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SSO - Sewer System Management Plan (SSMP) ?

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Regional Water Board: Region 3 - Central Coast
 Agency: SUNNYSLOPE CWD
 Sanitary Sewer System: Ridgemark Estates CS

Last Updated:

SSMP Element	Certification Date
Development Plan and Schedule	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section I - Goal	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section II - Organization	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section III - Legal Authority	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section IV - Operation & Maintenance Program	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section V - Design & Performance Provisions	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section VI - Overflow Emergency Response Plan	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section VII - FOG Control Program	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section VIII - System Evaluation & Capacity Assurance Plan	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section IX - Monitoring, Measurement, and Program Modifications	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section X - SSMP Program Audits	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Section XI - Communication Program	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Complete SSMP Implementation	<input type="text" value="09/13/2007"/> (Date Format: MM/DD/YYYY)
Certification Note:	<input type="text"/>
* Certified by:	<input type="text"/>

Note: Questions with "*" are required to be answered before CERTIFY.

Sunnyslope County Water District

Sewer System Management Plan

September 13, 2007

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Section I. Goals:

The goal of the Sewer System Management Plan (SSMP) is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer overflows (SSO) as well as mitigate any SSOs that do occur.

Section II. Organization:

- A. Administrative and maintenance positions responsible for implementing measures in the Wastewater Collection System Management Plan, refer to:
 - ◆ Sunnyslope County Water District Emergency Response Plan & Operation and Maintenance Procedures – SSCWD Telephone List – Organizational Chart
- B. The chain of communication for reporting overflows, refer to:
 - ◆ Sunnyslope County Water District Emergency Response Plan & Operation and Maintenance Procedures – Sanitary Sewer Spill Contingency Plan

Section III. Legal Authority:

- A. Prevent illicit discharges into the sanitary sewer system.
- B. Control infiltration and connections from inflow sources, including satellite systems;
- C. Require that sewers and connections be properly designed, constructed, tested and inspected, ensure access for maintenance.
- D. Limit fats and greases and other debris that may cause blockages in the collection system, refer to:
 - ◆ Sunnyslope County Water District Code Book – Title 4 Sewer Service System – Chapters 4.04 General Provisions through 4.40 Enforcement

Section IV. Operation and Maintenance Program:

In order to reduce overflows, the elements listed below shall be implemented.

- A. Provide adequate operation and maintenance of facilities and equipment.
- B. Maintain an up-to-date map of the collection system showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.
- C. Maintain relevant information to establish and prioritize appropriate Sewer System Management Plan activities (such as the immediate elimination of dry weather overflows or overflows into sensitive waters, and water containing threatened or endangered species or their habitats), and identify and illustrate trends in overflows, such as frequency and volume.
- D. Routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and

cleaning of the collection system with more frequent cleaning and maintenance targeted at known problem areas as well as a work order tracking system.

- E. Identify and prioritize structural deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. Rehabilitation or replacement of sewer pipes which are at risk of collapse or prone to more frequent blockages due to pipe defects. As required visual and video inspection of sewer pipes and a system for assessing and ranking the condition of sewer pipes.
- F. Provide training on a regular basis for staff in collection system operations, maintenance, and monitoring.
- G. Provide equipment and replacement parts inventories, including identification of critical replacement parts.

Section V. Design and Performance Provisions:

- A. Construction standards and specifications for the installation of new sewer systems, pump stations, and other appurtenances; and for rehabilitation and repair of existing sewer systems.
- B. Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances, and for rehabilitation and repair projects, refer to:
 - ◆ Sunnyslope County Water District Emergency Response Plan & Operation and Maintenance Procedures – Wastewater Construction Specifications

Section VI. Overflow Emergency Response Plan:

- A. Collection system staff should be able to respond to a sewage spill in less than an hour from the first call and should be capable of meeting this response time day or night, every day of the week. Sunnyslope County Water District must own or have readily available emergency response equipment such as vacuum trucks, hydro flushers, pumps, temporary bypass hoses, and portable generators of adequate number and capacity to operate pump stations.
- B. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.
- C. Sunnyslope County Water District employs onsite high water alarm systems both PG&E and battery back-up powered at each lift station, refer to:
 - ◆ Sunnyslope County Water District Emergency Response Plan & Operation and Maintenance Procedures - Sanitary Sewer Spill Contingency Plan

Section VII. FOG Source Control Program:

- A. Prepare and implement a fat, oil and grease (FOG) source control program to reduce the amount of these substances discharged to the sewer collection system. This plan shall include the legal authority to prohibit discharges to the system and identify measures to prevent overflows

caused by fat, oil, and grease blockages of sewers. The elements of an effective grease control program may include requirements to install grease removal devices (such as traps or, preferably interceptors), design standards for the removal devices, maintenance requirements, Best Management Practices (BMP) requirements, record keeping, and reporting requirements. An effective grease control program must also include authority to inspect grease producing facilities, enforcement authorities, and sufficient staff to inspect and enforce the grease ordinance.

