



Town of Yountville

"The Heart of the Napa Valley"

SEWER SYSTEM MANAGEMENT PLAN

Original Date of Completion/Approval

April 13, 2010

Updated May 2016

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1. Goals

The overriding goal of the Sewer System Management Plan (SSMP) is to manage the sewer collection and treatment system in a manner that avoids, to the greatest extent possible, overflows of untreated sewage or partially treated wastewater effluent in compliance with Section 13267 of the California Water Code. By meeting this goal, public agencies and private developments work toward improving the health, safety and welfare of their communities. The SSMP is required by the Section D.13 of the State Water Resources Control Board WQO-2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDR) and the associated Monitoring and Reporting Program (MRP) and subsequent amendments.

Objectives identified to meet these goals are:

- Properly manage, operate, and maintain all parts of the wastewater collection system.
- Provide adequate capacity to convey peak flows.
- Clearly define the lines of communication and responsibilities for reporting and responding to sanitary sewer overflows (SSOs).
- Provide the appropriate procedure for response to spills.
- Reduce the potential for and frequency of sewer overflows by proper design and management of the sewer collection system.
- Properly monitor the system to minimize the potential overflows.
- Mitigate the impact of SSOs.

2. Organization

The Town of Yountville has a population of about 2,900 and approximately 770 sewer connections. There are eight miles of sewer collection system, 0.75 miles of force main from the pump station to the Wastewater Treatment Plant (WWTP), five miles of recycled water force main, and 1.5 miles of gravity discharge piping from the WWTP to the Napa River. The Town Council is made up of a Mayor and four council members and operates under a Council / Manager form of government.

Attachment 1 provides the organizational chart and line of communication for the Sanitary Sewer Management Plan (SSMP). Don Moore, the Utility Operations Supervisor (UOS), is responsible for implementing, managing and updating the SSMP under the direction of the Public Works Director / Town Engineer.

In the event of a sewer overflow, the report of which, if not in person, will be received through one of the following telephone lines:

Town Hall (open Monday through Friday, 8 am to 5 pm)	944-8851
Wastewater Treatment Plant (manned daily and pager)	944-2988
Sheriff's Dispatch (manned 24/7)	253-4451
Napa County Fire Department (dispatch, 24/7)	963-4112

UOS or Utility Division staff will be notified and respond to SSOs. Notice of the overflow will also be transmitted to the Public Works Director and Town Manager for their information and as a backup for first response. More information is attached in the "Sewer Backup Prevention and Response Policy".

The Town Council is responsible for setting policy and adopting budgets. The Town Manager is responsible for implementing policy, planning strategy, allocating resources, authorizing outside contractors to perform services, staffing, and may serve as the public information officer. The Town Clerk provides information updates to the Town Council and arranges emergency meetings.

The Planning Director is responsible for coordinating development projects and enforcing the Yountville Municipal Code. The Building Inspector is responsible for ensuring compliance with Codes, Town Standards, approved plans, and conditions of approval.

Sewer System Management Plan (May 2016)

The Public Works Director is responsible for leading staff, leading emergency responses, managing procedures, delegating responsibilities, preparing planning documents, managing the capital improvement program, enforcing standards, approving design projects, approving development project conditions of approval, and managing construction, consultants, and staffing.

The UOS is responsible for providing relevant information to Town management, investigating SSOs, reporting SSOs, training staff, assigning work to staff, and managing operations and maintenance. Utility Division staff maintains the sewer collection system, responds to a notification of stoppages, and responds to SSOs.

3. Legal Authority

Legal authority to prepare and implement the SSMP is provided in the State Code of Regulations, Napa County Ordinances and Town of Yountville Ordinances. A copy of the Town Ordinance is available online at www.townofyountville.com. If an illegal connection to the sewer system is found, Town staff will contact the property owner to disconnect the connection, which will reduce inflow of rainwater. The Town Standard Plans and Specifications require the proper design and construction of new and rehabilitated sewers and connections. Sewer line construction is inspected during installation and by video after the trenches have been backfilled, which reduces infiltration.

4. Operation and Maintenance Program

The Town has a list of 'hot spots' shown on the wall maps in the UOS' office. Areas needing more frequent cleaning, known as hot spots, are subject to excess grease and are cleaned quarterly or more frequently as needed. The Town has historically cleaned the sewer system once a year and continues to do so. Once a year is the industry standard for agencies with comprehensive sewer maintenance programs. The Sanitary Sewer System Map is included as Attachment 3.

The Town has one sewer cleaning combination sewer cleaning truck, which is operated with a two-person crew. In addition to the annual cleaning of the gravity sewer lines by the two person crew, the Town has a wastewater pumping station maintenance program. The Town knows the recommended pump maintenance schedule from the pump manufacturer and for the rest of the piping, valves, and other equipment in the station. The Town uses the recommended maintenance schedule of annual removal and inspection provided by Flygt Corporation.

The Town Council adopts an annual operating and capital improvement program budget with adequate resources for the operation, maintenance, and repair of the collection system. The Town Council increased the Sewer Rates and Fees in 2007 and again in 2011 with incremental increases taking place over the next few years. Preventive maintenance activities that are not addressed in the operating budget are prioritized in the capital improvement program budget. The Town has a video camera for inspecting sewer lines; in FY2015/16 but the Town has budgeted about \$21,000 for video assessments, slip lining, and spot repairs to reduce inflow/infiltration. An additional \$65,000 were allocated for sewer main replacement projects. An outside contractor has provided this service for the past few years. In 2011, Town staff smoke tested the sewer collections system and did not find any illegal connections.

The Town has an inventory of spare and replacement parts, which minimizes equipment and facility downtime. Since 2010, the Public Works Intern has been entering the inventory and work orders into a computerized maintenance management system (CMMS). The Utility Division staff attend regular training for certifications and there is "in-house" training in collection system operations, maintenance, and monitoring. Training records are included in Attachment 10.

5. Design and Performance Provisions

The Town has its Standard Plans and Specifications for the construction of sanitary sewers, which ensures the sewer lines and connections are properly designed and constructed. The Town Standards are available at www.townofyountville.com. The Town's Standard Specifications incorporate by reference the Caltrans Standards and the Standard Plans and Specifications for Public Works Construction (Green Book), which helps ensure proper design and construction of sewer facilities. The Town Standards also address inspection and testing procedures.

6. Overflow Emergency Response Plan

In Yountville, the potential for SSOs are a system failure at the wastewater pumping station, infiltration/inflow during severe wet weather, or clogs in the collection system. Town staff use a combination sewer cleaning truck to keep the collection system clean and maintains the equipment at the pump station on a regular basis. The entire sanitary sewer collection system is cleaned annually.

The Town has a “Sewer Backup Prevention and Response Policy” (Attachment 5), “Standard Operating Procedures for Sanitary Sewer Overflows” (Attachment 6), and “Spill Reporting Procedures” (Attachment 7). These documents address notification, response, reporting, and impact mitigation. The chain of communication for reporting SSOs is as follows:

From receipt of a complaint or other information, the person responsible for reporting SSOs will contact the UOS, Public Works Director, Town Manager, Regional Water Quality Control Board (RWQCB), Napa County Department of Environmental Health (NCDEM), and California Governor’s Office of Emergency Services (CalOES). Reporting to the CalOES is required if the discharge is 1,000 gallons or larger. The SSO must also be reported through CIWQS (State Water Resources Control Board) within two hours if the spill is a Category 1; further information in this regard is contained in the “Sewer Backup Prevention & response Policy”. UOS is responsible for overseeing the reporting process and keeping the Public Works Director informed of the situation.

When the UOS receives the spill report from the field crew or public, the Utility Operations Division crew is sent to investigate, mobilize appropriate equipment, address the cause of the SSO, and mitigate the SSO. At the direction of the UOS, for spills where more than 50,000 gallons reach a receiving water, the crew will also conduct monitoring per procedures described in the “Sanitary Sewer Overflow Monitoring Plan for Spills => Than 50,000 Gallons” included as Attachment 4.

If there is an SSO, the UOS drafts up the required report to the reporting agencies and public. Attachment 6 has the applicable forms. The draft is then reviewed with the Public Works Director/Town Engineer with consideration given to volume calculations, vacuum and wash down operations, cause of spill, timeliness of response, etc. After discussions are complete, the report is finalized, reviewed with the Town Manager, and transmitted to the appropriate authorities. As a first priority during a sewer spill, Town staff will notify the appropriate agencies including Town Manager and Public Works

Sewer System Management Plan (May 2016)

Director by phone and electronic mail that a spill has occurred in addition to preparation of the report.

The Public Works Director and UOS will inform any property owners affected by an SSO per the “Sewer Backup Prevention and Response Policy” and fill out the applicable forms.

7. Fats, Oils, and Greases (FOG) Control Program

Grease has been identified as the number one cause of sewer line stoppages by the Town. Because of this finding, the FOG Program has been identified as the most important first step in improving sewer system reliability.

The Town of Yountville's FOG Program is active with local restaurants and residents through infrastructure improvements, periodic monitoring, and public education. The Town has assembled a Best Management Practices (BMP) binder to inform the restaurants and food service establishments about the need for proper disposal of FOG. These binders were distributed in 2011/12 to all restaurants and food service establishments in Yountville along with BMP kits, which include a video and posters in English and Spanish to be utilized by kitchen staff as a training resource and reminder. The Town's Sewer Use Regulation, Title 13, Division 2, Chapter 13.56 provides the legal authority for the regulation, monitoring, and enforcement of FOG within the Town's sewer and wastewater treatment facilities. The Sewer Use Regulation is available online at www.townofyountville.com.

The Town's FOG Program has been in effect for a number of years with significant progress accomplished since 2002. As of April 2016, there are no restaurants utilizing a grease trap; all operating restaurants are currently using grease interceptors connected to the sanitary sewer collection system.

The Town has also implemented certain FOG management requirements through the planning process for new or remodeled restaurants. These requirements are primarily aimed at preventing FOG discharge to the Town's storm drain system as established in Division 5, chapter 13.120 of the Town Sewer Use Regulation and in conformance with the Town's Storm Water Management Program.

Public education is also provided through annual publication of BMPs for reducing FOG in residences in Town. Attachment 9 is an article published in the Town of Yountville Quarterly Newsletter that describes the best ways of disposing of grease and oils and how best to keep them from entering the sanitary sewer collection system. Grease producing facilities are also inspected annually. In 2011, the Town executed a Professional Services Agreement with the Napa County Department of Environmental Management (NCDEM) to provide stormwater education and outreach, inspections, regulatory enforcement, and direct billing to restaurants in the Town.

8. System Evaluation and Capacity Assurance Plan

The General Plan for the Town shows slow growth, a rural – urban limit line around the Town, and no sphere of influence outside of the Town limits. Domaine Chandon could be annexed to the Town, but the Town already is treating their effluent per an agreement. The only growth will be infill development of several parcels of land or redevelopment. Water conservation requirements and LEED certifications for low water use with new developments have minimized the increase in sewage and treatment. The Town and Veterans Home of California have also been implementing inflow and infiltration reduction projects.

The WWTP has an average dry weather flow design capacity of 0.55 million gallons a day for normal flows and 2 MGD for high flows. The Town has not had any SSOs at the WWTP. If the capacity is exceeded, then there is a bypass , or excess influent, holding pond. After the storm, water from the pond is routed back through the plant for treatment and eventual discharge or recycled use. The National Pollutant Discharge Elimination System (NPDES) Permit for the WWTP allows for discharges of treated effluent to the Napa River under certain conditions including effluent/Napa River dilution rate of 45:1. In 2015, the Town recycled 89% of the WWTP effluent. In 2011, the Town received State Water Resources Control Board and U. S. Bureau of Reclamation Planning Grants to prepare a Feasibility Study / Master Plan for expanding the recycled water system. The Town completed the “Recycled Water Expansion Project” in Fall of 2015.

The Town has a Sewer System Map (Attachment 3) that is updated as new facilities are constructed. The Map shows the location of all sewer mains, manholes, pumping stations and pressurized sewer lines (force mains). The Map also has reference numbers to the particular construction plans that were used to build each portion of the system. The maps are also updated as new facilities are constructed and are used in conjunction with the sewer line capacity calculations as a planning tool for the yearly Capital Improvement Program.

The locations of all the storm water conveyance facilities are shown on a separate Storm Drain Map prepared by Coastland Engineering and copies of these plans in reduced size format have been distributed to the Utility Operations Supervisor, Inspector, Field Crews, and Administrative Office. The Town recognizes the link between a sewer spill and its travel in a storm drain facility to the receiving waters. The Town has educated its staff to understand the storm drain network and utilize it to capture a spill if it has entered the storm drain system.

The Town understands the NPDES Municipal Separate Storm Sewer System (MS4) Permit regulations for storm drain system owners that contain requirements prohibiting sewer system spills into the storm drains. The NPDES MS4 Permit requires storm drain system owners adopt measures that will decrease the possibility of sewer spills. An example is the use of grease interceptors for restaurants, which will decrease the amount of grease in the sewer lines.

Studies by the Town have identified the main causes of SSOs within the Town and efforts have been prioritized to eliminate the causes. The UOS keeps a running list in binder form of the sewer spills, which includes the causes of the spills. The Public Works Director/ Town Engineer and the field crews use the causes to plan activities, programs and policies that eliminate the causes. For instance, the Town identified restaurant grease as the number one cause of sewer line blockages and spills in the past, so the Town prepared an ordinance requiring grease interceptors for restaurants.

9. Monitoring, Measurement, and Program Modifications

The UOS monitors the effectiveness of each SSMP element and updates the SSMP bi-annually. The UOS tracks the number, volume, and causes of SSOs. If there is a spill, the Public Works Director evaluates the effectiveness of the notification, response, reporting, and mitigation. The UOS also tracks sewer cleaning and repair projects. The UOS can provide status updates on the implementation of SSMP components and will also consider comments made by interested parties.

The Public Works Director and UOS evaluate potential repairs and projects to include in the operating and capital improvement program budgets.

10. SSMP Audits

Town staff performs an internal audit evaluating the SSMP and its compliance with the SSS WDR every two years. If requested, a report of the results of the audits along with recommendations and suggested improvements will be submitted to the Regional Water Quality Control Board. A list of completed capital improvement projects (CIP) is included in the annual CIP Budget.

11. Communication Program

The Town maintains a website (www.townofyountville.com) to inform the public about Town activities. The Town's website is an effective communication channel for providing alerts and news to the public. The SSMP is published on the Public Works Department page of the website. The Town website can also be used to notify the public of important upcoming activities related to the SSMP, its development, and implementation, and performance. In addition to the Town website, a monthly newsletter is distributed to all residents and businesses in Yountville. Several topics in regard to sanitary sewer collection system operations are discussed in the newsletter, they include; how to properly dispose of household hazardous wastes, proper disposal of Fats, Oils and Grease (FOG) and information pertaining to work going on within the collection system.

The Town meets with staff from the Veteran's Home annually to discuss operations regarding water and wastewater. The Town of Yountville is responsible for wastewater operations and the Veteran's Home operates and maintains the Rector Water Treatment Plant. The Town recovers the costs associated with the operations of the wastewater treatment plant by billing the Veteran's Home on a monthly basis. When the calculations are made and the percentage is calculated, the information is shared with the Veteran's Home Staff and a dialogue is started if necessary by either side. The communication between the two entities has improved over the years and when issues arise, emails and/or phone calls are made immediately to respond to the needs of the other. Each group has created an emergency call-out list so that the proper person is reached rapidly when needed.



Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 1

RESOLUTION NUMBER 2877-10 APPROVING YOUNTVILLE SSMP

Town of Yountville
Resolution Number 2877-10

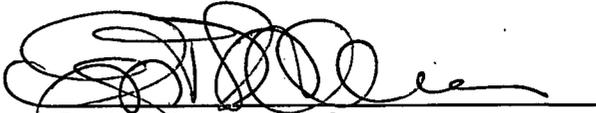
Approving the Sewer System Management Plan

Recitals

- A. In July 2005, the California Regional Water Quality Control Board (RWQCB) imposed new unfunded mandates for municipalities to develop a Sewer System Management Plan (SSMP).
- B. Sanitary sewer backups into buildings or sanitary sewer overflows (SSO's) from the pipes into the Napa River could result in clean up costs and permit violation fees.
- C. The Town Council has adopted an ordinance to require grease interceptors at restaurants, adopted the "Design and Construction Standards" to set requirements for new construction, and adopted the Capital Improvement Program, which has numerous projects to reduce the inflow and infiltration of ground water into the sewer system.
- D. The Town Council adopted a General Plan that has limited growth and a Capital Improvement Program that has increased the size of sewer pipes, sealed pipes to reduce the infiltration of groundwater, and increased the capacity of the Joint Wastewater Treatment Plant to handle high flows during rain storms.
- E. Town staff routinely clean sewer lines and have made an effort to educate the public about fats, oils and grease (FOG).
- F. The SSMP is an effort to minimize the cause of SSO's, implement procedures for staff, and to mitigate the impact of SSO's.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. The Town of Yountville hereby approves the Sewer System Management Plan.
- 2. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.


Cynthia Saucerman, Mayor

ATTEST:
State of California)
County of Napa)§
Town of Yountville)

I, Michelle Dahme, Town Clerk of the Town of Yountville, do hereby certify that the Town Council of the Town of Yountville duly adopted the foregoing Resolution at a regular meeting thereof held on the 20th day of April 2009, by the following vote:

AYES: Dunbar, Dutton, Mohler, Chilton and Saucerman
NOES: None
ABSENT: None
ABSTAIN: None


Michelle Dahme, Town Clerk

Scan : Abraham & D...



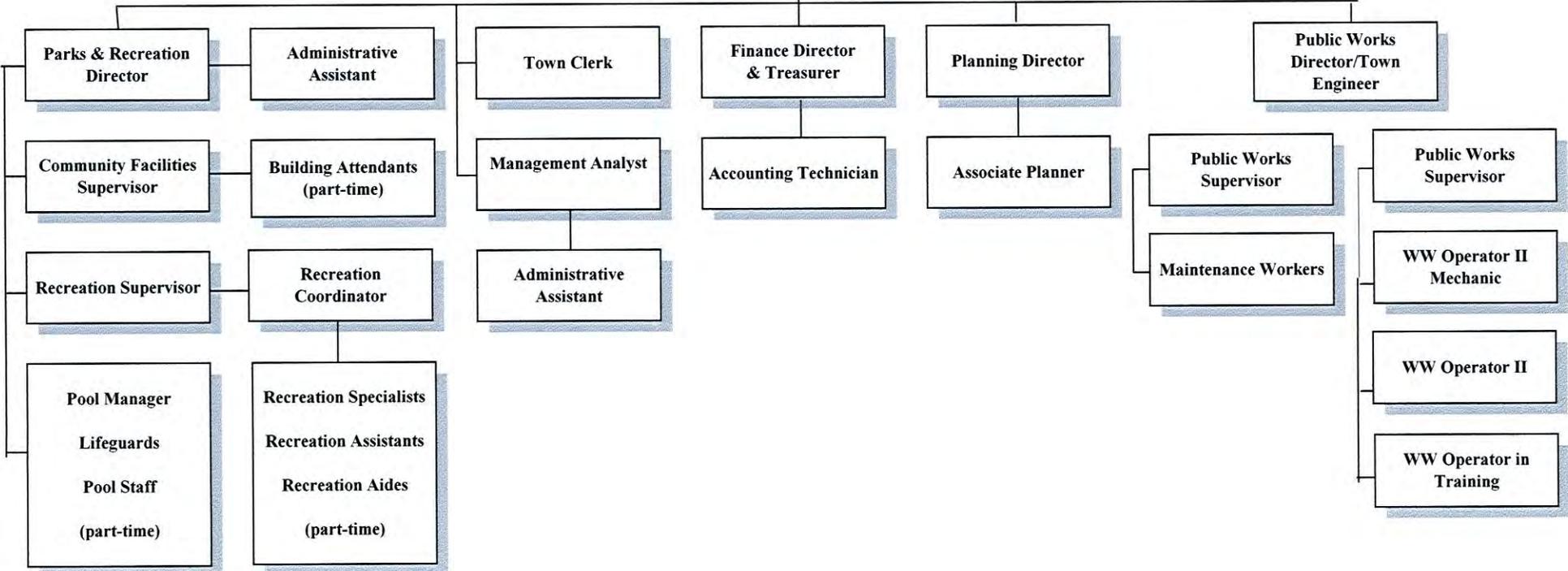
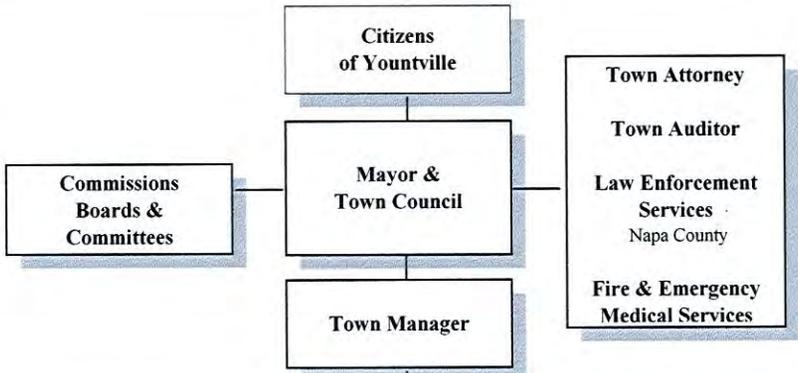
Town of Yountville

"The Heart of the Napa Valley"

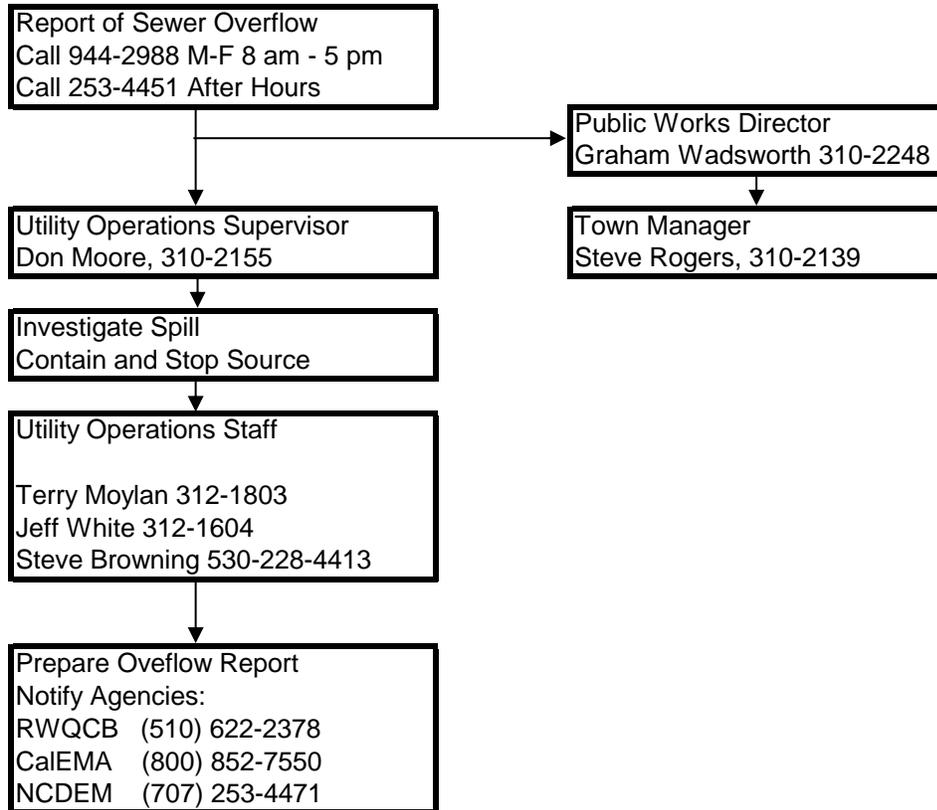
ATTACHMENT 2

ORGANIZATION CHARTS

Fiscal Year 2009-10
Town Organization Chart



Sewer System Management Plan
Overflow Emergency Response Plan
Organizational Chart
Attachment 1



