

<b>Condition 25</b>	<b>Emergency Response Plan</b>
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Prior to completion of improvement plans, an Emergency Response Plan (ERP) shall be prepared as part of the operation and maintenance plan for the proposed collection system. The ERP shall recognize the potential for liquefaction, seismic hazards and ground lurching, to impact the pipeline or other proposed facilities, and specific high hazard areas shall be inspected for damage following an earthquake. "Soft Fixes" shall be incorporated in the ERP. Soft fixes typically consist of having a plan in-place to address the hazards, such as can be achieved by storing supplies and equipment for repair.

**Evidence of compliance:**

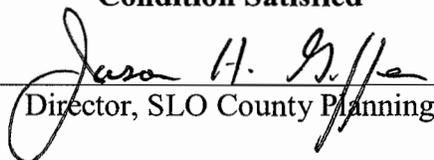
This Public Works Sewer System Management Plan (SSMP) was adopted by the Board of Supervisors in May 2010 pursuant to the State Water Resources Control Board Order No. 2006-0003-DWQ.

In order to comply with Condition 25, revisions to this Sewer System Management plan will add the Los Osos Wastewater Treatment Plant and Collection System to the list of facilities and would add an Emergency Response Plan to address elements of this condition.

A component of Earthquake response will be added to this plan. Note the additions as follows:

- Section 1.1 will add – "Respond effectively to earthquakes and other natural disasters" as one of it's management goals
- Section 2.1, Figure 2.1 will add "Los Osos Wastewater Superintendent" in the organization chart for Sanitary sewer management
- Section 5.2 – adds the note that "...Los Osos Collection System utilizes C-900 pressure pipe in portions of the system that are below groundwater in order to eliminate leakage into or out of the gravity collector pipes."
- Section 6.1.4 Earthquake Response is a new section added to this plan
  - In new Section 6.1.4 – added Table 1, which is a prioritized inspection list of sewer pump stations and wet wells that need to be surveyed after a major earthquake – a high priority is placed on pipes that are susceptible to liquefaction
  - In new Section 6.1.4 – added Figure 1 which shows the areas of pipes below the water table – which are susceptible to liquefiable soils

**Condition Satisfied**

  
\_\_\_\_\_  
Director, SLO County Planning

MAY 10, 2012  
\_\_\_\_\_  
Date

- In new Section 6.1.4 – added Figure 6.2 that shows the flow chart which needs to be followed after an earthquake.
- Section 6.1.6 in order to address “soft fixes” will add
  - Use of the Vacuum Truck – that is kept at the San Luis Obispo County Yard
  - Stock by-pass pumps, hoses and piping to bypass damaged areas – sufficient hoses/piping would be stocked to make sufficient distances to by-pass manholes.
  - Implement temporary toilets should emergencies suspend sewer services
  - Stock at least two portable generators to operate pocket pump stations – these would be rotated between pump stations as needed
- Contact information will add LOWWP Superintendent

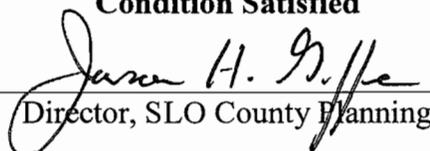
The intent of this SSMP revision is to add earthquake response for the collection system facilities.

As stated in the USDA letter of conditions, the new wastewater system will have a Vulnerability Assessment (VA) and a Emergency Response Plan (ERP) which will be completed and submitted within one year of the start of operations.

Attachment:

Sewer System Management Plan – Los Osos additions highlighted

**Condition Satisfied**

  
\_\_\_\_\_  
Director, SLO County Planning

MAY 10, 2012  
\_\_\_\_\_  
Date

**San Luis Obispo County Public Works Department**  
**Sanitary Sewer System Management Plan (SSMP)**

Draft  
(Includes Los Osos WWP)  
May \_\_, 2012

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## **Element I - Goals**

### **1.0 Regulatory Requirements for SSMP Goals**

The Department will set goals for the management, operation and maintenance of its sewer systems. These goals will provide a basis for Department staff to continue to provide high-quality work and implement improvements in the management, operation and maintenance of the Department's sewer systems.

