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# Sewer System Management Plan

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**August 2025**

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## Element I. Introduction

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### ***City of Lincoln Sewer System Management Plan (SSMP) Mission Statement:***

*The City of Lincoln plans, develops and manages sanitary sewer projects and programs to safeguard public health and property. It is in the best interest of the City to establish goals that are specific, measurable, attainable, relevant and trackable or referred to as **S.M.A.R.T.***

### **Section 1.1 Purpose**

To facilitate proper operations, funding and management of sanitary sewer systems, the City has developed a system-specific Sewer System Management Plan (SSMP). The purpose of the SSMP is to establish goals for implementing the various procedures and programs that will allow the City of Lincoln (City) to meet the regulations of the General Waste Discharge Requirements (GWDR) 2006-003 Order. In addition, the development of these procedures and programs will help assist the City to effectively manage the Wastewater Division and improve customer service. Unless otherwise noted the Midwestern Placer Regional Sewer Pipeline (Regional Pipeline) extending from the North Auburn Sewer Maintenance District (SMD 1) Pump station to the intersection of Highway 193 and Sierra College Boulevard, is covered by the goals and procedures in this SSMP.

### **Section 1.2 Goals**

The goals that have been established in order to accomplish the above-mentioned objectives are as follows:

- Minimize sewer system overflows and prevent public health hazards;
- Prevent or limit damage to public and private property;
- Perform operations in a safe and professional manner;
- Effectively manage the City's sewer infrastructure; and
- Develop procedures and practices that are cost effective and provide a high level of customer service.

This plan was designed to assist in the development of these goals and to meet the regulations. Each of these goals shall be measured for effectiveness.

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## Element II. Organization

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### Section 2.1 Organization

The organizational chart in Exhibit 2.1 depicts the Organizational Lines of authority for the City of Lincoln. Exhibit 2.1 also identifies The Legally Responsible Official (LRO) that has been designated by the City for all reporting requirements. The roles and responsibilities, with respect to the SSMP, of the parties listed in Exhibit 2.1 are described below.

**The City Council** establishes policy based on the needs and desires of the Citizens.

**The City Manager** carries out the policies and programs of the City as directed by the City Council. All City services are under the direction of the City Manager.

**The Public Works Department** is responsible for maintaining public works for the City, including the sewage collection system.

**The Maintenance Services Manager** manages field operations and maintenance activities for the city collection system. This includes investigating and reporting SSOs, as well as heading emergency response procedures.

**The Wastewater Division** is responsible for the maintenance of the underground infrastructure for the city's collection system.

**The Community Development Department and the City Engineer** are responsible for developing and enforcing collection system design standards for new and existing development.

**The City Police Department** receives and directs calls for SSOs during after-hours.

Exhibit 2.1 Organizational Chart

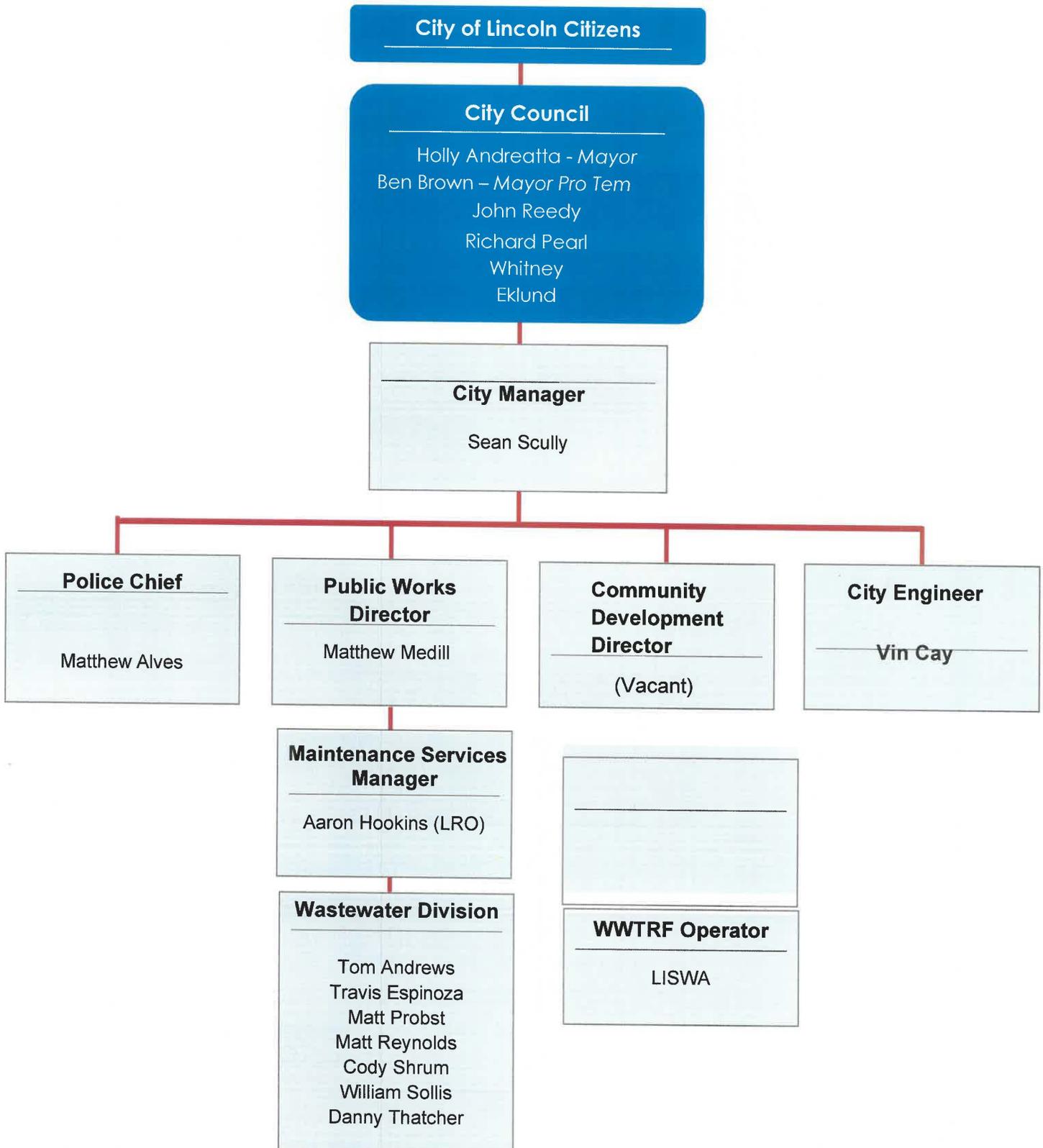
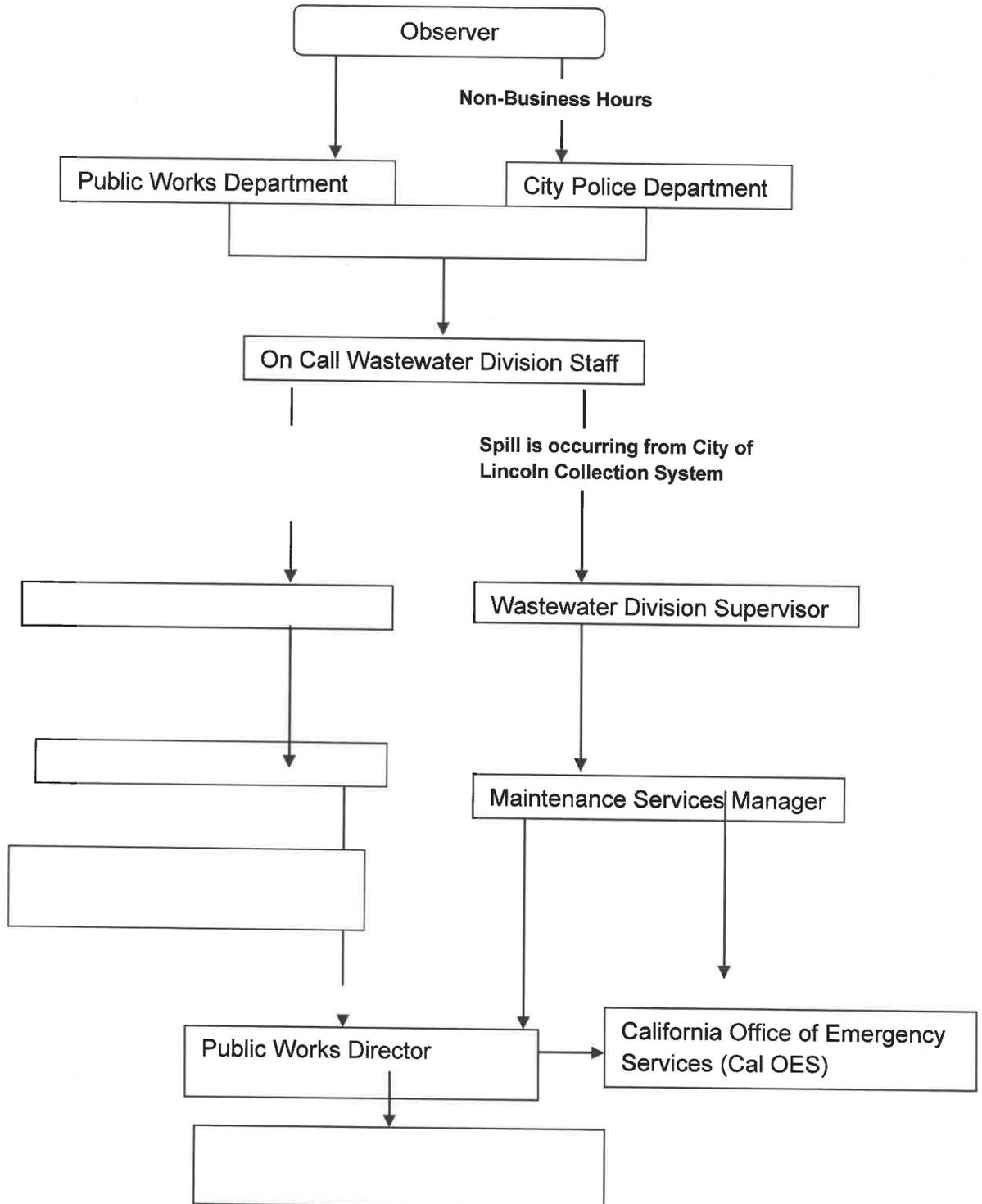


Exhibit 2.2 SSO Chain of Communication



**Exhibit 2.3 SSMP Contact Information**

<b>Contact</b>	<b>Phone Number</b>
<b>Public Services Department</b>	<b>(916) 434-2450</b>
<b>Lincoln Police Department (after hours line)</b>	<b>(916) 645-4040</b>
<b>City Council Members</b>	<b>(916) 434-2490</b>
<b>City Manager</b>	<b>(916) 434-2490</b>
<b>Public Works Director</b>	<b>(916) 434-2450</b>
<b>Maintenance Services Manager</b>	<b>(916) 434-2450</b>
<b>WWTRF Chief Plant Operator</b>	<b>(916) 540-6591</b>
<b>WWTRF Operations Supervisor</b>	<b>(916) 826-3203</b>
<b>Placer County Sewer Services Emergency Line</b>	<b>(530) 889-7515</b>
<b>California Office of Emergency Services (Cal OES)</b>	<b>1-800-852-7550</b>

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## Element III - Legal Authority

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### Section 3.1 City's Legal Responsibilities

General Waste Discharge Requirement (GWDR) 2022-0103 DWQ Order states that each enrollee (City) must demonstrate through the use of Municipal Codes, service agreements or other legally binding procedures that the City possesses the necessary legal authority to:

- Prevent illicit discharges into the sanitary sewer system.
- Require proper design and construction of sewers and connections.
- Ensure access for maintenance, repair and inspections.
- Limit the discharge of fats, oils and grease (FOG) and other debris to prevent sanitary sewer overflow (SSO's); and
- Enforce violations of the City's sewer municipal codes.

### Section 3.2 Review and Comparison of Regulations and Municipal Codes

The City's existing Sewer Use Ordinance included **Appendix 1**, has been reviewed and compared with GWDR Order 2006-0003. The conclusions are as follows:

1. "Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG."

**Findings:** The City's existing sewer ordinance authorizes the City to prohibit discharges. Specifically, ordinances 13.08.320, 13.08.330, 13.08.340, 13.08.350, 13.08.370 and 13.08.800 address illegal discharges.

2. "Require that sewers and connections be properly designed and constructed".

**Findings:** Existing ordinances 13.08.510, 13.08.520, 13.04.530, 13.08.540, 13.08.550, 13.08.560, 13.08.570, 13.08.580, 13.08.590, and 13.08.600 provide sufficient authority to the City to require that sewers and connections are properly designed and constructed.

3. "Authority to access and inspect public facilities and perform maintenance."

**Findings:** Existing ordinance 13.08.890, and 13.08.892 allow access by City staff to perform inspections and maintenance as needed.

4. "Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG."

**Findings:** Existing ordinance 13.08.330 authorizes the City to prohibit discharges of FOG and other debris that may cause SSO's. Ordinance 13.08.370 describes the City's ability to require the installation of Grease and Oil interceptors.

5. "Enforcement of the Sewer Use Municipal Codes."

**Findings:** Existing ordinance 13.08.680, 13.08.690, and 13.08.700 provides the City with adequate legal authority to enforce the Sewer Use Ordinance. The City's Sewer Use Municipal Codes provide for enforcement authority by the Public Works Director, the City Engineer and/or his designee. For this purpose, the Public Works Operations Manager acts as the City representative to determine the necessity for enforcement and to notify the City of Lincoln code enforcement officer and/or the Placer County Health Department when improper or illegal discharge is occurring.

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## **Element IV. Operation and Maintenance Program**

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### **Section 4.1 Overview**

This section of the Sewer System Management Plan (SSMP) provides an overview of the City's Operation and Maintenance (O&M) Program. Currently the City has approximately 230 miles of sanitary sewer lines ranging in size from 4 inches to 66 inches in diameter to maintain. The Public Services Department implements an O&M Program that meets the City's needs and fulfills the O&M Element requirements in the General Waste Discharge Requirements (GWDR) 2022-0103 DWQ Order.

### **Section 4.2 Collections Systems Mapping**

The GWDR 2022-0103 DWQ Order requires the SSMP to maintain an up-to-date map of the sanitary sewer system indicating all gravity line segments and manholes; pumping facilities; pressure pipes and valves; and applicable stormwater conveyance facilities. The City is utilizing Geographic Information System (GIS) mapping software and GPS units, which are coordinate base systems, to maintain up to date maps of its collection system and appurtenant facilities. The GIS mapping software has a high degree of accuracy with survey grade GPS coordinates and produces quality coordinate-based maps.

The handheld GPS unit used by Public Works Wastewater Division staff is accurate to within 3 meters for locating manholes and other collection system structures. In addition, a survey grade GPS unit was purchased for logging in new construction work performed by field staff. These GPS units help staff to maintain the accuracy of the information electronically entered into the GIS system. Data collection efforts include but are not limited to sanitary sewer overflows (SSOs); flow metering devices, hot spots, and grease interceptors.

Data is collected and entered into the State of California Integrated Water Quality System (CIWQS) electronic reporting system database and mapped using GIS. In conjunction with the CIWQS data, a facility map

software database is used that includes pipe size, manhole numbers, upstream and downstream manhole numbers, flushing branches/cleanouts and other important system information. This allows for easy access to viewing by field staff through internet access on a laptop or desktop computers. The GIS software also allows field staff to add "as-built" plan information to the database that is later reviewed and updated by the City's GIS technicians and the Public Works Operations Manager.

The City also maintains an up-to-date map of the Regional Pipeline showing all gravity line segments, pumping facilities, pressure pipes and valves.

### **Section 4.3 Preventive Maintenance**

It is the City's responsibility to provide routine preventive maintenance to the system. This SSMP describes routine preventative operation and maintenance activities conducted by the Public Works Wastewater Division staff and contractors. The O&M Program currently has a system in place for regular scheduled maintenance and cleaning of the sanitary sewer systems. Staff document all preventive maintenance activities using work orders.

The preventative maintenance system currently in use by the City prioritizes maintenance activities. The Wastewater Division's goal is to reduce sanitary sewer overflows (SSO's) by cleaning all mainlines in the City every five (5) years. In addition, staff have targeted recurring problem areas with more frequent and enhanced maintenance efforts.

The City's cleaning and maintenance efforts for mainlines are prioritized based on slope, pipe type, pipe age, condition of pipe (i.e. defects), previous blockages, and the risk assessment for SSO's. The primary sources of pipe blockages are roots and grease buildup. The preventive maintenance tasks include hydrocleaning, mechanical rodding, closed-circuit television (CCTV) inspections of mains and laterals, root foaming and manhole inspections. Additional tasks include smoke testing, dye testing and flow metering to discover sources of inflow and infiltration (I&I). The Public Works Operations Manager periodically reviews work schedules and data collected with staff to prioritize preventive maintenance activities and schedule repairs.

