

Attachment A

Boronda County Sanitation District

Monterey County Public Works



Sewer System Management Plan

WDID: 3SSO18092

June 2024

State Water Resources Control Board (SWRCB)
Waste Discharge Requirements
Order No. WQ 2022-0103-DWQ

County of Monterey
Boronda CSD
SEWER SYSTEM MANAGEMENT PLAN
Revision 0
June 2024



The Sewer System Management Plan, Revision 0 was created with the expertise of, assistance of, and documentation from the following County of Monterey and Wallace Group Staff:

County Staff

Randell Ishii; MS, PE, TE, PTOE, Director of Public Works, Facilities, and Parks

Tom Moss; PG, Senior Water Resources Hydrologist

Mitchell Vernon; CFM. Project Manager II

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Wallace Group Staff

Bill Callahan; Senior Environmental Compliance Specialist

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.

Randell Ishii, MS, PE, TE, PTOE
Director of Public Works, Facilities, & Parks

SSMP UPDATE AND ADOPTION RECORD

The County of Monterey, Boronda CSD SSMP has undergone the following formal updates, which were approved and adopted by the Board of Directors on the dates identified below:

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EXECUTIVE SUMMARY

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, WDR Order No. 2022-0103-DWQ, require the Boronda County Sanitation District (BCSD) 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 spills (Spills), as well as mitigate any spills that do occur.

The SSMP includes the following eleven (11) Elements:

1. Goal

BCSD'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 spills.
- b) The BCSD will maintain documentation and update each SSMP Element, which contains schedules and plans to complete operations and maintenance tasks, engineering studies, and spill monitoring, reporting and records keeping requirements, on an annual basis.
- c) Maintain the number of spills to be less than State and Regional Averages on an annual basis.
- d) Have zero (0) capacity-related spills except those caused by storm events exceeding the design storm for that section of the collection system.
- e) Have zero (0) spills 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 County Staff and Contract Staff, who are responsible for implementing the SSMP, responding to spills, and meeting spill reporting requirements, and identifies the lines of authority of spill responsibilities and chains of communication for spill response and reporting.

The Legally Responsible Official (LRO) and Data Submitter are also identified 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 County and BCSD Ordinances that provide BCSD with the legal authority to:

- a. Prevent illicit discharges;
- b. Collaborate with storm sewer agencies for coordinated spill response;
- c. Require that sewers and connections be properly design and constructed;
- d. Ensure access for maintenance and inspection of
- e. Enforce any violation of its sewer ordinances; and
- f. Obtain easement accessibility agreements as applicable.

4. Operation and Maintenance Program

The County's operation and maintenance of the BCSD 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 BCSD collection system. This SSMP Element details a:

- a. Sanitary sewer system and storm drain maps, 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. Training program and records for County Staff and Contractor collection system operation and maintenance activities; and
- d. Equipment and replacement part inventory with critical replacement parts and equipment identified.

The Operation and Maintenance Program Element includes the status of recommended capital improvement plan (CIP) associated with Condition Assessments conducted in 2022.

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 County utilizes Standard Specifications for use in County Sanitation Districts and Service Areas dated 1995. The County also depends on project specific design and construction standards developed for each specific project, such as those used for CIP which are considered for adoption each Fiscal Year (FY).

6. Spill Emergency Response Plan

The Spill Emergency Response Plan (SERP) contains the following information in order to protect public health and the environment in the event of a sewer spill:

- a. Notification and reporting procedures for primary responders and regulatory agencies;
- b. Notification procedures for regulatory agencies and other potentially affected entities for spills that potentially affect public health or reach the waters of the State;
- c. SERP training procedures for County Staff and Contractors responsible for responding to sewer spills;
- d. Emergency operations procedures for response activities, such as traffic and crowd control, spill containment and cleanup; and
- e. A spill mitigation and impact assessment program.

This SSMP Element summarizes the SERP which is maintained by County staff as a separate document utilized to respond to sewer spills.

7. Sewer Pipe Blockage Control Program

The goal of this Program is to reduce the amount of pipe blocking materials such as; Fats, Oils and Grease (FOG), roots, wipes and other materials from being discharged or allowed to cause blockages in the sanitary sewer system. This SSMP Element includes the following information:

- a. Public education outreach implementation plan and schedule;
- b. Pipe blocking substance disposal plan;
- c. The legal authority to prohibit discharges and prevent associated spills;
- d. Grease control device installation, maintenance, best management practices, and record keeping and reporting requirements, design standards and inspection rights to regulate FOG producing facilities;
- e. High maintenance area identification and cleaning maintenance schedule; and
- f. FOG source control measure development and implementation.

8. System Evaluation, Capacity Assurance Plan & Capital Improvements

This Element requires BCSD to conduct the following:

- a. System Evaluation and Condition Assessment;

- b. Capacity Assessment and development of associated Design Criteria to address any deficiencies;
- c. Prioritization of Corrective Actions: and,
- d. Development of a Capital Improvement Plan based on these assessments.

BCSD conducted condition assessments in 2020 and 2022 to meet some of the above identified requirements and identified Capital Projects and additional maintenance areas within the system. The County is in the process of acquiring funding and completing these projects.

BCSD plans to complete a comprehensive capacity assessment in 2029 which will integrate all the required criteria in this Element. The results of these assessments will be included in the BCSD SSMP when completed.

9. Monitoring, Measurement, and Program Modifications

BCSD developed a plan to monitor and assess the implementation of each SSMP Element in order to measure the effectiveness of the BCSD SSMP program to reduce sewer spills. This SSMP Element outlines the way each SSMP Element is monitored and evaluated and the schedule with which the County completes this monitoring and evaluation.

10. Sewer System Management Plan Program Audits

The SSMP Program Audits Element outlines the audit process and identifies the County 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 three (3) years and are required to evaluate the BCSD 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 County 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.

This Sewer System Management Plan (SSMP) was developed for compliance with the requirements of the State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirements (WDR), Order No. 2022-0103-DWQ which is included on the County website:

[https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district.](https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district)

ELEMENT 1 - GOAL

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

1.0 Regulatory Requirement

WDR Order No. 2022-0103-DWQ Attachment D1 states:

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

1.1 Sanitary Sewer System Goals

The BCSD seeks to provide high quality and reliable wastewater collection for its residents and businesses by meeting the following goals:

BCSD SSMP Goals:

1. 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 Spills.
2. The BCSD will maintain documentation and update each SSMP Element, which contains schedules and plans to complete operations and maintenance tasks, engineering studies, and Spill monitoring, reporting and records keeping requirements, on an annual basis.
3. Maintain the number of Spills to be less than State and Regional Averages on an annual basis.
4. Have zero (0) capacity-related Spills except those caused by storm events exceeding the design storm for that section of the collection system.
5. Have zero (0) Spills repeated annually (1) year from the same sewer line segment, manhole, or lift station.

1.2 Regulatory Context and Schedule for Audits and Updates

The BCSD recently developed their first Sewer Systems Management Plan for compliance with Order WQ 2022-0103-WQ. BCSD is managed by the County of Monterey Public Works, Facilities and Parks Department. The County is dedicated to implementing each Element of the SSMP and tracking any revisions that may be necessary as program implementation progresses.

The County will begin their first SSMP Audit after May 2, 2025, Audit Period End Date with an identified Audit period of June 2024 through May 2, 2025, for completion by November 2, 2025. The Audit will evaluate how the SSMP meets regulatory requirements, implementation of the

SSMP, success of preventative maintenance program, and sewer spill trends. A plan and schedule will be developed for the correction of any deficiencies identified in the audit and any necessary updates or general plan changes that may be required.

The County will annually review and evaluate the SSMP, Preventative Maintenance Program, and Spill Trends to identify areas of their sewer operations that may need to be modified to comply with existing regulatory requirements and reduce the number of sewer spills occurring in a calendar year.

The SSMP 6-Year Update will begin in April 2026 for completion, adoption and recertification by August 2, 2026.

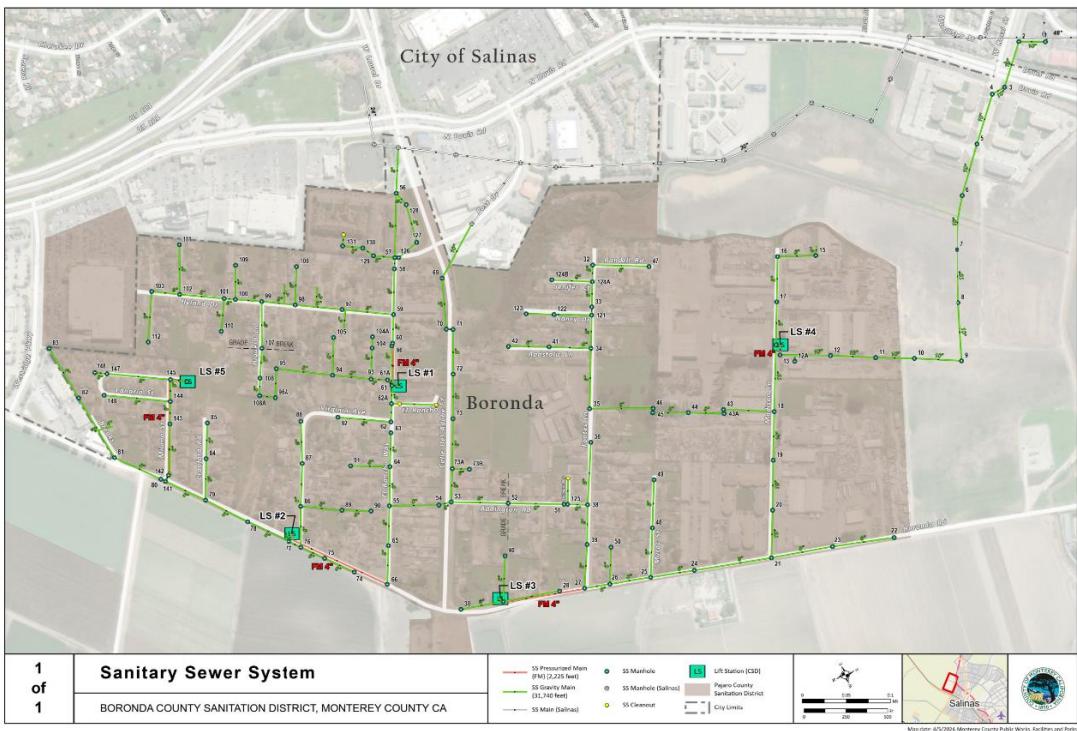
1.3 System Asset Overview

The Boronda County Sanitation District is located in Monterey County. The BCSD collection system consists of 6.0 miles of gravity PVC pipelines ranging from 4 inch to 10 inch in diameter. The system has five (5) lift stations. These lift stations pump through 0.42 miles of force mains. There are approximately 138 manholes and five (5) cleanouts throughout the system. The sewer system is restricted to providing sanitary sewer flows only with no diversion of stormwater into the sewer system.

The system provides wastewater disposal services to approximately 180 acres that includes residential, commercial, and industrial land uses within the Boronda neighborhood, an unincorporated community abutting the northwestern border of the City of Salinas, as shown on the service area map. Boronda CSD serves approximately 1,158 customers with a population of approximately 1,913. Sewer customers are broken down as follows:

Type of Connection	% of Total Connections
Residential	85%
Agricultural/Rural	N/A
Commercial	5%
Industrial	5%
Institutional	5%
Miscellaneous	N/A

A general overview showing the service area boundaries is provided below.



Data management for the operations and maintenance of the sewer systems is provided utilizing the County Geographic Information System and an Access database. Sewer laterals are owned, operated and maintained by individual property owners from the wye connection at the sewer main, back to each building. The BCSD does not own or maintain any sewer laterals within the service area.

ELEMENT 2 - ORGANIZATION

The Organization Element of the SSMP identifies the Boronda CSD Staff and Contract Staff, who are responsible for implementing this SSMP, responding to Spill events, and meeting Spill reporting requirements.

The Legally Responsible Official (LRO) is designated below to meet SWRCB requirements for completing and certifying Spill reports in CIWQS.

This SSMP Element outlines the County organization, SSMP responsibilities of personnel, authorized representatives, and chains of communication for Spill response and reporting. Names and contact information of the current Board of Supervisor members, and the current Staff and Contractors are available in **Appendix 2A**.

2.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D states:

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county health officer, county environmental health agency, and State Office of Emergency Services.)

2.2 Responsible and Authorized Representatives

The name of the Legally Responsible Official and Data Submitters are listed in Table 2-1:

Table 2-1: Boronda CSD Authorized Representative

Name	Title	CIWQS Database
Tom Moss, PG	Senior Water Resources Hydrologist	Legally Responsible Official
Mitchell Vernon	Project Manager II	Data Submitter

2.3 SSMP Program Implementation

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

An organization table showing the lines of authority for all County Staff is described below in Table 2-2. An organization chart for County staff is included in **Appendix 2B**.

Table 2-2: Boronda CSD Staff SSMP Responsibilities and Contact Information

Name and Title	SSMP Responsibilities	Contact Information
<p>Randell Ishii, MS, PE, TE, PTOE</p> <p><i>Director of Public Works, Facilities and Parks</i></p> <p><i>County of Monterey</i></p>	<ul style="list-style-type: none"> The Public Works Director oversees the Senior Water Resources Hydrologist in the management of all eleven (11) SSMP Elements. 	<p>(831) 755-4800 Office</p> <p>E-mail: IshiiR@countyofmonterey.gov</p>
<p>Susan Blitch</p> <p><i>County Counsel</i></p> <p><i>County of Monterey</i></p>	<ul style="list-style-type: none"> The County Counsel and their staff assist the Public Works Director to manage Element 3 – Legal Authority. 	<p>(831) 755-5045 Office</p> <p>E-mail: blitchsk@countyofmonterey.gov</p>
Tom Moss, PG	<ul style="list-style-type: none"> The Senior Water Resources Hydrologist 	(831) 755-5847 Office

Name and Title	SSMP Responsibilities	Contact Information
<p><i>Senior Water Resources Hydrologist</i> <i>County of Monterey</i></p>	<p>assists the Public Works Director to manage and direct County and Contract Staff in the management of all eleven (11) SSMP Elements.</p> <ul style="list-style-type: none"> ▪ Receives and assures the appropriate County Staff respond to in person communications, phone calls, e-mails, and faxes to assist with the implementation of <ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; - Element 6 – Spill Emergency Response Plan; - Element 7 – Pipe Blockage Control Program; - Element 11 – Communication Program. ▪ In a Spill response, provides a carefully prescribed message for citizens who call with general questions or directs support staff on these responses. 	<p>(408) 201-2912 Cell</p> <p>E-mail: <u>mosst@countyofmonterey.gov</u></p>
<p>Enrique Saavedra, PE</p>	<ul style="list-style-type: none"> ▪ The Chief of Public Works and is directed by the Public Works Director to assist with: 	<p>(831) 755-8970 Office</p> <p>E-mail: <u>Saavedraem@countyofmonterey.gov</u></p>

Name and Title	SSMP Responsibilities	Contact Information
<i>Chief of Public Works</i> <i>County of Monterey</i>	<ul style="list-style-type: none"> - Element 4 – Operation and Maintenance Program; - Element 5 – Design and Performance Provisions; and Element 8 – System Evaluation, Capacity Assurance Plan & Capital Improvements. 	
Jesse Mercado <i>Bridge Superintendent</i> <i>County of Monterey</i>	<ul style="list-style-type: none"> ▪ The Bridge Superintendent assist the Senior Water Resources Hydrologist to manage: <ul style="list-style-type: none"> - Element 4: Operations and Maintenance Program - Element 7 – Pipe Blockage Control Program; and - Element 6: Spill Emergency Response Program. <p>Responds or directs supporting staff to respond to Spills during normal work hours and after hours.</p>	(831) 262-8773 Office E-mail: MercadoJP@countyofmonterey.gov
Randy Alvarez or Tim Christensen <i>Housing and Community Development Department Inspectors</i>	The Housing and Community Development Inspectors inspect newly installed grease traps and interceptors to ensure that the grease trap or interceptor is the	(831) 759-6770 or (831) 755-5231 Office Email: AlvarezR4@countyofmonterey.gov ChristensenT@countyofmonterey.gov

Name and Title	SSMP Responsibilities	Contact Information
<i>County of Monterey</i>	correct size and is installed properly as required by Element 7 – Pipe Blockage Control Program.	

2.4 Chain of Communication for Responding to Spills

Spill reports usually begin with a call from a resident to the County Public Works Department or 911 dispatchers.

All telephone calls or complaints for actual or potential spills are routed directly to the County's main office and then to the Supervisor via County office personnel.

During non-business hours, the County's voicemail system will receive the call and notify the caller to contact the Emergency Dispatch (911 or Emergency # 831-595-1535). Public Works staff response to confirm the spill. Once the spill is confirmed, County On-Call staff is contacted to respond. If County staff requires assistance, Greenline (831) 422-2298 or (831) 235-1395 (sewer contractor) is available to assist with emergency response.

The chain of communication identified in the County's Spill Emergency Response Plan (SERP) is reproduced in Figure 2-1 for reference.