### **1.1 County of San Luis Obispo Department of Public Works and Transportation Goals**

Providing safe, responsive, and reliable wastewater collection service is a key component to fulfilling the Department's mission to "Provide public facilities and services that ensure health and safety and enhance quality of life for the community."

In support of this mission, the County Public Works Department has developed the following goals for the management, operation and maintenance of its wastewater collection systems.

- Perform all operations in a safe manner to avoid personal injury and property damage.
- Eliminate all preventable sanitary sewer overflows.
- Prevent public health and environmental hazards.
- Respond effectively to earthquakes and other natural disasters
- Minimize inconveniences to the community by promptly and responsibly handling interruptions in service.
- Protect the public's investment in the wastewater collection systems by maintaining adequate capacities and extending useful life.
- Prevent damage to public and private property.
- Use funds available for sewer systems operations in the most efficient and effective manner.
- Convey wastewater to treatment facilities with a minimum of infiltration, inflow and leaks.
- Provide adequate capacity to convey peak flows.

This SSMP supplements and supports the Department's existing Operations and Maintenance Program by providing high-level, consolidated guidelines and procedures for wastewater collection systems management. By providing guidance for maintenance, capacity management, and emergency response, the SSMP will help the Department minimize the frequency and impacts of SSOs.

## **2.3 Roles and Responsibilities of Key Personnel**

The roles and responsibilities of key personnel of the County Public Works Department involved in the wastewater collection system are as follows:

Public Works Director plans, organizes, directs and supervises the public works activities of the County. Establishes departmental policy, plans strategy, allocates resources, delegate responsibilities for the Department.

Deputy Public Works Director – Engineering Services works under the broad policy guidance and direction of the Public Works Director. Assigns, supervises, checks, reviews, and evaluates the work of subordinate personnel within major divisions of the County Public Works and Transportation Department; major divisions include Utilities, Development Services and Road Maintenance.

Utilities Division Manager plans, organizes and directs the operations and activities of the Utilities Division; oversees the development and implementation of goals, objectives, policies and priorities throughout the Hydraulic Operations department; recommends and assists in the planning of improvements to the utility systems; responsible for the efficient allocation of all of the divisions resources to the various systems throughout the County. Supervise, direct and evaluate the work of water and wastewater treatment, water distribution, and water supply supervisory, engineering, and administrative personnel.

Water Quality Manager works as needed on applicable permits, laws and regulations; coordinates development of the SSMP and provides support to sanitary sewer collection operation.

Water Systems Chemists works as needed on applicable permits, laws, and regulations; provides support to sanitary sewer collection operation.

Water Systems Superintendent manages field operations and maintenance activities, provides relevant information to agency management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Water Systems Workers will staff preventive maintenance activities, mobilize and respond to notification of stoppages and SSOs (mobilize sewer cleaning equipment, by-pass pumping equipment, and portable generators).

## **2.4 Responsibility of SSMP Implementation**

Departmental staff will be responsible for developing, implementing and maintaining specific elements of the Department's SSMP are listed in the Appendix, San Luis Obispo County Public Works Department Staff Contact Information, Staff Responsible for SSMP Implementation.

**Table 3.1 SLO County Sewer related Ordinances**

<b>SLOC Ordinance</b>	<b>Description</b>	<b>System</b>
2279	Sewer Use regulations CSA 1	New Galaxy Park/Tract 719
2317	Sewer Use, district rules and regulations CSA 18	Country Club Estates
2334	Sewer Use regulations; amends 2279	New Galaxy Park/Tract 719
2335	Amends 2317	Country Club Estates
2338	Sewer Use district CSA 7A	Oak Shores
2407A	Sewer Use charges for CSA 18	Country Club Estates
2597	CSA 18; amends 2317	Country Club Estates
2670	Service charges for CSA 1	New Galaxy Park/Tract 719
2836	Service charges for CSA 18	Country Club Estates
2837	Service charges for CSA 7A	Oak Shores
2967	Sewer Use regulations; amends 2279	New Galaxy Park/Tract 719
3009	CSA 7A; amends 2338	Oak Shores
3094	Imposes moratorium on will serve letter in CSA 7A	Oak Shores
3209	Establishes Mandatory sewer connection req., and sewer service charges	Los Osos

California Government Code authorizes the San Luis Obispo County Board of Supervisors through General Provisions Title 3, Division 2, Part 2, Chapters 2 and 2.5 to establish and operate necessary public facilities and services such as wastewater treatment and collection systems.

