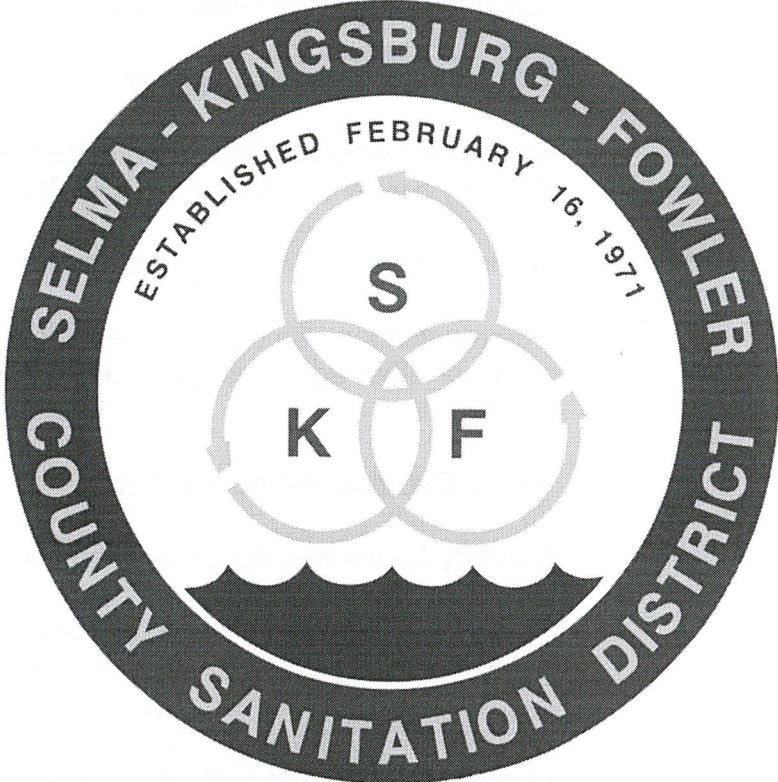


SANITARY SEWER OVERFLOW RESPONSE PLAN



SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

APPROVED BY: Veronica Cazares
Veronica Cazares, General Manager

BY: Ralph Gonzales
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DEFINITIONS

Enrollee	District
CIWQS	California Integrated Water Quality System
CSRMA	The Districts insurance agency.
GWDR	Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (ORDER WQ 2022-0103-DWQ)
RWQCB	Regional Water Quality Control Board
Service Call	Communication of a possible sewer overflow from the public or other agencies, general inquiry, or odor complaint
SORP	Sewer Overflow Response Plan
SSMT	Sanitary Sewer Maintenance Technician
SSO	Sanitary sewer overflow-any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.
SSO Reporting System	Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. http://ciwqs/waterboards.ca.gov
WWTP	Wastewater Treatment Plant

1.0 Introduction

The California Water Boards adopted a re-issue of the Statewide Sanitary Sewer Systems General Order to be effective on June 5, 2023. This document provides for the procedure to respond to a spill emanating from the sanitary sewer system or appurtenances. The objective is to operate and maintain the sanitary sewer system to prevent spills and to protect public health, beneficial uses of waterbodies, groundwater aquifers, natural washes and wetlands, sloughs, and estuaries.

The following information and references have been provided as procedures that shall be followed when responding to a Sanitary Sewer Overflow (SSO) or sewer lift station failure. "A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

It is required that all maintenance personnel become familiar with the procedures and follow them in response to a SSO. These procedures have been developed to protect the public health and environment.

This document is intended to be updated by the District as operating conditions or changes in overflow response procedures occur by the Maintenance Supervisor on an annual basis, or as needed.

1.1 Initial Notification

During business hours the District service calls are received by the Administrative personnel, or Standby person. In the event that Administrative personnel receives the call, the Administrative personnel will relay the information to the Standby person on duty. The Administrative personnel receiving the call from the public shall obtain all relevant information available regarding the possible overflow including:

- a. Time and date call was received
- b. Specific location and/or address of possible overflow
- c. Description of problem; and
- d. Caller's name and call back phone number.
- e. Other relevant information that will enable the Standby person to quickly locate, assess and stop the overflow.

During non-business hours the Standby person is notified of a service call by an answering service that is under contract with the District.