The areas identified for enhanced maintenance are inspected and cleaned every ninety (30-90) days. Some problem areas that pose high risk of SSO's are cleaned monthly. Maintenance areas are designated on a map and are color coded for scheduled maintenance periods. The primary cleaning method used is hydroflushing at

approximately 1,800 to 2,000 PSI. When roots are occluding pipes, root foaming or mechanical root cutting equipment may be used.

Manhole inspections and I&I investigations are performed during cleaning efforts, as staff is available. An inspection sheet is completed with the GIS number of the manhole; evidence of I&I is documented; inlet and outlet pipe sizes identified; bench condition; frame/lid type and condition are noted. Manholes identified for repairs are documented and re-evaluated to determine the type of rehabilitation necessary.

Service laterals are inspected on a case-by-case basis when a resident calls regarding a problem or when there is evidence of rock, debris, roots or I&I having entered the mainline.

The results and effectiveness of these tasks and inspections will help determine future maintenance needs; the level of maintenance required; corrective repairs; Capital Improvement Projects (CIPs); and help to reduce SSO's.

#### **Section 4.4 Documentation and Work Orders**

Staff use a computerized maintenance management system (CityWorks) to log in customer requests and issue work orders based on customer complaints received by the Public Works Department. The CityWorks work order system is used for tracking customer service requests and can be used to query for reports based on customer name, address, and type of problem. Work orders are created from the database and assigned to the Public Works Wastewater Division staff for response. Staff assigned to a work order are responsible for closing out the work order/request with proper resolution and a status update. Additional information such as man-hours and type(s) of equipment used can be documented and tracked for budgeting purposes. After-hours complaints/problems are logged as a Work Request in CityWorks by the on-call staff and logged into the database on the following workday by staff.

Emergency calls during regular working hours for SSO's are dispatched immediately by cell phone or radio to the Public Works Wastewater Division staff in accordance with the Sewer Emergency Response Plan in Element VI. After-hours and weekend complaints/problems are routed to the Lincoln Police Department and dispatched to the on-call staff by pager and/or cell phone. After staff have responded and resolved the issue the on-call staff complete and file a report. The next business day, the report is entered into the database by administrative staff. A sample of the customer request form and work order requests are depicted in **Exhibit 4-1**.

## Section 4.5 Rehabilitation and Replacement

The GWDR 2022-0103 DWQ requires the SSMP to “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 CCTV 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 shall include a Capital Improvement Plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule to implement the short- and long-term plans plus a schedule for developing the funds required for the capital improvement plan.”

The City has been proactively replacing and repairing deteriorated mainlines and service laterals for many years. In the 2007-2008 fiscal year a Capital Improvement Program was initiated to provide funds for collection system rehabilitation. The projects to be funded out of this program include sewer main replacement; trenchless rehabilitation; pump station upgrades; and installation of a SCADA monitoring system. An up-to-date Capital Improvement Plan is included as **Appendix 2**.

Condition assessment is on-going with CCTV inspections, manhole inspections, service lateral inspections, cleaning/flushing logs, and the hydraulic capacity information being created by outside consultants. CCTV inspections utilize Pipeline Assessment and Certification Program (PACP) rating criteria to establish uniform priority ranking of infrastructure conditions.

## **Section 4.6 Staff Training**

As part of the SSMP, staff and contractors shall be appropriately trained on a regular basis for sanitary sewer system operations and maintenance as required by the GWDR 2022-0103 DWQ Order. Historically the City has budgeted sufficient funds for staff training. Future years will require review of required continuing education, as well as safety training needs. Staff training includes skilled and technical training and certification through various organizations such as the California Water Environment Association, Network Environmental Systems, Inc., National Association of Sewer Service Companies, and other agencies/resources. In addition, there is mandated safety training as required by Cal-OSHA, the National Institute of Safety and Health and all applicable federal regulations.

Currently the Wastewater Division Staff and Maintenance Services Manager are adequately trained in the following areas:

- Condition assessment using NASCO;
- First Aid /CPR;
- Confined Space Entry (OSHA);
- Trench Safety/Competent Person (OSHA); and
- First Responder Hazardous Materials/Spill Response Handling.

Contractors shall provide documentation of their experience and training in writing prior to commencing work in the City's sewer systems as part of an encroachment permit application.

## **Section 4.7 Contingency Equipment and Replacement Inventories**

The GWDR 2022-0103 DWQ Order requires the SSMP to provide equipment and replacement part inventories, including identification of critical replacement parts. The City's inventory includes standby pumps, hoses, generators, and special repair fittings. Critical equipment is determined by the Public Works Operations Manager. The inventory components are based on the system section, the component failure rate, and the greatest potential public health and safety risk. The inventory tracking database is helpful to locate and track inventory.

The City has made informal agreements with local vendors to provide emergency equipment and to allow the City to place equipment on "standby" within their equipment yards in order to ensure availability of critical equipment during regional events.

The Wastewater Division currently has the following for equipment needs:

- 2 light towers fixed with 6KW generators for night work;
- 2-25KW portable generators.
- 4 2-inch pumps with 500 feet of discharge hose; per pump
- Off-road utility vehicle for accessing manholes in remote locations.
- 2 8-inch and 4-inch diesel portable pump with suction and discharge hose.
- 2 4-inch portable trash pump.
- 2 backhoes.
- 1 dump truck.
- 1 mini excavator.
- 2 combination hydro flushing trucks.
- 1 easement hydro flushing trailer; and
- 1 utility bed crane truck.

#### **Section 4.8 Conclusion**

The Public Works Maintenance Services Manager and Wastewater Division staff have sufficient experience, training, tools and equipment to maintain the collection system and will continue to review and adjust procedures to apply best management practices and industry standards utilizing its existing database and with the use of benchmarks and data from the California Water Environment Association CWEA and other agencies. Adequate staffing is a concern when considering emergency response to spills, pump station repairs and rotation for weekly on-call and weather-related events to allow for vacation leave and avoid fatigue.

Budgeting for repairs and equipment will continue to be a challenge during the current economic times. Staff will focus on ways to best utilize existing manpower and equipment to accomplish the goals established. It is important that the City allocate appropriate staff time for documentation and reporting, and budget for assistance from consultants on an "as-needed" basis for GIS data, updates of mapping, hydraulic capacity, and modeling data.

Compliance with all the tasks identified in the SSMP "Operations and Maintenance Program" Element has been ongoing for some time with the City's existing procedures being continually reviewed and formalized. New procedures are drafted and incorporated, as needed. As part of the SSMP Audit process, these procedures will be reviewed to identify any improvements in safety, efficient and cost-effective measures.

# Exhibit 4-1

Work Order

WO Number: 1871 Category: Reactive

Entity Type: SEWER CLEANOUT Description: Cleanout - Inspect

Change

Priority: 3 - Low Status: 3 - Assigned

Created By: Shrum, Cody Date Created: Apr 14, 2025, 2:03 PM

Requested By: Shrum, Cody Department: Sanitary Sewer

Supervisor: Hookins, Aaron Assigned To:

Projected Start: Apr 14, 2025, 2:03 PM Projected Finish: Apr 21, 2025, 2:03 PM

Actual Start: Actual Finish:

Instructions:

Details

Related + [Icons]

Cancel

Labor Cost: \$0.00 Material Cost: \$0.00

Equipment Cost: \$0.00 Total Cost: \$0.00

Add Costs Request Material

Location Information

Geocode

Work Order Address: 362 I St, Lincoln, California, 95648

Location Details: 362 I St, Lincoln, California, 95648 Lincoln 95648

X Location: -13502579.671 Y Location: 4705935.9645

Custom Fields

Custom Field Category: Sewer Cleanout FCR

Fault: Backup

Cause: Grease

Remedy: Snake

Work Cycle

Damage Reimbursement Info

Damage to City Property?: No Reimbursement Status:

Case Number: Invoice Date:

Responsible Party: Private Contact Name:

Private Contact Phone: Private Contact Email:

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## **Element V. Design and Performance Provisions**

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### **Section 5.1 Overview**

It is the City's responsibility to have design and performance provisions for new and existing sanitary sewer systems. These provisions are reflected in the City's Public Facilities Improvement Standards. Detailed standards are essential to ensure construction material and methods comply with best management practices within the industry, meet requirements of building and construction codes accepted by the State and other agencies, and meet the ASTM and "Greenbook" standards.

### **Section 5.2 Design, Construction Standards and Specifications**

The SSMP shall identify design standards, 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. Design standards provide the enforcement authority to ensure the City receives a quality product from contractors and developers. The City has a current design, construction standards and specifications for the installation and repair of water, sewer and storm drain systems as well as streets, sidewalks and other infrastructure. The City adopted its' current Public Facilities Improvement Standards in 2020, and they are available on the City's website at [www.lincolnca.gov](http://www.lincolnca.gov). Section 5 of these standards addresses the installation and repair of sanitary sewer infrastructure. Design standards for the Midwestern Placer Regional Sewer Pipeline are described in the design drawings developed for project construction.

### **Section 5.3 Standards for Inspecting and Testing New, Rehabilitated and Repaired Facilities**

The SSMP shall identify the procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances, and for rehabilitation and repair projects. The standards are as follows:

1. The City has a requirement for all new sewers to be air tested and a closed-circuit television (CCTV) inspection be performed. City

Inspectors work with the contractor and developer to make sure they perform these tests correctly and the work is documented by the City staff. CCTV video is often reviewed by Public Works Wastewater Division staff to make sure damaged pipe is not accepted.

2. All new manholes shall pass a vacuum test of 10 inches of mercury for 60 to 120 seconds depending on manhole size to ensure manholes do not allow inflow and infiltration (I&I) into the existing sewer system.
3. Rehabilitated and repaired pipe sections and manholes are inspected by the Public Works Wastewater Division staff using City owned CCTV equipment. The criteria for determining satisfactory compliance are determined by using the Pipeline Assessment Certification Program (PACP) and the Manhole Assessment & Certification Program (MACP). The Maintenance Services Manager, Public Services Director, and/or City Engineer will determine what is acceptable for workmanship, methods and materials for rehabilitation and repair work that are not described in the standards.

#### **Section 5.4 Conclusion**

PACP and MACP were developed by NASSCO and the Water Research Center (WRC); and are used throughout the world as standard criteria for ranking pipe conditions and structural defects. Most sewer agencies now use these criteria for developing standardized inspections and specifications for contractual work and Capital Improvement Projects (CIP).

The City has trained and certified its Public Works Wastewater Division staff on how to be CCTV operators and to use the PACP. Training staff in these areas ensure they are qualified to perform inspections and determine proper rating for the system defects observed.

The City's Public Facilities Improvement Standards are currently adequate to ensure the City has good design and installation standards for contractors and developers to follow. The standards ensure the residents of the City a well-built sewer system that is not high in maintenance and is cost effective.

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## **Element VI. Sewer Emergency Response Plan**

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### **Section 6.1 Overview (SERP Exhibit)**

A Sewer Emergency Response Plan (SERP) provides a standardized course of action to be followed by collection system personnel during a sanitary sewer overflow (SSO) event. An up-to-date SERP is necessary to ensure that a municipality is adequately prepared to respond to an SSO event. The SERP should describe protocols for the response, remediation, and notification of an SSO event under varying scenarios.

The basis for using pre-planned procedures in response to SSOs is to ensure that all responses are handled efficiently, effectively, and that all regulatory requirements are met, with the goal of avoiding and/or minimizing the threat to public health from potential exposure to untreated sewage.

The SERP should identify measures to protect the public health and the environment from a broad range of potential collection system failures that could lead to an SSO. The SERP should also include procedures to mitigate the effects of an SSO, when they do occur. To ensure successful implementation of the SERP during an SSO, appropriate staff and contractors should have adequate training.

The City has developed an SERP, and it is presented here. The goal of the SERP is to minimize the volume of sewer overflows that enter waters of the State (i.e., surface water), minimize the adverse effects on water quality and beneficial uses, and protect public health. Additionally, this plan will ensure that sanitary sewer overflows are properly identified, responded to and reported to the appropriate regulatory agencies as required by the General Waste Discharge Requirements (WDR), Order 2022-0103 DWQ (the Order) and amendments.

### **Section 6.2 Organization of Plan**

The key elements of this plan are addressed individually as follows:

- Section 6.3 Overflow Response Procedure
- Section 6.4 Regulatory Agency and Public Advisory Notification Procedures
- Section 6.5 Training Procedures
- Section 6.6 Damage Assessment and Clean-up Procedures
- Section 6.7 Conclusion

### **Section 6.3 Overflow Response Procedure**

The Overflow Response Procedure presents a strategy for the Public Works Wastewater Division staff to mobilize labor, materials, tools and equipment to correct or repair any condition, which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land or buildings.

Receipt of Information Regarding Sanitary Sewer Overflow (SSO): A SSO may be detected by City employees or by others. The City is responsible for acting based on received phone calls or reports on possible sewage overflow from the wastewater collection system; and to provide immediate response to investigate and/or correct a reported sewer overflow.

Generally, telephone calls from the public reporting possible sewer overflows are received at the Public Works office at (916) 434-2450. After hours, telephone calls are directed to the City of Lincoln Police Department at (916) 645-4040. The following information is collected by the telephone operator:

1. The telephone operator obtains all relevant information available regarding the overflow including:
  - a. Time and date telephone call was received.
  - b. Specific location of the overflow.
  - c. Description of the problem.
  - d. Time possible overflow was noticed by the caller.
  - e. Caller's name and phone number.
  - f. Observations of the caller; and
  - g. Other relevant information that will enable City staff to determine how to quickly locate, assess and stop the overflow.

Dispatch of Responder(s): The telephone operator records initial information in log or complaint database and dispatches Public Works Wastewater Division staff immediately. The dispatcher shall give the responder all information received from the witness. Dispatcher shall make verbal contact with responder—a voice message will not be acceptable.

Response by City Staff: The Public Works Wastewater Division staff will respond to the scene and confirm the overflow. Until verified, the report of a possible spill will not be referred to as a “sewer overflow.” The staff responsible observes the spill and contacts immediate supervisor and others as needed. Other Public Works staff may be used to assist. Once the source of the spill is identified, every available means will be used to stop and/or limit the damage and contain the overflow if possible. Caution and care shall be used to not further the damage of the property, the environment, and risk safety of public or staff.

Priority of Effort: The priority of work when responding to an overflow should always be as follows:

1. Stop the overflow
2. Contain the spill
3. Protecting public health
4. Repairing the system
5. Clean up the SSO
6. Document and report the spill

Spill Response and Containment: Initiate measures to contain the overflowing sewage and recover where possible, sewage which has already been discharged, minimizing impact to public health or the environment. Immediate response includes the steps listed below in order of decreasing priority. However, judgment must be used in determining which steps to take first in each SSO event. For example, if a simple containment berm would stop the spread of the SSO or prevent it from entering a water body, containment may be a higher priority than immediately trying to stop the SSO.

1. **Control Traffic** as needed to immediately protect the public and maintenance staff responding to the SSO. Immediate traffic control is needed if there is a street collapse, significant depression in the pavement (due to sewer line), a manhole is ajar, or if the overflow causes flooding of the street. Traffic control may also be needed to prevent wastewater from being further disbursed and to protect the maintenance crew while containing the overflow and removing the blockage.

Consider the following when implementing a traffic control plan:

- a. Provide traffic control per Caltrans standards; and
- b. If necessary, contact the City of Lincoln Police Department to ensure proper traffic control.

2. **Determine the current magnitude and immediate destination** of the overflow, e.g. storm drain, street curb gutter, body of water, stream bed, etc.
3. Identify and **request the necessary materials** and equipment to contain or isolate the overflow, if not readily available.
4. Take immediate steps to **contain and stop the overflow**. Contain or divert sewage whenever possible to prevent entry into a body of water or environmentally sensitive area. Block or bag storm drains or recovers with a vacuum truck. Determine if bypass pumping is feasible. If so, staff shall divert flow around the blockage to a downstream manhole. If the overflow is downstream of a wastewater pump station and there is an overflow line within the pump station, the pump must be shut down until the overflow is repaired.
  - a. Additional measures should be implemented under potentially prolonged overflow conditions. In the event of a prolonged sewer line blockage or a sewer line collapse, set up a portable bypass pumping operation around the obstruction.
  - b. Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
  - c. Implement continuous or periodic monitoring of the bypass pumping operation, as required.
5. **Correct the cause of the overflow**. In areas with flat terrain, the cause of the overflow may be located a considerable distance from the actual overflow. During large storms, overflows may occur because of excessive inflow and infiltration (I/I) into the sewer system. I/I can greatly increase the flow in the collection system and cause overflows in pipes that are only partially blocked by roots, grease, or debris. However, during large storms, I/I can cause the flow in the collection system to exceed the hydraulic capacity of the pipes and pump stations. Under these conditions, it may not be possible to stop the overflow until the flows recede. If a measurable rainfall event has passed within 72 hours of the overflow, the intensity and duration of the rainfall event will be noted on the SSO Worksheet for assessment purposes of the line in question.
6. **Estimate the final volume** of the SSO. Coordinate with the first responder to determine the final overflow volume. This volume is recorded on the SSO Worksheet, which is to be included in the final report to regulatory agencies and included in the City's records. Estimates of the final overflow rate and total

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overflow volume can be estimated using one of the methods found in **Appendix 3**.

