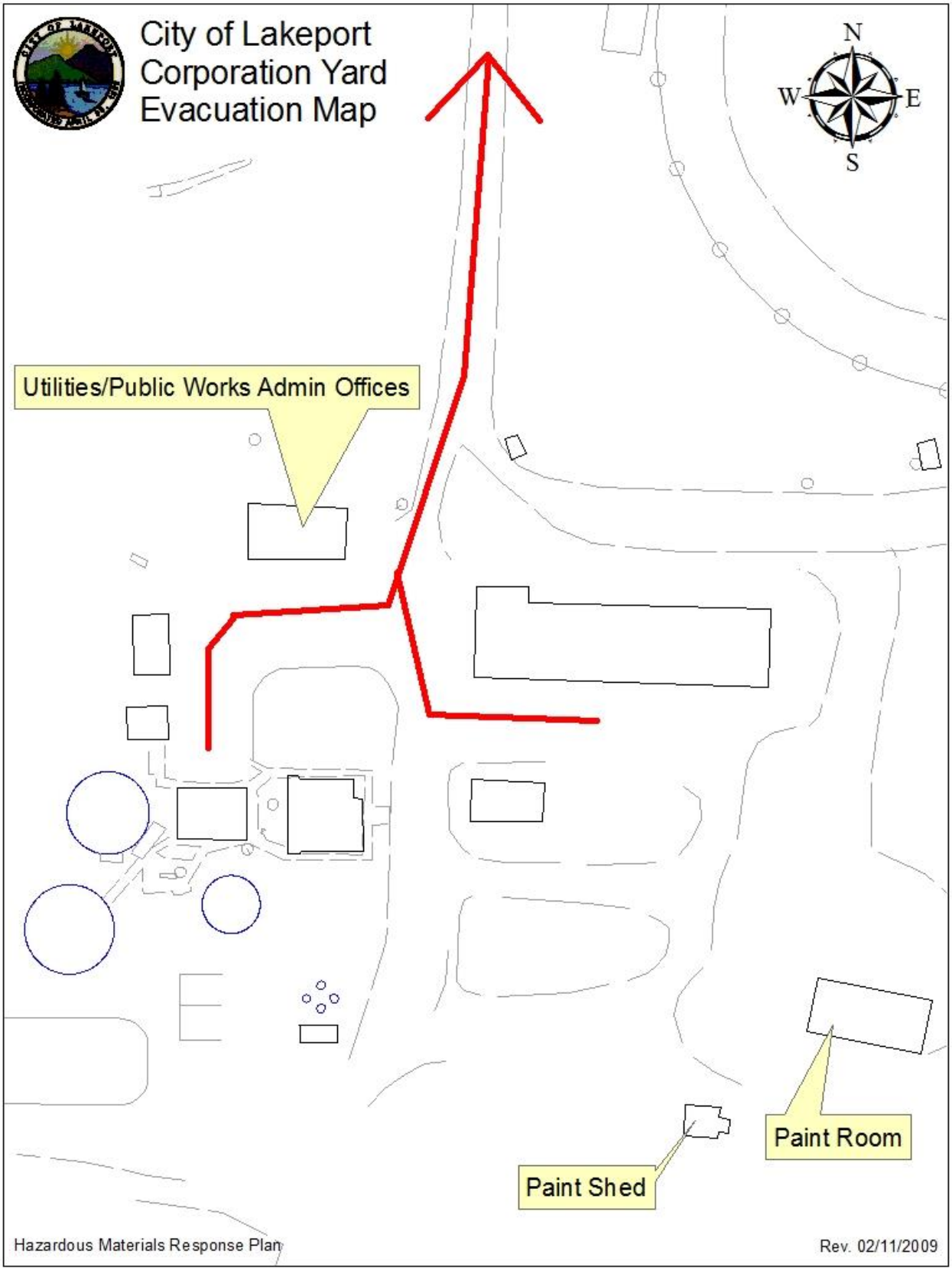
iii. Use employee roster for roll-call and head count

Evacuation Maps




City of Lakeport
Water Treatment Plant
Evacuation Map
N
W
E
S
Water Plant
to parking lot
Hazardous Materials Response Plan
Rev. 02/11/2009


City of Lakeport
Wastewater Treatment Plant
Evacuation Map
Recap Basin #1
Facultative Treatment Pond #1
Facultative Treatment Pond #2
Treated Effluent Storage Reservoir
N
W
E
S
Hazardous Materials Response Plan
Rev. 02/11/2009


City of Lakeport
Corporation Yard
Evacuation Map
N
W
E
S
Utilities/Public Works Admin Offices
Paint Room
Paint Shed
Hazardous Materials Response Plan
Rev. 02/11/2009

HAZARDOUS MATERIALS INVENTORY AND LOCATION

Groundwater Storage Facility (GWSF)

Material Name	**Type and (Physical State)**	**Quantity** (max present on site)	**Hazard Categories** (risk associated with release)	**Location Code** (see map GWSF-1 below for physical location)
Chlorine Gas	Pure (gas)	750 lbs	Pressure release, acute health, chronic health	See map
Sulfuric Acid	Mixed with de-mineralized water (liquid)	100 ml	Reactive, acute health, chronic health	See map
Caustic Soda	Liquid	1,000 gallons	Acute health, chronic health	See Map

Water Treatment Plant (WTP)

Material Name	**Type and (Physical State)**	**Quantity** (max present on site)	**Hazard Categories** (risk associated with release)	**Location Code** (see map WTP-1 below for physical location)
Chlorine Gas	Pure (gas)	450 lbs	Pressure release, acute health, chronic health	See map

Hydrochloric Acid	Mixed with water (liquid)	1,200 gal	acute health, chronic health	See map
Caustic Soda (sodium hydroxide)	Mixed with water (liquid)	55 gal	Reactive, acute health	See map
ProPac 9800	(liquid)	55 gal	N/A	See map
Clarifloc C-309p Polymer (epichlorohydrin-dime thylamine copolymer)	Mixture (liquid)	55 gal	N/A	See map
Sulfuric Acid	Mixed with de-mineralized water (liquid)	100 gal	Reactive, acute health, chronic health	See map
Ozone	(gas)	40 lbs	Acute health, chronic health	See map

Wastewater Treatment Plant

Material Name	**Type and (Physical State)**	**Quantity** (max present on site)	**Hazard Categories** (risk associated with release)	**Location Code** (see map WWTP-1 below for physical location)
Chlorine Gas	Pure (gas)	2,400 lbs	Pressure release, acute health, chronic health	See map

Corporation Yard

Material Name	**Supplier**	**Quantity** (max present on site)	**Hazard Categories** (risk associated with release)	**Location Code** (see map CY-1 below for physical location)
3M Spray Adhesive Super 77	Spray	Super	Do not inhale	See Map
3M Strip Caulk (Black)	3M Corp.	3 tubes	Skin/eye irritant	See Map
3M Strip Caulk (White)	3M Corp.	3 tubes	Health - 3	See Map
Acetic Acid Glacial	Hach	55 gal.	Health - 2, Fire - 2	See Map
Acetylene (Welding)	Liquid Air Corp.	2 cyl	Health 2, Asphyxiant	See Map
Acrylic Enamel	Du Pont	2 gal	Do not inhale, injest	See Map
Acrylic Lacquer Primer & Sealer	Tri-Valley Paints	4 gal	Avoid eyes,skin,inhal	See Map
Activated Carbon - Impregnated	Carbtrol Corp.	1000 F3	Health - 1	See Map
Activator 90	Loveland Ind.	100 lbs	Health - 2	See Map
Acza Treated Wood (Chemonite)	J. H. Baxter & Co.	10 timbers	Hlth.-1; Fire-2; Reac.-0	See Map
Adhere	Ukiah Paper Products	1 gal	Health - 2, Ingestion	See Map
Adhesive 312, 87401	Curtis Industries	2 ea	Health - 2	See Map

Air	Liquid Air Corp.	1 cyl	None	See Map
Alcohol Pads	Triad/H&P Industries	2 boxes	Avoid skin/inhalation	See Map
Alka-Seltzer w/o Aspirin	Hach Company	2 boxes	Avoid eyes/skin	See Map
All Pro Cleanser (Dry Chlorine)	Ukiah Paper Products	6 cans	None	See Map
All Pure Sudsy Amonia	All Pure Chemical Co.	1 gal	Health - 3	See Map
Amitrol T Herbicide	Rhone-Poulence Ag Co.	150 lbs	Health - 1	See Map
Ammonia Inhalant Solution B-33	Lab Safety	10	Eye, Skin, Ingestion	See Map
Ammonia Solution	Delta Scientific Corp.	1 pint	Health - 3	See Map
Ammonium Hydroxide	All Pure Chemical Co.	12 oz.	Health - 3; Fire 1	See Map
Anchoring Cement	Piedmont	1 bag		See Map
Anionic Emulsion SS-1H	Parnum Paving	200 gal	Health - 2	See Map
Anionic Emulsion RS-1	Parnum Paving	deleted		See Map

Anthracite Coal	Carbon Sales, Inc.	126 F3	Do not inhale	See Map
Anti-Freeze	Handy Auto Supply	12 gal		See Map
Anti-Seize Compound	Curtis Ind.	15-16 oz. cans	Hlth.-1, Fire-NA, Reac.-0	See Map
Antiseptic Hand Cleaner	Georgia-Pacific Corp.	12 bottles	Health - 1	See Map
Aqua Clean Windshield Cleaner	Napa	3 gal		See Map
Argon	Lake Co. Welders	1 cyl	Asphyxiant	See Map
Armor-All All Purpose Cleaner	Napa	1 bottle		See Map
Auto-Electric Sealing Compound	KAR Product	6 rolls	Health - 0	See Map
Automatic Transmission Fluid (Dexron)	Napa-Handy Auto	24 qt	Health-1, Fire-1	See Map
Automatic Transmission Fluid (Donax R TG Plus Fluid)	Shell	24 qts	Health-1, Fire-1	See Map
Barium Grease-Heavy #105	Texas Refinery Corp.	2 drums	Health - 1	See Map
Battery (Acid/Lead)	Interstate Battery	4	Health - 3	See Map
Battery 6V Lantern	Bay Area Barricade	5 cases		See Map

Battery Cleaner & Acid Detector	KAR Product	6 cans	Health - 2	See Map
Battery Cleaner, Acid Detector (E404)	Interstate Batteries	12-14 oz. cans	Hlth.-2, Fire-4, Reac.-0	See Map
Battery Term Protectors (#75583)	Curtis Industries	100 rings	Health-1, Fire-1	See Map
Battery Term Protectors (Top Mount)	KAR Product	1 can	Health - 0	See Map
Big Orange Aerosol	ZEP Manuf.	15 cans	Health - 1	See Map
Big O-X	Aldran Chemical	deleted	Hlth-0; Fire-0; Reac.-0	See Map
BIZ Chemtool	Delta Dist.	6 cans	Health - 3	See Map
Black Flag Wasp Killer	Piedmont	1 can	Do not swallow	See Map
Boraxo Pink Luron Powder Hand Soap	The Dial Corp.	2 boxes	Health - 1	See Map
Brass Fittings & Gate Valves	James Jones Co.	100's	Health - 3	See Map
Brake Cleaner (non-chlorinated)	KAR Product	6 cans	Health - 2	See Map
Brake Cleaner TM 1807	Curtis Industries	6 cans	Health - 2	See Map
Brake Fluid	Napa	2 gal		See Map
Burn Cream/Chloroxylenol	Lab Safety	12 pkts.	Eye/skin irritant, flamm.	See Map
Cable Lubricant	Napa	2 tubes	None	See Map

Car Brite	National Chemsearch	5 gal	Health - 1	See Map
Carb Choke & Throttle Body Cleaner.	Napa-Handy Auto	12-16 oz. cans	Hlth.-2, Fire-3, Reac.-0	See Map
Carbon Dioxide	Liquid Air Corp.	1 cyl	Avoid inhalation	See Map
Cartridge, Ultrapure (with resin)	Hach Company	2	Health - 1	See Map
Cascade Liquigel	Piedmont	1 box	Avoid eyes, skin	See Map
Caulking Strip (Black)	Handy Auto Supply	1 box		See Map
Caustic Soda Liquid 25% (GW)	Great Western ChemCo	55 gal	Health - 3	See Map
Cement & Mortar Color	Piedmont	3 lbs		See Map
Cement (Portland)	Piedmont	30 bags		See Map
Chain Lube	Aerosol Systems, Inc.	6 cans	Avoid eyes, inhaling	See Map
Chemstrip	National Chemsearch	7 gal	Hlth.-3 ; Fire-2; Instab.-0	See Map
Chemsearch Concentrate (Detergent)	National Chemsearch	5 gal	Health - 2	See Map
Chlorinated Solvents	Ukiah Paper Products	2 qtrs.	Irritate eye/skin	See Map

Chlorine (DPD Free Chlorine Reagent)	Hach Company	12 gal.	Health - 2	See Map
Chlorine (DPD Total Chlorine Reagent)	Hach Company	400 ea	Avoid eyes, inhaling	See Map
Chlorine (gas) CL2	All Pure Chemical Co.	6900 lbs	Health - 3	See Map
Chlorine (Liquid, Pool Bleach)	All Pure Chemical Co.	0	Health - 2	See Map
Chlorine Buffer for CL-17	Hach Company	1 gal	Eye irritation	See Map
Chlorine CLS Tablets	All Pure Chemical Co.	25 lbs.	Health - 2	See Map
Chlorine Indicator Solution for CL-17	Hach Company	1 gal	Eye irritation	See Map
Citra Tech ST	National Chemsearch	7 gal	Health - 1	See Map
Citron Hand Cleaner	National Chemsearch	12 tubes	Health - 1	See Map
Claro 100 (500 ML)	National Chemsearch	12 cans	Health - 2	See Map
Clear Multisurface Sealer	Masterchem Industries	18 gal	Health - 2	See Map
CN 2000 Multi-purpose Lubricant	Curtis Industries	10-20 oz.cans	Hlth.-1; Fire-3; Reac.-0	See Map
CN-400	Curtis Industries	12 cans	Health - 2, Fire - 4	See Map

Cold Galvanizing Compound (ZRC)	Z.R.C. Products Co.	1 qt.	Avoid eyes/skin	See Map
Concrete Bonder (Elmers)	Piedmont	1 gal		See Map
Concrete Fixall	Piedmont	2 bags		See Map
Concrete, Boxes, Lids Pipe	Vintage Water Works	numerous	Health - 3	See Map
Conquest	National Chemsearch	deleted	Health - 1	See Map
Cool Shield	National Chemsearch	12 cans	Health - 2	See Map
Cool Trak Test Strips	Napa	1 jar (100)		See Map
Cooling System Cleanser	Napa	2 cans		See Map
Copper Anti-Seize (Aero)	Curtis Industries	3 cans		See Map
Countertop Cleaner Polish	Magic American Corp.	deleted		See Map
CRF (Crack Filler ok)	Golden Bear Co.	200 gals	Health - 1	See Map
Crown & Chassis Grease NLGI #880	Texas Refinery Corp.	5 gal	Skin/eye irritant	See Map
Diesel oil (dieseline)	Shell (Helms)	500 gal	Health - 2	See Map

Dimonyl Enginer Oil 306-15-40	Swepco	25 gals	Health - 1	See Map
Disc Brake Quiet	CRC Chemicals	1 can	Health - 1	See Map
Disc Brake Quiet	KAR Products	1 box	Health - 1	See Map
Ductile Iron Pipe	Vintage Water Works	1500 ft	Health - 3	See Map
Dyna-Pro Under Coat	Handy Auto Supply	1 can	Health - 2	See Map
Dzl-Lene XL	Texas Refinery Corp.		Health - 0	See Map
E1 Summer Grade Concentrate	Speed Shore Corp.	24 cans	Health - 1	See Map
Easy-Arc 7014 Electrode	AIRCO Welding Prod.	25 lbs	Health - 1	See Map
Easy-Arc 7018 MR Electrodes	AIRCO Welding Prod.	15 lbs	Health - 1	See Map
Electric Motor Cleaner	Napa	3 cans		See Map
Electrical Coating	3M	1 can		See Map
Electrolyte (Process PH)	Hach Company	0	Skin/eye irritant	See Map
Embrace Room Deodorizer	National Chemsearch	12 cans	Health - 1	See Map

Expo Cleaner for Dry Erase Surfaces	Sanford Corp.	2 cans	Eye irritant	See Map
Fast Dry Acrylic Enamel	The Martin-Senour Co.	1	Avoid eyes/skin	See Map
Fire Clay	Piedmont	1 bag		See Map
Fire Extinguisher (chem)	Fire Safety	25 ea	Do not inhale	See Map
Fitting Gaskets Asbestos and Rubber	Richard Klinger, Inc.	24 ea	Avoid eyes, inhaling	See Map
Floor Sweep	Acme Rigging	5 bags		See Map
Flow Guard Pellets Black	Endustra Filter Manuf.	deleted		See Map
Form-A-Gasket #2	Handy Auto	3-11 oz. tubes	Hlth.-2, Fire-2	See Map
Formazin Turbidity Standard	Hach Company	750 ml	Skin/eye irritant	See Map
Formula 409 Antibacterial Cleaner	Clorox Company	2 qts	Avoid skin, eyes	See Map
Garlon	DOW Chemical	2 gal	Avoid skin, ingestion	See Map
Garlon 4 Herbicide	Jones Ranch & Feed	1 gallon		See Map
Gasoline (Shell Regular Unleaded)	Shell (Helms)	500 gal	Health - 3, Fire - 4	See Map

Gear Oil Treatment	Napa	2 cans		See Map
Giant 20lb Deodorant Blocks	Norlab, Inc.	2 cs.	Health - 3	See Map
Gold Line Clear 2000 ind. Cleaner	KAR Product	1 gal	None known	See Map
Grenadier Disinfect/Deodorize/Clean	National Chemsearch	PW	Health - 2	See Map
Hand Cleaner (formula II)	Sta-Lube, Inc.	1 can	Health - 1	See Map
Hornet & Wasp Killer	Ortho	2 cans		See Map
Hydrochloric Acid	Sierra Chemical	4/55-gal drums	Hlth.-3; Fire-0; Reac.-1	See Map
Hy-Zinc Aerosol	National Chemsearch	12 cans	Health - 2	See Map
Industrial Spray Any Way Enamel	Plasti-Kote Co., Inc.	0	Avoid skin, eyes	See Map
Insect Sting Relief w/Benzocaine	Lab Safety	.22 oz.	Hlth.-1, Fire-3, Reac.-0	See Map
KAR Pipe Sealant with Teflon		6 tubes	Health - 1	See Map
Kerosene	Helm's Petroleum	55 gal	Fire - 2	See Map
K-Kleen For Toilets	Klix Corporation	2 gal	Avoid eyes	See Map
Klean Strip Graffiti Remover	Piedmont	deleted	Do not inhale	See Map

Klean-N-Prime	Napa	2 cans		See Map
Klix Odor Eliminator	Ukiah Paper Products	deleted		See Map
Kopr-Shield CP4d	Campton Electric	1 can		See Map
Kwik Klean (cleaner)	Ukiah Paper Products	1 gal	None	See Map
Lacquer Thinner	Tri Valley Paints	5 gal		See Map
Lavoptik Eye, Face, Body Wash	Lavoptik Company, Inc.	2 kits		See Map
Lextend Aerosol	National Chemsearch	12 cans	Health - 3	See Map
Linseed Oil	Piedmont	1 qt		See Map
Liquid Paper Correction Fluid	Mendo-Lake Office	15 bottles	Health - 1	See Map
Liquid Powder Tracing Dye	Norlab Inc.	5-8oz btls	None known	See Map
Loctite 242 Threadlocker (blue)	Handy Auto Supply	4 tubes	Health-1, Fire-1, Reac.-1	See Map
Loctite 271 Threadlocker (red)	Handy Auto Supply	4 containers	Health-1, Fire-1, Reac.-2	See Map
Loctite 290 Threadlocker (green)	Handy Auto Supply	4 tubes	Health-2, Fire-1	See Map

Loctitie 640 Sleeve Retainer	Handy Auto Supply	4 containers	Health-1, Fire-1, Reac.-2	See Map
Loctite 7070 Cleaner	Napa	3 cans		See Map
Lub-A-Spray Graphite	Napa	2 tubes		See Map
Lubrease Aerosol	National Chemsearch	12 cans	Health - 1	See Map
Lubriplate #110 Brake Lube	KAR Product	1 can	Health - 2	See Map
Lubriplate 630-AA	Napa	1 can		See Map
Mac's Injector Care	Napa	2 cans	Health - 2	See Map
Mac's Non-chlorinated Brake Cleaner	Handy Auto	12-16 oz. cans	Hlth.-2, Fire-3, Reac.-0	See Map
Marking Chalk (Blue,White,Green)	Aervoe-Pacific Co.	3 cases	Do not inhale	See Map
Marking Paint	Aervoe-Pacific Co.	3 cases	Do not inhale	See Map
Marvel Lubricating Oil	Napa	2 tubes		See Map
Maxi-Lube	National Chemsearch	2 cans	Health - 1	See Map
MC-250 Cold Mix (liquid asphalt)	Parnum Paving	40 tons	Health - 2	See Map
Medi-Spray Aerosol	Ukiah Paper Products	12 cans	Eye irritant	See Map

Mild Steel Cov Electrodes (Welding)	Alloy Rods Corp.	25 lbs	Health - 2	See Map
Mineral Seal Oil	Handy Auto	1/2 cup	Hlth.-NA, Fire-NA, Reac.-NA	See Map
Min-Wax Wood Finish	Piedmont	1 qt		See Map
Mirror Repair Kit (Accelator)	KAR Product	2 kits	Avoid eyes, skin	See Map
Mirror Repair Kit (Adhesive)	KAR Product	3 cans	Health - 1	See Map
Motor Oill (Shell)	Shell (Helm's)	600 qts.	Health - 1	See Map
Naturalizer Aerosol	National Chemsearch	12 cans	Health - 1	See Map
Naturalizer VC Liquid	National Chemsearch	7 gal	Hlth.-1; Fire-2; Instab.-0	See Map
NC-123 Aerosol	National Chemsearch	12 cans	Health - 3, Fire - 3	See Map
ND-165	National Chemsearch	5 gal	Health - 1	See Map
Never-Seize	Handy Auto Supply	2 cans		See Map
Nickel Arc Electrodes/Cast Iron Weld	Alloy Rods Corp.	5 lbs	Health - 2	See Map
Nitrogen Gas	Lake Co. Welders	1 cyl	Health - 3	See Map

Non-Chlorinated Brake Cleaner	Valvoline Company	12	Skin/eye irritant	See Map
Odor Eliminator Deodorant	Klix Corporation	2 gal	Avoid skin, eyes	See Map
Oil (Bar and Chain)	Stihl	1 gal	Health - 1	See Map
Outside Gear Lube	Southwestern Petro.	24 tubes	None	See Map
Oxygen (welding)	Lake Co. Welders	2 cyl	None	See Map
Ozium Glycol-ized Air Sanitizer	Blue Coral Inc.	1 can	Health - 1	See Map
Ozone (Gaseous)	Generated On-site	Unknown	Do not inhale	See Map
Paint & Gasket Remover TM 75005	Curtis Industries	6 cans	Health - 2, Fire - 4	See Map
Permanent Markers	Mendo-Lake	8 ea		See Map
Permatex Ultra Blue	Handy Auto Supply	6 tubes	Health - 2	See Map
Personal Antimicrobial Wipe (PAWS)	Lab Safety	20 pks.	Hlth.-0; Fire-2; Reac.-0	See Map
Pine Sol Cleaner	Piedmont	1 bottle	Avoid eyes	See Map
Plasti-Kote 2355N Flat Black	Plasti-Kote Co., Inc.	3 cans	Avoid eyes, skin	See Map

Polyethylene Tubing	Vintage Water Works	1000 ft	Health - 1	See Map
Potassium Bromide	Hach Company	500 mg	Health - 2	See Map
Potassium Chloride-Reference Electrolyte Cartridge	Hach Company	6/3cc cartridges	Hlth.-1; Fire-1; Reac.-0	See Map
Power Steering Fluied	Valvoline (Handy Auto)	3 qts.	Health-1, Fire-1	See Map
P-O-W Aerosol	National Chemsearch	12 cans	Health - 3	See Map
Pro Grip 4000	Fel-Pro Chemical Prod.	2 oz	Skin/eye irritant	See Map
Pro-Kleen (Battery Protector)	Curtis Industries	10 cans	Health - 3	See Map
Pro-Kleen (Red 83240/TM2551)	Curtis Industries	12 16oz cans	Health-2, Fire-4	See Map
Propane Gas	AmeriGas	600 gal	Health - 1	See Map
Purechlor Sanitizer	All-Pure Chem Co.	2 gals	Health - 1	See Map
PVC Cement (clear) #711	Vintage Water Works	10 cans	Health - 3, Fire - 4	See Map
PVC Cement (Gray) #712	Vintage Water Works	6 cans	Health - 3, Fire - 4	See Map
PVC Cement (wet set)	Vintage Water Works	6 cans	Health - 3, Fire - 4	See Map

PVC Pipe & Fittings	Vintage Water Works	150	Health - 1, Fire - 2	See Map
Quiet Brake	Handy Auto Supply	6 cans		See Map
Rain-X	Napa	2 bottles		See Map
Read Right Screen Cleaner	Konocti Computer	1 bottle		See Map
Rector Seal No. 5	Vintage Water Works	6 cans	Health - 1, Fire - 2	See Map
Resin (Fiberglass)	PPG Industries	0	Do not injest	See Map
Resinoid Bonded Grinding Wheels	Norton Co.	20 ea.	Health - 1	See Map
Root Out	National Chemsearch	deleted	Health - 1	See Map
Root Stimulator and Starter Solution	Green Light Products	deleted	Avoid eyes, inhale	See Map
Round Up	United Ag	20 gal	Health - 2	See Map
RTV Clear Silicone	Lakeparts Service	2 cans	Health - 1	See Map
RTV Silicone Blue Gasket Maker	Handy Auto Supply	3 tubes	Health - 1	See Map
Rubber Cement (tire patch)	Napa	6 tubes		See Map
RuGLIDE Tire Mounting Rubber Lubricant	Handy Auto	5-gallons	Hlth.-1; Fire-0; reac.-0	See Map

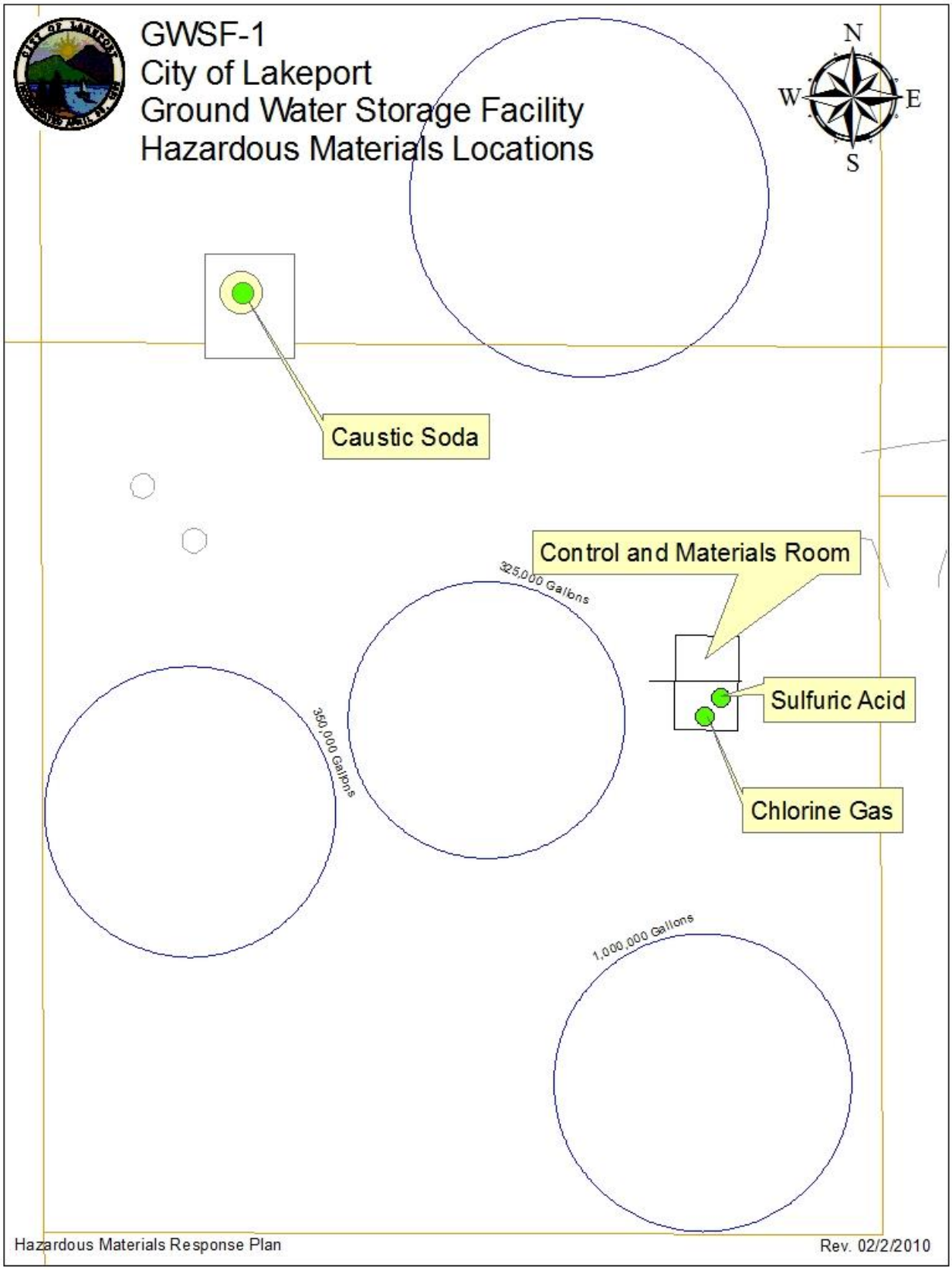
Saf-T Solvent	Curtis Industries	10 cans	Health - 2	See Map
Sana-Bole Cleaner	Ukiah Paper Products	1.5 gal	Health - 2	See Map
Scentron Bowl Bars	National Chemsearch	deleted	Health - 1	See Map
Scentry Urinal Screens	National Chemsearch	deleted		See Map
Selex 100 (silicone lubricant)	Curtis Industries	12 cans	Health - 1, Fire - 4	See Map
Shell AR 4000 Paving Asphalt Cement	Parnum Paving	None	Health - 1	See Map
Sight Savers Disposable Clean Station	Bausch & Laumb	3 bottles	None	See Map
Sikaflex 1A	Sika Corp.	1 case	Health - 2	See Map
Silica Gel	Hach Co.	30 pkgs.	Health - 1	See Map
Silicone Lubricant All Purpose	Curtis Industries	2 tubes	Health - 1	See Map
Silicone Sealant	Curtis Industries	5-3oz tubes	Health-1, Fire-1	See Map
Silicone Spray 8300	Napa	1 can	Avoid eyes, skin	See Map
Simple Green	Sunshine Makers, Inc.	2 qts	Eye irritant	See Map
Snapper "00" Grease	Unocal Corp.	1 can	Fire - 1	See Map

