

SPILL EMERGENCY RESPONSE PLAN



SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

APPROVED BY: *Veronica Cazares*
Veronica Cazares, General Manager

UPDATED BY: *Jimmy Floyd*
Jimmy Floyd, Collections Supervisor

DATE: JUNE 2, 2025

Final 6-2-2025
Revised 5-27-2025

Introduction

The purpose of the Spill Emergency Response Plan (ERP) is to ensure that District personnel follow established procedures in receiving service calls and sewer overflow reports, responding appropriately, and providing District customers with the proper information on sewer overflows which occur within the District service area.

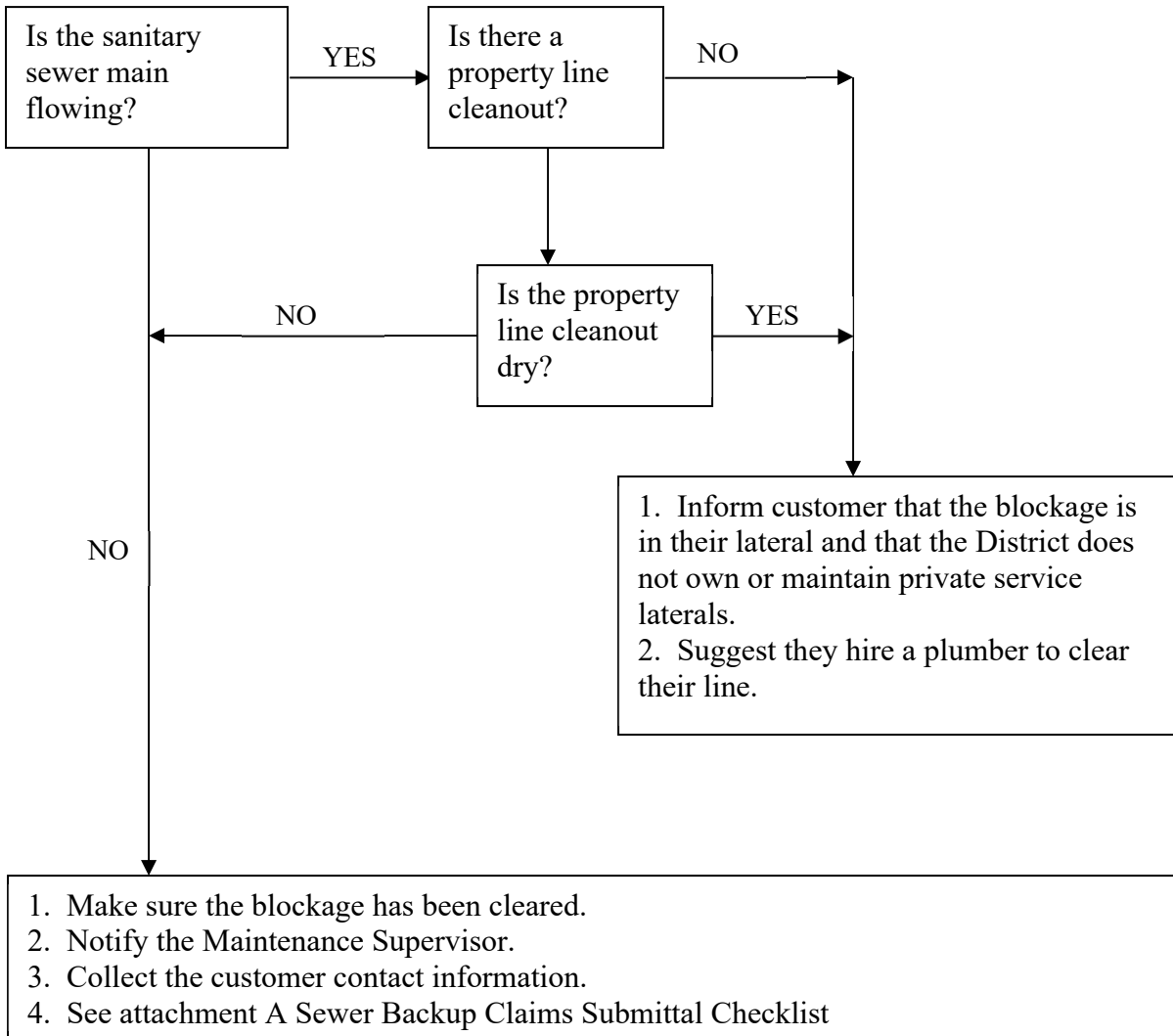
It is anticipated that these procedures continually will be in a state of evaluation as the needs of the District change, operating conditions change, and regulatory requirements change.