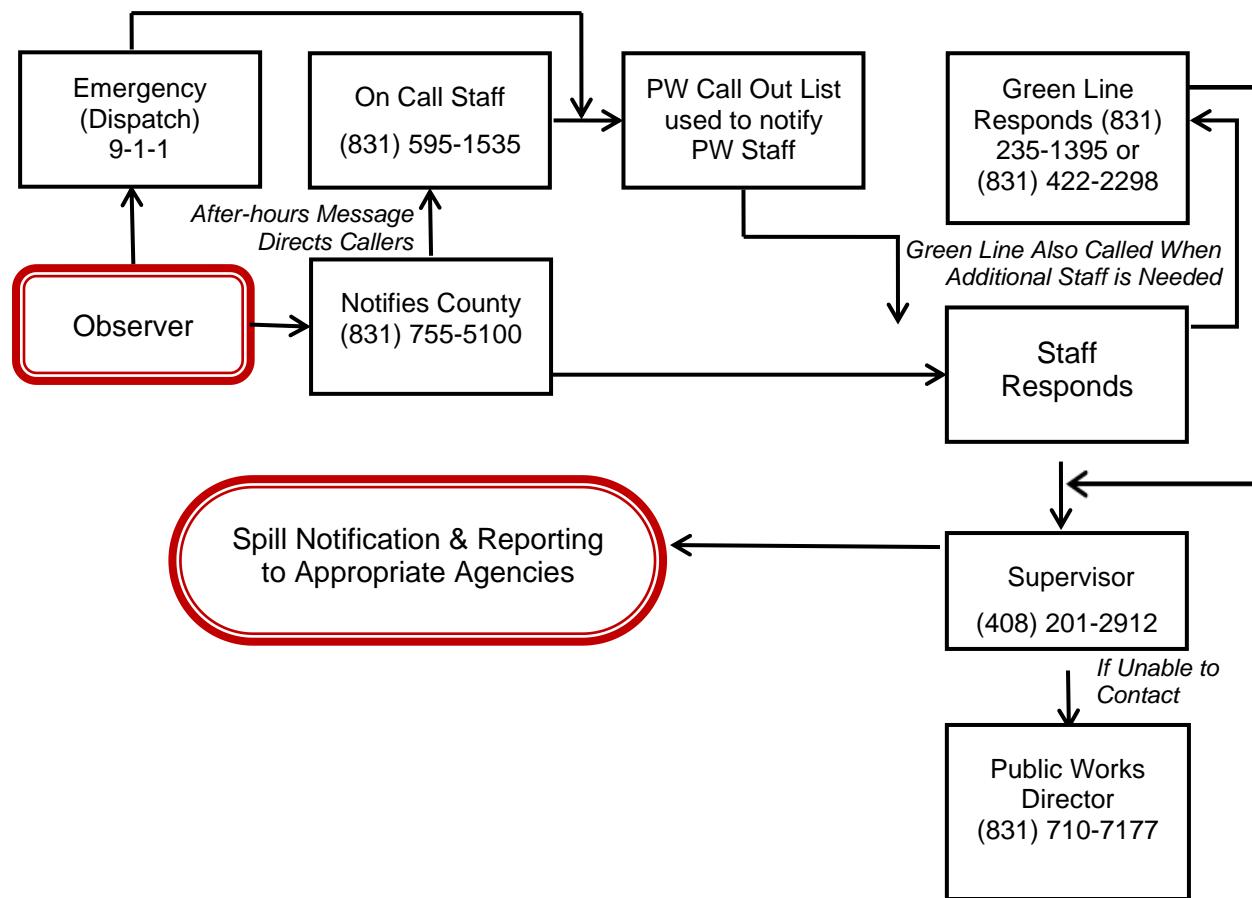


Figure 2-1: Spill Response Chain of Communication

Upon completion of containment and clean-up, the Data Submitter and/or Legally Responsible Official will initiate reporting the sewer spill and develop the Draft SSO Report in CIWQS.

ELEMENT 3 - LEGAL AUTHORITY

The County maintains the legal authority for the sanitary sewer system in the County Municipal Code Chapters included in Website links to this Element. There are two (2) sets of Ordinances utilized as described later in this Element.

3.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D states:

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.2 SSMP Sanitary Sewer System Legal Authority

Table 3-1 below provides the mechanisms by which the County maintains the legal authorities required by the current WDRs for public and private sewer systems.

Table 3-1: County of Monterey Legal Authority References

WDR Requirement	County of Monterey Code & Boronda CSD Ordinance Sections
Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags	<ul style="list-style-type: none">○ County Code Chapter 15.24 – County Service Areas – Sewage Systems, Section 15.24.190 & 15.24.200 Prohibited Substances, Section 15.24.210 Storm Waters Prohibited

WDR Requirement	County of Monterey Code & Boronda CSD Ordinance Sections
and other debris that may cause blockages;	<ul style="list-style-type: none"> ○ BCSD Ordinance 1, Section 12 - Prohibited Wastes and Section 21 - Requirements for Grease Trap, Grease Interceptor or Other Device
Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;	The County operates the Boronda CSD area storm drain system and therefore has the legal authority to respond to any sewer related emergencies that may impact the storm drain system.
Require that sewer system components and connections be properly designed and constructed;	<ul style="list-style-type: none"> ○ The County has requirements for residential sewer design and construction in the following Sections of Chapter 15.24: 15.24.030 Permit Required, 15.24.070 Permit Certificate of Inspection, 15.24.100 Plumbers License Required, 15.24.160 Specifications – Materials for lateral house sewers, 15.24.170 Specifications – Sewer Pipe, 15.24.180 Specifications – Installation. ○ BCSD Ordinance 1, Section 10 – Building Sewer and District Sewer Construction Standards ○ Standard Specifications: Monterey County Sanitation Districts and Service Areas 1995
Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;	County Code Chapter 15.24 – County Service Areas – Sewage Systems, Section 15.24.220 Right of Inspection
Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures;	<ul style="list-style-type: none"> ○ County Code Chapter 15.24 – County Service Areas – Sewage Systems, Section 15.24.240 Violation declared violation, Chapter 1.22., Section 1.22.100 Administrative citations and fines & Section 1.22.200 Violations ○ BCSD Ordinance 1, Section 18 – Penalties for Ordinance Violations

WDR Requirement	County of Monterey Code & Boronda CSD Ordinance Sections
Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable	Not applicable – the County has access to all portions of the sewer collection and conveyance system.

Link to County Code Chapter 15.24 – County Service Areas – Sewage Systems and BCSD Ordinance: <https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>.

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

The County's operation and maintenance of the BCSD collection system has a goal to keep the system in good working condition and prevent sewer spills. Sewer lift station operations and maintenance work is conducted by County staff and by outside contractors when necessary. Sewer line operations and maintenance is primarily conducted by contracted services, utilizing Greenline Liquid Waste Company. This SSMP Element 4 outlines the work that is conducted to accomplish the optimal operation and maintenance of the BCSD collection system.

The sewer collection system consists of approximately six point four (6.4) miles of pipelines consisting of PVC materials. Table 4-1 describes linear footage, materials, and pipe sizes for all three sections of the BCSD.

Table 4-1: Sewer Line Data

Boronda Main Trunk Lines (1986)		
Size	Pipe Material	Approximate Miles
4"	PVC	0.08
6"	PVC	2.38
8"	PVC	3.07
10"	PVC	0.85

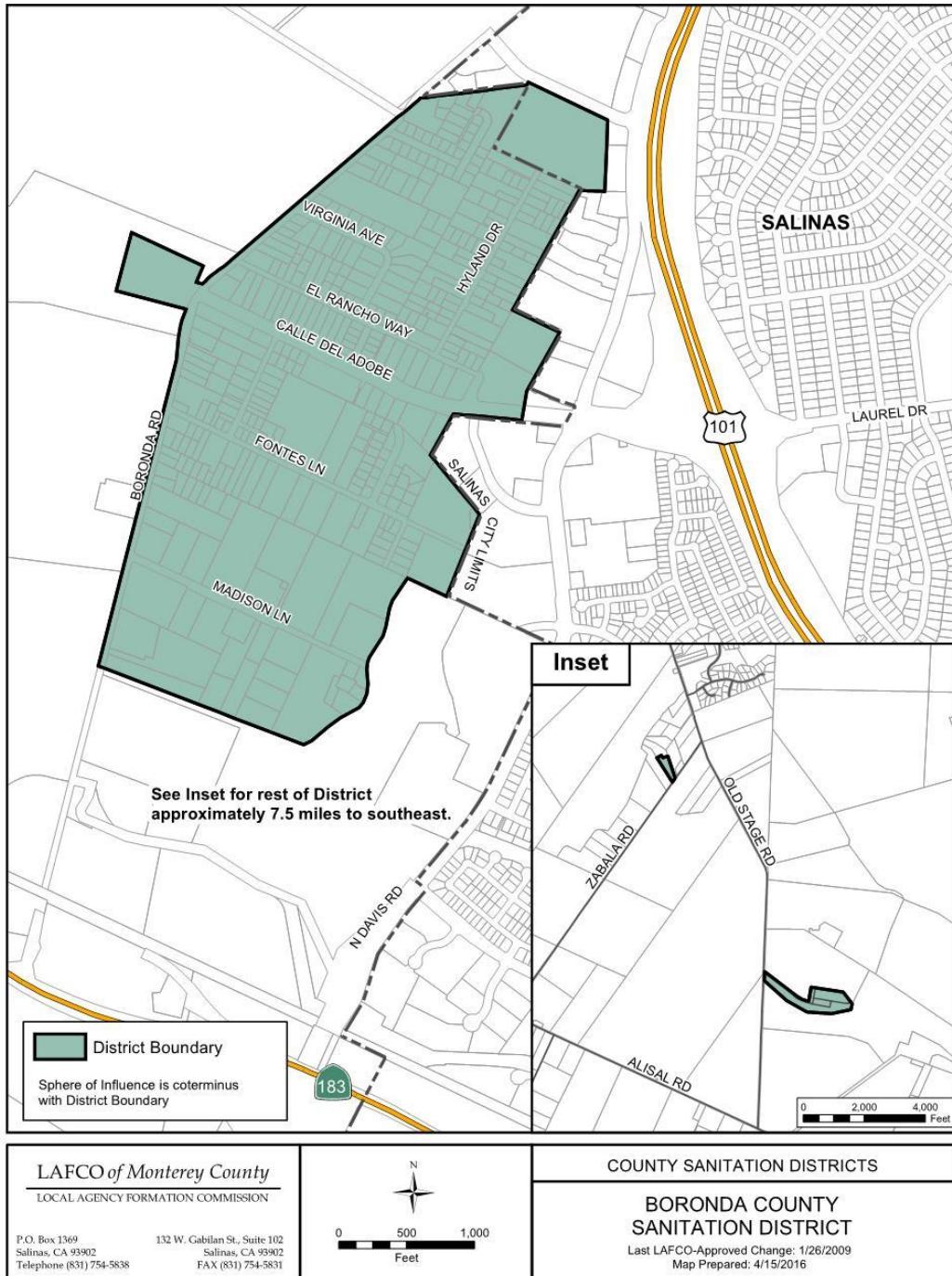


Figure 4-1: BCSD Service Area

There are five (5) sewer lift stations located in the BCSD service area. All lift stations are operated and maintained by County staff and contractors. There is a combined 0.42 miles of force main immediately downstream of these lift stations.

Maintenance access to the gravity sewers is provided by 123 manholes and 5 clean outs (lampholes). The collected wastewater is conveyed to the Monterey One Water's Regional Treatment Plant for treatment and disposal. Figure 4-2 depicts a general overview of the system atlas.

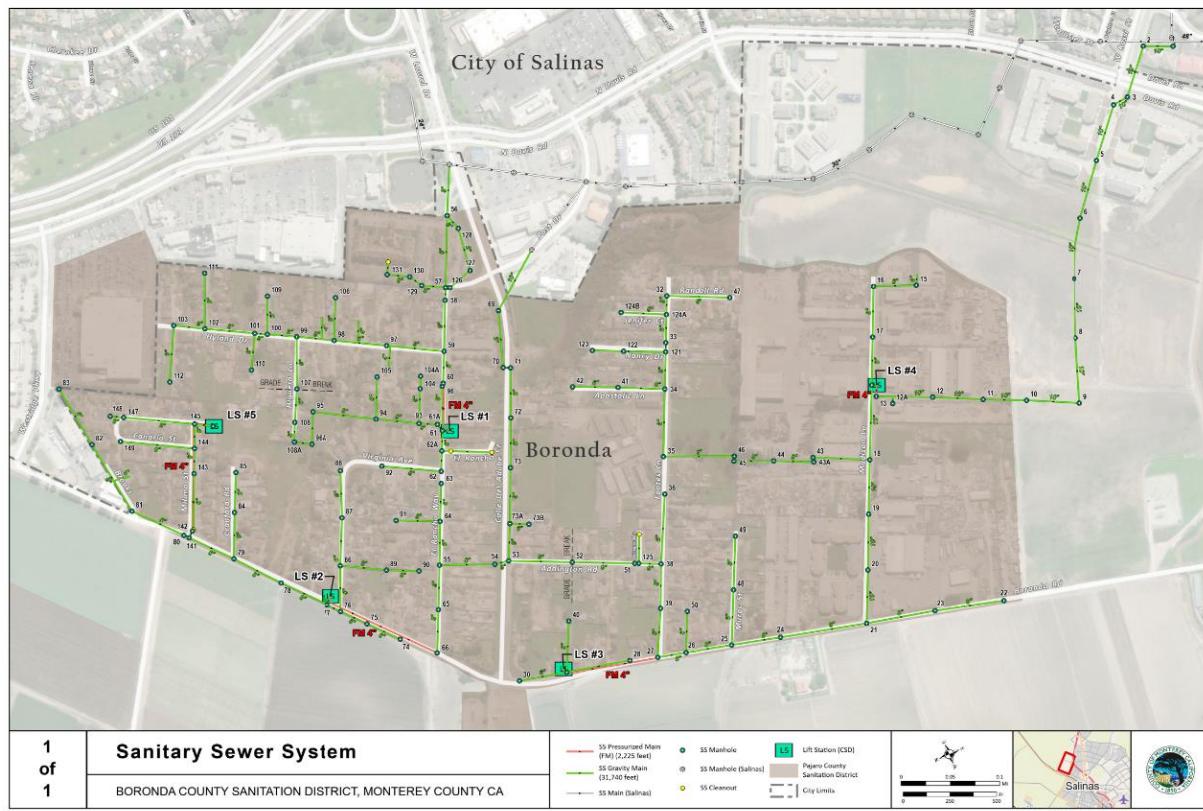


Figure 4-2: Sewer System Atlas

4.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D states:

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

Updated Map of Sanitary Sewer System

An up-to-date map of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

Preventative Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;
- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.2 Collection System Map

The County maintains up-to-date electronic collection system maps using Geographic Information System (GIS). These maps are overlain onto aerial imagery and provide detailed locations of the system's components with references to roads and other geographic references within the BCSD 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, and segment lengths.

Collection system maps are printed to hard copy and provided to County 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.

GIS system maps also include stormdrain locations throughout the BCSD system. The GIS system map for stormwater is depicted in Figure 4-3 below.



Figure 4-3: GIS Stormwater System Atlas

4.3 Preventative Maintenance Program

The County's manhole inspection, sewer line inspection, cleaning program and lift station inspections are all components of preventative maintenance. The County addresses routine and non-routine work requests and documentation of Operations and Maintenance in their GIS System and Access database.

4.3.1 CCTV Inspection

Closed circuit television (CCTV) inspections are performed by contracted services providers under the contractual authorization of the County and with administration by Public Works Staff. The County completed a system wide CCTV inspection of all gravity sewer mains in 2022.

As part of the 2022 inspection project, the County received narrated color videos and detailed written logs of the conditions observed at the time of the inspections. The County contracted with Wallace Group to review the 2022 videos and logs received from these inspections and develop a rehabilitation and replacement plan for areas of the collection system found to be deficient. A summary of these rehabilitation and replacement projects are listed below.

Table 4-1: Summary of CCTV Sewer Line Condition Assessment

Structural Priority Ranking	Number of Projects Identified	Estimated Total Cost (2020)
1: Immediate Repair	4	\$245,000
1: Next 1-3 Years	8	\$564,000
2: 3-5 Years	11	\$1,198,000
3: 5-10 Years	8	\$1,088,000
Maintenance areas Identified	31	TBD

Defects requiring repair ranged from spot repairs to total line replacements from upstream to downstream manholes to repair or replace offset joints, broken segments of pipe, pipe obstructions, and pipe sags.

Identified maintenance ranged from areas that require additional inspection to identify potential defects to identified High Maintenance Areas that may require more frequent cleaning frequencies in the future.

This CCTV summary report will be the basis for the majority of future sewer line replacements. A spreadsheet detailing the results of this CCTV analysis is provided in **Appendix 4A**. The County plans to conduct additional system wide CCTV investigations for the purposes of rehabilitation and/or CIP every five (5) years.

4.3.2 Cleaning

The County's sewer cleaning plan is to clean the entire gravity collection system annually. The need for more frequent cleaning of High Maintenance Areas (HMAs) in the future will be based on Staff's assessment of flow conditions in these lines over the course of the next year.