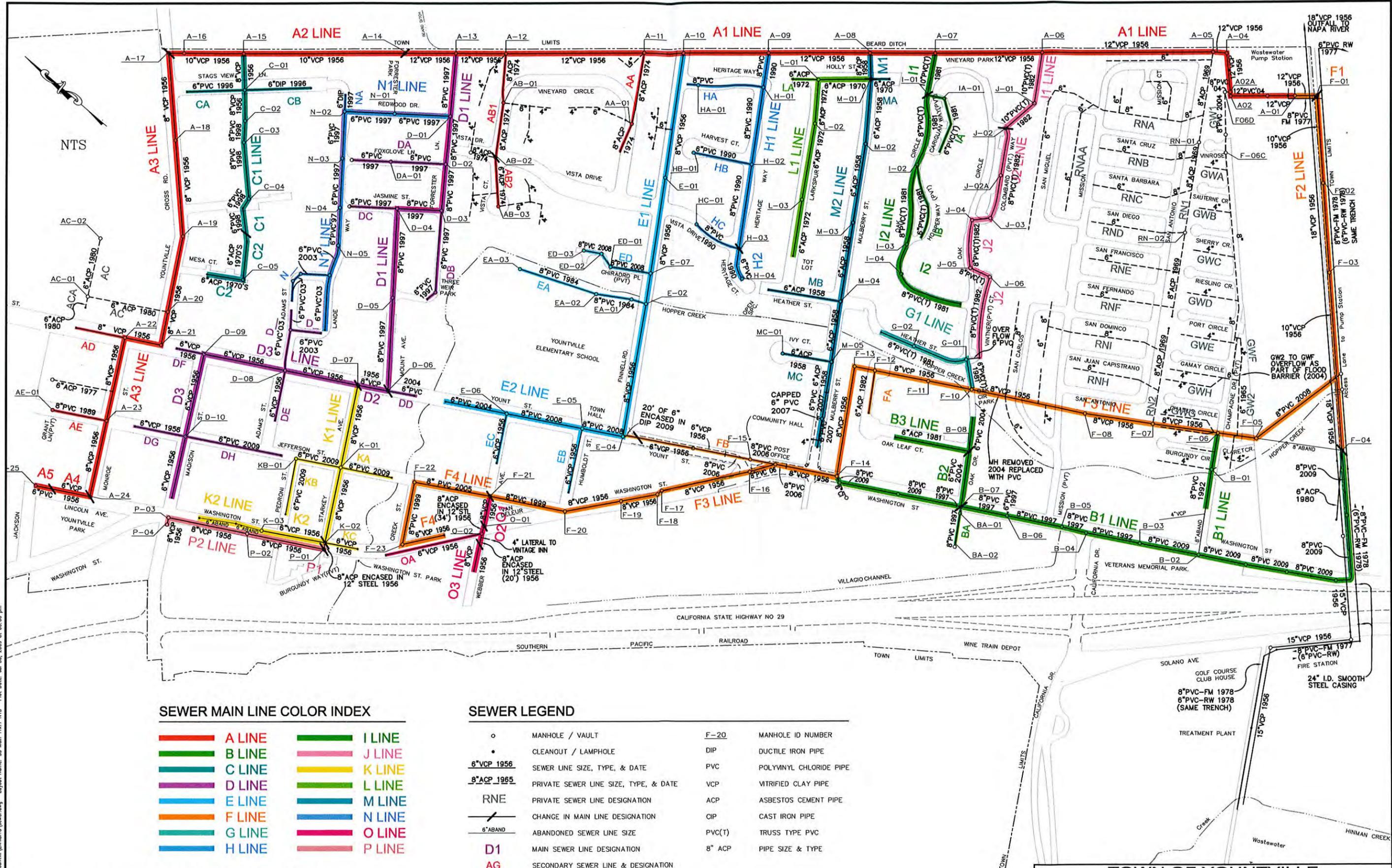


Town of Yountville

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ATTACHMENT 3

SEWER SYSTEM MAP



SEWER MAIN LINE COLOR INDEX

— A LINE	— I LINE
— B LINE	— J LINE
— C LINE	— K LINE
— D LINE	— L LINE
— E LINE	— M LINE
— F LINE	— N LINE
— G LINE	— O LINE
— H LINE	— P LINE

SEWER LEGEND

○	MANHOLE / VAULT	F-20	MANHOLE ID NUMBER
•	CLEANOUT / LAMPPOLE	DIP	DUCTILE IRON PIPE
6"VCP 1956	SEWER LINE SIZE, TYPE, & DATE	PVC	POLYVINYL CHLORIDE PIPE
8"ACP 1965	PRIVATE SEWER LINE SIZE, TYPE, & DATE	VCP	VITRIFIED CLAY PIPE
RNE	PRIVATE SEWER LINE DESIGNATION	ACP	ASBESTOS CEMENT PIPE
/	CHANGE IN MAIN LINE DESIGNATION	CIP	CAST IRON PIPE
6"ABAND	ABANDONED SEWER LINE SIZE	PVC(T)	TRUSS TYPE PVC
D1	MAIN SEWER LINE DESIGNATION	8" ACP	PIPE SIZE & TYPE
AG	SECONDARY SEWER LINE & DESIGNATION		

Coastland Civil Engineering, Inc.
 1400 Old Tomper Avenue, Sausalito CA 94965
 303.888.8926 507.599.9039 Fax

**TOWN OF YOUNTVILLE
 SANITARY SEWER MAP
 JULY 2009**



Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 4

SANITARY SEWER OVERFLOW MONITORING PLAN FOR SPILLS >= 50,000 GALLONS

March, 2014

TOWN OF YOUNTVILLE

**Sanitary Sewer Overflow
Monitoring Plan for Spills =>
50,000 Gallons**

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B	Calibration Logs
C	Chain of Custody Forms (CoCs)

A PROJECT MANAGEMENT

A.1 PROJECT ORGANIZATION

This monitoring program will be conducted under the direction of the Town of Yountville (the Town) with guidance provided by Larry Walker Associates (LWA). Caltest Analytical Laboratory of Napa (Caltest) will serve as the primary laboratory, but alternatives might be used due to logistics and timing. The Project Contact list is provided in **Table 1**.

Table 1. Project Contact List

Name	Role	Agency/Company	Phone Number	Email
Don Moore	Monitoring Coordinator	Town of Yountville	707.310.2155	dmoore@yville.com
Terry Moylan	Field Crew	Town of Yountville	707.312.1803	tmoylan@yville.com
Jeff White	Field Crew	Town of Yountville	707.294.8025	jwhite@yville.com
Steve Browning	Field Crew	Town of Yountville	530.228.4413	sbrowning@yville.com
Steven Maricle	MRP Technical Advisor	LWA	530.753.6400 (o)	stevem@lwa.com
Danielle Regan	Laboratory Project Manager	Caltest	707.258.4000 (o)	Danielle_regan@caltestlabs.com

A.2 BACKGROUND

In 2006, the State Water Resources Control Board (State Water Board) adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (SSS WDRs), Order No. 2006-0003-DWQ. The Monitoring and Reporting Program (MRP) established monitoring, record keeping, reporting and public notification requirements. On September 9, 2013, Order No. WQ 2013-0058-EXEC became effective that clarified and expanded requirements of the original MRP and defined new sanitary sewer overflow (SSO) categories. The SSO definitions, as well as the notification, monitoring, and technical reporting requirements are shown in **Figure 1**.

This monitoring plan addresses water quality monitoring requirements for Category 1 SSOs that are greater than or equal to 50,000 gallons. As defined by Order No. WQ 2013-0058-EXEC, the following elements must be included in an SSO Water Quality Monitoring Plan to comply with subsection D.7(v) of the SSS WDRs:

1. Protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Water quality monitoring analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Procedures for proper maintenance and calibration of monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program and , documentation of maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Water quality sampling within 48 hours of the Town becoming aware of the SSO, for, at a minimum, the following constituents:
 - a. Ammonia
 - b. Total Coliform

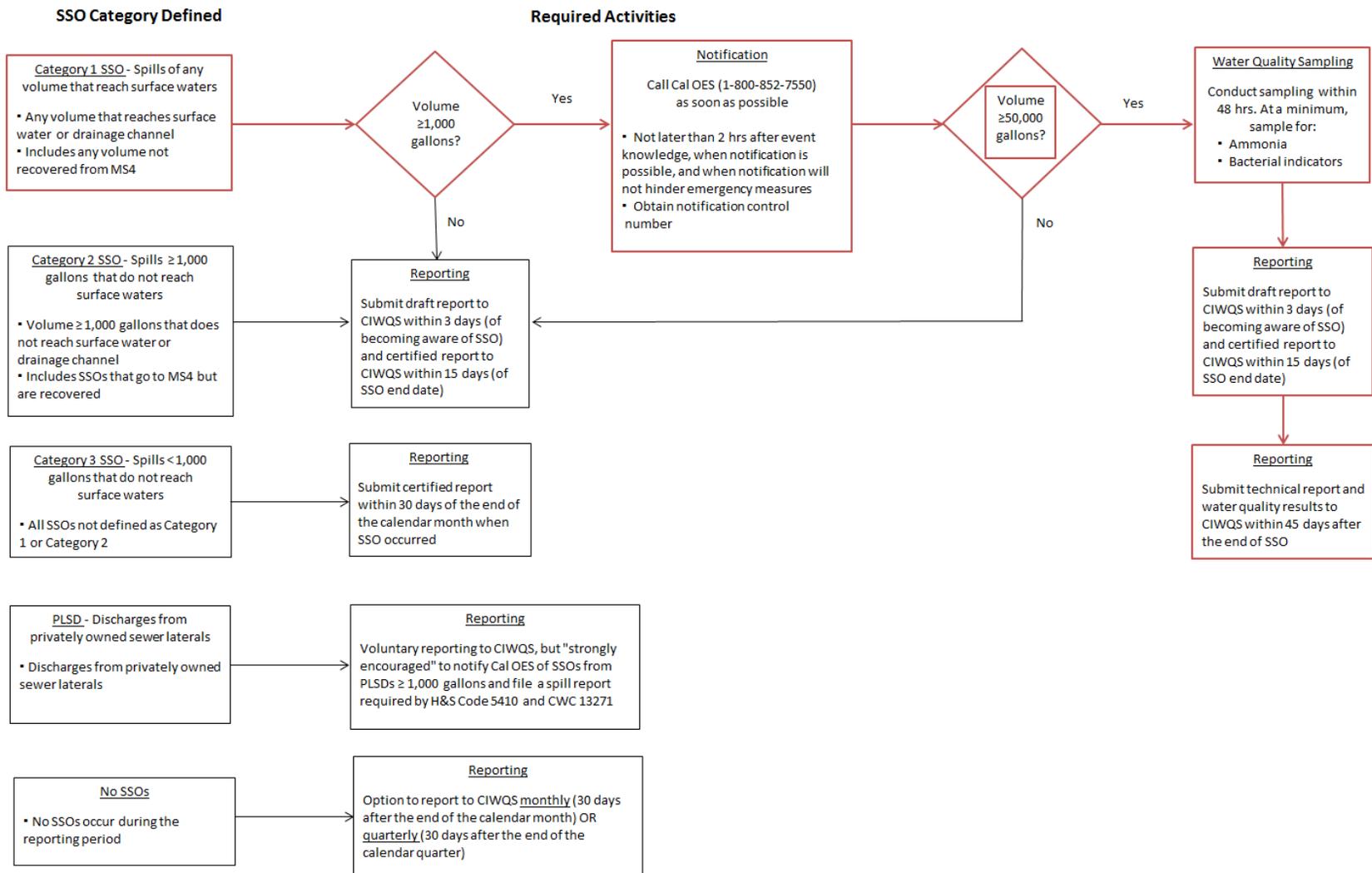


Figure 1. SSO Action Flow Chart (Based on Order No. WQ 2013-0058-EXEC)

B DATA GENERATION AND ACQUISITION

B.1 SAMPLING PROCESS DESIGN

B.1.1 Sampling Event Timing

The Monitoring Coordinator will determine when the field crew will be mobilized to sample the receiving water. Sampling must be conducted within 48 hours after initial Category 1 SSO and spill volume notification. The monitoring coordinator will target daylight sampling within the first 24 hours of the SSO notification, but sample timing may be shifted due to safety and logistical issues.

Sampling will not be conducted if there are any concerns regarding field crew safety. These concerns may include heavy rain events, which compromise access points through flooding and swift currents. Thunderstorms will also be avoided when lightning is occurring. Sampling will only be conducted if there are at least two members of the field crew team available.

B.1.2 Monitoring Site Locations

Upon notice of a Category 1 SSO, the Monitoring Coordinator will determine where the field crew will sample. The Monitoring Coordinator will be responsible for determining the sampling locations. At a minimum, sampling will occur where the SSO enters the surface water body, 100 feet upstream of the entry point, and at least one point downstream of the entry point. The downstream location(s) will be determined from visual monitoring and estimated spill travel time (see Section B.3.1). The Monitoring Coordinator will provide a detailed description of potential monitoring site locations to the Field Crew.

Upon arrival at the monitoring sites, the Field Crew will determine the best locations to sample by assessing the hydrology of the receiving water and any safety precautions. The Field Crew should look for locations where the receiving water can easily be entered or sampled mid-channel by a grab pole. Once the sampling site location is selected, but before sampling starts, the Field Crew will record the latitude and longitude of the sampling location into the Field Form (**APPENDIX A**).

B.2 EQUIPMENT PREPARATION

The Field Crew shall maintain a sampling kit with the necessary supplies to conduct a monitoring event. **Table 2** lists the equipment and supplies that will be included in the sampling kit.

Table 2. Monitoring Equipment List

Storm Kit
Spare batteries for field meter (6)
Spare sample labels
Pencils (2) and waterproof pens/markers (2)
Diagonal clippers
Electrical tape
Cable ties (assorted sizes)
Utility knife
Zip-lock baggies (assorted sizes)
Powder-free nitrile gloves
Rubber bands, heavy duty

Duct tape
 GPS Device
 Camera
 Sampling and Analysis Plan
 Log books/ Field forms
 Chain-of-custody forms
 New sample bottles
 Intermediate containers

 Coolers and ice
 Cellular phone
 Any necessary safety gear
 Grab pole
 Umbrella
 Paper towels
 Trash bags

B.2.1 Sampling Containers

The Field Crew will maintain a supply of sampling bottles for at least 4 events. The Field Crew will order bottles directly from the laboratory and will reorder bottles if they are unused for six months. **Table 3** includes the required bottle types, sample volumes, and preservatives for ammonia and total coliform samples.

Table 3. Constituents to be Analyzed, Sample Volume Required, and Sample Type

Constituent	Optimum Vol. (L)	Min. Vol. (L)	Collection Method	Bottle Type	Preservation	Analytical Lab
Ammonia (NH ₃)	0.500	0.100	Direct Fill	500mL Plastic	H ₂ SO ₄ , <6° C	C Caltest
Total Coliform	0.100	0.100	Direct Fill	100mL Sterile Plastic	<6° C	D Caltest

D.1.1 Field Meter Calibration

All field meters will be properly calibrated and maintained by the Field Crew. Calibrations will be performed according to the methods and frequency recommended by the equipment manufacturer. When calibrating the instruments, the Field Crew will document all pertinent information in a Calibration Log (**APPENDIX B**) and keep it with the rest of the project documentation.

D.2 WATER QUALITY MONITORING

The Field Crew will be responsible for the following tasks upon arrival at the monitoring location:

1. Determine best sampling locations and record latitude and longitude readings for the upstream, SSO entry point, and downstream sampling sites.
2. Calculate spill travel time at the downstream monitoring site.
3. Collect water quality samples in the following order: first at the SSO entry point, second at the downstream site(s), and third at the upstream monitoring site.

4. Complete all field forms and prepare the samples for delivery to the laboratory.

The following sections outline the necessary steps the Field Crew must take when performing the above actions.

D.2.1 Spill Travel Time

When the Field Crew arrives at the downstream monitoring site, they will estimate spill travel time by calculating travel time within enclosed storm drains (distance traveled/initial spill rate) and within open surface waters. Travel time within the open surface waters can be determined two different ways depending on the accessibility and safety of the monitoring site.

D.2.1.1 Velocity Probe

Using a velocity probe is the preferred method of spill travel time calculation, but it requires extra safety precautions, since the Field Crew will have to wade and cross the surface water body.

1. The Field Crew must first ensure that the receiving water body is flowing at a safe rate and its span can be crossed by wading.
2. One Field Crew member will be responsible for using the velocity probe and the other will stand on the shore and record the readings.
3. The Field Crew member with the velocity probe will enter the surface water at the shore and begin to take a velocity measurement, roughly six inches below the surface. The Field Crew member will wait for the reading to stabilize before reporting the value to the recording Field Crew member.
4. The Field Crew member will then move the velocity probe two feet further into the surface water body and make another measurement. This will continue until the entire span of the receiving water body has been measured.
5. The Field Crew will not cross into any unsafe portions of the receiving water body and will note on the Field Form if the measurements are only for a portion of the channel.

D.2.1.2 Visual Velocity Estimation

If the receiving water body is unsafe to enter, the velocity can be measured by observing floating debris.

1. The Field Crew members will stand on the edge of the channel, 30 feet apart.
2. The Field Crew member standing upstream will indicate when a large piece of debris passes their point. At this time the Field Crew member standing downstream will start timing.
3. Once the same piece of debris passes the downstream Field Crew member, they will stop timing and calculating the velocity (ft/sec) by dividing 30 feet by the number of seconds it took for the debris to travel that length.

If there isn't any large debris floating in the surface water, the upstream Field Crew member can use a nearby stick or other buoyant object.

D.2.2 Sample Collection Methods

Sample collection methods will vary depending on the surface water and the safety of the Field Crew. Clean, powder-free, nitrile gloves will be worn for all bottle handling. The direct fill sample collection method is the preferred sampling method, since it does not use an intermediate container. In cases where the direct fill method cannot be used due to accessibility or safety an intermediate bottle and a grab pole can be used.

D.2.2.1 Direct Fill Sample Collection

The direct fill sample collection method will be used in cases where the surface water can be entered safely by the field crew. Field Crew will wear waders and ensure that the water level and velocity of the surface water are low enough to provide a safe entry and sampling environment.

Ammonia and bacteriological sample bottles will be filled by direct submersion to approximately mid-depth as follows.

1. Wade to approximately the area of the water body with the highest flow rate and face upstream. This will most likely be midstream, but can be in a different portion of the stream, depending on the hydrology.
2. Submerge the sample bottle with its cap on to approximately mid-depth at a location of significant flow (avoid stagnant water). Hold the bottle upright under the surface while it is still capped.
3. Open the lid carefully just a little to let water run in. Fill the bottle and screw the cap tightly while the bottle is still underneath the surface.
4. Remove bottle from stream and place on ice.

D.2.2.2 Intermediate Container Sample Collection

If the flow, water level and/or access point are deemed unsafe then an intermediate bottle attached to a grab pole will be used for sample collection. A clean, new intermediate bottle will be used for each sampling event and sampling site.

Ammonia and bacteriological sample bottles will be filled by intermediate container sample collection as follows:

1. Attach the intermediate bottle to an expandable pole using tape or cable ties and remove lid.
2. Submerge the intermediate bottle, attached to expandable pole, to approximately mid-depth at a location of significant flow (avoid stagnant water).
3. Remove bottle from water and empty contents. Repeat this twice more.
4. Once the intermediate bottle is properly rinsed, return it to approximately mid-depth at a location of significant flow (avoid stagnant water).
5. Using the intermediate bottle, fill the bacteriological sample container and then the ammonia bottle. Ensure that neither bottle overflows and that the preservative stays in the sample container.
6. After bottle fills, replace bottle lid, remove bottle from pole, and place on ice.

D.3 SAMPLE HANDLING AND CUSTODY

The Field Crew will ensure that all samples are collected and submitted to their respective labs by the maximum hold times listed in Table 4. If timing or logistics prevent a hold time being met, the Field Crew will contact the Monitoring Coordinator.

Table 4. Constituent Hold Times and Analytical Methods

Constituent	Analytical Method ¹	Maximum Hold Times	Analytical Lab
Ammonia (NH ₃)	SM 4500-NH3-G	28 days	E Caltest
Total Coliform	SM 9221-B/E	6 hours	F Caltest

F.1.1 Sample Bottle Labels

The Field Crew will label all sample bottles with a waterproof label, which will contain the agency name, sample collection date, analyte, analysis method, station number and name and Field Crew names. The analytes and analysis methods are shown in **Table 4** and the station identification protocols are shown in **Table 5**.

Table 5. Site Names for Sample Handling

Station Number	Station Name
US-001	Surface Water Upstream
ENTRY	Surface Water Point of Entry
DS-001	Surface Water Downstream 1
DS-XXX ¹	Surface Water Downstream XXX ¹

¹ Additional downstream monitoring sites will be labeled in sequential order starting from the SSO surface water point of entry.

Example sample bottle label:

Direct Fill Sample Bottle Label

Town of Yountville
Station Number - ____
Analyte – Analysis Method _____
Date & Time: _____ Collected by: _____

F.1.2 Transport

All samples will be kept on ice from the time of collection to the time of receipt by laboratory personnel. It is imperative that all samples be analyzed within maximum holding times (see **Table 4**). Samples will be shipped/delivered as specified in **Table 6**.

Table 6. Analytical Laboratories

Analytical Laboratory	Analysis	Shipping Method
G Caltest H Attn. Danielle Regan I 1885 North Kelly Road J Napa, CA 94558 707.258.4000	Ammonia and bacterial	Hand delivered

J.1.1 Chain of Custody Form

Chain-of-Custody (CoC) forms will be filled out by the Field Crew for all samples submitted to the laboratories. CoCs will contain the following information:

- Sampler name
- Address (where the results will be sent)
- To whom the laboratory results are being sent
- Sample collection date and time
- Sample location
- Analysis method requested
- Sample container type and number
- Comments/special instructions
- Samples relinquished by (signature, print name, date)
- Samples received by (signature, print name, date)

Example lab specific CoCs are included in **APPENDIX C**.

K REPORTING

A Category 1 SSO in which 50,000 gallons or greater are spilled to a surface water requires multiple stages of notification and reporting. The Town will adhere to the required timeline outlined in **Table 7**, which begins when the Town becomes aware of an SSO. The specific requirements for notification and reporting are specified by Order No. WQ-2013-0058-EXEC and detailed in the Town’s Sanitary Sewer Management Plan.