7. **Initiate cleanup.** Disinfection of contaminated soil or drainage ways will be performed as directed by the appropriate agencies (i.e., Environmental Health Dept., Dept. of Fish and Game). Cleaning of spills occurring in environmentally sensitive areas can, in some cases, cause more damage than good. Call the Department of Environmental Resources for further instructions in these cases. Additional damage assessment and cleanup procedures are discussed in section 6.5 below.
8. **Restore operations.** Any sewer lift-station or storm drain pump station must be placed back online after sewer flow is restored.
9. **Sample receiving water.** When an overflow discharges to surface water at least three (3) samples should be collected: At the point of discharge; 100 feet upstream of the spill; and 100 feet downstream of the spill. More samples may be necessary based on the spill conditions and other criteria. When in doubt, take additional samples 200 feet upstream and 200 feet downstream. If other streams are influencing samples take additional samples, as needed. Be specific on the locations of the sample by relating the sample point to a permanent feature or structure. Document the sample locations in writing and with photographs. This information must be given to the first responder or Maintenance Services Manager for reporting.

Documentation, Records and reporting: Pictures, samples, recorded time of events, weather conditions and any other measurable data or observations should be recorded as soon as possible. Statements from witnesses, residents and others involved will help establish credible records of discharge volume and response activities for reporting purposes. For any Category 1 SSO greater than 1000 gallons that results in discharge to surface water, or that may result in a discharge to surface water, the City is required to contact the California Office of Emergency Services (Cal OES) **no later than 2 hours after the SSO is discovered**, as long as notification is possible and will not impede cleanup or other emergency measures. Cal OES will request specific information such as:

1. Name of person notifying Cal OES and a direct return phone number
2. Estimated SSO volume discharged

3. Estimated discharge rate
4. SSO incident description
  - a. Brief narrative
  - b. On-scene point of contact for additional information
  - c. Date and time the City became aware of the SSO.
  - d. SSO cause
5. Indication of whether SSO is contained
6. Indication of whether surface water is impacted
7. Name of surface water impacted by the SSO
8. Indication of whether drinking water supply is impacted
9. Any other known impacts
10. SSO incident location

**Be prepared to provide this information.** Following the initial notification to Cal OES until the SSO report is certified on the CIWQS online SSO database, Cal OES will be updated regarding any substantial changes to the estimated volume of discharge. Additional reporting information will be required depending on the severity of the overflow as described below.

#### **Section 6.4 Regulatory Agency and Public Advisory Notification Procedures**

This section contains the reporting requirements as outlined in the Monitoring and Reporting portion of the Order and procedures the Supervisor (Data Submitter) and/or Legally Responsible Official (LRO) must take to ensure the proper regulatory agencies are contacted within the time frames outlined within the Order. This section is written in a way that allows the LRO to go directly to the Section corresponding to the type of spill (Category 1, 2, 3 or Private Lateral Sewage Discharge) and follow a stepwise procedure through to final reporting.

The Order requires all SSO reports to be submitted to an online SSO database. The database is the California Integrated Water Quality System (CIWQS). SSO reporting deadlines vary depending on the type of spill and are further described below. It should be noted that during months which the collection system does not experience any spills, a "No Spill Certification" is required to be reported in CIWQS within 30 days

after the end of the month. If the database is not available, the City is required to fax or email all the requested information to the appropriate Regional Water Quality Control Board office within the required timeframes. In such an event, the enrollee must also enter all required information into the CIWQS database when it becomes available.

The Order establishes four SSO Categories and their reporting requirements, as defined below:

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

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.
- Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.
- A spill from an Enrollee-owned and/or operated lateral that discharges to surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order

The Maintenance Services Manager and/or the Public Services Director shall be notified when a Category 1 Spill occurs. They will make determination based on field information what level of notification is required. No information or reports will be provided to the media without prior approval of the Maintenance Services Manager, the Public Services Director and/or the City Manager. The Public Services Director and/or Maintenance Services Manager will report to the City Manager and/or the City Council on status of emergency operations. Staff may need to notify other agencies, water districts and users. If a recreational area has been impacted, the area will be closed and signage shall be posted warning residents of a potential health threat.

Notification and Reporting timeframe:

1. Verbal Notification: to OES **within 2 hours** of becoming aware of the discharge
2. Initial Reporting: draft report to be submitted to the CIWQS Online SSO Database within **3 business days**
3. Final Report: to be certified through the CIWQS Online SSO Database within **15 calendar days**
4. Technical Report: to be submitted through the CIWQS Online SSO Database

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within **45 calendar days** of the SSO end date for any SSO in which 50,000 gallons or more are spilled to surface waters.

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

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

Notification and Reporting timeframe:

1. Initial Reporting: draft report to be submitted to the CIWQS Online SSO Database within **3 business days**
2. Final Report: to be certified through the CIWQS Online SSO Database within **15 calendar days**

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

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

Notification and Reporting timeframe:

1. Final Reporting: certified report to be submitted to the CIWQS Online SSO Database within **30 calendar days** of the end of the month in which the SSO occurred.

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

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

**Private Lateral Sewage Discharge (PLSD):** Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Notification and Reporting timeframe:

1. Reporting: Reporting is optional but strongly encouraged if discharge equals or exceeds 1,000 gallons and results in a discharge to surface water.

Before a report is certified in the CIWQS online Database and as additional information becomes available (i.e., laboratory data), updates should be provided to Cal OES and submitted as soon as possible. SSO reporting should also be made available to local agencies and individuals as the situation dictates. Individuals, departments, and agencies that require reports or that may need to be considered are as follows:

- Internal Managers: Public Services Director, City Manager, and Assistant City Manager.
- Police Department: Roadblock, traffic control, etc.
- Public Services Division: Close areas such as parks, shopping centers, etc.
- Local residents and businesses that may be impacted.

Additional information may be added 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. After 120 days justification of why.

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## Section 6.5 Damage Assessment and Clean-up Procedures

Damage Assessment: As soon as the spill has been stopped and immediate notifications have been made, an assessment of damages shall be made to private and public property, as well as any damaging effects to the nearby environment. The Public Works Wastewater staff will perform a “reasonable assessment” of the situation knowing that the City and/or others could face liability for any damages that may be determined. It is best to use estimations until further investigation can determine actual costs and damage.

Private property access must be granted by the property owner or resident. In some cases, access to the property shall take place to stop or limit the damage; and if contact cannot be made with owner/resident access will be determined by the Maintenance Services Manager or Public Services Director on a case-by-case basis. When access is limited or denied, photographs or videos shall be used to document the affected area of the spill.

Mitigation and Cleanup: A plan of action to mitigate and or clean up the overflow shall be reviewed with the Supervisor prior to start of work to ensure that no further damage is caused and that proper safety and health precautions are being utilized. Whenever possible digital photos should be taken of the area before and after cleaning up.

Clean sewer overflow sites thoroughly after an overflow. Where practical, thoroughly flush the area and clean up any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked up, and transported for proper disposal. No readily identified residue (e.g., sewage solids, papers, rags, plastics, and rubber products) are to remain at the site.

The Wastewater Division Supervisor, the Maintenance Services Manager or the Public Services Director shall visit the site and help determine best management practices (BMPs) to be used for this work. If spill has been contained, then pumping into the sanitary sewer should be performed using proper equipment and good judgment so as to not create a blockage in that sewer line. Monitoring shall be performed of manhours, equipment used and volume of pumping, etc. Make sure fuel and other contaminants used in pumps, vehicles, generators, etc. do not spill or leak into the affected area and create another hazard.

Cleanup and mitigation should also be documented with pictures, sketches and any other means of capturing the setup and staging of the work and site conditions. Straw waddles, oil booms, absorbent socks, granular absorbent, berming/diking and other means may be used to capture/contain the spill and for temporary storage for pumping operations.

Should any other contaminant or suspicious odor be detected (e.g., gasoline) not common to the sewer system, City staff should immediately contact the Maintenance Services Manager or Public Services Director to report the findings and get directions before taking further action.

Follow Up: As soon as possible and after the event, an action meeting shall be held with all involved staff to determine what further actions should be taken for notification, public information, reports to agencies, mitigation/cleanup and preventative measures to keep future spills from occurring.

This meeting and discussion shall be documented and kept as part of the spill file. Public health and safety should be determined, and further investigation may be necessary.

### **Section 6.6 Training Procedures**

All City Staff are trained in the Overflow Emergency Response Procedures. All new hires receive OERP training, and refresher training is provided as needed.

### **Section 6.7 Conclusion**

This Overflow Emergency Response Plan gives City personnel a plan to follow to protect public health and the environment; satisfy regulatory agencies and waste discharge permit requirements; and minimize the risk of enforcement actions against the City. These goals are accomplished by using effective Response Procedures, Public Advisory and Regulatory Agency Notification Procedures, and Damage Assessment and Clean-up Procedures.

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## **Element VII. Fats, Oils and Grease (FOG) Program**

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### **Section 7.1 Overview**

This section of the Sewer System Management Program (SSMP) discusses the City's Fats, Oils and Grease (FOG) control measures, including the identification of problem areas, focused cleaning and source control. This section meets the City's needs and fulfills the FOG Control Program Element requirement in the General Waste Discharge Requirement 2006-0003 Order (GWDR).

### **Section 7.2 Program Description**

The GWDR requires each enrollee (City) to 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 into the sanitary sewer system.

### **Section 7.3 Background**

The City has evaluated its service area and determined that a FOG Control Program was needed. Many of the elements required are already in place as part of the City's routine sewer system maintenance. The City has determined that the existing Municipal Code was adequate to provide the authority to inspect grease producing facilities and to prohibit discharges as covered in the GWDR. There may be revisions of the Municipal Code in the future to address specific fees, fines and other elements of enforcement as it relates to this program and the overall industrial pretreatment program as it is further developed.

On August 28, 2006, the Governor of California approved AB 1333. The bill makes the improper disposal of brown grease from grease traps or interceptors an offense. In addition, the bill prohibits reinserting any of the grease removed from a trap or interceptor back into the trap or interceptor (decanting) unless specific conditions are met. The bill also

requires grease haulers to completely remove all grease, greasy liquids, water, and solids from a trap or interceptor each time it is pumped. The City also has a Franchise Hauler agreement requirement for vendors/contractors providing solid and liquid waste hauling services. This requires that haulers be registered and enter into contractual agreement with the City prior to providing service to any establishment.

In compliance with AB 1333, the Franchise haulers agreement, the GWDR, the City's Municipal Code, and a FOG Program have been established and implemented. The following activities have been implemented by the City:

- In November of 2007 the City began development of a SSMP, as required under the GWDR. This plan is necessary to avoid sanitary sewer overflows (SSO's) and a specific element of the plan is reducing FOG from the sewer collection system.
- The City has also conducted a survey of the restaurants and other commercial businesses to discuss the best management practices for cleaning of traps/interceptors and proper disposal of the grease.
- The City participates in the Live Sewer Smart campaign in partnership with other regional utilities. The program educates residents about the importance of reducing the amount of FOG in the collection system. As part of this program the City provides free residential container pickup for FOG. (<http://www.livesewersmart.com/>)

The City of Lincoln does not regulate FOG in the Regional Pipeline. A description of the FOG program implemented by the North Auburn Sewer Maintenance District 1 (SMD 1) can be found in the SSMP for SMD 1, which is available on the placer county website. <https://www.placer.ca.gov/1999/Sewer-System-Management-Plans>

#### **Section 7.4 Elements of the FOG Program**

The GWDR consists of six (6) elements related to FOG control as follows:

- Public education and outreach implementation plan and schedule.
- Legal authority to prohibit illegal discharges, FOG blockages, and prevent SSO's;
- Require installation of grease removal devices and a means to standardize their installation.
- Authority to inspect grease-producing facilities and enforce noncompliant facilities.
- Identify system locations subject to FOG blockages and establish maintenance schedules; and
- Develop and implement source control measures for all FOG discharged to the sanitary sewer system.

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## Section 7.5 Public Education

The new GWDR requires an implementation plan and schedule for public education and outreach for proper disposal of FOG. The public education component consists of developing a plan and implementation schedule for FOG control public education and outreach. During the spring cleanup on May 9<sup>th</sup>, 2009, a Water Education Foundation (WEF) FOG brochure was handed to each resident that attends as a public outreach effort.

In 2007, staff began developing a pamphlet available to the public at the front counter of Public Works Department describing the problems of dumping residential cooking grease down the drain. On September 10, 2007, staff sent out packets to all commercial businesses informing them of the City's upcoming Grease Control Program and asking for their cooperation in a wastewater discharge survey. The City has reviewed and compared public outreach efforts and Municipal Codes with the GWDR. The conclusions are as follows:

1. *"A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area."*

**Findings:** Survey results were reviewed and follow-up was performed with business owners to identify process and practices. A waste hauler franchise agreement was implemented approving a scheduled maintenance provider to provide "pump-out" reports. Septic haulers must be approved under chapter 8.06.

2. *"Legal authority to prohibit discharges to the system and identify measures to prevent SSO's and blockages caused by FOG."*

**Findings:** Existing ordinance 13.08.320, 13.08.800, and 13.08.810

3. *"Requirement to install grease traps/devices, design standards for the removal of devices, maintenance requirements, BMP requirements, record keeping and reporting requirements".*

**Findings:** Existing ordinance 13.08.350, 13.08.370 and 13.08.800.

4. *"Authority to enforce, inspect and have adequate staff. The enrollee shall have sufficient staff to inspect and enforce the FOG ordinance."*

**Findings:** Existing ordinance 13.08.890. Sufficient staffing to perform these tasks will require approximately 700 additional manhours of time for the Public Works Wastewater Division staff. Inspections for the FOG requirements have already been implemented and are conducted annually. Random inspections will be performed as needed or as pump-out reports identify.

## **Section 7.6 Implementation**

The implementation of the FOG Program is a critical element for approval of the overall SSMP, and the City has been implementing this program since June, 2024.

City staff currently receive pump-out reports from some of the businesses through voluntarily compliance. These records are part of the documentation required under the SSMP. Mandatory compliance may be necessary for the program to be completely successful and to meet the goals established in the SSMP.

City Staff have identified high maintenance areas through response phone calls and CCTV inspections. A schedule has been developed for cleaning out FOG and debris on a regular basis. Business owners that have recurring problems and do not control their discharges may be subject to fines and/or "Notice of Violation" that can result in revoking of their business license; Placer County Department of Health citation; and/or the closure of the business for health reasons.

The Maintenance Services Manager has overall responsibility for the program implementation and management. For the program to be effective Operations, Engineering and Code Enforcement staff shall be utilized as needed.

The City is in the process of working with Swift Comply and adding their Software to help organize the FOG program.

## **Section 7.7 Compliance and Liability**

If FOG is not controlled, the City could reasonably expect to be subject to State fines or lawsuits from non-government organizations (NGOs) or from private citizens. The State

Regional Water Quality Control Board requires that the City have "*Legally Responsible Officials*" for SSO reporting and compliance with all wastewater issues. The Maintenance Services Manager is the legally responsible officer (LRO) for the City and shall certify all reports and compliance with the discharge orders under penalty of perjury. This includes reporting requirements using the California Integrated Water Quality System CIWQS database.

Other consequences of not controlling FOG are increased maintenance costs and possibly additional construction costs to ultimately correct FOG related problems. These higher than necessary costs could result in higher user fees for sewer customers.

### **Section 7.8 Conclusion**

The City is currently implementing the FOG Program to meet the overall goals of the SSMP and the GWDR's requirements. The City will continue to look for ways to promote and expand the public outreach/information of proper FOG disposal.

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## Element VIII. System Evaluation and Capacity Assurance Plan

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### Section 8.1 Overview

The General Waste Discharge Requirements (GWDR) require the enrollee (City) to prepare and implement a Capital Improvement Program (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. Part of the CIP is an ongoing System Evaluation and Capacity Assurance Plan (SECAP).

### Section 8.2 Plan Description

At a minimum, the plan shall include:

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a sanitary sewer overflow (SSO) discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSO's that escape the system) associated with conditions like 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.
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (1) above to establish appropriate design criteria;
3. Capacity Enhancement Measures: The steps needed to establish a short-and long-term CIP to identify hydraulic deficiencies; including prioritization, alternative analysis, and schedules. The program may include capacity and storage facilities. It will also include an implementation schedule and shall identify sources of funding.

