Seaside County Sanitation District

SEWER SYSTEM MANAGEMENT PLAN

Revision 2

September 9, 2014

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CERTIFICATION STATEMENT

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

_____

John Dunn
District Manager

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ACRONYMS AND ABBREVIATIONS

BMP	Best Management Practices
CAP	Capacity Assessment Plan
Cal OES	California Office of Emergency Services
Cal/OSHA	California Division of Occupational Health and Safety
CCR	California Code of Regulations
CCTV	Closed Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
District	Seaside County Sanitation District
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EHS	Environmental Health Services
ELAP	Environmental Laboratory Accreditation Program
EOP	Emergency Operating Procedure
EPA	Environmental Protection Agency
FOG	Fats, Oil, and Grease
FSE	Food Services Establishment
HMA	High Maintenance Area
I/I	Inflow & Infiltration
IIPP	Injury and Illness Prevention Program
LRO	Legally Responsible Official
MBUAPCD	Monterey Bay Unified Air Pollution Control District
mgd	Million Gallons per Day
MRP	Monitoring and Reporting Program (Used in this SSMP to reference MRP Order No. WQ 2013-0058-EXEC, which is the MRP to WDR Order No. 2006-0003-DWQ.)
MRWPCA	Monterey Regional Water Pollution Control Agency
NOAA	National Oceanic and Atmospheric Administration
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
O&M	Operation and Maintenance
OSHA	Occupational Safety and Health Administration

ACRONYMS AND ABBREVIATIONS

PLSD	Private Lateral Sewage Discharge
PM	Preventative Maintenance
PPE	Personal Protective Equipment
R&R	Rehabilitation and Replacement
RWQCB	Central Coast Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition
SECAP	Sewer Evaluation and Capacity Assessment Plan
SMP	Sewer Master Plan
SOP	Standard Operating Procedure
SSOR	Sewer System Overflow Report
SSAMP	Sewer System Asset Management Plan
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSS	Sanitary Sewer System
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements (Used in this SSMP to reference WDR Order No. 2006-0003-DWQ, the Statewide General WDR for SSSs.)

SSMP UPDATE AND ADOPTION RECORD

The Seaside County Sanitation District's SSMP has undergone the following revisions and formal updates. The creation of the original SSMP and five (5) year updates were approved and adopted by the District Board on the dates identified below:

Revision No.	Adoption/ Revision Date	Description of Revision and/or Five Year Update	Revision Completed By	Revision Approved By
0	August 11, 2009	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	SCSD Staff	District Board
1	September 2013	The SSMP was revised as a result of the 2011 and 2013 SSMP Audits.	SCSD Staff	-
2	September 9, 2014	The SSMP was revised in accordance with the findings and recommendations of the May 16, 2013 SSMP Audit. This revision also served as the five (5) year update and was approved by the District Board.	SCSD Staff and Wallace Group	District Board

EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP), Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC require the Seaside County Sanitation District (District) to have and maintain a Sewer System Management Plan (SSMP), which provides "a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system" in order to "help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur" [Order No. 2006-0003-DWQ Section D.13 (i)].

The SSMP includes the following eleven (11) Elements:

1. **Goal**

   The District's goals, which are included in the SSMP, are:

   a. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate, and properly report SSOs.

   b. The Community Development/Public Works Director and/or Environmental Programs Manager will maintain with documentation and update each SSMP Element, which contains schedules and plans to complete operations and maintenance tasks, engineering studies, and SSO monitoring, reporting, and records keeping requirements on an annual basis.

   c. Maintain the number of SSOs to less than three (3) per calendar year.

   d. Have zero (0) District related SSOs, except those caused by storm events exceeding the design storm for that section of the collection system.

   e. Have zero (0) SSOs repeated within one (1) year from the same sewer line segment, manhole, or lift station.

2. **Organization**

   The Organization Element of the SSMP identifies the Seaside County Sanitation District Staff and Contract Staff, who are responsible for implementing the SSMP, responding to SSOs, and meeting the SSO reporting requirements, and identifies the lines of authority of SSO responsibilities and chains of communication for SSO response and reporting. The Legally Responsible Official (LRO) is also designated in this SSMP Element in order to meet the SWRCB requirements for completing and certifying SSO reports in the SWRCB's online regulatory information database and tracking system, California Integrated Water Quality System (CIWQS).

3. Legal Authority

This SSMP Element outlines the District Municipal Code Chapters and Monterey Regional Water Pollution Control Agency (MRWPCA) Ordinances that provide the District with the legal authority to:

a. Prevent illicit discharges;

b. Require that sewers and connections be properly design and constructed;

c. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages; and

d. Enforce any violation of its sewer ordinances.

4. Operation and Maintenance Program

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition, and this SSMP Element outlines the work that is conducted to accomplish the optimal operation and maintenance of the District's collection system. This SSMP Element details a:

a. Sanitary sewer system map, which is developed and maintained in GIS;

b. Preventative Maintenance Program, which consists of activities such as cleaning of sewer lines and other regular maintenance;

c. Rehabilitation and Replacement Plan, which focuses on sewer pipes at risk of collapse or prone to more frequent blockages due to pipe defects and includes a time schedule for funding and completing the capital improvement plan;

d. Training program and records for District Staff and Contractor collection system operation and maintenance activities; and

e. Equipment and replacement part inventory with critical replacement parts and equipment identified.

The Operation and Maintenance Program Element will need to be updated to include the recommended capital improvement plan (CIP), funding mechanisms, and CIP time schedule from the Sewer Collection System Master Plan (SCSMP) upon its completion later this year. This SSMP Element will also need to be updated to include the development of Standard Operating Procedures, a formal sewer collection system training program, and a formal list of critical parts and equipment for the District's lift stations once they are developed.

In order for the District to comply with the requirements for this SSMP Element and complete all of the work and projects discussed in this SSMP Element and the other Environmental Programs managed by the District, it is recommended that the District consider filling the vacancies in the wastewater division with either one (1) full-time Maintenance Worker or two (2) part-time Maintenance Workers. It is also recommended that the District consider creating a new part-time (30 Hours) position of Environmental

Compliance Specialist to assist the Environmental Program Manager and Public Works Manager. This position would help to ensure that the implementation and reporting associated with the wastewater and stormwater compliance programs necessitated by the District's location next to an Area of Special Biological Significance and the Monterey Bay National Marine Sanctuary are met.

5. Design and Performance Provisions

The Design and Performance Provisions Element describes the standards and specifications for new construction, repair of the existing sanitary sewer system, and the inspection and testing of these items.

The District has Standard Details for Street Improvements, which includes standard details related to the sanitary sewer system, and the District's Municipal Code Sections 9.20.010, 9.20.030 provide some design specifications. The District also depends on design and construction standards developed for each specific project the District undertakes, such as those used for the District's CIP Phases 1 through 6. The District should formalize or incorporate by reference a complete set of design and construction standards, which must include the installation of new sanitary sewer systems, pump stations, and other appurtenances and the rehabilitation and repair of existing sanitary sewer systems. These standards should include the California Department of Public Health's standards for separation requirements and should specify maximum manhole spacing, gravity sewer pipe sizing and District criteria, and pipe material requirements. The District also needs to develop or incorporate by reference a set of inspection and testing procedures and standards, which can be part of these design and construction standards.

6. Overflow Emergency Response Plan

The Overflow Emergency Response Plan (OERP) contains the following information in order to protect public health and the environment in the event of a SSO:

a. Notification procedures for primary responders and regulatory agencies;

b. Notification procedures for regulatory agencies and other potentially affected entities for SSOs that potentially affect public health or reach the waters of the State;

c. OERP training procedures for District Staff and Contractors responsible for responding to SSOs;

d. Emergency operations procedures for response activities, such as traffic and crowd control; and

e. A SSO mitigation and impact assessment program.

This SSMP Element will need to be updated with a formal OERP training program once the District develops it as part of the aforementioned operation and maintenance training program.

7. FOG Control Program

The goal of the FOG Control Program is to reduce the amount of FOG discharged to the sanitary sewer system. This SSMP Element includes the following information:

a. Public education outreach implementation plan and schedule;

b. FOG disposal plan and schedule;

c. The legal authority to prohibit FOG discharges and prevent associated SSOs;

d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements and design standards;

e. High maintenance area identification and cleaning maintenance schedule; and

f. FOG source control measure development and implementation.

8. System Evaluation and District Assurance Plan

The System Evaluation and District Assurance Plan consists of a sanitary sewer system hydraulic evaluation, which is used to establish appropriate design criteria and a short- and long-term Capital Improvement Program (CIP) with an implementation schedule and identification of funding sources.

The Seaside County Sanitation District has hired Wallace Group to develop its Sewer Collection System Master Plan (SCSMP), which evaluates the collection system's District and maintains a CIP and implementation schedule in order to respond to problem areas identified in these evaluations. This SSMP Element will need to be revised to incorporate the SCSMP upon its completion.

9. Monitoring, Measurement, and Program Modifications

The District monitors the implementation of the SSMP Elements in order to measure the effectiveness of the District's SSMP program in reducing SSOs. This SSMP Element outlines the manner in which each SSMP Element is monitored and evaluated and the schedule with which the District completes this monitoring and evaluation.

10. Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies the District Staff responsible for conducting or participating in SSMP Program Audits and generating the required SSMP Program Audit Report. SSMP Program Audits must occur at a minimum of every two (2) years and are required to evaluate the District's SSMP Program, identify program deficiencies, and provide an improvement schedule based on the audit findings.

11. Communication Program

This SSMP Element describes the manner in which the District communicates the development, implementation, and performance of its SSMP with the public in order to

provide them with the opportunity to provide input as the SSMP program is developed and implemented.

The District has historically conducted outreach specifically to plumbers and to hotels. This outreach is beneficial, and the District should consider the effects plumbers are having on the collection system on an annual basis and the effects hotels are having on the collection system on a biannual basis in order to determine whether such outreach should be included in the next year's Community Outreach Services contract with MRWPCA. At a minimum, plumber and hotel outreach should both be conducted every five (5) years.

The District also needs to create and implement a plan of communication with MRWPCA. A quarterly meeting is recommended in order to increase communication and coordination between the two agencies.

This Sewer System Management Plan (SSMP) was developed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2008-0002-EXEC, and Order No. WQ 2013-0058-EXEC which are included in Appendix 0A.

INTRODUCTION

This Sewer System Management Plan (SSMP) five (5) year update was performed in compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2006-0003-DWQ, Amended Monitoring and Reporting Program (MRP) Order No. WQ 2013-0058-EXEC, and Order No. WQ 2013-0058-EXEC which are included in Appendix 0A.

0.1 Requirement Background

The WDRs require all public wastewater collection system agencies in California that own and operate sanitary sewer systems greater than one mile in length, which collect or convey untreated or partially treated wastewater to a publicly owned treatment facility, to develop, implement, and maintain a SSMP and report sanitary sewer overflows (SSOs) using the State's electronic reporting system, California Integrated Water Quality System (CIWQS).

The Seaside County Sanitation District (SCSD or District) SSMP includes the following eleven (11) Elements:

1. Goal
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

Each SSMP Element is prefaced with the associated WDR section and narrated with the District policies and procedures, which address the respective SWRCB requirement.

The Seaside County Sanitation District SSMP Revision 02 was developed using portions of information identified in the 2011 Sewer Master Plan and Rate Study.

Seaside County Sanitation District System Overview

The Seaside County Sanitation District was incorporated and chartered as a Sanitation District on March 1, 1950. The District is located in the County of Monterey on the Monterey Peninsula of the Central California Coast, approximately 100 miles south of San Francisco. Figure 0-1 provides an aerial overview the three (3) cities that comprise the Sanitation District which are:

- City of Sand City
- City of Del Rey Oaks
- City of Seaside

Figure 0-1: Seaside County Sanitation District Service Area

SCSD provides sewer services for residences and commercial businesses with a population of 35,009[1] residents as shown in the table below:

Table 0-1: Population of Seaside County Sanitation District – 2010 United States Census

City	Year 2010 United States Census
Seaside	33,025
Sand City	334
Del Rey Oaks	1,650
Total Population:	**35,009**

The District's sewer collection and conveyance system is comprised of assets such as sewer pipes, lift stations with pumps as follows:

Table 0-2: Estimated Size Distribution of Assets

Diameter of Sewer Pipe	Gravity Sewers (miles)	Force Mains (miles)
6 inches or less	64.0	0.0

[1] Year 2010 United States Census

Diameter of Sewer Pipe	Gravity Sewers (miles)	Force Mains (miles)
8 inches	3.9	0.0
9 – 18 inches	4.8	0.0
19 – 36 inches	0.5	0.0
> 36 inches	0.0	0.0
Unknown Diameter	0.0	0.0
Totals	73.2	0.0

Table 0-3: SCSD Percentage of Piping and Number of Pump Stations

Age	Source of Age Info. (records, estimated, etc.)	Gravity and Pressure Sewers (%)	Pump Stations 25k Gal/day & over (number of stations)	Pump Stations Under 25k Gal/day (number of stations)
2000 - Present	0	2% - Gravity	0	0
1980 - 1999	Records	0	2 – #19 Del Monte and #2- Rosita refurbished in 1988; original construction in 1956	
1960 - 1979	Records, Estimated.	49% - Gravity	0	2 - #21 Military and #22 Tioga both refurbished in 1979; original construction in 1960.
1940 - 1959	Records, Estimated.	49%- Gravity	0	0
1920 - 1939	0	0	0	0
1900- 1919	0	0	0	0
Before 1900	0	0	0	0

Age	Source of Age Info. (records, estimated, etc.)	Gravity and Pressure Sewers (%)	Pump Stations 25k Gal/day & over (number of stations)	Pump Stations Under 25k Gal/day (number of stations)
Unknown Age	0	0	0	0
Totals:		100% Gravity	2	2

Maintenance access to the sewers is provided by 1035 manholes and a number of structures, such as clean outs and inspection holes. There are nine (9) sewer lift stations located in the District's service area, four (4) are owned by the District and five (5) are owned by Monterey Regional Water Pollution Control Agency (MRWPCA).

The sewer lift stations pump the District's wastewater to an interceptor pipeline, which conveys the wastewater to the MRWPCA regional wastewater treatment plant north of Marina.

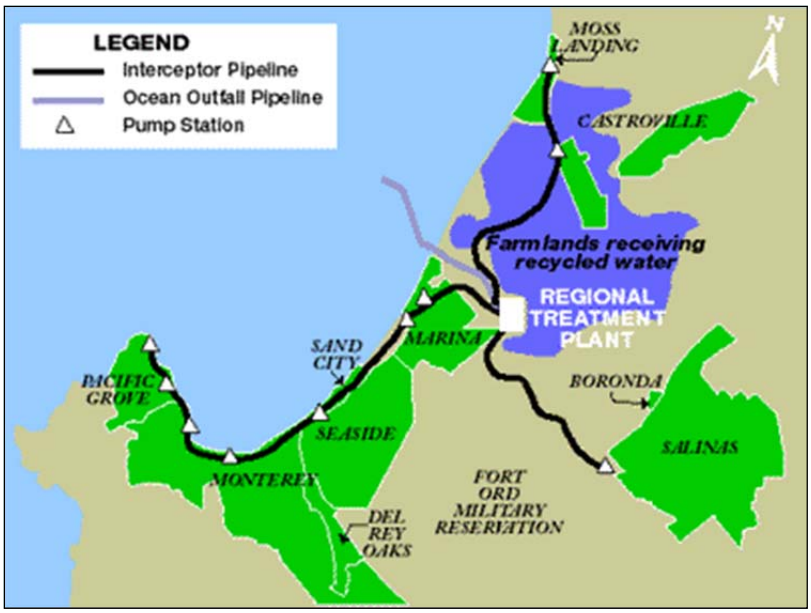


Figure 0-2: MRWPCA Facilities (Source: www.mrwpca.org)

0.2 Governing Body

SCSD is governed by a Board of Directors comprised of the Mayors of the three (3) cities.

The Board of Directors makes policy decisions with advice from the District Manager, District Engineer, and Legal Counsel. District Board meetings are held in the in the City of Seaside City

Hall Conference Room located at 440 Harcourt Avenue in Seaside the second Tuesday of every month at 9:30 AM.

The District Board authority and responsibility includes the adoption and approval of the SSMP and any formal updates to the SSMP. The SSMP formal update and adoption record is included at the beginning of the SSMP, and the District Board Meeting Minutes for the adoption of the current SSMP is included in Appendix 0C.

APPENDIX 0A

WDR and MRP Orders No. 2006-0003-DWQ and WQ 2013-0058-EXEC

SWRCB's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ

Amended Monitoring and Reporting Program for the SWRCB's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. WQ 2013-0058-EXEC

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

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

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

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".

2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

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

4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.

6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.

7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.

8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.

9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).

10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.

11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

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

REGULATORY CONSIDERATIONS

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

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

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

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

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

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

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

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.

17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.

18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
    a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
    b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
    c. Occurs during, or as a result of, the treatment or disposal of wastes.

19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.

20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

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

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.

22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.

23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

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

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
   (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
   (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
   (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.

2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

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

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.

4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is http://ciwqs.waterboards.ca.gov. This online database is maintained on a secure site and is controlled by unique usernames and passwords.

5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.

6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.

7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
    a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
    b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
    c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. Deadlines for Application – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.

2. Applications under the general WDRs – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

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

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

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.

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

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.

2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:

    (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
    (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
    (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
    (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.

3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.

4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

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

5. All SSOs must be reported in accordance with Section G of the general WDRs.

6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:

   (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;

   (ii) The Enrollee can identify the cause or likely cause of the discharge event;

   (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.

   (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;

   (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
   - Proper management, operation and maintenance;
   - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
   - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
   - Installation of adequate backup equipment; and
   - Inflow and infiltration prevention and control to the extent practicable.

   (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

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

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

   (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
   (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
   (iii) Cleanup of debris at the overflow site;
   (iv) System modifications to prevent another SSO at the same location;
   (v) Adequate sampling to determine the nature and impact of the release; and
   (vi) Adequate public notification to protect the public from exposure to the SSO.

8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.

9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.

10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.

11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.

13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

(i) **Goal**: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

(ii) **Organization**: The SSMP must identify:

(a) The name of the responsible or authorized representative as described in Section J of this Order.

(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

(iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

(b) Require that sewers and connections be properly designed and constructed;

(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and

(e) Enforce any violation of its sewer ordinances.

(iv) **Operation and Maintenance Program**. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;

(b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

(c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;

(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

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

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

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

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

(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

(b) A program to ensure an appropriate response to all overflows;

(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

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

(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;

(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;

(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;

(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;

(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;

(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and

(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

(viii) **System Evaluation and Capacity Assurance Plan**: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) **Evaluation**: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

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

(b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

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

(d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

(ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:

(a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;

(b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;

(c) Assess the success of the preventative maintenance program;

(d) Update program elements, as appropriate, based on monitoring or performance evaluations; and

(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

(x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

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

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

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

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

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

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

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

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

Sewer System Management Plan Time Schedule

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

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

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

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

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

E. WDRs and SSMP AVAILABILITY

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

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:

    a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;

    b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and

d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.

2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.

3. All Enrollees must obtain SSO Database accounts and receive a “Username” and “Password” by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the “Collection System Questionnaire”, which collects pertinent information regarding a Enrollee’s collection system. The “Collection System Questionnaire” must be updated at least every 12 months.

4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

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

H. CHANGE IN OWNERSHIP

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

I. INCOMPLETE REPORTS

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

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:

    (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)

    (ii) An individual is a duly authorized representative only if:

        (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and

        (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.

2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

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

L. SEVERABILITY

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

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

CERTIFICATION

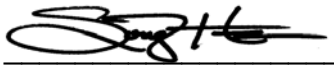
The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

STATE WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
   A. Equal or exceed 1000 gallons, or
   B. Result in a discharge to a drainage channel and/or surface water; or
   C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.

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

SSO Reporting Timeframes

4. Category 1 SSOs – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

   The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local

County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).

6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.

7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.

8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

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

9. Category 2 SSOs:

   A. Location of SSO by entering GPS coordinates;
   B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
   C. County where SSO occurred;
   D. Whether or not the SSO entered a drainage channel and/or surface water;
   E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

F. Estimated SSO volume in gallons;
G. SSO source (manhole, cleanout, etc.);
H. SSO cause (mainline blockage, roots, etc.);
I. Time of SSO notification or discovery;
J. Estimated operator arrival time;
K. SSO destination;
L. Estimated SSO end time; and
M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

A. All information listed above (if applicable and known), as well as;
B. Identification of sewage discharge as a private lateral sewage discharge; and
C. Responsible party contact information (if known).

11. Category 1 SSOs:

A. All information listed for Category 2 SSOs, as well as;
B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
C. Estimated SSO amount recovered;
D. Response and corrective action taken;
E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
F. Parameters that samples were analyzed for (if applicable);
G. Identification of whether or not health warnings were posted;
H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
I. Whether or not there is an ongoing investigation;
J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
K. OES control number (if applicable);
L. Date OES was called (if applicable);
M. Time OES was called (if applicable);
N. Identification of whether or not County Health Officers were called;
O. Date County Health Officer was called (if applicable); and
P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.

3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.

3. All records shall be made available for review upon State or Regional Water Board staff's request.

4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;

5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:

   a. Record of Certified report, as submitted to the online SSO database;
   b. All original recordings for continuous monitoring instrumentation;
   c. Service call records and complaint logs of calls received by the Enrollee;
   d. SSO calls;
   e. SSO records;
   f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
   g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
   h. A list and description of complaints from customers or others from the previous 5 years; and
   i. Documentation of performance and implementation measures for the previous 5 years.

6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:

a. The date, exact place, and time of sampling or measurements;
b. The individual(s) who performed the sampling or measurements;
c. The date(s) analyses were performed;
d. The individual(s) who performed the analyses;
e. The analytical technique or method used; and,
f. The results of such analyses.

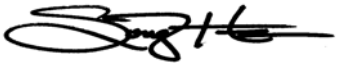
C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board.

CERTIFICATION

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



Song Her
Clerk to the Board

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

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

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

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).

2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.

3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.

4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"[1] (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.

5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.

6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.

7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information[2] to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

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[1] Available for download at:
http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

[2] Cal OES Hazardous Materials Spill Reports available Online at:
http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview and http://w3.calema.ca.gov/operational/malhaz.nsf

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

8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS[3] Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.

9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.

10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program[4] objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on 07/26/2013.

7/30/13
Date

Thomas Howard
Executive Director

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

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

ATTACHMENT A

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

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

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

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that: • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems **within a privately owned sewer lateral** connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

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

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	• Within two hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water**, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING (see section C of MRP)	• Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months.	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	• Conduct water quality sampling **within 48 hours** after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	• SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume.	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

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

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.

2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:

   i. Name of person notifying Cal OES and direct return phone number.
   ii. Estimated SSO volume discharged (gallons).
   iii. If ongoing, estimated SSO discharge rate (gallons per minute).
   iv. SSO Incident Description:
      a. Brief narrative.
      b. On-scene point of contact for additional information (name and cell phone number).
      c. Date and time enrollee became aware of the SSO.
      d. Name of sanitary sewer system agency causing the SSO.
      e. SSO cause (if known).
   v. Indication of whether the SSO has been contained.
   vi. Indication of whether surface water is impacted.
   vii. Name of surface water impacted by the SSO, if applicable.
   viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
   ix. Any other known SSO impacts.
   x. SSO incident location (address, city, state, and zip code).

3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).

4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.

2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. **SSO Categories**

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

      a. Reach surface water and/or reach a drainage channel tributary to a surface water; or

      b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).

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

   iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

4. **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**

   i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:

      a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.

      b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.

iii. **"No Spill" Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a "No Spill" certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, "No Spill" certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a "No Spill" certification statement for that month.

iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

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

i. **Causes and Circumstances of the SSO:**

a. Complete and detailed explanation of how and when the SSO was discovered.

b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).

c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.

d. Detailed description of the cause(s) of the SSO.

e. Copies of original field crew records used to document the SSO.

f. Historical maintenance records for the failure location.

ii. **Enrollee's Response to SSO:**

a. Chronological narrative description of all actions taken by enrollee to terminate the spill.

b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

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

iii. **Water Quality Monitoring:**

a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.

b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

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

i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

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

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

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

i. **SSO Reports**

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

a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
2. SSO Location Name.
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
5. Whether or not the SSO reached a municipal separate storm drain system.
6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
7. Estimate of the SSO volume, inclusive of all discharge point(s).
8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
9. Estimate of the SSO volume recovered (if applicable).
10. Number of SSO appearance point(s).
11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
12. SSO start date and time.
13. Date and time the enrollee was notified of, or self-discovered, the SSO.
14. Estimated operator arrival time.
15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :

1. Description of SSO destination(s).
2. SSO end date and time.
3. SSO causes (mainline blockage, roots, etc.).
4. SSO failure point (main, lateral, etc.).
5. Whether or not the spill was associated with a storm event.
6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
7. Description of spill response activities.
8. Spill response completion date.
9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
11. Whether or not health warnings were posted as a result of the SSO.
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
13. Name of surface water(s) impacted.
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.

c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:

    1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.

d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:

    1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.

e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:

    1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-6, and 17 in section 8.i.b above for Certified Category 1 SSO.

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

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

iii. **Collection System Questionnaire**

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

iv. **SSMP Availability**

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

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

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

D. WATER QUALITY MONITORING REQUIREMENTS:

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

1. Contain protocols for water quality monitoring.

2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).

3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.

4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.

5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
   i. Ammonia
   ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

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

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).

2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
   i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

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

a. Date, time, and method of notification.

b. Date and time the complainant or informant first noticed the SSO.

c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.

d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.

e. Final resolution of the complaint.

ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.

iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.

3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

i. Supervisory Control and Data Acquisition (SCADA) systems

ii. Alarm system(s)

iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.

2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.

3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.

4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

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

CERTIFICATION

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

7/30/13
Date

Jeanine Townsend
Clerk to the Board

APPENDIX 0B

May 12, 2009 Board of Director Meeting Minutes

August 11, 2009 Board of Director Meeting Minutes

August 12, 2014 Board of Director Meeting Minutes

SEASIDE COUNTY SANITATION DISTRICT
M I N U T E S
Tuesday, May 12, 2009, 9:30 a.m.
Seaside City Hall Conference Room

1. CALL TO ORDER at 9:30 a.m.

2. ROLL CALL

Board Members Present:	
Vice Chair:	Joseph P. Russell, representing Del Rey Oaks
2nd Vice Chair:	David Pendergrass, representing Sand City
Board Members Absent:	
Chair:	Ralph Rubio, representing Seaside (Excused)
Staff Members Present:	Ray Corpuz, District Manager Diana Ingersoll, District Engineer Daphne Hodgson, District Administrative Services Director Tim O'Halloran, City Engineer/Public Works Services Manager Patrick McGreal, Legal Counsel Toni Oasay, District Secretary

3. ORAL COMMUNICATIONS

A. None

4. CONSENT AGENDA

A. Approval of Minutes
   a. April 14, 2009

B. Approval of Monthly Expenditures
   a. April 30, 2009 - $69,375.94

Motion Pendergrass/Russell unanimously approved all consent items.

5. NEW BUSINESS

A. Appointment of California Joint Powers Insurance Authority Director and Alternative

Objective: Approve the appointment of a Director and an Alternate to represent the Seaside County Sanitation District on the California Joint Powers Insurance Authority

Recommendation: It is recommended that the Board approve a Director and an Alternate

Motion Pendergrass/Russell unanimously approved Chair Rubio to serve as Director and Daphne Hodgson, District Administrative Services Director, to serve as alternate to represent the Seaside County Sanitation District on the California Joint Powers Insurance Authority.

B. Statewide General Waste Discharge Requirement (WDR) Compliance – Sewer System Management Plan (SSMP) Elements 3,4,6, and 7

Objective: The purpose of this item is for the Board to consider adopting the SCSD Sanitary Sewer Master Plan (SSMP) Elements 3,4, 6, and 7

Recommendation: It is recommended that the District Board adopt a resolution approving four elements of the District's Sanitary Sewer Management Plan (SSMP): Element 3, "Legal Authority," Element 4, "Operations and Maintenance Plan," Element 6, "Overflow Emergency Response Plan," and Element 7, "Fats, Oil and Grease (FOG) Control Program."

Motion Pendergrass/Russell unanimously approved adopting a resolution to approve Elements 3, 4, 6, and 7 of the District's Sanitary Sewer Management Plan (SSMP).

6. MONTHLY REPORT, SEWER MAINTENANCE

A. April 2009

7. STAFF REPORT

Staff reports include items for which verbal reports/presentations will be provided. If a specific presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter is set as a future Agenda item.

A. District Manager – Agendize and review for the next meeting recommendations by Marina Coast Water District (MCWD) Ad Hoc Committee.
B. District Engineer - None
C. District Counsel – Agendize adopting recommendations by MCWD Ad Hoc Committee. A draft MOU has been proposed between Seaside and Marina Coast Water District which will be brought to the Board for review.

8. BOARD MEMBERS COMMENTS

Board Member may comment on matter within the jurisdiction of the District. No discussion or action is appropriate other than referral to staff or setting a matter as a future Agenda item.

A. Chair – None
B. Vice Chair – None
C. 2nd Vice Chair – None

9. CLOSED SESSION

As permitted by the Ralph M. Brown Act, Government Code Sections 54956 and 54956.9(b)(1), and described as required by the Government Code 54595.5(c) of the State of California, the District Board may adjourn to Closed Session to Consider specific matters dealing with pending possible litigation.

A. Item of Potential Litigation
Government Code Section 54956.9 (c)

The Board did not meet in Closed Session.

10. ADJOURNMENT at 9:49 a.m.

Chair, Board of Directors

Vice Chair, Board of Directors

SEASIDE COUNTY SANITATION DISTRICT
MINUTES
Tuesday, August 11, 2009, 9:30 a.m.
Seaside City Hall Conference Room

1. CALL TO ORDER at 9:30 a.m.

2. ROLL CALL

Board Members Present:	
Chair:	Ralph Rubio, representing Seaside
Vice Chair:	Joseph P. Russell, representing Del Rey Oaks
2nd Vice Chair:	David Pendergrass, representing Sand City
Staff Members Present:	Ray Corpuz, District Manager
	Daphne Hodgson, District Administrative Services Director
	Tim O'Halloran, City Engineer/Public Works Services Manager
	Patrick McGreal, Legal Counsel
	Toni Oasay, District Secretary

3. ORAL COMMUNICATIONS

A. None

4. CONSENT AGENDA

A. Approval of Minutes from the July 14, 2009 Regular Seaside County Sanitation District (SCSD) Meeting.

Purpose: The purpose of this item is to approve the minutes from the July 14, 2009 Regular Seaside County Sanitation District (SCSD) meeting.

Recommendation: Approve minutes.

B. Approval of Preliminary Cash Balance as of June 30, 2009

Purpose: The purpose of this item is to approve the preliminary expenditures for June 30, 2009 in the amount of $146,785.98

Recommendation: Approve preliminary expenditures in the amount of $146,785.98

Motion Pendergrass/Russell unanimously approved all consent items.

5. NEW BUSINESS

A. Statewide General Waste Discharge Requirement (WDR) Compliance – Approve Sewer System Management Plan (SSMP) Elements 5, 8, 9, 10 and 11 and SSMP Certification

Purpose: The purpose of this item is for the Board to consider the SCSD Sanitary Sewer Management Plan (SSMP) Elements 5, 8, 9, 10 and 11, and certify the SSMP.

Recommendation: It is recommended that the District Board adopt a resolution approving five elements of the Seaside County Sanitation District Sanitary Sewer Management Plan: Element 5, Design and Performance Standards, Element 8, System Evaluation and Capacity Assurance Plan, Element 9, Monitoring, Measurement and Program Modifications, Element 10, SSMP Program Audits and Element 11, Communications Program. It is also recommended that the Board certify and approve the SSMP.

Motion Russell/Pendergrass unanimously voted to adopt a resolution approving five elements of the Seaside County Sanitation District Sanitary Sewer Management Plan: Element 5, Design and Performance Standards, Element 8, System Evaluation and Capacity Assurance Plan, Element 9, Monitoring, Measurement and Program Modifications, Element 10, SSMP Program Audits and Element 11, Communications Program. The Board also certified and approved the SSMP.

6. MONTHLY REPORT, SEWER MAINTENANCE

A. July 2009

7. STAFF REPORT

Staff reports include items for which verbal reports/presentations will be provided. If a specific presentation is planned, it will be listed and information included with the Agenda. Brief oral reports may be provided for items arising after the agenda was prepared. The Board may wish to ask questions or discuss a staff report, but no action is appropriate other than referral to staff, or request that a matter is set as a future Agenda item.

A. District Manager – None.
B. District Engineer – None.
C. District Counsel – None.

8. WRITTEN COMMUNICATIONS

A. Letter to Howard Gustafson, President of the Marina Coast Water District (MCWD) regarding sanitary sewer service within the former Fort Ord Area.

9. BOARD MEMBERS COMMENTS

Board Member may comment on matter within the jurisdiction of the District. No discussion or action is appropriate other than referral to staff or setting a matter as a future Agenda item.

A. Chair – None
B. Vice Chair – None
C. 2nd Vice Chair – None

10. CLOSED SESSION

As permitted by the Ralph M. Brown Act, Government Code Sections 54956 and 54956.9(b)(1), and described as required by the Government Code 54595.5(c) of the State of California, the District Board may adjourn to Closed Session to Consider specific matters dealing with pending possible litigation.

A. The Board did not meet in Closed Session.

11. ADJOURNMENT at 9:40 a.m.

Thomas M Mancini
Chair, Board of Directors

Vice Chair, Board of Directors

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ELEMENT 1 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 1 – Goal has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	Formally Adopt SSMP.	SCSD Staff	District Board
1	September 2013	Incorporate updates and revisions from 2011 and 2013 SSMP Audits.	SCSD Staff	-
2	September 9, 2014	Five year update.	SCSD Staff and Wallace Group	District Board

ELEMENT 1 - GOAL

Seaside County Sanitation District (District) has the following goals for the management and maintenance of the sanitary sewer collection system. These goals provide focus for District Staff to continue high-quality work to operate and maintain District facilities and to implement improvements for management of the collection system to prevent sanitary sewer overflows (SSOs). The role of the SSMP in supporting these goals is discussed below.

1.1 Regulatory Requirement

WDR Order No. 2006-0003-DWQ Section D.13(i) states:

> The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

1.2 Sanitary Sewer System Goals [WDR D.13(i)]

The District seeks to provide high quality and reliable wastewater collection for its residents and businesses.

District SSMP Goals:

1. Maintain or improve the condition of the collection system infrastructure in order to provide reliable service now and into the future.

2. Cost effectively minimize infiltration/inflow (I/I) and provide adequate sewer capacity to accommodate infiltration and inflow.

3. Minimize the number and impact of sanitary sewer overflows (SSOs) that occur.

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies the Seaside County Sanitation District (District) Staff and Contract Staff, who are responsible for implementing this SSMP, responding to SSO events, and meeting SSO reporting requirements. The Legally Responsible Official (LRO) is also designated below in order to meet SWRCB requirements for completing and certifying SSO reports in CIWQS.

This SSMP Element outlines the District organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for SSO response and reporting. Names and contact information of the current District Board members, and the current representative to MRWPCA are available in Appendix 2A.

2.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(ii) states:

> The SSMP must identify:
>
> (a) The name of the responsible and authorized representative as described in Section J of this Order.
>
> (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
>
> (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for reporting SSOs to the State or Regional Water Board and other agencies if applicable (such as County Health Officers, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

The aforementioned WDR Order No. 2006-0003-DWQ Section J states:

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

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ELEMENT 2 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 2 – Organization has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	Formally Adopt SSMP.	SCSD Staff	District Board
1	September 2013	Incorporate updates and revisions from 2011 and 2013 SSMP Audits.	SCSD Staff	-
2	September 9, 2014	Five year update.	SCSD Staff and Wallace Group	District Board

(b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

2.2 Responsible and Authorized Representatives [WDR D.13(ii)(a)]

The name of the authorized representatives described in WDR Section J above is listed in Table 2-1:

Table 2-1: Seaside County Sanitation District Authorized Representatives

Name	Title	CIWQS SSO Database
Diana Ingersoll	District Engineer	Legally Responsible Official
Tim O'Halloran	Seaside City Engineer	Legally Responsible Official
Rick Riedl	Senior District Engineer	Legally Responsible Official

2.3 SSMP Program Implementation [WDR D.13(ii)(b)]

The names and contact information for management, administrative, and maintenance Staff who are responsible for implementing specific measures for the District's SSMP Program are presented in Table 2-2 below along with their specific responsibilities.

An organization chart showing the lines of authority for all District, City of Seaside, contract MRWPCA staff and other contract staff is described below in Table 2-2 and is included in Appendix 2B1 to 2B2.

Table 2-2: SCSD Board, District Staff and Contract Staff with SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
Ralph Rubio, Chair Jeff Cecilio, First Vice Chair David Pendergrass, Second Vice Chair District Board	The District Board directs the District Manager, District Engineer, and Legal Counsel in the management of all eleven (11) SSMP Elements.	Ralph: (831) 899-6825 Jeff: (831) 394-8511 David: (831) 394-3054

Name and Title	SSMP Responsibilities	Contact Information
John Dunn District Manager *Seaside County Sanitation District*	The District Manager directs the management of all eleven (11) SSMP Elements.	(831) 899-6203 Office E-mail: JDunn@ci.seaside.ca.us
Diana Ingersoll District Engineer *Seaside County Sanitation District*	The District Engineer assists the District Manager in the management of all eleven (11) SSMP Elements.	(831) 899-6825 Office E-mail: DIngersoll@ci.seaside.ca.us
Tim O'Halloran Seaside City Engineer/Public Works Services Manager *City of Seaside*	The Seaside City Engineer assists the District Engineer in the management of all eleven (11) SSMP Elements.	(831) 899-6825 Office E-mail: TO'Halloran@ci.seaside.ca.us
Cynthia Hasson Legal Counsel *Office of the County of Monterey Counsel*	The District Legal Counsel directs the District in the management of Element 3, Legal Authority.	(831) 755-5313 Office
Lesley Milton District Clerk *Seaside County Sanitation District*	The District Clerk assists the District Board in the setting of the Agenda, creation of Board Meeting Minutes, and posting of the monthly District Board Agenda Packet which communicates the business of the District to the ratepayers.	(831) 899-6707 Office E-mail: LMilton@ci.seaside.ca.us
Daphne Hodgson Administrative	The Administrative Services Director directs the Administrative Assistants in the response to in person	(831) 899-6825 Office

Name and Title	SSMP Responsibilities	Contact Information
Services Director *City of Seaside*	communications, phone calls, e-mails, and faxes to assist with the implementation of • Element 4 – Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 7 – FOG Control Program; • Element 11 – Communication Program. In a SSO response, could provide a carefully pre-scripted message for citizens who call with general questions.	*E-mail:* DHodgson@ci.seaside.ca.us
Misty Wilson Tawana Davis Dominique Jones Administrative Assistants *City of Seaside*	The Administrator receives and assures the appropriate District Staff respond to in person communications, phone calls, e-mails, and faxes to assist with the implementation of • Element 4 – Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 7 – FOG Control Program; • Element 11 – Communication Program. In a SSO response, could provide a carefully pre-scripted message for citizens who call with general questions.	(831) 899-6825 Office *E-mail:* MWilson@ci.seaside.ca.us TDavis@ci.seaside.ca.us DJones@ci.seaside.ca.us
Rick Riedl, PE *Senior Civil Engineer* *Seaside County*	The Senior Civil Engineer is directed by the District Manager and District Engineer in the management and implementation of: • Element 4 – Operation and Maintenance Program, Rehabilitation and Replacement Plan;	(831) 899-6825 Office E-mail: RRiedl@ci.seaside.ca.us

Name and Title	SSMP Responsibilities	Contact Information
Sanitation District and City of Seaside	• Element 5 – Design and Performance Provisions; and • Element 8 – System Evaluation and Capacity Assurance Plan.	
David Fortune Maintenance and Utilities Superintendent *Seaside County Sanitation District and City of Seaside*	The Maintenance and Utilities Superintendent directs the implementation of: • Element 1 – Goal; • Element 2 – Organization; • Element 3 – Legal Authority; • Element 4 – Operation and Maintenance Program; • Element 6 – Overflow Emergency Response Plan; • Element 9 – Monitoring, Measurement, and Program Modifications; and • Element 10 – SSMP Program Audits. Ensures Maintenance Workers are trained and follow required SOPs and EOPs. Responds to an SSO if the Senior Civil Engineer is unreachable after hours, on weekends, and on holidays.	(831) 899-6829 Office E-mail: DFortune@ci.seaside.ca.us
Leslie Llantero Scott Ottmar, PE Assistant Engineers	The City of Seaside Engineering Staff provides CIP project and construction management and for the District for projects associated with: • Element 4 – Operation and Maintenance Program; and • Element 8 – System Evaluation and Capacity Assurance Plan. Work under the direction of Senior Civil	Leslie: (831) 899-6832 Scott: (831) 899-6885 Public Works Hotline: (831) 899-6828 E-mail: LLantero@ci.seaside.ca.us SOttmar@ci.seaside.ca.us

Name and Title	SSMP Responsibilities	Contact Information
City of Seaside – Contract with Seaside County Sanitation District	Engineer to review plans and specifications of assigned projects, attend pre-construction conferences, and perform field inspections of sanitary sewer facilities among other tasks described in the contract. The Assistant Engineer manages the District FOG Program outreach, FSE maintenance record review, and enforcement as described in Element 7 – Fats, Oils, and Grease Control Program.	
Bret Boatman Maintenance Supervisor *Monterey Regional Water Pollution Control Agency – Contract with District*	The Operations Manager and his team of MRWPCA mechanics and electricians perform routine operation, preventative maintenance, and repair and major maintenance services for the District owned lift stations as described in Element 4 – Operation and Maintenance Program. Communicates maintenance results for the District lift stations to the Maintenance and Utilities Supervisor and Senior Civil Engineer.	(831) 883-6112 Office E-mail: BretB@mrwpca.com
Vacant Community Relations Specialist *Monterey Regional Water Pollution Control Agency – Contract with District*	The MRWPCA Community Relations Specialist conducts public education and outreach as described in: • Element 7 – Fats, Oils, and Grease Control Program; and • Element 11 – Communication Program. Conducts residential and commercial outreach via newspaper articles, television, and radio ads.	(831) 372-3367
Roy Tilly Tommy Douglas Mario Alcaraz	Perform sewer collection system operational and maintenance for the District from the City of Seaside Public Works Department, which include	(831) 899-6836 Main Phone (831) 899-6828 Non-Emergency 24-Hour Public

Name and Title	SSMP Responsibilities	Contact Information
Public Works Specialist *Seaside County Sanitation District*	Buildings & Grounds and Streets. These Public Works Specialists are in the City of Seaside Utility and Maintenance Division, but are the specialists who operate and maintain the sanitary sewer system. Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using District procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs.	Works Hotline On-Call Cell Phone: (831) 760-2336 Roy: (831) 901-4612 Tommy: (831) 760-2340
Utility and Maintenance Workers *City of Seaside*	The Utility and Maintenance Workers conduct routine and preventative maintenance, of the sanitary sewer system (SSS) and respond to SSOs as described in: Element 4 – Operation and Maintenance Program; and Element 6 – Overflow Emergency Response Plan. Perform weekly manhole inspections, maintenance, and cleaning of the SSS, and relay critical information, such as High Maintenance Areas, to the Wastewater Field Supervisor. Deliver FOG and other SSS notices or door hangers. Respond to SSOs with the Vactor truck and other cleanup tools, notifies regulatory agencies, document response activities using District procedures, assist in determining cause of SSO, and assist in implementing corrective actions to prevent recurrence of future SSOs.	(831) 899-6829 Office

Name and Title	SSMP Responsibilities	Contact Information
David Phillips Sewer Cleaning and Emergency Response *Green Line Corporation – Contract with District*	▪ Green Line contractually implements sewer line hyrdroflush cleaning, root removal, and emergency call-services to SSOs as described by: - Element 4 – Operation and Maintenance Program; and - Element 6 – Overflow Emergency Response Plan.	(831) 649-6388 Office E-mail: phillipsd@lfgw.com

2.4 Chain of Communication for Responding to SSOs [WDR D.13(ii)(b)]

SSO reports typically begin with a call from a resident to the City of Seaside, Sand City, or Del Rey Oaks, 911 dispatchers, or the Police and Fire Departments.

The District Public Works Non-Emergency telephone contact number is (831) 899-6828. After hours, the voicemail directs callers to call (831) 648-3143, the main line for the Police Department in the event of a sewer emergency.

Police and Fire personnel have a Public Works Call Out List, which has the names and phone numbers of:

1. Utility and Maintenance Supervisor;

2. Utility and Maintenance Staff; and

3. Green Line.

The Public Works Call Out List is included in SS-EOP-02: SSO Notification Attachment 1, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, and has the names of Staff to call in order of who lives in the District, as staff who live east of the District have a response time of thirty (30) minutes or greater as California Highway 68 and Carmel Valley Road are frequently impacted with traffic.

During the process of responding to a SSO, the following actions are taken to verify the report and ensure the safety of the public:

1. During Public Works business hours, the Administrative Assistant receives the call from a citizen, the Police, or Fire Department and obtains the location of concern and a description of the problem. The name and phone number of the caller is requested and documented if not anonymous for follow-up information.

2. After hours, the District Police or Fire Department contact the on-call Public Works (aka Maintenance and Utility) Staff and direct them to the described location. The Overflow Emergency Response Plan (OERP) contained in Element 6 is initiated.

3. District Utility and Maintenance Staff proceed to the location to verify the report.

4. If a SSO is verified, the Utility and Maintenance Staff member contacts the Maintenance and Utility Supervisor and requests support.

5. The Maintenance and Utility Supervisor will notify the Senior Engineer both during and after business hours.

6. The Utility and Maintenance staff responding notifies the regulatory agencies listed below in Table 2-3. If the Utility and Maintenance staff is unable to make the notifications, the Senior Engineer or Utility and Maintenance Supervisor contact the agencies listed in Table 2-3, and contact the District Manager.

7. Monterey County Environmental Health, Cal OES, and RWQCB must be contacted within two (2) hours of an SSO, when the SSO is over 1,000 gallons or the SSO reaches a drainage channel or surface water.

SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-01: Overflow Emergency Response Plan, which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, contains a chain of communication for reporting SSOs for use in the field by the Utility and Maintenance Supervisor or Senior Engineer. This chain of communication is reproduced in Figure 2-1 for reference.

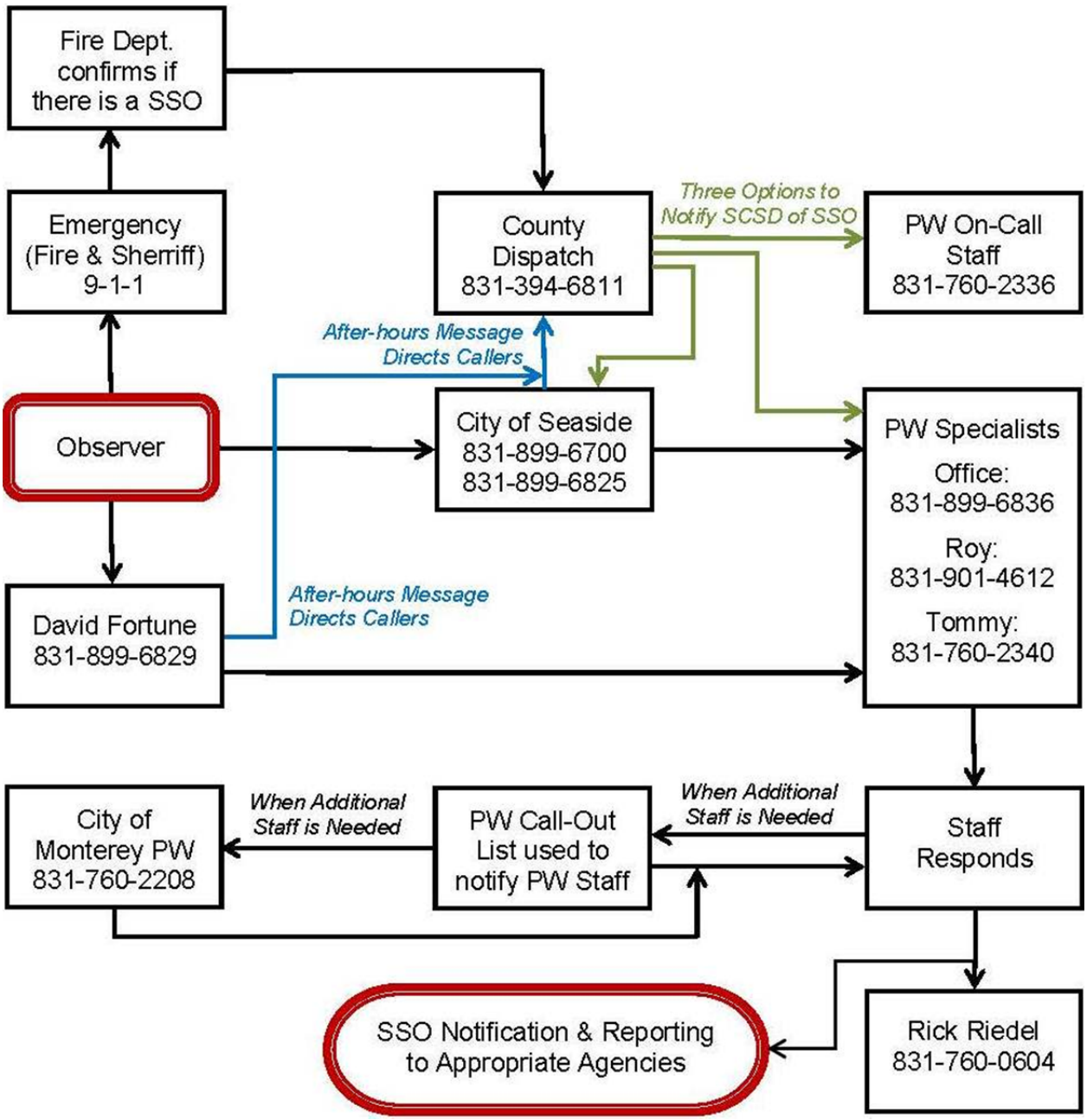


Figure 2-1: SSO Response Chain of Communication

SSO notification is outlined in SSMP Element 6 – Overflow Emergency Response Plan and SS-EOP-02: SSO Notification. The contact information and notification requirements associated with notifying RWQCB and other applicable agencies, such as Cal OES, Monterey County Office of Emergency Services, and Monterey County Environmental Health Services, are included in that SSMP Element and EOP.

Upon completion of containment and clean-up, the Utility and Maintenance Supervisor and Senior Engineer will use SS-EOP-03: SSO Reporting Attachment 1: Reporting SSOs in CIWQS,

which is provided in SSMP Element 6 – Overflow Emergency Response Plan Appendix A, to initiate the Draft SSO Report in CIWQS.

APPENDIX 2A

Seaside County Sanitation District Board Members and MRWPCA Representatives

Table 2A-1: Seaside County Sanitation District Governing Board Members and MRWPCA Affiliation

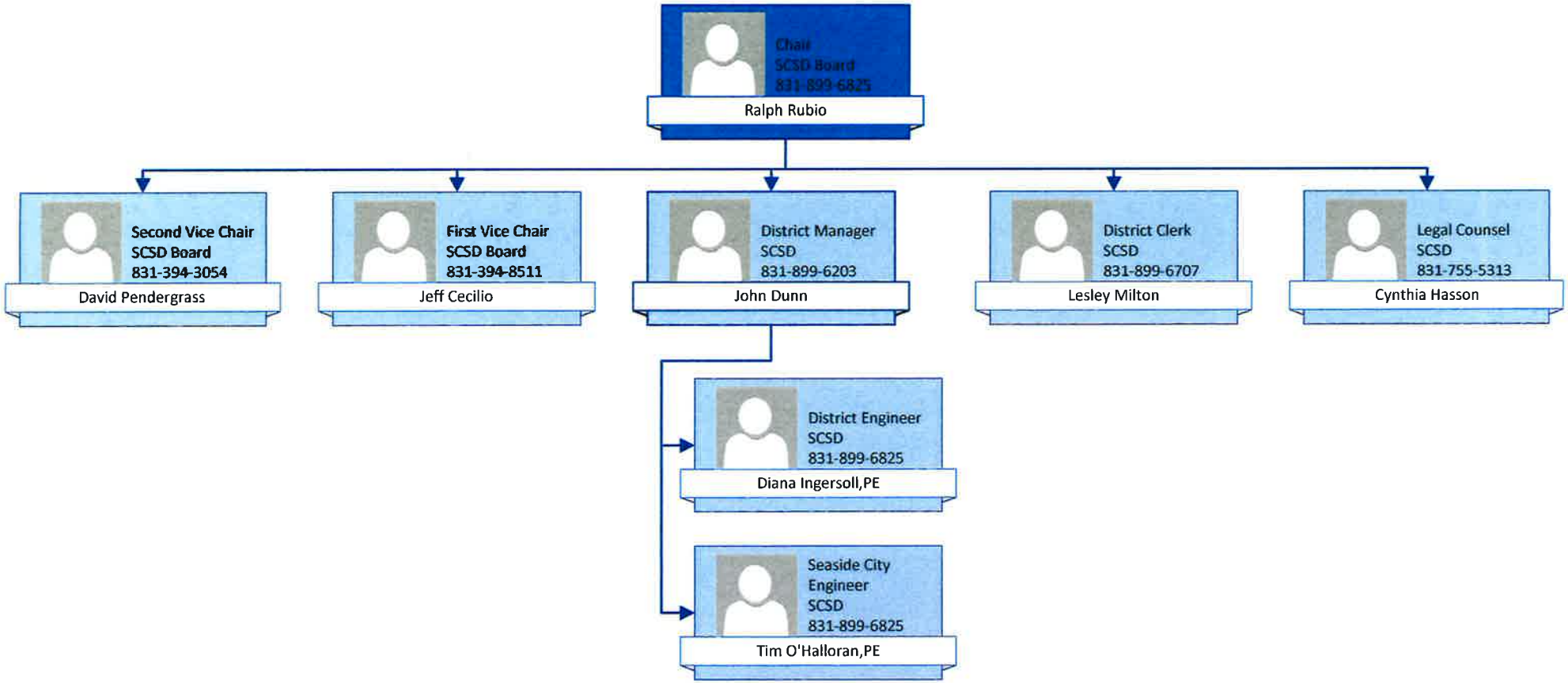
Name and City Title	District Title	MRWPCA Title
Ralph Rubio City of Seaside Mayor	Chair	Director
Jeff Cecilio City of Del Rey Oaks Council member	First Vice Chair	-
David Pendergrass City of Sand City Mayor	Second Vice Chair	Director

APPENDIX 2B1

Seaside County Sanitation District Organization Charts

Organization Chart of Seaside County Sanitation District Board and District Staff

2014 Seaside County Sanitation District Board and District Staff

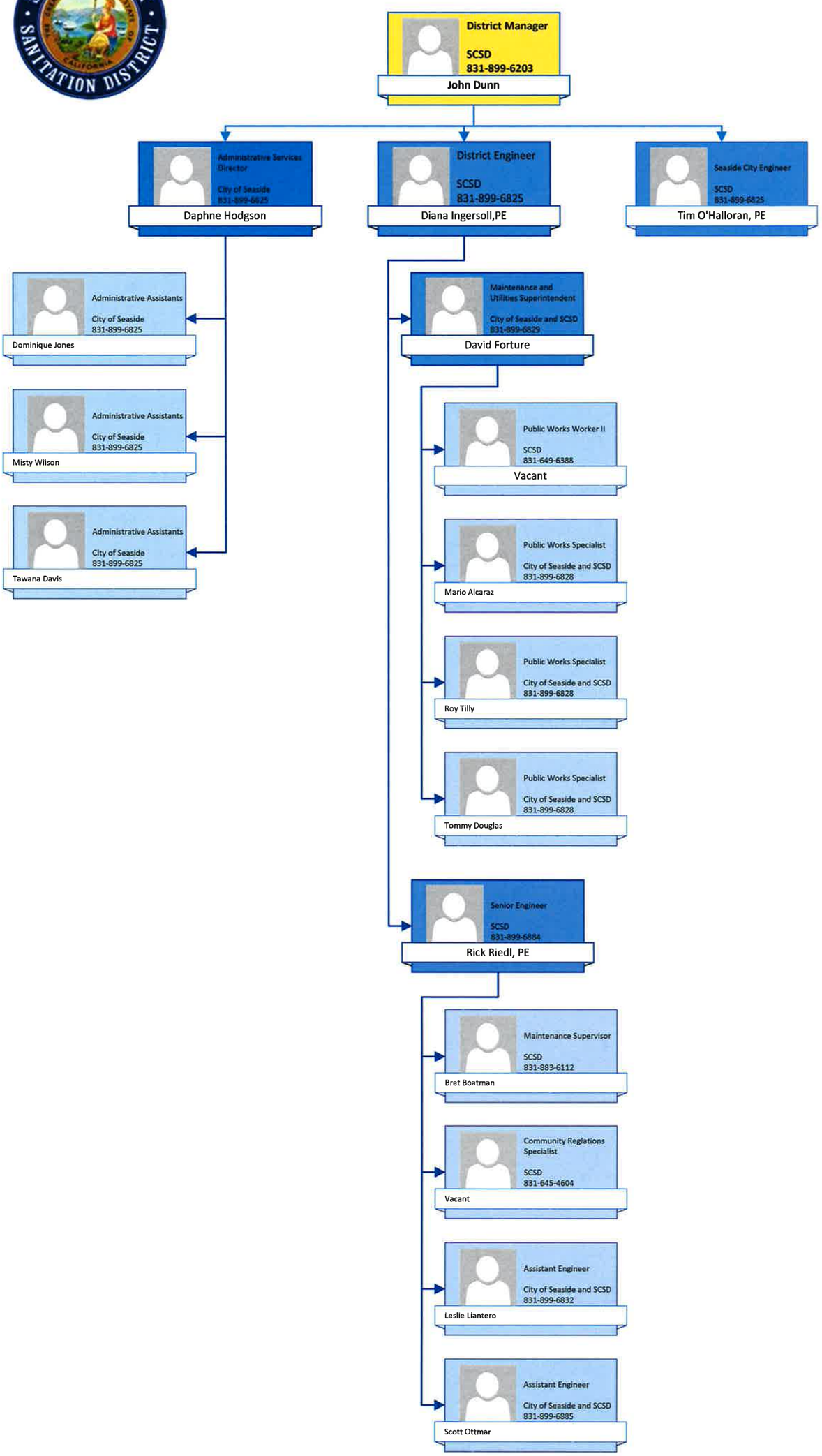


APPENDIX 2B2

Seaside County Sanitation District Organization Charts

Organization Chart of all Seaside County Sanitation District Staff with SSMP Responsibilities

2014 Seaside County Sanitation District



ELEMENT 3 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 3 – Legal Authority has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	SCSD Staff	District Board
1	September 2013	The Legal Authority Element was revised as a result of the May 16, 2013 SSMP Audit to include Ordinance No. 15, "Grease Traps and Interceptors."	SCSD Staff	-
2	September 9, 2014	This revision includes a copy of all District Ordinances and a table outlining where the legal authorities required by the WDR are found in each Ordinance.	SCSD Staff and Wallace Group	District Board

ELEMENT 3 - LEGAL AUTHORITY

The Seaside County Sanitation District (District) maintains the legal authority for the sanitary sewer system in the District ordinances and MRWPCA Ordinance 2008-01 listed below. These ordinances are included in Appendix A to R to this Element:

District and MRWPCA Ordinances:

A. Ordinance No. 1, Articles 1-6
B. Section 22 of Ordinance No. 1 as amended by Ordinance No. 2
C. Ordinance No. 3
D. Section 20 of Ordinance No. 1 as amended by Ordinance No. 4
E. Section 30 of Ordinance No. 1 as amended by Ordinance No. 5
F. Ordinance No. 6
G. Section 22 of Ordinance No. 1 as amended by Ordinance No. 7
H. Ordinance No. 8
I. Ordinance No. 9
J. Section 1, 21 and 22 of Ordinance No. 1 as amended by Ordinance No. 10
K. Ordinance No. 11
L. Ordinance No. 12
M. Section 20 of Ordinance No. 1 as amended by Ordinance No. 13
N. Ordinance 14
O. Ordinance 15
P. Ordinance 16
Q. Ordinance 17
R. MRWPCA Ordinance No. 2008-01

3.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13 (iii) states:

> Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
>
> (a). Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
>
> (b). Require that sewers and connections be properly designed and constructed;
>
> (c). Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
>
> (d). Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and
>
> (e). Enforce any violation of its sewer ordinances.

3.2 SSMP Sanitary Sewer System Legal Authority [WDR D.13 (iii) (a) – (e)]

Table 3-1 below provides the mechanisms by which the District maintains the legal authorities required by WDR D.13 (iii) for public and private sewer systems.

Table 3-1: District Legal Authority References

WDR Requirement	District or MRWPCA 2008-01 Ordinance Section
D.13(iii)(a) Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.).	SCSD Ordinance No. 1 Sections: • Section 7: Storm Waters • Section 30: Industrial Wastes In General • Section 31: Industrial Wastes Exception, Permit Required • Section 30: MRWPCA Ordinance No. 82-02 incorporated SCSD Ordinance No. 5 Amended Section 30 SCSD Ordinance No. 10 Amended Section 30 and 31 MRWPCA Ordinance No. 2008-01: • Section 2.01: Prohibitions on Discharges • Section 2.02: Prohibitions on Toxic Pollutants • Section 2.03: Prohibitions on Storm Drainage to Groundwater • Section 2.04: Prohibitions on Unpolluted Water • Section 2.05: Prohibitions on Dilution as Substitute for Treatment • Section 2.06: Limitations of Radioactive Wastes • Section 2.07: Limitations on the Use of Garbage Grinders • Section 2.08: Limitations on Point of Discharge • Section 2.09: Holding Tank Waste • Section 2.10: Limitation on Wastewater Strength
D.13(iii)(b) Require that sewers and connections be properly designed and constructed;	SCSD Ordinance No. 1 Sections: • Section 20: Specifications - Lateral and House Sewers • Section 21: Specifications - Sewer Pipe • Section 22: Specifications - Installation • Section 40: Permits – Applications and Fees • Section 30: Industrial Wastes - MRWPCA Ordinance No. 82-02 SCSD Ordinance No. 2 Amended Section 22 SCSD Ordinance No. 7 Amended Section 22

WDR Requirement	District or MRWPCA 2008-01 Ordinance Section
	SCSD Ordinance No. 10 Amended Section 21, 22, and 30 MRWPCA Section 2.11: Sewerage Design Requirements
D.13(iii)(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;	SCSD Ordinance No. 1 Sections: • Section 1: Definitions • Section 6: Powers of Inspector and Engineer • Section 30: Industrial Wastes - MRWPCA Ordinance No. 82-02 MRWPCA Section 4.07: Inspection and Sampling
D.13(iii)(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages;	SCSD Ordinance No. 1 Sections: • Section 30: Industrial Wastes SCSD Ordinance No. 5 Amended Section 30 SCSD Ordinance No. 10 Amended Section 30 and 31 MRWPCA Section 2.10.2(f): Limitations on Wastewater Strength
D.13(iii)(e) Enforce any violation of its sewer ordinances.	SCSD Ordinance No. 1 Sections: • Section 41: Inspections, Revocations, Transfers • Section 60: Penalties MRWPCA Article 6: Enforcement MRWPCA Article 7: Abatement

APPENDIX 3A

Seaside County Sanitation District

Ordinance No. 1, Articles 1-6

as amended
thru 2/8/83

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 1
AND AMENDMENTS THERETO

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

ARTICLE 1. GENERAL PROVISIONS

Section 1. Definitions

(a) "District" means the Seaside County Sanitation District, in the County of Monterey, State of California.

(b) "Person" includes an individual, firm, association, organization, partnership, corporation, or company.

(c) "Lateral sewer" means that portion of a sewer between a building and collecting main which lies within a public street.

(d) "House sewer" means a sewer line beginning two feet outside the foundation of any building and running to the property line.

(e) "House drain" means that part of the horizontal sewer beginning at the plumbing or drainage outlets and running two feet beyond the building foundation.

(f) "Board" means the board of directors of the Seaside County Sanitation District.

(g) "Engineer" means the engineer of the district, or his authorized representative.

(h) "Inspector" means an authorized representative of the board or the district.

(i) "Parcel of land" means an area of land in one ownership which is surrounded by a continuous boundary.

(j) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Section 2. Included Meanings of Words

Words used in this ordinance in the present tense include the future as well as the present; words used in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural the singular.

Section 3. Constitutionality; Severability

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance or the application of such provision to other persons or circumstances shall not be affected thereby.

Section 4. Civil Liability; Duty to Warn

Full civil liability for injury, death, or property damage caused by the construction or repair of sewers by or on behalf of any person to be served by the district's sewer facilities shall be assumed by such person. Any such person shall exercise reasonable care at all times to safeguard the public from injury or damage during the course of such construction or repair, including the maintenance of barriers, signs and lights. No violation of this section shall be a penal offense, notwithstanding any other provision of this ordinance.

Section 5. Permits Required

No person shall construct any lateral sewer, house sewer, or connection to any part of the district's main collection or outfall sewers without obtaining the permits required by this ordinance and complying with the specifications set forth therein.

Section 6. Powers of Inspector and Engineer

Upon presentation of proper credentials, any district inspector or engineer may at all reasonable times enter any premises for the purpose of carrying out the provisions of the ordinance.

Section 7. Storm Waters

No person shall convey any storm waters to any part of the district's sanitary sewer system.

ARTICLE 2. SPECIFICATIONS

Section 20. Lateral and House Sewers

(a) Material. Lateral sewers shall be constructed of vitrified clay or cast iron.

(b) House sewers shall be constructed of vitrified clay, cast iron, bituminized fibre pipe, cement-asbestos mixture pipe such as Johns-Manville Company Transite asbestos-cement house connection pipe, or Acrylonitrile Butadiene Styrene (ABS) drain waste and vent pipe conforming to International Association of Plumbing and Mechanical Officials Standard PS 17-65 and installed in accordance with IAPMO Standard IS 5-65.

Amended by Ordinance No. 4 passed and adopted October 25, 1967.

Section 21. Sewer Pipe

(a) Vitrified clay sewer pipe shall conform to the Standard Specifications of the American Society for Testing Materials, Serial Designation C-13-50T with subsequent amendments, with the exception that it need not be salt glazed.

(b) Cast iron pipe shall conform to the Standard Specifications of the ASTM Serial Designation A72-42, or equal.

(c) Bituminized-fibre pipe shall conform to U. S. Department of Commerce Commercial Standard CS118-54, "Bituminized-Fibre Drain and Sewer Pipe".

(d) Asbestos-cement pipe shall conform to the Johns-Manville Standard Specifications for Transite asbestos-cement house connection pipe with Ring-Tite couplings.

(e) Acrylonitrile Butadiene Styrene (ABS) drain waste and vent piping shall conform to International Association of Plumbing and Mechanical Officials Standard PS 17-71 and installed in accordance with IAPMO Standard IS 5-77.

(f) Polyvinyl Chloride (PVC) sewer pipe shall conform to ASMT 3034 and Installation Standards UPC IS 1.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Section 22. Installation

(a) The bottom of the pipe trench shall provide a firm full length bearing for the pipe between connections, with holes excavated to relieve the stresses caused by the joint connection.

Joints for cast iron pipe shall be made with pure lead poured in accordance with commonly accepted standards.

Joints in other types of pipe shall be made in accordance with manufacturers' recommendations and with commonly accepted standards.

(b) Pipe laying shall proceed upgrade with bell end forward.

Utilities and culverts both private and public shall be protected from damage and maintained in service.

(c) Wye branches. The location of tees or wyes in the collection system can be obtained from the engineer or his local representative. Collecting lines in the street shall not be tapped for a lateral unless a tee or wye has not been provided. Where no such tee or wye exists, connection to the collection sewer shall be made by means of a tee or wye saddle under the supervision and in the presence of the inspector. Damage to this collection system shall be repaired by the responsible party to the satisfaction of the inspector.

(d) Grades. The pipe shall be laid on an even grade when practicable. Abrupt changes in grade shall be made by using curved pipe.

(e) Minimum cover for lateral sewers shall be thirty inches measured from the top of the pipe to street grade.

(f) Size. The size of pipes for lateral sewers shall be determined by the principles of hydraulics but in no case shall it be less than four inches inside diameter. The size of pipe for house sewers shall be determined by the principles of hydraulics but in no case less than the size of the house drain pipes.

(g) Cleanouts. Cleanouts shall be placed in every house sewer at the junction with the soil pipe at the building, and at intervals of not to exceed 100 feet in straight runs. When a house sewer branch thereof does not exceed ten feet in length and is a straight line projection from a house drain which is provided with a cleanout, no cleanout will be required at its point of connection to the house drain.

Every change in alignment or grade in excess of 22 1/2 degrees in a house sewer shall be served by a cleanout, except that no cleanout shall be required for not to exceed one 45 degree change of direction or one 45 degree offset.

Each cleanout shall be installed so that it opens in a direction opposite to the flow of the soil or waste or at right angles thereto, and except in the case of wye branch and end of line cleanouts vertically above the flow line of the pipe.

(h) Vents and traps. In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served.

The installation shall consist of an approved cast iron fresh air inlet "P" trap and a wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug.

In lieu of the above, an aluminum back water overflow device with 4" plastic two-way cleanout or 4" cast iron two-way cleanout may be installed, or in lieu of a two-way cleanout a combination Y and 1/8 bend with cleanout plug brought to grade may be installed, provided main building drain is in a straight line with an exterior cleanout plug at grade on the opposite end of main building drain line.

Every existing installation which includes a plumbing fixture trap outlet which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, unsanitary, and a menace to life, health, and property. Whenever

it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs in this section be installed immediately.

Amended by Ordinance No. 2 passed and adopted March 4, 1958, by Ordinance No. 7 passed and adopted June 17, 1971, and by Ordinance No. 10 passed and adopted February 8, 1983.

In no case shall a back water valve be used in lieu of the vent and trap specified above without the expressed written permission of the inspector. A cleanout shall be installed in the sewer immediately after any such back water valve permitted by the inspector. Back water valves required by this section shall be located where they will be readily and easily accessible for inspection and repair at all times and unless continuously exposed shall be enclosed in a water tight masonry pit fitted with an adequately sized removable cover.

(i) Separate sewers. Each parcel of land shall be separately and independently connected with the collecting sewer.

(j) Backfilling. No backfill shall be placed until sewer has been inspected and approved by the authorized representative of the district. Selected backfill shall be carefully placed and thoroughly tamped for a minimum of one foot above the pipe.

ARTICLE 3. INDUSTRIAL WASTES

Section 30. In General

The Monterey Regional Water Pollution Control Agency's Ordinance No. 82-2 approved on July 26, 1982 and otherwise known as the "Wastewater Discharge Ordinance" is hereby incorporated in its entirety by reference as if fully set forth in this article. The MRWPCA has the responsibility and the authority to enforce the provisions of their "Wastewater Discharge Ordinance" within the district's jurisdiction.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

No person shall place, deposit or discharge, or cause, suffer or permit to be placed, deposited or discharged either directly or indirectly into any public sewer of this district or into any lateral connected therewith, or on or upon any street, alley or public place, or on or upon any private property or any other place in such a manner that the same will be permitted to run into any such sewer or lateral, any of the following substances:

1. Any oil, petroleum, naptha, liquid asphaltum or petroleum product, or other such specifically objectionable matter such as large rags, sand, earth, stone, dust, stone dust, pieces of concrete, etc.

2. Any refuse or industrial waste that will cause or tend to cause obstructions in the sewer system or the sewage treatment plant or interfere or tend to interfere with the efficient and successful operation of said system or said plant.

3. Any chemicals or waste destructive of masonry.

4. Grease except in quantities commonly contained in domestic sewage.

5. Any waste matter in such quantity as to adversely affect the efficient operation of sewer lines, pumping facilities or waste treatment facilities.

Amended by Ordinance No. 5 passed and adopted April 17, 1968.

Section 31. Exception, Permit Required

(a) Except as provided in subdivision (b) of this section, no person shall make or maintain any connection with any part of the district's sanitary sewer system for the purpose of discharging sewage or wastes which have been defined as objectionable substances in Section 30.

(b) Whenever a person, firm or corporation desires to make or maintain any connection with any part of the sanitary sewer system for the purpose of discharging sewage or waste which contains any chemicals or other objectionable materials, as above defined, such person, firm or corporation shall apply to the MRWPCA for a permit for said purpose. Issuance of such a permit will be subject to the review and conditioning of the District Engineer.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

ARTICLE 4. PERMITS

Section 40. Applications and Fees

(a) Applications to the district for permits to construct lateral sewers, house sewers or otherwise connect to any portion of the district's sewer system shall be made in writing on the form provided by the district. The application shall contain (a) location of the property to be sewered, (b) name of owner, (c) name of plumber, contracting firm or individual to construct sewer, (d) portion of public street, alley or sidewalk to be disturbed by the work, (3) date on which proposed work will be started.

(b) A fee of ten dollars ($10.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a district collecting main.

Amended by Ordinance No. 6 passed and adopted December 16, 1970, and by Ordinance No. 10 passed and adopted February 8, 1983.

(c) Permits shall automatically become void if sewers are not constructed within ten working days after the date of application.

Section 41. Inspections, Revocations, Transfers

(a) A certificate of inspection shall be issued by the district when pipe work and backfilling is completed in accordance with this ordinance. Sewers shall not be put in service until a certificate of inspection is issued.

(b) Any permit shall be revocable by the engineer whenever it shall appear to him that the holder thereof has violated or permitted the violation of any provision of this ordinance or when any intercepting appliance or corrective process does not prevent objectionable substances from entering such sanitary sewer system. Permits shall be revoked by sending a notice of revocation by registered mail to the permittee at the address set forth in said permit. Permits shall be deemed revoked as of the fifth day after the mailing of said notice.

(c) No permit issued pursuant to this ordinance shall be transferable.

ARTICLE 5. LICENSING OF PLUMBERS

Section 50. In General

No person shall make any connection with the district's sanitary system unless he holds a valid and unrevoked license from the district to do so.

Section 51. Application and Bond

(a) Any person desiring to do business as a plumber and to make connections to the district's sanitary system shall file an application in writing therefor with the district, in such form as the board may prescribe, setting forth his name, business address, previous plumbing experience, and such other information as the board may require.

(b) No such license shall be issued to a person who does not hold a valid and unrevoked license from the California Contractors License Board entitling the person to engage in the business of plumbing contracting or sewer installation.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

(c) Every applicant for a license shall, prior to its issuance, execute and deposit with the district a bond in the penal sum of not less than five hundred dollars ($500.00), executed by a surety company authorized to transact a surety business in the State of California, conditioned that the applicant will indemnify and save harmless the district from all accidents, liability and damage caused by his negligence in performing his work or caused by any unfaithful, imperfect, or inadequate work done by him or his agents or servants, and conditioned further that the applicant will replace and restore any street or sidewalk surface over any opening made by him to as good a condition as he found it and to the reasonable satisfaction of the district.

Section 52. Issuance of License

If, upon compliance by the applicant with the preceding sections of this article, the Board, or the District Manager, is satisfied that the applicant is competent to perform plumbing connections to the district's sanitary system, it, or he, shall issue such license, without charge, which shall be valid until revoked.

Section 53. Revocation of License

The Board, or the District Manager, may revoke any such license for failure to keep such bond in full force and effect, for making any false statement in any application to the district, and for violating any provision of this ordinance.

Amended by Ordinance No. 3 passed and adopted April 1, 1958.

ARTICLE 6. PENALTIES

Section 60.

Every person who violates or causes or permits the violation of any of the provisions of this ordinance is guilty of a misdemeanor.

In addition, any person who intentionally or negligently violates any provisions of this ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be liable civilly to liabilities imposed by the District or the MRWPCA against which the violation occurs. Said civil liability may be in a sum of not to exceed six thousand dollars ($6,000.00) for each day in which such violation occurs.

The District or the MRWPCA may petition the Superior Court to impose, assess and recover such sums. In determining such amount, the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Ordinance No. 1 passed and adopted the 4th day of September 1957 by the following vote:

AYES: Directors Cota, De Mello, and Hudson
NOES: none
ABSENT: none

S/ Joe Cota
Chairman of the Board of Directors
Seaside County Sanitation District

Attest:

S/ Sam De Mello
Secretary

APPENDIX 3B

Seaside County Sanitation District

Section 22 of Ordinance No. 1 as amended by Ordinance No. 2

ORDINANCE NO. 2

AMENDING ARTICLE 2, SECTION 22, SUBDIVISION (h), OF ORDINANCE NO. 1.

-oOo-

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT does ordain as follows:

Subdivision (h) of Section 22 of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(h) VENTS AND TRAPS:

In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole up hill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent and cleanout shall be installed in the house sewer at a point as close as possible to the building being served. The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provision shall be made by elevation above the ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs of this section be installed immediately.

In no case shall a back-water valve be used in lieu of the vent and trap specified above without the express written permission of the inspector. A clean-out shall be installed in the sewer immediately after any such back-water valve permitted by the inspector. Back-water valves required by this Section shall be located where they will be readily and easily accessible for inspection and repair at all times, and unless continuously exposed, shall be enclosed in a water-tight masonry pit fitted with an adequately sized removable cover.

Passed and adopted this 4th day of March, 1958, by the following vote:

AYES: DeMell, Cunningham and Hudson

NOES: None

ABSENT: None

ATTEST: _____

_____
Chairman of the Board of Directors

APPENDIX 3C

Seaside County Sanitation District

Ordinance No. 3

ORDINANCE NO. 3

AMENDING ARTICLE V, SECTIONS 52 and 53 OF ORDINANCE NO. I.

-oOo-

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT does ordain as follows:

SECTION I: ISSUANCE OF LICENSE.

Section 52, of Article V, of Ordinance No. 1 of Seaside County Sanitation District is amended to read as follows:

If, upon compliance by the applicant with the preceding sections of this article, the Board, or the District Manager, is satisfied that the applicant is competent to perform plumbing connections to the district's sanitary system, it, or he, shall issue such license, without charge, which shall be valid until revoked.

SECTION II: REVOCATION OF LICENSE.

Section 53, of Article V, of Ordinance No. 1 of Seaside County Sanitation District is amended to read as follows:

The board, or the District Manager, may revoke any such license for failure to keep such bond in full force and effect, for making any false statement in any application to the board, and for violating any provision of this ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held on the 1st day of April, 1958, by the following vote:

AYES, and in favor thereof: DIRECTORS DeMello, Cunningham and Hudson.

NOES: None

ABSENT: None

Chairman of the Board of Directors

ATTEST:

Secretary

APPENDIX 3D

Seaside County Sanitation District

Ordinance No. 4

SEASIDE COUNTY SANITATION DISTRICT

Ordinance No. 4

AMENDING ARTICLE 2, SECTION 20, SUBSECTION (b) OF ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (b) of Section 20, of Article 2, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(b) House sewers shall be constructed of vitrified clay, cast iron, bituminized fibre pipe, cement-asbestos mixture pipe such as Johns-Manville Company Transite asbestos-cement house connection pipe or Acrylonitrile-Butadiene-Styrene (ABS) drain waste and vent pipe conforming to International Association of Plumbing and Mechanical Officials' Standard PS 17-65, and installed in accordance with I.A.P.M.O. Standard IS 5-65.

PASSED AND ADOPTED THIS 25th day of October, 1967, by the following vote:

AYES, Directors: Benson, Calabrese and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Chairman, Board of Directors
Seaside County Sanitation District

ATTEST:

Secretary, Board of Directors

APPENDIX 3E

Seaside County Sanitation District

Section 30 of Ordinance No. 1 as amended by Ordinance No. 5

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 5

AMENDING ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Ordinance No. 1 is amended by adding the following:

SECTION 30, Article 3 (5):

"Any waste matter in such quantity as to adversely affect the efficient operation of sewer lines, pumping facilities or waste treatment facilities."

PASSED AND ADOPTED this 17th day of April, 1968, by the following vote:

AYES, Directors: Calabrese, Wilson and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Louis N. Haddad
Chairman, Board of Directors
Seaside County Sanitation District

ATTEST:

James W. Wilson
Secretary, Board of Directors

APPENDIX 3F

Seaside County Sanitation District

Ordinance No. 6

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 6

AMENDING ARTICLE 4, SECTION 40, SUBSECTION (b) of ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (b) of Section 40, of Article 4, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(b) A fee of five dollars ($5.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a District collecting main.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 16th day of December, 1970, by the following vote:

AYES, Directors: Wilson, Calabrese, and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Louis N. Haddad
CHAIRMAN, BOARD OF DIRECTORS
SEASIDE COUNTY SANITATION DISTRICT

ATTEST:

James W. Wilson
SECRETARY, BOARD OF DIRECTORS
SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 6
ADOPTED: December 16, 1970
EFFECTIVE: January 15, 1971

APPENDIX 3G

Seaside County Sanitation District

Section 22 of Ordinance No. 1 as amended by Ordinance No. 7

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 7

AMENDING ARTICLE 2, SECTION 22, SUBSECTION (h) OF ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (h) of Section 22, of Article 2, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(h) VENTS AND TRAPS:

In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served. The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug. In lieu of the above, an aluminum back-water overflow device with 4" plastic 2-way cleanout or 4" cast iron 2-way cleanout may be installed. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs of this section be installed immediately.

In no case shall a back-water valve be used in lieu of the vent and trap specified above without the express written permission of the inspector. A cleanout shall be installed in the sewer immediately after any such back-water valve permitted by the inspector. Back-water valves required by this Section shall be located where they will be readily and easily accessible for inspection and repair at all times, and unless continuously exposed, shall be enclosed in a water-tight masonry pit fitted with an adequately sized removable cover.

All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed insofar as they conflict with this ordinance.

This ordinance shall be published once after its passage in the Seaside Post News-Sentinel and shall be in force and take effect thirty (30) days from and after its passage and approval.

INTRODUCED this 19th day of May, 1971.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 16th day of June, 1971, by the following vote:

AYES, Directors: Wilson, Calabrese, and Haddad

NOES, Directors: none

ABSENT, Directors: none

Louis N. Haddad
Chairman, Board of Directors

ATTEST:

James W. Wilson
Secretary, Board of Directors

APPENDIX 3H

Seaside County Sanitation District

Ordinance No. 8

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 8

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

ARTICLE I

Policy and Purpose

Section 1. It is the policy of the Seaside County Sanitation District to develop, preserve and protect the urban and natural environment in accordance with the provisions of the California Environmental Quality Act of 1970 as amended.

Section 2. These Guidelines are adopted pursuant to the provisions of Section 21082 of the Public Resources Code of the State of California and are for the purpose of establishing objectives, criteria and procedures for the evaluation of projects and the preparation of environmental impact reports under CEQA in a manner consistent with State EIR Guidelines contained in Chapter 3, Division 6, of Title 14 (commencing with Section 15000) of the California Administrative Code as amended.

ARTICLE II

Definitions

Section 1. Unless the context otherwise requires, the following definitions shall govern these Guidelines:

(a) Applicant means a person who proposes to carry out a project.

(b) Approval of a project means the decision, either by the District or by administrative action, which commits the District to a definite course of action in regard to the project.

(c) CEQA means the California Environmental Quality Act of 1970, and amendments thereto, as set forth in California Public Resources Code Sections 21000 et seq.

(d) Categorical exemption means an exception from the requirements of CEQA for a class of projects based on a finding by the District Engineer that the class of projects does not have a significant effect on the environment.

(e) Cumulative impacts refer to two or more individual effects which, when considered together, are considerable or which compound or increase other environmental impacts. The individual effects may be changes resulting from a single project or a number of separate projects.

(f) Discretionary project means an activity defined as a project which requires the exercise of judgment, deliberation, or decision on the part of the District Board or on the part of the District Engineer in the process of approving or disapproving a particular activity, as distinguished from situations where it is only necessary to determine whether there has been conformity with applicable statutes, ordinances or regulations.

(g) District means the Seaside County Sanitation District.

(h) District Board means the Board of Directors of the Seaside County Sanitation District.

(i) District Engineer means the Engineer of the Seaside County Sanitation District.

(j) Emergency means a sudden, unexpected occurrence, involving a clear and imminent danger, demanding action to prevent or mitigate loss of, or damage to, life, health, property,

or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage.

(k) Environment means the physical conditions which exist within the area which will be affected by a proposed project, including land, air, water, minerals, flora, fauna, ambient noise, objects of historic or aesthetic significance.

(l) Environmental documents means Draft and Final EIR's, Initial Studies, Negative Declarations, Notices of Completion and Notices of Determination.

(m) Environmental Impact Report or EIR means a detailed statement setting forth the environmental effects and considerations pertaining to a project as specified in Section 21100 of CEQA, and may mean either a Draft EIR or a Final EIR. Draft EIR means an EIR containing the information in Sections 15141, 15142, 15143, and 15144 of the State Guidelines. Final EIR means an EIR containing the information contained in the Draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the District's response to the comments received.

(n) Environmental Impact Statement or EIS means an environmental impact document prepared pursuant to the National Environmental Policy Act (NEPA).

(o) Feasible means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.

(p) Initial Study means a preliminary analysis prepared by the District Engineer to determine if the project may have a significant effect on the environment.

(q) Ministerial Project as a general rule includes those activities defined as projects which are undertaken or approved by a governmental decision which the District Engineer having jurisdiction makes upon a given set of facts in a prescribed manner in obedience to the mandate of legal authority. With these projects, the District Engineer must act upon the given facts without regard to his own judgment or opinion concerning the propriety or wisdom of the act although the statute, ordinance, or regulation may require, to some degree, a construction of its language by the officer. In summary, a ministerial decision involves only the use of fixed standards or objective measurements without personal judgment.

(r) Negative Declaration means a written statement prepared by the District Engineer and adopted by the Board briefly describing the reasons that a proposed project, although not otherwise exempt, will not have a significant effect on the environment and therefore does not require the preparation of an EIR.

(s) Notice of Completion means a brief notice to be filed by the City with the Secretary for Resources of the State of California as soon as it has completed a Draft EIR and is prepared to send out copies for review.

(t) Notice of Determination means a brief notice to be filed by District with the Clerk of Monterey County after the decision of District to approve or disapprove a project has been made.

(u) Person includes any person, firm, association, organization, partnership, business, trust, corporation, company, or public agency.

(v) Preliminary evaluation means a written report prepared by the lead agency to determine whether an application, plan or public works expenditure is a project, ministerially exempt, categorically exempt or exempt for emergency reasons or whether an initial study or EIR must be prepared.

(w) Preliminary finding means a written report based on or part of the preliminary evaluation that states whether a project is exempt or an initial study or EIR must be prepared.

(x) Project means the whole of an action, which has a potential for resulting in a physical change in the environment, directly or ultimately, that is any of the following:

(1) An activity directly undertaken by the District or any public agency, including but not limited to public works construction and related activities, clearing or grading of land, and the improvements to existing public structures.

(2) An activity undertaken by a person which is supported in whole or in part through contracts, grants, subsidies, loans, or other forms of assistance from the District.

The term project refers to the underlying activity and not to the governmental approval process. It does not include anything specifically exempted by state law, or emergency repairs to public service facilities necessary to maintain service.

(y) Significant effect on the environment means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the activity, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance.

(z) State Guidelines means the regulations adopted by the California Resources Agency set forth in Chapter 3, Division 6, Title 14 (commencing with Section 15000) of the California Administrative Code as amended.

ARTICLE III

Actions Required

Section 1. The Board shall make all findings and determinations required by this Resolution except as hereinafter provided. It shall make all findings, determinations, and reports required by CEQA or the Guidelines when the District is determined to be the lead agency. It shall make any required determinations as to whether a project, otherwise exempt, may have a significant effect upon the environment.

Section 2. The District Engineer shall have full authority to prepare or cause to be prepared by contract or otherwise any environmental document. He shall be responsible for implementing procedures for review of environmental documents submitted to the District by other public entities or jurisdictions.

Section 3. The District Engineer shall also have the authority to find and determine that projects executed by the District are exempt under ARTICLE V.

Section 4. Preparation of Environmental Documents. When the District plans to carry out or to approve or give financial support to a project which is subject to CEQA, which may have a significant effect on the environment, the EIR or Negative Declaration for the project shall be prepared directly by, or under contract to, the District, except in cases where the District is not the lead agency. The Draft EIR or Negative Declaration which is sent out for public review must reflect the independent judgment of the District.

Section 5. Criteria for Preliminary Finding: In evaluating projects for exemption, the project must be found to have a significant effect on the environment if the project will result in creating any of the following impacts to a significant degree:

(a) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory.

(b) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.

(c) The project has possible environmental effects which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means

that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

(d) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

ARTICLE IV

Exemptions

Section 1. Ministerial Projects. Ministerial projects are exempt from the requirements of CEQA. Unless the District Engineer shall specifically find otherwise in a particular case, the following actions will be considered to be ministerial in nature:

(a) The lease of District property which does not involve significant construction or change of use.

(b) Issuance of permits and entitlements for other activities occasional in nature, which are regulated by District ordinance or resolution.

(c) Any lease, permit, or other entitlement which pertains to a project which is either categorically exempt or for which a Negative Declaration, EIR, or EIS has been filed and has become final.

Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.

Section 2. Categorical Exemption. Attached hereto as Appendix A and incorporated herein by reference is a list of classes of projects which the Secretary for Resources of the State of California has determined not to have a significant effect on the environment and has declared in the State Guidelines (Sections 15100 to 15116, inclusive) to be categorically exempt from the provisions of CEQA. (NOTE: Only the Secretary for Resources may determine categorical exemptions.)

Section 3. Emergency Exemptions. The following are emergency projects exempt from the requirements of CEQA, and no EIR is required:

(a) Projects undertaken, carried out, or approved by a public agency to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as the result of a disaster in a disaster stricken area in which a state of emergency has been declared by the Governor.

(b) Emergency repairs to public facilities necessary to maintain service.

(c) Specific actions necessary to prevent or mitigate an emergency. This includes the correction of a defective condition of which the District has notice and where there is a substantial risk of liability if the condition is not immediately corrected.

Section 4. Feasibility and Planning Studies. A project involving only feasibility or planning studies for possible future actions which the District has not approved, adopted, or funded does not require the preparation of an EIR, but does require consideration of environmental factors.

Section 5. EIS Exemption. Any project for which an EIS has been prepared and filed in accordance with NEPA where, in determination of the District Engineer, said EIS meets or has been supplemented to meet the requirements of CEQA.

Section 6. Pre-existing Projects. Any project which started prior to 1970 which has a continuous history of exemption from CEQA.

ARTICLE V

Evaluating Projects

Section 1. Initial Studies. If a project is subject to CEQA and is not exempted by these Guidelines, the District Engineer shall conduct an initial study. If the Board determines from the initial study that any aspects of the project, either individually or cumulatively, may cause a significant effect on the environment, regardless of whether the overall effect of the project is adverse or beneficial, then an EIR must be prepared. All phases of project planning, implementation and operation must be considered in the Initial Study of the project. To meet the requirements of this section, an Initial Study prepared pursuant to the National Environmental Policy Act may be used.

Section 2. Purposes of Initial Study. The purposes of an Initial Study are to:

(a) Identify environmental impacts.

(b) Enable the District to modify a project, mitigating adverse effects before an EIR is written.

(c) Focus an EIR, if one is required, on potentially significant environmental effects.

(d) Facilitate environmental assessment early in the design of a project.

(e) Provide documentation of the factual basis for the finding in a Negative Declaration that a project will not have a significant effect on the environment.

(f) Eliminate unnecessary EIR's.

Section 3. Contents of Initial Study. An Initial Study shall contain in brief form:

(a) A description of the project.

(b) An identification of the environmental setting.

(c) An identification of environmental effects by use of a checklist, matrix, or other method.

(d) A discussion of ways to mitigate the significant effects identified, if any.

(e) An examination of whether the project is compatible with existing zoning and plans.

(f) The name of the person or persons who prepared or participated in the Initial Study.

Section 4. Uses of Initial Study. The Initial Study shall be used to provide a written determination of whether a Negative Declaration or an EIR shall be prepared for a project. Where a project is revised in response to an Initial Study so that potential adverse effects are mitigated to a point where no significant environmental effects would occur, a Negative Declaration may be prepared instead of an EIR. If the project would still result in one or more significant effects on the environment after mitigation measures are added to the project,

an EIR shall be prepared. The EIR shall emphasize study of the impacts determined to be significant and can omit further examination of those impacts found to be clearly insignificant in the Initial Study.

Section 5. Determining Significant Effect. In evaluating the significance of the environmental effect of a project, both primary or direct and secondary or indirect consequences shall be considered. Primary consequences are immediately related to the project (construction of a new treatment plant may facilitate population growth in the area), while secondary consequences are related more to primary consequences than to the project itself (an impact upon the resource base, including air, water and energy use of the area, may result from the population growth). A project will normally have a significant effect on the environment if it will:

(a) Conflict with adopted environmental plans and goals of the community where it is located;

(b) Have a substantial and demonstrable negative aesthetic effect;

(c) Substantially affect a rare or endangered species of animal or plant or the habitat of the species;

(d) Interfere substantially with the movement of any resident or migratory fish or wildlife species;

(e) Breach published national, state, or local standards relating to solid waste or litter control;

(f) Substantially degrade water quality;

(g) Contaminate a public water supply;

(h) Substantially degrade or deplete ground water resources;

(i) Interfere substantially with ground water recharge;

(j) Disrupt or alter an archaeological site over 200 years old, an historic site or a paleontological site except as part of a scientific study of the site;

(k) Induce substantial growth or concentration of population;

(l) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system;

(m) Displace a large number of people;

(n) Encourage activities which result in the use of large amounts of fuel or energy;

(o) Use fuel or energy in a wasteful manner;

(p) Increase substantially the ambient noise levels for adjoining areas.

Section 6. Mandatory Findings of Significance. A project shall be found to have a significant effect on the environment if:

(a) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory.

(b) The project has the potential to achieve short-term

environmental goals to the disadvantage of long-term environmental goals;

(c) The project has possible environmental effects which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects; and

(d) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

Section 7. Mitigations. The Board of Directors may determine that no significant impact will occur where the initial study determines that mitigation measures are feasible to reduce impacts below the threshold limits specified in ARTICLE VI, Sections 5 and 6.

ARTICLE VI

Negative Declarations

Section 1. General. A Negative Declaration shall be prepared for a project which could potentially have a significant effect on the environment, but which the Board of Directors finds on the basis of an Initial Study will not have a significant effect on the environment.

Section 2. Consultation. When more than one public agency will be involved in undertaking or approving a project, the District Engineer shall, before completing a Negative Declaration, consult with all such other agencies. The District Engineer

shall also consult with and obtain comments from other public agencies having jurisdiction by law, and shall consult with persons having special expertise. If the public agency or person consulted fails to comment within a reasonable time, it shall be assumed, absent a request for a specific extension, that such agency or person has no comment to make.

Section 3. Contents of a Negative Declaration. A Negative Declaration shall include:

(a) A brief description of the project, including a commonly used name for the project, if any.

(b) The location of the project and the name of the project proponent.

(c) A finding that the project will not have a significant effect on the environment.

(d) An attached copy of the Initial Study documenting reasons to support the finding.

(e) Mitigation measures, if any, included in the project to avoid potentially significant effects.

Section 4. Notice of Preparation. Notice of the preparation of a Negative Declaration shall be provided to the public not less than ten (10) days prior to final adoption of the Negative Declaration by publication in a newspaper of general circulation in the District pursuant to the requirements of Government Code Section 6061.

Section 5. The Initial Study shall be attached to and become part of the Negative Declaration. It shall contain a statement of the particular circumstances or conditions upon which the determination is made.

Section 6. In addition to any other posting or notice required in the Resolution, the Negative Declaration and Initial Study shall be filed with the Clerk of the County of Monterey.

Section 7. The Negative Declaration shall be filed with and considered as part of the determination of any reviewing body in approving, approving subject to conditions, or disapproving any project.

Section 8. Notice of Determination. After a decision is made to carry out or approve a project for which a Negative Declaration has been prepared, a Notice of Determination, with a copy of the Negative Declaration attached, shall be filed with the County Clerk of Monterey County. The filing of the Notice of Determination with the County Clerk starts a 30-day statute of limitations on court challenges to the approval under CEQA.

The Notice of Determination shall include:

(a) The decision of the District to approve or disapprove the project;

(b) The determination of the District whether the project will have a significant effect on the environment; and

(c) A statement that no EIR has been prepared pursuant to the provisions of CEQA.

The Notice of Final Determination shall be filed with the Clerk of the County of Monterey and, if the project required discretionary approval from a state agency, also with the Secretary for Resources.

ARTICLE VII

Environmental Impact Reports

Section 1. Decision to Prepare an EIR. If it is found after an Initial Study that the project may have a significant effect on the environment, the District Engineer must prepare or cause to be prepared an Environmental Impact Report. It shall contain the information outlined in CEQA and the State Guidelines. An EIR should be prepared whenever it can be fairly argued on the basis of substantial evidence that the project may have a significant effect on the environment, or when there is serious public controversy concerning the environmental effect of a project. Controversy not related to an environmental issue does not require the preparation of an EIR.

Section 2. Subsequent EIR. Where an EIR has been prepared, no additional EIR need be prepared unless:

(a) Substantial changes are proposed in the project which will require major revisions of the EIR, due to the involvement of new environmental impacts not considered in the previous EIR on the project;

(b) There are substantial changes with respect to the circumstances under which the project is to be undertaken, such as a change in the proposed location of the project, which will require major revisions in the EIR due to the involvement of new environmental impacts covered in a previous EIR.

Section 3. Use of a Single EIR. An EIR may be employed to describe more than one project, if such projects are essentially the same in terms of environmental impact.

Further, an earlier EIR prepared in connection with an earlier project may be used to apply to a later project if the circumstances of the projects are essentially the same. EIR's may be written in advance for entire programs or regulations, in order to be prepared for applications to come. In order to utilize any of these alternatives, however, it must be found that the environmental effects of the project are similar enough to warrant the same treatment in an EIR and that the EIR will adequately cover the impacts of any single project.

Section 4. Multiple and Phased Projects. Where individual projects are, or a phased project is, to be undertaken and where the total undertaking comprises a project with significant environmental effect, a single EIR must be prepared for the ultimate project. Where an individual project is a necessary precedent for action on a larger project, or commits the city to a larger project, with significant environmental effect, an EIR must address itself to the scope of the larger project. Where one project is one of several similar projects of a public agency, but is not deemed a part of a larger undertaking or a larger project, one EIR may be prepared for all projects, or one for each project, but in either case comment should be made upon the combined effect.

Section 5. Early Consultation. Before completing a draft EIR, the District Engineer shall consult with other public agencies involved or having jurisdiction, and with persons having special expertise, in the same manner as is required by Section 2 of these Guidelines with respect to a Negative

Declaration. For projects where federal involvement might require preparation of a federal EIS, the appropriate federal agency should be consulted on the need for an EIS. If both an EIR and an EIS are needed, the documents should be prepared jointly where federal regulations or procedures allow. If the EIR is prepared separately, all or any part of the EIS for the project may be submitted in lieu of all or any part of the EIR, provided that the EIS or the part thereof so used shall comply with the requirements of these Guidelines. In cases where the federal EIS is used, discussion of mitigation measures, and growth inducing impact and energy conservation will have to be added to or supplemented if the EIS does not include an adequate discussion of these elements.

Section 6. Notice of Completion of Draft EIR. As soon as the draft EIR is completed, a Notice of Completion must be filed with the Secretary for the Resources Agency. The notice shall include a brief description of the project, its proposed location, and an address where copies of the EIR are available and the period during which comments will be received. The form for this notice shall be that provided in the appendices to the State Guidelines.

Where the EIR will be reviewed through the State review process handled by the State Clearinghouse, the cover form required by the State Clearinghouse will serve as the Notice of Completion and no Notice of Completion need be sent to the Resources Agency.

Section 7. Public Review. After completing a draft EIR, the District Engineer shall again consult with and obtain comments from public agencies having jurisdiction by law with respect to the project and should consult with persons having special expertise with respect to any environmental impact involved. The public shall be given an opportunity to comment on the EIR, and public notice of the completion of a draft EIR shall be given at the same time that the Notice of Completion is sent to the Resources Agency, such notice to be by publication in a newspaper of general circulation in the area pursuant to the requirements of Section 6061 of the Government Code. In addition, notice by direct mailing shall be given to: (a) owners of property contiguous to the project, and (b) all organizations and individuals who have previously requested such notice. Such public notices shall state the period of time within which comments will be received.

Section 8. State Clearinghouse. The District Engineer shall use the State Clearinghouse to distribute EIR's and other environmental documents to state agencies for review and shall use areawide clearinghouses to distribute the documents to regional and local agencies.

Section 9. Preparation and Certification of EIR. The District Engineer shall prepare the final EIR and present it to the District Board for certification. The District Board shall certify that the final EIR has been completed in compliance with CEQA and the State Guidelines, and with these Guidelines, and that the District Board has reviewed and

considered the information contained in the EIR prior to the approval of the project.

Section 10. Notice of Determination. After the District Board has approved a project for which an EIR has been prepared, a Notice of Determination shall be filed with the County Clerk of Monterey County. Such notice shall include:

(a) An identification of the project by its common name, where possible;

(b) The decision of the city to approve or carry out the project;

(c) The determination of the city as to whether the project in its approved form will have a significant effect on the environment;

(d) A brief statement of the mitigation measures adopted to reduce the impacts of the proposed project; and

(e) A statement that an EIR was prepared pursuant to the provisions of CEQA and was certified as required by Section 15085 (g) of the State Guidelines. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval under CEQA.