Table 7. Notification and Reporting Timeline

Time Period	Requirement
<2 Hours	Notification to CalOES
Within Three Business Days	Draft Category 1 SSO Report to CIWQS
Within 15 Calendar Days	Certified Category 1 SSO Report to CIWQS
Within 45 Calendar Days	SSO Technical Report with water quality results to CIWQS

Appendix A

Field Forms

SSO Water Quality Monitoring Program Field Log		
General Information		
Event ID:	Date:	SSO Time:
Sampling Personnel:		
SSO Description		
Time of Notification:	Size:	Location:
Weather (fog, rain, wind, etc):		
Total precipitation during previous 5 days:		
Monitoring Sites		
US-001		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity:		
Odor:		
POINT of ENTRY		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
DS-001		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
Page __ of __		

SSO Monitoring Program Field Log (Additional Downstream Sites)		
DS-____		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
DS-____		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
DS-____		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
DS-____		
Arrival Time:	Departure Time:	
GPS Coordinates	Latitude:	Longitude:
Sample Location	<input type="checkbox"/> Mid-Channel	<input type="checkbox"/> Bank
Sample Time:	Total Coliform:	Ammonia:
Floating Material or Debris:		
Water Color/Turbidity/Odor:		
Estimated Spill Travel Time to Monitoring Site:		
Page __ of __		

Appendix B

Calibration and Maintenance Logs

Appendix C

Chain of Custody Forms (CoCs)



Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 4

SEWER BACKUP PREVENTION AND RESPONSE POLICY



Town of Yountville

"The Heart of the Napa Valley"

SEWER BACKUP PREVENTION & RESPONSE POLICY

Audit/Update May, 2014

Sanitary Sewer Overflow (SSO) Reporting Requirements

As required by SWRCB Order No. 2006-0003, Order No. WQ 2008-0002-EXEC, Order No. WQ-2013-0058-EXEC
Effective September 9, 2013

- SSO** - Any overflow, spill, release, discharge or diversion from a sanitary sewer system (occurs upstream of WWTP headworks)
Surface Water - Waters of the United States (as defined by the Clean Water Act)
Drainage Channel - (1) Man-made canal used to transport stormwater as part of a MS4 (municipal separate stormdrain system), (2) an intermittent or perennial stream bed
CIWQS - California Integrated Water Quality System Online SSO Database (<http://ciwqs.waterboards.ca.gov>)
Cal OES - California Office of Emergency Services
PLSD - Private Lateral Sewer Discharge

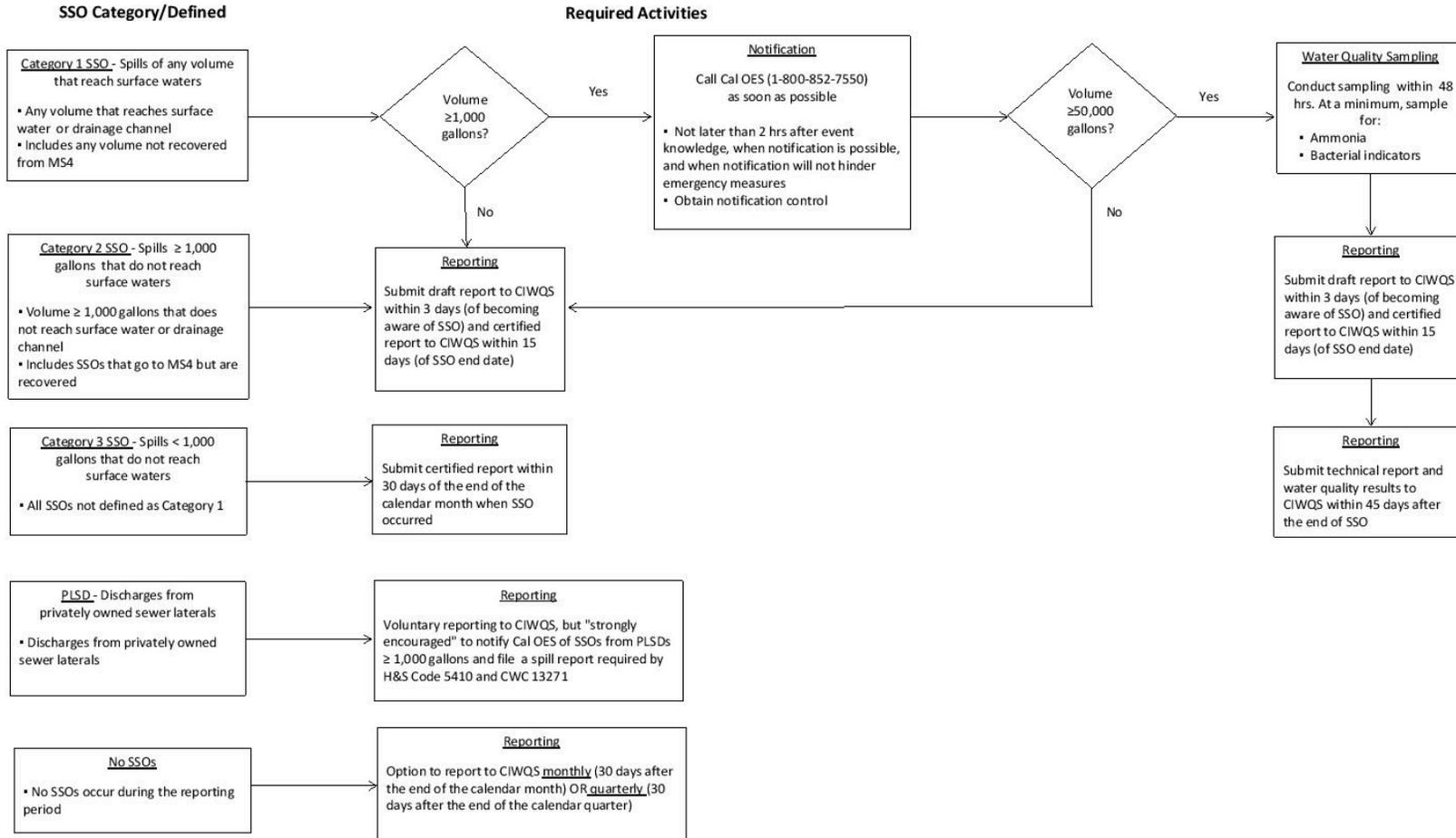


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List of Attachments

- A. Inspection Report
- B. Restoration Firm Interview
- C. Call-In Report
- D. Incident Flow Chart
- E. Initial Site Assessment
- F. Customer Information Letter
- G. Customer Information & Responsibilities
- H. Incident Report
- I. Temporary Relocation Letter
- J. Regulatory Notice Worksheet
- K. Warning Sign
- L. Door Hanger
- M. Backflow Response Kit Envelope

Introduction

Sanitary sewer backups and backflows can be very stressful and emotional for homeowners. In some cases, it may cause health and safety concerns as well as significant property loss. Additionally, they may result in significant liability exposure for the Town of Yountville, which could impact our budget and delivery of services. Therefore, it is imperative the Town of Yountville develop a program to inspect, maintain, educate and effectively respond to sewer incidents to greatly minimize property damage, diminish the threat of illness, and mitigate liability.

Policy

It is the policy of the Town of Yountville to implement a program to prevent sanitary sewer overflows through regular inspections and maintenance of the system; provide ongoing training of employees to respond timely and effectively to residential sewer backflow incidents; and educate homeowners on the cause and prevention of sewer backflows.

The Town of Yountville shall be responsible for sanitary sewer overflows (SSO's) that are attributable to its operating or maintaining the public sewer system. The Town of Yountville is not responsible for sanitary sewer lateral overflows that are determined to be caused on private service laterals, downspouts, and area drains belonging to private residences and businesses.

When an incident occurs, the Town of Yountville shall facilitate a coordinated response to determine causation and responsibility for the incident and to effectively manage the appropriate response to mitigate damage, expense and liability.

Definitions

Sewer Backup - occurs when waste or debris has obstructed a home's plumbing system or lateral, resulting in clogged or slow-moving drains or toilets. A backup occurs on the homeowner's property and the expense and responsibility for cleanup and repair lies with the homeowner. A backup usually will not cause damage if the homeowner stops using the backed-up sink, tub or toilet until the system is cleared. While a backup can cause inconvenience, it is unlikely to cost a homeowner more than a plumber's call.

Sewer Backup Prevention & Response Policy

Sewer Backflow - occurs when water or waste materials come up through a sink, bathtub drain or toilet when the home's plumbing system is not being used. This may mean that the Town main is blocked and wastewater is backing up into the lateral line and home. Unlike a backup, a backflow can inflict serious damage, including flooding a room or an entire home and may cause the homeowner to temporarily relocate during restoration.

Sanitary Sewer Overflow (SSO) - occurs when water or waste materials come up through a sanitary sewer manhole or clean out. This may mean that the Town main is blocked or filled beyond its capacity. An SSO is a violation of the National Pollutant Discharge Elimination System (NPDES) Permit for the Joint Treatment Plant.

Procedure

Education

The Town of Yountville shall develop a public education campaign to help homeowners become more aware of and understand the risks and responsibilities when the sewer backflows into their homes. The goal of the campaign is to: (1) educate the public on the common causes of sewer backflows; and, (2) prevent backflows and their subsequent damage and liability.

This information may be communicated to the public in several ways, including the use of the Town of Yountville website, sending flyers/brochures with utility bills, notices in local publications including the Yountville Sun Newspaper, and social media notices such as Facebook, etc. Homeowners should be educated on how to avoid sewer backups, use backflow prevention devices, who to call in the event of an incident, and proper planting trees and shrubs to avoid root damage to sewer lines.

Inspection

1. The Town of Yountville shall conduct routine inspections of its sanitary sewer system. Regular inspections can help troubleshoot and minimize problems and identify unwanted sources of inflow/infiltration to the system.

Visual inspections shall be performed on the sewer system manholes at a higher frequency than internal inspections because of the relative ease of performance. This

Sewer Backup Prevention & Response Policy

type of inspection will help evaluate the condition and proper functioning of the collection system and generally includes:

- ✓ Frame and Cover
- ✓ Grade Adjustments
- ✓ Flow Surcharging
- ✓ Structural Integrity
- ✓ Manhole Bottom Channels
- ✓ Inflow & Infiltration into Manhole
- ✓ Other Miscellaneous Problems

An Internal inspection shall be completed every 36 months or when there is a need to identify the cause of a sanitary sewer overflow. Internal sewer line inspections are performed to gather additional information about what is taking place between manhole access points. The inspection may identify:

- ✓ Abnormal amount of debris in the line
- ✓ Excessive amounts of grease in line
- ✓ Blockage or obstruction in the line
- ✓ Excessive Flow (Relative to Upstream Flows)
- ✓ Any Miscellaneous Problems

Internal inspections may be performed by way of Closed Circuit TV, Dye Test, Smoke Test, or entry into the manhole. **Only personnel who have been properly trained in confined space entry may enter a manhole.**

Televising the sewer main should be considered:

- ✓ If there is a blockage in Town main;
- ✓ In advance of street capital improvement projects;
- ✓ In advance of sewer rehabilitation work;
- ✓ When completing routine checks on the effectiveness of sewer cleaning/maintenance and identify deficiencies in the sewer system;
- ✓ At least one month prior to maintenance bond expiration for subdivisions; or
- ✓ Other activities as directed by the Public Works Director / Town Engineer such as: helping to resolve construction-related problems, locating or inspecting sewer lines or service lines for other Town Departments, etc.

Sewer Backup Prevention & Response Policy

Smoke testing is designed to find leaks in the sewer system. Building occupants may be affected by smoke entering the building during testing if defects exist such as defective wax ring under commodes, vents terminated in an attic, or cleanout plugs missing from sewers. Therefore, advance notice to the public is necessary to avoid panic or alarm. In the winter of 2010-2011, Town staff smoke tested the sewer collection system.

The Town of Yountville shall send written notices to the affected residents or business when smoke testing is planned on the sewer system. The letter should describe the type of work conducted as well as detailed information about the products being used. In addition to the written notice to affected residents, information pertaining to planned smoke testing will be sent to the Yountville Sun and included on the Town web-site. Electronic mail notification through Nextdoor.com can also be used to spread information about smoke testing or other methods of inspection or construction and repair. Finally, localized use of barricades with information and dates will be deployed, as well as use of the Town-owned programmable message trailers to further notify the public.

Sample language for smoke test notice:

“The Town of Yountville Department of Public Works is conducting a sanitary sewer evaluation program designed to inspect leaks to eliminate ground water and storm water from entering the sanitary sewer system in your area. Part of this program requires smoke testing the sanitary sewer mains and house lateral connections to find leaks.

We will be testing sewer lines in your area from _____ to _____. Smoke may be seen coming from roof vents, building foundations, or manhole covers. The smoke will not enter your home if the home is properly plumbed and vented and water traps contain water.

The smoke is a non-toxic, odorless substance which is clean and harmless to humans, pets, food, and material goods. Please avoid unnecessary exposure to the smoke since smoke of any kind can be irritating to the nasal passages for some people. If you experience smoke irritation, it should be temporary and quickly disappear after exposure has ceased. If you or any member of your family has a health condition that you feel we need to be aware of, please contact us immediately.

Any presence of smoke within the house should be reported to the Utility Operations Division at (707) 944-2988 or to the crews working in the street conducting the tests.

Sewer Backup Prevention & Response Policy

If we are unable to conduct the smoke testing in your area due to an unexpected emergency, you will be notified with an updated letter as soon as possible. Some common questions are answered on the other side of this notice. If you should have any further questions, do not hesitate to give us a call at the phone number listed above."

2. The Town of Yountville shall maintain documentation of all inspections, whether a problem was identified or not (see Attachment A).
3. If an inspection cannot be completed at the scheduled time, the Utility Operations Supervisor or Public Works Director shall be notified immediately and the inspection rescheduled as soon as possible.
4. If the inspection indicates a property owner or business improperly used the sewer system, the Town of Yountville shall conduct a thorough investigation. The property owner will be notified and the Town of Yountville shall take appropriate follow up and enforcement actions.

Maintenance

Maintenance is intended to ensure continued operation of the systems. It also establishes the condition of the sewer system such that decisions can be made regarding which sewers to repair, rehabilitate, and replace. Without routine maintenance, over time the number of urgent repairs and major failures will increase.

1. The Town of Yountville shall maintain detailed documentation of maintenance on the system and whether the maintenance procedure was preventative or due to a problem in the system.
2. All personnel should only perform tasks and operate equipment for which they have been specifically trained.
3. If scheduled maintenance cannot be completed at the scheduled time, the Utility Operations Supervisor or Public Works Director shall be notified immediately and the maintenance procedure rescheduled as soon as possible.
4. Maintenance in service areas with aging lines, Orangeburg or numerous terra cotta pipes, below grade structures, and high density units must be more frequent.

Sewer Backup Prevention & Response Policy

5. Preventive Maintenance shall include:

- ✓ Jetting/flushing sewer lines
- ✓ Flush lines with water from fire hydrants
- ✓ Clean and clear invasive tree roots.
- ✓ Remove debris from inlets
- ✓ Implement Fats, Oils, and Grease (FOG) reduction program
- ✓ Annual inspection of lift stations
- ✓ Inspect flow meters to determine if pumps are properly working

6. Corrective Maintenance shall include, but not limited to:

- ✓ Sewer repair
- ✓ Sewer sealing
- ✓ Sewer relining
- ✓ Sewer replacement
- ✓ Manhole repair
- ✓ Manhole rehabilitation
- ✓ Manhole replacement
- ✓ Service lateral repair
- ✓ Service lateral reinstatement with sewer main

Sewer Ordinance

The Town of Yountville shall adopt a Sewer Use Ordinance requiring the installation of back flow prevention devices; the installation of grease interceptors by all appropriate commercial facilities; and a requirement that prohibits property owners from directing sump pumps and down spouts in to the public sewer system. Chapter 13.56 of the Yountville Municipal Code addresses all but the backflow prevention devices. The requirements shall be clearly communicated to all property owners/residents on a periodic basis.

Installation of backflow prevention devices shall be required for:

- ✓ New construction;
- ✓ Anyone requesting a building permit; or
- ✓ When the property title transfers

Emergency Response Plan

Before an incident occurs:

1. The Town of Yountville has established regular business and emergency after hours contact numbers for residents to call for backflow incidents. The phone numbers are as follows:

- *Wastewater/Sewer Emergency* (707) 944-2988*
- *Water Emergency* (707) 944-2655*
- Yountville Fire Department (707) 944-8887
- Yountville Sheriff's Office (707) 944-9228
- Fire/Police 911
- * Weekend or After Hours calls will be forwarded to appropriate personnel and returned within 30 minutes.

These numbers have been distributed in past water bills and shall be redistributed periodically as numbers and staff change and to ensure that all residents have the appropriate numbers in case of an emergency. The Town's Utilities Division of Public Works will assess the situation and address problems with the publicly owned portion of the sewer system. Internal problems or service line issues (privately owned) are the homeowner's responsibility.

2. The Town of Yountville shall identify a Town Liaison to coordinate incident handling who shall be the key contact between the Town of Yountville, PARSAC Representative, Third Party Administrator (TPA) or claims adjusting firm, contractor/vendor, and resident.

Upon determination of liability, the Liaison is responsible for notifying the Town Manager who will coordinate with representatives from PARSAC, Public Works Director, TPA/claims adjuster within four hours. If the Liaison and TPA determine the incident is likely to result in a claim, the TPA will assume management of the incident including facilitating the retention, scope of work, and compensation of contractors/vendors with consent of the Town of Yountville.

3. Town of Yountville shall identify several local emergency restoration firms in advance to respond to incidents. Vendors must meet qualification requirements in order to provide services to Town of Yountville (see Attachment B).

Sewer Backup Prevention & Response Policy

The Liaison shall meet with representatives from each vendor to ensure there is a clear understanding of authorized services. Emergency Services typically include removal of sewage, removal and cataloguing of contaminated and non-contaminated items, removal of affected carpet/porous flooring and set up of dehumidifiers. Demolition (removal of drywall, cabinets, etc) should not be allowed until the vendor has communicated the demolition scope with the TPA.

4. Town of Yountville shall identify several local hotels and motels in the Napa Valley area that may provide emergency alternative living arrangements for affected individuals. Terms between the Town of Yountville and such facilities shall be agreed upon in advance to minimize confusion over acceptable charges.

After an incident occurs:

1. All calls shall be documented on a Call-in Report form (see Attachment C). The caller will be informed of proper precautions to minimize loss and potential health effects such as keeping children, pets away from the overflow area and moving uncontaminated property away from the area.

2. The Town of Yountville shall dispatch a field crew to timely respond to the incident, make an initial determination of liability and location of the blockage or problem (sewer main or private line). Field crews shall follow the steps outlined on the Sewer Backup Response flow chart (see Attachment D) and complete the Initial Site Assessment (see Attachment E). Field Crews should have a supply of Backflow Response Kits to ensure they have all necessary forms readily available.

a. If the problem is determined to be in the Town of Yountville's main sewer line, field crews will notify the Liaison to coordinate repairs as quickly as possible. The Liaison shall have authority to act on behalf of the Town of Yountville to deliver necessary emergency services to mitigate damage and liability. The Liaison will review the Customer Information letter with the resident and explain the process for obtaining a claim (see Attachment F)

b. If the problem is in a private line, the resident will be informed so that steps may be taken to obtain repairs. Town crews shall not work on private lines. The resident should be provided with the customer information brochure (Attachment G).

3. When Town of Yountville is determined to have liability, the Liaison will complete the Incident Report (see Attachment H) and determine if alternative living

Sewer Backup Prevention & Response Policy

arrangements are necessary. If so, the resident will be provided with a Temporary Relocation letter and instructions (see Attachment I).

4. Certain circumstances require various regulatory notifications. The Liaison will need to refer to the Regulatory Notice Worksheet (Attachment J) under the following conditions:

- Estimated volume of the overflow was greater than 1,000 gallons; or
- The overflow reached receiving waters and/or required sampling of receiving waters; or
- Evidence of fish killed is present; or
- Human contact and/or public access areas are affected; or
- The overflow was discharged to a storm drain or arroyo and was not fully recovered.

5. Town of Yountville shall follow PARSAC guidelines for the distribution and processing of claim forms. If a claim is filed, Town of Yountville shall forward it to the TPA. A claim may later be rejected if subsequent investigation into the cause of loss indicates the Town of Yountville was not responsible for the incident, or if the claim is filed improperly.

Sanitary System Prevention & Response Inspection Report

AThis inspection is: Visual Internal Preventative Post-Incident**A. INSPECTION LOCATION**

Location Name:	Manhole ID#:
GPS Latitude:	Longitude:
Nearest Cross Street:	Date of Last PM:
Initial Observations:	Current Frequency:

B. VISUAL INSPECTION OF MANHOLE

Frame Condition:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Replace? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rehab? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cover Condition:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Replace? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any wetness? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bottom Channels:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Replace? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rehab? <input type="checkbox"/> Yes <input type="checkbox"/> No
Structural Integrity:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Replace? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rehab? <input type="checkbox"/> Yes <input type="checkbox"/> No
Inflow/Infiltration:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Source: _____	
Grade:	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Adjust? <input type="checkbox"/> Yes <input type="checkbox"/> No	Terrain: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep
Flow Surcharging:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flow Meter Present? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reading: _____
Cause of Surge:			
Unusual Conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:	

C. INTERNAL INSPECTION**NEVER ENTER A CONFINED SPACE WITHOUT PROPER TRAINING**

Method Used:	<input type="checkbox"/> CCTV <input type="checkbox"/> Dye Test <input type="checkbox"/> Smoke Test <input type="checkbox"/> Confined Space Entry
Entry Location:	
Pipe Diameter (in inches):	Pipe Material:
Current Condition (check all that apply):	<input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Excessive Flow <input type="checkbox"/> Grease Build Up <input type="checkbox"/> Root Bound <input type="checkbox"/> Pipe Problem/Failure <input type="checkbox"/> Animal Carcass <input type="checkbox"/> Inflow/Infiltration <input type="checkbox"/> Construction Debris <input type="checkbox"/> Bypass <input type="checkbox"/> Vandalism <input type="checkbox"/> Lateral Problems
Results of Smoke or Dye Testing:	Leaks: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe:	

D. PRIVATE SERVICE LATERAL INFORMATION

If private service laterals need attention, please complete:

Property Contact: _____	This is the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Contact Phone: _____	
Condition of Lateral:	<input type="checkbox"/> Blocked <input type="checkbox"/> Collapsed <input type="checkbox"/> Cracked <input type="checkbox"/> Root Bound <input type="checkbox"/> Missing Pieces <input type="checkbox"/> Open Joint <input type="checkbox"/> Root Intrusion <input type="checkbox"/> Other:
Connects to adjoining property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Crosses adjoining property?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Unusual Conditions/Improper Use:	

E. WORK PERFORMED

Describe maintenance or work performed:
Describe equipment used:

Sanitary System Prevention & Response Inspection Report

A

RECOMMENDED FOLLOW UP ACTIONS

- Video Inspection (CCTV) Re-Run Change Cleaning Schedule
 Replace Line Segmenet Rehab Line Segment Enforcement Action

Other (*specify*): _____

- Add to PM Schedule Schedule Next Inspection:
 Adjust PM Frequency 1 Month 9 Months 24 Months
 3 Months 12 Months 36 Months
 6 Months 18 Months

Adjust PM Method _____

Additional Comments:

Report Completed by: _____ Date: _____

Other Personnel Present: _____

Sanitary System Prevention & Response Restoration Firm Interview

B

In accordance with the entity's sewer response policy, restoration firms must be pre-screened and approved before they can be utilized for a sewer backup incident. This is to ensure qualified, cost-effective restoration services for our customers and to minimize our risk. Due to the tremendous cost and potential health risks incorrect restoration techniques can cause, it is imperative to only work with professionally trained and properly insured firms. If the firm is recommended for approval after this initial interview, the designated agency representative will meet with the firm's contact person and management to ensure there is a clear understanding of approved fees and authorized emergency services, which typically include:

- ✓ Removal of sewage
- ✓ Removal of contaminate and non-contaminated items
- ✓ Removal of affected carpet and other porous flooring
- ✓ Dry wet areas (dehumidify)

Demolition, including removal of drywall, cabinets or other structural elements) are NOT included in the emergency response. Recommendations for demolition should be made by providing a scope of work to the claims adjuster or other designated agency representative for approval.