Currently, it is assumed that annual cleaning may be adequate for the system to perform as designed, however regular inspections of HMA flow conditions will dictate if a more frequent cleaning frequency will be necessary. Sewer line assessments are based on; the analysis of past CCTV inspections conducted by Greenline Liquid Waste Company, sewer cleaning logs, and Staff's visual observations in the field. The County utilizes contractors to accomplish annual cleaning objectives. Sewer line cleaning will be tracked using the recently developed, Sewer Line Cleaning and Routine Manhole Inspection Log. The template for this form is provided in **Appendix 4B**.

4.3.3 Visual Inspection

Visual manhole inspections occur annually by County Operations Staff and Contractors. Inspection data is entered into a manhole inspection form if there are any conditions that require documentation due to observed defects including structural, hydraulic, and other physical attributes of the manhole. A manhole inspection form template is provided in **Appendix 4C**. A condition assessment of CSD Manholes completed in 2020 determined that none of the CSD manholes had structural deficiencies that would require near term rehabilitation or replacement. The condition assessment concluded that there are some manholes that were subject to sulfur-related corrosion. These manholes will be monitored during the course of routine inspections as described above. There are no Force Main Air Relief Valves (ARV) throughout the sewer service area as associated force mains are relatively short in length.

4.3.4 High Maintenance Areas

The Boronda CSD has identified twenty (20) High Maintenance areas (HMAs) which require more frequent inspection. Based on observations in the field, these areas may be cleaned on a 6-to-9-month schedule when visual observations dictate. HMA locations are visually inspected to check flow conditions on a weekly basis to determine if cleaning is necessary. Results of these inspections are logged on an HMA Observation Form and reviewed by supervisorial staff weekly. These HMAs are generally the result of two (2) contributing factors in the BCSD sewer system: root intrusion and accumulation of grease and or other solids. A list of the of these 20 HMA locations is found in Table 4-2 below:

Table 4-2 High Maintenance Inspection Areas

2024 HMA Locations: Areas are inspected weekly and cleaned as necessary based on observed flow conditions.			
MH 33 – MH 121: Fontes Lane	MH 102 – MH 112: Hyland Drive Easement	MH 76 – MH 77: Boronda Road	MH 24 – MH 21: Boronda Road
MH 122 – MH 123: Nancy Drive	MH 98 – MH 97: Hyland Drive	MH 53 – MH 54: Calle Del Adobe	MH 35 – MH 46: Fontes Lane

MH 102 – MH 101: Hyland Drive	MH 99 – MH 98 Hyland Drive	MH 71 – MH 70: Calle Del Adobe	MH 34 – MH 35: Fontes Lane
MH 80 – MH 79: Boronda Street	MH 64 – MH 55: El Rancho Way	MH 25 – MH 24: Boronda Road	MH 72 – MH 71: Calle Del Adobe
MH 12 – MH 13: Madison Lane	MH 11 – MH 12: Madison Lane	MH 10 – MH 11: Madison Lane	MH 53 – MH 73A: Calle Del Adobe

This HMA list is updated as necessary when Staff observes sewer line conditions that require an increased cleaning frequency or increase inspection. Future sewer line rehabilitation and replacement projects may allow Staff to continue modification and reclassification of cleaning schedules based on the internal condition of these lines.

The County plans to conduct public outreach in an effort to educate the public about the hazards associated with discharging grease and disposable wipes down the drain through the distribution of flyers identifying “non-flushable items” and through the County’s Public Works website. Examples of these public outreach efforts are provided in SSMP Element 11 – Communication Plan.

4.3.5 Lift Station Operation and Maintenance

As previously referenced in the introduction to this SSMP Element, there are five (5) lift stations located in the BCSD service area. These stations are provided with a minimum of duplex pumping systems for redundancy and reliability. This duplex system allows for continued operation of a lift station in the event of pump failure. Alarms are sent via an Auto Dialer system.

There are 0.42 miles of force mains immediately downstream of these lift stations. The aforementioned lift stations are identified below in Table 4-3.

Table 4-2: Lift Stations

Lift Station Name	Description
Boronda Lift Station #1	2 submersible FLYGHT pumps. <ul style="list-style-type: none"> ○ Pump 1 pumps 88 gpm ○ Pump 2 pumps 88 gpm. ○ Wet Well: 5 ft diameter by 15.3 ft depth
Boronda Lift Station #2	2 submersible FLYGHT pumps. <ul style="list-style-type: none"> ○ Pump 1 pumps 119 gpm ○ Pump 2 pumps 151 gpm. ○ Wet Well: 5 ft diameter by 15 ft depth
Boronda Lift Station #3	2 submersible FLYGHT pumps. <ul style="list-style-type: none"> ○ Pump 1 pumps 87 gpm

	<ul style="list-style-type: none"> ○ Pump 2 pumps 88 gpm. ○ Wet Well: 5ft Depth by 11.8 ft depth
Boronda Lift Station #4	2 submersible FLYGHT pumps. <ul style="list-style-type: none"> ○ Pump 1 pumps 220 gpm ○ Pump 2 pumps 235 gpm. ○ Wet Well: 5 ft diameter by 20.3 ft depth
Boronda Oaks Lift Station AKA: Boronda Lift Station #5	2 submersible FLYGHT pumps. <ul style="list-style-type: none"> ○ Pump 1 pumps 80 gpm ○ Pump 2 pumps 85 gpm. ○ Wet Well: 6 ft diameter by 18.25 ft depth

Pump outputs are based on the Condition Assessment completed in 2020. New pumps were installed at all five (5) lift stations in 2023. It is assumed pump output has increased for each station, however that data was not available at the time during the development of this Management Plan.

Lift stations are inspected by County staff on a weekly basis. Inspections are logged on a BCSD Lift Station Log and consists 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. The majority of these stations are equipped to operate under emergency conditions utilizing a receptacle for emergency backup generator power with emergency conditions transmitted to County staff through an Auto Dialer. The Boronda Oaks Lift Station is equipped with an emergency backup generator and automatic transfer switch. Boronda Lift Station #4 cannot receive emergency backup power in an emergency, requiring a pumper truck or bypass pump in the event of an emergency. A copy of the BCSD Lift Station Log is provided in **Appendix 4D**.

4.3.5 Customer Complaints

The County recently developed a form to document customer calls and/or complaints relating to sewer system issues. These forms are completed by staff receiving these calls and staff investigation complaints in the field. Complaint resolutions are also documented on these forms.

An example of this Complaint Form is provided in **Appendix 4E**.

4.3.6 Data Management

The County manages all Operations and Maintenance records in paper format (lift station logs, sewer line cleaning and routine manhole inspections, detailed manhole inspections, and customer complaints) and in their GIS System and Access database.

4.4 Training

Training programs include formal classroom training and on-the-job training. Training is facilitated by both County 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 LRO and/or Data Submitter 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 County's program. Every Staff member receives formal safety training. Additional training consists of; sewer spill cleanup and response, traffic control, and emergency response. The County recently conducted training for compliance with these WDRs as follows:

- General Order Requirement Training
- Spill Emergency Response Training
- Spill Volume Estimation
- CIWQs Reporting

Annual training will be conducted on the topics shown above.

Contractors working on the sewer system are also required to be properly trained to perform the work associated with a specific task or project. Contractor performance is ensured by the County's Public Works Agreement for Professional Services which requires all contractors working on the sanitary sewer system to meet County Standards. Additionally, contractors are required to follow the following response in the event of a sewer spill during the duration of their contracts:

The following procedures are to be followed in the event that a contractor/plumber causes or witnesses a Sanitary Sewer Spill. If the contractor/plumber causes or witnesses an Spill they should:

1. Immediately notify the County Public Works Office.
2. Protect storm drains.
3. Protect the public.
4. Provide information to the First Responder or Supervisor such as start time, appearance point, suspected cause, weather conditions, etc.

4.5 Equipment and Replacement Parts Inventory

Equipment and replacement parts are tracked on the critical parts and equipment form. This form is updated as new equipment and/or parts are purchased and/or retired from service. The 2024 version of this form is provided in **Appendix 4-F**.

Vendors are identified for parts, equipment and services not maintained in stock by the County on the above-mentioned list.

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 will be utilized to ensure a high quality, well designed, and functioning sanitary sewer system.

5.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ states that the SSMP must include the following items as appropriate and applicable to the Enrollee's system::

- (a) Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.; and
- (b) Procedures and standards for inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

5.2 Design and Construction Standards and Specifications

The County of Monterey creates design and construction standards and specifications specific to the projects the County undertakes, such as individual sewer project standards and specifications created and utilized for County CIP that are designed and constructed.

The Boronda County Sanitation District (BCSD) Ordinance No. 1 provides requirements for sewer connections. This Ordinance regulates the following:

- Section 3: Sewer Connections Required
- Section 4, 5, & 6: Connection Permits
- Section 8: Use and Ownership of Building Sewers
- Section 10: Building Sewer Construction (Requirements)
- Section 21: Requirements for Grease Trap, Grease Interceptor or Other Device

The County has the following Standard Specifications for use in County Sanitation Districts and Service Areas 1995:

- Section 5 - Sewer Pipelines specifies:
 - Construction materials allowed for use in sewer construction.
 - Acceptable fittings and connections
 - Interior pipeline deflection specifications
 - Pipeline backfill requirements
- Section 7 – Sewer Pipe and Structure Installation specifies:
 - Sewer Pipe Laying
 - Sewer Grade and Alignment

- Sewer Joint Deflections
- Manhole Material and Installation Requirements
- Installation of Sewer Lines utilizing Boring, Jacking and Tunneling Requirements
- Section 9 – Trench Backfilling
- Section 11 Miscellaneous Requirements
 - Inspection Requirements & Material Protection Requirements
- Section 12 – Testing
 - Main Sewer Testing Requirements
- Section 13 – Cleaning Requirements
- Section 14 – Television Inspection (Sewer Mains)
- Section 19 – Specifications and Details
 - Manholes: Sheets No. 1 - 12
 - Building Sewer Details: Sheets No. 13 -14
 - Storm Drian Crossings: Sheet No. 15
 - Sewer Pipe Installation: Sheet No. 16
 - Grease Interceptors: Sheets No. 17 – 18
 - Sumps and Private Pumping Stations: Sheets No.19 – 20
 - Mobile Home Holding Tank Disposal Facilities: Sheet No. 21
 - Repair Coupling (VCP): Sheet 22

The County's 1995 Standard Details and Specifications are available on the County's website at: <https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>.

Lift Station designs are completed to meet existing conditions in the field and are designed by licensed engineers to meet these conditions. As such the County does not have a specific design standard for municipal lift stations.

5.3 Inspection and Testing Procedures and Standards

The County has an established set of inspection standards and procedures which are located in the web link referenced above. Currently Inspection and testing procedures include standards and procedures for sewer main testing, described in Section 5.2 above.

During the construction and repair of sewer facilities, the licensed contractor working on the project is responsible for testing the installed sewer lines with County staff and/or contractors providing inspection services during these tests. Additional formal inspection and testing standards may be developed and implemented for other sewer systems components in the future, however the current method to ensure new and rehabilitated systems are adequately tested and inspected are described below.

Additional testing and inspection procedures, standards & requirements for manholes, force mains, lift stations are established for each individual project's technical specifications by

County Engineering staff or by contracted Engineering design firm for the project utilizing best available technologies and strategies. County inspectors or County consultants review these criteria in the field to ensure these standards are met. When deficiencies are identified, contractors are required to correct deficiencies to individual project specifications. If the County develops new standard criteria for inspection and testing procedures in the future they will be included in the weblink identified in Section 5.2 above and referenced in this section of the SSMP.

ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN

The Spill Emergency Response Plan (SERP) is summarized in this SSMP Element. The physical Spill Emergency Response Plan (SERP) is on file at the County Public Works office. The SERP addresses issues such as spill response, detection, mitigation, clean up, investigation, documentation, and reporting.

6.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D. 6. states:

Each Enrollee shall develop and implement an Spill Emergency Response Plan that identifies measures to protect public health and the environment. The plan must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;

- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-Spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

6.2 Initial Spill Notification Procedures

If a member of the public witnesses a Spill, they either contact the County Public Works Department at (831) 755-5100 or dial 9-1-1.

6.2.1 The County Public Works Department as the First Responder

If the County Public Works Department is contacted during normal business hours, which are 8:00 AM – 4:00 PM Monday through Friday, excluding legal holidays, County Administrative staff contact On Call Staff or the next available Public Works Staff to investigate the situation and also enters the caller's information and the details of the spill, such as date, time, and spill location. If County Staff needs assistance responding to the spill, the first responder calls their Supervisor (408) 201-2912. If County Staff needs further assistance, the Supervisor or the first responder calls Green Line at (831) 422-2298. The first responder also calls Supervisor to notify him of the spill.

If the County Public Works Department is contacted after normal business hours, on a holiday, or during the weekend, the message recording directs the caller to call the Police Department at 911.

6.2.2 Initial Regulatory Notification

The County ensures regulatory agencies are informed of all spills in a timely manner through the Spill Notification Procedure provided in Section 6.3: Spill Notification and Reporting Procedures of this SSMP Element.

The County's Public Works Administrative Office is open and can receive notifications of spills from 8:00 AM to 4:00 PM, Monday through Friday, excluding legal holidays. After hours, on weekends, and on holidays, County Staff, the Police Department, and the Fire Department coordinate spill notification efforts and County Staff and/or Green Line respond to spills.

6.3 Spill Notification and Reporting Procedures

This section of the SERP ensures proper notification and reporting of spills, which occur in the County of Monterey BCSD sanitary sewer collection system, in order to protect public and environmental health. The Spill Notification and Reporting Procedures, respectively, are summarized below.

Figure 6-1 illustrates the chain of command, which must be observed and followed when a spill occurs:

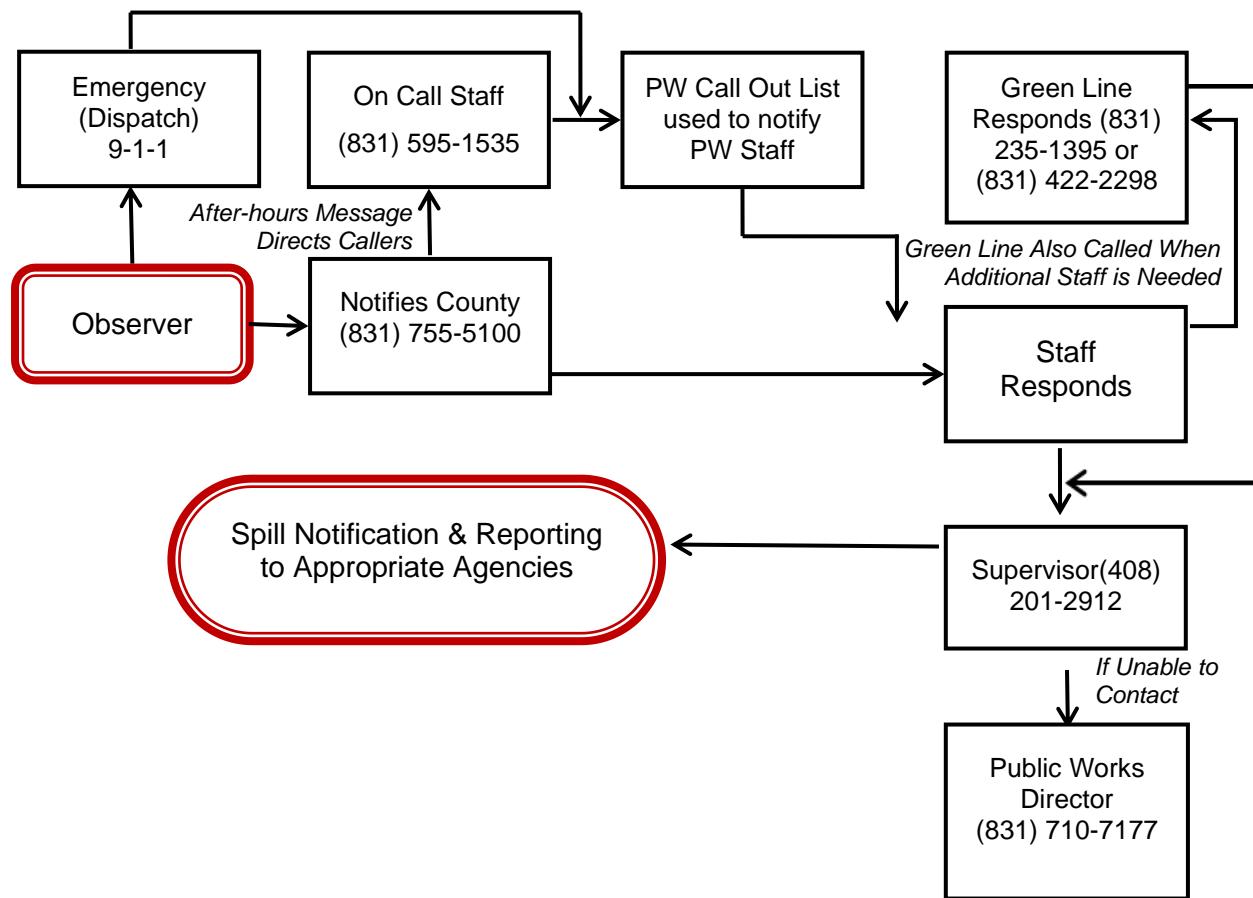


Figure 6-1: Spill Response Chain of Command

The details of County Staff's response to spills, which is identified in the chain of command, are provided in the SERP on file at the County of Monterey Department of Public Works, Facilities and Parks.

