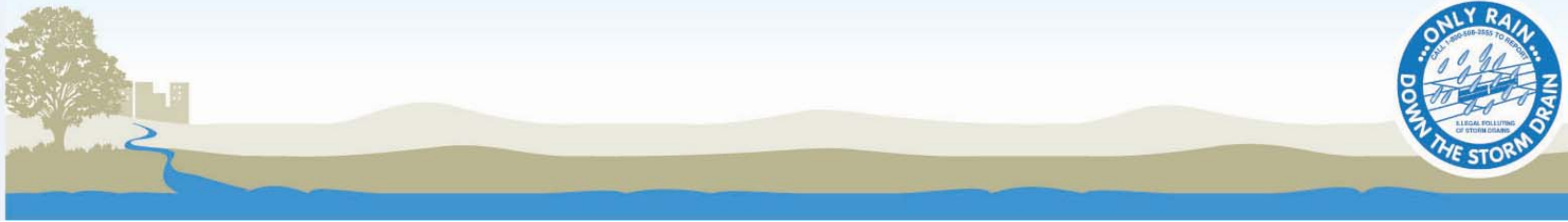


Appendix F

Sanitary Sewer Spill Response Procedure



SANITARY SEWER SPILL RESPONSE PROCEDURE

June 2014

January 2015, Revised

**Whitewater River Watershed
Municipal Stormwater Permit
Order No. R7-2013-0011
Colorado River Basin Regional Water Quality Control Board**

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1.0 Background

On June 20, 2013, the California Regional Water Quality Control Board - Colorado River Basin Region (Regional Water Board) issued an area-wide Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit (2013 MS4 Permit) to the Riverside County Flood Control and Water Conservation District (District), the County of Riverside (County), the Coachella Valley Water District (CVWD) and the Cities of Banning, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage (Cities), for the portion of the Whitewater River Basin located within Riverside County (collectively, MS4 Permittees).

The 2013 MS4 Permit requires the MS4 Permittees to control the discharge of Pollutants from the MS4s to Waters of the United States. Sewering agencies that own or operate sanitary sewer collection systems greater than one mile in length are regulated under State Water Resources Control Board Water Quality Order No. 2006-0003 and its accompanying Attachment A (WQ 2013-0058-EXEC). This order, known as the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Sanitary Sewer Order) serves, among other purposes, to prevent and minimize Potential Pollutants from sanitary sewer overflows (SSOs) originating from these sewer collection systems from entering surface waters. As required by the Sanitary Sewer Order, each enrollee must have developed and implemented a Sewer System Management Plan (SSMP). The SSMP includes provisions for proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, the SSMP includes a spill response plan that establishes standard procedures for immediate response to a SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.

The MS4 Permittees have developed this Sanitary Sewer Spill Response Procedure to provide a mechanism through which sewerage agencies and MS4 Permittees can work most efficiently to prevent impacts to Beneficial Uses of Receiving Waters in the event of a SSO.

2.0 Purpose

Sewering agencies, including MS4 Permittees that own or operate a sanitary sewer, are required to provide notification, documentation, spill response and reporting of SSOs from their sanitary sewer collection systems pursuant to established federal and state regulations (including the Sanitary Sewer Order), and individual NPDES permits. This Sanitary Sewer System Spill Response Procedure provides a mechanism to ensure effective coordination between sewerage agencies and the MS4 Permittees in the event that a SSO threatens to impact, or impacts, the MS4. This procedure will:

- ◆ Enhance communication between the MS4 Permittees and sewerage agencies;
- ◆ Clarify and streamline interagency SSO response procedures; and
- ◆ Provide additional protection of Receiving Waters.

This procedure incorporates elements of the Sanitary Sewer Order requirements and spill release notification guidance published by the California Office of Emergency Services (Cal OES). As these documents are updated, this procedure will be revised to conform. This procedure is intended to address occurring or impending SSOs that may enter the MS4.