4. Schedule: The enrollee shall develop a schedule of completion dates for all portions of the CIP developed in (1)-(3) above. This schedule shall be reviewed and updated to be consistent with the Sewer System Management Plan (SSMP).

### **Section 8.3 Sewer System Evaluations**

The City's most recent effort in performing an evaluation of the overall wastewater collection system is documented in the City of Lincoln Wastewater Collection System Master Plan, which can be found on the City's website.

A hydraulic model of the collection system was developed as part of this Master Plan. The model has been used in several subsequent capacity evaluation studies of specific parts of the sewer collection system.

The Master Plan and hydraulic model were developed to provide an evaluation of the Wastewater Collection Systems capacity needs within the current and future boundaries of the City of Lincoln (City), provide servicing options to meet those needs, taking into consideration commitments to regional customers outside the City Limits, and to establish a capital improvement plan that includes improvements to address the existing and future needs of the wastewater collection system.

The capacity assessment completed as part of the Master Plan was based on the results of hydraulic modeling performed for the collection system. The hydraulic model of the City's wastewater collection system was developed using PCSWMM software by Computational Hydraulics Inc. The City's existing collection system, Geographic Information System (GIS) database was updated and input into the model. Flow

monitoring was conducted during the Late months of 2024. This data was used to calibrate a model of the existing collection system. The model estimates diurnal dry weather flow and peak wet weather flow (PWWF) for the design storm event under current and projected growth scenarios. The model includes pipes 10-inches and greater in diameter.

The City's model will continue to be updated on a regular basis and further developed to include smaller diameter pipes to account for future growth projections and land use.

The City has just completed a pipe assessment in early 2025 by a third-party CCTV assessment on all of our aging mains throughout the older areas of downtown.

### **Section 8.4 Design Criteria**

To evaluate the needs of the collection system under PWWF conditions, a 10- year, 24-hour storm event was simulated within the model. The existing system model was then expanded to incorporate additional flow at varying levels of City development. The land uses, outlined in the City's General Plan, were used in conjunction with the City's wastewater generation rates to develop future average dry weather flow (ADWF) estimates. Existing contractual agreements, and flow monitoring data were used to develop regional and existing wastewater flows.

PWWF within the collection system was used to build new infrastructure and evaluate the capacity of the existing system. PWWFs were estimated for the existing system and infill development areas using hydraulic model simulations of a 10-year, 24-hour storm event. PWWFs from areas within the SOI, were developed using the "Peaking Factor (PF) Method", as presented in the City's Design Criteria. A peaking factor of 2.3 was used throughout, corresponding to the large development planning areas.

Level of service (LOS) criteria was used to assess model results and identify the capacity limitations of the existing system under existing and future development conditions. The LOS criteria considered the following parameters, the peak modeled depth of flow ( $d$ ) divided by the pipe diameter ( $D$ ) ( $d/D$  ratio), the peak modeled flow divided by the full pipe capacity derived from Manning's equation (HLR), residual pipeline capacity, and peak simulated flow velocity. Based on the results of the evaluation, seven capital improvement projects (CIPs) were recommended within the existing collection system.

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## Section 8.4

The City's Wastewater Master Plan identified the following existing system CIP projects.

- CIP 1:** Sewer System Overflows (SSOs) are predicted to occur under existing PWWF conditions along the 15-inch sewer trunk that follows 5th Street, Q Street, 4th Street, O Street, and 3rd Street. Two alternative improvement projects have been presented to address this capacity constraint. The sewer could be increased in place, recommended sizes for each segment are presented in Chapter 7.0. Alternatively, the drop connection at the intersection of Joiner Parkway and 5th Street could be eliminated, and the sewer could be reconstructed at a more suitable pipe slope and size. This alternative may be more attractive to the City because it may allow for Q Street Pump Station to be taken offline.
- CIP 2:** The 15-inch sewer trunk in 2<sup>nd</sup> Street (Old Town South Trunk, just south of CIP 1) has been predicted to incur 3-foot of surcharge under existing PWWF conditions. Like CIP 1, two alternative solutions have been presented to address this capacity deficiency. Upsizing the sewer in place or eliminating the drop connection at the intersection of Joiner Parkway and 2<sup>nd</sup> Street and reconstructing the sewer at an appropriate slope.
- CIP 3:** The East Lincoln Parkway Pump Station (ELPPS) is in South Lincoln, along Joiner Parkway. The ELPPS is equipped with an emergency storage basin, dual 12-inch force mains, two 60 horsepower (HP) pumps, and one 45 HP pump. The PWWF simulated under existing conditions exceeds the reliable capacity (2.7 MGD) of the pump station. Although, this PWWF is less than the maximum capacity of the pump station (4.0 MGD), the addition of flow from infill development causes the PWWF to exceed the maximum capacity. Depending on the level of development within the pump stations collection shed, the City may want to increase the reliable capacity of the pump station if one of the 60 HP pumps fails during a PWWF event. No pipeline improvements are recommended as part of this improvement project.
- CIP 4:** The sewer trunk following 9<sup>th</sup> Street, East Avenue, and 12<sup>th</sup> Street, upstream of the E. Street sewer has been predicted to become surcharged under existing conditions. Surcharging is further exacerbated with the addition of infill flow from upstream developments. This CIP recommends that this sewer trunk be upsized to provide adequate capacity for existing and infill development.
- CIP 5:** Unlike capacity issues at the ELPPS, both pipelines and reliable pump station capacity fail to meet LOS criteria under infill development conditions at the Nicolaus Road Pump Station (NRPS). Under existing conditions, the NRPS has sufficient reliable pumping capacity to convey flow entering the pump station. Capacity issues exist within the 10-inch sewer in Aviation Boulevard and Nicolaus

Road surcharge is predicted to occur under existing conditions. The addition of wastewater flow from the development of vacant areas near the airport exacerbates these pipeline capacity issues and causes the reliable capacity of the NRPS to be exceeded. This improvement project recommends the diversion of this pump station to the proposed trunk sewer in Nelson Lane. Flow from the pump station could be diverted by gravity, by intercepting the existing influent sewers and redirecting flow west on Nicolaus Road to the proposed Nelson Lane Trunk.

The implementation of this CIP is dependent on the phasing and construction of other collection system improvements. Interim solutions for the existing pipeline capacity issues may include on-going inflow and infiltration (I/I) reduction efforts, limiting development in the area, upsizing the 10-inch portion of sewer in Aviation and Nicolaus Road, and/or increasing reliable capacity of the NRPS.

- CIP 6:** Surcharging is predicted to occur with the addition of flow from infill development in the 18-inch sewer in 1<sup>st</sup> Street and Chambers Drive, and the downstream 30-inch sewer in Chambers Drive. To reduce surcharge to an acceptable level in these sewers, this improvement project recommends re-routing and upsizing the 18-inch sewer in 1<sup>st</sup> Street. The Chambers Drive sewer was originally constructed to re-route the collection system from the old Wastewater Treatment Plant (WWTP) location to the new WWTRF on Moore Road. The 30-inch sewer runs parallel to the upstream 18-inch in Chambers Drive. Flow from 1<sup>st</sup> Street is first routed north in the 18-inch sewer, then loops south in the 30-inch sewer. It is proposed that this "loop" be eliminated by diverting the 18-inch sewer in 1<sup>st</sup> Street to the Chambers Drive sewer, near the intersection of Douglas Drive and 1<sup>st</sup> Street. Sewers upstream of this new tie in location should be upsized to 21-inches to provide capacity for flow from infill developments.
- CIP 7:** The Lincoln 270 Area lies between Highway 65 and Industrial Avenue. Alternative solutions to provide wastewater collection services to this area have been previously considered. It has been assumed that the City of Lincoln will provide service to this area, through the Lincoln Crossings development. This improvement project recommends that sewers between the point of connection of the 270 Area development and the intersection of Caledon Circle and Ferrari Ranch Road, are upsized to meet LOS requirements. The 12-inch sewer in Caledon Circle would need to be upsized to a 15-inch and the upstream 10-inch sewer, starting at Brentford Circle and continuing to Industrial Avenue, would need to be upsized to a 12-inch to accommodate the additional flow. These sewers have adequate capacity to serve their existing service area under existing and infill development conditions, without the addition of flow from Lincoln 270.

The model predicted ten SSOs within the City's existing collection system under existing and buildout PWWF conditions. A summary of predicted SSOs is provided in **Table 1**.

**Table 1 Predicted SSOs Summary <sup>(1)</sup>**

Manhole ID	Scenario <sup>(2)</sup>	Invert (ft)	Depth (ft)	Predicted Spill Volume (gallons)	Cause of Overflow	Proposed Solution <sup>(3)</sup>
NW422SS53	2 & 3	136.9	5.2	83,000 – Existing 118,000 – Buildout	Limited Pipeline Capacity	Increase slope/ upsize in place, (CIP 1)
NW456SS03	2 & 3	144.3	6.3	60,000 – Existing 84,000 – Buildout	Limited Pipeline Capacity	Increase slope/ upsize in place, (CIP 1)
SE502SS13	2 & 3	130.3	10.8	15,000 – Existing 373,000 – Buildout	Deficient Pump Station Capacity	Increase reliable pumping capacity of the ELPPS (CIP 3)
NW281SS08	3	118.1	10.3	120,000	Limited Pipeline Capacity	Divert to Nelson Lane Sewer (CIP 5) / upsize 10-inch to 12-inch in interim
NW281SS10	3	116.7	8.9	284,000	Limited Pipeline Capacity	Divert to Nelson Lane Sewer (CIP 5) / upsize 10-inch to 12-inch in interim
NW281SS11	3	115.9	7.9	25,000	Limited Pipeline Capacity	Divert to Nelson Lane Sewer (CIP 5) / upsize 10-inch to 12-inch in interim
NW281SS12	3	115.1	6.9	1,152,000	Limited Pipeline Capacity	Divert to Nelson Lane Sewer (CIP 5) / upsize 10-inch to 12-inch in interim
NW282SS01	3	114.2	7.7	109,000	Limited Pipeline Capacity	Divert to Nelson Lane Sewer (CIP 5) / upsize 10-inch to 12-inch in interim
NW317SS11	3	106.2	9.7	174,000	Deficient Pump Station Capacity	Divert to Nelson Lane Sewer (CIP 5)
NW352SS31	3	106.2	9.8	44,000	Deficient Pump Station Capacity	Divert to Nelson Lane Sewer (CIP 5)

(1) The locations of SSOs are shown on Figure 6-1 and Figure 6-2 of the City's Wastewater Collection System Master Plan.

(2) Scenario 2 is Existing PWWF, Scenario 3 is PWWF plus infill development within City Limits.

(3) Additional CIP details are presented in Chapter 7.0 of the City's Wastewater Collection System Master Plan.

The City has had a sewer system evaluation and CIP ongoing for many years prior to development of the Wastewater Collection System Master Plan. The system evaluation is part of their ongoing repair and replacement and I&I reduction program which uses closed-circuit television (CCTV) information, manhole inspections and I&I testing to determine future condition-based CIPs projects and system upgrades.

The City currently utilizes 4 ISCO flowmeters and various metering manholes with Palmer-Bowlus flumes to perform periodic flow evaluations. Public Works Wastewater Division staff and contractors perform hydrojet cleaning and CCTV monitoring of approximately 11 miles of gravity mainline. Additionally, the City performs smoke testing of approximately 1,500 feet of mainline for areas suspected of high I&I.

Hydraulic modeling was completed for the design of the Regional Pipeline and ongoing evaluations will be conducted as described in section 5 of the COJA between the City and Placer County.

#### **Section 8.4 Conclusion & Schedule**

Currently identified CIP projects and costs for the City's collection system are listed in **Appendix 2**. Ongoing evaluation is constrained by budget and staff resources. Staff will continue the system evaluation as budget and staffing is available. As noted in the plan description, a system evaluation is an ongoing task and must allow for scheduling changes and budget limitations. The City will continue to perform these tasks as needed and review goals and objectives during the annual audit provided for in Element 10 of this SSMP.

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## **Element IX. Monitoring, Measurement and Program Modifications**

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### **Section 9.1 Overview**

The General Waste Discharge Requirements (GWDR) require the enrollee (City) to implement the following monitoring, measurement and program modifications:

- Maintain relevant information that can be used to establish and prioritize appropriate Sewer System Management Plan (SSMP) activities;
- Monitor the implementation and where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventative maintenance program;
- Update program elements, as appropriate, based on monitoring or performance; and
- Identify and illustrate sanitary sewer overflows (SSO) trends, including frequency, location and volume.

### **Section 9.2 Mapping**

The City has implemented Geographic Information System (GIS) mapping of all of the sewer system components including pipe, manholes, flushing branches, force mains and pump stations. The nodes/points are at survey level accuracy and data can be queried for ID #, pipe size and other characteristics.

The system is electronically available to field staff via laptop computers and on the City's intranet server. Exhibit 9-1 depicts the current GIS database. In addition, data was gathered for water and storm drain layers and "as built" plans information is incorporated into the GIS systems map.

The Wastewater field staff has been provided with hand held GPS devices that are approximately one (1) meter accuracy for locating manholes and documenting SSO's with the State Board's California Integrated Water Quality System CIWQS electronic reporting requirements.

The City's GIS map is essential for implementing and assessing the success of the preventative maintenance program and the SSMP. It is used to prioritize preventive maintenance activities based on known hotspots, and problem areas.

### **Section 9.3 Measuring**

The Public Works Operations Manager and the Wastewater Division staff use the various forms for documenting service requests as an assessment tool. Some of these forms include Work Orders (Exhibit 4-1), the Emergency Sewer Call Reports (Exhibit 9-2), the Close-Circuit Television (CCTV) Inspections Form (Exhibit 9-3), the Hydroflushing Log (Exhibit 9-4), the Manhole Inspections Form (Exhibit 9-5); and the Sanitary Sewer Overflows Form (Exhibit 9-6).

Pump Station Supervisory Control and Data Acquisition (SCADA) reports provide wet and dry peak flow tracking and can be utilized to develop trends and spot inflow and infiltration (I&I) sources. Flowmeters and samplers are also utilized to examine specific waste streams for pollutants and illegal discharges related to industrial and commercial fats, oils and grease (FOG).

### **Section 9.4 Monitoring**

The Maintenance Services Manager periodically reviews response time for wastewater calls, prints reports from the Computer Maintenance Management System (CCMS), and reviews the work progress of the Public Works Wastewater Division staff. Some areas that are monitored are pump station SCADA reports, efficiency of cleaning and CCTV. Comparison of established benchmarks for daily and specific tasks is ongoing.

Flow monitoring data was collected at ten locations throughout the collection system for purposes of developing the hydraulic model used to assess system capacity in the Wastewater Collection System Master Plan. The City has since conducted several micro flow monitoring studies to further evaluate flows and capacities in certain areas of the system.