All of the sewer lift stations in the District are monitored by the Supervisory Control and Data Acquisition (SCADA) system. When a critical alarm condition exists the SCADA system calls the Standby person on duty. The District also uses Smart Covers to monitor sanitary sewer flow levels within sewer manholes in District service area. The Standby person responds to the service call for the lift station failure and accesses the situation.

Sewer overflows detected by any District personnel during the course of their normal daily duties shall report it immediately to the Maintenance Supervisor.

The Maintenance department shall confirm the overflow. Until verified, the report of a possible spill will not be referred to as a "sewer overflow".

The Maintenance department should complete an Overflow Report by the next business day of the confirmation of a sewer overflow. The initial responder (Standby) is responsible for preparing the Overflow Report. The Overflow Report should be submitted to the Maintenance Supervisor.

1.2 Record Keeping

SSO records shall be maintained by the District for a minimum of five years unless extended by a request from the Regional Water Board Executive Officer.

SSO records shall include the following, 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 investigations of system problems related to SSO's
- h. A list and description of complaints from customer or others from the previous five years; and
- i. Documentation of performance and implementation measures for the previous five years."

1.3 Sanitary Sewer Overflow Response Crew

The Maintenance Department and equipment shall be available to respond immediately to any SSO. Additional personnel shall be contacted should extra crews be needed.

1. Once the service call is deemed an SSO, the Standby person shall notify the Maintenance Supervisor immediately by cell phone. The Standby person should relate all available information in regard to the sewer overflow to the Maintenance Supervisor. If the SSO affects the WWTP, the Standby person will call either the Operations Supervisor or the Assistant Operations Supervisor.
2. The Standby person will collect field information for the SSO report for CIQWS. If additional resources needed, the Standby person will call the Maintenance Supervisor. The Maintenance Supervisor shall allocate resources as necessary.
3. The Maintenance Supervisor shall respond to the site. SSMT's should receive instructions from either the Maintenance Supervisor or Assistant Maintenance Supervisor in regard to appropriate materials, supplies, and equipment needed. Any delays or conflicts in assignments or response to the site must immediately be reported to the Assistant Maintenance Supervisor for resolution.
4. The Assistant Maintenance Supervisor must report the findings immediately to the Maintenance Supervisor, including possible damage to private and public property. If the Maintenance Supervisor has not received the findings from the Assistant Maintenance Supervisor within one hour, the Maintenance Supervisor shall contact the Assistant Maintenance Supervisor to determine the status of the investigation.
5. The Assistant Maintenance Supervisor should request from the Maintenance Supervisor additional personnel, material, supplies, and equipment for the crews working at the site of a sewer overflow.
6. The Maintenance Supervisor should visit the site to ensure that provisions of the overflow response plan have been met.
7. The Maintenance Supervisor is responsible for the applicable regulatory agency reporting requirements. In the event that the Maintenance Supervisor is unavailable to carry out the regulatory reporting duties, the following positions should comply with applicable regulatory reporting requirements, respectively, Assistant Maintenance Supervisor, District Engineer, and General Manager.

1.4 Hazardous Materials

If the Standby person detects a suspicious substance or odor not characteristic of the sewer system, the Standby person is to report immediately to the Assistant Maintenance Supervisor.

1. Should the Assistant Maintenance Supervisor determine the need to alert the Fire Department. Upon determination that the Fire Department is needed the Assistant Maintenance Supervisor shall notify the Maintenance Supervisor by cell phone. The response crew shall wait for the Fire Department respond to the scene.
2. Responding crews may proceed with the SORP containment, clean-up activities, and correction after the Fire Department determines it is safe to proceed.

1.5 Overflow Correction, Containment, and Clean-up

It is the responsibility of the first person at the site, typically the Standby person, to protect the health and safety of the public by mitigating the impact of the overflow to the extent possible. If the overflow is not the responsibility of the District but there is imminent danger to the waters of the US, drainage into a drainage channel or storm drain system, then emergency action should be taken until the responsible party assumes responsibility. Upon the arrival of the Standby person the following actions shall be taken:

- Determine the cause of the overflow.
- Identify and request additional resources, if necessary.
- Determine if private property is impacted. If yes, contact the Maintenance Supervisor immediately by cell phone.
- Take immediate steps to stop the overflow.