**3.1.1 Standard Provisions in Sewer Use Ordinances**

The Sewer Use ordinances for each County Service Area contain standard language that covers the necessary legal authority to control discharges to and maintain the sanitary sewer systems. Standard components in all County Sewer Use ordinances are listed in Table 3.2.

**Table 3.2 Standard Provisions in County Sewer Use Ordinances**

<b>Provision</b>	<b>Description</b>
Sewer Connection Required	Specifies when a parcel of land is required to connect to a County maintained sewer system
Permit Required	Permits and fees required for a structure to connect to a County maintained sewer system
Inspection Required	Inspection requirement for all work involved in connecting to County maintained sewer system
Construction and Design Requirements	Design and construction criteria.
Prohibited Discharges	List of prohibited discharges. Includes infiltration types of discharges such as rainwater and storm water runoff. Lists fats, oils and grease prohibitions as well as water softener restrictions.
Enforcement	List enforcement actions available up to and including disconnection from the County maintained sewer system.

maps occurs when a developer submits a tract map to the Department as part of their permitting and construction phases of development. These maps are then made available for field use.

## **4.2 Resources and Budget**

The Public Works Department prepares an annual budget during the spring for the following fiscal year. The annual budget includes funds for operations (e.g. pump station maintenance, sewer line maintenance and collection system administration) and capital improvements (e.g. sewer line replacement, pump station replacement, force main replacement, miscellaneous equipment). The appendix contains references to the budgets of each sewer system for the latest fiscal year as an example.

## **4.3 Preventive Maintenance**

The Public Works Department tailors its Preventive Maintenance Program to the specific needs of each County Service Area. The Department has equipment and staff needed to clean most mainlines in the collection systems under its purview. Whenever Public Works Department staff is unable to perform the cleaning, outside contractors are used. The Department generally cleans each of its sanitary sewer collection systems on a two to three year cycle. Certain sections of each system with known problems are cleaned on a more frequent cycle. For example, known collection system problem areas in County Service Area 7A are routinely scheduled to be cleaned every quarter.

The Preventative Maintenance program utilizes work orders generated through San Luis Obispo County's SAP Enterprise Resource Planning system to document scheduled and conducted maintenance activities. System superintendents for each CSA have entered and scheduled routine maintenance events in SAP. In turn SAP will generate and issue work orders for these maintenance events as scheduled. Operations staff is given the work orders and upon completion, SAP is updated on the status of the maintenance event.

In addition to SAP, each CSA has a system in place for scheduling and documenting routine maintenance events. These systems consist of a schedule describing the maintenance required and the frequency of the event. The manual system generates a calendar of events form and this form is used to guide completion of the maintenance events.

## **4.4 Inspections and Condition Assessment**

The Public Works Department routinely inspects the sewer collection systems. Using information gathered during these inspections, operational staff identifies and prioritizes deficiencies and implements rehabilitation actions necessary to address any discovered deficiency. When necessary the program includes visual and TV inspections of manholes and sewer pipes. Rehabilitation and replacement focuses on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. When a discovered problem requires a significant capital improvement to address proper management of and to protect the infrastructure assets, the Department can generate a Capital Improvement Project (CIP). This

## **Element V - Design and Performance Provisions**

### **5.0 Regulatory Requirement for SSMP Design and Performance Provisions**

The Department will provide 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.

The Department will provide procedures and standards for the inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

### **5.1 San Luis Obispo County Department of Public Works Department Public Improvement Standards**

The "San Luis Obispo County Department of Public Works Public Improvement Standards" identifies the design standards and construction specifications for specific public improvements, including wastewater disposal within County-operated special districts.