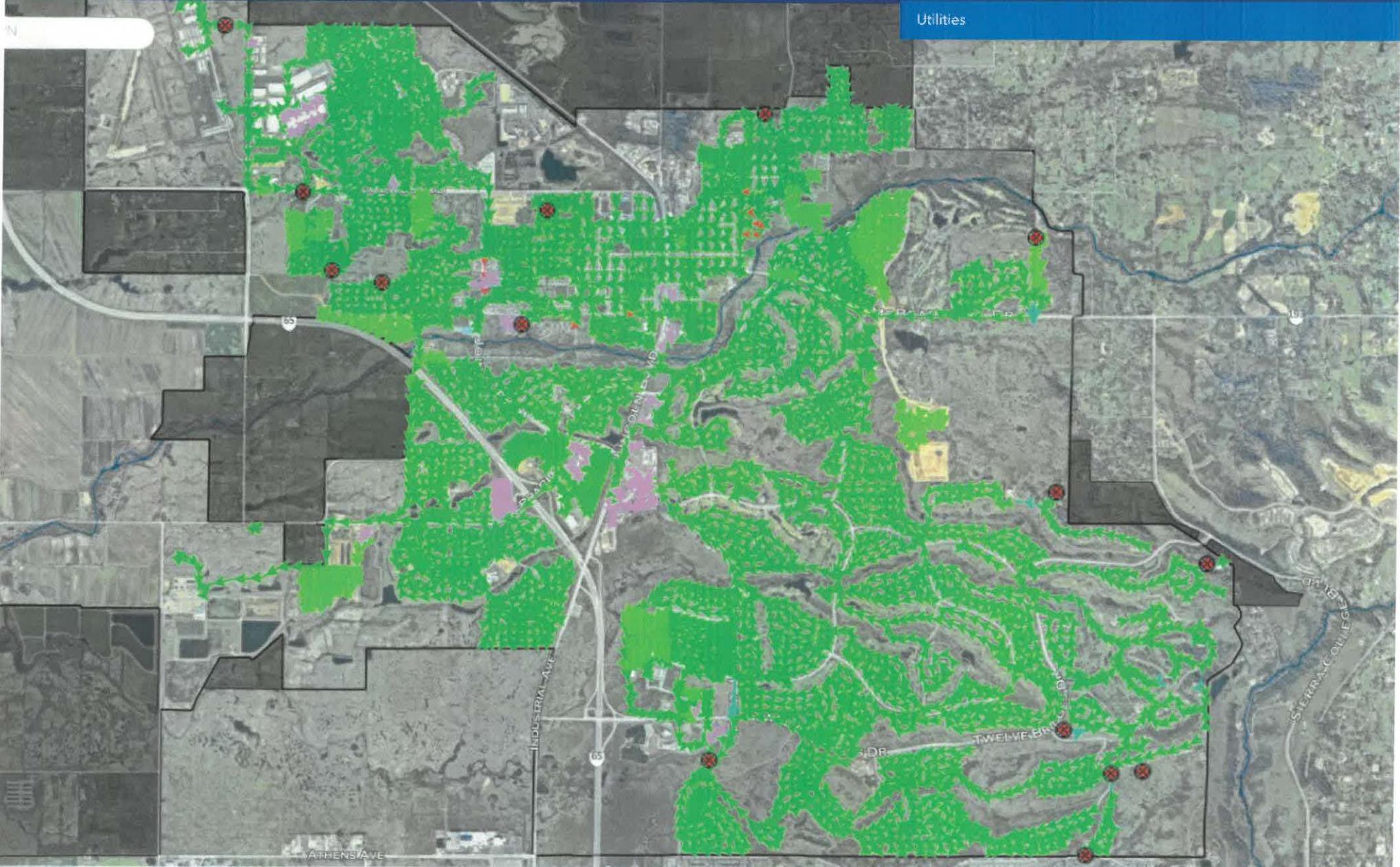
### **Section 9.5 Conclusion**

Monitoring, measurement and program modification is an important component of the SSMP to implement a successful program. The annual audit (Section 10 of this SSMP) will address all the areas that must be monitored and their cost effectiveness.

# Exhibit 9-1



Utilities



# Exhibit 9-2

# Cityworks Respond

- Details
- Callers
- ELM
- Labor
- Related Activities

## Service Request

Service Request Number: 4075

Status: 1 - Assigned

Service Request Description: Sewer - Potential Blocka...

Priority: 2 - Medium

Created By: Duckworth, Jason

Created Date: May 19, 2025, 9:58 AM

Department: Sewer

Supervisor: Hookins, Aaron

Assigned To:

Resolution:

Due Date: May 20, 2025, 9:58 AM

Actual Finish Date:

Labor Cost: \$0.00

Cancel

Related +

## Incident Information

**Geocode**

Address: 774 Davenport Way, Lincoln, California, Company:

City: Lincoln State: California

Zip Code: 95648

Location:

Details:

X: -13504678.381 Y: 4704203.4324

## Attachments

Drop Here

No attachments.

## Category Custom Fields

Custom Field Category

## Comments

**Add Comment** **Sort** ↓

Duckworth, Jason 05/19/2025, 10:00 AM

Customer reports potential blockage in cleanout. She

## Customer Calls

	First Name	Last Name	Call Time	Call
<input type="checkbox"/>	CAITLIN	UNKNOWN	05/19/2025, 9:58 AM	RESI

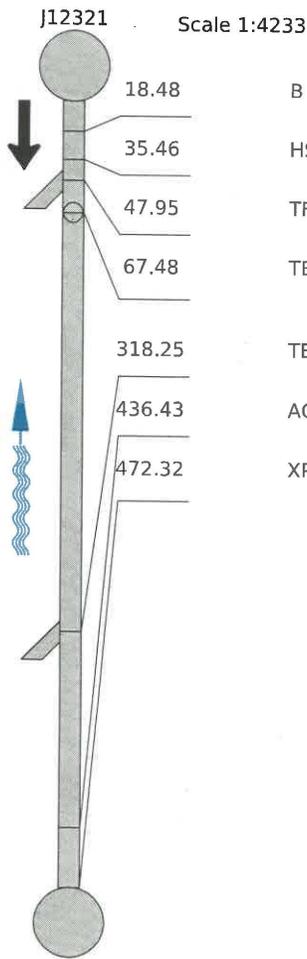
1-1 of 1

# Exhibit 9-3

# Section Inspection Report

Project <b>7-3-24</b>	Printed on <b>7/3/2024</b>	Def Standard <b>NASSCO~PACP-6</b>
Pipe Segment Reference <b>J12321-I12009</b>	City <b>Lincoln</b>	Street <b>6th Street</b>
Date <b>7/3/2024 07:40</b>	Operator <b>Wes Paszko</b>	Sewer Use
Upstream MH <b>I12009</b>	Downstream MH <b>J12321</b>	Height <b>6 inch</b>
Total Length <b>472.3 ft</b>	Length Surveyed <b>472.3 ft</b>	Width
~~ <b>I12009-&gt;J12321</b>	Direction <b>J12321-&gt;I12009</b>	Material <b>Vitrified Clay Pipe</b>
Shape <b>Circular</b>	Pre-Cleaning <b>Jetting</b>	Video name <b>J12321-I12009_0001.mp4</b>

**POSITION [ft] DC CODE OBSERVATION VIDEO FOTO**



I12009

POSITION [ft]	DC CODE	OBSERVATION	VIDEO	FOTO
18.48	B	Broken, at 12 o'clock	00:01:05	J12321-I12009_0001.png
35.46	HSV	Hole Soil Visible, at 3 o'clock	00:01:59	J12321-I12009_0002.png
47.95	TFC	Tap Factory Made Capped, at 3 o'clock , 4 inch dim	00:03:11	J12321-I12009_0003.png
67.48	TBI	Tap Break-In Intruding, at 12 o'clock , 4 inch dim, 1 inch intrusion	00:04:08	J12321-I12009_0004.png
318.25	TBA	Tap Break-In Active, at 3 o'clock , 4 inch dim	00:13:21	J12321-I12009_0005.png
436.43	ACOM	Cleanout Mainline / end cleanout	00:18:58	J12321-I12009_0006.png
472.32	XP	Collapse Pipe Sewer, 100% lost / end of line collapsed-end of inspection	00:20:06	J12321-I12009_0007.png

# Photos

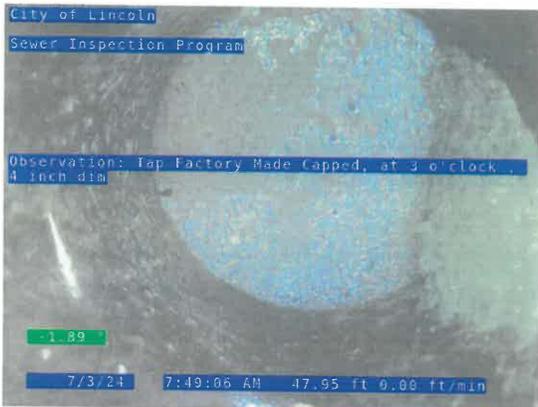
Project <b>7-3-24</b>	Printed on <b>7/3/2024</b>	Def Standard <b>NASSCO~PACP-6</b>
Pipe Segment Reference <b>J12321-I12009</b>	City <b>Lincoln</b>	Street <b>6th Street</b>



File name: **J12321-I12009\_0001.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **18.48 ft**  
 Code: **B**  
**Broken, at 12 o'clock**



File name: **J12321-I12009\_0002.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **35.46 ft**  
 Code: **HSV**  
**Hole Soil Visible, at 3 o'clock**



File name: **J12321-I12009\_0003.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **47.95 ft**  
 Code: **TFC**  
**Tap Factory Made Capped, at 3 o'clock , 4 inch dim**

# Photos

Project <b>7-3-24</b>	Printed on <b>7/3/2024</b>	Def Standard <b>NASSCO~PACP-6</b>
Pipe Segment Reference <b>J12321-I12009</b>	City <b>Lincoln</b>	Street <b>6th Street</b>



File name: **J12321-I12009\_0004.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **67.48 ft**  
 Code: **TBI**  
**Tap Break-In Intruding, at 12 o'clock, 4 inch dim, 1 inch intrusion**



File name: **J12321-I12009\_0005.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **318.25 ft**  
 Code: **TBA**  
**Tap Break-In Active, at 3 o'clock, 4 inch dim**



File name: **J12321-I12009\_0006.png**  
 Inspection date and time: **7/3/2024 07:40**  
 Position: **436.43 ft**  
 Code: **ACOM**  
**Cleanout Mainline**

# Photos

Project <b>7-3-24</b>	Printed on <b>7/3/2024</b>	Def Standard <b>NASSCO~PACP-6</b>
Pipe Segment Reference <b>J12321-I12009</b>	City <b>Lincoln</b>	Street <b>6th Street</b>



File name: **J12321-I12009\_0007.png**

Inspection date and time: **7/3/2024 07:40**

Position: **472.32 ft**

Code: **XP**

**Collapse Pipe Sewer, 100% lost**

# Exhibit 9-4

Shape\_Length

346.7650735418076

99.85519089406128

396.4758247690677

177.4202697239064

107.82927136623258

90.2875716722873

367.24499701360867

223.2750423045461

446.72552964028085

263.56962349139667

435.8783040212968

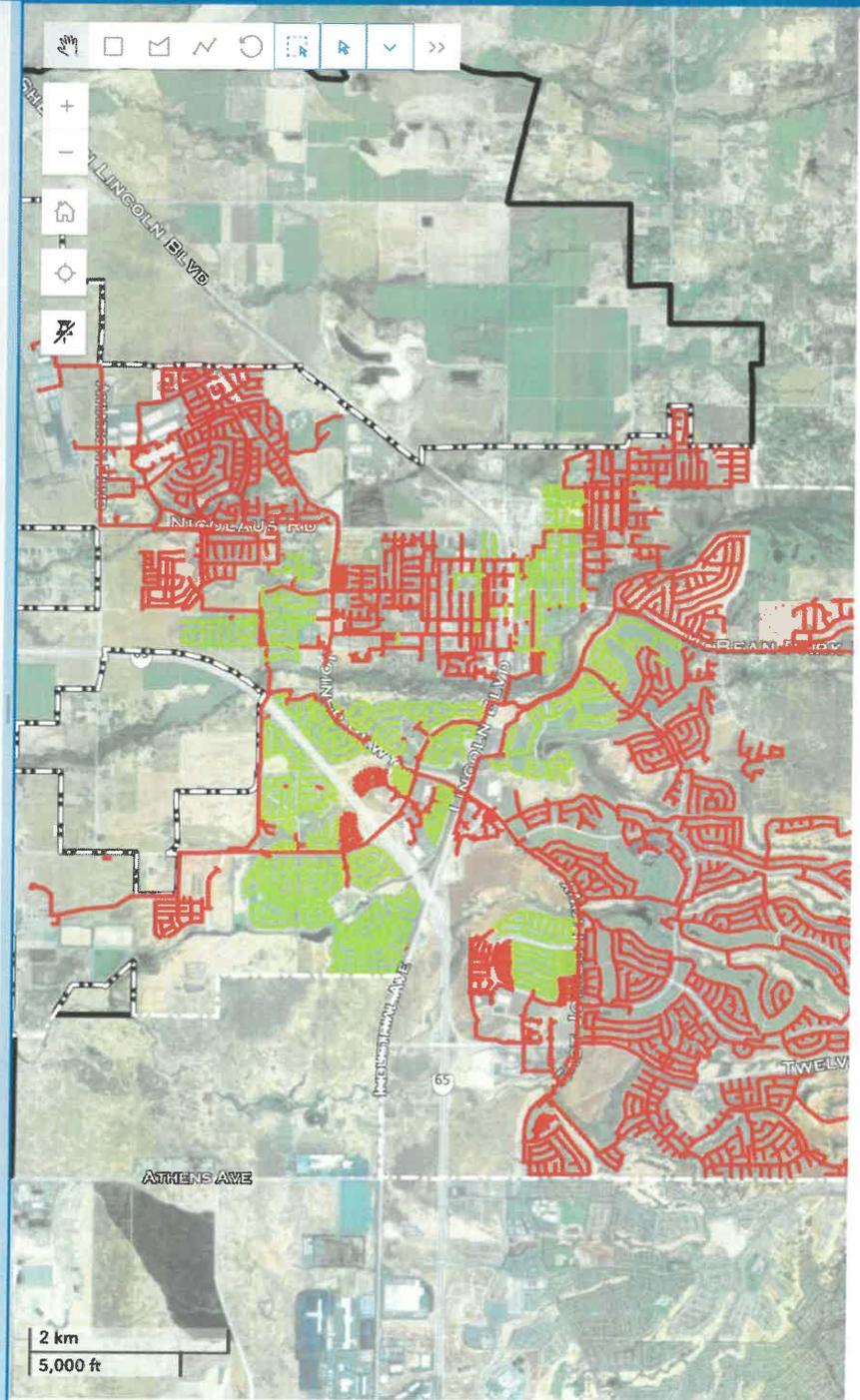
183.33160377782957

< 25-36 of 1143 >

### Feet of Gravity Pipes Cleaned

# 279,035.04

Feet of Gravity Pipe



# Exhibit 9-5

# MANHOLE INSPECTION FORM

Manhole ID: 515257

Date: 2-14-24

Street Address: 2512 CUIPEPPER WY

Inspector: TFA

Rain in the Last 48 hrs: NONE

Inspection Type: SURFACE

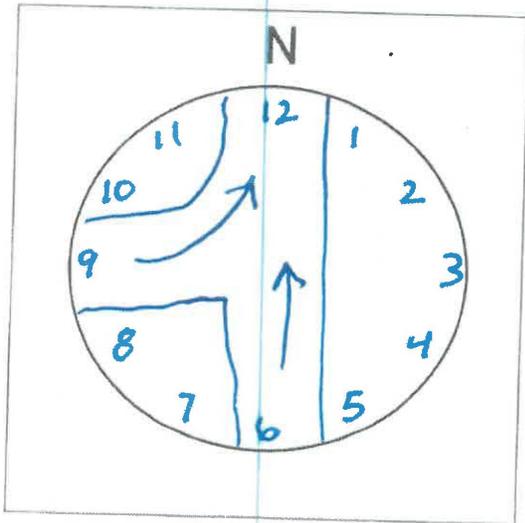
(none, drizzle, moderate, heavy)

(internal, surface, buried, not found)

Sewer Type: (circle)

Sanitary

Storm



Clock Position (1-12)	Pipe Diameter (in)
12	8
6	8
9	8

Manhole Depth: 11' 4"

Structural Condition: good

(good, fair, poor)

Operational Condition: good

(good, fair, poor)

Debris: slight

(slight, moderate, heavy)

Evidence of Surcharge: (circle) YES  NO

Evidence of Spill: (circle) YES  NO

Attachments: (circle) YES  NO

(photos, docs)

**Structural Comments:**

(bench, trough, cover, frame, wall, infiltration)

COCK ROACHES, LADDER AT 6° clock

**General Comments:**

(work performed, overall condition, recommendations, roots, obstructions)

# Exhibit 9-6



**WASTEWATER SPILL REPORT - SSO**

RESPONDERS: Travis Espinoza, Cody Shrum, Matt Probst, Wes Paszko

ON-SITE SUPERVISOR: Aaron Hookins

REPORTING PARTY: Resident at 2508 Halfmoon Ct

SPILL LOCATION NAME: Halfmoon ct

STREET NUMBER: 2508

STREET NAME: Halfmoon Ct

CROSS STREET: Dripping Rock Ln

ESTIMATED SPILL AMOUNT: 2125 Gallons

DID THE SPILL AMOUNT DISCHARGE TO A DRAINAGE CHANNEL AND/OR SURFACE WATER? YES  NO

DID THE SPILL REACH A SEPARATE (I.E., NOT COMBINED) STORM DRAINPIPE? YES  NO

IF THE SPILL REACHED A SEPARATE STORM DRAINPIPE, WAS ALL OF THE WASTEWATER FULLY CAPTURED FROM THE SEPARATE STORM DRAIN AND RETURNED TO THE SANITARY SEWER SYSTEM? YES  NO

PRIVATE LATERAL SPILL? YES  NO

NAME OF RESPONSIBLE PARTY (FOR PRIVATE LATERAL SPILL ONLY, IF KNOWN) NA

FINAL SPILL DESTINATION (I.E., GUTTER, STORM DRAIN, CREEK) Drainage channel

ESTIMATED SPILL VOLUME: 2125 GALLONS

ESTIMATED VOLUME OF SPILL RECOVERED: 3,000 GALLONS

ESTIMATED SPILL START DATE/TIME: MM/DD/YYYY: 12/6/2024 TIME: 5:45 pm

DATE/TIME AGENCY WAS NOTIFIED OR DISCOVERED SPILL: MM/DD/YYYY: 12/6/2024 TIME: 6:14 pm

DISCOVERED SPILL: MM/DD/YYYY: \_\_\_\_\_ TIME: \_\_\_\_\_

ESTIMATED OPERATOR ARRIVAL: MM/DD/YYYY: 12/6/2024 TIME: 6:55 pm

ESTIMATED SPILL STOP DATE/TIME: MM/DD/YYYY: 12/6/2024 TIME: 7:05 pm

SPILL CAUSE (I.E., RAGS, ROOTS, GREASE, PAPER, PIPE FAILURE, STORM): Roots in Manhole

WHERE DID FAILURE OCCUR (I.E., UPPER LATERAL, LOWER LATERAL, P-TRAP)? 1st Manhole on downstream side of spill



DIAMETER OF SEWER PIPE AT THE POINT OF BLOCKAGE OR A SPILL CAUSE (IF APPLICABLE) 8 INCHES

MATERIAL OF SEWER PIPE AT THE POINT OF BLOCKAGE OR A SPILL CAUSE (IF APPLICABLE) VCP

ESTIMATED AGE OF SEWER PIPE AT THE POINT OF BLOCKAGE OR SPILL CAUSE (IF APPLICABLE) 22 YRS

DESCRIPTION OF TERRAIN SURROUNDING THE POINT OF BLOCKAGE OR SPILL CAUSE (IF APPLICABLE)

Easement into an open space with overgrown trees.