Use best practical measures to contain the overflowing sewage and recover sewage that has already been discharged, minimizing impacts to the public health and environment.

- Determine the route of the overflow, i.e. storm drain, street curb gutter, body of water, etc.;
- Take immediate steps to contain the overflow, i.e. block or bag storm drains, recover with the vacuum truck, etc.;
- If the overflow occurs over a prolonged period due to a prolonged sewer line blockage or collapsed sewer line, then a determination should be made to set up portable by-pass pumping.
- Monitoring of the by-pass pumping shall be implemented as required.

Sampling and laboratory tests should be taken when required by an environmental or health regulatory agency. When a spill enters a receiving water, the water quality

sampling analysis should be as per attachment E1 Notification, Monitoring, Reporting, and Record Keeping Requirements.

Sewer overflow sites shall be cleaned so that no identifiable debris or residue remains.

- When practical the overflow site area is to be thoroughly flushed and cleaned of any sewage or wash-down water. The solids and debris are to be picked up and transported to the WWTP for proper disposal.
- The overflow site should be secured to prevent contact by the public, and signs posted as required.
- Where ponding of sewage occurs, it shall be pumped dry and disposed at the WWTP.
- Where ponding of sewage cannot be pump, then it may be treated with bleach.

The overflow report shall be completed by the Standby person. See Sewer Overflow Report form located in the Sanitary Sewer Overflow Response Operational Guidelines, appendix A.

1.6 Public Notification

The Maintenance Department has the responsibility for determining when to post spill warning notices to limit public access to an overflow area. A spill notice is located in the Sanitary Sewer Overflow Response Operational Guidelines, in appendix B.

2.0 Regulatory Agency Notification and Reporting

There are four categories of SSO's defined in the ORDER WQ 2022-0103-DWQ Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems.

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

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

Category 1 Notification: The Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible but no later than two (2) hours after:

- The Enrollee has knowledge of the spill; and

- Notification can be provided without substantially impeding cleanup or other emergency measures.

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

Category 1 > 50,000 Gallons: For any spill in which 50,000 gallons or greater discharged into a surface water, within 45 calendar days of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. (See attachment E1, Notification, Monitoring, Reporting, and Recordkeeping Requirements, Page E1-10 for Technical Report requirements.)

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct water quality sampling no later than 18 hours after the Enrollee's knowledge of a potential discharge to a surface water. Water sampling analysis shall be per Attachment E1-Notification, Monitoring, Reporting and Recordkeeping Requirements.

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

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

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

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

Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not

discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month. If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month. If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month. If the Enrollee has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

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

Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ) A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, within 30 days of obtaining a CIWQS account; Subsequent Annual Reports are due by April 1 of each year. All enrollees shall update their previous year’s Annual Report, by April 1 of each year after the Effective Date of this General Order, for each calendar year (January 1 through December 31).

The contact information for the various regulatory agencies are:

Office of Emergency Services (CALEMA) 800-852-7550 or 559-445-5672
(A control number should be assigned to the event.)

RWQCB 559-445-5116
(The control number from the OES shall be relayed to the RWQCB.)

Department of Fish and Game 559-233-4005

Fresno County Environmental Health Services 559-445-3357

Tulare County Environmental Health Services 559-733-6441

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3.0 Training

The District should conduct annual training sessions in the month of June with appropriate District personnel.

APPENDIX

Member City Emergency Service Telephone Numbers

Emergency	911
Selma Fire Department	891-2211 (A Street Station) ,896-2213 (Front Street Station)
Selma Police Department	896-2525
Selma Public Works Department	891-2215
Fowler Fire Department	834-3113
Fowler Police Department	834-3113
Fowler Public Works Department	834-3113
Kingsburg Fire Department	897-6537
Kingsburg Police Department	897-2931
Kingsburg Public Works Department	897-1066
DISTRICT PERSONNEL CONTACT INFORMATION	
General Manager, Veronica Cazares	647-0862
Maintenance Supervisor, Ralph Gonzales	647-1621
Assistant Maintenance Supervisor, Jimmy Floyd	647-1647
Standby	647-0919
Office	897-6500 extension 2