### **5.2 Design and Construction Standards for Installation, Rehabilitation and Repair of Sewer Systems**

Section 7.1 of the Public Improvement Standards covers design standards for sanitary sewer lines and appurtenances. Section 7.2 covers construction specifications for sewer mains, manholes, inlets, sewer laterals and lift stations. Pipe materials, separation distances from other utilities, sizing criteria, grading criteria and other specifications are identified. Additional details and specifications may be identified for sewer facilities as needed on a project by project basis. For example, the Los Osos Collection System utilizes C-900 pressure pipe in portions of the system that are below groundwater in order to eliminate leakage into or out of the gravity collector pipes.

### **5.3 Procedures and Standards for Inspection and Testing of New and Repaired Facilities**

Section 7.2.4 of the Public Improvement Standards identifies testing procedures required prior to final approval of installed facilities including sewer lines, manholes and force mains.

### **6.1.1 General Discussion**

The San Luis Obispo County Public Works Department has established a standard operating procedure (SOP) for the handling and reporting of sewage spills or sanitary sewer overflows at each County Service Area (CSA) and applicable Department facility. This SOP – Procedural Memorandum O-8: Procedures for Sewage Spill Handling and Reporting provides standardized response and notification procedures to Utilities Division staff whenever there is a known or potential sanitary sewer overflow.

### **6.1.2 Initial SSO Detection**

#### **Normal Work Hours**

A sewer overflow can be reported to Department staff during the regular business hours at a main phone number 805-781-5252 which is also published in local phone books.

#### **After Hours**

The Department has an after hours reporting system to receive any calls during non-working hours, weekends, and holidays.

#### **Receipt of Alarm**

The Department's lift stations have alarm systems with auto dialers that notify the Department staff of an alarm condition via telephone.

#### **Department Staff Observation**

Department staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problem noted is reported to appropriate Department staff. These staff then responds to the situation.

### **6.1.3 Spill Response**

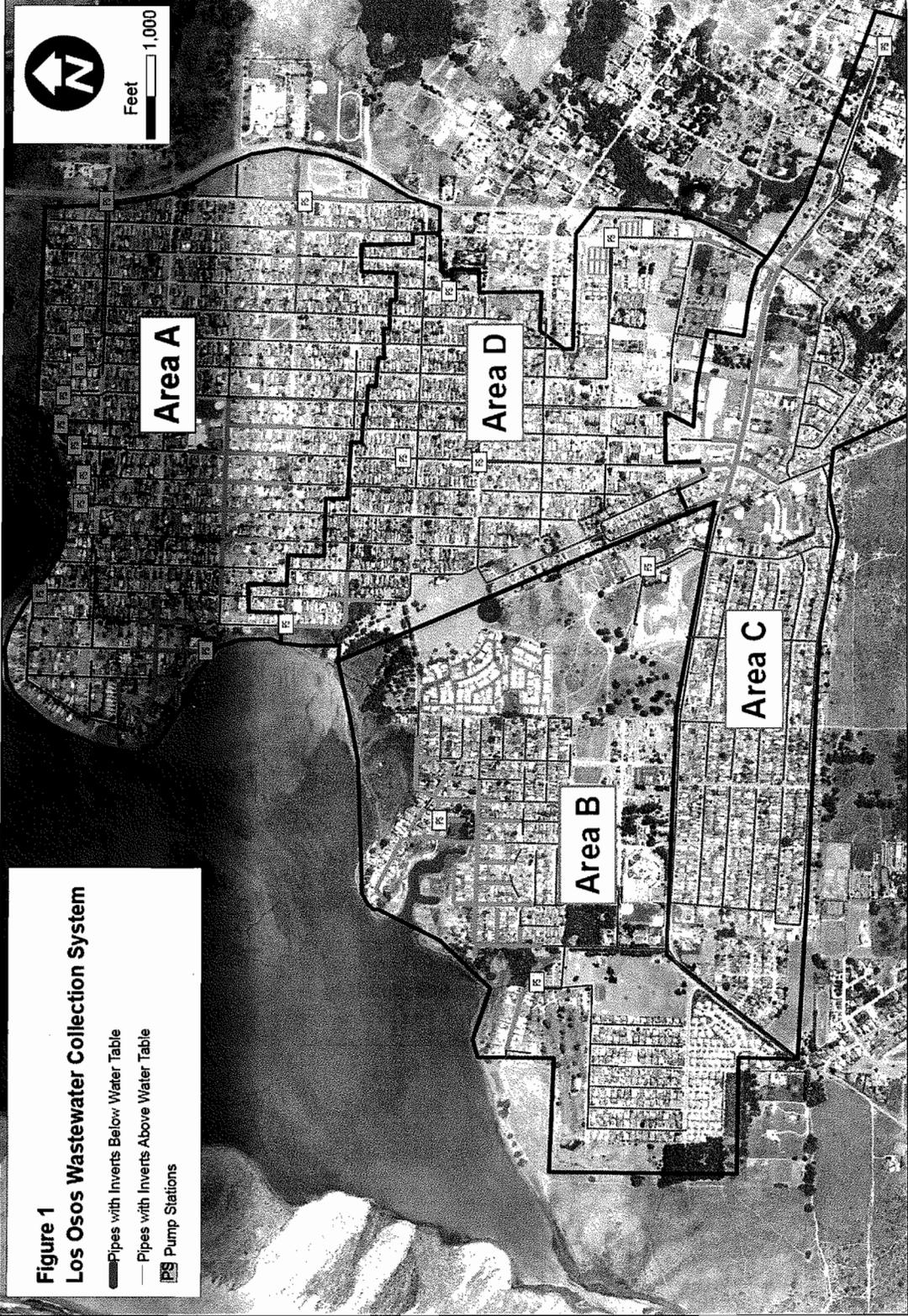
Sewer service calls and lift station alarms are considered high priority events that demand prompt response to the location of the problem. The SSO Response procedure flow chart is shown on Figure 6.1. This flow chart describes SSO response procedures as well as notification procedures.