3.0 SSO Response Procedure

Upon determination by a sewerage agency or MS4 Permittee, persons in charge, contractor or field crew that a SSO has occurred that may impact the MS4, the following notification, reporting, response, and sampling procedures will be implemented.

3.1 Notifications

3.1.1 Notification Requirements Applicable to Sewering Agencies

State and Regional Water Boards do not have duties as first responders, it is important to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and Receiving Water Beneficial Uses. In compliance with the Sanitary Sewer Order, the following notification requirements are applicable to sanitary sewer collection systems and other facilities owned or operated by sewerage agencies:

- ◆ For any discharges of sewage that result in a discharge into or on any Waters of the State¹, the sewerage agency will as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify Cal OES at 800-852-7550;
- ◆ For sewage spills greater than 1,000 gallons, discharges that endanger human health or the environment, or that could impact water contact recreation, provide notification immediately (within 24 hours of becoming aware of the circumstances) by phone to Cal OES;
- ◆ As soon as possible, follow the notification, reporting, monitoring, and recordkeeping requirements under WQ 2013-0058-EXEC for the Statewide Waste Discharge Requirements for Sanitary Sewer Systems.

In addition, the sewerage agency will notify the Highway Patrol of SSOs affecting a State Highway in accordance with OES guidance². Other spill incidents, including any unauthorized discharges that are not reportable to the Cal OES, are documented in the MS4 Permittee's IC/ID database (where the responding sewerage agency is also a MS4 Permittee).

3.1.2 Notification Requirements Applicable to MS4 Permittees Not Owning or Operating a Sanitary Sewer Collection System

Should a MS4 Permittee discover a SSO or determine that sewage is entering the MS4, the MS4 Permittee shall immediately notify the appropriate sewerage agency, and provide the sewerage agency with access to MS4 facilities where needed.

1. Where the sewerage agency determines that the SSO originates from its sewer collection system or facilities, the sewerage agency will follow the notification and reporting procedures described in its SSMP. No further notification or reporting is required by the MS4 Permittee.
2. Where the sewerage agency determines that the SSO originates from a private lateral or private

1 "California Hazardous Material Spill/Release Notification Guidance." February 2014. California Office of Emergency Services. Page 7. <http://www.calema.ca.gov/hazardousmaterials/pages/spill-release-reporting.aspx>

2 Ibid, Page 5.

property, the sewerage agency will contact the property owner for clean up responsibility and will contact the MS4 Permittee with jurisdiction of the spill. The MS4 Permittee with jurisdiction for the spill will provide notification immediately (within 24 hours of becoming aware of the circumstances) by phone to Cal OES at 800-852-7550 for all discharges that endanger human health or the environment, including:

- ◆ At a minimum, any sewage spill greater than 1,000 gallons, or that could impact water contact recreation,
- ◆ Any discharge of sewage into or on any Waters of the State (reportable to Cal OES³)

In addition, the MS4 Permittee with jurisdiction for the spill will notify the Highway Patrol of SSOs affecting a State Highway, in accordance with OES guidance⁴.

Should a MS4 Permittee discover discharges of sewage endangering human health or the environment in an area not served by a sewerage agency, the MS4 Permittee with jurisdiction for the spill will follow the notification requirements described above for SSOs endangering human health or the environment and originating from a private lateral or private property.

3.1.3 Agency Contact Information

To identify sewerage agency with jurisdiction in the spill area, **see Attachment A**. A list of the current contact phone numbers for various agencies is provided below:

CONTACT:	PHONE NUMBER:
California Governor’s Office of Emergency Services (Cal OES)	800-852-7550
District NPDES Section	951-955-4390
MS4 Permittee Staff (whose MS4 may be affected by spill)	See Attachment B
California Highway Patrol (if highway affected by spill)	911

3.2 Minimum Information for Notification

MS4 Permittee staff providing notice should make reasonable attempts to reach sewerage agency contacts during and after normal working hours. In cases where sewerage agency contacts are not available, messages shall be left. The following minimum information should be conveyed by MS4 Permittee staff as appropriate:

- ◆ Identity of caller
- ◆ Location, date and time of SSO, status of the SSO (actual or threatened release)
- ◆ Quantity of sewage released (estimate of flow or volume)
- ◆ Need for public safety or traffic control measures.
- ◆ Cause of the SSO, if known.