Section 11. Statement of Overriding Considerations. Where the decision on a project allows the occurrence of significant effects identified in the final EIR, the Board shall state in writing its reasons to support its action, based on the final EIR or other information in the record. The reasons to support such action shall be set forth in a Statement of Overriding Considerations, which statement shall be included

in the record of the project approval and shall be attached to the Notice of Determination.

Section 12. Time for Public Review and Comment. Public agencies and members of the public shall be given an adequate period of time to review and comment on an EIR which has been prepared. The period of time to be allowed in a particular case shall be determined by the District Engineer upon completion of the Draft EIR and shall be specified in the public notice to be given pursuant to the provisions of Article VII, Section 7 of these Guidelines. Such review period should not be less than 30 days nor longer than 90 days except in unusual situations.

Section 13. Failure to Comment Within a Reasonable Time. If any public agency or person who is consulted with regard to an EIR fails to comment within a reasonable time specified by the District Engineer, it shall be assumed, absent a request for a specific extension of time, that such agency or person has no comment to make.

ARTICLE VIII

Posting, Notice, and Finality of Decision

Section 1. All preliminary Findings, Negative Declarations, Notices of Completion, and Notices of Final Determination of reviewing bodies shall be published in a newspaper of general circulation in the area pursuant to the requirements of Government Code Section 6061. Unless otherwise required by law, no additional notice need be given.

Section 2. Notice of actions shall be mailed to persons required by law to be noticed and not later than the date of posting, and where required, filed with the Secretary for Resources and other public agencies and the Clerk of the County of Monterey.

Section 3. Unless appealed, all determinations shall become final ten (10) days after being published. Notice of Completion of a Draft EIR is not a "determination" as used in this section. Notices not required by law may be given to other interested parties, but failure to do so shall not affect the finality of the determination.

ARTICLE XIV

General Provisions

Section 1. State Law and Guidelines Controlling. These Guidelines are intended to conform to, and shall be interpreted in a manner consistent with, the provisions of the California Environmental Quality Act of 1970, as amended, and the State Guidelines adopted pursuant thereto. In the event of any conflict between these Guidelines and the State statutes and guidelines, the State statutes and guidelines shall control.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The District hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and

phrase thereof, irrespective of the fact that any one or more other sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 3. Effective Date. This resolution shall be effective as of

PASSED AND ADOPTED this 20th day of September, 1977, by the following vote:

Ayes, Directors: Benson, Oliver, Lawson

Noes, Directors: none

Absent, Directors: none

Oscar C. Lawson
Chairman, Board of Directors
SEASIDE COUNTY SANITATION DISTRICT

ATTEST:

Charles W. Benson
Secretary, Board of Directors

APPENDIX 3I

Seaside County Sanitation District

Ordinance No. 9

ORDINANCE NO. 9

AN ORDINANCE ESTABLISHING SEWER CONNECTION FEES

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

SECTION 1. Subsection (b) of Section 40, of Article 4, of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) Sewer Connection Fee

There is hereby established and levied upon all persons, firms or corporations making connection to the Seaside County Sanitation District a sewer connection fee as follows:

(1) Specified Users

Use	Fee
Single family dwelling and apartments	$440.00

(2) Other Uses

For all other uses not listed in subparagraph (1) above, the District Engineer shall determine the sewer connection fee as follows: A basic connection fee equal to that listed for a single family dwelling in subparagraph (1) above shall be charged for any connection. In addition to this basic connection fee, a charge of $22.00 for each fixture unit over twenty (20) fixture units shall be assessed.

Fixture units shall be determined in accordance with the Uniform Plumbing Code in effect at the time of connection. Units for plumbing fixtures not included in the Uniform Plumbing Code shall be based upon the size of the fixtures, drainage pipe and piping in accordance with the following table:

Drainage Pipe Diameter	Fixture Units
1 1/4"	1
1 1/2"	3
2"	4
3"	6
4"	8

Where drainage piping exceeds 4" in diameter, the District Engineer shall determine the number of fixture units based upon the discharge capacity of the piping.

(3) Other Determination

Whenever in the opinion of the District Engineer the application of the above described methods of determining sewer connection fees are grossly unreasonable and inappropriate, he may calculate an appropriate sewer connection fee, taking into account anticipated wastewater flow and strength characteristics for the building in question.

(4) Annual Increase in Connection Fee

The sewer connection fee as determined hereinabove for a single family residence shall increase on the first day of each fiscal year, that is, on July 1 of each year, by the amount of ten percent (10%) per year, and the sewer connection fees for other than single family residences shall increase at the same time in the same proportion as the increase in sewer connection fees for a single family residence.

(5) Demolished Premises

Whenever enclosed building space is demolished, any construction of enclosed building space which takes place on the same parcel within five (5) years of that demolition shall be exempt from sewer connection fees to the

extent of the number of square feet and the number of fixture units removed from the parcel as a result of said demolition work.

(6) Existing Premises

Buildings or occupied mobile home pads which are connected to the Seaside County Sanitation District sewer system at the time this ordinance goes into effect shall be exempt from these sewer connection fees to the extent of their square footage and fixture units at such time. Any proposed building for which a building permit application had been accepted by the entity having building permit issuance authority prior to the date that this ordinance takes effect shall be considered to have been connected to the Seaside County Sanitation District's sewer system. If, however, such building permit lapses and a new building permit becomes required, the proposed building will become subject to the full collection of sewer connection fees.

(7) Payment of Fees

All connection fees must be paid prior to issuance of the building permit. The connection fee shall be collected for the Seaside County Sanitation District by the Monterey Regional Water Pollution Control Agency .

INTRODUCED the 17th day of August, 1982.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 21st day of September 1982 by the following vote:

AYES: Directors Benson, Olea, Pendergrass

NOES: none

ABSENT: none

Chairman, Board of Directors

Attest:

Secretary, Board of Directors

APPENDIX 3J

Seaside County Sanitation District

Section 1, 21 and 22 of Ordinance No. 1 as amended by Ordinance No. 10

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 10

AMENDING ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

Section 1 of Article 1 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(j) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

Section 21 of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(e) Acrylonitrile-Butadiene-Styrene (ABS) drain waste and vent piping shall conform to International Association of Plumbing and Mechanical Officials' Standards PS-17-71 and installed in accordance with IAPMO Standard IS-5-77.

(f) Polyvinyl Chloride (PVC) sewer pipe shall conform to ASMT 3034 and Installation Standards UPC IS 1.

Subsection (h) of Section 22, Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(h) Vents and Traps. In all new installations to buildings and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served.

The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug.

In lieu of the above, an aluminum back-water overflow device with 4" plastic two-way cleanout or 4" cast iron two-way cleanout may be installed, or in lieu of a two-way cleanout a combination Wye and 1/8 bend with cleanout plug brought to grade may be installed, provided the main building drain is in a straight line with an exterior cleanout plug at grade on the opposite end of the main building drain line.

Every existing installation which includes a plumbing fixture trap outlet which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped or that the equipment described in the preceding paragraphs in this section be installed immediately.

Section 30 of Article 3 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following paragraph at the beginning of the section:

The Monterey Regional Water Pollution Control Agency's Ordinance No. 82-2 approved on July 26, 1982 and otherwise known as the "Wastewater Discharge Ordinance" is hereby incorporated in its entirety by reference as if fully set forth in this article. The MRWPCA has the responsibility and the authority to enforce the provisions of their "Wastewater Discharge Ordinance" within the Seaside County Sanitation District's jurisdiction.

Subsection (b) of Section 31, Article 3 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) Whenever a person, firm, or corporation desires to make or maintain any connection with any part of the sanitary sewer system for the purpose of discharging sewage or waste which contains any chemicals or other objectionable materials as above defined, such person, firm, or corporation shall apply to the MRWPCA for a permit for said purpose. Issuance of such a permit will be subject to the review and conditioning of the District Engineer.

Subsection (b) of Section 40, Article 4 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) A fee of ten dollars ($10.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a district collecting main.

Subsection (b) of Section 51, Article 5 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) No such license shall be issued to a person who does not hold a valid and unrevoked license from the California Contractors' License Board entitling the person to engage in the business of plumbing contracting or sewer installation.

Section 60 of Article 6 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

> In addition, any person who intentionally or negligently violates any provisions of this ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be liable civilly to liabilities imposed by the District or the MRWPCA against which the violation occurs. Said civil liability may be in a sum not to exceed six thousand dollars ($6,000.00) for each day in which said violation occurs.
>
> The District or the MRWPCA may petition the Superior Court to impose, assess and recover such sums. In determining such amount, the court shall take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

THIS ORDINANCE shall be published once after its passage in the Seaside-Post News Sentinel and shall be in force and take effect thirty (30) days from and after its passage.

INTRODUCED the 11th day of January, 19 83.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held the 8th day of February, 19 83 by the following vote:

AYES: Directors Lewis, McClair, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Fonda Lewis
Secretary, Board of Directors

APPENDIX 3K

Seaside County Sanitation District

Ordinance No. 11

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 11

AN ORDINANCE ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm, or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer user fee shall be fifteen percent (15%) of the current sewer service charge established by the Monterey Regional Water Pollution Control Agency pursuant to their Ordinance Nos. 79-2, 81-1, 84-3 and subsequent amendments thereto. Where said fees for commercial users are established by the Monterey Regional Water Pollution Control Agency based upon water usage, such finding by the Agency shall determine the fee. The sewer user fee will be imposed on a staged basis. Effective May 1, 1985 the initial fee will be eight percent (8%) of the Monterey Regional Water Pollution Control Agency service fee, and will increase to fifteen percent (15%)effective May 1, 1986.

Section 4. Increased Fees. Should the Monterey Regional Water Pollution Control Agency increase or decrease its service charge, the Seaside County Sanitation District fee shall be fifteen percent (15%) of said increased or decreased fee.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey

Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Regional Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee, the sewer service charge shall be charged from and after the first day of May 1985 and shall be billed at the next regular billing cycle of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operation costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof.

Public Hearing held at a regular meeting on the 9th day of October 1984 and continued to a special meeting on the 23rd day of October 1984.

The foregoing ordinance was introduced, passed and adopted at a special meeting of the Board of Directors of the Seaside County Sanitation District held the 23rd day of October, 19 84, by the following vote:

AYES: Directors McClair, Lewis, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Fonda Lewis
Secretary, Board of Directors

APPENDIX 3L

Seaside County Sanitation District

Ordinance No. 12

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 12

AMENDING ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE BY ADDING SECTION 2.5 EXEMPTING SUPPLEMENTAL SECURITY INCOME (SSI) RECIPIENTS FROM SAID FEE

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 1. Amendment. Ordinance No. 11 establishing a sewer user fee and the rates therefor is hereby amended by addition Section 2.5, "Exemption for SSI Recipients", to read as follows:

"Section 2.5 Exemption for SSI Recipients

Every person who is a SSI recipient shall be exempt from the payment of the fee imposed by Section 1 herein, upon compliance with this section.

"SSI recipient" means every person who meets the criteria of disability as established by the Social Security Administration's Supplemental Security Income (SSI) Program for the aged, blind, and disabled (Title XVI of the Social Security Act, as amended) and who currently is a SSI recipient.

To be eligible for exemption, a person must file on forms provided by the City of Seaside Finance Director and provide proof that they are:

1. A SSI recipient; and

2. Jointly or severally liable for payment of the sewer user fee; and

3. The sewer services are used only at their principal place of residence.

Upon completion of the form and qualification, the Finance Director shall submit the information to the Monterey Regional Water Pollution Control Agency. The exemption shall become effective at the next billing cycle after

the Monterey Regional Water Pollution Control Agency has entered the exemption into their records."

Section 2. Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 3. Implementation Date of Exemption. The user fee exemption shall not be retroactive and shall become available only to qualified SSI recipients beginning with the March/April 1988 billing by the MRWPCA. As new SSI recipients qualify, their exemption shall not be retroactive but shall become effective at the next billing cycle after the MRWPCA has entered the exemption into their records.

Section 4. Effective Date of Ordinance. This ordinance shall be in full force and effect thirty days after its final passage and adoption.

INTRODUCED the 9th day of February, 1988.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 8th day of March, 1988, by the following vote:

AYES: Directors Lively, Lewis, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Linda Lewis
Secretary, Board of Directors

APPENDIX 3M

Seaside County Sanitation District

Section 20 of Ordinance No. 1 as amended by Ordinance No. 13

ORDINANCE NO. 13

AN ORDINANCE OF THE SEASIDE COUNTY SANITATION DISTRICT AMENDING "AMENDED ORDINANCE NO. 1."

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 20(a) of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(a) Material. Lateral sewers shall be constructed of vitrified clay or cast iron or polyvinyl chloride (PVC).

Section 20(b) of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(b) House sewers shall be constructed of vitrified clay, cast iron, polyvinyl chloride (PVC) ...

Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they conflict with this ordinance.

Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its final passage.

Publication. Within fifteen days after passage, the City Clerk shall cause this ordinance to be published one time in the Herald.

INTRODUCED this 9th day of November, 1993.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held this 9th day of November, 1993.

AYES: Rucker, Barlich, Hubler

NOES: none

ABSENT: none

Chairman, Board of Directors

ATTEST:

Helen B. Rucker
Secretary, Board of Directors

AN ORDINANCE OF THE SEASIDE COUNTY SANITATION DISTRICT AMENDING "AMENDED ORDINANCE NO. 1."

APPENDIX 3N

Seaside County Sanitation District

Ordinance No. 14

ORDINANCE NO. 14

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends District Ordinance No. 11 adopted the 23rd of October 1984. This ordinance is an urgency measure for the immediate preservation of the public health and safety. Facts constituting the urgency for this measure are these: The increased sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal years, and it is therefore necessary that this ordinance become effective upon adoption and that implementation by the Monterey Regional Water Pollution Control Agency shall take place no sooner than (60) days following the date of the adoption of this ordinance, in accordance with California Government Code Section 66017.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 11 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer rate increase is based on a 10-year debt scenario spreading the rate increases over a period of 7 years as shown in the table attached hereto as 'Exhibit A' and incorporated by this reference. The rates will be increased on an annual basis within the 7-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, and shall be charged by the Monterey Regional Water Pollution Control Agency (hereinafter, "MRWPCA" or "Agency") from and including July 1, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Regional Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein and, in accordance with California Government Code Section 66017 which provides that said fee increase shall be effective no sooner than 60 days following the date of the adoption of this ordinance, the sewer service charge adopted pursuant to this ordinance shall be charged from and after the 61st date after the adoption of this ordinance, beginning on the 5th day of October 2003 and shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and, implementation by the Agency shall take place no sooner than 60 days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District

Ordinance No. 11, adopted October 23, 1984, until the 60th day following the date of the adoption of this Ordinance and, implementation by the Agency shall take place on the 61st day following the adoption of this ordinance, in accordance with Section 7 above and with California Government Code Section 66017.

Noticed Public Hearing held at a regular meeting on the 5th day of August 2003.

SECTION B. Amendments to District Ordinance No. 11, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7 and 10 of this ordinance.

The foregoing ordinance was introduced, passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 5th day of August, 2003, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:

By: _____
Jerry Smith, Secretary

Approved as to Form:

By: _____
Mary Grace Perry, District Counsel

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Exhibit A

Schedule of Proposed Seaside County Sanitation District Bi-Monthly Sewer Rates

	Current Bimonthly Sewer Rate	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	From and including FY 12/13
Residential Rate	$2.79	$5.02	$7.03	$8.4 4	$9.70	$11.16	$12.27	$12.89	$12.89	$12.89	$12.89
Non-Residential Rate (The SCSD non-residential sewer rate is a percent of the service charge established by MRWPCA Rate Schedule)	15.0% of MRWPCA Rate Schedule	27.0% of MRWPCA Rate Schedule	37.8% of MRWPCA Rate Schedule	45.4% of MRWPCA Rate Schedule	52.2% of MRWPCA Rate Schedule	60.0% of MRWPCA Rate Schedule	66.0% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule

APPENDIX 3O

Seaside County Sanitation District

Ordinance No. 15

ORDINANCE NO. 15

AN ORDINANCE SETTING FORTH POLICIES, PROCEDURES, AND REQUIREMENTS FOR FOOD SERVICE ESTABLISHMENTS GOVERNING GREASE TRAPS, GREASE INTERCEPTORS OR OTHER COMPARABLE DEVICES FOR OIL/GREASE REMOVAL, AND TO ESTABLISH PROCEDURES REGARDING IMPLEMENTATION AND ENFORCEMENT

District Counsel Summary

This ordinance adds District Ordinance No. 15 setting forth policies, procedures and requirements for food service establishments governing the installation, maintenance, and use of grease traps, grease interceptors or other comparable devices which represent the best practicable control technology for oil/grease removal, and to establish procedures regarding implementation and enforcement of the regulations set forth in this Ordinance.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 15 is added to read as follows:

Section 1. Purpose.

The purpose of this chapter is to set forth policies, procedures, and requirements for food service establishments governing the installation, maintenance, and use of grease traps, grease interceptors or other comparable devices which represent the best practicable control technology for oil/grease removal, and to establish procedures regarding implementation and enforcement of the regulations set forth in this Ordinance.

Section 2. Conflict between these provisions and Uniform Plumbing Code

In the event of any conflict between the provisions of this Ordinance and the Uniform Plumbing Code, to the extent that the provisions of this Ordinance are more restrictive than the Uniform Plumbing Code, the provisions of this Ordinance shall prevail. In the event that the provisions of the Uniform Plumbing Code are more restrictive than the provisions of this Ordinance, then the provisions of the Uniform Plumbing Code shall prevail.

Section 3. Definitions.

(a) "Food service establishment" means an establishment that prepares and/or sells food for consumption either on or off the premises, including, but not limited to, restaurants, sandwich shops, delicatessens, bakeries, cafeterias, markets, bed and breakfast inns, motels, hotels, meeting halls, caterers, retirement and nursing homes or pizzerias. The term, as used in this Ordinance, does not refer to food stores or establishments that do not prepare food on premises or process food in a manner so as to contribute grease to the sewer system.

(b) "Grease interceptor" means a device designed and installed to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and to permit normal sewage or liquid wastes to discharge into the disposal terminal by gravity.

(c) "Grease trap" means a device designed to retain grease from one to a maximum of four fixtures.

(d) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

(e) "SCSD" and "District" means the Seaside County Sanitation District

Section 4. Requirement for grease trap, grease interceptor, or other device

(a) A food service establishment or any other business discharging grease, oil or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by MRWPCA and SCSD to be an adequate substitute for a grease trap or grease interceptor. A properly sized interceptor or trap shall be considered first, in conformity with the sizing chart as determined by the MRWPCA Regional Grease Program. Should space limitations or other exceptional circumstances prevent their installation, MRWPCA may grant exceptions to the requirement of grease traps or grease interceptors in this section.

(b) All drains from food preparation and clean up areas including, but not limited to, pre-wash sinks, floor drains, food waste disposal units, pot and pan sinks, scullery sinks, and garbage can wash areas shall be connected to such trap or interceptor.

(c) Sizing Formula. The size of a grease trap or grease interceptor shall be as determined by the MRWPCA. Notwithstanding the foregoing, grease traps required by this Ordinance shall be no smaller than an 80-gallon capacity trap with a 75-gallon per minute flow rate.

(d) Existing grease traps, grease interceptors or similar devices.

(1) Any food service establishment or other business that, on or after July 1, 1997, installed grease traps, grease interceptors, or other grease pre-treatment equipment to comply with the requirements of the MRWPCA Regional Grease Program, shall not be required to upgrade such Equipment. Replacement as stated in this Ordinance will be required should one or a combination of the following occur:

i) Improper maintenance or non maintenance of the equipment based on inspections by the District.

ii) Replacement of a non-operational equipment.

iii) Sewer mainline stoppage within 100 feet downstream of business sewer lateral location.

iv) Failure to submit required annual report.

(2) Any food service establishment shall upgrade their grease traps, grease interceptors or similar devices to meet the standards set forth in this Ordinance upon the change of ownership of the business in which the equipment is located, or upon the remodeling of the business facility in which the equipment is located. Remodeling of the business facility not requiring a building permit shall be exempted from the upgrade requirement. The remodeling shall not be separated into phases for the purpose of avoiding the requirement of a building permit.

Section 5. General regulations and procedures

(a) When waste treatment is required pursuant to this Ordinance, an approved grease trap or grease interceptor complying with the provision of this Ordinance shall be installed in the waste line leading from sinks, drains, and other fixtures or equipment.

(b) A plumbing permit shall be obtained from the chief building official of the governing jurisdiction prior to the installation of a grease trap or grease interceptor.

(c) Each trap, interceptor, or comparable device required by this Ordinance shall have an approved volume not less than required by this Ordinance.

(d) Toilets, lavatories, and other sanitary fixtures shall not be connected to any grease trap, grease interceptor, or comparable device.

(e) Location of Grease Traps, and Grease Interceptors.

(1) Grease Traps, and Grease Interceptors shall be located outside buildings, unless a finding is made by the chief building official that the location of the building on the site or some other aspect of the use prevents an outside location and that placement within a building is not hazardous to public health and safety;

(2) Grease Traps, and Grease Interceptors shall be located and maintained at all times so as to prevent the entrance of foreign materials, shall be easily accessible for cleaning, inspection and removal of intercepted grease, and shall pose no hazard to public health or safety;

(3) Grease Traps, and Grease Interceptors shall be located on private property. If this is found to be impossible, the owner must apply for approval from the Department of Public Works for an encroachment within the public right-of-way.

(4) If Grease Traps, and Grease Interceptors are not designed in accordance with Uniform Plumbing Code (UPC) Section 711 and/or Appendix H, they must be designed by a professional engineer, must be consistent with the standards of this Ordinance, and must be approved by MRWPCA.

(f) Related Equipment.

(1) Grease Traps, and Grease Interceptors shall be fitted with a standard service access cover or manholes. If manholes are required, it shall be brought to grade and finished with standard manhole cover and ring;

(g) All discharging fixtures shall be individually trapped and vented in accordance with the UPC.

(h) Grease Traps, and Grease Interceptors shall be constructed of durable materials and shall have a full-size gas-tight cover which can easily be removed.

(i) Grease Traps, and Grease Interceptors shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to the District. Where an existing grease trap or grease interceptor is found acceptable by the District, such equipment will be allowed to remain in use. Whenever a grease trap or grease interceptor does not comply with the provisions of this Ordinance, the District shall require corrective measures.

(j) Prohibited and/or Restricted Equipment.

(1) The installation and use of garbage grinders (disposals) in commercial-food establishments is prohibited, except where a 1000 gallon-plus interceptor is in use;

(2) The connection of high-temperature/high-flow dishwashers to a grease trap is prohibited;

(3) The use of enzymes or bacterial cultures designed to disperse grease is prohibited unless specifically approved in writing by the Monterey County Health Department and the MRWPCA.

(k) Maintenance.

(1) Traps and interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No collected grease shall be introduced into any public or private drainage piping.

(2) Any grease trap or grease interceptor required by this Ordinance shall be readily accessible for inspection and properly maintained to assure that accumulations of grease or oil do not impair its efficiency or transport grease or oil into the sewer system.

(3) All food service establishments or businesses required under this Ordinance to install and maintain a grease trap or grease interceptor shall maintain a maintenance record for the grease trap or grease interceptor, which shall be transmitted to the Seaside County Sanitation District on an annual basis. This record shall include the date, the name of the person who performed the cleaning, and the disposal site of the waste. The record shall be posted in a conspicuous location and be available for review by the District's inspector at each routine inspection and at such other time as necessary for the District to determine whether a particular establishment may be performing maintenance contrary to the provisions of this Ordinance.

(4) The District or its designee may perform grease trap and grease interceptor inspections bi-annually, or more often at the discretion of the District should maintenance reports not be received or should a grease trap or grease interceptor fail to operate properly as indicated by a mainline stoppage within 100 feet downstream of said business.

(5) In the event the District determines that a food service establishment or business required to install and maintain a grease trap either fails to maintain the maintenance record required by this section, or fails to maintain the grease trap as required by this section, the District may require the immediate installation of a grease interceptor.

(l) Suspension or Termination of Health Permit. The District shall have the discretion to request the Monterey County Health Department (the District's health officer) to terminate or cause to be terminated the health permit of any user if a violation of any provision of this Ordinance is found to cause a condition of contamination, pollution, nuisance, or other threat to public health or safety.

(m) Request for Ruling. If an applicant for a permit or the owner of a grease trap or grease interceptor disputes the interpretation or application of this

Ordinance, he/she may request a written ruling by the District Manager. The decision of the District Manager shall be final for all purposes.

Section 6. Severability.

It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 7. Effective Date and Publication.

This Ordinance shall be published once after its passage and adoption in a newspaper of general circulation and shall be in force and take effect thirty (30) days from and after its passage and adoption.

SECTION B.

INTRODUCED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 12th of October, 2004 and subsequently, PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 9th of November, 2004 by the following vote:

AYES:

NOES:

ABSENT:

DAVID PENDERGRASS, Chair, Board of Directors
SEASIDE COUNTY SANITATION DISTRICT

Attest:

JERRY C. SMITH, 2nd Vice Chair

BY:

Approved as to form:

By:
Mary Grace Perry, District Counsel

APPENDIX 3P

Seaside County Sanitation District

Ordinance No. 16

ORDINANCE NO. 16

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends Exhibit A (Schedule of Proposed Seaside County Sanitation District Bi-Monthly Sewer Rates) to District Ordinance No. 14 adopted the 5th of August 2003. This ordinance is an urgency measure for the immediate preservation of the public health and safety. Facts constituting the urgency for this measure are these: The increased sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal years. It is therefore necessary that the implementation by the Monterey Regional Water Pollution Control Agency shall take place no sooner than (60) days following the date of the adoption of this ordinance, in accordance with California Government Code Section 66017.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 14 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer rate increase is based on a 10-year debt scenario spreading the rate increases over a period of 7 years as shown in the table attached hereto as Exhibit A and incorporated by this reference. The rates will be increased on an annual basis within the 7-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein and, in accordance with California Government Code Section 66017 which provides that said fee increase shall be effective no sooner than 60 days following the date of the adoption of this ordinance, the sewer service charge adopted pursuant to this ordinance shall be charged from and after the 61st date after the adoption of this ordinance, beginning on the 12th day of December 2005 and, shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held be unconstitutional by valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and, implementation by the Agency shall take place no sooner than 60 days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District Ordinance No. 14, adopted August 5, 2003, until the 60th day following the date of the adoption of

this Ordinance and, implementation by the Agency shall take place on the 61st day following the adoption of this ordinance, in accordance with Section 7 above and with California Government Code Section 66017.

Noticed Public Hearing held at a regular meeting on the 11th day of October 2005.

SECTION B. Amendments to District Ordinance No. 14, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7, 9 and 10 of this ordinance.

The foregoing ordinance was introduced, passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 11th day of October, 2005, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:

By: _____
Michelle Caraballo, Clerk to the Board

Approved as to Form:

By: _____
Mary Grace Perry, District Counsel

Exhibit "A"

Seaside County Sanitation District Bi-Monthly Rates

	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	From and including FY 12/13
Residential Rate	43.5% of MRWPCA Rate Schedule	50.0% of MRWPCA Rate Schedule	57.5% of MRWPCA Rate Schedule	63.2% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule
Non-Residential Rate	43.5% of MRWPCA Rate Schedule	50.0% of MRWPCA Rate Schedule	57.5% of MRWPCA Rate Schedule	63.2% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule

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APPENDIX 3Q

Seaside County Sanitation District

Ordinance No. 17

ORDINANCE No. 17

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 16 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends District Ordinance No. 16 adopted the 11th of October 2005 and Exhibit A thereto (Seaside County Sanitation District Sewer Bi-Monthly Rates).

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 16 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall be rebuttably presumed to be the person, firm, or corporation who has contracted with the servicing public utility for sewer service.

Section 3. Fees. The sewer rate increase is based on a 15-year debt scenario spreading the rate increases over a period of six years as shown in the table attached hereto as Exhibit A and incorporated by this reference. The rates will be increased on an annual basis within the 5-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein, the sewer

service charge adopted pursuant to this ordinance shall be charged from and after sixty (60) days after the adoption of this ordinance beginning on the 1st day of the month thereafter and shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held be unconstitutional by valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and implementation by the Agency shall take place no sooner than sixty (60) days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District Ordinance No. 16, adopted October 11, 2005, until the first of the month following the sixty days following the date of adoption of this Ordinance.

This Ordinance was introduced by Noticed Public Hearing held at a regular meeting on the 14th day of June 2011.

SECTION B. Amendments to District Ordinance No. 16, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7, 9 and 10 of this ordinance.

The foregoing ordinance was passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held on the 12th day of July 2011, by the following vote:

AYES: PENDERGRASS, BACHOFNER, CECILIO
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:
By: _____
Diana Ingersoll, Clerk to the Board

Approved as to Form:
By: _____
Patrick McGreal, District Counsel

Exhibit A

Seaside County Sanitation District User Fees

Description	Category Code [1]	Units	Sewer Rate per Month [2] FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Business/Govt	001-099 [3]	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Residential-Vacant	101, 106	Each Living Unit	$0.00	$0.00	$0.00	$0.00	$0.00
Residential	102	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Multi-Residential/Apartments	105	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Condo/Retirement	107, 109	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Minimum/Vacancy	211	Location/Each Business	$0.00	$0.00	$0.00	$0.00	$0.00
Motel/Hotel	221	Each Room	$5.16	$5.27	$5.38	$5.50	$5.62
Bed & Breakfast Inn	222	Each Room	$3.40	$3.47	$3.55	$3.62	$3.70
Supermarkets	231	Location	$50.11	$51.19	$52.29	$53.41	$54.56
Medical Office	241	Each Licensed Physician	$12.26	$12.53	$12.80	$13.07	$13.35
Dental Office	242	Each Licensed Dentist	$16.91	$17.27	$17.64	$18.02	$18.41
Rest Home/Convalescent	243	Each Bed of Licensed Capacity	$3.40	$3.47	$3.55	$3.62	$3.70
General Hospital	244	Each Bed of Licensed Capacity	$20.12	$20.55	$20.99	$21.44	$21.90
Animal Hospital	245	Location/Each Licensed Business	$22.39	$22.87	$23.36	$23.86	$24.38
Restaurant 1 meal/day	261	Each Restaurant Seat	$0.44	$0.45	$0.46	$0.47	$0.48
Restaurant 2 meals/day	262	Each Restaurant Seat	$0.69	$0.70	$0.72	$0.73	$0.75
Restaurant 3 meals/day	263	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Restaurant with Bar	264	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Bar	265	Location/Each Business	$19.93	$20.36	$20.79	$21.24	$21.70
Nightclub	266	Location/Each Business	$59.72	$61.01	$62.32	$63.66	$65.03
Takeout Food - Small	267	1 Cash Register or Checkout Line	$22.26	$22.74	$23.22	$23.72	$24.23
Takeout Food - Medium	268	2 or 3 Cash Registers or Checkout Lines	$54.76	$55.93	$57.14	$58.37	$59.62
Takeout Food - Large	269	4 or More Cash Registers or Checkout Lines	$99.84	$101.99	$104.18	$106.42	$108.71
Bakery	270	Location/Each Business	$18.05	$18.44	$18.83	$19.24	$19.65
Theater	281	Per Screen @ Each Location	$29.61	$30.25	$30.90	$31.56	$32.24
Bowling Center	282	Location/Each Business	$90.10	$92.04	$94.01	$96.04	$98.10
Gym	283-289 [4]	Per 500 members	$9.17	$9.37	$9.57	$9.78	$9.99
Mortuary	290	Location/Each Business	$24.34	$24.86	$25.39	$25.94	$26.50
School (Minimum)	291	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
School (Grades 0-6)	292	School Population	$0.13	$0.13	$0.14	$0.14	$0.14
School (7-College)	293	School Population	$0.25	$0.25	$0.26	$0.27	$0.27
Boarding School	294	School Population	$2.52	$2.57	$2.63	$2.69	$2.74
Instructional Facility	295	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Church	296-297 [5]	Per 100 members	$9.17	$9.37	$9.57	$9.78	$9.99
Photo / Laboratory / Printer	301-326 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Service Station/Garage	331	Location/Each Business	$8.81	$8.99	$9.19	$9.39	$9.59
Paint and Body Shops	341-346 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Commercial Laundry	352	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Dry Cleaner	353	Location/Each Business	$30.37	$31.03	$31.69	$32.37	$33.07
Laundromat	354	Each Washing Machine	$7.99	$8.16	$8.33	$8.51	$8.69
Major Hotel	361	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Car Wash	366	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Special User	401	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Rec Sports Facility	407	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Ground Water	410	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
		Percentage Increase:		2.15%	2.15%	2.15%	2.15%

[1] Category codes established by Monterey Regional Water Pollution Control Agency.

[2] If approved, Sewer Rates shown will go into effect on September 1, 2011 and increase on July 1 of every year through July 1, 2015.

[3] Sewer Rate increases by $9.17 for every 10 employees.

[4] Sewer Rate increases by $9.17 for every 500 members.

[5] Sewer Rate increases by $9.17 for over 100 members.

Exhibit A

Seaside County Sanitation District User Fees

Description	Category Code [1]	Units	Sewer Rate per Month [2] FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Business/Govt	001-099 [3]	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Residential-Vacant	101, 106	Each Living Unit	$0.00	$0.00	$0.00	$0.00	$0.00
Residential	102	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Multi-Residential/Apartments	105	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Condo/Retirement	107, 109	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Minimum/Vacancy	211	Location/Each Business	$0.00	$0.00	$0.00	$0.00	$0.00
Motel/Hotel	221	Each Room	$5.16	$5.27	$5.38	$5.50	$5.62
Bed & Breakfast Inn	222	Each Room	$3.40	$3.47	$3.55	$3.62	$3.70
Supermarkets	231	Location	$50.11	$51.19	$52.29	$53.41	$54.56
Medical Office	241	Each Licensed Physician	$12.26	$12.53	$12.80	$13.07	$13.35
Dental Office	242	Each Licensed Dentist	$16.91	$17.27	$17.64	$18.02	$18.41
Rest Home/Convalescent	243	Each Bed of Licensed Capacity	$3.40	$3.47	$3.55	$3.62	$3.70
General Hospital	244	Each Bed of Licensed Capacity	$20.12	$20.55	$20.99	$21.44	$21.90
Animal Hospital	245	Location/Each Licensed Business	$22.39	$22.87	$23.36	$23.86	$24.38
Restaurant 1 meal/day	261	Each Restaurant Seat	$0.44	$0.45	$0.46	$0.47	$0.48
Restaurant 2 meals/day	262	Each Restaurant Seat	$0.69	$0.70	$0.72	$0.73	$0.75
Restaurant 3 meals/day	263	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Restaurant with Bar	264	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Bar	265	Location/Each Business	$19.93	$20.36	$20.79	$21.24	$21.70
Nightclub	266	Location/Each Business	$59.72	$61.01	$62.32	$63.66	$65.03
Takeout Food - Small	267	1 Cash Register or Checkout Line	$22.26	$22.74	$23.22	$23.72	$24.23
Takeout Food - Medium	268	2 or 3 Cash Registers or Checkout Lines	$54.76	$55.93	$57.14	$58.37	$59.62
Takeout Food - Large	269	4 or More Cash Registers or Checkout Lines	$99.84	$101.99	$104.18	$106.42	$108.71
Bakery	270	Location/Each Business	$18.05	$18.44	$18.83	$19.24	$19.65
Theater	281	Per Screen @ Each Location	$29.61	$30.25	$30.90	$31.56	$32.24
Bowling Center	282	Location/Each Business	$90.10	$92.04	$94.01	$96.04	$98.10
Gym	283-289 [4]	Per 500 members	$9.17	$9.37	$9.57	$9.78	$9.99
Mortuary	290	Location/Each Business	$24.34	$24.86	$25.39	$25.94	$26.50
School (Minimum)	291	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
School (Grades 0-6)	292	School Population	$0.13	$0.13	$0.14	$0.14	$0.14
School (7-College)	293	School Population	$0.25	$0.25	$0.26	$0.27	$0.27
Boarding School	294	School Population	$2.52	$2.57	$2.63	$2.69	$2.74
Instructional Facility	295	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Church	296-297 [5]	Per 100 members	$9.17	$9.37	$9.57	$9.78	$9.99
Photo / Laboratory / Printer	301-326 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Service Station/Garage	331	Location/Each Business	$8.81	$8.99	$9.19	$9.39	$9.59
Paint and Body Shops	341-346 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Commercial Laundry	352	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Dry Cleaner	353	Location/Each Business	$30.37	$31.03	$31.69	$32.37	$33.07
Laundromat	354	Each Washing Machine	$7.99	$8.16	$8.33	$8.51	$8.69
Major Hotel	361	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Car Wash	366	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Special User	401	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Rec Sports Facility	407	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Ground Water	410	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
		Percentage Increase:		2.15%	2.15%	2.15%	2.15%

[1] Category codes established by Monterey Regional Water Pollution Control Agency.

[2] If approved, Sewer Rates shown will go into effect on September 1, 2011 and increase on July 1 of every year through July 1, 2015.

[3] Sewer Rate increases by $9.17 for every 10 employees.

[4] Sewer Rate increases by $9.17 for every 500 members.

[5] Sewer Rate increases by $9.17 for over 100 members.

APPENDIX 3R

Seaside County Sanitation District

MRWPCA Ordinance No. 2008-01

Monterey Regional Water Pollution Control Agency

"Dedicated to meeting the wastewater and recycled water needs of our member agencies, while protecting the environment."

Adminstration Office:
5 Harris Court, Bldg. D, Monterey, CA 93940-5756
(831) 372-3367 or 422-1001, FAX: (831) 372-6178
Website: www.mrwpca.org

August 28, 2008

Tim O'Halloran
Seaside County Sanitation District
440 Harcourt Ave.
Seaside, CA 93955

RECEIVED
CITY OF SEASIDE
AUG 29 2008
RESOURCE MANAGEMENT SERVICES

Re: New MRWPCA Sewer Use Ordinance

Dear Mr. O'Halloran:

The Monterey Regional Water Pollution Control Agency (MRWPCA) recently adopted a new Sewer Use Ordinance at the regular Board of Directors' meeting held on July 28, 2008. The updating of the previous Ordinances #92-02 and 93-03 became necessary due to new requirements and regulatory language changes issued by the U.S Environmental Protection Agency and the Regional Water Quality Control Board. This new Ordinance, Sewer Use Ordinance #2008-01, had a mandatory waiting period of 30 days from the time of adoption until it could be put into force. Therefore, effective August 28, 2008, Sewer Use Ordinance #2008-01 has replaced all preceding Sewer Use Ordinances and all old Sewer Use Ordinances are repealed.

The purpose of this letter is to notify you of this new Sewer Use Ordinance and to request that you incorporate this new Ordinance into your local regulatory mechanism, such as your City Code, County Ordinance or Public Works Code, at the earliest possible opportunity. As the "umbrella" authority and the administrator of the Pretreatment Program for all of its member entities, the MRWPCA will be required to show that each member entity has formally incorporated this new Ordinance and will also be required to hold on file a copy of each member entity document that shows that this incorporation has taken place.

Please find enclosed a copy of the new MRWPCA Sewer Use Ordinance #2008-01 for your review and use. As soon as this new Ordinance has been incorporated you can forward a copy of the applicable document to the MRWPCA Source Control Division.

If you have any questions regarding this matter, please contact me at (831) 883-1118 or 424-1108. Your assistance with this requirement is greatly appreciated.

Sincerely,

Greg Antosz
MRWPCA Environmental Services Manager

Agenda item for SCSD
14 OCT 08

enclosure

ORDINANCE NO. 2008-01
AN ORDINANCE ESTABLISHING REGULATIONS FOR THE INTERCEPTION, TREATMENT AND DISPOSAL OF SEWAGE AND WASTEWATER; PROVIDING FOR AND REQUIRING CHARGES AND FEES THEREFORE; AND FIXING PENALTIES FOR THE VIOLATION OF SAID REGULATIONS

oOo

THE BOARD OF DIRECTORS OF THE MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY DOES ORDAIN AS FOLLOWS:

ARTICLE 1 – GENERAL PROVISIONS

§1.01 Short Title. This Ordinance shall be known as, and may be cited as, the Wastewater Discharge Ordinance of the Monterey Regional Water Pollution Control Agency.

§1.02 Purpose and Policy. This Wastewater Discharge Ordinance (sometimes hereinafter "Ordinance" or "this Ordinance") is the legal authority which sets uniform requirements for discharges into the wastewater collection and treatment system of the Agency and all tributary collection systems and enables the Agency to comply with the administrative provisions of the Clean Water Grant Regulations, and specifically incorporates and enforces National Categorical Pretreatment Standards as defined in 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution." This Ordinance also enables the Agency to comply with the water quality requirements set by the Regional Water Quality Control Board of the State of California and all applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by state or federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the Agency sewer system. This Ordinance provides a means for determining wastewater volumes, constituents and characteristics, and setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the Agency's cost of operating and maintaining adequate wastewater collection and treatment systems, enforcing Categorical Pretreatment Standards, implementation of source control and waste minimization programs and to provide improvements and depreciation.

§1.03 Definitions. Unless otherwise defined herein, terms and definitions shall be as adopted in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association, and the Water Environment Federation. Waste constituents and characteristics shall be measured in accordance with said Standard Methods unless expressly stated otherwise, or as established by the MRWPCA, Federal or State regulatory

agencies. For the purposes of this Ordinance, unless the context specifically indicates otherwise, the meaning of terms used herein shall be as follows:

1. Agency – the Monterey Regional Water Pollution Control Agency (MRWPCA).

2. Building Sewer – a sewer conveying wastewater from the premises of a user to a community sewer.

3. Beneficial Uses – uses of the water of the state that may be protected against quality degradation, including domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or reserves, and other uses, both tangible or intangible as specified by Federal or State law.

4. Community Sewer – a sewer owned and operated by the Agency or any public entity member of the Agency which is tributary to the treatment facility operated by the Agency.

5. Compatible Pollutant – biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the Agency's National Pollutant Discharge Elimination System (NPDES) permit if the Agency's treatment works was designed to treat such pollutants, and in fact, does remove such pollutants to a substantial degree.

6. Contamination – an impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the State are affected.

7. Environmental Protection Agency, or EPA – 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.

8. Federal Act – the Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to such Act.

9. Holding Tank Waste – any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.

10. Incompatible Pollutant – any pollutant which is not a "compatible pollutant" as defined in this Section.

11. Indirect Discharge – the discharge or the introduction of non-domestic pollutants into the POTW from any source regulated under section 307(b) or (c) of the Federal Act (33 U.S.C. 1317), including holding tank waste discharge.

12. Industrial User – a source of indirect discharge.

13. Interference – the term "Interference" means a discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

    a. inhibits or disrupts the Treatment Works, its treatment processes or operations, or its sludge processes, use or disposal; and

    b. therefore is a cause of a violation of any requirement of the Treatment Works' NPDES permit [including an increase in the magnitude or duration of a violation] or of the prevention of 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 Clean Water Act, the Solid Waste Disposal Act (SWDA) [including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA], the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.

14. Manager – the Manager of the Agency or his designated representative.

15. Mass Emission Rate – the weight of material discharged to the community sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

16. National Categorical Pretreatment Standards – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c), and 402 (b) (8) of the Federal Act (33 U.S.C. 1347) and 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution" which applies to a specific category of industrial users.

17. National Pollution Discharge Elimination System or NPDES Permit – a permit issued pursuant to section 403 of the Federal Act (33 U.S.C. 1342).

18. National Pretreatment Standard, Pretreatment Standard, or Standard – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c) and 402(b)(8) of the Federal Act (33 U.S.C. 1347) incorporated in 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution" which applies to industrial users. This term includes prohibitive discharge limits established pursuant to 40 CFR 403.5.

19. New Source – any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the

publication of proposed Pretreatment Standards under section 307(c) of the Act which will be applicable to such source if such Standards are thereafter promulgated in accordance with that section. This term includes provisions established pursuant to 40 CFR 403.3.

20. Pass Through – the term "Pass Through" means a discharge which exits the Treatment Works into waters of the United States in quantities of concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Treatment Works' NPDES permit, including an increase in the magnitude or duration of a violation.

21. Person – any individual, firm, company, partnership, association, the responsible corporate officer of any private, public, or municipal corporation, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.

22. Pollution – an alteration of the quality of the waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or affects the facilities which serve such beneficial uses. Pollution may include contamination.

23. POTW – Publicly Owned Treatment Works (see Treatment Works).

24. Premises – a parcel of real estate or portion thereof, including any improvements thereon, which is determined by the Agency to be a single user for purposes of receiving, using, and paying for service.

25. Pretreatment – 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 the Treatment Works. The reduction or alteration can be by physical or process changes, except as prohibited by 40 CFR 403.6(d).

26. Pretreatment Requirements – any substantive or procedural requirement related to pretreatment, other than a National Pretreatment Standard imposed on an industrial user.

27. Reclaimed Water – water which, as a result of treatment of waste, is suitable for direct beneficial use or a controlled use that would not otherwise occur.

28. Shall is mandatory; May is permissive.

29. Significant Industrial User – the term Significant Industrial User or Significant Industry means:

    a. all industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and

b. any other industrial user that: Discharges an average of 25,000 gallons per day or more of process wastewater to the Treatment Works (excluding sanitary, non-contact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the Treatment Works; or is designated as such by the Agency as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the operation of the Treatment Works or for violating any pretreatment standard or requirement [in accordance with 40 CFR 403.8(f)(6)].

30. Significant Non Compliance – any user that violates the discharge, administrative, or submittal provisions contained in 40 CFR 403.8(f)(2)(viii) shall be considered in Significant Non Compliance (SNC) and will be subject to the appropriate enforcement action by the Agency.

31. Standard Industrial Classification (SIC) – a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987.

32. Slug Discharge – is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the Agency's regulations, local limits or Permit Conditions.

33. Toxic Pollutant – any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provision of the Clean Water Act 307(a) or other Acts.

34. Treatment Works – any devices and systems in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature or necessary to recycle or reuse water at the most economical cost over the useful life of the works, including interceptor sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment and appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land, that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system for preventing, abating, reducing, storing, treating, separating or disposing of municipal waste, including storm water and sanitary sewer systems.

35. Unpolluted Water – water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to the

Agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface waters.

36. User – any person who discharges, causes or permits the discharge of wastewater into a community sewer.

37. User Classification – a classification of user based on the 1987 edition of the Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget.

38. Waste – includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operations of whatever nature prior to, and for purposes of, disposal.

39. Wastewater – waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer.

40. Wastewater Constituents and Characteristics – the individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

41. Waters of the State – any water, surface or underground, including saline waters, within the boundaries of the State of California.

ARTICLE 2 – REGULATIONS

§2.01 Prohibitions on Discharges

§2.01.1 General Prohibitions. No user shall discharge into the Treatment Works or community sewer any pollutant(s) which cause Pass Through or Interference. These general prohibitions and the specific prohibitions in paragraph §2.01.2 of this section apply to each user introducing pollutants into the Treatment Works, whether or not the user is subject to National Pretreatment Standards or any Federal, State, or local pretreatment requirements.

§2.01.2 Specific Prohibitions. The following pollutants shall not be introduced into the Treatment Works or community sewer:

(1) pollutants which create a fire or explosion hazard in the Treatment Works, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 50 degrees Centigrade using the test methods specified in 40 CFR 261.21;

(2) pollutants which will cause corrosive structural damage to the Treatment Works, but in no case discharges with a pH lower than 6.0;

(3) solid or viscous pollutants in amounts which will cause obstruction to the flow in the Treatment Works resulting in interference;

(4) any pollutant, including oxygen demanding and compatible pollutants (BOD, Suspended Solids, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the Treatment Works.

(5) heat in amounts which will inhibit biological activity in the Treatment Works resulting in Interference, but in no case, heat in such quantities that the temperature at the Treatment Plant exceeds 40°C(104°F);

(6) petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;

(7) pollutants which result in the presence of toxic gases, vapors, or fumes within the Treatment Works in a quantity that may cause acute worker health and safety problems; and

(8) any trucked or hauled pollutants (residential septage, chemical toilet wastes, dilute oily wastes and salt brine solutions are accepted at the Treatment Plant and are jointly regulated under MRWPCA Liquid Waste Ordinance 88-3 [as amended by Ordinance 93-1] and this Ordinance).

§2.02 Prohibitions on Toxic Pollutants – Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, that injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the treatment works, or exceed the limitation set forth in a National Categorical Pretreatment Standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Federal Act.

§2.03 Prohibitions on Storm Drainage and Ground Water – Storm water, ground water, rain water, street drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and meet such other conditions as required by the Agency.

§2.04 Prohibitions on Unpolluted Water – Unpolluted water shall not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

§2.05 Prohibitions on Dilution as Substitute for Treatment – Except where expressly authorized to do so by an applicable Categorical Pretreatment Standard, no industrial user shall ever increase the use of process water or, in any other way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a Pretreatment Standard.

§2.06 Limitations of Radioactive Wastes – No person shall discharge or cause to be discharged any radioactive waste into a community sewer except:

a. when the person 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

b. when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and

c. when the person is in compliance with all rules and regulations of the other applicable regulatory agencies.

§2.07 Limitations on the Use of Garbage Grinders – Waste from garbage grinders shall not be discharged into a community sewer except:

a. wastes generated in preparation of food normally consumed on the premises, or

b. where the user has obtained a permit for the specific use from the Agency, and agrees to undertake whatever self-monitoring is required to enable the Agency to equitably determine the charges and fees based on the waste constituents and characteristics.

~~Such grinders must shred the waste to a degree that~~ all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

§2.08 Limitations on Point of Discharge – No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an

approved building sewer unless he has been issued a permit by the Agency. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

§2.09 Holding Tank Waste – No person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the Agency. Unless otherwise allowed by the Agency under their terms and conditions of the permit a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency. An exception to the above is that no permit will be required for discharge of domestic wastes from motor home holding tanks, provided that such discharges are made into an Agency-approved facility designed to receive such wastes.

§2.10 Limitation on Wastewater Strength

§2.10.1 No person shall discharge wastewater containing in excess of:

0.42	mg/l arsenic	0.018	mg/l mercury
3.4	mg/l cadmium	3.5	mg/l nickel
4.3	mg/l copper	2.3	mg/l silver
0.73	mg/l cyanide	2.7	mg/l total chromium
3.0	mg/l lead	2.6	mg/l zinc

§2.10.2 No person shall discharge any wastewater:

a. Having a temperature higher than 150°F (65.5°C)

b. Having a pH lower than 6.0 or higher than 10.5

c. Containing in excess of 8.1 mg/l phenolic compounds

d. Containing toxic inorganic pollutants in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations, or 4) violations of plant sludge disposal restrictions. Significant dischargers of toxic inorganics shall implement best practicable technologies for reducing the toxic organics content of their discharges.

e. Containing toxic organic chemicals in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; 4) violations of plant sludge disposal restrictions; or 5) violations or air toxics regulations. Significant dischargers of toxic organics shall

implement best practicable technologies for reducing the toxic organics content of their discharges.

f. Containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions of sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances for plant NPDES discharge limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.

g. Containing ammonia in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; or 4) violations of plant sludge disposal restrictions. Significant dischargers of ammonia shall implement best practicable technologies for reducing the ammonia content of their discharges.

h. Containing BOD and/or TSS in such quantities to cause or to contribute significantly to: 1) disruptions of treatment plant operations; or 2) exceedances of plant NPDES discharge limitations for BOD/or TSS. Significant dischargers of BOD and TSS shall implement best practicable technologies for reducing the BOD/TSS content of their discharges.

§2.10.3 All National Categorical Pretreatment Standards upon their promulgation, shall apply in any instance where they are more stringent than those in this Ordinance. Limitations on wastewater strength in Sections 2.10.1 and 2.10.2 of this Ordinance may be supplemented with more stringent limitations pursuant to Section 4.05 Wastewater Discharge Permits herein below:

a. If the Agency determines that the limitations in Section 2.10.1 and 2.10.2 may not be sufficient to protect the operation of the Agency's Treatment Works; or

b. If the Agency determines that the limitations in Sections 2.10.1 and 2.10.2 may not be sufficient to enable the Agency's Treatment Works to comply with water quality standards or effluent limitations specified in the Agency's National Pollutant Discharge Elimination System (NPDES) Permit.

§2.10.4 Disposal of Unacceptable Waste – Wastes not permitted to be discharged into the community sewer must be transported to a state-approved disposal site. To protect the Treatment Works against illegal discharges, the Agency may require the discharger to submit a copy of the official hauling manifest or "Waste Haulers Report" within 30 days.

§2.10.5 Denial of New or Increased Pollutant Contributions - The Agency may deny or condition new or increased contributions of pollutants, or changes in the nature of

pollutants, to the Treatment Works by Industrial Users where such contributions do not meet applicable Pretreatment Standards and Requirements or where such contributions would cause the Treatment Works to violate its NPDES Permit.

§2.10.6 Slug Discharge Evaluations - The Agency shall evaluate whether each Significant Industrial User needs a plan or other action to control Slug Discharges to the Treatment Works as per 40 CFR 403.8(2)(vi). The Agency will also include any slug control requirements issued to an Industrial User in that User's Industrial Wastewater Discharge Permit.

§2.11 Sewerage Design Requirements – All new sewers and connections to the community sewer shall meet all design requirements of the public entity member of the Agency having area jurisdiction in question, pursuant to the applicable Uniform Plumbing Code adopted by said member, and shall also meet all design requirements as may be established from time to time by the Agency.

ARTICLE 3 – WASTEWATER VOLUME DETERMINATION

§3.01 Determination of Volume – The volume of wastewater which a user discharges to a community sewer shall be determined by the Agency by use of one of the alternative methods described in this Article, with the method for each user or group of users to be selected by the Agency. Selection of such method will be based upon the principal activities of the user as they relate to wastewater flows, fluctuation of flows, practicality of obtaining flow measurements and other pertinent factors. The volume of the wastewater being discharged shall be one of the factors used in establishing charges and may require certain users to obtain Wastewater Discharge Permits in conjunction with the determination of their wastewater volume.

§3.02 Metered Water Supply and Water Diversions – When charges and fees are to be based upon the water usage, such charges and fees shall be applied against the total amount of water used from all sources unless in the opinion of the Agency, significant portions of water received are not discharged to a community sewer. The total amount of water used from public and private sources will be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the Agency. When charges and fees are to be based upon water usage, and where, in the opinion of the Agency, a significant portion of the water received from any metered source does not flow into the community sewer because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community sewer. Written notification and proof of the diversion of water must be provided by the user, and approved by the Agency, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. If acceptable to the Agency, the user may install a meter of a type and at a location approved by the Agency and at the user's expense. Such meters shall measure the amount of water diverted. Such meters shall be maintained at the expense of

the user and be tested for accuracy when deemed necessary by the Agency, at the expense of the user.

§3.03 Metered Wastewater Volume – When charges and fees are to be based upon the metered volume of wastewater being discharged to a community sewer, the user shall install a meter of a type and at a location approved by the Agency, at the user's expense. Such meter shall measure the amount of wastewater being discharged and shall be maintained and tested for accuracy when deemed necessary by the Agency, at the expense of the user.

§3.04 Estimated Wastewater Volume – For users where, in the opinion of the Agency, it is unnecessary or impractical to install meters, the charges and fees may be based upon an estimate of the volume to be discharged as calculated by the Agency. A rational method will be used to estimate the quantity of wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services, or such other determination of water use necessary to estimate the wastewater volume discharged.

ARTICLE 4 – DISCHARGE REPORTS, WASTEWATER DISCHARGE PERMITS, NOTIFICATION, REPORTING REQUIRMENTS AND ADMINSTRATION

§4.01 Notification of Hazardous Wastes Discharged to the Treatment Works

§4.01.1 All industrial users shall notify the Agency, the EPA Regional Waste Management Division Director, and state hazardous waste authorities in writing of any discharge into the Treatment Works of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the industrial user discharges more than 100 kilograms of such waste per calendar month to the Treatment Works, the notification shall also contain the following information: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. All industrial users shall provide notification no later than 180 days after the discharge of the listed or characteristic hazardous waste.

§4.01.2 Discharges are exempt from the requirements of paragraph 4.01.1 of this section during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR part 261.30(d) and 261.33(3). Discharge of more than fifteen kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(3), requires notification.

§4.01.3 In the case of any new regulations under Section 3001 of the Resource Conservation and Recovery Act (RCRA), identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user must notify the Agency, the EPA Regional Waste Management Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

§4.01.4 In the case of any notification made under Section 4.01, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

§4.02 Notification of Potential Problems – All industrial and commercial users shall notify the Agency immediately of all discharges that could cause problems at the Treatment Works, including any slug discharges of compatible or incompatible pollutants.

§4.03 Notification of Changes in Discharge – All industrial and commercial users shall promptly notify the Agency in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial/commercial user has submitted initial notification under 40 CFR 403.12(p) and paragraph §4.01 of this Ordinance.

§4.04 Discharge Reports

§4.04.1 General Discharge Report – The Agency may require that any person discharging or proposing to discharge wastewater into a community sewer, file a periodic Discharge Report. The Discharge Report, at the discretion of the Agency, may include but not be limited to, nature or process, volume, rates of flow, mass emissions rate, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the Agency may require information in the form of Wastewater Discharge Permit Applications and Self-Monitoring Reports.

§4.04.2 Baseline Monitoring Report - Industrial Users subject to Federal Categorical Pretreatment standards that are currently discharging to or are scheduled to discharge to the Agency's Treatment Works shall submit to the Agency a Baseline Monitoring Report that meets all requirements and time guidelines set forth in 40 CFR 403.12(b) and any other such requirements as deemed appropriate by the Agency.

§4.04.3 Pretreatment Compliance Report - Industrial Users subject to Federal Categorical Pretreatment Standards shall submit to the Agency a report on their compliance status with any Categorical Pretreatment Standard deadline. This report must be received within 90 days following the date for final compliance with the applicable Categorical Pretreatment Standards, or in the case of a new source within 90 days

following the commencement of introduction of wastewater to the Treatment Works. This report shall contain the information described in 40 CFR 403.12(d).

§4.04.4 Periodic Compliance Reports - All Categorical and Significant Non-Categorical dischargers to the Agency's Treatment Works shall submit Compliance Reports on a semi-annual basis (usually by June 30 and December 31 of each calendar year) to the Agency that contain the information described in 40 CFR 403.12(e) and 40 CFR 403.12(h).

§4.04.5 Report Certification Statement - All semi-annual Compliance Reports shall contain a Certification Statement signed 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 Industrial User to meet the applicable Pretreatment Standards and Requirements. This statement shall contain the information described in 40 CFR 403.12(b)(6).

§4.04.6 Report Accuracy Statement - All reports and self-monitoring data submissions to the Agency by Industrial Users shall contain the following accuracy statement and must be signed as per the requirements contained in 40 CFR 403.12(l):

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

§4.05 Wastewater Discharge Permits

§4.05.1 Mandatory Permits – Each Significant Industry as defined in Section 1.03, as well as other users with a discharge equivalent to that of a Significant Industrial User, must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. All existing Significant Industrial Users, as well as existing industries with an equivalent discharge, shall obtain a Wastewater Discharge Permit within 180 days after the effective date of this Ordinance.

§4.05.2 Optional Permits – The Manager may issue a Wastewater Permit to any user, upon application, in accordance with the terms of this section in the following categories:

a. a user who request charges and fees to be based on metered water supply and water diversions, or metered wastewater volume, or

b. any user whose wastewater strength is less than the normal range for user classification to which he is assigned because of pretreatment, process changes or other reason, or

c. any user who wishes to discharge wastewater on a temporary basis, such as ground water clean up or storage tank rinsings.

§4.05.3 Permit Application – Users seeking a Wastewater Discharge Permit shall complete and file with the Manager a permit application, accompanied by the applicable fees. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

a. name, address, and SIC number of applicant;

b. volume of wastewater to be discharged;

c. wastewater constituents and characteristics including, but not limited to, those mentioned in Sections 2.10 as determined by a laboratory approved by the Agency;

d. time and duration of discharge;

e. average and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;

f. site plan, floor plans, mechanical and plumbing plans and details to show all sewer and appurtenances by size, location and elevation;

g. description of activities, facilities and plant processes on the premises, including all materials, processes and types of materials which are or could be discharged;

h. each product produced by type, amount and rate of production;

i. where known, the nature and concentration of any pollutants in the discharge which are limited by any Agency, State, or Federal Pretreatment Standards, and a statement regarding whether or not the Pretreatment Standards are being met on a consistent basis and if not, whether additional Operations and Maintenance (O&M) and/or additional pretreatment is required for the user to meet applicable Pretreatment Standards;

j. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards; the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard.

The following conditions shall apply to this schedule:

1) 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 Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.)

2) No increment referred to in paragraph 1) shall exceed nine (9) months.

3) Not later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Manager including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it 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. In no event shall more than nine (9) months elapse between such progress reports to the Manager.

k. number and type of employees, and hours of work;

l. any other information as may be deemed by the Manager to be necessary to evaluate the permit application.

The Manager will evaluate the data furnished by the user and may require additional information. After evaluation and approval of all the data required, the Manager may issue a Wastewater Discharge Permit subject to terms and conditions provided herein.

§4.05.4 Permit Conditions – Wastewater Discharge Permits shall be expressly subject to all provisions of this Ordinance and all other ordinances, regulations, and charges and fees established by the Agency. The conditions of Wastewater Discharge Permits shall be uniformly enforced by the Manager in accordance with this Ordinance and applicable state and federal regulations. Permits may contain the following:

a. the unit charge or schedule of charges and fees for the wastewater to be discharged to the community sewer;

b. the average and maximum wastewater constituents and characteristics;

c. limits on rate and time of discharge or requirements for flow regulations and equalization;

d. requirements for installation of inspection and sampling facilities;

e. pretreatment requirements;

f. requirements for controlling slug discharges of any wastewater or substance that has the potential to cause problems in the wastewater collection system or Interference or Pass Through at the Treatment Works;

g. specifications for monitoring programs, which may include sampling locations, frequency and method of sampling, number, types and standards for test and reporting schedules;

h. requirements for submission of technical reports or self-monitoring discharge reports (see Section §405.9);

i. requirements for maintaining plant records relating to wastewater discharge as specified by the Agency and affording Agency access thereto;

j. mean and maximum mass emissions rates, or other appropriate limits when incompatible pollutants (as defined by Sections 2.10.1 and 2.10.2) are proposed or present in the user's wastewater discharge; and

k. other conditions as deemed appropriate by the Agency to ensure compliance with this Ordinance or any regulations affecting the operation of the Agency facilities.

§4.05.5 Duration of Permits – Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The terms and conditions of the permit may be subject to modification and change by the Agency during the life of the permit as limitations or requirements are modified and changed. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

§4.05.6 Permit Modification – Within nine (9) months of the promulgation of a National Categorical Pretreatment Standard, the Wastewater Discharge Permit of Industrial Users subject to such standards shall be revised to require compliance with such standard within the time frame prescribed by such standard. Where an industrial user, subject to a National Categorical Pretreatment Standard, has not previously submitted an application for a Wastewater Discharge Permit they must do so within 180 days after the promulgation of the applicable National Categorical Pretreatment Standard. In addition, the industrial user with an existing Wastewater Discharge Permit shall submit to the Manager within 180 days after the promulgation of an applicable Pretreatment Standard the information required by paragraphs (i) and (j) of Section §4.05.3.

§4.05.7 Transfer of a Permit – Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be

reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.

§4.05.8 Revocation of Permit – Any user who violates the conditions of the Wastewater Discharge Permit, applicable state and federal regulations, or any provisions of this Ordinance including the following, is subject to having this permit revoked:

a. failure of a user to furnish correct factual data in the permit application;

b. failure of a user to factually report the wastewater constituents and characteristics of the discharge;

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

d. refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.

§4.05.9 Industrial Self-Monitoring

a. Monitoring and Analysis to Demonstrate Continued Compliance – The self-monitoring reports required in this section shall contain the results of sampling and analysis of the industrial user's discharge, including the flow and the nature and concentration, or production and mass where requested by the Agency, of pollutants contained therein which are limited by the applicable national, state and local Pretreatment Standards and Industrial Discharge Permit Requirements and which meet all sampling/monitoring requirements contained in 40 CFR 403.12(g).

b. Notification of Industrial Self-Monitoring Violations and Repeat Sampling and Analysis Requirements – If sampling performed by an industrial user indicates a violation, the user shall notify the Agency within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Agency within 30 days after becoming aware of the violation. In addition, the Agency will conduct a re-sampling within, but not to exceed, 30 days from the date of becoming aware of the violation as per 40 CFR 403.12(g)(2) in order to confirm discharge compliance.

c. Industrial Self-Monitoring Reports – The reports required in this section shall be based upon all data obtained through Agency approved self-monitoring sampling and analysis which is performed by the industry during the period covered by the report (all monitoring results must be reported). The Agency shall specify the frequency and type of monitoring necessary to assess and assure compliance by industrial users with applicable national, state and local Pretreatment Standards and Requirements.

d. Industrial Self-Monitoring Sampling and Analysis – All self-monitoring analyses shall be performed in accordance with procedures established by the Agency pursuant to Section 304(h) of the Act and contained in 40 CFR 136 and amendments thereto, or with any other test procedures approved by the Agency. Sampling shall be performed in accordance with the techniques approved by the Agency. Where 40 CFR 136 does not include sampling or analytical techniques for the pollutants in question, or where the Agency determines that Section 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the Agency.

e. Reporting of Industrial Self-Monitoring Analysis Performed More Frequently Than Required – If an industrial user is subject to self-monitoring reporting requirement(s), any pollutant monitored more frequently than required by the Agency, shall include the results of this monitoring in the self-monitoring report.

§4.05.10 Record-Keeping Requirements – Any industrial user subject to the reporting requirements established in Article 4 of this Ordinance shall maintain records of all information resulting from any monitoring activities required. Such records shall include for all samples:

a. the date, exact location, method and time of sampling and the name(s) 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.

Any industrial user subject to reporting requirements shall be required to retain for a minimum of 3 years any records of monitoring activities and results and shall make such records available for inspection and copying by the Agency. This period of retention shall be extended during the course of any unresolved litigation regarding the industrial user when requested by the Agency.

§4.06 Monitoring Facilities – Users who propose to discharge, or who in the judgment of the Agency could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise (see Section 5.04 herein) may be required to install a monitoring facility.

When more than one user discharges into a common building sewer, the Agency may require installation of a separate monitoring facility for each user. Also when, in the judgment of the Agency, there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, the Agency may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of a facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by the Agency, it shall be provided, installed and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. The Agency may, however, 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 with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for Agency personnel, such as a gate secured with an Agency lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

When, in the judgment of the Agency, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within 90 days following written notification unless a time extension is otherwise granted by the Agency.

§4.07 Inspection and Sampling – The Agency shall inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the Agency's representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The Agency shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, that upon presentation of suitable identification, personnel from the Agency will be permitted to enter without delay for the purpose of performing their specific responsibilities.

§4.08 Pretreatment – Users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the Agency shall be provided and maintained at user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Agency for review, and shall be approved by the Agency before construction of the facility. The review and approval of such plans and

agreements shall not, however, exempt the user from complying with any National Categorical Pretreatment Standard.

ARTICLE 5 – WASTEWATER CHARGES AND FEES

§5.01 Schedule of Charges and Fees – A schedule of charges and fees shall be adopted by the Agency, by ordinance or resolution, as permitted by law, which will enable it to comply with the revenue requirements of the State Clean Water Grant Program, and such charges and fees shall be determined in a manner consistent with regulations of the grant program.

§5.02 Classification of Users – All users are to be classified by the Agency either by assigning each one to a "user category" according to the principal activity conducted on the user's premises, by individual user analyzation or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of wastewater discharges based on wastewater constituents and characteristics, to provide an effective means of source control, and to establish a system of charges and fees which will ensure an equitable recovery of the Agency's costs.

§5.03 Types of Charges and Fees – The charges and fees as established in the Agency's schedules of charges and fees, may include, but not be limited to:

a. user category charges;

b. fees for connection to sewer system;

c. fees for monitoring;

d. fees for permit applications;

e. appeal fees

f. charges and fees based on wastewater constituents and characteristics to include industrial cost recovery provisions of the Federal Act; and
g. annexation fees.

§5.05 Basis for Determination of Charges – The charges and fees established for all users or categories of users shall be based upon the measured or estimated constituents and characteristics of the wastewater discharge of that user or user category which may include, but not be limited to, BOD, Suspended Solids and volume. The constituents and characteristics may be either measured or estimated, as determined by the Agency. The volume subject to charge shall be determined in accordance with Article 3 of this Ordinance.

§5.06 Basic Minimum Charge – Notwithstanding the provisions of Section 5.04, in any event the basic charge so determined for users in the residential category shall constitute

the basic minimum charge for all users, and no user shall be charged less than this amount.

ARTICLE 6 – ENFORCEMENT

§6.01 Accidental Discharges

§6.01.1 Notification of Potential Problems – Users shall notify the Agency immediately upon accidentally discharging wastes which could cause problems to the Treatment Works or wastes in violation of this Ordinance, including any slug discharges, to enable countermeasures to be taken by the Agency to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

The notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures(s) being taken to prevent future occurrence.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plan, or treatment process, or for any fines imposed on the Agency on account thereof under Section 13340 of California Water Code or for violations of Section 5650 of the California Fish and Game Code.

§6.01.2 Notices to Employees – In order that employees of users be informed of Agency requirements, users shall make available to their employees copies of this Ordinance together with such other wastewater information and notices which may be furnished by the Agency from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this Ordinance.

§6.01.3 Preventive Measures – Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system should be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this Ordinance.

§6.02 Issuance of Cease and Desist Orders – When the Agency finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this Ordinance, or the provisions of a Wastewater Discharge Permit, the Manager may issue an order to cease and desist, and direct those persons not complying with such prohibitions, limits, requirements, or provisions to:

a. comply forthwith;

b. comply in accordance with a time schedule set forth by the Agency; or

c. take appropriate remedial or preventive action in the event of a threatened violation.

§6.03 Harmful Contributions – The Agency may immediately suspend the wastewater treatment service and/or Wastewater Discharge Permit when such suspension is necessary, in the opinion of the Agency, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, to the environment, causes interference to the POTW or causes the Agency to violate any condition of its NPDES Permit.

Any person notified of a suspension of the wastewater treatment service and/or the Wastewater Discharge Permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Agency shall take such steps as deemed necessary including immediate severance of the sewer connection, to prevent or minimize damage to the Treatment Works or endangerment to any individuals. The Agency shall reinstate the Wastewater Discharge Permit and/or the wastewater treatment service upon proof of the elimination of the non-complying user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. This shall be submitted to the Agency within 15 days of the date of occurrence.

§6.04 Submission of Time Schedule – When the Agency finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirement, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, the Agency may require the user to submit for approval, with such modification as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

§6.05 Appeals – Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the Manager, interpreting or implementing the provisions of this Ordinance or in any permit issued herein, may file with the Manager a written request for reconsideration within 10 days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the ruling made by the Manager is unsatisfactory to the person requesting reconsideration, he may within 10 days after notification of Agency action, file a written appeal to the Agency's Board of Directors. The written appeal shall be heard by the Board within 30 days from the date of filing. The Board shall make a final ruling on the appeal within 15 days of the close of the meeting. The Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

§6.06 Enforcement Response Plan – The Manager is authorized and directed to prescribe regulations necessary to implement this Article and a Pretreatment Enforcement and Response Plan ("ERP") as required by and in compliance with state and federal law and

regulations. The ERP and any changes thereto shall be effective upon approval by resolution of the Board of Directors. Any enforcement measure or procedure contained in this Article and the ERP shall be considered to be complimentary and cumulative and not exclusive of any other enforcement measure or procedure and the Agency may pursue any one or all of such measures or any other remedy or relief which may be provided for by law.

§6.07 Publishing of Dischargers in Significant Noncompliance – The Agency will provide annual public notification in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the Agency of Industrial Users which at any time during the previous 12 months were in significant noncompliance (SNC) with applicable Pretreatment requirements as defined in 40 CFR 403.8(f)(2)(viii).

ARTICLE 7 – ABATEMENT

§7.01 Public Nuisance – Discharge of wastewater in any manner in violation of this Ordinance or of any order issued by the Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the Manager. Any person creating a public nuisance shall be subject to provisions of Agency codes or ordinances governing such nuisance.

§7.02 Injunction – Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the Agency may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge.

§7.03 Damage to Facilities – When a discharge of wastes causes an obstruction, damage, or any other impairment to Agency facilities, the Agency may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's sewer service charge.

§7.04 Correction of Violations; Collection of Costs; Injunction – In order to enforce the provision of this Ordinance, the Agency may correct any violation hereof. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and the Agency shall have such remedies for the collection of such costs as it has for the collections of sewer service charges. The Agency may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Ordinance.

§7.05 Civil Liabilities and Penalties – Any person who intentionally or negligently violates any provision of this Ordinance, requirements, or conditions set forth in a permit duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, including non-discharge pretreatment standards, shall be liable to injunctive relief for non-compliance imposed by the Agency against which the violation

occurs. Said civil liability may be in a sum of not to exceed six thousand dollars ($6,000.00) a day for each violation in which such violation occurs.

The Agency may petition the Superior Court to impose, assess and recover such sums. In determining such amount the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length or time over which the violations occurs, and corrective action, if any.

§7.06 Falsifying of Information – Any person who knowingly makes any false statements, representation record, report, plan or other document filed with the Agency, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is hereby declared to be in violation of this Ordinance, and subject to the civil liabilities imposed under Section 7.05 of this Ordinance.

§7.07 Termination of Service – In order to effect its powers, the Agency may enter upon private property for the purpose of inspection and maintenance of sanitary and waste disposal facilities and may terminate service to property in which a violation of any rule, regulation, or this Ordinance is found to exist.

Prior to termination of service, however, the Agency Board shall notify, in writing, the owner and tenant, if any, of such property that service is intended to be so terminated and conduct a hearing thereon as herein provided. Such notice shall be mailed to the owner at the address shown on the records of the Assessor of the County, or as known to the Agency, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date of proposed termination of service and the reasons therefore and the date the Agency Board shall hold a hearing upon such intended termination. Such a hearing shall not be held less than ten (10) days subsequent to the giving of the notice as herein required.

ARTICLE 8 – MISCELLANEOUS PROVISIONS

§8.01 Severability – If any provision, section, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The Board of Directors hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

§8.02 Repeal of Conflicting Ordinances – Ordinances No. 92-02, 93-03, and 2000-01 hereby are repealed. Further, in the event of conflict between this Ordinance and other ordinances, rules and regulations of the Agency adopted prior to this Ordinance, the provisions of this Ordinance shall prevail.

§8.03 Publication of Ordinance – Within fifteen (15) days after the passage of this Ordinance, the Agency Manager/Secretary shall cause it to be published at least once in a newspaper of general circulation published and circulated within Monterey County.

The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Monterey Regional Water Pollution Control Agency and was passed and adopted on July 28, 2008 by the following vote:

Effective Date – This Ordinance shall take effect and be in force thirty (30) days from and after the final passage and adoption hereof.

AYES: Stefani, Calcagno, Russell, Nishi, Dayton, Pendergrass and Bloomer

NOES: None

ABSENT: Cortez, Cort, De La Rosa and Haferman

Joseph Russell, Chair
Board of Directors

ATTEST:

Keith Israel, General Manager
Secretary to Board of Directors

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APPENDIX 3A

Seaside County Sanitation District

Ordinance No. 1, Articles 1-6

as amended
thru 2/8/83

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 1
AND AMENDMENTS THERETO

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

ARTICLE 1. GENERAL PROVISIONS

Section 1. Definitions

(a) "District" means the Seaside County Sanitation District, in the County of Monterey, State of California.

(b) "Person" includes an individual, firm, association, organization, partnership, corporation, or company.

(c) "Lateral sewer" means that portion of a sewer between a building and collecting main which lies within a public street.

(d) "House sewer" means a sewer line beginning two feet outside the foundation of any building and running to the property line.

(e) "House drain" means that part of the horizontal sewer beginning at the plumbing or drainage outlets and running two feet beyond the building foundation.

(f) "Board" means the board of directors of the Seaside County Sanitation District.

(g) "Engineer" means the engineer of the district, or his authorized representative.

(h) "Inspector" means an authorized representative of the board or the district.

(i) "Parcel of land" means an area of land in one ownership which is surrounded by a continuous boundary.

(j) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Section 2. Included Meanings of Words

Words used in this ordinance in the present tense include the future as well as the present; words used in the masculine gender include the feminine and neuter; the singular number includes the plural and the plural the singular.

Section 3. Constitutionality; Severability

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance or the application of such provision to other persons or circumstances shall not be affected thereby.

Section 4. Civil Liability; Duty to Warn

Full civil liability for injury, death, or property damage caused by the construction or repair of sewers by or on behalf of any person to be served by the district's sewer facilities shall be assumed by such person. Any such person shall exercise reasonable care at all times to safeguard the public from injury or damage during the course of such construction or repair, including the maintenance of barriers, signs and lights. No violation of this section shall be a penal offense, notwithstanding any other provision of this ordinance.

Section 5. Permits Required

No person shall construct any lateral sewer, house sewer, or connection to any part of the district's main collection or outfall sewers without obtaining the permits required by this ordinance and complying with the specifications set forth therein.

Section 6. Powers of Inspector and Engineer

Upon presentation of proper credentials, any district inspector or engineer may at all reasonable times enter any premises for the purpose of carrying out the provisions of the ordinance.

Section 7. Storm Waters

No person shall convey any storm waters to any part of the district's sanitary sewer system.

ARTICLE 2. SPECIFICATIONS

Section 20. Lateral and House Sewers

(a) Material. Lateral sewers shall be constructed of vitrified clay or cast iron.

(b) House sewers shall be constructed of vitrified clay, cast iron, bituminized fibre pipe, cement-asbestos mixture pipe such as Johns-Manville Company Transite asbestos-cement house connection pipe, or Acrylonitrile Butadiene Styrene (ABS) drain waste and vent pipe conforming to International Association of Plumbing and Mechanical Officials Standard PS 17-65 and installed in accordance with IAPMO Standard IS 5-65.

Amended by Ordinance No. 4 passed and adopted October 25, 1967.

Section 21. Sewer Pipe

(a) Vitrified clay sewer pipe shall conform to the Standard Specifications of the American Society for Testing Materials, Serial Designation C-13-50T with subsequent amendments, with the exception that it need not be salt glazed.

(b) Cast iron pipe shall conform to the Standard Specifications of the ASTM Serial Designation A72-42, or equal.

(c) Bituminized-fibre pipe shall conform to U. S. Department of Commerce Commercial Standard CS118-54, "Bituminized-Fibre Drain and Sewer Pipe".

(d) Asbestos-cement pipe shall conform to the Johns-Manville Standard Specifications for Transite asbestos-cement house connection pipe with Ring-Tite couplings.

(e) Acrylonitrile Butadiene Styrene (ABS) drain waste and vent piping shall conform to International Association of Plumbing and Mechanical Officials Standard PS 17-71 and installed in accordance with IAPMO Standard IS 5-77.

(f) Polyvinyl Chloride (PVC) sewer pipe shall conform to ASMT 3034 and Installation Standards UPC IS 1.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Section 22. Installation

(a) The bottom of the pipe trench shall provide a firm full length bearing for the pipe between connections, with holes excavated to relieve the stresses caused by the joint connection.

Joints for cast iron pipe shall be made with pure lead poured in accordance with commonly accepted standards.

Joints in other types of pipe shall be made in accordance with manufacturers' recommendations and with commonly accepted standards.

(b) Pipe laying shall proceed upgrade with bell end forward.

Utilities and culverts both private and public shall be protected from damage and maintained in service.

(c) Wye branches. The location of tees or wyes in the collection system can be obtained from the engineer or his local representative. Collecting lines in the street shall not be tapped for a lateral unless a tee or wye has not been provided. Where no such tee or wye exists, connection to the collection sewer shall be made by means of a tee or wye saddle under the supervision and in the presence of the inspector. Damage to this collection system shall be repaired by the responsible party to the satisfaction of the inspector.

(d) Grades. The pipe shall be laid on an even grade when practicable. Abrupt changes in grade shall be made by using curved pipe.

(e) Minimum cover for lateral sewers shall be thirty inches measured from the top of the pipe to street grade.

(f) Size. The size of pipes for lateral sewers shall be determined by the principles of hydraulics but in no case shall it be less than four inches inside diameter. The size of pipe for house sewers shall be determined by the principles of hydraulics but in no case less than the size of the house drain pipes.

(g) Cleanouts. Cleanouts shall be placed in every house sewer at the junction with the soil pipe at the building, and at intervals of not to exceed 100 feet in straight runs. When a house sewer branch thereof does not exceed ten feet in length and is a straight line projection from a house drain which is provided with a cleanout, no cleanout will be required at its point of connection to the house drain.

Every change in alignment or grade in excess of 22 1/2 degrees in a house sewer shall be served by a cleanout, except that no cleanout shall be required for not to exceed one 45 degree change of direction or one 45 degree offset.

Each cleanout shall be installed so that it opens in a direction opposite to the flow of the soil or waste or at right angles thereto, and except in the case of wye branch and end of line cleanouts vertically above the flow line of the pipe.

(h) Vents and traps. In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served.

The installation shall consist of an approved cast iron fresh air inlet "P" trap and a wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug.

In lieu of the above, an aluminum back water overflow device with 4" plastic two-way cleanout or 4" cast iron two-way cleanout may be installed, or in lieu of a two-way cleanout a combination Y and 1/8 bend with cleanout plug brought to grade may be installed, provided main building drain is in a straight line with an exterior cleanout plug at grade on the opposite end of main building drain line.

Every existing installation which includes a plumbing fixture trap outlet which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, unsanitary, and a menace to life, health, and property. Whenever

it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs in this section be installed immediately.

Amended by Ordinance No. 2 passed and adopted March 4, 1958, by Ordinance No. 7 passed and adopted June 17, 1971, and by Ordinance No. 10 passed and adopted February 8, 1983.

In no case shall a back water valve be used in lieu of the vent and trap specified above without the expressed written permission of the inspector. A cleanout shall be installed in the sewer immediately after any such back water valve permitted by the inspector. Back water valves required by this section shall be located where they will be readily and easily accessible for inspection and repair at all times and unless continuously exposed shall be enclosed in a water tight masonry pit fitted with an adequately sized removable cover.

(i) Separate sewers. Each parcel of land shall be separately and independently connected with the collecting sewer.

(j) Backfilling. No backfill shall be placed until sewer has been inspected and approved by the authorized representative of the district. Selected backfill shall be carefully placed and thoroughly tamped for a minimum of one foot above the pipe.

ARTICLE 3. INDUSTRIAL WASTES

Section 30. In General

The Monterey Regional Water Pollution Control Agency's Ordinance No. 82-2 approved on July 26, 1982 and otherwise known as the "Wastewater Discharge Ordinance" is hereby incorporated in its entirety by reference as if fully set forth in this article. The MRWPCA has the responsibility and the authority to enforce the provisions of their "Wastewater Discharge Ordinance" within the district's jurisdiction.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

No person shall place, deposit or discharge, or cause, suffer or permit to be placed, deposited or discharged either directly or indirectly into any public sewer of this district or into any lateral connected therewith, or on or upon any street, alley or public place, or on or upon any private property or any other place in such a manner that the same will be permitted to run into any such sewer or lateral, any of the following substances:

1. Any oil, petroleum, naptha, liquid asphaltum or petroleum product, or other such specifically objectionable matter such as large rags, sand, earth, stone, dust, stone dust, pieces of concrete, etc.

2. Any refuse or industrial waste that will cause or tend to cause obstructions in the sewer system or the sewage treatment plant or interfere or tend to interfere with the efficient and successful operation of said system or said plant.

3. Any chemicals or waste destructive of masonry.

4. Grease except in quantities commonly contained in domestic sewage.

5. Any waste matter in such quantity as to adversely affect the efficient operation of sewer lines, pumping facilities or waste treatment facilities.

Amended by Ordinance No. 5 passed and adopted April 17, 1968.

Section 31. Exception, Permit Required

(a) Except as provided in subdivision (b) of this section, no person shall make or maintain any connection with any part of the district's sanitary sewer system for the purpose of discharging sewage or wastes which have been defined as objectionable substances in Section 30.

(b) Whenever a person, firm or corporation desires to make or maintain any connection with any part of the sanitary sewer system for the purpose of discharging sewage or waste which contains any chemicals or other objectionable materials, as above defined, such person, firm or corporation shall apply to the MRWPCA for a permit for said purpose. Issuance of such a permit will be subject to the review and conditioning of the District Engineer.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

ARTICLE 4. PERMITS

Section 40. Applications and Fees

(a) Applications to the district for permits to construct lateral sewers, house sewers or otherwise connect to any portion of the district's sewer system shall be made in writing on the form provided by the district. The application shall contain (a) location of the property to be sewered, (b) name of owner, (c) name of plumber, contracting firm or individual to construct sewer, (d) portion of public street, alley or sidewalk to be disturbed by the work, (3) date on which proposed work will be started.

(b) A fee of ten dollars ($10.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a district collecting main.

Amended by Ordinance No. 6 passed and adopted December 16, 1970, and by Ordinance No. 10 passed and adopted February 8, 1983.

(c) Permits shall automatically become void if sewers are not constructed within ten working days after the date of application.

Section 41. Inspections, Revocations, Transfers

(a) A certificate of inspection shall be issued by the district when pipe work and backfilling is completed in accordance with this ordinance. Sewers shall not be put in service until a certificate of inspection is issued.

(b) Any permit shall be revocable by the engineer whenever it shall appear to him that the holder thereof has violated or permitted the violation of any provision of this ordinance or when any intercepting appliance or corrective process does not prevent objectionable substances from entering such sanitary sewer system. Permits shall be revoked by sending a notice of revocation by registered mail to the permittee at the address set forth in said permit. Permits shall be deemed revoked as of the fifth day after the mailing of said notice.

(c) No permit issued pursuant to this ordinance shall be transferable.

ARTICLE 5. LICENSING OF PLUMBERS

Section 50. In General

No person shall make any connection with the district's sanitary system unless he holds a valid and unrevoked license from the district to do so.

Section 51. Application and Bond

(a) Any person desiring to do business as a plumber and to make connections to the district's sanitary system shall file an application in writing therefor with the district, in such form as the board may prescribe, setting forth his name, business address, previous plumbing experience, and such other information as the board may require.

(b) No such license shall be issued to a person who does not hold a valid and unrevoked license from the California Contractors License Board entitling the person to engage in the business of plumbing contracting or sewer installation.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

(c) Every applicant for a license shall, prior to its issuance, execute and deposit with the district a bond in the penal sum of not less than five hundred dollars ($500.00), executed by a surety company authorized to transact a surety business in the State of California, conditioned that the applicant will indemnify and save harmless the district from all accidents, liability and damage caused by his negligence in performing his work or caused by any unfaithful, imperfect, or inadequate work done by him or his agents or servants, and conditioned further that the applicant will replace and restore any street or sidewalk surface over any opening made by him to as good a condition as he found it and to the reasonable satisfaction of the district.

Section 52. Issuance of License

If, upon compliance by the applicant with the preceding sections of this article, the Board, or the District Manager, is satisfied that the applicant is competent to perform plumbing connections to the district's sanitary system, it, or he, shall issue such license, without charge, which shall be valid until revoked.

Section 53. Revocation of License

The Board, or the District Manager, may revoke any such license for failure to keep such bond in full force and effect, for making any false statement in any application to the district, and for violating any provision of this ordinance.

Amended by Ordinance No. 3 passed and adopted April 1, 1958.

ARTICLE 6. PENALTIES

Section 60.

Every person who violates or causes or permits the violation of any of the provisions of this ordinance is guilty of a misdemeanor.

In addition, any person who intentionally or negligently violates any provisions of this ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be liable civilly to liabilities imposed by the District or the MRWPCA against which the violation occurs. Said civil liability may be in a sum of not to exceed six thousand dollars ($6,000.00) for each day in which such violation occurs.

The District or the MRWPCA may petition the Superior Court to impose, assess and recover such sums. In determining such amount, the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

Amended by Ordinance No. 10 passed and adopted February 8, 1983.

Ordinance No. 1 passed and adopted the 4th day of September 1957 by the following vote:

AYES: Directors Cota, De Mello, and Hudson
NOES: none
ABSENT: none

S/ Joe Cota
Chairman of the Board of Directors
Seaside County Sanitation District

Attest:

S/ Sam De Mello
Secretary

APPENDIX 3B

Seaside County Sanitation District

Section 22 of Ordinance No. 1 as amended by Ordinance No. 2

ORDINANCE NO. 2

AMENDING ARTICLE 2, SECTION 22, SUBDIVISION (h), OF ORDINANCE NO. 1.

-oOo-

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT does ordain as follows:

Subdivision (h) of Section 22 of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(h) VENTS AND TRAPS:

In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole up hill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent and cleanout shall be installed in the house sewer at a point as close as possible to the building being served. The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provision shall be made by elevation above the ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs of this section be installed immediately.

In no case shall a back-water valve be used in lieu of the vent and trap specified above without the express written permission of the inspector. A clean-out shall be installed in the sewer immediately after any such back-water valve permitted by the inspector. Back-water valves required by this Section shall be located where they will be readily and easily accessible for inspection and repair at all times, and unless continuously exposed, shall be enclosed in a water-tight masonry pit fitted with an adequately sized removable cover.

Passed and adopted this 4th day of March, 1958, by the following vote:

AYES: DeMell, Cunningham and Hudson

NOES: None

ABSENT: None

ATTEST: _____

_____
Chairman of the Board of Directors

APPENDIX 3C

Seaside County Sanitation District

Ordinance No. 3

ORDINANCE NO. 3

AMENDING ARTICLE V, SECTIONS 52 and 53 OF ORDINANCE NO. I.

-oOo-

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT does ordain as follows:

SECTION I: ISSUANCE OF LICENSE.

Section 52, of Article V, of Ordinance No. 1 of Seaside County Sanitation District is amended to read as follows:

If, upon compliance by the applicant with the preceding sections of this article, the Board, or the District Manager, is satisfied that the applicant is competent to perform plumbing connections to the district's sanitary system, it, or he, shall issue such license, without charge, which shall be valid until revoked.

SECTION II: REVOCATION OF LICENSE.

Section 53, of Article V, of Ordinance No. 1 of Seaside County Sanitation District is amended to read as follows:

The board, or the District Manager, may revoke any such license for failure to keep such bond in full force and effect, for making any false statement in any application to the board, and for violating any provision of this ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held on the 1st day of April, 1958, by the following vote:

AYES, and in favor thereof: DIRECTORS DeMello, Cunningham and Hudson.

NOES: None

ABSENT: None

Chairman of the Board of Directors

ATTEST:

Secretary

APPENDIX 3D

Seaside County Sanitation District

Ordinance No. 4

SEASIDE COUNTY SANITATION DISTRICT

Ordinance No. 4

AMENDING ARTICLE 2, SECTION 20, SUBSECTION (b) OF ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (b) of Section 20, of Article 2, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(b) House sewers shall be constructed of vitrified clay, cast iron, bituminized fibre pipe, cement-asbestos mixture pipe such as Johns-Manville Company Transite asbestos-cement house connection pipe or Acrylonitrile-Butadiene-Styrene (ABS) drain waste and vent pipe conforming to International Association of Plumbing and Mechanical Officials' Standard PS 17-65, and installed in accordance with I.A.P.M.O. Standard IS 5-65.

PASSED AND ADOPTED THIS 25th day of October, 1967, by the following vote:

AYES, Directors: Benson, Calabrese and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Chairman, Board of Directors
Seaside County Sanitation District

ATTEST:

Secretary, Board of Directors

APPENDIX 3E

Seaside County Sanitation District

Section 30 of Ordinance No. 1 as amended by Ordinance No. 5

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 5

AMENDING ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Ordinance No. 1 is amended by adding the following:

SECTION 30, Article 3 (5):

"Any waste matter in such quantity as to adversely affect the efficient operation of sewer lines, pumping facilities or waste treatment facilities."

PASSED AND ADOPTED this 17th day of April, 1968, by the following vote:

AYES, Directors: Calabrese, Wilson and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Louis N. Haddad
Chairman, Board of Directors
Seaside County Sanitation District

ATTEST:

James W. Wilson
Secretary, Board of Directors

APPENDIX 3F

Seaside County Sanitation District

Ordinance No. 6

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 6

AMENDING ARTICLE 4, SECTION 40, SUBSECTION (b) of ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (b) of Section 40, of Article 4, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(b) A fee of five dollars ($5.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a District collecting main.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 16th day of December, 1970, by the following vote:

AYES, Directors: Wilson, Calabrese, and Chairman Haddad

NOES, Directors: None

ABSENT, Directors: None

Louis N. Haddad
CHAIRMAN, BOARD OF DIRECTORS
SEASIDE COUNTY SANITATION DISTRICT

ATTEST:

James W. Wilson
SECRETARY, BOARD OF DIRECTORS
SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 6
ADOPTED: December 16, 1970
EFFECTIVE: January 15, 1971

APPENDIX 3G

Seaside County Sanitation District

Section 22 of Ordinance No. 1 as amended by Ordinance No. 7

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 7

AMENDING ARTICLE 2, SECTION 22, SUBSECTION (h) OF ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Subsection (h) of Section 22, of Article 2, of Ordinance No. 1 of the Seaside County Sanitation District is amended to read as follows:

(h) VENTS AND TRAPS:

In all new installations to buildings, and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served. The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug. In lieu of the above, an aluminum back-water overflow device with 4" plastic 2-way cleanout or 4" cast iron 2-way cleanout may be installed. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet above the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraphs of this section be installed immediately.

In no case shall a back-water valve be used in lieu of the vent and trap specified above without the express written permission of the inspector. A cleanout shall be installed in the sewer immediately after any such back-water valve permitted by the inspector. Back-water valves required by this Section shall be located where they will be readily and easily accessible for inspection and repair at all times, and unless continuously exposed, shall be enclosed in a water-tight masonry pit fitted with an adequately sized removable cover.

All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith are hereby repealed insofar as they conflict with this ordinance.

This ordinance shall be published once after its passage in the Seaside Post News-Sentinel and shall be in force and take effect thirty (30) days from and after its passage and approval.

INTRODUCED this 19th day of May, 1971.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 16th day of June, 1971, by the following vote:

AYES, Directors: Wilson, Calabrese, and Haddad

NOES, Directors: none

ABSENT, Directors: none

Louis N. Haddad
Chairman, Board of Directors

ATTEST:

James W. Wilson
Secretary, Board of Directors

APPENDIX 3H

Seaside County Sanitation District

Ordinance No. 8

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 8

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

ARTICLE I

Policy and Purpose

Section 1. It is the policy of the Seaside County Sanitation District to develop, preserve and protect the urban and natural environment in accordance with the provisions of the California Environmental Quality Act of 1970 as amended.

Section 2. These Guidelines are adopted pursuant to the provisions of Section 21082 of the Public Resources Code of the State of California and are for the purpose of establishing objectives, criteria and procedures for the evaluation of projects and the preparation of environmental impact reports under CEQA in a manner consistent with State EIR Guidelines contained in Chapter 3, Division 6, of Title 14 (commencing with Section 15000) of the California Administrative Code as amended.

ARTICLE II

Definitions

Section 1. Unless the context otherwise requires, the following definitions shall govern these Guidelines:

(a) Applicant means a person who proposes to carry out a project.

(b) Approval of a project means the decision, either by the District or by administrative action, which commits the District to a definite course of action in regard to the project.

(c) CEQA means the California Environmental Quality Act of 1970, and amendments thereto, as set forth in California Public Resources Code Sections 21000 et seq.

(d) Categorical exemption means an exception from the requirements of CEQA for a class of projects based on a finding by the District Engineer that the class of projects does not have a significant effect on the environment.

(e) Cumulative impacts refer to two or more individual effects which, when considered together, are considerable or which compound or increase other environmental impacts. The individual effects may be changes resulting from a single project or a number of separate projects.

(f) Discretionary project means an activity defined as a project which requires the exercise of judgment, deliberation, or decision on the part of the District Board or on the part of the District Engineer in the process of approving or disapproving a particular activity, as distinguished from situations where it is only necessary to determine whether there has been conformity with applicable statutes, ordinances or regulations.

(g) District means the Seaside County Sanitation District.

(h) District Board means the Board of Directors of the Seaside County Sanitation District.

(i) District Engineer means the Engineer of the Seaside County Sanitation District.

(j) Emergency means a sudden, unexpected occurrence, involving a clear and imminent danger, demanding action to prevent or mitigate loss of, or damage to, life, health, property,

or essential public services. Emergency includes such occurrences as fire, flood, earthquake, or other soil or geologic movements, as well as such occurrences as riot, accident, or sabotage.

(k) Environment means the physical conditions which exist within the area which will be affected by a proposed project, including land, air, water, minerals, flora, fauna, ambient noise, objects of historic or aesthetic significance.

(l) Environmental documents means Draft and Final EIR's, Initial Studies, Negative Declarations, Notices of Completion and Notices of Determination.

(m) Environmental Impact Report or EIR means a detailed statement setting forth the environmental effects and considerations pertaining to a project as specified in Section 21100 of CEQA, and may mean either a Draft EIR or a Final EIR. Draft EIR means an EIR containing the information in Sections 15141, 15142, 15143, and 15144 of the State Guidelines. Final EIR means an EIR containing the information contained in the Draft EIR, comments either verbatim or in summary received in the review process, a list of persons commenting, and the District's response to the comments received.

(n) Environmental Impact Statement or EIS means an environmental impact document prepared pursuant to the National Environmental Policy Act (NEPA).

(o) Feasible means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.

(p) Initial Study means a preliminary analysis prepared by the District Engineer to determine if the project may have a significant effect on the environment.

(q) Ministerial Project as a general rule includes those activities defined as projects which are undertaken or approved by a governmental decision which the District Engineer having jurisdiction makes upon a given set of facts in a prescribed manner in obedience to the mandate of legal authority. With these projects, the District Engineer must act upon the given facts without regard to his own judgment or opinion concerning the propriety or wisdom of the act although the statute, ordinance, or regulation may require, to some degree, a construction of its language by the officer. In summary, a ministerial decision involves only the use of fixed standards or objective measurements without personal judgment.

(r) Negative Declaration means a written statement prepared by the District Engineer and adopted by the Board briefly describing the reasons that a proposed project, although not otherwise exempt, will not have a significant effect on the environment and therefore does not require the preparation of an EIR.

(s) Notice of Completion means a brief notice to be filed by the City with the Secretary for Resources of the State of California as soon as it has completed a Draft EIR and is prepared to send out copies for review.

(t) Notice of Determination means a brief notice to be filed by District with the Clerk of Monterey County after the decision of District to approve or disapprove a project has been made.

(u) Person includes any person, firm, association, organization, partnership, business, trust, corporation, company, or public agency.

(v) Preliminary evaluation means a written report prepared by the lead agency to determine whether an application, plan or public works expenditure is a project, ministerially exempt, categorically exempt or exempt for emergency reasons or whether an initial study or EIR must be prepared.

(w) Preliminary finding means a written report based on or part of the preliminary evaluation that states whether a project is exempt or an initial study or EIR must be prepared.

(x) Project means the whole of an action, which has a potential for resulting in a physical change in the environment, directly or ultimately, that is any of the following:

(1) An activity directly undertaken by the District or any public agency, including but not limited to public works construction and related activities, clearing or grading of land, and the improvements to existing public structures.

(2) An activity undertaken by a person which is supported in whole or in part through contracts, grants, subsidies, loans, or other forms of assistance from the District.

The term project refers to the underlying activity and not to the governmental approval process. It does not include anything specifically exempted by state law, or emergency repairs to public service facilities necessary to maintain service.

(y) Significant effect on the environment means a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the activity, including land, air, water, minerals, flora, fauna, ambient noise, and objects of historic or aesthetic significance.

(z) State Guidelines means the regulations adopted by the California Resources Agency set forth in Chapter 3, Division 6, Title 14 (commencing with Section 15000) of the California Administrative Code as amended.

ARTICLE III

Actions Required

Section 1. The Board shall make all findings and determinations required by this Resolution except as hereinafter provided. It shall make all findings, determinations, and reports required by CEQA or the Guidelines when the District is determined to be the lead agency. It shall make any required determinations as to whether a project, otherwise exempt, may have a significant effect upon the environment.

Section 2. The District Engineer shall have full authority to prepare or cause to be prepared by contract or otherwise any environmental document. He shall be responsible for implementing procedures for review of environmental documents submitted to the District by other public entities or jurisdictions.

Section 3. The District Engineer shall also have the authority to find and determine that projects executed by the District are exempt under ARTICLE V.

Section 4. Preparation of Environmental Documents. When the District plans to carry out or to approve or give financial support to a project which is subject to CEQA, which may have a significant effect on the environment, the EIR or Negative Declaration for the project shall be prepared directly by, or under contract to, the District, except in cases where the District is not the lead agency. The Draft EIR or Negative Declaration which is sent out for public review must reflect the independent judgment of the District.

Section 5. Criteria for Preliminary Finding: In evaluating projects for exemption, the project must be found to have a significant effect on the environment if the project will result in creating any of the following impacts to a significant degree:

(a) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory.

(b) The project has the potential to achieve short-term environmental goals to the disadvantage of long-term environmental goals.

(c) The project has possible environmental effects which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means

that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

(d) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

ARTICLE IV

Exemptions

Section 1. Ministerial Projects. Ministerial projects are exempt from the requirements of CEQA. Unless the District Engineer shall specifically find otherwise in a particular case, the following actions will be considered to be ministerial in nature:

(a) The lease of District property which does not involve significant construction or change of use.