The first responder priorities are:

- To follow safe work practices.
- To respond promptly to the SSO.
- To promptly notify Supervising and System Support staff.
- To contain the SSO wherever feasible.
- To restore flow as soon as practicable.
- To minimize public contact with the SSO.
- To return the spilled sewage to the sewer system.
- To restore the spill area to as close to its original condition.

#### 6.1.4 Earthquake Response

- Major earthquake within 50 miles – magnitude of 6.0 or greater
- After emergency conditions present no immediate danger, complete visual inspection within 24 hours
- Earthquake inspection protocol (See Fig 6.2)
  - Visually inspect for leaks or damage to the pump stations following Table 1 priority
  - Manholes and pipelines near the surface waters and in high groundwater areas (liquefiable soils) – reference Figure 1
  - Other manholes and pipelines
- Any spills or leaks discovered – address per response flow chart
- Within 2 weeks of earthquake event complete initial evaluation of entire collection system, identify pump station and pipelines for detailed inspections (leak tests, television inspect)
- Within 6 weeks of earthquake event complete detailed inspections



**Figure 1**  
**Los Osos Wastewater Collection System**

- Pipes with Inverts Below Water Table
- Pipes with Inverts Above Water Table
- PS Pump Stations

### 6.1.5 Notification Requirements

Since the spill category is critical to determine the notification and reporting timeframe requirements, a section of the Procedural Memorandum O-8 dedicated to procedures to provide this guidance. This section of the memo described briefly below details the internal and external notification requirements required and the reporting timeframes.

Spill categories are described in the table below.

Category 1	A. Equal to or greater than 1000 gallons, <b>or</b>
	B. Discharges to a drainage channel and/or surface water, <b>or</b>
	C. Discharges to a storm drain/channel and is not fully captured and returned to the sanitary sewer system
Category 2	All other sewage spills from our sanitary sewer systems
Private Lateral Sewage Discharge	Sewage spills caused by blockages or other problems within a privately owned lateral

To adequately respond to a Category 1 spill and comply with notification requirements, it is important for the responding operator to immediately contact the Water Systems Superintendent. The Water Systems Superintendent is responsible for notifying the listed agencies and the Utilities Division Manager within 2 hours. If the operator is unable to make contact with the Water Systems Superintendent within 15 minutes, then the operator should make contact with the next person listed in their Daily Operations Schedule to assist in the spill response and notification. (See the current “Daily Operations Schedule” for North County, South County and Cayucos for current staff assignments and contact phone numbers.) Assistance can also be requested from the Water Quality Manager or the Water Systems Chemists. In cases where no one else is available, the responding operator is responsible for contacting the listed agencies within 2 hours.