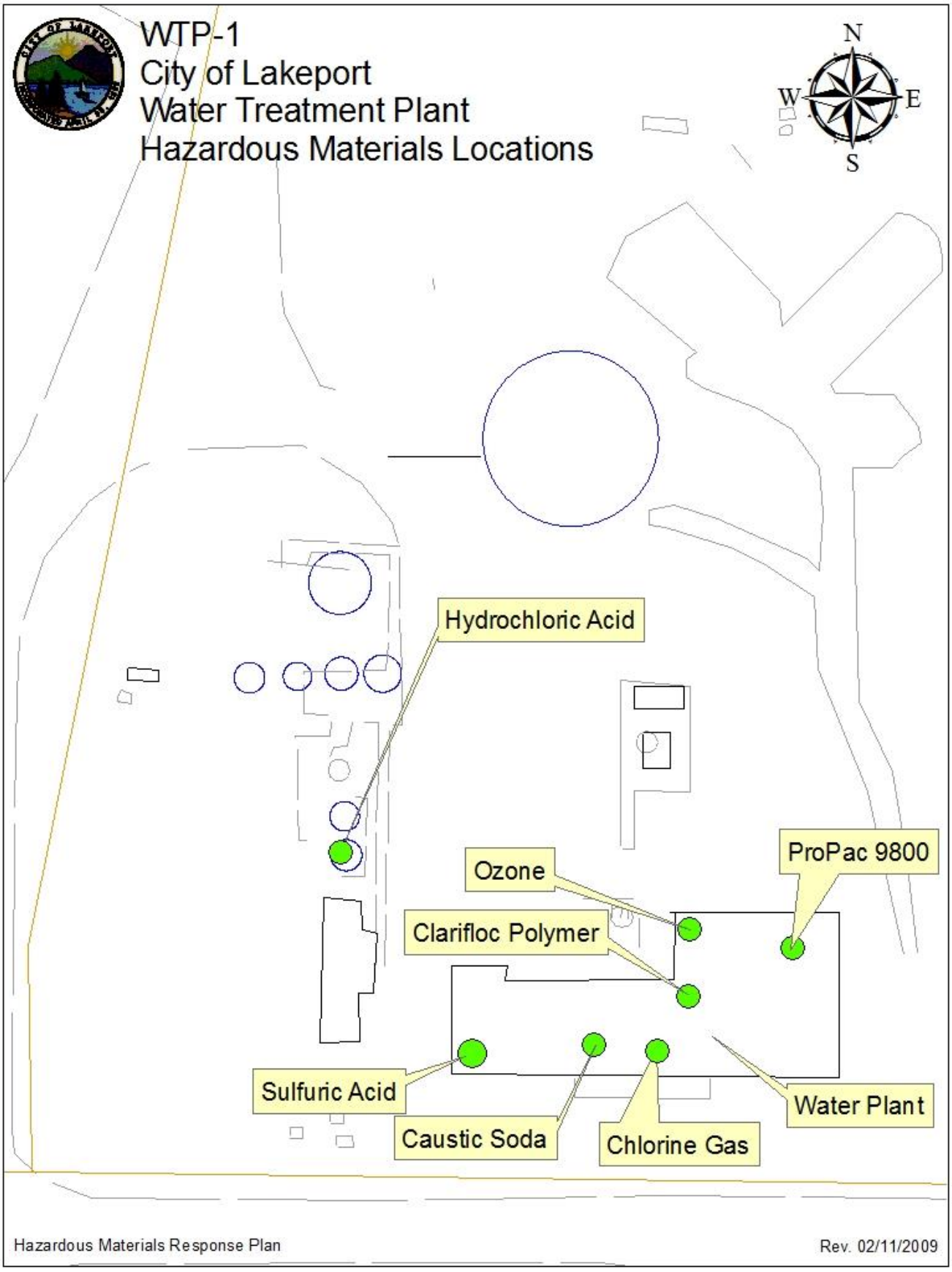
Solder Acid Core	Lake Co. Welders	5 rolls		See Map
Solder Flux (Silver)	Lake Co. Welders	2 jars		See Map
Solder Silver	Lake Co. Welders	10 rods		See Map
Soldering Paste	Lake Co. Welders	2 cans		See Map
Solvent Recycled 105	Safety-Kleen	10 gallons	Health -1, Fire - 2	See Map
Spark Kleen	Curtis Industries	12 cans	Health - 3	See Map
Spray Paint (Aervoe) (Street Marking)	Bay Area Barricade	50 cans	Health - 2, Fire - 4	See Map
SR2000 Super Regular Unleaded Gasoline	Shell (Helms)	1000 Gal.	Health-2, Fire - 4	See Map
Sta-Lube Hand Cleaner	Ukiah Paper Products	2 tubs		See Map
Starting Fluid	Napa-Handy Auto	2 cans	Health - 1, Fire - 4	See Map
STP	Lakeparts Service	6 bottles		See Map
Sulfuric Acid Powder Pillows	Hach Co.	100 packs	Health - 2	See Map
Super 300 Gasket Sealant	Napa	2 cont.		See Map

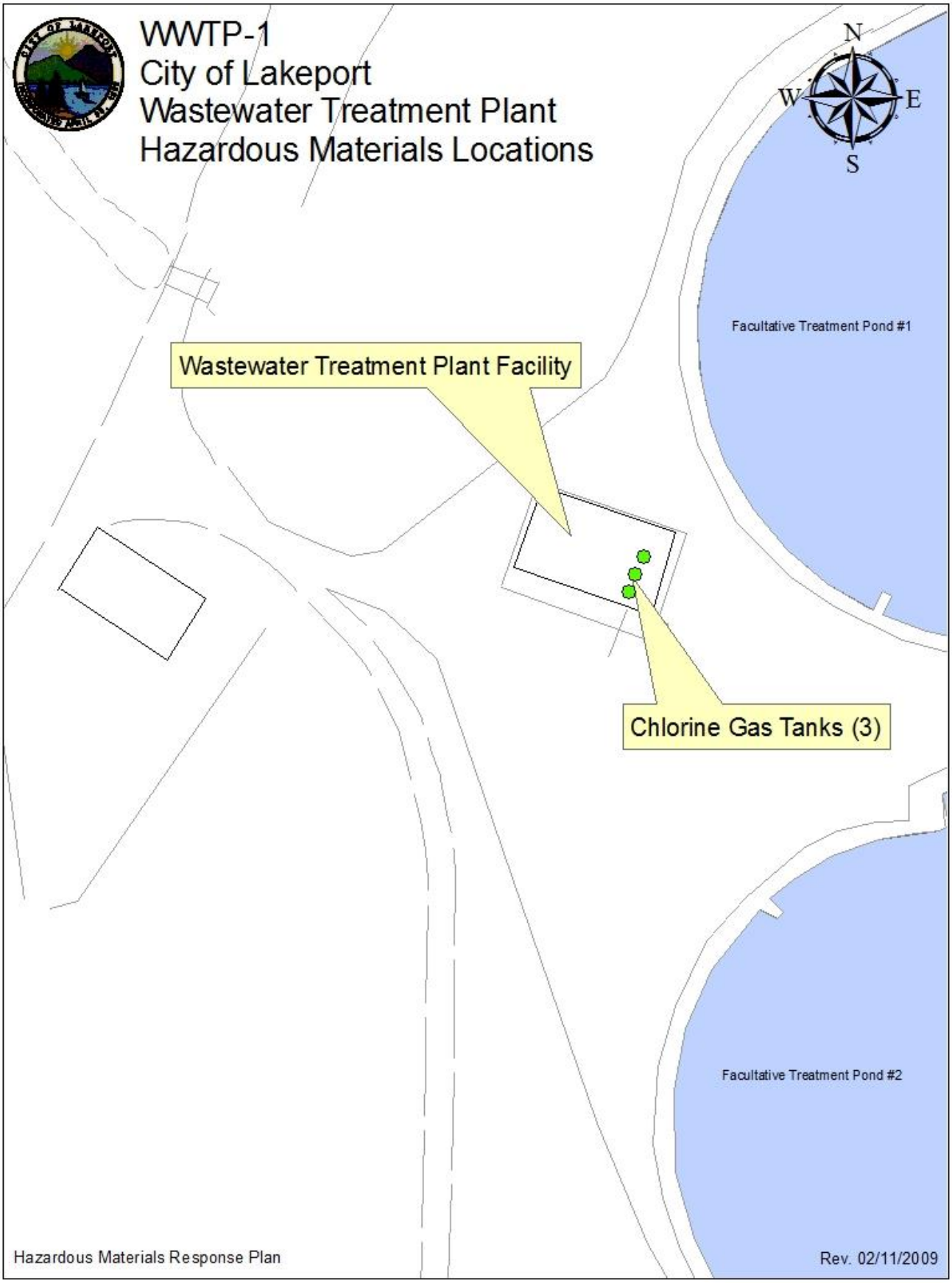
Super Gel Lube 81740	KAR Products	10 cans	Health - 1, Fire - 4	See Map
Surface Conditioning Discs	KAR Product	100 discs	Health - 1	See Map
Teflon Sealing Tape	KAR Product	20 rolls	None known	See Map
Thread Locker (Hi-Strength)	Bowman Distribution	1 tube	Avoid skin, eyes	See Map
Thread Locker (Medium strength)	Bowman Distribution	0 tube	Avoid skin, eyes	See Map
Thread-Eze	National Chemsearch	10 bottles	Avoid skin, eyes	See Map
Total Chlorine Reagent	Hach Company	50 mg	Health - 2	See Map
Traffic Paint (Pervo) Oil Base	Treso Paints	500 gal	Health - 3	See Map
Transmission Fluid (Shell)	Shell	36 qts	Do not ingest	See Map
Turbine Oil (Shell Turbo T Oil)	Helm's Petroleum	10 gal	Health - 1	See Map
Type 6011 Electrode	AIRCO Welding Prod.	10 lbs	Health - 1	See Map
Type 6013 Electrodes	AIRCO Welding Prod.	15 lbs	Health - 1	See Map
Undercoater & Sealer	Flo-Kem, Inc.	2 cans	Avoid eyes, ingestion	See Map

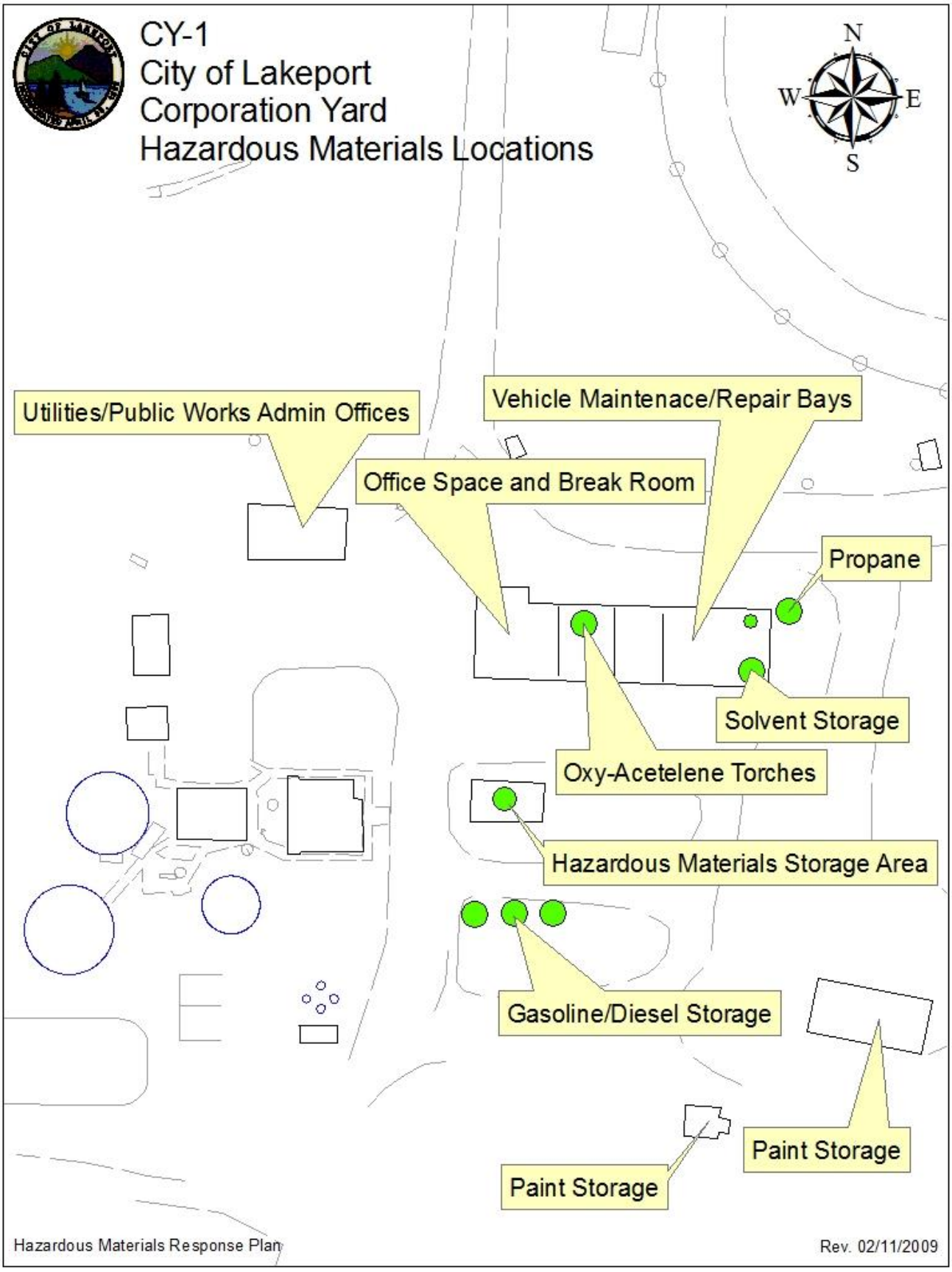
Valve Grinding Compound	Handy Auto Supply	2 cans	Eye irritant	See Map
Vari-Purpose Gear Oil 890	Texas Refinery Corp.	1 drum	None	See Map
Vionex Antimicrobial Hand Soap	Viro Research Int'l, Inc,	36	Avoid eyes	See Map
Wall Joint Compound	Piedmont	2 pails		See Map
WD-40 Bulk Liquid	Handy Auto Supply	6 cans	Health - 2	See Map
Welding Solid Wire and Rod	Lake Co. Welders	33 lbs roll	Health - 1	See Map
White Grease	Aerosol System, Inc.	6 cans	Eye/skin irritant	See Map
Windex	Piedmont	1 bottle	Avoid eyes, skin	See Map
Windshield Washer Solution	Napa	2 gal	Health - 1	See Map
Wood Glue (Elmer's)	Piedmont	1 bottle		See Map
Yield Aerosol	National Chemsearch	12 cans	Health - 1, Fire - 3	See Map

Hazardous Material Location Maps




WTP-1
City of Lakeport
Water Treatment Plant
Hazardous Materials Locations
N
W
E
S
Hydrochloric Acid
Ozone
ProPac 9800
Clarifloc Polymer
Sulfuric Acid
Caustic Soda
Chlorine Gas
Water Plant
Hazardous Materials Response Plan
Rev. 02/11/2009


WWTP-1
City of Lakeport
Wastewater Treatment Plant
Hazardous Materials Locations
N
W
E
S
Facultative Treatment Pond #1
Wastewater Treatment Plant Facility
Chlorine Gas Tanks (3)
Facultative Treatment Pond #2
Hazardous Materials Response Plan
Rev. 02/11/2009


CY-1
City of Lakeport
Corporation Yard
Hazardous Materials Locations
N
W
E
S
Utilities/Public Works Admin Offices
Vehicle Maintenace/Repair Bays
Office Space and Break Room
Propane
Solvent Storage
Oxy-Acetelene Torches
Hazardous Materials Storage Area
Gasoline/Diesel Storage
Paint Storage
Paint Storage
Hazardous Materials Response Plan
Rev. 02/11/2009

EMERGENCY RESPONSE EQUIPMENT INVENTORY AND LOCATION

Groundwater Storage Facility

Equipment Type	**Category**	**Description**	**Location Code** (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid		L-1
Chemical Protective Gloves	Protective, safety, first aid		L-1
Face Shields	Protective, safety, first aid		L-1
First Aid Kit/Stations	Protective, safety, first aid		L-1
Hard Hats	Protective, safety, first aid	2 hard hats	L-1
Plumbed Eye Wash Solution	Protective, safety, first aid		L-2
Safety Glasses/Splash Goggles	Protective, safety, first aid		L-1
Safety Showers	Protective, safety, first aid		L-2

Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid		L-3
Harness	Protective, safety, first aid	Fall protection	L-1
Fire Extinguishers	Fire extinguishing		L-1
Chemical Alarms	Communications and alarms systems	CL2 leak detector	L-1
Intercom/PA System	Communications and alarms systems	Public Works radio repeater	L-1
Telephone	Communications and alarms systems	Single land-line, telephone	L-1

Water Treatment Plant

Equipment Type	**Category**	**Description**	**Location Code** (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	5 acid/CL2 cartridge respirators	L-1
Chemical Monitoring Equipment	Protective, safety, first aid	L.M.I. Pumps	L-1
Chemical Protective Aprons/Coats	Protective, safety, first aid	Extra coats available on site	L-1

Chemical Protective Boots	Protective, safety, first aid	Each employee stationed at plant possesses a pair of boots	L-1
Chemical Protective Gloves	Protective, safety, first aid	Each employee stationed at plant possesses a pair of gloves	L-1
Chemical Protective Suits	Protective, safety, first aid	Each employee stationed at plant possesses a suit	L-1
Face Shields	Protective, safety, first aid	Each employee stationed at plant possesses a shield	L-1
First Aid Kit/Stations	Protective, safety, first aid	Located in Lab room	L-1
Hard Hats	Protective, safety, first aid	2 hard hats	L-1
Plumbed Eye Wash Solution	Protective, safety, first aid	1 located in Filter room, 1 located at acid station, 1 located next to CL2 room	L-2
Respirator Cartridges	Protective, safety, first aid	1 extra set is available on site	L-1
Safety Glasses/Splash Goggles	Protective, safety, first aid	Each employee has a pair and extra pairs are available	L-1
Safety Showers	Protective, safety, first aid	1 located in Filter room, 1 located at acid station, 1 located next to CL2 room	L-2
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid		L-1

Fire Extinguishers	Fire extinguishing	7 total: 2 at water plant, one in each vehicle	L-1
Berms/Dikes	Spill control and decontamination	Controlled spillway	L-1
Emergency Tanks	Spill control and decontamination	Secondary containment tanks	L-3
Exhaust Hoods	Spill control and decontamination	Exhaust hoods in CL2 room breaker room, filter room, and Ozone room	L-1
Neutralizers	Spill control and decontamination	Vita-Chlor CL2 neutralizer	L-1
Chemical Alarms	Communications and alarms systems	CL2 leak detector	L-1
Portable Radios	Communications and alarms systems	Each employee has a radio	L-1
Telephone	Communications and alarms systems	Single land-line, telephone	L-1

Wastewater Treatment Plant

Equipment Type	**Category**	**Description**	**Location Code** (see map GWSF-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	Full face respirator	L-2

Face Shields	Protective, safety, first aid	Full face shield	L-2
First Aid Kit/Stations	Protective, safety, first aid	Basic first aid kit	L-2
Plumbed Eye Wash Solution	Protective, safety, first aid	Located outside building	L-5
Safety Showers	Protective, safety, first aid		L-5
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid	Out of date SCBA	L-2
Fire Extinguishers	Fire extinguishing	1 in control room, 1 in lab room, 1 in Irrigation building	L-1, L-2, L-6
Telephone	Communications and alarms systems	1 in control room, 1 in lab room	L-1, L-2
Tank Leak Detection System	Communications and alarms systems	CL2 gas detector	L-3, L-4

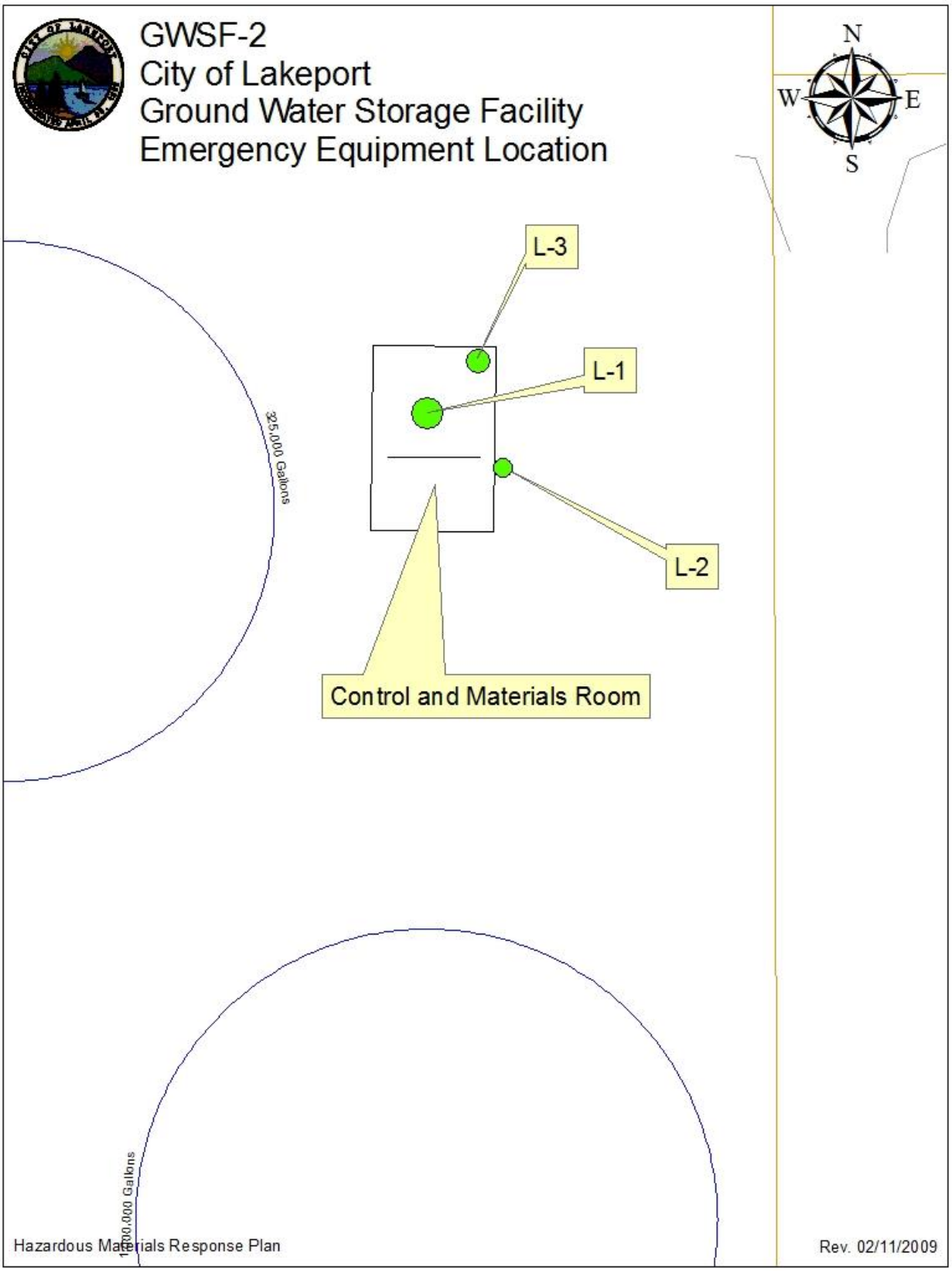
Corporation Yard

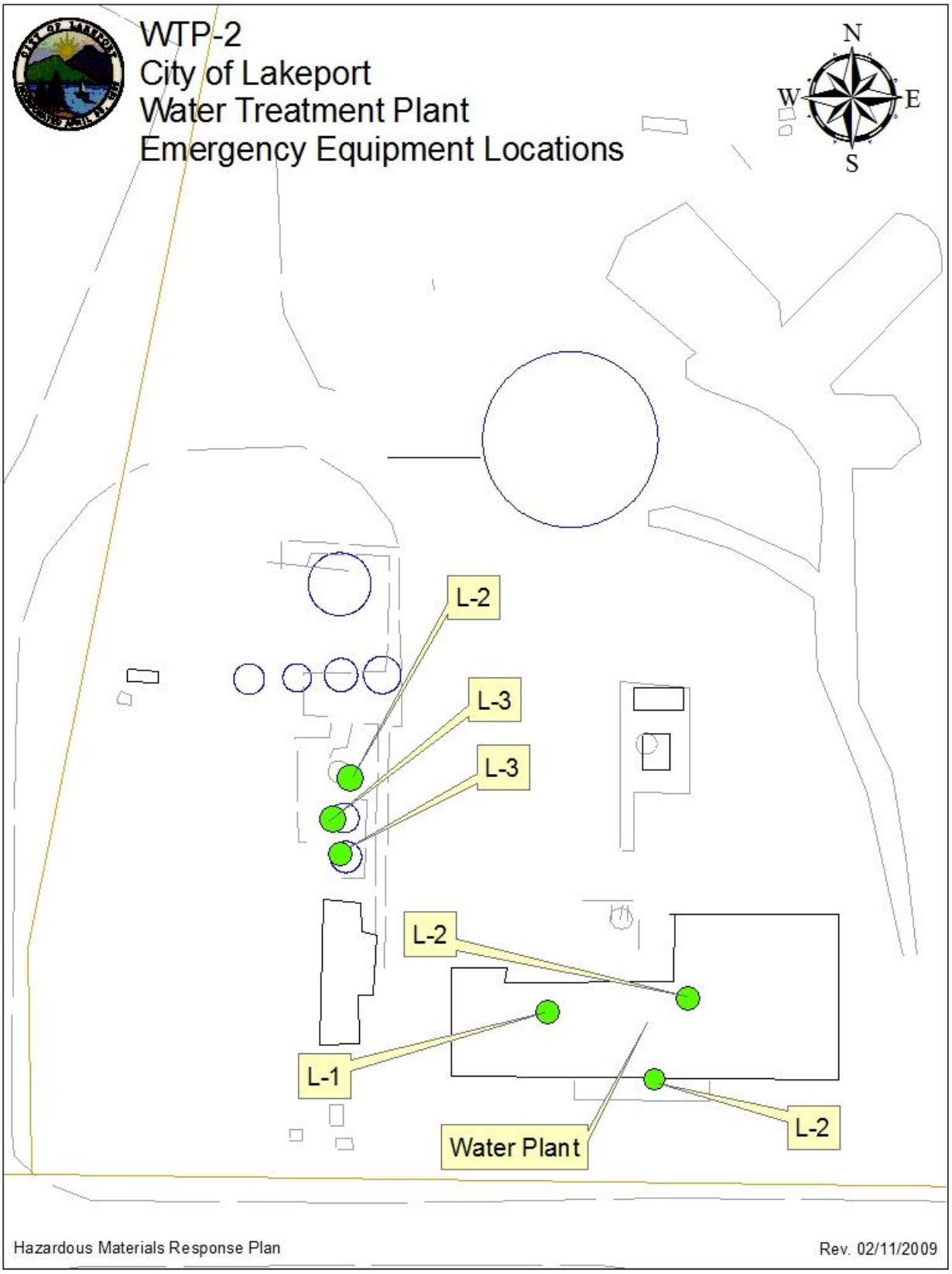
Equipment Type	**Category**	**Description**	**Location Code** (see map CY-2 below for physical location)
Cartridge Respirators	Protective, safety, first aid	Full face respirator	