(b) Issuance of permits and entitlements for other activities occasional in nature, which are regulated by District ordinance or resolution.

(c) Any lease, permit, or other entitlement which pertains to a project which is either categorically exempt or for which a Negative Declaration, EIR, or EIS has been filed and has become final.

Where a project involves an approval that contains elements of both a ministerial action and a discretionary action, the project will be deemed to be discretionary and will be subject to the requirements of CEQA.

Section 2. Categorical Exemption. Attached hereto as Appendix A and incorporated herein by reference is a list of classes of projects which the Secretary for Resources of the State of California has determined not to have a significant effect on the environment and has declared in the State Guidelines (Sections 15100 to 15116, inclusive) to be categorically exempt from the provisions of CEQA. (NOTE: Only the Secretary for Resources may determine categorical exemptions.)

Section 3. Emergency Exemptions. The following are emergency projects exempt from the requirements of CEQA, and no EIR is required:

(a) Projects undertaken, carried out, or approved by a public agency to maintain, repair, restore, demolish, or replace property or facilities damaged or destroyed as the result of a disaster in a disaster stricken area in which a state of emergency has been declared by the Governor.

(b) Emergency repairs to public facilities necessary to maintain service.

(c) Specific actions necessary to prevent or mitigate an emergency. This includes the correction of a defective condition of which the District has notice and where there is a substantial risk of liability if the condition is not immediately corrected.

Section 4. Feasibility and Planning Studies. A project involving only feasibility or planning studies for possible future actions which the District has not approved, adopted, or funded does not require the preparation of an EIR, but does require consideration of environmental factors.

Section 5. EIS Exemption. Any project for which an EIS has been prepared and filed in accordance with NEPA where, in determination of the District Engineer, said EIS meets or has been supplemented to meet the requirements of CEQA.

Section 6. Pre-existing Projects. Any project which started prior to 1970 which has a continuous history of exemption from CEQA.

ARTICLE V

Evaluating Projects

Section 1. Initial Studies. If a project is subject to CEQA and is not exempted by these Guidelines, the District Engineer shall conduct an initial study. If the Board determines from the initial study that any aspects of the project, either individually or cumulatively, may cause a significant effect on the environment, regardless of whether the overall effect of the project is adverse or beneficial, then an EIR must be prepared. All phases of project planning, implementation and operation must be considered in the Initial Study of the project. To meet the requirements of this section, an Initial Study prepared pursuant to the National Environmental Policy Act may be used.

Section 2. Purposes of Initial Study. The purposes of an Initial Study are to:

(a) Identify environmental impacts.

(b) Enable the District to modify a project, mitigating adverse effects before an EIR is written.

(c) Focus an EIR, if one is required, on potentially significant environmental effects.

(d) Facilitate environmental assessment early in the design of a project.

(e) Provide documentation of the factual basis for the finding in a Negative Declaration that a project will not have a significant effect on the environment.

(f) Eliminate unnecessary EIR's.

Section 3. Contents of Initial Study. An Initial Study shall contain in brief form:

(a) A description of the project.

(b) An identification of the environmental setting.

(c) An identification of environmental effects by use of a checklist, matrix, or other method.

(d) A discussion of ways to mitigate the significant effects identified, if any.

(e) An examination of whether the project is compatible with existing zoning and plans.

(f) The name of the person or persons who prepared or participated in the Initial Study.

Section 4. Uses of Initial Study. The Initial Study shall be used to provide a written determination of whether a Negative Declaration or an EIR shall be prepared for a project. Where a project is revised in response to an Initial Study so that potential adverse effects are mitigated to a point where no significant environmental effects would occur, a Negative Declaration may be prepared instead of an EIR. If the project would still result in one or more significant effects on the environment after mitigation measures are added to the project,

an EIR shall be prepared. The EIR shall emphasize study of the impacts determined to be significant and can omit further examination of those impacts found to be clearly insignificant in the Initial Study.

Section 5. Determining Significant Effect. In evaluating the significance of the environmental effect of a project, both primary or direct and secondary or indirect consequences shall be considered. Primary consequences are immediately related to the project (construction of a new treatment plant may facilitate population growth in the area), while secondary consequences are related more to primary consequences than to the project itself (an impact upon the resource base, including air, water and energy use of the area, may result from the population growth). A project will normally have a significant effect on the environment if it will:

(a) Conflict with adopted environmental plans and goals of the community where it is located;

(b) Have a substantial and demonstrable negative aesthetic effect;

(c) Substantially affect a rare or endangered species of animal or plant or the habitat of the species;

(d) Interfere substantially with the movement of any resident or migratory fish or wildlife species;

(e) Breach published national, state, or local standards relating to solid waste or litter control;

(f) Substantially degrade water quality;

(g) Contaminate a public water supply;

(h) Substantially degrade or deplete ground water resources;

(i) Interfere substantially with ground water recharge;

(j) Disrupt or alter an archaeological site over 200 years old, an historic site or a paleontological site except as part of a scientific study of the site;

(k) Induce substantial growth or concentration of population;

(l) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system;

(m) Displace a large number of people;

(n) Encourage activities which result in the use of large amounts of fuel or energy;

(o) Use fuel or energy in a wasteful manner;

(p) Increase substantially the ambient noise levels for adjoining areas.

Section 6. Mandatory Findings of Significance. A project shall be found to have a significant effect on the environment if:

(a) The project has the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory.

(b) The project has the potential to achieve short-term

environmental goals to the disadvantage of long-term environmental goals;

(c) The project has possible environmental effects which are individually limited but cumulatively considerable. As used in the subsection, "cumulatively considerable" means that the incremental effects of an individual project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects; and

(d) The environmental effects of a project will cause substantial adverse effects on human beings, either directly or indirectly.

Section 7. Mitigations. The Board of Directors may determine that no significant impact will occur where the initial study determines that mitigation measures are feasible to reduce impacts below the threshold limits specified in ARTICLE VI, Sections 5 and 6.

ARTICLE VI

Negative Declarations

Section 1. General. A Negative Declaration shall be prepared for a project which could potentially have a significant effect on the environment, but which the Board of Directors finds on the basis of an Initial Study will not have a significant effect on the environment.

Section 2. Consultation. When more than one public agency will be involved in undertaking or approving a project, the District Engineer shall, before completing a Negative Declaration, consult with all such other agencies. The District Engineer

shall also consult with and obtain comments from other public agencies having jurisdiction by law, and shall consult with persons having special expertise. If the public agency or person consulted fails to comment within a reasonable time, it shall be assumed, absent a request for a specific extension, that such agency or person has no comment to make.

Section 3. Contents of a Negative Declaration. A Negative Declaration shall include:

(a) A brief description of the project, including a commonly used name for the project, if any.

(b) The location of the project and the name of the project proponent.

(c) A finding that the project will not have a significant effect on the environment.

(d) An attached copy of the Initial Study documenting reasons to support the finding.

(e) Mitigation measures, if any, included in the project to avoid potentially significant effects.

Section 4. Notice of Preparation. Notice of the preparation of a Negative Declaration shall be provided to the public not less than ten (10) days prior to final adoption of the Negative Declaration by publication in a newspaper of general circulation in the District pursuant to the requirements of Government Code Section 6061.

Section 5. The Initial Study shall be attached to and become part of the Negative Declaration. It shall contain a statement of the particular circumstances or conditions upon which the determination is made.

Section 6. In addition to any other posting or notice required in the Resolution, the Negative Declaration and Initial Study shall be filed with the Clerk of the County of Monterey.

Section 7. The Negative Declaration shall be filed with and considered as part of the determination of any reviewing body in approving, approving subject to conditions, or disapproving any project.

Section 8. Notice of Determination. After a decision is made to carry out or approve a project for which a Negative Declaration has been prepared, a Notice of Determination, with a copy of the Negative Declaration attached, shall be filed with the County Clerk of Monterey County. The filing of the Notice of Determination with the County Clerk starts a 30-day statute of limitations on court challenges to the approval under CEQA.

The Notice of Determination shall include:

(a) The decision of the District to approve or disapprove the project;

(b) The determination of the District whether the project will have a significant effect on the environment; and

(c) A statement that no EIR has been prepared pursuant to the provisions of CEQA.

The Notice of Final Determination shall be filed with the Clerk of the County of Monterey and, if the project required discretionary approval from a state agency, also with the Secretary for Resources.

ARTICLE VII

Environmental Impact Reports

Section 1. Decision to Prepare an EIR. If it is found after an Initial Study that the project may have a significant effect on the environment, the District Engineer must prepare or cause to be prepared an Environmental Impact Report. It shall contain the information outlined in CEQA and the State Guidelines. An EIR should be prepared whenever it can be fairly argued on the basis of substantial evidence that the project may have a significant effect on the environment, or when there is serious public controversy concerning the environmental effect of a project. Controversy not related to an environmental issue does not require the preparation of an EIR.

Section 2. Subsequent EIR. Where an EIR has been prepared, no additional EIR need be prepared unless:

(a) Substantial changes are proposed in the project which will require major revisions of the EIR, due to the involvement of new environmental impacts not considered in the previous EIR on the project;

(b) There are substantial changes with respect to the circumstances under which the project is to be undertaken, such as a change in the proposed location of the project, which will require major revisions in the EIR due to the involvement of new environmental impacts covered in a previous EIR.

Section 3. Use of a Single EIR. An EIR may be employed to describe more than one project, if such projects are essentially the same in terms of environmental impact.

Further, an earlier EIR prepared in connection with an earlier project may be used to apply to a later project if the circumstances of the projects are essentially the same. EIR's may be written in advance for entire programs or regulations, in order to be prepared for applications to come. In order to utilize any of these alternatives, however, it must be found that the environmental effects of the project are similar enough to warrant the same treatment in an EIR and that the EIR will adequately cover the impacts of any single project.

Section 4. Multiple and Phased Projects. Where individual projects are, or a phased project is, to be undertaken and where the total undertaking comprises a project with significant environmental effect, a single EIR must be prepared for the ultimate project. Where an individual project is a necessary precedent for action on a larger project, or commits the city to a larger project, with significant environmental effect, an EIR must address itself to the scope of the larger project. Where one project is one of several similar projects of a public agency, but is not deemed a part of a larger undertaking or a larger project, one EIR may be prepared for all projects, or one for each project, but in either case comment should be made upon the combined effect.

Section 5. Early Consultation. Before completing a draft EIR, the District Engineer shall consult with other public agencies involved or having jurisdiction, and with persons having special expertise, in the same manner as is required by Section 2 of these Guidelines with respect to a Negative

Declaration. For projects where federal involvement might require preparation of a federal EIS, the appropriate federal agency should be consulted on the need for an EIS. If both an EIR and an EIS are needed, the documents should be prepared jointly where federal regulations or procedures allow. If the EIR is prepared separately, all or any part of the EIS for the project may be submitted in lieu of all or any part of the EIR, provided that the EIS or the part thereof so used shall comply with the requirements of these Guidelines. In cases where the federal EIS is used, discussion of mitigation measures, and growth inducing impact and energy conservation will have to be added to or supplemented if the EIS does not include an adequate discussion of these elements.

Section 6. Notice of Completion of Draft EIR. As soon as the draft EIR is completed, a Notice of Completion must be filed with the Secretary for the Resources Agency. The notice shall include a brief description of the project, its proposed location, and an address where copies of the EIR are available and the period during which comments will be received. The form for this notice shall be that provided in the appendices to the State Guidelines.

Where the EIR will be reviewed through the State review process handled by the State Clearinghouse, the cover form required by the State Clearinghouse will serve as the Notice of Completion and no Notice of Completion need be sent to the Resources Agency.

Section 7. Public Review. After completing a draft EIR, the District Engineer shall again consult with and obtain comments from public agencies having jurisdiction by law with respect to the project and should consult with persons having special expertise with respect to any environmental impact involved. The public shall be given an opportunity to comment on the EIR, and public notice of the completion of a draft EIR shall be given at the same time that the Notice of Completion is sent to the Resources Agency, such notice to be by publication in a newspaper of general circulation in the area pursuant to the requirements of Section 6061 of the Government Code. In addition, notice by direct mailing shall be given to: (a) owners of property contiguous to the project, and (b) all organizations and individuals who have previously requested such notice. Such public notices shall state the period of time within which comments will be received.

Section 8. State Clearinghouse. The District Engineer shall use the State Clearinghouse to distribute EIR's and other environmental documents to state agencies for review and shall use areawide clearinghouses to distribute the documents to regional and local agencies.

Section 9. Preparation and Certification of EIR. The District Engineer shall prepare the final EIR and present it to the District Board for certification. The District Board shall certify that the final EIR has been completed in compliance with CEQA and the State Guidelines, and with these Guidelines, and that the District Board has reviewed and

considered the information contained in the EIR prior to the approval of the project.

Section 10. Notice of Determination. After the District Board has approved a project for which an EIR has been prepared, a Notice of Determination shall be filed with the County Clerk of Monterey County. Such notice shall include:

(a) An identification of the project by its common name, where possible;

(b) The decision of the city to approve or carry out the project;

(c) The determination of the city as to whether the project in its approved form will have a significant effect on the environment;

(d) A brief statement of the mitigation measures adopted to reduce the impacts of the proposed project; and

(e) A statement that an EIR was prepared pursuant to the provisions of CEQA and was certified as required by Section 15085 (g) of the State Guidelines. The filing of the Notice of Determination starts a 30-day statute of limitations on court challenges to the approval under CEQA.

Section 11. Statement of Overriding Considerations. Where the decision on a project allows the occurrence of significant effects identified in the final EIR, the Board shall state in writing its reasons to support its action, based on the final EIR or other information in the record. The reasons to support such action shall be set forth in a Statement of Overriding Considerations, which statement shall be included

in the record of the project approval and shall be attached to the Notice of Determination.

Section 12. Time for Public Review and Comment. Public agencies and members of the public shall be given an adequate period of time to review and comment on an EIR which has been prepared. The period of time to be allowed in a particular case shall be determined by the District Engineer upon completion of the Draft EIR and shall be specified in the public notice to be given pursuant to the provisions of Article VII, Section 7 of these Guidelines. Such review period should not be less than 30 days nor longer than 90 days except in unusual situations.

Section 13. Failure to Comment Within a Reasonable Time. If any public agency or person who is consulted with regard to an EIR fails to comment within a reasonable time specified by the District Engineer, it shall be assumed, absent a request for a specific extension of time, that such agency or person has no comment to make.

ARTICLE VIII

Posting, Notice, and Finality of Decision

Section 1. All preliminary Findings, Negative Declarations, Notices of Completion, and Notices of Final Determination of reviewing bodies shall be published in a newspaper of general circulation in the area pursuant to the requirements of Government Code Section 6061. Unless otherwise required by law, no additional notice need be given.

Section 2. Notice of actions shall be mailed to persons required by law to be noticed and not later than the date of posting, and where required, filed with the Secretary for Resources and other public agencies and the Clerk of the County of Monterey.

Section 3. Unless appealed, all determinations shall become final ten (10) days after being published. Notice of Completion of a Draft EIR is not a "determination" as used in this section. Notices not required by law may be given to other interested parties, but failure to do so shall not affect the finality of the determination.

ARTICLE XIV

General Provisions

Section 1. State Law and Guidelines Controlling. These Guidelines are intended to conform to, and shall be interpreted in a manner consistent with, the provisions of the California Environmental Quality Act of 1970, as amended, and the State Guidelines adopted pursuant thereto. In the event of any conflict between these Guidelines and the State statutes and guidelines, the State statutes and guidelines shall control.

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The District hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and

phrase thereof, irrespective of the fact that any one or more other sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Section 3. Effective Date. This resolution shall be effective as of

PASSED AND ADOPTED this 20th day of September, 1977, by the following vote:

Ayes, Directors: Benson, Oliver, Lawson

Noes, Directors: none

Absent, Directors: none

Oscar C. Lawson
Chairman, Board of Directors
SEASIDE COUNTY SANITATION DISTRICT

ATTEST:

Charles W. Benson
Secretary, Board of Directors

APPENDIX 3I

Seaside County Sanitation District

Ordinance No. 9

ORDINANCE NO. 9

AN ORDINANCE ESTABLISHING SEWER CONNECTION FEES

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

SECTION 1. Subsection (b) of Section 40, of Article 4, of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) Sewer Connection Fee

There is hereby established and levied upon all persons, firms or corporations making connection to the Seaside County Sanitation District a sewer connection fee as follows:

(1) Specified Users

Use	Fee
Single family dwelling and apartments	$440.00

(2) Other Uses

For all other uses not listed in subparagraph (1) above, the District Engineer shall determine the sewer connection fee as follows: A basic connection fee equal to that listed for a single family dwelling in subparagraph (1) above shall be charged for any connection. In addition to this basic connection fee, a charge of $22.00 for each fixture unit over twenty (20) fixture units shall be assessed.

Fixture units shall be determined in accordance with the Uniform Plumbing Code in effect at the time of connection. Units for plumbing fixtures not included in the Uniform Plumbing Code shall be based upon the size of the fixtures, drainage pipe and piping in accordance with the following table:

Drainage Pipe Diameter	Fixture Units
1 1/4"	1
1 1/2"	3
2"	4
3"	6
4"	8

Where drainage piping exceeds 4" in diameter, the District Engineer shall determine the number of fixture units based upon the discharge capacity of the piping.

(3) Other Determination

Whenever in the opinion of the District Engineer the application of the above described methods of determining sewer connection fees are grossly unreasonable and inappropriate, he may calculate an appropriate sewer connection fee, taking into account anticipated wastewater flow and strength characteristics for the building in question.

(4) Annual Increase in Connection Fee

The sewer connection fee as determined hereinabove for a single family residence shall increase on the first day of each fiscal year, that is, on July 1 of each year, by the amount of ten percent (10%) per year, and the sewer connection fees for other than single family residences shall increase at the same time in the same proportion as the increase in sewer connection fees for a single family residence.

(5) Demolished Premises

Whenever enclosed building space is demolished, any construction of enclosed building space which takes place on the same parcel within five (5) years of that demolition shall be exempt from sewer connection fees to the

extent of the number of square feet and the number of fixture units removed from the parcel as a result of said demolition work.

(6) Existing Premises

Buildings or occupied mobile home pads which are connected to the Seaside County Sanitation District sewer system at the time this ordinance goes into effect shall be exempt from these sewer connection fees to the extent of their square footage and fixture units at such time. Any proposed building for which a building permit application had been accepted by the entity having building permit issuance authority prior to the date that this ordinance takes effect shall be considered to have been connected to the Seaside County Sanitation District's sewer system. If, however, such building permit lapses and a new building permit becomes required, the proposed building will become subject to the full collection of sewer connection fees.

(7) Payment of Fees

All connection fees must be paid prior to issuance of the building permit. The connection fee shall be collected for the Seaside County Sanitation District by the Monterey Regional Water Pollution Control Agency .

INTRODUCED the 17th day of August, 1982.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 21st day of September 1982 by the following vote:

AYES: Directors Benson, Olea, Pendergrass

NOES: none

ABSENT: none

Chairman, Board of Directors

Attest:

Secretary, Board of Directors

APPENDIX 3J

Seaside County Sanitation District

Section 1, 21 and 22 of Ordinance No. 1 as amended by Ordinance No. 10

SEASIDE COUNTY SANITATION DISTRICT

ORDINANCE NO. 10

AMENDING ORDINANCE NO. 1

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DO ORDAIN AS FOLLOWS:

Section 1 of Article 1 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(j) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

Section 21 of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(e) Acrylonitrile-Butadiene-Styrene (ABS) drain waste and vent piping shall conform to International Association of Plumbing and Mechanical Officials' Standards PS-17-71 and installed in accordance with IAPMO Standard IS-5-77.

(f) Polyvinyl Chloride (PVC) sewer pipe shall conform to ASMT 3034 and Installation Standards UPC IS 1.

Subsection (h) of Section 22, Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(h) Vents and Traps. In all new installations to buildings and in all existing installations to buildings where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer, approved types of trap, vent, and cleanout shall be installed in the house sewer at a point as close as possible to the building being served.

The installation shall consist of an approved cast iron fresh air inlet "P" trap and a Wye branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be of cast iron and shall be piped to the ground surface and capped with a cast iron vent cap. This vent cap shall be rigidly fastened in place by means of set screws and shall provide 1/2" minimum clearance between the cap and end of the riser pipe. Provisions shall be made by elevation above ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. Traps shall be cast iron and of a type approved by the inspector. The cleanout shall be placed as close to the trap as is practical and shall be piped to within one foot of the ground surface with cast iron pipe and closed with an approved cleanout plug.

In lieu of the above, an aluminum back-water overflow device with 4" plastic two-way cleanout or 4" cast iron two-way cleanout may be installed, or in lieu of a two-way cleanout a combination Wye and 1/8 bend with cleanout plug brought to grade may be installed, provided the main building drain is in a straight line with an exterior cleanout plug at grade on the opposite end of the main building drain line.

Every existing installation which includes a plumbing fixture trap outlet which is less than two feet from the rim of the nearest manhole uphill from the point of connection of the house sewer to the lateral sewer is hereby declared to be dangerous, insanitary, and a menace to life, health and property. Whenever it shall come to the attention of the inspector that such an installation exists, he is hereby authorized and empowered to order and require that such plumbing outlet be immediately plugged or capped or that the equipment described in the preceding paragraphs in this section be installed immediately.

Section 30 of Article 3 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following paragraph at the beginning of the section:

The Monterey Regional Water Pollution Control Agency's Ordinance No. 82-2 approved on July 26, 1982 and otherwise known as the "Wastewater Discharge Ordinance" is hereby incorporated in its entirety by reference as if fully set forth in this article. The MRWPCA has the responsibility and the authority to enforce the provisions of their "Wastewater Discharge Ordinance" within the Seaside County Sanitation District's jurisdiction.

Subsection (b) of Section 31, Article 3 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) Whenever a person, firm, or corporation desires to make or maintain any connection with any part of the sanitary sewer system for the purpose of discharging sewage or waste which contains any chemicals or other objectionable materials as above defined, such person, firm, or corporation shall apply to the MRWPCA for a permit for said purpose. Issuance of such a permit will be subject to the review and conditioning of the District Engineer.

Subsection (b) of Section 40, Article 4 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) A fee of ten dollars ($10.00) shall be paid at the time of such application for each new connection to a lateral sewer, house sewer, or to a district collecting main.

Subsection (b) of Section 51, Article 5 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended to read as follows:

(b) No such license shall be issued to a person who does not hold a valid and unrevoked license from the California Contractors' License Board entitling the person to engage in the business of plumbing contracting or sewer installation.

Section 60 of Article 6 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

> In addition, any person who intentionally or negligently violates any provisions of this ordinance, requirements, or conditions set forth in permits duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, shall be liable civilly to liabilities imposed by the District or the MRWPCA against which the violation occurs. Said civil liability may be in a sum not to exceed six thousand dollars ($6,000.00) for each day in which said violation occurs.
>
> The District or the MRWPCA may petition the Superior Court to impose, assess and recover such sums. In determining such amount, the court shall take into consideration all relevant circumstances, including but not limited to the extent of harm caused by the violation, the nature and persistence of the violation, the length of time over which the violation occurs, and corrective action, if any.

THIS ORDINANCE shall be published once after its passage in the Seaside-Post News Sentinel and shall be in force and take effect thirty (30) days from and after its passage.

INTRODUCED the 11th day of January, 19 83.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held the 8th day of February, 19 83 by the following vote:

AYES: Directors Lewis, McClair, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Fonda Lewis
Secretary, Board of Directors

APPENDIX 3K

Seaside County Sanitation District

Ordinance No. 11

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 11

AN ORDINANCE ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm, or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer user fee shall be fifteen percent (15%) of the current sewer service charge established by the Monterey Regional Water Pollution Control Agency pursuant to their Ordinance Nos. 79-2, 81-1, 84-3 and subsequent amendments thereto. Where said fees for commercial users are established by the Monterey Regional Water Pollution Control Agency based upon water usage, such finding by the Agency shall determine the fee. The sewer user fee will be imposed on a staged basis. Effective May 1, 1985 the initial fee will be eight percent (8%) of the Monterey Regional Water Pollution Control Agency service fee, and will increase to fifteen percent (15%)effective May 1, 1986.

Section 4. Increased Fees. Should the Monterey Regional Water Pollution Control Agency increase or decrease its service charge, the Seaside County Sanitation District fee shall be fifteen percent (15%) of said increased or decreased fee.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey

Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Regional Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee, the sewer service charge shall be charged from and after the first day of May 1985 and shall be billed at the next regular billing cycle of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operation costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof.

Public Hearing held at a regular meeting on the 9th day of October 1984 and continued to a special meeting on the 23rd day of October 1984.

The foregoing ordinance was introduced, passed and adopted at a special meeting of the Board of Directors of the Seaside County Sanitation District held the 23rd day of October, 19 84, by the following vote:

AYES: Directors McClair, Lewis, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Fonda Lewis
Secretary, Board of Directors

APPENDIX 3L

Seaside County Sanitation District

Ordinance No. 12

SEASIDE COUNTY SANITATION DISTRICT
ORDINANCE NO. 12

AMENDING ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE BY ADDING SECTION 2.5 EXEMPTING SUPPLEMENTAL SECURITY INCOME (SSI) RECIPIENTS FROM SAID FEE

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 1. Amendment. Ordinance No. 11 establishing a sewer user fee and the rates therefor is hereby amended by addition Section 2.5, "Exemption for SSI Recipients", to read as follows:

"Section 2.5 Exemption for SSI Recipients

Every person who is a SSI recipient shall be exempt from the payment of the fee imposed by Section 1 herein, upon compliance with this section.

"SSI recipient" means every person who meets the criteria of disability as established by the Social Security Administration's Supplemental Security Income (SSI) Program for the aged, blind, and disabled (Title XVI of the Social Security Act, as amended) and who currently is a SSI recipient.

To be eligible for exemption, a person must file on forms provided by the City of Seaside Finance Director and provide proof that they are:

1. A SSI recipient; and

2. Jointly or severally liable for payment of the sewer user fee; and

3. The sewer services are used only at their principal place of residence.

Upon completion of the form and qualification, the Finance Director shall submit the information to the Monterey Regional Water Pollution Control Agency. The exemption shall become effective at the next billing cycle after

the Monterey Regional Water Pollution Control Agency has entered the exemption into their records."

Section 2. Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 3. Implementation Date of Exemption. The user fee exemption shall not be retroactive and shall become available only to qualified SSI recipients beginning with the March/April 1988 billing by the MRWPCA. As new SSI recipients qualify, their exemption shall not be retroactive but shall become effective at the next billing cycle after the MRWPCA has entered the exemption into their records.

Section 4. Effective Date of Ordinance. This ordinance shall be in full force and effect thirty days after its final passage and adoption.

INTRODUCED the 9th day of February, 1988.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 8th day of March, 1988, by the following vote:

AYES: Directors Lively, Lewis, Benson

NOES: none

ABSENT: none

Charlotte Benson
Chairman, Board of Directors

Attest:

Linda Lewis
Secretary, Board of Directors

APPENDIX 3M

Seaside County Sanitation District

Section 20 of Ordinance No. 1 as amended by Ordinance No. 13

ORDINANCE NO. 13

AN ORDINANCE OF THE SEASIDE COUNTY SANITATION DISTRICT AMENDING "AMENDED ORDINANCE NO. 1."

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

Section 20(a) of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(a) Material. Lateral sewers shall be constructed of vitrified clay or cast iron or polyvinyl chloride (PVC).

Section 20(b) of Article 2 of Ordinance No. 1 of the Seaside County Sanitation District is hereby amended by adding the following:

(b) House sewers shall be constructed of vitrified clay, cast iron, polyvinyl chloride (PVC) ...

Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict herewith are hereby repealed insofar as they conflict with this ordinance.

Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its final passage.

Publication. Within fifteen days after passage, the City Clerk shall cause this ordinance to be published one time in the Herald.

INTRODUCED this 9th day of November, 1993.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held this 9th day of November, 1993.

AYES: Rucker, Barlich, Hubler

NOES: none

ABSENT: none

Chairman, Board of Directors

ATTEST:

Helen B. Rucker
Secretary, Board of Directors

AN ORDINANCE OF THE SEASIDE COUNTY SANITATION DISTRICT AMENDING "AMENDED ORDINANCE NO. 1."

APPENDIX 3N

Seaside County Sanitation District

Ordinance No. 14

ORDINANCE NO. 14

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends District Ordinance No. 11 adopted the 23rd of October 1984. This ordinance is an urgency measure for the immediate preservation of the public health and safety. Facts constituting the urgency for this measure are these: The increased sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal years, and it is therefore necessary that this ordinance become effective upon adoption and that implementation by the Monterey Regional Water Pollution Control Agency shall take place no sooner than (60) days following the date of the adoption of this ordinance, in accordance with California Government Code Section 66017.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 11 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer rate increase is based on a 10-year debt scenario spreading the rate increases over a period of 7 years as shown in the table attached hereto as 'Exhibit A' and incorporated by this reference. The rates will be increased on an annual basis within the 7-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, and shall be charged by the Monterey Regional Water Pollution Control Agency (hereinafter, "MRWPCA" or "Agency") from and including July 1, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Regional Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein and, in accordance with California Government Code Section 66017 which provides that said fee increase shall be effective no sooner than 60 days following the date of the adoption of this ordinance, the sewer service charge adopted pursuant to this ordinance shall be charged from and after the 61st date after the adoption of this ordinance, beginning on the 5th day of October 2003 and shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and, implementation by the Agency shall take place no sooner than 60 days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District

Ordinance No. 11, adopted October 23, 1984, until the 60th day following the date of the adoption of this Ordinance and, implementation by the Agency shall take place on the 61st day following the adoption of this ordinance, in accordance with Section 7 above and with California Government Code Section 66017.

Noticed Public Hearing held at a regular meeting on the 5th day of August 2003.

SECTION B. Amendments to District Ordinance No. 11, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7 and 10 of this ordinance.

The foregoing ordinance was introduced, passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 5th day of August, 2003, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:

By: _____
Jerry Smith, Secretary

Approved as to Form:

By: _____
Mary Grace Perry, District Counsel

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Exhibit A

Schedule of Proposed Seaside County Sanitation District Bi-Monthly Sewer Rates

	Current Bimonthly Sewer Rate	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	From and including FY 12/13
Residential Rate	$2.79	$5.02	$7.03	$8.4 4	$9.70	$11.16	$12.27	$12.89	$12.89	$12.89	$12.89
Non-Residential Rate (The SCSD non-residential sewer rate is a percent of the service charge established by MRWPCA Rate Schedule)	15.0% of MRWPCA Rate Schedule	27.0% of MRWPCA Rate Schedule	37.8% of MRWPCA Rate Schedule	45.4% of MRWPCA Rate Schedule	52.2% of MRWPCA Rate Schedule	60.0% of MRWPCA Rate Schedule	66.0% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule	69.3% of MRWPCA Rate Schedule

APPENDIX 3O

Seaside County Sanitation District

Ordinance No. 15

ORDINANCE NO. 15

AN ORDINANCE SETTING FORTH POLICIES, PROCEDURES, AND REQUIREMENTS FOR FOOD SERVICE ESTABLISHMENTS GOVERNING GREASE TRAPS, GREASE INTERCEPTORS OR OTHER COMPARABLE DEVICES FOR OIL/GREASE REMOVAL, AND TO ESTABLISH PROCEDURES REGARDING IMPLEMENTATION AND ENFORCEMENT

District Counsel Summary

This ordinance adds District Ordinance No. 15 setting forth policies, procedures and requirements for food service establishments governing the installation, maintenance, and use of grease traps, grease interceptors or other comparable devices which represent the best practicable control technology for oil/grease removal, and to establish procedures regarding implementation and enforcement of the regulations set forth in this Ordinance.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 15 is added to read as follows:

Section 1. Purpose.

The purpose of this chapter is to set forth policies, procedures, and requirements for food service establishments governing the installation, maintenance, and use of grease traps, grease interceptors or other comparable devices which represent the best practicable control technology for oil/grease removal, and to establish procedures regarding implementation and enforcement of the regulations set forth in this Ordinance.

Section 2. Conflict between these provisions and Uniform Plumbing Code

In the event of any conflict between the provisions of this Ordinance and the Uniform Plumbing Code, to the extent that the provisions of this Ordinance are more restrictive than the Uniform Plumbing Code, the provisions of this Ordinance shall prevail. In the event that the provisions of the Uniform Plumbing Code are more restrictive than the provisions of this Ordinance, then the provisions of the Uniform Plumbing Code shall prevail.

Section 3. Definitions.

(a) "Food service establishment" means an establishment that prepares and/or sells food for consumption either on or off the premises, including, but not limited to, restaurants, sandwich shops, delicatessens, bakeries, cafeterias, markets, bed and breakfast inns, motels, hotels, meeting halls, caterers, retirement and nursing homes or pizzerias. The term, as used in this Ordinance, does not refer to food stores or establishments that do not prepare food on premises or process food in a manner so as to contribute grease to the sewer system.

(b) "Grease interceptor" means a device designed and installed to separate and retain deleterious, hazardous, or undesirable matter from normal wastes and to permit normal sewage or liquid wastes to discharge into the disposal terminal by gravity.

(c) "Grease trap" means a device designed to retain grease from one to a maximum of four fixtures.

(d) "MRWPCA" means the Monterey Regional Water Pollution Control Agency.

(e) "SCSD" and "District" means the Seaside County Sanitation District

Section 4. Requirement for grease trap, grease interceptor, or other device

(a) A food service establishment or any other business discharging grease, oil or other similar material shall have an operable grease trap, grease interceptor or other comparable device(s) as determined by MRWPCA and SCSD to be an adequate substitute for a grease trap or grease interceptor. A properly sized interceptor or trap shall be considered first, in conformity with the sizing chart as determined by the MRWPCA Regional Grease Program. Should space limitations or other exceptional circumstances prevent their installation, MRWPCA may grant exceptions to the requirement of grease traps or grease interceptors in this section.

(b) All drains from food preparation and clean up areas including, but not limited to, pre-wash sinks, floor drains, food waste disposal units, pot and pan sinks, scullery sinks, and garbage can wash areas shall be connected to such trap or interceptor.

(c) Sizing Formula. The size of a grease trap or grease interceptor shall be as determined by the MRWPCA. Notwithstanding the foregoing, grease traps required by this Ordinance shall be no smaller than an 80-gallon capacity trap with a 75-gallon per minute flow rate.

(d) Existing grease traps, grease interceptors or similar devices.

(1) Any food service establishment or other business that, on or after July 1, 1997, installed grease traps, grease interceptors, or other grease pre-treatment equipment to comply with the requirements of the MRWPCA Regional Grease Program, shall not be required to upgrade such Equipment. Replacement as stated in this Ordinance will be required should one or a combination of the following occur:

i) Improper maintenance or non maintenance of the equipment based on inspections by the District.

ii) Replacement of a non-operational equipment.

iii) Sewer mainline stoppage within 100 feet downstream of business sewer lateral location.

iv) Failure to submit required annual report.

(2) Any food service establishment shall upgrade their grease traps, grease interceptors or similar devices to meet the standards set forth in this Ordinance upon the change of ownership of the business in which the equipment is located, or upon the remodeling of the business facility in which the equipment is located. Remodeling of the business facility not requiring a building permit shall be exempted from the upgrade requirement. The remodeling shall not be separated into phases for the purpose of avoiding the requirement of a building permit.

Section 5. General regulations and procedures

(a) When waste treatment is required pursuant to this Ordinance, an approved grease trap or grease interceptor complying with the provision of this Ordinance shall be installed in the waste line leading from sinks, drains, and other fixtures or equipment.

(b) A plumbing permit shall be obtained from the chief building official of the governing jurisdiction prior to the installation of a grease trap or grease interceptor.

(c) Each trap, interceptor, or comparable device required by this Ordinance shall have an approved volume not less than required by this Ordinance.

(d) Toilets, lavatories, and other sanitary fixtures shall not be connected to any grease trap, grease interceptor, or comparable device.

(e) Location of Grease Traps, and Grease Interceptors.

(1) Grease Traps, and Grease Interceptors shall be located outside buildings, unless a finding is made by the chief building official that the location of the building on the site or some other aspect of the use prevents an outside location and that placement within a building is not hazardous to public health and safety;

(2) Grease Traps, and Grease Interceptors shall be located and maintained at all times so as to prevent the entrance of foreign materials, shall be easily accessible for cleaning, inspection and removal of intercepted grease, and shall pose no hazard to public health or safety;

(3) Grease Traps, and Grease Interceptors shall be located on private property. If this is found to be impossible, the owner must apply for approval from the Department of Public Works for an encroachment within the public right-of-way.

(4) If Grease Traps, and Grease Interceptors are not designed in accordance with Uniform Plumbing Code (UPC) Section 711 and/or Appendix H, they must be designed by a professional engineer, must be consistent with the standards of this Ordinance, and must be approved by MRWPCA.

(f) Related Equipment.

(1) Grease Traps, and Grease Interceptors shall be fitted with a standard service access cover or manholes. If manholes are required, it shall be brought to grade and finished with standard manhole cover and ring;

(g) All discharging fixtures shall be individually trapped and vented in accordance with the UPC.

(h) Grease Traps, and Grease Interceptors shall be constructed of durable materials and shall have a full-size gas-tight cover which can easily be removed.

(i) Grease Traps, and Grease Interceptors shall not be installed until the type and/or model has been subjected to, and has fully complied with, tests acceptable to the District. Where an existing grease trap or grease interceptor is found acceptable by the District, such equipment will be allowed to remain in use. Whenever a grease trap or grease interceptor does not comply with the provisions of this Ordinance, the District shall require corrective measures.

(j) Prohibited and/or Restricted Equipment.

(1) The installation and use of garbage grinders (disposals) in commercial-food establishments is prohibited, except where a 1000 gallon-plus interceptor is in use;

(2) The connection of high-temperature/high-flow dishwashers to a grease trap is prohibited;

(3) The use of enzymes or bacterial cultures designed to disperse grease is prohibited unless specifically approved in writing by the Monterey County Health Department and the MRWPCA.

(k) Maintenance.

(1) Traps and interceptors shall be maintained in efficient operating condition by periodic removal of the accumulated grease. No collected grease shall be introduced into any public or private drainage piping.

(2) Any grease trap or grease interceptor required by this Ordinance shall be readily accessible for inspection and properly maintained to assure that accumulations of grease or oil do not impair its efficiency or transport grease or oil into the sewer system.

(3) All food service establishments or businesses required under this Ordinance to install and maintain a grease trap or grease interceptor shall maintain a maintenance record for the grease trap or grease interceptor, which shall be transmitted to the Seaside County Sanitation District on an annual basis. This record shall include the date, the name of the person who performed the cleaning, and the disposal site of the waste. The record shall be posted in a conspicuous location and be available for review by the District's inspector at each routine inspection and at such other time as necessary for the District to determine whether a particular establishment may be performing maintenance contrary to the provisions of this Ordinance.

(4) The District or its designee may perform grease trap and grease interceptor inspections bi-annually, or more often at the discretion of the District should maintenance reports not be received or should a grease trap or grease interceptor fail to operate properly as indicated by a mainline stoppage within 100 feet downstream of said business.

(5) In the event the District determines that a food service establishment or business required to install and maintain a grease trap either fails to maintain the maintenance record required by this section, or fails to maintain the grease trap as required by this section, the District may require the immediate installation of a grease interceptor.

(l) Suspension or Termination of Health Permit. The District shall have the discretion to request the Monterey County Health Department (the District's health officer) to terminate or cause to be terminated the health permit of any user if a violation of any provision of this Ordinance is found to cause a condition of contamination, pollution, nuisance, or other threat to public health or safety.

(m) Request for Ruling. If an applicant for a permit or the owner of a grease trap or grease interceptor disputes the interpretation or application of this

Ordinance, he/she may request a written ruling by the District Manager. The decision of the District Manager shall be final for all purposes.

Section 6. Severability.

It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held to be unconstitutional by valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 7. Effective Date and Publication.

This Ordinance shall be published once after its passage and adoption in a newspaper of general circulation and shall be in force and take effect thirty (30) days from and after its passage and adoption.

SECTION B.

INTRODUCED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 12th of October, 2004 and subsequently, PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Seaside County Sanitation District duly held on the 9th of November, 2004 by the following vote:

AYES:

NOES:

ABSENT:

DAVID PENDERGRASS, Chair, Board of Directors
SEASIDE COUNTY SANITATION DISTRICT

Attest:

JERRY C. SMITH, 2nd Vice Chair

BY:

Approved as to form:

By:
Mary Grace Perry, District Counsel

APPENDIX 3P

Seaside County Sanitation District

Ordinance No. 16

ORDINANCE NO. 16

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 11 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends Exhibit A (Schedule of Proposed Seaside County Sanitation District Bi-Monthly Sewer Rates) to District Ordinance No. 14 adopted the 5th of August 2003. This ordinance is an urgency measure for the immediate preservation of the public health and safety. Facts constituting the urgency for this measure are these: The increased sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal years. It is therefore necessary that the implementation by the Monterey Regional Water Pollution Control Agency shall take place no sooner than (60) days following the date of the adoption of this ordinance, in accordance with California Government Code Section 66017.

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 14 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system, in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall rebuttably be presumed to be the person, firm, or corporation who has contracted with the servicing public utility for water service.

Section 3. Fees. The sewer rate increase is based on a 10-year debt scenario spreading the rate increases over a period of 7 years as shown in the table attached hereto as Exhibit A and incorporated by this reference. The rates will be increased on an annual basis within the 7-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein and, in accordance with California Government Code Section 66017 which provides that said fee increase shall be effective no sooner than 60 days following the date of the adoption of this ordinance, the sewer service charge adopted pursuant to this ordinance shall be charged from and after the 61st date after the adoption of this ordinance, beginning on the 12th day of December 2005 and, shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held be unconstitutional by valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 9. Declaration of Urgency. This ordinance is declared to be an urgency measure and is for the immediate preservation of the public health and safety. The facts constituting the urgency are these: The sewer user fees specified herein are needed to meet the current and future financial obligations of the District, including capital improvements and ongoing maintenance and operating costs for the current and forthcoming fiscal year, and it is therefore necessary that this ordinance become effective immediately.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and, implementation by the Agency shall take place no sooner than 60 days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District Ordinance No. 14, adopted August 5, 2003, until the 60th day following the date of the adoption of

this Ordinance and, implementation by the Agency shall take place on the 61st day following the adoption of this ordinance, in accordance with Section 7 above and with California Government Code Section 66017.

Noticed Public Hearing held at a regular meeting on the 11th day of October 2005.

SECTION B. Amendments to District Ordinance No. 14, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7, 9 and 10 of this ordinance.

The foregoing ordinance was introduced, passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held the 11th day of October, 2005, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:

By: _____
Michelle Caraballo, Clerk to the Board

Approved as to Form:

By: _____
Mary Grace Perry, District Counsel

Exhibit "A"

Seaside County Sanitation District Bi-Monthly Rates

	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10	FY 10/11	FY 11/12	From and including FY 12/13
Residential Rate	43.5% of MRWPCA Rate Schedule	50.0% of MRWPCA Rate Schedule	57.5% of MRWPCA Rate Schedule	63.2% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule
Non-Residential Rate	43.5% of MRWPCA Rate Schedule	50.0% of MRWPCA Rate Schedule	57.5% of MRWPCA Rate Schedule	63.2% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule	66.4% of MRWPCA Rate Schedule

F:\WPWIN60\TXT\SPECDIST\\SCSD-Ords\Draft_Sewer_Fees_09-27-05

APPENDIX 3Q

Seaside County Sanitation District

Ordinance No. 17

ORDINANCE No. 17

AN ORDINANCE AMENDING DISTRICT ORDINANCE NO. 16 ESTABLISHING A SEWER USER FEE, ESTABLISHING THE RATES THEREFORE, PROVIDING FOR A METHOD OF COLLECTION AND PENALTIES FOR LATE PAYMENT, AND PROVIDING FOR FUTURE INCREASES

District Counsel Summary

This ordinance amends District Ordinance No. 16 adopted the 11th of October 2005 and Exhibit A thereto (Seaside County Sanitation District Sewer Bi-Monthly Rates).

THE BOARD OF DIRECTORS OF THE SEASIDE COUNTY SANITATION DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION A. Ordinance No. 16 is amended to read as follows:

Section 1. Sewer User Fee. There is hereby established and assessed against every user of the sanitary sewer system of the Seaside County Sanitation District a fee for the use of said sanitary sewer system in the amount set forth herein.

Section 2. User Defined. User shall mean any person, firm or corporation who makes or maintains a connection to the sanitary sewer system of the Seaside County Sanitation District. For the purpose of establishing liability for payment of said fees, the user shall be rebuttably presumed to be the person, firm, or corporation who has contracted with the servicing public utility for sewer service.

Section 3. Fees. The sewer rate increase is based on a 15-year debt scenario spreading the rate increases over a period of six years as shown in the table attached hereto as Exhibit A and incorporated by this reference. The rates will be increased on an annual basis within the 5-year period unless otherwise amended by the District Board.

Section 4. Increased Fees. Fees shall be increased annually, on a Fiscal Year basis, in accordance with Section 3 above.

Section 5. Collection of Fees/Delinquencies. Fees charged pursuant to this ordinance shall become due and payable at the same time and in the same manner as the Monterey Regional Water Pollution Control Agency fee. Any fee shall become delinquent if not paid within thirty (30) days after mailing or delivery of notice thereof. Any fee that becomes delinquent shall have added to it a penalty charge equal to ten percent (10%) of the fee that became delinquent.

Section 6. Monterey Regional Water Pollution Control Agency Authorized to Collect Fees. The Monterey Regional Water Pollution Control Agency is hereby authorized to collect the fees assessed by this ordinance. The Seaside County Sanitation District Manager is authorized to execute an agreement with Monterey Regional Water Pollution Control Agency to collect said fees and to pay the Monterey Regional Water Pollution Control Agency its cost of collection.

Section 7. Implementation Date. In order to allow Monterey Water Pollution Control Agency sufficient time to prepare to collect the Seaside County Sanitation District user fee in accordance with the rate structure and corresponding user fee schedule adopted herein, the sewer

service charge adopted pursuant to this ordinance shall be charged from and after sixty (60) days after the adoption of this ordinance beginning on the 1st day of the month thereafter and shall be billed at the next regular billing cycle, thereafter, of the Monterey Regional Water Pollution Control Agency.

Section 8. Severability. It is hereby declared to be the intention of the Board of Directors that the sections, sentences, clauses and phrases of this ordinance are severable, and if any section, sentence, clause or phrase is held be unconstitutional by valid judgment or decree of any court or competent jurisdiction, such unconstitutionality shall not affect the remaining sections, sentences, clauses or phrases of this ordinance.

Section 10. Effective Date. This ordinance shall take effect and be in force immediately upon the passage and adoption hereof and implementation by the Agency shall take place no sooner than sixty (60) days following the date of the adoption of this ordinance in accordance with Section 7 of this ordinance. Thus, the Agency shall continue to collect fees pursuant to District Ordinance No. 16, adopted October 11, 2005, until the first of the month following the sixty days following the date of adoption of this Ordinance.

This Ordinance was introduced by Noticed Public Hearing held at a regular meeting on the 14th day of June 2011.

SECTION B. Amendments to District Ordinance No. 16, adopted herein, shall become effective immediately upon adoption. However, the fee increases adopted pursuant to this Ordinance shall be implemented by the Agency in accordance with Sections 7, 9 and 10 of this ordinance.

The foregoing ordinance was passed and adopted at a noticed public hearing held at a regular meeting of the Board of Directors of the Seaside County Sanitation District held on the 12th day of July 2011, by the following vote:

AYES: PENDERGRASS, BACHOFNER, CECILIO
NOES:
ABSENT:
ABSTAIN:

DAVID PENDERGRASS, Chair
Seaside County Sanitation District

Attest:
By: _____
Diana Ingersoll, Clerk to the Board

Approved as to Form:
By: _____
Patrick McGreal, District Counsel

Exhibit A

Seaside County Sanitation District User Fees

Description	Category Code [1]	Units	Sewer Rate per Month [2] FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Business/Govt	001-099 [3]	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Residential-Vacant	101, 106	Each Living Unit	$0.00	$0.00	$0.00	$0.00	$0.00
Residential	102	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Multi-Residential/Apartments	105	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Condo/Retirement	107, 109	Each Living Unit	$11.88	$12.14	$12.40	$12.67	$12.94
Minimum/Vacancy	211	Location/Each Business	$0.00	$0.00	$0.00	$0.00	$0.00
Motel/Hotel	221	Each Room	$5.16	$5.27	$5.38	$5.50	$5.62
Bed & Breakfast Inn	222	Each Room	$3.40	$3.47	$3.55	$3.62	$3.70
Supermarkets	231	Location	$50.11	$51.19	$52.29	$53.41	$54.56
Medical Office	241	Each Licensed Physician	$12.26	$12.53	$12.80	$13.07	$13.35
Dental Office	242	Each Licensed Dentist	$16.91	$17.27	$17.64	$18.02	$18.41
Rest Home/Convalescent	243	Each Bed of Licensed Capacity	$3.40	$3.47	$3.55	$3.62	$3.70
General Hospital	244	Each Bed of Licensed Capacity	$20.12	$20.55	$20.99	$21.44	$21.90
Animal Hospital	245	Location/Each Licensed Business	$22.39	$22.87	$23.36	$23.86	$24.38
Restaurant 1 meal/day	261	Each Restaurant Seat	$0.44	$0.45	$0.46	$0.47	$0.48
Restaurant 2 meals/day	262	Each Restaurant Seat	$0.69	$0.70	$0.72	$0.73	$0.75
Restaurant 3 meals/day	263	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Restaurant with Bar	264	Each Restaurant Seat	$1.32	$1.35	$1.38	$1.41	$1.44
Bar	265	Location/Each Business	$19.93	$20.36	$20.79	$21.24	$21.70
Nightclub	266	Location/Each Business	$59.72	$61.01	$62.32	$63.66	$65.03
Takeout Food - Small	267	1 Cash Register or Checkout Line	$22.26	$22.74	$23.22	$23.72	$24.23
Takeout Food - Medium	268	2 or 3 Cash Registers or Checkout Lines	$54.76	$55.93	$57.14	$58.37	$59.62
Takeout Food - Large	269	4 or More Cash Registers or Checkout Lines	$99.84	$101.99	$104.18	$106.42	$108.71
Bakery	270	Location/Each Business	$18.05	$18.44	$18.83	$19.24	$19.65
Theater	281	Per Screen @ Each Location	$29.61	$30.25	$30.90	$31.56	$32.24
Bowling Center	282	Location/Each Business	$90.10	$92.04	$94.01	$96.04	$98.10
Gym	283-289 [4]	Per 500 members	$9.17	$9.37	$9.57	$9.78	$9.99
Mortuary	290	Location/Each Business	$24.34	$24.86	$25.39	$25.94	$26.50
School (Minimum)	291	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
School (Grades 0-6)	292	School Population	$0.13	$0.13	$0.14	$0.14	$0.14
School (7-College)	293	School Population	$0.25	$0.25	$0.26	$0.27	$0.27
Boarding School	294	School Population	$2.52	$2.57	$2.63	$2.69	$2.74
Instructional Facility	295	Location/Each Business	$9.17	$9.37	$9.57	$9.78	$9.99
Church	296-297 [5]	Per 100 members	$9.17	$9.37	$9.57	$9.78	$9.99
Photo / Laboratory / Printer	301-326 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Service Station/Garage	331	Location/Each Business	$8.81	$8.99	$9.19	$9.39	$9.59
Paint and Body Shops	341-346 [3]	Per 10 employees	$9.17	$9.37	$9.57	$9.78	$9.99
Commercial Laundry	352	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Dry Cleaner	353	Location/Each Business	$30.37	$31.03	$31.69	$32.37	$33.07
Laundromat	354	Each Washing Machine	$7.99	$8.16	$8.33	$8.51	$8.69
Major Hotel	361	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Car Wash	366	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Special User	401	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Rec Sports Facility	407	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
Ground Water	410	Per 100 GPD of water usage	$6.29	$6.42	$6.56	$6.70	$6.84
		Percentage Increase:		2.15%	2.15%	2.15%	2.15%

[1] Category codes established by Monterey Regional Water Pollution Control Agency.

[2] If approved, Sewer Rates shown will go into effect on September 1, 2011 and increase on July 1 of every year through July 1, 2015.

[3] Sewer Rate increases by $9.17 for every 10 employees.

[4] Sewer Rate increases by $9.17 for every 500 members.

[5] Sewer Rate increases by $9.17 for over 100 members.

Exhibit A

Seaside County Sanitation District User Fees

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		Percentage Increase:		2.15%	2.15%	2.15%	2.15%

[1] Category codes established by Monterey Regional Water Pollution Control Agency.

[2] If approved, Sewer Rates shown will go into effect on September 1, 2011 and increase on July 1 of every year through July 1, 2015.

[3] Sewer Rate increases by $9.17 for every 10 employees.

[4] Sewer Rate increases by $9.17 for every 500 members.

[5] Sewer Rate increases by $9.17 for over 100 members.

APPENDIX 3R

Seaside County Sanitation District

MRWPCA Ordinance No. 2008-01

Monterey Regional Water Pollution Control Agency

"Dedicated to meeting the wastewater and recycled water needs of our member agencies, while protecting the environment."

Adminstration Office:
5 Harris Court, Bldg. D, Monterey, CA 93940-5756
(831) 372-3367 or 422-1001, FAX: (831) 372-6178
Website: www.mrwpca.org

August 28, 2008

Tim O'Halloran
Seaside County Sanitation District
440 Harcourt Ave.
Seaside, CA 93955

RECEIVED
CITY OF SEASIDE
AUG 29 2008
RESOURCE MANAGEMENT SERVICES

Re: New MRWPCA Sewer Use Ordinance

Dear Mr. O'Halloran:

The Monterey Regional Water Pollution Control Agency (MRWPCA) recently adopted a new Sewer Use Ordinance at the regular Board of Directors' meeting held on July 28, 2008. The updating of the previous Ordinances #92-02 and 93-03 became necessary due to new requirements and regulatory language changes issued by the U.S Environmental Protection Agency and the Regional Water Quality Control Board. This new Ordinance, Sewer Use Ordinance #2008-01, had a mandatory waiting period of 30 days from the time of adoption until it could be put into force. Therefore, effective August 28, 2008, Sewer Use Ordinance #2008-01 has replaced all preceding Sewer Use Ordinances and all old Sewer Use Ordinances are repealed.

The purpose of this letter is to notify you of this new Sewer Use Ordinance and to request that you incorporate this new Ordinance into your local regulatory mechanism, such as your City Code, County Ordinance or Public Works Code, at the earliest possible opportunity. As the "umbrella" authority and the administrator of the Pretreatment Program for all of its member entities, the MRWPCA will be required to show that each member entity has formally incorporated this new Ordinance and will also be required to hold on file a copy of each member entity document that shows that this incorporation has taken place.

Please find enclosed a copy of the new MRWPCA Sewer Use Ordinance #2008-01 for your review and use. As soon as this new Ordinance has been incorporated you can forward a copy of the applicable document to the MRWPCA Source Control Division.

If you have any questions regarding this matter, please contact me at (831) 883-1118 or 424-1108. Your assistance with this requirement is greatly appreciated.

Sincerely,

Greg Antosz
MRWPCA Environmental Services Manager

Agenda item for SCSD
14 OCT 08

enclosure

ORDINANCE NO. 2008-01
AN ORDINANCE ESTABLISHING REGULATIONS FOR THE INTERCEPTION, TREATMENT AND DISPOSAL OF SEWAGE AND WASTEWATER; PROVIDING FOR AND REQUIRING CHARGES AND FEES THEREFORE; AND FIXING PENALTIES FOR THE VIOLATION OF SAID REGULATIONS

oOo

THE BOARD OF DIRECTORS OF THE MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY DOES ORDAIN AS FOLLOWS:

ARTICLE 1 – GENERAL PROVISIONS

§1.01 Short Title. This Ordinance shall be known as, and may be cited as, the Wastewater Discharge Ordinance of the Monterey Regional Water Pollution Control Agency.

§1.02 Purpose and Policy. This Wastewater Discharge Ordinance (sometimes hereinafter "Ordinance" or "this Ordinance") is the legal authority which sets uniform requirements for discharges into the wastewater collection and treatment system of the Agency and all tributary collection systems and enables the Agency to comply with the administrative provisions of the Clean Water Grant Regulations, and specifically incorporates and enforces National Categorical Pretreatment Standards as defined in 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution." This Ordinance also enables the Agency to comply with the water quality requirements set by the Regional Water Quality Control Board of the State of California and all applicable effluent limitations, national standards of performance, toxic and pretreatment effluent standards, and any other discharge criteria which are required or authorized by state or federal law, and to derive the maximum public benefit by regulating the quality and quantity of wastewater discharged into the Agency sewer system. This Ordinance provides a means for determining wastewater volumes, constituents and characteristics, and setting of charges and fees, and the issuance of permits to certain users. Revenues derived from the application of this Ordinance shall be used to defray the Agency's cost of operating and maintaining adequate wastewater collection and treatment systems, enforcing Categorical Pretreatment Standards, implementation of source control and waste minimization programs and to provide improvements and depreciation.

§1.03 Definitions. Unless otherwise defined herein, terms and definitions shall be as adopted in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association, and the Water Environment Federation. Waste constituents and characteristics shall be measured in accordance with said Standard Methods unless expressly stated otherwise, or as established by the MRWPCA, Federal or State regulatory

agencies. For the purposes of this Ordinance, unless the context specifically indicates otherwise, the meaning of terms used herein shall be as follows:

1. Agency – the Monterey Regional Water Pollution Control Agency (MRWPCA).

2. Building Sewer – a sewer conveying wastewater from the premises of a user to a community sewer.

3. Beneficial Uses – uses of the water of the state that may be protected against quality degradation, including domestic, municipal, agricultural and industrial supply, power generation, recreation, aesthetic enjoyment, navigation and the preservation and enhancement of fish, wildlife and other aquatic resources or reserves, and other uses, both tangible or intangible as specified by Federal or State law.

4. Community Sewer – a sewer owned and operated by the Agency or any public entity member of the Agency which is tributary to the treatment facility operated by the Agency.

5. Compatible Pollutant – biochemical oxygen demand, suspended solids, pH and fecal coliform bacteria, plus additional pollutants identified in the Agency's National Pollutant Discharge Elimination System (NPDES) permit if the Agency's treatment works was designed to treat such pollutants, and in fact, does remove such pollutants to a substantial degree.

6. Contamination – an impairment of the quality of the waters of the State by waste to a degree which creates a hazard to the public health through poisoning or through the spread of disease. Contamination shall include any equivalent effect resulting from the disposal of wastewater, whether or not waters of the State are affected.

7. Environmental Protection Agency, or EPA – 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.

8. Federal Act – the Federal Water Pollution Control Act, PL 92-500, and any amendments thereto; as well as any guidelines, limitations, and standards promulgated by the Environmental Protection Agency pursuant to such Act.

9. Holding Tank Waste – any waste from holding tanks such as vessels, chemical toilets, campers, trailers, septic tanks, and vacuum pump tank trucks.

10. Incompatible Pollutant – any pollutant which is not a "compatible pollutant" as defined in this Section.

11. Indirect Discharge – the discharge or the introduction of non-domestic pollutants into the POTW from any source regulated under section 307(b) or (c) of the Federal Act (33 U.S.C. 1317), including holding tank waste discharge.

12. Industrial User – a source of indirect discharge.

13. Interference – the term "Interference" means a discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

    a. inhibits or disrupts the Treatment Works, its treatment processes or operations, or its sludge processes, use or disposal; and

    b. therefore is a cause of a violation of any requirement of the Treatment Works' NPDES permit [including an increase in the magnitude or duration of a violation] or of the prevention of 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 Clean Water Act, the Solid Waste Disposal Act (SWDA) [including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA], the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act.

14. Manager – the Manager of the Agency or his designated representative.

15. Mass Emission Rate – the weight of material discharged to the community sewer system during a given time interval. Unless otherwise specified, the mass emission rate shall mean pounds per day of a particular constituent or combination of constituents.

16. National Categorical Pretreatment Standards – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c), and 402 (b) (8) of the Federal Act (33 U.S.C. 1347) and 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution" which applies to a specific category of industrial users.

17. National Pollution Discharge Elimination System or NPDES Permit – a permit issued pursuant to section 403 of the Federal Act (33 U.S.C. 1342).

18. National Pretreatment Standard, Pretreatment Standard, or Standard – any regulation containing pollutant discharge limits promulgated by EPA in accordance with section 307(b), (c) and 402(b)(8) of the Federal Act (33 U.S.C. 1347) incorporated in 40 CFR 403 "General Pretreatment Regulations for Existing and New Sources of Pollution" which applies to industrial users. This term includes prohibitive discharge limits established pursuant to 40 CFR 403.5.

19. New Source – any building, structure, facility or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the

publication of proposed Pretreatment Standards under section 307(c) of the Act which will be applicable to such source if such Standards are thereafter promulgated in accordance with that section. This term includes provisions established pursuant to 40 CFR 403.3.

20. Pass Through – the term "Pass Through" means a discharge which exits the Treatment Works into waters of the United States in quantities of concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Treatment Works' NPDES permit, including an increase in the magnitude or duration of a violation.

21. Person – any individual, firm, company, partnership, association, the responsible corporate officer of any private, public, or municipal corporation, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.

22. Pollution – an alteration of the quality of the waters of the State by waste to a degree which unreasonably affects such waters for beneficial use or affects the facilities which serve such beneficial uses. Pollution may include contamination.

23. POTW – Publicly Owned Treatment Works (see Treatment Works).

24. Premises – a parcel of real estate or portion thereof, including any improvements thereon, which is determined by the Agency to be a single user for purposes of receiving, using, and paying for service.

25. Pretreatment – 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 the Treatment Works. The reduction or alteration can be by physical or process changes, except as prohibited by 40 CFR 403.6(d).

26. Pretreatment Requirements – any substantive or procedural requirement related to pretreatment, other than a National Pretreatment Standard imposed on an industrial user.

27. Reclaimed Water – water which, as a result of treatment of waste, is suitable for direct beneficial use or a controlled use that would not otherwise occur.

28. Shall is mandatory; May is permissive.

29. Significant Industrial User – the term Significant Industrial User or Significant Industry means:

    a. all industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and

b. any other industrial user that: Discharges an average of 25,000 gallons per day or more of process wastewater to the Treatment Works (excluding sanitary, non-contact cooling and boiler blowdown wastewater); contributes a process wastestream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the Treatment Works; or is designated as such by the Agency as defined in 40 CFR 403.12(a) on the basis that the industrial user has a reasonable potential for adversely affecting the operation of the Treatment Works or for violating any pretreatment standard or requirement [in accordance with 40 CFR 403.8(f)(6)].

30. Significant Non Compliance – any user that violates the discharge, administrative, or submittal provisions contained in 40 CFR 403.8(f)(2)(viii) shall be considered in Significant Non Compliance (SNC) and will be subject to the appropriate enforcement action by the Agency.

31. Standard Industrial Classification (SIC) – a classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987.

32. Slug Discharge – is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the Agency's regulations, local limits or Permit Conditions.

33. Toxic Pollutant – any pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under the provision of the Clean Water Act 307(a) or other Acts.

34. Treatment Works – any devices and systems in the storage, treatment, recycling, and reclamation of municipal sewage or industrial wastes of a liquid nature or necessary to recycle or reuse water at the most economical cost over the useful life of the works, including interceptor sewers, outfall sewers, sewage collection systems, pumping, power, and other equipment and appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled supply such as standby treatment units and clear well facilities; and any works, including site acquisition of the land, that will be an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment; or any other method or system for preventing, abating, reducing, storing, treating, separating or disposing of municipal waste, including storm water and sanitary sewer systems.

35. Unpolluted Water – water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to the

Agency having jurisdiction thereof for disposal to storm or natural drainages or directly to surface waters.

36. User – any person who discharges, causes or permits the discharge of wastewater into a community sewer.

37. User Classification – a classification of user based on the 1987 edition of the Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget.

38. Waste – includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operations of whatever nature prior to, and for purposes of, disposal.

39. Wastewater – waste and water, whether treated or untreated, discharged into or permitted to enter a community sewer.

40. Wastewater Constituents and Characteristics – the individual chemical, physical, bacteriological and radiological parameters, including volume and flow rate and such other parameters that serve to define, classify or measure the contents, quality, quantity and strength of wastewater.

41. Waters of the State – any water, surface or underground, including saline waters, within the boundaries of the State of California.

ARTICLE 2 – REGULATIONS

§2.01 Prohibitions on Discharges

§2.01.1 General Prohibitions. No user shall discharge into the Treatment Works or community sewer any pollutant(s) which cause Pass Through or Interference. These general prohibitions and the specific prohibitions in paragraph §2.01.2 of this section apply to each user introducing pollutants into the Treatment Works, whether or not the user is subject to National Pretreatment Standards or any Federal, State, or local pretreatment requirements.

§2.01.2 Specific Prohibitions. The following pollutants shall not be introduced into the Treatment Works or community sewer:

(1) pollutants which create a fire or explosion hazard in the Treatment Works, including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 50 degrees Centigrade using the test methods specified in 40 CFR 261.21;

(2) pollutants which will cause corrosive structural damage to the Treatment Works, but in no case discharges with a pH lower than 6.0;

(3) solid or viscous pollutants in amounts which will cause obstruction to the flow in the Treatment Works resulting in interference;

(4) any pollutant, including oxygen demanding and compatible pollutants (BOD, Suspended Solids, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the Treatment Works.

(5) heat in amounts which will inhibit biological activity in the Treatment Works resulting in Interference, but in no case, heat in such quantities that the temperature at the Treatment Plant exceeds 40°C(104°F);

(6) petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin in amounts that will cause Interference or Pass Through;

(7) pollutants which result in the presence of toxic gases, vapors, or fumes within the Treatment Works in a quantity that may cause acute worker health and safety problems; and

(8) any trucked or hauled pollutants (residential septage, chemical toilet wastes, dilute oily wastes and salt brine solutions are accepted at the Treatment Plant and are jointly regulated under MRWPCA Liquid Waste Ordinance 88-3 [as amended by Ordinance 93-1] and this Ordinance).

§2.02 Prohibitions on Toxic Pollutants – Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, that injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the treatment works, or exceed the limitation set forth in a National Categorical Pretreatment Standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to Section 307(a) of the Federal Act.

§2.03 Prohibitions on Storm Drainage and Ground Water – Storm water, ground water, rain water, street drainage or yard drainage shall not be discharged through direct or indirect connections to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and meet such other conditions as required by the Agency.

§2.04 Prohibitions on Unpolluted Water – Unpolluted water shall not be discharged through direct or indirect connection to a community sewer unless a permit is issued by the Agency. The Agency may approve the discharge of such water only when no reasonable alternative method of disposal is available.

If a permit is granted for the discharge of such water into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

§2.05 Prohibitions on Dilution as Substitute for Treatment – Except where expressly authorized to do so by an applicable Categorical Pretreatment Standard, no industrial user shall ever increase the use of process water or, in any other way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a Pretreatment Standard.

§2.06 Limitations of Radioactive Wastes – No person shall discharge or cause to be discharged any radioactive waste into a community sewer except:

a. when the person 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

b. when the waste is discharged in strict conformity with current California Radiation Control Regulations (California Administrative Code, Title 17) and the Nuclear Regulatory Commission regulations and recommendations for safe disposal, and

c. when the person is in compliance with all rules and regulations of the other applicable regulatory agencies.

§2.07 Limitations on the Use of Garbage Grinders – Waste from garbage grinders shall not be discharged into a community sewer except:

a. wastes generated in preparation of food normally consumed on the premises, or

b. where the user has obtained a permit for the specific use from the Agency, and agrees to undertake whatever self-monitoring is required to enable the Agency to equitably determine the charges and fees based on the waste constituents and characteristics.

~~Such grinders must shred the waste to a degree that~~ all particles will be carried freely under normal flow conditions prevailing in the community sewer. Garbage grinders shall not be used for grinding plastic, paper products, inert materials, or garden refuse.

§2.08 Limitations on Point of Discharge – No person shall discharge any substances directly into a manhole or other opening in a community sewer other than through an

approved building sewer unless he has been issued a permit by the Agency. If a permit is issued for such direct discharge, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency.

§2.09 Holding Tank Waste – No person shall discharge any holding tank waste into a community sewer unless he has been issued a permit by the Agency. Unless otherwise allowed by the Agency under their terms and conditions of the permit a separate permit must be secured for each separate discharge. This permit will state the specific location of discharge, the time of day the discharge is to occur, the volume of the discharge and the wastewater constituents and characteristics. If a permit is granted for discharge of such waste into a community sewer, the user shall pay the applicable charges and fees and shall meet such other conditions as required by the Agency. An exception to the above is that no permit will be required for discharge of domestic wastes from motor home holding tanks, provided that such discharges are made into an Agency-approved facility designed to receive such wastes.

§2.10 Limitation on Wastewater Strength

§2.10.1 No person shall discharge wastewater containing in excess of:

0.42	mg/l arsenic	0.018	mg/l mercury
3.4	mg/l cadmium	3.5	mg/l nickel
4.3	mg/l copper	2.3	mg/l silver
0.73	mg/l cyanide	2.7	mg/l total chromium
3.0	mg/l lead	2.6	mg/l zinc

§2.10.2 No person shall discharge any wastewater:

a. Having a temperature higher than 150°F (65.5°C)

b. Having a pH lower than 6.0 or higher than 10.5

c. Containing in excess of 8.1 mg/l phenolic compounds

d. Containing toxic inorganic pollutants in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations, or 4) violations of plant sludge disposal restrictions. Significant dischargers of toxic inorganics shall implement best practicable technologies for reducing the toxic organics content of their discharges.

e. Containing toxic organic chemicals in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; 4) violations of plant sludge disposal restrictions; or 5) violations or air toxics regulations. Significant dischargers of toxic organics shall

implement best practicable technologies for reducing the toxic organics content of their discharges.

f. Containing oil and grease of animal, vegetable, petroleum or mineral origin in such quantities to cause or to contribute significantly to: 1) disruptions of sewer lines and other collection system components; 2) interference with treatment plant operations; or 3) exceedances for plant NPDES discharge limitations. Significant dischargers of oil and grease shall implement best practicable technologies for reducing the oil and grease content of their discharges.

g. Containing ammonia in such quantities to cause or to contribute significantly to: 1) impairment of treatment plant worker safety; 2) disruptions of treatment plant operations; 3) exceedances of plant NPDES discharge limitations; or 4) violations of plant sludge disposal restrictions. Significant dischargers of ammonia shall implement best practicable technologies for reducing the ammonia content of their discharges.

h. Containing BOD and/or TSS in such quantities to cause or to contribute significantly to: 1) disruptions of treatment plant operations; or 2) exceedances of plant NPDES discharge limitations for BOD/or TSS. Significant dischargers of BOD and TSS shall implement best practicable technologies for reducing the BOD/TSS content of their discharges.

§2.10.3 All National Categorical Pretreatment Standards upon their promulgation, shall apply in any instance where they are more stringent than those in this Ordinance. Limitations on wastewater strength in Sections 2.10.1 and 2.10.2 of this Ordinance may be supplemented with more stringent limitations pursuant to Section 4.05 Wastewater Discharge Permits herein below:

a. If the Agency determines that the limitations in Section 2.10.1 and 2.10.2 may not be sufficient to protect the operation of the Agency's Treatment Works; or

b. If the Agency determines that the limitations in Sections 2.10.1 and 2.10.2 may not be sufficient to enable the Agency's Treatment Works to comply with water quality standards or effluent limitations specified in the Agency's National Pollutant Discharge Elimination System (NPDES) Permit.

§2.10.4 Disposal of Unacceptable Waste – Wastes not permitted to be discharged into the community sewer must be transported to a state-approved disposal site. To protect the Treatment Works against illegal discharges, the Agency may require the discharger to submit a copy of the official hauling manifest or "Waste Haulers Report" within 30 days.

§2.10.5 Denial of New or Increased Pollutant Contributions - The Agency may deny or condition new or increased contributions of pollutants, or changes in the nature of

pollutants, to the Treatment Works by Industrial Users where such contributions do not meet applicable Pretreatment Standards and Requirements or where such contributions would cause the Treatment Works to violate its NPDES Permit.

§2.10.6 Slug Discharge Evaluations - The Agency shall evaluate whether each Significant Industrial User needs a plan or other action to control Slug Discharges to the Treatment Works as per 40 CFR 403.8(2)(vi). The Agency will also include any slug control requirements issued to an Industrial User in that User's Industrial Wastewater Discharge Permit.

§2.11 Sewerage Design Requirements – All new sewers and connections to the community sewer shall meet all design requirements of the public entity member of the Agency having area jurisdiction in question, pursuant to the applicable Uniform Plumbing Code adopted by said member, and shall also meet all design requirements as may be established from time to time by the Agency.

ARTICLE 3 – WASTEWATER VOLUME DETERMINATION

§3.01 Determination of Volume – The volume of wastewater which a user discharges to a community sewer shall be determined by the Agency by use of one of the alternative methods described in this Article, with the method for each user or group of users to be selected by the Agency. Selection of such method will be based upon the principal activities of the user as they relate to wastewater flows, fluctuation of flows, practicality of obtaining flow measurements and other pertinent factors. The volume of the wastewater being discharged shall be one of the factors used in establishing charges and may require certain users to obtain Wastewater Discharge Permits in conjunction with the determination of their wastewater volume.

§3.02 Metered Water Supply and Water Diversions – When charges and fees are to be based upon the water usage, such charges and fees shall be applied against the total amount of water used from all sources unless in the opinion of the Agency, significant portions of water received are not discharged to a community sewer. The total amount of water used from public and private sources will be determined by means of public meters or private meters, installed and maintained at the expense of the user and approved by the Agency. When charges and fees are to be based upon water usage, and where, in the opinion of the Agency, a significant portion of the water received from any metered source does not flow into the community sewer because of the principal activity of the user or removal by other means, the charges and fees will be applied against the volume of water discharged from such premises into the community sewer. Written notification and proof of the diversion of water must be provided by the user, and approved by the Agency, if the user is to avoid the application of the charges and fees against the total amount of water used from all sources. If acceptable to the Agency, the user may install a meter of a type and at a location approved by the Agency and at the user's expense. Such meters shall measure the amount of water diverted. Such meters shall be maintained at the expense of

the user and be tested for accuracy when deemed necessary by the Agency, at the expense of the user.

§3.03 Metered Wastewater Volume – When charges and fees are to be based upon the metered volume of wastewater being discharged to a community sewer, the user shall install a meter of a type and at a location approved by the Agency, at the user's expense. Such meter shall measure the amount of wastewater being discharged and shall be maintained and tested for accuracy when deemed necessary by the Agency, at the expense of the user.

§3.04 Estimated Wastewater Volume – For users where, in the opinion of the Agency, it is unnecessary or impractical to install meters, the charges and fees may be based upon an estimate of the volume to be discharged as calculated by the Agency. A rational method will be used to estimate the quantity of wastewater discharged and may consider such factors as the number of fixtures, seating capacity, population equivalent, annual production of goods and services, or such other determination of water use necessary to estimate the wastewater volume discharged.

ARTICLE 4 – DISCHARGE REPORTS, WASTEWATER DISCHARGE PERMITS, NOTIFICATION, REPORTING REQUIRMENTS AND ADMINSTRATION

§4.01 Notification of Hazardous Wastes Discharged to the Treatment Works

§4.01.1 All industrial users shall notify the Agency, the EPA Regional Waste Management Division Director, and state hazardous waste authorities in writing of any discharge into the Treatment Works of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the industrial user discharges more than 100 kilograms of such waste per calendar month to the Treatment Works, the notification shall also contain the following information: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. All industrial users shall provide notification no later than 180 days after the discharge of the listed or characteristic hazardous waste.

§4.01.2 Discharges are exempt from the requirements of paragraph 4.01.1 of this section during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR part 261.30(d) and 261.33(3). Discharge of more than fifteen kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(3), requires notification.

§4.01.3 In the case of any new regulations under Section 3001 of the Resource Conservation and Recovery Act (RCRA), identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the industrial user must notify the Agency, the EPA Regional Waste Management Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

§4.01.4 In the case of any notification made under Section 4.01, the industrial user shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.

§4.02 Notification of Potential Problems – All industrial and commercial users shall notify the Agency immediately of all discharges that could cause problems at the Treatment Works, including any slug discharges of compatible or incompatible pollutants.

§4.03 Notification of Changes in Discharge – All industrial and commercial users shall promptly notify the Agency in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the industrial/commercial user has submitted initial notification under 40 CFR 403.12(p) and paragraph §4.01 of this Ordinance.

§4.04 Discharge Reports

§4.04.1 General Discharge Report – The Agency may require that any person discharging or proposing to discharge wastewater into a community sewer, file a periodic Discharge Report. The Discharge Report, at the discretion of the Agency, may include but not be limited to, nature or process, volume, rates of flow, mass emissions rate, production quantities, hours of operation, number and classification of employees, or other information which relates to the generation of waste including wastewater discharge. Such reports may also include the chemical constituents and quantity of liquid or gaseous materials stored on site even though they are not normally discharged. In addition to Discharge Reports, the Agency may require information in the form of Wastewater Discharge Permit Applications and Self-Monitoring Reports.

§4.04.2 Baseline Monitoring Report - Industrial Users subject to Federal Categorical Pretreatment standards that are currently discharging to or are scheduled to discharge to the Agency's Treatment Works shall submit to the Agency a Baseline Monitoring Report that meets all requirements and time guidelines set forth in 40 CFR 403.12(b) and any other such requirements as deemed appropriate by the Agency.

§4.04.3 Pretreatment Compliance Report - Industrial Users subject to Federal Categorical Pretreatment Standards shall submit to the Agency a report on their compliance status with any Categorical Pretreatment Standard deadline. This report must be received within 90 days following the date for final compliance with the applicable Categorical Pretreatment Standards, or in the case of a new source within 90 days

following the commencement of introduction of wastewater to the Treatment Works. This report shall contain the information described in 40 CFR 403.12(d).

§4.04.4 Periodic Compliance Reports - All Categorical and Significant Non-Categorical dischargers to the Agency's Treatment Works shall submit Compliance Reports on a semi-annual basis (usually by June 30 and December 31 of each calendar year) to the Agency that contain the information described in 40 CFR 403.12(e) and 40 CFR 403.12(h).

§4.04.5 Report Certification Statement - All semi-annual Compliance Reports shall contain a Certification Statement signed 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 Industrial User to meet the applicable Pretreatment Standards and Requirements. This statement shall contain the information described in 40 CFR 403.12(b)(6).

§4.04.6 Report Accuracy Statement - All reports and self-monitoring data submissions to the Agency by Industrial Users shall contain the following accuracy statement and must be signed as per the requirements contained in 40 CFR 403.12(l):

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

§4.05 Wastewater Discharge Permits

§4.05.1 Mandatory Permits – Each Significant Industry as defined in Section 1.03, as well as other users with a discharge equivalent to that of a Significant Industrial User, must obtain a Wastewater Discharge Permit before connecting to or discharging into a community sewer. All existing Significant Industrial Users, as well as existing industries with an equivalent discharge, shall obtain a Wastewater Discharge Permit within 180 days after the effective date of this Ordinance.

§4.05.2 Optional Permits – The Manager may issue a Wastewater Permit to any user, upon application, in accordance with the terms of this section in the following categories:

a. a user who request charges and fees to be based on metered water supply and water diversions, or metered wastewater volume, or

b. any user whose wastewater strength is less than the normal range for user classification to which he is assigned because of pretreatment, process changes or other reason, or

c. any user who wishes to discharge wastewater on a temporary basis, such as ground water clean up or storage tank rinsings.

§4.05.3 Permit Application – Users seeking a Wastewater Discharge Permit shall complete and file with the Manager a permit application, accompanied by the applicable fees. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

a. name, address, and SIC number of applicant;

b. volume of wastewater to be discharged;

c. wastewater constituents and characteristics including, but not limited to, those mentioned in Sections 2.10 as determined by a laboratory approved by the Agency;

d. time and duration of discharge;

e. average and 30 minute peak wastewater flow rates, including daily, monthly and seasonal variations, if any;

f. site plan, floor plans, mechanical and plumbing plans and details to show all sewer and appurtenances by size, location and elevation;

g. description of activities, facilities and plant processes on the premises, including all materials, processes and types of materials which are or could be discharged;

h. each product produced by type, amount and rate of production;

i. where known, the nature and concentration of any pollutants in the discharge which are limited by any Agency, State, or Federal Pretreatment Standards, and a statement regarding whether or not the Pretreatment Standards are being met on a consistent basis and if not, whether additional Operations and Maintenance (O&M) and/or additional pretreatment is required for the user to meet applicable Pretreatment Standards;

j. If additional pretreatment and/or O&M will be required to meet the Pretreatment Standards; the shortest schedule by which the user will provide such additional pretreatment. The completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard.

The following conditions shall apply to this schedule:

1) 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 Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.)

2) No increment referred to in paragraph 1) shall exceed nine (9) months.

3) Not later than 14 days following each date in the schedule and the final date for compliance, the user shall submit a progress report to the Manager including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it 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. In no event shall more than nine (9) months elapse between such progress reports to the Manager.

k. number and type of employees, and hours of work;

l. any other information as may be deemed by the Manager to be necessary to evaluate the permit application.

The Manager will evaluate the data furnished by the user and may require additional information. After evaluation and approval of all the data required, the Manager may issue a Wastewater Discharge Permit subject to terms and conditions provided herein.

§4.05.4 Permit Conditions – Wastewater Discharge Permits shall be expressly subject to all provisions of this Ordinance and all other ordinances, regulations, and charges and fees established by the Agency. The conditions of Wastewater Discharge Permits shall be uniformly enforced by the Manager in accordance with this Ordinance and applicable state and federal regulations. Permits may contain the following:

a. the unit charge or schedule of charges and fees for the wastewater to be discharged to the community sewer;

b. the average and maximum wastewater constituents and characteristics;

c. limits on rate and time of discharge or requirements for flow regulations and equalization;

d. requirements for installation of inspection and sampling facilities;

e. pretreatment requirements;

f. requirements for controlling slug discharges of any wastewater or substance that has the potential to cause problems in the wastewater collection system or Interference or Pass Through at the Treatment Works;

g. specifications for monitoring programs, which may include sampling locations, frequency and method of sampling, number, types and standards for test and reporting schedules;

h. requirements for submission of technical reports or self-monitoring discharge reports (see Section §405.9);

i. requirements for maintaining plant records relating to wastewater discharge as specified by the Agency and affording Agency access thereto;

j. mean and maximum mass emissions rates, or other appropriate limits when incompatible pollutants (as defined by Sections 2.10.1 and 2.10.2) are proposed or present in the user's wastewater discharge; and

k. other conditions as deemed appropriate by the Agency to ensure compliance with this Ordinance or any regulations affecting the operation of the Agency facilities.

§4.05.5 Duration of Permits – Wastewater Discharge Permits shall be issued for a specified time period, not to exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. The terms and conditions of the permit may be subject to modification and change by the Agency during the life of the permit as limitations or requirements are modified and changed. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

§4.05.6 Permit Modification – Within nine (9) months of the promulgation of a National Categorical Pretreatment Standard, the Wastewater Discharge Permit of Industrial Users subject to such standards shall be revised to require compliance with such standard within the time frame prescribed by such standard. Where an industrial user, subject to a National Categorical Pretreatment Standard, has not previously submitted an application for a Wastewater Discharge Permit they must do so within 180 days after the promulgation of the applicable National Categorical Pretreatment Standard. In addition, the industrial user with an existing Wastewater Discharge Permit shall submit to the Manager within 180 days after the promulgation of an applicable Pretreatment Standard the information required by paragraphs (i) and (j) of Section §4.05.3.

§4.05.7 Transfer of a Permit – Wastewater Discharge Permits are issued to a specific user for a specific operation. A Wastewater Discharge Permit shall not be

reassigned, transferred or sold to a new owner, new user, different premises, or a new or changed operation.

§4.05.8 Revocation of Permit – Any user who violates the conditions of the Wastewater Discharge Permit, applicable state and federal regulations, or any provisions of this Ordinance including the following, is subject to having this permit revoked:

a. failure of a user to furnish correct factual data in the permit application;

b. failure of a user to factually report the wastewater constituents and characteristics of the discharge;

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

d. refusal of reasonable access to the user's premises for the purpose of inspection or monitoring.

§4.05.9 Industrial Self-Monitoring

a. Monitoring and Analysis to Demonstrate Continued Compliance – The self-monitoring reports required in this section shall contain the results of sampling and analysis of the industrial user's discharge, including the flow and the nature and concentration, or production and mass where requested by the Agency, of pollutants contained therein which are limited by the applicable national, state and local Pretreatment Standards and Industrial Discharge Permit Requirements and which meet all sampling/monitoring requirements contained in 40 CFR 403.12(g).

b. Notification of Industrial Self-Monitoring Violations and Repeat Sampling and Analysis Requirements – If sampling performed by an industrial user indicates a violation, the user shall notify the Agency within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Agency within 30 days after becoming aware of the violation. In addition, the Agency will conduct a re-sampling within, but not to exceed, 30 days from the date of becoming aware of the violation as per 40 CFR 403.12(g)(2) in order to confirm discharge compliance.

c. Industrial Self-Monitoring Reports – The reports required in this section shall be based upon all data obtained through Agency approved self-monitoring sampling and analysis which is performed by the industry during the period covered by the report (all monitoring results must be reported). The Agency shall specify the frequency and type of monitoring necessary to assess and assure compliance by industrial users with applicable national, state and local Pretreatment Standards and Requirements.

d. Industrial Self-Monitoring Sampling and Analysis – All self-monitoring analyses shall be performed in accordance with procedures established by the Agency pursuant to Section 304(h) of the Act and contained in 40 CFR 136 and amendments thereto, or with any other test procedures approved by the Agency. Sampling shall be performed in accordance with the techniques approved by the Agency. Where 40 CFR 136 does not include sampling or analytical techniques for the pollutants in question, or where the Agency determines that Section 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the Agency.

e. Reporting of Industrial Self-Monitoring Analysis Performed More Frequently Than Required – If an industrial user is subject to self-monitoring reporting requirement(s), any pollutant monitored more frequently than required by the Agency, shall include the results of this monitoring in the self-monitoring report.

§4.05.10 Record-Keeping Requirements – Any industrial user subject to the reporting requirements established in Article 4 of this Ordinance shall maintain records of all information resulting from any monitoring activities required. Such records shall include for all samples:

a. the date, exact location, method and time of sampling and the name(s) 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.

Any industrial user subject to reporting requirements shall be required to retain for a minimum of 3 years any records of monitoring activities and results and shall make such records available for inspection and copying by the Agency. This period of retention shall be extended during the course of any unresolved litigation regarding the industrial user when requested by the Agency.

§4.06 Monitoring Facilities – Users who propose to discharge, or who in the judgment of the Agency could discharge now or in the future, wastewater with constituents and characteristics different from that produced by a domestic premise (see Section 5.04 herein) may be required to install a monitoring facility.

When more than one user discharges into a common building sewer, the Agency may require installation of a separate monitoring facility for each user. Also when, in the judgment of the Agency, there is a significant difference in wastewater constituents and characteristics produced by different operations of a single user, the Agency may require that separate monitoring facilities be installed for each separate discharge.

Monitoring facilities that are required to be installed shall be constructed, operated and maintained at the user's expense. The purpose of a facility is to enable inspection, sampling and flow measurement of wastewaters produced by a user. If sampling or metering equipment is also required by the Agency, it shall be provided, installed and operated at the user's expense. The monitoring facility will normally be required to be located on the user's premises outside of the building. The Agency may, however, 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 with the approval of the public agency having jurisdiction over that street or sidewalk, and located so that it will not be obstructed by landscaping or parked vehicles.

If the monitoring facility is inside the user's fence, there shall be accommodations to allow safe and immediate access for Agency personnel, such as a gate secured with an Agency lock. There shall be ample room in or near such facility to allow accurate sampling and compositing of samples for analysis. The entire facility and the sampling and measuring equipment shall be maintained at all times in a safe and proper operating condition by and at the expense of the user.

When, in the judgment of the Agency, an existing user requires a monitoring facility, the user will be so notified in writing. Construction must be completed within 90 days following written notification unless a time extension is otherwise granted by the Agency.

§4.07 Inspection and Sampling – The Agency shall inspect the facilities of any user to ascertain whether the purpose of this Ordinance is being met and all requirements are being complied with. Persons or occupants of premises where wastewater is created or discharged shall allow the Agency's representative ready access at all reasonable times to all parts of the premises for the purposes of inspection or sampling or in the performance of any of their duties. The Agency shall have the right to set up on the user's property such devices as are necessary to conduct sampling or metering operations. Where a user has security measures in force which would require proper identification and clearance before entry into their premises, the user shall make necessary arrangements with their security guards, that upon presentation of suitable identification, personnel from the Agency will be permitted to enter without delay for the purpose of performing their specific responsibilities.

§4.08 Pretreatment – Users shall make wastewater acceptable under the limitations established herein before discharging into any community sewer. Any facilities required to pretreat wastewater to a level acceptable to the Agency shall be provided and maintained at user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Agency for review, and shall be approved by the Agency before construction of the facility. The review and approval of such plans and

agreements shall not, however, exempt the user from complying with any National Categorical Pretreatment Standard.

ARTICLE 5 – WASTEWATER CHARGES AND FEES

§5.01 Schedule of Charges and Fees – A schedule of charges and fees shall be adopted by the Agency, by ordinance or resolution, as permitted by law, which will enable it to comply with the revenue requirements of the State Clean Water Grant Program, and such charges and fees shall be determined in a manner consistent with regulations of the grant program.

§5.02 Classification of Users – All users are to be classified by the Agency either by assigning each one to a "user category" according to the principal activity conducted on the user's premises, by individual user analyzation or by a combination thereof. The purpose of such collective and/or individual classification is to facilitate the regulation of wastewater discharges based on wastewater constituents and characteristics, to provide an effective means of source control, and to establish a system of charges and fees which will ensure an equitable recovery of the Agency's costs.

§5.03 Types of Charges and Fees – The charges and fees as established in the Agency's schedules of charges and fees, may include, but not be limited to:

a. user category charges;

b. fees for connection to sewer system;

c. fees for monitoring;

d. fees for permit applications;

e. appeal fees

f. charges and fees based on wastewater constituents and characteristics to include industrial cost recovery provisions of the Federal Act; and
g. annexation fees.

§5.05 Basis for Determination of Charges – The charges and fees established for all users or categories of users shall be based upon the measured or estimated constituents and characteristics of the wastewater discharge of that user or user category which may include, but not be limited to, BOD, Suspended Solids and volume. The constituents and characteristics may be either measured or estimated, as determined by the Agency. The volume subject to charge shall be determined in accordance with Article 3 of this Ordinance.

§5.06 Basic Minimum Charge – Notwithstanding the provisions of Section 5.04, in any event the basic charge so determined for users in the residential category shall constitute

the basic minimum charge for all users, and no user shall be charged less than this amount.

ARTICLE 6 – ENFORCEMENT

§6.01 Accidental Discharges

§6.01.1 Notification of Potential Problems – Users shall notify the Agency immediately upon accidentally discharging wastes which could cause problems to the Treatment Works or wastes in violation of this Ordinance, including any slug discharges, to enable countermeasures to be taken by the Agency to minimize damage to the community sewer, treatment facility, treatment processes and the receiving waters.

The notification shall be followed, within 15 days of the date of occurrence, by a detailed written statement describing the causes of the accidental discharge and the measures(s) being taken to prevent future occurrence.

Such notification will not relieve users of liability for any expense, loss or damage to the sewer system, treatment plan, or treatment process, or for any fines imposed on the Agency on account thereof under Section 13340 of California Water Code or for violations of Section 5650 of the California Fish and Game Code.

§6.01.2 Notices to Employees – In order that employees of users be informed of Agency requirements, users shall make available to their employees copies of this Ordinance together with such other wastewater information and notices which may be furnished by the Agency from time to time directed toward more effective water pollution control. A notice shall be furnished and permanently posted on the user's bulletin board advising employees whom to call in case of an accidental discharge in violation of this Ordinance.

§6.01.3 Preventive Measures – Any direct or indirect connection or entry point for persistent or deleterious wastes to the user's plumbing or drainage system should be eliminated. Where such action is impractical or unreasonable, the user shall appropriately label such entry points to warn against discharge of such wastes in violation of this Ordinance.

§6.02 Issuance of Cease and Desist Orders – When the Agency finds that a discharge of wastewater has taken place, in violation of prohibitions or limitations of this Ordinance, or the provisions of a Wastewater Discharge Permit, the Manager may issue an order to cease and desist, and direct those persons not complying with such prohibitions, limits, requirements, or provisions to:

a. comply forthwith;

b. comply in accordance with a time schedule set forth by the Agency; or

c. take appropriate remedial or preventive action in the event of a threatened violation.

§6.03 Harmful Contributions – The Agency may immediately suspend the wastewater treatment service and/or Wastewater Discharge Permit when such suspension is necessary, in the opinion of the Agency, in order to stop an actual or threatened discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, to the environment, causes interference to the POTW or causes the Agency to violate any condition of its NPDES Permit.

Any person notified of a suspension of the wastewater treatment service and/or the Wastewater Discharge Permit shall immediately stop or eliminate the contribution. In the event of a failure of the person to comply voluntarily with the suspension order, the Agency shall take such steps as deemed necessary including immediate severance of the sewer connection, to prevent or minimize damage to the Treatment Works or endangerment to any individuals. The Agency shall reinstate the Wastewater Discharge Permit and/or the wastewater treatment service upon proof of the elimination of the non-complying user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence. This shall be submitted to the Agency within 15 days of the date of occurrence.

§6.04 Submission of Time Schedule – When the Agency finds that a discharge of wastewater has been taking place, in violation of prohibitions or limitations prescribed in this Ordinance, or wastewater source control requirement, effluent limitations or pretreatment standards, or the provisions of a Wastewater Discharge Permit, the Agency may require the user to submit for approval, with such modification as it deems necessary, a detailed time schedule of specific actions which the user shall take in order to prevent or correct a violation of requirements.

§6.05 Appeals – Any user, permit applicant, or permit holder affected by any decision, action, or determination, including Cease and Desist Orders, made by the Manager, interpreting or implementing the provisions of this Ordinance or in any permit issued herein, may file with the Manager a written request for reconsideration within 10 days of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration.

If the ruling made by the Manager is unsatisfactory to the person requesting reconsideration, he may within 10 days after notification of Agency action, file a written appeal to the Agency's Board of Directors. The written appeal shall be heard by the Board within 30 days from the date of filing. The Board shall make a final ruling on the appeal within 15 days of the close of the meeting. The Manager's decision, action, or determination shall remain in effect during such period of reconsideration.

§6.06 Enforcement Response Plan – The Manager is authorized and directed to prescribe regulations necessary to implement this Article and a Pretreatment Enforcement and Response Plan ("ERP") as required by and in compliance with state and federal law and

regulations. The ERP and any changes thereto shall be effective upon approval by resolution of the Board of Directors. Any enforcement measure or procedure contained in this Article and the ERP shall be considered to be complimentary and cumulative and not exclusive of any other enforcement measure or procedure and the Agency may pursue any one or all of such measures or any other remedy or relief which may be provided for by law.

§6.07 Publishing of Dischargers in Significant Noncompliance – The Agency will provide annual public notification in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the Agency of Industrial Users which at any time during the previous 12 months were in significant noncompliance (SNC) with applicable Pretreatment requirements as defined in 40 CFR 403.8(f)(2)(viii).

ARTICLE 7 – ABATEMENT

§7.01 Public Nuisance – Discharge of wastewater in any manner in violation of this Ordinance or of any order issued by the Manager as authorized by this Ordinance, is hereby declared a public nuisance and shall be corrected or abated as directed by the Manager. Any person creating a public nuisance shall be subject to provisions of Agency codes or ordinances governing such nuisance.

§7.02 Injunction – Whenever a discharge of wastewater is in violation of the provisions of this Ordinance or otherwise causes or threatens to cause a condition of contamination, pollution or nuisance, the Agency may petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate in restraining the continuance of such discharge.

§7.03 Damage to Facilities – When a discharge of wastes causes an obstruction, damage, or any other impairment to Agency facilities, the Agency may assess a charge against the user for the work required to clean or repair the facility and add such charge to the user's sewer service charge.

§7.04 Correction of Violations; Collection of Costs; Injunction – In order to enforce the provision of this Ordinance, the Agency may correct any violation hereof. The cost of such correction may be added to any sewer service charge payable by the person violating the Ordinance or the owner or tenant of the property upon which the violation occurred, and the Agency shall have such remedies for the collection of such costs as it has for the collections of sewer service charges. The Agency may also petition the Superior Court for the issuance of a preliminary or permanent injunction, or both, as may be appropriate, restraining any person from the continued violation of this Ordinance.

§7.05 Civil Liabilities and Penalties – Any person who intentionally or negligently violates any provision of this Ordinance, requirements, or conditions set forth in a permit duly issued, or who discharges wastewater which causes pollution, or violates any cease and desist order, prohibition, effluent limitation, national standard of performance, pretreatment or toxicity standard, including non-discharge pretreatment standards, shall be liable to injunctive relief for non-compliance imposed by the Agency against which the violation

occurs. Said civil liability may be in a sum of not to exceed six thousand dollars ($6,000.00) a day for each violation in which such violation occurs.

The Agency may petition the Superior Court to impose, assess and recover such sums. In determining such amount the court shall take into consideration all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the nature and persistence of the violation, the length or time over which the violations occurs, and corrective action, if any.

§7.06 Falsifying of Information – Any person who knowingly makes any false statements, representation record, report, plan or other document filed with the Agency, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Ordinance, is hereby declared to be in violation of this Ordinance, and subject to the civil liabilities imposed under Section 7.05 of this Ordinance.

§7.07 Termination of Service – In order to effect its powers, the Agency may enter upon private property for the purpose of inspection and maintenance of sanitary and waste disposal facilities and may terminate service to property in which a violation of any rule, regulation, or this Ordinance is found to exist.

Prior to termination of service, however, the Agency Board shall notify, in writing, the owner and tenant, if any, of such property that service is intended to be so terminated and conduct a hearing thereon as herein provided. Such notice shall be mailed to the owner at the address shown on the records of the Assessor of the County, or as known to the Agency, and a copy shall be delivered to the tenant or posted conspicuously on the property. The notice shall state the date of proposed termination of service and the reasons therefore and the date the Agency Board shall hold a hearing upon such intended termination. Such a hearing shall not be held less than ten (10) days subsequent to the giving of the notice as herein required.

ARTICLE 8 – MISCELLANEOUS PROVISIONS

§8.01 Severability – If any provision, section, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons or circumstances. The Board of Directors hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

§8.02 Repeal of Conflicting Ordinances – Ordinances No. 92-02, 93-03, and 2000-01 hereby are repealed. Further, in the event of conflict between this Ordinance and other ordinances, rules and regulations of the Agency adopted prior to this Ordinance, the provisions of this Ordinance shall prevail.

§8.03 Publication of Ordinance – Within fifteen (15) days after the passage of this Ordinance, the Agency Manager/Secretary shall cause it to be published at least once in a newspaper of general circulation published and circulated within Monterey County.

The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Monterey Regional Water Pollution Control Agency and was passed and adopted on July 28, 2008 by the following vote:

Effective Date – This Ordinance shall take effect and be in force thirty (30) days from and after the final passage and adoption hereof.

AYES: Stefani, Calcagno, Russell, Nishi, Dayton, Pendergrass and Bloomer

NOES: None

ABSENT: Cortez, Cort, De La Rosa and Haferman

Joseph Russell, Chair
Board of Directors

ATTEST:

Keith Israel, General Manager
Secretary to Board of Directors

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ELEMENT 4 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 4 – Operation and Maintenance Program has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	SCSD Staff	District Board
1	September 2013	The O&M Element of the SSMP was revised as a result of the finding in the May16, 2013 SSMP Audit.	SCSD Staff	-
2	September 9, 2014	The O&M Element of the SSMP was updated to reflect current and planned operation and maintenance activities and includes an updated list of capital projects.	SCSD Staff and Wallace Group	District Board

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

The Seaside County Sanitation District's (SCSD) operation and maintenance of its collection system ensures that the system is kept in good working condition. The SCSD service area is comprised of the Cities of Seaside, Del Rey Oaks, and Sand City. SCSD owns four (4) lift stations with corresponding force mains. Sewer lift station operations and maintenance work is contracted to and performed by Monterey Regional Water Pollution Control Agency (MRWPCA). Sewer line operations and maintenance activities are conducted by SCSD Staff. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the SCSD's collection system.

The sewer collection system consists of approximately 369,600 linear feet of gravity main which vary in size from six (6) to twenty seven (27) inches in diameter there are an additional 2,605 linear feet of force main in the system. The majority of the original sewers were built in the 1950's and 1960's. The predominant pipe material is clay pipe with a small portion of the system constructed of Polyvinyl Chloride pipe (PVC). An inventory of existing sewer pipe diameters and materials are summarized in Tables 4-1 and 4-2.