#### Category 1

Category 1 spills must be reported by telephone to the following agencies as soon as we have knowledge of the spill and the notification can be provided without substantially impeding cleanup or other emergency measures. The regulation further states that this notification must be made **within 2 hours**.

<b>Category 1 - Call these agencies within 2 hours.</b>		
<b>Agency</b>	<b>Availability</b>	<b>Phone #</b>
California Office of Emergency Services	24 hrs/365 days	(800) 852-7550
Regional Water Quality Control Board	24 hrs/365 days	(805) 549-3147
Environmental Health Division of the County Health Agency	working hours (8-5, M-F)	(805) 781-5544
	after hours (HazMat)	(805) 781-4550

needed to ensure adequate public and environmental protection. The measures may include de-chlorination of a disinfected spill. Guidance can be obtained from the Regional Water Quality Control Board, the Water Systems Superintendent, the Water Quality Manager, the Environmental Programs Manager, or the Utilities Division Manager.

Warning signs should be posted if the public can come in contact with the affected area and spill. The signs are available at the treatment facilities. Barricades are also available and should be used as needed. Warning signs and barricades must be placed in all locations where public contact with the spill is a concern. Warning signs and barricades should be removed once the spill event is concluded.

The Los Osos Wastewater project, in order to further prepare for sewer system overflows or major earthquake the following measures will be used:

- Stock by-pass pumps, hoses and piping to bypass damaged areas – sufficient hoses/piping would be stocked to make sufficient distances to by-pass manholes.
- Implement temporary toilets should emergencies suspend sewer services
- Stock at least two portable generators to operate pocket pump stations – these would be rotated between pump stations as needed

### **6.1.7 SSO Spill Reporting**

An electronic report to the California Integrated Water Quality System (CIWQS) is required as soon as possible, but no later than 3 business days after becoming aware of a Category 1 sewage spill. Category 2 sewer spills require electronic reporting as soon as possible, but no later than 30 days after the calendar month in which the spill event occurred. An electronic “no spill” report is required each month in which no spill has occurred. CIWQS is a secure database, requiring a user name and password to enter a spill report. Department Water Quality Laboratory staff have been designated as “Legally Responsible Officials” and are assigned responsibility for submitting all spill reports to the CIWQS database. Water Quality Lab must be notified of all Category 1 or Category 2 spills no later than the next business day after the spill. Sewage spill reports to the Water Quality Lab should be made by calling the Lab’s general phone number, (805) 781-5111.

2. Overall population densities in the service areas are low.
3. Lack of significant numbers of typical sources: restaurants, food processing, bakeries, high density housing developments, etc. within service areas
4. Historical spill data does not indicate that FOG is cause of sewer overflows in the department operated collection systems.
5. Most department operated areas are unincorporated sections of San Luis Obispo County comprising predominately of residual users. CSA 7A and CSA 18 have a few restaurants within their service areas.
  - a. CSA 1 New Galaxy Park is residential
  - b. CSA 7A Oak Shores is residential with a single restaurant and a significant transient population. The area serviced has considerable numbers of vacation homes that have limited occupancy throughout the year.
  - c. CSA 18 Country Club is residential with a single restaurant and a school kitchen.
6. Current maintenance practices in all Department operated service areas include monitoring of FOG accumulation at lift stations as part of routine maintenance, monitoring of sewage flows at manholes and routine cleaning of the collection system lines.
7. Lack of significant numbers of FOG point sources within each operated service area to support a fee based FOG control program.

Based on historical spill data and the stated reasons the Public Works Department does not need to implement an extensive FOG program at this time. The Department's current and ongoing Operations and Maintenance practices should suffice to prevent any FOG related sewer overflows.

During the next audit and review of the SSMP, the necessity for an FOG control program will be re-evaluated.

On a needs basis, the Department conducts a capacity analysis of its sewer systems. In 2005, the Department conducted capacity analysis on CSA 7A Oak Shores and CSA 18 Country Club Estates wastewater facilities. The purpose of these analyses was to estimate build-out loading and capacity for each of the systems. The Department is using the findings of these studies to determine future system improvements needed to meet future requests for annexation. Copies of these analyses are on file with the Department.