- ◆ Sunnyslope County Water District Code Book – Title 4 Sewer Service System – Chapters 4.04 General Provisions through 4.40 Enforcement

- 1) Ridgemark Club House & Restaurant

B. Sections of the sewer collection system subject to grease blockages and established cleaning and maintenance schedule for each section.

- ◆ Weekly Flushing

- 1) Joes Lane south to Donald Drive
- 2) Club House to Donna Lane
- 3) Cheri Court to Ridgemark Estates Wastewater Treatment Ponds II
- 4) Helen Court (every second week)

- ◆ Monthly Hydro Cleaning

- 1) Club House to Donna Lane

- ◆ Semi-annual Hydro Cleaning

- 1) Joes Lane south to Donald Drive
- 2) Helen Court
- 3) Club House to Donna Lane
- 4) Paullus Drive to Ridgemark Estates Wastewater Treatment Ponds II

C. Implement source control measures, for all sources of grease and fats discharged to the sewer system described in section “A” above, refer to:

- ◆ Sunnyslope County Water District Code Book – Title 4 Sewer Service System – Chapters 4.04 General Provisions through 4.40 Enforcement

Section VIII. System Evaluation and Capacity Assurance Plan:

Capital improvement plan (CIP)

- A. Evaluation of overflow events
- B. Design Criteria
- C. Capacity Enhancement Measures
- D. Schedule

Section IX. Monitoring, Measurement, and Program Modifications:

- A. Maintain relevant information
- B. Monitor each element of the SSMP
- C. Assess the success of the preventative maintenance program
- D. Update program elements
- E. Identify and illustrate SSO trends (frequency, location, volume)

Section X. Sanitary Sewer Management Plan Audits:

- A. Conduct periodic internal audits. (two year intervals)
- B. Identify deficiencies and correct

Section XI. Communication Program:

- A. Public outreach

Sunnyslope County Water District Board Approval

September 13, 2007

Sunnyslope County Water District

Sanitary Sewer System Management Plan (SSMP) Overflow Emergency Response Plan

Reporting Procedures

Sewage spills greater than 1000 gallons and/or all sewage spills that enter a water body of the State, or occur where public contact is likely, regardless of size, shall be reported to the Central Coast Regional Water Quality Control Board.

Class 1 Spills – Greater than 1,000 gallons and/or all sewage spills that enter a water body of the State, or occur where public contact is likely

i) Telephone Notification

- (1) In the event of a Class 1-spill emergency, plant personnel must have a list of people to contact by phone or pager. The Field Spill Report Form provides this phone list and is generally organized from top to bottom in the order that people should be notified in the event of a spill emergency. The Field Spill report Form also identifies whom to notify depending upon the characteristics of the spill such as the Health Department if there is risk to the public from the spill or State Fish and Game if a surface water body is impacted.
- (2) The Regional Board must be notified by phone within 24 hours of a Class 1-spill incident.

ii) Written Report

- (1) Once telephone notification has been completed and the spill is under control, a written field report should be prepared. This document, which is to be prepared by the on-site person responsible for the containment and cleanup of the spill, should contain all of the details of the spill. The Field Spill Report Form presents the form to be used and once completed constitutes this report. This form details how the spill occurred, what was done to stop it, who responded to the spill and how large the spill was. This field report must be completed within 24 hours of the spill and will be used as the basis for the written report to the Board, which is due within 5 days of the spill.
- (2) As required by state law, a written spill report must be submitted to the Board within 5 days of a Class 1 spill and must include all information required in the spill reporting form provided by the Board (Sewage Spill Report)
- (3) Online at <http://ciwqs.waterboards.ca.gov>
byamaoka Password

b. Class 2 Spills – All spills that are not Class 1

i) Telephone Notification

- (1) In the event of a Class 2-spill emergency, plant personnel must have a list of people to contact by phone or pager. The Field Spill Report Form provides this phone list and is generally organized from top to bottom in the order that people should be notified in the event of a spill emergency. The Field Spill report Form also identifies whom to notify depending upon the characteristics of the spill.
- (2) The Regional Board does not need to be notified by phone of a Class 2-spill incident.