Table 4-1: Existing Pipeline Inventory by Material

Material	Length	
	Feet	**Miles**
VCP	379,827	72.0
PVC	6,433	1.2
Total	**386,260**	**73.2**

Table 4-2: Existing Pipeline Inventory by Diameter

Diameter (Inches)	Length	
	Feet	**Miles**
6	337,620	64.0
8	20,567	3.9
10	8,978	1.7
12	14,292	2.7
15	221	0.0

18	2,129	0.4
21	1,124	0.2
27	1,329	0.3
Total	**386,260**	**73.2**

The collection system has approximately 740 concrete manholes and approximately 295 brick manholes. Of these manholes, 47 of the concrete manholes and 45 of the brick manholes are drop manholes. There is also approximately 557 rod holes (cleanouts) located throughout the system. A general overview of the District Sewer System is provided in Figure 4-1: Sewer Manhole Overview Map and Figure 4-2: Collection System Overview Map.

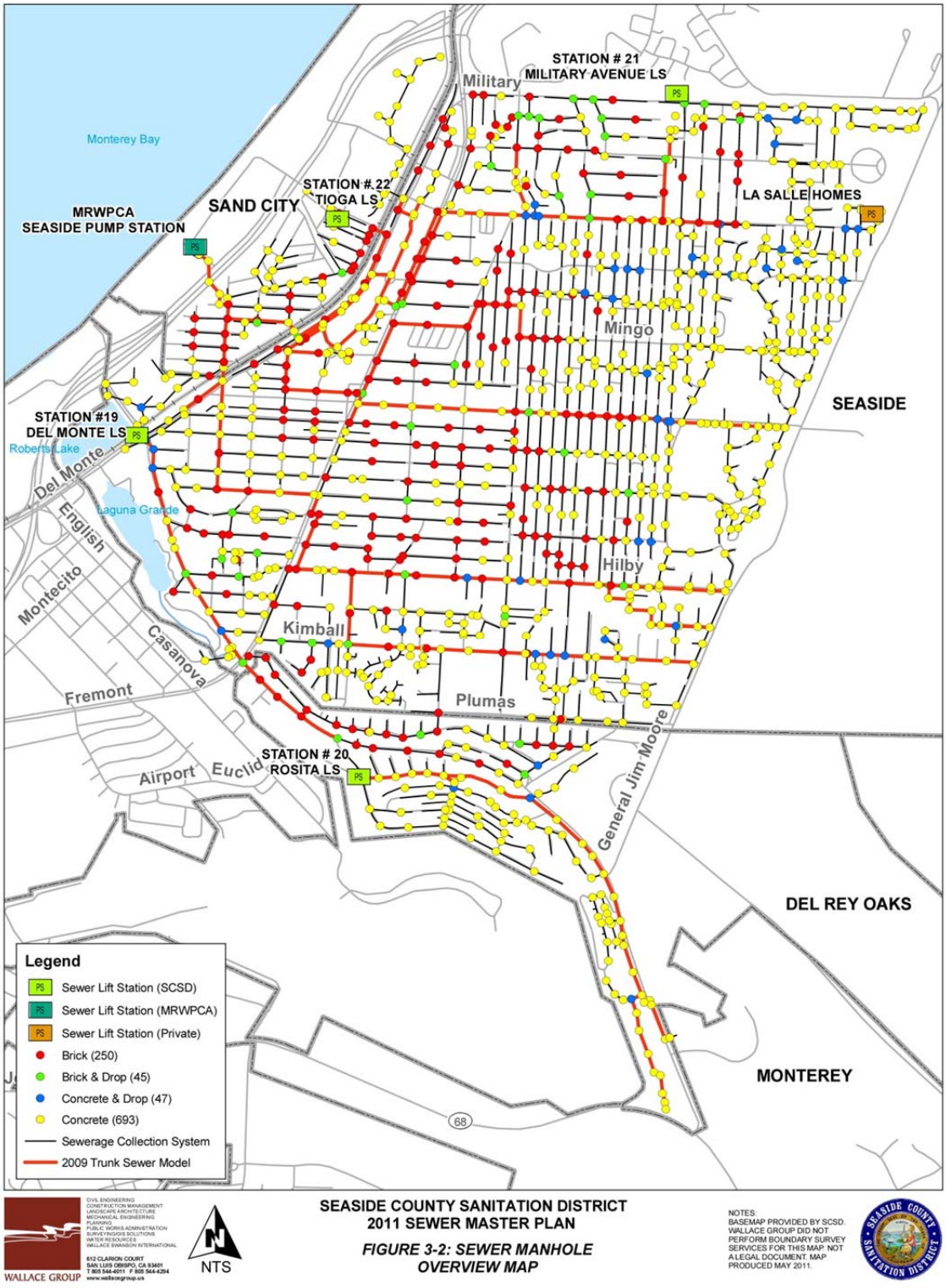


Figure 4-1: Sewer Manhole Overview Map

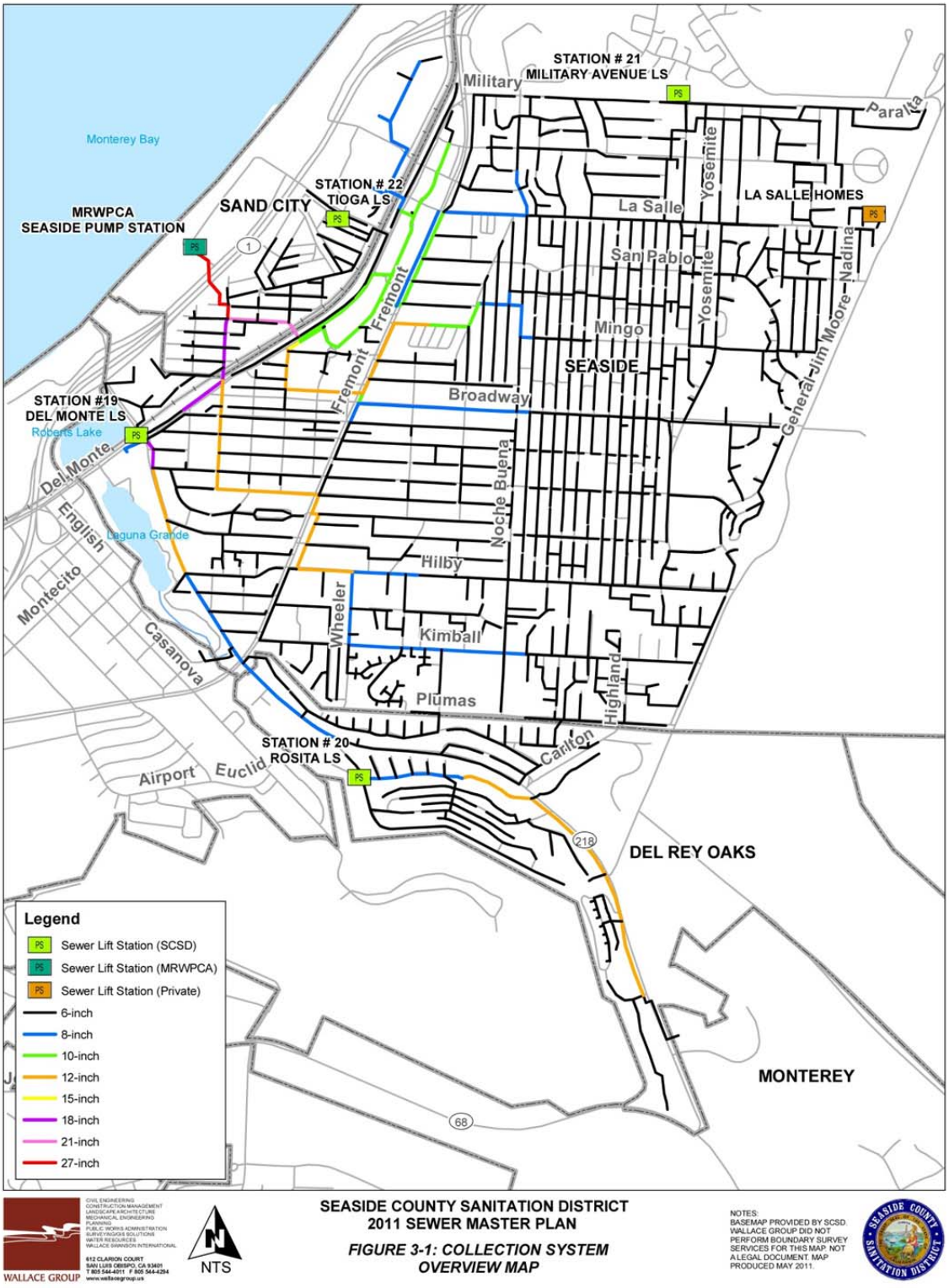


Figure 4-2: Collection System Overview Map

4.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(iv) states:

> The SSMP must include those elements listed below, which are appropriate and applicable to the Enrollee's system:
>
> (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
>
> (b) Describe routine preventive operation and maintenance activities by Staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
>
> (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
>
> (d) Provide training on a regular basis for Staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and
>
> (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Collection System Map [WDR D.13(iv)(a)]

A Sewer Master Plan was completed in 2011by the Wallace Group, an engineering consulting firm. The wastewater map has been incorporated into a Geographic Information System (GIS) as part of the Sewer Master Plan. It includes all manholes, pipes and force mains, materials and size of pipes, pump stations and valves.

This map is overlain onto aerial imagery and provides detailed locations of the system's components with references to roads, homes, trees, etc. within the SCSD boundary.

In addition to providing general location mapping, the electronic map is updated as needed to include precise information relating to the general characteristics of the system components. This information includes: material composition, pipe diameters, segment lengths, slopes, grade elevations, invert elevations, drain field system, and survey data.

Collection system maps are printed to hard copy and provided to the SCSD's Staff and contractors for use during routine maintenance and operations and during capital improvement projects. As-built plans and construction drawings are maintained as the system is improved through each capital improvement project. This data will also be routinely integrated back into the collection system GIS mapping system as this system is upgraded. The GIS system map used for daily operations is located in the District Public Works Office.

SCSD also maintains maps which include stormdrain locations throughout the SCSD. These maps are used by field staff to identify stormdrain assets that may be impacted in the event of a SSO. The system map for stormwater is depicted in Figure 4-3 below.



Figure 4-3: SCSD Stormwater Atlas

4.3 Preventative Maintenance Program [WDR D.13(iv)(b)]

The SCSD's manhole inspection, sewer line inspection, and cleaning program are all integral components of preventative maintenance.

4.3.1 CCTV Inspection

The District is in the process of purchasing CCTV equipment and plans to implement their own Video Inspection and Assessment Program. A program description and schedule will be incorporated into Appendix 4A when complete in October 2014.

4.3.2 Cleaning

The SCSD's sewer cleaning plan is to clean the entire gravity collection system annually and to clean problematic sewer lines known as High Maintenance Areas on a monthly or 6 (six) month interval depending on observed conditions in the field. Sewer line condition assessments are based on historic CCTV and Line Cleaning Maps, sewer cleaning logs, and Staff's visual observations in the field. The SCSD maintains adequate staffing to accomplish annual cleaning objectives The SCSD has identified eleven (11) distinct areas or tributary basins, #1 to #11, for cleaning of the sewer system. Each tributary basin is scheduled and cleaned in order from the top of the SCSD down to the lower elevations. Sewer tributary basins #1 through #11 are provided in Figure 4-4.

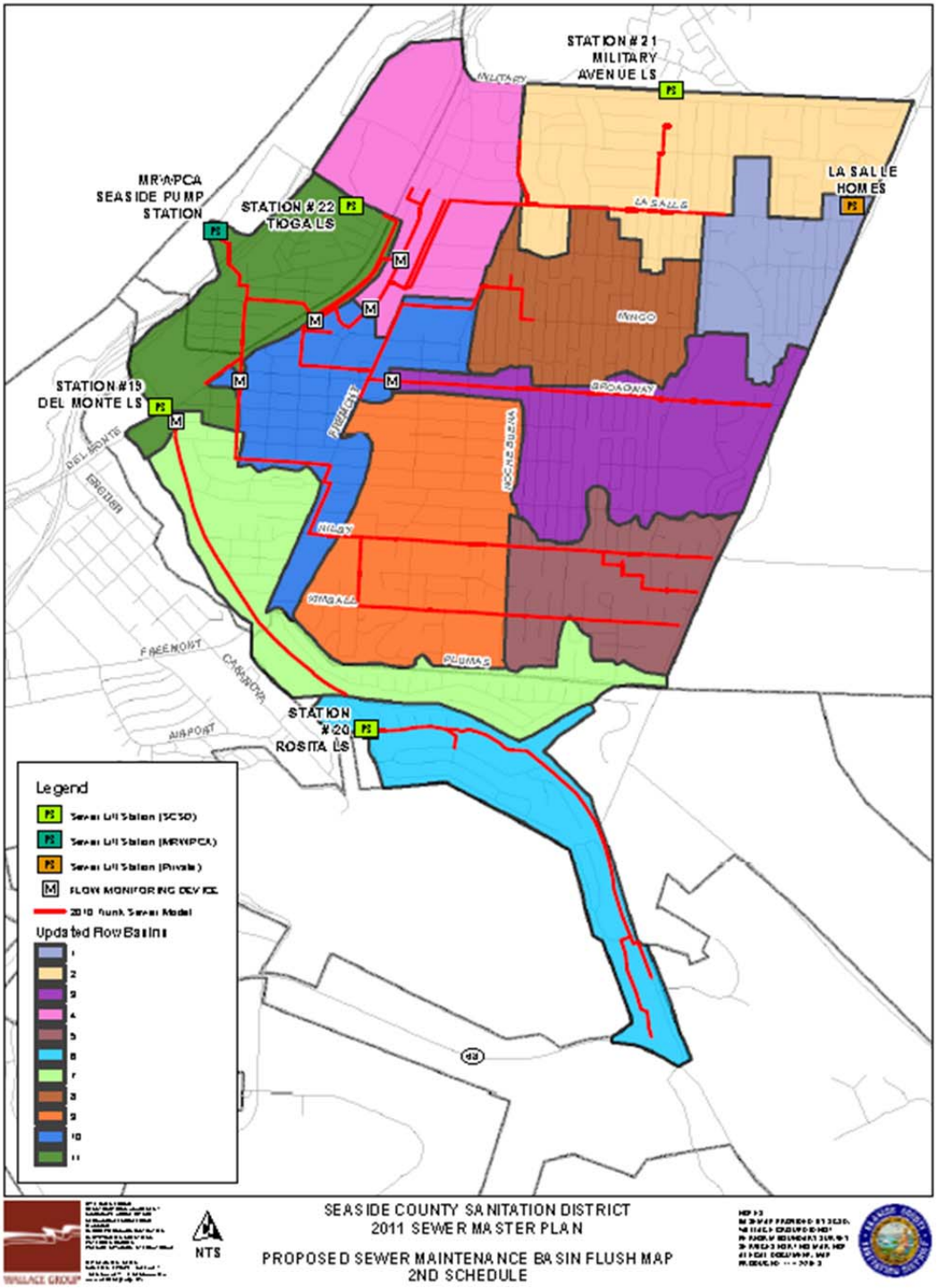


Figure 4-4: Sewer Cleaning Tributary Basins

Sewer cleaning schedules and sewer cleaning work history are tracked on the SCSD's Sewer Line Cleaning Map. Routine and High Maintenance Area cleaning is planned to be documented on the Districts Sewer Line Cleaning and Manhole Inspection Log which was developed in 2014. Staff will note the physical attributes of the asset being maintained, log the results of observed cleaning results, and makes recommendations for future maintenance activities for the section of line being cleaned. Printed copies of the SCSD's sewer atlas are used in the field for Staff to highlight as part of a monthly cleaning record.

4.3.3 Visual Inspection

District Manholes were formally inspected and assessed as part of the 2011 Sewer Master Plan. Deficient manholes were recommended for rehabilitation and replacement as a result of this analysis. Formal inspection and analysis of manholes is also included in the Districts long term CIP in FY 17/18 and FY18/19.

SCSD staff also plan to conduct routine manhole inspections during scheduled sewer line cleaning. The District's new Sewer Line Cleaning and Routine Manhole Inspection Log allows for data to be collected on each District manhole. If more detailed information is necessary for a particularly damaged manhole, an additional Manhole Inspection Report will be completed. Examples of Sewer Line Cleaning and Routine Manhole Inspection Log and Manhole Inspection Report can be found in Appendix 4B. The SCSD maintains adequate staffing to accomplish manhole inspections during each inspection cycle. Staff's approach to inspecting manholes is similar to line cleaning; inspections are conducted one (1) basin at a time.

4.3.4 High Maintenance Areas

The SCSD has identified forty-eight (48) high maintenance areas (HMAs) throughout the system, which are cleaned and treated with grease liquefier or root inhibitor at varying intervals. Cleaning intervals depend on observed conditions documented during routine cleaning activities at each location. These HMAs are generally the result of two (2) contributing factors in the SCSD's sewer system; root intrusion and Fats, Oils and Grease (FOG). A list of these 48 HMAs is found in Appendix 4C.

This HMA list is updated as necessary when Staff observes sewer line conditions that require an increased cleaning frequency. Future sewer line rehabilitation and replacement projects may allow Staff to modify and reclassify cleaning schedules based on the internal condition of these lines.

Figure 4-5 below depicts HMA areas addressed by chemical grease liquefier and root control.



Figure 4-5: High Maintenance Area – Jetting, Chemical Grease Liquefier, and Root Control

The SCSD has routinely conducted public outreach regarding the hazards of FOG and other "non-flushable" items through the Southern Monterey Bay Dischargers Group (SMBDG): ClogBusters Education and Outreach Program website located at ClogBusters.org. Examples of these public outreach efforts are provided in SSMP Element 7: FOG Control Program. The District also provides a list of local plumbing companies that have been trained by SMBDG in

best management practices to prevent sewer main line backups when responding to residential plumbing calls. These plumbers are also trained to work cooperatively with SCSD public works department to prevent SSOs when responding to residential sewer backups. This information is also provided in SSMP Element 7: FOG Control Program.

4.3.5 Lift Station Operation and Maintenance

As previously referenced in the introduction to this SSMP Element, there are four (4) lift stations located in the SCSD's service area. These stations are provided with duplex or triplex pumping system for redundancy and reliability. These redundant systems allow for continued operation of a lift station in the event of pump failure. Stations are monitored remotely through a Supervisory Control and Data Acquisition (SCADA) system.

All four (4) lift stations are operated and maintained by MRWPCA. There are a total of 2,605 linear feet of force mains immediately downstream of these lift stations. The SCSD owns and maintains these force mains. The agreement between the SCSD and MRWPCA for maintenance of sewage lift stations is provided in Appendix 4D. The aforementioned lift stations are identified below in Table 4-3.

Table 4-3: Lift Station Numbers and Names

Lift Station Number	Lift Station Name	Ownership
19	Del Monte	District
20	Rosita	District
21	Military Avenue	District
22	Tioga	District

Lift stations are inspected by MRWPCA on a weekly basis. Inspections consist of logging weekly pump run times and performing a general inspection of major critical components of the station, such as pump operation, station controls, alarms, check valves, and emergency power supplies. These stations are equipped to operate under emergency conditions utilizing emergency backup generators. Stations #20 is equipped with an onsite generator and automatic transfer switch, and stations #19, #21, and #22 are equipped with manual transfer switches and generator receptacles. Emergency conditions such as power failure and high water alarms are monitored via MRWPCA SCADA systems. When routine or minor maintenance is required, it is addressed and documented on weekly pump station logs. Minor maintenance tasks found on these weekly logs are designated as Code 1 work tasks. Major maintenance tasks, such as emergency response, significant system adjustments, repairs, and replacements, are identified as Code 2 work tasks and recorded on a separate Code 2 form.

Records are maintained by MRWPCA and forwarded to the SCSD as part of a monthly billing invoice. MRWPCA maintains a preventative maintenance work order system to help ensure

pump station components are running and maintained based on industry and manufacturers recommendations. Examples of daily, monthly, and Code 2 pump station logs and scheduled preventative maintenance work orders are provided in Appendix 4E.

4.4 Rehabilitation and Replacement Plan [WDR D.13(iv)(c)]

As sewer collection systems age, the risk for deterioration, blockages, and collapse increases considerably. In an effort to mitigate those risks, the SCSD has conducted several investigative efforts and analyses to ensure sewer system assets are assessed and replaced when necessary.

The SCSD completes engineering reviews and assessments on the information obtained from visual observations in the field, manhole inspections, and pump station evaluations to prioritize noted system deficiencies. Capital Projects and rehabilitation actions are implemented to address each deficiency.

Many of these projects are multi-faceted requiring several steps for project completion, beginning with design, environmental review, permitting, construction, and inspection prior to the filing of a notice of completion.

A complete list of projects identified between 2008 and 2014 can be found in Appendix 4F. SCSD has worked toward the completion of several of these projects. A list showing the status of these projects is found in Table 4-4 below:

Table 4-4: Status of 2008- 2014 Capital Projects

Project Name	Work Completed
Del Monte Lift Station Upgrade	Design for this Lift Station upgrade is 95% complete. Project scheduled for 2014.
Angelus Way Sewer Line Upgrade	Contract for design for this Sewer Line Upgrade was awarded at the July 2014 SCSD Board Meeting.
Military Lift Station Replacement	Design for this Lift Station upgrade is 95% complete. Project scheduled for 2015.
Broadway and Soto Sewer Line Replacement	Replaced 16 linear feet old line due to root intrusion.
Manhole Replacement	Replaced manhole #CA-7 on Hwy 218 to correct structural issues.
Rosita Lift Station Upgrade	Design for this Lift Station upgrade is 95% complete. Project scheduled for 2014.
Tioga Lift Station Upgrade	Control Cabinet replaced; Additional upgrades pending redevelopment of area.

Capital Projects and rehabilitation actions are funded through the SCSD's sewer enterprise fund and capital budget. Capital projects and annual operating budgets are funded by wastewater user fees. Projects are incorporated into upcoming fiscal year budgets as capital improvement projects. Work for projects, such as manhole rehabilitation/replacement and sewer spot repairs are performed by SCSD Staff and/or area contractors, depending on the complexity of the project. More complex projects are performed by area contractors through publicly bid service contracts awarded by the SCSD. Future funding and identification of short and long term capital projects are provided through a Sewer Collection System Master Plan and Rate Analysis conducted in 2011. The Master Plan and Rate Analysis are located on the City's website:

http://ci.seaside.ca.us/index.aspx?page=219

The associated Capital Improvement Program list for Fiscal Years 2013/14 through 2018/19 is located in Appendix 4G. Maps of planned Capital Projects can also be found on the above mentioned web page.

In 2014 the SCSD plans to initiate a system-wide CCTV inspection of the collection system. Assessment of these inspections will help the District in the identification of additional capital projects.

4.5 Training [WDR D.13(iv)(d)]

Training programs include formal classroom training and on-the-job training. Training is facilitated by both SCSD Staff and outside training workshops. On-the-job cross training is pursued to ensure Staff has a proficient working knowledge of the sanitary sewer system and that critical tasks can be performed without interruption. Task proficiency is a requirement for all job positions and promotions. Training records are maintained by the Maintenance and Utilities Superintendent and further training is scheduled as needed.

Operations and Maintenance Staff are initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the respective contractor or manufacturer. Written operation and maintenance manuals are used as resource material for start-up training and new Staff training.

Safety training is an integral aspect of the SCSD's program. Every Staff member receives formal safety training which includes; confined space entry, flagging/traffic control, first aid and CPR. Bi-weekly general OSHA training is also conducted. The SCSD has also adopted training best management practices (BMPs) for sewer line cleaning which is the primary focus of Staff's operation and maintenance (O&M) related work duties. These procedures are located in Appendix 4H.

Additional BMPs or Standard Operating Procedures (SOPs) are being developed for adoption to address uniform Operations and Maintenance strategies. Table 4-5 summarizes these procedures.

Table 4-5: SCSD O&M Procedures

Preventative Maintenance Program	Underground Service Alerts (USA) Marking
Lift Station Operation and Maintenance (MRWPCA)	Fats, Oils, and Grease (FOG) Control Program
Annual Collection System Cleaning and High Maintenance Area Cleaning	Routine Traffic and Crowd Control
Manhole Inspections	Sewer Connection Requests
GIS Maps and Annual Updates	Collection System Training Requirements

The SCSD will develop a formal training program that incorporates O&M and safety procedures. Annual training on all procedures and Element 4 – Operation and Maintenance Program will be conducted with SCSD Staff and any contractors implementing portions of this O&M program. Training will be documented and tracked by SCSD in a training binder. This program will be in place by October 2014.

Any Contractors working on the sewer system in and Operations and Maintenance capacity will also be required to be trained and adhere to applicable District procedures once the above mentioned procedures are complete and adopted.

4.5.1 Staffing

The SCSD currently staffs its wastewater department with one (1) part time Associate Engineer, two (2) full-time Public Works Specialists and two (2) part-time Utility and Maintenance Workers who work 30 hours per week. Lift Station Operations and Maintenance are contracted to MRWPCA.

4.6 Equipment and Replacement Parts Inventory [WDR D.13(iv)(e)]

Equipment and replacement parts inventories is divided into two (2) categories, sewer lift stations and sewer lines and appurtenances, as explained below.

4.6.1 Sewer Lift Stations

The SCSD does not operate the four (4) lift stations in their collection system and therefore it does not keep a stock of critical replacement parts for lift station emergency maintenance. MRWPCA is responsible for lift station operation and maintenance, however, and does keep an inventory of critical parts, such as; repair clamps for pressurized lines, portable backup generators, submersible pumps for lift station bypass procedures, and electrical supplies such as fuses and breakers. This critical parts list was generated based on correspondence from MRWPCA. A formal list of critical parts and equipment for Seaside CSD lift stations should be developed, maintained, and kept on file with the SCSD's existing equipment and parts inventory within three (3) months of the adoption of the SCSD's SSMP.

4.6.2 Sewer Lines and Appurtenances

Critical parts and equipment, such as tools, pipe, hydro vac parts, and portable pumps, are tracked on a Critical Parts and Equipment List. Parts and equipment are currently replaced as they are used. A list of these critical equipment and replacement parts is found in Appendix 4I. The City will be working over the course of the 2014 calendar year to update this list to account for new parts and equipment as they are purchased and to account for items and materials not currently on the list, such as spare parts used for repair of sewer line cleaning equipment.

In the event of an emergency, local retailers are available to supply additional needed equipment and parts on short notice.

Ferguson Enterprises and Groeniger & Co. are recognized in Monterey County as the largest distributors of plumbing and builder products. Both distributors have locations a short distance from the SCSD. They were contacted in early 2014 and confirmed that the majority of the items required for repair and replacement are currently stocked and available for immediate purchase. Contact information for the two (2) retailer locations is provided below:

- Ferguson Enterprises: Sand City, 666 Redwood Avenue (831) 899-4500
- Groeniger & Company: Salinas, 66 Tarp Circle (831) 424-3330

APPENDIX 4A

Seaside County Sanitation District

CCTV Inspection Schedule and Program Description

APPENDIX 4B

Seaside County Sanitation District

SCSD Sewer Line Cleaning and Routine Manhole Inspection Log

SCSD Manhole Inspection Report

Seaside County Sanitation District

Sewer Line Cleaning and Routine Manhole Inspection Log

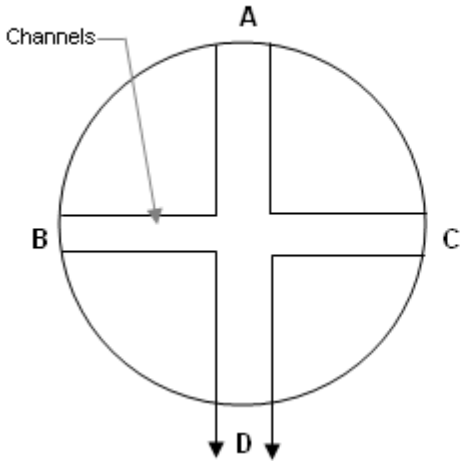
Date: YYYY/ MM/ DD	Sewer Line Size & Material	Location	Manhole # Start/End	Footage	Observed Sewer Line Conditions	Manhole Observations: Flow/Debris/Surcharge/Damage/Etc… ***Follow up w/ Detailed MH Inspection Form if more extensive inspection is necessary.*

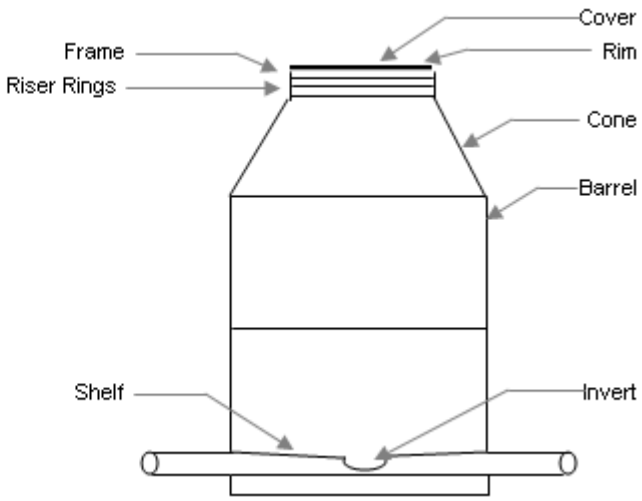
SCSD Trunk Line Manhole Observation and Inspection Report

MH No. _____ **Date:** _____ **Time:** _____ **Inspector:** _____

Elevation: _____ **Depth To Invert:** _____ **Cleanliness:** _____

Type of Construction: _____ **Street Reference:** _____





Defects Observed: (cover, frame, grout, riser rings, steps, shelf, pipes, channels, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

(Use Reverse Side For Additional Defects To Be Noted)

	Pipe Size	Length	From MH# to MH#	Est. Flow	Type of Flow	Depth of of Flow	Velocity of Flow
A.							
B.							
C.							
D.							

SCSD Trunk Line Manhole Observation and Inspection Report

MH Initial Inspection

Circle Description of Each Asset

A. Location

1. Road
2. Gutter
3. Alley
4. Easement
5. Other _____

B. Cover

1. Serviceable
2. Damaged
3. Displaced
4. Missing
5. Loose
6. Sealed

C. Ring/Frame

1. Serviceable
2. Loose
3. Displaced
4. Missing Grout
5. Needs Raising
6. Needs Lowering

D. Manhole Material

1. Cast in Place
2. Pre-Cast

E. Manhole Cover

1. 24-inch
2. 30-inch

F. Manhole Size

1. 4-Foot
2. 5-Foot

Structural Inspection

Circle Description of Each Asset

A. Rungs

1. Serviceable
2. Unsafe
3. Missing
4. Corroded

B. Cone

1. Serviceable
2. Broken
3. Corroded
4. Misaligned
5. Leaking/Bad Joints

C. Riser

1. Serviceable
2. Broken
3. Corroded
4. Misaligned
5. Leaking/Bad Joints

D. Shelf

1. Serviceable
2. Broken
3. Dirty
4. Misaligned
5. Bad Base Joints

E. Channel

1. Serviceable
2. Obstructed
3. Corroded
4. Bad Pipe Joint
5. Silt/Dirt
6. Poor Condition

Hydraulic Inspection

Circle Description of Each Asset

A. Inflow Indications

1. Stains on Rungs
2. Stains on Bench

B. Surcharge Indications

1. Debris on Shelf
2. Debris on Rungs

C. Clarity of Flow

1. Turbid/Cloudy
2. Clear

D. Flow Type

1. Steady
2. Pulsing
3. Turbulent
4. Surcharging
5. Sluggish

E. Flow Depth Compared to Adjacent MHs

1. Same
2. Lower
3. Higher

F. Approximate Flow Depth

1. _____ inches
2. Time_____ AM/PM

SCSD Trunk Line Manhole Observation and Inspection Report

Observation Summary (Inspector):

_____
_____
_____
_____
_____
_____
_____
_____

Recommendations (Inspector):

_____
_____
_____
_____
_____
_____
_____
_____

Inspector's Signature: _____
Date: _____

Recommendations (Engineering Staff):

_____
_____
_____
_____
_____
_____
_____
_____

APPENDIX 4C

Seaside County Sanitation District

High Maintenance Area List

Main Lines Treated with Grease Liquefier

Francis Street
1136-02 to 1136-09 – 100 ft

Trinity Avenue
745 Trinity Ave 1133-11R to 1133-10 – 160ft
745 Trinity Ave 1133-10 to 1133-09 – 181 ft
760 Trinity Ave 1133-09 to 1133-08 – 349 ft
630 Trinity Ave 1133-08 to 1133-04 – 85 ft
625 Trinity Ave 1133-04 to 1133-09 – 310 ft

Hillsdale Street
1301 Hillsdale St 1134-10R to 1134-09 – 173 ft

1800 Block Harding & LaSalle
11A03-02R to 11A08-13 – 149 ft

1449 Darwin Street
11A24-10 to 11A21-07 – 532 ft

1546 Hilby Avenue
11A32-10 to 11A32-09 – 178 ft

1764 Harding Place & H Place
11A09-44 to 11A09-08 – 230 ft

1759 Darwin Street
11A09R to 11A09-10 – 390 ft
Note: treat first 200 ft only.

1123 Rousch Avenue
11A39-04 to 11A38 – 411 ft
11A38-06 to 11A38-05 – 251 ft

1093 Hilby Avenue & Shafer Street
11A38-05 to 11A35-07 – 524 ft

1147 Noche Buena Street
11A04-03 to 11A39-07 – 466 ft

956 Hilby Avenue
11A37-02R to 11A36-13 – 331 ft

1800 Block Highland Street
11A03-04 to 1107-16 – 200 ft
Note: Go past manhole an extra 150 ft

1800 Block Mendocino Street
11A02-10 to 11A02-11 – 300 ft

Manholes to be Treated with Grease Inhibitor once a Month

1. McDonalds at Canyon Del Rey (Hwy 218)
2. Fremont Boulevard in front of Carl's Jr
3. Sonoma Avenue & Fremont Boulevard (INT)
4. Fremont Boulevard & Broadway Avenue (INT)
5. Fremont Boulevard in front of Salvation Army – manhole in sidewalk
6. LaSalle Avenue East Frontage Road (INT)
7. Mom's Home Cooking (In the Alley)
8. Noche Buena street & LaSalle Avenue (Int)
9. 1873 Highland Street
10. LaSalle Avenue & Yosemite Street (Int)
11. 1868 Yosemite Street
12. San Pablo Avenue in front of Shoestring Child Care
13. 1809 Laguna Street
14. Phoenix Avenue & Laguna Avenue
15. 1160 Phoenix Avenue
16. 1760 Judson Street
17. 1690 Darwin Street
18. Broadway Avenue & Soto Street (Int)
19. 9 Valmar Court
20. Yosemite Street & Sierra manholes in Meadow Brook Tennis Club
21. Hilby Avenue & Yosemite Street (Int) & next one down stream
22. Hilby Avenue & Darwin Street (Int)
23. Rousch Avenue & Modoc Street (Int)
24. 1033 Wanda Avenue
25. 1028 Trinity Avenue
26. Hillsdale Street & Harcourt Avenue (Int)
27. Creekside at bridge in D.R.O. park & next one up stream
28. 942 Angelus Way
29. 540 Francis Street

APPENDIX 4D

Seaside County Sanitation District

2008 Agreement for *MRWPCA*/*SCSD Lift Station Maintenance*

APPENDIX 4E

Seaside County Sanitation District

MRWPCA Lift Station Logs and Maintenance Records

MRWPCA CITY BILLING FORM

CITY OF: **SEASIDE** MONTH / YEAR: **OCTOBER 2013**

EMPLOYEE	DEPARTMENT	HOURS	VEHICLE / EQUIP	HOURS
ACE	40	5.25		
BELLONE	32	1.75		
DELGADO	32	2.5		
GONZALES	40		1433	
HUSTON	32		1443	
KEIM	32		1444	
LAMONT	40		1453	
RODEWALD	32	2.25	1463	
SALAS	40	3	1470	8.5
SNYDER	40	1.5	1475	
TOTAL		16.25		8.5

COMMENTS:

CODE II'S WITH OVERTIME	0
CODE II'S WITHOUT OVERTIME	0

CITY STATION MONTHLY TIME SHEET

Month: OCT	Year: 2013	City: SEASIDE	Sta.# 21

Date	Work performed			Vehicle #	Time	Employee	Time
10/1	1	2	3	1470	.25	TA	.25
	4	5	11			JS	.25
10/8	1	2	3	1470	.25	TA	.25
	4	5	11			AD	.25
10/16	1	2	3	1470	.25	KS	.25
	4	5	11			JS	.25
10/22	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
10/29	1	2	3	1470	.25	SR	.25
	4	5	11			PB	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.25	TA	.75
2. Purge / Drain / Bubbler			PB	.25
3. Ck wet / dry wells ck. vlv pit.			AD	.25
4. Ck. pump operation			SR	.5
5. Test alarm			JS	.5
6. Ck. gen. oil / water / batt.			KS	.25
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: OCT	Year: 2013	City: SEASIDE	Sta.# 20

Date	Work performed			Vehicle #	Time	Employee	Time
10/1	1	2	3	1470	.25	JS	.25
	4	5	11			TA	.25
10/8	1	2	3	1470	.25	AD	.25
	4	5	11			TA	.25
10/16	1	2	3	1470	.25	KS	.25
	4	5	11			JS	.25
10/22	1	2	3	1470	.75	TA	.75
	4	5	*6				
	*7	11					
10/29	1	2	3	1470	.25	SR	.25
	4	5	11			PB	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.75	TA	1.25
2. Purge / Drain / Bubbler			PB	.25
3. Ck wet / dry wells ck. vlv pit.			AD	.25
4. Ck. pump operation			SR	.25
5. Test alarm			JS	.5
6. Ck. gen. oil / water / batt.			KS	.25
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: OCT	Year: 2013	City: SEASIDE	Sta.# 19

Date	Work performed			Vehicle #	Time	Employee	Time
10/1	1	2	3	1470	.75	JS	.75
	4	5	11			TA	.75
10/8	1	2	3	1470	.75	TA	.75
	4	5	11			AD	.75
10/16	1	2	3	1470	.75	KS	.75
	4	5	11			JS	.75
10/21	1	2	3	1470	1.0	AD	1.0
	4	5	11			TA	1.0
	*						
10/29	1	2	3	1470	1.0	SR	1.0
	4	5	(9)			PB	1.0
	11						

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	4.25	TA	2.5
2. Purge / Drain / Bubbler			PB	1.0
3. Ck wet / dry wells ck. vlv pit.			AD	1.75
4. Ck. pump operation			SR	1.0
5. Test alarm			JS	1.5
6. Ck. gen. oil / water / batt.			KS	.75
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

* FIXED BROKEN BUBBLER TUBE

CITY STATION MONTHLY TIME SHEET

Month: OCT	Year: 2013	City: SEASIDE	Sta.# 22

Date	Work performed			Vehicle #	Time	Employee	Time
10/1	1	2	3	1470	.25	JB	.25
	4	5	11			TA	.25
10/8	1	2	3	1470	.25	TA	.25
	4	5	11			AD	.25
10/16	1	2	3	1470	.25	KS	.25
	4	5	11			JS	.25
10/22	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
10/29	1	2	3	1470	.25	SR	.25
	4	5	11			PB	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.25	TA	.75
2. Purge / Drain / Bubbler			PB	.25
3. Ck wet / dry wells ck. vlv pit.			AD	.25
4. Ck. pump operation			SR	.5
5. Test alarm			JS	.5
6. Ck. gen. oil / water / batt.			KS	.25
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

MRWPCA CITY BILLING FORM

CITY OF: **SEASIDE** MONTH / YEAR: **NOVEMBER 2013**

EMPLOYEE	DEPARTMENT	HOURS	VEHICLE / EQUIP	HOURS
ACE	40	3		
BELLONE	32			
DELGADO	32	1.5		
GONZALES	40		1433	
HUSTON	32		1443	
KEIM	32		1444	
LAMONT	40		1453	
RODEWALD	32	2	1463	
SALAS	40	1.75	1470	6.25
SNYDER	40	3.25	1475	
TOTAL		11.5		6.25

COMMENTS:

CODE II'S WITH OVERTIME	0
CODE II'S WITHOUT OVERTIME	0

CITY STATION MONTHLY TIME SHEET

Month: NOV	Year: 2013	City: SEASIDE	Sta.# 19

Date	Work performed			Vehicle #	Time	Employee	Time
11/5	1	2	3	1470	.75	SR	.75
	4	5	11			TA	.75
	*						
11/13	1	2	3	1470	.75	SR	.75
	4	5	11			TA	.75
11/19	1	2	3	1470	.75	KS	.75
	4	5	11			JS	.75
11/26	1	2	3	1470	.75	KS	.75
	4	5	11			~~AD~~	.75

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	3.0	TA	1.5
2. Purge / Drain / Bubbler			AD	.75
3. Ck wet / dry wells ck. vlv pit.			SR	1.5
4. Ck. pump operation			JS	.75
5. Test alarm			KS	1.5
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

* EXERCISED VALVES

CITY STATION MONTHLY TIME SHEET

Month: Nov	Year: 2013	City: SEASIDE	Sta.# 20

Date	Work performed			Vehicle #	Time	Employee	Time
11/5	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
11/13	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
11/19	1	2	3	1470	.5	KS	.5
	4	5	11			JS	.5
	(6)	(7)					
11/26	1	2	3	1470	.25	KS	.25
	4	5	11			AD	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.25	TA	.5
2. Purge / Drain / Bubbler			AD	.25
3. Ck wet / dry wells ck. vlv pit.			SR	.5
4. Ck. pump operation			JS	.5
5. Test alarm			KJ	.75
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: NOV	Year: 2013	City: SEASIDE	Sta.# 22

Date	Work performed			Vehicle #	Time	Employee	Time
11/5	1	2	3	1470	.25	TA	.25
	4	5	11				
11/13	1	2	3	1470	.25	TA	.25
	4	5	11				
11/19	1	2	3	1470	.25	KS	.25
	4	5	11			JS	.25
11/26	1	2	3	1470	.25	KS	.25
	4	5	11			AD	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.0	TA	.5
2. Purge / Drain / Bubbler			AD	.25
3. Ck wet / dry wells ck. vlv pit.			JS	.25
4. Ck. pump operation			KS	.5
5. Test alarm				
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

MRWPCA CITY BILLING FORM

CITY OF: **SEASIDE** MONTH / YEAR: **DECEMBER 2013**

EMPLOYEE	DEPARTMENT	HOURS	VEHICLE / EQUIP	HOURS
ACE	40	5.5		
BELLONE	32			
DELGADO	32			
GONZALES	40		1433	
HUSTON	32		1443	
KEIM	32		1444	
LAMONT	40		1453	
RODEWALD	32	5	1463	
SALAS	40	3	1470	7.75
SNYDER	40	1.25	1475	
TOTAL		14.75		7.75

COMMENTS:

CODE II'S WITH OVERTIME	1
CODE II'S WITHOUT OVERTIME	1

CITY STATION MONTHLY TIME SHEET

Month: DEC	Year: 2013	City: SEASIDE	Sta.# 2 & 19

Date	Work performed			Vehicle #	Time	Employee	Time
12/3	1	2	3	1470	.75	SR	.75
	4	5	11			TA	.75
12/10	1	2	3	1470	.75	SR	.75
	4	5	11			TA	.75
12/17	1	2	3	1470	.75	TA	.75
	4	5	11			KS	.75
12/26	1	2	3	1470	.75	TA	.75
	4	5	11			JS	.75
12/31	1	2	3	1470	.75	SR	.75
	4	5	11			JS	.75

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	3.75	TA	3.0
2. Purge / Drain / Bubbler			SR	2.25
3. Ck wet / dry wells ck. vlv pit.			JS	1.5
4. Ck. pump operation			KS	.75
5. Test alarm				
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: DEC	Year: 2013	City: SEASIDE	Sta.# 20

Date	Work performed			Vehicle #	Time	Employee	Time
12/3	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
12/10	1	3	4	1470	.25	SR	.25
	5	11				TA	.25
12/17	1	2	3	1470	.5	TA	.5
	4	5	11			KS	.5
12/26	1	2	3	1470	.25	JS	.25
	4	5	11			TA	.25
12/31	1	2	3	1470	.25	SR	.25
	4	5	11			JS	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.5	TA	1.25
2. Purge / Drain / Bubbler			SR	.75
3. Ck wet / dry wells ck. vlv pit.			JS	.5
4. Ck. pump operation			KS	.5
5. Test alarm				
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: DEC	Year: 2013	City: SEASIDE	Sta.# 21

Date	Work performed			Vehicle #	Time	Employee	Time
12/3	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
12/9	2	1	3	1470	.25	SR	.25
	4	5	11				
12/17	1	2	3	1470	.25	SR	.25
	4	5	11				
12/26	1	2	3	1470	.25	TA	.25
	4	5	11			JS	.25
12/31	1	2	3	1470	.25	SR	.25
	4	5	11			JS	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.25	TA	.5
2. Purge / Drain / Bubbler			SR	1.0
3. Ck wet / dry wells ck. vlv pit.			JS	.5
4. Ck. pump operation				
5. Test alarm				
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CITY STATION MONTHLY TIME SHEET

Month: DEC	Year: 2013	City: SEASIDE	Sta.# 22

Date	Work performed			Vehicle #	Time	Employee	Time
12/3	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
12/10	1	2	3	1470	.25	SR	.25
	4	5	11			TA	.25
12/17	1	2	3	1470	25	SR	.25
	4	5	11				
12/26	1	2	3	1470	.25	TA	.25
	4	5	11			JS	.25
12/31	1	2	3	1470	25	SR	.25
	4	5	11			JS	.25

WORK CODES	Vehicle	Time	Employee	Time
1. Record readings.	1470	1.25	TA	.75
2. Purge / Drain / Bubbler			SR	1.0
3. Ck wet / dry wells ck. vlv pit.			JS	.5
4. Ck. pump operation				
5. Test alarm				
6. Ck. gen. oil / water / batt.				
7. Run generator				
8. Pump down				
9. Clean mech. seal filters	ANY WORK PERFORMED OTHER THAN THE WORK			
10. Clean station	CODE WILL BE BILLED ON A CODE II FORM.			
11. Pull F.R. Float	i.e. Call out (over time) or repairs			

CODE II

CITY: Seaside	DATE: 12-9-13 W/O #	
STATION: 21	EMERGENCY: YES / NO	OVERTIME

EMPLOYEE	DEPT.	HOURS	VEHICLE / EQUIP.	HOURS	Y / N
Foley	40	1	1510	1	Y
RODEWALD	32	1	1470	1	N

PARTS	PRICE
1- AB solid state Et Plus OL block	$150.00

Please attach a copy of the invoice to this Code II form.

DESCRIPTION OF WORK PERFORMED:

Pump #2 had burned up motor overload block. Replaced and tested. Now working.

LIFT STATION WORK SHEET - SEASIDE **MONTH JULY** **2013**

CODE 1

NAME	HOURS										HOURS	HR. RATE	TOTAL $
ACE	1.75	0.5	0.50	0.5							3.25	69.38	225.49
RODEWALD	1.75	0.5	0.5	0.5							3.25	86.50	281.13
SALAS	2.25	0.75	0.75	0.75							4.5	54.09	243.41
SNYDER	2.25	0.75	0.75	0.75							4.5	66.99	301.46
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		1,051.47

OVERTIME

NAME	HOURS										HOURS	HR. RATE	TOTAL $
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		0.00

TOTAL CODE 1	1,051.47
	105.15
	1,156.62

CODE 1

MATERIALS:

CALLOUT/STANDBY:

ELECTRICIAN:	13.83
MAINT:	394.33
	408.16
	40.82
	448.98

TOTAL MATERIALS:

VEHICLE USAGE:

	1470	8	
TOTAL:	8	**@$10.00=**	80.00

MISC.USAGE:

P.WASHER HRS@7.25		**HOURS =**	0.00
B.TRUCK HRS @29.50		**HOURS =**	0.00

TOTAL: **528.98**

GRAND TOTAL CODE 1: **1,685.59**

CODE 2

NAME	HOURS										HOURS		TOTAL $
BELLONE	2.5										2.5	68.63	171.58
DELGADO	2.5										2.5	82.66	206.65
FOLEY	1										1	81.76	81.76
CONFER	1										1	77.57	77.57
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		537.56

OVERTIME

NAME	HOURS										HOURS	HR. RATE	TOTAL $
HOUSTON	2										2	66.60	133.20
FOLEY	2	3									5	73.44	367.20
SNYDER	2										2	57.53	115.06
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		615.46

TOTAL CODE 2	1,153.02
	115.30
	1,268.32

CODE 2

MATERIALS:

MISSION COMMUNICATIONS $1042.20.

TOTAL MATERIALS: 1,042.20

VEHICLE USAGE:

1498	2
1510	6
1475	2
1497	2.5
1466	2.5

HOURS: 15 **@$10.00=** 150.00

MISC. USAGE:

P.WASHER HRS@7.25

B.TRUCK HRS @29.50 **HOURS =** 0.00

HOURS = 0.00

TOTAL: **1,192.20**

GRAND TOTAL CODE 2: **2,460.52**

LIFT STATION WORK SHEET - SEASIDE **MONTH AUGUST** **2013**

CODE 1

NAME	HOURS										HOURS	HR. RATE	TOTAL $
ACE	0.75	0.75	0.75	1.5							3.75	69.38	260.18
RODEWALD	0.25	0.25	0.25	0.75							1.5	86.50	129.75
SALAS	0.25	0.25	0.5	1.5							2.5	54.09	135.23
SNYDER	0.5	0.5	0.75	2.25							4	66.99	267.96
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		793.11

OVERTIME

NAME	HOURS										HOURS	HR. RATE	TOTAL $
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		0.00

TOTAL CODE 1	793.11
	79.31
	872.42

CODE 1

MATERIALS:

BUCKLES -SMITH $699.94

CALLOUT/STANDBY:

ELECTRICIAN:

MAINT: 394.33

394.33

39.43

433.76

TOTAL MATERIALS: 699.94

VEHICLE USAGE:

1470 6.25

TOTAL: 6.25 **@$10.00=** 62.50

MISC.USAGE:

P.WASHER HRS@7.25 **HOURS =** 0.00

B.TRUCK HRS @29.50 **HOURS =** 0.00

TOTAL: **1,196.20**

GRAND TOTAL CODE 1: **2,068.62**

LIFT STATION WORK SHEET - SEASIDE **MONTH SEPTEMBER** **2013**

CODE 1

NAME	HOURS										HOURS	HR. RATE	TOTAL $
ACE	0.75	0.75	0.75	0.75							3.00	69.38	208.14
RODEWALD	0	0.25	0.25	0.75							1.25	86.50	108.13
SALAS	0.25	0.25	0.5	2.25							3.25	54.09	175.79
SNYDER	0.25	0.25	0.5	2.25							3.25	66.99	217.72
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		709.78

OVERTIME

NAME	HOURS										HOURS	HR. RATE	TOTAL $
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											0		0.00
											TOTAL		0.00

TOTAL CODE 1	709.78
	70.98
	780.75

CODE 1

MATERIALS:

CALLOUT/STANDBY:

ELECTRICIAN:	13.83
MAINT:	492.91
	506.74
	50.67
	557.41

TOTAL MATERIALS:

VEHICLE USAGE:

	1470	6.25	
TOTAL:	6.25	**@$10.00=**	62.50

MISC.USAGE:

P.WASHER HRS@7.25		**HOURS =**	0.00
B.TRUCK HRS @29.50		**HOURS =**	0.00

TOTAL: **619.91**

GRAND TOTAL CODE 1: **1,400.67**

MRWPCA CITY BILLING FORM

CITY OF: **SEASIDE** MONTH / YEAR: **JULY 2013**

EMPLOYEE	DEPARTMENT	HOURS	VEHICLE / EQUIP	HOURS
ACE	40	3.25		
BELLONE	32			
DELGADO	32			
GONZALES	40		1433	
HUSTON	32		1443	
KEIM	32		1444	
LAMONT	40		1453	
RODEWALD	32	3.25	1463	
SALAS	40	4.5	1470	8
SNYDER	40	4.5	1475	
TOTAL		15.5		8

COMMENTS:

CODE II'S WITH OVERTIME	3
CODE II'S WITHOUT OVERTIME	2

SEWAGE LIFT STATION MAINTENANCE

SEASIDE COUNTY SANITATION DISTRICT

QUARTERLY INVOICE FOR THE PERIOD JULY - SEPTEMBER 2013

Charges this quarter:

Normal Operation and Routine Preventive Maintenance	5,154.88
Major Maintenance and/or Repairs (described below)	2,460.52
CURRENT QUARTER TOTAL	7,615.40

Total Charges this Fiscal Year (July 1-June 30) to date:

Normal Operation and Routine Preventive Maintenance	5,154.88
Major Maintenance and/or Repairs	2,460.52
FISCAL YEAR TOTAL	7,615.40

CALLED OUT FOR POWER FAILURE
PULLED PUMP TO RESET ON PUMP BASE
PULLED PUMP AND DE RAGGED
REPAIRED RAILS ON PUMP
FOUND LEAK IN BUBBLER

APPENDIX 4F

Seaside County Sanitation District

City of Seaside Six Year Capital Improvement Program 2008/09 - 2013/14

CITY OF SEASIDE

SIX YEAR

CAPITAL IMPROVEMENT PROGRAM

2008/09 - 2013/14



RESOURCE MANAGEMENT SERVICES
PUBLIC WORKS - ENGINEERING
JUNE 19, 2008

City Officials

City Council

Ralph Rubio, Mayor
Steve Bloomer, Mayor Pro Tem
Dennis Alexander
Don Jordan
Thomas Mancini

City Manager

Ray Corpuz

City Attorney

Don Freeman

Assistant City Manager.....Jill Anderson
Deputy City Manager-Admin. Services ..... Daphne Hodgson
Deputy City Manager-Resource Management .....Diana Ingersoll
City Engineer ..... Tim O'Halloran
Police Chief..... Steve Cercone
Fire Chief .....Jerry Wombacher

RESOLUTION NO. 08-44

A RESOLUTION OF THE CITY COUNCIL AND REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE APPROVING THE SIX YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2008-09 THROUGH 2013-14

WHEREAS, the Six Year Capital Improvement Program has been prepared and presented to the City Council/Agency Board for consideration; and

WHEREAS, this program covers planned improvements to city property, such as streets, parks, and governmental buildings; and

WHEREAS, it is desirable for the City of Seaside to implement a Six Year Capital Improvement Program to facilitate long and short range planning goals; and

WHEREAS, the Six Year Capital Improvement Program represents a continuation of last year's programs and incorporates changes to reflect current priorities.

NOW, THEREFORE, BE IT RESOLVED that that the City Council/Agency Board of the City of Seaside hereby approves the implementation of the Fiscal Year 2008-2009 and 2009-2010 Capital Improvement Plan and in concept the remaining four years of the Six Year Capital Improvement Program for 2008-09 through 2013-14. Individual projects may be added subject to the availability of funds and City Council approval.

PASSED AND ADOPTED at a joint meeting of the City Council/Agency Board of the City of Seaside duly held on the 19th day of June, 2008 by the following vote:

AYES: COUNCIL MEMBERS: Jordan, Mancini, Bloomer, Rubio

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Alexander

ABSTAIN: COUNCIL MEMBERS: None

Ralph Rubio
Mayor, City of Seaside

ATTEST:

Joyce E. Newsome
City Clerk

RESOLUTION NO. 08-_30

A RESOLUTION OF THE SEASIDE COUNTY SANITATION DISTRICT APPROVING THE SIX YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEAR 2008/2009 THROUGH FISCAL YEAR 2013/2014.

WHEREAS, the Sanitary Sewer Master Plan recommends a capital improvement program to assess, maintain, and upgrade the sewer system for existing and potential future uses; and

WHEREAS, the sewer system is flowing near capacity and may be degraded in some sections; and

WHEREAS, potential future development and proposed sewer connections may adversely affect the sewer system performance; and

WHEREAS, the sewer system should be evaluated and upgraded where needed to attenuate potential impacts caused by existing conditions and proposed developments; and

WHEREAS, the Six Year Capital Improvement Program has been prepared considering the Sanitary Sewer Master Plan recommendations and SCSD staff observations of the sewer system performance; and

WHEREAS, it is desirable for the Seaside County Sanitation District to implement a capital improvement program to facilitate short-term and long-term needs, and

WHEREAS, the Six Year Capital Improvement Program represents priority projects identified in the Sanitary Sewer Master Plan and by SCSD staff as attached herein as Exhibit A.

NOW, THEREFORE BE IT RESOLVED, that the Seaside County Sanitation District Board hereby approves the implementation of the fiscal year 2008/2009 and 2009/2010 Capital Improvement Program (Exhibit A) and in concept approve the following four years of the Six Year Capital Improvement Program from 2010 through 2014. Individual projects may be added as may be required and subject to the availability of funds and District approval.

PASSED AND ADOPTED at a regular meeting of the Seaside County Sanitation District duly held on the 10th day of June 2008 by the following vote:

AYES:	BOARD MEMBERS:	Pendergrass, Jordan, Russell
NOES:	BOARD MEMBERS:	
ABSENT:	BOARD MEMBERS:	
ABSTAIN:	BOARD MEMBERS:	

David Pendergrass, Chair
Seaside County Sanitation District

ATTEST:

Don Jordan, Vice Chair
Seaside County Sanitation District

City of Seaside
Capital Improvement Program
Fiscal Year 2008/09 - 2009/10

Projects	FY 2008/09	FY 2009/10	Page No.
1 . Broadway Avenue Improvements Underground Utilities & Streetlights	$1,000,000	$830,000	1
2 . Canyon Del Rey / Del Monte Planline & Implementation	$2,698,333	$2,698,333	2
3 . Fremont Blvd Improv Ph 2 (LaSalle - Broadway)	$1,451,242	$0	3
4 . Lighted Crosswalks (Fremont / Trinity)	$85,000	$0	4
5 . Lightfighter Drive Improvements	$360,000	$2,650,000	5
6 . Pavement Management System Implementation	$500,000	$500,000	6
7 . Sidewalk Curb & Gutter Installation Citywide Assessment	$0	$50,000	7
8 . West Broadway Streetscape (Del Monte - Fremont)	$200,000	$484,000	8
9 . Well #1 Replacement	$75,000	$546,000	24
10 . Well #3 Rehabilitation	$77,800	$0	25
11 . Water Rate Study	$41,000	$0	26
12 . City Hall Remodel	$800,000	$5,000,000	30
13 . Corporation Yard Relocation	$2,000,000	$6,100,000	31
14 . Fire Station #2	$600,000	$4,700,000	32
15 . City Hall Emergency Generator	$105,000	$0	35
16 . Fire Station Stormwater Separator	$54,600	$0	36
17 . Parking Structure on West Broadway	$0	$200,000	37
18 . Seaside Library	$50,000	$50,000	38
19 . Metz Park Improvements	$200,000	$0	57
20 . Wheeler Street Tennis Court Renovation	$10,000	$0	58
21 . 90" Outfall Dry Weather Diversion (Phase II)-Del Monte Blvd.	$1,027,000	$214,000	69
22 . 90" Storm Drain Outfall Repair (Phase I)	$350,000	$1,230,000	70
23 . Auto Center Renovation	$9,480,000	$9,887,000	71
24 . Citywide Parking Survey and Implementation Plan	$114,500	$0	72
25 . Coe Avenue Class II Bikeway	$1,425,000	$0	73
26 . Laguna Grande / Roberts Lake	$460,000	$4,750,000	74
27 . Laguna Grande Well Refurbishment	$76,400	$30,000	75
28 . Replacement Water Source	$274,000	$498,000	76
29 . Stormwater Utility Master Plan	$119,000	$0	77
30 . Ortho Imagery (Aerial Photography)	$10,000	$0	78
31 . Trunk Line Cleaning from Pump Station to Redwood	$98,000	$0	84
32 . Amend Master Plan Phase 1 & 2	$259,200	$90,200	85
33 . 942 Angelus Way Pipe Lining	$15,260	$6,540	86
34 . Station #21 Upgrades (Military Ave)	$14,400	$0	87
35 . Video Assessment	$0	$80,000	88
36 . Station #19 Upgrades (Del Monte)	$0	$5,000	89
37 . Canyon Del Rey at Harcourt CMP Line Replacement	$0	$76,500	90
38 . Station #22 Upgrades (Tioga Ave)	$0	$14,400	91
Total	**$24,030,735**	**$40,691,873**	

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Trunk Line Cleaning from Pump Sta to Redwood**

Location:	Intersection of Redwood Ave. and Contra Costa St. to end of Bay Ave.

Description and Justification:

Remove sand from 953LF of 27" pipe. First half of sediment removal project completed in 2007. Although Master Plan recommends up-sizing this pipe, the need to do this has not been confirmed by SCSD staff.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD	$98,000			$0		$0	$98,000
Total	$98,000	$0	$0	$0	$0	$0	
						Total Funds =	$98,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Land Acquisition/Easements/Maps					$0
					$0
Design/Architecture	5%	$4,000			$4,000
Construction		$80,000			$80,000
Construction Mnt	5%	$4,000			$4,000
Legal Expenses	0%	$0			$0
Staff time	2.0%	$2,000			$2,000
					$0
Contingency	10%	$8,000			$8,000
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$98,000**	**$0**	**$0**	**$98,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Amend Master Plan Phase 1 & 2**

Location:	SCSD Service Area. Phase 1 focuses on the Canyon Del Rey drainage area. Phase 2 focuses on the rest of the service area.

Description and Justification:

Amends all chapters to the Master Plan except chapters on condition assessment and rate evaluation. Provides analysis to the Sewer System Master Plan utilizing updated information from the proposed developments, flow monitoring, and model calibration in addition to producing maps as needed by the District. This project will help serve potential projects in the District and the City of Monterey. Developers or future customers may be requested to pay for some of the estimated costs.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD/Others	$259,200	$90,200		$0		$0	$349,400
Total	$259,200	$90,200	$0	$0	$0	$0	
						Total Funds =	$349,400

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental	2%	$6,000			$6,000
Engineering Study by Consultant		$285,400			$285,400
					$0
Design/Architecture	5%	$0			$0
Construction					$0
Construction Mnt	5%	$0			$0
Legal Expenses	0%	$0			$0
Staff time	10.0%	$29,000			$29,000
					$0
Contingency	10.0%	$29,000			$29,000
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$349,400**	**$0**	**$0**	**$349,400**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**942 Angelus Way Pipe Lining**

Location:	Easement at 942 Angelus Way.

Description and Justification:

Line 55 linear feet 6"DIP pipe in easement. Install pipe barricade upstream.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD	$15,260	$6,540		$0		$0	$21,800
Total	$15,260	$6,540	$0	$0	$0	$0	
						Total Funds =	$21,800

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$1,600			$1,600
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$2,000			$2,000
Construction		$12,000			$12,000
Construction Mnt	15%	$2,000			$2,000
Legal Expenses	0%	$0			$0
Staff time	5.0%	$600			$600
					$0
Contingency	30.0%	$3,600			$3,600
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$21,800**	**$0**	**$0**	**$21,800**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Sta #21 Upgrades (Military Ave)**

Location:	Military Avenue.

Description and Justification:
Install new control panel to replace old and corroded panel.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD	$14,400	$0		$0		$0	$14,400
Total	$14,400	$0	$0	$0	$0	$0	
						Total Funds =	$14,400

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	10%	$1,200			$1,200
Construction		$12,000			$12,000
Construction Mnt	0%	$0			$0
Legal Expenses	0%	$0			$0
Staff time	0.0%	$0			$0
					$0
Contingency	10.0%	$1,200			$1,200
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$14,400**	**$0**	**$0**	**$14,400**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Video Assessment**

Location:	District wide.

Description and Justification:
Per Master Plan, inspect sewer lines for defects. Video inspection of about 20% of total lines within 6 year term.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD		$80,000	$80,000	$80,000	$80,000	$80,000	$400,000
Total	$0	$80,000	$80,000	$80,000	$80,000	$80,000	
						Total Funds =	$400,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Inspection by Contractor		$0			$0
					$0
Design/Architecture	10%	$29,650			$29,650
Contractor		$296,100			$296,100
Construction Mnt	10%	$29,650			$29,650
Legal Expenses	0%	$0			$0
Staff time	5.0%	$14,900			$14,900
Permitting					$0
Contingency	10.0%	$29,700			$29,700
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$400,000**	**$0**	**$0**	**$400,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Sta #19 Upgrades (Del Monte)**

Location:	Del Monte Blvd at Canyon Del Rey.

Description and Justification:
Install emergency bypass to existing pump during pump failure or pump maintenance.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD		$5,000	$10,800				$15,800
Total	$0	$5,000	$10,800	$0	$0	$0	
						Total Funds =	$15,800

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
					$0
					$0
Design/Architecture	15%	$1,350			$1,350
Construction		$9,000			$9,000
Construction Mnt	15%	$1,350			$1,350
Legal Expenses	0%	$0			$0
Staff time	10.0%	$900			$900
					$0
Contingency	35.0%	$3,200			$3,200
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$15,800**	**$0**	**$0**	**$15,800**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**CDR at Harcourt CMP Line Replacement**

Location:	Canyon Del Rey from Hilby to Harcourt.

Description and Justification:
Replace 820LF 12"CMP w/ 15" pipe. Project is in Caltrans right of way.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD/Other		$76,500	$687,700				$764,200
Total	$0	$76,500	$687,700	$0	$0	$0	
						Total Funds =	$764,200

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Inspection by MRWPCA		$0			$0
					$0
Design/Architecture	10%	$48,751			$48,751
Construction		$487,505			$487,505
Construction Mnt	10%	$48,751			$48,751
Legal Expenses	0%	$0			$0
Staff time	5.0%	$24,376			$24,376
Permitting		$8,565			$8,565
Contingency	30.0%	$146,252			$146,252
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$764,200**	**$0**	**$0**	**$764,200**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Sta #22 Upgrades (Tioga Ave)**

Location:	Tioga Avenue, Sand City.

Description and Justification:
Install new control panel to replace old and corroded panel and new pump.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD		$14,400	$4,500	$0		$0	$18,900
Total	$0	$14,400	$4,500	$0	$0	$0	
						Total Funds =	$18,900

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	10%	$1,600			$1,600
Construction		$15,700			$15,700
Construction Mnt	0%	$0			$0
Legal Expenses	0%	$0			$0
Staff time	0.0%	$0			$0
					$0
Contingency	10.0%	$1,600			$1,600
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$18,900**	**$0**	**$0**	**$18,900**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Olympia Avenue**

Location:	1601 Fremont Street, Seaside.

Description and Justification:

Replace 214 linear feet sewer main crossing Fremont Boulevard and private property between Broadway and Olympia Avenues. Replace 2 brick manholes. SCSD will replace about 82 linear feet 12"DIP w/ 18" pipe and Developer will replace about 128 linear feet 15" VCP. Design is in 2011 and installation is in the following year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD/Other			$26,000	$104,000			$130,000
Total	$0	$0	$26,000	$104,000	$0	$0	
						Total Funds =	$130,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$1,300			$1,300
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$11,600			$11,600
Construction		$77,000			$77,000
Construction Mnt	10%	$7,700			$7,700
Bonding	2%	$1,600			$1,600
Staff time	10.0%	$7,700			$7,700
					$0
Contingency	20.0%	$15,400			$15,400
Geotechnical	5.0%	$3,850			$3,850
Survey (topo & construct)	5.0%	$3,850			$3,850
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$130,000**	**$0**	**$0**	**$130,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Design Sewer for General Jim Realignment**

Location:	New General Jim Moore Blvd alignment in City of Seaside from Coe Ave to South Boundary Road.

Description and Justification:

FORA is designing new alignment for General Jim Blvd. Sewer lines could be installed prior to paving in about 2013.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD			$30,000	$0			$30,000
Total	$0	$0	$30,000	$0	$0	$0	
						Total Funds =	$30,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture		$25,000			$25,000
Construction					$0
Construction Mnt	10%	$0			$0
Bonding	2%	$0			$0
Staff time		$5,000			$5,000
					$0
Contingency	20.0%	$0			$0
Geotechnical	5.0%	$0			$0
Survey (topo & construct)	5.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$30,000**	**$0**	**$0**	**$30,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Saucito Line Replacement**

Location:	Saucito Ave, Del Rey Oaks.

Description and Justification:

Replace 252 linear feet 6-inch VCP sewer main with 8-inch main and 2 brick manholes in Saucito Ave. SCSD staff regularly removes sand from sag in sewer main. Design is in 2012 and installation is in the following year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD				$27,600	$110,400		$138,000
Total	$0	$0	$0	$27,600	$110,400	$0	
						Total Funds =	$138,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$800			$800
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$12,700			$12,700
Construction		$84,600			$84,600
Construction Mnt	10%	$8,500			$8,500
Bonding	2%	$1,700			$1,700
Staff time	5.0%	$4,300			$4,300
					$0
Contingency	20.0%	$17,000			$17,000
Geotechnical	5.0%	$4,200			$4,200
Survey (topo & construct)	5.0%	$4,200			$4,200
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$138,000**	**$0**	**$0**	**$138,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Brick Manhole Assessment**

Location:	District Wide

Description and Justification:

Inspect and catalog brick manhole assessment. Prioritize manholes for replacement. This project is recommended in Sewer Master Plan at budget of about $24,000 per year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD			$7,500	$7,500	$7,500	$7,500	$30,000
Total	$0	$0	$7,500	$7,500	$7,500	$7,500	
						Total Funds =	$30,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental					$0
Study by Consultant		$25,000			$25,000
					$0
Design/Architecture		$0			$0
Construction					$0
Construction Mnt		$0			$0
Bonding		$0			$0
Staff time		$5,000			$5,000
					$0
Contingency		$0			$0
Geotechnical		$0			$0
Survey (topo & construct)		$0			$0
Structural		$0			$0
		$0			$0
	Total project cost =	**$30,000**	**$0**	**$0**	**$30,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Amend Master Plan Phase 3**

Location:	Portion of City of Seaside north of Coe Avenue.

Description and Justification:

Investigate the condition of and make recommendations on the capital improvements necessary to properly operate and maintain that portion of the MCWD sanitary sewer system located within the City of Seaside north of Coe Ave.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD				$27,600	$417,000		$444,600
Total	$0	$0	$0	$27,600	$417,000	$0	
						Total Funds =	$444,600

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$13,000			$13,000
Engineering Study by Consultant		$315,000			$315,000
					$0
Design/Architecture	15%	$0			$0
Construction					$0
Construction Mnt	10%	$0			$0
Bonding	2%	$0			$0
Staff time	20.0%	$63,000			$63,000
					$0
Contingency	15.0%	$47,300			$47,300
Geotechnical	5.0%	$0			$0
Survey (topo & construct)	2.0%	$6,300			$6,300
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$444,600**	**$0**	**$0**	**$444,600**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Del Monte Blvd to Alhambra Line Replacement**

Location:	Del Monte Blvd and Alhambra Street, Seaside.

Description and Justification:

Replace 218 linear feet 15-inch pipe with approximately 21-inch pipe and 576 linear feet 12-inch pipe with approximately 15-inch pipe. Replace 5 brick Manholes. Design is in 2013 and installation is in the following year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD					$234,800	$352,200	$587,000
Total	$0	$0	$0	$0	$234,800	$352,200	
						Total Funds =	$587,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning		$3,500			$3,500
Environmental		$10,000			$10,000
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$50,300			$50,300
Construction		$335,200			$335,200
Construction Mnt	10%	$33,600			$33,600
Bonding	2%	$6,800			$6,800
Staff time	7.0%	$23,500			$23,500
					$0
Contingency	30.0%	$100,600			$100,600
Geotechnical	2.0%	$6,700			$6,700
Survey (topo & construct)	5.0%	$16,800			$16,800
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$587,000**	**$0**	**$0**	**$587,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**La Salle Avenue Line Replacement**

Location:	Le Salle Avenue, Seaside.

Description and Justification:
Replace 360 LF 6-inch VCP with 12-inch pipe. Replace 2 brick Manholes. Design is in 2013 and installation is in the following year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD/Others					$29,120	$116,480	$145,600
Total	$0	$0	$0	$0	$29,120	$116,480	
						Total Funds =	$145,600

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$2,900			$2,900
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$13,900			$13,900
Construction		$92,500			$92,500
Construction Mnt	10%	$9,300			$9,300
Bonding	2%	$1,900			$1,900
Staff time	5.0%	$4,700			$4,700
					$0
Contingency	20.0%	$18,500			$18,500
Geotechnical		$0			$0
Survey (topo & construct)	2.0%	$1,900			$1,900
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$145,600**	**$0**	**$0**	**$145,600**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Sanitary Sewer Management Plan (SSMP)**

Location:	District Wide.

Description and Justification:

Prepare report for submittal to State Water Resources Control Board that makes recommendations on the operation and maintenance and capital improvements necessary to properly operate and maintain the sanitary sewer system. This project is recommended in Sewer Master Plan at budget of $100,000.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD					$20,000	$80,000	$100,000
Total	$0	$0	$0	$0	$20,000	$80,000	
						Total Funds =	$100,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$0			$0
Report by Consultant		$80,000			$80,000
					$0
Design/Architecture	15%	$0			$0
Construction					$0
Construction Mnt	10%	$0			$0
Bonding	2%	$0			$0
Staff time	10.0%	$8,000			$8,000
					$0
Contingency	15.0%	$12,000			$12,000
Geotechnical	5.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$100,000**	**$0**	**$0**	**$100,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Lower Via Verde**

Location:	Lower Via Verde, Del Rey Oaks

Description and Justification:

Install 1,130 linear feet 8inch pipe. Replace 2 brick Manholes. Existing 6-inch line is hard to access because of creak. SCSD staff observes low flow and grease buildup. Design is in 2013 and installation is in the following year.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD					$35,080	$140,320	$175,400
Total	$0	$0	$0	$0	$35,080	$140,320	
						Total Funds =	$175,400

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$3,200			$3,200
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$16,700			$16,700
Construction		$111,000			$111,000
Construction Mnt	10%	$11,100			$11,100
Bonding	2%	$2,300			$2,300
Staff time	5.0%	$5,600			$5,600
					$0
Contingency	20.0%	$22,200			$22,200
Geotechnical	1.0%	$1,100			$1,100
Survey (topo & construct)	2.0%	$2,200			$2,200
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$175,400**	**$0**	**$0**	**$175,400**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Noche Buena Manhole**

Location:	Noche Buena at Elm, Seaside CA.

Description and Justification:
Install manhole at intersection of sewer mains at Noche Buena and Elm.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
SCSD						$28,700	$28,700
Total	$0	$0	$0	$0	$0	$28,700	
						Total Funds =	$28,700

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$300			$300
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	20%	$3,100			$3,100
Construction		$15,300			$15,300
Construction Mnt	15%	$2,300			$2,300
Bonding	5%	$800			$800
Staff time	15.0%	$2,300			$2,300
					$0
Contingency	30.0%	$4,600			$4,600
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	0.0%	$0			$0
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$28,700**	**$0**	**$0**	**$28,700**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**Del Rey Terrace Pump Sta #20 & Force Main Replacement**

Location:	Rosita Road and Angelus Way, Del Rey Oaks

Description and Justification:

Replace approximately 700 linear feet Force Main. Replace 0.72 MGD Pump Station. Design is in 2012 and installation is in the following year. Project could be funded by new customers.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
Others				$85,400	$341,600		$427,000
Total	$0	$0	$0	$85,400	$341,600	$0	
						Total Funds =	$427,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$8,500			$8,500
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	15%	$40,500			$40,500
Construction		$270,000			$270,000
Construction Mnt	10%	$27,000			$27,000
Bonding	2%	$5,400			$5,400
Staff time	5.0%	$13,500			$13,500
					$0
Contingency	20.0%	$54,000			$54,000
Geotechnical	1.0%	$2,700			$2,700
Survey (topo & construct)	2.0%	$5,400			$5,400
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$427,000**	**$0**	**$0**	**$427,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**CDR Del Rey Oaks Line Extension**

Location:	Canyon Del Rey and General Jim Moore Boulevard to South Boundary Road, Del Rey Oaks

Description and Justification:

Design is in 2012 and installation is in the following year. Project could be funded by new customers.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
Others				$194,400	$777,600		$972,000
Total	$0	$0	$0	$194,400	$777,600	$0	
						Total Funds =	$972,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning		$4,000			$4,000
Environmental		$50,000			$50,000
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	20%	$108,000			$108,000
Construction		$540,000			$540,000
Construction Mnt	10%	$54,000			$54,000
Bonding	2%	$10,800			$10,800
Staff time	12.0%	$64,800			$64,800
					$0
Contingency	20.0%	$108,000			$108,000
Geotechnical	2.0%	$10,800			$10,800
Survey (topo & construct)	4.0%	$21,600			$21,600
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$972,000**	**$0**	**$0**	**$972,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**End of Angelus Way**

Location:	Angelus Way Cul-De-Sac, Del Rey Oaks

Description and Justification:

Replace 74 linear feet pipe with 12-inch pipe. This project is recommended in the Sewer Master Plan at a budget of $30,000. Project could be funded by new customers.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
Others				$32,500	$0		$32,500
Total	$0	$0	$0	$32,500	$0	$0	
						Total Funds =	$32,500

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning					$0
Environmental		$500			$500
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	20%	$3,800			$3,800
Construction		$19,000			$19,000
Construction Mnt	10%	$1,900			$1,900
Bonding	2%	$400			$400
Staff time	12.0%	$2,300			$2,300
					$0
Contingency	20.0%	$3,800			$3,800
Geotechnical	0.0%	$0			$0
Survey (topo & construct)	4.0%	$800			$800
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$32,500**	**$0**	**$0**	**$32,500**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**CDR Hilby to Canyon Line Replacement**

Location:	Canyon Del Rey from Hilby in City of Seaside to Canyon in City of Del Rey Oaks.

Description and Justification:

Replace 2,200 LF 8-inch VCP with 10-inch pipe. Project is in Caltrans ROW. Design is in 2012 and installation is in the following year. This is Project #14 in Sewer Master Plan. Project could be funded by new customers.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
Others				$212,000	$848,000		$1,060,000
Total	$0	$0	$0	$212,000	$848,000	$0	
						Total Funds =	$1,060,000

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning		$14,000			$14,000
Environmental		$60,000			$60,000
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	20%	$116,000			$116,000
Construction		$580,000			$580,000
Construction Mnt	10%	$58,000			$58,000
Bonding	2%	$11,600			$11,600
Staff time	12.0%	$69,600			$69,600
					$0
Contingency	20.0%	$116,000			$116,000
Geotechnical	2.0%	$11,600			$11,600
Survey (topo & construct)	4.0%	$23,200			$23,200
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$1,060,000**	**$0**	**$0**	**$1,060,000**

Seaside County Sanitation District
Capital Improvement Program Projects

Project Name:	**CDR Monterey Line Extension**

Location:	Canyon Del Rey to Highway 68, Del Rey Oaks

Description and Justification:

Install approximately 4,400 LF 15-inch pipe. Most of the project is in Caltrans ROW. This is Project #5 in Sewer Master Plan. Design is in 2012 and installation is in the following year. Project could be funded by new customers.

	Fiscal Year						
Fund Source	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	Total
Others				$202,280	$809,120		$1,011,400
Total	$0	$0	$0	$202,280	$809,120	$0	
						Total Funds =	$1,011,400

Summary of Estimated Costs	Percent of Construction	Total	Previous Years	2007/2008	Balance
Planning		$6,700			$6,700
Environmental		$50,000			$50,000
Engineering Study by Consultant		$0			$0
					$0
Design/Architecture	20%	$111,000			$111,000
Construction		$555,000			$555,000
Construction Mnt	10%	$55,500			$55,500
Bonding	2%	$11,100			$11,100
Staff time	15.0%	$83,300			$83,300
					$0
Contingency	20.0%	$111,000			$111,000
Geotechnical	2.0%	$11,100			$11,100
Survey (topo & construct)	3.0%	$16,700			$16,700
Structural	0.0%	$0			$0
		$0			$0
	Total project cost =	**$1,011,400**	**$0**	**$0**	**$1,011,400**

APPENDIX 4G

Seaside County Sanitary District

SCSD Capital Improvement Plan 2013/14 – 2018/19

EXHIBIT A - Seaside County Sanitation District Capital Improvement Program

Capital Improvement Projects	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Out Years
1 Del Monte Lift Station Upgrades	$ 984,000						
2 Rosita Lift Station Upgrades Near Term	$ 75,000						
3 942 Angelus Way Sewer Main Upgrade	$ 29,000	$ 74,000					
4 Del Rey Park Sewer Main Upgrade	$ 96,000	$ 324,000					
5 Del Monte Blvd. Sewer Main Upgrade					$ 228,000	$ 1,330,000	
6 Military Lift Station Replacement	$ 748,000						
7 Fremont Blvd. Sewer Main Upgrade					$ 280,000	$ 1,600,000	
8 Luzern St. Sewer Main Upgrade	$ 75,000	$ 437,000					
9 La Salle Ave. Sewer Main Upgrade	$ 115,000	$ 671,000					
10 Tioga Lift Station Upgrade and Study				$ 18,000			
11 Birch Ave. Sewer Main Upgrade			$ 99,000	$ 578,000			
12 Root Intrusion Sewer Main Replacement	$ 25,000	$ 200,000	$ 25,000	$ 200,000	$ 200,000	$ 200,000	$ 1,700,000
13 Brick Manhole Inspection					$ 55,000	$ 56,187	$ 75,000
14 Drop Manhole Inspection							$ 810,000
15 Manhole Lids							$ 150,000
16 Rod Hole Replacement							$ 1,900,000
17 New Manhole Installations							$ 4,600,000
18 Canyon Del Rey Sewer Line Replacement							$ 610,000
19 Highway 1 Sewer Line Cleaning	$ 50,000	$ 120,000					$ 410,000
20 LAFCO Application	$ 200,000	$ 50,000					$ -
Subtotal Capital Improvement Projects	$ 2,397,000	$ 1,876,000	$ 124,000	$ 796,000	$ 763,000	$ 3,186,187	$ 10,255,000

APPENDIX 4H

Seaside County Sanitation District

Sewer Line Cleaning BMPs

STANDARD OPERATING PROCEDURE FOR THE VACTOR

JETTER/VACUUM COMBINATION TRUCK

OPERATION OF THE JETTER

Note: Orange coincides with the pictures in the back

I. Inside the Truck

1. Pull up to the manhole, line up the tool box with the edge of the manhole.
2. Shift the truck into NUTERAL
3. Set the PARKING BRAKE by pulling the knob out.
4. Push the MODE switch located on the gear shift. Red light will come on.
5. Flip the MASTER SWITCH located on the dash, up. 3 red lights will come on.

II. Front of the Truck

6. Extend the reel by pressing the HOSE REEL toggle OUT
7. Flip the HOSE REEL toggle up to the unlock position and turn the reel to position it over the manhole. Flip the HOSE REEL toggle down to lock
8. Check for a DROP sewer line.
9. Lower the hose into the manhole making sure it is going against the flow of the water in the sewer line.
10. Insert the FORK into the manhole channel positioned on the opposite side of the hose.
11. Pull out and flip the RODDER toggle to the ON position.
12. Check THROTTLE switch on front panel to make sure it is in the ON position.
13. Using the THROTTLE toggle, increase the pressure to 1500 PSI.
14. Set the SPEED CONTROL to #6

15. Pull on the REEL CONTROL handle to allow the hose to go up the sewer line. Push on the handle to have the hose return.

SHUTTING DOWN THE JETTER

I. Front of the Truck

1. Using the THROTTLE toggle, turn pressure down to idle (#12 of the pictures)
2. Turn the RODDER Switch OFF (#11 of the pictures)
3. Unlock the HOSE REEL and rotate the reel to the left, lock the reel (#7 of the pictures)
4. RETRACT the reel by pressing the HOSE REEL toggle IN. (#6 of the pictures)

II. Inside the Truck

5. Turn the MASTER SWITCH on the dash, OFF. (#5 of the pictures)
6. On the gear shifter, press the MODE button, the red light above will go off. (#4 of the pictures)

OPERATION OF THE VACUUM

I. Inside the Truck

1. Position the truck to vacuum unless you are already at the manhole.
2. Shift the truck into NUTERAL
3. Set the PARKING BRAKE by pulling the knob out.
4. Push the MODE switch located on the gear shift. Red light should come on.
5. Flip the MASTER SWITCH located on the dash, up. 3 red lights will come on.

II. Front of the Truck

A. Start the auxiliary motor by turn the IGNIGTION switch to START. Once the

engine is running let the knob go to the ON position.

B. Using the toggle switch EXTEND the boom
CAUTION: DO NOT EXTEND BOOM PAST ELEVEN FEET. (LOOK FOR MARK ON BOOM)

C. Attach the ALUMINUM TUBES to the boom. The CLAMPS are in the tool box located on the side of the truck.

D. Turn the VACUUM RELIEF switch to the OFF position. The vacuum is on.

E. Set the THROTTLE to either MID-RANGE or FULL

SHUTTING DOWN THE VACUUM

II. Front of the Truck

E. Turn the THROTTLE to IDLE

D. Flip the VACUUM RELIEF switch to the ON position

C. Return the tubes and clamps to the rack and box.

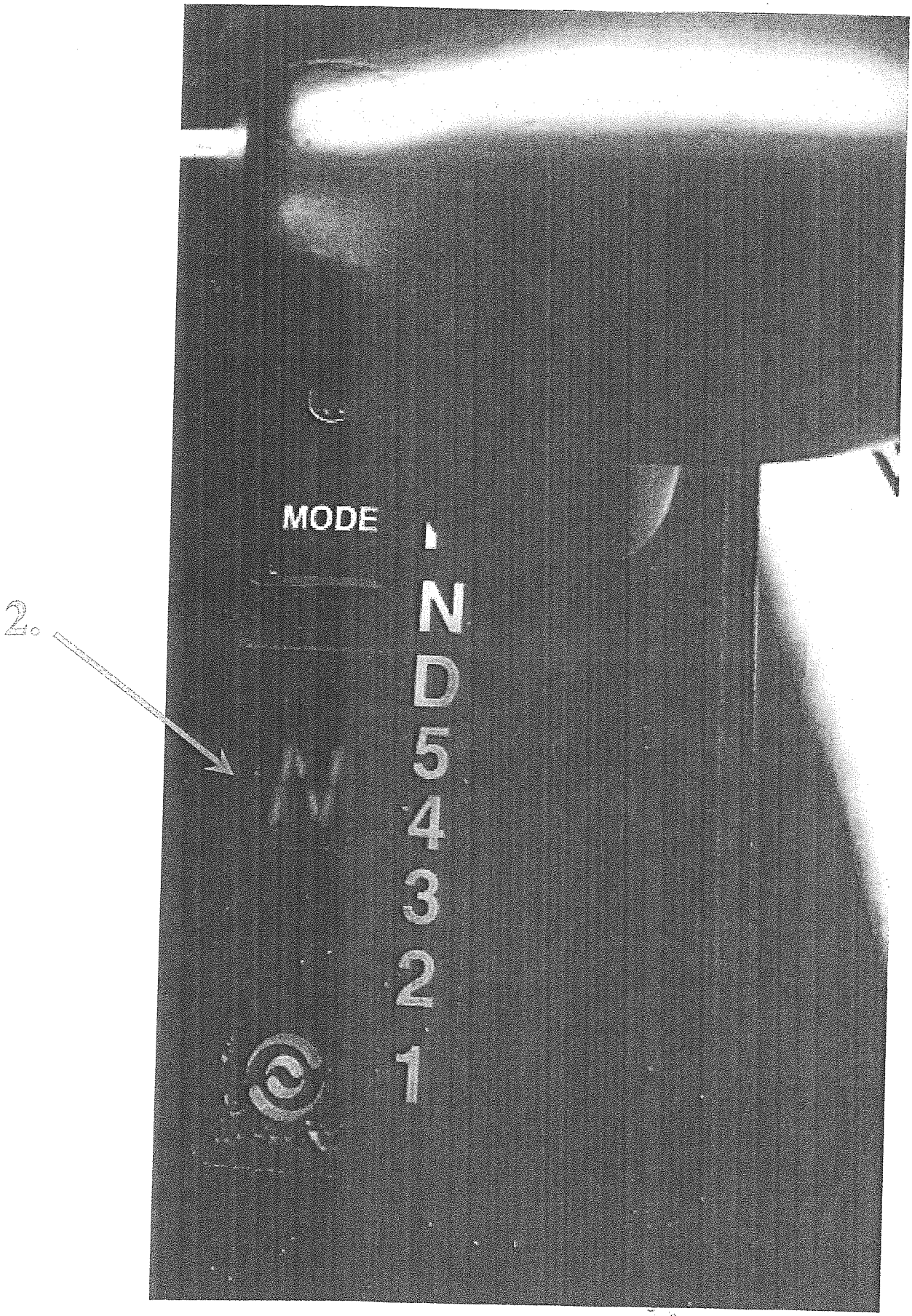
B. Using the toggle RETRACT the boom

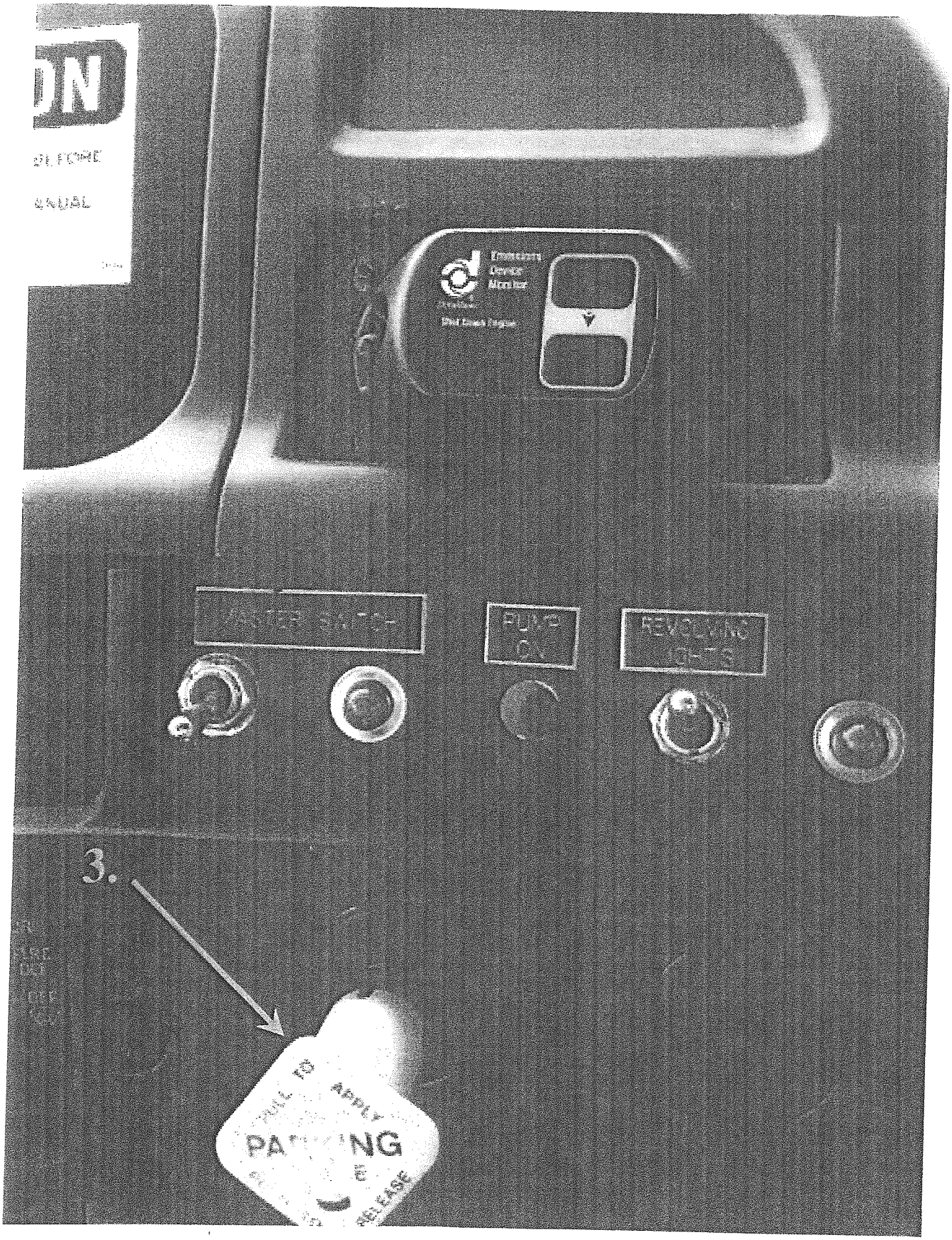
A. Turn the IGNITION switch to OFF

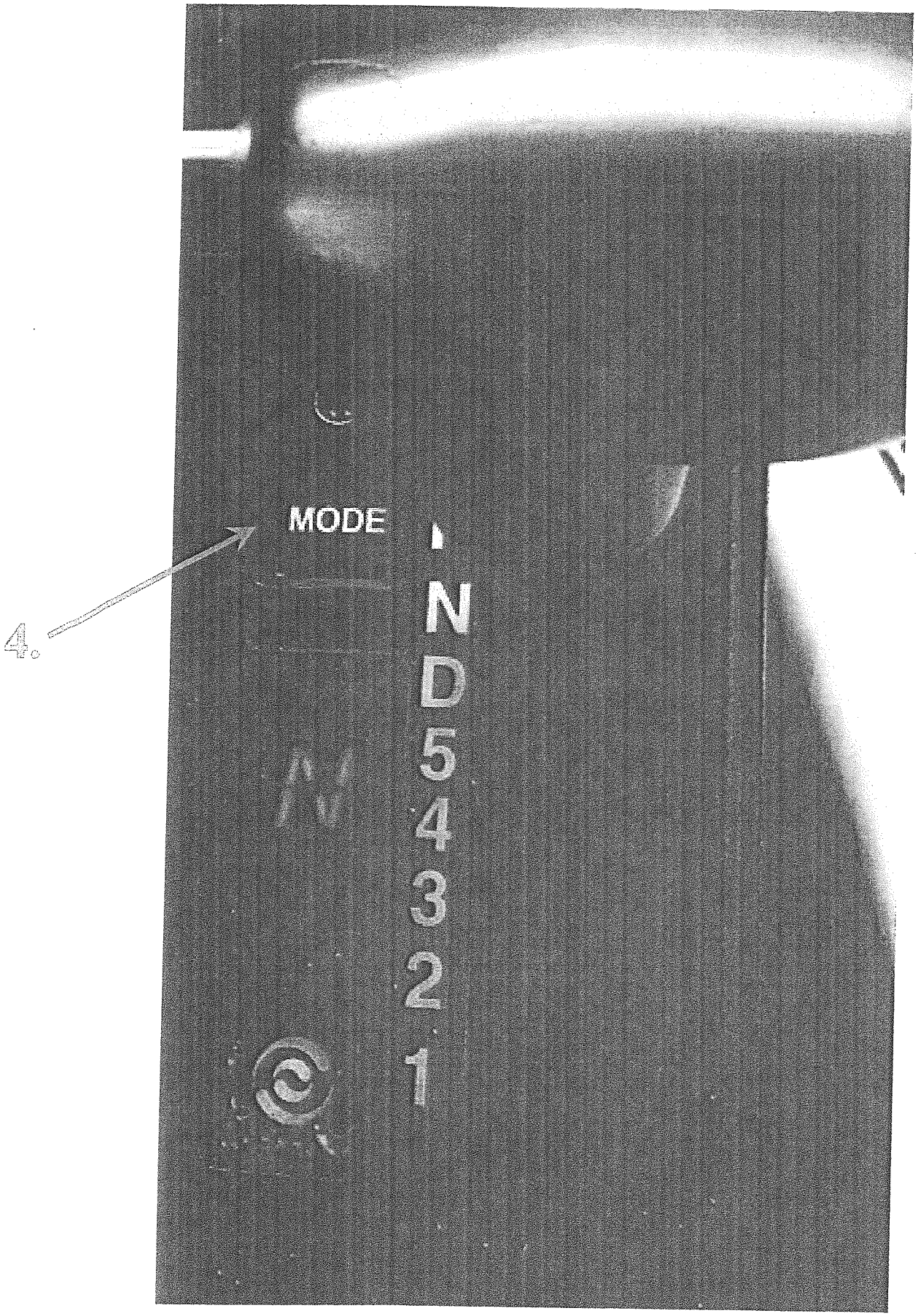
II. Inside the Truck

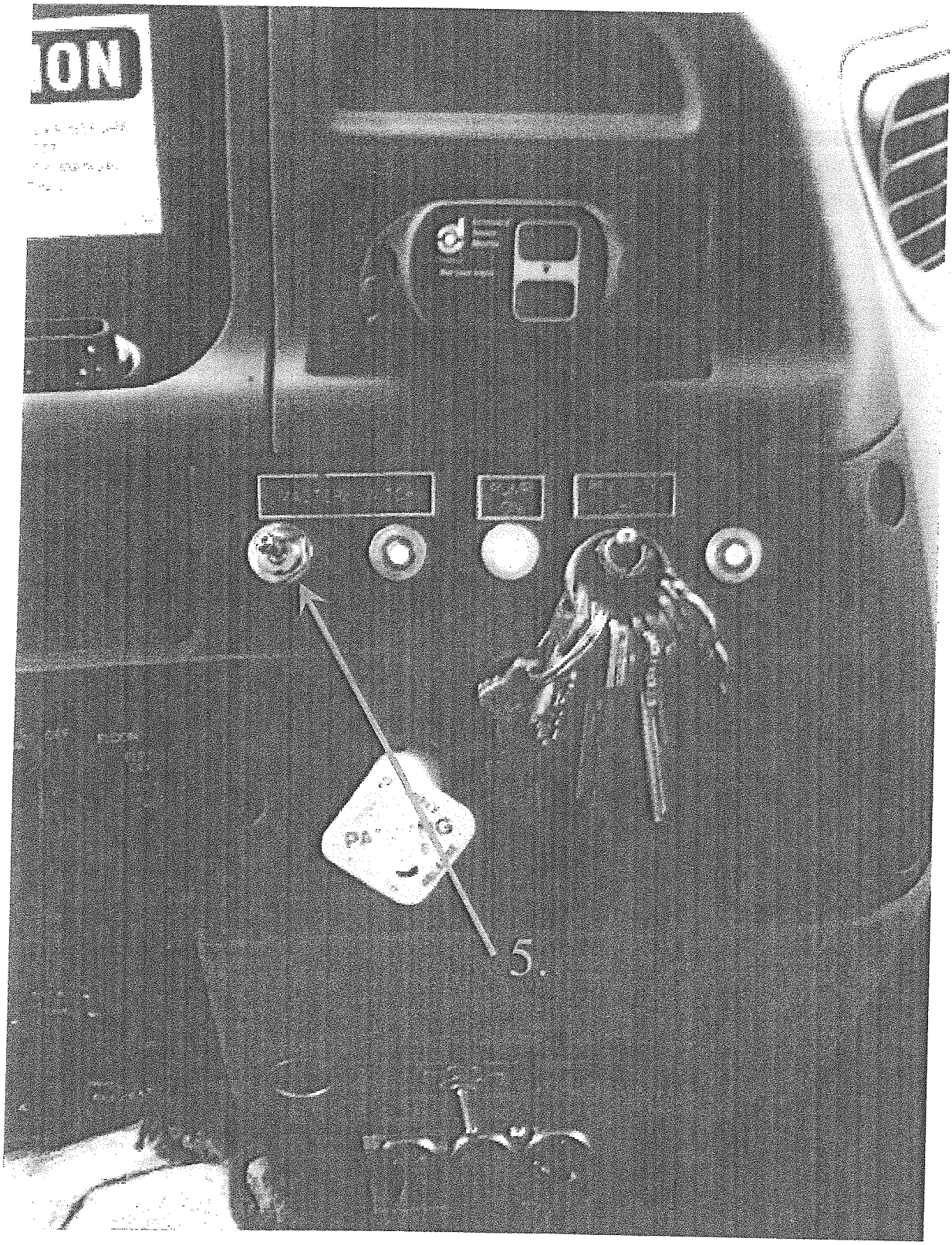
1. Turn the MASTER SWITCH on the dash, OFF. (#5 of the pictures)
2. On the gear shifter, press the MODE button, the red light above should go off. (#4 of the pictures)

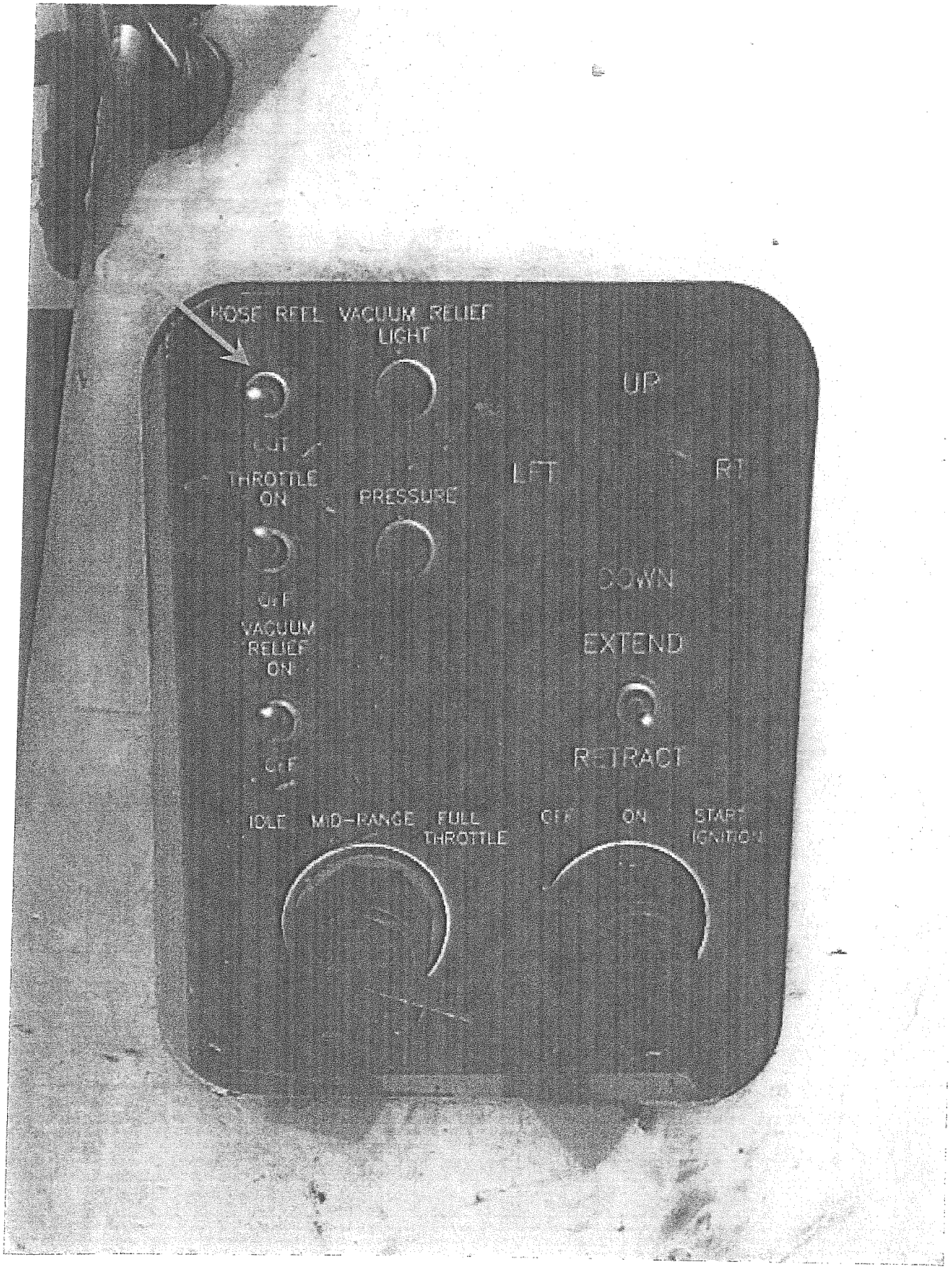
CAUTION

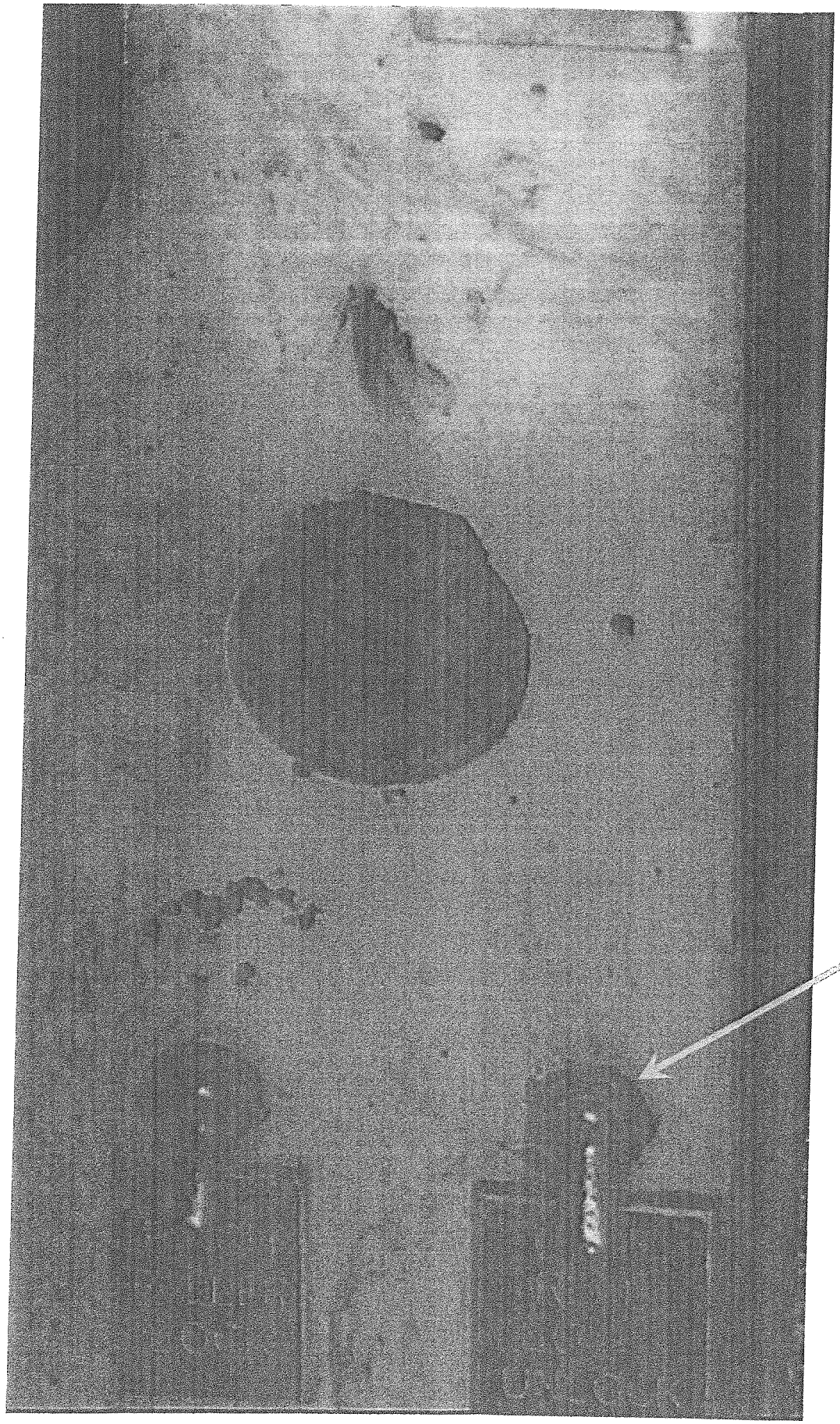

MODE
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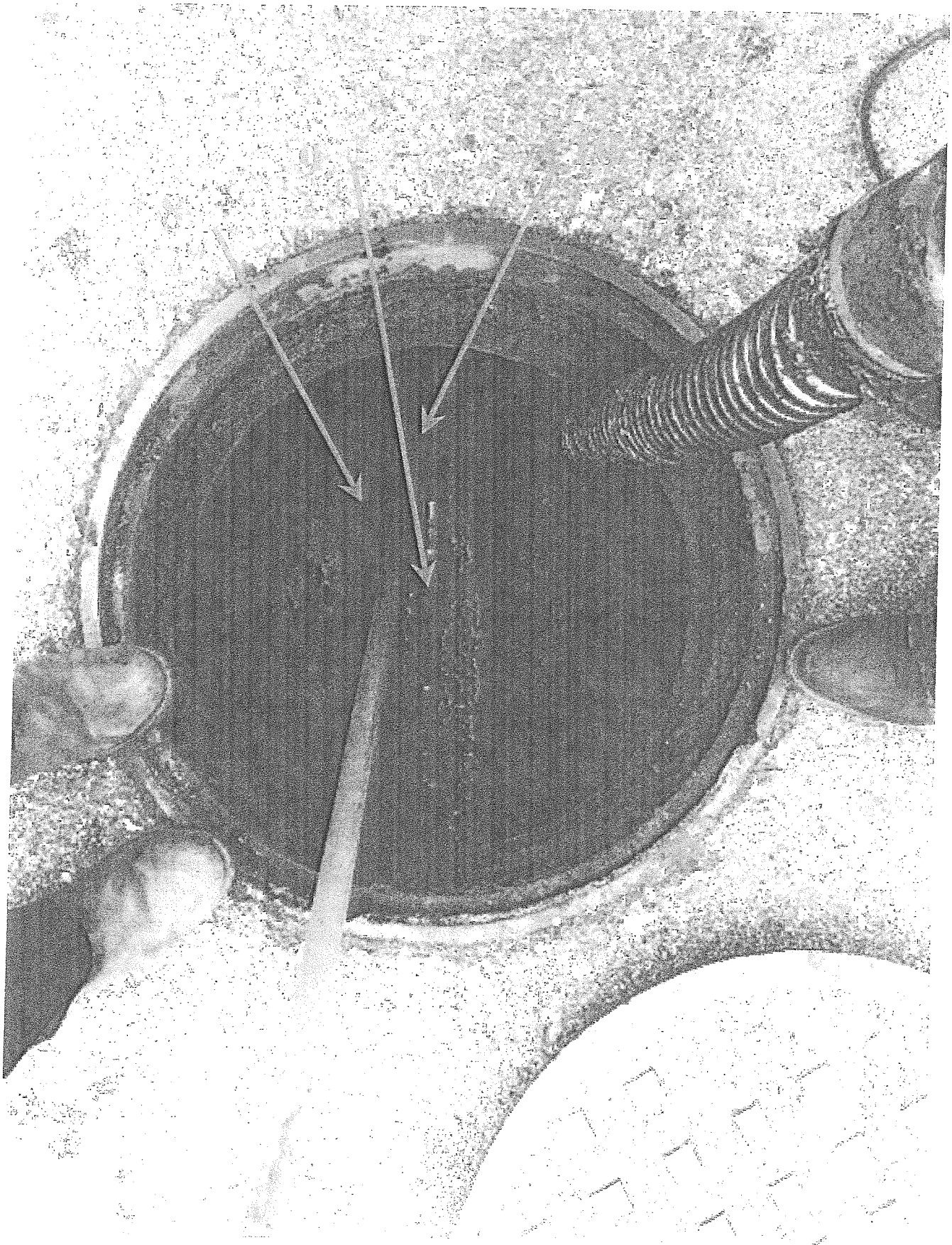

3.
PARKING


MODE
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3
2
1
4.