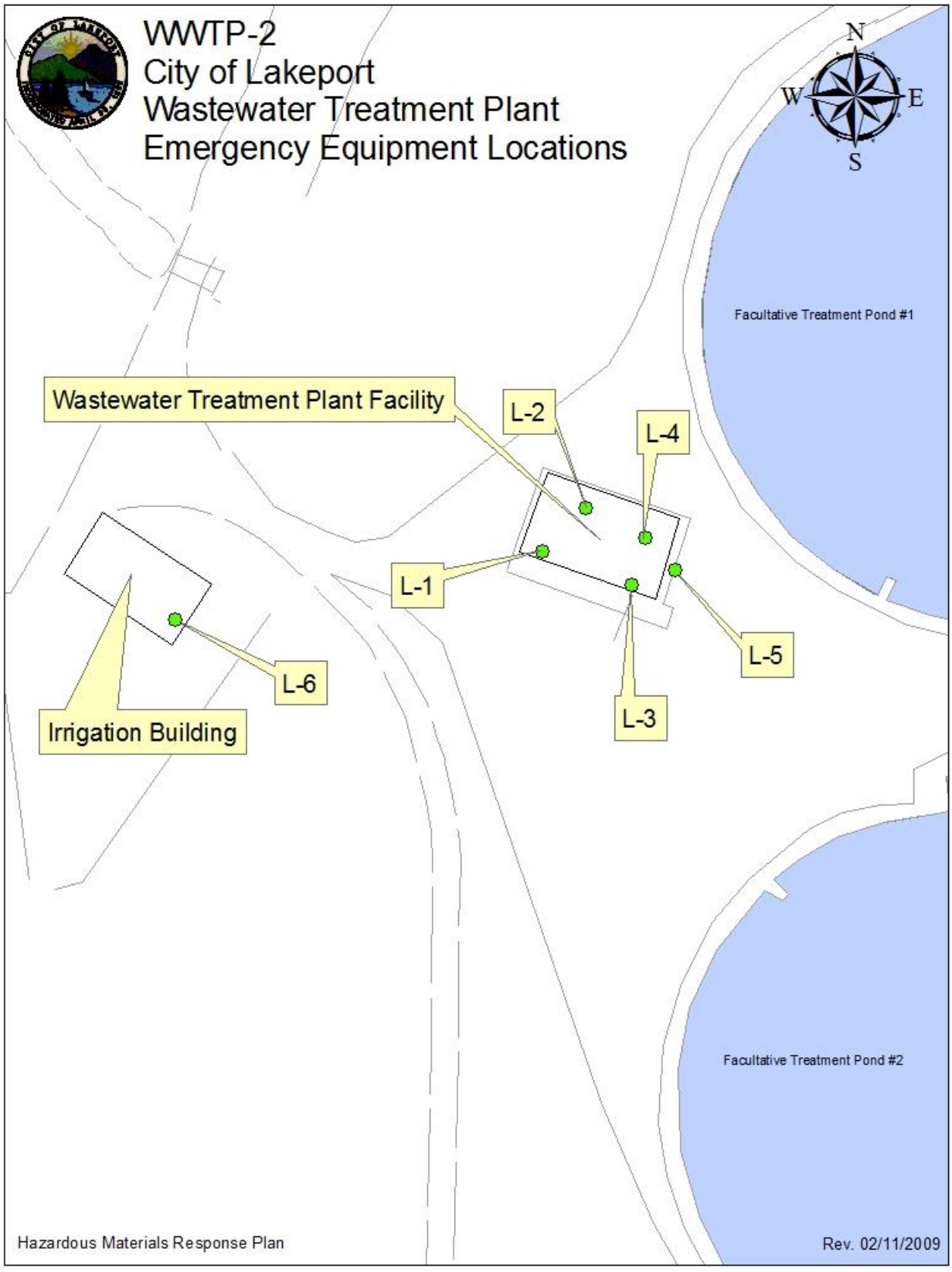
Face Shields	Protective, safety, first aid	Full face shield	L-2, L-5
First Aid Kit/Stations	Protective, safety, first aid	Basic first aid kit	L-1, L-8, L-10, L-11
Hard Hats	Protective, safety, first aid	Six hard hats present in main office, hats also available in trucks	L-10, L-11
Plumbed Eye Wash Solution	Protective, safety, first aid	Located outside building	L-6, L-7
Portable Eye Wash Kit	Protective, safety, first aid		L-11
Safety Glasses	Protective, safety, first aid	Glasses and earplugs	L-2, L-8, L-10, L-11
Safety Showers	Protective, safety, first aid	Located outside buildings	L-6, L-10
Self-Contained Breathing Apparatus (SCBA)	Protective, safety, first aid	Out of date SCBA	L-2
Other	Protective, safety, first aid	Portable stretcher	L-2
Other	Protective, safety, first aid	CPR value mask, CPR face kit	L-10
Fire Extinguishers	Fire extinguishing	1 in control room, 1 in lab room, 1 in Irrigation building	L-1, L-2, L-3, L-5, L-7, L-8, L-9, L-10, L-11, L-12

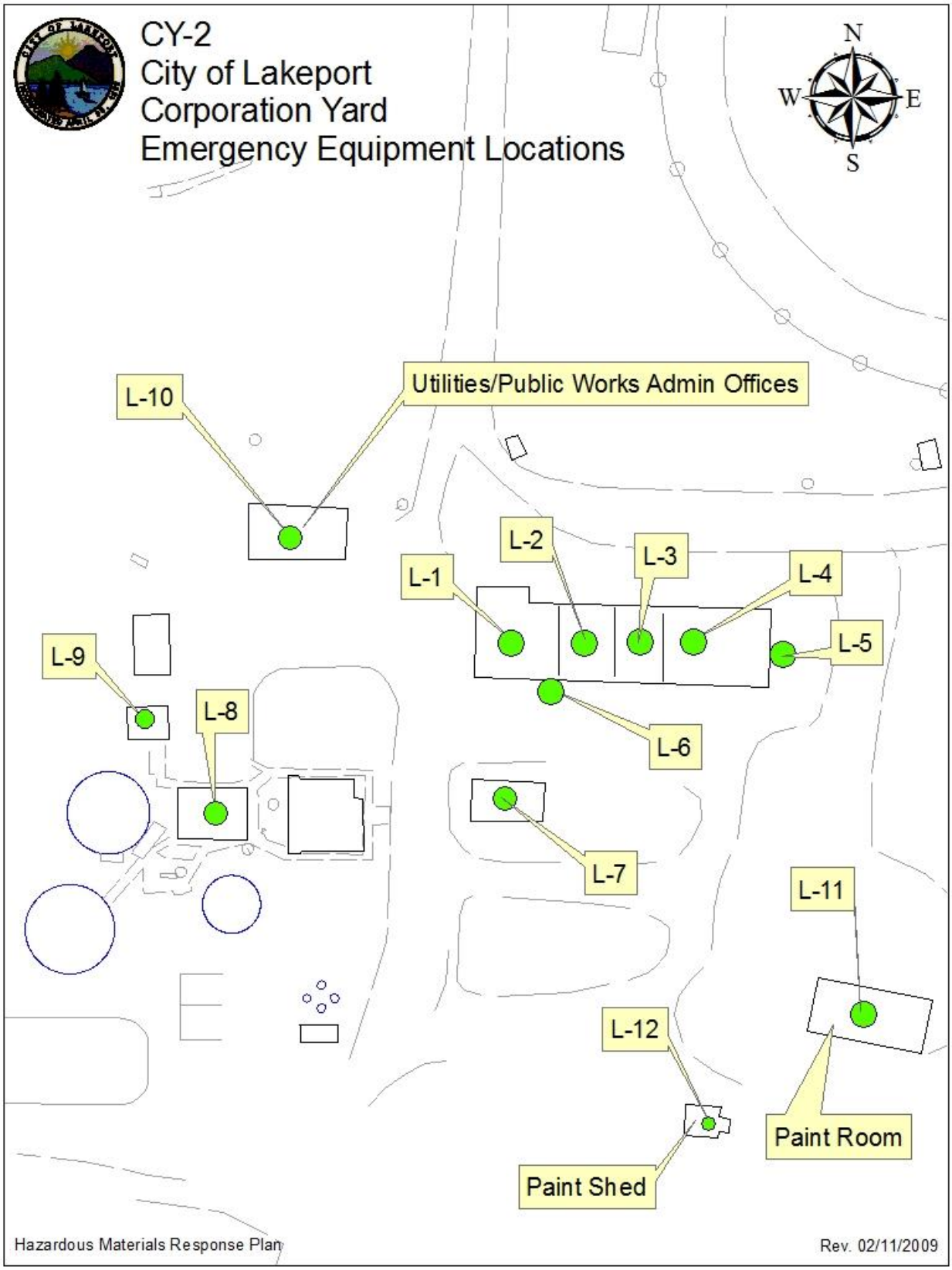
Spill Kits and Absorbents	Spill Control and Decontamination Equipment	3 universal spill kits, oil absorbent pig booms and pads, skimmer pig pillows	L-1
Intercom/PA System	Communications and alarms systems		L-10
Portable Radio	Communications and alarms systems	Main office has 7 radios, additional found throughout Corp Yard	L-1, L-7, L-8, L-10
Telephone	Communications and alarms systems		L-1, L-7, L-8, L-10
Tank Leak Detection System	Communications and alarms systems	CL2 gas detector	L-3, L-4

Emergency Equipment Location Maps




WTP-2
City of Lakeport
Water Treatment Plant
Emergency Equipment Locations
N
W
E
S
L-2
L-3
L-3
L-2
L-1
L-2
Water Plant
Hazardous Materials Response Plan
Rev. 02/11/2009


WWTP-2
City of Lakeport
Wastewater Treatment Plant
Emergency Equipment Locations
N
W
E
S
Facultative Treatment Pond #1
Wastewater Treatment Plant Facility
L-2
L-4
L-1
L-5
L-3
L-6
Irrigation Building
Facultative Treatment Pond #2
Hazardous Materials Response Plan
Rev. 02/11/2009


CY-2
City of Lakeport
Corporation Yard
Emergency Equipment Locations
N
W
E
S
L-10
Utilities/Public Works Admin Offices
L-2
L-3
L-1
L-4
L-5
L-9
L-8
L-6
L-7
L-11
L-12
Paint Room
Paint Shed
Hazardous Materials Response Plan
Rev. 02/11/2009

PERSONNEL TRAINING PROGRAM

New City employees are required to participate in an extensive introduction to City policies and procedures, which include hazardous communications and awareness. Elements of this introduction are reviewed regularly and modified as appropriate. The Utilities Department conducts weekly safety/staff meetings and routinely discusses safe handling of hazardous materials with employees.

Employees shall be trained and certified every year on refresher CPR protocols by the local fire department. The fire department will instruct city utilities staff on the use of fire extinguishers as well.

City utilities staff undergo regular training on the use of emergency response equipment and supplies that are under City control, including spill simulations and hazardous material release exercises. These training sessions are to be documented, noting employees who were in attendance and the subject of discussion. Additionally, the City will work actively to include documentation of training received in employee personnel files.

All personnel stationed at the locations described in this plan shall be trained regularly on the following procedures:

- ☐ Internal alarm/notification
- ☐ Evacuation/re-entry procedures & assembly point locations
- ☐ Emergency incident reporting
- ☐ External emergency response organization notification
- ☐ Location(s) and contents of Emergency Response/Contingency Plan
- ☐ Facility evacuation [drills are to be conducted annually]

Personnel responsible for the handling and use of the hazardous materials described in this plan shall be trained regularly on the following:

- ☐ Safe methods for handling and storage of hazardous materials
- ☐ Location(s) and proper use of fire and spill control equipment
- ☐ Spill procedures/emergency procedures
- ☐ Proper use of personal protective equipment
- ☐ Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure *(i.e., inhalation, ingestion, absorption)*
- ☐ Hazardous Waste Handlers/Managers should be trained in all aspects of hazardous waste management specific to their job duties *(e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)*

This Hazardous Materials Incident Response Plan is posted at all City facilities where hazardous materials are stored and put to use. It is reviewed by staff annually during the HAZCOM safety meeting

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APPENDIX

SEWAGE SPILL REPORT

FIELD OPERATIONS SPILL DETAILS

Date: _____ Report completed by (print name): _____

First alert of discharge: _____a.m./p.m. by ☐Drive by ☐Administrative Office ☐Answering Service
☐ Other: _____
Describe how discovered/notified

Arrival time at spill site: _____a.m./p.m. Discharge contained time: _____a.m./p.m.

Duration of spill: _____(min) X estimated spill rate: _____(gpm) = estimated spill volume _____(gal)

(use arrival time to contained time to determine duration of spill in minutes X estimated gpm = estimated spill volume)

Spill site location (description or street address): _____
Street address Cross Street

Latitude: _____ Longitude: _____ Terrain (circle one): Flat Mixed Steep

CHECK ALL THAT APPLY:

Cause of spill: ☐ Manhole ☐ Pump Station ☐ Force Main (Diameter _____ Age _____)
☐ Gravity Sewer (Diameter _____ Age _____) ☐ Other _____

Identify: ☐ Debris ☐ Flow Exceeded Capacity ☐ Grease Blockage ☐ Operator Error ☐ Structural Problem/Failure
☐ Pump Station Failure ☐ Rain Event ☐ Roots ☐ Vandalism ☐ Other _____

Spill Appearance Point: ☐Building/Structure ☐ Sewer Line ☐ Manhole ☐ P/L Cleanout ☐ Pump Station
☐ Other Sewer System Structure (Describe): _____

Did sewage reach a watercourse* ☐Yes ☐ No Did sewage reach Clear Lake ☐ Yes ☐ No ☐ Unknown

Name of water course/body: _____ ☐ Dry ☐ Wet ☐ Flowing
Including drainage ditch/storm drain/drop inlet, creek etc.

Type of sewage ☐ Raw ☐ Partially Treated ☐ Treated

Final spill destination: ☐ Building ☐ Unpaved Surface ☐ Paved Surface ☐ Storm Drain ☐ Street Curb/Gutter

Was spill fully captured, including a discharge to storm drain ☐ Yes ☐ No

Method of capture ☐ Pumper Truck ☐ Vactor Truck ☐ Private Measure (e.g. sandbags)

Spill response activities include (check all that apply) ☐ Cleaned Up ☐ Disinfected

☐ Contained ___all ___part ☐ Inspected Sewer CCTV ___yes ___no ☐ Restored Flow

☐ Returned ___all ___part to the sanitary sewer system ☐ Other (Describe) _____

Notified Utilities Superintendent ☐ Yes ☐ No _____
Date / Time / By

*A **watercourse** is a natural or manmade feature (dry, wet or flowing) including a drainage ditch, swale, tributary or other physical aspect that directly or indirectly enters or has the potential to enter surface waters such as a stream or lake.

**This form is to be completed by field staff for all spills.

◊◊◊

EMERGENCY RELEASE FOLLOW-UP NOTICE REPORTING FORM

EMERGENCY RELEASE FOLLOW - UP NOTICE REPORTING FORM

A

BUSINESS NAME	FACILITY EMERGENCY CONTACT & PHONE NUMBER ( ) -

B

INCIDENT DATE MO DAY YR	TIME OES NOTIFIED (use 24 hr time)	OES CONTROL NO.

C

INCIDENT ADDRESS LOCATION	CITY / COMMUNITY	COUNTY ZIP

D

CHEMICAL OR TRADE NAME (print or type)	CAS Number

CHECK IF CHEMICAL IS LISTED IN 40 CFR 355, APPENDIX A ☐	CHECK IF RELEASE REQUIRES NOTIFI - CATION UNDER 42 U.S.C. Section 9603 (a) ☐

PHYSICAL STATE CONTAINED ☐ SOLID ☐ LIQUID ☐ GAS	PHYSICAL STATE RELEASED ☐ SOLID ☐ LIQUID ☐ GAS	QUANTITY RELEASED

ENVIRONMENTAL CONTAMINATION ☐ AIR ☐ WATER ☐ GROUND ☐ OTHER	TIME OF RELEASE	DURATION OF RELEASE ___DAYS ___HOURS ___MINUTES

E

ACTIONS TAKEN

F

KNOWN OR ANTICIPATED HEALTH EFFECTS (Use the comments section for addition information)

☐ ACUTE OR IMMEDIATE (explain) _____

☐ CHRONIC OR DELAYED (explain) _____

☐ NOTKNOWN (explain)

G

ADVICE REGARDING MEDICAL ATTENTION NECESSARY FOR EXPOSED INDIVIDUALS

H

COMMENTS (INDICATE SECTION (A - G) AND ITEM WITH COMMENTS OR ADDITIONAL INFORMATION)

I

CERTIFICATION: I certify under penalty of law that I have personally examined and I am familiar with the information submitted and believe the submitted information is true, accurate, and complete.

REPORTING FACILITY REPRESENTATIVE (print or type) _____

SIGNATURE OF REPORTING FACILITY REPRESENTATIVE _____ DATE: _____

EMERGENCY RELEASE FOLLOW-UP NOTICE
REPORTING FORM INSTRUCTIONS

GENERAL INFORMATION:
Chapter 6.95 of Division 20 of the California Health and Safety Code requires that written emergency release follow-up notices prepared pursuant to 42 U.S.C. § 11004, be submitted using this reporting form. Non-permitted releases of reportable quantities of Extremely Hazardous Substances (listed in 40 CFR 355, appendix A) or of chemicals that require release reporting under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. § 9603(a)] must be reported on the form, as soon as practicable, but no later than 30 days, following a release. The written follow-up report is required in addition to the verbal notification.

BASIC INSTRUCTIONS:
- The form, when filled out, reports follow-up information required by 42 U.S.C § 11004. Ensure that all information requested by the form is provided as completely as possible.
- If the incident involves reportable releases of more than one chemical, prepare one report form for each chemical released.
- If the incident involves a series of separate releases of chemical(s) at different times, the releases should be reported on separate reporting forms.

SPECIFIC INSTRUCTIONS:
Block A: Enter the name of the business and the name and phone number of a contact person who can provide detailed facility information concerning the release.

Block B: Enter the date of the incident and the time that verbal notification was made to OES. The OES control number is provided to the caller by OES at the time verbal notification is made. Enter this control number in the space provided.

Block C: Provide information pertaining to the location where the release occurred. Include the street address, the city or community, the county and the zip code.

Block D: Provide information concerning the specific chemical that was released. Include the chemical or trade name and the Chemical Abstract Service (CAS) number. Check all categories that apply. Provide best available information on quantity, time and duration of the release.

Block E: Indicate all actions taken to respond to and contain the release as specified in 42 U.S.C. § 11004(c).

Block F: Check the categories that apply to the health effects that occurred or could result from the release. Provide an explanation or description of the effects in the space provided. Use Block H for additional comments/information if necessary to meet requirements specified in 42 U.S.C. § 11004(c).

Block G: Include information on the type of medical attention required for exposure to the chemical released. Indicate when and how this information was

made available to individuals exposed and to medical personnel, if appropriate for the incident, as specified in 42 U.S.C. § 11004(c).

Block H: List any additional pertinent information.

Block I: Print or type the name of the facility representative submitting the report. Include the official signature and the date that the form was prepared.

MAIL THE COMPLETED REPORT TO:

Chemical Emergency Planning and Response Commission (CEPRC) /
Attn: Section 304 Reports
Hazardous Materials Unit
3650 Shriever Avenue
Mather, CA 95655

NOTE: Authority cited: Sections 25503, 25503.1 and 25507.1, Health and Safety Code. Reference: Sections 25503(b)(4), 25503.1, 25507.1, 25518 and 25520, Health and Safety Code.

EMERGENCY INCIDENT REPORTING FORM

(Post-Incident Reporting/Recording)

Facility Owner:

Name:_____

Address:_____

Telephone #:_____

Facility:

Name:_____

Address:_____

Telephone:_____

Date of Incident: _____

Time of Incident:_____

Type of Incident (e.g. fire, explosion, etc.): _____

Name & quantity of material(s) involved: _____

Extent of injuries, if any: _____

Assessment of actual or potential hazard to human health or the environment, if Applicable: _____

Estimated quantity and disposition of recovered material that resulted from the Incident: _____

Cause(s) of the incident: _____

Actions taken in response to the incident:

Administrative or engineering controls designed to prevent such incidents in the Future:

Signature **Date**

HAZARDOUS MATERIALS/WASTE STORAGE AREA INSPECTION FORM

City of Lakeport

Community Development and Utilities Department
Compliance Division

Inspection Date: _____

Facility Name: _____

HAZARDOUS MATERIALS STORAGE PROGRAM VIOLATION CODES GENERAL STORAGE PROVISIONS

Authority Cited: Health and Safety Code (HSC);California Code of Regulations, Title 8, Div. 1, Chapter 4 (CCR)

This document has been prepared to briefly summarize common violations observed at facilities that store or handle hazardous materials. Each requirement of law/regulation is identified by a Violation Code (VC) to help you understand violations noted in an Official Notice of Inspection. The complete and official text of these requirements can be found on-line at: **www.calregs.com** for CCR; **www.leginfo.ca.gov/calaw.html** for HSC; and **www.EHinfo.org/hazmat** for SCCO. If you would like to discuss any interpretations of these requirements, please call HMCD at (408) 918-3400 and ask for the Hazardous Materials Program Manager.

A. Permits, HMBP/Registration Form

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2300	SCCO §§ B11-21 B11-320	**Hazardous Materials Storage Permit** - Any facility that stores or uses hazardous materials must apply for and obtain a hazardous materials storage permit from HMCD. Per SCCO §B11-30(a), the permit must be posted in a conspicuous place at the facility.
☐	☐	2301	HSC § 25503.5 SCCO § B11-301	**Hazardous Materials Business Plan (HMBP) Submitted/Complete** - The owner of any facility which handles any individual hazardous material or mixture containing a hazardous material that has an aggregate quantity on site at any one time during the reporting year equal to or greater than 500 pounds for solids, 55 gallons for liquids, or 200 cubic feet for gases must submit to HMCD a HMBP. The HMBP must include: ☐ Hazardous materials inventory information; ☐ Emergency response plans and procedures in the event of a reportable release or threatened release of a hazardous material, including, but not limited to, notification of local emergency response agencies, HMCD, and the state Office of Emergency Services; procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment; and evacuation plans and procedures, including immediate notice, for the facility; ☐ Training for all new employees and annual training, including refresher courses, for all employees in safety procedures in the event of a release or threatened release of hazardous material, including, but not limited to, familiarity with facility emergency response plans and procedures; ☐ A facility site plan and hazardous materials storage map. *[Note: (1) There are exceptions to the reporting quantities specified above. The exceptions are listed in the instructions for the Hazardous Materials Business Plan available at **www.unidocs.org**. (2) Any hazardous material in a rail car or rail or marine freight container remaining at a facility longer than 30 days is deemed stored and subject to HMBP requirements. Per HSC §25501.4(c), HMCD must be notified immediately of such storage.]*

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2302	HSC §§ 25505(b) 25503.5(c)(6)(E) 25510	**HMBP Changes Reported** - Within 30 days of any one of the following events, a facility must submit to HMCD an amended HMBP: ☐ A 100% or more increase in the quantity of a previously disclosed material; ☐ Any handling of a previously undisclosed hazardous material in HMBP quantities; ☐ Change of business address; ☐ Change of business ownership; ☐ Change of business name; ☐ A substantial change in the handler's operations (e.g., personnel changes, installation or closure of hazardous materials storage/handling systems, etc.) occurs.
☐	☐	2303	HSC § 25505(c)	**HMBP Review/Certification** - A facility must review its HMBP at least once every three years to determine if a revision is needed and must certify to HMCD that the review was made and that any necessary changes were made to the plan. A copy of any changes to the plan must accompany the certification. *[Exception: Unstaffed remote facilities operating per HSC §25503.5(c)(6)]*
☐	☐	2304	HSC § 25503.6	**Written Notice to Property Owner** - Any facility which is required to establish and implement a HMBP and is located on leased or rented real property must notify, in writing, the owner of the property that the business is subject to HMBP requirements (i.e., HSC §25503.5) and has complied with its provisions, and must provide a copy of the HMBP to the owner or the owner's agent within five working days after receiving a request for a copy from the owner or the owner's agent. A copy of this notification should be kept at the facility.
☐	☐	2305	HSC § 25505(d)	**Annual Hazardous Materials Inventory Certification/Submittal** - Any facility thathandles hazardous materials in HMBP quantities must, on an annual basis, either: 1.)Submit to HMCD a completed "Hazardous Materials Business Plan Certification Form"; or2.) Submit a report of its hazardous materials inventory in a format approved by HMCD. *[Exception: Unstaffed remote facilities operating per HSC §25503.5(c)(6)]*
☐	☐	2306	SCCO § B11-302	**Hazardous Materials Registration Form Submitted/Complete** - Any facility that stores orhandles hazardous materials in quantities less than those specified for the HMBP must file aRegistration Form. The Registration Form must be updated any time there is a significantchange in the quantities of hazardous materials or changes in the process in which thehazardous materials are being used.
☐	☐	2307	SCCO § B11-286(a) B11-320(b) B11-325	**Permit for Installation/Construction/Repair/Closure** - Any facility which intends toinstall, construct, repair, replace, or close a hazardous materials storage/handling system orarea (e.g., tank, room, etc.) must first obtain a permit from HMCD.
☐	☐	2308	SCCO § B11-41 B11-290(b)	**Modifications to a Facility** - Any substantial modification to, or repair of, a storage facility,other than minor or emergency repairs, must be performed in accordance with written planssubmitted to and approved by HMCD prior to the initiation of work.
☐	☐	2309	SCCO § B11-288(a) B11-288(c))	**Abandoned Facility or Tank** - No hazardous materials storage facility may be abandoned. Owners/operators of facilities permanently taken out of service, or which are not monitored in accordance with an approved written monitoring plan, must submit a closure plan application and obtain a closure permit at least 30 days prior to final closure of the facility or aboveground/underground storage tank. Once the plan has been approved, a final walkthrough inspection must be completed by HMCD.

B. Separation, Containment, Monitoring

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2310	SCCO § B11-292	**Secured Storage Areas** - Access to hazardous materials storage areas must be secured by means of fences and/or locks. Gates and doorways to such areas must be kept securely locked when unattended
☐	☐	2311	SCCO § B11-286(e)	**Separation of Incompatible Materials** - Materials which in combination might cause a fire, explosion, or the production of a flammable or toxic gas must be separated in both primary and secondary containment so as to avoid potential intermixing in the event of a release.
☐	☐	2312	SCCO § B11-291(a)	**Safe Chemical Handling** - Dispensing and mixing of hazardous materials must not be done in such a manner as to substantially increase the risk of an unauthorized discharge.
☐	☐	2313	SCCO § B11-291(b))	**Movement of Materials Within Facility** - Hazardous materials must not be stored in a travel path (e.g., hallway, aisleway, etc.). They may remain in the travel path only for the time reasonably necessary to move them. Such movement must be in a manner which will not result in an unauthorized discharge.
☐	☐	2314	SCCO § B11-286(c)(1)	**Primary Containment Product-Tight** - All primary containment (i.e., the container in which a material is stored) used for the storage of hazardous materials must be product-tight (i.e., not leaking and compatible with the chemical being stored).
☐	☐	2315	SCCO § B11-286(c)	**Secondary Containment Provided** - Secondary containment (i.e., containment external to and separate from primary containment) constructed so as not to be structurally weakened as a result of contact with the material stored must be provided. It must be capable of containing 110% of the volume of the primary container if a single container is used, or in the case of multiple containers, 150% of the volume of the largest container or 10% of the aggregate, whichever is larger. In addition, the secondary containment, if open to rainfall, must be capable of accommodating the volume of a 24-hour rainfall from a 100-year storm (i.e., approximately an additional 4-1/2 inches in depth or height of the secondary containment).
☐	☐	2316	SCCO § B11-286(f)	**Removal of Water from Secondary Containment** - Any water which has entered the secondary containment must be removed, analyzed for contamination by hazardous substances, and disposed of properly. A system to prevent uncontrolled removal of such water must be provided.
☐	☐	2317	SCCO § B11-286(d)	**Overfill Protection Provided** - Primary containment of aboveground tanks holding hazardous materials must be equipped with a high-level alarm (i.e., an alarm which sounds when the tank is 90% full) and/or other approved overfill protection devices to prevent spills when filling the tank.
☐	☐	2334	SCCO § B11-286(g)	**Spill Protection Provided** – Aboveground tanks holding hazardous materials must be equipped with a spill container at each fill point to collect any hazardous material spilled during product delivery operations.
☐	☐	2318	SCCO §§ B11-286(b) B11-289(a)	**Monitoring Performed** - Each area in which liquid or solid hazardous materials are stored must be monitored. Monitoring methods must include at least one system for detecting leakage from the primary containment. Visual inspection of both primary and secondary containment is preferable; however, other methods may be allowed or required by HMCD. Per SCCO §288(b), facilities which are temporarily out of service, and are intended to be returned to use, must continue to be monitored and inspected.