EXPLANATION OF SPILL RESPONSE ACTIVITIES: See attached word document.

NAME OF IMPACTED SURFACE WATER: NA

CONTROL NUMBER: 24-6806

OES CALLED DATE/TIME: MM/DD/YYYY: 12/6/2024 TIME: 8:27 pm

REGIONAL WATER QUALITY CONTROL BOARD NOTIFIED DATE/TIME: MM/DD/YYYY: NA TIME:     

METHOD NOTIFICATION (I.E., PHONE, IN PERSON):     

NAME OF STAFF CONTACTED:     

PHONE NUMBER OF STAFF CONTACTED:     

PARTIES NOTIFIED: PUBLIC SERVICES DIRECTOR  PD/FIRE  OTHER

OTHER AGENCY NOTIFIED: OES  PCHD  CRWQCB  FISH & GAME

OTHER     

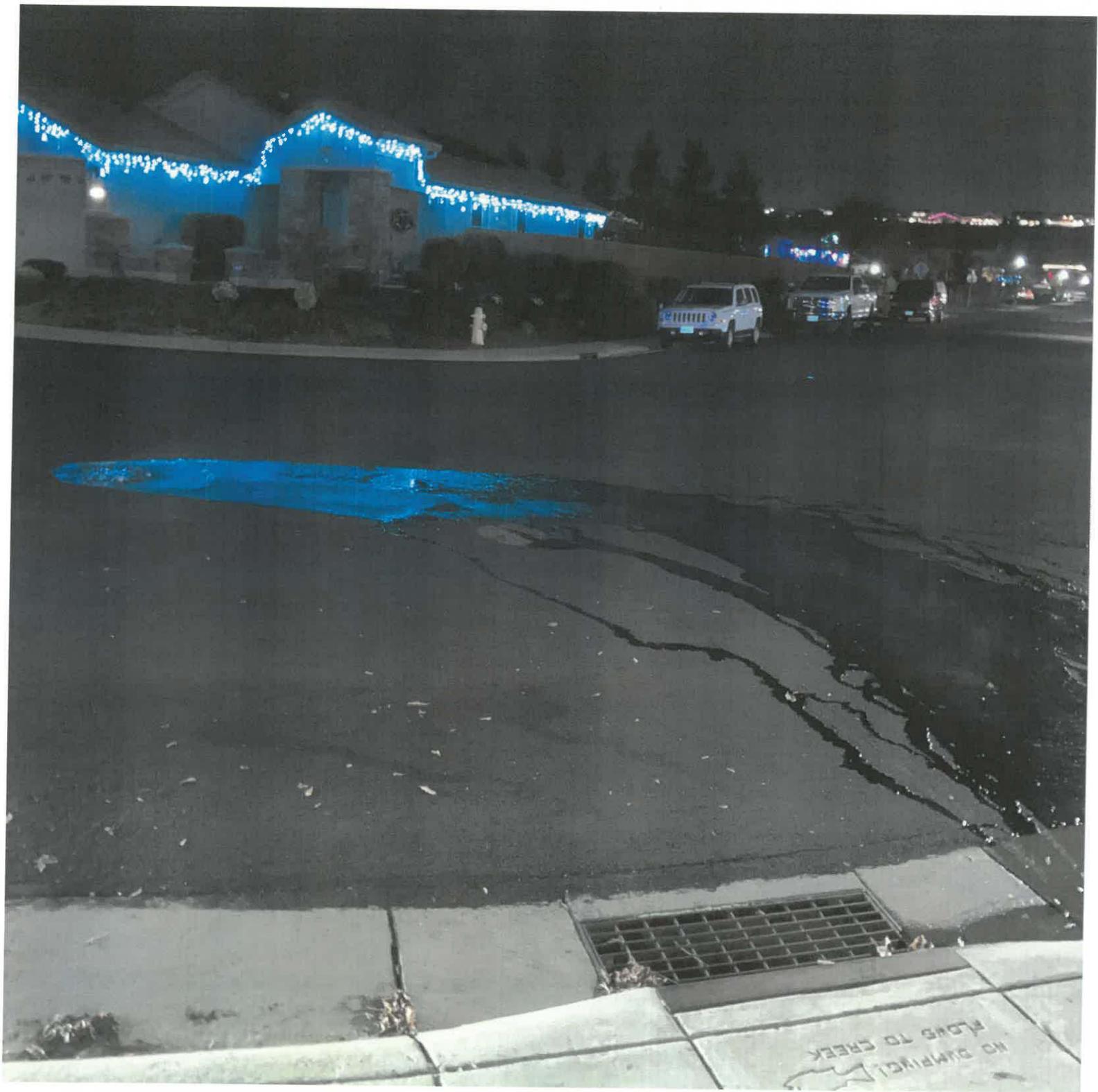
**EMERGENCY NOTIFICATIONS:**

Notify Office of Emergency Services (OES) at either (916) 845-8911 or (800) 85-7550 within two hours of spill. OES Control Number: 24-6806

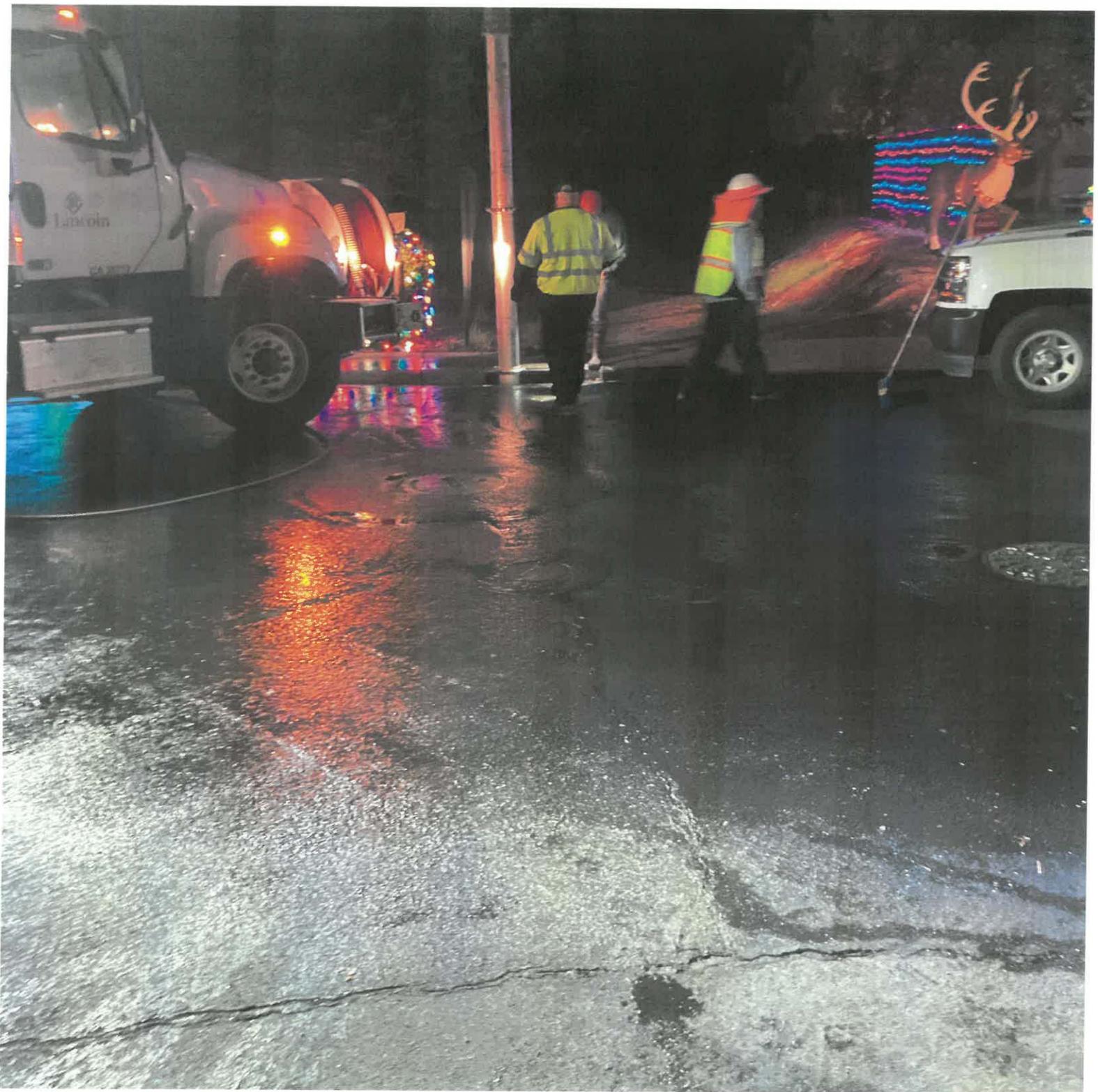
Notify Placer County Health Department at (530) 745-2306 within two hours of spill. PCHD may ask for OES Control Number. If no answer, leave a detailed message including OES Control Number.

Notify California Regional Water Quality Control Board (CRWQCB) at (916) 464-3291 within two hours of spill.

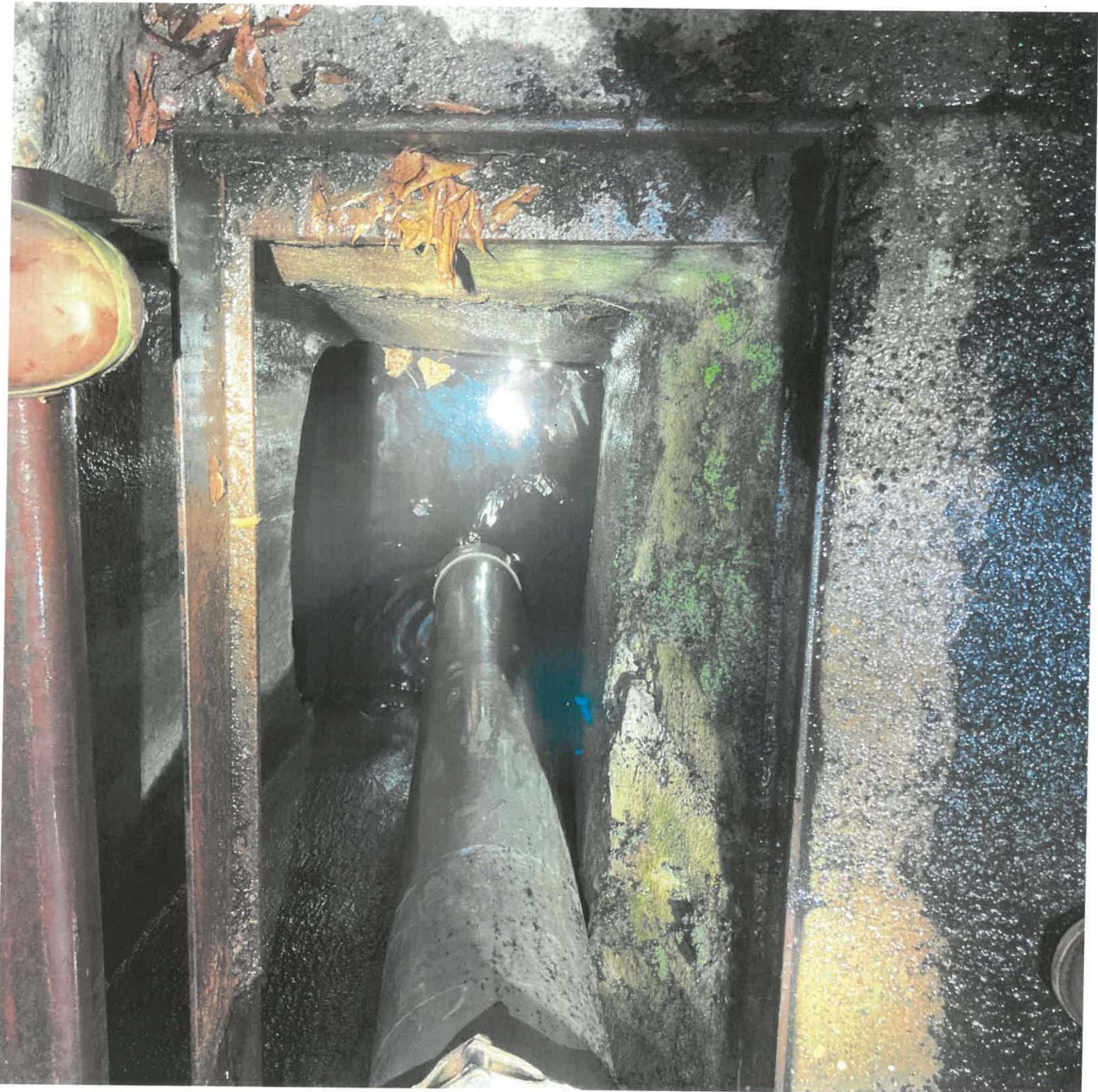
Notify Fish & Game Control Center at (916) 358-1300 **immediately** if the spill entered a creek or waterway.



















# **SPILL EMERGENCY RESPONSE PLAN (SERP)**

Update (May 2024)







# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### PART 1 (COMPLIANCE GUIDE)

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### PART 2 (FIELD GUIDE)

### LIST OF TABLES

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## LIST OF ATTACHMENTS

- Attachment 1 – WDR Implementation guidance (SWRCB)
- Attachment 2 – SERP Key Performance Indicators (KPIs)
- Attachment 3 – Spill Time Estimation Worksheet
- Attachment 4 – Spill Duration and Flow Worksheet
- Attachment 5 – Spill Measured Volume Estimation Worksheet
- Attachment 6 – Spill Upstream Connections Volume Estimation Worksheet
- Attachment 7 – Spill Response Evaluation Worksheet
- Attachment 8 – Training Record Worksheet
- Attachment 9 – Cleaning Services Declination Waiver
- Attachment 10 – Equipment Inventory and Critical Spare Parts List
- Attachment 11 – Spill Data and Trends Worksheet
- Attachment 12a – Cal-OES Contact Log
- Attachment 12b – Failure Analysis and Corrective Actions
- Attachment 12c – Interview Script
- Attachment 12d – Spill Data and Trends Worksheet
- Attachment 12e – SERP Equivalent Conversion Formulas
- Attachment 13 – SPILL RESPONSE FIELD FORM



# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### Introduction

This document, the Spill Emergency Response Plan (SERP), formerly known as the Overflow Emergency Response Plan (OERP) has been prepared by Fischer Compliance LLC with assistance from the City of Pacifica ((CITY)) staff for complying with one of a series of updated regulatory requirements resulting from the State Water Resources Control Board 2022 adoption of the “reissued” Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems<sup>1</sup> (referred to as “the 2022 WDR” throughout this document.”

One primary area of focus by the State Water Board through updated regulatory requirements in the 2022 WDR is *objective compliance* with effective implementation of elements of the City’s Sewer System Management Plan (SSMP). The State Water Board emphasizes urgency on the structure, content, and organization of an agency-specific SERP for ensuring effective spill, containment, control, and mitigation<sup>2</sup>.