An overview of the notification and reporting process is also illustrated on the following page in Table 6-2. This overview is not inclusive of all notification and reporting requirements and procedures. The section of this SSMP Element corresponding to each Spill category for

notifications and reporting must be referenced, and the Spill Notification and Reporting Procedures found in the County SERP must be followed.

Spill Category 1: Spills to Surface Waters and/or SW Conveyance System		
Spill Requirement	Schedule	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	California Office of Emergency Services at: (800) 852-7550
Reporting	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and Submit Amended Spill Report within 90 calendar days after the spill end date. 	CIWQS
Spill Category 2: Spills of 1,000 Gallons of Greater That Do Not Discharge to Surface Waters		
Spill Requirement	Schedule	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	California Office of Emergency Services at: (800) 852-7550
Reporting	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; and Submit Amended Spill Report within 90 calendar days after the spill end date. 	CIWQS

Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters		
Spill Requirement	Schedule	Method
Notification	Not Applicable	Not Applicable
Reporting	<ul style="list-style-type: none"> Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	CIWQS
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters		
Spill Requirement	Schedule	Method
Notification	Not Applicable	Not Applicable
Reporting	<ul style="list-style-type: none"> If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	CIWQS

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters		
Spill Requirement	Schedule	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p>Not applicable to a spill of less than 1,000 gallons.</p>	California Office of Emergency Services at: (800) 852-7550
Reporting	<ul style="list-style-type: none"> • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	CIWQS

Table 6-2: SSO Notification and Reporting Overview

6.3.1 SSO Notification Procedure

Spill notification procedures vary based on whether the Spill is classified as a Category 1, Category 2, Category 3, Category 4 or Enrollee Owned Lateral and are identified in the SERP: Spill Notification section.

Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the County 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 County has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

6.3.1.1 Category 1 Spills (Spills to Surface Waters)

Within **two (2) hours** of the County's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:

- Notify the California Office of Emergency Services and obtain a notification control number.

Table 6-3: Regulatory Agency Notification Information for a Spill to Surface Water

Regulatory Agency Contacts	
California Office of Emergency Services (Cal OES)	Within two (2) hours of the County's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters notify the California Office of Emergency Services and obtain a notification control number at (800) 852-7550
Regional Water Quality Control Board (RWQCB)	<i>Optional</i> – If spill is over 1,000 gallons, reaches waterway, or occurred in area with likely public contact, call (805) 549-3147.
Monterey County Environmental Health	<i>Optional</i> - If spill reaches waterway, call (800) 253-2687. Give the spill information.
California Department of Fish and Wildlife	<i>Optional</i> - If spill reaches waterway, call state office (831) 649-2870.

6.3.1.2 Category 2 Spills

(Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters)

Within **two (2) hours** of the County's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.

6.3.1.3 Category 3 Spills

(Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters)

- Not Applicable

6.3.1.4 Category 4 Spills

(Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters)

- Not Applicable

6.3.1.5 Enrollee Owned and or Operated Lateral Spills that do not Discharge to Surface Waters

Within two (2) hours of the County's knowledge of a spill of 1,000 gallons or greater, from an enrollee- owned and/or operated lateral, discharging or threatening to discharge to waters of the State:

- Notify California Office of Emergency Services and obtain a notification control number.

- Not applicable to a spill of less than 1,000 gallons.

6.3.2 Spill Reporting Procedure

Spill reporting procedures vary based on whether the Spill is classified as Category 1, Category 2, Category 3, Category 4 or County Owned Lateral. A full description of Spill reporting requirements is found in the County SERP.

Category 1 Spills

- Submit Draft Spill Report within three (3) business days of the County's knowledge of the spill;
- Submit Certified Spill Report within 15 calendar days of the spill end date;
- Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and
- Submit Amended Spill Report within 90 calendar days after the spill end date.

Spill Technical Report

Category 2 Spills

- Submit Draft Spill Report within **three (3) business days** of the County's knowledge of the spill;
- Submit Certified Spill Report within **15 calendar days** of the spill end date; and
- Submit Amended Spill Report within **90 calendar days** after the spill end date.

Category 3 Spills

- Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and
- Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.

Category 4 Spills

- If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within **30 days** after the end of the calendar month in which the spills occurred.
- Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.

Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

- Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by **February 1st** after the end of the calendar year in which the spills occur.
- Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

6.4 SERP Training

The County will implement a formal training program which will include annual training of County Staff on this SSMP Element and SERP. The County will also require contractor personnel to train on and follow SERP through their contracts. The County will maintain a log of SERP Training with this Element as training is completed.

Emergency Operations Procedures

The County utilizes the 2016 Field Guide for Temporary Traffic Control for traffic control, as identified in the SERP, which is on file at the County of Monterey Department of Public Works, Facilities & Parks Office.

The County contacts the Police Department and depends on their assistance when crowd control is necessary.

6.5 Spill Impact Mitigation Program

The Spill Mitigation Program is comprised of the mitigation practices contained in the SERP, which is on file at the County of Monterey Department of Public Works, Facilities & Parks Office.

The SERP includes a Water Quality Monitoring, Beneficial Uses identification and spill Impact Mitigation section providing information to posts water body warning and closure signs in the event that a Spill reaches a surface water, and the County of Monterey Department of Public Works, Facilities and Parks – Stormwater Management Unit conducts water quality sampling for the spill impact assessment.

6.6 Spill Coordination with Stormwater Management Agencies and Public Water Systems

The County of Monterey Department of Public Works, Facilities & Parks manages the MS4 Stormwater Program which includes the entire Boronda CSD. Maps of the stormwater collection and conveyance system are available to County staff which allows them to isolate any areas impacted by a sewer spill, recover this wastewater and return it to the sewer system. Municipal water system contacts are identified for notification of spills that may occur withing 1000 ft of a surface water intake in the County SERP.

6.7 Post Spill Investigations

The County of Monterey Department of Public Works, Facilities & Parks conducts Post Spill Investigations for Cat 1, 2, & 3 spills as warranted.

ELEMENT 7 - SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Boronda CSD identified Fats, Oils and Grease, Roots and other Pipe Blocking Materials as issues that contribute to sewer spills. As a result, the District developed a Pipe Blockage Control Program in 2024, consisting of the following:

- Outreach and Education Program for disposal of “flushable” wipes which can lead to pipeline and lift station problems,
- Fats, Oils and Grease Control (FOG) Program (Residential and Commercial) for proper management and disposal of FOG,
- Root Control Program to manage and eliminate roots that may infiltrate pipelines and manholes, causing flow restrictions and sewer spills.

7.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D. 6. states:

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee’s service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils,

and grease reaching the sanitary sewer system for each section identified above.

7.2 Pipe Blockage Control Program Public Education and Outreach

The County plans to conduct outreach and education activities that consist of the following:

- Residential and commercial outreach on proper Disposal of Wipes - “Toilets are not Trashcans” flyer,
- Residential Fats Oils and Grease Disposal outreach,
- Residential Door Hangers – FOG Program,
- Residential FOG Program - Lateral Graphic,
- Residential FOG Program - Holiday FOG Notice,
- Commercial FOG Program - Best Management Practices
- Commercial FOG Program - List of Licensed FOG Haulers

These items can be found on the Monterey County Website at:

<https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>.

7.3 FOG Disposal Facilities

The County does not own or operate a FOG disposal facility; however, licensed FOG Hauling Contractors are identified as part of the PCSD FOG Control Program, and a list of these haulers are provided to each Food Service Establishment (FSE). Monterey One Water (M1W), located in Marina CA accepts hauled FOG for disposal.

A list of grease trap and interceptor vendors and pumping and/or waste hauling contractors in Monterey County that haul FOG to facilities such as M1W for disposal is available in the County website link above.

7.4 Discharge Prohibition Legal Authority and Spill Prevention Measures

The legal authority to prohibit discharges to the collection system and identify measures to prevent FOG-caused Spills is found in the County’s Ordinance:

- Chapter 15, Section 15.24.190: Prohibited Substances
- Chapter 15, Section 15.24.210 Storm Waters Prohibited
- BCSD Ordinance 1, Section 12 - Prohibited Wastes, Section 18: Penalties for Ordinance Violation, and Section 21 - Requirements for Grease Trap, Grease Interceptor or Other Device

Table 7-1 summarizes where the County has established the legal authorities to prohibit FOG discharges and where measures are identified to prevent Spills and blockages caused by FOG.

Table 7-1: Monterey County Legal Authority

WDR Requirement	County Ordinance Section
Prohibit FOG discharges to collection system	County Code Chapter 15.24 – County Service Areas – Sewage Systems, Section 15.24.190 & 15.24.200 Prohibited Substances, Section

WDR Requirement	County Ordinance Section
	15.24.210 Storm Waters Prohibited BCSD Ordinance 1, Section 12 - Prohibited Wastes and Section 21 - Requirements for Grease Trap, Grease Interceptor or Other Device
Identify measures to prevent Spills and blockages caused by FOG	Boronda CSD FOG Program: Standard Conditions
FSE to Install Grease Removal Device	Boronda CSD FOG Program: Standard Conditions BCSD Ordinance 1, Section 21 Requirement for Grease Trap, Grease Interceptor, or Other Device
Grease Removal Devices – Design Standards	2022 CA Plumbing Code Chapter 10: Traps and Interceptors and Chapter 17: Reference Standards
Grease Removal Devices – Maintenance	2022 CA Plumbing Code Chapter 10: Traps and Interceptors BCSD Ordinance 1, Section 22 General Regulations and Procedures Related to Grease Traps or Grease Interceptors
Grease Removal Devices – Best Management Practices (BMPs)	Boronda CSD FOG Program: Standard Conditions
Grease Removal Devices – Record Keeping and Reporting	Boronda CSD FOG Program: Standard Conditions
Authority to inspect grease producing facilities	County Code Chapter 15, Section 15.24.220: Right of Inspection
Authority to enforce FOG Program Requirements	County Code Chapter 15.24 – County Service Areas – Sewage Systems, Section 15.24.240 Violation declared violation, Chapter 1.22., Section 1.22.100 Administrative citations and fines & Section 1.22.200 Violations

7.5 FOG Control Program Inspection, Enforcement, and Staffing

The County FOG Control Program Inspection and Enforcement legal authorities are described in Section 7.4 and FOG Control Program staffing is described in Section 7.5.2 below.

7.5.1 FOG Control Program Inspection and Enforcement

Table 7-3 summarizes where the County has established the legal authorities to inspect grease producing facilities. The County is responsible for enforcement as outlined by County Ordinance.

7.5.2 FOG Control Program Staffing

Table 7-4 names the County Staff involved in the County's FOG Control Program and outlines their FOG Program roles and responsibilities.

Table 7-2: BCSD FOG Program Staffing

Name and Title	FOG Program Responsibilities	Contact Information
Tom Moss Senior Water Resources Hydrologist <i>County of Monterey</i>	<ul style="list-style-type: none"> ▪ The Senior Water Resources Hydrologist is responsible for implementation of the County FOG Program. 	(831) 755-5847 mosst@countyofmonterey.gov
Tom Moss Senior Water Resources Hydrologist <i>County of Monterey</i>	<ul style="list-style-type: none"> ▪ The Senior Water Resources Hydrologist is responsible for receiving reports from the FOG Program Inspector summarizing the results of the annual FOG inspections. 	(831) 755-5847 mosst@countyofmonterey.gov
Mitchell Vernon Project Manager II <i>County of Monterey</i>	<ul style="list-style-type: none"> ▪ The Project Manager II is responsible for the management of FOG High Maintenance Areas if and when future FOG HMAs are identified. 	831) 759-6728 vernonm@countyofmonterey.gov
Raul Martinez Project Manager I FOG Program Inspector <i>County of Monterey</i>	<p>The FOG Program Inspector is responsible for:</p> <ul style="list-style-type: none"> ▪ Updates to the FSE Business Location List; ▪ Notifying and resolving the BCSD FOG Program Compliance issues by drafting violation letters, attending non-compliance meetings, and updating the files for each FSE. ▪ Conducting FSE initial, annual, and compliance re-inspections. ▪ Inspections include proper grease trap/interceptor cleaning and maintenance, and review of maintenance records/log sheets. ▪ Answering FOG Program questions. 	(831) 755-4628 martinezrr@countyofmonterey.gov
Joshua Bowling Building Official <i>County of Monterey</i>	The Building Official, or their designee is responsible for inspecting newly installed grease traps and interceptors to ensure that the grease trap or interceptor is the correct size and is installed properly.	(831) 755-5227 bowlingj@countyofmonterey.gov

The County permits and inspects applicable Food Service Establishments (FSEs) on an annual basis for compliance with their adopted FOG Program and to prevent FOG related sewer spills.

7.6 Grease Problem Area Identification and Sewer Cleaning

The County cleans the entire collection system annually, as described in Element 4 – Operation and Maintenance Program. Areas of BCSD that require more frequent cleaning (High Maintenance Areas (HMAs)) due to FOG and/or Roots are identified in Element 4. If additional HMA areas are discovered within the BCSD system, they will be added to the HMA list, based on sewer call outs related to FOG or other pipe blocking substances, visual observations in the field that identify FOG and/or roots as problematic, customer complaints, and CCTV data when available.

ELEMENT 8 - SYSTEM EVALUATION, CAPACITY ASSURANCE PLAN & CAPITAL IMPROVEMENTS

The County of Monterey completed two (2) Condition Assessments, which evaluated collection system conditions and recommended a Capital Improvement Plan (CIP) and priority ranking in order to address deficient areas identified. The County has not completed a Capacity Assessment but plans to in 2029 after addressing the current list of CIP developed in the 2020 and 2022 Condition Assessments..

8.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Appendix D states:

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
- Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
- Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition

- assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.
- The capacity assessment must consider:
- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

Prioritization of Corrective Actions

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

8.2 Evaluation & Condition Assessment

As sewer collection systems age, the risk for deterioration, blockages, and collapse increases considerably. In an effort to mitigate those risks, the County has conducted several investigative efforts and analyses to identify assets that may require additional maintenance, upgrade and/or replacement.

In 2020 the County completed a Condition Assessment of the BCSD sewer system which included prior assessments of system pump stations, and a manhole condition assessment completed in 2020.

One of the recommendations from the 2020 Condition Assessment was to conduct CCTV investigations for the BCSD sewer system. In 2022 the County completed system-wide CCTV inspection of the collection system. Assessment of these inspections resulted in the identification of rehabilitation and replacement projects.

The County completed engineering reviews and assessments on the information obtained from CCTV inspections, manhole inspections, and pump station evaluations to prioritize noted system deficiencies. Short-term and long-term rehabilitation actions are in the process of being developed to address each deficiency, contingent on the identification for funding sources for each of these projects.

The County plans to conduct the next condition and capacity assessment in 2029 which will integrate the new criteria found in the 2022 WDRs Attachment D, Element 8: System Evaluation, Capacity Assurance Plan and Capital Improvements.

This condition assessment will prioritize areas that:

- Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
- Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
- Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;

- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

The capacity assessment will assess dry and wet weather flows and consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;
- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3 Design Criteria

The County has not conducted a formal capacity analysis and therefore has not developed specific design criteria based on a hydraulic system analysis. Currently the County relies on system history relating to sewer spills that may have been caused by hydraulic overload and/or observed conditions in the field. While the system is impacted by Inflow and Infiltration (I&I), wet weather conditions have not resulted in sewer spills due to I&I with the exception of regional flooding events. Additionally, the BCSD system is near build out and therefore outside of I&I, increases in sewer flows are not anticipated.

The need for a hydraulic system analysis will be reviewed in 2028 based on a review of sanitary sewer spill records, field observations and WWTP flow meter data. If it is determined that a hydraulic analysis is warranted it will be initiated in 2029 to address I&I and will include a list of associated improvement projects and design criteria to meet any identified hydraulic needs for

the system. Operations staff will be involved in the review and prioritization of these projects to ensure relevant field concerns are included in this assessment.

8.4 Prioritization of Corrective Actions

Identified CIP will be performed based on project ranking and available funding. The County will implement the criteria identified in the 2022 WDRs for prioritization when considering future CIP and will include this criteria in the Capacity Assessment planned for 2029.

8.5 Capital Improvement Plan

New pumps were installed at all five (5) lift stations in FY 2022/23.

The County will be in the process of conducting a Sewer Rate Analysis in 2024 and is applying for grant funding in order to fund identified capital projects forward.

It is estimated that BCSD will require additional funding for rehabilitation and replacement projects as follows:

- Approximately \$818,000 for critically needed near term improvements in the next three (3) years.
- Longer term CIP needs are estimated at \$2,286,000 for the next six (6) to ten (10) years:

Total estimated needs for short- and long-term projects are approximately \$3,104,000 million.

A list of these projects with associated ranking and costs can be found on the County website at <https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>.

This list will be tracked and updated annually to provide the following data:

- Project Description
- Project Ranking
- Schedule for Completion and/or Completion Date
- Source(s) of Funding

Operations and Maintenance Staff will review and have input on these Capital Projects.