The Collections Supervisor is responsible for updating this document annually. Training will be provided on a regular basis.

THE RESPONDER'S ROLE

- To protect public health, environment and property from sewage spill events and restore areas affected to as normal as possible.
- To establish a secure perimeter around the spill to protect the public.
- To contain the sewage discharge to the extent possible.
- Notify Appropriate Officials and Agencies in a timely manner.

IN THE EVENT OF A SEWER BACKUP INTO A HOME OR BUSINESS FIRST RESPONDER



CUSTOMER RELATIONS PRACTICES

As a public agency, the District shall continually strive to conduct all activities in a professional, efficient and public-spirited manner.

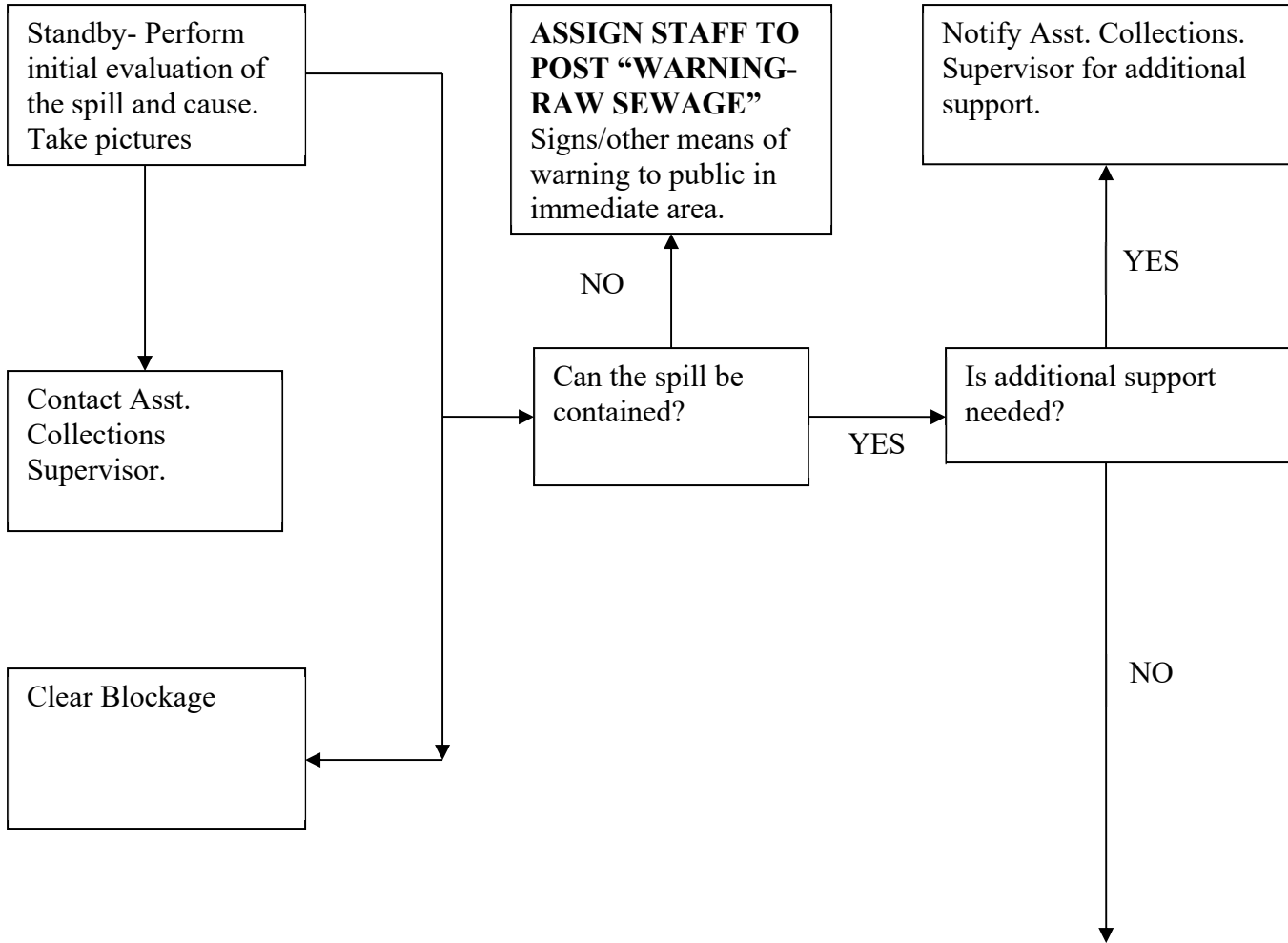
A few communication tips

1. Give the homeowner ample time to explain the situation or to vent. Show interest in what the homeowner has to say and be understanding of the problem.
2. As soon as possible, let the customer know that you will determine if the source of the sewer backup is in the main, if so, it will be corrected as quickly as you can.
3. Express regret for any inconvenience caused by the incident, but do not admit fault.
4. As much as possible, keep the homeowner informed on what is being done to correct the problem.
5. Keep focused on getting the job done in a professional manner. Don't wander from the problem with unnecessary small talk with the homeowner or be otherwise engaged.
6. Before you leave, make sure the homeowner has the Maintenance Supervisor contact information to call for questions.
7. Make sure someone follows up with a phone call to ensure everything is being handled as it should be.

Responding to a Sanitary Sewer Overflow in the Street

POINT PERSON RESPONSIBILITIES

SCENE SUPERVISOR RESPONSIBILITIES



STEP	ACTIONS
DIVERSION & CONTAINMENT	<p>Divert away from sensitive areas:</p> <ul style="list-style-type: none"> • Unplugged storm drains, schools, day cares, playgrounds, intersections – Cover unplugged storm drains with mats, dirt, sand bags to divert away from sensitive areas. • Ensure public contact does not occur. – Use cones/barriers/delineators for lane closures until spill can be completely removed. <p>Contain spill & return to the sanitary sewer system</p> <ul style="list-style-type: none"> • Vacuum with hydro flusher. • Divert to low area of ground where it can be collected later. • Sand bag.