FIRM INFORMATION:

Specializes in: _____

Company: _____
Phone: _____
Contact: _____

BACKGROUND:

Years in Business: _____ Avg. Response Time: _____ # Response Vehicles: _____
Certifications: IICRC ASCR Certification Date: _____ Verified? Yes No
Designations held by Field Techs: Training Provided By: _____
 WRT ASD CCT AMRT Describe Methods/Protocols: _____
 UFT OCT FCT WLS CFS _____
 LCT SMT HST CMH CMP _____
 Other: _____

INSURANCE INFORMATION:

General Liability Limits: _____ Includes Mold Coverage Provider: _____
 Mold Coverage Limits: _____ Provider: _____
 Errors & Omissions Limits: _____ Provider: _____
 Workers' Comp Limits: _____ Provider: _____

Able to provide Certificates of Insurance with Additional Insured Endorsements for all coverages? Yes No

REFERENCES: (for services provided within the last year)

Name: _____ Phone: _____ Service: _____
Name: _____ Phone: _____ Service: _____
Name: _____ Phone: _____ Service: _____
Name: _____ Phone: _____ Service: _____

Provide comments on back (attach additional pages, if necessary)

Completed by: _____ Phone: _____
Title: _____ Date: _____
Recommend Approval: Yes No Meeting Scheduled: No Yes Date: _____

Sanitary System Prevention & Response Restoration Firm Interview

B

Minimum Criteria for Restoration Firms

- In business for more than one year
- Average response time is less than an hour
- Minimum of two field service vehicles
- General Liability Insurance limit of at least \$1,000,000
- Workers' Compensation coverage provided for employees
- Responding technicians hold at least an AMRT designation with current continuing education
- Identifies a recognized or industry accepted protocol for remediating water damage (i.e. IICRC S500)
- Provides at least three references who received services similar to those being considered
- Certificates of Coverage with Additional Insured Endorsements are provided for all coverages
- Utilizes modern technology, methods and equipment

Definition of Certification/Designations

IICRC: Institute of Inspection Cleaning & Restoration Certification Verify Certification: www.iicrc.org

AMRT: Applied Microbial Remediation Technician (addresses mold and sewage)

HST: Health and Safety Technician

WRT: Water Damage Restoration Technician

ASD: Applied Structural Drying Technician

CCT: Carpet Cleaning Technician

UFT: Upholstry and Fabric Cleaning Technician

OCT: Odor Control Technician

FCT: Floor Care Technician (hard surfaces)

SMT: Stone, Masonry, and Ceramic Tile Cleaning Technician

LCT: Leather Cleaning Technician

ASCR: Association of Specialist in Cleaning & Restoration Verify Certification: www.ascr.org

WLS: Water Loss Specialist

CR: Certified Restorer

CMP: Certified Mold Professional

CMH: Certified Mechanical Hygenist

CFS: Certified Fabric Specialist

INTERVIEWER COMMENTS

Sanitary System Overflow Call-In Report

C**CALLER:****DATE/TIME:**

Resident Name (if different): _____	Phone: _____
Street Address: _____	City: _____ Zip: _____
Cross Streets: _____	
County: _____	Property Manager: _____ Phone: _____
Total # Residents: _____	Total # Bathrooms: _____ Total # Affected Rooms: _____
Recent plumbing work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe: _____
Personal property damage? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
Immediate health or safety issues? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	
Any action taken by resident? <input type="checkbox"/> No <input type="checkbox"/> Yes, describe: _____	

SPILL INFORMATION:

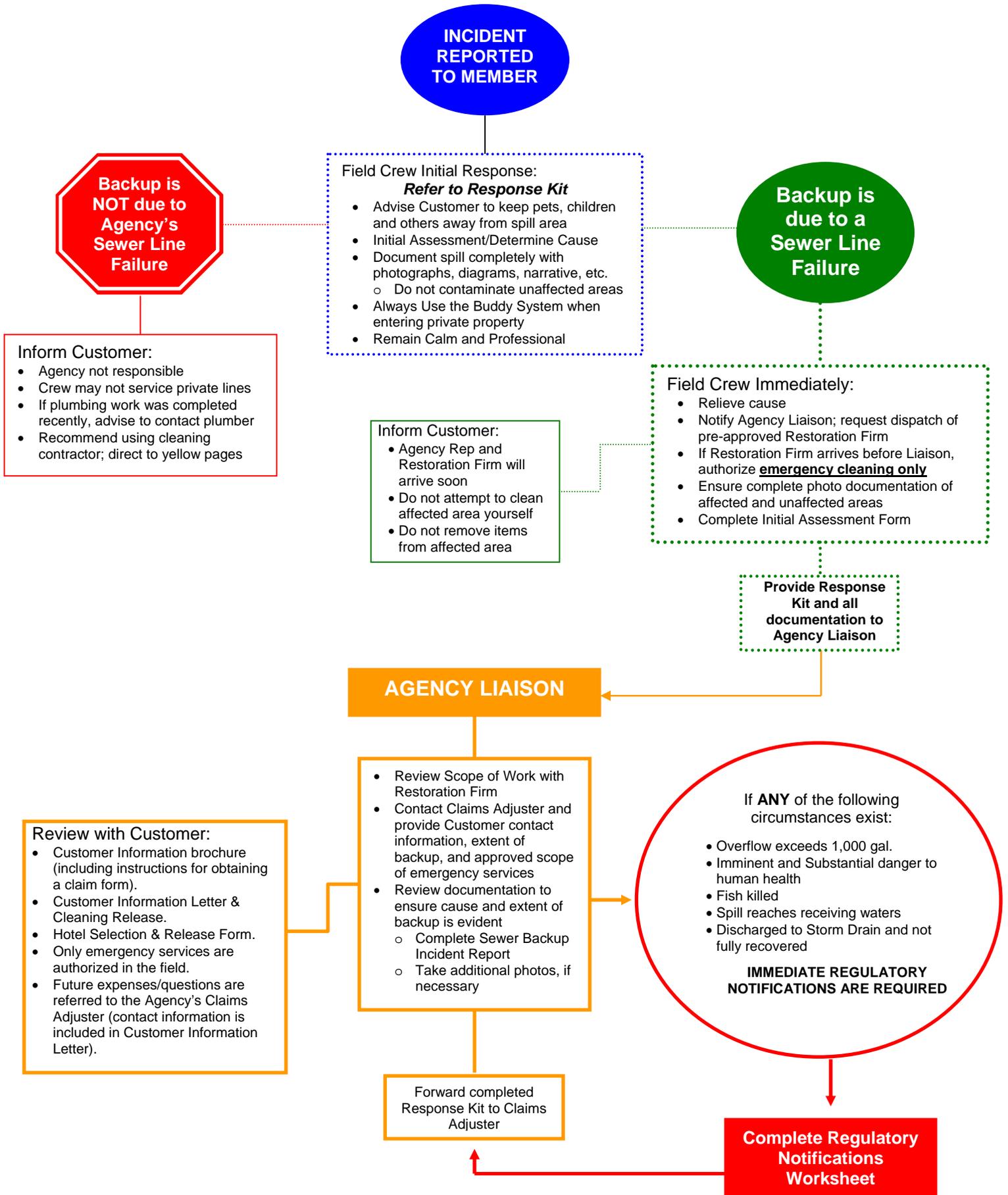
Date/Time Occurred: _____	(if different than date/time of call)
Location of spill: <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Liv. Room <input type="checkbox"/> Bedroom <input type="checkbox"/> Basement <input type="checkbox"/> Laundry Room	
<input type="checkbox"/> Other: _____	
Has sewage been sitting? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approx. how long? _____
Volume of Spill (estimate): _____ gallons	Status of Flow: <input type="checkbox"/> Expanding <input type="checkbox"/> Stationary <input type="checkbox"/> Receeding
Did resident hire a cleaning contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe work completed by cleaning contractor: _____
Contractor: _____	_____
Phone: _____	_____
Date Called: _____	_____

ADDITIONAL INFORMATION:

- 1) Remain calm and professional and show empathy/concern.
- 2) Instruct the resident to take the following precautions to minimize loss and potential health effects, if not already done so:
 - Keep children, pets and others away from the spill area.
 - Move uncontaminated property in clean areas a safe distance from the spill area.
 - Do not attempt to enter or remove items from the spill area.
 - Do not attempt to clean the sewage/spill area themselves.
- 3) Clearly communicate when the field crew will be out and what they need access to.
- 4) Advise the customer that a blockage in the sewer main line will be promptly cleared, but that agency employees are not able to work on blockage in the private property's service lateral line.
- 5) DO NOT admit or deny liability or make any other statements regarding payments, etc.

Report Completed by: _____ Phone: _____
Field Crew Dispatched? Yes No, explain: _____
Route completed report to: [INSERT PROPER ROUTING INFO]

SEWER BACKUP PREVENTION & RESPONSE POLICY – Attachment D



INCIDENT REPORTED TO MEMBER

Field Crew Initial Response:
Refer to Response Kit

- Advise Customer to keep pets, children and others away from spill area
- Initial Assessment/Determine Cause
- Document spill completely with photographs, diagrams, narrative, etc.
 - Do not contaminate unaffected areas
- Always Use the Buddy System when entering private property
- Remain Calm and Professional

Backup is due to a Sewer Line Failure

Field Crew Immediately:

- Relieve cause
- Notify Agency Liaison; request dispatch of pre-approved Restoration Firm
- If Restoration Firm arrives before Liaison, authorize **emergency cleaning only**
- Ensure complete photo documentation of affected and unaffected areas
- Complete Initial Assessment Form

Backup is NOT due to Agency's Sewer Line Failure

Inform Customer:

- Agency not responsible
- Crew may not service private lines
- If plumbing work was completed recently, advise to contact plumber
- Recommend using cleaning contractor; direct to yellow pages

Inform Customer:

- Agency Rep and Restoration Firm will arrive soon
- Do not attempt to clean affected area yourself
- Do not remove items from affected area

Provide Response Kit and all documentation to Agency Liaison

AGENCY LIAISON

- Review Scope of Work with Restoration Firm
- Contact Claims Adjuster and provide Customer contact information, extent of backup, and approved scope of emergency services
- Review documentation to ensure cause and extent of backup is evident
 - Complete Sewer Backup Incident Report
 - Take additional photos, if necessary

If **ANY** of the following circumstances exist:

- Overflow exceeds 1,000 gal.
- Imminent and Substantial danger to human health
- Fish killed
- Spill reaches receiving waters
- Discharged to Storm Drain and not fully recovered

IMMEDIATE REGULATORY NOTIFICATIONS ARE REQUIRED

Review with Customer:

- Customer Information brochure (including instructions for obtaining a claim form).
- Customer Information Letter & Cleaning Release.
- Hotel Selection & Release Form.
- Only emergency services are authorized in the field.
- Future expenses/questions are referred to the Agency's Claims Adjuster (contact information is included in Customer Information Letter).

Forward completed Response Kit to Claims Adjuster

Complete Regulatory Notifications Worksheet

Sanitary System Overflow Initial Site Assessment

E

DATE/TIME CREW ARRIVED: _____

PROPERTY INFORMATION:

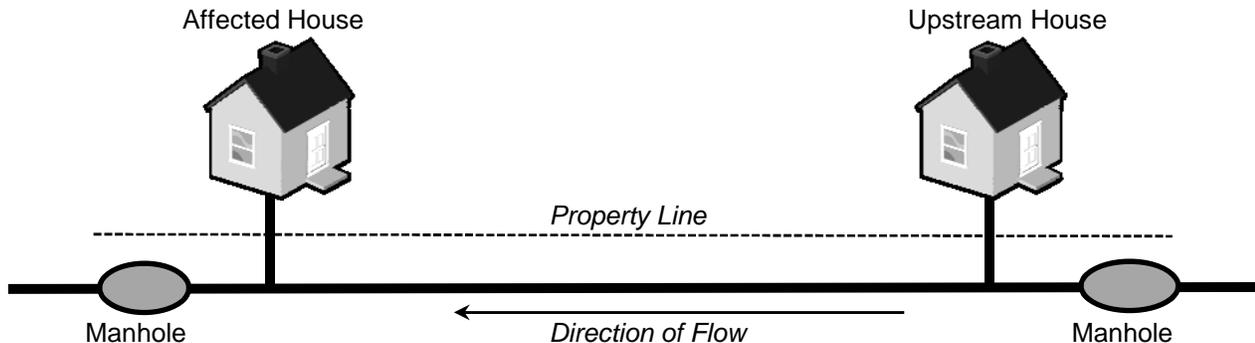
Resident Name: _____ Phone: _____
 Street Address: _____ City: _____ Zip: _____
 Cross Streets: _____
 County: _____ Property Manager: _____ Phone: _____
 Total # Residents: _____ Total # Bathrooms: _____ Total # Affected Rooms: _____
 Approx. Age of Home: _____ Previous spills at this location? Yes # _____ No Unknown
 Backflow Prevention Device (BPD)? Yes No If BPD present, was it working? Yes No
 Curbside Cleanout? Yes No If yes: Full Empty
 Recent plumbing work? Yes No If yes, describe: _____
 Personal property damage? Yes No If yes, describe: _____
 Immediate health or safety issues? Yes No If yes, describe: _____

SPILL INFORMATION

Date/Time Occurred: _____ Approx. Volume (gallons): _____
 Volume Calculation Method: _____
 Has sewage been sitting? Yes No If yes, approx. how long? _____
 Describe any condition(s) that may have led to the overflow: _____
 # Photos Clean Areas: _____ Digital Film Cleaning Contractor: _____
 # Photos Spill Area: _____ Digital Film Phone: _____
 Dis resident hire a cleaning contractor? Yes No Date Called: _____
 Did Agency dispatch a cleaning contractor? Yes No Emergency Cleaning Only? Yes No
 If no, describe additional work by cleaning contractor: _____

IS NEAREST UPSTREAM MANHOLE VISIBLY HIGHER THAN THE OVERFLOW POINT Yes No

Place an X on the line where the blockage occurred. Indicate any additional backflow areas.



Did sewage go under buildings? Yes No Unknown

Additional Comments:

Report Completed by: _____

Phone: _____

Sanitary System Overflow Initial Assessment

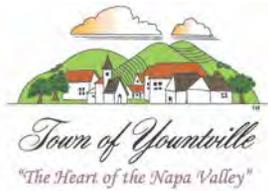
E

Form Instructions

- 1) Remain calm and professional and show empathy/concern for the resident. If the individual is violent, leave the site and call for assistance.
- 2) Instruct the resident to take the following precautions to minimize loss and potential health effects, if not already done:
 - Keep children, pets and others away from the spill area.
 - Move uncontaminated property in clean areas a safe distance from the spill area.
 - Do not attempt to enter or remove items from the spill area.
 - Do not attempt to clean the sewage/spill area themselves.
- 3) Clearly communicate that a blockage in the sewer main line will be promptly cleared, but that agency employees are not able to work on blockage in the private property's service lateral line.
- 4) DO NOT admit or deny liability or make any other statements regarding payments, etc.
- 5) As soon as cause has been alleviated, contact the following agency representative: _____
Request a pre-approved cleaning company to be dispatched. _____
- 6) Remain on-scene until the agency representative arrives. If the cleaning contractor arrives first, authorize **EMERGENCY** cleaning only. Any additional work necessary must be approved by the agency rep or claims adjuster.
- 7) Document all areas completely. Do not track sewage in to clean areas. Do not enter the residence alone. Provide completed documentation and photos to the agency representative.

**IF ANY OF THE FOLLOWING CIRCUMSTANCES EXIST,
ADVISE THE AGENCY REPRESENTATIVE . IMMEDIATE
REGULATORY NOTIFICATIONS ARE REQUIRED.**

- ✓ **Overflow exceeds 1,000 gal.**
- ✓ **Imminent and substantial danger to human health**
- ✓ **Fish were killed**
- ✓ **Spill reaches receiving waters**
- ✓ **Spill discharged to storm drain, not fully recovered**



Customer Name: _____ Phone: _____
Address: _____

The Town of Yountville is committed to preventing sewer incidents. Despite our best efforts, tree roots and other debris can still cause backups into homes. At this time, Yountville is still investigating the cause of this incident. We recognize this can be a stressful situation and so we are offering to assist you with emergency cleaning services to be performed by:

To ensure you receive prompt and cost-effective service, this contractor was selected due to their adherence to established protocols. You do have the right to select your own cleaning contractor, but payment is not guaranteed and Yountville reserves the right to dispute any fees deemed not usual and customary. For your protection, Yountville does not recommend you attempt to clean the spill area yourself. Please refer to the Customer Information brochure to learn about health risks related sewage exposure.

You will be notified once the cause of the incident is determined. In the meantime, if you need further assistance or wish to submit a claim, please contact the Wastewater Treatment Plant at **707-944-2988**.

CUSTOMER ACKNOWLEDGEMENT

I/we have read and understand this letter and the Customer Information brochure. We further acknowledge and verify the spill information completed below.

Signed: _____ Date: _____

If you choose to decline this offer of emergency cleaning services, please read and acknowledge below:

I/we have been advised of the inherent risks of exposure to sewage and have received the Customer Information brochure. I/We acknowledge and verify the spill information completed below and do not wish to accept emergency cleaning services for this incidence being offered by Yountville. I/We further understand and acknowledge that because we have declined, necessary remediation activities will be conducted without Yountville’s assistance. Further, Yountville does not accept responsibility for work performed by persons other than those engaged by Yountville. Yountville will not be responsible for fees and expenses deemed not usual and customary.

I, for myself, my heirs, personal representatives or assigns, hereby release, discharge and hold harmless the Town of Yountville, its respective Boards, officers, employees, agents, and contractors from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses, legal expenses, including subrogation or liens for damage that are caused by or related to my/our declining cleaning and decontamination services.

Signed: _____ Date: _____

Date/Time of Spill: _____ Approximate Volume (gals.): _____

Type of Spill: Sewage Grey Water Toilet Bowl Water Odor Other: _____

Source: Toilet Shower/Tub Washer Other: _____

Suspected Cause: _____

Affected Areas: Bathroom Kitchen Hallway Bedroom Garage Other: _____

Affected Flooring: Tile Linoleum Wood Carpet Other: _____

Affected Belongings: Area Rugs Qty: _____ Clothing Towels Other: _____

Pictures Taken: No Yes Qty: _____

Town Representative: _____

Name/Title: _____ Date: _____

Be Safe and Stay Healthy

Raw sewage is mainly gray or black water and contains organic waste from households and businesses. It typically contains everything from soap to solid waste, human excrement, industrial effluent, and debris.

Several health risks are associated with exposure to raw sewage. Most commonly, bacteria is injected when the face is touched while cleaning. Micro-organisms can also infect open cuts, scratches or sores if left unprotected. Symptoms include diarrhea, fever, cramps, and sometimes vomiting, headache, weakness, or loss of appetite. If you feel sick, seek medical attention.

Assume anything touched by sewage is contaminated. If you must clean the area yourself, always wear rubber gloves, protective eyewear, and boots.

Open all windows and doors and use a dehumidifier, if available. Hard surfaces, such as concrete, can be sanitized with a solution of 1/2 cup bleach for every 5 gallons of clean water.



The Centers for Disease Control recommends the following for contaminated items:

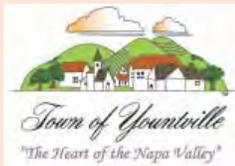
Usually Discard:

Foam Rubber
Large Carpets
Books and Paper

Always Discard:

Food
Cosmetics
Medicines
Medical Supplies
Stuffed Animals and Toys
Mattresses and Pillows
Upholstered Furniture
Carpet Padding
Cardboard

When finished, disinfect or discard clothing and supplies immediately. Be sure to wash hands thoroughly with soap and water. Boil water or mix with 1/8 tsp. of bleach per gallon



6550 Yount Street
Yountville, CA 94599
707.944.8851 tel
707.944.9619 fax
www.townofyountville.com

Overflows range from a noticeable gush of water to a slow leak. Look for:

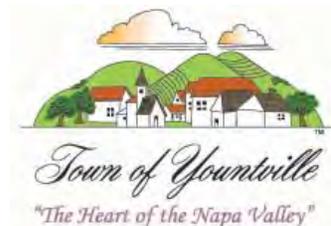
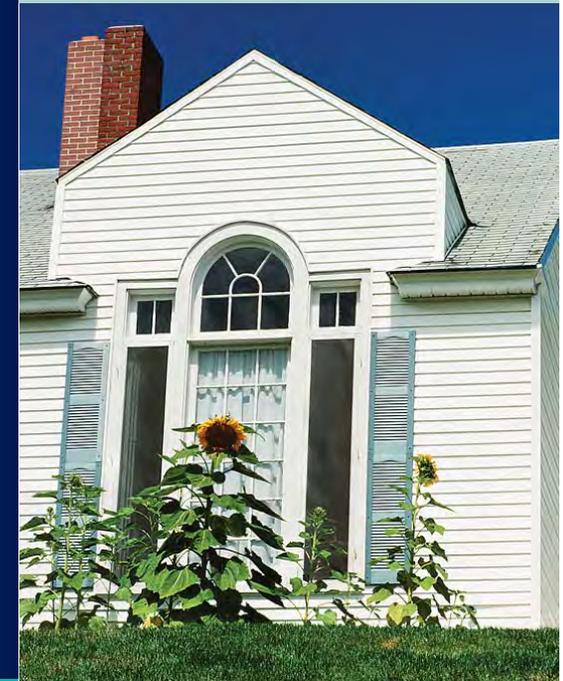
- Flow from an interior drain
- Wetness or leaking around manholes
- Cleanout or outside drains leaking
- Unusual, odorous wet areas

Common but preventable causes include:

- Grease Buildup
- Tree Roots
- Damaged Pipes
- Missing or broken clean out caps
- Flushed debris and garbage (diapers, litter, sanitary items, paper towels)

Sanitary System Overflows

Customer Information & Responsibilities



What To Do When...



Report overflow incidents right away by calling 707-944-2988.

When a sewage overflow is reported, the Town of Yountville will respond to complete an initial assessment and locate the blockage. When a blockage is found in the sewer main line, it is cleared by the crew as soon as possible.

...the sewer main overflows inside your home.

Be sure to shut off your water main until cleared by the crew. Also, protect your family and yourself by keeping everyone, including pets, away from the spill area.

Once the blockage is cleared, the crew will arrange for emergency cleaning by a professional restoration company.

It is safe to move clean, unaffected belongings to a safe place away from the spill area. DO NOT enter the spill area or move contaminated items. Instead, create an list of any items you believe are contaminated.

If you need to a claim form, contact Town Hall.

...the sewer main overflows outside.

If a large overflow occurs outside and the crew has not yet arrived, keep the overflow from reaching the storm drain using mounded dirt, plastic sheeting, or sand bags.

Be careful to avoid any contact with the sewage and never attempt to open manholes or other sewer structures.

If the area is used by the general public, stay away until the entire area has been cleaned and is completely dry. Grass and other soft surfaces are safe to use once they have dried out and all debris is removed.

If signs relating to the overflow were posted, stay out of the area until all signs are removed.

...the private service lateral is blocked.

The pipes that connect your home to the sewer main line are called private service laterals.

When a blockage occurs in these lateral pipes, the property owner must ensure any resulting overflow is properly contained and the area is cleaned and sanitized.

Contact a plumbing professional to clear the blockage, inspect the system, and make repairs. Use a professional restoration firm to clean and sanitize your home and property.

If you have a water supply well that is affected, it will need to be disinfected and purged.

...a very large overflow occurs.