ii) Written Report

- (4) (1) Once the spill is under control, a written field report should be prepared. This document, which is to be prepared by the on-site person responsible for the containment and cleanup of the spill, should contain all of the details of the spill. The Field Spill Report Form presents the form to be used and once completed constitutes this report. This form details how the spill occurred, what was done to stop it, who responded to the spill and how large the spill was. This field report must be completed within 24 hours of the spill and will be used as the basis for the written report to the Board, which is due within 30 days of the spill.
- (5) As required by state law, a written spill report must be submitted to the Board within 30 days of a Class 2 spill and must include all information required in the spill reporting form provided by the Board (Sewage Spill Report)
- (6) Online at <http://ciwqs.waterboards.ca.gov>
byamaoka Password

Standard Procedures for Responding, Containing, and Cleaning up Sewage Spills

a. General

In the event of a wastewater spill, immediate action should be taken to contain the spill. Containment can be accomplished by several methods including closing flow valves, blocking a storm drain or constructing an earthen berm. Following containment, a spill may be cleaned by pumping wastewater into a sewer or tanker truck and/or digging away contaminated earth. Decontamination can then follow either with the application of a disinfecting agent such as a chlorine solution. Use the following general response procedures to direct you in your response to various spills.

- i. Analyze all emergencies to determine the proper course of action.
- ii. Implement protection measures where applicable.
 - i. Notify your Supervisor.
 - iii. Dispatch crew where applicable.
 - iv. Check spare parts inventory before ordering parts.

- v. Take out of operation the unit process only as a last resort.
- vi. Keep downtime to a minimum.
- vii. Critique the response plan after the spill is abated.

b. Collection System

- ii. When first notified of the wastewater spill, pick up this spill contingency plan and take it to the spill site to use as a guide.
- iii. Analyze the situation to determine the proper course of action.
- iv. Notify your Supervisor.
- v. Implement prevention measures as required particularly mutual aid agreements if applicable.
- vi. Dispatch crew where applicable.
- vii. Always check spare parts inventory.
- viii. Provide portable lighting at night.
- ix. Be prepared to cope with traffic.
- x. Pump flow around trouble area utilizing portable pumps and quick coupling pipe or hose.
- xi. Try to contain any spilled wastewater by blocking gutters and storm drains with sandbags and/or constructing earthen berms. Plastic sheeting can also be used to as an aid in building barriers.
- xii. Be prepared to cope with sewage backup into nearby buildings, especially if they have a basement.
- xiii. Unclog the sewer main as quickly as possible. Refer to the Sanitary Sewer Hydro Cleaner Operation Procedure.
- xiv. Flush out any debris upstream or downstream of the clog.
- xv. Make sure that the wastewater is flowing properly.
- xvi. Following containment, clean the spill by pumping wastewater into a sewer main or tanker truck followed by flushing the area with potable water and pumping that water as well into a sewer main or tanker truck.
- xvii. Contaminated dirt can be trucked to a sanitary landfill for disposal if public contact is a concern.
- xviii. The affected area can be decontaminated with an application of a disinfecting agent as a chlorine solution or lime.
- xix. Use the Spill Report Form as a guideline in determining what authorities to notify. Begin telephone notification as soon as possible.
- xx. Fill out the Spill Report Form during this initial response visit.
- xxi. Critique the response plan after the spill has been abated.

c. Pumping Stations

- i. When first notified of the wastewater spill, pick up this spill contingency plan and take it to the spill site to use as a guide.
- ii. Analyze the situation to determine the proper course of action.
- iii. Notify your Supervisor.
- iv. Implement prevention measures as required particularly mutual aid agreements if applicable.
- v. Dispatch crew where applicable.

- vi. Always check spare parts inventory.
- vii. Provide portable lighting at night.
- viii. Be prepared to cope with traffic.
- ix. Pump flow around trouble area utilizing portable pumps and quick coupling pipe or hose.
- x. Try to contain any spilled wastewater by blocking gutters and storm drains with sandbags and/or constructing earthen berms. Plastic sheeting can also be used to as an aid in building barriers.
- xi. Be prepared to cope with sewage backup into nearby buildings, especially if they have a basement.
- xii. Determine the cause of the lift station problem.
 - (1) Power Failure
 - (a) If the pump station has an emergency generator, determine if it is operating.
 - (b) If the lift station requires a generator, follow the procedures regarding the Lift Station Emergency Generator Operation.
 - (c) Determine if the power loss is local or area-wide.
 - (d) If loss is local, check out all electrical circuits for shorts or system overloads.
 - (e) If loss is area-wide, contact the power company and coordinate repair and start-up operations with them.
 - (2) Equipment Failure
 - (a) Check spare parts inventory.
 - (b) Use original equipment quality replacement parts
 - (c) Always use appropriate lifting and hoist equipment following confined space safety rules.
 - (d) Check impellers for blockage due to rags and trash.
 - (e) Check the pump motor for electrical failure.
 - (f) Check for bearing seizure due to overheating or insufficient lubrication.
 - (3) Pipeline Break or Blockage – Refer to procedures for collection system spills.
- xiii. Following containment, clean the spill by pumping wastewater into a sewer main or tanker truck followed by flushing the area with potable water and pumping that water as well into a sewer main or tanker truck.
- xiv. Contaminated dirt can be trucked to a sanitary landfill for disposal if public contact is a concern.
- xv. The affected area can be decontaminated with an application of a disinfecting agent as a chlorine solution or lime.
- xvi. Use the Spill Report Form as a guideline in determining what authorities to notify. Begin telephone notification as soon as possible.
- xvii. Fill out the Spill Report Form during this initial response visit.
- xviii. Critique the response plan after the spill has been abated.