ELEMENT 9 - MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS

The County monitors the implementation of the SSMP elements in order to measure the effectiveness of the County's SSMP program in reducing Spills. The manner in which each SSMP element is monitored and evaluated and the schedule with which the County completes this monitoring and evaluation is described in this SSMP Element.

9.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D states:

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

9.2 Establishing and Prioritizing SSMP Activities

Table 9-1 outlines the relevant information maintained by the County to establish and prioritize appropriate SSMP activities:

Table 9-1: SSMP Implementation Management

SSMP Element	SSMP Information
1. Goal	This SSMP Element contains the County's goals for the operation, maintenance, and management of the sanitary sewer collection system, which provide focus to help reduce spills and mitigate spills that do occur.
2. Organization	A table containing names, job titles, roles, responsibilities, and contact information is contained in this SSMP Element, which allows the public, staff, and regulators to directly contact the person most knowledgeable for each aspect of the SSMP Program. An organization chart shows lines of authority.
3. Legal Authority	Web addresses in this SSMP Element contain the complete County Ordinances cited.
4. Operation and Maintenance Program	Tasks and associated recordkeeping requirements in this SSMP Element thoroughly document the sanitary sewer system operation and maintenance activities, which should be utilized to guide future O&M activities and provide future information for the County's Rehabilitation and Replacement and/or CIP Plan.

SSMP Element	SSMP Information
5. Design and Performance Provisions	Web site references in this SSMP Element include the County Standard Details for sewer collection system design, construction standards and specifications, and testing methods.
6. Spill Emergency Response Plan	This SSMP Element includes reference to notification, response, and emergency operations procedures, training records, and response and mitigation programs which are maintained at the Public Works Department.
7. Pipe Blockage Control Program	Reports generated by County staff documenting FOG inspection results and enforcement actions are maintained at the County Public Works office. Outreach efforts for other pipe blocking materials and FOG Control are maintained on the County Website.
8. System Evaluation, Capacity Assurance Plan and Capital Improvements	This SSMP Element contains information on two condition assessments. Future Capacity assessments, associated findings and improvement projects with associated funding and schedules should be maintained and referenced when completed. A schedule for the completion of the identified CIP is also included in this SSMP Element.
9. Monitoring, Measurement, and Program Modifications	This SSMP Element will be updated annually with the number of Spills that occur and their causes in a calendar year. Preventative Maintenance performance metrics should also be documented and compared on an annual basis.
10. SSMP Program Audits	SSMP Audit Reports must be appended to this SSMP Element when they are generated. The 1 st Audit is due 5/2/26. Subsequent Audits are due every 3 years based on schedule generated in CIWQS: https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/ .
11. Communication Program	The County website addresses included in this SSMP Element contain examples of public outreach articles, flyers and other pertinent County website addresses, as well as meeting agendas and minutes from meetings with stakeholders.

9.3 SSMP Implementation Monitoring

The Public Works Director or their designee are responsible for the following Review and Evaluation Schedule in Table 9-2.

Table 9-2: SSMP Implementation Management

SSMP Review and Evaluation Schedule		
<i>Review each Element and identify implementation measures to improve on any deficient areas. Document all changes to programs and/or SSMP.</i>		
SSMP Element	Criteria	Frequency
Goals	<ul style="list-style-type: none"> ○ Are Element 1 Goals being met? ○ Identify operational strategies that might require implementation to meet goals and implement. 	Annually
Organizational Structure	<ul style="list-style-type: none"> ○ Are their changes required to current Organizational Structure? 	Semi-Annually

O&M Program	<ul style="list-style-type: none"> ○ See Preventative Maintenance Metrics in Table 9-2 below. 	Quarterly
Legal Authority	<ul style="list-style-type: none"> ○ Review existing Legal Authorities governing sewer systems and identify any necessary changes/updates. 	Annually
Design and Performance Provisions	<ul style="list-style-type: none"> ○ Review existing Design and Performance Provisions governing sewer systems and identify any necessary changes/updates. ○ Review implementation of Design Standards and Inspection/Testing requirements on sewer system projects. 	Annually
Spill Emergency Response Plan	<ul style="list-style-type: none"> ○ See Spill Trends Performance Measures in Table 9-3 below. 	Quarterly
Pipe Blockage Control Program	<ul style="list-style-type: none"> ○ Review outreach efforts and number of FOG inspections conducted. Establish if these efforts require additional staff time when reviewing spills caused by pipe blocking materials. 	Semi-Annually
System Evaluation, Capacity Assurance Plan and Capital Improvements	<ul style="list-style-type: none"> ○ Review status of sewer system analysis (planned or recent). Implement assessments if necessary due to capacity concerns or other system deficiencies. ○ Update schedules and funding for any CIP associated with sewer system assessments. 	Annually
Monitoring, Measurement and Program Modifications	<ul style="list-style-type: none"> ○ Implement reviews and actions as stated in this table for each Element. Document reviews and actions implemented. 	Based on schedule for each Element.
Audits	<ul style="list-style-type: none"> ○ Review audit schedule and plan for audit procedure implementation and reporting. ○ Review prior audits and ensure areas identified as deficient are corrected based on schedule identified in audit report. 	As necessary or every three (3) years per prescribed schedule.
Communication Program	<ul style="list-style-type: none"> ○ Review annual communication plan and associated outreach efforts. ○ Assess if additional efforts are necessary and implement if necessary. 	Annually

9.4 Preventative Maintenance Program Assessment

The County's Preventative Maintenance Program includes CCTV inspection, cleaning, visual manhole inspection, Lift Station Maintenance, and HMA identification and maintenance. The County will monitor and trend the success of annual preventative maintenance activities to prevent Sewer Spills, that occur annually, as identified and described below in Table 9-4. The improvements the County is making to its Preventative Maintenance Program are described in SSMP Element 4 – Operation and Maintenance Program. Preventative Maintenance Metrics are provided in Table 9-3 below. Table 9-4 contains the specific annual performance tracking metrics associated with the sewer spill reduction. The County's Public Works Director and/or

their designee will develop annual performance reports, which will provide the data to compare to SSMP commitments and goals. The report also presents spill performance results as certified in the State CIWQS system. This information allows the County to optimize operations in a manner that demonstrates favorable spill performance. This data will be tracked in the three-year tracking matrix located in **Appendix 9A**.

Table 9-2: Maintenance Metrics

Performance Indicator	Measured Units
Feet of sewer main inspected with CCTV	Feet
Feet of sewer main cleaned (annual cleaning)	Feet
Number of High Maintenance Areas Inspected (annual)	Number
Feet of sewer main cleaned (high maintenance areas)	Feet
Number of Manholes Inspected	Number
Feet of sewer main rehabilitated	Expenditures/Feet
Number of Food Establishment Inspections	Number
Average response time for spill event	Time

Table 9-3 Spill Tracking & Trending

Sanitary Overflow Trends Performance Indicator	Measured Units
Total Annual Spills	Number
Spill Rate	Spills/100 miles/year
Total Annual Spills Prior Year	Number
Spill Rate (Prior Year)	Spills/100 miles/year
Percentage of Total Spilled Sewage Reaching Surface Water	Gallons
Percentage of Total Spilled Sewage Recovered	Gallons
Percentage of Spills Greater Than 100 Gallons	Percentage
Spills by Cause	Roots Grease Debris Pipe Failure Lift Station Failure Flow Exceeded Capacity Other
Spills reoccurring at the same location (annually)	Number
Average Spill Response Time (business hours and non-business hours)	Number
Median Spill Volume	Gallons
Total Spill Volume	Gallons

9.5 SSMP Updates

The intention of the County is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is utilized, any deficiencies or discrepancies will be corrected. Program elements will be updated based on performance evaluations, organizational, operational, and maintenance changes, new regulatory requirements, and repairs, replacements, and upgrades made to the collection system.

At a minimum, the County will review and revise the SSMP annually if edits and/or updates are required. The LRO is responsible for revising and maintaining the SSMP. A revision record will be maintained to track changes. The County will provide an assessment of Goals identified in Element 1 of the SSMP as part of this annual review. This assessment will determine if these Goals are being met, if goals are appropriate or need to be updated, and if O&M activities need to be adjusted to assist the County to meet these goals.

ELEMENT 10 - SEWER SYSTEM MANAGEMENT PLAN PROGRAM AUDITS

SSMP Audits are required to discuss the County's SSMPs compliance with the General Waste Discharge Requirements for Sanitary Sewer Systems and implementation of the County's SSMP. The Audit report must identify areas of deficiency in the most current revision of the County's SSMP and provide a schedule to correct identified deficiencies. This SSMP Element outlines the audit process and identifies County Staff responsible for conducting or participating in SSMP Audits and generating the required SSMP Audit Report.

10.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D requires:

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of the General Order.

WDR Section 5.4 requires:

An internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. Within six months after the end of the required 3-year audit period, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

10.2 SSMP Program Audits

The Legally Responsible Official (LRO) or their designee is responsible for assuring the SSMP Audit is conducted and complete based on the schedule outlined on page 10-3 and continuously on a three-year interval following these dates. Audits should be conducted with the cooperation of the County Staff responsible for Sewer System Operations and Maintenance, Administrative Staff, and Engineering Staff. When conducting the SSMP Audit, County Staff must evaluate the effectiveness of each SSMP Element. A comprehensive, effective review of the County's SSMP must be documented in a SSMP Audit Report.

10.2.1 Summary of Procedure:

1. Gather appropriate documents using the SSMP Audit Data & Records Request, which is provided in **Appendix 10A**.
2. Interview County staff responsible for the administration, operations, maintenance and engineering associated with the BCSD for system performance information.
3. Write Audit Report and reference all documents reviewed and used as evidence of compliance with the WDR. Create a plan and schedule for updates to the SSMP based on changes in operational strategies or deficiencies found in the SSMP.
4. Evaluate the effectiveness of the County's SSMP and compliance with each WDR requirement using the ranking methodology outlined in Table 10-1.

Table 10-1: SSMP Audit Ranking Criteria

Ranking	Ranking Basis
In Compliance	All requirements specified in the element are met.
Substantial Compliance	The majority of requirements in the element are met.
Partial Compliance	Half of the requirements in the element are met.
Marginal Compliance	Less than half of the requirements in the element are met.
Out of Compliance	None of the requirements in the element are met.

The SSMP Audit Report must be signed and certified by the Legally Responsible Official (LRO).

The SSMP Audit Report must be certified using the language provided below:

"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."

Subsequent SSMP Audits must be conducted continuously on a three-year interval following the schedule outlined below which is based on the dates required by the 2022 WDR:

- SSMP Audit Period: June 2024 (Adoption) - August 2, 2025 (Audit report due 2/2/26)
- SSMP Update: Update due 8/2/26.

Additional SSMP Audit and SSMP Update regulatory schedules required after the dates shown above should be identified in the following link:

https://www.waterboards.ca.gov/water_issues/programs/sso/lookup/

To assist in the audit process, the County will consider quarterly or semiannual reviews and revisions to specific SSMP Elements and associated supporting documents. These reviews and revisions should help ensure current operational practices and procedures are reflected in the SSMP and documentation of these activities is readily available during an audit by the Regional Water Quality Control Board, and/or State Water Resources Control Board.

SSMP Audit Reports must be kept on file and submitted to the online CIWQS Sanitary Sewer Database within six (6) months after the end of the 3-year audit period.

ELEMENT 11 - COMMUNICATION PROGRAM

Communicating the objectives of the SSMP and the importance of sanitary sewer system management practices to the public is essential. An informed public can assist and support the County by reducing customer caused blockages, which will potentially decrease Spills.

11.1 Regulatory Requirements

WDR Order No. 2022-0103-DWQ Attachment D states:

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

11.2 Communication Program

The purpose of the County's sanitary sewer system communication program is to educate stakeholders, which include residential, industrial, and commercial users of the collection system, about the SSMP.

The County website provides sewer system information for the community and stakeholders at the following web address: <https://www.countyofmonterey.gov/government/departments-is-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>.

Public awareness of different components of the SSMP is accomplished through different mediums and they may reach different audiences. The following are activities that the County practices to increase awareness and education about the importance of having a properly constructed, maintained, and operated collection system.

Table 11-1: County Communication Program Overview

Activity	Frequency	Stakeholders	Year Implemented			
			2024	2025	2026	2027
County Website	Year-round	All	X			
County Board of Supervisors Meetings	Weekly Meetings	All	X			
Pipe Blockage Control Program (FOG Control)	Annually	Residents & FSEs	X			
Public Works Office	Year-round	All	X			

SSMP related outreach at County Board of Supervisors Meetings typically occurs annually or as needed if topics arise that require the Board and Public be notified.

11.2.1 County Website

Information posted on the County website,

<https://www.countyofmonterey.gov/government/departments-i-z/public-works-facilities-parks/special-districts/sewer-systems/boronda-county-sanitation-district>, includes links to the 2024 SSMP, Pipe Blockage Control Program information, Sewer Design Standards, Sewer Ordinances, County meeting minutes and agendas, flyers, education material, public service announcements, sewer spill contact information, and current and planned BCSD Capital Improvement Program.

11.2.2 County Board of Supervisors Meetings

Regular Board of Supervisor Meetings are held every Tuesday of each month at 9:00 AM at the County Government Center – Board Chambers, which is located at 168 West Alisal Street, 1st Floor, Salinas, CA. Copies of the agenda packet are available for review by the public at the County Clerks Office located at the same address, and on the internet at <https://monterey.legistar.com/Calendar.aspx>. Meeting Minutes and video are also available on the internet at the link referenced above. All agendas and minutes are accessible at this website.

11.2.3 Pipe Blockage Control Program

The County recently developed a public education outreach program for pipe blocking materials such as Fats, Oils and Grease (FOG) and “disposable wipes”. The public education campaign is ongoing with educational information located on the County’s SSMP Web Page. Additionally, the County conducts in person outreach for Food Service Establishments (FSEs) during annual inspections as part of the BCSD FOG Control Program.

11.2.4 Public Works Office

The Public Works Office has copies of educational material, public service announcements, and Staff that provide assistance and education to the public.

11.3 Satellite Communication Program

The BCSD is a satellite agency and communicates with Monterey One Water (M1W) who accepts and treats BCSD wastewater.

11.4 Notification of Spills and Discharges

BCSD and/or the County posts signs and restricts public access to areas impacted by a sewer spill until these areas are safe for the public. Any spills that may be in proximity of a surface water intake that could impact drinking water are addressed through the BCSD Spill Emergency Response Plan (SERP).

County of Monterey
Boronda CSD
SEWER SYSTEM MANAGEMENT PLAN
APPENDICIES
Revision 0
June 2024

- Appendix 0A – WDR and MRP Orders No. 2022-0103-DWQ
- Appendix 2A – BCSD Contacts
- Appendix 2B – BCSD Organization Charts
- Appendix 4A – CCTV Results
- Appendix 4B – Line Cleaning and Manhole Inspection Log
- Appendix 4C – Manhole Inspection Report
- Appendix 4D – Lift Station Inspection Log
- Appendix 4E – Customer Contact Report
- Appendix 4F – Critical Parts and Equipment List
- Appendix 9A – Summary of Performance Statistics
- Appendix 10A – SSMP Data & Records Request

**STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ**

**STATEWIDE WASTE DISCHARGE REQUIREMENTS
GENERAL ORDER FOR SANITARY SEWER SYSTEMS**

This Order was adopted by the State Water Resources Control Board on December 6, 2022.

This Order shall become effective **180 days after the Adoption Date of this General Order**, on June 5, 2023.

The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General 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, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE: Chair E. Joaquin Esquivel
 Vice Chair Dorene D'Adamo
 Board Member Sean Maguire
 Board Member Laurel Firestone
 Board Member Nichole Morgan

NAY: None

ABSENT: None

ABSTAIN: None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, 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. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board)

Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
 - greater than one (1) mile in length (each individual sanitary sewer system);
 - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form.** The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee.** A fee payable to the “State Water Resources Control Board” in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

The application fee for this General Order is based on the sanitary sewer system’s threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: [Fee Schedule](https://www.waterboards.ca.gov/resources/fees/water_quality/) (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the “User Registration” button and following the directions on the [CIWQS Login Page](#)

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(<https://ciwqs.waterboards.ca.gov>). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. **Regulatory Coverage Transfer**

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. **FINDINGS**

3.1. **Legal Authorities**

3.1.1. **Federal and State Regulatory Authority**

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. **Discharge of Sewage**

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

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3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to “require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region... or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires...In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports.” Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to “establish monitoring, inspection, entry, reporting, and recordkeeping requirements... for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge.” Section 13383(b) continues, “the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required.”

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

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when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements 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 waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for 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 Regional Water Board and take into account the environmental characteristics of sewer service areas and 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, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

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To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for “the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management.”

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association’s Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

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3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

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- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: "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 [sanitary sewer overflow]. 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."