Regardless of the source, if an overflow reaches a storm drain, the local health agency must be notified immediately.

Napa County
Environmental Health

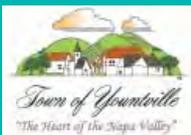
(707) 253-4471

If an overflow is estimated to be 1,000 gallons or larger, the Office of Emergency Services must also be notified immediately.

California Office of
Emergency Services

(800) 852-7550

Anyone who fails to notify the proper agency in these overflow situations can be fined up to \$20,000 or face imprisonment up to a year.



For more information on sewer spill prevention, visit:
www.townofyountville.com

Protect your Home

Check your home for a Backflow Prevention Device. If you do not have one, talk to a plumber or contractor about installation. A properly maintained device directs overflow outside, preventing sewage from entering your home.

Protect the Environment

Property owners are responsible for maintaining private sewer lateral pipes. You can be charged if the city must clean up sewage overflowing from your property. Avoid these costly events by doing your part to prevent spills.

Sanitary System Overflow Incident Report

HThis report is (*check one*): Preliminary Final Revised Final**A. SPILL LOCATION**

Location Name:

GPS Latitude:

Longitude:

Street Address:

City:

Zip Code:

Nearest Cross Street:

County:

Location Description:

B. SPILL DESCRIPTIONSpill Appearance Point: Building/Structure Force Main Gravity Sewer Pump Station Manhole Structure ID# Other (*specify*):Did the spill reach a drainage channel and/or surface water? Yes NoIf the spill reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? Yes NoWas this spill from a private service lateral? Yes No

If YES, name the responsible party:

Final Spill Destination: Beach Storm Drain Surface Water Street/curb and gutter Other Paved Surface Unpaved Surface Other (*specify*):Estimated spill Volume (*in gallons*):

Method for Calculation:

Est. Volume of SSO Recovered (*gal*):Were photos taken? No Yes - how many?Estimated volume of spill reaching surface water, drainage channel, or not recovered from storm drain (*gal*):**C. SPILL OCCURRING TIME**

SSO Reported to:

SSO Reported by:

Phone:

Estimated spill start date and time:

Date and time spill reported to sewer crew:

Date and time sewer crew arrived:

Weather conditions prior 72 hours: Sunny Cloudy Measurable Rain Rain for Several Days

Estimated spill end date and time:

D. DETERMINATION OF CAUSESSO Cause (*check all that apply*): Debris/Blockage Flow Exceeded Capacity Grease Roots Operator Error Pipe Problem/Failure Pump Station Failure Rainfall Exceeded Design Inflow/Infiltration Electrical Power Failure Bypass Vandalism Animal Carcass Debris from Laterals Construction Debris Other (*specify*):

If SSO is caused by a private service lateral, please complete:

Property Contact: _____ This is the Owner Tenant Prop. Manager

Contact Phone:

If SSO is caused by wet weather, indicate the size of storm: 1-yr 2-yr 5-yr 10-yr 50-yr 100-yr >100-yr UnkDiameter (in inches) of pipe at point of blockage/spill cause (*if applicable*):Sewer pipe material at point of blockage/spill cause (*if applicable*):Description of terrain surrounding point of blockage/spill cause: Flat Mixed Steep**E. SPILL RESPONSE**Spill response activities (*check all that apply*): Cleaned Up Contained all/portion of spill TV Inspection Restored Flow Returned all/portion of spill to sanitary sewer Other (*specify*):Name Impacted Waters: _____ Were health warnings posted? Yes No

Health warning/closure posting/details:

Visual Inspection result of impacted waters (*if applicable*):Any fish killed? Yes No Ongoing Investigation? Yes NoWere water samples collected? Yes No If YES, select the analyses: DO Ammonia Bacti Other**F. NOTIFICATION DETAILS (*if applicable*)**

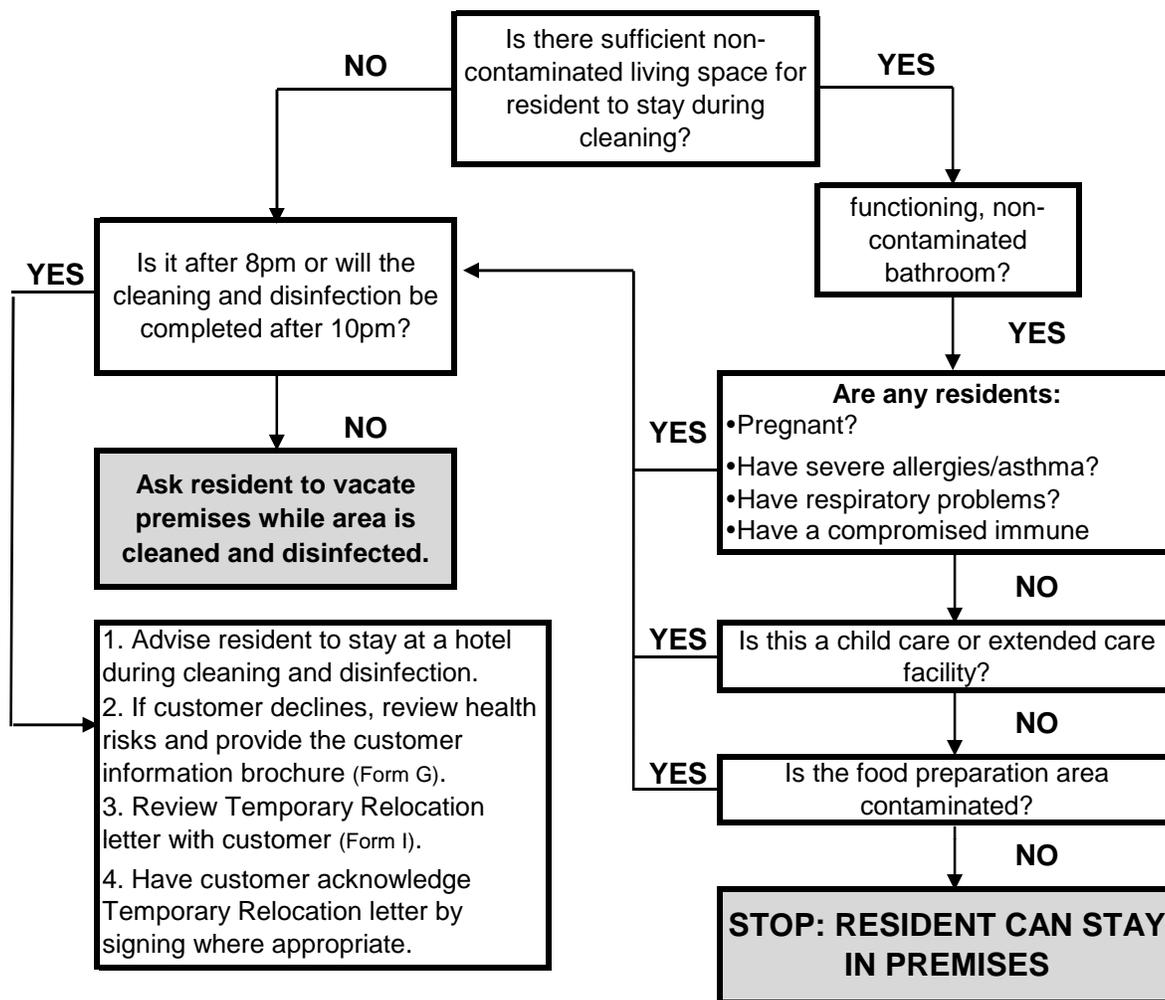
OES Contacted Date/Time:

OES Control #:

Spoke To:

Sanitary System Overflow Incident Report

H



Post-Incident Actions Taken	
Current PM Frequency:	Date of Last PM:
<input type="checkbox"/> Video Inspection (CCTV) <input type="checkbox"/> Re-Run <input type="checkbox"/> Add to PM Schedule <input type="checkbox"/> Adjust PM Schedule <input type="checkbox"/> Replace Line Segment <input type="checkbox"/> Repair Line Segment <input type="checkbox"/> Other (<i>specify</i>):	<input type="checkbox"/> Change Cleaning Schedule <input type="checkbox"/> Adjust PM Method <input type="checkbox"/> Enforcement Action <input type="checkbox"/> Regulatory Notices Complete
Notes (attach additional pages, if needed):	

PM: Preventative Maintenance



Residence Address: _____

Dear Customer,

For your safety and convenience while your residence is being cleaned, we recommend you spend tonight at a hotel. To book your room, please contact the Wastewater Treatment Plant at **707-944-2988**. This letter constitutes a temporary relocation voucher and is non-transferrable. This voucher is granted under the following conditions:

1. This voucher is considered valid when signed and dated by our representative.
2. This voucher authorizes reimbursement of the standard room rate, fees and taxes at an approved hotel for one night only. Please refer to page 2 for the list of approved hotels.
3. Phone charges, food/room service, and any other incidental charges are your responsibility.
4. This voucher is only valid on the date signed.

Customer Acknowledgement

I/we have read and understand the terms and conditions above governing this offer of temporary relocation and agree to abide by them.

Signed: _____ Date: _____

Name (print clearly): _____ Phone: _____

List additional guests: _____

Hotel Selected (see back of this page for list of hotels): _____

Town Representative Signature: _____

Name / Title (print clearly): _____ Date: _____

List of Hotels

The Town will only reimburse charges when booked at an approved and reasonable hotel. To request reimbursement, please submit the completed customer acknowledgement prior to hotel booking and contact the Wastewater Treatment Plant at 707-944-2988.

Hotel Name	Hotel Address	Hotel Phone Number
Bardessono	6526 Yount St.	707-204-6000
Bordeaux House	6600 Washington St.	707-944-2855
North Block Hotel	6774 Washington St.	707-944-8080
Hotel Yountville	6462 Washington St.	707-944-5600
Lavender Inn	2020 Webber St.	707-944-1388
Maison Fleurie	6529 Yount St.	707-944-2056
Napa Valley Lodge	2230 Madison St.	707-944-2468
Petit Logis	6527 Yount St.	707-944-2332
Railway Inn	6523 Washington St.	707-944-2000
Villagio Inn & Spa	6481 Washington St.	707-944-8877
Vintage Inn	6541 Washington St.	707-944-1112
Chablis Inn	3360 Solano Ave, Napa, CA	707-257-1944
Fairfield Inn & Suites	3800 Broadway St, American Canyon, CA	707-643-3800

Temporary Relocation Declined

If you choose to decline this offer and remain in your residence, please read and acknowledge below:

I/We have been advised of the inherent risks of exposure to sewage and do not wish to relocate during the cleaning of our residence. I/We understand and acknowledge these risks could result in illness or other life threatening conditions up to an including death. I/We read and understand the Customer Information brochure, which details these risks. I/We knowingly assume all risks which may result from my/our action or inaction, negligence of others, and the condition of the structure during the cleaning process.

I, for myself, my heirs, personal representatives or assigns, hereby release, discharge and hold harmless the Town of Yountville, its respective Boards, officers, employees, agents, and contractors from any and all claims, actions, causes of action, rights, damages, costs, loss of service, expenses, legal expenses, including subrogation or liens for damage that are caused by or related to my/our remaining in the residence while cleaning is performed.

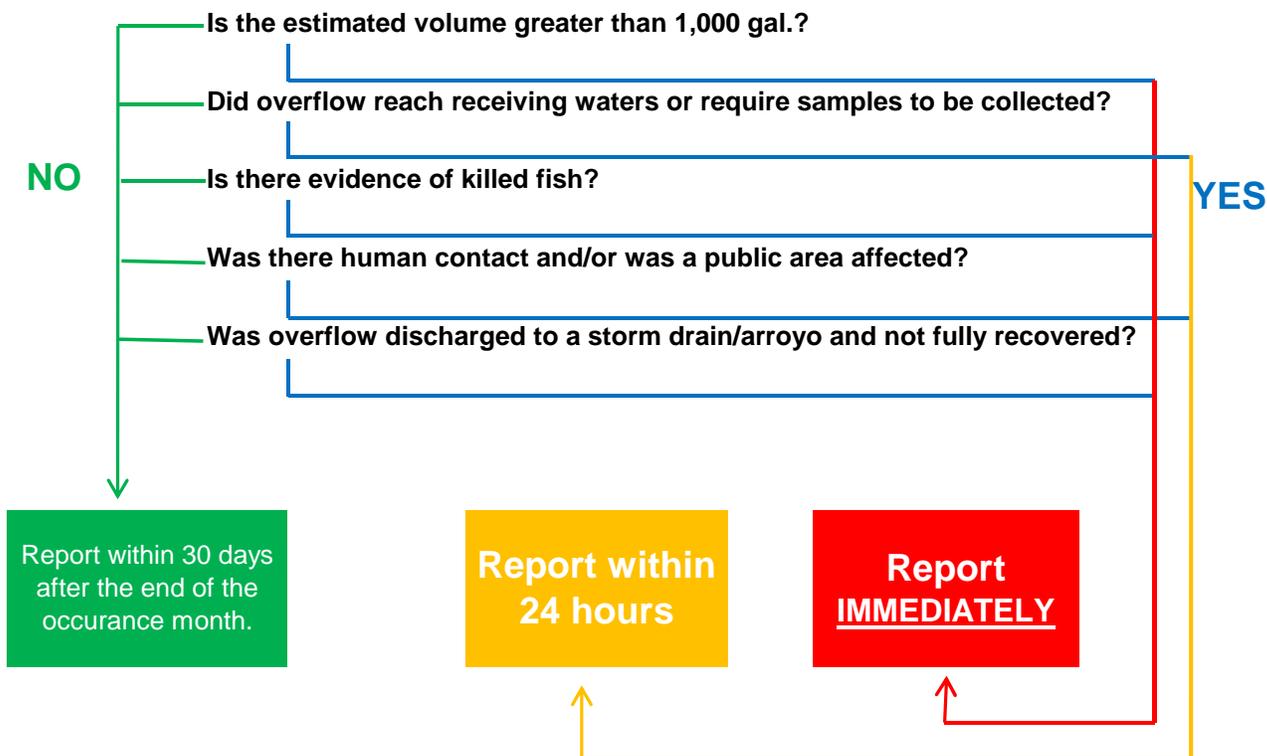
Signed: _____ Date: _____

Name (print clearly): _____ Phone: _____

Sanitary System Overflow Regulatory Notice Worksheet

J

EVALUATE INCIDENT



REPORT INCIDENT

OVERFLOW CIRCUMSTANCE:	NOTIFICATION REQUIRED TO:				
	OES	RWQCB	SWRCB	Cnty. Health Department	DFG
≥ 1,000 gal.					
Imminently and substantially endangers human health					
Fish have been killed					
Any amount discharged to storm drain; not fully recovered					
Receiving waters reached and/or required sampling					
Posting of public warning signs were required					
ALL SSO Incidents (including incidents when regulatory notices are not otherwise required)					
Optional Report: Incident due to problem in private service lateral					

Contact information for each agency is on the other side of this form.

Sanitary System Overflow Regulatory Notice Worksheet

J

If you are not authorized to perform regulatory reporting, please notify one of the following agency personnel immediately:

Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>	LRO*
Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>	
Name: _____	Phone: _____	<i>day</i>	_____	<i>after hours</i>	<input type="checkbox"/>	

*SWRCB Legally Responsible Official (LRO) is the person authorized to complete and sign SSO reports online.

REGULATORY CONTACT INFORMATION

OES	Governor's Office of Emergency Services	Telephone: 800-852-7550	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
RWQCB	Regional Water Quality Control Board	Telephone: 916-464-3291	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
	Contact Person:		Reached and/or required sampling of receiving waters, and/or required posting of public warnings	
			Optional Report when caused by a problem in a private service lateral	
SWRCB	State Water Resources Control Board	LRO only: Report Online www.swrcb.ca.gov/ciwqs	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, fish have been killed, discharged to storm drain and not fully recovered, reached and/or required sampling of receiving waters.	
			All overflow and backup incidents, including incidents where other regulatory notice is not required.	
	Incomplete reports must be finished within 15 days.		Optional report when caused by problems in a private service lateral. Provide as much information as possible, indicate cause and identify responsible party.	
Cnty. Health Department	Dept. Name:	Telephone:	Volume is ≥ 1,000 gal., human health is substantially and imminently endangered, and/or fish have been killed.	
	Contact Person:		Discharged to storm drain and not fully recovered, reached and/or required sampling of receiving waters, and/or required posting of public warnings.	
DFG	Department of Fish and Game, Spill Prevention & Response	24 Hr Dispatch: 916-445-0380	Fish have been killed, reached and/or required sampling of receiving waters.	
	Press "2" to report pollution incident.			

WARNING!

RAW SEWAGE



Town of Yountville
"The Heart of the Napa Valley"

This public notice is posted for your safety. For assistance, please call:

[707-944-2988]

WARNING!

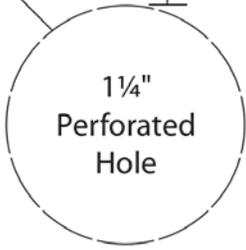
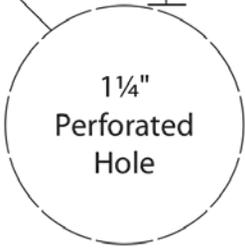
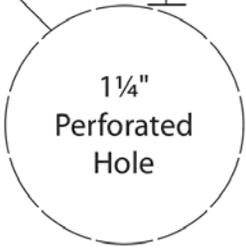
RAW SEWAGE



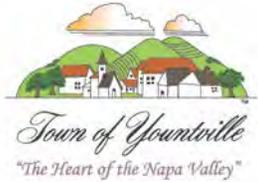
Public Posting Made By: _____

For assistance during regular business hours, call: _____

After hours, call: _____



Sorry we missed you!



The Town of Yountville Public Works Crew responded to a reported blockage of the sanitary sewer service as described below:

Date: _____ Time: _____

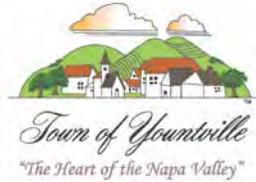
Address: _____

We inspected the area and found:

- Blockage in the sanitary sewer main, which was promptly cleared.
If you have experienced a backflow into your residence, please call the Wastewater Treatment Plant at **707-944-2988**.
- Blockage in your private service lateral, which is your responsibility.
If you require assistance in clearing your lateral, refer to the phone book or internet for "Sewer Contractor" or "Plumbing, Drains, and Sewer Cleaning." When hiring a contractor, always obtain more than one estimate.
- No blockage found.

MICRO-PERFORATION

Sorry we missed you!



The Town of Yountville Public Works Crew responded to a reported blockage of the sanitary sewer service as described below:

Date: _____ Time: _____

Address: _____

We inspected the area and found:

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If you require assistance in clearing your lateral, refer to the phone book or internet for "Sewer Contractor" or "Plumbing, Drains, and Sewer Cleaning." When hiring a contractor, always obtain more than one estimate.
- No blockage found.



BACKFLOW RESPONSE KIT

**FIRST:
Complete
Initial
Assessment
and
Determine
Cause.**



**KEEP PETS, CHILDREN AND
OTHERS AWAY FROM AREA**



If backflow is NOT due to Agency's sewer line failure, Advise the customer that the crew may not service private lines. Provide the customer the Sewer Spill Information Pamphlet.

**DO NOT ATTEMPT TO CLEAN
THE AREA AND ADVISE THE
CUSTOMER NOT TO CLEAN**



**DO NOT ENTER PRIVATE
PROPERTY ALONE. ALWAYS
TAKE A COWORKER**



- If Agency's sewer line failed:**
- RELIEVE CAUSE IMMEDIATELY
 - Call: [Agency Liaison #]
 - Request dispatch of the approved restoration firm
 - Advise Customer that an Agency Rep is on the way
 - DO NOT make any other statements.
 - Complete documentation and remain on scene until the Agency Rep arrives.

**TAKE PHOTOS OF ALL AREAS.
PHOTO CLEAN AREAS FIRST TO
AVOID CROSS-CONTAMINATION.**





Location Name/Address: _____

Agency Representative's Checklist:

Review with Customer:

- Customer Information Letter
- Hotel Selection Form *(if needed)*
- Instructions on obtaining a claim form
- Provide Sewer Spill Information Pamphlet

Review with Restoration Firm:

- Approved Scope of Work
- Authorize Payment for Emergency Cleanup Services only

Conclude Site Visit:

- Review crew's assessment and documentation
- Complete Sewer System Overflow Incident Report
- Take additional photos, if needed
- Notify Claims Adjuster



Certain circumstances require IMMEDIATE regulatory notification. Refer to Regulatory Notification Worksheet.

Check completed forms enclosed:

- Initial Assessment (Sewer Crew)
- Sewer Backflow Incident Report
- Regulatory Notification Worksheet
- Customer Information Letter *(agency copy)*
- Hotel Selection Form *(agency copy)*
- Customer Release: Decline Cleaning Services *(agency copy)*
- Customer Release: Decline Relocation *(agency copy)*
- Other: _____

ROUTE COMPLETED KIT TO _____



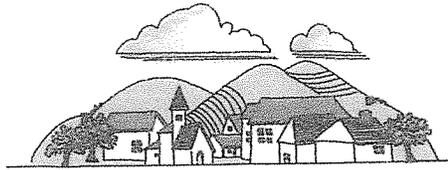


Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 6

STANDARD OPERATING PROCEDURES FOR SANITARY SEWER OVERFLOWS



Town of Yountville
"The Heart of the Napa Valley"

M E M O R A N D U M

TO: Don Moore, Terry Moylan, and Jeff White

FROM: Graham Wadsworth, Public Works Director/ Town Engineer *GW*

SUBJECT: Standard Operating Procedures for Sanitary Sewer Overflows

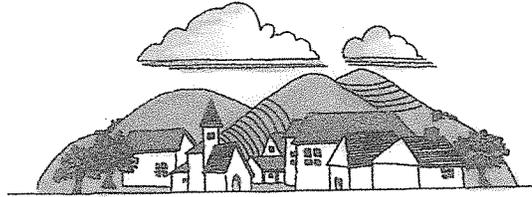
DATE: April 12, 2012

CC: Steve Rogers, Town Manager

This memo is being prepared to transmit several procedures, flow charts and information sheets to be included in your copy of the Sewer System Management Plan (SSMP). On April 20, 2010, the Town Council adopted the SSMP, which includes the "Sewer Backup Prevention and Response Policy". This Policy lists procedures that you will follow for inspections, mitigating incidents, and reporting sewer system overflows, backflows and backups. The attached forms are part of the Policy and need to be in your vehicle when responding to a potential overflow, backflow and backup.

1. Responding Staff Responsibilities
2. Safety
3. SSO Reporting Requirements
4. Reporting Procedures for Category #1 SSO
5. Spill Definitions
6. Unauthorized discharge / Overflow from a Municipal WWTP - Reporting Requirements
7. Training Plan

The SSMP, Policy and procedures should be updated when needed and will be audited every two years. If you have any suggestions for making the SSMP, Policy and procedures more helpful to you during a response, please let Don or me know. Thank you for your cooperation with these procedures.



Town of Yountville

"The Heart of the Napa Valley"

STANDARD OPERATING PROCEDURES

SANITARY SEWER OVERFLOWS

RESPONDING STAFF RESPONSIBILITIES

The first crew responding to a sewer backup has the immediate responsibility to protect people, property, and the environment from effects of a sewage spill/overflow. To meet these objectives in a rapid, effective and organized manner, staff will respond and fulfill the duties in the following categories as directed by this plan:

#1 CONTAIN spilling sewage from entering waterways.

- Capture the sewage where it can be recovered and returned to the sewer system.
- Contain sewage in advantageous locations (i.e. flood control facilities, construction excavations locations, vacant lots, etc.)
- Containment materials include sand, sand bags, poly sheeting, socks, etc.