The Los Osos Wastewater Treatment Facility design capacity is 1.2MGD per the current Waste Discharge Requirement R3-2011-001.

## **8.2 Capital Improvement Plan**

The Department conducts a five year capital improvements program (CIP) cycle as part of an ongoing County wide budget process. As sewer system improvements are identified, they are prioritized and then introduced into the CIP cycle.

SSMP Element	Parameter for Tracking Effectiveness (annual)
	<ul style="list-style-type: none"> <li>• Percent of total overflow volume contained or returned to sewer</li> <li>• Volume of SSO discharged to surface water</li> </ul>
7. Fats, Oils and Grease Program	None needed
8. System Evaluation and Capacity Assurance Plan	<ul style="list-style-type: none"> <li>• Date of completion of most recent capacity evaluation</li> <li>• System flow monitoring</li> </ul>
9. Monitoring, Measurement and Modification	None needed
10. Program Audits	<ul style="list-style-type: none"> <li>• Date of completion of last annual audit</li> </ul>
11. Communication	None needed

### 9.3 Performance Monitoring and Program Modification

The Department will evaluate the performance of its wastewater collection system annually using the performance monitoring information identified in Sections 9.1 and 9.2.

The Department will prioritize its actions and initiate change to this SSMP and the related programs based on the evaluation results and in coordination with the requirements of the SSMP audits (See Element 10 SSMP Audits).

## **Element XI - Communication Program**

### **11.0 Regulatory Requirement for Communication Program**

The Department shall communicate on a regular basis with the public on the development, implementation and performance of its SSMP. The communication program shall provide the public with an opportunity to provide comment to the Department on the program.

#### **11.1 Communications with the Public**

In January 2008, at the San Luis Obispo County Board of Supervisors meeting, "Resolution No. 2008-43, Resolution for the development of a County Sewer System Management Plan pursuant to State Water Resource Control Board (Order No. 2006-0003-DWQ); All Districts" was adopted.

In to be determined, at a San Luis Obispo County Board of Supervisors meeting the SSMP will be presented for adoption. The public will have an opportunity to review and comment the SSMP at the Board of Supervisors meeting. After adoption, the Department will provide interested parties with status updates on the implementation and performance of the SSMP and will also consider comments made by interested parties.

The first audit will be completed on or before to be determined. This audit will cover the prior two calendar years of the program. The Department will provide interested parties with the audit report.



## San Luis Obispo County Public Works Department Staff Contact Information

San Luis Obispo County Public Works Department  
Main phone line 805-781-5252

### Legally Responsible Officials

Name	Title	Phone Number
John Beaton	Water Quality Manager	805-781-5109
Ken Pang	Senior Water Systems Chemist	805-781-1575
Katrina Dyson	Water Systems Chemist II	805-781-1579
Lisa Wallender	Water Systems Chemist II	805-781-1577
Paavo Ogren	Public Works Director	805-781-5291

### Staff Responsible for SSMP Implementation

Name	Staff Position	Phone Number
Ron Coleman	Water Systems Superintendent - South County	805-473-7153
Joseph Phillips	Assistant Water Systems Superintendent - South County	805-473-7175
Rick Meeks	Water Systems Superintendent - North County	805-438-5349
Charles Berna	Assistant Water Systems Superintendent - North County	805-438-5349
Dean Benedix	Utilities Division Manager	805-781-5267
John Beaton	Water Quality Manager	805-781-5109
Ken Pang	Senior Water System Chemist	805-473-7156
Position open	LOWWP Superintendent	805-xxx-xxxx

**Table A 4.3 Budget book references**

<b>Sewer system</b>	<b>Page Reference 2009/2010 Budget book</b>
CSA 1F New Galaxy Park	pp 39 – 40
CSA 7A Oak Shores	pp 42 – 43
CSA 18 Country Club Estates	pp 58 – 59
Los Osos	N/A