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
 - Fats, oils and grease;
 - Tree roots;
 - Rags, wipes and other paper, cloth and plastic products; and
 - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

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- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.
- Infrastructure deficiencies and failures, including but not limited to:
 - Pump station mechanical failures;
 - System age;
 - Construction material failures;
 - Manhole cover failures;
 - Structural failures; and
 - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
 - Excessive and/or increased storm or groundwater inflow/infiltration;
 - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
 - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
 - Power outages;
 - Vandalism; and
 - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

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3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19, 1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

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Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of \$4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

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framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 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., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: [Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

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Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

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4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic [CIWQS "User Registration" form](https://ciwqs.waterboards.ca.gov/ciwqs(newUser.jsp)) ([https://ciwqs.waterboards.ca.gov/ciwqs\(newUser.jsp\)](https://ciwqs.waterboards.ca.gov/ciwqs(newUser.jsp))). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

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prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

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- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31 st date	July 1 st date after audit period
Example	<i>Certified Sewer System Management Plan Submittal Date of August 2, 2025 Audit Period of August 2, 2025 through December 31, 2027</i>	<i>July 1, 2028</i>

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Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
<i>Example</i>	<i>Last required Audit Period start date of August 2, 2021; Audit Period of August 2, 2021 through August 1, 2024</i>	<i>February 1, 2025</i>

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

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5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
 - Compliance with this General Order,
 - Full implementation of its updated Sewer System Management Plan,
 - System operation, maintenance, and repair, and
 - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online [CIWQS database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>) prior to the individuals establishing a [CIWQS user account](https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

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Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

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For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

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

• Category 1 Spill

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

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A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

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5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link:

<https://ciwqs.waterboards.ca.gov>:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

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5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

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violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to \$10,000 a day per violation and additional liability up to \$10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to \$5,000 a day per violation pursuant to Water Code section 13350 or up to \$20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; 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.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

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- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
 - System management, operation, and maintenance,
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
 - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
 - Implementation of backup equipment,
 - Inflow and infiltration prevention and control,
 - Appropriate sanitary sewer system capacity to prevent spills, and
 - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
 - Use of temporary storage or waste retention,
 - Reduction of system inflow and infiltration,
 - Collection and hauling of waste to a treatment facility,
 - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

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- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and
- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

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- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
 - greater than one (1) mile in length (each individual sanitary sewer system);
 - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

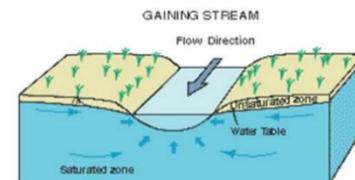
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- 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;
- 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; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

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.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

New Enrollee
 New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____
Title: _____
Phone: _____
Email: _____

System Owner/Operator Name: _____

Mailing Address: _____
City, State, Zip: _____
County: _____
Sanitary Sewer System Name: _____
Regional Water Quality Control Board(s): _____
Signature and Date: _____

3. Applicant Type (Check one):

City County State Federal Special District
 Government Combination Private Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee: _____
WDID No.: _____

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5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated [Fee Schedule](#). (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

Population Served < 50,000 – Total Fee submitted: \$ _____

Population Served ≥ 50,000 – Total Fee submitted: \$ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____ Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No: _____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: info@pennmath.com

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

3 Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____ Date: _____

For State Water Board Use Only

Approved for Termination

Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____ Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

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- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances 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 substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
 - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
 - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
 - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

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- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, 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.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

- Name and phone number of the person notifying the California Office of Emergency Services;
- Estimated spill volume (gallons);
- Estimated spill rate from the system (gallons per minute);
- Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- Spill incident description:
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- Name and phone number of contact person on-scene;
- Date and time the Enrollee was informed of the spill event;
- Name of sanitary sewer system causing the spill;
- Spill cause or suspected cause (if known);
- Amount of spill contained;
- Name of receiving water body receiving or potentially receiving discharge; and
- Description of water body impact and/ or potential impact to beneficial uses.

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

- Estimated spill volume (increase or decrease in gallons initially estimated);
- Estimated discharge volume discharged directly into waters of the State or indirectly into a drainage conveyance system (increase or decrease in gallons initially estimated); and
- Additional impact(s) to the receiving water(s) and beneficial uses.

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

The Enrollee shall visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. The Enrollee shall document the critical spill locations, including:

- Photography and GPS coordinates for:
 - The system location where spill originated.
For multiple appearance points of a single spill event, the points closest to the spill origin.
- Photography for:
 - Drainage conveyance system entry locations,
 - The location(s) of discharge into surface waters, as applicable,
 - Extent of spill spread, and
 - The location(s) of clean up.

2.2 Spill Volume Estimation

To assess the approximate spill magnitude and spread, the Enrollee shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The Enrollee shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event.

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

Through visual observations and use of best available spill volume-estimating techniques and field calculation techniques, the Enrollee shall gather and document the following information for spills discharging to surface waters:

- Estimated spill travel time to the receiving water;
- For spills entering a drainage conveyance system, estimated spill travel time from the point of entry into the drainage conveyance system to the point of discharge into the receiving water;
- Estimated spill volume entering the receiving water; and
- Photography of:
 - Waterbody bank erosion,
 - Floating matter,
 - Water surface sheen (potentially from oil and grease),

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- Discoloration of receiving water, and
- Impact to the receiving water.

2.3.2. Receiving Water – Water Quality Sampling and Analysis

For sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the Enrollee shall conduct the following water quality sampling no later than **18 hours** after the Enrollee's knowledge of a potential discharge to a surface water:

- Collect one water sample, each day of the duration of the spill, at:
 - The DCS-001 location as described in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment, if sewage discharges to a surface water via a drainage conveyance system; and/or
 - Each of the three receiving water sampling locations in section 2.3.4 (Receiving Water Sampling Locations) of this Attachment;

If the receiving water has no flow during the duration of the spill, the Enrollee must report "No Sampling Due To No Flow" for its receiving water sampling locations.

The Enrollee shall analyze the collected receiving water samples for the following constituents per section 2.3.3 (Water Quality Analysis Specifications) of this Attachment:

- Ammonia, and
- Appropriate bacterial indicator(s) per the applicable Basin Plan water quality objectives, including one or more of the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - *E-coli*
 - Enterococcus

Dependent on the receiving water(s), sampling of bacterial indicators shall be sufficient to determine post-spill (after the spill) compliance with the water quality objectives and bacterial standards of the California Ocean Plan or the California Inland Surface Water Enclosed Bays, and Estuaries Plan, including the frequency and/or number of post-spill receiving water samples as may be specified in the applicable plans.

The Enrollee shall collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.

2.3.3. Water Quality Analysis Specifications

Spill monitoring must be representative of the monitored activity (40 Code of Federal Regulations section 122.41(j)(1)).

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

Environmental Laboratory Accreditation Program-Accredited Laboratories

The analysis of water quality samples required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).

2.3.4. Receiving Water Sampling Locations

The Enrollee shall collect receiving water samples at the following locations.

Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

¹ The Enrollee must use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and size of visible sewage plume.

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

The Enrollee shall report any information that is protected by the Homeland Security Act, by email to SanitarySewer@waterboards.ca.gov, with a brief explanation of the protection provided by the Homeland Security Act for the subject report to be protected from unauthorized disclosure and/or public access, and for official Water Board regulatory purposes only.

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

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.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

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5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
 - o If a single spill 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 spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry location(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system;
 - o Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

3.1.2. Certified Spill Report for Category 1 Spills

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.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - o The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - o The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

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4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
 - Observed impacts on aquatic life,
 - Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill,
 - Responsible entity for closing/restricting use of water body, and
 - Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, Not Applicable shall be selected.

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

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. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
 - Complete and detailed explanation of how and when the spill was discovered;

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- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:

- Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
- Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
- Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.

3. Water Quality Monitoring, including at minimum:

- Description of all water quality sampling activities conducted;
- List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
- Laboratory results, including laboratory reports;
- Detailed location map illustrating all water quality sampling points; and
- Other regulatory agencies receiving sample results (if applicable).

4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

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.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

If a single spill 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 spill appearance point explanation field;

8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry location(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system;
 - o Estimated spill volume remaining within the drainage conveyance system;

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- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
- 11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

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) (<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.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

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14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

The Enrollee shall update or add additional information to a Certified Spill Report within **90 calendar days** of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After **90 calendar days**, the Enrollee shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

3.3. Monthly Certified Spill Reporting for Category 3 Spills

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.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
 - o If a single spill 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 spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
 - o Description of the drainage conveyance system transporting the spill;
 - o Photographs of the drainage conveyance system entry locations(s);
 - o Estimated spill volume fully recovered from the drainage conveyance system; and

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- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
- 10. Estimated total spill volume recovered;
- 11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
- 12. Spill end date and time;
- 13. Description of how the spill volume estimations were calculated, including, at minimum:
 - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
- 14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- 15. System failure location (for example, main, pump station, etc.);
- 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
- 17. Description of the impact of the spill;
- 18. Whether or not the spill was associated with a storm event;
- 19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
- 20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - Adjusted schedule/method of preventive maintenance,
 - Planned rehabilitation or replacement of sanitary sewer asset,
 - Inspected, repaired asset(s), or replaced defective asset(s),
 - Capital improvements,
 - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - Description of spill response activities,

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- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. 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.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the 90-day timeframe for amending the certified Spill Report, as provided above.

3.6. Annual Certified Spill Reporting of Category 4 and/or Lateral Spills

For all Category 4 spills and spills from its owned and/or operated laterals that are caused by a failure or blockage in the lateral and that do not discharge to a surface water, the Enrollee shall:

- Maintain records per section 4.4. of this Attachment;
The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.
- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. 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

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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 Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. 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. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. 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 Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee's Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

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- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
 - Entry level (less than two years of experience),
 - Journey level (greater than two years of experience),
 - Supervisory level, and
 - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
 - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
 - Miles of system gravity and force mains,
 - Number of upper and lower service laterals connected to system,
 - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
 - Portion of laterals that is Enrollee's responsibility,
 - Average age the major components of system infrastructure,
 - Number and age of pump stations, and
 - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

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- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period.**

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update,** the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

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This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: Within twelve (12) months of its Application for Enrollment

Approval date, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

The Enrollee shall maintain records for each of the following spill-related events and activities:

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
 - Date, time, and method of notification,

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- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;
- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Description and GPS coordinates for the system location where the spill originated;
4. Did the spill reach a drainage conveyance system? If Yes:
 - Description of drainage conveyance system location,
 - Estimated spill volume fully recovered within the drainage conveyance system, and
 - Estimated spill volume remaining within the drainage conveyance system;
5. Estimated total spill volume exiting the sanitary sewer system;
6. Spill date and start time;
7. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
8. System failure location (for example, main, pump station, etc.);
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of how the volume estimation was calculated, including, at minimum:

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- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

11. Description of implemented system modifications and operating/maintenance modifications.

Recordkeeping of Individual Lateral Spill Information:

1. Date and time the Enrollee was notified of, or self-discovered, the spill;
2. Location of individual spill;
3. Estimated individual spill volume;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.); and
5. Description of how the volume estimations were calculated.

Total Annual Spill Information:

1. Estimated total annual spill volume;
2. Description of spill corrective actions, including at minimum:
 - Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable, and
 - System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

- Supervisory control and data acquisition (SCADA) system(s);
- Alarm system(s);
- Flow monitoring device(s) or other instrument(s) used to estimate sewage flow rates, and/or volumes;
- Computerized maintenance management system records; and
- Asset management-related records.

4.6. Sewer System Management Plan Implementation Records

The Enrollee shall maintain records documenting the Enrollee's implementation of its Sewer System Management Plan, including documents supporting its Sewer System Management Plan audits, corrections, modifications, and updates to the Sewer System Management Plan.

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4.7. Audit Records

The Enrollee shall maintain, at minimum, the following records pertaining to its Sewer System Management Plan audits, and other internal audits:

- Completed audit documents and findings;
- Name and contact information of staff and/or consultants that conducted or involved in the audit; and
- Follow-up actions based on audit findings.

4.8. Equipment Records

The Enrollee shall maintain a log of all owned and leased sewer system cleaning, operational, maintenance, construction, and rehabilitation equipment.

4.9. Work Orders

The Enrollee shall maintain record of work orders for operations and maintenance projects.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1
Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters:</p> <p>Notify the California Office of Emergency Services and obtain a notification control number.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	<ul style="list-style-type: none"> • Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within 18 hours of initial knowledge of spill of 50,000 gallons or greater to surface waters. 	<p>(Section 2 of Attachment E1)</p>
Reporting	<ul style="list-style-type: none"> • Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; • Submit Certified Spill Report within 15 calendar days of the spill end date; • Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and • Submit Amended Spill Report within 90 calendar days after the spill end date. 	<p>(Section 3.1 of Attachment E1)</p>

Table E2-2

Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p>	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Submit Draft Spill Report within three (3) business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; and Submit Amended Spill Report within 90 calendar days after the spill end date. 	(Section 3.2 of Attachment E1)

Table E2-3**Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date. 	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4**Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. 	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	<p>Within two (2) hours of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State:</p> <p>Notify California Office of Emergency Services and obtain a notification control number.</p> <p>Not applicable to a spill of less than 1,000 gallons.</p>	<p>California Office of Emergency Services at: (800) 852-7550</p> <p>(Section 1 of Attachment E1)</p>
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	<ul style="list-style-type: none"> • Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill. 	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.



Region 1 -- North Coast Regional Water Quality Control Board:

Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:

Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:

Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:

Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

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Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

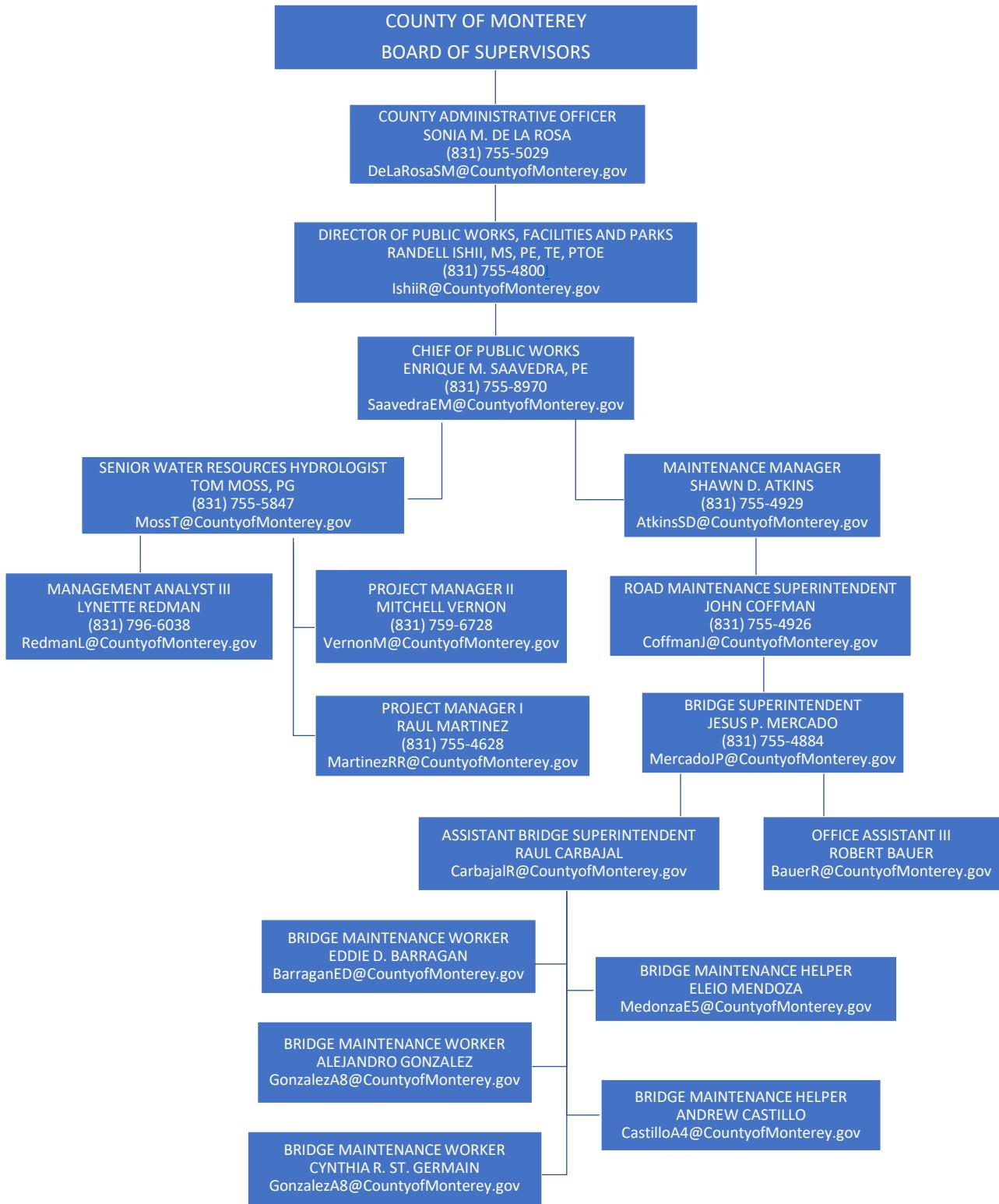
County of Monterey Representatives, Staff and Contractor Contact Information

Monterey County Board of Supervisors		
Name	Position	Contact
Glenn Church	Supervisor - Chair (District 2)	(831) 755-5022
Chris Lopez	Supervisor - Vice Chair (District 3)	(831) 796-5033
Wendy Root Askew	Supervisor (District 4)	(831) 833-7570
Mary L. Adams	Supervisor (District 5)	(831) 647-7755
Luis A. Alejo	Supervisor (District 1)	(831) 755-5011