BLOCAKAGE CLEARING

Make sure all maintenance personnel wear the proper safety gear:

- Eye protection, coveralls, hardhat, steel toe work boots, rubber gloves or work gloves.
- Personnel must follow the rules of traffic routing and be aware of manhole hazards.
- Follow confine space/OSHA requirements.

Locate the mainline blockage:

- Determine the direction of flow in the system.
- Use an atlas map if you are not sure of the direction of flow, or if you are unfamiliar with the location. If you are still not sure open a manhole lid (using proper tools, and safety equipment) and inspect the manhole.
- A manhole filled with wastewater or with a flow line above the sewer itself is typically the problem area. The blockage is normally between the first empty manhole (downstream) and the first full manhole (upstream).

Equipment

The Vac-con truck is a high-pressure machine with a water supply tank, auxiliary engine, water pressure pump, hydraulic oil pump and motor, hose reel drum, 900 feet of high-pressure hose, control valves, pressure gauges, jet nozzle and hose guide.

The Vac-con uses an auxiliary engine to operate the water pressure pumps via a belt drive coupling. The method of operation of this unit is as follows:

- The auxiliary motor on the Vac-con drives the large water pressure pump by using a direct V-belt drive coupling.
- The large water pressure pump draws from the water supply tank and pumps this water through a control valve and by-pass system.
- The valve, when positioned, supplies water pressure to either the drum hose or to the auxiliary wash-down hose connection.
- The hydraulic-oil motor control valves regulate the hose reel drum at variable speeds and the forward-reverse direction.
- Both the oil and water pressure systems are equipped with pressure gauges that are used as a visual aid to control operations.
- The speed of the auxiliary engine and the setting of the by-pass control valve control the water pressure.