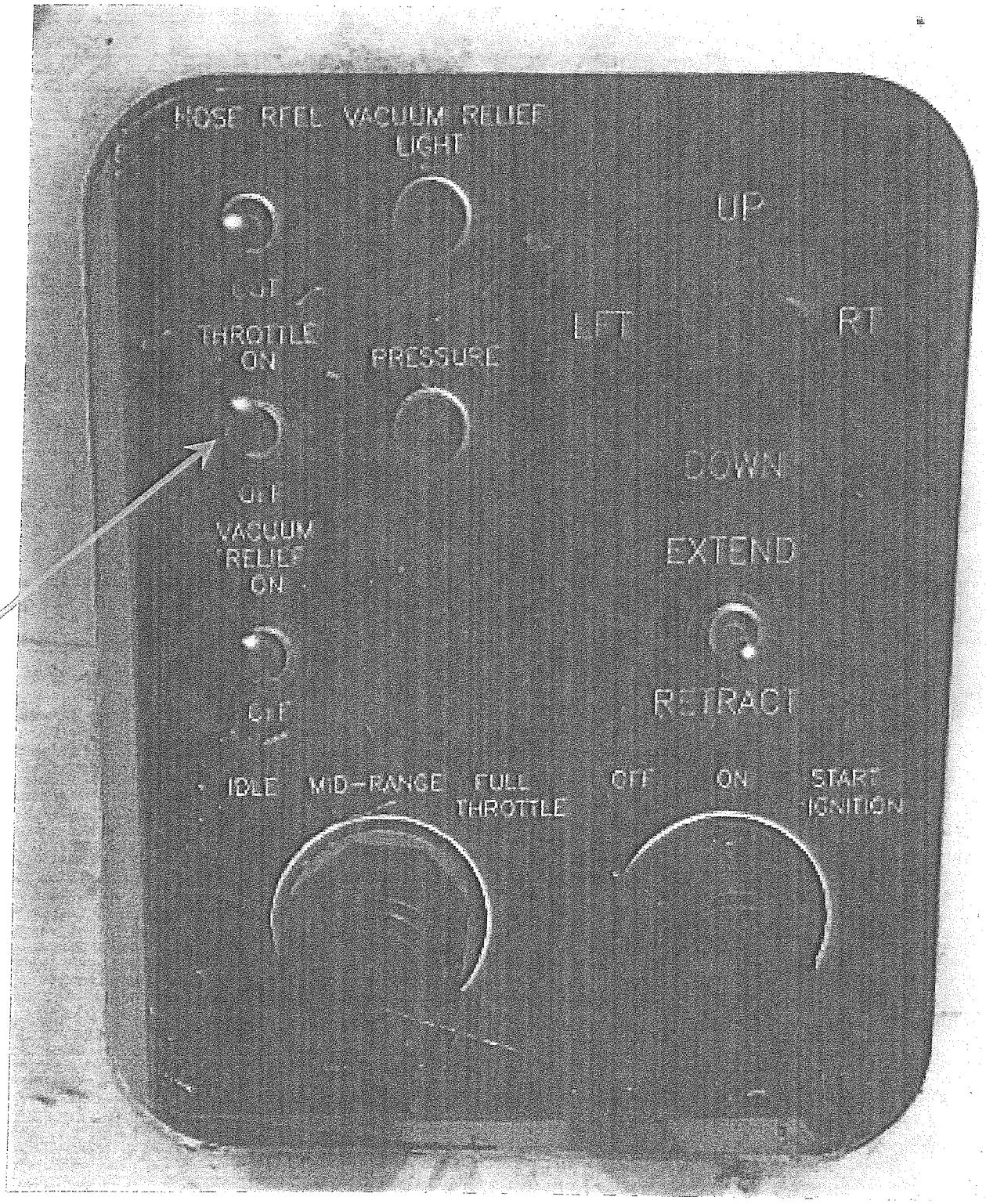

5.


HOSE REEL VACUUM RELIEF LIGHT
UP
LFT
RT
THROTTLE ON
PRESSURE
DOWN
OFF
VACUUM RELIEF ON
EXTEND
OFF
RETRACT
IDLE
MID-RANGE
FULL THROTTLE
OFF
ON
START IGNITION

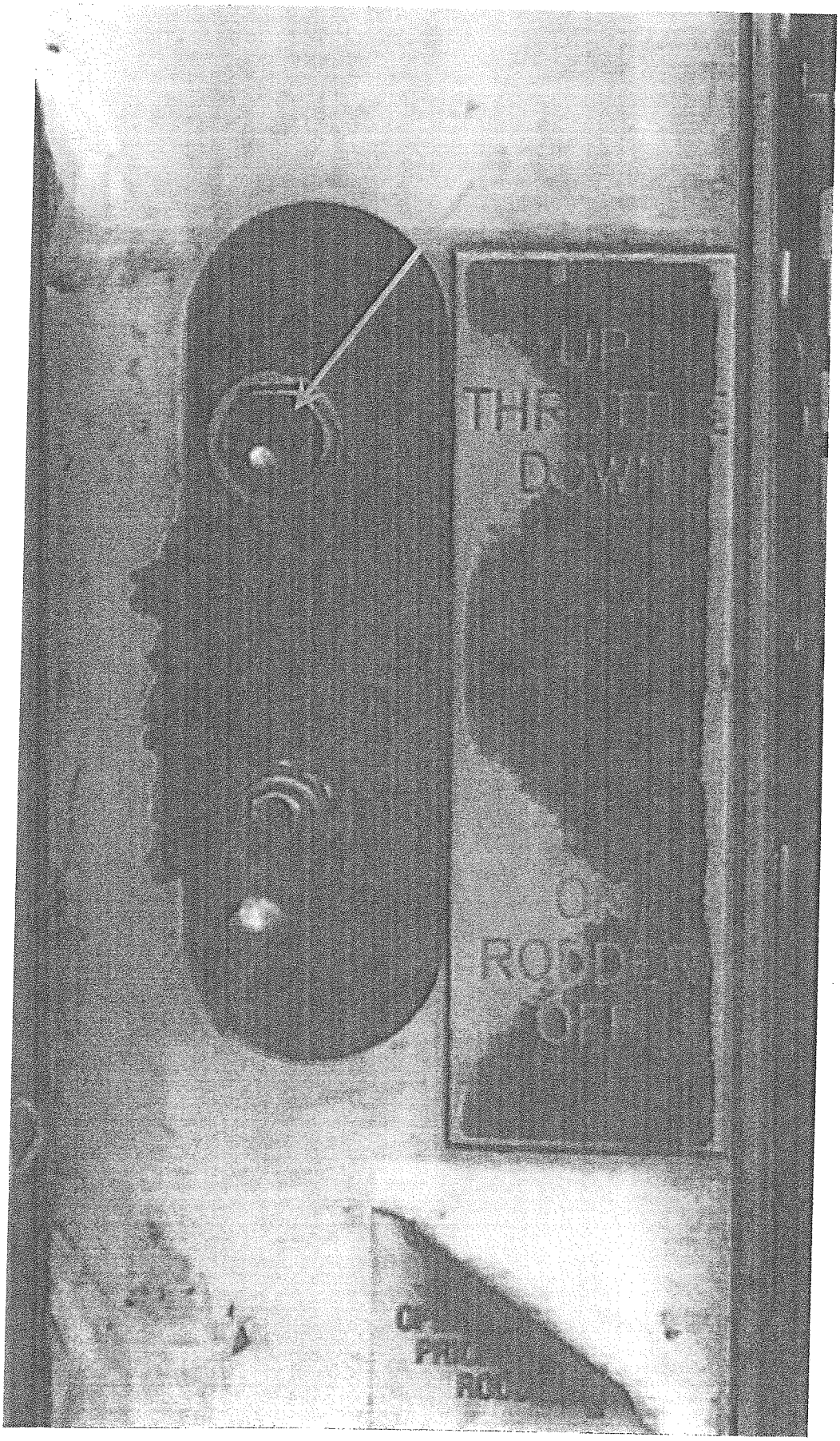

7c



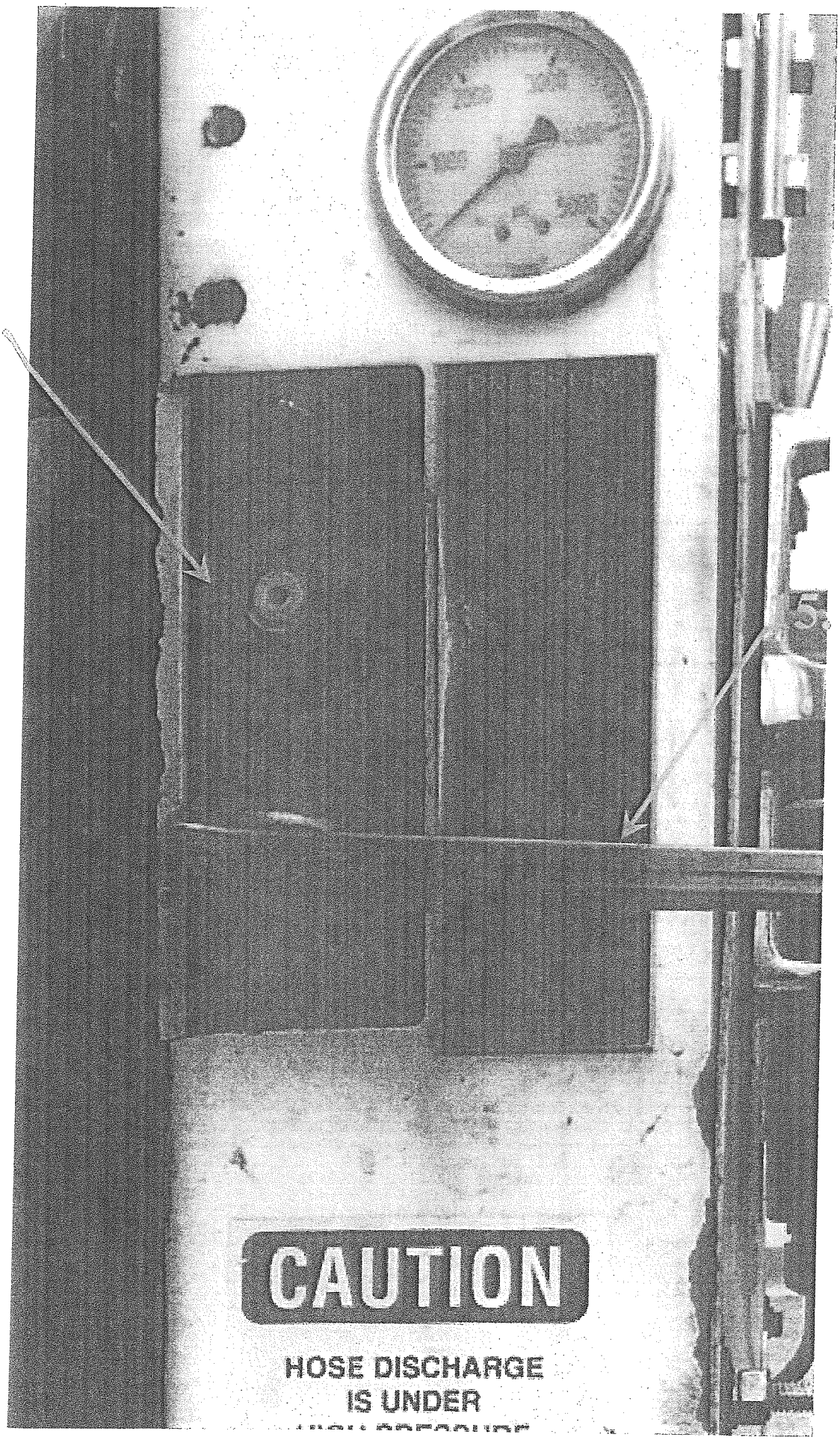
THR
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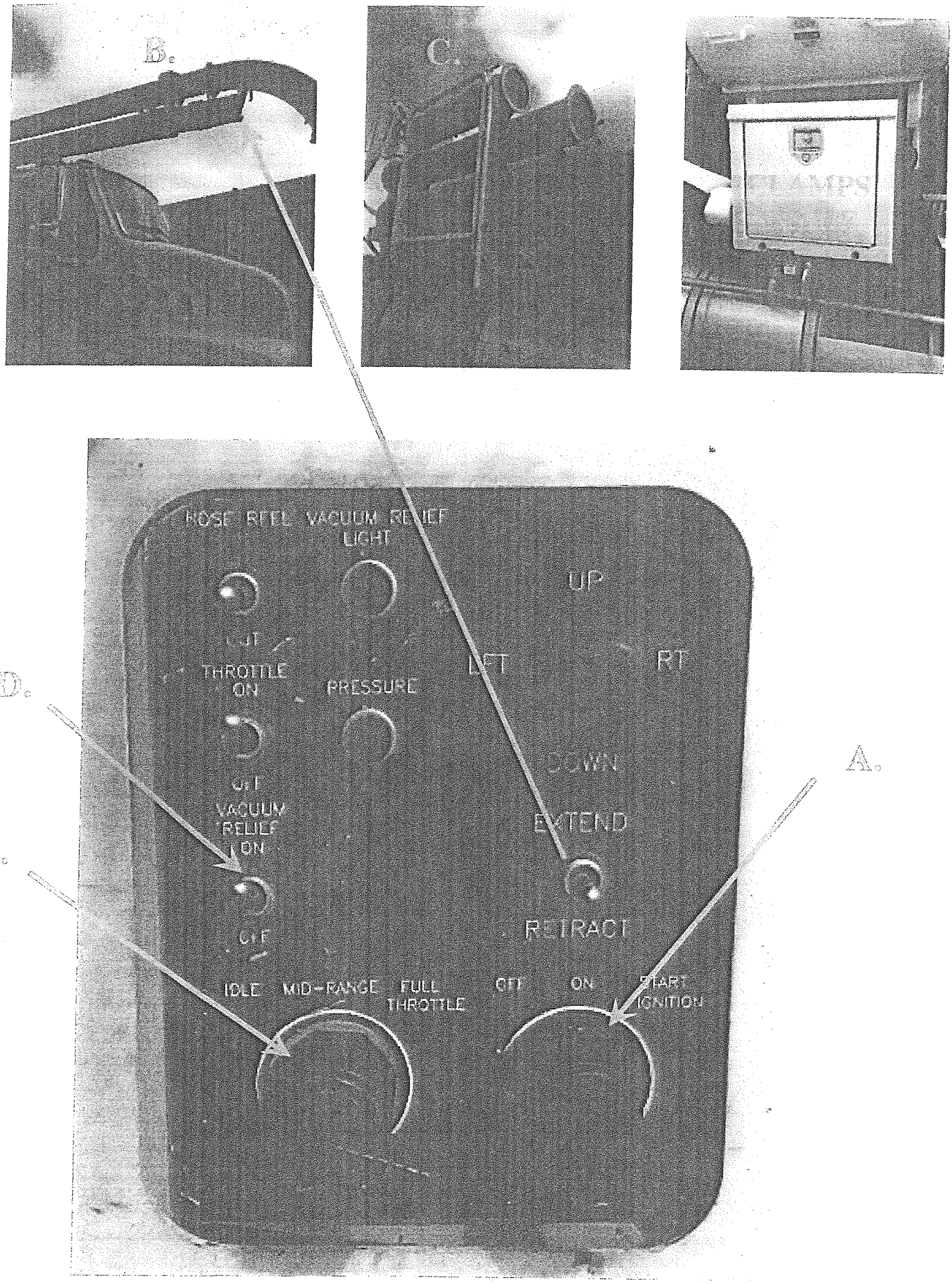

HOSE REEL VACUUM RELIEF LIGHT
UP
LIFT
RT
THROTTLE ON
PRESSURE
DOWN
OFF
VACUUM RELIEF ON
EXTEND
RETRACT
IDLE
MID-RANGE
FULL THROTTLE
OFF
ON
START IGNITION

12.


THIS
RODD
OFF

14.




B.
C.
NOSE REEL VACUUM RELIEF LIGHT
UP
LFT
RT
THROTTLE ON
PRESSURE
D.
DOWN
VACUUM RELIEF ON
EXTEND
A.
E.
RETRACT
IDLE
MID-RANGE
FULL THROTTLE
OFF
ON
START IGNITION

APPENDIX 4I

Seaside County Sanitation District

SCSD Critical Parts and Equipment List

SCSD Critical Parts and Equipment List

Part or Equipment Type	Description	Quantity in Stock
Sewer Cleaning		
	Jetter/Vacuum Truck	1
	Jetter Truck	1
	Rodder Truck	1
Sewer Repairs		
	1-Ton Truck	1
	Backhoe	1
Emergency Power Supply		
	Portable Generators	2
	Stationary Generator: LS #20	1
ABS Fittings		
	4” x 45^{o}	16
	4” x 22^{o}	13
	4” x 90^{o}	4
	4” Female Coupling	2
	4” Plug	2
	4” Coupling	9
	4” Two Way Cleanout	1
	3”x 22^{o}	1
	3” Two Way Coupling	1
	6” Caps	6
	6” Couplings	9
	6” 90^{o}	3
	6” x 6” x 6” Wye	2
	6” 45^{o}	5
	6” Female Adaptor	1
	6” Plug	1
	8” x 8” Wye	1
Fernco Rubber Bends		
	8” Clay to Clay	4
	6” to 4” Clay to Clay	3
	6” Clay to Clay	13
	4” Clay to Clay	24

	4” to 4” Plastic to Clay	14
	6” to 6” Plastic to Clay	4
	6” to 8” Plastic to Clay	4
	8” to 8” Plastic to Clay	2
	6” to 6” Plastic to Plastic	9
	4” to 4” Plastic to Plastic	3
	3” to 3” Plastic to Plastic	4
	4” to 6” Cast Iron to Iron	2
Plugs and Seals		
	6” Expansion Plug	3
	Manhole Seals	6

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ELEMENT 5 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 5 – Design and Performance Provisions has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	SCSD Staff	District Board
1	September 2013	The SSMP was revised as a result of the 2011 and 2013 SSMP Audits.	SCSD Staff	-
2	September 9, 2014	The SSMP was revised in accordance with the findings and recommendations of the May 16, 2013 SSMP Audit. This revision also served as the five (5) year update and was approved by the District Board.	SCSD Staff and Wallace Group	District Board

ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

The standards and specifications for new construction and repair of the existing sanitary sewer system described in this SSMP Element are utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

5.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13(v) states that the SSMP must identify:

(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and

(b) Procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards and Specifications [WDR D.13(v)(a)]

The District uses Standard Plans for the Public Works Construction, 2009, by Public Works Standards, Inc. which is included as Appendix 5A to this element.

5.2.1 Improvement Plans

Improvement plans shall be on 24" x 36" standard plan sheets. Drawings shall become the property of the SCSD and shall have the standard title block of the member entity located in the bottom right-hand corner. Layout sheets shall be on plan and profile. As-built drawings certified by a professional engineer shall be provided. Approval signature shall be by the District Engineer.

5.2.2 Design Criteria for Gravity Sewer Mains

Gravity mains shall be Reinforced Concrete Pipe (RCP), or Vitrified Clay Pipe (VCP), or Polyvinyl Chloride (PVC) pipe, SDR-26 or less. Sewer mains shall be eight inches (8”) minimum diameter. Sewer mains may be six inches (6”) or larger for ultimate maximum of ten single family units or less and having one (1) percent minimum slope. Plastic pipe shall not be allowed for pipe diameters exceeding fifteen inches (15”) diameter.

RCP gravity sewer pipe and fittings shall conform to ASTM C76. Pipe wall thickness shall be “B” or “C.” Pipe class shall be as required by loading conditions, but shall not be less than Class III. Pipe joints shall conform to ASTM C443. Rubber gaskets shall be installed per manufacturer’s instructions and conform to ASTM C923. Pipe shall be installed in compliance with ASTM C12.

VCP gravity sewer pipe and fittings shall conform to ASTM C700. Pipe joints shall conform to ASTM C425. Pipe shall be installed in compliance with ASTM C12.

PVC gravity sewer pipe and fittings shall conform to ASTM D3034 for diameters from six inches (6") to fifteen inches (15") with integral-bell gasket joints. The inside of the pipe shall be

smooth. Rubber gaskets shall be factory installed and conform to ASTM F477. Pipe joints shall conform to ASTM D3212. Pipe shall be installed in compliance with ASTM D 2321.

Plastic pipe shall be installed with locator wire. The locator wire shall be a minimum of 12 gauge THW or 12 gauge THWN, and shall be continuous for the entire length of pipe laid between manholes. The wire shall be secured to the pipe by tape wrapped completely around pipe every 12 feet, or less. The wire shall be brought into manholes with 2 feet of wire more than is needed to reach the surface.

Manholes shall be located at no more than four hundred (400) foot intervals along the main. The minimum inside diameter shall be forty-eight inches (48”). Drop manholes should be installed where sewer lines do not smoothly channelize through the bottom of manhole. Drop manholes shall be installed where the inlet and outlet differential is two (2) feet or greater. To attenuate turbulence and sewer off-gassing, all pipe transitions inside of manholes shall be smooth and continuous with large radius bends, and should avoid any sudden drops. Manholes shall be located at every change of direction or size. Manholes with internal drop structures shall be epoxy coated to prevent corrosion.

Upon completion of sewer main and manhole installations within public easements and right-of- ways, all sections of pipe shall be inspected with video equipment and tested according to the inspection and test methods outlined below (See “Inspection of Sewer Mains with Video Equipment” and “Acceptance Testing of Sewer Mains and Appurtenances”).

5.2.3 Summary of Design Criteria for Gravity Sewer Mains

1. Coefficient of friction “n” = 0.013 for VCP and RCP; n = 0.010 for PVC
2. Minimum velocity = 2 feet per second
3. Maximum velocity = 8 feet per second
4. Minimum cover = 3 feet
5. Minimum diameter = 8 inches or larger (see above for exceptions)
6. Minimum clearance = 10 feet between the sewer main and potable water pipes; 1 foot between the sewer main and crossing pipes
7. Easements – minimum 15 feet wide along mains; minimum 25 foot square area at manholes where there is a change in direction of the sewer mains of more than 45 degrees.

5.2.4 Design Criteria for Gravity Sewer Laterals

Gravity laterals shall be Vitrified Clay Pipe (VCP), or Polyvinyl Chloride (PVC) pipe, SDR-35 or less. Sewer laterals shall be four inch (4”) minimum diameter. PVC gravity sewer pipe and fittings shall conform to ASTM D 3034 with integral-bell gasketed joints. Rubber gaskets shall be factory installed and conform to ASTM F 477. Pipe joints shall conform to ASTM D 3212. Pipe shall be installed in compliance with ASTM D 2321.

Lateral connections to the sewer main shall be subject to written approval from the District Engineer. All lateral connections to sewer mains shall be made by means of wye branches or saddles in the upper half of the sewer main. A rubber connector with stainless steel clamps shall be used to attach the wye to the sewer main. The rubber for the connector shall comply with ASTM C923. The stainless steel elements of the connector shall be Series 305 stainless steel. The stainless steel clamp shall be capable of sustaining an applied torque of eighty (80) inch- pounds without deforming any part of the clamp.

Connections shall not be allowed at manholes. Connections shall not penetrate into the sewer main and shall be constructed in accordance with American Public Works (APWA) *Standard Plans for Public Works Construction* (the Greenbook), latest edition. Each single family residence shall have a separate connection to the sewer main. Additional wye branches may be installed in the sewer mains for future anticipated services. The wye branch shall terminate outside of the public right-of-way with a water-tight seal.

5.2.5 Summary of Design Criteria for Gravity Sewer Laterals

1. Coefficient of friction "n" = 0.013 for VCP; n = 0.010 for PVC smooth wall
2. Minimum velocity = 2 feet per second
3. Maximum velocity = 8 feet per second
4. Minimum cover at property line = 3 feet
5. Minimum diameter = 4 inches
6. Backflow prevention device approved by the latest version of the Uniform Plumbing Code shall be installed on the lateral within 2 feet of exterior of building envelope.

5.2.6 Design Criteria for Pump Stations and Other Appurtenances

The design of pump stations and other appurtenances shall be performed by a qualified professional engineer registered in the State of California. The District Engineer shall review and approve all designs prior to implementation. The design of pump stations and other appurtenances shall consider the existing and future hydraulic capacity of the sewage collection and treatment systems. All components of the system shall be properly sized to avoid surcharging the gravity collection system.

Force mains shall be connected to manholes with discharge pointing downstream. Manholes receiving force main connections shall be epoxy coated to prevent corrosion.

5.3 Inspection and Testing Procedures and Standards [WDR D.13(v)(b)]

5.3.1 Inspection of Sewer Mains with Video Equipment

A digital recording of all sewer mains shall be made with software that encodes breaks, laterals, etc. with Pipeline Assessment & Certification Program (PACP) Standard Codes. Written summaries and digital copies of video inspections shall be submitted to the District Engineer within seventy-two (72) hours of completing the inspection. A signed cover letter shall transmit the video information and shall note all pipe defects and major anomalies observed in the inspection.

5.3.2 Acceptance Testing of Sewer Mains and Appurtenances

Manholes shall be negative pressure tested in accordance with ASTM C1244 prior to backfilling. Sewer mains shall be air pressure tested in accordance with applicable portions of ASTM C828 and ASTM C924 and manufacturer's requirements. Plastic pipe mains shall be tested with a ninety-five (95) percent mandrel in accordance with ASTM D2122 to ensure pipe roundness requirements are met. All test results shall be recorded and submitted to the District Engineer for review and approval. Sections of piping failing testing shall be removed and replaced to the satisfaction of the District Engineer.

5.3.3 Repair of Sewer Mains and Appurtenances

Repairs of sewer mains and appurtenances shall be made by removing the defective sections of piping and appurtenances to the limits specified by the District Engineer. New piping and appurtenances shall be installed in accordance with the design and construction standards outlined above. An encroachment permit from the District is required prior to commencing any work within the public right of way.

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APPENDIX 5A

Standard Plans for Public Works Construction. 2009 Edition. Public Works Standards, Inc.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

2009 Edition

Written And Promulgated By

Public Works Standards, Inc.

Published By

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Division of BNi Publications, Inc.

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BY WAY OF EXPLANATION

This edition of *Standard Plans for Public Works Construction* is the fruition of over twenty eight years of intensive work by a multi-governmental agency subcommittee of the Public Works Standards, Inc., American Public Works Association, and the Southern California Districts, Associated General Contractors of California.

These plans, representing the professional thinking of the leading public works officials and private members of the construction industry, were prepared to answer a need for uniform design governing public works construction performed for the many cities, counties, and public agencies. This need dates back to the very founding of these governmental jurisdictions.

Uniform plans, embracing the most modern design and construction techniques, will greatly benefit both the general public and the private contracting industry. Such plans will eliminate conflicts and confusion, lower construction costs, and encourage more competitive bidding by private contractors.

The prime sponsors of this effort have been the City and County of Los Angeles, County of Ventura, City and County of San Diego, City of Long Beach, City of Burbank, and County of Orange. In the case of Los Angeles County, this includes the Road Department, Flood Control District, County Engineer/Facilities Department, and the Sanitation Districts. In addition to these major organizations, numerous municipal agencies, large and small, served a key role on the various task forces.

The Standard Plans are to be used in conjunction with the *Standard Specifications for Public Works Construction* as a companion document. This latter document has been in existence since 1967 and is commonly referred to as the *"Greenbook."* The Standard Plans, being engineering plans, are subject to the provisions of Chapter 7, Division 3, Business and Professions Code, State of California when used in that state. As such, they must be approved by a registered professional engineer to indicate his or her responsibility for them. In addition, they do not have the legal effect of a contract document or construction plan until officially adopted by the particular user agency.

The plans are numbered with a three digit prefix and a single digit suffix. The first number denotes the section in which the plan is located. The suffix is used to denote changes. All plans when originally approved will bear the suffix "0." As they are amended, the suffix will be numbered to denote the change number.

The *Standard Plans for Public Works Construction* will be revised periodically and reprinted to reflect advanced thinking and the changing technology of the construction industry. Subsequent editions will be published as additional material is prepared. To this end, the Public Works Standards, Inc. will continue to study and recommend changes to both the *Standard Plans* and *Standard Specifications*. Interested parties who wish to suggest additions or amendments may communicate with the Public Works Standards, Inc., c/o Associated General Contractors of California, 1906 W. Garvey Avenue South, Suite 100, West Covina, CA 91790.

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Sewers and Sanitation

NOTES:

1. EXCEPT AS NOTED HEREON, THE PRECAST UNITS SHALL BE MANUFACTURED AND TESTED IN ACCORDANCE WITH ASTM C 478. AS AN ALTERNATE CURING METHOD, THE UNITS MAY BE CURED USING SATURATED STEAM FOR A MINIMUM OF 12 HOURS FOLLOWED BY 6 DAYS OF WATER CURING OR MEMBRANE CURING. IF THE UNITS ARE CURED BY THE ALTERNATE METHOD, THEY SHALL NOT BE SHIPPED PRIOR TO 8 DAYS AFTER CASTING NOR UNTIL THE CONCRETE HAS ATTAINED A STRENGTH OF 3500 PSI (25 MPa).

2. MANHOLE STEPS SHALL CONFORM TO SPPWC 635 TYPE 1 OR 3 OR SPPWC 636. THE MANHOLE STEPS SHALL BE UNIFORMLY SPACED AT A MAXIMUM OF 16" (400 mm). THE LOWEST STEP SHALL BE PLACED NOT LESS THAN 8" (200 mm) NOR MORE THAN 18" (450 mm) ABOVE THE SHELF. THE STEPS SHALL PROJECT 5" (125 mm) INSIDE THE MANHOLE.

3. RISER SECTIONS MAY BE REINFORCED OR UNREINFORCED. REINFORCED SECTIONS SHALL BE REINFORCED IN ACCORDANCE WITH ASTM C 478 AND SHALL HAVE A MINIMUM WALL THICKNESS OF 5" (125 mm). UNREINFORCED RISER SECTIONS SHALL HAVE A MINIMUM WALL THICKNESS OF 6" (150 mm).

4. THE 24"x48" (600 mm x 1200 mm) ECCENTRIC CONES MAY BE REINFORCED OR UNREINFORCED. IF REINFORCED, THE WALL THICKNESS SHALL BE NOT LESS THAN 5" (125 mm). IF UNREINFORCED, THE WALL THICKNESS SHALL NOT BE LESS THAN 6" (150 mm).

5. JOINTS SHALL BE TONGUE AND GROOVE. JOINTS FOR REINFORCED STRUCTURES SHALL CONFORM WITH ASTM C 478 SECTION 14.

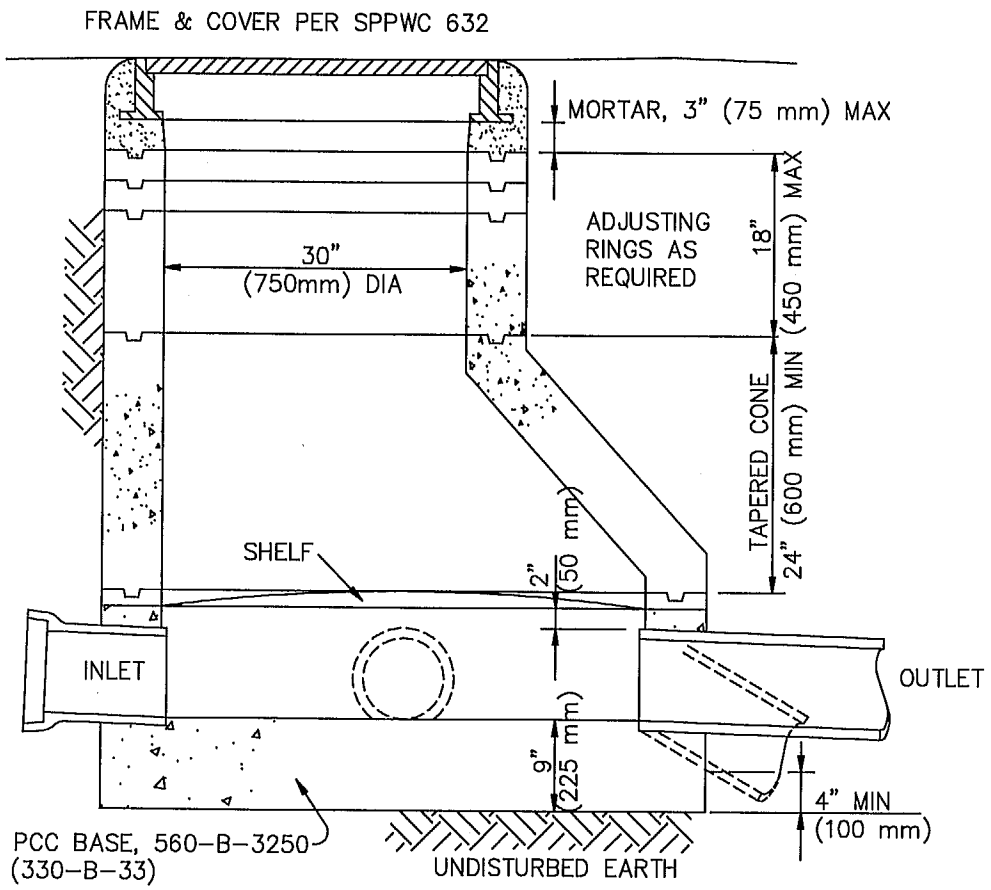
6. PRECAST UNITS SHALL BE ASSEMBLED USING CLASS "B" MORTAR.

7. IF 30" (762 mm) DIAMETER MANHOLE FRAME AND COVER IS REQUIRED, IT SHALL BE INSTALLED WHERE THE REDUCER RING IS SHOWN IN THE SECTION.

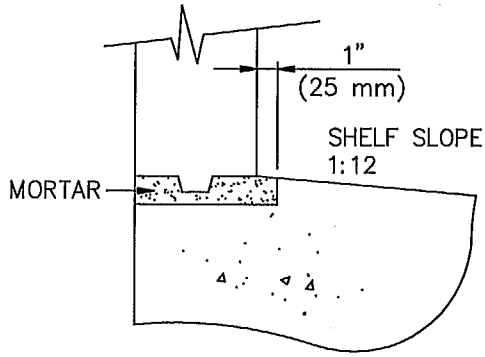
8. FOR REINFORCED PRECAST STRUCTURES, ALL REINFORCEMENT SHALL HAVE A MINIMUM OF 2" (50 mm) OF COVER OVER THE STEEL ON THE INSIDE FACE.

9. THE TOP OPENING OF THE MANHOLE AND THE STEPS SHALL BE PLACED DIRECTLY OVER THE OUTLET OF THE STRUCTURE EXCEPT AS OTHERWISE NOTED ON PLANS.

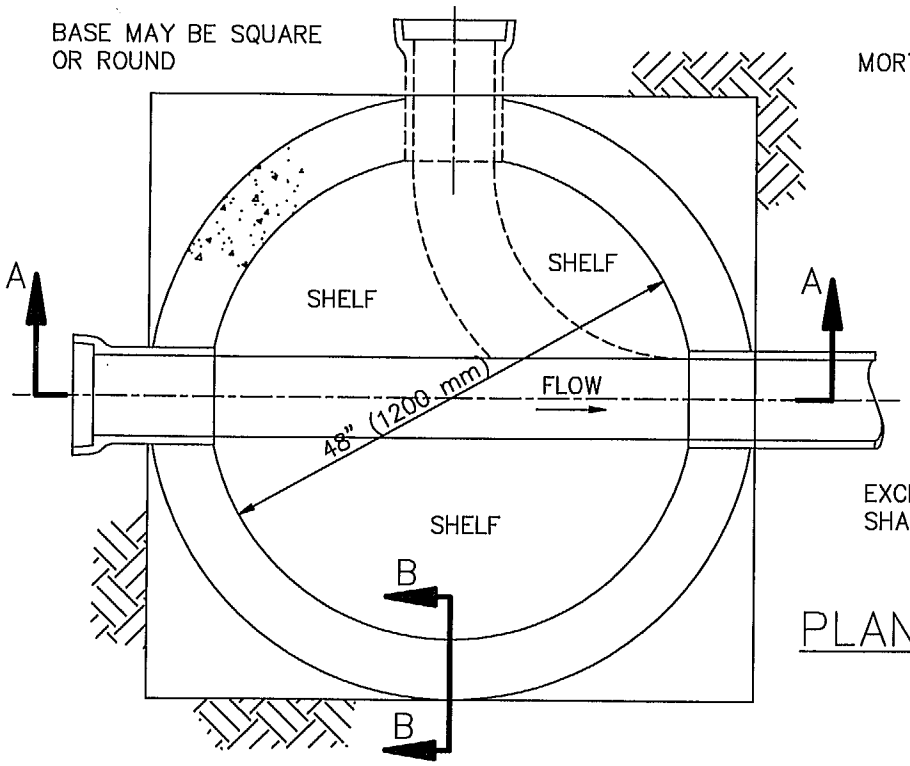
10. CONCRETE BASE AND STUB WALLS SHALL BE POURED IN ONE OPERATION TO A POINT 2" (50 mm) ABOVE THE INLET AND OUTLET PIPES. ALL PIPES SHALL BE RIGIDLY SUPPORTED BY TEMPORARY PIERS OR OTHER METHODS DURING THE OPERATION. CONCRETE SHALL SET FOR 24 HOURS BEFORE PLACING PRECAST UNITS.



SECTION A-A



SECTION B-B



PLAN

EXCEPT AS SHOWN HEREON, MANHOLES SHALL CONFORM TO SPPWC 200.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

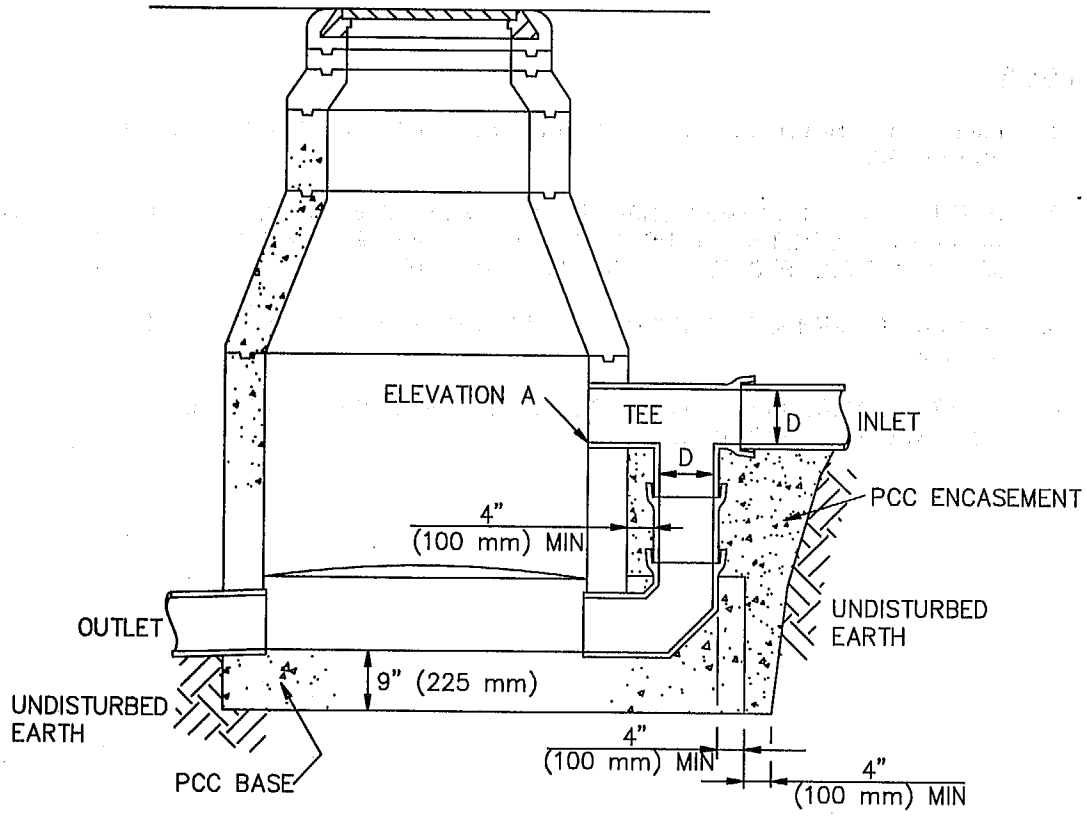
PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1994 REV. 2005, 2009

PRECAST CONCRETE SHALLOW MANHOLE

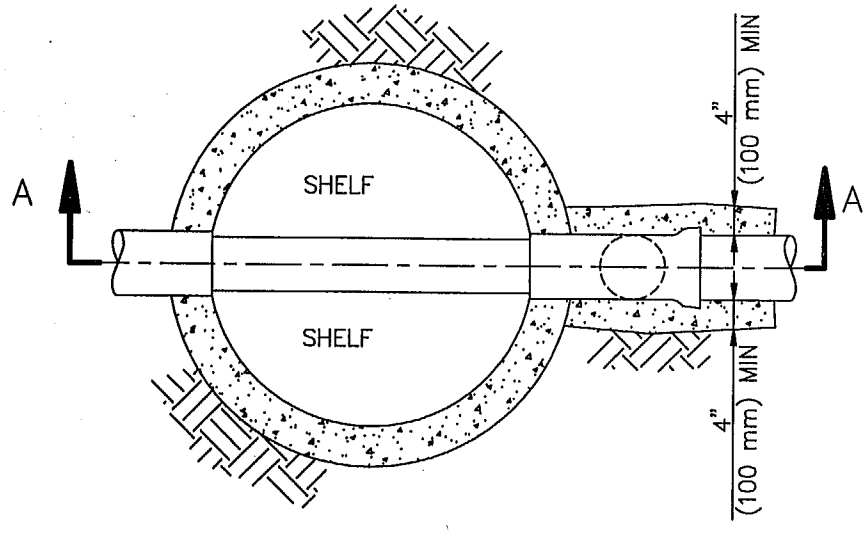
USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 201-2

SHEET 1 OF 1



SECTION A–A



PLAN

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1993
REV. 2005, 2009

DROP SEWER MANHOLE

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
202–2
SHEET 1 OF 2

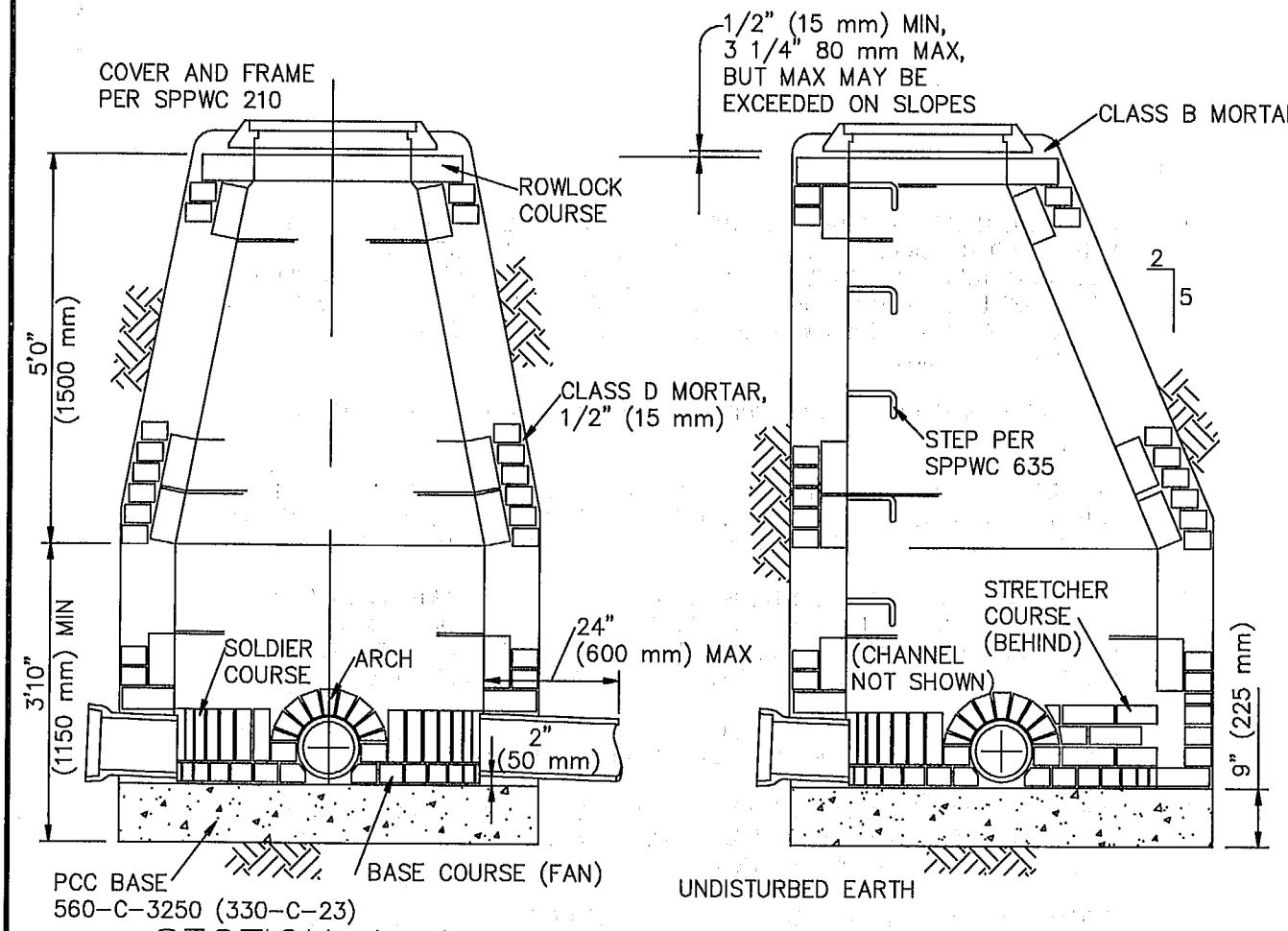
NOTES:

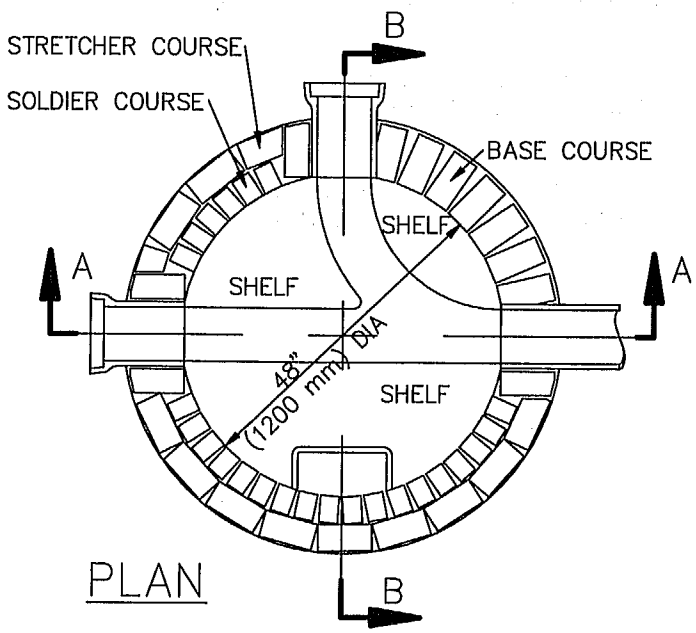
1. EXCEPT AS SHOWN ON THIS PLAN, MANHOLES SHALL CONFORM TO SPPWC 200 OR 203.

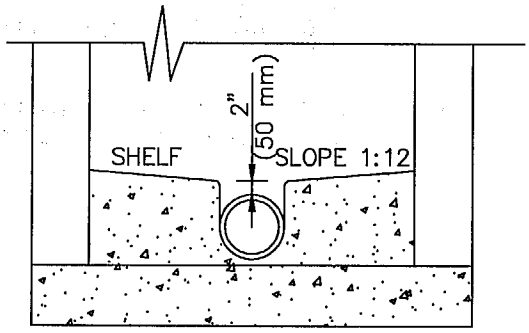
2. PIPE FOR THE DROP INLET SHALL BE THE SAME MATERIAL AS THE SEWER UNLESS APPROVED ADAPTERS ARE USED. IF SO, THE PIPE MAY BE VCP, ABS SOLID WALL, ABS COMPOSITE, PVC PLASTIC, OR POLYETHELYNE.

3. FOR BRICK MANHOLES, A BRICK ARCH IS ALSO REQUIRED OVER THE UPPER INLET PIPE.

4. IF TWO OR MORE DROP INLETS ARE REQUIRED IN A SINGLE MANHOLE, EACH SHALL BE CONSTRUCTED SEPARATELY.







CHANNEL
TYPICAL SECTION

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION		
PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1993 REV. 2005, 2009	**BRICK SEWER MANHOLE**	STANDARD PLAN **203-2**
	USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION	SHEET 1 OF 2

NOTES:

1. CONCRETE BASE: DURING CONSTRUCTION, ALL PIPES SHALL BE RIGIDLY SUPPORTED BY BRICK PIERS 12" (300 mm) DEEP, LOCATED JUST OUTSIDE THE STRUCTURE. CONSTRUCT TOP OF CONCRETE BASE 2" (50 mm) BELOW INVERT OF LOWEST PIPE. FILL SPACE BENEATH PIPE WITH MORTAR AND SHOVE FROM BOTH SIDES WITH BASE COURSE BRICK TO FORM A WATER–TIGHT JOINT.

2. BASE OF FAN COURSE: LAY BRICK FLAT ON RADIAL LINES WITH TOPS TO SAME LEVEL.

3. ARCHES: LAY SPALLED BRICK ON EDGE TO FORM A TRUE RADIAL ARCH WITH FULL MORTAR JOINT AROUND ALL PIPE OPENINGS. TURN ARCH OF TWO SUCH COURSES OVER PIPES 15" (375 mm) OR MORE IN DIAMETER.

4. SOLDIER COURSES: LAY INSIDE BRICK ON RADIAL LINES WITH FIRST FOUR COURSES VERTICAL. LAY SUCCEEDING COURSES WITH A UNIFORM BATTER TO OBTAIN AN INSIDE DIAMETER OF 24" (600 mm) AT TOP OF LAST OR FRACTIONAL SOLDIER COURSE. USE SPLIT BRICK TO CLOSE SOLDIER COURSE.

5. STRETCHER COURSES: LAY OUTSIDE BRICK FLAT IN A DEEP BED OF MORTAR. SHOVE BRICK TOGETHER AGAINST ADJACENT SOLDIER COURSE.

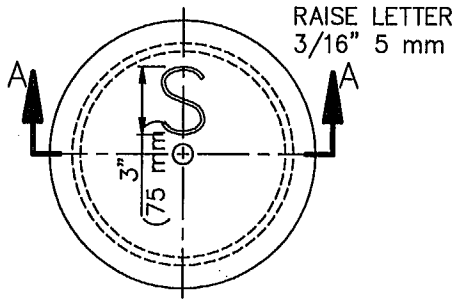
6. ROWLOCK COURSE: LAY LAST COURSE OF BRICK ON EDGE ACROSS SOLDIER AND STRETCHER COURSES ON RADIAL LINES, WITH TOPS PARALLEL AND 4 1/2" (120 mm) BELOW FINISHED GRADE.

7. JOINTS: INSIDE JOINTS SHALL BE NEATLY STRUCK AND SHALL NOT EXCEED 3/8" (10 mm) IN THICKNESS.

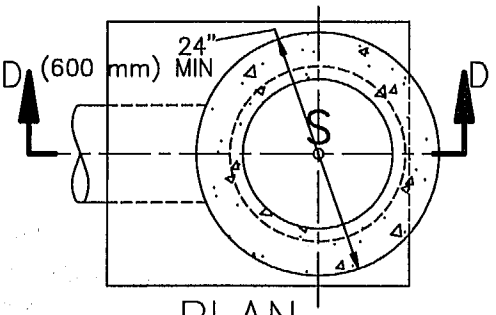
8. STEPS: MANHOLE STEPS SHALL CONFORM WITH SPPWC 635 TYPE 3. THE TOP STEP SHALL BE PLACED JUST UNDER THE MANHOLE FRAME. THE LOWEST STEP SHALL BE PLACED BETWEEN 8" (200 mm) AND 24" (600 mm) ABOVE THE SHELF.

9. WALL THICKNESS: BRICKWORK SHALL BE 8" (200 mm) THICK TO A DEPTH OF 22' (6.5 m). BRICKWORK BELOW 22' (6.5 m) DEEP SHALL BE 12" (300 mm) THICK.

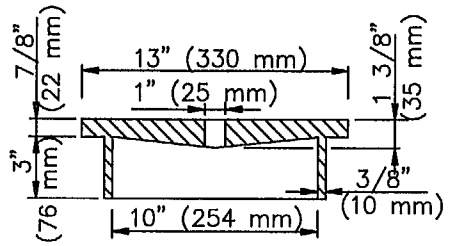
10. A FLEXIBLE JOINT SHALL BE INSTALLED AT THE FIRST JOINT FROM MANHOLE FOR ALL CONNECTIONS EXCEPT THOSE WITH REINFORCED CONCRETE PIPE.



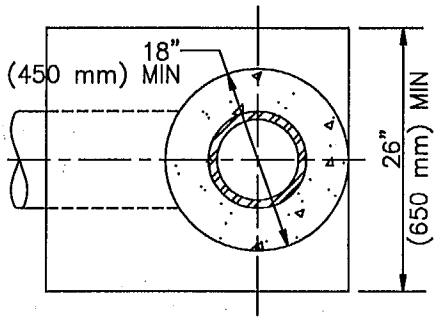
ACCESS COVER



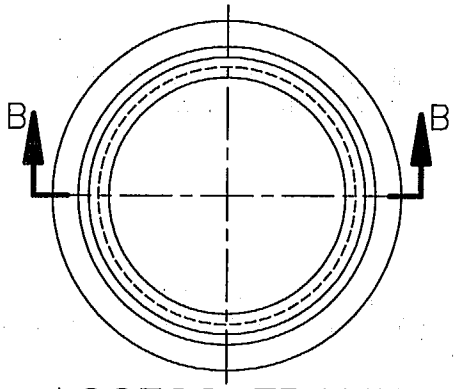
PLAN



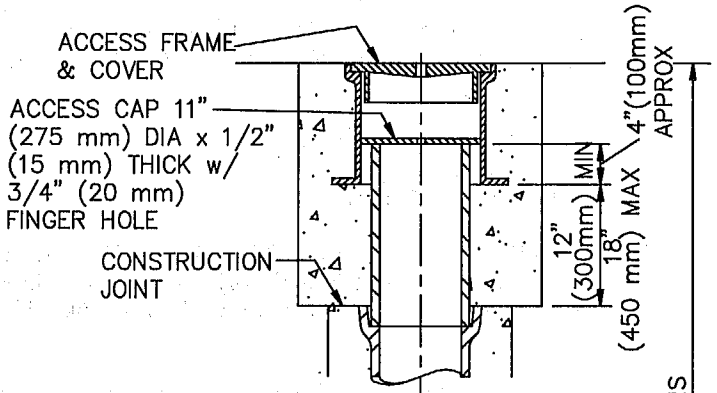
SECTION A–A

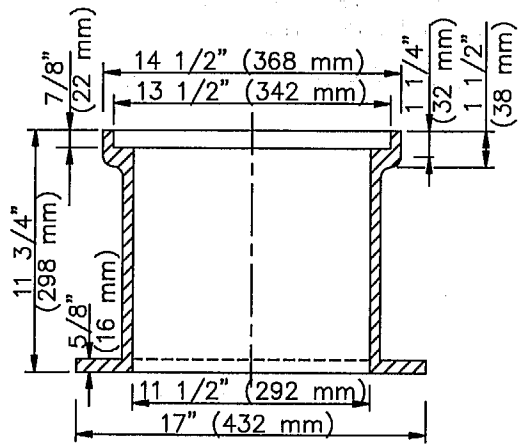


SECTION C–C

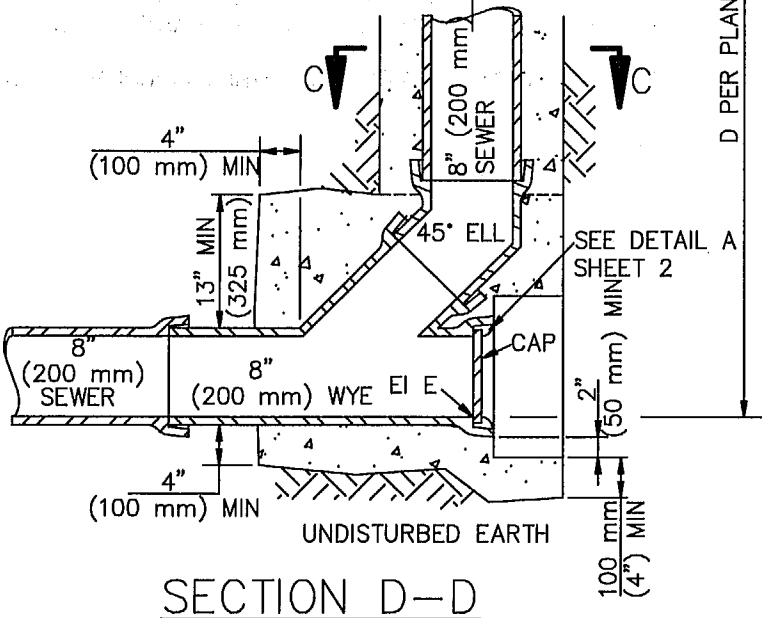


ACCESS FRAME





SECTION B–B



SECTION D–D

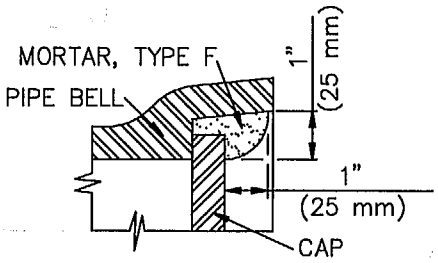
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1993
REV. 2005, 2009

TERMINAL CLEANOUT STRUCTURE

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
204–2
SHEET 1 OF 2



DETAIL A

NOTES:

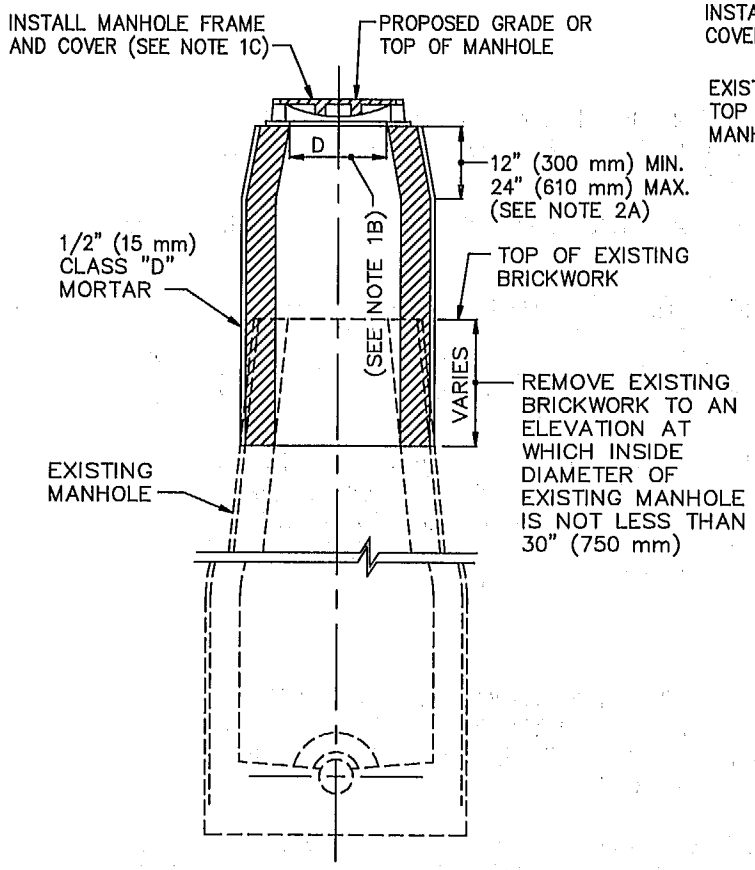
1. SEE PLANS FOR VALUES OF DIMENSION D AND ELEVATION E.

2. PIPE AND FITTINGS, UNLESS OTHERWISE NOTED, SHALL BE OF THE SAME MATERIALS AS THE SEWER, UNLESS APPROVED ADAPTORS ARE USED, AND MAY BE ANY OF THE FOLLOWING:
   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

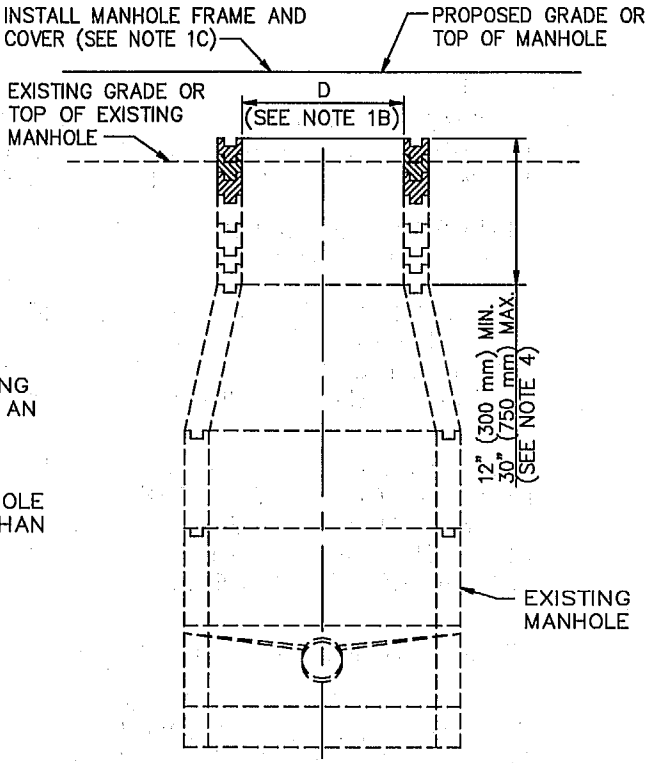
3. PIPE AND FITTINGS SHALL BE BEDDED AND ENCASED IN PCC AS SHOWN. PCC SHALL BE CLASS 450-C-2000(265-C-14). JOIN AND ALIGN PIPE AND FITTINGS BEFORE PLACING CONCRETE. MAINTAIN ALIGNMENT WHILE PLACING AND ALLOWING PCC TO SET.

4. THE ACCESS FRAME, COVER AND CAP SHALL BE CAST IRON. THE FINGER HOLES MAY BE DRILLED OR BLOCKED OUT PRIOR TO CASTING. THEY SHALL NOT BE PUNCHED OUT.

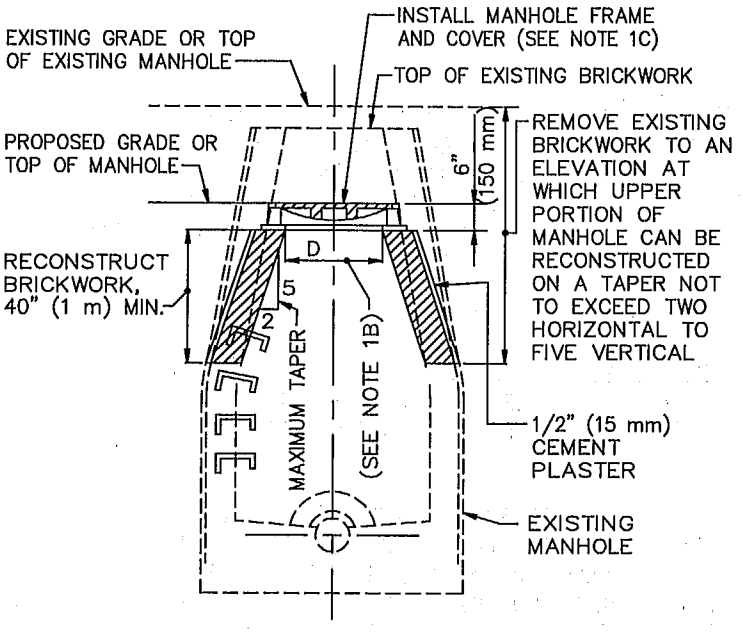
5. THE CONTRACTOR MAY PLACE EITHER CIRCULAR OR SQUARE CONCRETE PIPE WALL SUPPORTS.



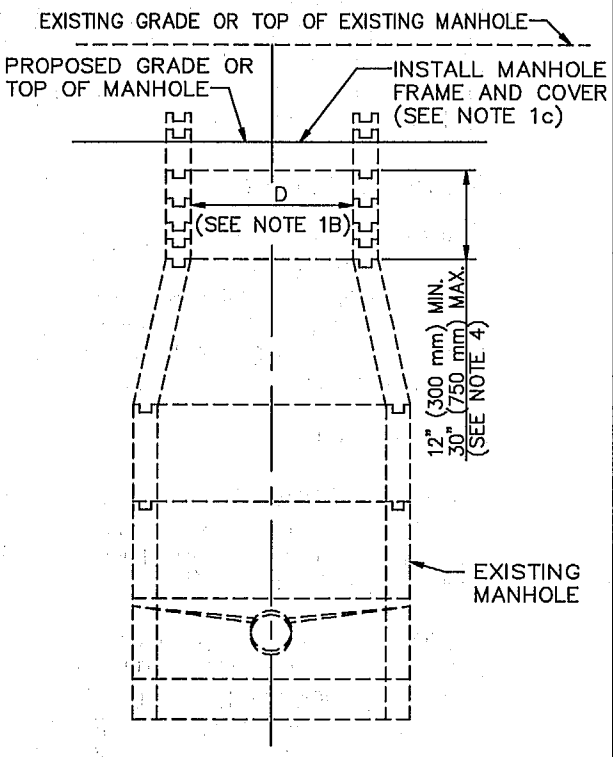
RAISING EXISTING BRICK MANHOLES



RAISING EXISTING PRECAST CONCRETE SEWER MANHOLES



LOWERING EXISTING BRICK MANHOLES



LOWERING EXISTING PRECAST CONCRETE SEWER MANHOLES

BRICK MANHOLES

PRECAST CONCRETE SEWER MANHOLES

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARD, INC. GREENBOOK COMMITTEE 1984 REV. 1998, 2009

SEWER MANHOLE ADJUSTMENT

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 205-2

NOTES:

1. GENERAL
   A. EXCEPT AS INDICATED HEREON OR ON THE PLANS, MANHOLES SHALL CONFORM TO: SPPWC 200, PRECAST CONCRETE SEWER MANHOLE AND SPPWC 203, BRICK SEWER MANHOLE.

   B. DIMENSION "D" SHALL BE THE SAME AS THE SIZE OF MANHOLE FRAME AND COVER TO BE USED.

   C. THE CONTRACTOR MAY REUSE THE EXISTING MANHOLE FRAME AND COVER, UNLESS DAMAGED DURING THE WORK OR WHEN OTHERWISE SHOWN IN THE CONTRACT DOCUMENTS. ITEMS DAMAGED BY THE CONTRACTOR SHALL BE REPLACED WITH IDENTICAL NEW ITEMS AT NO EXPENSE TO THE AGENCY.

   D. EXISTING STEPS LOCATED WITHIN REMOVAL LIMITS SHALL BE REPLACED. WHEN REMOVAL OF EXISTING STEPS BEYOND THE MANHOLE REMOVAL LIMITS IS SHOWN ON THE PLANS, THE STEPS SHALL BE REMOVED TO A DEPTH OF 2" (50 mm) BEYOND THE INSIDE FACE OF THE BRICK MANHOLE AND THE HOLES SHALL BE FILLED WITH CLASS "D" MORTAR.

2. RAISING EXISTING BRICK MANHOLES

   A. BRICK MANHOLES TO BE RAISED LESS THAN 1' (300 mm) MAY BE EXTEND VERTICALLY, PROVIDED THAT AT A DEPTH OF 2 1/2' (750 mm) BELOW THE TOP OF THE MANHOLE AT ITS NEW ELEVATION, THE INSIDE DIAMETER OF THE MANHOLE IS 30" (750 mm) OR GREATER.

   B. BRICK MANHOLES TO BE RAISED LESS THAN 3 1/2" (90 mm) MAY BE RAISED BY APPLYING CLASS "D" MORTAR TO THE TOP OF THE EXISTING BRICKWORK. IF THE BRICK MANHOLE IS TO BE RAISED 3 1/2" (90 mm) OR MORE, A NEW COURSE OR COURSES OF BRICKWORK SHALL BE PLACED ON TOP OF THE EXISTING BRICKWORK.

3. LOWERING EXISTING BRICK MANHOLES

   A. WHERE A BRICK MANHOLE IS TO BE LOWERED LESS THAN 1' (300 mm), THE FRAME MAY BE RESET ON THE EXISTING BRICKWORK AND THE 40" (1 m) MINIMUM BRICKWORK RECONSTRUCTION OMITTED, PROVIDED THAT THE BASE OF THE FRAME DOES NOT OVERHANG THE BRICKWORK ON THE INSIDE SURFACE OF THE MANHOLE MORE THAN AN AVERAGE OF 1 1/2" (35 mm) IN ANY QUADRANT NOR MORE THAN 2" (50 mm) AT ANY POINT.

4. RAISING EXISTING PRECAST CONCRETE SEWER MANHOLES

   A. PRECAST CONCRETE MANHOLES TO BE RAISED LESS THAN 3" (75 mm) MAY BE RAISED BY APPLYING CLASS "D" MORTAR TO THE TOP OF THE EXISTING MANHOLE, PROVIDED THE TOTAL HEIGHT OF MORTAR, EXISTING AND NEWLY APPLIED, DOES NOT EXCEED 3" (75 mm).

   B. WHERE THE PRECAST CONCRETE MANHOLE IS TO BE RAISED 3" (75 mm) OR MORE, OR WHERE THE TOTAL HEIGHT OF MORTAR, EXISTING AND NEWLY APPLIED, WOULD EXCEED 3" (75 mm), GRADE RINGS SHALL BE UTILIZED. CLASS "D" MORTAR MAY BE USED FOR FINAL ADJUSTMENT, BUT NOT MORE THAN 3" (75 mm) IN HEIGHT. WHERE RAISING THE MANHOLE WOULD RESULT IN THE UPPER SEGMENT OF THE SHAFT BEING MORE THAN 30" (750 mm) IN HEIGHT, REMOVE THE REDUCER AND THE UPPER SEGMENT OF THE SHAFT, INSTALL ADDITIONAL RINGS OR PIPE TO THE LOWER SEGMENT OF THE SHAFT, AND REINSTALL THE REDUCER AND GRADE RINGS AS REQUIRED.

5. LOWERING EXISTING PRECAST CONCRETE SEWER MANHOLES

   A. REMOVE SUFFICIENT GRADE RINGS TO LOWER THE MANHOLES AS REQUIRED, APPLY CLASS "D" MORTAR TO A HEIGHT NOT EXCEEDING 3" (75 mm) FOR ADJUSTMENT TO FINAL GRADE.

   B. WHERE REMOVAL OF GRADE RINGS WOULD RESULT IN THE UPPER SEGMENT OF THE SHAFT BEING LESS THAN 12" (300 mm) IN HEIGHT, REMOVE THE REDUCER AND SUFFICIENT SECTIONS OF THE LOWER SEGMENT OF THE SHAFT AND REINSTALL ANY NECESSARY SEGMENT OF THE LOWER SHAFT, THE REDUCER, AND THE GRADE RINGS TO CONFORM TO THE REQUIREMENTS OF THIS PLAN.

   C. EXISTING GRADE RINGS NEED NOT BE REMOVED IF EXISTNG MORTAR IS REMOVED, AND AT LEAST 1 1/2" (35 mm) OF MORTAR MAY BE PLACED ON TOP OF THE EXISTING GRADE RINGS TO RESEAT THE FRAME.

6. REPLACEMENT OF BRICK REDUCER WITH PRECAST CONCRETE REDUCER AND SHAFT

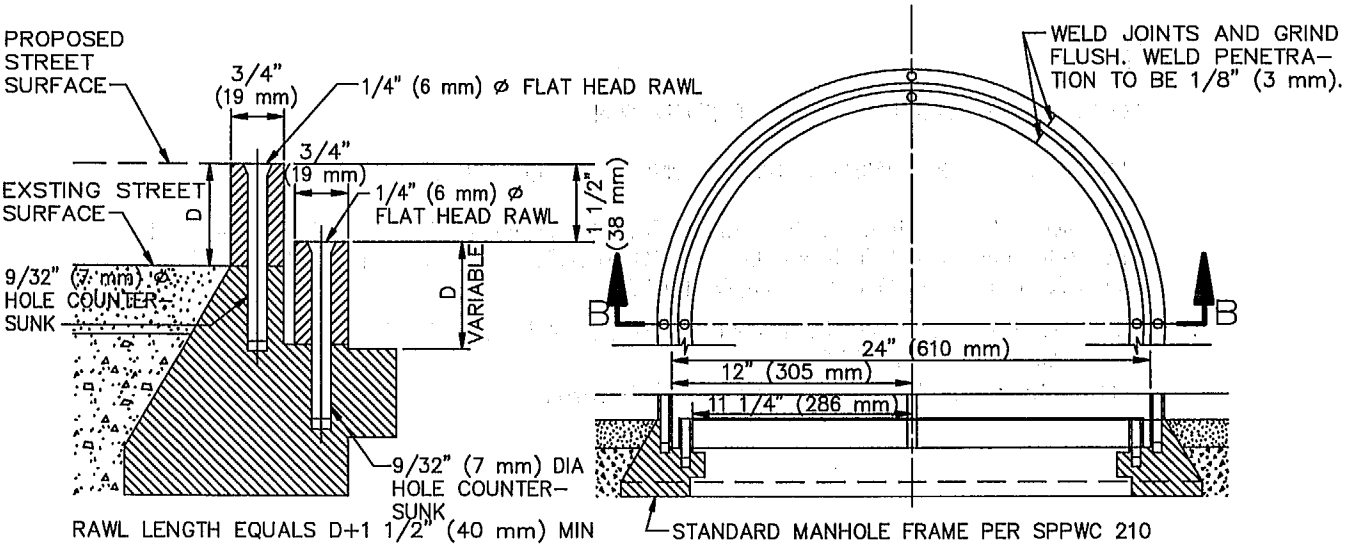
   UNLESS OTHERWISE INDICATED ON THE PLANS, THE CONTRACTOR MAY INSTALL A PRECAST CONCENTRIC CONCRETE REDUCER, CONCRETE GRADE RINGS, AND CONCRETE PIPE IN LIEU OF RECONSTRUCTING A BRICK REDUCER, PROVIDED:

   A. THE MAXIMUM ID OF SEWER PIPE CONNNECTED TO THE MANHOLE DOES NOT EXCEED 8" (200 mm).

   B. THE CONTRACTOR SECURES PRIOR APPROVAL FROM THE ENGINEER TO INSTALL THE CONCENTRIC REDUCER ONTO THE MANHOLE SHAFT. THE ENGINEER MAY, AS PART OF THE INSTALLATION REQUIREMENTS, REQUIRE THE CONTRACTOR TO COAT THE INSIDE OF THE REDUCER, RINGS, AND PIPE WITH AN APPROVED COATING.

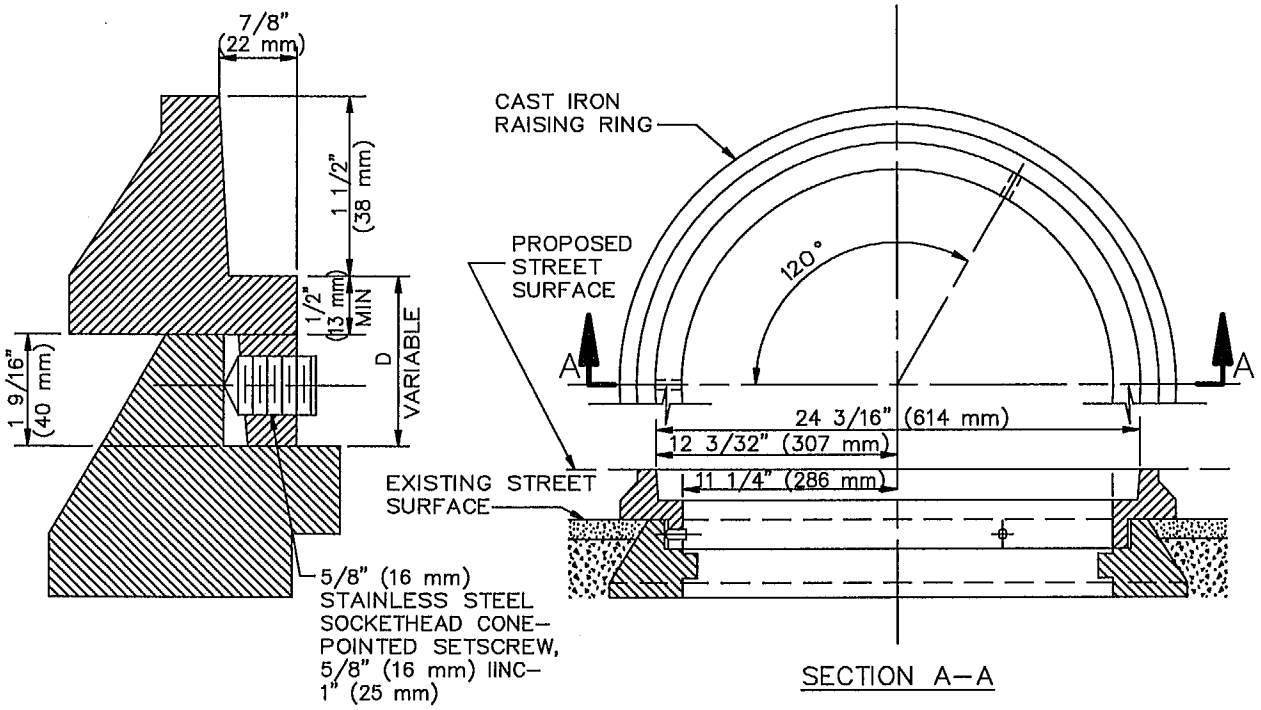
   C. THE CONCRETE GRADE RINGS, THE CONCRETE REDUCER, AND ANY CONCRETE PIPE SHALL BE JOINED TOGETHER AND BEDDED ONTO THE EXISTING BRICK MANHOLE WITH CLASS "D" MORTAR. THE DEPTH, WIDTH, AND THICKNESS OF THE MORTAR SHALL BE OF SUFFICIENT DIMENSIONS TO PROPERLY AND ADEQUATELY JOIN AND BED THE COMPONENT PARTS.

RAISING RINGS TO BE MADE OF STEEL, ASTM DESIGNATION AT MERCHANT QUALITY



SECTION B–B

STEEL RAISING RINGS



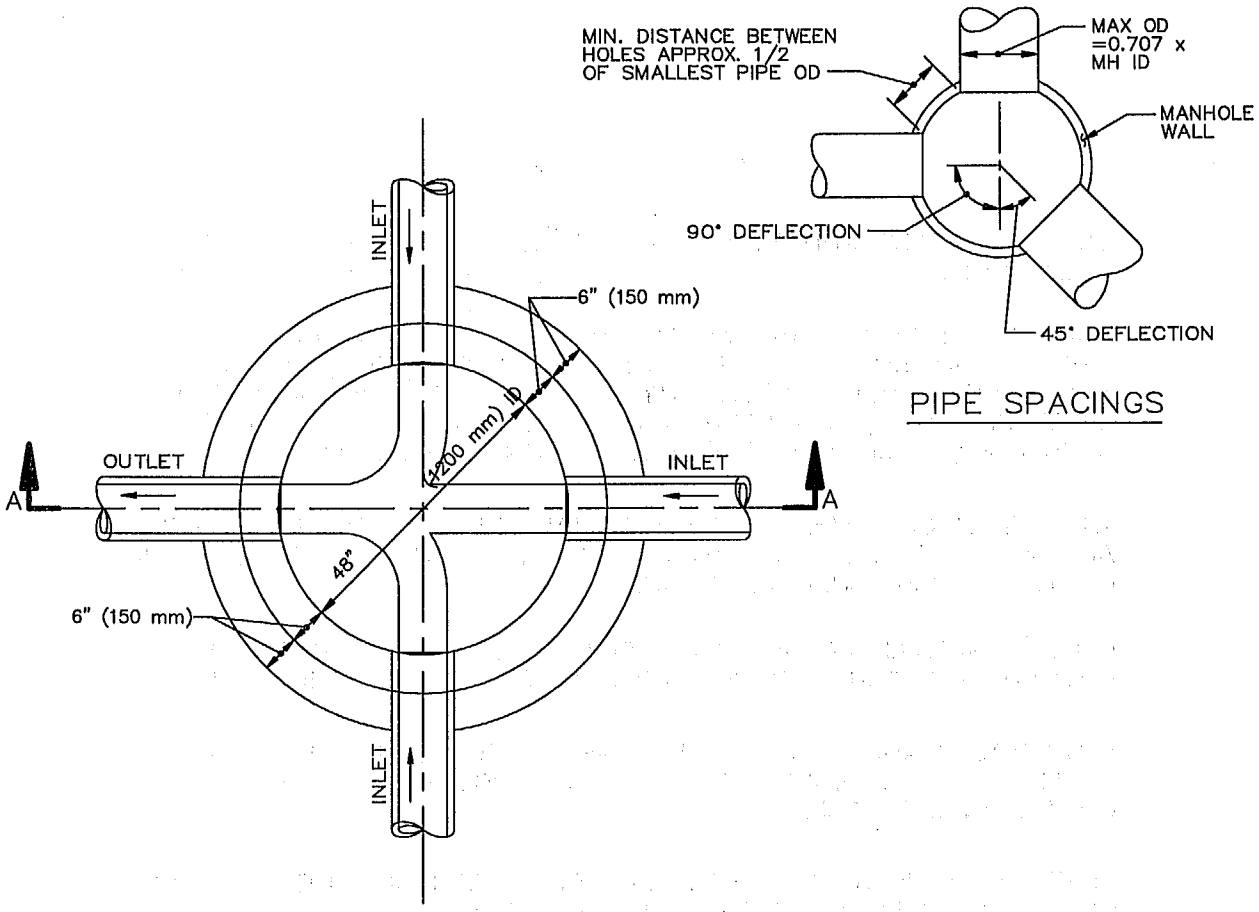
SECTION A–A

CAST IRON RAISING RINGS

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION		
PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1984 REV. 1996, 2009	**MANHOLE RAISING RINGS**	STANDARD PLAN **206–2**
	USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION	SHEET 1 OF 2

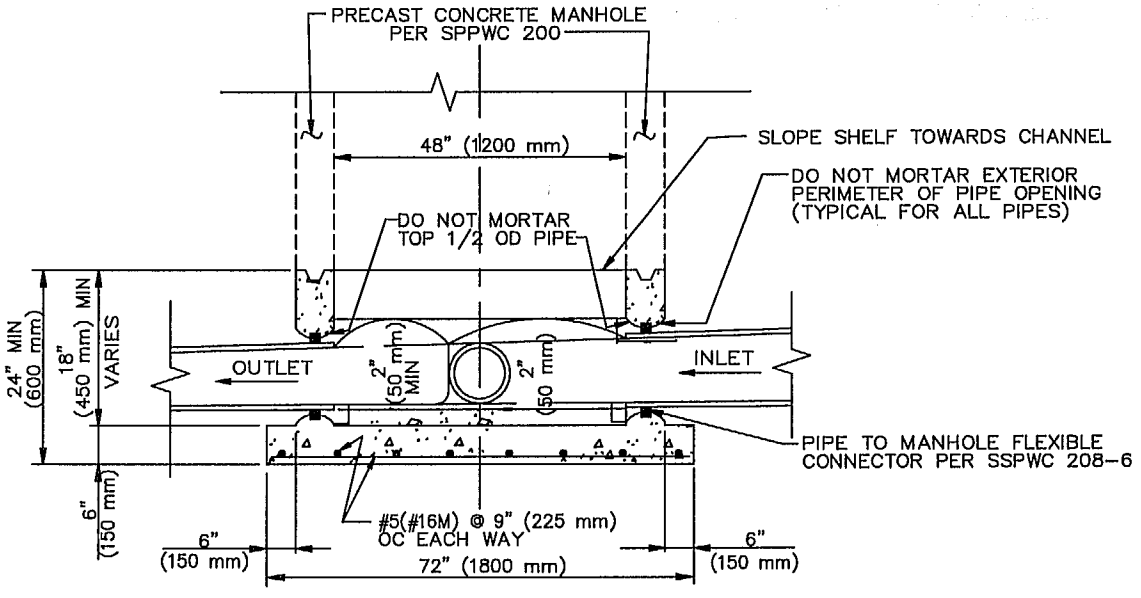
NOTES:

1. MACHINE SEATS FROM CAST IRON RINGS.
2. THE CAST IRON USED SHALL CONFORM TO SSPWC 206–3.
3. THE METAL RAISING RINGS MAY BE USED IN LIEU OF THE REGULAR METHOD OF ADJUSTMENT UTILIZING MORTAR OR BRICK AND MORTAR UNDER THE FOLLOWING CONDITIONS.
   A. ONLY ONE ADJUSTMENT WITH RAISING RINGS WILL BE ALLOWED ON ANY MANHOLE.
   B. MAXIMUM "D" SHALL BE 3" (75 mm).



PIPE SPACINGS

PLAN VIEW



SECTION A–A

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1984 REV. 1996, 2009

PRECAST REINFORCED CONCRETE MANHOLE BASE

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 207–2

NOTES

1. CONCRETE BASE AND STUB WALLS SHALL BE POURED IN ONE OPERATION.

2. CONCRETE FOR ALL PRECAST UNITS SHALL BE COMPACTLY VIBRATED IN THE FORMS. IT SHALL BE CURED ACCORDING TO APPROVED PRACTICE EITHER BY STEAM, SPRINKLING, MEMBRANE SOLUTION, OR A COMBINATION OF THESE. IT SHALL DEVELOP 3500 PSI (25 MPa) OR GREATER STRENGTH IN 28 DAYS.

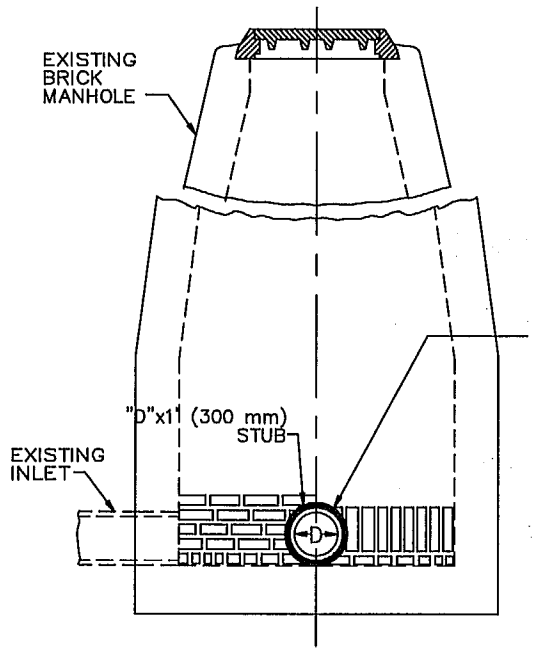
3. THE DEPTH OF CHANNEL SHALL EQUAL THE PIPE DIAMETER FOR ALL SIZES OF PIPE. FOR SPECIAL CHANNELS IN TRAP OR GAUGING MANHOLES, SEE SPECIAL PLANS.

4. CEMENT MORTAR INSIDE JOINTS SHALL BE NEATLY STRUCK AND POINTED AND SHALL NOT EXCEED 3/8" (10 mm) IN THICKNESS.

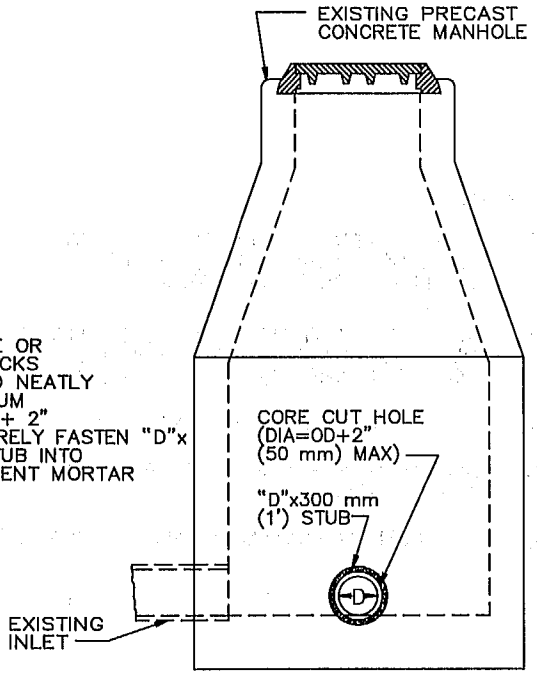
5. STUB WALLS AND BASE SHALL CONFORM TO ASTM C 478 AND SHALL HAVE A MINIMUM OF 2" (50 mm) COVER THE STEEL ON THE INSIDE FACE.

6. INVERT CHANNELS AND SHELF MAY BE POURED AT THE FACTORY OR IN THE FIELD AT THE OPTION OF THE CONTRACTOR.

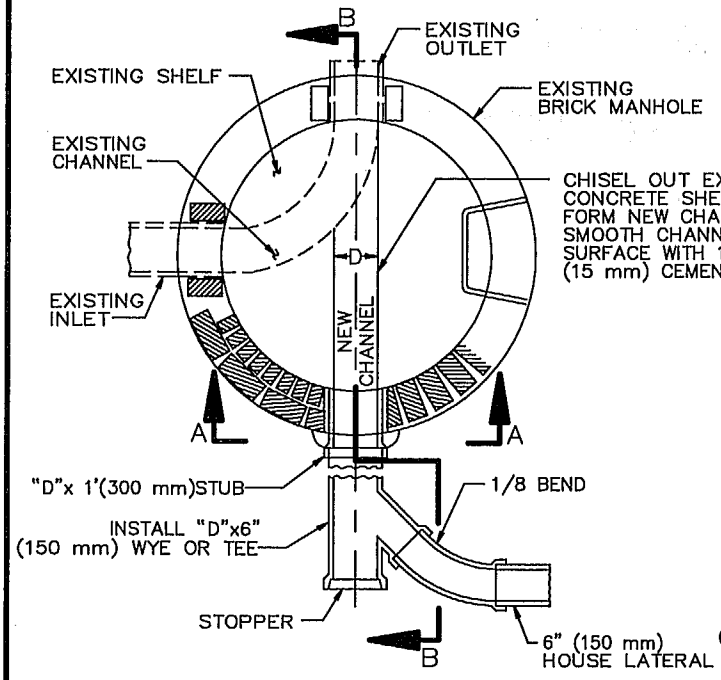
7. BEDDING FOR PRECAST BASE SHALL BE EQUAL TO BEDDING FOR PIPE. IF PIPE IS PLACED ON NATIVE MATERIAL USE 6" (150 mm) MINIMUM CRUSHED ROCK UNDER BASE.