The effectiveness of the SERP is measured by the following objectives, providing Agency-specific translation of the corresponding State Water Board expectations for required effective spill responses:

- Implement effective and proactive spill containment, control, and mitigation
- Comply with State Water Board guidance on SERP implementation (see Attachment 1)
- Reduce future Agency WDR violations, potential water quality impacts, and nuisances
- Meet/exceed all WDR compliance points in a systematic, streamlined, and transparent manner to facilitate use by Legally Responsible Official(s), Managers, and field staff
- Measure and improve Agency SERP effectiveness (see Attachment 2)
- Expedite review by Water Board compliance inspectors and prepare the City for future regulatory audits of the SERP

These objectives provide the cornerstone for PART 1 (COMPLIANCE GUIDE) of this document, formulated by Fischer Compliance LLC around a streamlined process for objectively reviewing each applicable SERP compliance point, presenting the method(s) for how Agency is complying with each requirement, and providing customized Key Performance Indicators (KPIs) for the City SERP for measuring effectiveness. PART 2 (FIELD GUIDE) includes streamlined information and procedures for Agency first responders and field operations staff.

Table 1 below provides a summary of applicable Spill Emergency Response Plan requirements for full compliance with the WDR.

---

<sup>1</sup> See [Order No. 2022-0103-DWQ](#)

<sup>2</sup> See [Order No. 2022-0103-DWQ](#), Attachment D (page D-2) which states “the State Water Board or a Regional Water Board may consider the Enrollee’s efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.”

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

*Table 1 - Summary of Applicable Spill Emergency Response Plan Requirements*

Compliance Point	WDR Section	Page	Regulatory Requirements
1	Spec. 5.7	22	<ul style="list-style-type: none"> <li>Allocate necessary resources for spill responses</li> </ul>
2-1	5.12	23	<ul style="list-style-type: none"> <li>Update and Implement SERP within 6 months of 2022 WDR adoption date (6/5/2023); certify SERP up to date in Annual Report)</li> </ul>
2-2	5.12	24	<ul style="list-style-type: none"> <li>Targets and measures for protection of public health and environment</li> </ul>
2-3	5.12	24	<ul style="list-style-type: none"> <li>Timely spill responses, minimized impacts and nuisances by stopping, intercepting, recovering, cleaning publicly accessible areas, preventing toxic discharges to waters of the State</li> </ul>
3	5.13	24	<ul style="list-style-type: none"> <li>Comply with Notification, Monitoring, Reporting, Recordkeeping requirements</li> </ul>
4	ATT D-3	D-4	<ul style="list-style-type: none"> <li>Collaborate with storm drain agencies and ensure easement accessibility agreements for locations requiring operations</li> </ul>
5-1	ATT D-4	D-5	<ul style="list-style-type: none"> <li>SERP training and practice drills</li> <li>Inventory of sewer system equipment/identification of critical replacement and spare parts</li> </ul>
5-2	ATT D-4	D-4.4	
6-1	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Ensure Training/Implementation of SERP for staff and contractors</li> <li>Address Emergency Operations/Traffic Control</li> <li>Implement technologies, practices, equipment, coordination</li> <li>Conduct Post-spill assessments</li> <li>Annually review/assess effectiveness of SERP/update</li> </ul>
6-2	ATT D-6	D-6	
6-3	ATT D-6	D-6	
6-4	ATT D-6	D-6	
6-5	ATT D-6	D-6	
see 2-1 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Spill Emergency Response Plan/prompt detection/response</li> </ul>
see 3 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Notifications (primary responders, agencies)</li> </ul>
see 3 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Notifications (other potentially affected agencies)</li> </ul>
see 3 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Comply with WDR Att. E1 requirements</li> </ul>
see 2-3 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Containment, minimize/prevent spills to waters of state and drainage conveyances</li> </ul>
see 2-2 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Minimize public health and environmental impacts</li> </ul>
see 2-2 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Remove sewage from drain conveyance</li> </ul>
see 2-2 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Clean spill area/drain conveyance</li> </ul>

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

see 4 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Implement pre-planned coordination and collaboration with storm drain agencies</li> </ul>
see 3 above	ATT D-6	D-6	<ul style="list-style-type: none"> <li>Document and report spill events</li> </ul>

### Compliance Evaluation

For preparing the SERP, an assessment was completed of the City’s existing spill prevention, containment, control, and mitigation effectiveness<sup>3</sup>. This included review of the City’s existing Overflow Emergency Response Plan (OERP), spill prevention/reduction strategies, field practices, data collection approach, critical spare parts/inventory, and field staff training. In addition, the inspection included review of data in the State Water Board’s “California Integrated Water Quality System” (CIWQS<sup>4</sup>) including agency spill response metrics and benchmarks (see Table 2 below for details).

Table 2 – Agency spill data and compliance benchmarks

Element	Benchmarks
<ul style="list-style-type: none"> <li>Spill Response Metrics (agency notification - operator arrival)</li> </ul>	??
<ul style="list-style-type: none"> <li>Notification Compliance (Category 1 spill notification to Cal-OES &gt;2 hours)</li> </ul>	# of violations
<ul style="list-style-type: none"> <li>Draft Reporting Compliance (Category 1 spills within 3 business days)</li> </ul>	# of violations
<ul style="list-style-type: none"> <li>Spill Recovery (%)</li> </ul> Spill data- 10/28/2018-10/28/2023	% of recovery

### SERP Effectiveness

For facilitating review, assessment, and measurement of SERP effectiveness, Key Performance Indicators (KPIs) were generated for facilitating annual review, assessment, and update of the SERP for improving its effectiveness (see Attachment 2).

<sup>3</sup> See Order No. 2022-0101-DWQ, Provision 6.1.6 (Water Boards’ considerations for discretionary enforcement purposes)

<sup>4</sup> CIWQS, publicly available at:

[https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso\\_main](https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_main)

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #1

#### 1-1 *Regulatory Requirement*

WDR Section	Summary of Requirements
Specif. 5.7 (p22)	<ul style="list-style-type: none"><li>• Allocate necessary resources for spill responses</li></ul>

#### 1-2 *Compliance*

- The City Legally Responsible Official (LRO) is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City LRO and Data Submitters for wastewater collection system matters are authorized to submit electronic and written spill reports and other required information to the CIWQS.
- The City of Pacifica wastewater division is funded from sewer use fees collected from the residents. The City has ample resources, including generators, bypass pumping, and combination units, to effectively handle sewer spills within its jurisdiction. The City's pump stations have built-in redundancy, including duplex pumping systems, onsite generator, and portable equipment for power and pump bypass if needed. This equipment ensures a quick and efficient response to sewer spills, demonstrating the City's dedication to protecting the environment and public health.

#### 1-3 *Effectiveness*

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, the City utilizes Attachment 2, Compliance Point #1.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #2-1

#### 2-1-1 Regulatory Requirements

WDR Sections	Summary of Requirements
<ul style="list-style-type: none"> <li>• Specif. 5.12 (pgs23-24)</li> <li>• ATT D-6 (pgD-6)</li> </ul>	<ul style="list-style-type: none"> <li>• Update and Implement SERP within 6 months of 2022 WDR adoption date (6/5/2023)</li> <li>• Certify the SERP up to date in the Annual Report</li> <li>• Prompt detection and response to spills to reduce spill volumes and collection information for prevention of future spills.</li> <li>• Containment, minimize/prevent spills to waters of state and drainage conveyances</li> </ul>

#### 2-1-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City’s SSMP includes the following goals with regards to preventing and mitigating spills:
  - Minimize preventable spills
  - Understand the condition and maintain infrastructure to maximize the life of the collection system
  - Operate and maintain the system to minimize impacts on customers
  - High achievable standards for construction of new infrastructure, with the implementation of O&M programs designed to achieve the above goals. See City of Pacifica’s SSMP Element 1.
- Emergency calls received after-hours are directed to the City’s answering service, which then forwards the call to the City of Pacifica Police Dispatch. Residents can also find the after-hours number on the City’s website. The after-hours emergency response number, available on the City’s website, has also been distributed at outreach events and in flyers.
- For procedures to ensure prompt detection and responses to spills, reducing spill volumes, and collecting information for prevention of future spills, refer to the City Spill Response Field Guide (PART 2)
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### 2-1-3 Effectiveness

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, the City utilizes Attachment 2, Compliance Point #2-1.

### COMPLIANCE POINT #2-2

#### 2-2-1 Regulatory Requirements

WDR Section	Summary of Requirements
<ul style="list-style-type: none"><li>• Specif. 5.12 (p24)</li></ul>	<ul style="list-style-type: none"><li>• Targets for protection of public health and the environment</li></ul>
<ul style="list-style-type: none"><li>• ATT D-6 (pgD-6)</li></ul>	<ul style="list-style-type: none"><li>• Minimize public health and environmental impacts</li><li>• Remove sewage from drain conveyance</li><li>• Clean spill area/drain conveyance</li></ul>

#### 2-2-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City of Pacifica Public Works Streets Division operates and maintains the storm drain conveyance system within the service area.
- The City has identified the process for removing sewage from a drainage conveyance system in the City Spill Response Field Guide Part 2. The City uses a GIS layer to aid in locating storm drain conveyance system direction, location and outfalls. City crews will remove all debris and solids, Hydro-Vac to clean and vacuum all water from the drainage conveyance system and wash all affected concrete areas with the high-pressure wand. All wash water will be captured and removed with final containment measures.
- For additional details demonstrating compliance, refer to the Spill Response Field Guide.

#### 2-2-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #2-2.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #2-3

#### 2-3-1 Regulatory Requirements

WDR Section	Summary of Requirements
<ul style="list-style-type: none"><li>• Specif. 5.12 (p23-24)</li></ul>	<ul style="list-style-type: none"><li>• Timely spill responses, minimized impacts and nuisances by stopping, intercepting, recovering, cleaning publicly accessible areas, preventing toxic discharges to waters of the State</li></ul>
<ul style="list-style-type: none"><li>• ATT D-6 (pgD-6)</li></ul>	<ul style="list-style-type: none"><li>• Containment, minimize/prevent spills to waters of state and drainage conveyances</li></ul>

#### 2-3-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- City of Pacifica has established a response time goal of 45 minutes for business hours and after-hour calls for service..
- The City has identified strategies in the SERP Field Guide to intercept, contain and divert spills from entering waters of the state.
- The City has established processes in place for prompt response to the report of a spill. These processes are identified in the SERP Field Guide- Part 2.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### 2-3-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, see Attachment 2, Compliance Point #2-3.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #3

#### 3-1 Regulatory Requirements

WDR Section	Summary of Requirements
<ul style="list-style-type: none"><li>• Spec. 5.13 (p24)</li><li>• ATT D-6 (pD-6)</li></ul>	<ul style="list-style-type: none"><li>• Comply with Notification, Monitoring, Reporting, Recordkeeping requirements</li><li>• Notifications (primary responders, agencies)</li><li>• Notifications (other potentially affected agencies)</li><li>• Comply with WDR Att. E1 requirements and document and report spill events</li></ul>

#### 3-2-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City has identified both internal and external contacts to enable prompt notification to regulatory agencies and City Staff primary responders should a spill occur.
- The City conducts extensive research for its spills for ensuring accurate volume estimations prior to the Legally Responsible Official (LRO) certifying spill reports in CIWQS.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### 3-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #3-1.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #4

#### 4-1 Regulatory Requirements

WDR Section	Summary of Requirements
<ul style="list-style-type: none"><li>• ATT D-3 (pD-4)</li></ul>	<ul style="list-style-type: none"><li>• Procedures: Collaborating with storm drain agencies</li></ul>
<ul style="list-style-type: none"><li>• ATT D-6 (pD-6)</li></ul>	<ul style="list-style-type: none"><li>• Implement pre-planned coordination and collaboration with storm drain agencies and other utilities/departments prior to, during and after a spill.</li></ul>

#### 4-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City of Pacifica Public Works, Streets Division operates and maintains the storm drain conveyance system within the service area.
- The Wastewater Division and the Streets Division have collaborated on previous projects and maintenance activities. Wastewater crews are familiar with all aspects of the storm drain conveyance system(DCS), and understand the process for ensuring the system’s integrity should a spill reach the DCS. In addition, management staff have scheduled meetings throughout the year.
- The City utilizes a GIS Map Layer to identify all storm drain assets and outfall locations. In addition, the City uses the following resources for its storm drain collaboration activities: USGS mapping tool with watershed and topography information<sup>5</sup>, California Board Basin Plan Beneficial Use Viewer tool,<sup>6</sup> and the State Water Board eWRIMS tool<sup>7</sup>.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### 4-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #4.

<sup>5</sup> See <https://apps.nationalmap.gov/viewer/>

<sup>6</sup> See <https://gispublic.waterboards.ca.gov/portal/apps/webappviewer/index.html?id=116f7daa9c4d4103afda1257be82eb16>

<sup>7</sup> See [https://waterightsmaps.waterboards.ca.gov/viewer/index.html?viewer=eWRIMS.eWRIMS\\_gvh#](https://waterightsmaps.waterboards.ca.gov/viewer/index.html?viewer=eWRIMS.eWRIMS_gvh#)

Spill Emergency Response Plan Update  
Part 1 – Compliance Guide

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# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #5-1

#### 5-1-1 Regulatory Requirement

Page #(s)	WDR Section	Summary of Requirements
Page D-5	ATT D-4.3	<ul style="list-style-type: none"><li>SERP training and practice drills</li></ul>

#### 5-1-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP including review of internal response procedures, practice drills, skilled volume estimation, and CIWQS reporting.
- For ensuring compliance, all new employees will receive training before being placed in a position to respond to a spill. The City conducts annual SERP training covering the following subjects for field staff:
  - Spill Emergency Response Plan and Sewer System Management Plan
  - Spill Volume Estimation Techniques
  - Response Procedures for Impacted Surface Waters
  - Water Quality Sampling Plan
  - SWRCB Employee Knowledge Expectations
  - Employee Core Competency Evaluations on Sanitary Sewer Operations
  - Periodic Training and Field Drills
- The City has Standard Operating Procedures (SOPs) developed, that correspond with the more critical emergency response at Pump Stations.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### 5-1-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, the City utilizes Attachment 2, Compliance Point #5-1.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### CO1MPLIANCE POINT #5-2

#### 5-2-1 Regulatory Requirement

Page #(s)	WDR Section	Summary of Requirements
Page D-5	ATT D-4.4	<ul style="list-style-type: none"><li>Inventory of sewer system equipment/identification of critical replacement and spare parts</li></ul>

#### 5-2-2 Compliance

- The City LRO is responsible for ensuring full compliance with an inventory of system equipment, including identification of critical replacement and spare parts.
- Element 4 of the City's SSMP, dated 2019, contains an inventory of system equipment and replacement parts necessary for the efficient operation and maintenance of the wastewater infrastructure. To preserve proper function, all pump stations are equipped with redundant pumps that allow for routine maintenance and serve as emergency backups in case of pump failure, emergencies, or high flow conditions. However, the City should develop and add to its pump station emergency response plan, a list of critical spare parts they have to ensure continuous operation of their pump stations.

#### 5-2-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, the City utilizes Attachment 2, Compliance Point #5-2.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### **COMPLIANCE POINTS #6-1**

#### ***6-1-1 Regulatory Requirement***

Page #(s)	WDR Section	Summary of Requirements
Page D-6	ATT D-6	<ul style="list-style-type: none"><li>• Ensure training/implementation of SERP for staff and contractors</li></ul>

#### ***6-1-2 Compliance***

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City performs annual drills on spill volume estimation, and periodic training and field drills. In addition the City trains on response procedures for impacted surface waters, water quality sampling and core competency on its sanitary sewer operations.
- The City LRO is responsible for ensuring the annual review and assessment of the effectiveness of the SERP, and to update as needed. If changes are made to the SERP, employees shall be trained on the updated SERP.
- It is recommended the City develop language with assistance from the City's Legal Counsel requiring contractors to train their staff on the City's SERP prior to starting any project. The language should be included in contract documents during negotiations and requiring Contractor acceptance when signing contract documents.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### ***6-1-3 Effectiveness***

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, the City utilizes Attachment 2, Compliance Point #6-1.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #6-2

#### 6-2-1 Regulatory Requirement

Page #(s)	WDR Section	Summary of Requirements
Page D-6	ATT D-6	<ul style="list-style-type: none"><li>Address Emergency Operations/Traffic Control</li></ul>

#### 6-2-2 Compliance/Effectiveness

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City trains on traffic control and flagging using the Cal Trans WATCH Handbook for all traffic control, with the exception of a spill event that would surface on Highway 1. Cal Trans requires the City to hire outside traffic control contractors on Highway 1.
- For additional procedures, refer to the City Spill Response Field Guide.