3 Ibid, Page 7.

4 Ibid, Page 5.

- ◆ Description of immediate measures taken to contain/mitigate SSO
- ◆ Estimate of additional containment and/or clean-up options
- ◆ Determination if sewage was discharged to MS4 or areas otherwise impacting the MS4
- ◆ Determination if SSO reached a state highway

A copy of a sample SSO reporting form is included in **Attachment C**.

3.3 Reporting Requirements

MS4 Permittees (who are also sewerage agencies) with jurisdiction for the SSO shall file reports as required by the Sanitary Sewer Order. Sewerage agencies have reporting requirements that are specified in the Sanitary Sewer Order. The person in charge at the responsible sewerage agency must report on applicable spills electronically, using the California Integrated Water Quality System (CIWQS); in the event that CIWQS is not available, all required information is reported in the appropriate time-frame using email or FAX: CIWQS@waterboards.ca.gov or 866-792-4977. As noted in Section F.1.a.xv of the 2013 MS4 Permit, the MS4 Permittees are not required to duplicate reports to the State Water Resources Control Board or Cal OES, if the incident has been reported by another responsible agency.

As required by Section F.1.a.xiii of the 2013 MS4 Permit, a MS4 Permittee's Annual Report will include reports for any spill incidents that occurred under their jurisdiction, and were reportable to Cal OES. The report for each spill incident will contain a description of the non-compliance, the cause, the duration, and the actual or anticipated time for the violator to achieve compliance. The report will also include complete details of the steps that the MS4 Permittee with jurisdiction of the spill has taken, or intends to take, in order to prevent recurrence.

3.4 Response Requirements

Responsible sewerage agencies will lead response to SSOs, and will assume person in charge responsibilities in most cases. The person in charge of spill response:

- ◆ Will take all immediate measures necessary to contain release or potential release of sewage and prevent/minimize impacts to Receiving Water quality and the MS4.
- ◆ May cut locks, open manholes, or otherwise enter MS4 as necessary to contain and clean up SSOs.
- ◆ Will contact the maintenance/public works department of the appropriate MS4 Permittee as necessary, and as soon as possible to notify them of actions within their MS4. Contact numbers are included in **Attachment B**. If necessary, MS4 Permittee staff will support spill response by providing MS4 maps or other support if available.
- ◆ Will coordinate with MS4 Permittee staff as necessary to ensure that the clean up adequately remedies impacts of the sewage released to the MS4. It should be noted that the Regional Water Board prefers that MS4 facilities are not sanitized with disinfectant, where not immediately impacting public health (i.e. no chlorine shall be used when discharge is within 1,500 feet of a waterway).
- ◆ Will coordinate with local fire, police, and traffic departments, as necessary to ensure the safety of the response effort, and to manage traffic and local residents. Sewerage agencies will respond to all

SSOs within their sanitary sewer collection systems. If a private property is the source of an SSO, sewerage agencies, MS4 Permittees, and their contractors shall assist in the control and containment to ensure that the sewage does not enter the MS4 or Receiving Waters. If the SSO was a result of a private lateral, the private property owner will be informed of the blockage, and will be responsible to remove the blockage. If the SSO was the result of a sewer trunk line blockage, the sewerage agency's response crew will correct the problem.

3.5 Sampling/Monitoring

Monitoring may be required, if the criteria for monitoring (i.e. minimum volume, connection to Waters of the State) described by the Sanitary Sewer Order have been met.

4.0 Training Requirements

Sewerage agencies and MS4 Permittees will ensure that training for this procedure is incorporated into appropriate staff training programs related to SSO response.