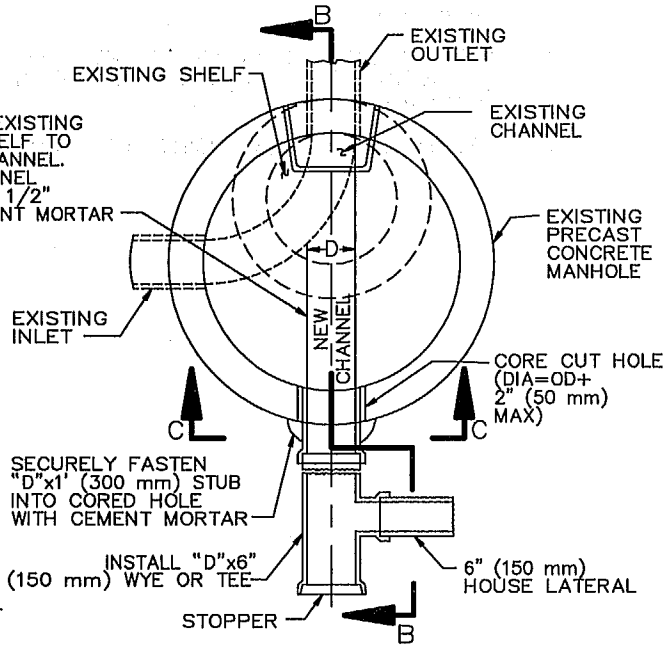
SECTIONAL ELEVATION A–A



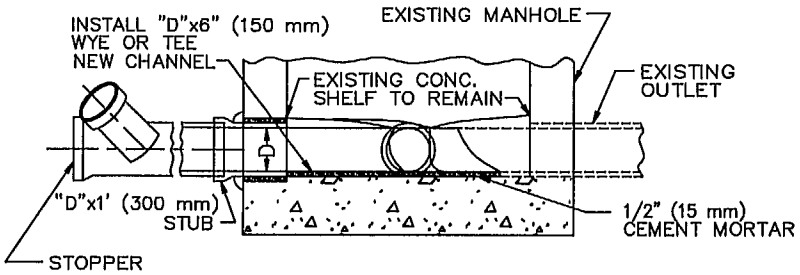
SECTIONAL ELEVATION C–C



SECTIONAL PLAN OF BASE



SECTIONAL PLAN OF BASE



SECTIONAL ELEVATION B–B
CHANNEL BASE

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS, INC., GREENBOOK COMMITTEE 1984 REV. 1996, 2009

BREAKING INTO EXISTING MANHOLES

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 208–2

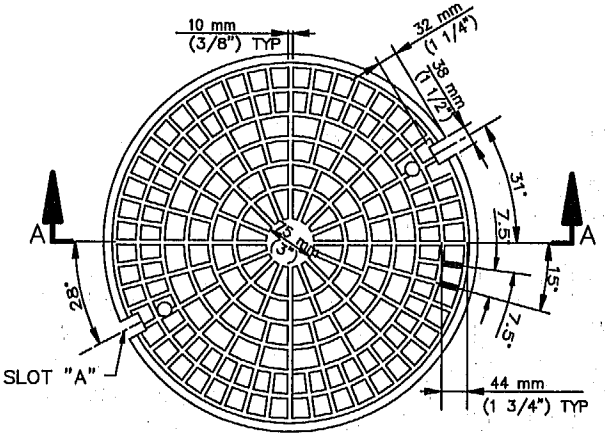
SHEET 1 OF 2

NOTES:

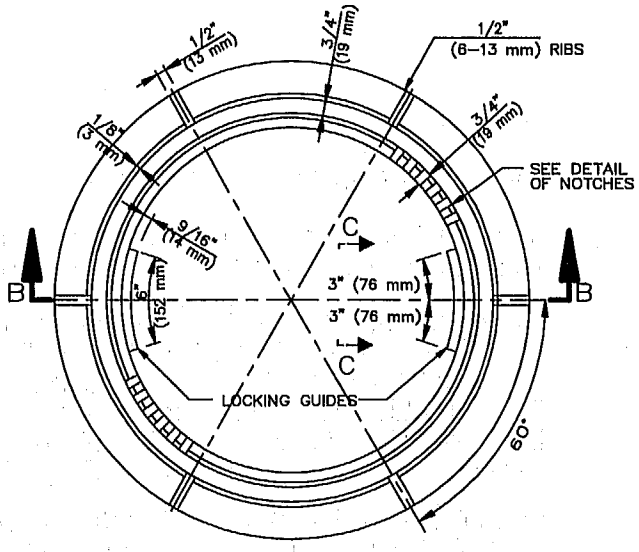
1. INVERT ELEVATION OF "D" x 1' (300 mm) STUB AT THE INSIDE FACE OF MANHOLE TO BE 0.10' (30 mm) HIGHER THAN EXISTING OUTLET INVERT ELEVATION.
2. THE CORE CUT HOLE SHALL BE MADE WITH EQUIPMENT SPECIALLY DESIGNED TO CUT A SMOOTH HOLE WITHOUT SPALLING OR DAMAGE TO THE REINFORCING STEEL OR STRUCTURE.
3. "D" TO BE 8" (200 mm) MINIMUM.
4. ALL WORK SHALL BE UNCOVERED AND CONVENIENT FOR THE INSPECTION.
5. ALL CEMENT MORTAR SHALL BE CLASS "D" PER SSPWC 201–5.1.

HOUSE LATERAL NOTES:

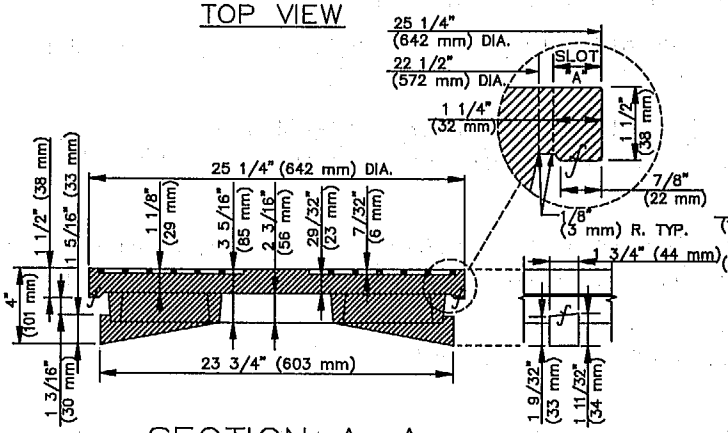
1. WYE SHALL BE LAID WITH 1/8' (3 mm) RISE PER 1" (300 mm) AND 6" (150 mm) SPUR AT 45° FROM HORIZONTAL UNLESS OTHERWISE NOTED ON PLANS.
2. "D" X 4" (100 mm) WYE OR TEE AND 4" (100 mm) HOUSE LATERAL MAY BE SUBSTITUTED FOR "D" x 6" (150 mm) WYE OR TEE AND 6" (150 mm) HOUSE LATERAL.
3. USE TYPE "D" OR "G" JOINTS PER SSPWC 208–2.



PLAN OF COVER
TOP VIEW

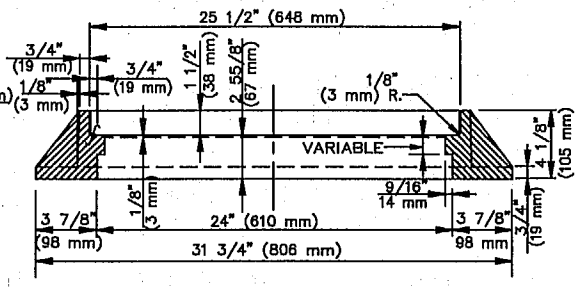


PLAN OF FRAME

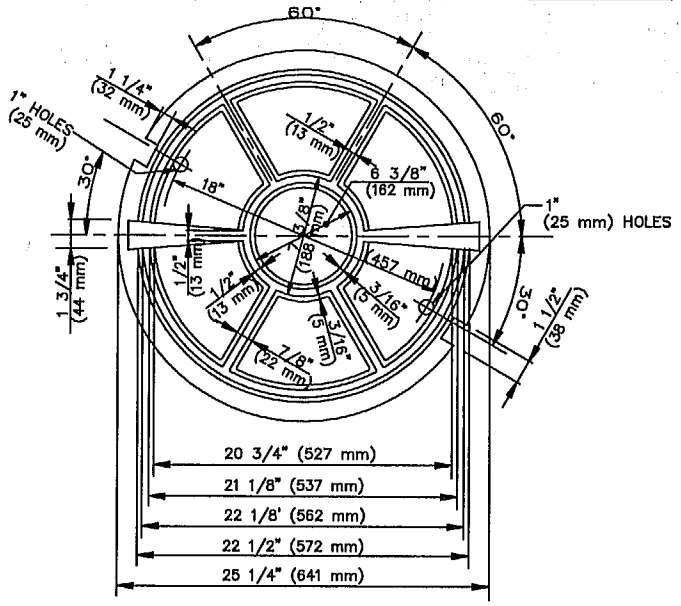


SECTION A–A

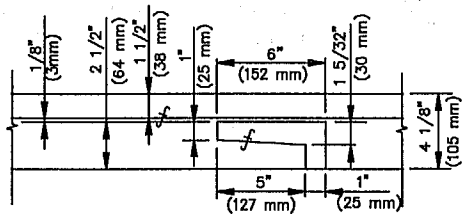
COVER LUG
END VIEW



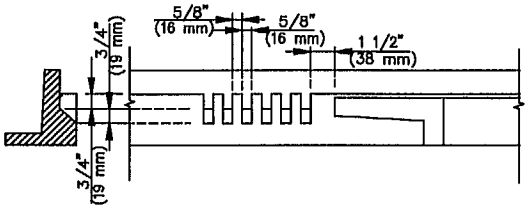
SECTION B–B



PLAN OF COVER
BOTTOM VIEW



LOCKING GUIDE
SIDE VIEW C–C



DETAIL OF NOTCHES

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS, INC., GREENBOOK COMMITTEE 1984 REV. 1993, 1998, 2009

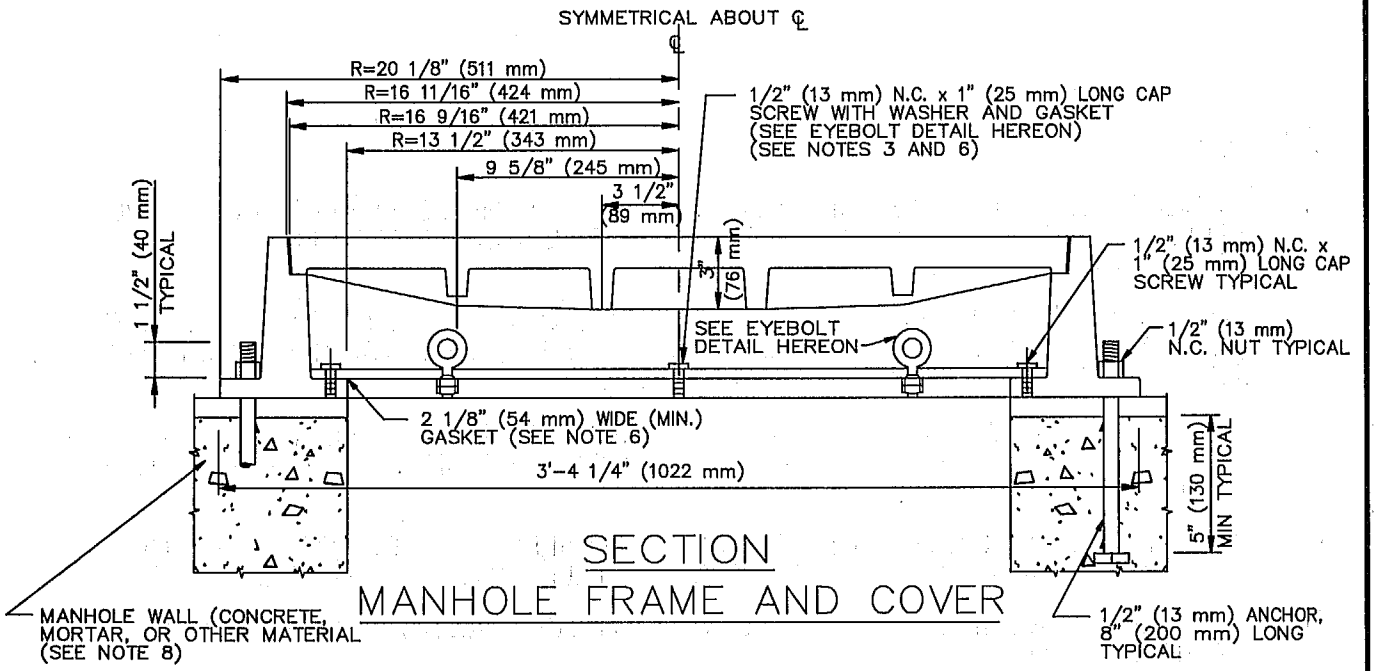
24" (610 mm) MANHOLE FRAME AND COVER–OCKING TYPE

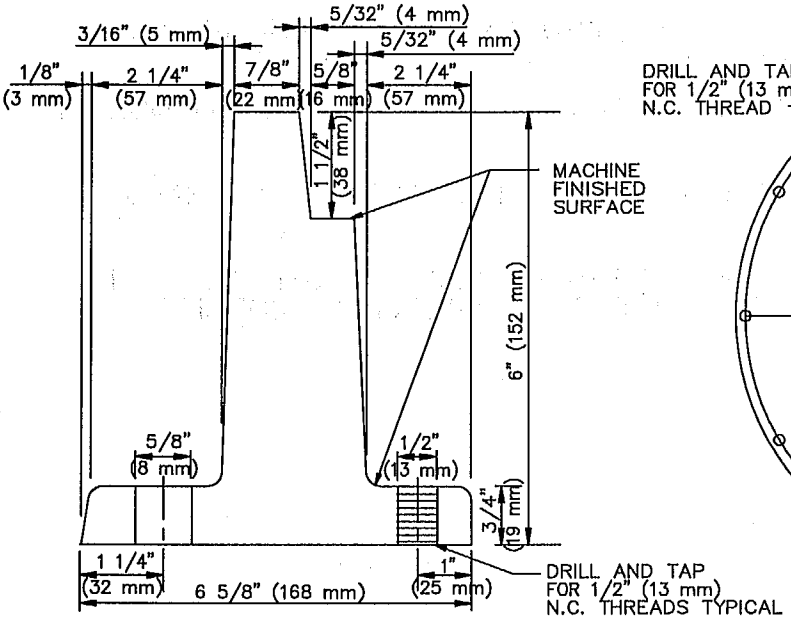
USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

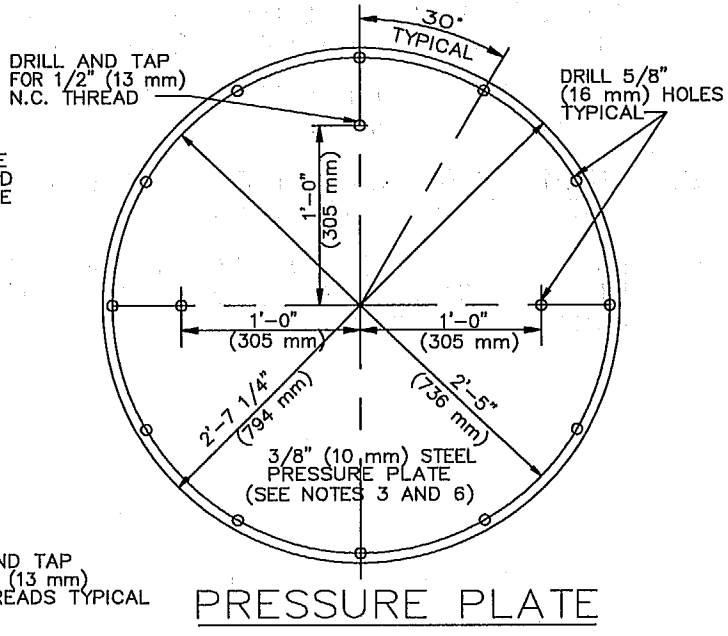
STANDARD PLAN 210–3

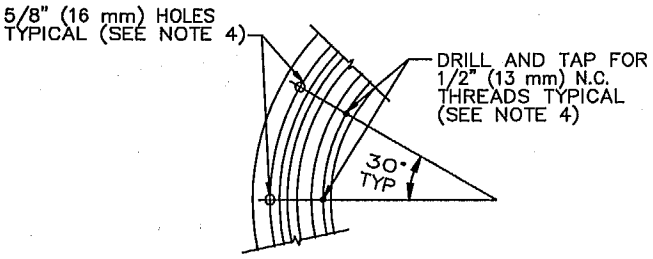
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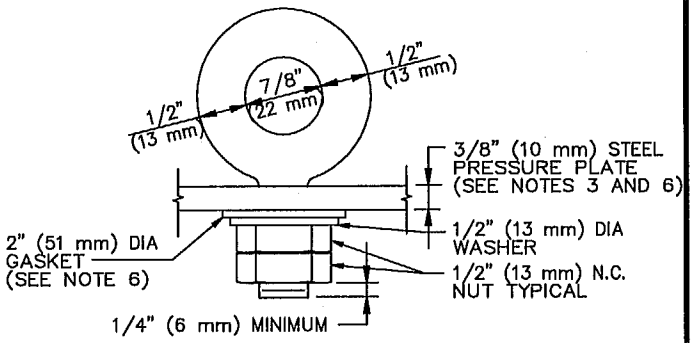
1. THE CAST IRON USED SHALL CONFORM TO ASTM A–48 CLASS 35B.
2. THE FRAME AND COVER SHALL BE COATED WITH ASPHALTUM OR BITUMINOUS PAINT AFTER TESTING AND INSPECTION.
3. COVERS SHALL BE CAST WITH THE LETTER "D" FOR STORM DRAINS AND "S" FOR SEWERS AND THE AGENCY IDENTIFICATION IN ACCORDANCE WITH INSTRUCTIONS FURNISHED BY THE AGENCY. THE LETTER "D" OR "S" SHALL BE APPROXIMATELY 2 1/2" (65 mm) HIGH WITH 1/2" (13 mm) LINE WIDTH AND PLACED IN THE CENTER OF THE COVER. ALL LETTERS SHALL BE FLUSH WITH THE FINISHED SURFACE OF THE COVER.
4. FOUNDRY IDENTIFYING MARK, HEAT AND DATE SHALL BE CAST ON THE BOTTOM OF THE COVER AND ON THE INSIDE OF THE FRAME.
5. IMPORTED COVERS AND FRAMES SHALL HAVE THE COUNTRY OF ORIGIN MARKING IN COMPLIANCE WITH FEDERAL REGULATIONS.
6. WEIGHT OF FRAME SHALL BE 160 POUNDS (73 kg). WEIGHT OF COVER SHALL BE 200 POUNDS (91 kg). ACTUAL WEIGHTS SHALL BE WITHIN A RANGE OF 95% TO 110%.
7. THE MANHOLE FRAME AND COVER SHALL BE INSPECTED BY THE ENGINEER PRIOR TO SHIPMENT TO THE JOBSITE. ACCEPTANCE WILL BE INDICATED BY THE AGENCY'S MARK.
8. THE PROOF–LOAD FOR TEST METHOD B OF SSPWC 206–3.2 IS 55,300 POUNDS (228 kN).
9. COVERS FOR MANHOLES LOCATED IN EASEMENTS, ALLEYS, PARKWAYS AND ALL OTHER PLACES EXCEPT PAVED STREETS SHALL BE PROVIDED WITH SOCKET SET SCREW LOCKING DEVICES. DRILL AND TAP TWO HOLES TO A DEPTH OF 1" (25 mm) AT 90° TO PICK HOLE AND INSTALL 3/4" x 3/4" (19 mm x 19 mm) STAINLESS STEEL SOCKET SET SCREWS WITH 3/8" (10 mm) RECESSED HEX HEAD. ALL THREADS SHALL BE N.C.











STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS, INC., GREENBOOK COMMITTEE 1984 REV. 1996, 2009

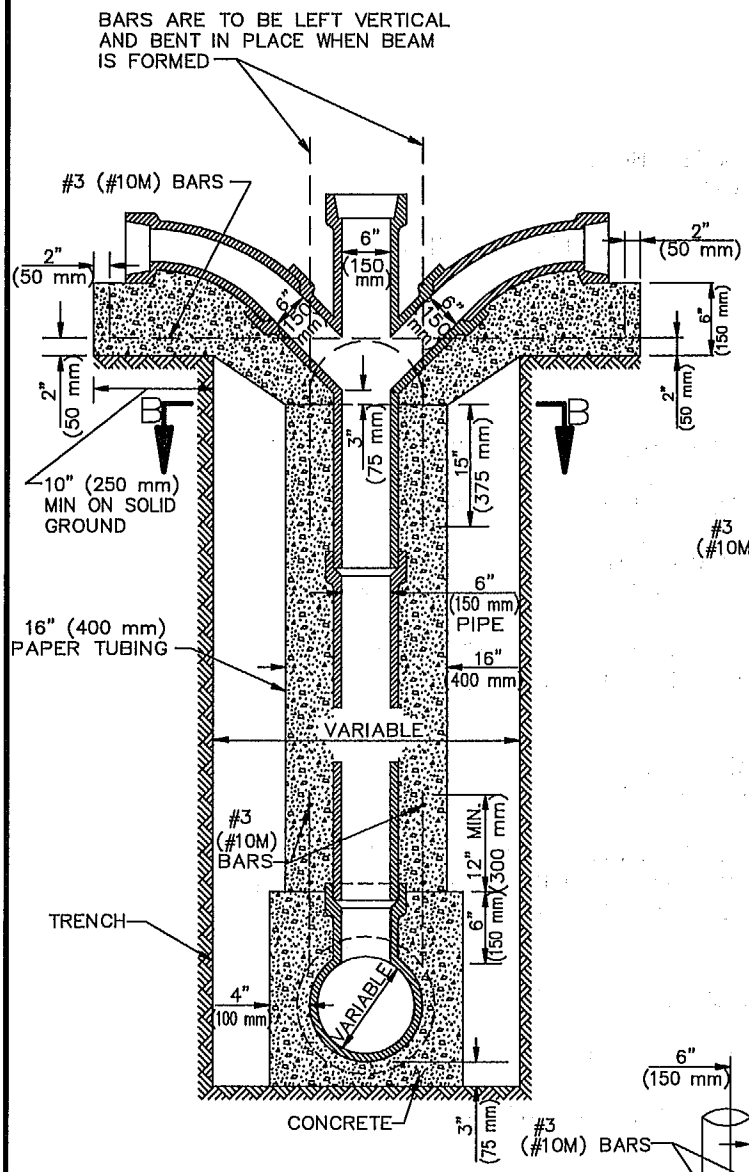
MANHOLE FRAME AND COVER PRESSURE TYPE

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

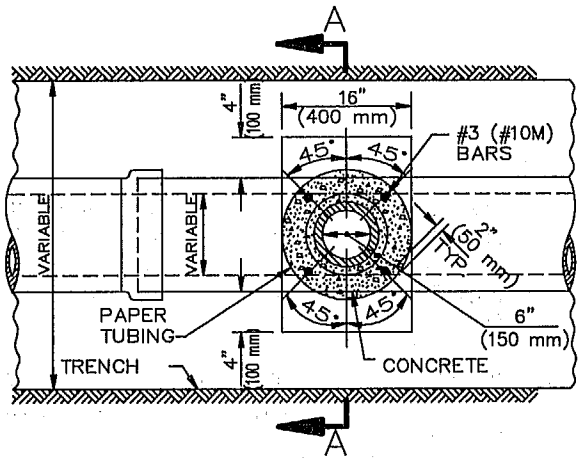
STANDARD PLAN 211-2

NOTES:

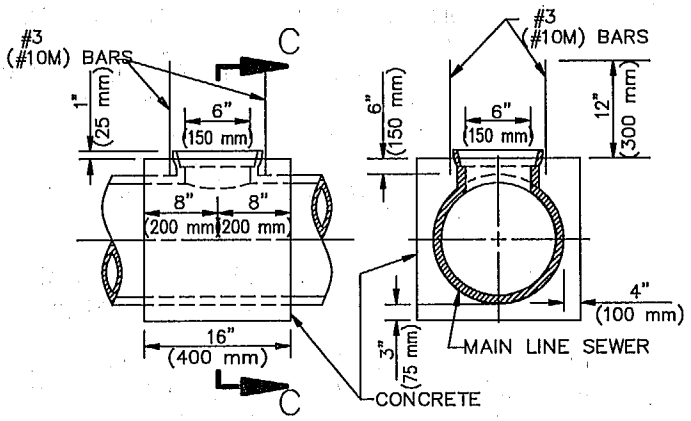
1. ANCHOR SYSTEM DESIGNED FOR LESS THAN 10' (3 m) OF HEAD.
2. MINIMUM EMBEDMENT OF 1/2" (13 mm) ø ANCHOR BOLT WITH HEAD SHALL BE 5" (130 mm).
3. SET CONCRETE ANCHOR ON WET, CLASS "B" MORTAR ON TOP OF BRICK MANHOLE SHAFT OR PRECAST CONCRETE CONE.
4. UNLESS OTHERWISE NOTED, 1/2" (13 mm) ø ANCHOR BOLTS AND NUTS ARE REQUIRED AND SHALL BE FABRICATED FROM ANY SERIES 300 STAINLESS STEEL.
5. NUTS ON ANCHOR BOLTS SHALL BE TIGHTENED TO A MINIMUM TORQUE OF 25 FOOT–POUNDS (34 Nm).



SECTION A–A

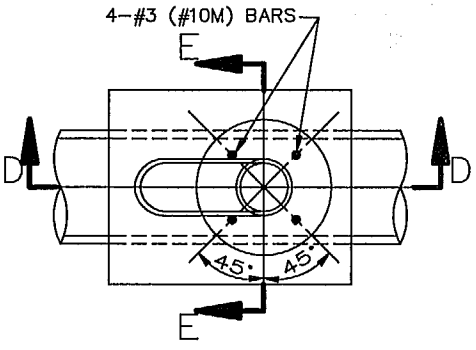


SECTION B–B

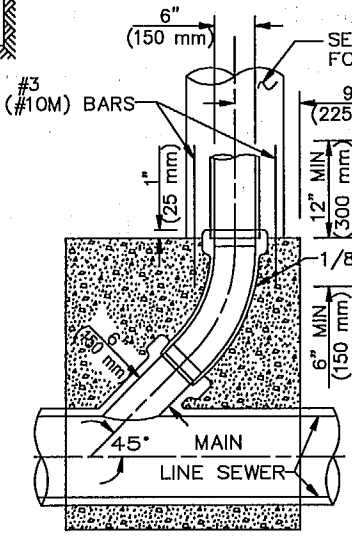


ELEVATION SECTION C–C

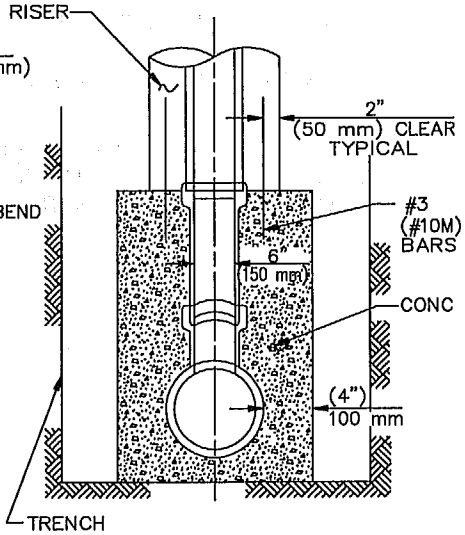
CHIMNEY BASE
CASE I



SECTION B–B



SECTION D–D



SECTION E–E

CHIMNEY BASE
CASE II

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1984 REV. 1993, 1996, 2009

CHIMNEYS

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 220–3

NOTES

1. THE UPPER END OF THE CHIMNEY PIPE SHALL BE AT LEAST 8' (2.5 m) BELOW THE GRADE OF THE LOWER CURB.

2. NO CONNECTION SHALL BE MADE DIRECTLY TO TOP OF CHIMNEY PIPE.

3. WHERE ONE HOUSE LATERAL IS TO BE JOINED TO THE CHIMNEY PIPE, USE A SINGLE WYE AND FACE WYE TOWARDS PROPERTY TO BE SERVED.

4. WHERE TWO OR MORE HOUSE LATERALS ARE TO BE JOINED TO THE CHIMNEY PIPE, INSTALL WYE BRANCHES AS FOLLOWS:
   A. FOR TWO HOUSE LATERALS, ONE SERVING EACH SIDE OF STREET, USE A DOUBLE WYE BRANCH.
   B. FOR TWO HOUSE LATERALS SERVING THE SAME SIDE OF THE STREET, USE TWO SINGLE WYES STACKED WITH BRANCHES FACING THE PROPERTIES SERVED.
   C. FOR THREE OR FOUR HOUSE LATERALS, USE TWO DOUBLE WYE BRANCHES OR ONE DOUBLE AND ONE SINGLE WYE BRANCH STACKED.

5. EACH DOUBLE OR SINGLE WYE BRANCH AND EIGHTH BEND SHALL BE SUPPORTED BY A CONCRETE BEAM AS SHOWN.

6. FOR CHIMNEY BASE, 6" (150 mm) TEE BRANCH OR WYE SHALL BE INSTALLED VERTICALLY ON TOP OF THE MAIN LINE SEWER AS SHOWN. THE CHIMNEY BASE MUST BE POURED AND SET WITH DOWELS AS SHOWN 24 HOURS BEFORE THE CHIMNEY CONCRETE IS POURED.

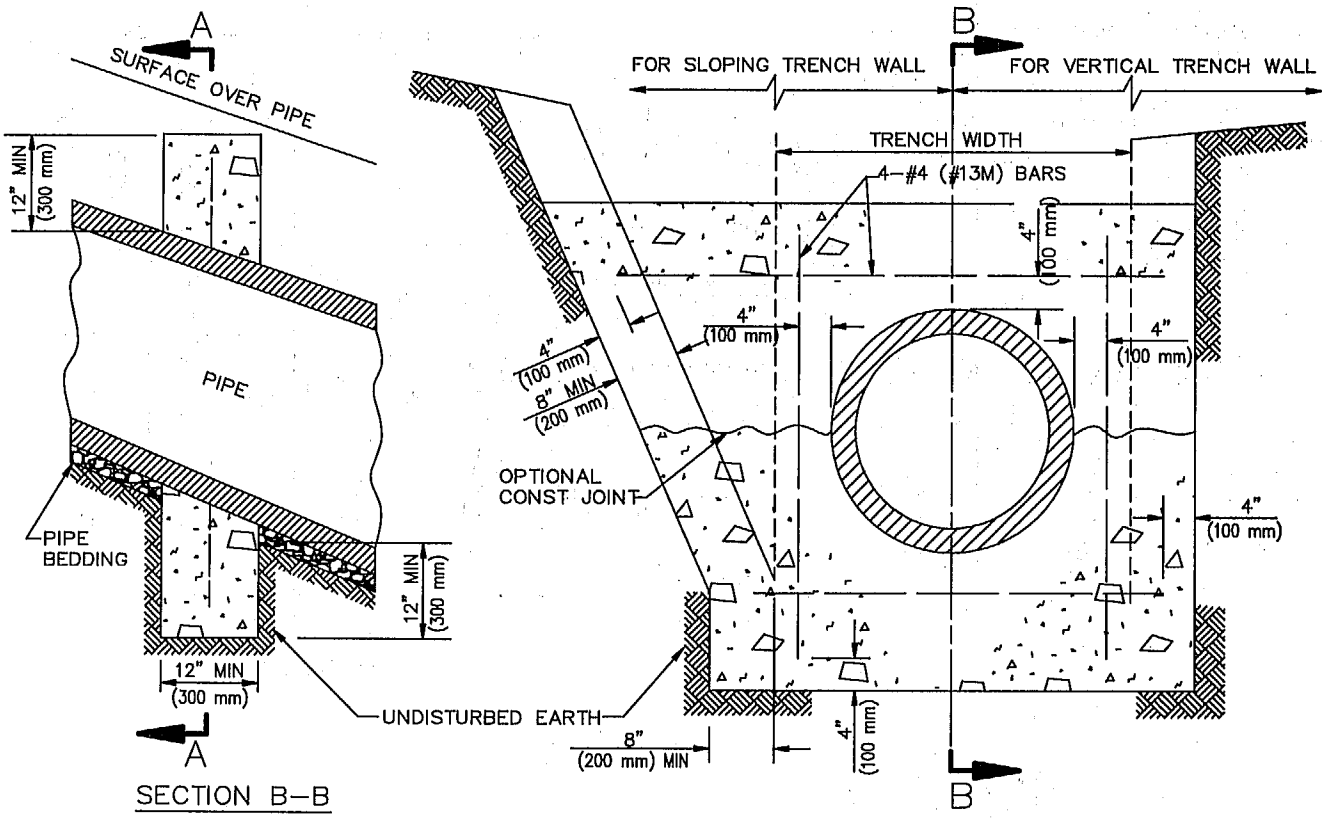
7. ALL CONCRETE SHOWN SHALL BE CLASS 520-C-2500 (310-C-17).

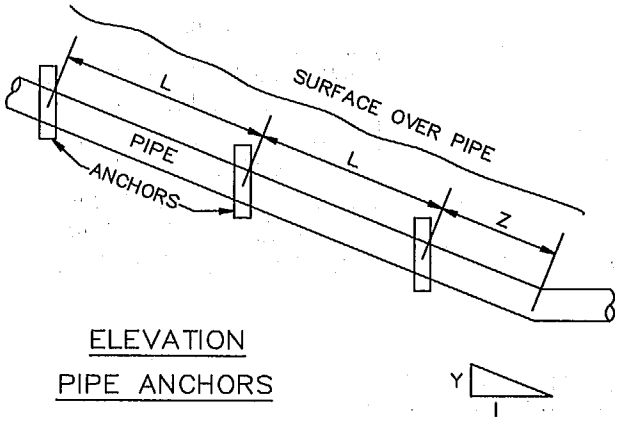
8. CASE I SHALL BE FOR VITRIFIED CLAY PIPE ONLY.

9. CASE II SHALL BE FOR ALL ALLOWABLE PIPE MATERIALS.

10. FOR ABS PIPE USE SOLVENT WELDED JOINTS ONLY.

11. A CAP SHALL BE INSTALLED AT THE OPENING OF THE PIPE RISER AND AT EACH UNCONNECTED BRANCH, SEALED AROUND ITS CIRCUMFERENCE WITH 1" (25 mm) THICK TYPE "F" MORTAR.





ELEVATION
PIPE ANCHORS

TABLE A

PIPE SLOPE(%) Y:1(100)	L DISTANCE (MAX)	Z DISTANCE (MAX)
100	12' (3.65 m)	4' (1.20 m)
67	14' (4.25 m)	8' (2.40 m)
50	16' (4.90 m)	12' (3.65 m)
40	18' (5.50 m)	18' (5.50 m)
33	20' (6.00 m)	20' (6.00 m)

ANCHORS

NOTES:

1. ANCHORS SHALL BE CLASS 450–C–2000 (265–C–14) CONCRETE.
2. FOR CLAY PIPE, ANCHORS SHALL NOT BE PLACED WITHIN 6" (150 mm) OF THE PIPE JOINT.
3. TRENCH SHALL BE BACKFILL PER NOTE 4 ON SHEET 2.
4. SPACING OF ANCHORS FOR PIPE SLOPES BETWEEN VALUES SHOWN IN TABLE "A" MAY BE PROPORTIONED.

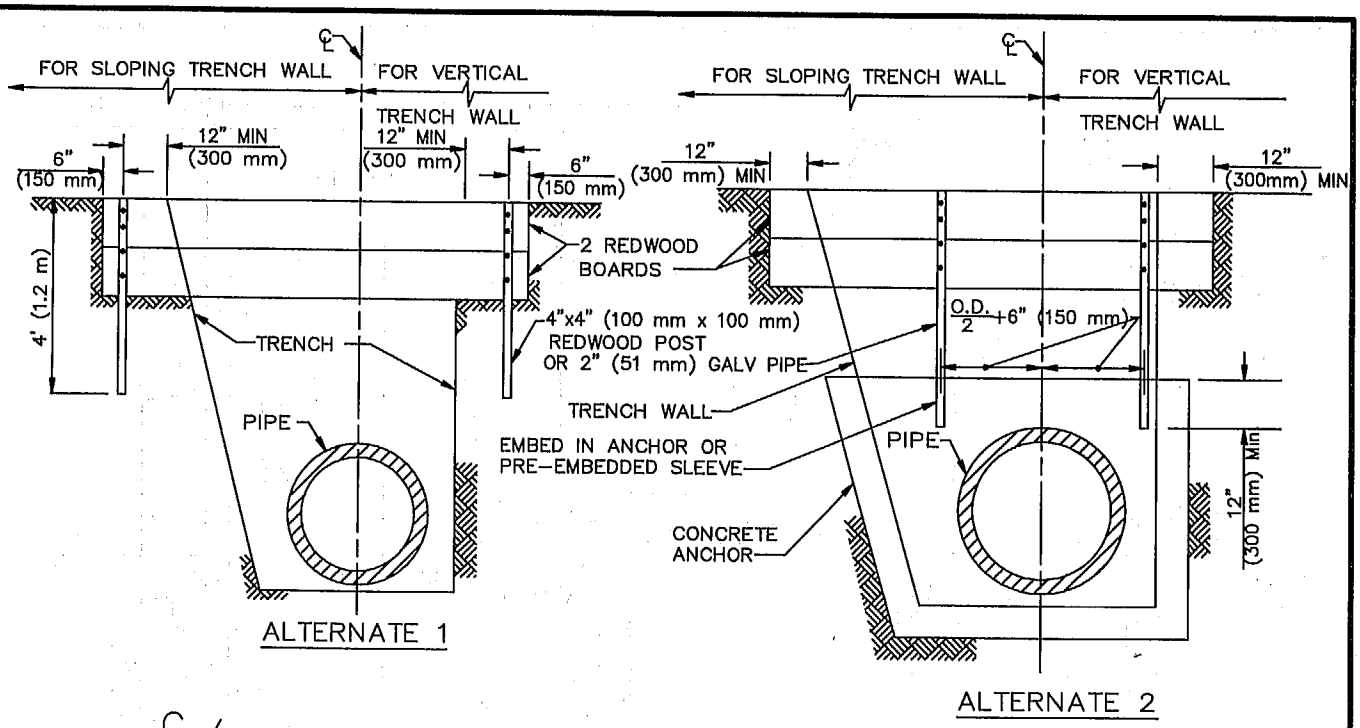
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

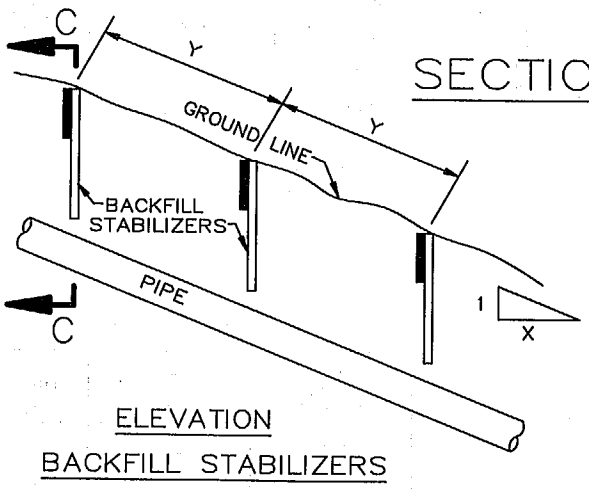
PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1984 REV. 1996, 2009

PIPE ANCHORS AND BACKFILL STABILIZERS

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 221–2





SECTION C–C

ELEVATION
BACKFILL STABILIZERS

TABLE B

GROUND SLOPE X:1	TABLE B Y (MAX)
1:1	5' (1.5 m)
1 1/2:1	9' (2.75 m)
2:1	12' (3.65 m)
2 1/2:1	16' (4.9 m)
3:1	20' (6.0 m)

STABILIZERS

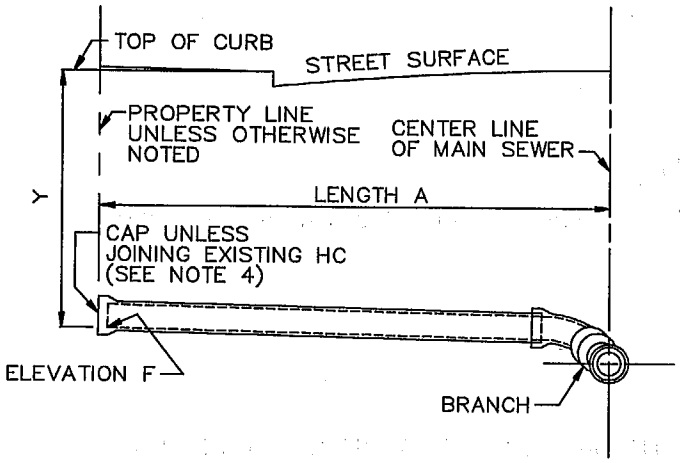
NOTES:

1. REDWOOD BOARDS SHALL BE 2" x 12" (50 x 300 mm) WHERE DEPTH OF COVER OVER PIPE PERMITS, OTHERWISE USE 2" x 10" (50 x 250 mm).
2. REDWOOD BOARDS SHALL BE PLACED ON THE HIGH GROUND SIDE OF THE POSTS.
3. EACH REDWOOD BOARD SHALL BE FASTENED BY USING 2–16d NAILS TO EACH REDWOOD POST OR A 3/8" (10 mm) BOLT AND NUT WITH WASHERS TO EACH GALVANIZED PIPE. ALL HARDWARE SHALL BE GALVANIZED.
4. TRENCH BACKFILL SHALL BE CONSOLIDATED BY MECHANICAL COMPACTION. IN LIEU OF MECHANICALLY COMPACTION, SOIL CEMENT MAY BE USED; HOWEVER, THE TOP 12" (300 mm) OF BACKFILL SHALL BE NATIVE SOIL, MECHANICALLY COMPACTED.
5. SPACING OF STABILIZERS FOR GROUND SLOPES BETWEEN VALUES SHOWN IN TABLE "B" MAY BE PROPORTIONED.
6. THE CONTRACTOR MAY, AT ITS OPTION, SUBSTITUTE DOUGLAS FIR FOR THE REDWOOD PROVIDED IT HAS BEEN TREATED WITH PRESERVATIVES.

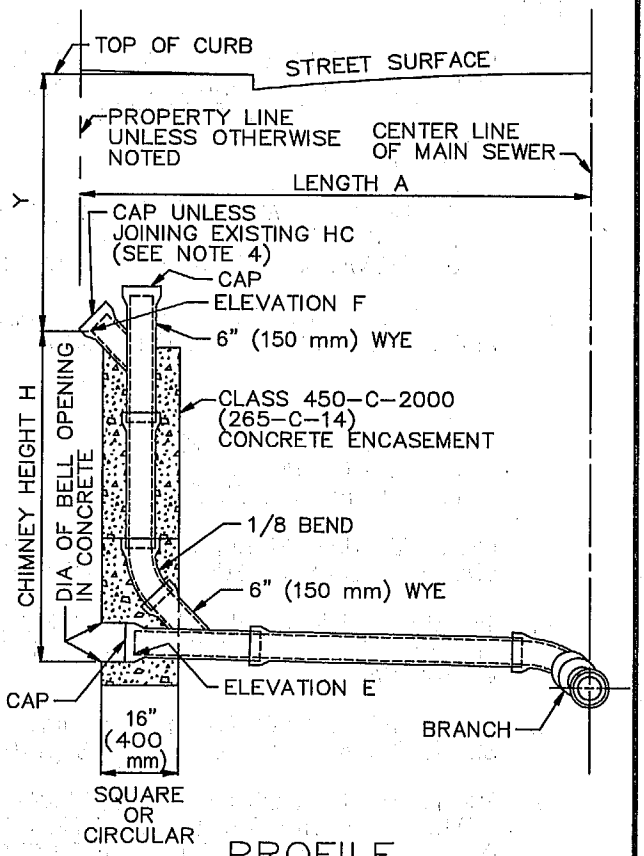
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PIPE ANCHORS AND BACKFILL STABILIZERS

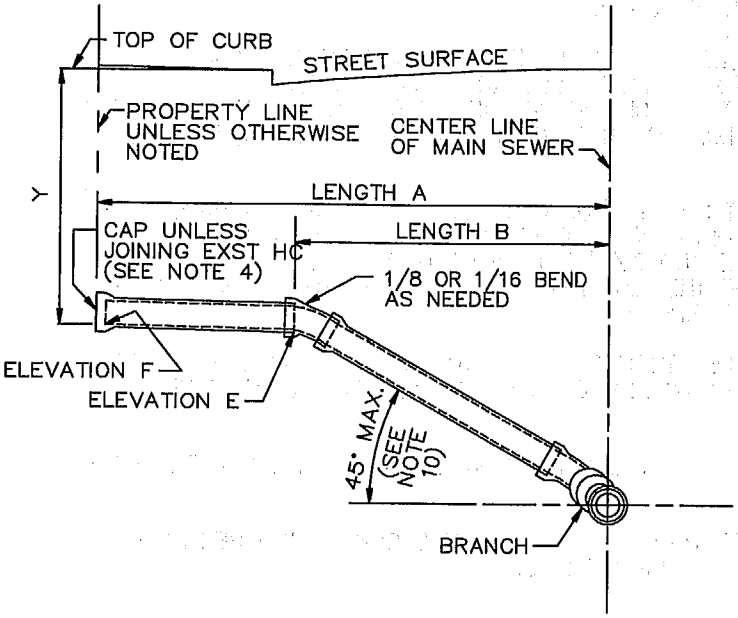
STANDARD PLAN
221–2
SHEET 2 OF 2



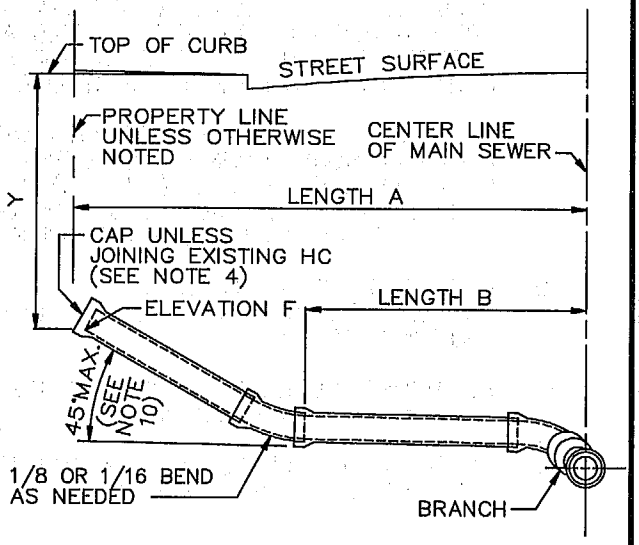
PROFILE
TYPE A



PROFILE
TYPE B



PROFILE
TYPE C



PROFILE
TYPE D

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE
PUBLIC WORKS STANDARDS INC.
GREENBOOK COMMITTEE
1984
REV. 1996, 2009

HOUSE CONNECTION SEWER

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN
222-2
SHEET 1 OF 2

NOTES

1. EXCEPT AS OTHERWISE INDICATED ON THE PLANS, ALL HOUSE CONNECTION SEWERS SHALL BE TYPE "A" AND SHALL BE CONSTRUCTED ON STRAIGHT LINES AND GRADES BETWEEN CONTROL POINTS AND ELEVATIONS.

2. DIMENSIONS:
   A. Y = ~~6' (1.85 m)~~ 3.0' (0.92m) MINIMUM
   B. LENGTHS "A" AND "B" – SEE PLANS
   C. HEIGHT "H" – SEE PLANS
   D. ELEVATIONS "E" AND "F" – SEE PLANS

3. ALL HOUSE CONNECTION SEWER PIPE SHALL BE ~~150 mm (6")~~ 100 mm (4") UNLESS OTHERWISE INDICATED AND MAY BE ANY OF THE FOLLOWING:

   A. VC PIPE
   B. PE PIPE
   C. ABS SOLID WALL PIPE
   D. ABS COMPOSITE PIPE
   E. PVC PLASTIC PIPE

   PROVIDED THAT CHANGES FROM ONE TYPE OF MATERIAL OR SIZE TO ANOTHER SHALL BE MADE ONLY BY MEANS OF SUITABLE ADAPTERS APPROVED BY THE ENGINEER.

4. THE UPPER END OF THE HOUSE CONNECTION SHALL BE SEALED BY INSTALLING A CAP AND SEALING THE CAP WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

5. EXCEPT AS CONTROLLED BY ELEVATIONS INDICATED ON THE PROJECT PLANS, THE MINIMUM SLOPE FOR ALL PIPE SHALL BE 2% (S=0.02 MINIMUM).

6. THE FIGURE IN A CIRCLE ON THE PLANS ADJACENT TO A HOUSE CONNECTION SEWER STATION INDICATES THE DEPTH IN FEET (METERS) BELOW THE EXISTING TOP OF CURB TO WHICH THE INVERT OF THE UPPER END OF THE HOUSE CONNECTION SEWER SHALL BE CONSTRUCTED. IF NO DEPTH IS INDICATED, THE INVERT OF THE UPPER END SHALL BE THE ELEVATION SHOWN ON THE PROFILE. WHERE NEITHER DEPTH NOR ELEVATION IS INDICATED, THE INVERT SHALL BE 6' (1.85 m) BELOW THE TOP OF THE EXISTING CURB.

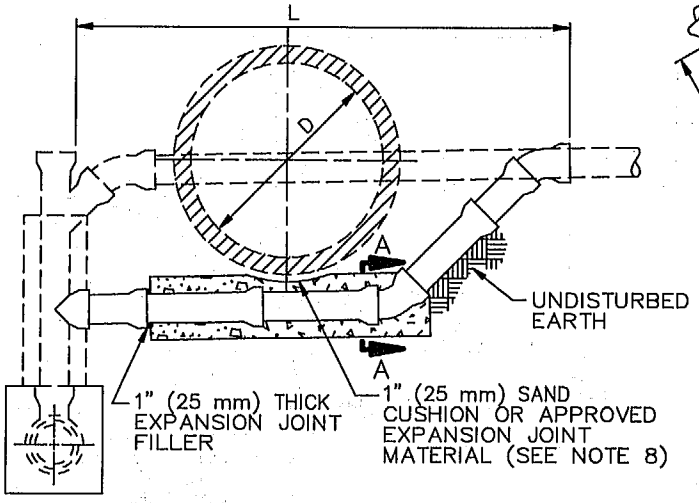
7. BRANCHES SHALL BE EITHER TEES OR WYES AND SHALL BE ROTATED UPWARD FROM THE HORIZONTAL TO AN ANGLE OF 22-1/2° TO 45° WHEN TEES ARE USED. BENDS ARE NOT REQUIRED BUT MAY BE USED AT THE OPTION OF THE CONTRACTOR. WHEN THE BRANCH ROTATION DOES NOT CONFORM TO THE SLOPE OF THE HOUSE CONNECTION SEWER, PULLED JOINTS MAY BE USED FOR ADJUSTMENT.

8. THE MAXIMUM DEFLECTION AT EACH JOINT FOR 4" (100 mm) AND 6' (150 mm) VITRIFIED CLAY PIPE HOUSE CONNECTION SEWERS SHALL BE 4°, WHICH IS EQUAL TO A PULL OF 9/16" (14 mm) FOR A 6" (150 mm) PIPE AND 3/8" (10 mm) FOR A 4" (100 mm) PIPE. (PULL IS DEFINED AS THE SEPARATION OF THE ABUTTING PIPE ENDS ON THE CONVEX SIDE OF THE CURVE MEASURED AT THE OUTSIDE PIPE BARREL.)

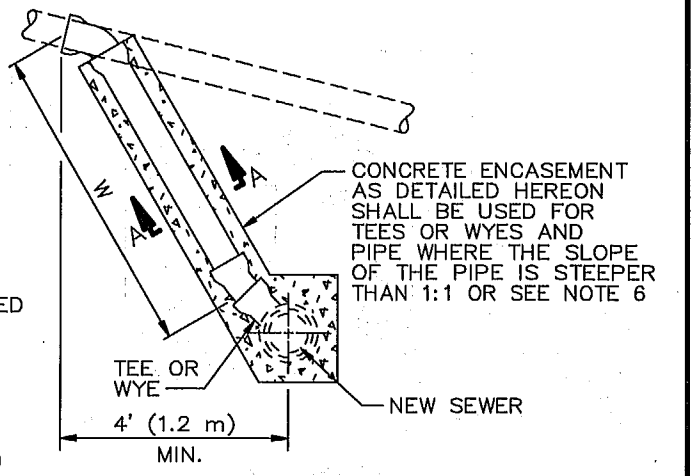
9. CONNECTION OF A BUILDING SEWER SMALLER THAN 6" (150 mm) TO A 6" (150 mm) HOUSE CONNECTION SEWER SHALL BE MADE USING AN APPROVED INCREASER TEE OR AN INCREASER FOLLOWED BY A TEE.

10. ALL HOUSE CONNECTION SEWERS OR PORTIONS THEREOF CONSTRUCTED ON A SLOPE EXCEEDING 45° SHALL BE ANCHORED PER SPPWC 221.

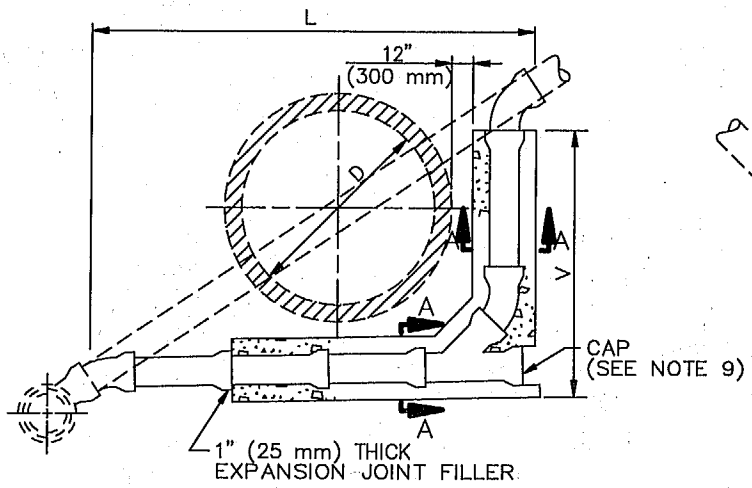
11. HOUSE CONNECTION SEWERS CONSTRUCTED PURSUANT TO A HOUSE CONNECTION PERMIT SHALL CONFORM TO ALL APPLICABLE STATUTES AND ORDINANCES.



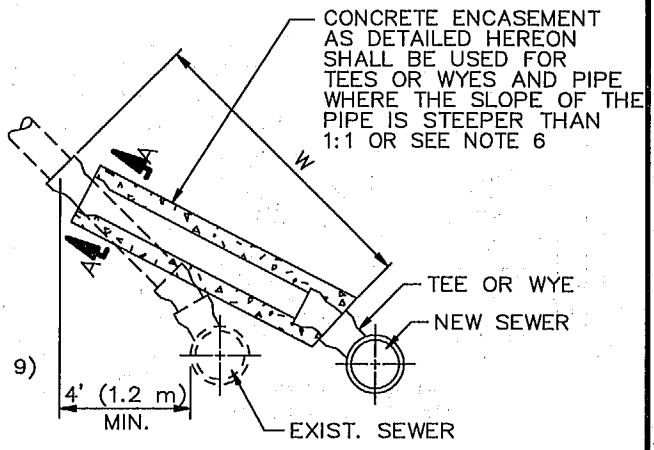
CASE G



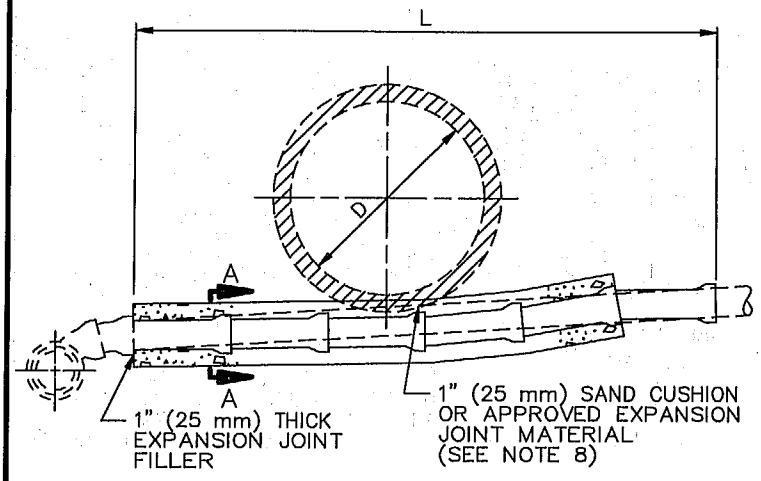
CASE R



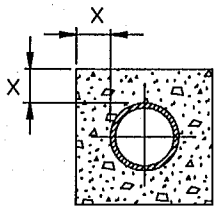
CASE H



CASE S



CASE K



NOMINAL DIAMETER OF PIPE INCHES (mm)	MINIMUM DIMENSIONS X INCHES (mm)
6 (150)	3 (75)
8 (200)	4 (100)
10 (250)	5 (125)
12 (300)	6 (150)

SECTION A–A
CONCRETE ENCASEMENT DETAIL
(SEE NOTE 5)

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

HOUSE CONNECTION REMODELING

STANDARD PLAN
223–2
SHEET 2 OF 3

NOTES

1. EXCEPT AS OTHERWISE INDICATED HEREON OR ON THE PLANS, ALL HOUSE CONNECTION REMODELING SHALL CONFORM TO THE APPLICABLE PORTIONS OF SPPWC 222, HOUSE CONNECTION SEWER.

2. SEE PROJECT PLANS FOR VALUES OF D, L, V, AND W. (DIMENSION L IS THE HORIZONTAL LENGTH OF THE HOUSE CONNECTION REMODELING).

3. EXISTING SEWERS ARE INDICATED BY DASHED LINES. HOUSE CONNECTION SEWERS TO BE CONSTRUCTED ARE INDICATED BY SOLID LINES AND SHALL BE OF THE SAME MATERIAL AS THE EXISTING SEWER. THE CONTRACTOR MAY CONSTRUCT THE SEWER WITH OTHER MATERIALS ALLOWED BY SPPWC 222 PROVIDED APPROVED ADAPTORS ARE UTILIZED.

4. 1/16 (22.5°) OR 1/8 (45°) BENDS SHALL BE USED TO REMODEL OR CONSTRUCT ANY SEWER ON A CURVE OR AT ANY CHANGE IN ALIGNMENT. WHERE PHYSICAL OR GEOMETRIC LIMITATIONS PRECLUDE THE USE OF 1/16 (22.5°) OR 1/8 (45°) BENDS, THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL THE PROPOSED METHOD OF REMODELING OR CONSTRUCTION.

5. ALL HOUSE CONNECTION SEWERS TO BE CONSTRUCTED UNDER A PROPOSED CONDUIT SHALL BE ENCASED IN CONCRETE AS SHOWN HEREON. WHEN THE HOUSE CONNECTION SEWER SLOPE EXCEEDS 1:1 THE CONTRACTOR MAY, AT ITS OPTION, PLACE A CIRCULAR CROSS SECTION WITH MINIMUM COVER EQUAL TO DIMENSION "X" AS SHOWN ON SECTION A–A HEREON IN LIEU OF A SQUARE CROSS SECTION OF CONCRETE. CONCRETE BEDDING AND ENCASEMENT SHALL BE CLASS 450–C–2000 (250–C–14) AND SHALL EXTEND TO THE FIRST PIPE JOINT AT LEAST 1' (300 mm) BEYOND THE OD OF EACH SIDE OF THE PROPOSED CONDUIT.

6. FOR CASE R AND S, WHEN THE SLOPE OF THE PIPE EXCEEDS 1:1, THE CONTRACTOR MAY, AT ITS OPTION, CONSTRUCT A CHIMNEY CONFORMING TO SPPWC 220 ON THE NEW SEWER IN LIEU OF CONSTRUCTING THE ENCASEMENT SHOWN HEREON.

7. FOR CASES E AND F, SADDLES SHALL BE CONNECTED EITHER TO THE LENGTH OF PIPE CONTAINING THE EXISTING TEE OR WYE OR TO THE ADJACENT DOWNSTREAM PIPE LENGTH.

8. CONDUITS TO BE INSTALLED OVER OR WITHIN 1" (25 mm) OF ANY CONCRETE ENCASEMENT OR STRUCTURE, WHETHER EXISTING OR TO BE PLACED IN CONFORMITY WITH THE REQUIREMENTS HEREIN, SHALL BE INSTALLED ON A 1" (25 mm) SAND CUSHION OR APPROVED EXPANSION JOINT MATERIAL. CONCRETE ENCASEMENT INSTALLED PURSUANT TO THIS STANDARD PLAN SHALL BE SEPARATED FROM EXISTING CONDUIT WITH 1" (25 mm) THICK EXPANSION JOINT MATERIAL.

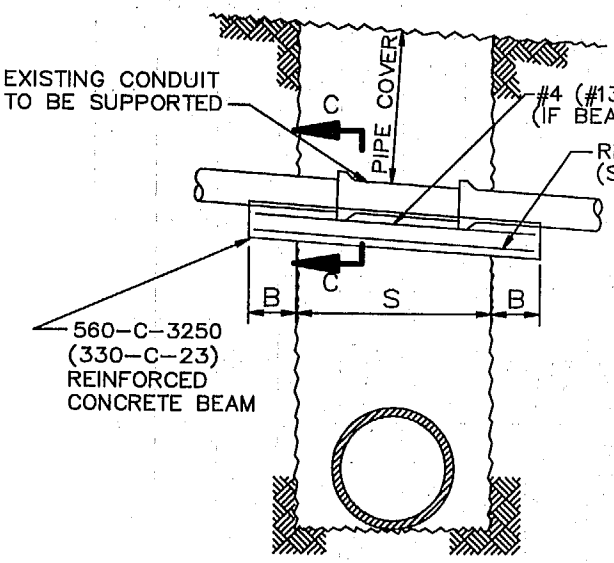
9. THOSE PORTIONS OF AN ABANDONED PIPE LOCATED BENEATH OR WITHIN 6" (150 mm) OF A RELOCATED HOUSE CONNECTION SEWER SHALL BE REMOVED. THE EXCAVATION SHALL BE REFILLED TO THE GRADE OF THE NEW PIPE INVERT WITH CLASS 100–E–100 (60–E–0.7) CONCRETE. THE CONTRACTOR MAY, AT ITS OPTION, SUBSTITUTE MECHANICALLY COMPACTED BACKFILL IN LIEU OF THE CLASS 100–E–100 (60–E0.7) CONCRETE. THOSE PORTIONS OF ABANDONED PIPE NOT REMOVED SHALL BE SEALED. WHERE CAPS ARE USED, THEY SHALL BE SEALED BY FILLING THE SPACE ABOVE THE CAP WITH SAND AND A 1" (25 mm) THICK COATING OF TYPE "F" MORTAR.

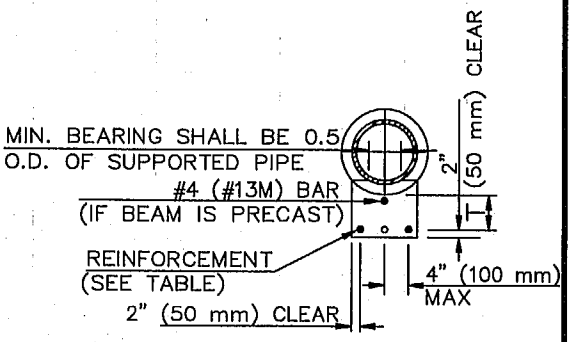
10. SUPPORT WALLS SHALL CONFORM TO SPPWC 224.

11. WHEN INDICATED ON THE PLANS OR THE SPECIAL PROVISIONS, A CLEANOUT SHALL BE CONSTRUCTED IN CONJUNCTION WITH CASE E AS FOLLOWS:

    A. SUBSTITUTE A "Y" FOR THE 45° BEND.
    B. PLACE A 45° BEND ON THE UPPER END OF THE "Y".
    C. CAP TOP OF 45° BEND WITH A CAP AND SEAL WITH 1" (25 mm) THICK TYPE "F" MORTAR AROUND THE CIRCUMFERENCE OF THE CAP.

CASE I
REINFORCED CONCRETE BEAM
FOR 4" (100 mm) TO 24" (610 mm) ID PIPE





SECTION C-C

NOTES:

1. WIDTH OF BEAM SHALL EQUAL OD OF SUPPORTED PIPE. MINIMUM WIDTH SHALL BE 6" (150 mm).
2. IF SUPPORTED PIPE IS BEDDED IN CONCRETE, BEAM WIDTH SHALL EQUAL BEDDING WIDTH.
3. IF BEAM IS PRECAST, ENDS OF BEAM SHALL BE FULLY BEDDED IN 450-C-2000 (265-C-14) CONCRETE FOR LENGTH "B". THE BEDDING SHALL HAVE A MINIMUM THICKNESS OF 4" (100 mm). CLASS "C" MORTAR SHALL BE PLACED BETWEEN TOP OF BEAM AND SUPPORTED PIPE TO PROVIDE MINIMUM BEARING SHOWN.
4. THIS CASE IS PERMITTED ONLY IF THE TRENCH WALLS ARE FIRM AND UNYIELDING.
5. MAXIMUM SPACING OF BARS SHALL BE 4" (100 mm) OC.

SEE REINFORCED CONCRETE BEAM TABLE (DIMENSIONS AND REINFORCEMENT) ON PAGE 2, THIS SECTION.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

SUPPORTS FOR CONDUITS ACROSS TRENCHES

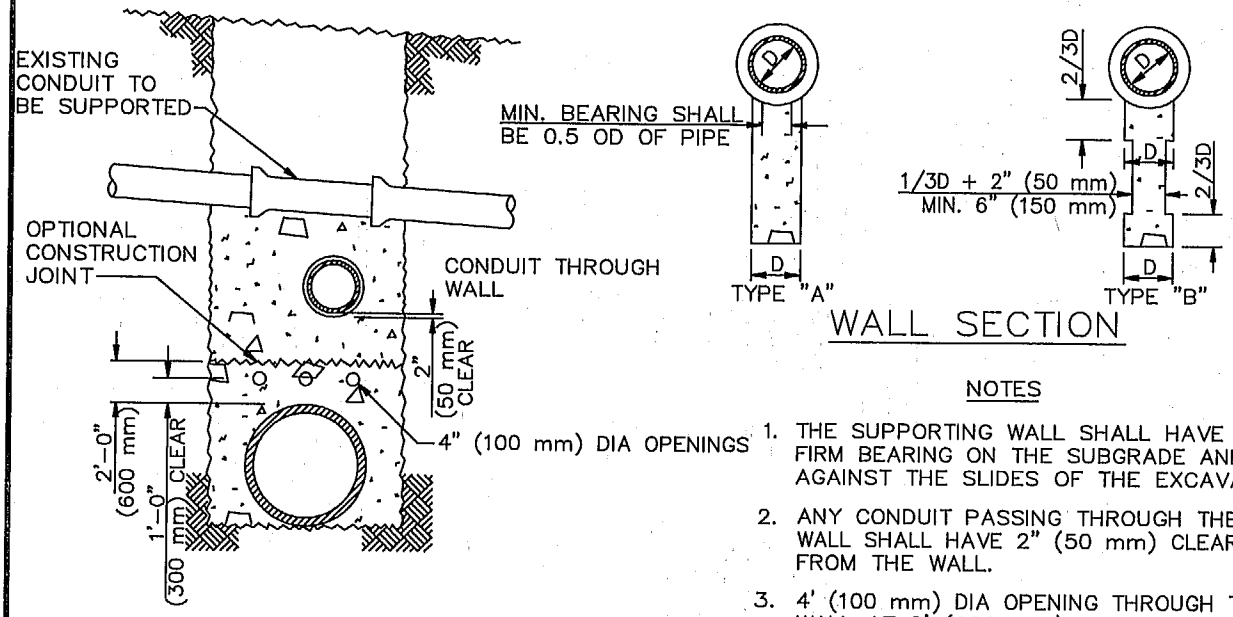
STANDARD PLAN 224-2

SHEET 2 OF 3

REINFORCED CONCRETE BEAM (DIMENSIONS AND REINFORCEMENT)

S	PIPE COVER														
	0' TO 8'-0" (0 m TO 2.4 m)			8'-0" TO 12'-0" (2.4 m TO 3.7 m)			12-0" TO 16'-0" (3.7 m TO 4.9 m)			16'-0" TO 20'-0" (4.9 m TO 6.0 m)			20'-0" TO 25'-0" (6.0 m TO 7.6 m)		
	T	BARS	B	T	BARS	B	T	BARS	B	T	BARS	B	T	BARS	B
0" TO 4'-0" (8m TO 1.2m)	8" (200mm)	#4 (#13M)	1'-6" (0.50m)	8" (200mm)	#4 (#13M)	1'-6" (0.50m)	9" (230mm)	#4 (#13M)	1'-6" (0.50m)	10" (255mm)	#4 (#13M)	1'-6" (0.50m)	10 1/2" (270mm)	#4 (#13M)	0.50m (1'-6")
4'-0" TO 5'-0" (1.2m TO 1.50m)	8" (200mm)	#4 (#13M)	1'-6" (0.50m)	9 1/2" (250mm)	#4 (#13M)	1'-6" (0.50m)	11" (280mm)	#4 (#13M)	1'-6" (0.50m)	12" (305mm)	#4 (#13M)	1'-6" (0.50m)	12 1/2" (320mm)	#5 (#16M)	0.50m (1'-6")
5'-0" TO 6'-0" (1.5m TO 1.85m)	9" (230mm)	#4 (#13M)	1'-6" (0.50m)	11" (280mm)	#5 (#16M)	1'-6" (0.50m)	12 1/2" (320mm)	#5 (#16M)	1'-6" (0.50m)	13 1/2" (340mm)	#5 (#16M)	2'-0" (0.6m)	14 1/2" (370mm)	#5 (#16M)	0.6m (3'-0")
6'-0" TO 7'-0" (1.85m TO 2.15m)	10" (255mm)	#5 (#16M)	1'-6" (0.50m)	12 1/2" (320mm)	#5 (#16M)	2'-0" (0.6m)	14 1/2" (370mm)	#5 (#16M)	2'-0" (0.6m)	15 1/2" (395mm)	#5 (#16M)	2'-0" (0.6m)	16 1/2" (420mm)	#6 (#19M)	2'-0" (0.6m)
7'-0" TO 8'-0" (2.15m TO 2.45m)	11" (280mm)	#5 (#16M)	1'-6" (0.50m)	14" (355mm)	#5 (#16M)	2'-0" (0.6m)	16" (410mm)	#5 (#16M)	2'-0" (0.6m)	17 1/2" (445mm)	#5 (#16M)	2'-6" (0.75m)	19" (485mm)	#6 (#19M)	2'-6" (0.75m)
8'-0" TO 9'-0" (2.45m TO 2.75m)	12 1/2" (320mm)	#5 (#16M)	2'-0" (0.6m)	15 1/2" (395mm)	#6 (#19M)	2'-6" (0.75m)	17 1/2" (445mm)	#6 (#19M)	3'-0" (0.90m)	19 1/2" (495mm)	#6 (#19M)	2'-6" (0.75m)	21" (535mm)	#6 (#19M)	2'-6" (0.75m)
9'-0" TO 10'-0" (2.75m TO 3.0m)	13 1/2" (340mm)	#6 (#19M)	2'-0" (0.6m)	17" (430mm)	#6 (#19M)	2'-6" (0.75m)	19 1/2" (495mm)	#6 (#19M)	3'-0" (0.90m)	21 1/2" (545mm)	#6 (#19M)	3'-0" (0.9m)	23" (585mm)	#6 (#19M)	3'-0" (0.90m)
10'-0" TO 10'-0" (3.0m TO 3.35m)	14 1/2" (370mm)	#6 (#19M)	2'-6" (0.75m)	18 1/2" (470mm)	#6 (#19M)	3'-0" (0.90m)	21" (535mm)	#6 (#19M)	3'-0" (0.90m)	23 1/2" (595mm)	#7 (#22M)	3'-0" (0.9m)	25" (635mm)	#7 (#22M)	3'-0" (0.90m)
11'0" TO 12'-0" (3.35m TO 3.65m)	15 1/2" (395mm)	#6 (#19M)	2'-6" (0.75m)	20" (510mm)	#6 (#19M)	3'-0" (0.90m)	23" (585mm)	#7 (#22M)	3'-6" (1.10m)	25 1/2" (650mm)	#7 (#22M)	3'-6" (1.10m)	27" (685mm)	#7 (#22M)	3'-6" (1.10m)
12'-0" TO 13'-0" (3.65m TO 4.00m)	17" (430mm)	#6 (#19M)	3'-0" (0.90m)	21 1/2" (545mm)	#7 (#22M)	3'-6" (1.10m)	24 1/2" (625mm)	#7 (#22M)	3'-6" (1.10m)	27 1/2" (700mm)	#7 (#22M)	4'-0" (1.20m)	29" (740mm)	#7 (#22M)	4'-0" (1.20m)
13'-1" TO 14'-0" (4.00m TO 4.25m)	18" (455mm)	#7 (#22M)	3'-0" (0.90m)	23" (585mm)	#7 (#22M)	3'-6" (1.10m)	26 1/2" (675mm)	#7 (#22M)	4'-0" (1.20m)	29 1/2" (750mm)	#7 (#22M)	4'-0" (1.20m)	31 1/2" (800mm)	#7 (#22M)	4'-0" (1.20m)
14'-0" TO 15'-0" (4.25m TO 4.60m)	19" (485mm)	#7 (#22M)	3'-0" (0.90m)	25" (635mm)	#7 (#22M)	4'-0" (1.20m)	28" (710mm)	#7 (#22M)	4'-0" (1.20m)	31 1/2" (800mm)	#7 (#22M)	4'-6" (1.40m)			
15'-0" TO 16'-0" (4.6m TO 4.90m)	20 1/2" (520mm)	#7 (#22M)	3'-6" (1.10m)	26 1/2" (675mm)	#7 (#22M)	4'-0" (1.20m)	30" (760mm)	#8 (#25M)	4'-6" (1.40m)						
16'-0" TO 17'-0" (4.90 TO 5.20m)	21 1/2" (545mm)	#7 (#22M)	3'-6" (1.10m)	28" (710mm)	#8 (#25M)	4'-6" (1.40m)									
17'-0" TO 18'-0" (5.20m TO 5.50m)	22 1/2" (570mm)	#8 (#25M)	4'-6" (1.40m)	29 1/2" (750mm)	#8 (#25M)	4'-6" (1.40m)									

CASE 2
CONCRETE WALL

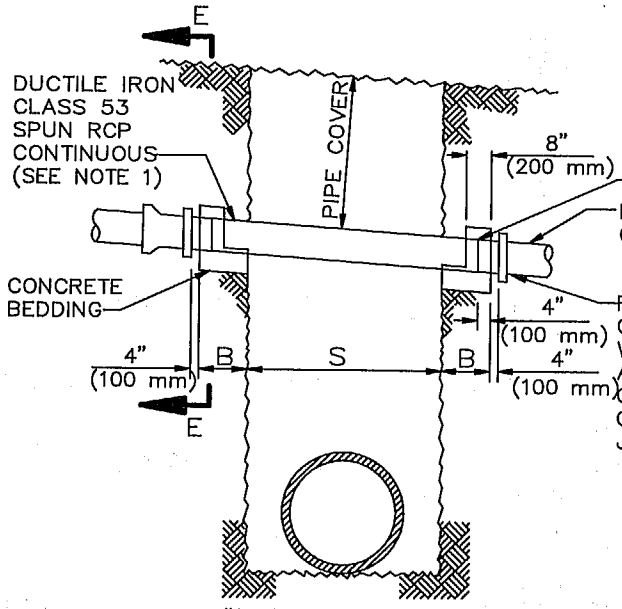


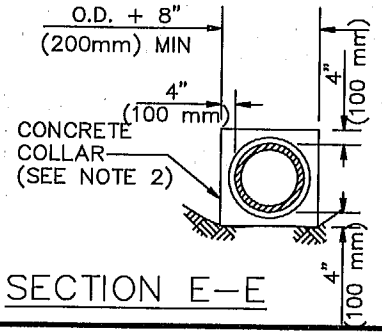
WALL SECTION

NOTES

1. THE SUPPORTING WALL SHALL HAVE A FIRM BEARING ON THE SUBGRADE AND AGAINST THE SLIDES OF THE EXCAVATION.
2. ANY CONDUIT PASSING THROUGH THE WALL SHALL HAVE 2" (50 mm) CLEARANCE FROM THE WALL.
3. 4' (100 mm) DIA OPENING THROUGH THE WALL AT 2' (600 mm) OC HORIZONTALLY AND AT 5' (1.5 m) OC VERTICALLY SHALL BE PROVIDED TO PREVENT UNEQUAL PRESSURE RESULTING FROM JETTED BACKFILL.
4. IF SUPPORTED PIPE IS BEDDED IN CONCRETE, MINIMUM THICKNESS OF WALL SHALL EQUAL BEDDING WIDTH.
5. BRICK WITH MORTAR JOINTS MAY BE USED IN LIEU OF CONCRETE FOR WALLS UP TO 5' (1.5 m) IN HEIGHT OR LENGTH.

CASE 3
DUCTILE IRON PIPE





SECTION E-E

NOTES

1. 2000-D (100-D) SPUN RCP OF SAME DIAMETER AS THE EXISTING PIPE MAY BE USED ONLY WHEN THE EXISTING PIPE IS ACP, NRCP OR RCP AND THE TRENCH WIDTH IS 5' (1.5 m) OR LESS.
2. THE CONCRETE COLLAR JOINT SHALL BE USED FOR JOINTS IN STORM DRAIN PIPE.

ALLOWABLE SPANS AND MIN. REQUIRED BEARING FOR DUCTILE IRON PIPE

DEPTH OF COVER	6" (150 mm) PIPE		8" (200 mm) PIPE		10" (250 mm) PIPE	
	S (Max)	B (Min)	S (Max)	B (Min)	S (Max)	B (Min)
0" TO 8'-0" (0 m TO 2.45 m)	11'-0" (3.35 m)	1'-6" (0.5 m)	13'-6" (4.10 m)	1'-6" (0.5 m)	16'-6" (5.03 m)	2'-0" (0.6 m)
8'-0" TO 16'-0" (2.45m TO 4.90m)	8'-0" (2.45 m)	1'-6" (0.5 m)	10'-0" (3.00 m)	2'-0" (0.6 m)	12'-0" (3.66 m)	2'-0" (0.6 m)
16'-0" TO 25'-0" (4.90m TO 7.60m)	7'-0" (2.15 m)	1'-6" (0.5 m)	9'-0" (2.75 m)	2'-0" (0.6 m)	10'-6" (3.20 m)	2'-6" (0.75 m)

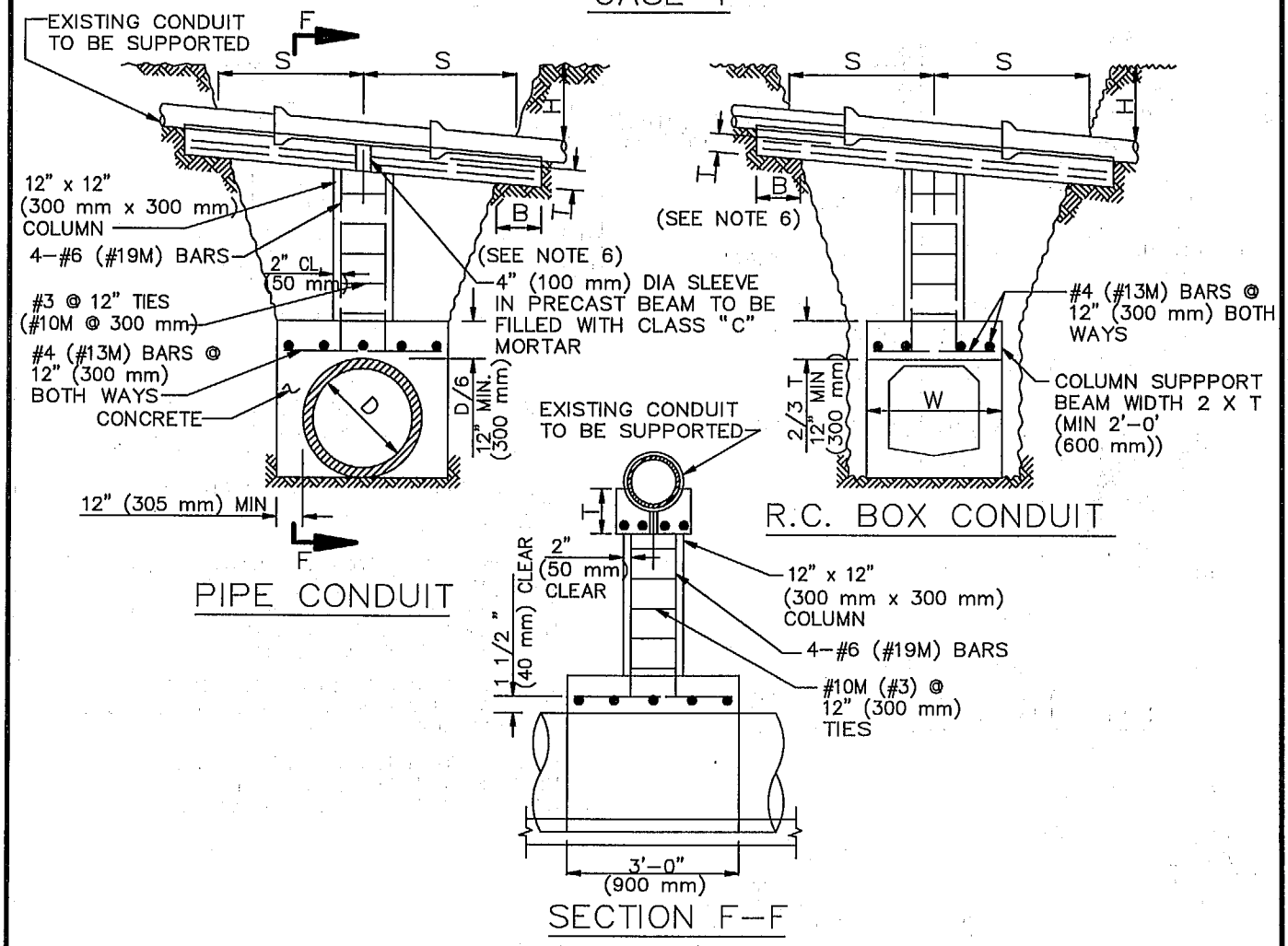
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

SUPPORTS FOR CONDUITS ACROSS TRENCHES

STANDARD PLAN 224-2

COLUMN SUPPORT WITH REINFORCED CONCRETE BEAM

CASE 4



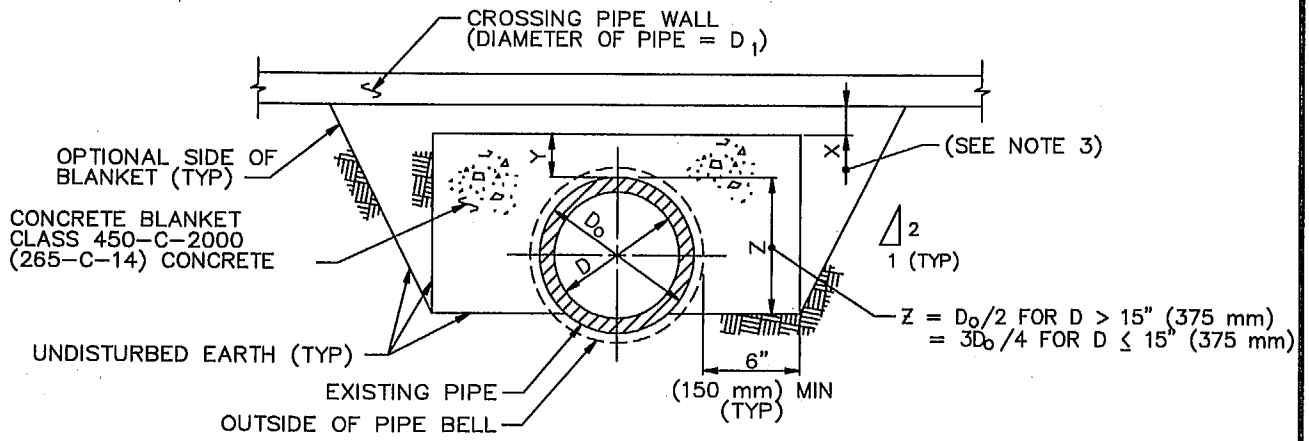
NOTES

1. SPAN "S" SHALL BE MAXIMUM 18' (5.5 m) FOR EARTH COVER 8' (2.45 m) OR LESS, 12' (3.65 m) FOR EARTH COVER 16' (4.9 m) OR LESS, AND 10' (3.0 m) FOR OVER 16' (4.9 m) EARTH COVER.
2. CONCRETE SHALL BE CLASS 560–C–3250 (330–C–23).
3. WHEN THE PIPE TO BE SUPPORTED CROSSES THE TRENCH ON A SKEW ANGLE, THE WALL OR BEAM WHICH SUPPORTS THE COLUMN SHALL BE CONSTRUCTED AT RIGHT ANGLE TO THE TRENCH.
4. SUPPORT SYSTEM MAY BE USED OVER CAST–IN–PLACE STRUCTURES.
5. BACKFILL ABOVE THE SUPPORT BEAM SHALL NOT BE PLACED UNTIL 72 HOURS AFTER THE SUPPORT IS POURED.
6. REINFORCED CONCRETE BEAM DIMENSIONED AND REINFORCED PER TABLE UNDER CASE 1.

GENERAL NOTES

1. "S" IS THE SPAN OF THE PIPE SUPPORT MEASURED ALONG ITS CENTERLINE.
2. "B" IS THE LENGTH OF BEARING OF THE SUPPORT AGAINST UNDISTURBED EARTH MEASURED ALONG THE PIPE CENTERLINE.
3. CASE 2 SHALL BE USED FOR PARTIAL CROSSINGS, EXCEPT THAT WHERE THE DISTANCE FROM A SEWER CHIMNEY TO UN–DISTURBED EARTH IS 18" (450 mm) OR LESS, THE TRENCH BACKFILL MAY BE DENSIFIED TO 18" (450 mm) ABOVE A HOUSE CONNECTION SEWER AND THEN RE–EXCAVATED FOR THE PIPE INSTALLATION.
4. ANY SEWER OR STORM DRAIN EXPOSED OR PARTIALLY EXPOSED IN A TUNNEL EXCAVATION SHALL BE SUPPORTED WITH A WALL, CASE 2.
5. IF BEDDING IS REMOVED FROM THE EXISTING PIPE THAT WILL REMAIN IN PLACE, THE PIPE SHALL BE EMBEDDED WITH CONCRETE AT NO EXTRA COST TO THE AGENCY.
6. UNLESS OTHERWISE INDICATED, CONCRETE SHALL BE CLASS 450–C2000 (265–C–14).

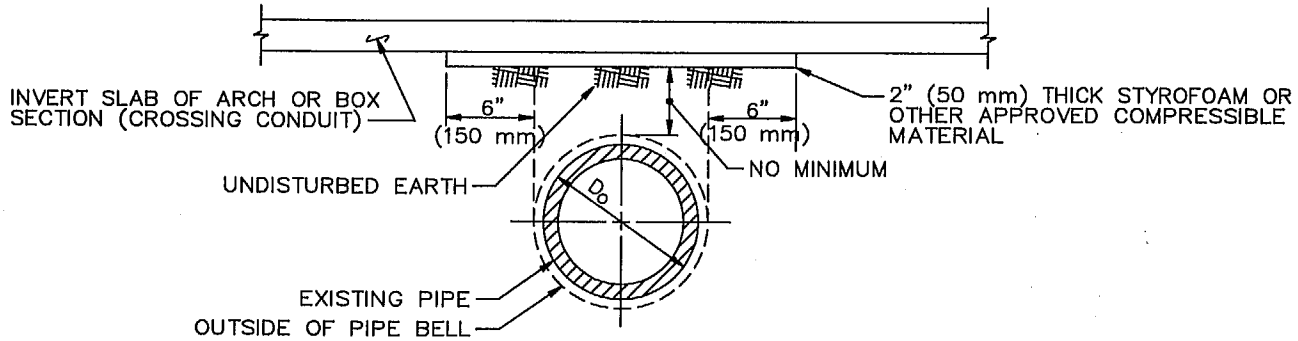
STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
SUPPORTS FOR CONDUITS ACROSS TRENCHES	**224–2**
	SHEET 4 OF 3



CONCRETE BLANKET
(FOR EXISTING PIPES CROSSED OVER BY A NEW PIPE)

NOTES:

1. CONCRETE BLANKET IS REQUIRED WHEN THE CLEARANCE BETWEEN THE TOP OF THE EXISTING PIPE AND THE BOTTOM OF THE CROSSING PIPE IS LESS THAN 18" (450 mm).
2. Y = D/6 (6" (150 mm) MIN). WHERE THE CLEARANCE BETWEEN THE TOP OF THE EXISTING PIPE AND THE BOTTOM OF THE CROSSING PIPE IS LESS THAN Y, THE CONCRETE SHALL BE PLACED BETWEEN THE PIPES AND AROUND THE SIDES OF THE CROSSING PIPE UP TO A LEVEL EQUAL TO Y ABOVE THE EXISTING PIPE, OR AS REQUIRED BY NOTE 3 BELOW, WHICHEVER IS HIGHER.
3. X = D/12, MINIMUM, TO PROVIDE BEDDING MATERIAL FOR THE CROSSING CONDUIT. WHEN X IS LESS THAN THIS MINIMUM, THE ENTIRE TOP SURFACE OF THE BLANKET SHALL BE RAISED TO MAKE CONTACT WITH THE LOWER 90° OF THE CROSSING PIPE.
4. THE BLANKET SHALL EXTEND LONGITUDINALLY TO THE FIRST JOINT BEYOND THE TRENCH EXCAVATION AT EACH END OF THE BLANKET, EXCEPT THAT THE BLANKET NEED NOT BE EXTENDED MORE THAN 4' (1.2m) BEYOND THE TRENCH.
5. WHENEVER A PIPE BELL IS ENCOUNTERED WITHIN THE LIMITS OF THE BLANKET, ALL DIMENSIONS SHALL REFER TO THE BELL.



COMPRESSIBLE BLANKET
(FOR EXISTING PIPES CROSSED OVER BY A NEW BOX OR ARCH)

NOTES:

1. COMPRESSIBLE BLANKET IS REQUIRED WHEN THE CLEARANCE BETWEEN THE TOP OF THE EXISTING PIPE AND THE BOTTOM OF THE CROSSING CONDUIT (BOX OR ARCH) IS LESS THAN 18" (450 mm).
2. THE BLANKET SHALL EXTEND LONGITUDINALLY FOR THE FULL CROSSING CONDUIT TRENCH WIDTH.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION

PROMULGATED BY THE PUBLIC WORKS STANDARDS INC. GREENBOOK COMMITTEE 1984 REV. 1996, 2009

BLANKET PROTECTION FOR PIPES

USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 225-2

SHEET 1 OF 1

ELEMENT 6 – REVISION RECORD

The Seaside County Sanitation District's SSMP Element 6 – Overflow Emergency Response Plan has undergone the following revisions:

Revision No.	Revision Date	Description of Revisions	Revision Completed By	Revision Approved By
0	August 11, 2009	The District developed and adopted a Sewer System Management Plan (SSMP) as required by the 2006 Sanitary Sewer System (SSS) Orders issued by the State Water Resources Control Board (SWRCB).	SCSD Staff	District Board
1	September 2013	The Overflow Emergency Response Plan Element of the SSMP was revised as a result of the finding in the May16, 2013 SSMP Audit.	SCSD Staff	-
2	September 9, 2014	The Overflow Emergency Response Plan Element of the SSMP was updated to reflect current and planned emergency response activities and includes an updated list of Emergency Operating Procedures.	SCSD Staff and Wallace Group	District Board

ELEMENT 6 - OVERFLOW EMERGENCY RESPONSE PLAN

The Overflow Emergency Response Plan (OERP) is summarized in this SSMP Element and provided in its entirety with the associated Emergency Operating Procedures (EOPs) in Appendix 6A. The OERP addresses issues such as SSO response, detection, mitigation, clean up, investigation, documentation, and reporting.

6.1 Regulatory Requirements

WDR Order No. 2006-0003-DWQ Section D.13 (vi) states:

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

6.2 Initial SSO Notification Procedures [WDR D.13 (vi)(a)]

If a member from the public witnesses a SSO, they either contact the Seaside County Sanitation District Maintenance and Utilities Department at (831) 899-6829, the Seaside City Hall at (831) 899-6825 or dial 9-1-1. Calls to the Maintenance and Utilities Department after hours are directed to the County Communication Center Dispatch at (831) 394-6811.

6.2.1 The District Public Works Department as the First Responder

If the District Maintenance and Utilities Department is contacted during normal business hours, which are 8:00 AM – 5:00 PM Monday through Friday, excluding legal holidays, administrative staff at City Hall, calls David Fortune, Maintenance and Utilities Superintendent, at (831) 899-

6829 or the next available Public Works or Utilities Staff to investigate the situation at (831) 899-6836. If District Staff needs assistance responding to the SSO, the first responder calls additional Public Works/Utilities staff utilizing the Public Works/Utilities On-Call List as outlined in SS-EOP-02, Attachment 2 found in Appendix 6A. If District Staff needs further assistance, the first responder calls the City of Monterey Public Works Department at (831) 760-2208 per the District's informal mutual aid agreement for additional emergency assistance. David Fortune or the first responder also calls Rick Riedl, Associate Engineer to notify him of the SSO upon completion of the response activities.

If the District Maintenance and Utilities Department is contacted after normal business hours, on a holiday, or during the weekend, the message recording directs the caller to call the County Communications Center Dispatch at (831) 394-6811.

6.2.2 Emergency Services as the First Responder

Calls from the public regarding SSOs are also received through 9-1-1. These calls are directed to the City of Seaside, Del Rey Oaks, and Sand City Fire Departments who respond to each call. If the Fire Departments(s) observe a SSO during their response, they call the County Communications Center Dispatch at (831) 394-6811 for response from SCSD Maintenance and Utilities staff as outlined in Appendix 6A, SS-EOP-02: SSO Notification.

If the SSO occurs after hours, the County Communications Center Dispatch contacts District Staff in the order and with the contact information provided in Appendix 6A, SS-EOP-02: SSO Notification.

If District Staff needs assistance responding to the SSO, the first responder calls additional Public Works/Utilities staff utilizing the Public Works/Utilities On-Call List as outlined in SS-EOP-02, Attachment 2 found in Appendix 6A. If additional staff and assistance is necessary, the first responder can also call the City of Monterey Public Works Department at (831) 760-2208 per the District's informal mutual aid agreement for emergency assistance. David Fortune or the first responder also calls Rick Riedl, Associate Engineer to notify him of the SSO upon completion of the response activities.

The District ensures regulatory agencies are informed of all SSOs in a timely manner through the SSO Notification Procedure provided in Section 6.4: SSO Notification and Reporting Procedures of this SSMP Element.

6.3 SSO Response Program [WDR D.13 (vi)(b)]

The SSO Response Program is comprised of the procedures and programs discussed in this Element, the informal mutual aid agreement the District has with the City of Monterey for emergency response support, the coordination and communication that is maintained between District Staff, the County Communications Center Dispatcher and Fire Department, and the following EOPs, which are provided in Appendix 6A:

- SS-EOP-00: Preface: EOP Purpose, Location, Scope, and Definitions
- SS-EOP-01: Overflow Emergency Response Plan
- SS-EOP-02: SSO Notification

- SS-EOP-03: SSO Reporting
- SS-EOP-04: SSO Traffic and Crowd Control
- SS-EOP-05: SSO Volume Estimation
- SS-EOP-06: SSO Mitigation and Cleanup
- SS-EOP-07: SSO Water Quality Monitoring Program
- SS-EOP-08: SSO Response Documentation and Records
- SS-EOP-09: SSO Training Requirements

The District's Public Works/Maintenance and Utilities Office and Seaside City Hall are open and can receive notifications of SSOs from 8:00 AM to 5:00 PM, Monday through Friday, excluding legal holidays. After hours, on weekends, and on holidays, District Staff and the County Communications Center coordinate SSO notification efforts. District Utilities and Public Works Staff respond to all SSOs.

Figure 6-1 illustrates the chain of command, which must be observed and followed when a SSO occurs:

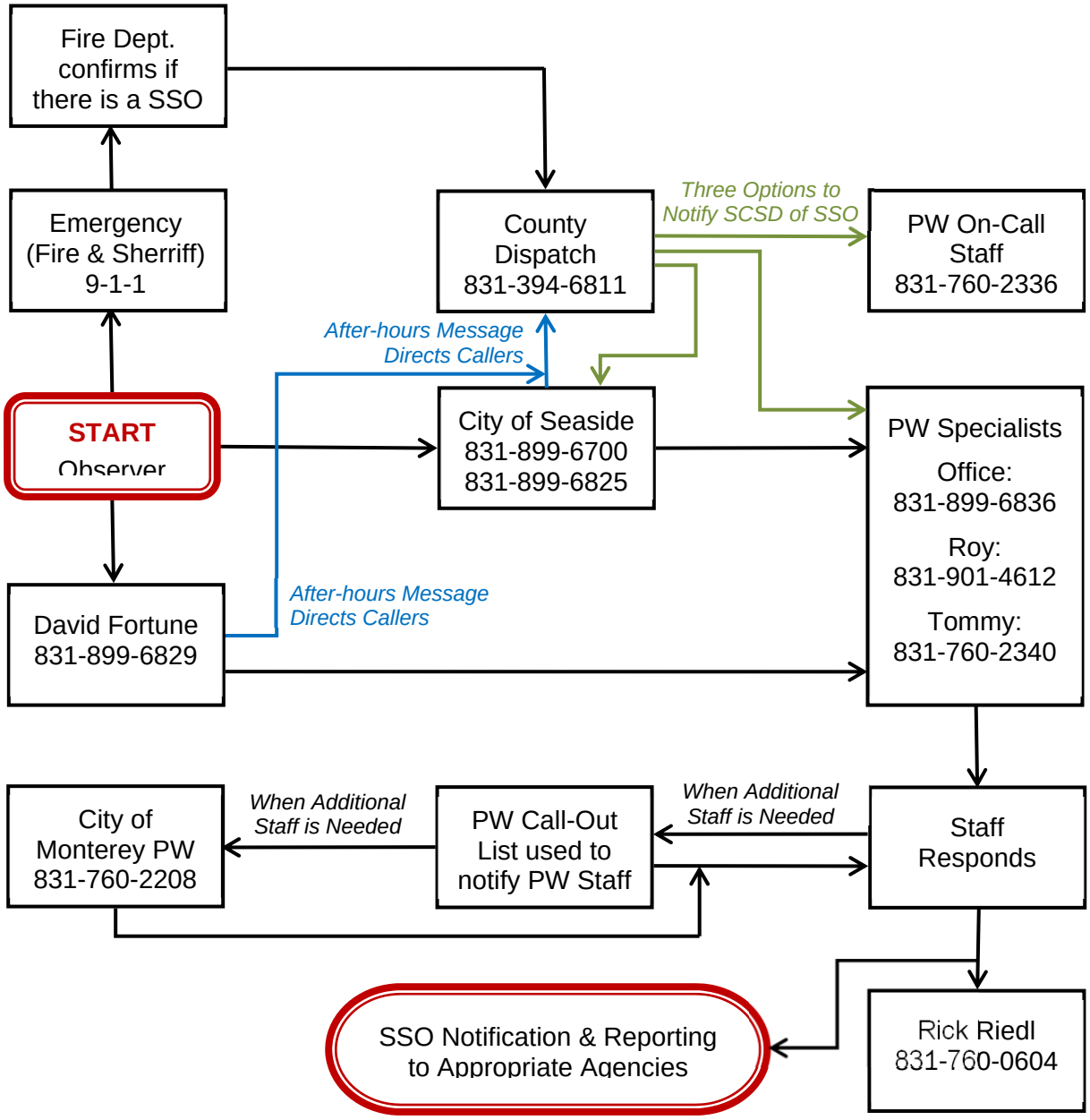


Figure 6-1: SSO Response Chain of Command

The details of District Staff's response to SSOs, which is identified in the chain of command, are provided in the EOPs included in Appendix 6A.

6.4 SSO Notification and Reporting Procedures [WDR D.13(vi)(c)]

This section of the OERP ensures proper notification and reporting of SSOs, which occur in the Seaside County Sanitation District's sanitary sewer collection system, in order to protect public and environmental health. The SSO Notification and Reporting Procedures, SS-EOP-02 and SS-EOP-03, respectively, are outlined below and are provided in their entireties in Appendix 6A.

An overview of the notification and reporting process is also illustrated on the following page in Figure 6-1. This overview is not inclusive of all of the notification and reporting requirements and procedures. The section of this SSMP Element corresponding to each SSO category for notifications and reporting must be referenced, and the SSO Notification and Reporting Procedures, SS-EOP-02 and SS-EOP-03, respectively, must be followed.