*Can insert pages from pdf of 0910 budget if desired. kjp*



# SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

Paavo Ogren, Director

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September 18, 2008

Procedural Memorandum O-8

TO: All Division Heads  
All Utilities Division Personnel

FROM: Paavo Ogren, Director of Public Works

SUBJECT: Procedures for Sewage Spill Handling and Reporting

The San Luis Obispo County Public Works Department has established the following standard operating procedure (SOP) for the handling and reporting of sewage spills or sanitary sewer overflows. Procedures described in this SOP are intended to comply with the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ, Statewide General WDR for Wastewater Collection Agencies. For the purpose of this SOP, the terms "sewage spill" or "sanitary sewer overflow" are interchangeable and are defined as any unauthorized discharge, or discharge without permit, of treated, partially treated, or untreated wastewater from a collection, treatment, or disposal system. A copy of this SOP is to be kept at each treatment facility and all Utilities Division Operations personnel are to be instructed in its use.

## Initial Spill Response

Upon knowledge of a sewage spill, notify the operator in charge of the affected system. After normal working hours, refer to the Daily Operations Schedules to determine the standby operator on duty.

The operator must 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 operator will promptly investigate the reported spill to determine the size, location, and potential impact. A "Sewage Spill Report" form is attached and can be used to document findings. The following information must be collected. This information determines the sewage spill "category" and notification requirements. Specifics are described in the "Notification Requirements" section of this document.

Minimum spill information:

- Location of sewage spill.
- Does (or will) the sewage spill enter a surface water?
- Does (or will) the sewage spill enter a drainage channel or storm drain/channel and not be fully recaptured?
- Estimated sewage spill volume in gallons.
- Time of spill notification and/or discovery.
- Operator contact information. (Who is responding to the spill and how can they be contacted?)

Environmental Health Division of the County Health Agency are handled by the on-call HazMat team of the Sheriff's Department.

Within 24 hours of knowledge of a Category 1 spill, we are required to "certify" to the Regional Water Quality Control Board that the required "2 hour" notifications were completed. This certification can take the form of a simple phone call or voice mail message to the Regional Board informing them that the required notifications were performed. It is acceptable to "certify" the notifications at the same time as the initial Regional Board notification. In other words, you can notify the Regional Board that a Category 1 spill occurred less than 2 hours ago and further inform them that the California Office of Emergency Services and the Environmental Health Division of the County Health Agency have been notified.

Document all notifications and certifications. Include the date, time, name of person notified, the name of the person making the notification, and the California Office of Emergency Services control number.

### **Category 2**

Category 2 spills do not require "2 hour" reporting. Electronic reporting is required. Reporting requirements and timeframes are described in the "Final Spill Report" section of this document.

### **Private Lateral**

"Private Lateral Sewage Discharge" spills are reported at the discretion of the reporting agency. If known, the operator should attempt to contact the owner. If the operator determines that the private lateral spill has the potential for a "Category 1" impact or size, the operator should notify the California Office of Emergency Services within 2 hours. Otherwise, private lateral spills can be reported similarly to Category 2 spills.

### **Corrective Actions**

The Water Systems Superintendent can be called upon to mobilize additional resources as needed. This may include other operators, Water Quality Lab staff, or Public Works Department office and field personnel. Refer to the Department's Emergency Call List for phone numbers of designated department personnel and their area of responsibility. The list is periodically updated and distributed. A current copy should be posted with this SOP at each facility. If needed, other County departments can be contacted for staff, equipment, laboratory, and regulatory assistance.

The cause of the spill must be located and remedied. The operator must contain the spill to minimize its spread. Sandbags and sand are available at the following facilities:

- Lopez Water Treatment Plant
- CSA-18 Country Club Wastewater Treatment Plant
- Booster Station
- CSA-7A Oak Shores Wastewater treatment Plant

If the spill cannot be contained, attempts must be made to divert the spill to a controllable location. In addition to the standard equipment available to the operator, the following specialized equipment is available to assist with sewage spills:

- Sewer jet cleaner (85-0249)
- Case backhoe (08-0120)
- Dump truck (08-0763)
- Vacuum truck (North County, 85-1119; Section 3, 85-1163)

Assistance is available from local businesses with which the Public Works Department maintains blanket purchasing accounts.

<b>Vendor</b>	<b>Phone #</b>	<b>Blanket #</b>	<b>Purpose or Location</b>
Al's Septic Pumping Service	(805) 528-0432	25001754	Pumping