Monterey County Staff		
Name	Position	Contact
Randal Ishii, MS, PE, TE, PTOE	Director of Public Works, Facilities and Parks	(831) 755-4800
Lindsay Lerable	Assistant Director of Public Works, Facilities and Parks	(831) 755-5061
Enrique M. Saavedra, PE	Chief of Public Works	(831) 755-8970
Tom Moss, PG, QSD	Senior Water Hydrologist	(831) 755-5847
Mitchell Vernon, CFM	Project manager II	(831) 759-6728
Raul Martinez	Project Manager I	(831) 755-4800
Lynette Redman	Management Analyst III	(831) 796-6038
Jesse Mercado	Bridge Superintendent	(831) 755-4884
Raul Carbajal	Assistant Bridge Superintendent	(831) 595-2170
Staff (Rotating)	On Call Phone #	(831) 595-1535

Monterey County Contractors		
Name	Position	Contact
Greenline Services	Contractor (Emergency Response)	(831) 235-1395, (831) 422-2298
JM Electric	Contractor (Emergency Response)	(831) 422-7819
Tough Automation	Contractor (Emergency Response)	(831) 400-9015
West Valley Construction	Contractor (Emergency Response)	(831) 758-9821
Granite Construction through Gordian	Contractor (Emergency Response)	(831) 200-5163
Papich Construction through Gordian	Contractor (Emergency Response)	(831) 200-5163
Teichert Construction through Gordian	Contractor (Emergency Response)	(831) 200-5163

County of Monterey
Department of Public Works, Facilities and Parks
Special Districts
SSMP Organization Chart



Appendix 4A

CIP Number	Manhole ID	Segment	Location	Size (inches)	Material	Note	Recommendation	Priority	Video Date	Quantity	Unit	Construction Cost (\$)	Total Project Cost (\$)
Highest Priority - Immediate Repair Required													
1	MH 22	MH 23	Boronda Rd	8	PVC	Large offset joint, soil visible 130 ft downstream of MH 22. Cross-section is reduced by ~50%; 35 ft long pipe sag immediately downstream of offset joint	50 ft pipe replacement to address offset joint and downstream pipe sag. Replace with 8" PVC or HDPE pipe. Improve sub-grade and verify slope when installing new pipe	1	7/20/2022	50	LF	\$57,500	\$92,000
2	MH 64	MH 91	El Rancho Way Easement	8	PVC	Pipe cave-in 83ft upstream of MH 61 reduces flow area by 50%; Small pipe failure/potential future cave-in located in main approximately 62.5 ft upstream of MH 64	Spot repair of caved-in sections of pipe (62.5 ft and 83 ft upstream of MH 64)	1	7/29/2022	25	LF	\$51,250	\$82,000
3	MH 48	MH 49	Muroc St	6	PVC	Offset joint with soil showing in pipe located 289 ft upstream of MH 48	Spot repair of offset joint	1	8/1/2022	1	LS	\$25,000	\$40,000
4	MH59	MH 58	El Rancho Way	8	PVC	Major offset joint with soil visible and erosion of soil wall beginning 167ft downstream of MH 59	Spot repair of offset joint	1	8/11/2022	1	LS	\$25,000	\$40,000
SUB-TOTAL OF HIGHEST PRIORITY CIPs:												\$158,750	\$254,000
First Priority - Repair within 1 to 3 years													
5	MH 84	MH 79	Cranford Rd	6	PVC	Offset joint 97.6 ft downstream from MH 84	Spot repair of offset joint	1	7/13/2022	1	LS	\$25,000	\$40,000
6	MH 107	MH 99	Higuera Lane	6	PVC	Offset joint 106.6 ft downstream from MH 107	Spot repair of offset joint	1	7/14/2022	1	LS	\$25,000	\$40,000
7	MH 107	MH 99	Higuera Lane	6	PVC	Offset joint 56.6 ft upstream of MH 99 (towards MH 107)	Spot repair of offset joint	1	7/14/2022	1	LS	\$25,000	\$40,000
8	MH 34	MH 41	Apostolic Lane	6	PVC	Pipe sag from 110-130ft upstream of MH 34; Minor joint offsets at 58.3, 77.5, 136.3, 213.1, and 232.5 ft upstream of MH 34	Replace entire line with new 6" PVC pipe	1	7/18/2022	250	LF	\$107,500	\$172,000
9	MH 22	MH 23	Boronda Road	8	PVC	Offset joint 95 ft downstream of MH 22	Spot repair of offset joint	1	7/20/2022	1	LS	\$25,000	\$40,000
10	MH 18	MH 14	Madison Lane	10	PVC	Pipe sags occur 147-187ft, 217-237ft, and 375-385ft downstream of MH 18	Complete clean of entire line from MH 18 to MH 14; replace pipe sag segments with new pipe and improve pipe sub-grade and slope	1	8/10/2022	100	LF	\$70,000	\$112,000
11	MH 48	MH 25	Muroc St	6	PVC	Offset joint 250 ft downstream of MH 48	Spot repair of offset joint	1	9/9/2022	1	LS	\$25,000	\$40,000
12	MH 30	MH 29	Boronda Road	6	PVC	Deformed joints/pipe sections located 40ft and 141ft downstream of MH 30	Spot repairs of deformed joints/pipes	1	9/13/2022	20	LF	\$50,000	\$80,000
SUB-TOTAL OF FIRST PRIORITY CIPs:												\$352,500	\$564,000
Second Priority - Repair within 3 to 5 years													
13	MH 32	MH 47	Randall Rd	8	PVC	Multiple minor pipe sags, 3-30 ft, 160-185 ft, 211-247 ft, 275-280ft	Replace entire line with new 8" PVC or HDPE pipe	2	7/8/2022	340	LF	\$130,000	\$208,000
14	MH 98	MH 106	Hyland Drive Easement	8	PVC	Multiple minor pipe sags, 30-40 ft, 110-120 ft, 170-190ft	Replace entire line with new 8" PVC or HDPE pipe	2	7/14/2022	230	LF	\$102,500	\$164,000
15	MH 39	MH 27	Hyland Drive Easement	8	PVC	Multiple minor pipe sags, 30-40 ft, 50-90ft, 160-180ft, 230-240ft (downstream of MH 39)	Replace entire line with new 8" PVC or HDPE pipe	2	7/18/2022	250	LF	\$107,500	\$172,000
16	MH 36	MH 38	Fontes Lane	6	PVC	Pipe sags at 145-165ft, 320-340ft (downstream of MH 36)	Spot repairs; replace pipe sag segments with new pipe and improve pipe sub-grade and slope	2	7/18/2022	40	LF	\$55,000	\$88,000
17	MH 42	MH 41	Apostolic Lane	6	PVC	Pipe sags at 30-70ft, 110-140ft (downstream of MH 42)	Spot repairs; replace pipe sag segments with new pipe and improve pipe sub-grade and slope	2	7/18/2022	70	LF	\$62,500	\$100,000
18	MH 73A	MH 73B	Calle Del Adobe	6	PVC	Tap break-in intruding approximately 20%	Spot repair to fix tap located 94 ft upstream of MH 73A	2	7/19/2022	1	LS	\$25,000	\$40,000
19	MH 65	MH 66	El Rancho Way	8	PVC	Pipe sags 35ft-155ft, 160ft-200ft upstream of MH 65	Replace entire line with new 8" PVC or HDPE pipe	2	7/29/2022	230	LF	\$102,500	\$164,000
20	MH 20	MH 19	Madison Lane	10	PVC	Pipe sags 205-220ft, 230-275ft downstream of MH 20	Replace line from 200ft to 275 ft downstream of MH 20; replace pipe sag segments with new pipe and improve pipe sub-grade and slope	2	8/9/2022	75	LF	\$63,750	\$102,000
21	MH 27	MH 26	Boronda Rd	8	PVC	Pipe sag 121-131 (inlet to MH 26)	Repair and replace 20ft of pipe from MH 26 up; improve pipe sub-grade and slope	2	8/9/2022	20	LF	\$50,000	\$80,000
22	MH 21	MH 20	Madison Lane	10	PVC	Offset joint 19.3 ft downstream of MH 21 in Madison Lane	Spot repair of offset joint	2	8/9/2022	1	LS	\$25,000	\$40,000
23	MH 96	MH 61	El Rancho Way	6	PVC	Pipe is slightly crushed at tap/lateral inlet 165ft downstream of MH 96	20ft spot repair of sewer main and new lateral; re-inspect line after work	2	7/26/2022	1	LS	\$25,000	\$40,000
SUB-TOTAL OF SECOND PRIORITY CIPs:												\$748,750	\$1,198,000
Third Priority - Repair within 5 to 10 years													
24	MH 51	MH38	Addington Lane	6	PVC	Minor pipe sag 85 ft to 100 ft downstream of MH 51	Continue to monitor sites and expedite repair as needed. Repair and replace pipe sag and improve pipe sub-grade and slope	3	7/18/2022	25	LF	\$51,250	\$82,000
25	MH 52	MH 53	Addington Lane	6	PVC	Minor pipe sags 130-140ft, 190-220ft, 225-240ft downstream of MH 52	Continue to monitor sites and expedite repair as needed. Repair and replace pipe sags and improve pipe sub-grade and slope	3	7/19/2022	60	LF	\$60,000	\$96,000
26	MH 97	MH 59	Hyland Drive	8	PVC	Minor pipe sags 75-85ft, 90-105ft, 265-285ft downstream of MH 97	Continue to monitor sites and expedite repair as needed. Repair and replace pipe sags and improve pipe sub-grade and slope	3	8/1/2022	40	LF	\$55,000	\$88,000
27	MH58	MH 59	El Rancho Way	8	PVC	Minor joint offsets located 11.5ft, 58.0ft, and 67.6 ft upstream of MH 58	Spot repairs of all offset joints	3	8/11/2022	1	LS	\$75,000	\$120,000
28	MH 50	MH 26	Boronda Rd	6	PVC	Minor pipe sags 50-70ft, 80-100ft, and 115ft-125ft downstream of MH 50	Continue to monitor sites and expedite repair as needed. Repair and replace pipe sags and improve pipe sub-grade and slope	3	9/13/2022	50	LF	\$57,500	\$92,000
29	MH 69	MH 68	Calle Del Adobe	8	CONC	Concrete pipe, fairly dirty but otherwise in good shape	Clean pipe; eventually replace with 8" PVC pipe	3	7/19/2022	700	LF	\$220,000	\$352,000
30	MH 73	MH 72	Calle Del Adobe	8	PVC	Minor pipe sags located 25-40ft, 50-65ft, 150-165ft, 170-175ft, 195-205ft, 240-250ft	Repair and replace entire line with new 8" PVC pipe	3	7/19/2022	250	LF	\$107,500	\$172,000

31	MH 65	MH 55	El Rancho Way	8	PVC	Minor pipe sags located 40-50ft, 100-125ft downstream of MH 65	Continue to monitor sites and expedite repair as needed. Repair and replace pipe sags and improve pipe sub-grade and slope	3	7/21/2022	35	LF	\$53,750	\$86,000
SUB-TOTAL OF SECOND PRIORITY CIPs:												\$680,000	\$1,088,000

Maintenance													
MH 33	MH 121	Fontes Lane		8	PVC	Potential minor pipe sag, 25 ft to 40 ft	Needs cleaning; Increase monitoring of this segment, particularly where the potential sags occur						7/8/2022
MH 122	MH 123	Fontes Lane		8	PVC	Minor offset joints at 54.2 ft and 60.5 ft from MH 122	Needs cleaning; increase monitoring of this segment, particularly at offset joints						7/8/2022
MH 102	MH 101	Hyland Drive		8	PVC	Solids accumulation at 130 ft from MH 102; Potential minor pipe sag, 130 - 150ft from MH 102	Needs cleaning; Increase monitoring of this segment, particularly where the potential sags occur						7/13/2022
MH 102	MH 111	Hyland Drive Easement		8	PVC	Sediment build up 58.1 ft, 140 ft upstream of MH 102	Clean line and re-inspect segment						7/13/2022
MH 80	MH 79	Boronda St		6	PVC	Sediment build up 22.5 ft from MH 80	Needs cleaning; increase monitoring of this segment						7/13/2022
MH 102	MH 112	Hyland Drive Easement		6	PVC	Grease/solids buildup	Needs cleaning						7/13/2022
MH 107	MH 108	Hyland Drive Easement		6	PVC	Root/solids obstruction at joint obstructs approx 45% of pipe opening	Clean line and re-inspect segment						7/14/2022
MH 98	MH 97	Hyland Drive		8	PVC	Minor offset joint 145.5 ft downstream of MH 98	Monitor this location for worsening conditions						7/14/2022
MH 99	MH 98	Hyland Drive		8	PVC	Solids accumulation at 120 ft downstream of MH 99, joint fitting is not fully inserted into upstream pipe	Clean pipe and monitor this segment, taking particular note of joint and watching to see if joint continues to slip out of position						7/14/2022
MH 100	MH 109	Hyland Drive		8	PVC	Solid accumulation throughout segment	Clean pipe						7/14/2022
MH 39	MH 38	Fontes Lane		8	PVC	Minor pipe sags, 80-90 ft and 130-150 ft (upstream of MH 39)	Monitor this segment for worsening conditions; eventually replace entire line with new 8" PVC or HDPE pipe						7/14/2022
MH51	MH 38	Addington Lane		6	PVC	Solids accumulation at pipe outlet into MH 38	Clean pipe/remove solids						7/18/2022
MH 52	MH 53	Addington Lane		6	PVC	Solids accumulated throughout pipe	Clean pipe/remove solids						7/19/2022
MH10	MH 13	Madison Lane		10	PVC	Solids accumulated throughout pipes	Clean pipeline segment and re-video						7/20/2022
MH64	MH 55	El Rancho Way		6	PVC	Grease/solids buildup. Minor pipe sags located 54-65ft downstream of MH 64	Needs cleaning; increase monitoring of this segment, particularly where the minor sag occurs						7/21/2022
MH 55	MH 54	El Rancho Way		6	PVC	Sediment build up at 240 ft downstream of MH 55 causing water level to rise; camera could not make it to end due to solids	Clean line and re-inspect segment						7/26/2022
MH 76	MH 77	Boronda Rd		8	PVC	Solids/grease build up at MH 77 inlet	Needs cleaning						7/26/2022
MH 104A	MH 104	El Rancho Way		6	PVC	Solids accumulation 35-45ft downstream of MH 104A	Needs cleaning						7/29/2022
MH 53	MH 54	Calle Del Adobe		8	PVC	Solids/grease build up in entire pipe and MH 54	Needs cleaning						7/29/2022
MH 71	MH 70	Calle Del Adobe		8	PVC	Solids/grease build up at 30 ft downstream of MH 71; full pipe segment could not be inspected due to solids	Clean line and re-inspect segment						7/29/2022
MH 25	MH 24	Boronda Rd		8	PVC	Solids/grease build up in entire pipe	Needs cleaning						8/8/2022
MH24	MH 21	Boronda Rd		8	PVC	Solids/grease build up in entire pipe	Needs cleaning						8/8/2022
MH28	320 Boronda	Boronda Rd		6	PVC	Minor pipe sag 314-324ft downstream of MH 28	Pipe sag is very minor now; continue monitoring site for indications that the sag is worsening						8/9/2022
MH 14	MH 17	Madison Lane		8	PVC	Minor offset joint 11.1 ft upstream of MH 14	Offset joint is very minor currently; monitor site for indications that the joint is worsening						8/9/2022
MH 35	MH 46	Fontes Lane		8	PVC	Solids/grease buildup on both sides throughout pipe; CCTV inspection cut short due to camera travel issues	Clean line and re-inspect segment						9/13/2022
MH 34	MH 35	Fontes Lane		8	PVC	Sudden rise in WL near MH 35; couldn't distinguish cause	Clean line and re-inspect segment (in upstream direction preferably)						7/8/2022
MH 72	MH 71	Calle Del Adobe		8	PVC	Solids/grease buildup along entire pipe segment	Needs cleaning; increase monitoring of this segment						7/19/2022
MH 12	MH 13	Madison Lane		10	PVC	Solids/grease buildup along entire pipe segment	Clean line and re-inspect segment						7/20/2022
MH 11	MH 12	Madison Lane		10	PVC	Solids/grease buildup along entire pipe segment	Clean line and re-inspect segment						7/20/2022
MH 10	MH 11	Madison Lane		10	PVC	Solids/grease buildup along entire pipe segment	Clean line and re-inspect segment						7/20/2022
MH 53	MH 73A	Calle Del Adobe		8	PVC	Solids/grease buildup along entire pipe segment	Clean line and re-inspect segment						7/29/2022

TOTAL (not including any costs incurred from maintenance recommendations): **\$1,940,000** **\$3,104,000**



Sewer Line Cleaning and Routine Manhole Inspection Log

This form should be used to document annual sewer line cleaning, high maintenance area cleaning and/or associated visual flow observations. Routine Manhole observations should also be documented on this form. Any significant issues identified in the field should be reported to Supervisory staff.