5.0 Detection Involving Infiltration into MS4

In the event that MS4 Permittees encounter evidence of potential sewage infiltration into the MS4 due to water quality monitoring or field observation, the MS4 Permittees will notify the relevant sewerage agency (**See Attachment A**) to coordinate a response.

6.0 Glossary

Beneficial Uses - Beneficial Uses of the Waters of the State that may be protected against quality degradation include, but are not limited to, domestic, municipal, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

Cal OES – California Office of Emergency Services. Also: California Emergency Management Agency.

CIWQS - California Integrated Water Quality System.

MS4 (Municipal Separate Storm Sewer System) - A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, natural drainage features or channels, modified natural channels, man-made channels, or storm drains):

- (i) Owned or operated by a State, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer authorized Indian tribal organization, or designated and approved management agency under section 208 of the CWA that discharges to Waters of the U.S.;
- (ii) Designated or used for collecting or conveying storm water;
- (iii) Which is not a combined sewer;
- (iv) Which is not part of the POTW as defined in 40 CFR 122.2.

MS4 Permittees – County, RCFC&WCD, CVWD, and the Cities of Banning, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. A MS4 Permittee to the Whitewater River Region is only responsible for MS4 Permit conditions relating to the discharge of Urban Runoff from MS4 facilities located within the Whitewater River Region, and for which the MS4 Permittee is the operator.

Receiving Waters – The Waters of the United States within the Whitewater River Region.

Regional Water Board – California Regional Water Quality Control Board, Colorado River Basin Region.

Sanitary Sewer Overflow (SSO) – Per the 2013 MS4 Permit: Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.

Per the Sanitary Sewer Order: Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.

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

Sewage - The waste and wastewater produced by residential and commercial establishments and discharged into sewers.

Waters of the State – Any water, surface or underground, including saline waters within the boundaries of the State [CA Water Code Section 13050 (e)].

Waters of the United States – Waters of the United States can be broadly defined as the navigable surface waters and all tributary waters to navigable surface waters. Groundwater is not considered to be a Waters of the United States. See 40 CFR 122.2 for a more expansive definition.

Attachment A
Sewering Agency Contact Roster

Coachella Valley Water District:**Office Hours**

Monday thru Friday
8:00am to 5:00pm

Phone Numbers

Main - 760.398.2651
Fax - 760.398.3711

Palm Desert Office

75-525 Hovley Lane East
Palm Desert, CA 92260

Coachella Office

85-995 Avenue 52
Coachella, CA 92236

Mailing Address

Coachella Valley
Water District
P.O. Box 1058
Coachella, CA 92236

Banning**Office Hours**

Monday thru Friday
7:00 am to 4:00 pm

Phone Numbers

Main – 951.922.3281
Fax – 951.849.4573

Mailing Address

Duane Burk, Public Works Director
Perry Gerdes, Water/Wastewater Superintendent
City of Banning Water/Wastewater Utilities Dept.
176 E. Lincoln
P.O. Box 998
Banning, CA 92220

Coachella Sanitary District**Office Hours**

Monday thru Friday
7:00 am to 5:30 pm

Phone Numbers

Main – 760.391.5008
After Hours – 760.625.6781
Fax – 760.398.7456

Mailing Address

87075 Avenue 54 Coachella, CA. 92236

Desert Hot Springs

Mission Springs Water District Owner/Operator,
Desert Crest Wastewater Treatment Plant Collection System
and Alan L. Horton Wastewater Plant Collection System