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2320	SCCO § B11-289(c)	**Inspection and Testing of Monitoring Equipment** - All monitoring systems must be tested and inspected monthly, at a minimum, to ensure that they are in working order. Records of all inspection/maintenance/repairs must be kept on-site and be available for inspection by HMCD.
☐	☐	2321	SCCO § B11-289(a)	**Visual/Audible Alarm** - Whenever monitoring devices are provided, they must be connected to attention-getting visual and audible alarms.
☐	☐	2322	SCCO § B11-287 B11-301(c) B11-302(b)(4)	**Written Monitoring Plan Submitted/Approved/Implemented** - A written monitoring plan must be prepared and submitted to HMCD. The monitoring plan must describe the location, type, frequency, and manufacturer specifications (if applicable) of monitoring methods used in each storage area. *[Note: An Aboveground Separation, Containment, and Monitoring Plan form is available at **www.unidocs.org.**]*
☐	☐	2323	SCCO § B11-289(b)	**Monitoring/Maintenance Records** - Any facility that stores or uses hazardous materials must test, monitor, and inspect the facility in compliance with the approved written monitoring plan and maintain records adequate to demonstrate compliance therewith. SCCO §§B11-301(d) and B11-311 require that the facility maintain an inspection check sheet or log, in a format approved by HMCD, designed to be used in conjunction with routine inspections. A blank copy of this log must be submitted as an attachment to the facility's HMBP.
☐	☐	2324	SCCO § B11-290	**Maintenance, Repairs, or Replacement** - The facility owner/manager must carry out all necessary maintenance, ordinary upkeep, and minor repairs needed to keep equipment (e.g., monitoring systems, piping, etc.) in proper operating condition. This work must be performed in a careful and safe manner. Emergency repairs may be made immediately, but within 5 working days after such repairs have been started, a written plan describing the repairs must be submitted to HMCD for review and approval. All monitoring equipment and audible/visual overfill protection alarms must be installed, calibrated, operated and maintained in accordance with manufacturer's instructions, and tested every 12 months by a qualified technician to confirm operability, proper operating condition, and proper calibration. Written records of such testing must be maintained as required in SCCO §B11-313.

C. Training, Emergency Response, Unauthorized Discharges

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2325	HSC § 25504(c)	**Emergency Response Training** - At facilities required to prepare a HMBP, training must be provided for all new employees in the event of a release or threatened release of a hazardous material, including, but not limited to, familiarity with the facility's emergency response plans and procedures. Annual refresher courses must be provided for all employees. The training program may take into consideration the position of each employee. It must include, but not limited to, all of the following: ☐ Immediate notification to HMCD and to appropriate local emergency rescue personnel and the State Office of Emergency Services. ☐ Procedures for the mitigation of a release or threatened release to minimize any potential harm or damage to persons, property, or the environment. ☐ The facility's evacuation plans and procedures.
☐	☐	2326	SCCO § B11-293	**Emergency Equipment** - Emergency equipment must be provided, regularly tested, and adequately maintained, and must be reasonable and appropriate to potential emergencies presented by the stored hazardous materials.

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2327	SCCO § B11-294	**Posted Emergency Procedures** - Any facility which stores hazardous materials must conspicuously post simplified emergency procedures (i.e., what to do in the case of fire, spill, etc.) in locations where hazardous materials are stored. *[Note: An Emergency Procedures form you can fill out and post is available at* ***www.unidocs.org.****]*
☐	☐	2328	SCCO § B11-305(a)(1)(a)	**Unauthorized Discharge (Recordable)** - Any facility which has had a recordable unauthorized discharge, must record it in the facility's monitoring records. A recordable unauthorized discharge is one that: ° Is from primary containment to secondary containment; and ° Is cleaned up before it leaves the secondary containment; and ° Results in no increase in the possibility of explosion or fire.
☐	☐	2329	SCCO § B11-305(a)(1)(b) B11-305(b)	**Unauthorized Discharge (Reportable)** - Any facility which has had a reportable unauthorized discharge must report it to HMCD immediately. A reportable discharge is any unauthorized discharge that does not meet the definition of a recordable discharge. Any person in charge of a storage facility or responsible for emergency response for a storage facility, who has knowledge of any unauthorized discharge of a hazardous material which is a gas at STP, must immediately report such discharge to HMCD if such discharge presents a threat of imminent danger to public health and safety.
☐	☐	2331	SCCO § B11-305(a) B11-306	**Cleanup of Unauthorized Discharge** - Any person, business or facility which stores or uses liquid or solid hazardous materials must initiate and complete all actions necessary to remedy the effects of any unauthorized discharge.
☐	☐	2348	SCCO § 25270.5(c)	**Spill Prevention Control and Countermeasure (SPCC) Plan** - The owner or operator of any facility which stores more than 1,320 gallons of petroleum aboveground in 55 gallon or larger containers must prepare a SPCC Plan in accordance with guidelines contained in Part 112 of Title 40 of the Code of Federal Regulations. *[Exception: Tank facilities located on a farm, nursery, logging site, or construction site are not required to prepare a SPCC Plan if no tank exceeds 20,000 gallons and cumulative storage capacity does not exceed 100,000 gallons.]*

D. Record Keeping and Labeling

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2332	SCCO § B11-313	**Records (Retention Time)** - All records (e.g., maintenance, monitoring, training, unauthorized discharge logs, etc.) must be maintained for no less than 3 years and must be available for review by HMCD upon request.
☐	☐	2333	8 CCR § 5194(f)(4)	**Labeling** - Hazardous materials containers must be labeled with the identity of the hazardous substance(s) contained therein and appropriate hazard warnings.

E. Urban Runoff

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2349	SCCO § B11 1/2-3	**Illegal Discharge** - It is unlawful to discharge, or cause, allow or permit to be discharged into any part of the stormwater system or watercourse any sewage, industrial wastes, petroleum or petroleum products, coal tar, chemicals, detergents, solvents, paints, contaminated or chlorinated swimming pool water, pesticides, herbicides and fertilizers, soil sediments, washwater, cans, bottles, refuse, motor vehicles or parts thereof, or any material that may be deleterious to aquatic life.

F. Other Violations

V	N/A	Violation Code	Regulatory Citation	
☐	☐	2399	See Official Notice of Inspection	**Other Hazardous Materials Storage Violations** - See the Official Notice of Inspection for details.

LAKE COUNTY HAZARDOUS MATERIAL INCIDENT RESPONSE PLAN

The Lake County Division of Environmental Health is the Certified Unified Program Agency for all of Lake County, dealing with hazardous waste and hazardous materials.

922 Bevins Ct.
Lakeport, CA 95453
707.263.1164
http://www.co.lake.ca.us/Emergencies/Hazmat/Management.htm

Appendix 6.C

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject: **Sanitary Sewer Overflow Emergency Response Plan**	Policy Number: U-11	
	Date Adopted: 11/30/17	Date Revised:

Scope:	Applies to all personnel that respond to Sanitary Sewer Overflows (SSOs).
Purpose:	Establish the City's activities in response to SSOs.
Responsibility:	The Utilities Superintendent shall be responsible for ensuring SSO response, investigation, reporting and mitigation activities are consistent with this policy and other adopted procedures. The Compliance Officer and Utilities Superintendent shall be responsible for any future revisions to this SOP.
Reference:	City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

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Background

Sanitary sewers serving the City of Lakeport can occasionally overflow due to breaks or blockages in the sewer lines. These overflows can result in discharges of raw sewage into surface water/storm drains and eventually into Clear Lake.

The City's sewer system also includes eight lift (pump) stations that are needed to convey the flows to the Wastewater Treatment Plant on Linda Lane in the southwest portion of the City.

In order to protect public health and the environment from raw sewage, a quick, coordinated response is needed to stop the source of any overflow and to eliminate the migration of sewage either downstream or into Clear Lake.

The purpose of the Sanitary Sewer Overflow Emergency Response Plan (SSOERP) is to outline the City's SSO response activities, with the objective of minimizing impact of SSOs to the public and the environment. In achieving this goal, the OERP serves as a guideline for City of Lakeport personnel in cleaning and mitigating the effects of sanitary sewer spills, as well as in following proper sampling and reporting procedures. Detailed SSO reporting requirements are also set forth in the SSOERP.

Overflow Emergency Response Plan

Dispatch Responsibility

When a call is received from the public, dispatch personnel obtain:

- **Time** and **date** of call
- **Time** and **date** when overflow was **first noticed**
- **Specific location** of possible overflow
- **Description** of problem
- Caller's **name** and **call back number**

First Responder Assessment of Overflow

Always Remember…

- Use appropriate **Personal Protective Equipment**
- Use appropriate **safety precautionary measures**

When?	Assessment Steps
Immediately	Assess failure of equipment or overflow release
If needed	Call for assistance
After primary assessment	Obtain necessary equipment to respond to spill (e.g. sandbags, waddles, bypass pumps, vacuum truck, etc.)
If spill too large to be adequately controlled	Contact local septic pumping contractor(s) and request emergency service:

When?	Assessment Steps
	Perkins Septic Tank Cleaning: 707.413.6100 Action Sanitary: 707.994.5068 Silva Septic & Rooter Services: 707.462.8304
If there is a suspicious substance or odor (e.g. oil sheen, foam, gas odor)	Coordinate with County of Lake Environmental Health and Lake County Fire Protection District for hazardous materials response

Overflow Correction, Containment and Clean-Up

Always…	If applicable…
Protect water bodies, drainage channels and storm drains by diverting flow away from all entry points	If failure is at a lift station, take the malfunctioning pump off line. See lift station maps at end of this Policy for diversion locations and details.
Determine location and cause of overflow	Secure the affected area and post warning signs if deemed necessary (also see "Traffic and Crowd Control" below)
Implement appropriate corrective actions (e.g. sandbags, waddles, emergency generators, bypass pumps, etc.)	Sample as necessary (coordinate with Lake County Environmental Health Department). See lift station maps for details.
Clean and sanitize affected area(s): remove all debris found in SSO area; wash SSO area with fresh water; collect all water generated during cleaning with Vacuum Truck and return water to sewer system; use backpack sprayer to sanitize affected areas with disinfectant cleaner such as Zep DZ-7.	
Finalize the incident documentation	
Review overall response with Responding Parties	

Traffic and Pedestrian Control

Traffic and Pedestrian Control Recommendations

- Set up cones and warning signs
- Set up warning signs to inform public of hazards if deemed necessary
- Close affected entrances and exits from facilities
- Perform lane closures as necessary
- Use caution tape and barricades to prevent public access
- Inform Lakeport Police Department of any roadway closures / traffic control

SSO Spill Volume and Estimation Methods

Outlined below are three methods that are most often employed for estimating the volume of sanitary sewer spill. City staff preparing the estimate should utilize the most appropriate method for the sewer overflow in question and use the best information available.

Method 1: Eyeball Method

The volume of small spills can be estimated using an "eyeball estimate." To use this method, imagine the amount of water that would spill from a container listed on the table below. A jug contains 1 gallon, a bucket contains 5 gallons, and a drum contains 55 gallons. If the spill is larger than 55 gallons, try to break the standing water into 55 gal drums and then multiply by 55 gallons. This method is useful for contained spills up to approximately 220 gallons. The photo illustrations incorporated herein should also be referred to when using the Eyeball Method.

Size of container	*How many of this size?*	*Size Multiplier (gal)*	*Total Volume Estimated (gal)*
1-gallon water jug		X 1	
5-gallon bucket		X 5	
55-gallon drum		X 55	
Total volume estimated			

Spill Estimation Representative Photographs

Five (5) Gallons Total Spilled:



Ten (10) Gallons Total Spilled:



Ten (10) Gallons Flowing Down Curb & Gutter:



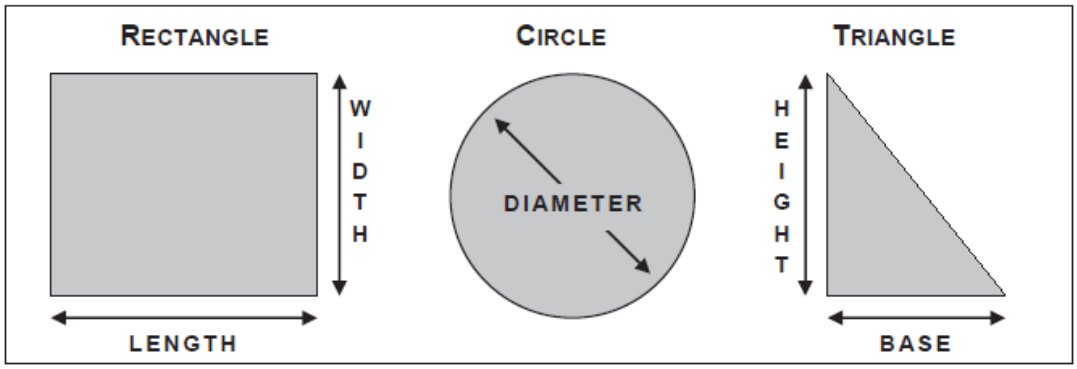
Note: Water traveled 110 FT in curb & gutter.

All photos courtesy of City of Hayward
https://www.hayward-ca.gov/file/ssmp-sso-emergency-response-sopspdf

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



Steps for Volume Calculation

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 0.785 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:

1. 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 or drainage channel) can be used to estimate the start time.
2. 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. This method will likely only be effective with consistent weather.

3. Conditions at the spill site change over time and can be used to establish the start 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. This method is valid for spills that have been occurring for a long time and may be used in conjunction with either of the above methods.
4. 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 sewer system during the time of the spill. There are three common ways to estimate the flowrate:

1. **City of Chico Manhole Overflow Flowrate Chart**: This chart, included herein, 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 basis for the flowrate estimate.
2. **Flowmeter:** Changes in flows in downstream flowmeters can be used to estimate the flowrate during the spill.
3. **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 * 9 gallons per hour per connection
   = 198 gallons per hour / 60 minutes per hour
   = 3.3 gallons per minute

Duration and Flow Rate Calculation

Once duration and flowrate have been estimated, the volume of the spill is the product of duration (hours or days) and the flowrate (gallons per hour or gallons per day).

For example: Spill start time = 11:00

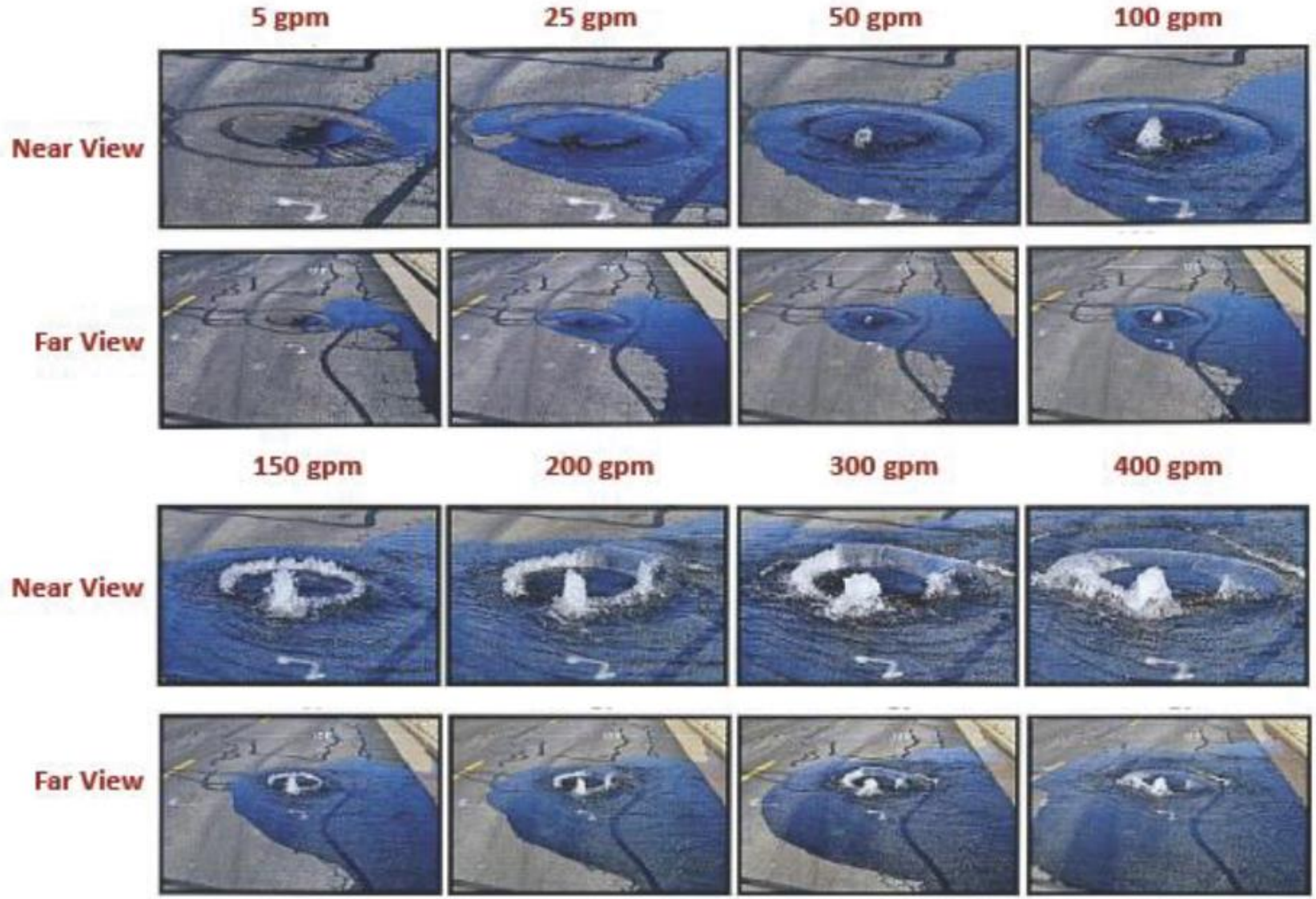
Spill end time = 14:00

Spill duration = 3 hours

3.3 gallons per minute x 3 hours x 60 minutes per hour

= 594 gallons

City of Chico* Manhole Overflow Flowrate Chart



*City of Chico, CA SSO Response Plan; Appendix G; 2014 update
http://www.chico.ca.us/general_services_department/operations_and_maintenance/documents/SSORPUpdateJuly312014forweb.pdf

Water Quality Monitoring Requirements

The SSO Water Quality Monitoring Program is meant to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled into surface waters.

- Utilize SSO Sampling Protocol shown below.
- When sampling account for spill travel time in the surface water.
- All samples being tested for indicators are to be analyzed in an accredited or certified laboratory.
- When analyzing samples, only use monitoring instruments and devices that have been properly maintained and calibrated.
- Within 48 hours of the enrollee becoming aware of the SSO, water quality sampling must, at a minimum, test for ammonia and appropriate bacterial indicators.

SSO Sampling Protocol

For large SSOs (50,000 gallons or more) that reach surface waters, monitoring and testing activities may include:

- Obtaining water quality samples.
- Gathering samples upstream and downstream of any location where SSO reached surface water. Logging the sample location, time, and water temperature on the chain of custody form.
- Creating a map of the sample locations so that follow-up testing can be performed.
- Collecting samples at the location where the SSO entered the water. When taking the sample, submerge the bottle below the surface of the water with the cap on. Once the bottle is under the surface, remove the cap and fill the bottle. Gloves should be worn while sampling to avoid infecting any open wounds.
- Analyzing the sample for at least the following constituents:
    - Ammonia Nitrogen;
    - Biochemical Oxygen Demand (BOD);
    - Dissolved Oxygen (DO);
    - Enterococci, Total Fecal Coliform;
    - Total Suspended Solids (TSS); and
    - Additional sampling requirements as imposed by Lake County Environmental Health Department or the CVRWQCB (could include VSS, pH, turbidity, Oil & Grease, etc.)

SSO Reporting Requirements and Procedures

Any prohibited discharge or spill of untreated or partially treated sewage/wastewater (SSO) from a public sewer system must be reported to state and local agencies responsible for oversight, abatement and public health and safety. Specifically, those agencies include:

- California State Water Resources Control Board (SWRCB)
- Central Valley Regional Water Quality Control Board (RWQCB)
- State Office of Emergency Services (OES)
- Lake County Environmental Health Department (LCEH)
- Lake County Air Quality Management District (LCAQMD)
- SSO Investigation and Documentation Forms are included in Appendix A of this Policy

City of Lakeport Internal SSO Reporting Protocol

1. Any active or inactive SSO which occurs within the City's sewer system (including the treatment plant) and is a result of, but not limited to, a blockage or obstruction, surge, equipment failure or malfunction, or inappropriate connection of a private lateral to a City main must be reported using the protocols and procedures outlined within this policy.
2. For purposes of this Policy, an active SSO shall refer to any spill that is in progress at the time identified or observed by City staff. An inactive SSO is any suspected spill positively determined to have occurred by the Utilities Superintendent, or designee.
3. Evidence of any suspected SSO reported to, or identified by, Department staff should be evaluated by the Utilities Superintendent, or designee. That individual shall determine whether a SSO did occur and, if so, the magnitude of the spill.
4. If evidence at a suspected SSO site suggests that a spill occurred, but an exact source, amount of discharge, and destination cannot reasonably be substantiated, the Utilities Superintendent may report the incident to the Compliance Officer at his/her discretion.
5. Unless creating a nuisance (as determined by the Utilities Superintendent), any active, inactive or suspected SSO on private property (PLSD), resulting from a blockage or failure of a sewer lateral from the property to the City right-of-way may not be reported to the Compliance Officer if the source and destination of the spill is determined to be localized to that property.
6. For purposes of this policy, a nuisance shall be defined as anything which meets all the following criteria:
    a. Is a health hazard or has the possibility of being a health hazard, or is indecent or offensive to the senses and restricts the free use of the property;
    b. Affects the entire community, neighborhood, or any other reasonable number of persons; and
    c. Occurs during, or because of, the treatment or disposal of sewage or wastewater.
7. Reporting of active or suspected SSOs on private property, deemed reportable by the Utilities Superintendent, shall include ownership information of that property and contact information for that owner.
8. If any active or suspected SSO (as determined by the Utilities Superintendent to be an inactive spill) is observed or suspected of reaching a drainage channel or surface water, the Compliance Officer must be notified immediately.
9. Any SSO deemed reportable by the Utilities Superintendent must be reported to the Compliance Officer using the SSO Investigation Form, herein referred to as Attachment A.
10. Any active or inactive SSO estimated to be over 1,000 gallons in volume must be reported to the Public Works Director and the City Manager.
11. The Compliance Officer shall be responsible for all SSO regulatory reporting to state and local agencies (referred to herein) and is authorized to certify such reporting as a duly authorized representative of the City of Lakeport Municipal Sewer District.
12. Individual SSO records, including SSO Investigation and Report Forms, shall be maintained and kept by the Department for five (5) years. The RWQCB may extend this period at their discretion.

When reporting a SSO to the Compliance Officer or Utilities Superintendent, the following procedures shall be followed:

1. As soon as Department staff become aware of an active or inactive SSO (as determined by the Utilities Superintendent), and without substantially impeding cleanup or other emergency efforts,

the Sewer System Supervisor, or designee, shall complete, sign and submit an SSO Investigation Form to the Compliance Officer.

2. If an active or inactive SSO results in discharge to a drainage channel or surface water, the Sewer System Supervisor shall immediately notify the Utilities Superintendent by phone.
3. Upon receipt of notification of an active or inactive SSO discharging to a drainage channel or surface water, the Utilities Superintendent shall immediately notify the Compliance Officer.
4. The Compliance Officer must update the "Collection System Questionnaire," found on the CIWQS SSO Database, when notified to do so by the SWRCB.
5. If no SSOs have been reported, identified, or substantiated in any given calendar month, the Compliance Officer shall submit a "No Spill Certification Report" to the SWRCB through the CIWQS Database. This report must be submitted no later than 30 days after the end of the month in question.
6. All reports and information submitted to the SWRCB shall be certified as described in Order No. WQ 2013-0058-EXEC referenced above.
7. The Compliance Officer or Utilities Director shall be responsible for notifying the Public Works Director of any spill over 1,000 gallons in volume; the Public Works Director shall notify the City Manager.
8. The Compliance Officer shall report SSOs to all appropriate state and local agencies based on the following criteria and reporting protocols:

CATEGORIES	DEFINITIONS
CATEGORY 1	Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that: Reach surface water and/or reach a drainage channel *(Category 1 cont.)* tributary to a surface water; or Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately-owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the SSO Database.

The reporting deadline for submittal of a SSO report to the SWRCB depends on the classification of the spill as shown in the above table. For Category 1 and 2 SSOs, the enrollee must submit an initial, draft report of the SSO as soon as possible but no later than 3 business days after becoming aware of the SSO. The final, certified report for Category 1 and 2 SSOs must be submitted within 15 calendar days of the

SSO end date. For Category 3 SSOs, the enrollee must submit a final, certified report (no initial, Draft report required) within 30 calendar days after the end of the calendar month in which the SSO occurred. For instance, if the SSO occurred on February 1st, the enrollee must certify the Category 3 SSO before March 30th.

SSO Reporting Requirements and Procedures

Any prohibited discharge or spill of untreated or partially treated sewage/wastewater (SSO) from a public sewer system must be reported to state and local agencies responsible for oversight, abatement and public health and safety. Specifically, those agencies include:

- California State Water Resources Control Board (SWRCB)
- Central Valley Regional Water Quality Control Board (RWQCB)
- State Office of Emergency Services (OES)
- Lake County Environmental Health Department (LCEH)
- Lake County Air Quality Management District (LCAQMD)

Current SSO Investigation and Documentation Forms are included in Appendix A of this Policy.

Regulatory Reporting Guide

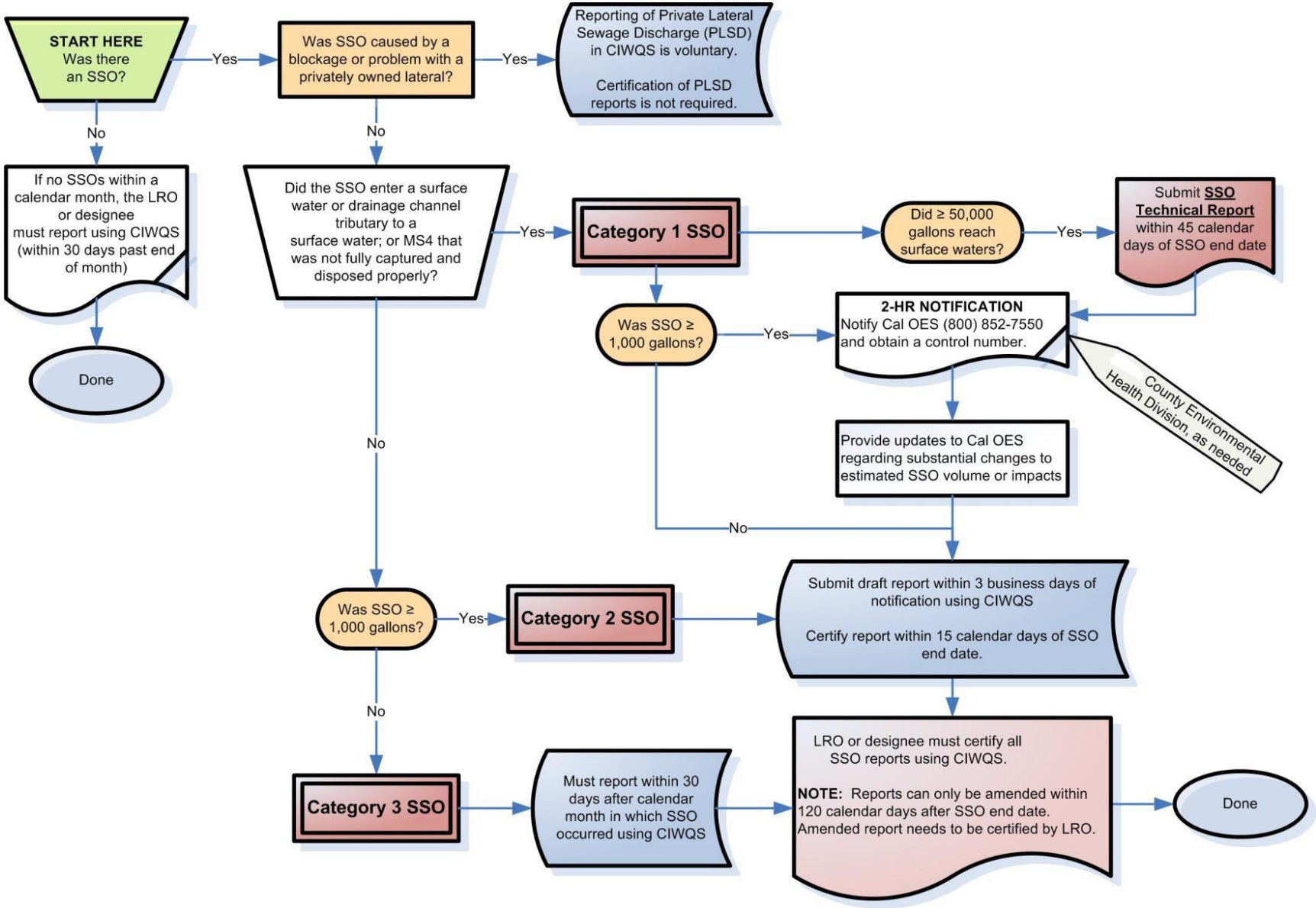
See the City's *Sanitary Sewer Overflow & Backup Response Regulatory Reporting Guide* for more details regarding the reporting protocols.