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Sewer Line Cleaning and Routine Manhole Inspection Log



Sewer Line Cleaning and Routine Manhole Inspection Log

This form should be used to document annual sewer line cleaning, high maintenance area cleaning and/or associated visual flow observations. Routine Manhole observations should also be documented on this form. Any significant issues identified in the field should be reported to Supervisory staff.

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...

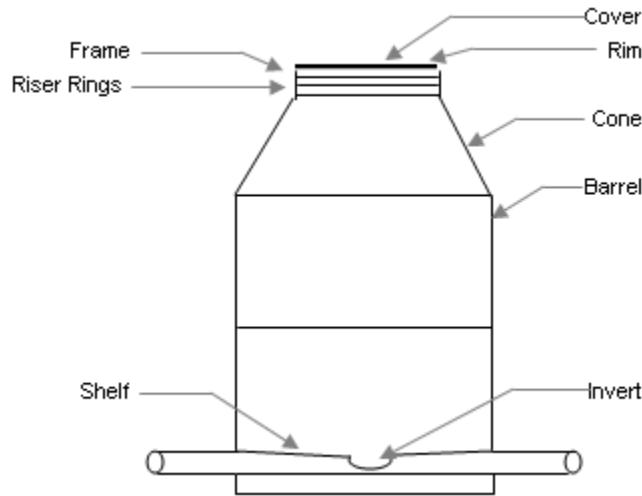
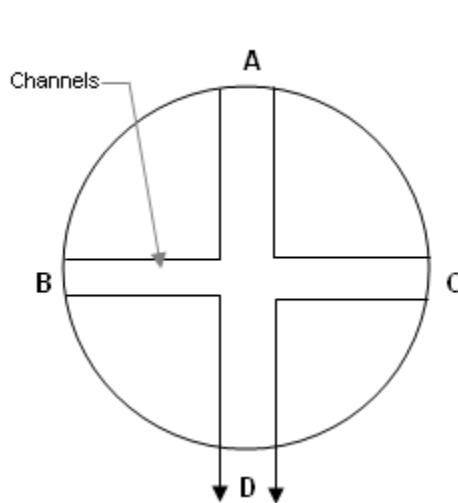


BCSD Manhole Observation and Inspection Report

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)



BCSD 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



BCSD Manhole Observation and Inspection Report

Observation Summary (Inspector):

Recommendations (Inspector):

Inspector's Signature: _____

Date: _____

Recommendations (Engineering Staff):



BCSD

Lift Station Log

Lift Station: _____

Complete all columns weekly. Log the date and initials for staff completing inspections. Record pump run times and respond to additional columns with Yes/No responses.

Summarize additional observations/conditions and maintenance performed in appropriate column. See Weekly and Quarterly SOPs for additional requirements for each lift station.



Appendix 4E

County of Monterey Customer Contact Report

Route To: (circle one)

Administration

Maintenance

Engineering

Date: _____

Time: _____

Name of Contact: _____

Address: _____ Mailing Address: _____

Phone Number: _____ Account Number: _____

Sewer Spill (Complete Sewer Spill Response Field Checklist in the event of a Sewer Spill)

Sewer Complaint **Sewer Inspection** **Odor Complaint** **Other Complaint (document on form)**

Reason for Call:

Office Comments:

Supervisors Comments:

Staff Generating Report: _____
Problem Corrected? _____ Inspected By: _____ Date: _____
Follow Up Activities: _____

**Form to be used for Customer Complaints and/or initial Sewer Spill caller intake for
Pajaro, Boronda and Chualar Sewer Systems. Complete Sewer Spill Response Field Checklist in the event of a
Sewer Spill**

BORONDA CSD – CRITICAL PARTS AND EQUIPMENT LIST

Parts/Equipment	Manufacturer	Location	Quantity
Lift Stations			
Generator	60Kw Olympian Generator	15099 Canario Street, Salinas, Ca	1
Pumps	3Hp Flyght Pumps Boronda Oaks	15099 Canario Street, Salinas, Ca	2
	3Hp Flyght Pumps Boronda #1	17065 El Rancho Way, Salinas, Ca	2
	3Hp Flyght Pump 2.2 HP Flyght pump Boronda #3	328 Boronda road, Salinas, Ca	1 1
	3Hp Flyght Pumps Boronda#2 3Hp Flyght Pumps Boronda#4	450 Boronda Rd, Salinas, Ca 1135 Madison Lane Salinas, Ca	2 2

BORONDA CSD – CRITICAL PARTS AND EQUIPMENT LIST

Parts/Equipment	Manufacturer	Location	Quantity
Maintenance Equipment			
Portable Generator	Quinn Rental Generator Q45	855 E Laurel Dr Salinas Ca	1
Misc Equipment			
Sandbags	N/A	855 E Laurel Dr Salinas Ca	variable
Cones	N/A	855 E Laurel Dr Salinas Ca	variable
Traffic Signs	N/A	855 E Laurel Dr Salinas Ca	variable

Parts/Equipment	Vendor/Contractor	Contact Information
Generator Parts	Quinn Cat	(831) 758-8461
Bypass Pumps	Rain for Rent	(831) 422-7813
Pumper Trucks	Green Line	(831) 422-2298
Process & Motor Control	Tough Automation	(805) 400-9015
Electrical	JM Electric	(831) 422-7819
Gravity Sewer Parts	Ferguson	(831) 899-4500, (831) 424-3330
Emergency Equipment and Excavation	West Valley Construction	(831) 758-9821
	Granite Construction through Gordian	(831) 200-5163
	Papich Construction through Gordian	(831) 200-5163
	Teichert Construction through Gordian	(831) 200-5163

Appendix 9A

 Summary of Performance, County of Monterey: Boronda CSD

County of Monterey Sewer System Performance Metrics for Monitoring and Measurement

	Performance Measure	Source	2024	2025	2026
System Statistics	Miles of Gravity Sewer	Atlas Maps/GIS			
	Miles of Pressure Sewer	Atlas Maps/GIS			
	Number of Manholes	Atlas Maps/GIS			
	Number of Sewer Lift Stations	Atlas Maps/GIS			
Data Based on Spill Number	Total Annual Spills	CIWQS			
	Spill Rate (Spills/100 miles/year)	CIWQS			
	Percentage of Total Spilled Sewage Reaching Surface Water	CIWQS			
	Percentage of Total Spilled Sewage Recovered	CIWQS			
	Percentage of Spills Greater Than 100 Gallons	CIWQS			
	Spills reoccurring at the same location (annually)	CIWQS			
	Annual Median Spill Volume	CIWQS			
	Total Annual Spill Volume	CIWQS			
Spill Causes	Roots	CIWQS			
	Grease	CIWQS			
	Debris	CIWQS			

Appendix 9A – Summary of Performance, County of Monterey: Boronda CSD

	Performance Measure	Source	2024	2025	2026
	Pipe Failure	CIWQS			
	Lift Station Failure	CIWQS			
	Flow Exceeded Capacity	CIWQS			
	Other	CIWQS			
Spill Response Time	Average response time during business hours	CIWQS			
	Average response time outside of business hours.	CIWQS			
Maintenance	Number of High Maintenance Areas Inspected (annual)	HMA List/Form			
	Amount of “hot spot” cleaning performed (feet/year)	HMA List/Form & Line Cleaning Form			
	Amount of routine cleaning performed (feet/year)	Line Cleaning Form			
	Number of Manholes Inspected (annual)	MH Inspection Form & Line Cleaning Form			
	Number of Food Service Establishments Inspected (annual)	FOG Program Database			

Appendix 9A – Summary of Performance, County of Monterey: Boronda CSD

	Performance Measure	Source	2024	2025	2026
Condition Assessment, Rehabilitation, and I/I Control	Amount of CCTV inspection performed (Linear Feet)	CCTV Reports			
	Amount of mainlines (Linear Feet) and number of manholes rehabilitated.	Contract Packages			
	Number of inflow sources detected and corrected.	CCTV Reports, Visual Observations, Contracts for repairs			
	CIP Schedule and Funding	Budget			

SSMP AUDIT DATA & RECORDS REQUEST

A. SSMP ADMINISTRATIVE		YES	LOCATED WHERE?	NO	N/A	COMMENTS
A1	a. Has your agency enrolled in the State-wide GWDR and designated the responsible or authorized representative (LRO)?					
	b. Provide a copy of the SSMP Certification in CIWQS.					
	c. Provide a copy of the CIWQS print-out for all LROs and Data Submitters.					
	d. Provide a copy of your Operational Report from CIWQS.					
	e. Does the SSMP include a narrative that discusses; summary of plan and associated schedules, sewer system asset overview, updated maps?					
A2	a. Has your agency adopted a SSMP?					
	b. Provide a copy of the SSMP.					
	c. Provide a copy of the Meeting Minutes for the agency governing body's meeting during which the SSMP was adopted.					
A3	a. Does your agency have a copy of the GWDRs available to agency staff? Where is it kept?					
A4	a. How does agency ensure revenues and expenditures related to sanitary sewer system are available to; comply with General Order, fully implement the SSMP, conduct O&M and necessary repairs, ensure proper spill response?					

SSMP AUDIT DATA & RECORDS REQUEST

B. GOALS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
B1 a.	Has your agency developed SSMP and SSO reduction goals?					
b.	Provide documentation that your agency has made progress toward meeting these goals.					
C. ORGANIZATION		YES	LOCATED WHERE?	NO	N/A	COMMENTS
C1 a.	Does your SSMP clearly identify the names and job titles the LROs?					
C2 a.	Does your SSMP have an organizational chart or table showing individual roles and responsibilities for implementation of the SSMP?					
b.	Are names, titles, and telephone numbers provided in this chart or table?					
C3 a.	Is the chain of communication for reporting SSOs included in the SSMP?					
b.	Are names, titles, and telephone numbers provided in this chain of communication?					

SSMP AUDIT DATA & RECORDS REQUEST

D. LEGAL AUTHORITY		YES	LOCATED WHERE?	NO	N/A	COMMENTS
D1 a.	Provide the sanitary sewer system use ordinances, service agreements, or other legally binding procedures or documents, which demonstrates the agency's legal authority:					
b.	Prohibit illicit discharges					
c.	Collaborate w/ Stormwater Agencies for sewer spill response and prevent cross connections of sanitary sewer and storm sewer infrastructure.					
c.	Require that sewers and connections be properly designed and constructed					
d.	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency					
e.	Limit the discharge of fats, oils, and grease and other debris that may cause blockages					
f.	Enforce any violation of its sewer ordinances					
E. OPERATIONS AND MAINTENANCE (O&M)		YES	LOCATED WHERE?	NO	N/A	COMMENTS
E1 a.	Provide the following documents:					
b.	An updated map of the agency's sanitary sewer system <u>and</u> storm drain system.					
c.	A schedule for maintenance and cleaning of the sanitary sewer system.					

SSMP AUDIT DATA & RECORDS REQUEST

d.	How do O&M and R&R schedules enhance System Resilience?					
e.	Documentation for maintenance and cleaning of the sanitary sewer system.					
f.	Documentation for scheduled and conducted activities, such as work orders and/or reports and invoices from contractors.					
g.	The O&M contract if the agency's collection system is operated and maintained by a contract operations firm.					
h.	The agency's Rehabilitation and Replacement Plan					
i.	» Summary of the agency's CCTV program and schedule. Include samples of inspections and summary of findings.					
j.	» List of current and planned projects					
k.	» Time schedule for planned projects					
l.	» Schedule for developing the funds needed for rehabilitation and replacement projects					
m.	Standard Operating Procedures for Sewer System Operations and Maintenance activities.					
n.	Training records for staff operations and maintenance activities and contractor operations and maintenance activities. Training records for CIWQS reporting, Spill volume estimation, Spill response training.					

SSMP AUDIT DATA & RECORDS REQUEST

o.	» All applicable licenses and certifications required for agency or contract staff. Provide documents stating this requirement.					
p.	Assessment of O&M Staff "Core Competencies" (Skills, Knowledge and Abilities)					
q.	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					
q.	Equipment and replacement part inventories, including identification of critical replacement parts.					
r.	» If critical replacement parts are not kept in stock, identify and provide method in which these parts are acquired when needed (List of emergency contractors and/or suppliers).					
s.	» If critical replacement parts are not kept in stock, provide applicable mutual aid agreements.					
F. DESIGN & PERFORMANCE PROVISIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
F1 a.	Provide the following documents:					
b.	Design and construction standards and specifications for:					
c.	» the installation of new sanitary sewer systems					

SSMP AUDIT DATA & RECORDS REQUEST

d.	» pump stations and other appurtenances specific to the agency's collection and conveyance system					
e.	» the rehabilitation and repair of existing sanitary sewer systems					
f.	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances specific to the agency's collection and conveyance system and for rehabilitation and repair projects.					

SSMP AUDIT DATA & RECORDS REQUEST

G. SPILL EMERGENCY RESPONSE PLAN		YES	LOCATED WHERE?	NO	N/A	COMMENTS
G1 a.	Provide the agency's Spill Emergency Response Plan					
b.	Notification procedures ensuring that the primary responders, regulatory agencies, and potentially affected entities are informed of all Spills in accordance with the Monitoring and Reporting Program, Order No. 2022-0103.					
c.	A program to ensure an appropriate response to all spills.					
d.	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Spill Emergency Response Plan and are appropriately trained.					
e.	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.					
f.	Procedures to address spill volume estimation.					
g.	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.					
h.	A program to ensure that all reasonable steps are taken to minimize or correct any adverse impact on the environment resulting from the Spills, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.					
i.	Plan to coordinate with storm drain agencies and other impacted utilities in the event of a Spill. Plan to conduct Post Spill Assessments.					

SSMP AUDIT DATA & RECORDS REQUEST

H. SEWER PIPE BLOCKAGE CONTROL PROGRAM		YES	LOCATED WHERE?	NO	N/A	COMMENTS
H1 a.	Public Education and Outreach Program for pipe blocking substances.					
b.	Disposal facilities for pipe blocking substances.					
c.	Ordinance demonstrating the agency's legal authority to prohibit discharges to the sewer system and prevent spills and blockages.					
d.	Requirements to install grease removal devices, design standards for these devices, maintenance requirements, BMPs, recordkeeping and reporting requirements.					
e.	Ordinance demonstrating the agency's legal authority to prohibit FOG discharges to the system and inspect FOG producing facilities.					
f.	Evidence of FOG Control Program inspection and enforcement activities.					
g.	Documentation of hot spots in the collection system, which are caused by FOG.					
I. SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CIP		YES	LOCATED WHERE?	NO	N/A	COMMENTS
I1 a.	Provide procedures to evaluate the sanitary sewer system assets.					
b.	Percentage of system assessed annually and rationale for this frequency.					

SSMP AUDIT DATA & RECORDS REQUEST

c.	<p>Provide information that demonstrates condition assessment prioritizes areas that:</p> <ol style="list-style-type: none"> 1) Have high level of environmental consequences if vulnerable to failure or are deficient for any reason; 2) Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas; 3) Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List 				
d.	<p>Provide information demonstrating system is assessed using visual observations, video surveillance and/or other comparable system inspection methods.</p>				
e.	<p>Provide information demonstrating corrective actions for areas that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.</p>				
f.	<p>Provide information that demonstrates you have identified system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions</p>				
g.	<p>Provide analysis and procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:</p> <ul style="list-style-type: none"> • Dry-weather peak flow conditions that cause or contributes to spill events; • The appropriate design storm(s) or wet weather events that causes or contributes to spill events; • The capacity of key system components; and • Identify the major sources that contribute to the peak flows associated with sewer spills. 				

SSMP AUDIT DATA & RECORDS REQUEST

h.	<p>Information that demonstrates the capacity assessment considers:</p> <ul style="list-style-type: none"> · Data from existing system condition assessments, system inspections, system audits, spill history, and other available information; · Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions; · Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change; · Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events; · Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and · Necessary redundancy in pumping and storage capacities. 						
i.	<p>Demonstrate how corrective actions are prioritized based on these condition assessments based on the severity of the consequences of potential spills.</p>						
j.	<p>Capital Improvement Plans: based on the results of these condition assessments provide the following</p> <ol style="list-style-type: none"> 1) project schedules, including completion dates for all rehabilitation and replacement projects or CIP; 2) Internal and External project funding sources for each project; 3) Information demonstrating coordination between operations and maintenance staff, engineering staff, and consultants during the planning, design and construction of CIP. If other utility agencies are impacted, document coordination efforts. 						

SSMP AUDIT DATA & RECORDS REQUEST

J. MONITORING, MEASUREMENT & PROGRAM MODIFICATIONS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
J1 a.	Adaptive Management strategies					
b.	· Provide relevant information, including audit findings, to establish and prioritize appropriate Plan activities;					
c.	· Provide relevant information demonstrating the implementation and measuring the effectiveness of each Plan Element;					
d.	· Provide relevant information demonstrating the success of the preventive operation and maintenance activities;					
e.	· Provide relevant information demonstrating update of plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations;					
f.	Identification of sewer spill trends.					
K. SSMP PROGRAM AUDITS		YES	LOCATED WHERE?	NO	N/A	COMMENTS
K1 a.	Provide historical SSMP Program Audit Reports.					
L. COMMUNICATION PROGRAM		YES	LOCATED WHERE?	NO	N/A	COMMENTS
L1 a.	Provide the agency's Communication Program and evidence of its implementation.					