Office Hours

Monday thru Thursday

7:30 am to 5:00 pm

Friday

7:30 am to 4:00 pm

Phone Numbers

Main – 760.329.6448

Fax – 760.251.0953

Mailing Address

66575 2nd Street

Desert Hot Springs CA 92240

Valley Sanitary District**Office Hours**

Monday thru Friday

7:30 am to 5:00 pm

Phone Numbers

Main – 760.238.5400

Fax – 760.238.5460

Mailing Address

45-500 Van Buren St

Indio, CA 92201-3435

Palm Springs Wastewater Treatment Plant**Office Hours**

Monday thru Friday

8:00 am to 4:00 pm

Phone Numbers

Main – 760.323.8166

After Hours – 760.272.6127

Fax – 760.325.5747

Mailing Address

4375 E Mesquite Ave.

Palm Springs, CA 92264

Contract Manager: Veolia Water

**Attachment B
MS4 Permittee/Regional Board
Contact Roster**

<p>Mr. Jason Uhley Riverside County Flood Control and Water Conservation District 1995 Market Street Riverside, CA 92501-1770 951/955-1273 FAX 951/788-9965 juhley@co.riverside.ca.us</p>	<p>Mr. Steve Horn Riverside County Executive Office 4080 Lemon St, Suite 400, Riverside, CA. 92501 951/955-1100 schorn@rceo.org</p>	<p>Mr. Arturo Vela City of Banning 99 East Ramsey, PO Box 998 Banning, CA 92220 951/922-3130 FAX 951/922-3141 avela@ci.banning.ca.us</p> <p>Ms. Ann Marie Loconte 951/922-3130 amloconte@ci.banning.ca.us</p>
<p>Mr. Bill Simons City of Cathedral City 68-700 Ave. Lalo Guerrero Cathedral City, CA 92234 760/770-0360 FAX 760/202-1460 bsimons@cathedralcity.gov</p>	<p>Ms. Berlinda Blackburn City of Coachella 1515 Sixth Street Coachella, CA 92236 760/501-8114 FAX 760/398-1630 bblackburn@coachella.org</p>	<p>Mr. Steve Bigley Coachella Valley Water District Post Office Box 1058 Coachella, CA 92236 760/398-2651 xt.2286 FAX 760/391-9637 sbigley@cvwd.org</p> <p>Ms. Pam Arnold 760/398.2661 ext.2142 parnold@cvwd.org</p>
<p>Mr. Daniel Porras City of Desert Hot Springs 65950 Pierson Boulevard Desert Hot Springs, CA 92240 760/329-6411 ext.218 FAX 760/288-0651 dporras@cityofdhs.org</p>	<p>Mr. Bondie Baker City of Indian Wells 44-950 El Dorado Dr. Indian Wells, CA 92210 760/776-0237 FAX 760/346-0407 Bbaker@cityofindianwells.org</p>	<p>Ms. Sara Toyoda City of Indio 83-101 Avenue 45 Indio, CA 92201 760/625-1815 stoyoda@indio.org</p>
<p>Mr. Bryan McKinney City of La Quinta 78495 Calle Tampico La Quinta, CA 92247 760/777-7045 FAX 760/777-7155 Bmckinney@la-quinta.org</p> <p>Ms. Amy Yu 760/777-7047 ayu@la-quinta.org</p>	<p>Ms. Christina Canales City of Palm Desert 73-510 Fred Waring Drive Palm Desert, CA 92260 760/346-0611 FAX 760/341-7098 ccanales@cityofpalmdesert.org</p>	<p>Mr. Rick Minjares City of Palm Springs 3200 E. Tahquitz Canyon Way Palm Springs, CA 92263 760/323-8283 FAX 760/322-8325 Rick.Minjares@palmspringsca.gov</p>
<p>Mr. Leland Cole City of Rancho Mirage 69-825 Highway 111 Rancho Mirage, CA 92270 760/770-3224 FAX 760/770-3261 lelandc@RanchoMirageCA.gov</p>	<p>Mr. Kai Dunn California Regional Water Quality Control Board - Colorado Region 73-720 Fred Waring Dr., Ste. 100 Palm Desert, CA 92260 760/776-8986 FAX 760/341-6820 kdunn@waterboards.ca.gov</p> <p>Mr. Anders Wistrom 760/776-8964 awistrom@waterboards.ca.gov</p>	