Safety

Vac-con operator must read the operations manual before operating the high pressure cleaning equipment. Vac-con operator must follow all operations manual instructions.

- Vac-con vacuum boom shall be lowered and locked down in place before moving the truck.
- Vac-con shall be chocked on all types of inclines or sloping streets or areas.
- Safety checks shall be performed on the Biannual Terminal Inspection (BIT) program trucks on a daily basis. All problems shall be reported to the supervisor.
- Vac-con operator must visually inspect the high-pressure hoses for damages during each use.
- Hard hats shall be worn when operating the boom.

General Operation for Cleaning and Stoppages

- The high-pressure machine is usually positioned at the downstream manhole with the reel drum and working hose directly over the center of the manhole. This position is taken in the routine cleaning of lines and also for removal of sewer stoppages.
- The cleaning equipment should be positioned at the upstream manhole only when the downstream manhole is not easily accessible or when a stoppage cannot be penetrated because of a broken line, an offset pipe joint or because the size is too large for adequate and penetrating force.
- The nozzle is placed inside the sewer main and the pressure is increased to maximum of 3,000 psi, this minimizes the amount of water being used to get to the other end of the line or to the next upstream manhole. When the hose reaches the other end, the pressure is reduced to between 1000 to 1500 psi. The hose is drawn back approximately 2 to 3 feet per second. The crew will not stop the hose in the middle of the line without reducing the pressure to Idle. At this speed, the debris is brought back to the manhole where it is then vacuumed out. In some cases it may be necessary to go back to the line if the line is heavy with debris.
- The crew leader shall ensure that the crew is using a nozzle appropriate for the sewer line that the crew is cleaning (grease nozzle, sand nozzle, spinning nozzle, storm drain nozzle, large diameter nozzle). The crew leader shall not use any nozzle larger than 2-inches in diameter for 6-8 inch lines, 4-inches in diameter

for 10-12 inch lines, and 8-inches in diameter for 15-18 inches lines. Any other usage must have the specific approval of the Maintenance Supervisor for one time only.

- The water flow in the large lines helps in carrying the jet nozzle and lengths of pressure hose downstream.
- The hydraulic motor on the reel drum supplies power to coil the long pressure hose and nozzle under full jet water pressure.
- The next step in the operation is to start auxiliary engine power.
- The jet nozzle and hose is lowered down into the manhole and the jet nozzle is placed into line upstream approximately one or two feet, allowing some sag in the hose. This sag allows the hose guide to be installed and secured into place before water pressure is applied.
- The hose reel valve is turned on and the pump control valve is turned on, allowing the water to enter coiled hose on the drum and to discharge through the orifice jets on nozzle head. (There are usually six orifices spaced and set at equal angles facing backwards, with option of one in the forward direction.)
- The water jet force propels the nozzle and hose into the line with a turbulent velocity that loosens and moves debris in the line.
- The Vac-con cleans sewer lines, pumps debris and sewer water out of the manhole into a debris tank on the truck.
- Optional; the excess debris water is decanted through a hose back into the manhole.

Cleaning

- The cleaning of sewer lines by the water pressure method must be done with great care.
- Operators must not operate the high pressure cleaning machine unless they are thoroughly trained and informed on the high maintenance areas.
- In high maintenance areas, the jets nozzle penetration in cleaning must be done in short runs of from 25 to 50 feet.
- The amount of material brought back on each run and the forward thrust of nozzle speed will also determine the amount

of penetration distance allowed on each run. Note: In most cases, cleaning sewer lines is performed continuously from manhole to manhole (providing the line is not completely plugged with debris) and the crew must check the upstream manhole to assure proper cleaning.