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (See Section B of SWRCB Order No. WQ 2013-0058-EXEC)	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
NOTIFICATION	SSO All Categories: Notify Lake County Environmental Health Dept.	Call LCEH at: **(707) 263-1164**
REPORTING (See Section C of SWRCB Order No. WQ 2013-0058-EXEC)	**Category 1 SSO:** Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. **Category 2 SSO:** Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. **Category 3 SSO:** Submit certified report within 30 calendar days of the end of month in which SSO the occurred.	Enter data into the CIWQS Online SSO Database http://ciwqs.waterboards.ca.gov, certified by enrollee's Legally Responsible Official(s).

These reporting requirements are detailed within the following documents:

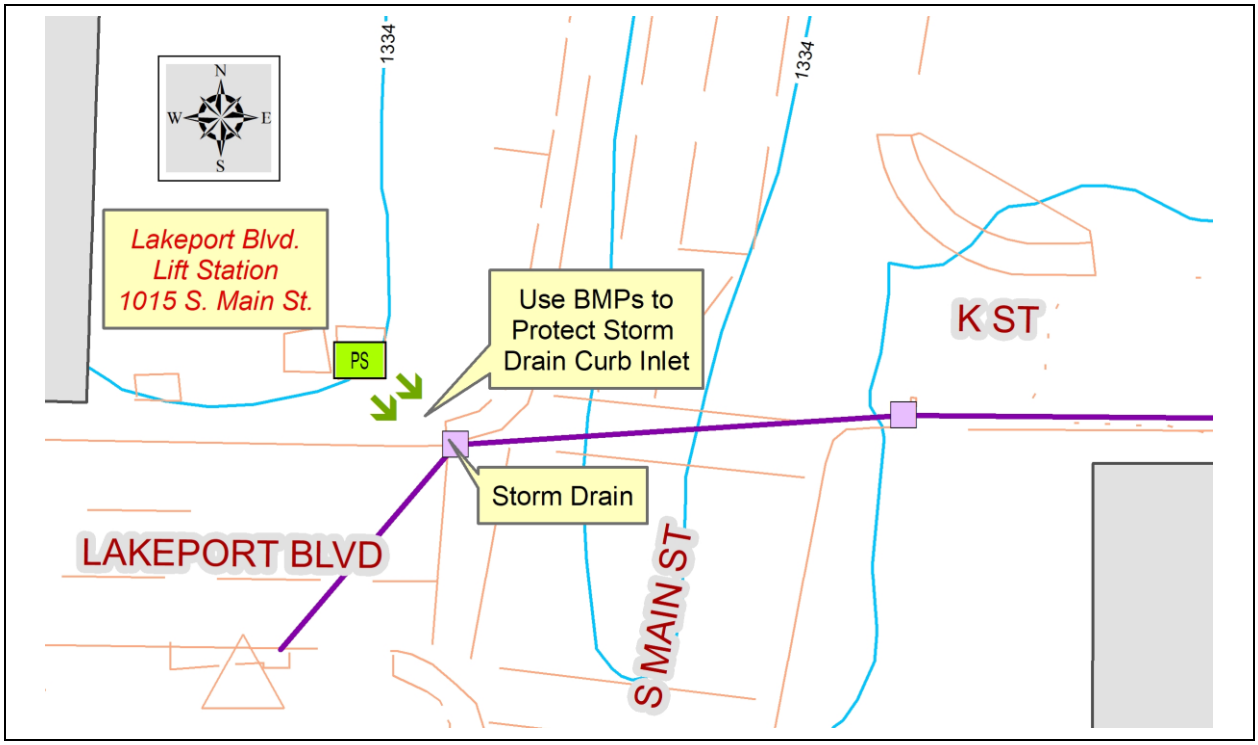
- State Water Resources Control Board, Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems
- State Water Resources Control Board, Order No. WQ 2013-0058-EXEC, Amended Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems
- California Regional Water Quality Control Board, Central Valley Region, Order No. R-5-2012-0025, Waste Discharge Requirements for City of Lakeport Municipal Sewer District
- State Water Resources Control Board, Enrollee's Guide to the SSO Database (August 2013 update)

SSO External Reporting Flow Chart

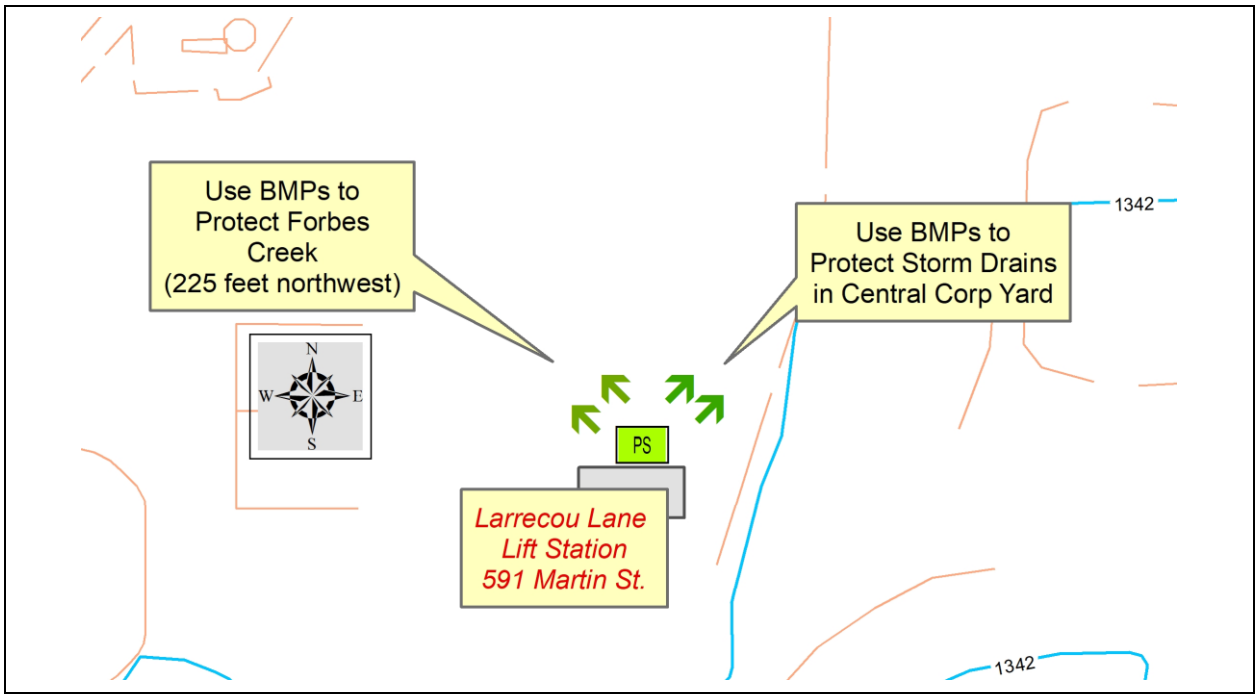


City of Lakeport Sewer Lift (Pump) Stations and SSO Deployment Maps

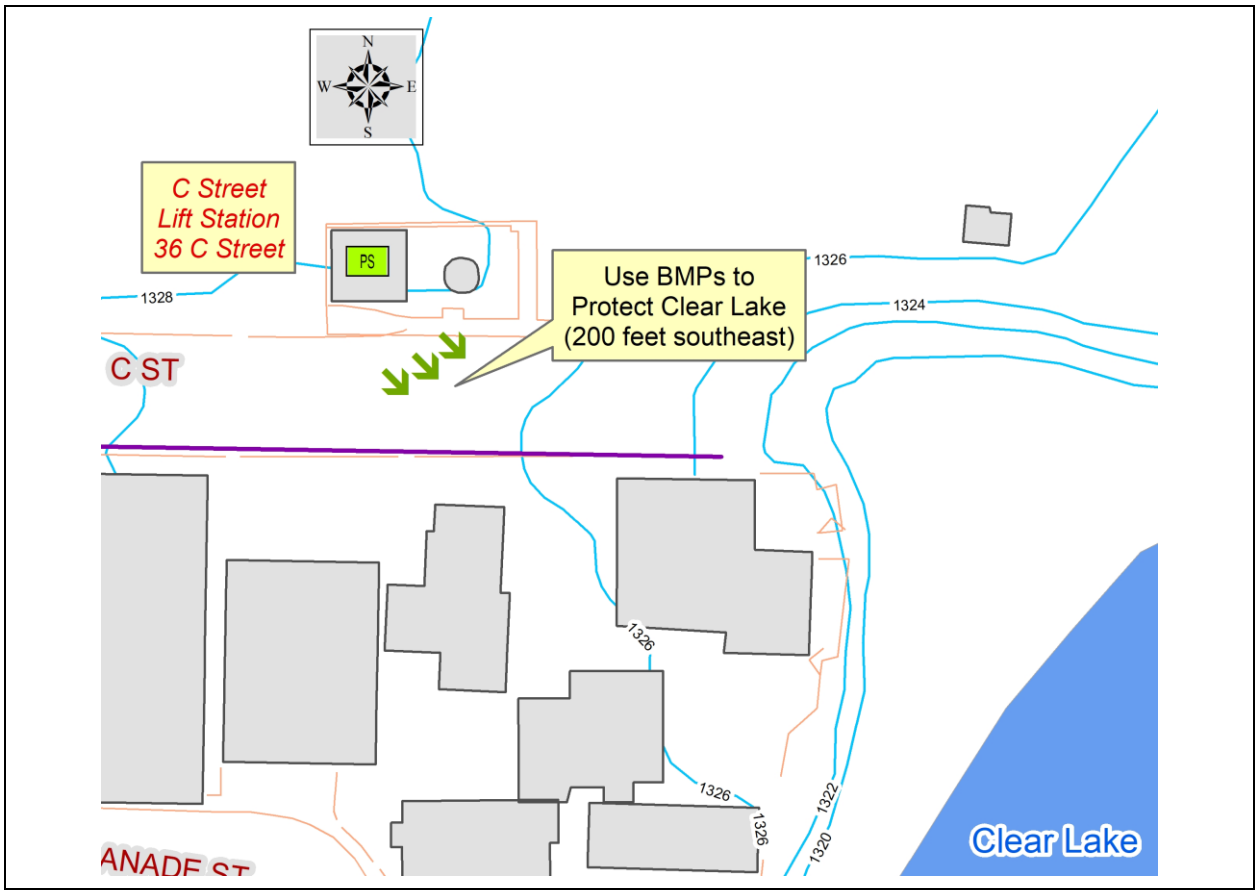
1. Lakeport Blvd Lift Station 1015 S. Main Street



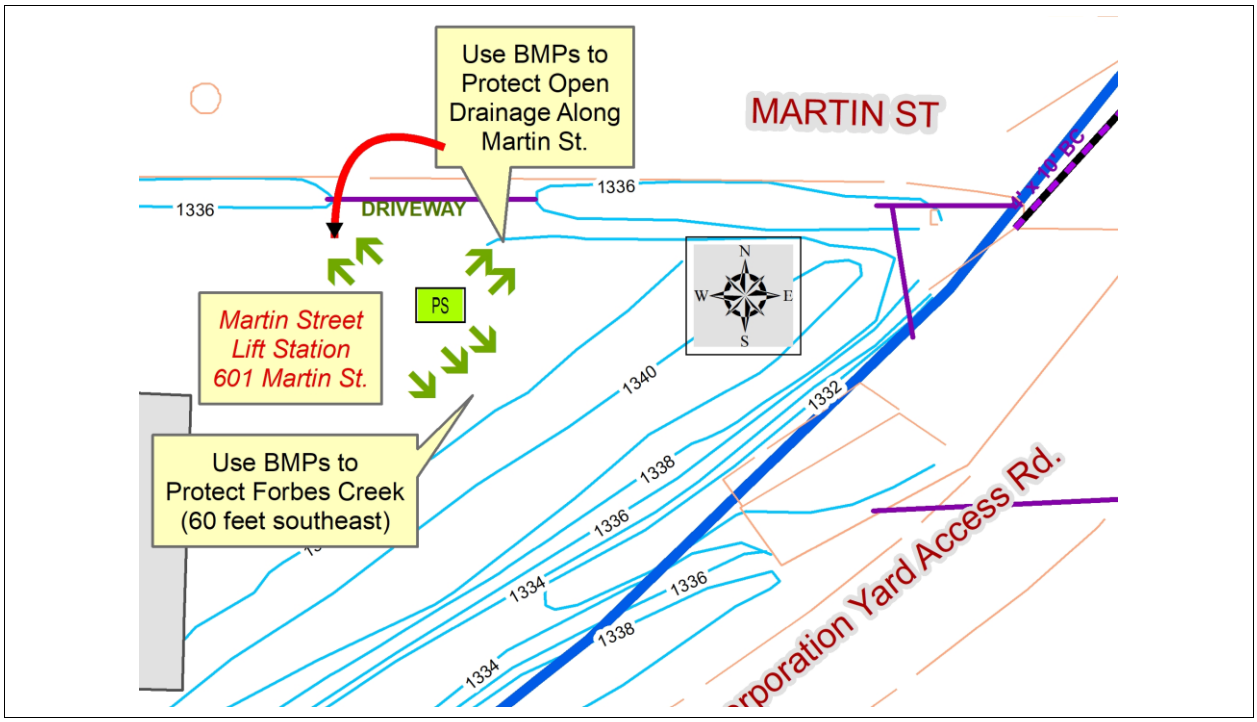
2. Larrecou Lane Lift Station 591 Martin Street



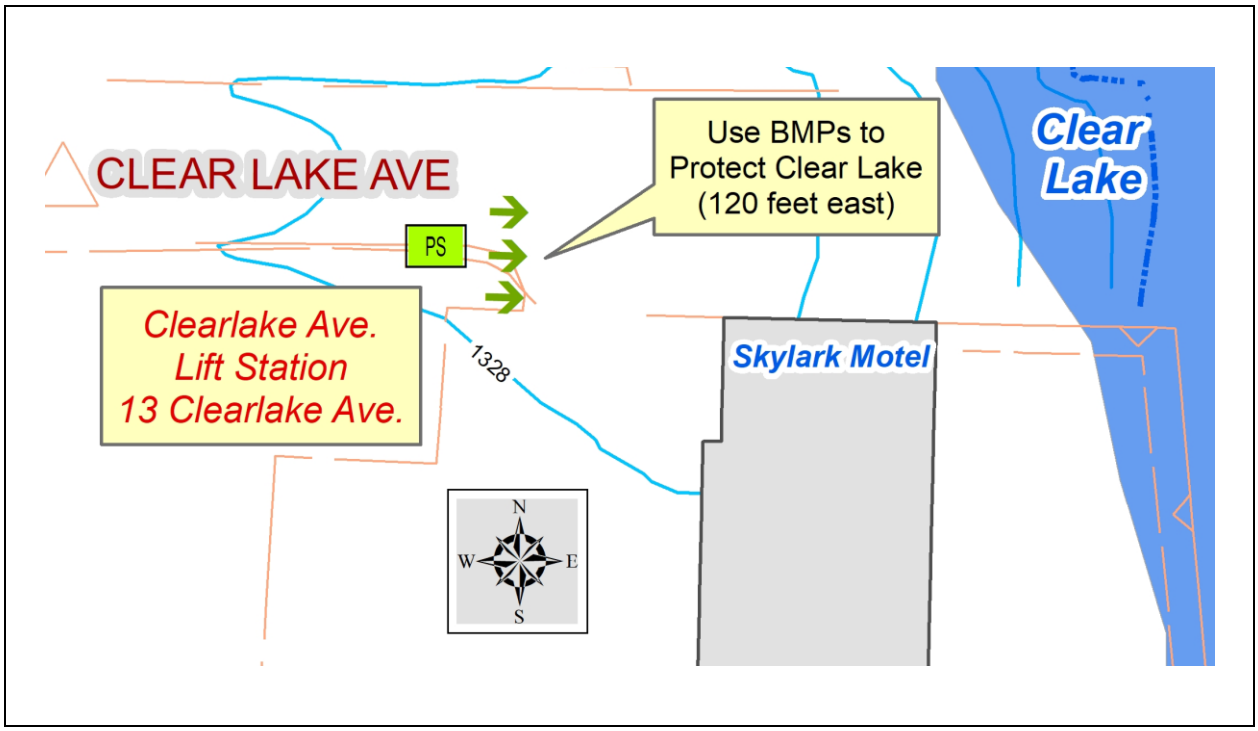
3. C Street Lift Station 36 C Street



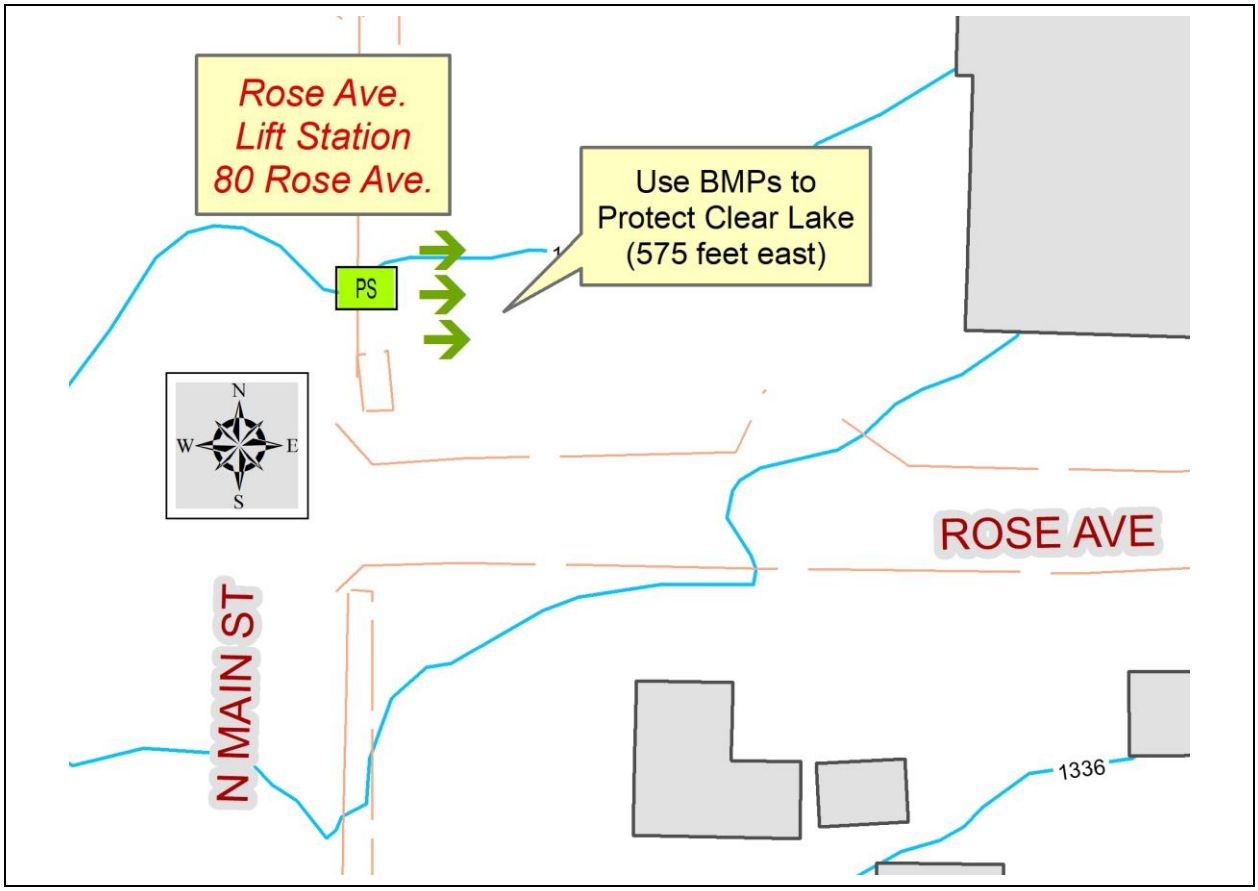
4. Martin Street Lift Station 601 Martin Street



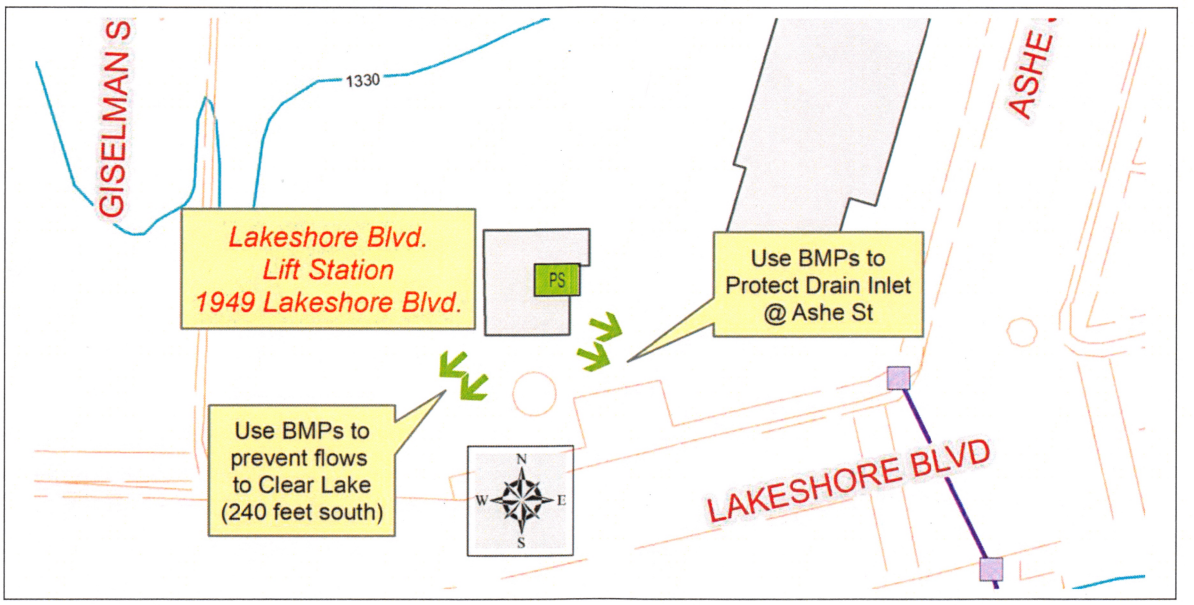
5. Clearlake Avenue Lift Station 13 Clearlake Avenue



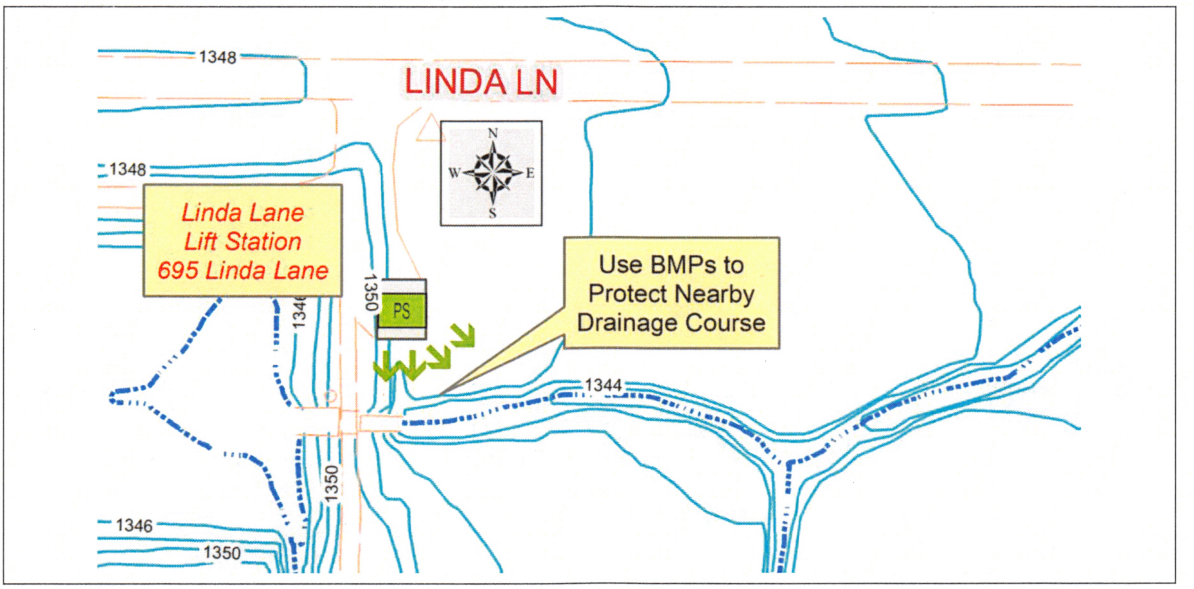
6. Rose Avenue Lift Station 80 Rose Avenue



7. Lakeshore Blvd Lift Station 1949 Lakeshore Blvd



8. Linda Lane Lift Station 695 Linda Lane



Policy reviewed and approved by:

Paul O Harris

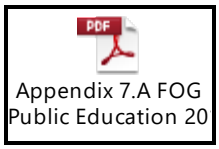
Paul Harris
Utilities Superintendent

Date 12/13/17

APPENDIX 7

Appendix 7.A: FOG Informational/Educational Documents

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 7.A is attached on the following pages.*

Appendix 7.B: Grease Trap/Interceptor Inspection Policy

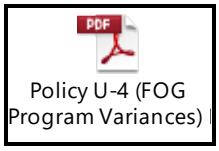
MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 7.B is attached on the following pages.*

Appendix 7.C: FOG Program Variance Policy

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 7.C is attached on the following pages.*

Appendix 7.A

CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

Over 100 years of community, pride, progress, and service.

FATS, OILS AND GREASE (FOG) PROGRAM

BEST MANAGEMENT PRACTICES (BMPs) FOR FOOD SERVICE ESTABLISHMENTS

INSIDE THIS GUIDE

1 Why is FOG Important?

2 Simple Suggestions to Reduce FOG

3 Food Prep Spill Prevention

4 Maintenance

5 Oil and Grease Collection, Recycling and Food Donations

6 Grease Traps

7 Tips

8 BMP Summary

"The best way to manage FOG is to keep fats, oils, and grease out of the sewer system."

What is FOG and Why is it Important to My Business?

Residual fats, oils, and grease (FOG) are by-products that food service establishments must constantly manage. Typically, FOG enters a facility's plumbing system from ware washing, floor cleaning, and equipment sanitation. FOG will clog pipes and cause unsanitary spills or overflows to occur in food preparation areas, around a food service facility (e.g., in a parking lot or alleyway), or out on the street near a manhole or sewer access point. Spills and overflows are costly to clean up for businesses and the City, which means less profit for your restaurant, or other food service establishment, and possible fines and other penalties from the City.

Sanitary sewer systems are neither designed nor equipped to handle the FOG that accumulates on the interior of the municipal sewer collection system pipes. The best way to manage FOG is to keep fats, oils and grease out of the sanitary sewer systems.

Some Simple Suggestions to Reduce FOG

Training

Train kitchen staff and other employees about how they can help ensure BMPs are implemented. People are more willing to support an effort if they understand the basis for it. Through understanding, all subsequent BMPs will have a better chance of being implemented.

Dry Clean-Up

Practice dry clean-up. Remove food waste with "dry" methods such as scraping, wiping, or sweeping before using "wet" methods that use water. Wet methods typically wash the water and waste materials into the drains where it eventually collects on the interior walls of the drainage pipes. Do not pour grease, fats or oils from cooking down the drain and do not use the sink to dispose of food scraps. Likewise it is important to educate kitchen staff not to remove drain screens as this may allow paper or plastic cups, straws, and other utensils to enter the plumbing system during clean up.

The success of dry clean-up is dependent upon the behavior of the employee and availability of the tools for removal of food waste before washing. To practice dry clean-up:

"Do not pour grease, fats or oils from cooking down the drain and do not use the sink to dispose of food scraps."

- Use rubber scrapers to remove fats, oils and grease from cookware, utensils, chafing dishes, and serving ware.
- Use food grade paper to soak up oil and grease under fryer baskets.
- Use paper towels to wipe down work areas. Cloth towels will accumulate grease that will eventually end up in your drains from towel washing/rinsing.

Signs

Post "No Grease" signs above sinks and on the front of dishwashers. Signs are a constant reminder to kitchen staff that something must be observed, such as those for hand washing or fire danger. Signs will help minimize the amount of material going into grease traps/interceptors and will reduce the cost of cleaning and disposal.

Water Temperature

Keep water less than 140°F in all sinks, especially in any pre-rinse sink in line before a mechanical dishwasher. Temperatures in excess of 140°F in any sink will dissolve grease and send it into the sewer. However, that grease will cool and eventually solidify somewhere down the line in your sewer lateral or the municipal collection system. This will create sewer blockages elsewhere, leading to spills at your facility or overflows nearby. By reducing water temperature, you will save costs for heating that water, reduce the risk of clogging up your sewer lateral, and will save the cost of hiring someone to clean out your pipes.