d. Treatment Plant

- i. When first notified of the wastewater spill, pick up this spill contingency plan and take it to the spill site to use as a guide.
- ii. Analyze the situation to determine the proper course of action.
- iii. Notify your Supervisor.
- iv. Implement prevention measures as required particularly mutual aid agreements if applicable.
- v. Dispatch crew where applicable.
- vi. Always check spare parts inventory.
- vii. Provide portable lighting at night.
- viii. Determine the source of the spill.
 - (a) Determine the extent of damage.
 - (b) Work to contain the spill and minimize berm erosion.
 - (c) If the spill is from a leaking pond berm:
 - (i) Block the spill channel with sand bags or boards and place earth in behind.
 - (ii) Plastic sheeting can be used to minimize erosion and seepage in the repair area.
 - (d) If a pond is overflowing:
 - (i) Check for blockages in pond outlet piping.
 - (ii) Check that the influent flow is not unusually high.
 - (iii) Use plastic sheeting to minimize erosion and in combination with sandbags to create temporary containment dams at low points.
 - (iv) Backup flow in another pond if it has adequate freeboard available while the overflow in the affected pond is being abated.
- (3) Overflow due to pump failure – See Pumping Stations.
- ix. Following containment, clean the spill by pumping wastewater into a sewer main or pond or tanker truck followed by flushing the area with potable water and pumping that water as well into a sewer main or pond or tanker truck.
- x. The affected area can be decontaminated with the application of a disinfecting agent such as a chlorine solution or lime.
- xi. If the spill enters a water body such as a stream, the stream should be sampled for coliforms, BOD and suspended solids both upstream and downstream of the spill.
- xii. If there is any chance that the spill could affect any nearby drinking water well, it is likely that the Health Department Inspector will want the well sampled for total and fecal coliform bacteria and will establish what the monitoring frequency will be.
- xiii. Use the Spill Report Form as a guideline in determining what authorities to notify. Begin telephone notification as soon as possible.
- xiv. Fill out the Spill Report Form during this initial response visit.
- xv. Critique the response plan after the spill has been abated.

FIELD SPILL REPORT FORM

Sunnyslope County Water District – Ridgemark Estates Wastewater Collection System

Date of Spill: _____ Time of Spill: _____

Exact Location: _____

Spill Reported By: _____ Phone #: _____

Spill Reported To: _____ Time Reported: _____

Field Staff Notified: _____ Time Notified: _____

Estimated Spill Quantity: _____ Unit: _____

Notify Facility Supervisor in the Event of a Spill of Any Magnitude

Bryan Yamaoka, Jim Filice, Pat Jackson Phone # 831-637-4670

Refer to SSCWD Emergency Contacts Notification Numbers for Additional Contacts

County Communications, Phone # 831-636-4100

Date and Time You Notified County Communications: _____

Name of Person Contacted at County Communications: _____

Notify Environmental Health Department Immediately If Public Contact to the Spill Is Likely, Phone # 831-637-5367

Time Health Department Contacted You or Arrived at Spill: _____

Name of Health Department Inspector: _____

Notify Fish and Game immediately if the Spill Will Contact a State Water Body

Phone # 707-944-5500 or 408-649-2870 (Monterey)

Time Fish and Game Department Contacted You or Arrived at Spill: _____

Name of Fish and Game Agent: _____

Notify the Regional Water Quality Control Board Within 24 Hours of Spills Grater Than 1,000 Gallons, If Public Contact Is Likely or If Spill Contacts a State Water Body, Phone # 805-549-3147

Date and Time You Notified RWQCB: _____

Name of Person Contacted at RWQCB: _____

Description of Spill & Why it happened: _____

Description of Clean up Work done: _____

Number of Overflows in Same Location In Last Three Years: _____

Date When Spill Was Stopped: _____ Time: _____

Date When Spill Cleanup Completed: _____ Time: _____

Person Completing Report: _____ Date: _____

Signature: _____ Date: _____

SUBMIT THIS REPORT TO FACILITY SUPERVISOR WITHIN 24 HOURS OF SPILL

Online at <http://ciwqs.waterboards.ca.gov>

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Password