- In the cleaning of small diameter sewer lines, it is important that the traveling nozzle be kept in motion when under full working pressure.
- This is especially true in lines that are less than four feet deep.
- If a stoppage or partial stoppage occurs during cleaning operations, the water may be pumped up the house laterals at the same rate that the pump is pumping, causing considerable damage to the homes.

Removing Stoppages

- To ensure that no water is pumped into the houses through laterals when using the high-pressure water machine, all sewer line stoppages should be treated as complete interruption of flow of the main sewer line and laterals served by that main line segment.
- When a complete interruption of flow does exist, the water elevation of the sewer charged lateral would likely be at the street level.
- This would indicate that any additional amount of water applied at the main lateral connection would overflow into the house if jet nozzle is allowed to stay in one location for any length of time. The nozzle must be kept moving at all times.
- To insure against any problem of this nature, the first few runs should be test runs to determine the amount of debris present in the line.
- The next runs should be to hit stoppage, retrieve the nozzle a few feet and hit again, keeping the jet nozzle moving at all times.
- When nozzle action breaks up stoppage, sewer flow will be noted at the downstream working manhole.
- The Vac-con Operator must check the upstream manhole to see if the head in the manhole begins to recede. This would be an indication that the blockage was removed completely or at least partially.

	<ul style="list-style-type: none"> • When the sewage flow is down to normal, the manhole can be back-flushed and washed down with an auxiliary wash hose and gun. • The street is washed down with disinfectant in the event that a street overflow has occurred. • The final step to complete the removal operations is to remove from the downstream manhole any accumulation of material that was dislodged by the water jet force action.
AREA CLEANUP	<p>Assign staff to begin cleanup in street:</p> <ul style="list-style-type: none"> • Remove all signs of wastewater debris (toilet paper, solids, grease, sand, etc.) • Flush area with potable water. • Set up berm to contain all chlorinated flush water so that it could be vacuumed by the hydro cleaner. • DO NOT USE ANY OTHER DISINFECTANT THAT MAY ENTER THE STORM DRAIN OR OTHER WATER SUPPLY.
REPORTING	<ul style="list-style-type: none"> • Photograph the spill location and affected area(s). • Complete the Sewage Overflow Report. • Use tables in the appendix to determine flow volume.



SEWER OVERFLOW REPORT

FIELD REPORT (FOR RESPONSE CREW USE)

TIME ARRIVED AT SITE: _____ CREW: _____

SITE LOCATION: _____ CROSS ST: _____

TIME OVERFLOW STARTED: _____ TIME OVERFLOW STOPPED: _____

OVERFLOW DURATION: _____ MINUTES OVERFLOW FLOW: _____ GAL/MIN

SIZE OF LINE: _____ LENGTH OF LINE: _____ FEET

GPS COORDINATES: _____ DEG _____ MIN _____ SEC (LATITUDE)

_____ DEG _____ MIN _____ SEC (LONGITUDE)

FINDINGS: _____

OVERFLOW INFORMATION:

DESCRIBE CAUSE OF OVERFLOW: _____

DESCRIBE CLEANUP METHOD: _____

DESCRIBE HOW OVERFLOW QUANTITY WAS CALCULATED: _____

RECEIVING WATERS: YES NO LOCATION: _____

TYPE OF PROBLEM: DEBRIS FLOW EXCEEDED CAPACITY FOG

OTHER

PS FAILURE OPERATOR ERROR PIPE FAILURE ROOT INTRUSION

PICTURES TAKEN: YES NO

SAMPLES TAKEN BY: _____ LOCATION OF SAMPLES: _____

SIGNS POSTED: YES NO NOTIFY NEIGHBORS: YES NO

REGULATORY AGENCIES NOTIFIED:

OES	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	SPILL# _____
RWQCB	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	
COUNTY HEALTH	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	
CITY OF SELMA	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	
CITY OF KINGSBURG	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	
CITY OF FOWLER	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	
OTHER _____	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE/TIME _____	