#2 CONTROL the spill overflow and bypass area of failure.

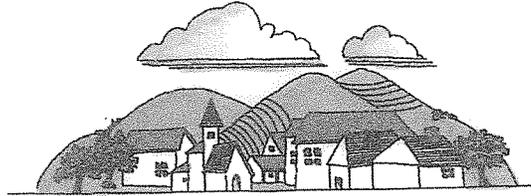
- Set up barricades to prevent public contact with spill.
- Bypass the obstructed line by pumping the spillage into another non-restricted line or vacuum with vacuum truck.

#3 CLEANUP the affected areas to ensure public health and safety.

- Remove all visible debris.
- Wash down and contain run-off being careful not to wash sewage into storm drain system.
- Determine whether to disinfect or not to disinfect?
 - Consider requirements of other agencies.
 - Consider beneficial use of receiving waters.
 - Consider the uses and ownership of affected properties.
- Clean all hard/soft surfaces.

#4 REPORT the spill to the appropriate agencies based on criteria.

- See attached reporting requirements.



Town of Yountville

"The Heart of the Napa Valley"

STANDARD OPERATING PROCEDURES

SANITARY SEWER OVERFLOWS

SAFETY

Whenever Town personnel respond to a report of a sewer backup/overflow/spill, they may encounter an emergency situation that requires immediate action. The most critical aspect of resolving an incident of this nature is to **safely and competently** perform the actions necessary to return the damaged/affected pipeline section, equipment or facility to operation as soon as possible.

The most important item to remember during this type of incident is that safe operations both to the employee and the public always take precedence over expediency or short cuts.

Depending on the nature or cause of the backup/overflow/spill, personnel may be performing mechanical or electrical repairs at the pump station, removing a mainline blockage with the combination jetting/vacuum truck or contacting a contractor to repair a damaged section of pipeline. At this point, it is essential that all applicable safety procedures are followed so that the response does not cause the situation to escalate.

Typical responses may require personnel to implement the following types of safety procedures:

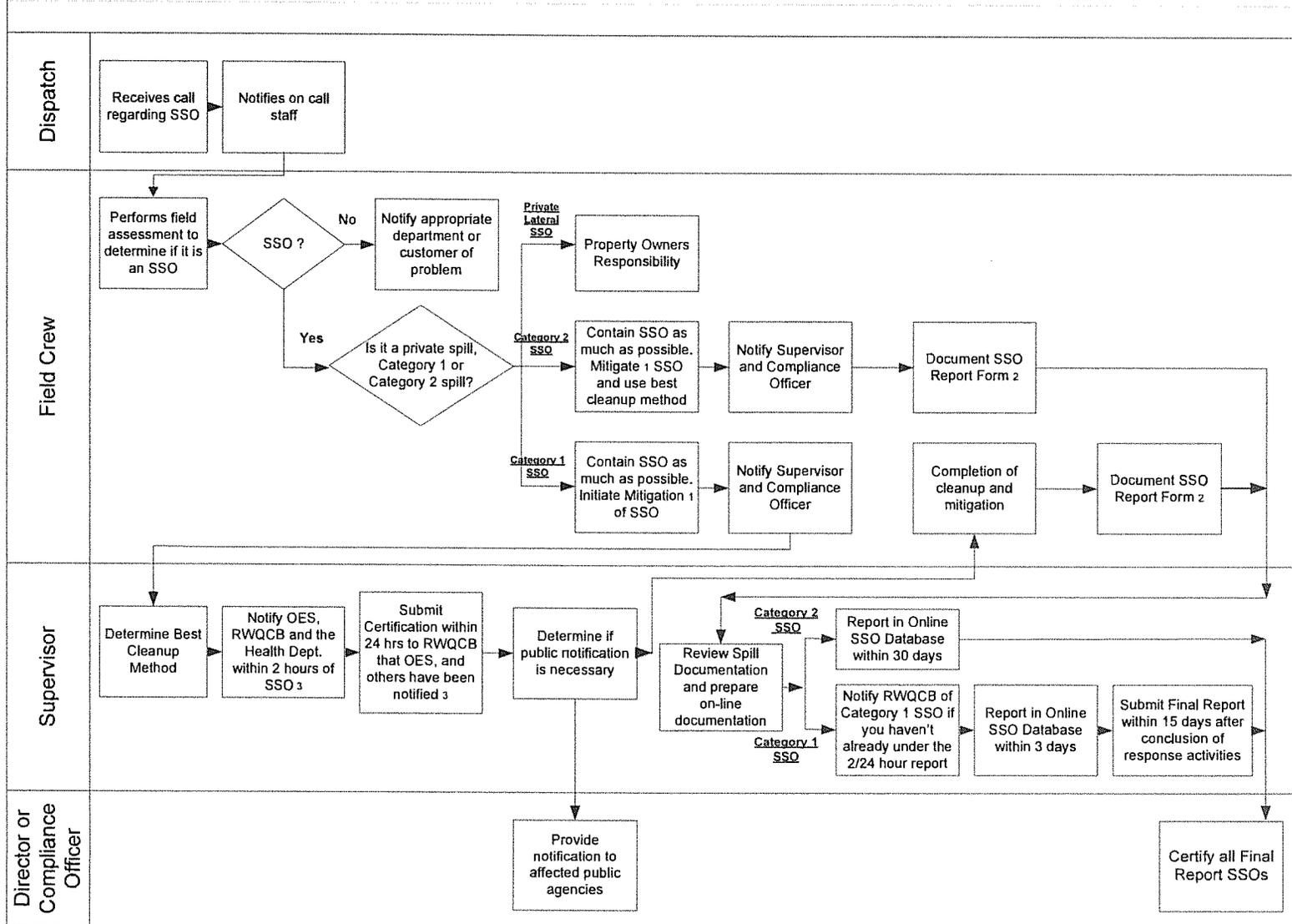
- Lockout/tag out of equipment for repairs
- Confined space entry procedures
- Traffic control procedures at site
- Equipment and/or vehicle operation
- Use of personnel protective equipment

Another important aspect of responding to a backup/overflow/spill is the ability to maintain adequate communication via two-way radio and/or cellular telephone. Responders may need to call for additional resources as the situation may warrant as well as to notify other personnel and supervisors of the situation.

If an employee is not comfortable with the above procedures, then they should report this immediately to their supervisor, so that additional resources can be brought to an incident and additional training can be provided.

Sanitary Sewer Overflow Response Process

See Page 2 for Footnotes



Sanitary Sewer Overflow Response Process Footnotes

Page 2

1	Mitigate: At a minimum wash down affected area, then capture and return as much wastewater as possible to the Collection System.
2	Procedures for SSO documentation should include: taking pictures of affected areas before and after mitigation efforts, as well as drawing a sketch of the affected area on a location map. In flooded buildings, also take pictures of area that were not affected by SSO.
3	<p>Not all Category 1 SSOs need to be reported under the 2/24 hour requirements. For example, 1,000 gallons that did not reach water or a drainage channel and was fully recovered.</p> <p><u>Category 1:</u> An SSO greater than 1,000 gallons, an SSO that has discharged into a drainage channel and/or surface water, or an SSO that discharges to a storm drainpipe which was not fully captured and returned to the sanitary sewer system.</p> <p><u>Category 2:</u> An SSO resulting from a failed sewer system which does not meet the criteria for a Category 2 SSO.</p> <p>If final destination of SSO is a waterway that supports aquatic life, aeration may be required to prevent an algae bloom and a fish kill.</p>



Town of Yountville

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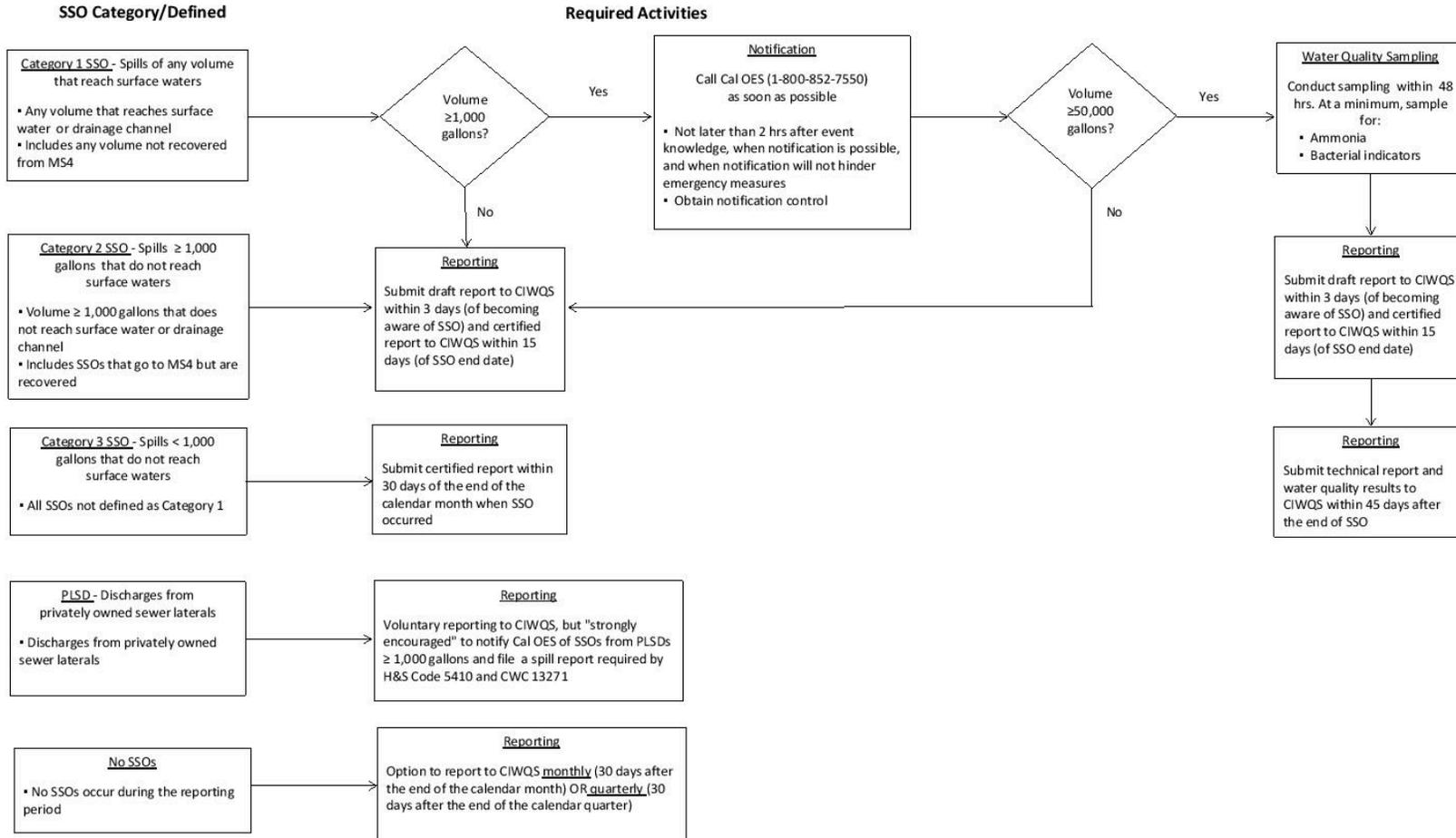
ATTACHMENT 7

SPILL REPORTING PROCEDURES

Sanitary Sewer Overflow (SSO) Reporting Requirements

As required by SWRCB Order No. 2006-0003, Order No. WQ 2008-0002-EXEC, Order No. WQ-2013-0058-EXEC
Effective September 9, 2013

- SSO** - Any overflow, spill, release, discharge or diversion from a sanitary sewer system (occurs upstream of WWTP headworks)
Surface Water - Waters of the United States (as defined by the Clean Water Act)
Drainage Channel - (1) Man-made canal used to transport stormwater as part of a MS4 (municipal separate stormdrain system), (2) an intermittent or perennial stream bed
CIWQS - California Integrated Water Quality System Online SSO Database (<http://ciwqs.waterboards.ca.gov>)
Cal OES - California Office of Emergency Services
PLSD - Private Lateral Sewer Discharge



TOWN OF YOUNTVILLE REPORTING PROCEDURES

SSOs WHERE 1,000 GAL OR MORE REACH SURFACE WATERS

(EFFECTIVE 9/9/2013)

MUST BE REPORTED AS SOON AS POSSIBLE BUT **NO LATER THAN 2 HOURS** AFTER BECOMING AWARE OF THE DISCHARGE. IN ADDITION TO THE STEPS BELOW, IT IS ALSO **REQUIRED TO CALL THE PUBLIC WORKS DIRECTOR (707-310-2248) AND/OR THE TOWN MANAGER (707-310-2139) SO THAT THEY ARE AWARE OF THE INCIDENT.**

STEP #1 – CalOES - 1-800-852-7550 STATE OF CALIFORNIA OFFICE OF EMERGENCY SERVICES

THIS CALL MUST BE MADE WITHIN **2 HOURS** OF BECOMING AWARE OF THE SPILL. INFORMATION WILL BE TAKEN IN REGARDS TO THE DISCHARGE AND FORWARDED BY ELECTRONIC MAIL TO THE APPROPRIATE REGIONAL BOARD. A CONTROL NUMBER WILL BE ISSUED TO BE USED IN THE FOLLOWING REPORTS. USE SSO INCIDENT REPORT (ATTCHMENT - H) TO ANSWER THE QUESTIONS REGARDING THE OVERFLOW THAT WILL BE ASKED BY CalOES STAFF.

STEP #2 – NCEM - 253-4471 CALL NAPA COUNTY ENVIRONMENTAL MANAGEMENT (LOCAL HEALTH DEPT.)

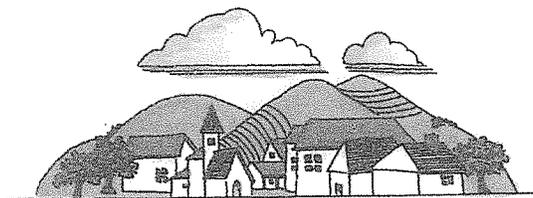
THIS CALL MUST ALSO BE MADE WITHIN THE **2 HOUR** WINDOW OF BECOMING AWARE OF THE SSO. REPORT THE SAME INFORMATION THAT WAS RELAYED TO CalOES, UTILIZING THE SSO INCIDENT REPORT (ATTACHMENT – H). NAPA COUNTY ENVIRONMENTAL MANAGEMENT WILL ALSO SEND AN ELECTRONIC MAIL MESSAGE TO THE REGIONAL BOARD. IF THIS CALL IS MADE AFTER BUSINESS HOURS, LEAVE A VOICE MESSAGE WITH INFORMATION FROM SSO INCIDENT REPORT (ATTACHMENT – H).

STEP #3 – CIWQS FILE ELECTRONIC REPORT WITH CALIFORNIA INTEGRATED WATER QUALITY SYSTEMS – (CIWQS)

THE INITIAL REPORT MUST BE FILED THROUGH CIWQS WITHIN 3 BUSINESS DAYS. THE FINAL REPORT MUST BE CERTIFIED WITHIN 15 BUSINESS DAYS AFTER RESPONSE AND REMEDIATION EFFORTS HAVE BEEN COMPLETED.

www.ciwqs.waterboards.ca.gov

USER NAME – dmoore PASSWORD – Yountville1 (case sensitive)



Town of Yountville

"The Heart of the Napa Valley"

SPILL DEFINITIONS

Minor spill

A minor spill is a sewage spill that is contained and can be effectively and satisfactorily cleaned up by Town personnel, and does not require regulatory notification.

A minor *inside* spill is one that:

1. Is confined to the affected drain area and does not enter other rooms.
2. Does not contaminate carpet, furniture or other homeowner belongings that require specialized cleaning and disinfection.
3. Does not pose a threat to public health.

A minor *outside* spill is one that:

1. Is less than 50 gallons: or
2. Is between 50 and 1000 gallons and does not contaminate waters of the State (surface waters or drainage channels), does not pose a threat to public health and/or the environment, and can be cleaned up by Town personnel.

Major Spill

A major spill is a sewage spill that contaminates the homeowner's property inside the home, can not be effectively and satisfactorily cleaned up by Town personnel, or requires regulatory notification.

A major *inside* spill is one that:

1. Spreads beyond the immediate drain area and into other living areas.
2. Contaminates wall-to-wall carpets, furniture or other homeowner's belongings that require specialized cleaning or disinfection.
3. Poses a threat to public health.

A major *outside* spill is one that:

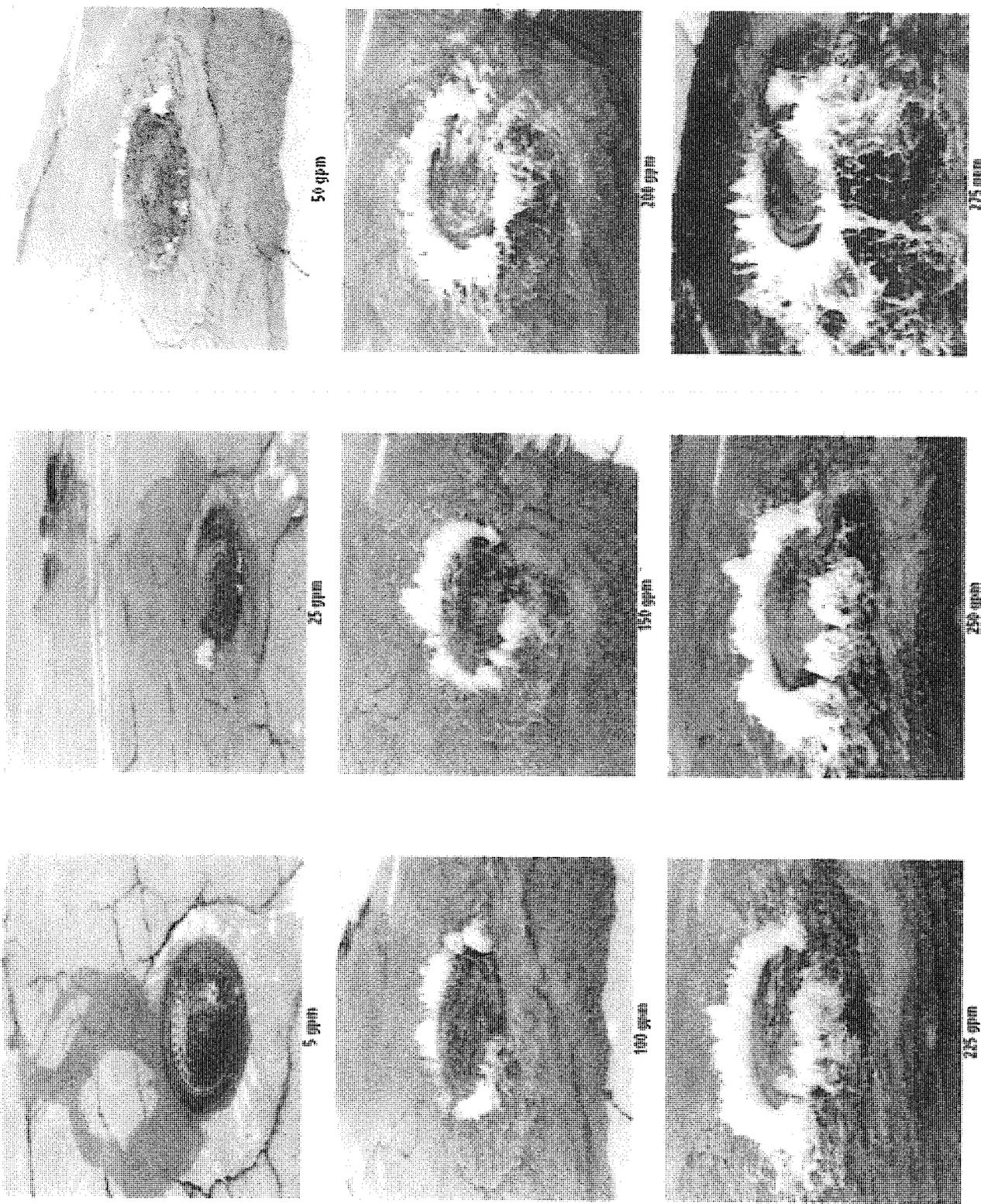
1. Is greater than 1000 gallons.
2. Is more than 50 gallons and enters waters of the State (surface waters or drainage channels) and/or poses a threat to public health and/or the environment.

Figure A-1 – Reference Sheet for Estimating Sewer Spill Flow Rate (from City of San Diego)

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes
 All estimates are calculated in gallons per minute (gpm)

City of San Diego
 Metropolitan Wastewater Department

Wastewater Collection Division
 (619) 654-4160



All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 1/95

Unauthorized Discharge/Overflow from a Municipal WWTP - Reporting Requirements

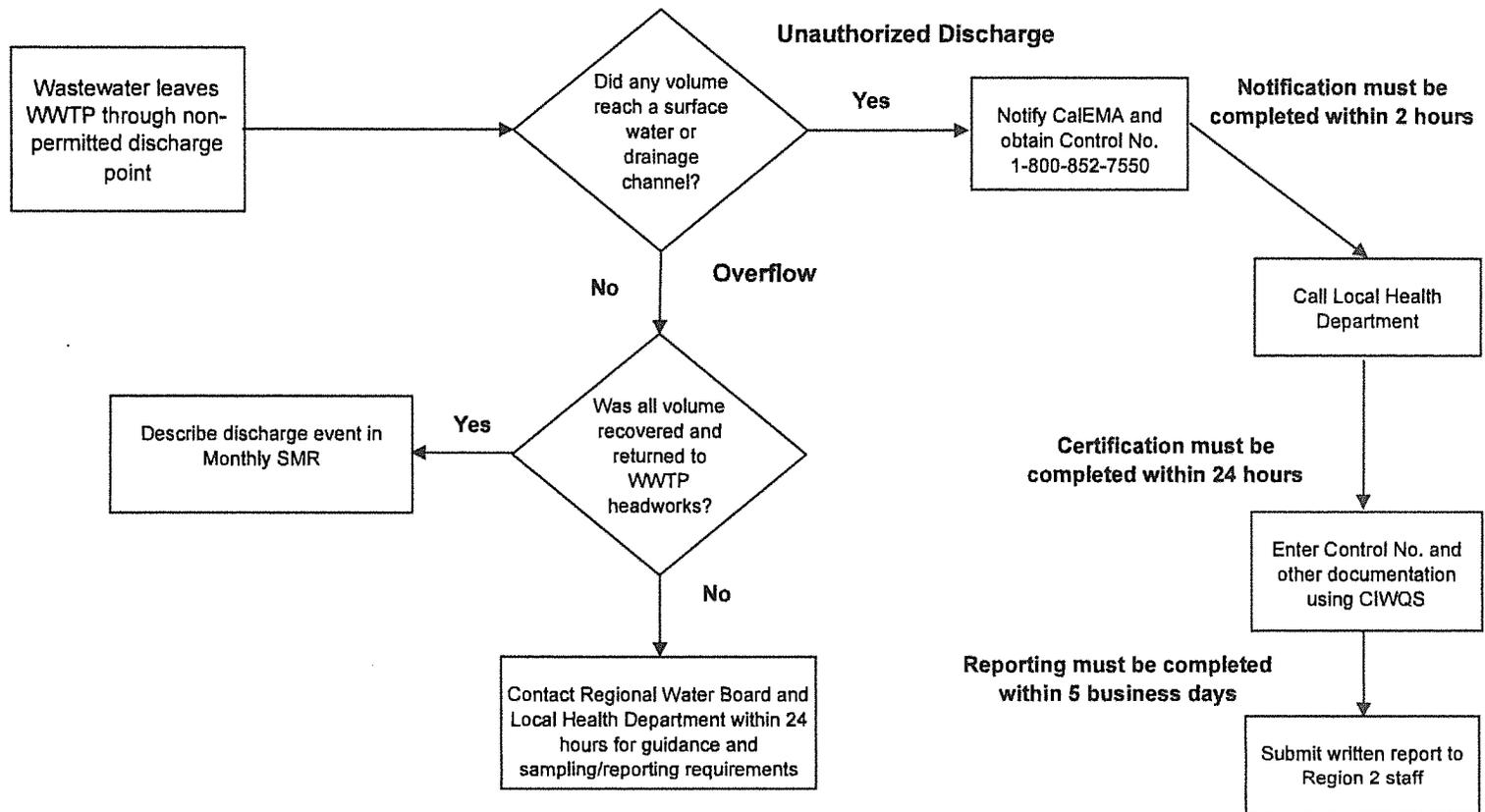
As required by Regional Standard Provisions (Attachment G) and Federal Standard Provisions (Attachment D)

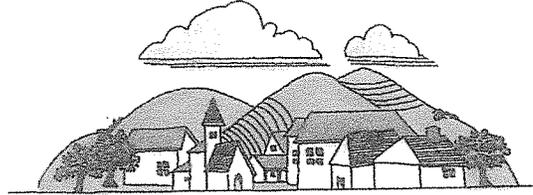
Unauthorized Discharge - Any discharge from a municipal WWTP to surface waters or drainage channel that does not occur from a permitted outfall (e.g., shallow water outfall, overflow weir, emergency outlet, runoff from treatment process overflow).