Food Prep Spill Prevention

Preventing spills reduces the amount of waste on food preparation and serving areas that will require clean up. A dry workplace is safer for employees in avoiding slips, trips and falls. For spill prevention:

"A dry workplace is safer for employees in avoiding slips, trips and falls."

- Empty containers before they are full.
- Use a cover to transport grease interceptor contents to a rendering barrel.
- Provide employees with the proper tools (ladles, ample containers, etc.) to transport materials without spilling.

Maintenance

Maintenance is key to avoiding FOG blockages. Grease traps, interceptors or other FOG capturing equipment should be regularly maintained. All staff should be aware of, and trained to perform, correct cleaning procedures, particularly for under-sink interceptors that are prone to malfunction due to improper maintenance. A regular maintenance schedule is highly recommended. More beneficial maintenance suggestions include:

"Some facilities may require monthly cleaning of their grease traps or interceptors; others may need it less frequently."

- Contract with a management company to professionally clean large hood filters. Small hoods can be hand-cleaned with spray detergents and wiped down with cloths for cleaning. Hood filters can be effectively cleaned by routinely spraying with hot water with little or no detergents over the mop sink, which should be connected to a grease trap/interceptor. After a hot water rinse (separately trapped), filter panels can go into the dishwasher. For hoods to operate properly in the removal of grease-laden vapors, the ventilation system will also need to be balanced with sufficient make-up air.
- Skim/Filter fryer grease daily and change oil when necessary. Use a test kit provided by your grocery distributor rather than simply a "guess" to determine when to change oil. This extends the life of both the fryer and the oil. Build-up of carbon deposits on the bottom of the fryer act as an insulator that forces the fryer to heat longer, causing the oil to break down sooner.

- Collect fryer oil in an oil rendering tank for disposal or transport it to a bulk oil rendering tank instead of discharging it into a grease interceptor or waste drain.

- Cleaning intervals depend upon the type of food establishment involved. Some facilities may require monthly cleaning of their grease traps or interceptors; others may need it less frequently. Establishments that operate a large number of fryers or handle a large amount of fried foods (such as chicken), along with ethnic food establishments, may need at least monthly cleanings. Full-cleaning of grease traps (removing all liquids and solids and scraping the walls) is a worthwhile investment. Remember, sugars, starches and other organics accumulate from the bottom up. If sediment is allowed to accumulate in the trap, it will need to be pumped more frequently.

- Develop a rotation system if multiple fryers are in use. Designate a single fryer for products that are particularly high in deposits, and change that one more often.

Oil and Grease Collection, Recycling and Food Donation

Get paid to recycle your yellow grease.

FOG, especially yellow grease, is a commodity that, if handled properly, should be treated as a valuable resource. Yellow grease, or "tallow," as it is sometimes referred to, is cooking grease. When heated and purified, it can be sold to soap, cosmetic, and animal feed companies. When handling your grease, consider the following:

- Some rendering companies will offer services free-of-charge and others will give a rebate on the materials collected. A list of registered grease haulers can be found in the *Grease Rendering Guide* or on the City's web site, www.cityoflakeport.com.

- Use 25-gallon rendering barrels with covers for onsite collection of oil and grease other than from fryers. Educate kitchen staff on the importance of keeping outside barrels covered at all times. During storms, uncovered or partially covered barrels allow storm water to enter the barrel resulting in oil running onto the ground and possibly into storm drains, and can contaminate an otherwise useful by-product.

"Edible food waste may be donated....It helps reduce disposal costs...."

- Use a 3-compartment sink for ware washing. Begin with a hot pre-wash, followed by a scouring sink with detergent, then a rinse sink.
- Make sure all drain screens are installed.
- Prior to washing and rinsing, use a hot water ONLY (no detergent) pre-rinse that is separately trapped to remove non-emulsified oils and greases from ware washing. Wash and rinse steps should also be trapped.
- Empty grill top scrap baskets or scrap boxes and hoods into the rendering barrel.
- Easy does it! Instruct staff to be conservative about their use of fats, oils and grease in food preparation and serving.
- Ensure that edible food is not flushed down your drains. Edible food waste may be donated to a local food bank. Food donation is a win-win situation. It helps restaurants reduce disposal costs and it puts the food in the hands of those who can use it. Contact the Lake County Department of Social Services at 995-4200 to learn more.

Grease Traps/Interceptors

The City's new sewer use ordinance requires all businesses that produce FOG to install, operate, and maintain a grease trap or interceptor. Installing or upgrading a grease trap or grease interceptor is a beneficial investment for any food service establishment, given the costly effects of FOG. But before doing so, the following should be considered:

- For grease traps to be effective, the unit(s) must be properly sized, constructed, and installed in a location to provide an adequate retention time for settling and accumulation of the FOG. If the unit(s) is too close to the FOG discharge and does not have enough volume to allow amassing of the FOG, the emulsified oils will pass through the unit without being captured. For information on properly locating, constructing, and sizing grease traps, contact the City's Compliance Officer or visit the City's web site at www.cityoflakeport.com

Contact the City's Compliance Officer at 263-5615 for more information.

- Ensure all grease-bearing drains discharge to the grease trap. These include mop sinks, woks, wash sinks, prep sinks, utility sinks, pulpers, dishwashers, pre-rinse sinks, can washes, and floor drains in food preparation areas such as those near a fryer or tilt/steam kettle. No toilet wastes should be plumbed to the grease trap.

- If these suggested best management practices do not adequately reduce FOG levels, the operator may consider installing a second grease trap with flow-through venting. This system should help reduce grease effluent substantially.

Consumer Tip

Buyer beware! When choosing a method of managing your fats, oil, and grease, ensure that it does what the vendor says it will do. Some technologies or "miracle cures" don't eliminate the problem but result in grease accumulations further down the sewer line. "Out of sight" is not "out of mind." Check the vendor's references.

Contact Information

Please contact the City's Compliance Officer at 263-3578, or by E-mail at compliance@cityoflakeport.com, for more information or to discuss your particular FOG situation. We're here to help you succeed!

Mailing Address:

Lakeport City Hall
225 Park Street
Lakeport, CA 95453

SUMMARY BEST MANAGEMENT PRACTICES (BMPs) FOR FOOD RELATED FATS, OILS AND GREASE

BMPs	REASONING	BENEFITS
Train all staff on BMPs.	People are more willing to support an effort if they understand the reasons behind it.	Trained staff will be more likely to implement BMPs and work to reduce grease discharges to the sewer.
Post "No Grease" signs above sinks and on the front of dishwashers.	Signs serve as a constant reminder for staff working in kitchens.	Reminders help minimize grease discharge to the sewer or grease removal device.
Check grease interceptor solids depth routinely. The combined thickness of the floating grease and the bottom solids should not be more than 25% of the total interceptor depth.	Grease interceptors will not meet performance standards when solids and floating grease levels exceed 25%.	This will keep grease interceptor working at peak performance.
Collect and recycle waste cooking oil.	These actions reduce grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the system.
"Dry wipe" pots, pans, and kitchen equipment before cleaning.	"Dry wiping" will reduce the grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Maintain a routine grease trap cleaning schedule.	If grease traps are not routinely cleaned, they do not work properly and do not prevent grease from entering the sewer. If the grease trap is not providing adequate protection, a grease interceptor may be required.	This reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Use absorbent paper under fryer baskets.	This reduces the amount of grease during cleanup.	The amount of grease entering the drain is reduced, which protects the sewer system from grease blockages and overflows.
Use absorbents, such as paper towels and cat litter, to pick up oil and grease spills before mopping.	Decreases the amount of grease that will be put down the drain.	Reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Do not use emulsifiers or solvents other than typical dishwashing detergents.	Emulsifiers and solvents will break down grease causing a problem downstream in the sewer.	Allows for proper removal of grease.

CITY OF LAKEPORT
MUNICIPAL SEWER DISTRICT

Over 100 years of community, pride, progress, and service.

FATS, OILS AND GREASE (FOG) PROGRAM

FREQUENTLY ASKED QUESTIONS (FAQs)

INSIDE THIS FAQ

1 Is grease a problem?

2 What is a grease trap and how does it work?

3 What is a grease interceptor?

4 How do I clean my grease trap?

5 Can you recommend a maintenance schedule?

6 Do I need a grease trap?

7 Is the grease trap I have adequate?

8 Who inspects grease traps/interceptors?

9 Who determines if I need a grease trap or interceptor?

10 What if I don't install a grease trap?

11 How can I get in compliance?

Is grease a problem?

In the sewage collection and treatment business, the answer is an emphatic "YES!" Grease is singled out for special attention because of its poor solubility in water and its tendency to separate from the liquid solution.

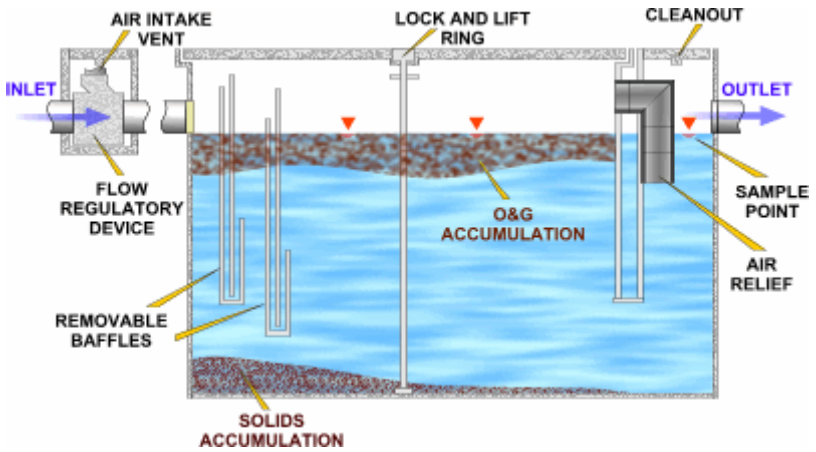
Large amounts of oil and grease in the wastewater cause trouble in collection system pipes. It decreases pipe capacity and, therefore, requires frequent cleaning and results in a shorter lifespan. Oil and grease also hamper effective treatment at the wastewater treatment plant.

Problems caused by wastes from restaurants and other grease producing establishments have served as the basis for the City's new sewer ordinance, which governs the discharge of materials into the sewer system. It is also why the installation of grease traps or interceptors has become mandatory.

What is a grease trap and how does it work?

A grease trap is a small reservoir built into the wastewater piping, a short distance from a grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed of properly. A diagram of a typical grease trap is presented in Figure 1 below.

Figure 1

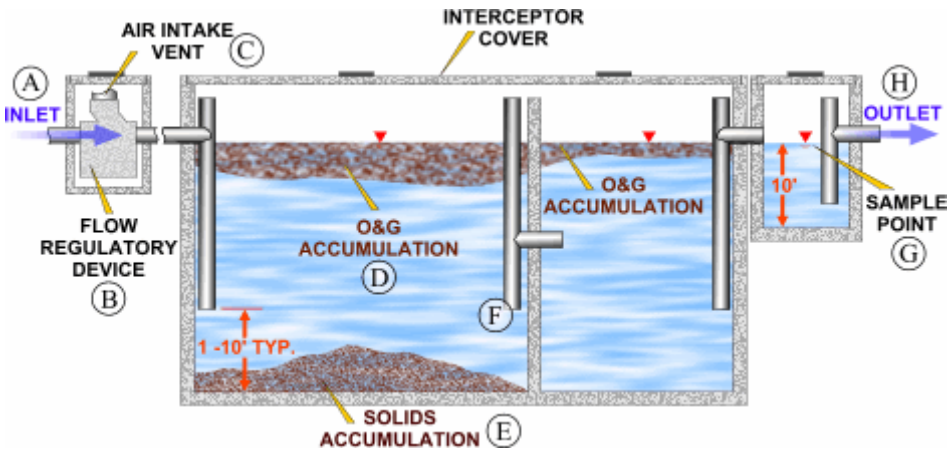


Grease trap maintenance is typically performed by maintenance staff or other employees. Grease interceptors are usually cleaned by grease haulers or recyclers.

What is a grease interceptor?

A grease interceptor is a vault with a minimum capacity of between 500 and 750 gallons, located on the exterior of the building. The capacity of the interceptor provides adequate residence time so that wastewater has time to cool, allowing the remaining grease not collected by the traps time to congeal and rise to the surface, where it accumulates until the interceptor is cleaned. Figure 2 illustrates a typical grease interceptor.

Figure 2



How do I clean my grease trap/interceptor?

Grease trap maintenance is typically performed by maintenance staff or other employees of a restaurant or other food service establishment/facility. Please refer to the *Grease Trap Maintenance Guide* for more information on how to clean and maintain your grease trap.

Refer to the "Grease Trap Maintenance Guide" for useful information about how to clean your grease trap.

Grease interceptors are usually cleaned by grease haulers or recyclers. Several vendors operate in the Lakeport area, providing both cleaning (grease removal) and disposal services. Please refer to the *Restaurant Oil and Grease Rendering Guide* for more information or check the local phone book for grease removal services.

Can you recommend a maintenance schedule?

All grease interceptors should be cleaned at least once every 60 days. Some establishments will find it necessary to clean their traps more often than that. If you find that you have to clean it often (every month), you may want to consider installing a larger trap or interceptor.

Be sure to record all of your maintenance activity on the *Maintenance Log*. A copy can be obtained from the City's Utilities Department or from the Lake County Department of Environmental Health.

Do I need a grease interceptor?

The short answer is yes. Pursuant to City code, any establishment that introduces grease or oil into the drainage and sewage system in quantities large enough to cause line blockages or hinder sewage treatment is required to install a grease interceptor. However, the size and type of interceptor may vary.

You can make money by recycling your used yellow (cooking) grease.

Interceptors *and* grease traps are usually required for high volume restaurants (full menu establishments operating 16 hours/day and/or serving 500+ meals/day) and large commercial establishments, such as hotels, hospitals, factories, or school kitchens.

However, even small volume (fast food or take-out restaurants with limited menus, minimum dishwashing, and/or minimal seating capacity) and medium volume establishments (full menu establishments operating 8-16 hours/day and/or serving 100-400 meals/day) can generate significant amounts of grease. In order to ensure that the sewer remains free of grease and fully functional, the City is requiring all establishments to install interceptors.

Is the grease trap/interceptor I have adequate?

It depends. The number of drains or fixtures connected to the trap and the maintenance schedule dictate whether a trap is effective at preventing grease from entering the sanitary sewer system. The bottom line: if grease is clogging your lateral or the City main near your establishment, most likely your trap is inadequate. Please feel free to contact the City's Compliance Officer at 263-3578 if you have concerns about your grease trap or would like to discuss your particular grease issue.

The County's Environmental Health Department will conduct an inspection of your grease trap/interceptor at least once a year during a regular health inspection.

Who inspects grease traps/interceptors and what are the criteria for those inspections?

The County's Environmental Health Department will identify your grease trap/interceptor at least once a year during a regular health inspection. The City's Compliance Officer is trained to inspect the unit(s), if needed. Inspections may be frequent depending on any identified issues or concerns related to FOG in the sanitary sewer that may be occurring in or around your facility.

For additional information about grease trap/interceptor inspections, please call the City's Compliance Officer at 263-3578 or by E-mail at compliance@cityoflakeport.com.

Who determines if I need a grease trap or interceptor?

Generally speaking, City Code requires every restaurant or other food service establishment that produces grease to install and maintain a grease trap/interceptor, unless a variance is requested.

If a variance is requested, a variance study will be performed, which will examine the feasibility of installing a grease trap at a subject location. The Community Development/Utilities Director, otherwise known as the CLMSD Director, will make the determination as to whether a grease trap is required or if it is infeasible.

What if I don't install a grease interceptor?

City code requires any establishment that introduces grease or oil into the drainage and sewage system in quantities large enough to cause line blockages or hinder sewage treatment is required to install a grease interceptor. Failure to do so may result in remuneration and fines up to $25,000 or more. However, you may request a variance, if you feel your circumstance warrants consideration. There are fees associated with this request. Please contact the Compliance Officer for more information.

How can I get in compliance?

If your business does not have a grease interceptor, and you produce fats, oils and grease, you will need to request a grease trap/interceptor installation permit. Contact the City's Community Development Department at 263-3056 for more information and to request an application.

Contact the City's Compliance Officer at 263-3578 or email compliance@cityoflakeport.com for more information.

If you have a grease trap or interceptor and believe that it may be ineffective at keeping FOG out of the sanitary sewer (i.e. needs frequent cleaning, backups occurring in kitchen, etc.), you may need to upgrade or replace your existing grease trap/interceptor. A grease trap/interceptor installation permit will be required for this as well.

To assess your grease discharge practices and determine if your efforts to minimize FOG are adequate, complete a *Food Service Assessment Checklist*. Contact the City's Compliance Officer at 263-3578 to receive a copy or to discuss your particular grease trap or interceptor issue.

Contact Information

Please contact the City's Compliance Officer at 263-3578, or by E-mail at compliance@cityoflakeport.com, for more information or to discuss your particular FOG situation. We're here to help you succeed!

Mailing Address:

Lakeport City Hall
225 Park Street
Lakeport, CA 95453

(707) 263-3578 or via email compliance@cityoflakeport.com

City of Lakeport Municipal Sewer District
FOG Program



FOG BEST MANAGEMENT PRACTICES (BMPs) PROGRAM

BMPs	REASONING	BENEFITS
Check grease interceptor solids depth routinely. The combined thickness of the floating grease and the bottom solids should not be more than 25% of the total interceptor depth.	Grease interceptors will not meet performance standards when solids and floating grease levels exceed 25%.	This will keep grease interceptor working at peak performance.
Collect and recycle waste cooking oil.	These actions reduce grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the system.
"Dry wipe" pots, pans, and kitchen equipment before cleaning.	"Dry wiping" will reduce the grease loading on grease removal devices and the sewer.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Maintain a routine grease trap cleaning schedule.	If grease traps are not routinely cleaned, they do not work properly and do not prevent grease from entering the sewer. If the grease trap is not providing adequate protection, a grease interceptor may be required.	This reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Use absorbent paper under fryer baskets.	This reduces the amount of grease during cleanup.	The amount of grease entering the drain is reduced, which protects the sewer system from grease blockages and overflows.
Use absorbents, such as paper towels and cat litter, to pick up oil and grease spills before mopping.	Decreases the amount of grease that will be put down the drain.	Reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Do not use emulsifiers or solvents other than typical dishwashing detergents.	Emulsifiers and solvents will break down grease causing a problem downstream in the sewer.	Allows for proper removal of grease.
No hot water over 140°F	Temperatures in excess of 140°F in any sink will dissolve grease and send it into the sewer.	By reducing water temperature, you will save costs for heating that water, reduce the risk of clogging up your sewer lateral, and will save the cost of hiring someone to clean out your pipes.

CITY OF LAKEPORT
MUNICIPAL SEWER DISTRICT

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FATS, OILS AND GREASE (FOG) PROGRAM

FOOD SERVICE ASSESSMENT CHECKLIST

FOOD SERVICE ASSESSMENT CHECKLIST

This checklist will help you as a manager /owner of a food services establishment/facility (FSE) identify sources of fats, oil and grease and how they are being managed. By completing this checklist, you will gain a better understanding of your current practices and if they are adequate to minimize FOG discharges to the City of Lakeport Municipal Sewer District (CLMSD). Improper FOG disposal can result in costly and unhealthy sewer overflows and backups directly into your facility.

Please take a moment to review this checklist and discuss it with your Health Inspector during your next scheduled inspection. Your inspector can answer many questions you may have about FOG and grease disposal. For additional information, please contact the City's Compliance Officer at 263-3578 or via email compliance@cityoflakeport.com.

General Food Service Establishment Information

1. Facility Name: _____ Date (MM/DD/YYY): _____
2. Facility Address: _____
3. Facility Owner/Manager: _____
4. Type of food service operation: _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Fats, Oil and Grease Trap/Interceptor

1. Type (under the sink, in ground, mechanical): _____
2. Number of units: _____
3. Size (gallons): _____
4. Location: _____

Grease Trap/Interceptor Maintenance

1. Pump-out schedule (monthly, weekly, etc.) _____
2. Pump service provider: _____
3. Maintenance log available on-site? □ Yes □ No
4. Is grease trap/interceptor cleaning observed by management? □ Yes □ No
5. Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer? □ Yes □ No
6. Is the vault refilled with clean water, not with water already filled out? □ Yes □ No
7. Are enzymes/bacteria used? If yes, vendor name? □ Yes □ No _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

1. Dishwashers: □ Yes □ No
2. Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks: □ Yes □ No
3. Floor drains: □ Yes □ No
4. Food streamers: □ Yes □ No
5. Food grinders/pulpers: □ Yes □ No
6. Steam kettle(s): □ Yes □ No
7. Can washer(s): □ Yes □ No

Comments:

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged?_____

1. Exhaust hoods and filters: □ Yes □ No
2. Floor mats, floors and grill tops □ Yes □ No
3. Exterior of the grease traps/interceptors □ Yes □ No
4. Dumpsters/trash cans □ Yes □ No
5. Parking lots and sidewalks □ Yes □ No

Comments: _____

Dry Cleanup

1. Are serving wares, utensils or food preparation surfaces wiped before washing? □ Yes □ No
2. Do employees know not to allow FOG or food wastes into the drains? □ Yes □ No
3. Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup? □ Yes □ No

Spill Cleanup and Prevention

1. Are cleanup kits in visible and accessible areas? □ Yes □ No
2. Are employees provided with adequate conveyance methods/tools (ladles, containers with lids, etc.) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin? □ Yes □ No
3. Is there a designated employee(s) to manage/monitor cleanup? □ Yes □ No

Employee Awareness Training

1. Have employees received training in the Best Management Practices (BMPs) for handling oil and grease (i.e. spill prevention, dry cleanup, etc.)? □ Yes □ No
2. Are employees involved in keeping FOG out of the drains? □ Yes □ No
3. Are signs posted in key areas that remind staff to keep oils and grease out of the drains? □ Yes □ No
4. Are new employees trained on FOG BMPs and existing employees trained on a routine basis (e.g. quarterly, semi-annually, etc.)? □ Yes □ No

Grease Disposal

1. Are the outside oil and grease storage bins kept covered? □ Yes □ No
2. Are the outside storage bins located away from storm drains and catch basins? □ Yes □ No
3. Are dumpsters and grease recycling bins cleaned and checked for leaks often? □ Yes □ No
4. Is there a spill prevention plan, and are materials available in the event of a spill? □ Yes □ No

Grease Management Contractors

1. Does your hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste? □ Yes □ No
2. Who do you contact when there is a problem? □ Yes □ No
3. Do you know where the waste grease is sent for final disposal? □ Yes □ No

For further information on proper management of oil and grease from your food service operations, contact the City's Compliance Officer at (707) 263-3578 or via email compliance@cityoflakeport.com

How can we help?

Whether you have questions about grease rendering or need help identifying the best place to install a grease trap, we're here to offer assistance. Call to schedule an appointment to meet with the City's Compliance Officer or call for a consultation over the phone. Please visit the City's web site for more information.

www.cityoflakeport.com

The Benefits of Proper FOG Disposal

Eliminating FOG discharge to the sanitary sewer system is a win-win situation for the City, businesses, and the community as a whole. Just a few of the benefits associated with this effort include:

- Reduced operating costs
- More sewer capacity so the City can grow to meet the needs of your business
- Potential reimbursement for grease recycling
- Avoidance of penalties or fines imposed for clogging municipal sewer lines
- A cleaner environment for your patrons and the community to enjoy

...and so much more.



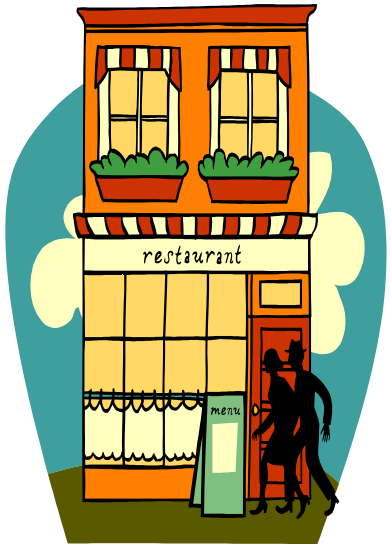


CLMSD
CITY OF LAKEPORT MUNICIPAL SEWER DISTRICT

For answers to your FOG questions or to discuss your particular grease issue, please contact the City's Compliance Officer for a one-on-one consultation over the phone, or contact the Compliance Officer or Community Development Department to schedule an appointment.

Compliance Officer
(707) 263-3578
compliance@cityoflakeport.com
Community Development Department
(707) 263-5613

FATS, OILS AND GREASE (FOG) PROGRAM



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MUNICIPAL SEWER
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FOG AND YOUR BUSINESS



Are you noticing frequent or regular sink or toilet backups at your facility? Are you finding that you have to call the plumber more often than usual? Have you noticed sewer backups near or around your facility during rainy periods? You may have a FOG problem.

The discharge of fats, oil and grease (or FOG) into the sanitary sewer is a concern for everyone in the community. FOG sticks to the inside of sewer pipes and, over time, that material can build up and create a blockage. A blockage such as this can result in a sewer system overflow (SSO), which will release untreated wastewater onto our properties and into our waterways. Nasty!

Reducing that discharge is one of our top priorities. Together we can do it!

Best Management Practices (BMPs)

Below are a few tips to avoid putting fats, oil, and grease into the sanitary sewer.

BMPs	BENEFITS
Check grease interceptor solids depth routinely. The combined thickness of the floating grease and the bottom solids should not be more than 25% of the total interceptor depth.	This will keep grease interceptor working at peak performance.
Collect and recycle waste cooking oil.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the system.
"Dry wipe" pots, pans, and kitchen equipment before cleaning.	This will reduce cleaning frequency and maintenance costs for grease removal devices and reduce the amount of grease entering the drain.
Maintain a routine grease trap cleaning schedule.	This reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Use absorbent paper under fryer baskets.	The amount of grease entering the drain is reduced, which protects the sewer system from grease blockages and overflows.
Use absorbents, such as paper towels and cat litter, to pick up oil and grease spills before mopping.	Reduces the amount of grease entering the drain and protects sewers from grease blockages and overflows.
Do not use emulsifiers or solvents other than typical dish-washing detergents.	Allows for proper removal of grease.
No hot water over 140°F	By reducing water temperature, you will save costs for heating that water, reduce the risk of clogging up your sewer lateral, and will save the cost of hiring someone to clean out your pipes.

Looking for a grease hauler?

Here are few local vendors who may be able to clean your grease interceptor and haul your grease away....

BUSINESS NAME

Action Sanitary, Inc.
P.O. Box 492
Lower Lake, CA 95457
(707) 994-5068

Roto-Rooter of Lake County
P.O. Box 1340
Kelseyville, CA 95451
(707) 279-9461

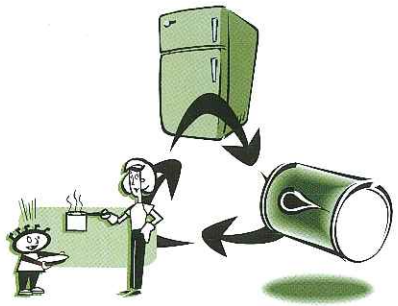
Darling International Inc.
429 Amador St.
San Francisco, CA 94124
(800) 473-4890

North State Rendering Company Inc.
15 Shippee Rd.
Oroville, CA 95965
(530) 343-6076

Sacramento Rendering Co.
11350 Kiefer Blvd.
Sacramento, CA 95830
(800) 339-6493



Don't Forget the Grease!



Help the CLMSD keep the
GREASE OUT
and the
WATER IN!

City of Lakeport

Over 100 years of community pride, progress, and service

CLMSD
Corporation Yard
591 Martin Street
Lakeport, CA 95453
Tel: 707-263-3578

Can the Grease

Three simple steps can protect your home and our environment

Fats, Oils and Grease…

What's the problem?

Too often, grease is washed into the plumbing system, usually through the kitchen sink. Grease sticks to the insides of sewer pipes (both on your property and in the streets). Over time, the grease can build up and block the entire pipe. Cooking grease in the form of lard, shortening and cooking oils can build up on the inside of sewer pipes causing line blockages, or worse, Sewer System Overflows (SSO's) (the discharge of untreated wastewater into the environment). The EPA has determined that SSO's are the number one cause of pollution in our national waterways.

Commercial additives, including detergents, which claim to dissolve grease, only pass grease down the line and cause problems in other areas. The results can be sewage overflowing in your home or your neighbor's causing expensive and unpleasant cleanups. This increases the potential risk to public health and the operation and maintenance costs for the CLMSD.

Sewer Blockage is the Problem!



Example of a Sewer System Overflow (SSO)

What can you do?

The easiest way to solve the grease problem and prevent overflows of raw sewage is to keep this material out of the sewer system in the first place.

NEVER!!

pour grease down sink drains or toilets





INSTEAD...

1.)

Poor or Scrape Grease from pots or pans into a can

2.)