CONTACTS/DETAILS: _____

FOLLOW-UP MEASURES: _____

SIGNED: _____ TITLE: _____ DATE: _____



EMERGENCY SEWER CALL

NAME: _____

DATE OF CALL: ____/____/____ TIME ____PM/AM

INITIATED DAY: M T W TH F SAT SUN ACTIVITY ML SL

SOURCE: A C R S RECEIVED CALL FROM CATEGORY

ANSWERING SERVICE	JF- Jimmy	1 2 3 4 5
COMPUTER	RW- Richard	
RESIDENT	TM- Tricia	
SUPERVISOR	SC- Serena	
	LS- Luis	
	Other- _____	

Resident Name: _____ PHONE:() _____-

ADDRESS _____ CITY _____ APN NO. _____-

CROSS STREET _____ CMMSW0#: _____

ATLAS SHEET NO. _____ C/O LOCATION FNTYD ____ BCKYD ____ SIDEYD ____

SERVICE LINE LOCATION BETWEEN MHS: _____-_____ TO _____-_____

SERVICE LINE CONDITION

MUNICIPAL PORTION: GOOD __ FAIR __ POOR __

OWNERS PORTION: GOOD __ FAIR __ POOR __

PIPE TYPE: ____ PIPE SIZE ____

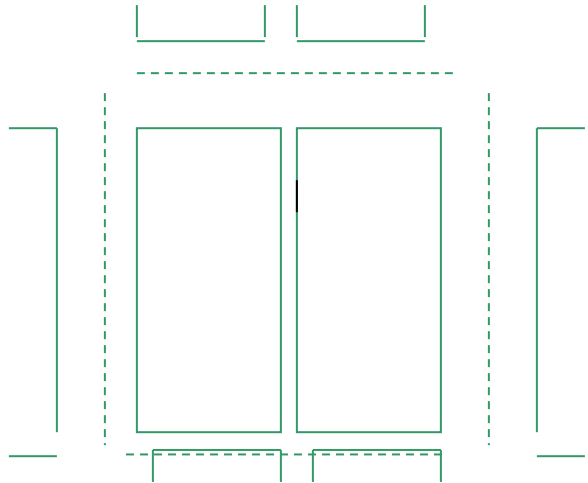
OCCUPANT NOTIFIED: YES ____ NO ____

FIELD NOTES: _____

REGULAR TIME _____

OVERTIME _____

Signed: _____ Date : ____/____/____





WARNING!

RAW SEWAGE SPILL

AREA CLOSED

**KEEP CHILDREN AND
PETS OUT OF AREA**

SKF COLLECTIONS DEPARTMENT

559/897-6500



PELIGRO!
DRENAJA DERRAMADE
EN EL PISO
ÁREA CERRADA
MANTENGA NIÑOS Y
MASCOTAS FUERA DEL
ÁREA

SKF COLLECTIONS DEPARTMENT
559/897/6500

ATTACHMENT A



SEWER BACKUP CLAIMS SUBMITTAL CHECKLIST

Documents Delivered to the Homeowner

	<u>Date Sent</u>	<u>Employee Initials</u>
<input type="checkbox"/> Customer Information Regarding Sewer Backup claims	_____	_____
<input type="checkbox"/> Sewer Spill Reference Guide: Your responsibility as a Private Property Owner	_____	_____
<input type="checkbox"/> Lodging Authorization Form	_____	_____
<input type="checkbox"/> Government Claim Form	_____	_____

Documents sent to Carl Warren & Co.

<input type="checkbox"/> Customer Information Regarding Sewer Back up claims	_____	_____
<input type="checkbox"/> Lodging Authorization Form	_____	_____
<input type="checkbox"/> Sewer Backup Field Report	_____	_____
<input type="checkbox"/> Photos Taken (Electronic copy)	_____	_____
<input type="checkbox"/> Government Claim Form	_____	_____
<input type="checkbox"/> Any other information pertaining to Incident/Claim	_____	_____

Carl Warren & Co. Contact Information

Account & Claims Manager: Beth Tavares

O: (657)622-4215

E: btavares@carlwarren.com

Sr. Claims Examiner: Teresa Collier

O: (818)265-6721

E: tcollier@carlwarren.com