Overflow - Intentional or unintentional spilling or forcing out of untreated or partially treated waste from any part of a treatment plant facility (does not reach surface water or drainage channel).

Surface Water - Waters of the United States (as defined by the Clean Water Act)

Drainage Channel - (1) Man-made canal used to transport stormwater as part of a MS4, (2) an intermittent or perennial stream bed.





Town of Yountville

"The Heart of the Napa Valley"

TRAINING PLAN

Training is the key to the success of Sewer Backup Prevention & Response Policy. Employees will participate in an orientation exercise every six months and one tabletop or functional full-scale exercise shall be conducted annually.

ORIENTATION EXERCISE – This exercise will consist of a lecture with handouts and overheads covering all aspects of the Sewer Backup Prevention & Response Policy. Each employee will learn individual duties and responsibilities and learn how to effectively use this plan and work together as a team.

TABLETOP EXERCISE – In this exercise, equipment or deployment of resources will not be used. All activities will be simulated. Employees will learn through discussion and the use of a facilitator. The exercise will focus on the events leading to a potentially large spill and how to mitigate the effects.

FUNCTIONAL FULL SCALE EXERCISE – This exercise will simulate a large scale spill where employees will respond to a mock spill. Equipment will be deployed including sewer trucks, pumps, and containment equipment. Backup resources will be controlled and included in this exercise. A confined space entry exercise *will not be conducted and a manhole entry will not be done*. Following any of the above mentioned plans a critique will be conducted in order to refine or improve this plan. If additional equipment, tools or training is needed, it will be purchased or requested in the next budget.



Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 8

2006 WDR for Sanitary Sewer Systems

2013 Revised Monitoring and Reporting
Program

**STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ**

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

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. 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. 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.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs 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 discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure 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 region and take into account the environmental characteristics of 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 in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. 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.
 - b. 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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §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., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute “existing facilities” as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
 - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **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 wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. 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.
 - b. 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.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the 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 SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
- (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) **Design and Performance Provisions:**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) 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 and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

- (vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:
- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
 - (b) A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area;
 - (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
 - (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
 - (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
 - (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
 - (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.
- (viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
 - (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
 - (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.
- (ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:
- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
 - (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
 - (c) Assess the success of the preventative maintenance program;
 - (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
 - (e) Identify and illustrate SSO trends, including: frequency, location, and volume.
- (x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

<u>Task and Associated Section</u>	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee’s offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee’s premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and 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.
2. This 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, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

State Water Resources Control Board

July 26, 2013

All Enrollees Subject to the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

Dear Enrollees:

AMENDMENT OF STATEWIDE MONITORING AND REPORTING PROGRAM (MRP) REQUIREMENTS FOR SANITARY SEWER OVERFLOWS; MRP ORDER 2006-0003-DWQ

Effective September 9, 2013, the MRP for the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (Order 2006-0003-DWQ) are amended. The amendments to the MRP set forth in Order 2013-0058-EXEC address compliance and enforceability in the existing MRP. The amendments additionally address stakeholder concern regarding cost of compliance issues. A copy of the amending Order and corresponding Fact Sheet describing my Executive Officer action, are enclosed.

Monitoring and reporting requirements in MRP Order 2008-0002-EXEC that have been effective since 2008 are superseded by the amended requirements set forth in Order 2013-0058-EXEC. If you have any questions regarding these amendments, please contact Russell Norman, Water Resource Control Engineer at (916) 323-5598 or rnorman@waterboards.ca.gov.

Sincerely,



Thomas Howard
Executive Director

Enclosures

cc: Regional Water Quality Control Board Executive Officers

STATE OF CALIFORNIA
WATER RESOURCES CONTROL BOARD
ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM
FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR
SANITARY SEWER SYSTEMS

The State of California, Water Resources Control Board (hereafter State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general Waste Discharge Requirements (WDRs) for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code section 13263(i).
2. Water Code section 13193 *et seq.* requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) to gather Sanitary Sewer Overflow (SSO) information and make this information available to the public, including but not limited to, SSO cause, estimated volume, location, date, time, duration, whether or not the SSO reached or may have reached waters of the state, response and corrective action taken, and an enrollee's contact information for each SSO event. An enrollee is defined as the public entity having legal authority over the operation and maintenance of, or capital improvements to, a sanitary sewer system greater than one mile in length.
3. Water Code section 13271, *et seq.* requires notification to the California Office of Emergency Services (Cal OES), formerly the California Emergency Management Agency, for certain unauthorized discharges, including SSOs.
4. On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems"¹ (hereafter SSS WDRs) to comply with Water Code section 13193 and to establish the framework for the statewide SSO Reduction Program.
5. Subsection G.2 of the SSS WDRs and the Monitoring and Reporting Program (MRP) provide that the Executive Director may modify the terms of the MRP at any time.
6. On February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state.
7. When notified of an SSO that reaches a drainage channel or surface water of the state, Cal OES, pursuant to Water Code section 13271(a)(3), forwards the SSO notification information² to local government agencies and first responders including local public health officials and the applicable Regional Water Board. Receipt of notifications for a single SSO event from both the SSO reporter

¹ Available for download at:

http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2006/wqo/wqo2006_0003.pdf

² Cal OES Hazardous Materials Spill Reports available Online at:

[http://w3.calema.ca.gov/operational/mal haz.nsf/\\$defaultview](http://w3.calema.ca.gov/operational/mal haz.nsf/$defaultview) and <http://w3.calema.ca.gov/operational/mal haz.nsf>

and Cal OES is duplicative. To address this, the SSO notification requirements added by the February 20, 2008 MRP revision are being removed in this MRP revision.

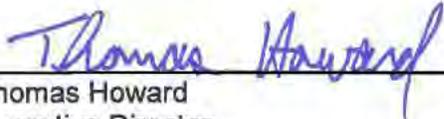
8. In the February 28, 2008 Memorandum of Agreement between the State Water Board and the California Water and Environment Association (CWEA), the State Water Board committed to re-designing the CIWQS³ Online SSO Database to allow "event" based SSO reporting versus the original "location" based reporting. Revisions to this MRP and accompanying changes to the CIWQS Online SSO Database will implement this change by allowing for multiple SSO appearance points to be associated with each SSO event caused by a single asset failure.
9. Based on stakeholder input and Water Board staff experience implementing the SSO Reduction Program, SSO categories have been revised in this MRP. In the prior version of the MRP, SSOs have been categorized as Category 1 or Category 2. This MRP implements changes to SSO categories by adding a Category 3 SSO type. This change will improve data management to further assist Water Board staff with evaluation of high threat and low threat SSOs by placing them in unique categories (i.e., Category 1 and Category 3, respectively). This change will also assist enrollees in identifying SSOs that require Cal OES notification.
10. Based on over six years of implementation of the SSS WDRs, the State Water Board concludes that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program⁴ objectives, assess compliance, and enforce the requirements of the SSS WDRs.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Water Code section 13267(f), Resolution 2002-0104, and Order 2006-0003-DWQ, the MRP for the SSS WDRs (Order 2006-0003-DWQ) is hereby amended as shown in Attachment A and shall be effective on 07/26/2013.

7/30/13

Date



Thomas Howard
Executive Director

³ California Integrated Water Quality System (CIWQS) publicly available at <http://www.waterboards.ca.gov/ciwqs/publicreports.shtml>

⁴ Statewide Sanitary Sewer Overflow Reduction Program information is available at: http://www.waterboards.ca.gov/water_issues/programs/ssso/

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD ORDER NO. WQ 2013-0058-EXEC

AMENDING MONITORING AND REPORTING PROGRAM FOR STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSS WDRs). This MRP shall be effective from September 9, 2013 until it is rescinded. The Executive Director may make revisions to this MRP at any time. These revisions may include a reduction or increase in the monitoring and reporting requirements. All site specific records and data developed pursuant to the SSS WDRs and this MRP shall be complete, accurate, and justified by evidence maintained by the enrollee. Failure to comply with this MRP may subject an enrollee to civil liabilities of up to \$5,000 a day per violation pursuant to Water Code section 13350; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. The State Water Resources Control Board (State Water Board) reserves the right to take any further enforcement action authorized by law.

A. SUMMARY OF MRP REQUIREMENTS

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: <ul style="list-style-type: none">• Reach surface water and/or reach a drainage channel tributary to a surface water; or• Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

B. NOTIFICATION REQUIREMENTS

Although Regional Water Quality Control Boards (Regional Water Boards) and the State Water Board (collectively, the Water Boards) staff do not have duties as first responders, this MRP is an appropriate mechanism to ensure that the agencies that have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the enrollee shall, as soon as possible, but not later than two (2) hours after (A) the enrollee has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the enrollee shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).
 - iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time enrollee became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that an enrollee certifies the SSO report in the CIWQS Online SSO Database, the enrollee shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The enrollee is strongly encouraged to notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the enrollee becomes aware of the PLSD.

C. REPORTING REQUIREMENTS

1. **CIWQS Online SSO Database Account:** All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
2. **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the enrollee shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

3. SSO Categories

- i. **Category 1** – Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:
 - a. Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - b. Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- ii. **Category 2** – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that does not reach a surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- iii. **Category 3** – All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

4. Sanitary Sewer Overflow Reporting to CIWQS - Timeframes

- i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.

- ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
- iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.
- iv. **Amended SSO Reports** – The enrollee may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the enrollee may contact the SSO Program Manager to request to amend an SSO report if the enrollee also submits justification for why the additional information was not available prior to the end of the 120 days.

5. **SSO Technical Report**

The enrollee shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- i. **Causes and Circumstances of the SSO:**
 - a. Complete and detailed explanation of how and when the SSO was discovered.
 - b. Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - c. Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - d. Detailed description of the cause(s) of the SSO.
 - e. Copies of original field crew records used to document the SSO.
 - f. Historical maintenance records for the failure location.
- ii. **Enrollee’s Response to SSO:**
 - a. Chronological narrative description of all actions taken by enrollee to terminate the spill.
 - b. Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.

- c. Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

iii. **Water Quality Monitoring:**

- a. Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
- b. Detailed location map illustrating all water quality sampling points.

6. **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- i. The enrollee is also encouraged to provide notification to Cal OES per section B above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- ii. If a PLSD is recorded in the CIWQS Online SSO Database, the enrollee must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the enrollee), if known. Certification of PLSD reports by enrollees is not required.

7. **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the enrollee must fax or e-mail all required information to the appropriate Regional Water Board office in accordance with the time schedules identified herein. In such event, the enrollee must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

8. **Mandatory Information to be Included in CIWQS Online SSO Reporting**

All enrollees shall obtain a CIWQS Online SSO Database account and receive a "Username" and "Password" by registering through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, all enrollees must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

i. **SSO Reports**

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- a. **Draft Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:
1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow 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 SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- b. **Certified Category 1 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields in section 8.i.a :
1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).
 5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.

10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- c. **Draft Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a draft Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO.
- d. **Certified Category 2 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-9, and 17 in section 8.i.b above for Certified Category 1 SSO.
- e. **Certified Category 3 SSOs**: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
1. Items 1-14 in section 8.i.a above for Draft Category 1 SSO and Items 1-6, and 17 in section 8.i.b above for Certified Category 1 SSO.
- ii. **Reporting SSOs to Other Regulatory Agencies**
- These reporting requirements do not preclude an enrollee from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.
- iii. **Collection System Questionnaire**
- The required Questionnaire (see subsection G of the SSS WDRs) provides the Water Boards with site-specific information related to the enrollee's sanitary sewer system. The enrollee shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- iv. **SSMP Availability**
- The enrollee shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:

- a. Submit an **electronic** copy of the enrollee's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
1001 I Street, 15th Floor, Sacramento, CA 95814

D. WATER QUALITY MONITORING REQUIREMENTS:

To comply with subsection D.7(v) of the SSS WDRs, the enrollee shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:

1. Contain protocols for water quality monitoring.
2. Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
3. Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
4. Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
5. Within 48 hours of the enrollee becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - i. Ammonia
 - ii. Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

E. RECORD KEEPING REQUIREMENTS:

The following records shall be maintained by the enrollee for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:

1. General Records: The enrollee shall maintain records to document compliance with all provisions of the SSS WDRs and this MRP for each sanitary sewer system owned including any required records generated by an enrollee's sanitary sewer system contractor(s).
2. SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - i. Complaint records documenting how the enrollee responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not

result in SSOs. Each complaint record shall, at a minimum, include the following information:

- a. Date, time, and method of notification.
 - b. Date and time the complainant or informant first noticed the SSO.
 - c. Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - d. Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - e. Final resolution of the complaint.
- ii. Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with section D.7 of the SSS WDRs.
 - iii. Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
3. Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 4. Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:
 - i. Supervisory Control and Data Acquisition (SCADA) systems
 - ii. Alarm system(s)
 - iii. Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

F. CERTIFICATION

1. All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). An enrollee may have more than one LRO.
2. Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
3. Data Submitter (DS): Any enrollee employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the enrollee if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
4. The enrollee shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the enrollee to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.

5. A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Resources Control Board.

7/30/13

Date



Jeanine Townsend
Clerk to the Board



Fact Sheet

STATE WATER RESOURCES CONTROL BOARD | 1001 I Street, Sacramento, CA 95814 | Mailing Address: P. O. Box 700, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

AMENDED MONITORING AND REPORTING PROGRAM FOR THE STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

BACKGROUND

Water Code section 13193 (2001, A.B. 285) requires the State Water Resources Control Board (State Water Board) and Regional Water Quality Control Boards (collectively Water Boards) to gather comprehensive and specific Sanitary Sewer Overflow (SSO) information. Water Code section 13193 also requires the Water Boards to make available to the public information including but not limited to the cause, estimated volume, location, date, time, and duration of the SSO; whether the SSO reached or may have reached surface waters; the response and corrective action taken by the collection system owner or operator (hereafter, Enrollee) for each SSO event; and the contact information for each Enrollee.

On May 2, 2006 the State Water Board adopted Water Quality Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems" (hereafter, SSS WDRs) to address Water Code section 13193 requirements and develop the framework for the statewide Sanitary Sewer Overflow Reduction Program. The SSS WDRs' Monitoring and Reporting Program (MRP) includes specific SSO notification and reporting and record keeping requirements to meet SSO reporting requirements in the Water Code and facilitate compliance monitoring and enforcement for violations.

The State Water Board Executive Officer issued a revised MRP for the SSS WDRs on February 20, 2008 to rectify notification deficiencies that occurred early in program implementation and to ensure that first responders (e.g., Water Boards, California Office of Emergency Services, and County Health Departments) are notified in a timely manner for SSOs discharged to surface waters. Based on over six years of implementation of the SSS WDRs, the State Water Board concluded that the February 20, 2008 revised MRP is no longer adequate to advance the Sanitary Sewer Overflow Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs.

Following its January 24, 2012 workshop with stakeholders for the review and update of the SSS WDRs, the State Water Board directed staff to review and evaluate the existing monitoring and reporting requirements and prepare an amended MRP for the Executive Director's issuance. Staff worked with the key stakeholders (e.g., California Association of Sanitation Agencies) to revise the monitoring and reporting requirements. State Water Board staff distributed the draft versions of the MRP to all stakeholders registered on the Lyris e-mail list for the Sanitary Sewer Overflow Reduction Program, solicited comments on the draft versions of the MRP in January and March 2013, and considered all comments received in developing the final revised MRP.

INSPECTION AND AUDIT FINDINGS

Since January 2007, numerous violations of the SSS WDRs have been documented by the Water Boards through data review, compliance monitoring, and onsite inspections. The most common violations related to the MRP that the Water Boards have documented are:

- Failure to properly estimate and report SSO volumes discharged and recovered [violation of section G of the SSS WDRs]
- Failure of the Enrollee to comply with all minimum MRP record keeping requirements [violation of section G of the SSS WDRs]
- Failure of the Enrollee to implement feasible alternatives and actions necessary to identify and correct problems causing SSOs [violation of subsection D.6 of the SSS WDRs]
- Unauthorized use of legally responsible official's SSO Online Database login password and electronic signature; [violation of section J of the SSS WDRs]
- Failure of the Enrollee to develop and/or implement an Overflow Emergency Response Plan to ensure all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including accelerated or additional monitoring necessary to determine the nature and impact of the SSO [violation of subsection D.13(vi) of the SSS WDRs]
- Failure of the Enrollee to implement required training for sewer system operators and contractors [violation of subsections D.13(iv) and D.13(vi) of the SSS WDRs]

Amendments made to the MRP in Order 2013-0058-EXEC address these and other issues that have become apparent in the implementation of the SSS WDRs in over six years.

MONITORING AND REPORTING PROGRAM AMENDMENTS

State Water Board staff and other members of the Data Review Committee reviewed the current SSS WDRs reporting requirements as part of the SSS WDRs review and update process. The Data Review Committee is open to all stakeholders. Consequently, enrollees, non-governmental organizations, and other agencies have participated. As a result of this process, new reporting requirements have been developed that address the compliance and enforcement issues noted above and improve the quality and usefulness of SSO data collected.

While the proposed changes streamline the reporting process overall, some fields have been added to the reports. These additions address critical information gaps in the current reporting that have been identified both internally and by stakeholders.

For example, many enrollees have noted that we need to be able to separate sewer lateral spills from spills occurring in other asset types like main lines or pump stations. The "where did the failure occur" question on the electronic spill report form was not a required field in the original or revised 2008 MRP. Many SSO reports do not have this information, thus, we cannot differentiate lateral spills from main line, pump station, or other types of spills. This is one example of the additions in the required data entry that have been addressed in the 2013 MRP revisions.

The following is a summary of major changes made to the existing MRP (Order 2008-0002-EXEC) and incorporated in the final revised MRP (Order 2013-0058-EXEC):

1. Change in Notification Requirement for spills that reach surface water:

- Three notification calls were required (California Office of Emergency Services, Regional Water Quality Control Boards, and local Health Departments). Required notification has been changed to call California Office of Emergency Services (Cal OES) only since Cal OES notifies the Regional Water Quality Control Boards and local Health Departments when a spill notification is received.
- Elimination of requirement to submit a certification to Regional Water Quality Control Boards within 24 hours of making notification calls.
- Alignment of notification requirement with California Code of Regulations section 2250, Reportable Quantity of Sewage, by requiring notification calls for only spills of 1,000 gallons or more. Notification of Cal OES was required for all spills to surface water.
- Addition of requirement to update Cal OES when there are substantial changes to previously reported spill volume estimates or impacts.

2. Defined new spill categories and refined spill report fields:

- Replacement of spill Categories 1 and 2 with Categories 1, 2, and 3. Spills are now classified as follows:
 - Category 1 – Spills of any volume that reach surface water
 - Category 2 – Spills greater than or equal to 1,000 gallons that do not reach surface water
 - Category 3 (formerly Category 2) – Spills less than 1,000 gallons that do not reach surface water

All spills to surface water will be in a distinct category with this change. Spill reporting fields were refined and streamlined with stakeholder input.

3. Addition of requirement to submit a technical report within 45 days of the end date for spills to surface water over 50,000 gallons.
4. Addition of requirement for all Permit enrollees to develop a Water Quality Monitoring plan to be implemented within 48 hours after initial notification for spills where 50,000 gallons or more reach surface water.
5. Addition of requirement for Permit enrollees to submit an electronic copy of their Sewer System Management Plan (SSMP) or provide the web address where their SSMP is posted.
6. Addition of enhanced record keeping requirements.
7. Elimination of requirement to certify Private Lateral Sewer Discharge reports.
8. Addition of a 120-day time limit for amending and re-certifying spill reports.

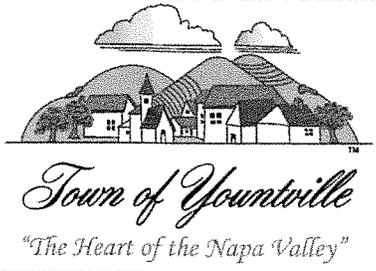


Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 9

PUBLIC OUTREACH



Town of Yountville Newsletter

May 2014

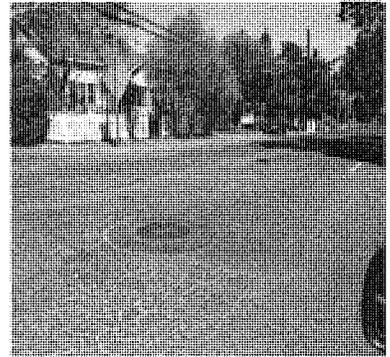
Madison & Yount Project Smoother roads coming to you this summer!

The road reconstruction and sewer line replacement on Madison and Yount Streets will begin in May. Please be aware that there will be traffic delays and temporary parking impacts from May-July.

The work includes Madison Street from Washington to Yount Street and on Yount Street from Hopper Creek to north of Monroe and installation of sidewalk and street lighting on east side of Yount from Adams to Yountville Cross Road. The Town is using two construction methods that are new to Yountville. A pipe liner will be pushed inside of the existing 1950's era sewer pipes and heated until it hardens and creates a smooth, water tight surface. This rehabilitation technique is less expensive and less disruptive to traffic than excavating a trench to replace the existing pipes.

The streets will be ground up and mixed with cement to create a hard base before paved with a new asphalt concrete surface. The full depth road reclamation will reduce costs by recycling some of the existing road materials and reduce green house gas emissions by reducing trucking between the batch plant and Project. Madison Street is one of the few truck routes across the Napa Valley and has been designed for the additional traffic loads.

If you have any questions about the project, call 944-8851 or if you would like to receive email updates about the project, please contact Phil Demery at phil@demeryandassoc.com or John Draper at rjdraper@yville.com.



Street Signs

There is still time to weigh in!

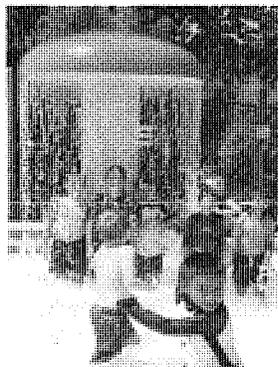


Our Public Works crews have installed six (6) new street name sign posts as part of a 60 day demonstration project.