Cover and refrigerate

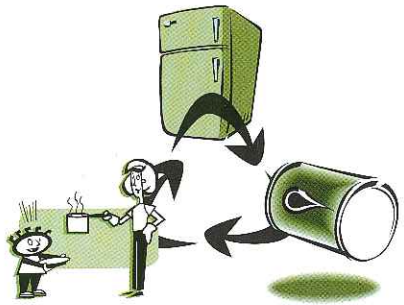




3.)

When chilled, remove grease can and throw away in trash

¡No se olvide de la grasa!



Ayúdenos a dejar la
GRASA FUERA
y el
AGUA DENTRO

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Ponga la grasa en una lata
Tres pasos simples pueden proteger su hogar y nuestro medio ambiente

Grasas y aceites?...

¿Cual es el problema?

Muy a menudo las grasas se echan por las cañerías, generalmente por el fregadero de la cocina. La grasa se pega a las paredes de las cañerías (en las de su casa y en las de la calle) y con el tiempo puede acumularse y atascar la cañería completamente.

Las grasas que se usan para cocinar, tales como la manteca (grasa de cerdo), aceite vegetal y otros aceites de cocinar, pueden acumularse dentro de las tuberías del desagüe ocasionando obstrucciones o algo peor, desbordamientos del alcantarillado (SSO, siglas en inglés) (el vertido de aguas residuales en el medio ambiente sin haber pasado por tratamiento primero). La EPA ha determinado que los SSO son la causa número uno de la contaminación en nuestros ríos y arroyos nacionales.

Los aditivos comerciales, incluidos los detergents que dicen disolver la grasa, solamente la ayudan a pasar por la tubería causando problemas en otras areas pudiendo resultar en el desbordamiento de aguas residuals en su casa o en la de su vecino, limpiezas caras y desagradables, posibles riesgos a la salud pública y un aumento en los costos de operación y mantenimiento para CLMSD que traen por consiguiente cuentas más altas a los clientes.

¡La obstruccción de las alcantarillas es el problema!



Desbordamientos del alcantarillado (SSO, siglas en ingles)

¿Qué puede hacer usted?

La manera más fácil de solucionar el problema de la grasa y ayudar a evitar los desbordamientos de las aguas negras, es impedir que este material entre en el alcantarillado en primer lugar.



¡NUNCA!

Vierta la grasa por las tuberías



En Cambio...

1.)

Vacíe o raspe la grasa de las hoyas y sartenes en una lata

2.)

Cúbrala y refrigérela





3.)

Cuando se haya enfriado, eche la lata a la basura

INDOOR GREASE TRAP/ INTERCEPTOR SIZING GUIDE

Depending on your specific grease capturing needs, an indoor grease trap/interceptor may be an effective measure for preventing the discharge of fats, oils or grease into the sanitary sewer system. Manufactured interceptors come in varying sizes, usually based on a flow rate of gallons per minute, or GPM. We recommend consulting with a licensed plumber when determining the size of your interceptor. But for basic guidance, the following steps could be useful in determining the appropriate size of your new indoor grease trap/interceptor:

Step 1:

Determine the cubic size of your sink(s) by multiplying its length, width, and depth together (L x W x D).

Step 2:

Convert that number into gallons using the following conversion: 1 gallon = 231 cubic feet.

Step 3:

Estimate the capacity of the sink(s) measured in Step 1. Usually, 75% of the sink(s) will be filled with water, the remaining 25% will be dishes, utensils, etc. Multiply that factor as a percentage (e.g. 75% = 0.75, 25% = 0.25, etc.) by the number you calculated in Step 2. This will also serve as your flow rate.

Step 4:

Select a trap/interceptor that is the next size higher than your calculated flow rate. Example: your calculated flow rate is 78 GPM. Available interceptors are sized for 70 and 80 GPM. The most appropriate choice is the latter, an 80 GMP device.

Additional sizing guidelines can be found in the most recent addition of the California Plumbing Code. A licensed plumber will be familiar with its provisions and can offer solutions unique to your needs.

This guide and other helpful information can be found on the City's website: www.cityoflakeport.com.

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INDOOR GREASE TRAP/ INTERCEPTOR SIZING GUIDE

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OUTDOOR GREASE INTERCEPTOR SIZING GUIDE

Outdoor, in-ground or above-ground grease interceptors are ideal for restaurants and other food service facilities that produce large amounts of fats, oil, and grease during food preparation. City Code allows for the use of two methods when sizing an outdoor interceptor. The first is based on criteria defined in the California Plumbing Code. A licensed plumber can provide excellent interceptor solutions to meet your needs based on this method. The second is the application of the Manning Formula, which is described here in greater detail:

The Manning Formula:

Interceptor Size (in gallons) = **F**low **r**ate (GPM)/sink or fixture **x** sum of fixture **R**atings + the **D**ischarge rate from any mechanical washers (i.e. dishwashers, glass washers, laundry machines, etc.) **x** a 24 minute retention **T**ime.

Flow Rates	Fixture Ratings
0.5" pipe = 0.8 GPM/fixture	2,3, or 4 compartment sink = 1.0
1.0 " = 5.0 GPM/fixture	1 or 2 compartment meat prep sink = 0.75
1.5 " = 15 GPM/fixture	Pre-rinse sink = 0.5
2.0" = 33 GPM/fixture	1 or 2 compartment vegetable prep sink = 0.25
2.5" = 59 GPM/fixture	Can wash = 0.25
3.0" = 93 GPM/fixture	Mop sink = 0.25
	Floor drain = 0.00

Using the charts above, you can calculate the size of the interceptor you need. Just plug them into the Manning Formula:

Interceptor Size
= [[(Flow Rate) x (Fixture Ratings)] + Discharge Rate] x 24 minute retention time

Direct flow from dishwashers, laundry washers, glass washers, etc. is the discharge rate as determined by the manufacturer. This information should be available in your user's manual or by contacting the manufacturer directly.

24 minute retention time is the minimum amount of time needed for grease to cool, condense, and separate from liquid. It is a constant for the purposes of this calculation.

This guide and other helpful information (including calculation examples) can be found on the City's website: www.cityoflakeport.com.

OUTDOOR GREASE INTERCEPTOR SIZING GUIDE

Outdoor, in-ground or above-ground grease interceptors are ideal for restaurants and other food service facilities that produce large amounts of fats, oil, and grease during food preparation. City Code allows for the use of two methods when sizing an outdoor interceptor. The first is based on criteria defined in the California Plumbing Code. A licensed plumber can provide excellent interceptor solutions to meet your needs based on this method. The second is the application of the Manning Formula, which is described here in greater detail:

The Manning Formula:

Interceptor Size (in gallons) = **F**low **r**ate (GPM)/sink or fixture **x** sum of fixture **R**atings + the **D**ischarge rate from any mechanical washers (i.e. dishwashers, glass washers, laundry machines, etc.) **x** a 24 minute retention **T**ime.

Flow Rates	Fixture Ratings
0.5" pipe = 0.8 GPM/fixture	2,3, or 4 compartment sink = 1.0
1.0 " = 5.0 GPM/fixture	1 or 2 compartment meat prep sink = 0.75
1.5 " = 15 GPM/fixture	Pre-rinse sink = 0.5
2.0" = 33 GPM/fixture	1 or 2 compartment vegetable prep sink = 0.25
2.5" = 59 GPM/fixture	Can wash = 0.25
3.0" = 93 GPM/fixture	Mop sink = 0.25
	Floor drain = 0.00

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CITY OF LAKEPORT
MUNICIPAL SEWER DISTRICT

Over 100 years of community, pride, progress, and service.

FATS, OILS AND GREASE (FOG) PROGRAM

GREASE RENDERING GUIDE

INSIDE THIS GUIDE

1 Grease Recycling

2 Benefits of Rendering

3 Renderers and Other Maintenance Vendors

4 Questions to Ask a Renderer

Grease Recycling

While pre-treating wastewater through the use of grease traps, skimmers, separators, and process flow treatment systems can greatly reduce FOG buildup in the sanitary sewer, source reduction of oil and grease must be the first course of action. Through dry cleanup, the development of an efficient collection system, and a rendering program, wastewater problems can be avoided.

Rendering companies or "grease recyclers" will accept oil, grease, and other animal byproducts (known as "yellow" or "tallow" grease), including deep fry fat and bones. In fact, they may even pay you to take it.

Waste oil and grease is tested for pesticides and other contaminants. Material is placed in a settling tank to remove solids, heated in a vacuum to volatize impurities and is then sold to companies for use as animal feed additives, in soap production, oils, cosmetic and skin care products, and in composting.

Benefits of Rendering

There are many potential benefits of rendering or recycling your grease, including:

1. **Cost Avoidance:** The charge for pumping out a grease trap is considerably more than the service fee charged by a Renderer. With dry cleanup and other source reduction techniques, many restaurants are reducing their water consumption, sewer usage, and are saving money. Rendering also helps restaurants avoid discharge penalties and fines for sewer system overflows resulting from FOG.

2. **Economic Incentives:** Renderers' service fees are low and often provided at no charge. In some cases, rendering companies are willing to pay for restaurant oil and grease.

3. **Environmental Savings**: Natural resources and energy are conserved through source reduction and recycling. FOG recycling keeps these materials from clogging municipal sewer lines, as well as using valuable landfill space, and diverts it to a useful purpose.

4. **Compliance:** The sewer use ordinance for the City of Lakeport strictly limits the type and amount of waste discharge into the system. Penalties may be levied against food service establishments (FSEs) when higher concentrations of fats, oils and grease are determined to be originating from a particular location. Rendering prevents grease from reaching the sewer system and, in so doing, helps FSEs maintain compliance and avoid costly penalties and fines, which range from $50 for a minor violation to $25,000 or more.

"In some cases, rendering companies are willing to pay for restaurant oil and grease."

Renderers and Other Maintenance Vendors

A list of a few registered grease haulers based in Lake County is as follows:

Action Sanitary, Inc.
P.O. Box 492
Lower Lake, CA 95457
(707) 994-5068

Roto-Rooter of Lake County
P.O. Box 1340
Kelseyville, CA 95451
(707) 279-9461

The Following Companies Also Service Lake County

Darling International Inc.
429 Amador St.
San Francisco, CA 94124
(800) 473-4890

North State Rendering Company Inc.
15 Shippee Rd.
Oroville, CA 95965
(530) 343-6076

Sacramento Rendering Co.
11350 Kiefer Blvd.
Sacramento, CA 95830
(800) 339-6493

Penalties and fines resulting from noncompliance of the City's sewer use ordinance can range from $50 to $25,000 or more.

Choosing a Grease Renderer or Hauler

When selecting a grease disposal vendor, be aware that services and prices may vary. Minimum services should include:

1. Complete pumping and cleaning of the interceptor and sample box, rather than just skimming the grease layer.
2. Deodorizing and thoroughly cleaning affected areas, as necessary.
3. Disposal/reclamation at an approved location. You and your hauler should agree on an adequate cleaning frequency to avoid blockage of the line.

Questions to Ask a Renderer

When looking for an oil and grease renderer, it is important to ask the right questions, which may include:

1. Do you provide collection containers?
2. Do you provide transportation?
3. Can I expect revenue for my material? If not, what's your service fee?
4. What are your specifications? What constitutes contamination?
5. If there is a problem, who should I contact?

Remember that fats, oils, and grease are commodities and should be treated as valuable resources that can and should be recycled whenever possible.

Contact Information

Please contact the City's Compliance Officer at 263-3578, or by E-mail at compliance@cityoflakeport.com, for more information or to discuss your particular FOG situation. We're here to help you succeed!

City of Lakeport Municipal Sewer District
225 Park Street
Lakeport, CA 95453
compliance@cityoflakeport.com

GREASE TRAP/INTERCEPTOR MAINTENANCE LOG

INSTRUCTIONS: PLEASE HAVE YOUR GREASE HAULER, RECYCLER, MAINTENANCE/CLEANING CONTRACTOR OR EMPLOYEE COMPLETE THIS LOG EACH TIME YOUR GREASE TRAP AND/OR INTERCEPTOR IS CLEANED. THIS FORM MUST BE SHOWN TO THE COUNTY HEALTH INSPECTOR, IF REQUESTED. FOR ADDITIONAL COPIES OF THIS FORM, PLEASE CONTACT THE CITY'S COMPLIANCE OFFICER AT 263-3578

Facility Name		Service Company	
Address		Address	
Telephone		Telephone	

Grease Trap/Interceptor Maintenance/Service Log

Date	Type of Service: Recycling	Type of Service: Hauling	Number of Units Serviced	Serviced By (Name of Individual)	Gallons Pumped	Grease Disposal Site Name and Address	Condition of Unit(s) Remarks/Comments

PLEASE RETAIN THIS COPY WITH YOUR RECORDS FOR NO FEWER THAN 3 YEARS

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
FOG ABATEMENT PROGRAM: GREASE TRAP/INTERCEPTOR MAINTENANCE AND INSPECTIONS	U-9	
	Date Adopted: 1/15/2010	Date Revised: 3/5/2018

Scope: Applies to all personnel that are responsible for administering and enforcing the provisions of Lakeport Municipal Code (LMC) Chapter 13.20 (Sewer Use and Pretreatment).

Purpose: Establish guidelines and procedures for the maintenance and inspection of grease traps/interceptors serving any Food Service Establishment (FSE) located within the jurisdictional boundaries of the City of Lakeport.

Proper maintenance of grease traps/interceptors helps prevent sanitary sewer overflows (SSOs) and/or sewer backups resulting from the collection of fats, oils, and greases (FOG) in the City's sewer system.

Responsibility: The Utilities Division shall be primarily responsible coordinating the inspection of grease traps/interceptors required by LMC Chapter 13.20.

Program success is also dependent on ongoing communication and coordination with the City's Community Development Department.

The Compliance Officer and/or Utilities Superintendent shall be responsible for any future revisions to this policy. The Community Development Director may also provide input.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

City Ordinance No. 872 was adopted in 2008 and established a variety of regulations associated with the use of the City's sanitary sewer system. The regulations were codified in Chapter 13.20 (Sewer Use and Pretreatment) of the Lakeport Municipal Code (LMC).

The goal of the regulations is to ensure the City's sanitary sewer system is adequately maintained, including inspection and enforcement programs designed to ensure ongoing compliance with the adopted provisions. This policy is written to accomplish the following:

1. Establish guidelines and procedures for the maintenance and inspection of grease traps/interceptors maintained by any Food Service Establishment (FSE) in Lakeport.
2. Establish the roles and responsibilities of City staff involved in grease trap/interceptor inspection activities.

POLICY:

1. Inspectors shall be any City employee designated by, and including, the Utilities Superintendent, Compliance Officer or Chief Building Inspector.
2. All FSEs shall keep and update a maintenance log of their grease trap(s) and/or interceptor(s) and shall make that log available to any inspector from the City or County, as requested.
3. If, upon inspection, a grease trap/interceptor is found to be improperly maintained, undersized, incorrectly configured or installed, or is found to be deficient in preventing FOG from entering the City's sewer system, the inspector shall provide the City's Compliance Officer with all relevant information for review.
4. Inspectors should arrive in an official City vehicle, if possible; and present a business card, copy of an introductory letter, FOG program handout or similar material to clearly identify themselves and clarify the purpose of the site visit and inspection.
5. Inspections may be announced or unannounced. The Compliance Officer should be made aware of any FSE grease trap inspection by City staff.
6. If deemed essential to the FOG program's efforts, the effluent from grease interceptors or grease traps can be sampled to determine the amount of FOG being discharged to the sewer system. A sample of the equipment effluent best represents the nature of the FSE's discharge.
7. Inspectors should have the following equipment and materials available during an inspection:

Equipment	**Paperwork**
Maps (GIS)	Inspection checklist, FSE file
Manhole pick	List of local area plumbers
Depth probe	List of grease and oil recyclers
Ratchet set	Method of documenting inspection (i.e. cell phone camera/video, notepad, etc.)
Pipe wrench	BMP list and FOG brochures

Equipment	Paperwork
Mirror (for inspecting manholes and interceptors)	
Camera	
Steel-toed shoes	
PPE (gloves, safety vest, safety glasses, etc.)	
Sample bottles and sampling equipment	

PROCEDURE:

1. The following activities shall be carried out during each inspection, unless specific justification is given as to why they are not:
    a. Request copies of receipts from grease handlers for services completed since the last visit.
    b. Inspect grease removal equipment and cleaning logs to determine if the equipment is being operated and maintained properly.
    c. Inspect connections to the grease trap or interceptor to ensure that only authorized equipment and fixtures discharge to the device.
    d. Check for evidence of illicit dumping such as debris/loose screws in floor drains, missing or altered log entries, use of vegetable sink for washing dishes (vegetable sinks are not usually plumbed to a trap or interceptor).
    e. Spot check for evidence of BMP implementation (scraper for dishes, spill kit, BMP poster, training log, drain screens, grease bins, etc.).
    f. Collect samples for laboratory analysis of FOG concentration, if necessary.
    g. Determine how waste grease is collected from work stoves, deep fat fryers, and grills.
    h. Inspect grease barrels to determine if gr
    i. ease is being stored properly.
    j. Discuss cleaning methods for roof vents and vent hoods. If they have a self-cleaning hood, where does the wash water discharge?

    These activities are presented in Attachment A, FOG Inspection Checklist.
2. After an inspection is performed, the findings should be recorded immediately on a FOG Inspection Report Form, attached hereto as Attachment B, and reported to the Compliance Officer within twenty-four (24) hours. The Compliance Officer shall make a determination of compliance standing or request additional review for the FSE no later than thirty (30) days following receipt of said inspection form. An inspection summary letter or a copy of the inspection report may be sent to the FSE. If the FSE is in compliance, that determination should be stated. If the FSE is not in compliance, the

actions to be taken should be in accordance with the enforcement response plan [see Department Policy U-6, Notices, Penalties, Fines and Fees].

Policy reviewed and approved by:

Paul O Harris

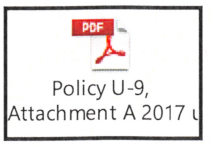
Paul Harris
Utilities Superintendent

Date 3/21/18

ATTACHMENT A
UTILITIES DIVISION POLICY U-9
Maintenance and Inspection of Grease Traps/Interceptors

FOG Inspection Checklist

MS Word Document: *Double-click the area below to open .PDF file.*

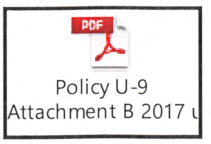


.PDF File*: Attachment A will be attached on following pages.*

ATTACHMENT B
UTILITIES DIVISION POLICY U-9
Maintenance and Inspection of Grease Traps/Interceptors

FOG Inspection Report Form

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File*: Attachment B will be attached on following pages.*

CITY OF LAKEPORT UTILITIES DIVISION

FOG INSPECTION CHECKLIST

General Information

- ☐ Give a copy of CLMSD FOG pamphlet to FSE owner/manager or staff.

Floor Drains

- ☐ Check for the presence of floor drains.
- ☐ Check for cleaning procedures for floor mats, serving carts, or any other equipment.
- ☐ Check procedure for hoods cleaning.
    - Check for caustics and other solvents
- ☐ Check that dishwasher is poured into a utility sink or curbed cleaning facility that drains to the sewer.

Sinks, Drains, and Solids

- ☐ Check for a pre-wash sink as well as regular sinks.
- ☐ Check for screening devices in sinks.
- ☐ Discuss limited use of under-the-sink garbage disposal units to reduce solids to sewer.
- ☐ Encourage employees to scrape food and grease off pots, pans, plates and cooking utensils.
- ☐ Encourage employees to wipe utensils clean of any excess fats, oil and grease with paper towels.
- ☐ Encourage employees to discard food scraps, FOG, and paper towels in solid waste receptacles.
- ☐ Encourage employees to discard grill-cleaning residuals in grease storage container or solid waste bin.

Dishwasher

- ☐ Check for an automatic dishwasher and its drainage connections.

CITY OF LAKEPORT UTILITIES DIVISION

FOG INSPECTION REPORT FOR FOOD SERVICE ESTABLISHMENTS

Facility Name: _____

Facility Address: _____ Facility Phone: _____

Owner or Authorized Person (manager, supervisor, etc.): _____

Inspection Date: _____ Inspection Time: _____

Inspection Type (circle one): Routine Monitoring Enforcement Follow-up

Facility email: _____

Type of Facility

Restaurant	Fast Food	Grocery/Market	Bakery/Deli	Coffee	Cafeteria	Ice Cream	Other

Grease Removal Device/System

Type	Recycle Bin	Trap/Vault	Interceptor	Big Dipper	Manual	Other	None
# of Units							
Size (gallons)							
Condition							
Cleanliness							
Plumbing Condition							
Foreign Objects							
Fecal Matter							

Garbage Disposal Unit Yes No **Method of Solids Disposal:**_____

Grease Storage Unit Location (In or Out)_____ Covered & Bermed?_____ Discharge to Sewer?_____

Equipment Washing Procedures

Location of cleaning mats (indoors/outdoors): _____

If outdoors, is area covered and bermed? _____

Discharge to grease trap/vault? Yes No _____

Discharge to City storm water system? Yes No _____

Grease Trap/Interceptor Maintenance Log

Log available at facility? Yes No Comments: _____

Name of cleaning firm or hauler: _____

Date last serviced: _____

Grease removal on schedule? Yes No If yes, what is schedule? _____

Samples collected? Yes No Describe: _____

NOV Issued? Yes No Date violation to be corrected by: _____

Required Action/Comments: _____

Signature of Inspector: _____ Date: _____

Name (printed): _____

Title:

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
FOG PROGRAM: VARIANCES	U-4	
	Date Adopted: 9/22/2008	Date Revised: 1/25/18

Scope: Applies to all personnel that are responsible for administering the provisions of the City's Fats, Oils and Grease (FOG) Program (LMC Sections 13.20.600 et seq.).

Purpose: Establish guidelines and procedures to be followed during the processing and review of requests for Variances of the FOG requirements set forth in the Lakeport Municipal Code.

Responsibility: The Utilities Division shall be primarily responsible for the review and final determination of requests for Variances of the FOG requirements. Initial Variance application and fee intake and review will likely be the responsibility of the Community Development Department due to preexisting contact with Food Service Establishments.

The Compliance Officer, Utilities Superintendent and/or Community Development Director shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

Lakeport Municipal Code (LMC) Section 13.20.610 requires all food service establishments ("FSEs") within the City of Lakeport Municipal Sewer District to take measures to prevent the discharge of materials that can inhibit the function of, or cause damage to, the sanitary sewer system. Such measures include the installation and maintenance of a grease interceptor to prevent the discharge of fats, oil and grease into the sanitary sewer system. These requirements are components of the City's FOG Program.

FSE owners or authorized representatives ("Users") may submit a Variance for Cause request to the City if they feel their situation warrants exception to the requirements. Full details regarding the FOG variance process (applications, review, approval/denial, revocation, appeals, etc.) are set forth in LMC Section 13.20.650.

This policy is written to accomplish the following:

1. Establish guidelines for the review and judgment of a Variance for Cause to vary from the requirements LMC Section 13.20.610; and
2. Establish guidelines for the review and judgment of a Variance for Cause request for grease interceptor installation as set forth in LMC Section 13.20.650
3. Establish procedures which the Department and the public should follow when requesting a variance.

POLICY:

1. The Utilities Superintendent ("Superintendent"), or his/her designee, shall make judgment on any Variance Study, resulting from a Variance for Cause request by an entity subject to the Fog Program.
2. The Superintendent may approve or deny a Variance for Cause request at his/her discretion.
3. The Superintendent or designee shall be available by appointment to speak with any affected User about issues related to the FOG Program.
4. From date of approval of a Variance for Cause request, and receipt of the $500.00 Variance Study fee, the City shall make every reasonable effort to complete a Variance Study and make a judgment on the necessity or feasibility of complying with any part of LMC Section 13.20.610 within ninety (90) days.
5. A Variance Study may be terminated at any time if it is determined that continuation of the Study adversely affects the sanitary sewer collection system or treatment works (LMC Section 13.20.650 A. 2.).
6. Per District Resolution No. 2316 (2008), the $500.00 Variance Study fee is non-refundable.
7. Unless sufficient evidence can be found that the FOG Program requirements create an unreasonable hardship, the Superintendent may deny a Variance for Cause request at his discretion.
8. The Superintendent or designee is responsible to commission and complete variance studies.
9. The Superintendent or designee may approve any variance at his/her discretion based on the results of the Variance Study.

10. Users requesting a variance from the FOG Program must submit a Variance for Cause Request Form within six (6) months of receipt of notice to install a grease interceptor. If a variance is not granted by the Superintendent or his/her designee, the FSE shall have six (6) months from the date of the variance denial notice to comply with the FOG requirements.
11. Users may petition the Superintendent, or his/her designee, to reconsider a decision by the Compliance Officer to deny a variance, if submitted in writing within thirty (30) days of the notice of variance denial.
12. The Superintendent, or his designee, may deny a petition to reconsider a variance decision by not acting on the petition (LMC Section 13.20.650 D. 4.).
13. Granted variances are effective in perpetuity from the date granted by the Superintendent or his/her designee.
14. Any granted variance may be revoked by the Utilities Superintendent at the recommendation of the Compliance Officer, based on one or more of the criteria detailed in LMC Section 13.20.650 C.

PROCEDURE:

1. Variance for Cause requests must be submitted to the City in writing using the Variance for Cause Request Form, attached hereto as Attachment A. The form shall be made available at the Community Development Department at City Hall.
2. Upon receipt of a Variance for Cause Request Form, it shall be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Utilities Superintendent for review. The Superintendent, or designee, shall have thirty (30) days from receipt of the Form to approve or deny the request.
3. Following approval or denial of a Variance for Cause request, the requesting party shall be notified of the decision in writing by the Utilities Division. If the request is approved, a Consent to a Variance Study Form, attached hereto as Attachment B, will be included with the notice. It must be signed and returned to the Superintendent by the User with the $500.00 Variance Study fee before the Study is commissioned. If the request is denied, an explanation must be included in the notice.
4. Per District Resolution No. 2316 (2008), a fee of $500.00 must be collected from the User before a Variance Study is commissioned.
5. Upon receipt by the Utilities Division of a Consent to a Variance Study Form, and the $500.00 Variance Study fee, it shall be date-stamped immediately and submitted to the Utilities Superintendent for review. The Superintendent or designee shall commission the study, assign a study number, and is responsible for its completion.
6. A Variance Study shall consist of the completion of a Variance Study Report Form, attached hereto as Attachment C. The Report requires comments from the Compliance Officer, City Building Inspector, and a County Health Inspector or representative from the Lake County Environmental Health Department. Additional comments may be required at the discretion of the Superintendent. Unless justified, a granted variance will require the approval of the Utilities Superintendent, City Building Inspector, and County Environmental Health official.

7. In the event that the Utilities Superintendent, Building Inspector, or County Environmental Health official is unable to complete their component of a Variance Study, the Superintendent may waive that component or assign it to another reviewer for comment.
8. The Utilities Superintendent shall be responsible for conducting Variance Studies and passing judgment no later than sixty (60) days after the Department receives the Consent to a Variance Study Form and $500.00 Variance Study Fee.
9. Variance Studies submitted to the Superintendent, or his designee, for review may include a staff report detailing the background and condition of the case in question.
10. The Utilities Superintendent, or his/her designee, shall make judgment on a Variance for Cause request no later than thirty (30) days from receipt of a fully completed Variance Study.
11. A notice shall be sent to the User from the Utilities Division indicating the decision whether to grant or deny a variance, the results of the variance study, and the reasons why a variance was granted or denied.
12. If denied a variance, a User may petition the Superintendent, or his designee, to reconsider the variance decision. A "Petition for Reconsideration of Determination or Enforcement Action" form, attached hereto as Attachment D, must be submitted to the Utilities Division within thirty (30) days of the notice of variance denial. The Form should be date-stamped immediately, entered into the appropriate tracking software application, and submitted to the Superintendent for review.