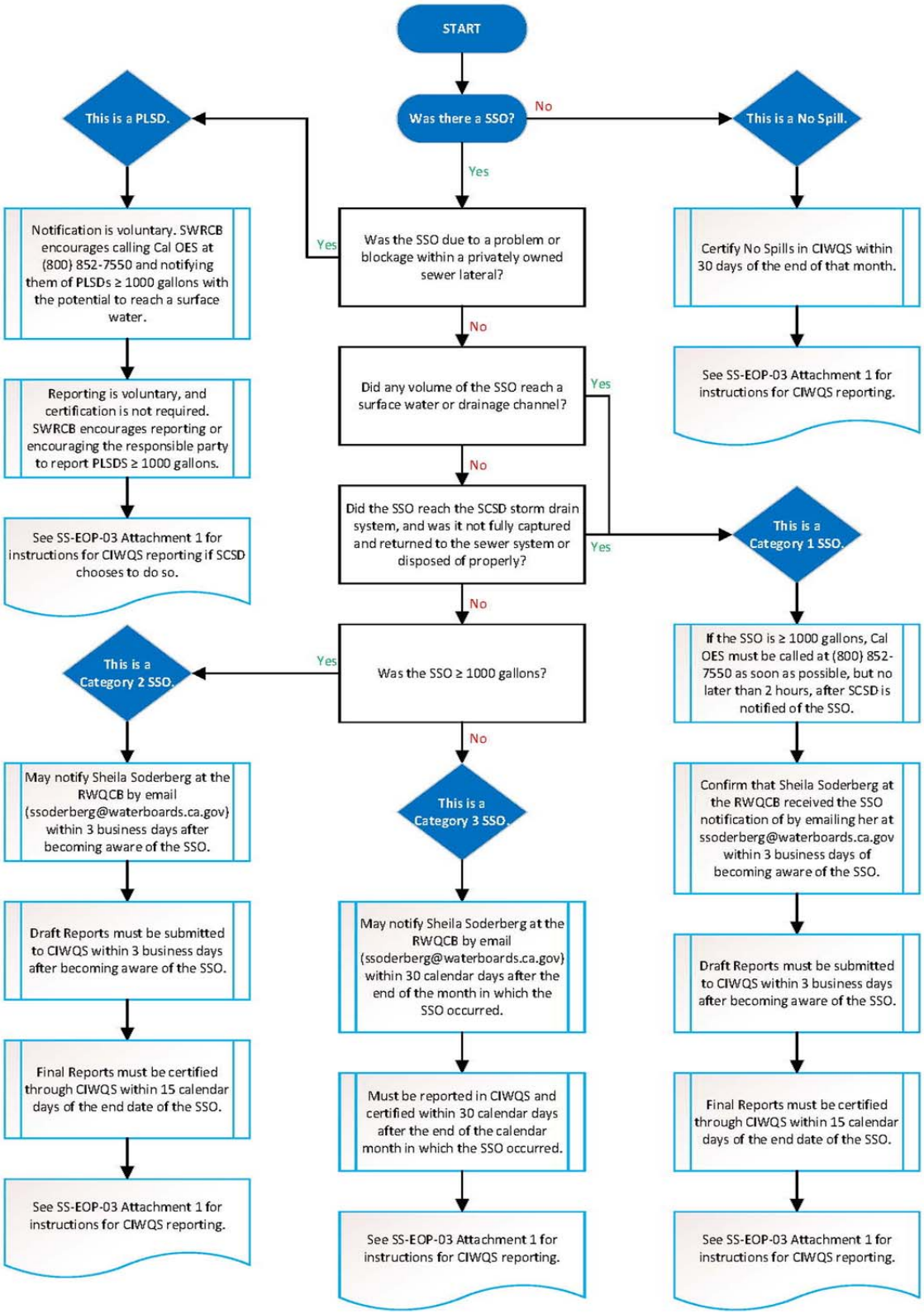


Figure 6-2: SSO Notification and Reporting Overview

6.4.1 SSO Regulatory Notification Procedure

SSO notification procedures vary based on whether the SSO is classified as a Category 1, Category 2, Category 3, or PLSD and are included in SS-EOP-02: SSO Notification.

1. Category 1 SSOs

    a. For any discharges of sewage that result in a discharge to a drainage channel or a surface water or to the District storm drain system and is not fully captured and returned to the sewer system or disposed of properly.

    b. The District shall, as soon as possible, but no later than two (2) hours after becoming aware of the discharge, notify the California Governor's Office of Emergency Services (Cal OES) at 1-800-852-7550. District Staff should also contact Monterey County Health at (831) 796-1900 to inform them in the event of a Category 1 SSO.

2. Category 2 SSOs

    a. For a SSO 1,000 gallons or greater in volume that does not discharge to a drainage channel or surface water.

    b. Within twenty-four (24) hours of becoming aware of a Category 2 SSO, the District may notify Monterey County Environmental Health Services at (800) 253-2687, City of Del Ray Oaks at (831) 394-8511, and Sand City at (831) 394-3054.

3. Category 3 SSOs

    a. If a SSO occurs due to a problem in the District's sanitary sewer collection system and does not reach a drainage channel, surface water, the District storm drain system, or is fully captured from the District's storm drain system and returned to the sewer system or disposed of properly and is less than 1000 gallons in volume.

    b. Within twenty-four (24) hours of becoming aware of a Category 3 SSO, the District may notify Monterey County Environmental Health Services at (800) 253-2687, City of Del Ray Oaks at (831) 394-8511, and Sand City at (831) 394-3054.

4. PLSDs

    a. The District may voluntarily notifying regulatory agencies, such as the RWQCB, of a PLSD. SWRCB encourages notifying Cal OES of a PLSD if the PLSD is greater than or equal to 1,000 gallons with the potential to reach surface water.

    b. SWRCB also encourages notify the appropriate regulatory agencies or notifying the responsible party that notification and reporting should be completed as required by Health and Safety Code Section 5410 et. seq. and

Water Code Section 13271 if the PLSD is greater than or equal to 1,000 gallons regardless of the SSO destination or for any volume PLSD that reaches a surface water.

6.4.2 SSO Reporting Procedure

SSO reporting procedures vary based on whether the SSO is classified as a Category 1, Category 2, Category 3, or PLSD. A full description of SSO reporting requirements is found in SS-EOP-03: SSO Reporting.

Category 1 SSOs

1. The **Draft Category 1 SSO Report** must be submitted in CIWQS within **three (3) business days** of SCSD becoming aware of the SSO.

2. **Certified Category 1 SSO Report**

    a. A final Category 1 SSO report shall be certified through CIWQS within **15 calendar days** of the end date of the SSO.

3. If SSO is 50,000 gallons or greater and spilled into surface waters, a **SSO Technical Report** will also have to be submitted to CIWQS (see SSO Technical Report for more details).

4. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

5. Upon certifying the SSO Report, document the SSO Identification Number and save a pdf and hard copy of the SSO Report.

SSO Technical Report

The City shall submit an SSO Technical Report in CIWQS within **45 calendar days** of the SSO end date for any SSO in which **50,000 gallons or greater** are spilled to surface waters.

Category 2 SSOs

1. The **Draft Category 2 SSO Report** must be submitted in CIWQS within **three (3) business days** of SCSD becoming aware of the SSO.

2. **Certified Category 2 SSO Report**

    a. A final Category 2 SSO report shall be certified through CIWQS within **15 calendar days** of the end date of the SSO.

3. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

4. Upon certifying the SSO Report, document the SSO Identification Number and save a pdf and hard copy of the SSO Report.

Category 3 SSOs

1. All Category 3 SSOs shall be reported to CIWQS and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30th).

2. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

3. Upon certifying the SSO Report, document the SSO Identification Number and save a pdf and hard copy of the SSO Report.

Private Lateral Sewage Discharges (PLSDs)

1. Private Lateral Sewage Discharges (PLSDs) resulting from blockages or other problems within a privately owned sewer lateral connected to the SCSD's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to CIWQS

No Spill Certification

1. If there are no SSOs during a calendar month, SCSD must certify that there were no spills in CIWQS.

2. The "No Spill" Certification is must be completed within thirty (30) calendar days after the end of the calendar month in which there were no SSOs.

3. If there are no SSOs during a calendar month but the SCSD reported a PLSD, the SCSD shall still certify a "No Spill" Certification statement for that month.

4. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

Collection System Questionnaire

1. The "Collection System Questionnaire" must be updated in CIWQS a minimum of every twelve (12) months from the last update.

2. Each time the "Collection System Questionnaire" is updated, the due date for the next date changes to one year from the date of the new certified update.

6.5 OERP Training [WDR D.13(vi)(d)]

The District will develop a formal Emergency Response training program by the end of October 2014 which will include annual training of District Staff on this SSMP Element and its Appendices. The District will also require applicable contractor personnel to train annually on and follow this SSMP Element and its Appendices through their contracts as is applicable and warranted. The District will revise this section of this SSMP Element upon the initiation of this training program and maintain a log of OERP Training in this Element as training is completed.

SS-EOP-09: SSO Training Requirements also provides an outline of the District's training program in respect to SSO response and mitigation and is included in Appendix 6A.

6.6 Emergency Operations Procedures [WDR D.13 (vi)(e)]

The Seaside County Sanitation District utilizes the 2006 10th Edition of the Work Area Traffic Control Handbook (WATCH) for traffic control, as identified in SS-EOP-04: SSO Traffic and Crowd Control, which is provided in Appendix 6A.

The District contacts the City of Seaside and City of Monterey Police Departments and depends on their assistance when crowd control is necessary, as identified in SS-EOP-04: SSO Traffic and Crowd Control, which is provided in Appendix 6A.

6.7 SSO Water Quality Program [WDR D.13 (vi)(f)]

The SSO Water Quality Program is comprised of the pollutant monitoring contained in SS-EOP-07: Water Quality Monitoring Program, which is provided in Appendix 6A.

As addressed in SS-EOP-07: Water Quality Monitoring Program, Seaside County Sanitation District Staff posts beach warning signs in the event that a SSO reaches the Pacific Ocean, Laguna Grande, Roberts Lake, or Del Rey Oaks Creek and will conduct water quality sampling within 48 hours for SSOs greater than 50,000 gallons.

APPENDIX 6A

Overflow Emergency Response Plan and Associated Emergency Operating Procedures

SS-EOP-00: Preface: EOP Purpose, Location, Scope, and Definitions
SS-EOP-01: Overflow Emergency Response Plan
SS-EOP-02: SSO Notification
SS-EOP-03: SSO Reporting
SS-EOP-04: SSO Traffic and Crowd Control
SS-EOP-05: SSO Volume Estimation
SS-EOP-06: SSO Mitigation and Cleanup
SS-EOP-07: SSO Water Quality Monitoring Program
SS-EOP-08: SSO Response Documentation and Records
SS-EOP-09: SSO Training Requirements

Emergency Operating Procedure Seaside County Sanitation District		Document No: SS-EOP-00
Title: PREFACE: EOP PURPOSE, LOCATION, SCOPE, AND DEFINITIONS		Revision: 0
Issued by: Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Prepared by: Richard Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Page: 1 of 9 Effective Date: 8/12/2014

1. Purpose

The purpose of this procedure is to provide standardized information, including the location, scope and availability, and definitions, applicable to all of the Seaside County Sanitation District's (SCSD's) Emergency Operating Procedures (EOPs).

2. Location

A SSO, which requires the SCSD's EOPs, can occur at any location within SCSD's service area, which is illustrated in Figure 0-1.

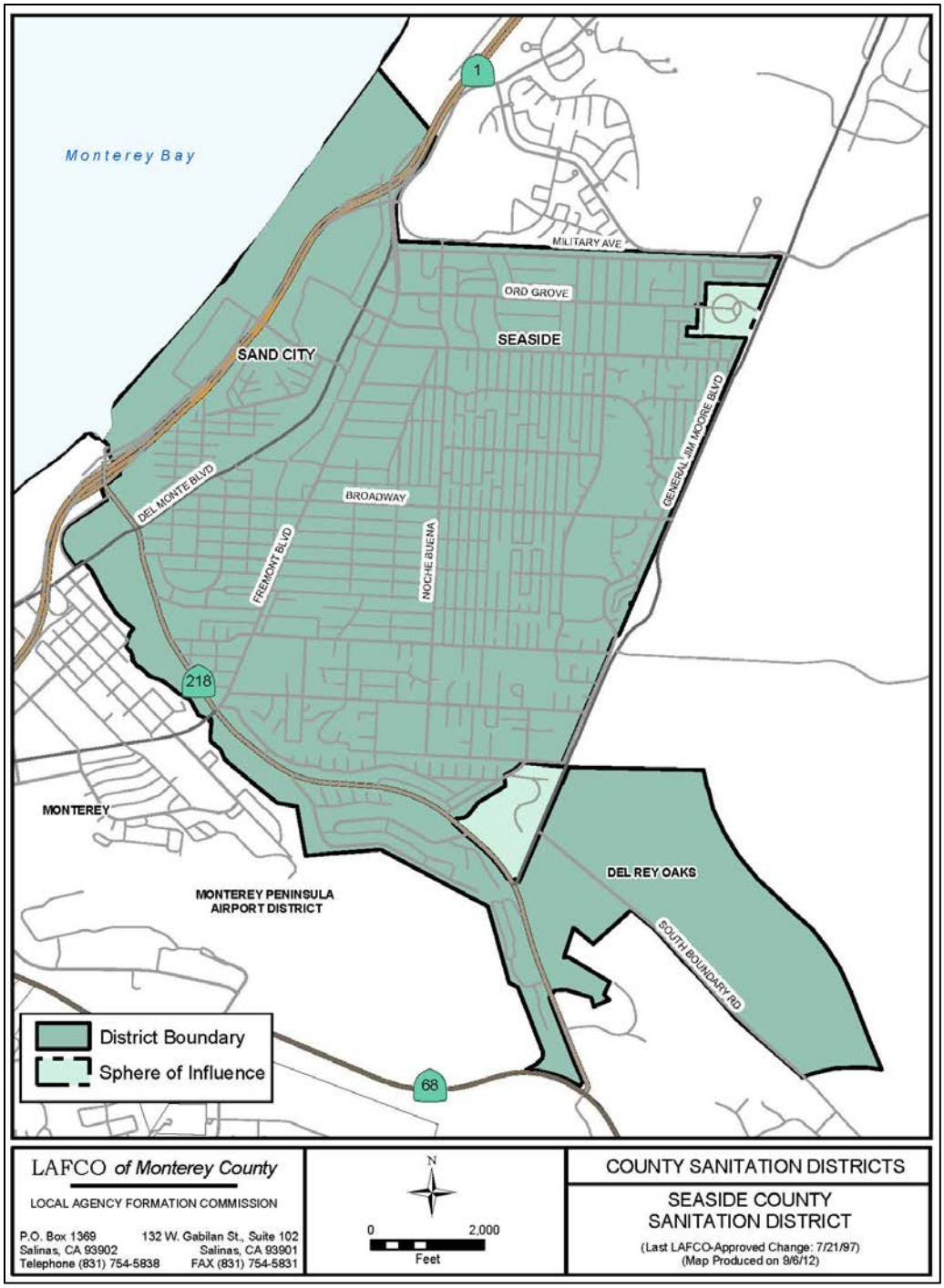


Figure 0-1: District Service Area (*Source: LAFCO of Monterey County*)

3. Scope and Availability

The State Water Resources Control Board (SWRCB) Monitoring and Reporting Program (MRP) No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC for Order No. 2006-0003-DWQ, “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems,” establishes requirements for all federal and state agencies, municipalities, counties, districts, and other public entities, which own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California to develop and implement an OERP and the associated procedures that identify measures to protect public health and the environment.

4. Definitions

Term	Definition
Business Hours	The SCSD Public Works Office business hours are 8:00 AM – 5:00 PM, Monday through Friday, excluding holidays.
California Department of Fish and Wildlife (CDFW)	CDFW, formerly Department of Fish and Game, maintains native fish, wildlife, plant species and natural communities for their intrinsic and ecological value and their benefits to people. This includes habitat protection and maintenance in a sufficient amount and quality to ensure the survival of all species and natural communities.
California Governor's Office of Emergency Services (Cal OES)	Cal OES was established on July 1, 2013 and merged the former California Emergency Management Agency (Cal EMA) and the Public Safety Communications Office (PSCO). Cal EMA was established on January 1, 2009 and merged the duties, powers, and responsibilities of the former California Governor's Office of Emergency Services (OES) with those of the California Governor's Office of Homeland Security. Cal OES is responsible for the coordination of overall state agency response to major disasters in support of local government. The Agency is responsible for assuring the state's readiness to respond to and recover from hazards – natural, manmade, war-caused emergencies and disasters – and for assisting local governments in their emergency preparedness, response, recover, and hazard mitigation efforts. Sanitary sewer overflows are one of these hazards.
California Integrated Water Quality System (CIWQS)	The online reporting system developed, hosted, and maintained by the SWRCB for compliance with the WDRs.
Category 1 SSO	Discharges of untreated or partially treated wastewater of any volume resulting from a City's sanitary sewer system failure or flow condition that: 1. Reach surface water and/or reach a drainage channel tributary to a surface water; or 2. Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise capture and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated stormwater or groundwater infiltration basin (e.g., infiltration pit, percolation pond, etc.).
Category 2 SSO	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from a City's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.

Term	Definition
Category 3 SSO	All other discharges of untreated or partially treated wastewater resulting from a City's sanitary sewer system failure or flow condition, which are not Category 1 SSOs.
Collection System	Generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.
Drainage Channel	A man-made canal used to transport stormwater as part of a municipal separate storm sewer system, or an intermittent or perennial stream bed.
Data Submitter	A Data Submitter is any individual authorized by the LRO to enter data into CIWQS, the online SSO database, on behalf of the City. In order for a person to be officially designated as a Data Submitter, they must register as a Data Submitter through CIWQS by clicking on the "User Registration" button at the following link: http://ciwqs.waterboards.ca.gov/. The person registering as a Data Submitter must complete the information requested in the CIWQS User Registration process, and can submit the form electronically. The CIWQS Help Center will send an email notification with the LRO's user name and password after the registration is approved. The Data Submitter is the only person, who can use their CIWQS username and password. Allowing parties other than the Data Submitter to access CIWQS and submit information on his or her behalf is illegal and is considered fraud. Persons involved in such fraudulent activities can be subject to criminal prosecution.
Emergency Operating Procedure (EOP)	An EOP is a form of a standard operating procedure (SOP) for an activity associated with an emergency situation. SOP is defined below.
Environmental Protection Agency (EPA)	United States EPA's mission is to protect human health and the environment. EPA works to accomplish this mission through writing and enforcing federal regulations and policies and identifying, initiating national efforts to reduce environmental risk are based on the best available scientific information and identifying measurable environmental and human health outcomes and how EPA plans to achieve those results.
Geographical Positioning System (GPS)	A global system of United States navigational satellites developed to provide precise positional (latitude and longitude) and velocity data.
Fecal Indicator Bacteria (FIB)	Bacteria, such as total coliform, fecal coliform, E. Coli and enterococcus, are collectively known as fecal indicator bacteria and indicate the potential presence of disease causing organisms. The best indicators of health risk from recreational water contact in salt water are enterococcus and are known as Salt Water FIB.

Term	Definition
	The best indicators of health risk from recreational water contact in fresh water are E. coli and enterococcus and are known as Fresh Water FIB.
Lateral	The segment of pipe which connects a home or building to a sewer main, which is usually located beneath a street or easement.
Legally Responsible Official (LRO)	A LRO is the person designated for the City as either a principal executive officer or ranking elected official or a duly authorized representative of that person. An individual is a duly authorized representative if: 1. The authorization is made in writing by a LRO; and 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity. The LRO is the only person, who can sign or certify all applications, reports, and other information required by the WDRs, SWRCB, or RWQCB. Allowing parties other than the LRO or a duly authorized representative to access CIWQS and submit information on his or her behalf is illegal and is considered fraud. Persons involved in such fraudulent activities can be subject to criminal prosecution. In order for a person to be officially designated as a LRO, they must register as a LRO through CIWQS by clicking on the “User Registration” button at the following link: http://ciwqs.waterboards.ca.gov/. The person registering as a LRO must complete the information requested in the CIWQS User Registration process, and print, sign, and mail the completed form to CIWQS Registration, P.O. Box 671, Sacramento, CA 95812. The CIWQS Help Center will send an email notification with the LRO’s user name and password after the registration is approved.
Monitoring and Reporting Program (MRP)	Establishes monitoring, record keeping, reporting and public notification requirements as part of a waste discharge requirements (WDR). In this EOP, MRP refers to Order No. WQ 2013-0058-EXEC, which is the amended MRP for WDR Order No. 2006-0003-DWQ. Order No. 2006-DWQ is defined below under WDR.
Monterey County (Co.) Environmental Health Services (EHS)	Monterey Co. EHS is a division of Monterey Co. Public Health Department and prevents exposure to toxic substances, diseases, unsanitary conditions, and other environmental hazards through education and enforcement. Programs include hazardous materials management, food safety, water quality, recreational water and swimming pool monitoring, and solid waste facility oversight.
Monterey County (Co.) Office of Emergency Services (OES)	Monterey Co. OES is committed to serving the public before, during, and after times of emergency by promoting effective coordination between agencies, and encouraging preparedness of the public and organizations involved in emergency response. Monterey Co. OES, in coordination with local, state, and emergency response organizations, works continuously to better prepare and

Term	Definition
	respond to any disaster the community may face.
Monterey County (Co.) Public Health Department	Monterey Co. Public Health Department improves and maintains community health by identifying health issues, preventing disease and injury, influencing policy development, and promoting healthy behaviors through leadership, collaborative partnerships, education, direct services, surveillance, and case management and payment for eligible indigent medical care.
Monterey Regional Water Pollution Control Agency (MRWPCA)	MRWPCA operates a regional wastewater treatment plant, which serves the following agencies: Seaside County Sanitary District (City of Seaside, City of Del Rey Oaks, and Sand City), City of Monterey, Fort Ord, City of Marina, Castroville Community Services District, Moss Landing, Boronda Sanitation District, City of Salinas, and the County of Monterey.
Municipal Separate Storm Sewer System (MS4)	As defined by 40 CFR 122.26(b)(8), a MS4 is "a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a state, city, town, borough, county, parish, district, association, or other public body (created to or pursuant to state law) including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under Section 208 of the Clean Water Act that discharges into waters of the United States. (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW) as defined at 40 CFR 122.2."
Private Lateral Sewage Discharge (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the City's sanitary sewer or from other private sewer assets.
Publicly Owned Treatment Works (POTW)	As defined by 40 CFR 122.2, a POTW is "a treatment works as defined by Section 212 of the [Clean Water] Act, which is owned by a State or municipality (as defined by Section 502(4) of the [Clean Water] Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW Treatment Plant. The term [POTW] also means the municipality as defined in Section 502(4) of the [Clean Water] Act, which has jurisdiction over the indirect discharges to and the discharges from such a treatment works."
Regional Water Quality Control	There are nine (9) RWQCBs in California, which are semi-autonomous and are comprised of nine (9) part-time Board Members appointed by the Governor

Term	Definition
Board (RWQCB)	and confirmed by the Senate. Each RWQCB makes water quality decisions for its region, including setting standards, issuing WDRs, determining compliance with those requirements, and taking appropriate enforcement action. SCSD is located in RWQCB Region 3: Central Coast, and therefore is regulated and monitored by the Central Coast RWQCB.
Sanitary Sewer Overflow (SSO)	Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include: 1. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States; 2. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and 3. Wastewater backups into buildings on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system. Temporary storage and conveyances facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.
Sanitary Sewer System	Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyances facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.
Seaside County Sanitation District (SCSD or District)	SCSD provides sewer collection system management, engineering, operation, maintenance and emergency response services for the City of Seaside, City of Del Rey Oaks, and Sand City. SCSD is governed by a representative from each of the above named public agencies which form a three-member Board of Directors.
Sewer System Management Plan (SSMP)	A system-specific plan required by the WDR, which 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, and a spill response plan that establishes procedures for immediate response to a SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
Spill	Generic term referring to any sewage discharge (i.e., SSO or PLSD) resulting from a failure in a sanitary sewer system, privately owned lateral, or collection system.

Term	Definition
Standard Operating Procedure (SOP)	A SOP is a set of written instructions that document a routine or repetitive activity followed by an organization.
State Water Resources Control Board (SWRCB)	The SWRCB's mission is to ensure the highest reasonable quality for waters of the State, while allocating those waters to achieve the optimum balance of beneficial uses. The SWRCB sets statewide policy, coordinates and supports RWQCB efforts, and reviews petitions that contest RWQCB actions. SWRCB is also solely responsible for allocating surface water rights. The SWRCB consists of five full-time salaried Board Members, each filling a different specialty position. Each Board Member is appointed to a four-year term by the Governor and confirmed by the Senate.
Untreated or Partially Treated Wastewater	Any volume of waste discharge from the sanitary sewer system upstream of a wastewater treatment plant headworks.
Wallace Group	Wallace Group is contracted by SCSD to provide engineering and environmental compliance services.
Waste Discharge Requirements (WDR)	WDRs regulate point discharges that are exempt pursuant to California Code of Regulations Title 27, Subsection 20090, such as sewage, and are not subject to the Federal Water Pollution Control Act. Discharges of domestic sewage or treated effluent are regulated by WDRs issued pursuant to California Code of Regulations Title 23, Division 3, Chapter 9. In this EOP, WDR refers to the SWRCB's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Monitoring and Reporting Program (MRP) No. 2006-0003-DWQ as revised by Order No. WQ 2013-0058-EXEC, which requires all federal and state agencies, municipalities, counties, districts, and other public entities, which own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California to develop and implement Sewer System Management Plans and report all SSOs to SWRCB through CIWQS.

Emergency Operating Procedure		Document No:
Seaside County Sanitation District		SS-EOP-01
Title: OVERFLOW EMERGENCY RESPONSE PLAN		Revision: 0
Issued by:	Reviewed by:	Page: 1 of 8
Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Richard Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. All SSO response activities must be conducted in a safe and effective manner that protects Seaside County Sanitation District (SCSD or District) Staff, the District's contractors, the public, and the environment.
2. District Staff are required to follow the District's safety practices and procedures. These procedures must establish guidelines in compliance with the:
    a. Occupational Health and Safety Administration (OSHA);
    b. California Division of Occupational Safety and Health (Cal/OSHA);
    c. SCSD's Illness and Injury Prevention Program (IIPP); and
    d. SCSD requirements and standards.
3. Multiple hazards exist in the performance of SSO response. The following are some of the more common hazards to be aware of:
    a. Traffic in the vicinity of SSO response activities
    b. Distracted drivers
    c. Members of the public interested in SSO response activities
    d. Slips, trips, and falls
    e. Falling objects
    f. Infections and disease
    g. Poisonous/toxic gases
    h. Strains and back injuries
    i. Bites (insects, bugs, rodents, etc.)
    j. Drowning
    k. Noise
    l. Weather conditions

2. Cautions Employed by Responder

1. Ensure that all equipment is used correctly and as outlined in the District's SOPs.
2. Ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

3. Interferences

1. In order for the OERP and associated Emergency Operating Procedures (EOPs) to be effective, they must be used and reviewed by District Staff. Review all associated EOPs annually to ensure that they are current and applicable. Make any needed revisions as they occur, and formally update the EOPs as part of the annual review.
2. Equipment must be used according to the manufacturer's standards and to the District's SOPs in order to obtain accurate results.
3. The SSO Report submitted in CIWQS must be supported by documentation if it is to be considered accurate and defendable. Documentation for why certain response activities could not be accomplished is also imperative for reporting the SSO. Therefore, District Staff must ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

4. Personnel Qualifications and Responsibilities

1. District Engineer
    a. Responsible for monitoring the implementation of the OERP.
2. Maintenance and Utilities Superintendent and Associate Engineer
    a. Responsible for the implementation of the OERP.
    b. Responsible for training all District Staff and contractors responsible for SSO Response are trained on this EOP annually.
    c. Responsible for managing, maintaining, and updating this EOP.
3. District Staff and Contractors Responsible for SSO Response
    a. Required to be trained on this EOP annually.
4. Police and Fire Departments
    a. Responsible for ensuring that their staff is regularly trained on SSO notification.

5. Equipment and Supplies

1. Personal Protective Equipment (PPE):
    a. Gloves
    b. Boots
    c. Safety Glasses
    d. Safety Vest
2. SSO Cleanup Equipment:
    a. Hydrovac Truck
    b. Camel Truck
    c. Sewer Bypass Pump
    d. Bleach
    e. Shovels
    f. Rakes
    g. Sandbags
    h. Plugs
    i. Plastic Tarps
    j. Flashlights
3. The District's EOPs

6. Procedure

The District's Administrative Office (Seaside City Hall) is open and can receive notifications of SSOs from 8:00 AM to 5:00 PM, Monday through Friday. After hours, on weekends, and on holidays, District Staff, the County Communications Center, and the Fire Department coordinate SSO notification efforts and on-call District Staff respond to SSOs.

Figure 1-2 illustrates the process flow, which must be observed and followed when a SSO occurs:

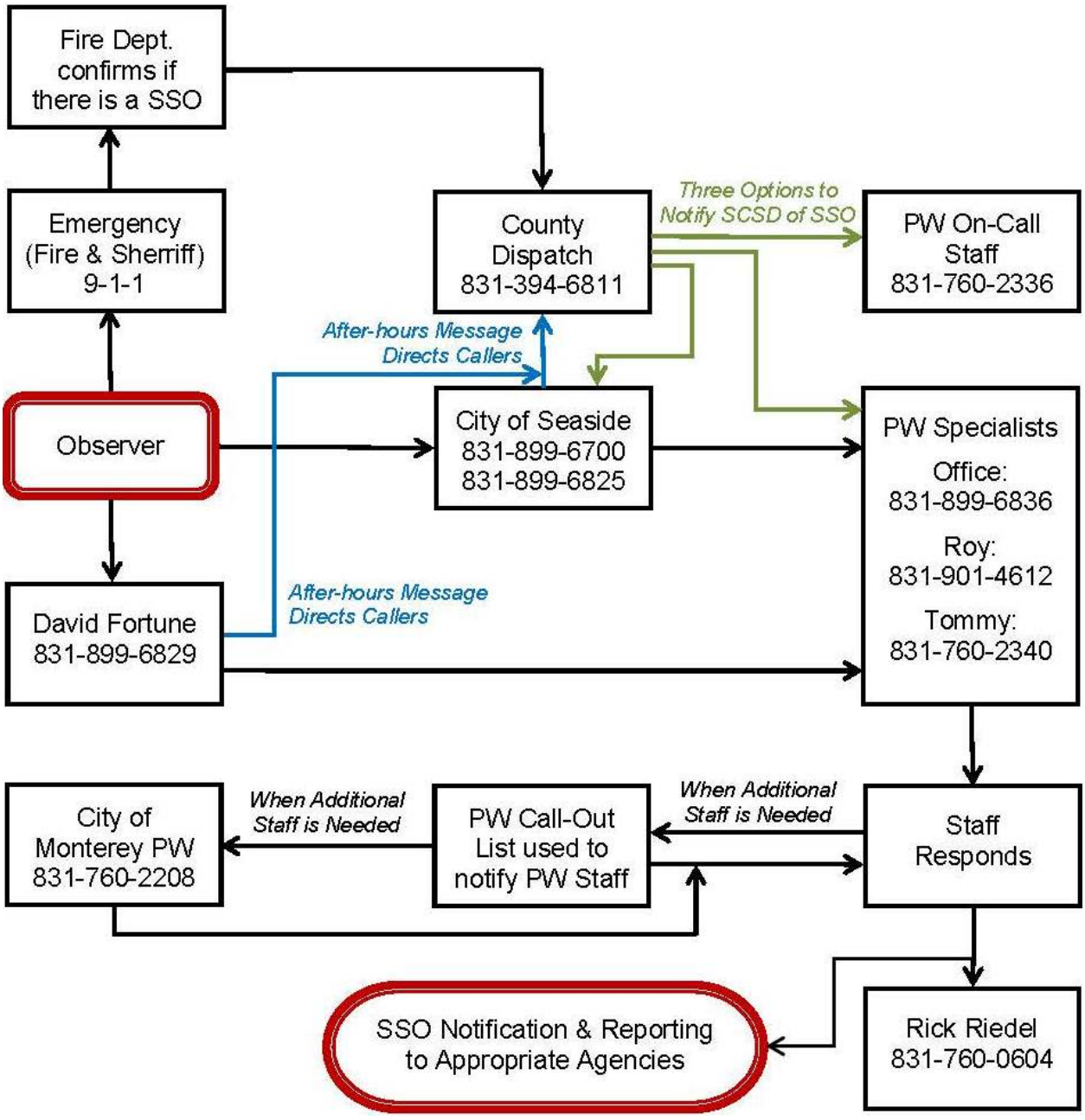


Figure 1-2: SSO Response Chain of Command

The guiding documents in the District's OERP consist of the activities outlined in the following nine (9) EOPs:

1. SS-EOP-00: Preface – EOP Purpose, Location, Scope and Definitions
2. SS-EOP-01: Overflow Emergency Response Plan
3. SS-EOP-02: SSO Notification
4. SS-EOP-03: SSO Reporting
5. SS-EOP-04: SSO Traffic and Crowd Control
6. SS-EOP-05: SSO Volume Estimation
7. SS-EOP-06: SSO Mitigation and Cleanup
8. SS-EOP-07: SSO Water Quality Monitoring Program
9. SS-EOP-08: SSO Response Documentation and Records
10. SS-EOP-09: SSO Training Requirements

Each of these procedures gives specific direction for activities required in SSO response. District Staff is required to train on, review, and revise these procedures annually in order to ensure Staff has a thorough understanding of these EOPs and that they are useful and effective when they are needed to respond to a SSO.

Summary of the District's SSO Response Plan

Specific EOPs are referenced in *italics* as a reference for each activity. SSO Response activities are discussed below in order of occurrence.

The District will be notified of a SSO by their Staff, a local agency, or a member of the public. District Staff will confirm the SSO, and the appropriate first responders and regulatory agencies will be notified.

Associated EOPs: *SS-EOP-02: SSO Notification*

The initial SSO response includes a service truck with traffic control equipment to cordon off the site from the public. The District depends on the Police Department to perform crowd control in certain instances.

Associated EOP: *SS-EOP-04: Traffic and Crowd Control*

District Staff takes all reasonable steps to contain sewage and to prevent sewage discharges to surface waters. Upon arrival to the SSO site, District Staff will determine the cause of the SSO and will dike or sandbag off any storm drain inlets that flow to surface water bodies. The District may use the storm drain system as a containment device if needed. When this is done, the outlet to the storm drain is blocked and the spill and wash down water are then vacuumed from the line. Equipment used may include a hydrovac truck, camel truck, a service truck equipped with traffic control devices, and the necessary containment tools. Containment tools include, but are not limited to, items and tools, such as gloves, shovels, sandbags, and plastic tarps. Additional resources are available through the District's informal mutual aid agreement with the City of Monterey

Public Works Department for emergency response support. After the SSO is contained, Staff will work to begin removing the main stoppage and return normal flow to the system. Cleanup of raw sewage is initiated at the same time as vacuuming up the water and any solid material.

Associated EOP: *SS-EOP-06: SSO Mitigation and Cleanup*

Based on the location and type of SSO, District Staff respond with appropriate equipment. Upon observation of the SSO, an estimate of the SSO volume in gallons per minute will be made, the appropriate regulatory agencies will be notified of the SSO and the estimated SSO volume, and a SSO Response Field Report will be completed.

Associated EOPs: *SS-EOP-02: SSO Notification*
SS-EOP-03: SSO Reporting
SS-EOP-05: SSO Volume Estimation
SS-EOP-08: SSO Response Documentation and Records

In the event that a SSO comes into contact with surface water bodies in an estimated volume of 50,000 gallon or greater, testing of those bodies will be completed to determine the level of contamination.

Associated EOPs: *SS-EOP-07: SSO Water Quality Monitoring Program*

The District Engineer, Associate Engineer, and Maintenance and Utilities Superintendent are responsible for SSO mitigation, documentation, reporting, and follow-up.

Associated EOPs: *SS-EOP-02: SSO Notification*
SS-EOP-03: SSO Reporting
SS-EOP-06: SSO Mitigation and Cleanup
SS-EOP-08: SSO Response Documentation and Records

After the District responds to and mitigates a SSO, the Associate Engineer and Maintenance and Utilities Superintendent are responsible for reviewing the District's response to the SSO and the utilization and effectiveness of the District's EOPs. This evaluation must determine whether the EOPs are effective or if any revisions or updates are needed to improve the ease and adequacy of implementation. District Staff and any contract staff involved in SSO response activities must be trained on any revised or updated EOPs. District Staff is also required to train on, review, and revise these procedures annually in order to ensure Staff has a thorough understanding of these EOPs and that they are useful and effective when they are needed to respond to a SSO.

Associated EOP: *SS-EOP-09: SSO Training Requirements*

7. Data and Records Management

1. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
3. SSO records, which must be retained include, but are not limited to:
    a. Record of Certified report, as submitted to CIWQS;
    b. All original recordings for continuous monitoring instrumentation;
    c. Service call records and complaint logs of calls received;
    d. SSO calls;
    e. SSO records;
    f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    g. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    h. A list and description of complaints from customers or others from the previous five (5) years; and
    i. Documentation of performance and implementation measures for the previous five (5) years.
4. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
    a. Date, exact place, and time of sampling measurements;
    b. Individual(s) who performed the sampling or measurements;
    c. Date(s) analyses were performed;
    d. Individuals who performed the analyses;
    e. Analytical technique or method used; and
    f. Results of such analyses.

8. Quality Control and Quality Assurance

1. The Maintenance and Utilities Supervisor and Associate Engineer are responsible for the implementation and review of the programs and procedures contained in the OERP.
2. The Associate Engineer is responsible for monitoring the implementation and review of the programs and procedures contained in the OERP.
3. The District Engineer is responsible for ensuring that the OERP is being maintained, implemented, and trained on by District Staff.

9. References

1. The District's EOPs
2. WDR: Order No. 2006-0003-DWQ
3. Adopted Amending MRP for the WDR: Order No. WQ 2013-0058-EXEC

10. Attachments

1. This section is not applicable to this EOP

Measured Volume SSO Estimation Worksheet

Surface: ☐ Asphalt ☐ Concrete ☐ Dirt ☐ Landscape ☐ Inside Building Other _____

(Draw / Sketch outline of Spill 'Footprint' and attach photos)

~~ Breakdown the 'Footprint' into Recognizable Shapes and Determine Dimensions of Each Shape ~~

Area #1_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #2_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #3_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #4_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #5_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

Area #6_____ % Wet _____

☐ Stain. Depth1_____ Depth2 _____ Depth3 _____ Depth4 _____ Depth5 _____ Depth6 _____

(To be Completed by Supervisor)

Measured Volume SSO Estimation Worksheet



Area #1 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #2 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #3 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #4 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #5 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Area #6 Square Feet: _____ x % Wet _____ = _____ Sq/Ft

Ave Depth: _____ ☐ Concrete 0.0026' ☐ Asphalt 0.0013'

Volume: _____ Cu/Ft

Total Volume:

#1 _____, #2 _____, #3 _____, #4 _____, #5 _____, #6 _____ = _____ *cu ft

_____ *cu ft x 7.48 gallons = _____ **gallons Spilled.**

Areas and Volumes

SSO Estimation Guide

PURPOSE

The purpose of this guide is to assist with the estimation of the Volume of a Sewage Spill. It has limited application, as it can be used on dry surfaces where the limits of the spill footprint can be determined and in instances when the spill is contained. It does not require that the Spill Duration and Spill Flow Rate be known. However, any and all information available should be used if it helps to make a more accurate estimate.

HOW IT WORKS

This guide contains formulas for determining the volume of some basic geometric shapes and some simple conversions that are necessary to determine volume (in gallons.) Any sewage spill will leave a 'wetted footprint' on the surfaces affected. This guide will help you to determine the area of the wetted footprint of the spill. The wetted footprint will not likely be a geometric shape that is easy to determine the area. You will have to be creative and find the familiar shapes within the shape. This will be demonstrated later in the guide. After determining the area contacted by the spill, the depth of the spilled sewage must be determined, which, combined with the area, will lead to the volume spilled.

CONVERSIONS

** To convert inches into feet: Divide the inches by 12.

Example: 27" / 12 = 2.25'

Or Use Chart A

Example: 1 ¾" = ?

1" (0.08') + ¾" (0.06') = 0.14'

** One Cubic Foot can contain 7.48 gallons of liquid.

Chart A

Conversion:

Inches	to	Feet
1/8"	=	0.01'
1/4"	=	0.02'
3/8"	=	0.03'
1/2"	=	0.04'
5/8"	=	0.05'
3/4"	=	0.06'
7/8"	=	0.07'
1"	=	0.08'
2"	=	0.17'
3"	=	0.25'
4"	=	0.33'
5"	=	0.42'
6"	=	0.50'
7"	=	0.58'
8"	=	0.67'
9"	=	0.75'
10"	=	0.83'
11"	=	0.92'
12"	=	1.00'

GEOMETRY

For the purposes of this guide, the unit of measurement will be in feet for formula examples.

Area is two-dimensional - represented in square feet. (Length x Width)

Volume is three-dimensional - represented in cubic feet. (Length x Width x depth) or (Diameter Squared) D^2 x 0.785 x depth.

A Note about Depth

Wet Stain on a Concrete Surface - For a stain on concrete, use 0.0026'. This number is 1/32" converted to feet. For a stain on asphalt use 0.0013' (1/64"). These were determined to be a reasonable depth to use on the respective surfaces through a process of trial and error. A known amount of water (one gallon) was poured onto both asphalt and concrete surfaces. Once the Area was determined as accurately as possible, different depths were used to determine the volume of the wetted footprint until the formula produced a result that (closely) matched the one gallon spilled. 1/32" was the most consistently accurate depth on concrete and 1/64" for asphalt. This process was repeated several times.

Sewage "Ponding" or Contained – Measure actual depth of standing sewage whenever possible. When depth varies, measure several (representative) points, determine the average and use that number in your formula to determine volume.

Area/Volume Formulas

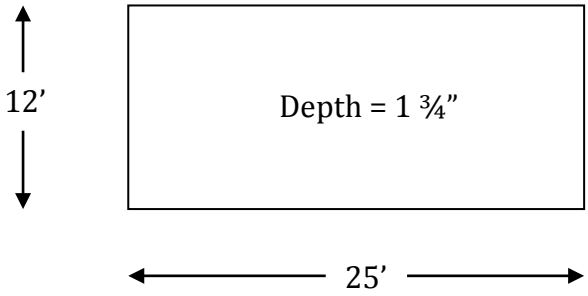
Area is two dimensional and is represented as Square Feet (SQ/FT)

Volume is three dimensional and is represented as Cubic Feet (CU/FT)

One Cubic Foot can hold 7.48 gallons

AREA/VOLUME OF A RECTANGLE OR SQUARE

Formula: **Length x Width x Depth** = Volume in Cubic Feet



Length (25’) x Width (12’) x Depth (0.14’)

25’ x 12’ x 0.14’ = 42 Cubic Feet.

Now the Volume in Cubic Feet is known.

There are 7.48 Gallons in one Cubic Foot

So, 42 Cubic Feet x 7.48 gallons/cubic feet = **314 Gallons**

Chart A

Conversion:

Inches	to	Feet
1/8”	=	0.01’
1/4”	=	0.02’
3/8”	=	0.03’
1/2”	=	0.04’
5/8”	=	0.05’
3/4”	=	0.06’
7/8”	=	0.07’
1”	=	0.08’
2”	=	0.17’
3”	=	0.25’
4”	=	0.33’
5”	=	0.42’
6”	=	0.50’
7”	=	0.58’
8”	=	0.67’
9”	=	0.75’
10”	=	0.83’
11”	=	0.92’
12”	=	1.00’

AREA/VOLUME OF A RIGHT TRIANGLE

Base x Height x 0.5 x Depth = Volume in Cubic Feet

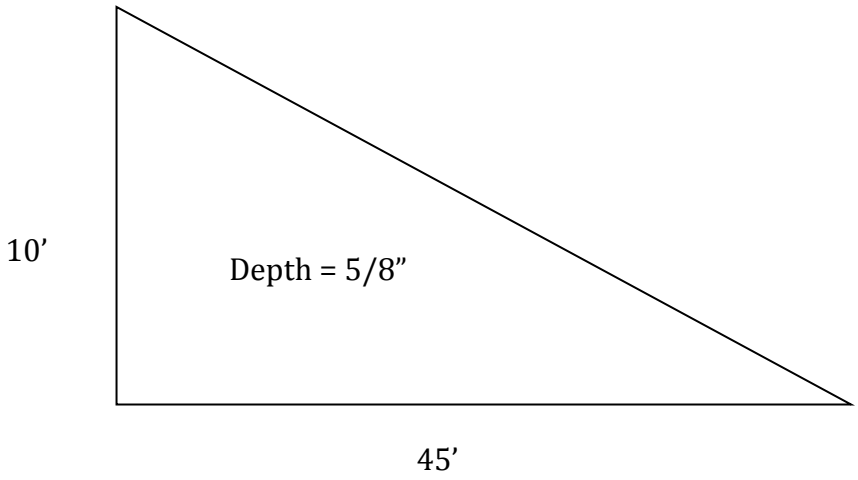


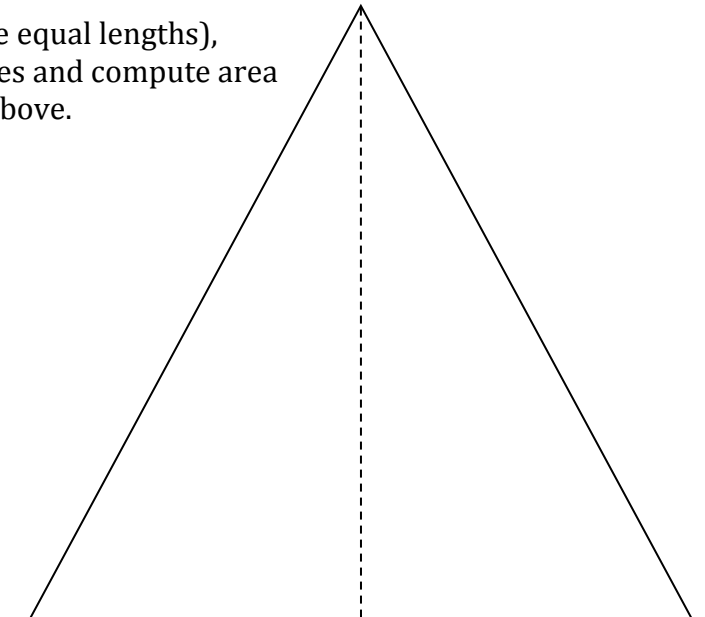
Chart A

Conversion:

Inches	to	Feet
1/8”	=	0.01’
1/4”	=	0.02’
3/8”	=	0.03’
1/2”	=	0.04’
5/8”	=	0.05’
3/4”	=	0.06’
7/8”	=	0.07’
1”	=	0.08’
2”	=	0.17’
3”	=	0.25’
4”	=	0.33’
5”	=	0.42’
6”	=	0.50’
7”	=	0.58’
8”	=	0.67’
9”	=	0.75’
10”	=	0.83’
11”	=	0.92’
12”	=	1.00’

Base (45’) x Height (10’) x 0.5 x Depth (.05’) x 7.48 gallons/cubic foot = **84 gallons**

For Isosceles Triangles (two sides are equal lengths), Break it down into two Right Triangles and compute area as you would for the Right Triangle above.



AREA/VOLUME OF A CIRCLE/CYLINDER

$D^2 \times 0.785 \times d$

Diameter Squared x 0.785 x Depth = Volume in cubic feet.

Diameter = Any straight line segment that passes through the center of a circle.

For our purposes, it is the measurement across the widest part of a circle.

D^2 x 0.785 x depth = Volume in cubic feet

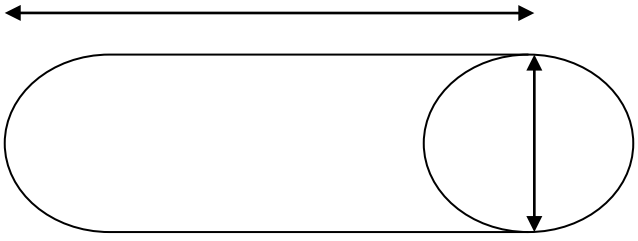
Example:

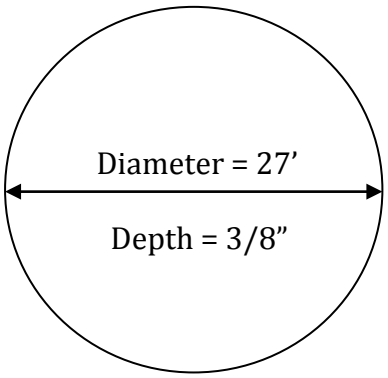
27’ x 27’ x 0.785 x 0.03 = 17.17 cubic feet

17.17 cubic feet x 7.48 gallons/cubic feet = **128 gallons**

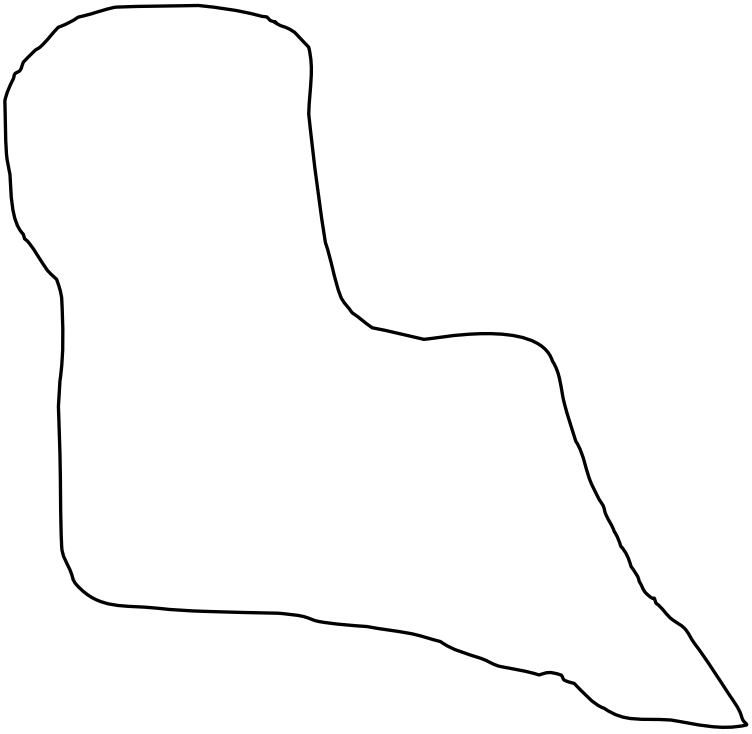
Chart - A

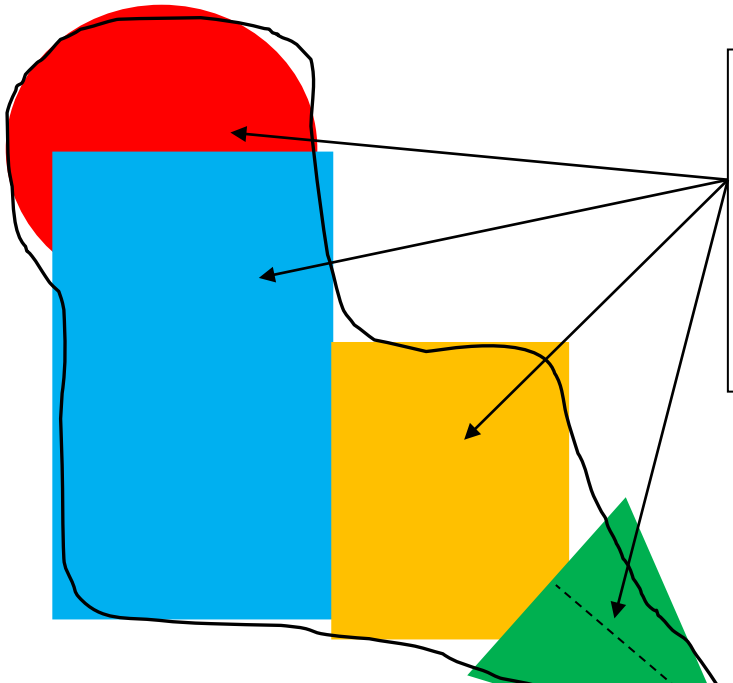
Conversion: Inches to Feet		
1/8”	=	0.01’
1/4”	=	0.02’
3/8”	=	0.03’
1/2”	=	0.04’
5/8”	=	0.05’
3/4”	=	0.06’
7/8”	=	0.07’
1”	=	0.08’
2”	=	0.17’
3”	=	0.25’
4”	=	0.33’
5”	=	0.42’
6”	=	0.50’
7”	=	0.58’
8”	=	0.67’
9”	=	0.75’
10”	=	0.83’
11”	=	0.92’
12”	=	1.00’





Find the geometric shapes within the shape. If this was the shape of your spill, break it down, as best you can, with the shapes we know.



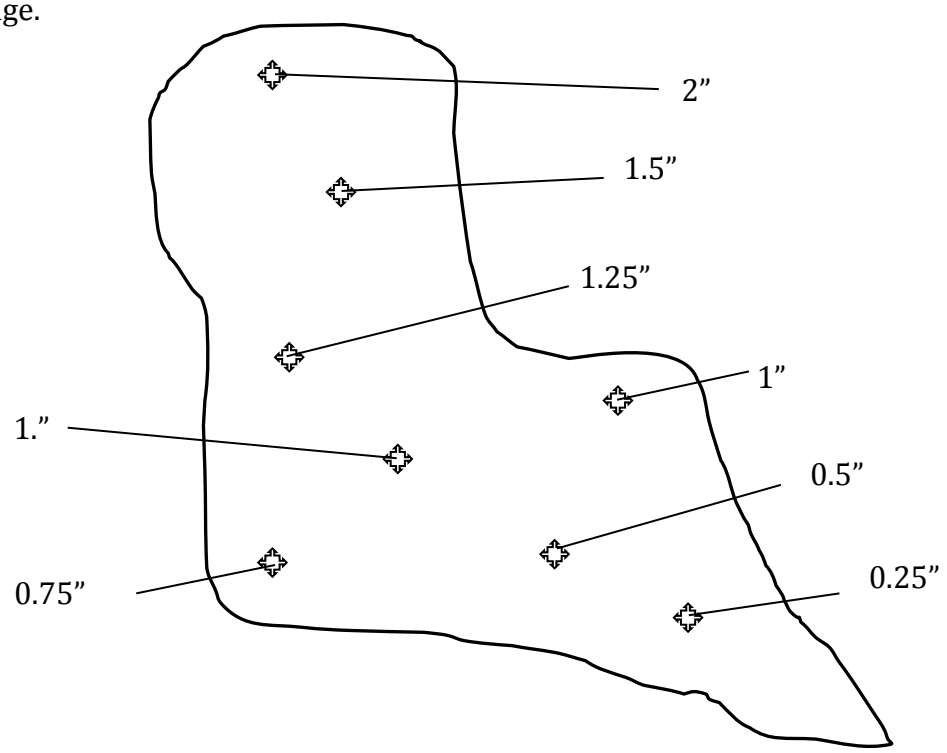


1. Determine the volumes of each shape.

In this example, after the volume of the circle is determined, multiply it by 55% (+/-) so that the overlap area won't be counted twice.

2. Add all the volumes to determine total spill volume.

If the spill depth is of varying depths, take several measurements at different depths and find the average.



2” + 1.5” + 1.25” + 1” + 1” + 0.75” + 0.5” + 0.25” = 8.25”

8.25” / 8 measurements = 1.03”

Average Depth = 1.03”

Step 1

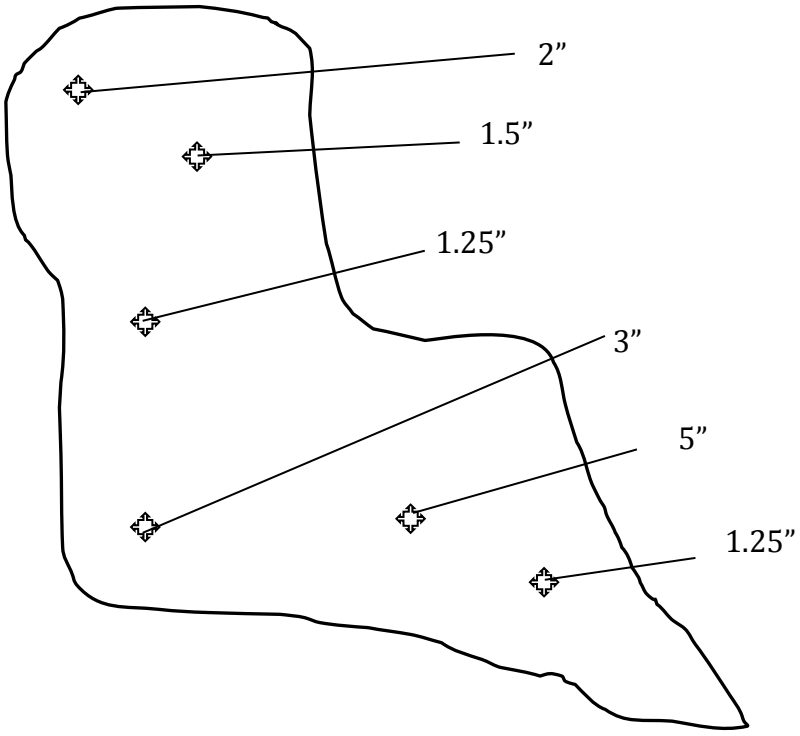
If the spill affects a dry, unimproved area such as a field or dirt parking lot, determine the Area of the wetted ground in the same manner as you would on a hard surface. Using a round-point shovel, dig down into the soil until you find dry soil. Do this in several locations within the wetted area and measure the depth of the wet soil. Average the measurement/thickness of the wet soil and determine the average depth of the wet soil.

Step 2

Take a Test Sample
(See Next Page)

NOTE: This can be used in a (Dry) dirt or grassy area that is not regularly irrigated like a field or a dirt parking lot.

Wet weather would make this method ineffective.



2” + 1.5” + 1.25” + 3” + 5” + 1.25” = 14.0”

14.0” / 6 measurements = 2.33”

EXAMPLE:

If the Area of the spill was determined to be 128 Sq/Ft and the average depth of the wet soil is 2.33 inches:

128 Sq/Ft x 0.194’ = 24.83 Cu/Ft

24.83 Cu/Ft x 7.48 Gals/Cu/Ft = 185.74 gallons

185.74 x 18% = 33 Gallons (water in soil)

Average Depth = 2.33" (0.194')

(Test) SAMPLING SOIL FOR WATER CONTENT

Once you have determined the wetted footprint of the spill, you will want to determine the water (sewage) content in the soil.

1. Select an area of dry soil (near the wetted footprint of the spill) to sample.
2. Pour a known amount of water onto the soil and let it soak in for an adequate amount of time. If possible, use a form to keep the water contained to a geometric shape (circle, square, rectangle, etc.).
3. Determine the Area of the wetted footprint.
4. Using a small hand tool, dig down into the soil until dry soil is reached. Measure the depth of the wet soil. Do this in multiple locations and average the measurements.
5. Multiply the Area by the Average Depth of the wet soil to determine the volume of the wet soil.
6. Determine the water content in the soil
    a. Since you started with a known amount, you know how much water is in the soil.
    b. Divide that known amount by the volume determined in step 5 to arrive at the percent of water content in the soil.
    c. Arrive at the water content of the soil (percent)

Example:

1. Place a 2-foot diameter form onto an area of dry soil.
2. Pour one gallon of water into the form and let it soak in for 15 minutes.
3. Pull the form and measure the Area of the wetted soil (it will likely be larger than the form). Let's say 26" diameter.
4. Dig into the soil in 3 locations and measure the depth of the wetted soil.
5. Average the 3 measurements. (Let's say 2.5", 1.5" & 3.75" = 7.75". divide by 3 = 2.58" or 0.215')
6. Determine the Area of the Circle (D^2 x 0.785) 2.16' x 2.16' x 0.785 = 3.66 Sq/Ft
7. Multiply the Area by the Average Depth to get the Volume (3.66 x 0.215' = 0.79 Cu/Ft)

8. Multiply 0.79 cubic feet by 7.48 gallons/Cu/ft = 5.9 gallons.
9. Divide 1 Gallon (known Amount) by 5.9 gallons = .17 or 17% is the water content in the soil.
10. Now you have determined that the water content in the soil is 17%. Apply this to your actual spill area.

SSO VOLUME ESTIMATION ATTACHMENT 3:
Active SSO Estimation Worksheet

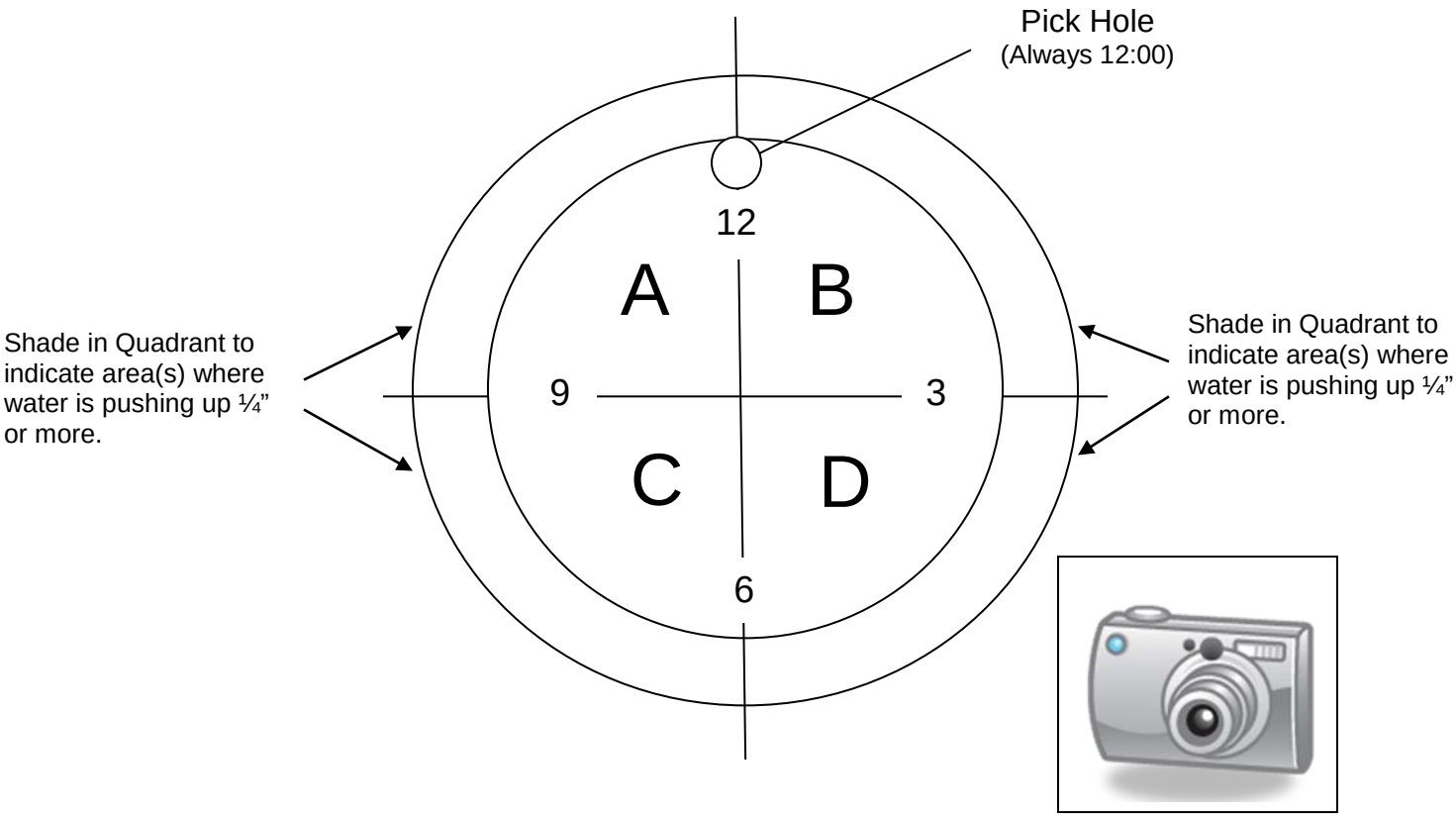
Seaside County Sanitation District

Active SSO Estimation Worksheet

Manhole ID: _____ Cleanout Address: _____

Photo(s) of Manhole ☐ Opening: 24-inch ☐ 36-inch Other: _____

Time Measurements were taken: _____:_____ ☐ AM ☐ PM



Pick Hole Measured Height: _____ inches **Attach Photos**

Quadrant **A** Highest Measure: _____ inches. % of Quadrant Spilling _____

Quadrant **B** Highest Measure: _____ inches. % of Quadrant Spilling _____

Quadrant **C** Highest Measure: _____ inches. % of Quadrant Spilling _____

Quadrant **D** Highest Measure: _____ inches. % of Quadrant Spilling _____

– –

or

Measured Height from Clean Out: _____ inches (top of stack to top of water)

SSO VOLUME ESTIMATION ATTACHMENT 4:
Flow Rate Method Worksheet

Flow Rate Method Worksheet

Completed By: _____ Measuring Manhole: _____

How was Flow Rate Determined?
(Attach worksheets, reports, etc. used in determination)

☐ Flow Calculation Work Sheet; Determined Flow Rate: _____ GPM
☐ Active Spill Estimation Worksheet; Determined Flow Rate _____ GPM
☐ Flow Monitoring Equipment;

If Flow Monitoring Equipment:
Measuring Period: From _____/_____/_____ at _____:_____
To _____/_____/_____ at _____:_____

Average Flow Rate During Same Time of Day as Spill Occurred: _____ GPM

Flow Measured - Downstream Manhole ID: _____; Flow _____ GPM
(See SSO Response Field Check List for Downstream flow information)
(Attach Flow Calculation Worksheet)

Diurnal Flow Pattern applied: _____
_____
_____
_____

Comments: _____
_____
_____
_____

Duration: _____ + Flow Rate (GPM) _____ = Spill Volume _____ Gals

Flow Rate Method Worksheet
Calculation Worksheet

Date:_____ Manhole #: _____ Pipe Diameter: _____

Site Location: _____

Calculate/Determine Velocity (V)

Velocity: _____ ft/sec

Calculate Diameter D^2

(Inside diameter: _____ inches/12)^2

Calculate to Diameter Ratio (Level/Diameter)

Level:_____ (inches) Inside Diameter: _____ (inches) = L/D: _____

Identify Flow Unit Multiplier (K) in Table Using L/D

L/D ≈ K = _____ *(MGD, GPM, CFS) *Refer to Table on Back*

Profiled Flow

V:____ (x) D^2:_____ (x) K: _____ = _____ ( ) *Unit of Measurement – MGD, GPM, CFS*

Table I Flow Unit Multiplier

L/D	K (Flow Unit Mulitiplier)					
	MGD	GPM	CFS	CMM	CMD	LPM
.01	.0009	.5966	.0013	.0023	3.2522	2.2585
.02	.0024	1.6824	.0037	.0063	9.1709	6.3687
.03	.0044	3.0814	.0069	.0117	16.7986	11.6644
.04	.0068	4.7296	.0105	.0179	25.7811	17.9036
.05	.0095	6.5894	.0147	.0249	35.9190	24.9438
.06	.0124	8.6351	.0192	.0327	47.0701	32.6876
.07	.0156	10.8475	.0242	.0411	59.1295	41.0621
.08	.0190	13.2113	.0294	.0500	72.0148	50.0103
.09	.0226	15.7143	.0350	.0595	85.6585	59.4851
.10	.0264	18.3460	.0409	.0694	100.0039	69.4471
.11	.0304	21.0975	.0470	.0799	115.0022	79.8627
.12	.0345	23.9609	.0534	.0907	130.6108	90.7020
.13	.0388	26.9294	.0600	.1019	146.7919	101.9388
.14	.0432	29.9967	.0668	.1135	163.5116	113.5497
.15	.0477	33.1571	.0739	.1255	180.7393	125.5134
.16	.0524	36.4056	.0811	.1378	198.4467	137.8102
.17	.0572	39.7374	.0885	.1504	216.6081	150.4223
.18	.0621	43.1480	.0961	.1633	235.1995	163.3330
.19	.0672	46.6334	.1039	.1765	254.1985	176.5267
.20	.0723	50.1898	.1118	.1900	273.5844	189.9892
.21	.0775	53.8135	.1199	.2037	293.3373	203.7064
.22	.0828	57.5012	.1281	.2177	313.4387	217.6657
.23	.0882	61.2496	.1365	.2319	333.8710	231.8548
.24	.0937	65.0555	.1449	.2463	354.6172	246.2619
.25	.0992	68.9161	.1535	.2609	375.6613	260.8759
.26	.1049	72.8286	.1623	.2757	396.9880	275.6861
.27	.1106	76.7901	.1711	.2907	418.5825	290.9823
.28	.1163	80.7982	.1800	.3059	440.4305	305.8545
.29	.1222	84.8503	.1890	.3212	462.5182	321.1932
.30	.1281	88.9439	.1982	.3367	484.8325	336.3892
.31	.1340	93.0767	.2074	.3523	507.3605	352.3337
.32	.1400	97.2464	.2167	.3681	530.0894	368.1176
.33	.1461	101.4507	.2260	.3840	553.0071	384.0327
.34	.1522	105.6875	.2355	.4001	576.1017	400.0706
.35	.1583	109.9546	.2450	.4162	599.3618	416.2234
.36	.1645	114.2500	.2545	.4325	622.7757	432.4831
.37	.1707	118.5715	.2642	.4488	646.3325	448.8419
.38	.1770	122.9172	.2739	.4653	670.0208	465.2922
.39	.1833	127.2851	.2836	.4818	693.8301	481.8265
.40	.1896	131.6733	.2934	.4984	717.7501	498.4375
.41	.1960	136.0797	.3032	.5151	741.7607	515.1178
.42	.2023	140.5026	.3130	.5319	765.8788	531.8603
.43	.2087	144.9400	.3229	.5487	790.0673	548.6578
.44	.2151	149.3902	.3328	.5655	814.3250	565.5034
.45	.2215	153.8512	.3428	.5824	838.6420	582.3902
.46	.2280	158.3212	.3527	.5993	863.0080	599.3111
.47	.2344	162.7985	.3627	.6163	887.4133	616.2592
.48	.2409	167.2811	.3727	.6332	911.8480	633.2277
.49	.2473	171.7673	.3827	.6502	936.3024	650.2100
.50	.2538	176.2553	.3927	.6672	960.7664	667.1989

SSO VOLUME ESTIMATION ATTACHMENT 5:
Southern Section Collection System Committee Manhole Overflow Gauge

SSCSC MANHOLE OVERFLOW GAUGE

Overflow Simulation
Courtesy of
Eastern Municipal Water District



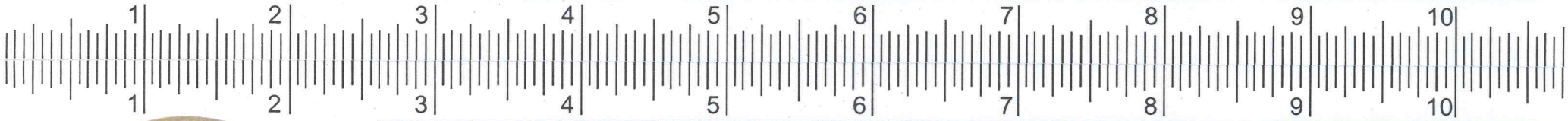


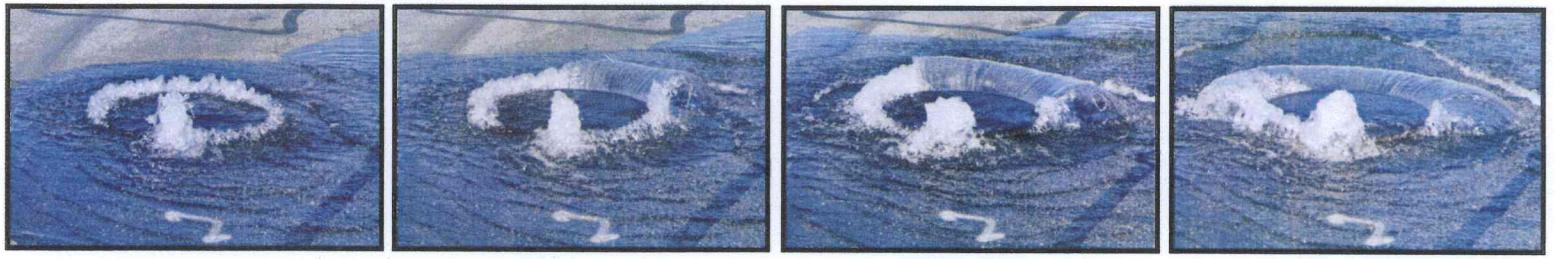
DISCLAIMER: This overflow simulation may appear differently from those in other systems because of the manhole lid pick hole configuration. Manhole lids with single or multiple pick holes may appear differently during overflow conditions. However, the volume of exfiltration and the footprint of the wet area should appear relatively the same under similar slope conditions..



5 gpm | 25 gpm | 50 gpm | 100 gpm







150 gpm | 200 gpm | 300 gpm | 400 gpm



DISCLAIMER: This overflow simulation may appear differently from those in other systems because of the manhole lid pick hole configuration. Manhole lids with single or multiple pick holes may appear differently during similar overflow conditions. However, the volume of exfiltration and the footprint of the wet area should appear relatively the same under similar slope conditions.

PROVIDING QUALITY TRAINING FOR COLLECTION SYSTEM PERSONNEL SINCE 1991

Mission Statement: To continuously increase the level of professionalism of Collection Systems personnel involved in the operation, maintenance, design and construction of Wastewater Collection Systems, by providing education and training, taking an active role in promoting certification, and Recognizing proficiency in our field.

SSCSC.ORG

jpa

Emergency Operating Procedure		Document No:
Seaside County Sanitation District		SS-EOP-06
Title: SSO MITIGATION AND CLEANUP		Revision: 0
Approved by:	Reviewed by:	Page: 1 of 5
Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Rick Riedl, PE *Senior Engineer* Seaside County Sanitation District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. All SSO response activities must be conducted in a safe and efficient manner that protects District Staff, the District's contractors, and the public.
2. Employees are required to follow the District's or contractor's safety practices and procedures, whichever is more stringent. These procedures must establish guidelines in compliance with the:
    a. Occupational Health and Safety Administration (OSHA);
    b. California Division of Occupational Safety and Health (Cal/OSHA);
    c. Seaside County Sanitation District's Illness and Injury Prevention Program (IIPP); and
    d. Seaside County Sanitation District requirements and standards.
3. Multiple hazards exist in the performance of SSO response. The following are some of the more common hazards to be aware of:
    a. Traffic in the vicinity of SSO response activities
    b. Distracted drivers
    c. Members of the public interested in SSO response activities
    d. Slips, trips, and falls
    e. Falling objects
    f. Infections and disease
    g. Poisonous/toxic gases
    h. Strains and back injuries
    i. Bites (insects, bugs, rodents, etc.)
    j. Drowning
    k. Noise
    l. Weather conditions

2. Cautions

1. Ensure that all equipment is used correctly. If the District has a SOP for using that equipment, it must be followed.
2. Ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

3. Interferences

1. Equipment must be used according to the manufacturer's standards and to the District's SOPs in order to obtain accurate results.
2. The SSO Report submitted in CIWQS must be supported by documentation if it is to be considered accurate and defendable. Documentation for why certain response activities could not be accomplished is also imperative for reporting the SSO. Therefore, District Staff must ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

4. Personnel Qualifications and Responsibilities

1. Maintenance and Utilities Superintendent
    a. Responsible for the management of SSO response, mitigation, and cleanup activities.
    b. Responsible for directing and training all Public Works Staff responsible for SSO Response are trained on this EOP annually.
    c. Responsible for managing, maintaining, and updating this EOP.
2. Public Works Staff
    a. Responsible for the SSO response, mitigation, notification, cleanup, and reporting activities.
    b. Responsible for training annually on this EOP.
3. Legally Responsible Official (LRO)
    a. Responsible for review, certifying, and submitting any reports regarding the SSO response, mitigation, and cleanup activities to the SWRCB, RWQCB, and EPA.
    b. Can also be responsible for entering the SSO information, including the SSO response, mitigation, and cleanup activities, into the SSO Report in CIWQS.
    c. Required to be trained on this EOP annually.
4. Data Submitter
    a. Responsible for entering the SSO information, including SSO response, mitigation, and cleanup activities, into the SSO Report in CIWQS.
    b. Required to be trained on this EOP annually.
5. Fire Department
    a. Responsible for ensuring that their Staff is training in SSO response, mitigation, and cleanup.
    b. Responsible for ensuring that their Staff is trained on and employs all of the health and safety requirements and precautions during SSO response, mitigation, and cleanup activities.

5. Equipment and Supplies

1. Personal Protective Equipment (PPE):
    a. Gloves
    b. Rubber Boots
    c. Safety Glasses
    d. Flashlights
    e. Safety Vest
2. SSO Cleanup Equipment:
    a. Vactor Truck
    b. Camel Truck
    c. Sewer Bypass Pump
    d. Trash Pumps
    e. Hose
    f. Bleach, Clorox
    g. Disinfectant – Share Corporation
    h. Shovels
    i. Rakes
    j. Sandbags
    k. Mats
    l. Plugs
    m. Plastic Tarps
    n. Visqueen
3. SS-EOP-06: SSO Volume Estimation
4. SS-EOP-08: SSO Water Quality Monitoring, Pacific Ocean, Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek.

6. Procedure

SSO Mitigation and Cleanup

1. Assess the conditions surrounding and involving the SSO event.
    a. Determine if additional staff will be necessary to contain, mitigate, and clean the SSO while maintaining safe and secure SSO response activities.
    b. If Public Works Staff needs assistance, the first Public Works responder will call the City of Monterey Public Works Department at (831) 646-3462
    c. If Public Works Staff needs further assistance, Green Line is contacted at (831) 422-3279 per the District's contract with Green Line for Emergency Call Out Services.
2. Take photographs of the SSO site if possible for use in SSO volume estimations and reporting and to document all of the District's SSO response activities.
3. If the SSO is flowing at a high rate and is of large volume, it may be necessary to use the Vactor and/or Camel Truck or bypass pump to clear the downstream manhole.
4. Contain the SSO as much as possible using sandbags, tarps, visqueen, etc.
5. Plug upstream and downstream portions of impacted stormdrains when applicable and recover any sewage for disposal to the sewer system.
6. Estimate the volume of the SSO as outlined in SS-EOP-06: SSO Volume Estimation and monitor the SSO flow rate.

7. Troubleshoot the cause of the SSO by going to downstream manholes to establish the location of the cause of the SSO, such as a blockage.
8. Clear any blockages by using the appropriate cleaning and root cutting tools. Public Works Staff should set up a jetter downstream of the blockage and hydroclean upstream from a clear manhole. Flows should be observed to ensure a blockage does not occur downstream. Capture as much of the material causing the blockage as possible.
9. Vacuum or pump up any spilled sewage and discharge it back to the sanitary sewer system
10. When the lines are clear, apply a weak,10% bleach to the area to disinfect the area. Let the bleach dry and sweep/shovel any residual materials. Bleach should not be applied during wet weather.
11. Rake or sweep up and properly dispose of solids to the extent possible.
12. Estimate the volume of the SSO as outlined in SS-EOP-06: SSO Volume Estimation, if the SSO volume was not estimated earlier, and complete the SSO Response Spill Estimation Form as described and provided in SS-EOP-06: SSO Volume Estimation.
13. If the SSO reaches a waterbody and is estimated to be greater than 50,000 gallons, refer to SS-EOP-08: Water Quality Monitoring, Pacific Ocean, Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek and SS-EOP-10 Ecological and Human Health Impact Assessment.

Force Main SSOs

1. If a SSO resulting from a leak or break in a force main, containment and SSO response activities should proceed as described above.
2. The lift station connected to the leaking force main should be turned off and bypass procedures should be implemented until the leak can be repaired.
3. The Vactor and/or Camel truck and bypass pump should be used to either begin removing wastewater from the SSO site, discharging the wastewater back into the sanitary sewer system, or assisting with lift station bypass procedures.

Prolonged SSO Response

1. If normal mitigation efforts are unsuccessful and the source of the SSO cannot be cleared by jetting, other methods may be necessary to stop the SSO.
2. If excavation is identified as the only method of clearing the blockage, Staff should contact the Maintenance and Utilities Superintendent and Associate Engineer to implement a plan to excavate and take additional steps as necessary.
3. Depending on the volume of the SSO, additional pumper trucks or portable bypass pumping may be necessary to keep the SSO containment area from breaching the contained area.

7. Data and Records Management

1. SSO response, mitigation, and cleanup activities must be documented in Attachment 1 of this EOP, SSO Response Field Checklist.

2. Individual SSO records must be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
3. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
4. SSO records, which must be retained include, but are not limited to:
    a. Record of Certified report, as submitted to CIWQS;
    b. All original recordings for continuous monitoring instrumentation;
    c. Service call records and complaint logs of calls received;
    d. SSO calls;
    e. SSO records;
    f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    g. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    h. A list and description of complaints from customers or others from the previous five (5) years; and
    i. Documentation of performance and implementation measures for the previous five (5) years.
5. If water quality samples are required by any regulatory agency as a result of any SSO, records of monitoring information shall include the:
    a. Date, exact place, and time of sampling measurements;
    b. Individual(s) who performed the sampling or measurements;
    c. Date(s) analyses were performed;
    d. Individuals who performed the analyses;
    e. Analytical technique or method used; and
    f. Results of such analyses.

8. Quality Control and Quality Assurance

1. The Associate Engineer reviews all SCSD Sewer Spill Reports.
2. The Data Submitter will enter and save the SSO Report in CIWQS as a Draft Report.
3. A LRO will review the SSO Report, make any needed changes, and certify the final SSO Report in CIWQS.

9. References

1. SS-EOP-06: SSO Volume Estimation
2. SS-EOP-08: SSO Water Quality Monitoring
3. WDR: Order No. 2006-0003-DWQ
4. MRP 2013-0058-EXEC

10. Attachments

1. SSO Field Response Checklist

SSO MITIGATION AND CLEANUP ATTACHMENT 1:
SSO Field Response Checklist

Emergency Operating Procedure		Document No:
Seaside County Sanitation District		SS-EOP-02
Title: SSO NOTIFICATION		Revision: 0
Approved by:	Reviewed by:	Page: 1 of 7
Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Richard Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. This section is not applicable to this EOP.

2. Cautions

1. This section is not applicable to this EOP.

3. Interferences

1. This section is not applicable to this EOP.

4. Personnel Qualifications and Responsibilities

1. District Manager and District Engineer
    a. Responsible for overseeing all of the activities associated with this EOP.
    b. Required to be trained on this EOP annually.
2. Assistant District Engineer
    a. Responsible for assisting the General Manager and District Engineer in overseeing all of the activities associated with this EOP.
    b. Responsible for ensuring that the Maintenance and Utilities Superintendent is training and/or directing Public Works Staff and contractors responsible for SSO response on this EOP.
    c. Required to be trained on this EOP annually.
3. Associate Engineer
    a. Responsible for maintaining and updating this EOP.
    b. Responsible for assisting the Maintenance and Utilities Superintendent with SSO notifications, training Public Works Staff, and records.
    c. Required to be trained on this EOP annually.

4. Maintenance and Utilities Superintendent
    a. Responsible for assisting the Associate Engineer in maintaining and updating this EOP.
    b. Responsible for assisting the Associate Engineer with SSO notifications, training Public Works Staff, and records.
    c. Responsible for training all Public Works Staff responsible, who are in a position, which could require them to make the notifications outlined in this EOP.
    d. Required to be trained on this EOP annually.
5. Public Works Staff Responsible for SSO Notification and Response
    a. Required to be trained on this EOP annually.
6. Monterey County Emergency Communication Center
    a. Responsible for ensuring that their Staff is trained on what coordination with the District is necessary for the notification of and response to a SSO.

5. Equipment and Supplies

1. Phone – Cell and/or Landline
2. Pen
3. Computer
4. Most Current City of Seaside Maintenance and Utilities Division After Hours Stand By List – Every Staff Member has a Copy of this List and the List is not attached as staff contact information is confidential.
5. SCSD Sewer Spill Report

6. Procedure

Notifications for District Response to SSOs

1. SSO Discovered by a Member of the Public
    a. Reported to District
        i. During Normal Business Hours:
            1. The informant calls either 911 (Dispatch), the Maintenance and Utilities Department (831) 899-6829, or City of Seaside City Hall at (831) 899-6825.
            2. At each location, the person answering the phone calls PW Staff sewer staff at (831) 899-6836 or their cell phone.
            3. Public Works staff calls or emails the Maintenance and Utilities Superintendent who may assist in the investigation of the situation.
            4. The first responder goes to the SSO location and confirms that a SSO is occurring. If the SSO is occurring, the first responder initiates the SSO Mitigation and Cleanup EOP (SS-EOP-07). If a SSO is not occurring, the first responder calls the Maintenance and Utility Superintendent to cancel the SSO response.
            5. If Public Works Staff needs additional assistance during business hours they contact:

a. The City of Monterey Public Works Department (831) 646-3462**; and**
b. Green Line (831) 422-3279.

ii. After Normal Business Hours:
1. The informant can call the District Maintenance and Utility Department at (831) 899-6829, and a message recording will direct the informant to call the Monterey County Emergency Communications Center (Communication Center) (831) 394-6811.
2. If the informant calls the City of Seaside Police or Fire Department, the Fire Department responds and confirms if it is a SSO. If it is a SSO they contact the non-emergency number for Communications Center who contacts on call Public Works staff.
3. If Public Works On-Call Staff needs assistance in responding to the SSO, they contact other Public Works Staff backup California Class B licensed drivers of the Vactor and/or Camel Trucks.
4. If Public Works On-Call Staff needs additional assistance after hours they call in:
   a. PW Staff from the current After Hours Stand-By List;
   b. The City of Monterey Public Works Department On-Call staff is contacted (831) 760-2208; or
   c. Green Line (831) 422-3279.

b. Reported to the City of Seaside Police or Other Agency Fire Department
i. During Business Hours:
1. The informant calls 9-1-1 and speaks with the Monterey County Emergency Communications Center (Communication Center). The Communication Center collects the preliminary SSO information, such as location of SSO and informant name and contact information.
2. The Monterey County Center then contacts the appropriate Fire Department (City of Seaside, Del Rey Oaks, and Monterey) and informs them of the possible SSO.
3. The Fire Department responds and confirms or cancels the SSO response.
4. If the Fire Department confirms an SSO, they call back to the Communication Center who contacts the Public Works Staff at (831) 899-6836.
5. If Public Works Staff needs additional assistance during business hours they contact:
   a. The City of Monterey Public Works Department (831) 646-3462**; and**
   b. Green Line (831) 422-3279.

ii. After Normal Business Hours:
1. The voicemail for the SCSD agencies direct caller to call 9-1-1 in an emergency and/or to call the Monterey County

Emergency Communication Center (Communication Center) (831) 394-6811. The Communication Center collects the preliminary SSO information, such as location of SSO and informant name and contact information.

2. The Communication Center then contacts the appropriate Fire Department (City of Seaside, Del Rey Oaks, and Sand City) and informs them of the SSO.
3. The Fire Department confirms or cancels the SSO response.
4. If the Fire Department confirms an SSO, they call back to the Monterey County Center who contacts the stand-by Public Works Staff at (831) 760-2336.
5. If Public Works On-Call Staff needs additional assistance after hours they call in:
    a. PW Staff from the Stand-By List;
    b. The City of Monterey Public Works Department On-Call staff is contacted (831) 760-2208; or
    c. Green Line (831) 422-3279.

2. SSO Discovered by District Public Works Staff
    a. During Business Hours:
        i. Public Works Staff acts on the SSO immediately and responds.
        ii. Public Works Staff initiates the SSO Mitigation and Cleanup EOP (SS-EOP-07) and the SCSD Sewer Spill Report which includes notification.
        iii. Public Works staff delivers the SCSD Sewer Spill Report to the Associate Engineer.
    b. After Business Hours:
        i. If Public Works Staff discovers the SSO, they call in the Stand-By staff (831) 760-2336.
        ii. Public Works Stand-By Staff initiates the SSO Mitigation and Cleanup EOP (SS-EOP-07) and the SCSD Sewer Spill Report which includes notification.
        iii. Public Works staff delivers the SCSD Sewer Spill Report to the Associate Engineer the next Business Day.
3. SSO Discovered by the Police or Fire Department (City of Seaside, Del Rey Oaks, or Sand City)
    a. During Business Hours:
        i. If the Police Department discovers the SSO, they contact the appropriate Fire Department who does the field response.
        ii. The Fire Department confirms or cancels the SSO response.
        iii. If the Fire Department confirms an SSO, they call the Monterey County Communications Center who contacts the stand-by Public Works Staff at (831) 760-2336.
        iv. If Public Works On-Call Staff needs additional assistance after hours they call in:
            1. PW Staff from the Stand-By List;
            2. The City of Monterey Public Works Department On-Call staff is contacted (831) 760-2208; or

3. Green Line (831) 422-3279.

b. After Business Hours:
   i. If the Police Department discovers the SSO, they contact the appropriate Fire Department who does the field response.
   ii. The Fire Department confirms or cancels the SSO response.
   iii. If the Fire Department confirms an SSO, they call the Monterey County Communications Center who contacts the stand-by Public Works Staff at (831) 760-2336.
   iv. If Public Works On-Call Staff needs additional assistance after hours they call in:
      1. PW Staff from the current After Hours Stand-By List;
      2. The City of Monterey Public Works Department On-Call staff is contacted (831) 760-2208; or
      3. Green Line (831) 422-3279.

Notify Regulatory Agencies of the SSO

1. A summary table of which regulatory agencies to call and the required notification deadlines for each SSO category and each agency's contact information is provided below:
   a. Category 1 SSO
      i. For discharges of sewage that results in a discharge to a drainage channel or a surface water **greater than or equal to an estimated SSO volume of 1,000 gallons**, District shall, as soon as possible, but no later than two (2) hours after becoming aware of the discharge, notify:

Agency	Contact Information		Call Within
California Office of Emergency Services (Cal OES)	Office:	(800) 852-7550	2 Hours
Monterey County Environmental Health Services	Office:	(831) 647-7654 After Hours: (831) 754-7391	2 Hours
City of Del Rey Oaks	Office:	(831) 394-8511	2 Hours
Sand City	Office:	(831) 394-3054	2 Hours

      ii. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water **greater than or equal to 1,000 gallons**, District shall submit (fax or email) to the Central Coast Regional Water Quality Control Board a certification that Cal OES and Monterey County Environmental Health have been notified of the discharge.

b. Category 2 and 3 SSOs and PLSDs:
    i. The District should contact the following agencies for a Category 2 and 3 SSOs and PLSD within twenty-four (24) hours:

Agency	Contact Information		Call Within
Monterey County Environmental Health Services	Office:	(800) 253-2687	24 Hours
City of Del Ray Oaks	Office:	(831) 394-8511	24 Hours
Sand City	Office:	(831) 394-3054	24 Hours

2. Any notifications made must be recorded on the SCSD Sewer Spill Report.

7. Data and Records Management

1. SSO Notification Information
    a. District Public Works Staff is responsible for documenting the date and time the notification was made and the name and contact information of the person making the notification on the SSO Response Field Checklist, which is Attachment 1 of SS-EOP-06.
    b. If 9-1-1, City Police, or the Fire Department is notified, these emergency responders are responsible for documenting the date and time the notification was made and for attempting to obtain the name and contact information of the person making the notification.
        i. The Associate Engineer is responsible for acquiring this information for use in estimating the SSO volume when necessary.
2. For a SSO Category 1 Spill greater than or equal to 1,000 gallons, Public Works Staff is required to call Cal OES within 2 hours of becoming aware of the SSO and obtain a Cal OES Control Number.
    a. Public Works Staff records the Cal OES number and the date and time Cal OES was called on the SCSD Sewer Spill Report.

8. Quality Control and Quality Assurance

1. The Associate Engineer is responsible for reviewing all notification information and records.
2. The information documented during this process is reported in a Draft CIWQS SSO Report, which is described in SS-EOP-03, SSO CIWQS Reporting and Records Requirements, and is reviewed by the LRO at that time.
    a. The LRO finalizes and certifies the SSO Report.

9. References

1. SS-EOP-03: SSO CIWQS Reporting and Records Requirements
2. SS-EOP-07: SSO Mitigation and Cleanup

3. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC
4. State Water Resources Control Board, “Enrollee’s Guide to the SSO Database Sanitary Overflow Reduction Program.” August 2013.

10. Attachments

1. SSO Notification and Reporting Flow Chart

Seaside County Sanitation District
SSO Response Field Checklist

REPORTED BY

Caller Address: _____

Caller Name: _____ Phone: _____ _____

Receipt of Call: Date: _____/_____/_____ Time: _____:_____ ☐ AM ☐ PM Call Received By: _____

SPILL START TIME NOTES

Caller Interview: Is sewage spilling? ☐ Yes ☐ No

If Yes, From: Manhole ☐ PLCO ☐ Two-Way C/O ☐
Inside Building ☐ Wet Well ☐

Time Caller noticed spill: _____:_____ ☐ AM ☐ PM ☐ N/A

Comments: _____

If spill is Yes: Last time Caller observed NO Spill occurring: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Comments: _____

Ask Caller to describe spill: _____

_____

Suggested Questions: Is it currently spilling? How would you compare it to a garden hose running full? How big would you say the wet stain is – compared to your driveway? What else can you tell me?



Arrival Time: _____:_____ ☐ AM ☐ PM

SSO Discovery _____:_____ ☐ AM ☐ PM

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

**** 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) **

Seaside County Sanitation District
SSO Response Field Checklist

SPILL LOCATION



Observed: Spill from: ☐ Manhole ID_____ ☐ Lift Station ID _____

☐ Clean Out Address _____

Comments: _____

☐ Building Address _____

Comments: _____

Spill Destination: ☐Building ☐ Paved Surface ☐ Storm Sys ☐ Street/Curb/Gutter ☐ Unpaved ☐ Water

Did spill reach: ☐ Drainage Channel ☐ Surface Water ☐ Exceed 1000 Gals ☐ ++Storm System

(If Yes, this is a Category 1 Spill, ++ unless fully captured/returned)

Discovered Enter Waterway ____:____ AM PM ☐ N/A

Determined Spill Category to be: _____ ____:____ AM PM **** If Cat.,1 Contact Supervisor ****

SPILL RATE NOTES



If Currently Spilling: Complete the "Active" Spill Estimation Worksheet

NOTE: This must be performed prior to clearing the blockage or removing the MH lid.

*** If Mainline blockage - inspect first **MANHOLE DOWNSTREAM** of blockage and note flow rate below ***

☐ No Flow in Channel ☐ Trickle flow in Channel ☐ Depth of flow in Channel _____ inches

Time: _____:_____ ☐AM ☐PM Describe how measurement was taken: _____

_____ _____

CAUSE OF SPILL

Failed at: ☐ Mainline ☐ Lower Lat. ☐Upper Lat. ☐ Force Main ☐ Lift Station Wet Well ☐ _____

Spill Cause: ☐ Roots ☐ Grease ☐Debris ☐Vandalism ☐ Capacity ☐ Design ☐ Lift Sta. Fail ☐ _____

☐ Spill cause to be determined by CCTV inspection (Attach TV Report to this form)

Seaside County Sanitation District
SSO Response Field Checklist

SPILL CONTAINMENT



Containment Implemented: ____:____ AM PM

Containment Measures: _____

_____

_____

_____

CLEAN UP



Clean Up begin: ____:____ AM PM Gallons Used for Clean Up _____ Gallons Retrieved _____

Clean Up Complete: ____:____ AM PM Water De-Chlorinated ☐ Yes ☐ No

Describe Clean Up Operations: _____

_____

_____

OTHER IMPORTANT MILESTONES

Contacted Supervisor: ____:____ AM PM _____

Requested Additional Staff/Equip: ____:____ AM PM _____

Spill End Time: ____:____ AM PM _____

Departure Time: ____:____ AM PM _____

_____ ____:____ AM PM _____

_____ ____:____ AM PM _____

_____ ____:____ AM PM _____

Seaside County Sanitation District
SSO Response Field Checklist

REGULATORY AGENCY NOTIFICATION

Report to Cal OES: ____:____ AM PM (Category 1 Only) **(800) 852-7550** By: _____

→ Control Number provided by Cal OES: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to RWQCB: ____:____ AM PM (Category 1 or 2) **(805) 549-3147** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to Monterey Co. Env. Health ____:____ AM PM (Category 1 or 2) **(800) 253-2687** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to Monterey Co. OES ____:____ AM PM (Category 1 Only) **(831) 796-1900** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to CDFW ____:____ AM PM (Category 1 Only) **(831) 649-2817** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to MRWPCA ____:____ AM PM (Category 1 Only) **(831) 422-1001** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to US Coast Guard ____:____ AM PM (Category 1 Only) **(831) 647-7300** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to NOAA ____:____ AM PM (Category 1 Only) **(831) 902-2778** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to MBNMS ____:____ AM PM (Category 1 Only) **(831) 647-4217** By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Report to _____ ____:____ AM PM Phone: _____ By: _____

→ Name of Person Contacted: _____ or Left Message: ☐

Notes:

Response Crew: _____, _____, _____, _____

_____, _____, _____, _____

Emergency Operating Procedure Seaside County Sanitation District		Document No: SS-EOP-07
Title: SSO WATER QUALITY MONITORING PROGRAM		Revision: 0
Approved by: Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Reviewed by: Rick Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Page: 1 of 10 Effective Date: 8/12/2014

1. Health and Safety Warnings

1. Review the National Weather Service website at www.wrh.noaa.gov and click on the map near Monterey, CA until you reach the forecast for Seaside, CA.
2. Always take two people when conducting sampling in the Pacific Ocean, the Lakes, and the Del Rey Oak Creek.
3. When sampling in the Pacific Ocean, one person should always be faced towards the Ocean (never turn your back) to watch for rip currents, hazardous surf, and sneaker waves.
4. Do not enter surf to take samples if it is too hazardous to do so and/or the beach is posted as unsafe due to hazardous surf conditions.
5. Sample when it is safe to do so, it that means waiting, document in writing by an email to the District Engineer, Associate Engineer, and Maintenance and Utility Superintendent that it was unsafe to sample and wait until it is safe.
6. Appropriate Personal Protective Equipment must be worn. Items are located at the Engineering Trailer and include:
    a. a life jacket,
    b. gloves,
    c. hip waders and/or rubber boots.
7. Disinfect waders and/or boots with a weak bleach solution back at the District Corp Yard.

2. Cautions

1. Do not enter the Pacific Ocean to sample under hazardous surf or high swell conditions.
2. Do not sample during or immediately after a rain event. The results will be inconclusive.

a. Sampling can occur after the rain event once Monterey County Environmental Health Services Staff has determined that the rain event will no longer cause inconclusive sample results.

3. Interferences

1. Samples must be collected in a sterile sample bottle which is provided by the lab in the Sample Kit. Do not use a reusable sample bottle.
2. Always sample in knee-deep water and take the sample at mid-depth. Avoid surface scum.

4. Personnel Qualifications and Responsibilities

1. Maintenance and Utilities Superintendent
    a. Responsible for the oversight and management of the water quality monitoring and SSO impact assessment.
    b. Required to be trained on this EOP annually.
2. Associate Engineer and Maintenance and Utilities Superintendent
    a. Responsible for the oversight and management of the water quality monitoring and SSO impact assessment.
    b. Required to be trained on this EOP annually.
3. Public Works Staff
    a. Responsible for taking the water quality samples.
    b. Required to be trained on this EOP annually.
4. Monterey County Environmental Health Services Staff
    a. Responsible for ensuring that their Environmental Health Staff is trained in all water quality monitoring activities they conduct.
    b. Responsible for ensuring that their Environmental Health Staff is trained on and employs all of the health and safety requirements and precautions during water quality sampling activities.
5. Laboratory Requirements
    a. Water quality samples must be analyzed by a State Certified Laboratory.

5. Equipment and Supplies

1. The District will maintain a water quality sampling kit at the Engineering Trailer that includes:
    a. Sterile Sample Bottles, 125 mL and 250 mL
    b. Partially Completed Laboratory Chain of Custody Forms
    c. Styrofoam container, ice chest, or equivalent
    d. Blue ice packs, frozen
    e. Waterproof marker and ballpoint pen
    f. Labels for sample bottles
    g. Towel for drying bottles
    h. Sample Pole for collecting samples
    i. Gloves
    j. Waders and/or rubber boots
    k. Life Jackets (two)

6. Procedure

Water quality sampling and testing is required when an SSO of an estimated volume of 50,000 gallons or greater reaches a waterbody to determine the extent and impact of the sewage spill. The procedures for sampling in the ocean, in a lake, or in a creek are provided below. Procedures for beach and park warnings and closures are also provided below.

Sampling in the Pacific Ocean

1. Water quality sampling and testing is required when an SSO of an estimated volume of 50,000 gallons or greater reaches the Pacific Ocean to determine the extent and impact of the sewage spill.
    a. Within 48 hours of becoming aware of the SSO, water quality samples are required to be collected. Samples collected are required to be analyzed for, at a minimum, the following pollutants:
        i. Ammonia
        ii. In compliance with the 2012 California Ocean Plan Surface Water Recreational Contact bacteriological standards:
            1. Total Coliform
            2. Fecal Coliform
            3. Enterococcus
    b. The 2012 California Ocean Water Quality Standards for Water-Contact Recreation are:
        i. Single Sample Maximum:
            1. Total Coliform density shall not exceed 10,000 MPN per 100 mL;
            2. Fecal Coliform density shall not exceed 200 MPN per 100 mL; and
            3. Enterococcus density shall not exceed 104 MPN per 100 mL
        ii. 30-day Geometric Mean – The following standards are based on the geometric mean of the five (5) most recent samples from each site:
            1. Total Coliform density shall not exceed 1,000 MPN per 100 mL;
            2. Fecal Coliform density shall not exceed 200 MPN per 100 mL; and
            3. Enterococcus density shall not exceed 35 MPN per 100 mL
            4. Total Coliform density shall not exceed 1,000 MPN per 100 mL when the fecal coliform/total coliform ratio exceeds 0.1.
    c. The 2012 California Ocean Water Quality Objective for Protection of Marine Aquatic Life located in Table 1 is:
        i. Ammonia (expressed as Nitrogen):
            1. Instantaneous Maximum: 6,000 ug/L
            2. Daily Maximum: 2,400 ug/L
            3. 6-Month Median: 600 ug/l
2. For SSOs reaching the Pacific Ocean, as soon as reasonably possible take one grab sample at the point of entry of the SSO into the Pacific Ocean, one grab sample 100 feet down current of the SSO and 100 feet up current of the SSO.