New state and federal regulations related to sign retroreflectivity (Our ability to see the sign at night), is the driving factor in our need to update our street sign standard.

Demonstration signs can be seen along Washington Street at California, Yount and Madison as well as around Town Hall on Yount Street.

We encourage you to take a look or log on to townofyountville.com to view the choices and then send us your feedback.



Pool Opens June 7th New Programs for Adults!

The Yountville Community Pool at the Veterans Home opens on Saturday, June 7th for the summer season!

New this year, we are offering ADULT LAP SWIM Tuesday through Friday & Sundays from 10 a.m. - Noon. Lap Swim is free for those ages 55 and up or just \$5 per visit for everyone else. You can also purchase a season pass for just \$120.

We are also excited to offer a new WATER AEROBICS class on Tuesdays, Thursdays and Saturdays from 9 a.m. - 10 a.m. We welcome professional instructor Stacey Fernandez to our team. Prices vary by the month.

We are continuing the FREE Resident Swim on Saturdays from 4 p.m. - 6:30 p.m. this summer. Resident Swim is generously sponsored by the Kiwanis Club of Yountville.

**For more information on pool hours and programs,
log on to www.townofyountville.com/pool or call 944-8712.**

ABSTRACT

Upcoming Gallery Show at the Community Center

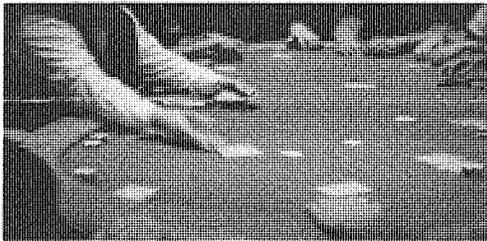
Mark your calendars for Thursday, May 30th at 5:30 p.m. for the exhibition "ABSTRACT"! Join us to meet the locals artists whose art is on display as well as enjoy wine, small bites and music on the Community Center Plaza.



Kards 4 Kids

Fundraising Poker Tournament May 17th!

Here is a super fun way to GIVE BACK! Join the 20/30 Club and the Town of Yountville for the first annual Kards for Kids! This fundraising event will benefit the Yountville Youth Subsidy Fund as well as the many important youth oriented programs funded by the 20/30 Club of Napa. Top Prize is a \$500 Visa Gift Card and the top 7 people will win a prize. Professional Dealers in a fun and friendly environment. Entry fee of \$85 includes your "buy-in" and dinner. Spectators are welcome and can enjoy dinner for \$20. Log on to www.napaactive2030.org to sign up today!



Fats, Oils & Grease (FOG)

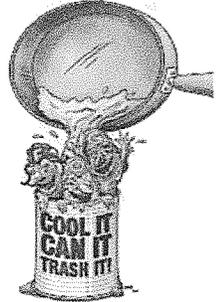
Help us protect your "waste" line!

Fats, Oils & Greases (FOG) don't just effect your arteries and your waistline; they reek havoc on your sewer systems too! Sewer overflows and back-ups can cause health hazards, damage home interiors, and threaten the environment.

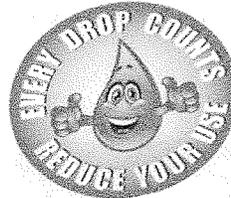
An increasingly common cause of overflows is the accumulation of grease in the sewer lines creating a blockage. Often, grease is washed into the plumbing system, usually through the kitchen sink. Grease sticks to the insides of sewer pipes and over time, the grease can build up and block the entire pipe, resulting in a sewer overflow.

You may be asking, "What can we do to help?" The easiest way to solve the grease problem and help prevent overflows of raw sewage is to keep this FOG out of the sewer system in the first place by...

- 1) Never pouring grease/oil down sink drains or into toilets.
- 2) Scraping grease and food scraps from trays, plates, pot& pans and cooking surfaces into a can or the trash for disposal.
- 3) Not putting grease down the garbage disposal. Put baskets/strainers in sink drains to catch food scraps and other solids, and empty the drain baskets/strainers into the trash for disposal.
- 4) Talk to your friends and neighbors about the problem of grease in the sewer system and how to keep it out.



Please call the Yountville Joint Wastewater Treatment Plant at (707) 944-2988 if you have any questions.



Water Update

Conserve, Conserve, Conserve!

Now is the time to pay special attention to your outdoor watering habits. It is possible to have a vibrant beautiful yard and still conserve water. There are many resources available online at www.townofyountville.com/water including information on how to make your existing watering system more waterwise!

Beginning in July, the Town will be converting to MONTHLY utility billing. This will help you get more timely information on your water usage as well as assist with catching leaks early. For more information on ways to conserve and monthly utility bills, log on to www.townofyountville.com/water.

Town Council:

Mayor John Dunbar
jdunbar@yville.com

Vice Mayor Lewis Chilton
lchilton@yville.com

Marita Dorenbecher
mdorenbecher@yville.com

Richard Hall
rhall@yville.com

Margie Mohler
mmohler@yville.com

Departments:

Town Manager, Steven Rogers ~ srogers@yville.com

Finance Director, Kathleen Bradbury ~ kbradbury@yville.com

Planning & Building Director, Sandra Smith ~ ssmith@yville.com

Public Works Director, Graham Wadsworth ~ gwadsworth@yville.com

Parks & Recreation Director, Samantha Holland ~ sholland@yville.com

Town Clerk, Michelle Dahme ~ mdahme@yville.com

Main Offices:

Town Hall 6550 Yount Street Yountville, Ca 94599 707.944.8851

Parks & Recreation 6516 Washington Street Yountville, Ca 94599 707.944.8712

Corporation Yard 7501 Solano Ave. Yountville, Ca 94599 707.944.2655

Website: www.townofyountville.com

Facebook: Town of Yountville - Local Government

Town Has Facility to Properly Dispose of Used Cooking Oils

During the holiday season it has become increasingly popular to "deep fry" the Thanksgiving turkey. This produces good results when done properly and in a safe manner according to the safety guidelines.

The problem then becomes what to do with all of that used oil? According to the Town of Yountville's Public Works Department, the correct answer is, "Do not pour it down the sink or allow it to enter the sewer system at all."

Dumping any amount of oil down the sink or other drains can lead to major problems in the sewer collection system, potentially blocking the pipes and creating an overflow which can cause serious property damage.

Citizens can properly dispose of used oil, from cooking a turkey or from a vehicle, by taking it to the Town's Household Hazardous Waste Drop Off facility at 7501 Solano Ave. (between the Golf Course and the Fire Station).

Hours of operation are 7:30 a.m. to 3 p.m., Monday through Friday, excluding holidays, in which case the Town is closed this Thursday and Friday due to the holiday. Please bring the oils that you wish you dispose to the Town facility on Monday.

classifieds

HELP WANTED

Part-time permanent help starting in December. This job would be 1-3 days a week, including most weekends. Looking for mature, confident person with sales experience. Please bring resume to Tay & Grace at 6525 Washington Street. For information call 944-8307.

FOR LEASE/RENT

Unique retail space available in historic V Marketplace, 6525 Washington St. Call Jan @ 707-944-2451.

FOR SALE

Steel buildings. Reduced factory inventory. 30x36 -- Reg. \$15,850, now \$12,600. 36x58 -- Reg. \$21,900, now \$18,800. (866) 609-4321. Source: 115

GARAGE SALE

Multi-family sale on Redwood Drive in Washington Park, Saturday, 11/26, from 9 a.m. to 2 p.m.

Faux Gingerbread House

Community Resources for Children will present a Faux Gingerbread House Workshop between 9:30 a.m. and 1:30 p.m., December 3, in the multipurpose room of McPherson Elementary School, 2670 Yajome St., Napa.

The public is invited to make a faux gingerbread house with graham crackers, icing and decorations.

There will be four sessions available, and they are open to children ages 4 and up.

Business Directory

BICYCLE TOURS AND RENTALS

NAPA VALLEY BIKE TOURS

"Don't Forget, We're Your Local Bike Shop, Too!"

Used Bike Sales - NEW Bike Sales - Repairs

Stop By & Meet Your Local Bike Mechanic, Robert Nelson
Inside Washington Square • 6795 Washington St.

707.944.2953 • rob@napavalleybiketours.com

COMPUTERS

Yountville Geek

Network Security Wireless Security

Anti-Virus/Malware Removal

Security Testing

Mac/PC/Linux

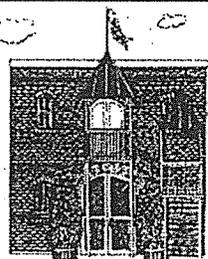
Hardware/Laptop

Data Retrieval

Lawrence Koga CISSP CISA NSA-IAM

944-8862

DENTISTRY



Dr. Boyd P. Dennington

Dr. Robert Hampton

gentle dental care

Family and
Cosmetic Dentistry

Serving Yountville Since 1977

In the V Marketplace

Yountville, California 94599

(707) 944-8806

FEED AND SUPPLY

WILSON'S FEED



Yo

Nap

Sign Up for E-Mail Information Alerts from the Town of Yountville



Sign up for e-mail information alerts from the Town of Yountville using Nixle at www.nixle.com to receive information via text message and/or e-mail. The Town of Yountville has started to utilize a new communications service that allows the Town to send important, valuable community information directly to residents using the latest technology. To view the full text of Media Release, please go to www.townofyountville.com and click on the "Media Release-Nixle" link on the home page.

Changes in Registration Procedures

The Parks and Recreation Department is changing its leisure class registration procedures effective July 1, 2010 for the convenience of our participants. Beginning July 1, the department will no longer offer a drop-in option for its leisure classes. This will allow us to avoid having pre-registrants attend the first session of a class only to find the class cancelled for lack of participation.

All classes will have a registration deadline of approximately one week before the first class session, participant must register and pay for the class. This way everyone will know if a class is being held well in advance of the first session. This procedure follows industry standards for recreation classes.

Please note, however, that drop-in opportunities will still be offered for our camps, before and after school programs.

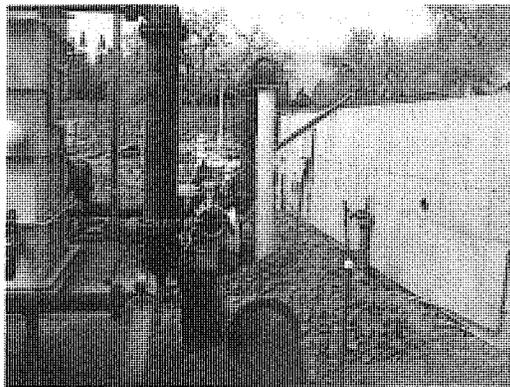
Permits Needed for Special Events, Amplified Sound, Block Parties, and Commercial/Student Filming and Photography

The Town reminds the public that permit's are required to conduct special events and block parties in Yountville, to utilize amplified sound equipment and to engage in commercial or student photography and filming in town. Permit application forms are available on-line at www.townofyountville.com or by visiting the Parks and Recreation Department in the new Community Center, located at 6516 Washington Street.

Permit applications must be submitted to the Parks and Recreation Department with the appropriate fees no less than 30 days prior to the event or activity. Permit application processing fees are \$100 for applications submitted 90 days or more prior to the event or activity, and \$200 for applications submitted less than 90 days prior to the event or activity. In addition, a refundable (if no damage occurs and no excessive clean-up is required) security deposit in the amount of \$250 is required with the submittal of each application.

Yountville non-profit organizations are allowed one free special event application per year. Yountville neighborhood groups are allowed a free block party application as well. Please contact the Parks and Recreation Department at 944-8712 for more details.

The \$1.2 million Wastewater Treatment Plant Upgrade Project is nearing Completion



Did you know that approximately 87% of the 127 million gallons of sewage generated by the Veterans Home and Town residents and commercial users in 2009 were recycled? All that recycled water was used for irrigation of the Vintner's Golf Course and four vineyards located on Silverado Trail. The remaining treated wastewater was discharged to the Napa River during the "wet season" of October 1st through May 15th in compliance with the National Pollutant Discharge Elimination System (NPDES) Permit for the Joint Wastewater Treatment Plant (WWTP). The Joint WWTP is operated by Town staff and half of all costs are reimbursed by the Veterans Home.

Aztec Construction was hired to construct improvements at the WWTP, so that wastewater could be treated to a higher level that does not have restrictions on its reuse. The project essentially allows chemicals to be added and pollutants to be filtered out of the water. Town staff is evaluating an expansion of the recycled water system to allow for additional reuse of treated effluent product. The more water that we recycle, the less we need to use our from our limited drinking water supply.

If you have any questions about the project, please contact Graham Wadsworth, Public Works Director, at 948-2628 or gwadsworth@yville.com.

Want to Serve Your Community - Consider the Town Council



The Town of Yountville is already preparing for the Consolidated Statewide General Municipal Election coming up Tuesday, November 2, 2010. The Town will be seeking Nomination Papers for Mayor and two (2) Council Member positions, so be on the lookout for important dates to follow. Those interested in running for office must be 18 years of age and a resident and registered voter in the Town of Yountville.



Town of Yountville

"The Heart of the Napa Valley"

TOWN OF YOUNTVILLE NEWSLETTER

Issue #12 / May / June 2010

Cynthia Saucerman, Mayor
Csaucerman@yville.com

John Dunbar, Vice Mayor
Jdunbar@yville.com

Bill Dutton, Council Member
Bdutton@yville.com

Lewis Chilton, Council Member
Lchilton@yville.com

Margie Mohler, Council Member
Mmohler@yville.com

Town Staff

Steve Rogers, Town Manager
Srogers@yville.com

Michelle Dahme, Town Clerk
Mdahme@yville.com

Kathleen Bradbury,
Finance Director
Kbradbury@yville.com

Bob Tiernan, Planning Director
Btiernan@yville.com

Sandra Smith, Associate Town
Planner
Ssmith@yville.com

Graham Wadsworth,
Public Works Director/
Town Engineer
Gwadsworth@yville.com

John De Lorenzo,
Interim Parks and Recreation Direc-
tor
Jdelorenzo@yville.com

Lisa Tyler,
Community Facilities Manager
Ltyler@yville.com

Important Phone Numbers

Town Hall 944-8851
Public Works 944-2655
Parks & Recreation 944-8712

Visit us on the web!
www.townofyountville.com



LED Street Light Bulb Replacement

Did you know that there are about 200 streetlights in Yountville? About half of the lights are owned and maintained by Pacific Gas & Electric (PG&E) and about half are owned and maintained by the Town. The Town received a grant from the California Energy Commission as part of the American Recovery and Reinvestment Act to replace the high pressure sodium street light bulbs with light emitting diode (LED) bulbs that use about half the energy.

Two LED demonstration street light bulbs have been installed in the street lights on the east side of Washington Street just south of California Drive. The energy savings will pay for the lights in about two years. Once the LED lights are approved by the Town, the contractor will install the bulbs in the Town owned street lights. PG&E has not stated if they will replace the bulbs in the street lights that they own. If you have any questions about the lights or comments, please contact Graham Wadsworth, Public Works Director, at 948-2628 or gwadsworth@yville.com.



Amended Noise Control Standards

The Town Council amended the Noise Control Regulations at their April 20, 2010 meeting. The new amendments establish noise control standards and add the ability to objectively measure noise complaints with a calibrated sound level meter in order to determine compliance with the standards. The Town Council recognized that noise complaints are relatively infrequent, when a noise complaint does occur, the prior ordinance was based upon a subjective determination of noise levels and there for open to challenge. Incorporating the amendments provide a new enforcement tool by establishing standards that can be measured.

The amended standards set maximum noise levels that are measured in decibels and vary by the land use and the time of day. Generally, the day standards (8:00 a.m. to 9:00 p.m.) provide for a 5 decibel increase in noise levels over the night standards. The start of nighttime hours is seasonally adjusted between the months of June and September to coincide with sunset but no later than 10:00 p.m. For example, the base daytime standard for residential areas is 55 decibels; however, the ordinance allows for this level to be exceeded for short periods of time up to 30 minutes. There is also a provision for the noise standards to be adjusted relative to the ambient noise level of a given area if it currently exceeds the new noise standard.

Noise complaints may be directed to the Planning Department at 944-8851 during weekdays and to the Sheriff's Department at 944-9228 during evening hours and weekends.

The complete amended Noise Control Regulations may be found on the Town website.

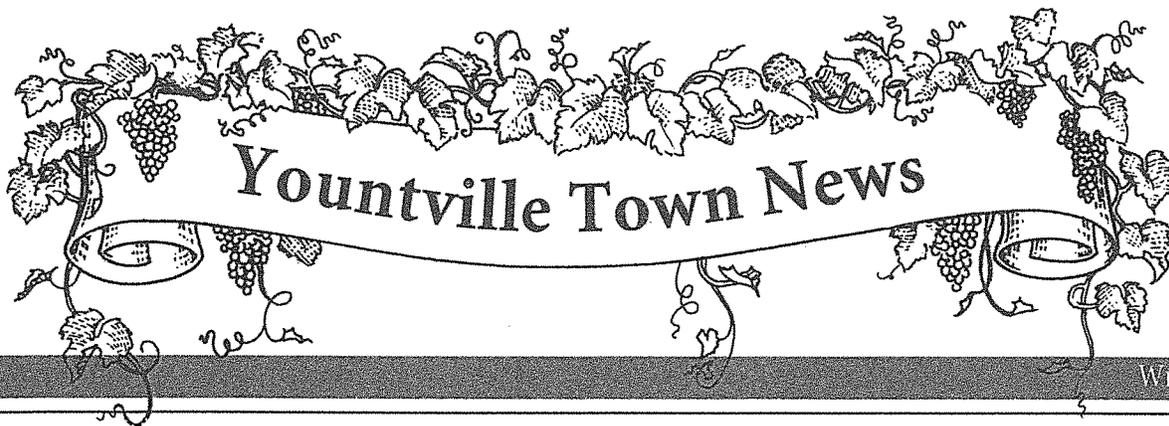


Town Wide Yard Sale

Saturday, May 8th
If you would like to have your address and yard sale times in the Yountville Survey, please contact the Parks & Recreation Dept at 944-8712 no later than Monday, May 3rd, 2010 - 3:00 pm

Town Wide Clean-up Day

Saturday, May 15th
Please visit www.townofyountville.com for more information.



WINTER 2004

UPCOMING EVENTS

NSGW Cioppino Dinner
December 3, 2004

Town Christmas Tree Lighting
December 5, 2004

Altamura Family Holiday
Bingo Party
December 14, 2004

Public Meeting on Parking
Traffic Study
December 16, 2004

Altamura Family Children's
Christmas Party
December 18, 2004
continued onto back page

TOWN COUNCIL

Todd Carlson
Mayor

ToddC@yville.com

Cynthia Saucerman
Vice Mayor

CynthiaS@yville.com

Eric Knight
Council Member

EricK@yville.com

Bill Dutton
Council Member

BillD@yville.com

John Dunbar
Council Member

JohnD@yville.com

Council meets on the 1st & 3rd
Tuesday nights @ 6:00 p.m. at
Town Hall Chambers. View
meetings on Channel 28, replayed
the following Friday at 10:00 a.m.

IMPORTANT PHONE NUMBERS:

TOWN HALL: 944.8851

PUBLIC WORKS: 944.2655

COMMUNITY SERVICES: 944.8712

COMMUNITY HALL: 944.2959

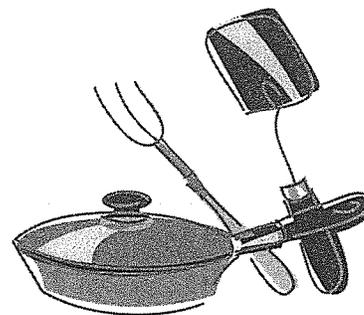
Yountville Town News is Published Quarterly
by the Town of Yountville

We welcome your comments and ideas!

F.O.G.

Fats, Oils and Greases (F.O.G.) aren't just bad for your arteries and your waistline; they're bad for sewer systems, too!!

Sewer overflows and backups can cause health hazards, damage home interiors and threaten the environment. An increasingly common cause of overflows is the accumulation of grease in the sewer lines creating a blockage. Grease gets into the sewer from household drains as well as from poorly maintained grease traps in restaurants and other businesses.



Too often, grease is washed into the plumbing system, usually through the kitchen sink. Grease sticks to the insides of sewer pipes (both on your property and in the streets). Over time, the grease can build up and block the entire pipe. Home garbage disposals do not keep grease out of the plumbing system. These units only shred solid material into smaller pieces and do not prevent grease from going down the drain. Commercial additives, including detergents, that claim to dissolve grease may pass grease down the line and cause problems in other areas.

So, you may ask, "What can we do to help?" The easiest way to solve the grease problem and help prevent overflows of raw sewage is to keep this material out of the sewer system in the first place. There are several ways of doing this:

- Never pour grease/oil in sink drains or into toilets.
- Scrape grease and food scraps from trays, plates, pots & pans, utensils, grills and cooking surfaces into a can or trash for disposal. (A good way to get rid of a larger amount of oil is to put the used liquid oil into a metal coffee can and store it in the freezer until the weekly garbage pick-up. But, of course, wait till the oil is cool enough to handle safely.)
- Do not put grease down the garbage disposal. Put baskets/strainers in sink drains to catch food scraps and other solids and empty the drain baskets/strainers into the trash for disposal.
- Talk to your friends and neighbors about the problem of grease in the sewer system and ways to keep it out.

Call the Yountville Joint Wastewater Treatment Plant if you have any questions. We would be glad to help in any way we can. The telephone number is (707) 944-2988.



Town of Yountville

"The Heart of the Napa Valley"

ATTACHMENT 10

TRAINING RECORDS

Certificate of Completion

THIS IS TO CERTIFY THAT

Don Moore

OF

Town of Yountville, California

HAS SUCCESSFULLY COMPLETED THREE (3) INTERACTIVE CONTACT HOURS
ON
SANITARY SEWER OVERFLOW/BACKUP PREVENTION AND
RESPONSE



DAVID PATZER
TRAINING COORDINATOR
RISK MANAGEMENT SOLUTIONS

12 December 2007

TRAINING DATE

PARSAC

SPONSORED BY

Certificate of Completion

CWEA

2012 One Day Specialty Workshop

SSO Volume Estimation Part 3: Hands-On Workshop: How Experienced Are You?

Union City, CA – June 26, 2012

THIS IS TO CERTIFY THAT

Jeffery White

HAS COMPLETED THE ABOVE TRAINING/EDUCATIONAL PROGRAM AND HAS EARNED

7.8 CWEA CONTACT HOURS

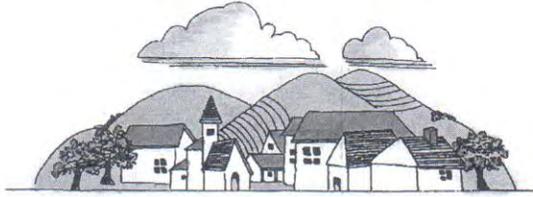


Director of Education & Training

June 26, 2012

Date of Completion

This Certificate of Completion is issued on July 3, 2012



Town of Yountville

"The Heart of the Napa Valley"

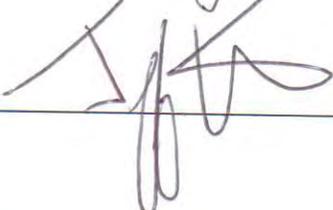
Utility Operations "Tailgate Meeting" Sign-In Sheet

Topics CMMS/GIS, REC. WATER PROJECT,
YOUNT/MADISON. SSMP UPDATE

Date 5/20/14

Don Moore 

Terry Moylan 

Jeff White 

Barney LaRue _____

Steve Browning 