Policy reviewed and approved by:

Paul O'Harris

Paul Harris
Utilities Superintendent

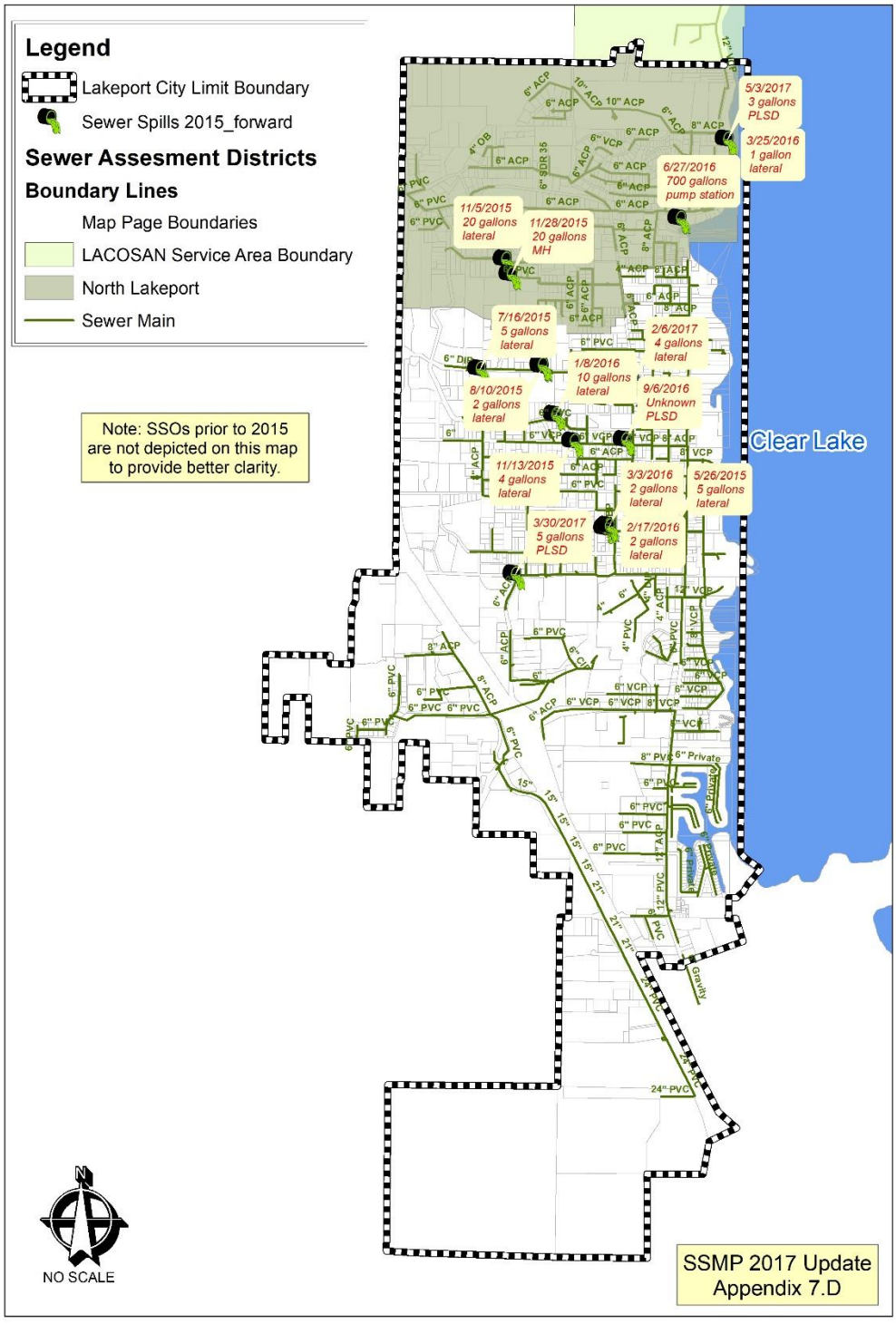
Date 1/29/18

ATTACHMENTS A through D
UTILITIES DIVISION POLICY U-4
FOG Program Variances

MS Word Document: *Double-click the area below to open .PDF file.*

Policy U-4, ALL ATTACHMENTS 2017.

.PDF File: *Attachments A through D will be attached on following pages.*



Projected coordinate system name: NAD 1983 State Plane California II FIPS 0402 Feet
Geographic coordinate system name: GCS North American 1983

Map Prepared by City of Lakeport
Public Works Department
abritton@cityoflakeport.com

City of Lakeport
SSO Incident Map

APPENDIX 8

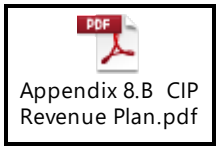
Appendix 8.A: CIP Project Timetable

Scope and Schedule

Item No.	Project Name	Description	Schedule		
			By 2013	By 2018	By 2023
1	Main Street Sewer Replacement	12" Sewer replacement, 6th Street to Clear Lake Ave	X	X	
2	Chlorination Gas System Replacement	Hypochlorite System installation at treatment plant	X		
3	Inspection and Cleaning of Chlorine Contact Pipe	Inspect/restore chlorine contact pipe capacity at treatment plant	X		
4	Modify Recycle Pump Station No. 1	Modify pump station for time-of-use operation at treatment plant	X		
5	Linda Lane Lift Station Odor Control	Install larger blower	X		
6	Lift Station Radio Telemetry and SCADA Improvements	Install radio telemetry in 5 lift stations, update SCADA		X	
7	I&I Reduction Program - Initial Target Areas	Initial target areas are indicated in Master Plan		X	
8	Lakeshore Blvd and N. High Street Parallel Sewer	8" parallel sewer		X	
9	Clearlake Liftstation Replacement	Replacement		X	
10	Repair Aeration Basins and Remove Sludge	Both aeration basins will be drained, the sludge will be allowed to dry, and the bottom will be scraped		X	
11	Main Street Parallel Sewer	15" parallel sewer installation		X	
12	N. High Street Sewer Replacement	8" replacement sewer		X	
13	Martin Street Parallel Sewer	8" parallel sewer		X	
14	I&I Reduction Program - High I&I Areas	as indicated in the Master Plan			X
15	10th Street Parallel Sewer	8" parallel sewer			X
16	Intallation of 20" Chlorine Contact Pipe	Will increase PWWF chlorine contact time at treatment plant			X
17	Martin Street Lift Station Capacity Improvements	Increase effectiveness at pump station			X
18	Russell Street Sewer Replacement	8" replacement sewer			X

Appendix 8.B: CIP Project Funding Source Schedule

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 8.B is attached on the following pages.*

Appendix 8.B

Revenue Plan

Item No.	Project Name	Cost Estimate	FY 08/09 Funding Source	FY 08/09 Funding Amount	FY 09/10 Funding Source	FY 09/10 Funding Amount	FY 10/11 Funding Source	FY 10/11 Funding Amount	FY 11/12 Funding Source	FY 11/12 Funding Amount	FY 12/13 Funding Source	FY 12/13 Funding Amount	FYs 14-18 Funding Source	FYs 14-18 Funding Amount	FYs 19/23 Funding Source	FYs 19/23 Funding Amount	Unfunded Balance
1	Main Street Sewer Replacement	$220,000					Sewer Use Fees	$20,000	Sewer Use Fees	$60,000	Sewer Use Fees	$30,000	Sewer Use Fees	$110,000			$0
2	Chlorination Gas System Replacement	$300,000	Sewer Use Fees	$90,000	Sewer Use Fees	$105,000	Sewer Use Fees	$105,000									$0
3	Inspection and Cleaning of Chlorine Contact Pipe	$80,000			Sewer Use Fees	$80,000											$0
4	Modify Recycle Pump Station No. 1	$25,000					Sewer Use Fees	$25,000									$0
5	Linda Lane Lift Station Odor Control	$12,000	Sewer Use Fees	$12,000													$0
6	Lift Station Radio Telemetry and SCADA Improvements																
	Radio Telemetry Installation	$30,000											Sewer Use Fees	$30,000			$0
	SCADA Upgrades	$250,000											Sewer Use Fees	$250,000			$0
7	I&I Reduction Program - Initial Target Areas	$1,014,000	Sewer Use Fees	$202,800	Sewer Use Fees	$202,800	Sewer Use Fees	$202,800	Sewer Use Fees	$202,800	Sewer Use Fees	$202,800					$0
8	Lakeshore Blvd and N. High Street Parallel Sewer	$180,000											Funding TBD*	$0			($180,000)
9	Clearlake Liftstation Replacement	$205,000											Funding TBD*	$0			($205,000)
10	Repair Aeration Basins and Remove Sludge	$200,000											Sewer Use Fees	$200,000			$0
11	Main Street Parallel Sewer	$715,000											Funding TBD*	$0			($715,000)
12	N. High Street Sewer Replacement	$60,000											Funding TBD*	$0			($60,000)
13	Martin Street Parallel Sewer	$250,000											Funding TBD*	$0			($250,000)
14	I&I Reduction Program - High I&I Areas	$962,000													Sewer Use Fees	$962,000	$0
15	10th Street Parallel Sewer	$192,000													Funding TBD*	$0	($192,000)
16	Intallation of 20" Chlorine Contact Pipe	$170,000													Sewer Use/Expans	$170,000	$0
17	Martin Street Lift Station Capacity Improvements	$60,000													Funding TBD*	$0	($60,000)
18	Russell Street Sewer Replacement	$81,000													Funding TBD*	$0	($81,000)
	Total Estimated Costs as of June 2008	$5,006,000		$304,800		$387,800		$352,800		$262,800		$232,800		$590,000		$1,132,000	($1,743,000)
	I&I Reduction Costs	$1,976,000															($1,976,000)
	Sewer System Rehabilitation Costs	$2,255,000															($2,255,000)
	Treatment Plant Improvements	$775,000															($775,000)

***Funding to be determined (TBD)**

APPENDIX 9

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APPENDIX 10

Appendix 10.A: Audit Report Template

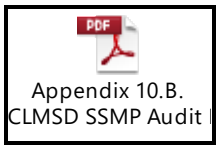
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.PDF File/hard copy*: Appendix 10.A is attached on the following pages.*

Appendix 10.B: 2016 Audit Report

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 10.B is attached on the following pages.*

City of Lakeport Municipal Sewer District
Sewer System Management Plan
20XX Audit Report Form

The purpose of the SSMP Audit is to evaluate the effectiveness of the Lakeport Municipal Sewer District's SSMP and to identify any needed improvements.

Directions: Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes.

		YES	NO
ELEMENT 1 - GOALS			
A.	Are the goals stated in the SSMP still appropriate and accurate?		
Discussion:			
ELEMENT 2 - ORGANIZATION			
A.	Is the List of District Staff Responsible for SSMP, Table 2-1 current?		
B.	Is the Sanitary Sewer Overflow Responder List current?		
C.	Is Figure 2-1 of the SSMP, the District Organization Chart, current?		
D.	Are the position descriptions as accurate portrayal of staff responsibilities?		
E.	Is Table 2-2 in the Chain of Communication for Reporting and Responding to SSOs section accurate and up-to-date?		
Discussion:			
ELEMENT 3 - LEGAL AUTHORITY			
Does the SSMP contain current references to the District Ordinances documenting the District's legal authority to:			
A.	Prevent illicit discharges?		
B.	Require proper design and construction of sewers and connections?		
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District?		
D.	Limit discharges of fats, oils and grease?		
E.	Enforce any violation of its sewer ordinances?		
F.	Were any changes or modifications made in the past year to District Sewer Ordinances, Regulations or standards?		
Discussion:			
ELEMENT 4 - OPERATIONS AND MAINTENANCE			
Collection System Maps			
A.	Does the SSMP reference the current process and procedures for maintaining the District's wastewater collection system maps?		

		YES	NO
B.	Are the District's water collection system maps complete, current and sufficiently detailed?		
C.	Are storms drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?		
Prioritized Preventive Maintenance			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?		
E.	Based upon information in the Annual SSO Report, are the District's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?		
Scheduled Inspections and Condition Assessments			
F.	In there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?		
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?		
H.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?		
Training			
I.	Does the SSMP document current training expectations and programs?		
Outreach to Plumbers and Building Contractors			
J.	Does the SSMP document outreach efforts to plumbers and building contractors?		
Discussion:			
ELEMENT 5 - DESIGN AND PERFORMANCE STANDARDS			
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for rehabilitation and repair for existing sanitary sewer systems?		
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and the rehabilitation and repair of existing sewer lines?		
Discussion:			

		YES	NO
ELEMENT 6 - OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the District's Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?		
B.	Is District staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?		
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?		
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?		
E.	Does all SSO event recordkeeping meet the GWDT requirements? Are all SSO event files complete and certified in the CIWQS system?		
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?		
Discussion:			
ELEMENT 7 - FATS, OILS AND GREASE (FOG) CONTROL PROGRAM			
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?		
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the District's FOG Control Program?		
D.	Does the District have sufficient legal authority to implement and enforce the FOG Control Program?		
E.	Is the current FOG program effective in the minimizing blockages of sewer lines resulting from disharges of FOG to the system?		
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?		

		YES	NO
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for OERP training or were contractor OERP programs at least as stringent as the District OERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?		
Discussion:			
ELEMENT 8 - SYSTEM EVALUATION AND CAPADISTRICT ASSURANCE PLAN			
A.	Does the District Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term District enhancement and improvement projects?		
B.	Does the District's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		
Discussion:			
ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?		
B.	Is the District able to sufficiently evaluate the effectiveness of the SSMP elements based on relevant information?		
C.	Were the consent decree performance metrics met?		
Discussion:			
ELEMENT 10 - SSMP AUDITS			
A.	Will the SSMP Audit be completed, reviewed and filed in Appendix B?		
Discussion:			
ELEMENT 11 - COMMUNICATION PROGRAM			
A.	Does the District effectively communicate with the public and other agencies about the implementation of the SSMP and continue to address any feedback?		
B.	Did the District Council receive and review the Annual Sewer System Report? Was the annual report uploaded to the District Sewer Section website and added to Appendix C?		

		YES	NO
C.	Did District staff conduct and document meetings with satellite collection systems? Are all agreements with satellite systems current or are changes necessary to these agreements?		
Discussion:			
CHANGE LOG			
A.	Is the SSMP Change Log current and up to date?		
Discussion:			

Audit Team:_____

Prepared By:_____

Reviewed By: _____

Approved for Filing on:_____

City of Lakeport Municipal Sewer District
Sewer System Management Plan
2016 Audit Report

The purpose of the SSMP Audit is to evaluate the effectiveness of the Lakeport Municipal Sewer District's SSMP and to identify any needed improvements.

See Element 10 of the SSMP which describes the District's process for biennial audits and evaluating the level of conformance with the requirements outlined in the SSMP and the State's General Waste Discharge Requirements.

Introduction and Background:

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (General WDRs). These requirements are set forth in Water Quality Order No. 2006-0003-DWQ, which states all public wastewater collection system agencies in California with sewer systems greater than one mile in length must to be regulated under General Waste Discharge Requirements (GWDR). The General WDRs apply to all public agencies that own or operate a sanitary sewer system that is comprised of more than one mile of sewer pipes or lines that convey wastewater to a publicly owned treatment facility. The General WDRs refer to these public agencies as "enrollees."

The Monitoring and Reporting Program associated with the General WDRs was revised in 2013 via Water Quality Order No. WQ 2013-0058-EXEC. The Lakeport Municipal Sewer District (CLMSD) applied for coverage under the General WDRs by submitting a Notice of Intent to comply with the terms of the WDRs, and commenced development of the required Sewer System Management Plan (SSMP).

The City's Compliance Officer led the efforts to prepare the SSMP which was adopted in April 2010. The document contained all of the elements required by the SWRCB including: goals; organization; legal authority; operations and maintenance program; design and performance standards; overflow emergency response plan; fats, oils, and grease control program; system evaluation and capacity assurance plan; monitoring, measurement, and program modifications; program audits; and a communication program.

The General WDRs and Element 10 of CLMSD's SSMP outline the requirements for biennial internal audits after adoption of the SSMP. A review of Utility Division records indicate that no audits have been completed since the adoption of the SSMP in 2010. The first audit was due in 2012. It should be noted that the Utility Division was restructured shortly after the adoption of the SSMP and the Compliance Officer was transferred to a different City department. The position was not re-filled until 2015.

A thorough review of the 2010 SSMP revealed that the document needed significant revisions to reflect current District personnel, policies, procedures, etc. It was determined that it would be prudent to complete an SSMP audit covering the preceding two-year period (June 2014 through May 2016) before initiating a complete update of the SSMP in 2016.

The District's goal is to continue to work toward a downward trend in the number of sanitary sewer overflows (SSOs). Based on the table pasted below, the District's SSO rate during the audit period was above the industry standard of six per year per one hundred miles of pipe. The total length of the

collection system maintained by the District is approximately 33 miles and a total of 13 SSOs were reported from June 2014 to May 2016:

Event ID	Spill Date	Category	Spill Volume	Location
811352	12/11/14	Category 1	990	North Forbes St btwn Ninth & Tenth Sts
811559	12/17/14	Category 3	1	540 First St
815425	5/26/15	Category 3	5	540 First St
816645	7/16/15	Category 3	5	840 Central Park
817257	8/10/15	Category 3	2	1601 Mellor Drive
819337	11/5/15	Category 1	20	765 Sixth Street
819339	11/5/15	Category 3	3	555 First Street
819446	11/13/15	Category 3	4	985 Page Drive
819697	11/28/15	Category 3	50	870 11th Street
820854	1/8/16	Category 3	10	1151 11Th Street, Lakeport CA. 95453
822059	2/17/16	Category 3	2	170 1st Street
822619	3/3/16	Category 3	2	1120 Main Street
824443	5/9/16	Category 3	3	Lakeshore - Between Lange & Beach

Based on these figures, the ratio of SSOs during the above period was approximately 18 per year per 100 miles of sewer pipe. The majority of the reported spills (9 of 13, 70%) were minor and involved less than 10 gallons of spill volume. Furthermore, of the 13 SSOs in the above table, only two were Category 1 spills resulting in a discharge that reached surface water, a drainage channel (dry or wet) or to the storm drain system. These are the most significant types of spills according to the General WDRs.

The District is confident that it can meet the goal of a downward trend in the number of sanitary sewer overflows (SSOs) in the future due to the renewed efforts of current District personnel and the pending update of the entire SSMP.

Please review the table and discussion on the following pages for the remainder of the 2016 SSMP audit report.

Directions: Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes.

ELEMENT 1 - GOALS			
		YES	**NO**
A.	Are the goals stated in the SSMP still appropriate and accurate?	✓	
Discussion:			

ELEMENT 2 - ORGANIZATION			
		YES	**NO**
A.	Is the District Staff Directory, Appendix 2.A of the SSMP, current?		✓
B.	Is the District Organization Chart, Figure 2.A., current?		✓
C.	Is the CLMSD Contact List, Figure 2.B., current?		✓
D.	Are the position descriptions as accurate portrayal of staff responsibilities?		✓
E.	Is the SSO Reporting and Response Chain of Communication information in Figure 2.C. accurate and up-to-date?		✓
Discussion: All out of date information contained in Element 2 will be updated as part of the pending SSMP update.			

ELEMENT 3 - LEGAL AUTHORITY			
		YES	**NO**
Does the SSMP contain current references to the District Ordinances documenting the District's legal authority to:			
A.	Prevent illicit discharges?	✓	
B.	Require proper design and construction of sewers and connections?	✓	
C.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District?	✓	
D.	Limit discharges of fats, oils and grease?	✓	
E.	Enforce any violation of its sewer ordinances?	✓	
F.	Were any changes or modifications made in the past year to District Sewer Ordinances, Regulations or standards?		✓
Discussion:			

ELEMENT 4 - OPERATIONS AND MAINTENANCE			
Collection System Maps			
		YES	**NO**
A.	Does the SSMP reference the current process and procedures for maintaining the District's wastewater collection system maps?	✓	

		YES	NO
B.	Are the District's water collection system maps complete, current and sufficiently detailed?		✓
C.	Are storms drainage facilities identified on the collection system maps? If not, are SSO responders able to determine locations of storm drainage inlets and pipes for possible discharge to waters of the state?	✓	
Prioritized Preventive Maintenance			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewers?	✓	
E.	Based upon information in the Annual SSO Report, are the District's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	✓	
Scheduled Inspections and Condition Assessments			
F.	In there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	✓	
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and documents the procedures of inventory management?	✓	
H.	Are contingency and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	✓	
Training			
I.	Does the SSMP document current training expectations and programs?	✓	
Outreach to Plumbers and Building Contractors			
J.	Does the SSMP document outreach efforts to plumbers and building contractors?		✓
Discussion: Maps: GIS program includes detailed collection system maps and related information. Not all data is current and a data maintenance agreement with County of Lake GIS staff is pending. Default Annual SSO Reports are the SSO incident data accessed via CIWQS. SSMP does not include any details regarding outreach efforts to plumbers and building contractors. This information will be provided as part of the pending SSMP update.			
ELEMENT 5 - DESIGN AND PERFORMANCE STANDARDS			
A.	Does the SSMP reference current design and construction standards for the installation for new sanitary sewer systems, pump stations and other appurtenances and for rehabilitation and repair for existing sanitary sewer systems?	✓	
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and the rehabilitation and repair of existing sewer lines?	✓	
Discussion: Adopted sewer system design/construction standards address service laterals and cleanouts, manholes, rodding inlets and discharge lines from private lift stations. New public lift stations are designed/constructed to meet the needs of the service area. As such there are no uniform design standards.			

ELEMENT 6 - OVERFLOW AND EMERGENCY RESPONSE PLAN			
		YES	NO
A.	Does the District's Sanitary Sewer Overflow Emergency Response Plan establish procedures for the emergency response, notification, and reporting of SSOs?	✓	
B.	Is District staff and contractor personnel appropriately trained on the procedures of the Sanitary Sewer Overflow Emergency Response Plan?	✓	
C.	Considering SSO performance data, is the Sanitary Sewer Overflow Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	✓	
D.	Are all SSO and claims reporting forms current or do they require revisions or additions?		✓
E.	Does all SSO event recordkeeping meet the State's current General Waste Discharge Requirements? Are all SSO event files complete and certified in the CIWQS system?	✓	
F.	Is all information in the CIWQS system current and correct? Have periodic reviews of the data been made during the year to assure compliance with GWDR? Have all Technical Report and Water Quality Sampling requirements been met and uploaded to the CIWQS data management system?	✓	
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for SSOERP training or were contractor SSOERP programs at least as stringent as CLMSD's SSOERP? Were items included in project meeting agendas to discuss emergency response procedures and communications?	✓	
Discussion: SSO investigation and documentation forms need to be revised to include: additional methods to determine and document spill volumes; new form to analyze collection system failures resulting in SSOs; new protocols regarding water quality sampling and public notification (signage) in the event of a large SSO reaching surface waters. Needed revisions will be completed as part of the pending SSMP update.			
ELEMENT 7 - FATS, OILS AND GREASE (FOG) CONTROL PROGRAM			
		YES	NO
A.	Does the FOG Control Program include efforts to educate the public on proper handling and disposal of FOG?	✓	
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	✓	
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping and reporting established in the District's FOG Control Program?	✓	
D.	Does the District have sufficient legal authority to implement and enforce the FOG Control Program?	✓	

E.	Is the current FOG program effective in the minimizing blockages of sewer lines resulting from discharges of FOG to the system?	✓	
		YES	**NO**
F.	Was required training on SSMP and OERP completed and documented? Were field exercises with field staff on SSO volume estimation conducted and documented?		
G.	Did all public improvement plans and specifications that could impact collection system operations include requirements for SSOERP training or were contractor OERP programs at least as stringent as CLMSD's SSOERP? Were regular items included in project meeting agendas to discuss emergency response procedures and communications?	✓	

Discussion: FOG Control Program public education materials must be updated to reflect current personnel and contact information. Updates will be completed as part of the pending SSMP update. Existing program is generally effective but can be improved with enhanced outreach and documentation verifying that local food service establishments are maintaining their collection system equipment in accordance with the City's FOG

ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

		YES	**NO**
A.	Does the District's Sanitary Sewer Master Plan evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long-term District enhancement and improvement projects?	✓	
B.	Does the District's Capital Improvement Plan (CIP) establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	✓	

Discussion: The District continues to rely on the 2008 Master Sewer Plan which evaluated the District's sewer system, it's capacity, and outlined strategies for accommodating future growth in the Lakeport area. The District acknowledges that the Master Sewer Plan is approximately 10 years old and needs to be updated. An updated plan is expected to be completed prior to 2020.

ELEMENT 9 - MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

		YES	**NO**
A.	Does the SSMP contain up-to-date information about the City and District's data collection and organization procedures?	✓	
B.	Are the data collection and organization procedures in the SSMP sufficient to evaluate the effectiveness of the SSMP and the related sanitary sewer	✓	

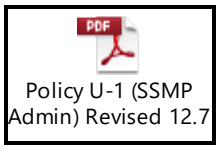
Discussion:

ELEMENT 10 - SSMP AUDITS			
		YES	NO
A.	Have biennial SSMP Audits been completed, reviewed and filed as described in Element 10 of the SSMP?		✓
Discussion: See Introduction and Background section of this report for more information regarding the lack of prior audits. This audit covers the preceding two-year period (June 2014 through May 2016). It has been prepared prior to initiating a complete update of the SSMP later this year.			
ELEMENT 11 - COMMUNICATION PROGRAM			
		YES	NO
A.	Does the SSMP contain up-do-date information about the District's public education activities?		✓
B.	Did the District Council receive and review the Annual Sewer System Report? Was the annual report uploaded to the District Sewer Section website and added to Appendix C?		✓
C.	Does the SSMP include the current Mutual Aid Agreement with Lake County Special Districts?	✓	
Discussion: SSMP must be updated to include current District personnel, contact information and details about the District's enhanced use of social media (via City of Lakeport outlets) to educate the public, plumbers, building contractors, etc. about the SSMP document and the importance of complying with the related regulations and guidelines.			
CHANGE LOG			
		YES	NO
A.	Is the SSMP Change Log current and up to date?		✓
Discussion: The current SSMP does not include a change log form. A form will be included in the updated SSMP slated to be completed in 2017.			

Audit Team:	Andrew Britton, Paul Harris
Prepared By:	Andrew Britton, Compliance Officer
Reviewed By:	Paul Harris, Utilities Superintendent
Approved for Filing on:	August 23, 2016

Appendix 10.C: Utilities Division Policy No. U-1

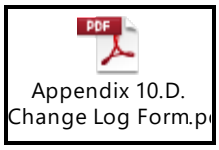
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.PDF File/hard copy*: Appendix 10.C is attached on the following pages.*

Appendix 10.D: SSMP Change Log

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File/hard copy*: Appendix 10.D is attached on the following page.*

CITY OF LAKEPORT
UTILITIES DIVISION POLICY

Subject:	Policy Number:	
SEWER SYSTEM MANAGEMENT PLAN (SSMP) ADMINISTRATION	U-1	
	Date Adopted: 8/14/2008	Date Revised: 12/7/17

Scope: Applies to all personnel that are responsible for administering the City's Sewer System Management Plan (SSMP).

Purpose: Establish the roles and responsibilities of City staff in maintaining and updating the SSMP.

Responsibility: The Public Works Director, Utilities Superintendent and Compliance Officer shall be responsible for ensuring the SSMP is implemented, maintained, audited and updated consistent with mandates established by the State Water Resources Control Board

The Compliance Officer and Utilities Superintendent shall be responsible for any future revisions to this policy.

Reference: City of Lakeport Utilities Division Policies. Yardshare Network location: Y:\Utilities\Policies\Current Policies

BACKGROUND:

On May 2, 2006, the State Water Resource Control Board (SWRCB) adopted Water Quality Order No. 2006-0003-DWQ, which required all public wastewater collection agencies in California, with a wastewater collection system greater than one mile in length, to be regulated under the Statewide General Waste Discharge Requirement (GWDR). The intent was to reduce sewer system overflows (SSOs) across the State.

The Order also required such public collection system agencies to prepare a Sewer System Management Plan (SSMP) and report SSOs using an electronic reporting system maintained by the State (CIWQS).

In 2013 the State Water Resources Control Board issued Order No. WQ 2013-0058-EXEC which amended the monitoring and reporting program for statewide general waste discharge requirements for sanitary sewer systems. Major components are included in this Order's Attachment A, including the establishment of a third category for SSO events and other amendments related to reporting and record keeping requirements.

The purpose of this Utilities Division policy is to clearly outline the roles and responsibilities of City staff in maintaining and updating the SSMP.

POLICY:

1. The SSMP shall be revised, audited and updated in accordance with State Water Resources Control Board Order No. 2006-0003 (included herein as Attachment A), or succeeding GWDR.
2. The SSMP Program shall be audited once every two (2) years based on the date of final certification to the State (May 2, 2010). The audit report shall be kept on file for a minimum of six (6) years.
3. The SSMP must be updated every five (5) years from the date of final certification to the State and must include any significant program changes.
4. Re-certification by the CLMSD Board of Directors is required in accordance with
5. A copy of the GWDR and the final certified SSMP shall be maintained at the office of the Compliance Officer and the office of the Utilities Superintendent. An electronic copy shall be uploaded to the City's website and maintained on the City's shared computer network.

PROCEDURE:

1. Certification of the SSMP and its elements can be completed through the SWRCB Online SSO Database. The completed Certification Questionnaire must be printed and signed by the Public Works Director, Utilities Superintendent or Compliance Officer and sent to:

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

2. All reports and information submitted to the SWRCB shall be certified using the following statement:

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

3. Updates to the SSMP may be reviewed by the City Council/CLMSD Board at the discretion of the Utilities Superintendent or Public Works Director. The SSMP shall be re-certified when significant updates are made as required by SWRCB Order No. 2006-0003.

Policy reviewed and approved by:

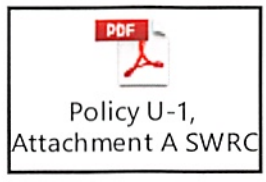
Paul Harris
Utilities Superintendent

Date 1/29/18

ATTACHMENT A
UTILITIES DIVISION POLICY U-1
SSMP ADMINISTRATION

STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003-DWQ
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

MS Word Document: *Double-click the area below to open .PDF file.*



.PDF File*: Attachment A will be attached on following pages.*

City of Lakeport
Municipal Sewer District
SSMP Change Log

Sewer System Management Plan Change Log		
Date	**Identify the SSMP Sections/Appendices Revised**	**Initial**
	.	

CLMSD

City of Lakeport Municipal Sewer District



Sewer System Management Plan 2018

Prepared by
Andrew Britton
Compliance Officer II

March 2018