3. For an SSO to the Pacific Ocean greater than 50,000 gallons, additional sites will need to be sampled. Contact the District Engineer and/or Associate Engineer who will work with Monterey County Environmental Health Services to determine the location and number of additional sampling sites.
4. Plan to take five (5) sterile sample bottles per SSO location site.
5. Plan to sample for a minimum of three (3) consecutive days so that the nature and impact of the discharge can be characterized and a decision to keep the beach closed and/or re-open the beach can be made by Monterey County Environmental Health Services.
6. Sterile sample bottles are located at the Engineering Trailer or:
    a. Monterey Bay Analytical Services
        i. Address: 4 Justin Court, Suite D, Monterey, CA
        ii. Phone Number: (831) 875-6227
    b. MRWPCA
        i. Address: 14811 Del Monte Avenue, Marina, CA
        ii. Phone Number: (831) 883-6121
7. Sample Collection:
    a. Fecal Indicator Bacteria (FIB): Three (3)100 mL plastic sample bottle(s)
        i. Holding time is six (6) hours,
    b. Ammonia: One (1) 500 mL plastic sample bottle preserved with sulfuric acid (H2SO4).
        i. Holding time is twenty-eight (28) days.
    c. Keep the sample collection bottles closed until filled to prevent contamination.
    d. Wear gloves, life jacket, and boots.
    e. Collect samples just below the surface in knee depth water, approximately 3 feet deep, without rinsing.
    f. Hold sampling container at its base and plunge it opening downward toward the current. Do not lose preservative. Turn bottle until neck turns slightly upward and mouth is directed toward the current. Fill bottle leaving about one inch (1") of air. Collect a minimum of 100 mls (one cup).
    g. Immediately place cap on bottle to avoid leaks and contamination.
    h. Dry the bottle.
    i. Label container with distinctive sample site, name, date, and time collected.
    j. Complete the laboratory chain of custody (COC) form with requested information.
    k. Note any field observations (weather, birds in water, etc.) that may have occurred during the sampling on the COC.
    l. Place sample containers in a cooler with frozen blue ice. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.
    m. Bring sample to one of the California state-certified labs below within six (6) hours of collection:
        i. Monterey Bay Analytical Services
            1. Address: 4 Justin Court, Suite D, Monterey, CA
            2. Phone Number: (831) 875-6227
        ii. MRWPCA
            1. Address: 14811 Del Monte Avenue, Marina, CA

2. Phone Number: (831) 883-6121

8. Mark sample locations with an "x," date, and initials on the map located Page 2, Figure 1-1 of this EOP.
    a. Copy the map and attach in an email to the District Engineer/Associate Engineer.
9. Water quality sample results are to be reported by phone and electronic mail to the District Engineer and Monterey County Environmental Health Services when received with an evaluation if they are above or below the limits stated above.
    a. Monterey County Environmental Health Services, 1200 Aguajito Road, Suite 103, CA (831) 647-7654 (General Phone, goes to Dispatch after hours and weekends).
    b. Monterey County Environmental Health monitors for the above bacteria weekly at Monterey State Beach (monitoring station SEW7).
10. Monitoring instruments and devices.
    a. If other instruments and devices, such as a Dissolved Oxygen probe, are employed over the course of the SSO event they must be properly calibrated and maintained.
    b. Proper calibration and maintenance includes keeping written records that these activities were performed.
11. If additional water quality samples are required by another environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the District or its contractor(s), as a result of any SSO, records of monitoring information shall include:
    a. The date, exact place, and time of sampling or measurements;
    b. The names of the individual(s) who performed the sampling or measurements;
    c. The date(s(analyses were performed;
    d. The names of the individual(s) who performed the analyses;
    e. The analytical technique or method used; and
    f. The results of such analyses.

<u>Sampling in Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek</u>

1. Water quality sampling and testing is required when an SSO of an estimated volume of 50,000 gallons or greater reaches Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek to determine the extent and impact of the sewage spill.
    a. <u>Within 48 hours</u> of becoming aware of the SSO, water quality samples are required to be collected. Samples collected are required to be analyzed for, at a minimum, the following pollutants:
        i. Ammonia
        ii. FIB
2. Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek are additionally required to be tested for compliance with the 2011 Central Coast Basin Plan Surface Water Recreational Contact (REC-1) standards for pH and Fecal Coliform.
    a. A sample exceeds the REC-1 standard if:

i. The pH value shall neither be depressed below 6.5 nor raised above 8.3;
ii. Fecal Coliform, based on a minimum of not less than five samples for any 30-day period, shall not exceed a log mean of 200/100mL, nor shall more than ten percent of total samples during any 30-day period exceed 400/100mL.

b. Sampling should additionally to be tested, upon receipt of direction from Fish and Wildlife and/or the Central Coast RWQCB, for compliance with the 2011 Central Coast Basin Plan most limiting standard for Cold and Warm Freshwater Habitat for Dissolved Oxygen:
    i. The Dissolved Oxygen concentration shall not be reduced below 7.0 mg/L at any time.

3. Monitoring instruments and devices.
    a. If other instruments and devices, such as a Dissolved Oxygen probe, are employed over the course of the SSO event they must be properly calibrated and maintained.
    b. Proper calibration and maintenance includes keeping written records that these activities were performed.
4. For SSOs reaching a lake or creek, as soon as reasonably possible take one grab sample at the point of entry of the SSO into the lake and/or creek, one grab sample 100 feet down current of the SSO and 100 feet up current of the SSO.
5. For an SSO to the lake and/or creek greater than 50,000 gallons, additional sites will need to be sampled. Contact the District Engineer and/or Associate Engineer who will work with Monterey County Environmental Health Services to determine the location and number of additional sampling sites.
6. Plan to take five (5) sterile sample bottles per SSO location site.
7. Plan to sample for a minimum of three (3) consecutive days so that the nature and impact of the discharge can be characterized and a decision to keep the parks next to the lakes or creek closed and/or re-open the park can be made by Monterey County Environmental Health Services.
8. Sterile sample bottles are located at the Engineering Trailer or:
    a. Monterey Bay Analytical Services
        i. Address: 4 Justin Court, Suite D, Monterey, CA
        ii. Phone Number: (831) 875-6227
    b. MRWPCA
        i. Address: 14811 Del Monte Avenue, Marina, CA
        ii. Phone Number: (831) 883-6121
9. Sample Collection:
    a. FIB: Three (3)100 mL plastic sample bottle(s)
        i. Holding time is six (6) hours,
    b. Ammonia: One (1) 500 mL plastic sample bottle preserved with sulfuric acid (H2SO4).
        i. Holding time is twenty-eight (28) days.
    c. pH: Coordinate with the State Certified Lab to have them collect sample and analyze immediately in the field.
        i. Holding time is 15 minutes
    d. Keep the sample collection bottles closed until filled to prevent contamination.

e. Wear gloves, life jacket, and hip waders.
f. Collect samples just below the surface in knee depth water, approximately 3 feet deep, without rinsing.
g. Hold sampling container at its base and plunge it opening downward toward the current. Do not lose preservative. Turn bottle until neck turns slightly upward and mouth is directed toward the current. Fill bottle leaving about one inch (1") of air. Collect a minimum of 100 mls (one cup).
h. Immediately place cap on bottle to avoid leaks and contamination.
i. Dry the bottle.
j. Label container with distinctive sample site, name, date, and time collected.
k. Complete the laboratory chain of custody (COC) form with requested information.
l. Note any field observations (weather, birds in water, etc.) that may have occurred during the sampling on the COC.
m. Place sample containers in a cooler with frozen blue ice. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.
n. Bring sample to one of the California state-certified labs below within six (6) hours of collection:
    i. Monterey Bay Analytical Services
        1. Address: 4 Justin Court, Suite D, Monterey, CA
        2. Phone Number: (831) 875-6227
    ii. MRWPCA
        1. Address: 14811 Del Monte Avenue, Marina, CA
        2. Phone Number: (831) 883-6121

10. Mark sample locations with an "x," date, and initials on the map located Page 2, Figure 1-1 of this EOP.
    a. Copy the map and attach in an email to the District Engineer/Associate Engineer.
11. Water quality sample results are to be reported by phone and electronic mail to the District Engineer and Monterey County Environmental Health Services when received with an evaluation if they are above or below the limits stated above.
    a. Monterey County Environmental Health Services, 1200 Aguajito Road, Suite 103, CA (831) 647-7654 (General Phone, goes to Dispatch after hours and weekends).
    b. Monterey County Environmental Health monitors for the above bacteria weekly at Monterey State Beach (monitoring station SEW7).
12. Monitoring instruments and devices.
    a. If other instruments and devices, such as a Dissolved Oxygen probe, are employed over the course of the SSO event they must be properly calibrated and maintained.
    b. Proper calibration and maintenance includes keeping written records that these activities were performed.
13. If additional water quality samples are required by another environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the District or its contractor(s), as a result of any SSO, records of monitoring information shall include:

a. The date, exact place, and time of sampling or measurements;
b. The names of the individual(s) who performed the sampling or measurements;
c. The date(s(analyses were performed;
d. The names of the individual(s) who performed the analyses;
e. The analytical technique or method used; and
f. The results of such analyses.

Beach and Park Warnings and Closures

1. District Staff is responsible for posting the beach warning or closure signs when there is a beach advisory or closure due to a SSO.
2. The beach advisory or closure pertains to the area where the SSO discharged into the Pacific Ocean and 1000 yards in each direction along the beach.
3. The signs are posted at all beach public access points within this 2000 yard window.
4. The Monterey County Environmental Health Services' beach advisory and closure signs utilized by the District are illustrated in Figure 7-2.



Figure 7-1: Beach Warning and Closure Signs

5. The signs are posted using the barricade illustrated in Figure 7-3.



Figure 7-2: Beach Warning and Closure Sign Display

6. When Monterey County informs District Staff that the beach is no longer under an advisory or closure, District Staff is responsible for removing the signs and barricades.

7. Data and Records Management

1. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.

2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
3. SSO records, which must be retained include, but are not limited to:
    a. Record of Certified report, as submitted to CIWQS;
    b. All original recordings for continuous monitoring instrumentation;
    c. Service call records and complaint logs of calls received;
    d. SSO calls;
    e. SSO records;
    f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    g. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    h. A list and description of complaints from customers or others from the previous five (5) years; and
    i. Documentation of performance and implementation measures for the previous five (5) years.
4. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
    j. Date, exact place, and time of sampling measurements;
    k. Individual(s) who performed the sampling or measurements;
    l. Date(s) analyses were performed;
    m. Individuals who performed the analyses;
    n. Analytical technique or method used; and
    o. Results of such analyses.

8. Quality Control and Quality Assurance

1. District Engineer
    a. Responsible for the oversight, management, and review of the SSO Water Quality Monitoring Program.
2. Associate Engineer
    a. Responsible for directing the implementation of the SSO Water Quality Monitoring Program.
3. Monterey County Environmental Health Services Staff
    a. Responsible for ensuring that water quality samples are taken accurately by County Staff and are analyzed by a State Certified Laboratory.

9. References

1. State Water Resources Control Board 2006 GWDR and 2013 MRP
2. 2011 Central Coast Basin Plan
3. 2012 California Ocean Plan
4. 22nd Edition Standard Methods for the Examination of Water and Wastewater

10. Attachments

1. This section is not applicable to this EOP.

SSO WATER QUALITY MONITORING PROGRAM
ATTACHMENT 1:
MBAS Chain of Custody

	SSO WATER QUALITY MONITORING PROGRAM ATTACHMENT 2: SCSD Sewer Spill Report – Notification and Water Quality Monitoring Instructions

NOTIFICATION INSTRUCTIONS

Category 1 – For Spills that Reach Surface Waters or Storm Drains Not Fully Recovered:

You must notify the following agencies within two (2) hours of the spill:

1. State OES 1-800-852-7550;
2. District Engineer 831-899-6884;
3. Monterey County Health 831-755-4505;
4. Local city public works official.

You must submit a copy of this form to District management Rick Riedl and/or Dave Fortune, within one (1) day. District management will initiate within three (3) business days the online CIWQS sewer spill report and certify within fifteen (15) days.

For spills of estimated volume greater than 50,000 gallons, water quality monitoring must be conducted as outlined in the tables below. Water quality monitoring laboratory results must be submitted to the District Engineer who will include in the SSO Technical Report as described in SS-EOP-03, "SSO Reporting."

Category 2 – For Spills More than or Equal to 1,000 gallons and:

1. Discharge did not reach surface water; and
2. All sewage was recovered from storm drain.

You should notify the following:

1. Monterey County Health 831-755-4505; and
2. Local city public works official.

You must submit a copy of this form to office staff within one (1) day. District management, Rick Riedl and/or Dave Fortune, will initiate within three (3) business days the CIWQS online sewer spill report and certify within fifteen (15) days.

Category 3 – For All Other Spills, including:

1. Discharge of sewage less than 1,000 gallons; and
2. Discharge of sewage did not reach a surface water.

You must submit a copy of this form to office staff within ten (10) days. District management, Rick Riedl and/or Dave Fortune, will complete and certify the CIWQS on-line sewer spill report within 30 days of the end of the month in which the spill occurred.

	SSO WATER QUALITY MONITORING PROGRAM ATTACHMENT 2: SCSD Sewer Spill Report – Notification and Water Quality Monitoring Instructions

WATER QUALITY MONITORING INSTRUCTIONS – PACIFIC OCEAN

Results for Category 1 Spills Greater than 50,000 Gallons

Samples (Initials Date/Time/Location)	Ammonia[3] (500 ml Plastic bottle preserved w/ Sulfuric Acid)	Above or Below Limit? (Yes/No)	Total Coliform[2] (100 ml Plastic bottle, no preservative)	Above or Below Limit? (Yes/No)
1.				
2.				
3.				

Results for Category 1 Spills Greater than 50,000 Gallons

Samples (Initials Date/Time/Location)	Fecal Coliform[2] (100 ml Plastic bottle, no preservative)	Above or Below Limit? (Yes/No)	Enterococcus[2] (100 ml Plastic bottle, no preservative)	Above or Below Limit? (Yes/No)
1.				
2.				
3.				

1. Fecal Indicator Bacteria (FIB) for Ocean water are Total Coliform, Fecal Coliform, and Enterococcus.
    i. Sample Holding time is six (6) hours.
    b. Ammonia - Sample Hold time is twenty-eight (28) days.
2. The 2012 California Ocean Water Quality Standards for Water-Contact Recreation are:
    a. Single Sample Maximum:
        i. Total Coliform density shall not exceed 10,000 MPN per 100 mL;
        ii. Fecal Coliform density shall not exceed 200 MPN per 100 mL; and
        iii. Enterococcus density shall not exceed 104 MPN per 100 mL
    b. 30-day Geometric Mean – The following standards are based on the geometric mean of the five (5) most recent samples from each site:
        i. Total Coliform density shall not exceed 1,000 MPN per 100 mL;
        ii. Fecal Coliform density shall not exceed 200 MPN per 100 mL; and
        iii. Enterococcus density shall not exceed 35 MPN per 100 mL
        iv. Total Coliform density shall not exceed 1,000 MPN per 100 mL when the fecal coliform/total coliform ratio exceeds 0.1.
3. The 2012 California Ocean Water Quality Objective for Protection of Marine Aquatic Life located in Table 1 is:
    a. Ammonia (expressed as Nitrogen):
        i. Instantaneous Maximum: 6,000 ug/L
        ii. Daily Maximum: 2,400 ug/L
        iii. 6-Month Median: 600 ug/l

When: Within 48 hours after initial notification of spill
Where: Upstream 100 feet, downstream 100 feet, and at the location of the spill

	SSO WATER QUALITY MONITORING PROGRAM ATTACHMENT 2: SCSD Sewer Spill Report – Notification and Water Quality Monitoring Instructions

WATER QUALITY MONITORING INSTRUCTIONS – FRESH WATER

For Category 1 Spills Greater than 50,000 Gallons to Laguna Grande, Roberts Lake, Del Rey Oaks Creek, or tributaries to these waterways

Samples (Initials Date/Time/Location)	Ammonia[1.a.i] (500 ml Plastic bottle preserved w/ Sulfuric Acid)	Above or Below Limit? (Yes/No)	Fecal Coliform[1.b.ii] (100 ml Plastic bottle, no preservative, 6 hour hold time)	Above or Below Limit? (Yes/No)
1.				
2.				
3.				

For Category 1 Spills Greater than 50,000 Gallons to Laguna Grande, Roberts Lake, or Del Rey Oaks Creek or tributaries to these waterways

Samples (Initials, Date/Time/Location)	pH[1.b.i] (250 ml Plastic bottle, no preservative, 24 hour hold time)	Above or Below Limit? (Yes/No)	Dissolved Oxygen[1.c.i] (500 ml Plastic bottle, no preservative. 8 hour hold time)	Above or Below Limit? (Yes/No)
1.				
2.				
3.				

1. Laguna Grande Lake, Roberts Lake, and Del Rey Oaks Creek are required to be tested for compliance with the 2011 Central Coast Basin Plan Surface Water General Objective for ammonia and the Recreational Contact (REC-1) standards for pH and Fecal Coliform.

    a. A sample exceeds the General Objective if:
        i. The concentration of unionized ammonia as nitrogen is greater than 0.025 mg/L.
    b. A sample exceeds the REC-1 standard if:
        i. The pH value is depressed below 6.5 nor raised above 8.3;
        ii. Fecal Coliform, based on a minimum of not less than five samples for any 30-day period, shall not exceed a log mean of 200/100mL, nor shall more than ten percent of total samples during any 30-day period exceed 400/100mL.

    c. Upon direction from California Fish and Wildlife and/or the Central Coast RWQCB, for compliance with the 2011 Central Coast Basin Plan most limiting standard for Cold and Warm Freshwater Habitat for Dissolved Oxygen:
        i. The Dissolved Oxygen concentration shall not be reduced below 7.0 mg/L at any time.

When: Within 48 hours after initial notification of spill
Where: Upstream 100 feet, downstream 100 feet, and at the location of the spill

Emergency Operating Procedure		Document No:
Seaside County Sanitation District		SS-EOP-08
Title: SSO RESPONSE DOCUMENTATION AND RECORDS		Revision: 0
Issued by:	Prepared by:	Page: 1 of 5
Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Rick Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. There are no health and safety warnings for this EOP.

2. Cautions

1. The validity of reported results depends on the quality and extent of the documentation taken and maintained by District Staff.
2. Ensure that all SSO response activities are documented in order to verify and support SSO response activities, such as water quality sampling result validity and applicability and SSO volume estimation.
3. Ensure that the SSO volume estimate being provided in the reporting is defendable and have the documentation needed to support the estimate.
4. Review SWRCB and RWQCB records requirements annually in order to ensure the required information, documents, and records are being maintained by the District.

3. Interferences

1. SSO response and mitigation activities supersede documentation in cases with insufficient staffing levels. This requires the documentation to occur after the SSO is contained and its effects are mitigated, which could result in less extensive documentation of the SSO response activities.

4. Personnel Qualifications and Responsibilities

1. Legally Responsible Official (LRO)
    a. Responsible for ensuring that all required records and documents are maintained by the District and available upon request from or inspection by SWRCB, RWQCB, or EPA.
    b. Required to be trained on this EOP annually.

2. District Engineer
    a. Responsible for managing and maintaining all required records and documents are maintained by the District and available upon request from or inspection by SWRCB, RWQCB, or EPA.
    b. Required to be trained on this EOP annually.
3. District Staff and Contractors Responsible for SSO Response
    a. Required to be trained on this EOP annually.

5. Personnel Qualifications and Responsibilities

4. Legally Responsible Official (LRO)
    a. Responsible for ensuring that all required records and documents are maintained by the District and available upon request from or inspection by SWRCB, RWQCB, or EPA.
    b. Required to be trained on this EOP annually.
5. District Engineer
    a. Responsible for managing and maintaining all required records and documents are maintained by the District and available upon request from or inspection by SWRCB, RWQCB, or EPA.
    b. Required to be trained on this EOP annually.
6. District Staff and Contractors Responsible for SSO Response
    a. Required to be trained on this EOP annually.

6. Equipment and Supplies

1. SS-EOP-03: SSO Reporting
2. SS-EOP-05: SSO Volume Estimation
3. SS-EOP-06: SSO Mitigation and Cleanup
4. SSO Binder

7. Procedure

SSO Response Field Checklist

1. Responsible Party:
    a. Maintenance and Utilities Superintendent; or
    b. First Responder.
2. Complete all of the required information and photographs in the SSO Response Field Checklist as described in SS-EOP-06, SSO Mitigation and Cleanup. This information will be utilized to complete the SSO Report in CIWQS as described in SS-EOP-03, SSO Reporting.
3. Reported Volume Estimate
    a. The SSO Response Field Checklist attached to SS-EOP-06, SSO Mitigation and Cleanup, requires a SSO volume estimate.
    b. Utilize SS-EOP-05, SSO Volume Estimation, to complete the appropriate spill estimation method worksheet and calculate this estimate.
    c. This spill estimation worksheet is the District's documentation of how the SSO volume was evaluated and calculated.

d. The estimate developed will be reported in CIWQS as described in SS-EOP-03, SSO Reporting.

Historical SSO Records

1. Responsible Party:
    a. LRO
    b. District Engineer
    c. Any Duly Authorized Representative
2. Keep all SSO records, including reports, photographs, supporting information, documents, or calculations in the District SSO binder.

8. Data and Records Management

The following records shall be maintained in the SSO binder, which is kept in the City of Seaside/Sanitation District Public Works Office:

1. All required records shall be maintained for a minimum of five (5) years and shall be made available for review by the SWRCB and RWQCB during an onsite inspection or through an information request.
2. Records documenting compliance with all provisions of the WDR and MRP including any required records generated by contractors assisting in SSO response.
3. SSO records, which must be retained for each SSO event, include, but are not limited to:
    a. Complaint records documenting how the City responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
        i. Date, time, and method of notification.
        ii. Date and time the complainant or informant first noticed the SSO.
        iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels, or storm drains.
        iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
        v. Final resolution of the complaint.
    b. Records documenting steps and/or remedial actions undertaken by the City, using available information, to comply with WDR Section D.7, which states:

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

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

(i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
(ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
(iii) Cleanup of debris at the overflow site;
(iv) System modifications to prevent another SSO at the same location;
(v) Adequate sampling to determine the nature and impact of the release; and
(vi) Adequate public notification to protect the public from exposure to the SSO."

c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
d. Records of Certified SSO Reports as submitted to CIWQS.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
    a. Supervisory Control and Data Acquisition (SCADA) systems.
    b. Alarm systems.
    c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates, and/or volumes.
5. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
    a. Date, exact place, and time of sampling measurements;
    b. Individual(s) who performed the sampling or measurements;
    c. Date(s) analyses were performed;
    d. Individuals who performed the analyses;
    e. Analytical technique or method used; and
    f. Results of such analyses.

9. Quality Control and Quality Assurance

1. LRO
    a. Responsible for the final review, revision, certification, and submission of documents and reports related to SSOs.
2. Maintenance and Utilities Superintendent and Associate Civil Engineer
    a. Responsible for reviewing and approving all SSO related reports and documents before they are reported or submitted.

10. References

1. SS-EOP-03: SSO Reporting
2. SS-EOP-05: SSO Volume Estimation
3. SS-EOP-06: SSO Mitigation and Cleanup

4. SS-EOP-07: SSO Water Quality Monitoring
5. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

11. Attachments

1. This section is not applicable to this EOP.

Emergency Operating Procedure Seaside County Sanitation District		Document No: SS-EOP-09
Title: SSO TRAINING REQUIREMENTS		Revision: 0
Issued by: Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Reviewed by: Rick Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Page: 1 of 4 Effective Date: 8/12/2014

1. Health and Safety Warnings

1. All field SSO training exercises must be conducted in a safe manner that protects District Staff, the District's contractors, and the public.
2. Employees are required to follow the District's safety practices and procedures. These procedures must establish guidelines in compliance with the:
    a. Occupational Health and Safety Administration (OSHA);
    b. California Division of Occupational Safety and Health (Cal/OSHA);
    c. Seaside County Sanitation District's Illness and Injury Prevention Program (IIPP); and
    d. Seaside County Sanitation District requirements and standards.
3. Multiple hazards exist in the performance of field SSO training. The following are some of the more common hazards to be aware of:
    a. Traffic in the vicinity of field SSO training exercises
    b. Distracted drivers
    c. Members of the public interested in field SSO training exercises
    d. Slips, trips, and falls
    e. Falling objects
    f. Infections and disease
    g. Strains and back injuries
    h. Bites (insects, bugs, rodents, etc.)
    i. Noise
    j. Weather conditions
4. WDR: Order No. 2006-0003-DWQ
5. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

2. Cautions

1. Ensure that all equipment is used correctly and as outlined in the District's SOPs.

3. Interferences

1. Schedule training when District Staff schedules are relatively free in order to ensure that training exercise can be completed with minimal or no interruptions.
2. Require any contractors responsible for assisting the District with SSO response to train on the OERP and associated EOPs as part of their contracts and agreements with the District.

4. Personnel Qualifications and Responsibilities

1. Maintenance and Utilities Superintendent
    a. Responsible for training all District Staff and contractors responsible for SSO Response are trained on this EOP annually.
    b. Responsible for documenting all training associated with the OERP and the EOPs referenced in the OERP.
    c. Responsible for maintaining all training records and documents.
    d. Responsible for managing, maintaining, and updating this EOP.
2. District Staff and Contractors Responsible for SSO Response
    a. Required to be trained on this EOP annually.
3. Associate Engineer
    a. Responsible for reviewing training records semiannually.
4. District Engineer
    a. Responsible for the overall management of the training program.
    b. Responsible for ensuring that the Associate Engineer and Maintenance and Utilities Superintendent are implementing the training program.

5. Equipment and Supplies

1. Personal Protective Equipment (PPE):
    a. Gloves
    b. Rubber Boots
    c. Safety Glasses
    d. Flashlights
    e. Safety Vest
2. SSO Cleanup Equipment:
    a. Hydrovac Truck
    b. Camel Truck
    c. Sewer Bypass Pump
    d. Bleach
    e. Shovels
    f. Rakes
    g. Sandbags
    h. Plugs
    i. Plastic Tarps
    j. Visqueen
3. District SSO Records Binder
4. The District's OERP
5. The District's EOPs

6. Procedure

District Staff and contractors responsible for any activities included in the OERP and associated EOPs must be trained at a minimum of once per a year. Training must cover the following activities at a minimum:

- OERP Overview
- Regulatory Notification Requirements
- Regulatory Reporting and Records Requirements
- Traffic and Crowd Control
- SSO Volume Estimation
- SSO Mitigation and Cleanup
- Water Quality Monitoring
- SSO Beach and Surface Water Closure
- Response Documentation and Records Requirements

District Staff must read and discuss all EOPs in order to insure the procedures are thoroughly understood, agreed upon, and accurate. Each EOP, which can be tested with a field training exercise, should be practiced and evaluated through a field training exercise.

After a SSO occurs, all implemented procedures must be evaluated to determine whether the procedures are effective or if there is room for improvement. If it is determined that a procedure needs to be revised or updated, District Staff and contractors, who are responsible for SSO response activities, must review and be trained on the revised or updated procedures to ensure that input is received on the changes made and that the current version of the procedure will be utilized the next time it is needed.

7. Data and Records Management

1. All SSO training records must be maintained in a District training binder, which is located in the District Public Works Office, for at least five (5) years. This period may be extended when requested by a RWQCB Executive Officer.
2. All records shall be made available for review upon SWRCB or RWQCB Staff's request.

8. Quality Control and Quality Assurance

1. The Maintenance and Utilities Superintendent reviews all training records and procedures and is responsible for maintaining, revising, and updating these documents.
2. The Associate Engineer will review training records semiannually.

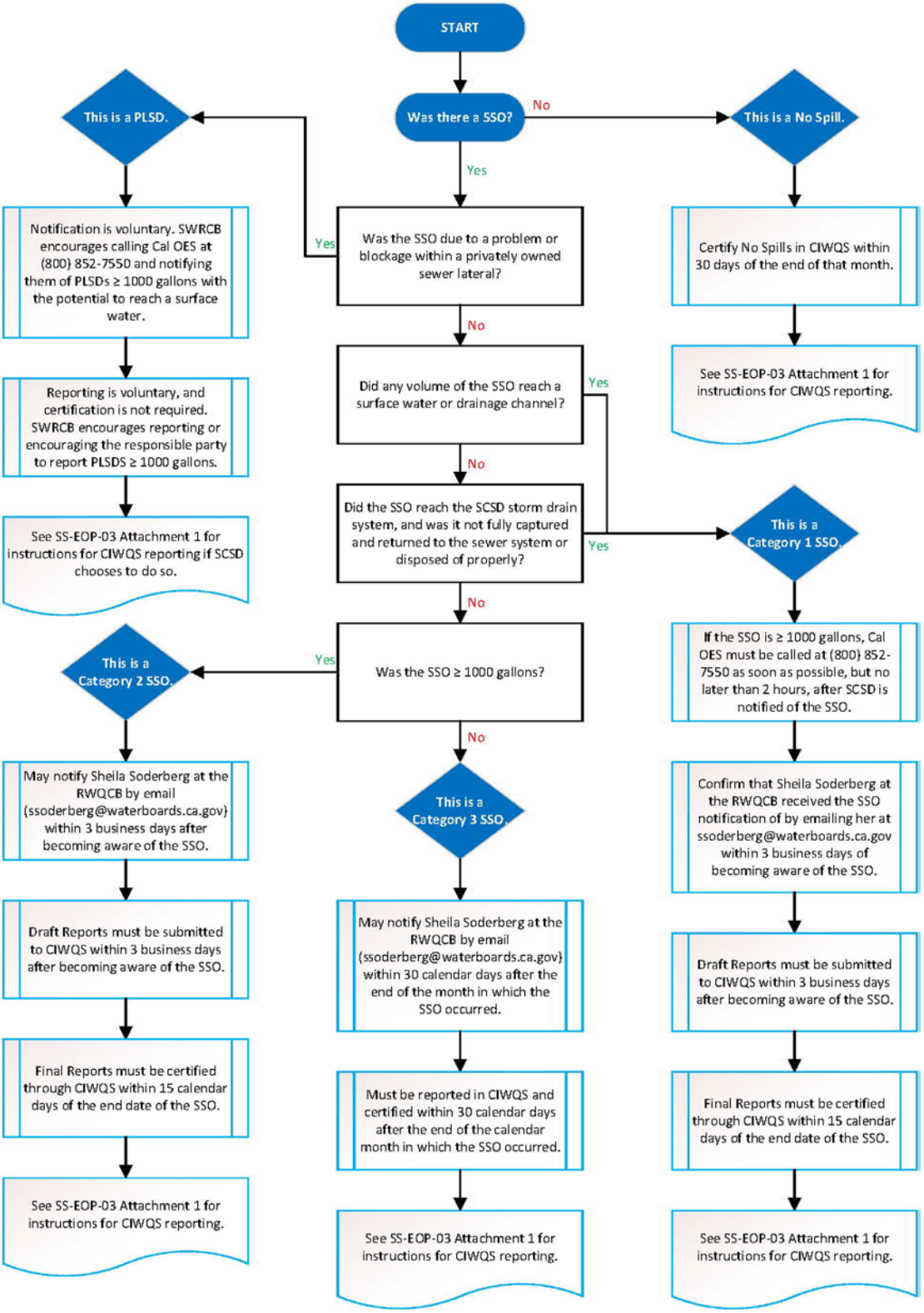
9. References

1. The District's OERP
2. The District's EOPs
3. WDR: Order No. 2006-0003-DWQ
4. Adopted Amended MRP for the WDR: Order No. WQ 2013-0058-EXEC

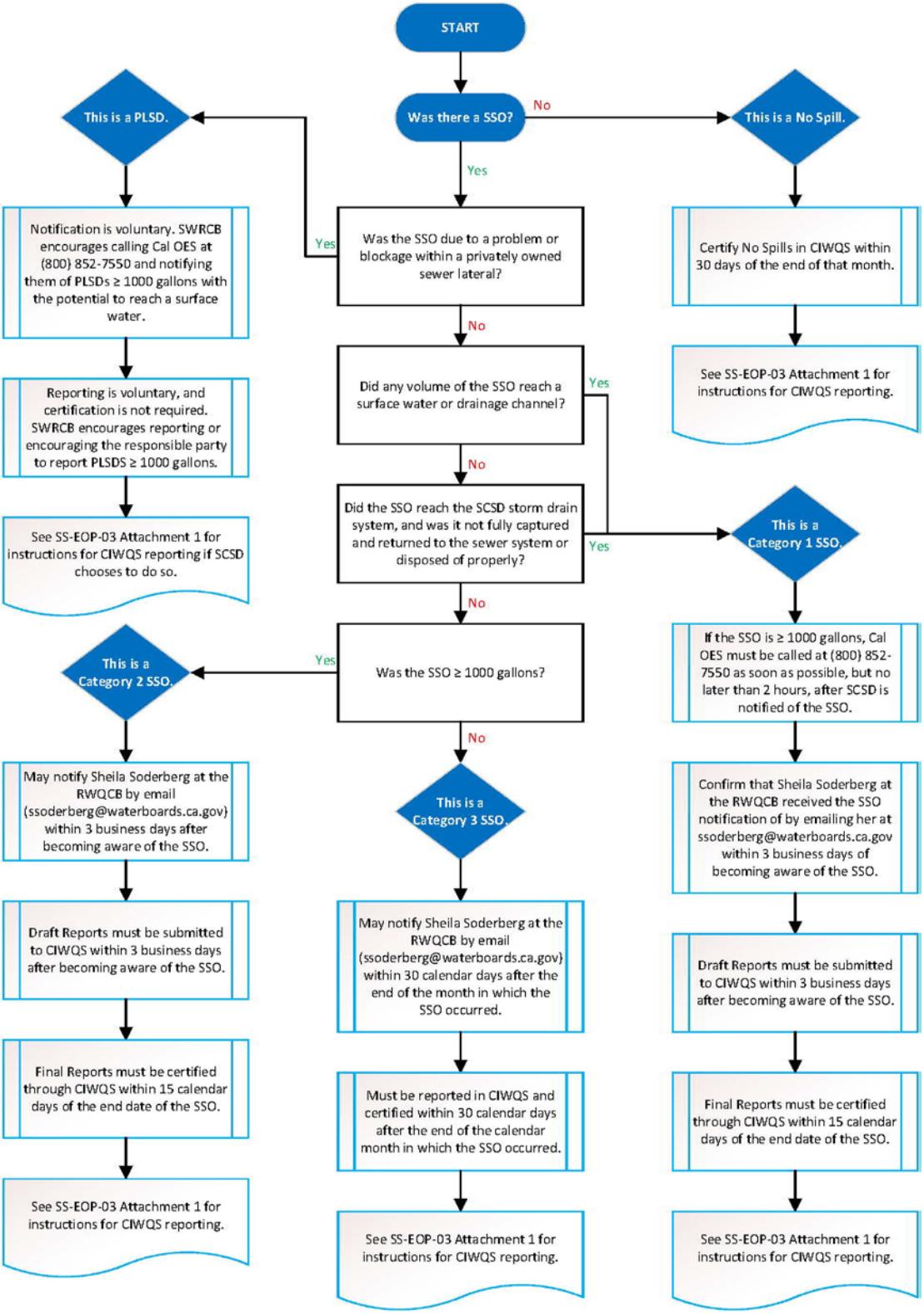
10. Attachments

1. This section does not apply to this EOP.

SSO NOTIFICATION ATTACHMENT 1:
SSO Notification and Reporting Flow Chart


START
Was there a SSO?
No
Yes
This is a No Spill.
Certify No Spills in CIWQS within 30 days of the end of that month.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
This is a PLSD.
Yes
Was the SSO due to a problem or blockage within a privately owned sewer lateral?
No
Notification is voluntary. SWRCB encourages calling Cal OES at (800) 852-7550 and notifying them of PLSDs ≥ 1000 gallons with the potential to reach a surface water.
Reporting is voluntary, and certification is not required. SWRCB encourages reporting or encouraging the responsible party to report PLSDS ≥ 1000 gallons.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting if SCSD chooses to do so.
Did any volume of the SSO reach a surface water or drainage channel?
Yes
No
Did the SSO reach the SCSD storm drain system, and was it not fully captured and returned to the sewer system or disposed of properly?
Yes
This is a Category 1 SSO.
If the SSO is ≥ 1000 gallons, Cal OES must be called at (800) 852-7550 as soon as possible, but no later than 2 hours, after SCSD is notified of the SSO.
Confirm that Sheila Soderberg at the RWQCB received the SSO notification of by emailing her at ssoderberg@waterboards.ca.gov within 3 business days of becoming aware of the SSO.
Draft Reports must be submitted to CIWQS within 3 business days after becoming aware of the SSO.
Final Reports must be certified through CIWQS within 15 calendar days of the end date of the SSO.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
No
Was the SSO ≥ 1000 gallons?
Yes
This is a Category 2 SSO.
May notify Sheila Soderberg at the RWQCB by email (ssoderberg@waterboards.ca.gov) within 3 business days after becoming aware of the SSO.
Draft Reports must be submitted to CIWQS within 3 business days after becoming aware of the SSO.
Final Reports must be certified through CIWQS within 15 calendar days of the end date of the SSO.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
No
This is a Category 3 SSO.
May notify Sheila Soderberg at the RWQCB by email (ssoderberg@waterboards.ca.gov) within 30 calendar days after the end of the month in which the SSO occurred.
Must be reported in CIWQS and certified within 30 calendar days after the end of the calendar month in which the SSO occurred.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.

SSO REPORTING ATTACHMENT 2:
SSO Notification and Reporting Flow Chart


START
Was there a SSO?
No
Yes
This is a No Spill.
Certify No Spills in CIWQS within 30 days of the end of that month.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
This is a PLSD.
Yes
Was the SSO due to a problem or blockage within a privately owned sewer lateral?
No
Notification is voluntary. SWRCB encourages calling Cal OES at (800) 852-7550 and notifying them of PLSDs ≥ 1000 gallons with the potential to reach a surface water.
Reporting is voluntary, and certification is not required. SWRCB encourages reporting or encouraging the responsible party to report PLSDS ≥ 1000 gallons.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting if SCSD chooses to do so.
Did any volume of the SSO reach a surface water or drainage channel?
Yes
No
Did the SSO reach the SCSD storm drain system, and was it not fully captured and returned to the sewer system or disposed of properly?
Yes
No
This is a Category 1 SSO.
If the SSO is ≥ 1000 gallons, Cal OES must be called at (800) 852-7550 as soon as possible, but no later than 2 hours, after SCSD is notified of the SSO.
Confirm that Sheila Soderberg at the RWQCB received the SSO notification of by emailing her at ssoderberg@waterboards.ca.gov within 3 business days of becoming aware of the SSO.
Draft Reports must be submitted to CIWQS within 3 business days after becoming aware of the SSO.
Final Reports must be certified through CIWQS within 15 calendar days of the end date of the SSO.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
Was the SSO ≥ 1000 gallons?
Yes
No
This is a Category 2 SSO.
May notify Sheila Soderberg at the RWQCB by email (ssoderberg@waterboards.ca.gov) within 3 business days after becoming aware of the SSO.
Draft Reports must be submitted to CIWQS within 3 business days after becoming aware of the SSO.
Final Reports must be certified through CIWQS within 15 calendar days of the end date of the SSO.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.
This is a Category 3 SSO.
May notify Sheila Soderberg at the RWQCB by email (ssoderberg@waterboards.ca.gov) within 30 calendar days after the end of the month in which the SSO occurred.
Must be reported in CIWQS and certified within 30 calendar days after the end of the calendar month in which the SSO occurred.
See SS-EOP-03 Attachment 1 for instructions for CIWQS reporting.

Emergency Operating Procedure		Document No:
Seaside County Sanitary District		SS-EOP-03
Title: SSO REPORTING		Revision: 0
Approved by:	Prepared by:	Page: 1 of 10
Diana Ingersoll, PE *District Engineer,* Seaside County Sanitary District	Rick Riedl, PE *Senior Engineer* Seaside County Sanitary District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. This section is not applicable to this EOP.

2. Cautions

1. Ensure that the SSO volume estimate being provided in the reporting is defendable and have the documentation needed to support the estimate.

3. Interferences

1. The SSO Report submitted in CIWQS must be supported by documentation if it is to be considered accurate and defendable. Documentation for why certain response activities could not be accomplished is also imperative for reporting the SSO. Therefore, District Staff must ensure that the SSO response activities are sufficiently documented through written documentation and photographs.

4. Personnel Qualifications and Responsibilities

1. LRO
    a. The person designated as the LRO in the District's CIWQS account is the only person, who can certify and submit any reports to the SWRCB, RWQCB, and EPA, including the SSO Reports in CIWQS.
    b. The LRO can also enter the SSO information into the SSO Report in CIWQS and save a Draft SSO Report.
    c. The LRO is required to be trained on this EOP annually.

2. Data Submitter
    a. The person designated as a Data Submitter by the LRO in the District's CIWQS account is the only person other than the LRO, who can enter the SSO information into the SSO Report in CIWQS and save a Draft SSO Report.
    b. The Data Submitter is required to be trained on this EOP annually.

5. Equipment and Supplies

1. Computer
2. SSO Response Field Checklist (SS-EOP-06)
3. Notification List (SS-EOP-02)
4. Water Quality Sampling Information (SS-EOP-07)

6. Procedure

Category 1 SSOs

1. Draft Category 1 SSO Report
    a. The Draft Category 1 SSO Report must be completed in CIWQS as soon as possible, but no later than three (3) business days after the District is made aware of the SSO.
    b. The Draft Category 1 SSO Report must include all of the following information:
        i. SSO Contact Information: Name and telephone number of the District contact person who can answer specific questions about the SSO being reported.
        ii. SSO Location Name.
        iii. Location of SSO by entering GPS coordinates.
            1. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
        iv. Whether the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
        v. Whether the SSO reached a municipal separate storm drain system.
        vi. Whether the total SSO volume that reached a municipal separate storm drain system was fully recovered.
        vii. Estimated SSO volume, inclusive of all discharge point(s).
        viii. Estimated SSO volume that reached surface water, drainage channel, or was not recovered from a storm drain.
        ix. Estimated SSO amount recovered (if applicable).
        x. Number of SSO appearance point(s).
        xi. Description and location of SSO appearance point(s).
            1. If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
        xii. SSO start date and time.

xiii. Date and time the enrollee was notified of, or self-discovered, the SSO.
xiv. Estimated operator arrival time.
xv. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
xvi. For spills greater than or equal to 1,000 gallons, the Cal OES control number.

c. Use Attachment 1 of this EOP for assistance with entering this information into CIWQS.
d. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

2. Final Category 1 SSO Report
   a. The final Category 1 SSO Report shall be certified through CIWQS within fifteen (15) calendar days off the end date of the SSO.
   b. In addition to the information required in the Draft Category 1 SSO Report, the Final Category 1 SSO Report must include all of the following information:
      i. Description of SSO destination(s).
      ii. SSO end date and time.
      iii. SSO causes (mainline blockage, roots, etc.).
      iv. SSO failure point (main, lateral, etc.).
      v. Whether the spill was associated with a storm event.
      vi. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
      vii. Description of spill response activities.
      viii. Spill response completion date.
      ix. Whether there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
      x. Whether a beach closure occurred or may have occurred as a result of the SSO.
      xi. Whether health warnings were posted as a result of the SSO.
      xii. Name of the beach(es) closed and/or impacted. If no beach was impacted, NA must be selected.
      xiii. Name of surface water(s) impacted.
      xiv. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
      xv. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
      xvi. Description of the methodology(ies) and type of data relied upon for estimations or the SSO volume discharged and recovered.
      xvii. SSO Certification: Upon SSO Certification, CIWQS will issue a final SSO identification (ID) number.
         1. Save this number for the City's records.
   c. Use Attachment 1 of this EOP for assistance with entering this information into CIWQS.

d. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.
e. Upon certifying the SSO Report, save a pdf and hard copy of the Final Category 1 SSO Report.

3. SSO Technical Report
    a. The District shall submit a SSO Technical Report in CIWQS within forty-five (45) calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters.
    b. The SSO Technical Report shall include:
        i. Causes and Circumstances of the SSO
            1. Complete and detailed explanation of how and when the SSO was discovered.
            2. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
            3. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
            4. Detailed description of the cause(s) of the SSO.
            5. Copies of original field crew records used to document the SSO.
            6. Historical maintenance records for the failure location.
        ii. District's Response to the SSO
            1. Chronological narrative description of all actions taken by the District to terminate the spill.
            2. Explanation of how the SSMP Overflow Emergency Response Plan was implemented to respond to and mitigate the SSO.
            3. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.
        iii. Water Quality Monitoring
            1. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
            2. Detailed location map illustrating all water quality sampling points.
    c. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

Category 2 SSOs

1. Draft Category 2 SSO Report
    a. The Draft Category 1 SSO Report must be completed in CIWQS as soon as possible, but no later than three (3) business days after the District is made aware of the SSO.
    b. The Draft Category 2 SSO Report must include all of the following information:
        i. SSO Contact Information: Name and telephone number of the District contact person who can answer specific questions about the SSO being reported.

ii. SSO Location Name.
iii. Location of SSO by entering GPS coordinates.
    1. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
iv. Whether the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
v. Whether the SSO reached a municipal separate storm drain system.
vi. Whether the total SSO volume that reached a municipal separate storm drain system was fully recovered.
vii. Estimated SSO volume, inclusive of all discharge point(s).
viii. Estimated SSO volume that reached surface water, drainage channel, or was not recovered from a storm drain.
ix. Estimated SSO amount recovered (if applicable).
x. Number of SSO appearance point(s).
xi. Description and location of SSO appearance point(s).
    1. If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
xii. SSO start date and time.
xiii. Date and time the enrollee was notified of, or self-discovered, the SSO.
xiv. Estimated District Stafr arrival time.

c. Use Attachment 1 of this EOP for assistance with entering this information into CIWQS.
d. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

2. Final Category 2 SSO Report
    a. The final Category 1 SSO Report shall be certified through CIWQS within fifteen (15) calendar days off the end date of the SSO.
    b. In addition to the information required in the Draft Category 2 SSO Report, the Final Category 2 SSO Report must include all of the following information:
        i. Description of SSO destination(s).
        ii. SSO end date and time.
        iii. SSO causes (mainline blockage, roots, etc.).
        iv. SSO failure point (main, lateral, etc.).
        v. Whether the spill was associated with a storm event.
        vi. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
        vii. Description of spill response activities.
        viii. Spill response completion date.
        ix. Whether there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
        x. SSO Certification: Upon SSO Certification, CIWQS will issue a final SSO identification (ID) number.

1. Save this number for the City's records.

c. Use Attachment 1 of this EOP for assistance with entering this information into CIWQS.
d. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.
e. Upon certifying the SSO Report, save a pdf and hard copy of the Final Category 1 SSO Report.

Category 3 SSOs

1. All Category 3 SSOs shall be reported in CIWQS and certified within thirty (30) calendar days after the end of the calendar month in which the SSO occurred.
2. The Category 3 SSO Report must include all of the following information:
    a. SSO Contact Information: Name and telephone number of City contact person who can answer specific questions about the SSO being reported.
    b. SSO Location Name.
    c. Location of SSO by entering GPS coordinates.
        i. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field.
    d. Whether the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
    e. Whether the SSO reached a municipal separate storm drain system.
    f. Whether the total SSO volume that reached a municipal separate storm drain system was fully recovered.
    g. Estimated SSO volume, inclusive of all discharge point(s).
    h. Estimated SSO volume that reached surface water, drainage channel, or was not recovered from a storm drain.
    i. Estimated SSO amount recovered (if applicable).
    j. Number of SSO appearance point(s).
    k. Description and location of SSO appearance point(s).
        i. If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
    l. SSO start date and time.
    m. Date and time the enrollee was notified of, or self-discovered, the SSO.
    n. Estimated operator arrival time.
    o. Description of SSO destination(s).
    p. SSO end date and time.
    q. SSO causes (mainline blockage, roots, etc.).
    r. SSO failure point (main, lateral, etc.).
    s. Whether the spill was associated with a storm event.
    t. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
    u. SSO Certification: Upon SSO Certification, CIWQS will issue a final SSO identification (ID) number.

i. Save this number for the City's records.

3. Use Attachment 1 of this EOP for assistance with entering this information into CIWQS.
4. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.
5. Upon certifying the SSO Report, save a pdf and hard copy of the Final Category 1 SSO Report.

Private Lateral Sewage Discharges

1. Private Lateral Sewage Discharges (PLSDs) may be voluntarily reported in CIWQS at the District's discretion, but it is not required.
    a. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the District is encouraged to file a spill report as required by Health and Safety Code Section 5410 et. seq. and Water Code Section 13271, or notify the responsible part that notification and reporting should be completed as specified above and required by State law.
2. If a PLSD is reported in CIWQS, the District must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the District), if known.
3. Certification of PLSD reports is not required.
4. If the District wishes to report a PLSD and CIWQS is not available, the report must be faxed to RWQCB at (805) 543-0397.
5. If the District reports a PLSD and choses to certify the report in CIWQS, document the SSO Identification Number and save a pdf and hard copy of the SSO Report.

"No Spill" Certification

1. If there are no SSOs during a calendar month, the District must certify that there were no spills in CIWQS.
    a. If there are no SSOs during a calendar month, but the City reported a PLSD, the District shall still certify a "No Spill" certification statement for that month.
2. The "No Spill" certification must be completed within thirty (30) days after the end of the calendar month in which there were no SSOs.
3. If CIWQS is not available, the aforementioned information must be faxed to RWQCB at (805) 543-0397.

Collection System Questionnaire

1. The "Collection System Questionnaire" must be updated in CIWQS a minimum of every twelve (12) months from the last update.
2. Each time the "Collection System Questionnaire" is updated, the due date for the next date changes to one year from the date of the new certified update.

Amending SSOs

1. The District may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in CIWQS.
2. If a SSO Report needs to be amended after this 120 calendar deadline, the City may contact the SSO Program Manager, Victor Lopez, at Victor.Lopez@waterboards.ca.gov and request to amend the SSO Report.
    a. The City is required to submit justification for why the additional information was not available prior to the end of the 120 calendar day deadline with this request.

7. Data and Records Management

1. All required records shall be maintained for a minimum of five (5) years and shall be made available for review by the SWRCB and RWQCB during an onsite inspection or through an information request.
2. Records documenting compliance with all provisions of the WDR and MRP including any required records generated by contractors assisting in SSO response.
3. SSO records, which must be retained for each SSO event, include, but are not limited to:
    a. Complaint records documenting how the District responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
        i. Date, time, and method of notification.
        ii. Date and time the complainant or informant first noticed the SSO.
        iii. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels, or storm drains.
        iv. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
        v. Final resolution of the complaint.
    b. Records documenting steps and/or remedial actions undertaken by the District, using available information, to comply with WDR Section D.7, which states:

        > "When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.
        >
        > The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

(i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
(ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
(iii) Cleanup of debris at the overflow site;
(iv) System modifications to prevent another SSO at the same location;
(v) Adequate sampling to determine the nature and impact of the release; and
(vi) Adequate public notification to protect the public from exposure to the SSO."

c. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
d. Records of Certified SSO Reports as submitted to CIWQS.

4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
    a. Supervisory Control and Data Acquisition (SCADA) systems.
    b. Alarm systems.
    c. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates, and/or volumes.
5. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
    a. Date, exact place, and time of sampling measurements;
    b. Individual(s) who performed the sampling or measurements;
    c. Date(s) analyses were performed;
    d. Individuals who performed the analyses;
    e. Analytical technique or method used; and
    f. Results of such analyses.

8. Quality Control and Quality Assurance

1. The Data Submitter will save the SSO Report in CIWQS as a Draft Report.
2. The LRO will review the SSO Report, make any needed changes, and certify the final SSO Report in CIWQS.

9. References

1. SS-EOP-02: SSO Notification
2. SS-EOP-06: SSO Mitigation and Cleanup
3. SS-EOP-07: Water Quality Monitoring
4. Adopted Amended MRP for the WDR: Order No. WQ 2013-0015-EXEC
5. SWRCB Enrollee's Guide to the SSO Database Sanitary Sewer Overflow Reduction Program, Last Updated August 2013

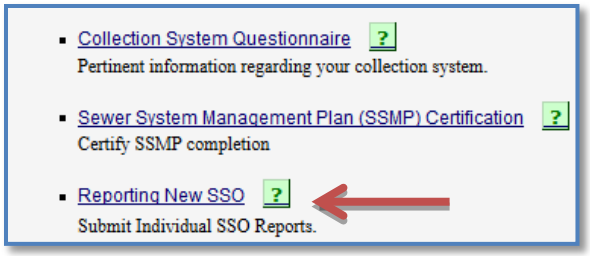
10. Attachments

1. Reporting SSOs in CIWQS

2. SSO Notification and Reporting Flow Chart

2.3 SSO REPORTS

When you log on to SSO Database to report a sanitary sewer overflow (SSO) on the main menu you will click on the “SSO-Sanitary Sewer Overflows” link, then select your sanitary sewer system (if your agency owns more than one), next you are going to click on the “Reporting New SSO” link.



This will bring you to Screen 1, which is where you fill in basic data about the SSO. On this screen you will enter some basic spill data and the SSO Database will then direct you to the appropriate spill data entry form (i.e., Category 1, Category 2, or Category 3). Figure 1 below is a flow chart illustrating how the categorization is determined. The volumes used by the SSO Database will be shown at the bottom of the page. **NOTE, all SSOs are required to be reported to the SSO database regardless of the SSO volume.**

You should note that the SSS WDRs defines an SSO as an overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system and it defines a sanitary sewer system as being upstream of a wastewater treatment plant head works. Therefore, discharges in a wastewater treatment plant, a reclaimed water system or even from the back of a tanker truck are not SSOs and should not be reported in the SSO Database. However, these types of sewage spills should be reported to your Regional Board per the requirements in the wastewater treatment plant NPDES permit (refer to the Monitoring and Reporting Program in your permit) and/or local Health Department.

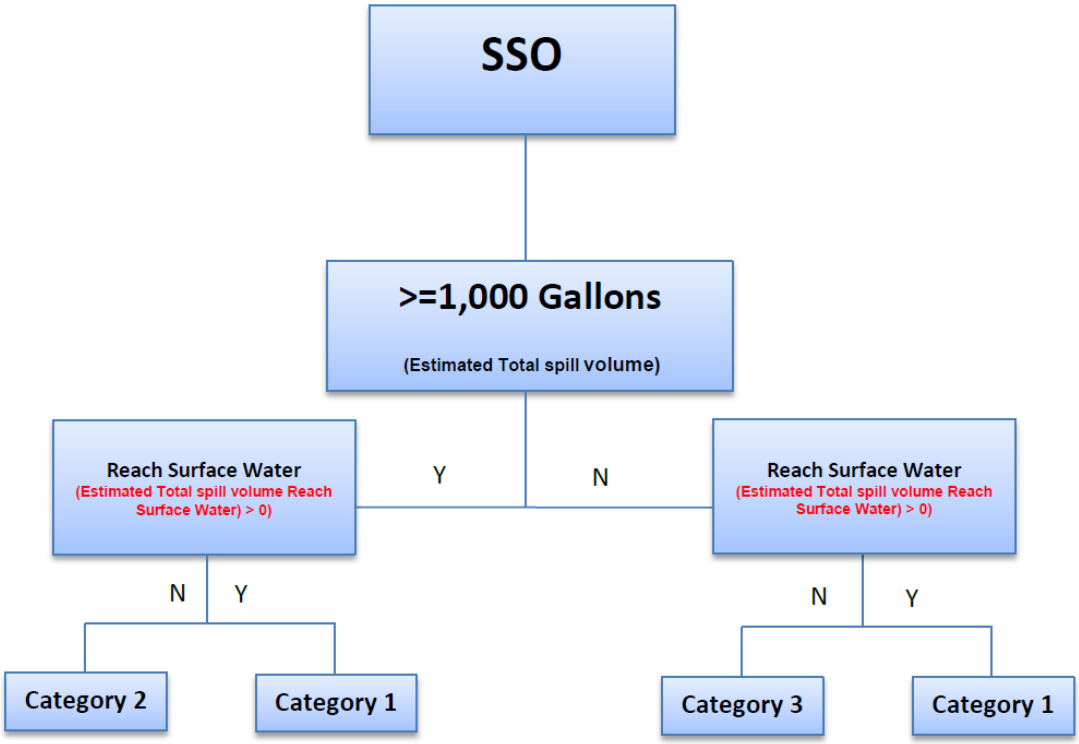


Figure 1 – SSO Categorization

2.3.1 SCREEN 1 FOR BASIC SPILL DATA

1. Physical location details

If one SSO event results in multiple appearance points in a sanitary sewer system asset, enter the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO and provide descriptions of the locations of all other discharge points associated with the SSO event.

a. Spill location name

Enter the name of the location where the SSO occurred in the "Spill Location Name" field. This entry may be a general descriptor of the SSO location (e.g., street address, intersection, or manhole number or any other identification you wish to use).

b. Latitude of spill location

Enter the latitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page in the SSO Database can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

c. Longitude of spill location

Enter the longitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

d. County

Enter the County where the SSO occurred. This field will be auto filled based on the location information provided above.

e. Regional Water Quality Control Board

Enter the Regional Water Quality Control Board where the SSO occurred. This field will be auto filled based on the location information provided above.

2. Estimate Spill Volumes

a. Estimated spill volume that reached a separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that entered the separate storm drain.

b. Estimated spill volume recovered from the separate storm drain that flows to a surface water body?

Enter the volume, in whole numbers, that was recovered from the separate storm drain. **Do not include wash water recovered**.

c. Estimated spill volume that reached a drainage channel that flows to a surface water body?

Enter the volume, in whole numbers, that was discharged to a drainage channel.

Do not include any volume that entered a separate storm drain.

d. Estimated spill volume recovered from a drainage channel that flows to a surface water body?
Enter the volume, in whole numbers, that was recovered from the drainage channel. Do not include volume recovered from the separate storm drain or wash water recovered.

e. Estimated spill volume discharged directly to a surface water body?
Enter the volume, in whole numbers, that was discharged directly to a surface water body.

f. Estimated spill volume recovered from the surface water body?
Enter the volume, in whole numbers, that was recovered from the surface water body. Refer to question 36 in section 3.0 for important notification requirements required before diverting from surface water bodies.

g. Estimated spill volume discharged to land?
Enter the volume, in whole numbers, that discharged to the land (e.g., soil, grass, curb, street, etc.)

h. Estimated spill volume recovered from the discharge to land?
Enter the volume, in whole numbers, recovered from the discharge to land. This includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.

After entering all the required information, select "Continue" to go to the next screen. If there are any errors or missing information, the system will highlight the questions with errors on the form in red.

2.3.2 SCREEN 2 FOR CATEGORY 3 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 3 spill (i.e., the SSO was less than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 30 questions total with 22 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 3 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**
   The spill type is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 3 SSO (i.e., a spill less than 1,000 gallons and not reaching surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   e) **Estimated spill volume discharged directly to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   f) **Estimated spill volume recovered from a drainage channel or surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   g) **Estimated spill volume discharged to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   h) **Estimated spill volume recovered from the discharge to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A "No" will be displayed

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
   This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:**
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in the text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination.

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered the spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimated spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. **Spill cause:****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur?****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other", you are required to enter an explanation in text box No. 24 below.

24. **Explanation of where failure occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where failure occurred.

25. **Was this spill associated with a storm event?****
    Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.

27. **Material of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
    If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.

29. **Explanation of volume estimation methods used:**
    Give an explanation of the method(s) used to estimate the volume of the spill. The agency may refer to its spill response procedures or attach a sketch, if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

30. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.3.3 SCREEN 2 FOR CATEGORY 2 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 2 spill (i.e., SSO was greater than 1,000 gallons and did not reach surface waters). On this screen, you will enter additional data on the SSO that was not entered onto Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 36 questions total with 28 (including the questions answered in Screen 1) that have to be answered to complete Screen 2 for a Category 2 SSO. These thirty questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**

   This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 2 SSO (i.e., spill is greater than 1,000 gallons and not reaching surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   e) **Estimated spill volume discharged directly to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   f) **Estimated spill volume recovered from a drainage channel or surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   g) **Estimated spill volume discharged to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   h) **Estimated spill volume recovered from the discharge to land?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A "No" will be displayed

if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system? ***
   This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple

spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:***
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be chosen by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in the text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered the spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimated spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be later than the estimated spill start date/time.

21. **Spill cause:****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur?****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other", you are required to enter an explanation in text box No. 24 below.

24. Explanation of where failure occurred:
If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where failure occurred.

25. Was this spill associated with a storm event?**
Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. Diameter of sewer pipe at the point of blockage or failure (if applicable):
If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage for the pipe or failure occurred.

27. Material of sewer pipe at the point of blockage or failure (if applicable):
If applicable, enter the material of sewer pipe where the point of blockage for the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. Estimated age of sewer asset at the point of blockage or failure (if applicable):
If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage for the asset or failure occurred.

29. Spill response activities:**
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter an description of the response activities in text box No. 30 below.

30. Explanation of spill response activities:
If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected in question 29, enter a description of the spill response activities completed.

31. Spill response completion date:**
Enter the spill response completion date/time in a 24-hour clock format (i.e., when agency staff completed their cleanup work). The date/time has to be later than the estimated spill start date/time.

32. Spill corrective action taken:**
Select the corrective actions which were taken by your agency in response to the spill. Multiple corrective actions can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the corrective actions taken in text box No. 33 below.

33. Explanation of spill corrective action taken:
If the "spill corrective action taken" tasks completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill corrective actions taken.

34. Is there an ongoing investigation:**
Select "yes" from the dropdown menu if there is an ongoing investigation of the SSO. Select "no" from the dropdown menu if the investigation of the SSO has been

completed.

35. **Explanation of volume estimation methods used:**
    Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

36. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.3.4 SCREEN 2 FOR CATEGORY 1 SSO

The SSO Database will direct you to the following screen based on the information you entered on Screen 1 if the spill is a Category 1 spill (i.e., the SSO reached surface waters). On this screen, you will enter additional data on the SSO that was not entered on Screen 1.

Note that all of the data entered on Screen 1 was carried forward onto Screen 2. Questions 1-11 are automatically populated based on the data entered in the Estimated Spill Volumes fields on Screen 1. Questions 1-11 on Screen 2 should be reviewed for accuracy and can be over written with correct data as necessary. This step may be necessary to correct the "County" or "Regional Water Quality Control Board" fields if the spill occurs close to a boundary and/or your sanitary sewer system spans multiple counties or Regional Water Quality Control Boards.

There are 47 questions total with 37 (including the questions answered in Screen 1) that have to be answered to complete Screen 2. These forty seven questions are shown below with the questions carried over from Screen 1. Note that on this screen you can modify the information entered on Screen 1. Questions with one asterisk (*) are required to submit a "draft" report and questions with two asterisks (**) are required to certify the report.

1. **Spill Type:**
   This is automatically determined based on the information you entered on Screen 1. In this case, the SSO is a Category 1 SSO (i.e., the spill reached surface waters).

2. **Estimated spill volumes:***

   a) **Estimated spill volume that reached a separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   b) **Estimated spill volume recovered from the separate storm drain that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

   c) **Estimated spill volume that reached a drainage channel that flows to a surface water body?**
   The answer to this question is carried over from Screen 1. See section 2.3.1

for guidance.

d) **Estimated spill volume recovered from a drainage channel that flows to a surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

e) **Estimated spill volume discharged directly to a surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

f) **Estimated spill volume recovered from a drainage channel or surface water body?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

g) **Estimated spill volume discharged to land?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

h) **Estimated spill volume recovered from the discharge to land?**
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

3. **Did the spill discharge to a drainage channel and/or surface water?***
This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than the answer to question 2.b, the answer to question 2.c is greater than zero, and/or the answer to question 2.e is greater than zero. A "No" will be displayed if the answer to question 2.a equals the answer to question 2.b, the answer to question 2.c equals zero, and/or the answer to question 2.e equals zero.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
This question is auto populated based on the answers to the Estimated Spill Volumes on Screen 1. A "Yes" will be displayed if the answer to question 2.a is greater than zero. A "No" will be displayed if the answer to question 2.a equals zero.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
This answer is auto populated based on the answers to the Estimated Spill Volumes. A "Yes" will be displayed if the answer to question 2.b equals the answer to question 2.a. A "No" will be displayed if the answer to question 2.b is less than the answer to question 2.a.

6. **Spill location name:***
The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

7. **Latitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

8. **Longitude of spill location:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

9. **County:***
   The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

10. **Regional Water Quality Control Board:***
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

11. **Spill location description:**
    The answer to this question is carried over from Screen 1. See section 2.3.1 for guidance.

12. **Number of Appearance Points:***
    Enter the number of appearance points. If one SSO event results in multiple appearance points in a sewer system asset enter the number of appearance points if greater than one (1).

13. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other" you are required to enter a description in text box No. 14 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.

14. **Spill appearance point explanation:***
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

15. **Final spill destination:****
    Select the final destinations of the spill in the "Final Spill Destination" box. Multiple spill destinations can be selected by holding the CTRL key on your keyboard. If you selected "other" you are required to enter a description in text box No 16 below. The "Final Spill Destination:" describes all areas that the wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

16. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected, then enter a description of the final spill destination

17. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

18. **Date and time sanitary sewer system agency was notified of or discovered spill:***
    Enter when your agency was notified or discovered the spill date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

19. **Estimated Operator arrival date/time:***
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

20. **Estimate spill end date/time:****
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.

21. **Spill cause: ****
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 22 below.

22. **Spill cause explanation: ****
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 21, then enter a description of the spill cause.

23. **Where did failure occur? ****
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the cause selected is "Other" you are required to enter an explanation in text box No. 24 below.

24. **Explanation of where failure occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 23, then enter a description of where the failure occurred.

25. **Was this spill associated with a storm event?****
    Select from the drop down whether a sewer flow condition resulting from storm induced inflow and/or infiltration where contributing factors for this SSO event.

26. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the size in inches of the diameter of the sewer pipe where the point of blockage of the pipe or failure occurred.

27. **Material of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the material of sewer pipe where the point of blockage of the pipe or failure occurred. Abbreviations such as PVC and VCP are acceptable.

28. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
    If applicable, enter the estimated age of the sewer asset, in whole numbers, where the point of blockage of the asset or failure occurred.

29. **Spill response activities:****
Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the response activities in text box No. 30 below.

30. **Explanation of spill response activities:**
If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill response activities completed.

31. **Spill response completion date:****
Enter the spill response completion date/time in a 24-hour clock format (i.e., when agency staff completed their cleanup work). The date/time has to be later than the estimated spill start date/time.

32. **Spill corrective action taken:****
Select the corrective actions which were taken by your agency in response to the spill. Multiple corrective actions can be selected by holding the CTRL key on your keyboard. If your selection was "Other", you are required to enter a description of the corrective actions taken in text box No. 33 below.

33. **Explanation of spill corrective action taken:**
If the "spill corrective action taken" tasks completed are not listed in the dropdown menu and "Other" was selected, then enter a description of the spill corrective actions taken.

34. **Is there an ongoing investigation?****
Select "yes" from the dropdown menu if there is an ongoing investigation of the SSO. Select "no" from the dropdown menu if the investigation of the SSO has been completed.

35. **Visual inspection results from impacted surface water:**
Describe any observations made during visual inspections of surface waters impacted by the SSO.

36. **Health warnings posted?****
Select whether or not health warning signs or notices were posted at or near the water bodies, beaches, and/or other areas affected by the SSO.

37. **Did the spill result in a beach closure (If YES, answer question 38)?****
Select whether or not the SSO resulted in a beach or aquatic recreation area closure.

38. **Name of closed beach(es):****
Enter the names of any beaches or aquatic recreation areas closed by the SSO. Use commas to separate multiple entries.

39. **Name of impacted surface water(s):****
Enter the names of all surface waters impacted by the SSO. Use commas to

separate multiple entries. If a receiving surface water body is un-named, enter "Un-named Tributary to "XXXXX" where XXXXX is the name of the first named (e.g., on the USGS Topo Map for the area) downstream surface water body.

40. Water quality samples analyzed for:**

Select the water quality indicators for which water quality sample results were obtained. Multiple indicators can be chosen by holding the CTRL key on your keyboard. Select "No water quality samples taken" if the SSO reached a surface water, but water quality sampling was not performed. If your selection included "Other", "Other chemical indicator(s)", or "Biological Indicator(s)", you are required to enter an explanation of the other indicators analyzed in text box No. 41 below.

41. Explanation of water quality samples analyzed for:

If "Other", "Other chemical indicator(s)", or "Biological Indicator(s)" were selected, enter an explanation of the indicators analyzed in the water quality sample(s).

42. Water quality sample results reported to:**

Select which agencies the water quality sample results were reported to. Multiple agencies can be selected by holding the CTRL key on your keyboard. Select "No water quality samples taken" if the SSO reached a surface water, but water quality sampling was not performed. If your selection includes "Other", you are required to enter the names of the other agencies reported to in text box No. 43 below.

43. Explanation of water quality samples reported to:

If "Other" was selected, then enter the names of the other agencies the water quality sample results were reported to.

44. Explanation of volume estimation methods used:**

Provide a description of the method(s) used to estimate the volume of the spill. Attach your calculations and a sketch if needed. The explanation may reference estimation methods contained within your agency's SSO response procedures.

45. Cal OES Control Number:**

For spills of 1,000 gallons or greater, enter the control number received from Cal OES when you notified them of the SSO. The control number must be entered without dashes. If multiple notifications were made to Cal OES, use the control number for the first notification. The control number can also be found on the Cal OES website at: http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview.

NOTE: Per section B.3 of the SSS WDRs, Monitoring and Reporting Program (MRP), information provided to Cal OES must be updated related to volume and impacts to surface water if there are significant changes to this information after your initial report.

46. Cal OES called date/time:**

Enter the date and time Cal-OES was notified in a 24-hour clock format. If multiple notifications were made to Cal-OES, use the first call time associated with the control number entered in box No. 45 above. The call date and time can be found on the Cal OES website at: http://w3.calema.ca.gov/operational/malhaz.nsf/$defaultview

47. **SSO Contact information:***
    a. Name and Title (Contact person who can answer specific questions about this SSO)
    b. Contact Person Phone Number

2.4 PRIVATE LATERAL SEWER DISCHARGE (PLSD)

The MRP for the SSS WDRs requires that all Category 1, Category 2, and Category 3 SSOs from an Enrollee's sanitary sewer systems be reported to the SSO Database, however, when failures from Private Laterals result in sewage discharges and the enrollee has knowledge of it, they are not required to report those discharges to the SSO Database. The enrollee can, however, report the PLSD to the SSO Database voluntarily.

Generally, a sanitary sewer lateral is defined as the sewer line running from a connection to a sewer main line to a structure or facility connected to that sanitary sewer system. The lower lateral is usually defined as that portion of the lateral running from the point of connection to the sewer main to the property line or easement line of the parcel being served. The upper lateral is usually defined as that portion of the lateral running from the property or easement line to the structure(s) being served. Some sewer agencies do not own or maintain either portion of the lateral, some agencies own and maintain only the lower lateral, and in some cases, an agency may own and maintain both the upper and lower lateral.

There are thirty four (34) questions total with, depending on how the location information is answered, twelve to fifteen (12-15) of those questions that have to be answered to complete a PLSD report.

2.4.1 PLSD REPORT

1. **Spill Location Name:***
   Enter the name of the party responsible for the spill. Do not enter private party information (i.e., name or other identifying information).

2. **Estimated spill volume?***
   Enter the total estimated spill volume. This can be ascertained by questioning the property occupants regarding the spill duration and estimating the volume using standard spill volume estimation methods.

3. **Did the spill discharge to a drainage channel and/or surface water?***
   This can be determined by the physical evidence at the site.

4. **Did the spill reach a storm drainpipe that is not part of a combined sewer system?***
   This can be determined by the physical evidence at the site.

5. **If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?***
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning property owners.

6. **Estimated volume of spill recovered:**
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.

7. **Estimated volume of spill that reached surface water, drainage channel, or not recovered from a separate storm drain:**
   If your agency assisted the private property owner in the cleanup of the site this can be determined. The answer may also be determined by questioning the property occupants.

8. **Latitude of spill location (only required if questions 10-14 are not answered): ***
   If questions 10 – 14 are not answered, enter the latitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

9. **Longitude of spill location(only required if questions 10-14 are not answered): ***
   If questions 10 – 14 are not answered, enter the longitude of the spill location. A handheld GPS unit or the "GIS Tool" link on the SSO Database spill report page can be used to determine this information. This field must be completed to "submit draft" for any SSO report but not to "save work in progress".

10. **Physical Location Details (only required if questions 8 & 9 are not answered):***
    If questions 8 and 9 are not answered, for questions 10 – 14, enter the street number, street name, Suite or Apt, City and zip code of the site of the PLSD.

15. **Spill location description:**
    Enter a detailed spill location description. This field is optional and allows for a detailed description of the spill site including any significant characteristics or considerations.

16. **Spill appearance point:***
    Select the spill appearance point from the "Spill Appearance Point:" dropdown. If you selected "other", you are required to enter a description in text box No. 17 below. The "Spill Appearance Point:" is where wastewater first surfaced on the spill site. Multiple spill appearance points can be selected by holding the CTRL key on your keyboard.

17. **Spill appearance point explanation:**
    If "Other" and/or multiple appearance points are selected, enter a description of the "Other" SSO appearance point not listed in the dropdown menu and/or, for multiple appearance points, enter a description including location details of each appearance point in this text field.

18. **Final spill destination:**
    Select the final destinations of the spill in the "Final Spill Destination" field. Multiple spill locations can be selected by holding the CTRL key on your keyboard. If you selected "other", you are required to enter a description in text box No 19 below. The

"Final Spill Destination" describes all the areas that wastewater flowed through and ultimately reached, which means multiple entries can be selected if necessary.

19. **Explanation of final spill destination:**
    If the "final spill destination" is not listed in the dropdown menu and "Other" was selected question 18, then enter a description of the final spill destination

20. **Estimated spill start date/time:***
    Enter the estimated spill start date/time in a 24-hour clock format.

21. **Date and time sanitary sewer system agency was notified of or discovered the spill: ***
    Enter the date/time, in a 24-hour clock format, when your agency was notified or discovered the spill. The date/time has to be the same or later than the estimated spill start date/time.

22. **Estimated Operator arrival date/time:**
    Enter the estimated Operator arrival date/time in a 24-hour clock format. The date/time has to be the same or later than the estimated spill start date/time.

23. **Estimated spill end date/time:**
    Enter the estimated spill end date/time in a 24-hour clock format. The date/time has to be the later than the estimated spill start date/time.

24. **Spill cause:***
    Select a cause for the spill from the dropdown menu. Multiple spill causes can be selected by holding the CTRL key on your keyboard. If the cause selected was "Other", you are required to enter an explanation in text box No. 25 below.

25. **Spill cause explanation:**
    If the "spill cause" is not listed in the dropdown menu and "Other" was selected in question 24, then enter a description of the spill cause.

26. **PLSD Source:**
    Select the source of the spill from the dropdown menu. Multiple sources can be selected by holding the CTRL key on your keyboard. If the source selected is "Other", you are required to enter an explanation in text box No. 27 below.

27. **Explanation of PLSD Source:**
    If the "PLSD Source" is not listed in the dropdown menu and "Other" was selected in question 26, then enter a description of the PLSD Source.

28. **Where did failure occur?***
    Select where the failure occurred from the dropdown menu. Multiple failure locations can be selected by holding the CTRL key on your keyboard. If the location selected is "Other", you are required to enter an explanation in text box No. 29 below.

29. **Explanation of Where Failure Occurred:**
    If the "where failure occurred" is not listed in the dropdown menu and "Other" was selected in question 28, then enter a description of where the failure occurred.

30. **Diameter of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the lateral diameter in inches.

31. **Material of sewer pipe at the point of blockage or failure (if applicable):**
    If applicable, enter the material type of the lateral.

32. **Estimated age of sewer asset at the point of blockage or failure (if applicable):**
    If applicable, enter the estimated age of the sewer asset in whole numbers.

33. **Spill response activities:**
    Select the response activities from the dropdown menu that your agency completed in responding to the spill. Multiple response activities can be selected by holding the CTRL key on your keyboard. If your selection was "Other", enter a description of the response activities in text box No. 34 below.

34. **Explanation of spill response activities:**
    If the "spill response activities" completed are not listed in the dropdown menu and "Other" was selected in question 33, then enter a description of the spill response activities completed.

2.5 NO SPILL CERTIFICATION

The SSS WDRs require enrollees to certify on a monthly basis in the SSO Database that they have not had any overflows for months in which they do not report one or more SSOs. This is a simple process that takes about three clicks of a mouse.

When you are at the main SSO Database screen for your sanitary sewer system, click on the "Generate No Spill Certification" button and the no spill certification screen will appear. You will see three items: (1) a paragraph starting with "I certify under penalty of law that …"; (2) drop downs and a certification button; and (3) a list of previous No Spill Certifications that your sanitary sewer system staff has submitted (see sample below).

To certify a no-spill month, use the two drop downs to select the month and year and then click on the "Certify" button and your certification will be added to the list below. You should note that in reviewing the list of previous certifications, if you find a month that had no spills and for some reason it was not reported, you can certify that month at any time.

If you have a spill that continues over two months (i.e., starts on the last day of a month but is not stopped until the next month), you should report the spill on the month that it started and, if no other spills occur in the next month in which the spill ended, then that month can be considered a no-spill month. If you have reported one or more Private Lateral Sewage Discharges in a given month but had no SSOs then, a no-spill certification is required to be submitted for that month.

6.2 SSO CATEGORY 1

Menu | Help | Log out

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information

SSO Menu

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

General Info | Spill Related Parties | Attachments

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:54 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 1

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body?	0 gallons
b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up)	0 gallons
c) Estimated spill volume that reached a drainage channel that flows to a surface water body?	0 gallons
d) Estimated spill volume recovered from a drainage channel that flows to a surface water body?	0 gallons
e) Estimated spill volume discharged directly to a surface water body?	1 gallons
f) Estimated spill volume recovered from surface water body?	0 gallons
g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.)	0 gallons
h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up)	0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
1	0	0	1

***3 - Did the spill discharge to a drainage channel and/or surface water?** Yes

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)
Cleaned-Up
Mitigated Effects of Spill
Contained all or portion of spill

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: 00 : 00 Date Format: **MM/DD/YYYY**

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)
Added sewer to preventive maintenance program
Adjusted schedule/method of preventive maintenance
Enforcement action against FOG source

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

34b - Reason for ongoing investigation?

35 - Visual inspection results from impacted receiving water:

**36 - Health warnings posted?

**37 - Did the spill result in a beach closure (If YES, answer questions 38)?

**38 - Name of impacted beach(es) (enter NA if None):

39 - Name of impacted surface water(s) (enter Un-named Tributary to XXXXX where XXXXX is the name of first named downstream tributary if receiving surface water body is un-named):

40 - Water quality samples analyzed for:
(Hold Ctrl key to Select Multiple answers from the list)

41 - Explanation of water quality samples analyzed for:
(Required if water quality samples analyzed for is "Other chemical indicator(s)", "Biological indicator(s)", or "Other")

42 - Water quality sample results reported to:
(Hold Ctrl key to Select Multiple answers)

County Health Agency
Regional Water Quality Control Board
Other (specify below)

43 - Explanation of water quality sample results reported to:
(Required if water quality sample results reported to is "Other")

** 44 - Explanation of volume estimation methods used:**
(Describe how you developed spill volume estimates for this spill)

Notification Details

45 - Cal OES Control Number
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

46 - Cal OES Called Date/Time
(Required for **Category 1** - see SSO Monitoring and Reporting Program Requirements):

00 : 00 Date Format: **MM/DD/YYYY**

***47(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)**

***47(b) - Contact Person Phone Number**

Save Work in Progress | Submit Draft | Ready to Certify

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6.3 SSO CATEGORY 2

CIWQS

Menu | Help | Log out

Navigate to:

You are logged-in as: SSO Demo. If this account does not belong to you, please log out.

Spill - General Information

SSO Menu

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

General Info | Spill Related Parties | Attachments

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:57 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 2

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0 gallons

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0 gallons

c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0 gallons

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0 gallons

e) Estimated spill volume discharged directly to a surface water body? 0 gallons

f) Estimated spill volume recovered from surface water body? 0 gallons

g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 1000 gallons

h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
0	1000	0	1000

***3 - Did the spill discharge to a drainage channel and/or surface water?** No

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

** 29 - Spill response activities:
(Hold Ctrl key to Select Multiple answers from the list)
Cleaned-Up
Mitigated Effects of Spill
Contained all or portion of spill

30 - Explanation of spill response activities:
(Required if spill response activities is "Other", use attachment if the text is more than 1700 characters)

** 31 - Spill response completion date: 00 : 00 Date Format: **MM/DD/YYYY**

** 32 - Spill corrective action taken:
(Hold Ctrl key to Select Multiple answers from the list)
Added sewer to preventive maintenance program
Adjusted schedule/method of preventive maintenance
Enforcement action against FOG source

33 - Explanation of spill corrective action taken:
(Required if spill corrective action is "Other")

** 34a - Is there an ongoing investigation?

35 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

*36(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

*36(b) - Contact Person Phone Number

Save Work in Progress | Submit Draft | Ready to Certify

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6.4 SSO CATEGORY 3

CIWQS

Spill - General Information

SSO Menu

Spill Event ID:	New	**Regional Water Board:**	Region 5S - Sacramento
Spill Location Name:	Test	**Agency:**	State Water Resources Control Board
WDID:	5SSO10000	**Sanitary Sewer System:**	Demo South CS

General Info | Spill Related Parties | Attachments

Spill - General Information, Screen 2

Save Work in Progress | Submit Draft | Ready to Certify

You have 59:49 *minutes to save your report before your session expires.*

Note: Questions with "" are required to be answered for 'Save Work in Progress'.*
Questions with "" are required to be answered for 'Submit Draft'.*
*Questions with "***" are required to be answered for 'Ready to Certify'.*

Submit Draft On:

Last Updated By: SSO Demo

1 - Spill Type: Category 3

***2 - Estimate Spill Volumes**

a) Estimated spill volume that reached a separate storm drain that flows to a surface water body? 0 gallons

b) Estimated spill volume recovered from the separate storm drain that flows to a surface water body? (Do not include water used for clean-up) 0 gallons

c) Estimated spill volume that reached a drainage channel that flows to a surface water body? 0 gallons

d) Estimated spill volume recovered from a drainage channel that flows to a surface water body? 0 gallons

e) Estimated spill volume discharged directly to a surface water body? 0 gallons

f) Estimated spill volume recovered from surface water body? 0 gallons

g) Estimated spill volume discharged to land? (Includes discharges directly to land, and discharges to a storm drain system or drainage channel that flows to a storm water infiltration/retention structure, field, or other non-surface water location.) 1 gallons

h) Estimated spill volume recovered from the discharge to land? (Do not include water used for clean-up) 0 gallons

Estimated Total spill volume to Reach Surface Water (a-b+c+e)	Estimated Total spill volume to Reach Land (g)	Estimated Total spill volume Recovered (b+d+f+h)	Estimated Total spill volume (a+c+e+g)
0	1	0	1

***3 - Did the spill discharge to a drainage channel and/or surface water?** No

***4 - Did the spill reach a storm drainpipe that is not part of a combined sewer system?** No

***5 - If spill reached a separate storm drainpipe, was all of the wastewater fully captured from the separate storm drain and returned to the sanitary sewer system?** Not Applicable - Spill did not reach a separate storm drainpipe

Physical Location Details

***6 - Spill location name:** Test

***7 - Latitude of spill location:** 38 **deg.** 34 **min.** 54.372 **sec. OR** 38.58177 **decimal degrees** [Map]

***8 - Longitude of spill location:** -121 **deg.** 30 **min.** 28.512 **sec. OR** -121.49208 **decimal degrees** [Map]

***9 - County:** Sacramento

***10 - Regional Water Quality Control Board:** Region 5S - Sacramento

11 - Spill location description:
(Use attachment if location description is more than 2000 charaters)

Spill Details

*12 - Number Of appearance points:

*13 - Spill appearance point:
(Hold Ctrl key to Select Multiple answers from the list)
Combined Sewer D.I. (Combined CS Only)
Force Main
Gravity Mainline

*14 - Spill appearance point explanation:
(Required if spill appearance point is "Other" and/or multiple appearance points are selected)

**15 - Final spill destination:
(Hold Ctrl key to Select Multiple answers from the list)
Beach
Building or Structure
Combined Storm Drain (Combined CS only)

16 - Explanation of final spill destination:
(Required if final spill destination is "Other")

*17 - Estimated spill start date/time: 00 : 00 Date Format: **MM/DD/YYYY**

*18 - Date and time sanitary sewer system agency was notified of or discovered spill: 00 : 00 Date Format: **MM/DD/YYYY**

*19 - Estimated Operator arrival date/time: 00 : 00 Date Format: **MM/DD/YYYY**

20 - Estimated spill end date/time: 00 : 00 Date Format: **MM/DD/YYYY

**21 - Spill cause:

22 - Spill cause explanation:
(Required if spill Cause is "Other")

**23 - Where did failure occur?

24 - Explanation of Where Failure Occurred:
(Required if Where Failure Occurred is "Other")

**25 - Was this spill associated with a storm event?

26 - Diameter of sewer pipe at the point of blockage or failure: inches

27 - Material of sewer pipe at the point of blockage or failure:

28 - Estimated age of sewer asset at the point of blockage or failure:

29 - Explanation of volume estimation methods used:
(Describe how you developed spill volume estimates for this spill)

*30(a) - Name and Tittle (Contact person who can answer specific questions about this SSO)

*30(b) - Contact Person Phone Number

Save Work in Progress | Submit Draft | Ready to Certify

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6.1 NO SPILL CERTIFICATION

SSO - No Spill Certification ?

SSO Menu

Regional Water Board: Region 5S - Sacramento
Agency: State Water Resources Control Board
Sanitary Sewer System: Demo South CS
WDID: 5SSO10000

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalities for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:* June 2013

Certifier Name:* Test

Certifier Title:* Test

Executed On:* 07/24/2013

Executed At:* SWRCB

Certify

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified UserID	Certified Name
2362863	February 2013	2013-7-19.13.39. 26. 0	SSO Demo	d
2362859	January 2013	2013-7-17.14.51. 11. 0	SSO Demo	test
2306210	September 2011	2011-11-10.9.34. 37. 0	SSO Demo	Test
2294930	January 2011	2011-7-15.11.57. 22. 0	SSO Demo	
2253851	July 2010	2010-8-19.8.59. 38. 0	SSO Demo	
2247649	June 2010	2010-7-7.13.43. 35. 0	SSO Demo	
2239286	April 2010	2010-4-29.11.10. 18. 0	SSO Demo	
2212902	December 2009	2009-11-9.8.19. 48. 0	SSO Demo	
821795	December 2009	2009-4-9.7.47. 6. 0	SSO Demo	
2199725	August 2009	2009-8-31.7.18. 33. 0	SSO Demo	
2186309	July 2009	2009-7-13.10.4. 36. 0	SSO Demo	
2186308	July 2009	2009-7-13.9.47. 7. 0	SSO Demo	
829411	June 2009	2009-5-27.16.9. 12. 0	SSO Demo	
821794	April 2009	2009-4-9.7.42. 29. 0	SSO Demo	
826402	March 2009	2009-5-11.8.26. 15. 0	SSO Demo	
821793	March 2009	2009-4-9.7.41. 39. 0	SSO Demo	
821792	March 2009	2009-4-9.7.28. 7. 0	SSO Demo	
803308	November 2008	2008-11-12.15.7. 17. 0	SSO Demo	
803281	October 2008	2008-11-12.10.16. 34. 0	SSO Demo	
803282	October 2008	2008-11-12.10.18. 7. 0	SSO Demo	
821791	April 2008	2009-4-9.7.25. 16. 0	SSO Demo	
2182154	February 2008	2009-7-1.10.40. 39. 0	SSO Demo	
803303	January 2008	2008-11-12.14.1. 34. 0	SSO Demo	
2174848	December 2007	2009-6-22.13.7. 40. 0	SSO Demo	
2232727	January 2007	2010-3-8.11.33. 49. 0	SSO Demo	
2248328	August 2006	2010-7-12.9.40. 51. 0	SSO Demo	
491397	February 2006	2007-4-10.9.41. 34. 0	SSO Demo	

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Emergency Operating Procedure		Document No:
Seaside County Sanitation District		SS-EOP-04
Title: SSO TRAFFIC AND CROWD CONTROL		Revision: 0
Approved by:	Reviewed by:	Page: 1 of 3
Diana Ingersoll, PE *District Engineer* Seaside County Sanitation District	Rick Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Effective Date: 8/12/2014

1. Health and Safety Warnings

1. Seaside County Sanitation District (District or SCSD) Staff are required to follow the District's safety practices and procedures. These procedures must establish guidelines in compliance with the:
    a. Occupational Health and Safety Administration (OSHA);
    b. California Division of Occupational Safety and Health (Cal/OSHA); and
    c. SCSD's Illness and Injury Prevention Program (IIPP).
2. Multiple hazards exist in the performance of SSO response. The following are some of the more common hazards to be aware of:
    a. Traffic in the vicinity of SSO response activities
    b. Distracted drivers
    c. Members of the public interested in SSO response activities
    d. Infections and disease
    e. Slips, trips, and falls
    f. Falling objects
    g. Bites (insects, bugs, rodents, etc.)
    h. Noise
    i. Weather conditions

2. Cautions

1. Ensure that traffic and crowd control measures are maintained and items, such as signs, flags, and barricades, are not moved or removed, except by District Staff.

3. Interferences

1. This section is not applicable to this EOP.

4. Personnel Qualifications and Responsibilities

1. Maintenance and Utilities Field Superintendent
    a. Responsible for training all Public Works staff responsible for SSO Response are trained on this EOP annually.
    b. Responsible for managing, maintaining, and updating this EOP.
2. Contractors called out for SSO Response
    a. Required to work under the direction of District Staff in an SSO event.
3. Police and Fire Departments
    a. Responsible for ensuring that their Staff is trained regularly in traffic and crowd control.
    b. Responsible for ensuring that their Staff is trained on and employs all of the health and safety requirements and precautions during traffic and crowd control activities.

5. Equipment and Supplies

1. American Public Works Association 2006 Work Area Traffic Control Handbook (WATCH) 10th Edition
2. Personal Protective Equipment (PPE):
    a. Gloves
    b. Steel Toed Boots
    c. Safety Glasses
    d. Safety Vest
3. Traffic and Crowd Control Equipment:
    a. Orange Cones
    b. Traffic Barricades
    c. Warning and Traffic Control Signs
    d. Handheld Warning and Traffic Control Signs
    e. Traffic Beacons
    f. Caution Tape
    g. Steel Plates
    h. Asphalt
4. Cell Phone

6. Procedure

Traffic Control

1. Seaside County Sanitation District Staff follows the APWA 2006 WATCH 10th Edition for all traffic control.

Crowd Control

1. Seaside County Sanitation District Staff depends on the City of Seaside Police Department to perform crowd control.

a. If crowd control is needed, Public Works Staff calls the Monterey County Com at (831) 394-6811, which contacts Dispatch for the Police and Fire Departments, and requests support for crowd control.

7. Data and Records Management

1. Photographs should be taken to document any traffic and crowd control.
    a. Attach these photographs to the SSO Response Field Checklist described and included in SS-EOP-07: SSO Mitigation and Cleanup.

8. Quality Control and Quality Assurance

1. The Maintenance and Utility Superintendent is responsible for reviewing and evaluating the records of completed traffic and crowd control.
2. The Maintenance and Utility Superintendent is responsible for reviewing, evaluating, revising, and updating this EOP.

9. References

1. APWA 2006 WATCH 10th Edition
2. SS-EOP-07: SSO Mitigation and Cleanup
3. WDR: Order No. 2006-0003-DWQ

10. Attachments

1. There are no attachments to this EOP.

Emergency Operating Procedure Seaside County Sanitation District		Document No: SS-EOP-05
Title: SSO VOLUME ESTIMATION		Revision: 0
Issued by: Diana Ingersoll, PE *District Engineer,* Seaside County Sanitation District	Reviewed by: Rick Riedl, PE *Senior Engineer,* Seaside County Sanitation District	Page: 1 of 6 Effective Date: 8/12/2014

1. Health and Safety Warnings

1. Seaside County Sanitation District (District or SCSD) Staff are required to follow the District's safety practices and procedures. These procedures must establish guidelines in compliance with the:
    a. Occupational Health and Safety Administration (OSHA);
    b. California Division of Occupational Safety and Health (Cal/OSHA); and
    c. SCSD's Illness and Injury Prevention Program (IIPP).
2. Multiple hazards exist in the performance of SSO response. The following are some of the more common hazards to be aware of:
    a. Traffic in the vicinity of SSO response activities
    b. Distracted drivers
    c. Members of the public interested in SSO response activities
    d. Slips, trips, and falls
    e. Falling objects
    f. Infections and disease
    g. Poisonous/toxic gases
    h. Strains and back injuries
    i. Bites (insects, bugs, rodents, etc.)
    j. Drowning
    k. Noise
    l. Weather conditions

2. Cautions

1. Ensure that the SSO volume estimate being provided in the reporting is defendable and have the documentation needed to support the estimate.

3. Interferences

1. Fluctuations in SSO flow rate alter the SSO volume, which should be estimated. Therefore, Staff should continuously monitor SSO flow rates during SSO response activities as conditions allow.
2. District Staff will need to be able to estimate the total SSO volume after responding to the SSO and defend the SSO volume estimate. Therefore, District Staff should take photographs of the SSO location, site, and cleanup activities to assist in accurate SSO volume estimation and provide support for the reported estimate.
3. SSO volume estimates need to be as accurate as possible and defendable. District Staff needs to maintain a record of all of the information utilized to calculate the volume estimate.

4. Personnel Qualifications and Responsibilities

1. LRO
    a. Responsible for the final review and approval of the SSO volume estimation.
    b. Responsible for certifying and submitting any reports regarding the SSO volume estimation to the SWRCB, RWQCB, and EPA.
    c. Can also be responsible for entering the SSO information, including the SSO volume estimate, into the SSO Report in CIWQS.
    d. Required to be trained on this EOP annually.
2. Data Submitter
    a. Responsible for entering the SSO information, including the SSO volume estimate, into the SSO Report in CIWQS.
    b. Required to be trained on this EOP annually.
3. Maintenance and Utilities Superintendent
    a. Responsible for reviewing and approving all SSO volume estimates before they are reported.
    b. Responsible for training all District Staff and contractors responsible, who are in a position, which could require them to make the notifications outlined in this EOP.
    c. Required to be trained on this EOP annually. This can be in conjunction with holding this training.
    d. Responsible for maintaining and updating this EOP.
4. Associate Engineer
    a. Responsible for reviewing and/or assisting with SSO volume estimation for large SSOs, unusual cases, or at the request of the Maintenance and Utilities Supervisor or LRO.
    b. Responsible for maintaining and updating this EOP.
    c. Required to be trained on this EOP annually.
5. District Staff and Contractors Responsible for SSO Response
    a. Required to be trained on this EOP annually.

5. Equipment and Supplies

1. Attachments to this EOP
    a. Attachment 1: Measured Volume SSO Estimation Worksheet
    b. Attachment 2: Area and Volume SSO Estimation Guide

   c. Attachment 3: Active SSO Estimation Worksheet and Flow Rate Method Worksheet
   d. Attachment 4: Southern Section Collection System Committee Manhole Overflow Gauge
2. Tape Measure
3. Camera
4. Pen
5. Personal Protective Equipment (PPE):
   a. Gloves
   b. Rubber Boots
   c. Safety Glasses
   d. Flashlights
   e. Safety Vest

6. Procedure

There are three (3) SSO volume estimation methods, which are described below. The person preparing the estimate should use the method most appropriate to the SSO using the best information available. A secondary estimation method should also be used to calculate the SSO volume to cross check the results of the initial estimate. Photographs of the SSO at the time of arrival, during the SSO response, and after the SSO is stopped, and after the SSO is cleaned up must be taken as safety allows in order to assist District Staff with deriving a SSO volume estimate. However, taking photographs should not interfere with the first priorities of the responder, such as safeguarding the area, containing the SSO, and clearing the cause of the SSO.

Method 1: Eyeball Estimate

1. Applicability: For use on very small SSOs up to 100 gallons.
2. Picture the amount of water that would spill from a bucket or barrel and use that image to estimate the volume of the SSO.
   a. A bucket contains 5 gallons.
   b. A barrel contains 55 gallons.
3. For SSOs greater than 55 gallons, divide the standing water into barrels and multiply the number of barrels by 55 gallons.

Method 2: Measured Volume

1. Applicability: For use on most SSOs.
2. Use the Attachment 1 of this EOP, Measured Volume SSO Estimation Worksheet, to document the calculations.
3. Sketch the shape of the contained sewage.
4. Measure or pace off the dimensions in feet.
5. Measure the depth in feet.
6. Calculate the are using the following formulas:
   a. Rectangle: Area = length x width
   b. Circle: Area = 0.785 x D^2 where D is the circle diameter
   c. Triangle: Area = base x height x 0.5

7. Multiply the area calculated in the previous step times the depth of the SSO.
8. Multiply this number by 7.48 to convert it to gallons.
9. This number is the volume of the SSO in gallons.
10. Attachment 2 of this EOP, Volume Estimation Guide, can be referenced for additional calculation methods.

Method 3: Duration and Flow Rate

1. Applicability: For use on SSOs where it is difficult or impossible to measure the area and depth.
2. Duration:
    a. The duration is the elapsed time from the start time of the SSO to the time the SSO stopped.
    b. Start Time:
        i. Ask local residents about their observations of the SSOs, including odors and sounds. This information can be used to estimate the start time.
    c. End Time:
        i. This is the time at which the SSO was stopped by the field crew.
3. Flow Rate:
    a. The flow rate is the average flow that left the sewer system during the time of the SSO, which can be estimated the following two (2) ways:
        i. Manhole Flow Rate Chart
            1. Use Attachment 3 and 5 of this EOP, Active SSO Estimation Worksheet and SSCSC Manhole Overflow Gauge, to document the flow rate calculation.
            2. This chart illustrates the sewage flowing from a manhole cover for a variety of flow rates.
            3. The observations of the field crew, which must be documented in photographs, are used to select the approximate flow rate from the chart.
        ii. Upstream Connections
            1. Once the location of the SSO is known, the number of upstream connections can be determined.
            2. Multiply the number of upstream connections by the average flow rate (gallons per hour) for that time of day.
                a. The District Engineer should provide the flow rate based on the District's typical flow curve.
                b. This number can be converted to gallons per hour if necessary:
                    i. Flow Rate (gallons per hour) ÷ 24 hours/day = Flow Rate (gallons per day).
4. Volume Estimate:
    a. Estimated SSO Volume = Duration (in hours) x Flow Rate (in gallons per hour); or
    b. Estimated SSO Volume = Duration (in days) x Flow Rate (in gallons per day).

5. To check flow rate calculations as described above with average flow rates at the manhole/sewer line in question, use the Flow Rate Method Worksheet and Flow Calculation Worksheet to calculate average flow rates. Use the number calculated as the Profiled Flow at the bottom of the Flow Calculation Worksheet. Integrate this Flow Rate into the Volume Estimate formula found above and on the Flow Rate Method Worksheet as a spill volume to compare with the estimated SSO Volume determined using methods identified in 3.a.i and 3.a.ii above.

7. Data and Records Management

1. The Associate Engineer will maintain all SSO volume calculations and supporting documents at the District Public Works Office as an attachment to SSO reporting documents.
2. Individual SSO records shall be maintained for a minimum of five (5) years from the date of the SSO. This period may be extended when requested by a RWQCB Executive Officer.
3. All records shall be made available for review upon SWRCB or RWQCB Staff's request.
4. SSO records, which must be retained include, but are not limited to:
    a. Record of Certified report, as submitted to CIWQS;
    b. All original recordings for continuous monitoring instrumentation;
    c. Service call records and complaint logs of calls received;
    d. SSO calls;
    e. SSO records;
    f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps;
    g. Work orders, work completed, and any other maintenance records from the previous five (5) years which are associated with responses and investigations of system problems related to SSOs;
    h. A list and description of complaints from customers or others from the previous five (5) years; and
    i. Documentation of performance and implementation measures for the previous five (5) years.
5. If water quality samples are required as a result of any SSO, records of monitoring information shall include the:
    a. Date, exact place, and time of sampling measurements;
    b. Individual(s) who performed the sampling or measurements;
    c. Date(s) analyses were performed;
    d. Individuals who performed the analyses;
    e. Analytical technique or method used; and
    f. Results of such analyses.

8. Quality Control and Quality Assurance

1. LRO
    a. Responsible for the final review and approval of the SSO volume estimation prior to reporting.
2. Maintenance and Utilities Superintendent

   a. Responsible for reviewing and approving all SSO volume estimates before they are reported.
3. Associate Engineer
   a. Responsible for reviewing and/or assisting with SSO volume estimation for large SSOs, unusual cases, or at the request of the Maintenance and Utilities Superintendent.

9. References

1. Adopted Amended MRP for the WDR: Order No. WQ 2008-0002-EXEC
2. CWEA: SSO Volume Estimation Worksheets and Field Materials (May 2012)

10. Attachments

1. Measured Volume SSO Estimation Worksheet
2. Area and Volume SSO Estimation Guide
3. Active SSO Estimation Worksheet
4. Flow Rate Method Worksheet
5. Southern Section Collection System Committee Manhole Overflow Gauge

SSO VOLUME ESTIMATION ATTACHMENT 2:
Area and Volume SSO Estimation Guide

SSO VOLUME ESTIMATION ATTACHMENT 1:
Measured Volume SSO Estimation Worksheet