#### 6-2-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #6-2.

## **COMPLIANCE POINT #6-3**

### ***6-3-1 Regulatory Requirement***

Page #(s)	WDR Section	Summary of Requirements
Page D-6	ATT D-6	<ul style="list-style-type: none"><li>• Implement tech, practices, equipment, coordination</li></ul>

### ***6-3-2 Compliance***

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City has Smartcovers installed to monitor flow conditions and provide early detection at identified critical locations within its sewer system.
- The City has redundant duplex pumping systems and SCADA systems on all lift stations to detect and alert staff should a lift station not operate as designed.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

### ***6-3-3 Effectiveness***

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #6-3.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #6-4

#### 6-4-1 Regulatory Requirement

WDR Page #(s)	Section	Summary of Requirements
Page D-6	ATT D-6	<ul style="list-style-type: none"><li>Conduct Post-spill assessments</li></ul>

#### 6-4-2 Compliance

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City LRO is responsible to conduct an assessment of every spill response to determine the effectiveness of the response, and to modify the SERP, should a deficiency be noted.
- The City will utilize forms in Attachment 8 to document its response to spills, and ensure the SERP program is utilized and modified as necessary. In addition, it would be a best practice for the first responder to write a spill narrative to be included in all spill documentation.
- The City LRO conducts a failure investigation for every spill to determine the cause of the spill and identify necessary corrective actions to prevent future spills from the same location. All relevant data will be reviewed as part of the investigation to determine the appropriate corrective actions for the sewer line segment or lift station.
- For additional procedures, refer to the City Spill Response Field Guide.

#### 6-4-3 Effectiveness

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #6-4.

# Spill Emergency Response Plan Update

## Part 1 – Compliance Guide

### COMPLIANCE POINT #6-5

#### *6-5-1 Regulatory Requirement*

WDR Page #(s)	Section	
Page D-6	ATT D-6	<ul style="list-style-type: none"><li>Annually review/assess effectiveness of SERP/update</li></ul>

#### *6-5-2 Compliance/Effectiveness*

- The City LRO is responsible for ensuring full compliance through implementation, review, and training on the updated SERP.
- The City will utilize Attachment 8 to document its response to spills, and ensure the SERP program is utilized and modified as necessary. On an annual basis, the City will review these forms to ensure all changes have been successfully implemented into their spill response.
- For additional details demonstrating compliance, refer to the City Spill Response Field Guide.

#### *6-5-3 Effectiveness*

- For tracking ongoing operational performance metrics required for conducting its annual review/assessment of the SERP, City utilizes Attachment 2, Compliance Point #6-5.

## LIST OF ATTACHMENTS

(These attachments are designed for assisting agencies in complying with the Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems (Order No. 2022-0103-DWQ))

Attachment 1 – WDR Implementation guidance (SWRCB)

Attachment 2 – SERP Key Performance Indicators (KPIs)

Attachment 3 – Spill Time Estimation Worksheet

Attachment 4 – Spill Duration and Flow Worksheet

Attachment 5 – Spill Measured Volume Estimation Worksheet

Attachment 6 – Spill Upstream Connections Volume Estimation Worksheet

Attachment 7 – Spill Response Evaluation Worksheet

Attachment 8 – Training Record Worksheet

Attachment 9 – Cleaning Services Declination Waiver

Attachment 10 – Equipment Inventory and Critical Spare Parts List

Attachment 11 – Spill Data and Trends Worksheet

Attachment 12a – Cal-OES Contact Log

Attachment 12b – Failure Analysis and Corrective Actions

Attachment 12c – Interview Script

Attachment 12d – Spill Data and Trends Worksheet

Attachment 12e – SERP Equivalent Conversion Formulas

Attachment 13 – SPILL RESPONSE FIELD FORM

# Spill Emergency Response Plan Update

## Part 2 – Field Guide

### PART 2 (FIELD GUIDE)

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## 1.0 RESPOND AND ASSESS

### WDR General Order 2022-0103-DWQ Section D-6

The City of Lincoln's (City) Public Works, Wastewater Division employees must promptly respond to any instances of wastewater spills and take necessary measures to secure the affected area. They are also responsible for informing the appropriate regulatory agencies, addressing the root cause of the overflow, and ensuring prompt cleanup to minimize health risks to the public and protect the environment. The City utilizes various methods to be notified of a spill event, such as public observations, SCADA alarms and auto-dialers, or staff members observation during their regular duties. After hours, telephone calls for service are directed to the City of Lincoln Police Dispatch.

The response begins upon notification of the potential spill. The task sequence may vary depending on the circumstance(s) encountered, and the On-Call Personnel shall exercise the best judgment while responding to and mitigating the spill's effects. If necessary, the On-Call Personnel can request guidance and assistance from the Wastewater Collection Supervisor.

The On-Call Personnel's goals are to:

- Prevent, contain, control, and mitigate the spill
- Safely respond to the site as quickly as possible. The City has established a response time goal of 45 minutes for business hours and after-hour calls for service.
- Thoroughly assess to determine the responsibility, if additional resources are needed, and the best course of action to control and mitigate the spill.
- Collect all required data and document on forms provided.

#### **A. Arrival**

- Document the "Arrival Time" and how the call was received (Police Dispatch, Public Works) on the Sewer Spill Response Field Report
- Determine if the spill is the City's responsibility, a neighboring agency or from a private system
- Take a 10-second video of the spilling structure (if currently active)
- Take photos of the affected area

#### **B. Is problem within City of Lincoln's owned/operated sewer system? (if no, proceed to C below)**

The On-Call Personnel will quickly assess the spill to determine the extent, the category, and the resources needed to mitigate the spill. The *On-Call Personnel* are responsible for the following:

- If the spill is a category 1 or 2, immediately contact the Wastewater Supervisor at 916-316-6034 to make the *2-hour notification to Cal Office of Emergency Services (CAL-OES)*.
- Determine the spill appearance point and attempt to contain or divert the spill. Block or plug any storm drain inlets in the spill path.
- Use the Storm Drain GIS Layer to determine the potential destination of the spill if it has entered a storm drain conveyance system.
- Determine and request additional resources and personnel as needed.

- Setup traffic control measures to divert pedestrians away from the affected area(s).
- Determine if Raw Sewage signs need posting to alert the public. Contact the Wastewater Supervisor and request direction as appropriate.
- Determine if water quality sampling is required.
- If the spill requires closure of a public area, contact Placer County Environmental Health and start additional notification of regulatory.
- Record all field documentation, including photographs, drawings, and measurements of the spill, to complete the Field Spill Report Form.

**C. Is problem due to another agency's facility?**

- Contact the agency and inform them of the problem.
- Control and contain the spill to keep it from reaching a DCS
- Provide traffic control and redirect the public until the agency's staff arrives.

**D. Is problem due to a privately-owned facility?**

- Contact the property manager, owner, or resident and inform them of their responsibility. Request they stop using all water until the problem is rectified.
- Recommend that they call a plumbing service and set up containment if there is imminent danger of the spill reaching waters of the state, danger to public health or damage to public or private property. Continue containment until the plumber arrives and clears the blockage.
- If necessary, contact the Placer County Environmental Health 530-745-2300 for assistance.
- Contact the Wastewater Supervisor for further directions.

**E. Is there a backup in a home or building?**

- Advise the customer to keep people and pets out of the spill areas to not track any contamination into non-affected areas. If necessary, people should evacuate the premises.
- Do not acknowledge or discuss liability or responsibility for the damages. Refer any questions to the Wastewater Supervisor.
- The responding personnel should collect all necessary information from the person reporting the incident. This includes obtaining the owner's phone number and address. Once this information is gathered, they should immediately contact the Risk Management/Claims Representative at 916-434-2496, who will manage all claims related to the incident and keep the reporting party informed.
- Before leaving the site, request pictures from the customer of the affected area(s). If necessary, hand them the City phone and ask them to photograph the areas.
- Complete all City required work orders or service call forms documenting your actions.
- If the resident refuses clean-up services, request the resident sign a Declination of Services letter (see Attachment 10).
- Document all activities and findings on the Spill Response Field Report (Attachment 13)

## 2.0 SPILL CATEGORIES

WDR General Order 2022-0103-DWQ Section 5.13.1

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

- Category 1:** Any volume of sewage from or caused by a sanitary sewer system regulated under the General Order that results in a discharge to:
- A surface water, including a surface water body that contains no flow or volume;
  - A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sewer system;
  - Any spill volume not recovered is considered discharged to surface water unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility;
  - A spill from an agency-owned and/or operated lateral that discharges to a surface water is a Category 1 spill
- Category 2:** A spill of 1,000 gallons or greater from or caused by a sanitary sewer system regulated under this general Order that does not discharge to a surface water.
- A spill of 1,000 gallons out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 2 spill
- Category 3:** A spill of 50 gallons and less than 1,000 gallons from or caused by a sanitary sewer system regulated under this general Order that does not discharge to a surface water.
- A spill of 50 gallons and less than 1,000 gallons that spill out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.
- Category 4:** A spill of less than 50 gallons from or caused by a sanitary sewer system regulated under this general Order that does not discharge to a surface water.
- A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

### 3.0 CONTAIN AND MITIGATE

WDR General Order 2022-0103-DWQ Section 5.12 and Section D-6, 6.6 & 6.7

Containment is a primary strategy for minimizing the consequences of a spill. The environment and public health can be protected by swiftly determining the source and extent of spills, enabling containment or control. Immediately cover or plug storm drain inlets, diverting flow to a containment point. If a spill enters a drainage conveyance system or waterway, it becomes increasingly difficult to control and contain. The On-Call Personnel’s decisions should be based on the best action(s) for mitigation to prevent discharging to surface waters. Multiple techniques are listed in Table 1 for spill containment depending on circumstances, spill category, and available material.

*Table 1- Spill Containment Strategies*

Location	Strategies for Containment
Curb & Gutter	Create a berm or dam using the following: <ul style="list-style-type: none"> <li>○ Rubber Berm</li> <li>○ Dry Sweep</li> <li>○ Dirt</li> <li>○ Sandbags</li> <li>○ Deploy Absorbent Bags or Socks</li> <li>○ Hydro-Vac</li> </ul>
Open Space	<ul style="list-style-type: none"> <li>○ Hand-Dig a trench to contain the spill</li> <li>○ Create sandbag dam/for diverting sewage to natural low point</li> <li>○ Excavate holding ponds in open space areas</li> </ul>
Drainage Channel	<ul style="list-style-type: none"> <li>○ Create a Dam using sandbags or dirt</li> <li>○ Use vacuum retrieval if accessible by hydro-vac</li> <li>○ Use water-filled Aqua Dam or similar product</li> </ul>
Strom Drain	<ul style="list-style-type: none"> <li>○ Block inlets using plastic sheeting, rubber mats and/or sandbags</li> <li>○ Plug manhole outlets using pneumatic plugs or sandbags</li> <li>○ Plug outfall manhole to prevent discharge into the environment</li> </ul>
Backup In Building	<ul style="list-style-type: none"> <li>○ Attempt to remove cleanout caps to allow the sewage to discharge outside the building</li> <li>○ Establish containment using the most effective method from above</li> </ul>
Creeks/Streams (Low flow only)	<ul style="list-style-type: none"> <li>○ Create Sandbag Dams</li> <li>○ Install a silt fence to contain floating solids</li> <li>○ Contact the local health department or Fish and Wildlife for direction</li> </ul> <p>NOTE: Containment attempts should not negatively impact aquatic life</p>

## 4.0 EMERGENCY SYSTEM OPERATIONS

*WDR General Order 2022-0103-DWQ Section D-6, 6.5*

On-Call Personnel may need to set up temporary traffic control to protect the public's health and safety in the event of a street collapse or undermining of a roadway. Temporary traffic control allows crews responding to safely contain and clear the blockage and prevent sewage from being further dispersed by vehicular traffic. In addition, responding crews shall use temporary traffic control devices or barriers to divert the public from contact with the spill. If needed, The City can request additional help from the City of Lincoln Police Department for traffic control. The City trains annually with an outside consultant for temporary traffic control training.

In the event that a spill is confirmed to be a threat to public health, the necessary actions will be taken to ensure public safety. This includes posting notices and securing the affected area. Safety cones, caution tape, or temporary fencing may be used to prevent public contact and access to the spill area. If the spill affects a waterway requiring signage for closures, Placer County Environmental Health will handle the posting and removal of the signage accordingly. The signs will not be removed until Placer County Environmental Health has effectively mitigated the spill's effects. In the case of major spills, a broader public notice may be necessary. The **Wastewater Supervisor** will coordinate creating and implementing an outreach plan for the media. If media crews arrive at a job site, they will be requested to wait and contact the Wastewater Supervisor immediately. It is important not to respond to media questions or interview requests unless directed and authorized by the **Wastewater Supervisor or the City Attorney**.

## 5.0 CORRECT CAUSE AND RESTORE FLOW

Correcting the cause and restoring flow depends on the type of Agency infrastructure the spill is discharging from.

### A. Mainline

If the blockage is in the main, it will be between a manhole with little to no flow and a manhole surcharging or spilling. Response crews should set up the hydro-vac on the dry manhole, downstream from the surcharged manhole, to clear the blockage and restore flow. Once the blockage has been cleared, monitor the flows in the manhole to ensure the blockage doesn't reoccur downstream. If it is difficult to remove the blockage, increase containment, request an additional Hydro-Vac or initiate bypass pumping to control flows. Request additional assistance to CCTV inspect the line to assess the problem. If needed, contact your supervisor for assistance.

### B. Lift Station

The City is responsible for the operation and maintenance of nine lift stations located within its service area. Whenever a call comes in regarding any of these stations, City staff must respond immediately. Five pump stations are equipped with a SCADA system, and the remaining four have Auto-Dialers which automatically notifies the Wastewater Collection staff if the station is not functioning as intended. Upon receiving the notification, City personnel will go to the lift station and assess the issue. If power is available at the station but the pumps are not working,

The On-Call Personnel will switch the HOA switch to the hand position. If this action causes the pump to start working, they will continue to monitor and control the wet well levels until Prodigy Electric staff can troubleshoot the station. Only trained personnel shall attempt repairs to electrical and mechanical equipment.

Nicholas Road Lift Station and ?? have onsite generators hard-wired for backup power, should the power go down in the City service Area. All remaining lift stations have quick connections wired for portable generator connection should the need arise.

### C. Force Main

If there is a spill caused by a ruptured force main, immediate action must be taken by the response personnel. They should follow the City's LOTO procedures and shut down and isolate the station pumps and appropriate valves. Once this is done, they should inform the Wastewater Supervisor about the severity of the situation and request additional staff for containment and mitigation efforts. If the station has redundant force mains, flows should be transferred to the additional force main to ensure normal lift station operation.

On-Call Personnel should utilize containment strategies located in Section 3 and determine the appropriate measures needed to contain the spill based on its location. The On-Call Personnel should then assess the situation, determine the severity and location of the break, and contact the necessary crews to start repairing the force main. Temporary measures should be implemented during the repair process to ensure continuous wastewater flow and prevent further spills. This can be done by using bypass pumping or controlling flows with hydro-vac or pump trucks. The level of the wet well should be continuously monitored and maintained until the repair work is completed.

### D. Lower Lateral

If the sewer main is functioning correctly and the property has a City cleanout, City staff will inspect the service lateral and determine if it is functioning properly. If the call for service is from a single resident experiencing sewer problems, inspect the city sewer cleanout for sluggish flow or holding water. If the lateral is holding water, use a cable rodder to clear the blockage from the lateral. If the riser is full, proceed with caution when inserting the cable machine, as not to displace anymore sewer from the lateral. If necessary, wait until a hydro-vac is onsite to remove or contain the sewer before inserting the cutter. When the blockage has been cleared, CCTV inspect the lateral to confirm the blockage has been removed. Additionally, if the service is not holding water, but the resident is still experiencing a backup, the stoppage is likely on the private side and not the City's responsibility. To verify, the On-Call Personnel should CCTV inspect the lower lateral to ensure there isn't a blockage in the portion of the lateral the City is responsible to maintain.

## 6.0 SPILL SPECIFIC MONITORING

*WDR General Order 2022-0103-DWQ Section D-6, 6.3 & E-1, 2.1*

The City of Lincoln shall visually assess the spill locations and spread using photography, a global positioning system (GPS), or other best available tools. In addition, a best practice would be to provide a drawing of the spill spread and dimensions specific to the spill. In the drawing, indicate the spill's final destination or containment point. The City shall document the spill locations, including;

### A. Photography and GPS coordinates for:

- The system location where the spill originated. If multiple spill appearance points exist, use the point closest to the spill origin;
- Include GPS coordinates for the spill destination or containment point if available
- Drainage conveyance system entry locations
- The locations of discharge to surface waters, if applicable
- The extent of the spread, and
- The location(s) of the spill clean up

## 7.0 INITIATE SPILL CLEAN UP

*WDR General Order 2022-0103-DWQ Section 5.12 & Section D-6, 6.9*

Recovery and thorough cleanup are necessary for all sewer spills. When recovering spills, all solids and materials should be recovered and removed from the site, and every effort should be made to recover as much of the spill as possible. Disinfection of contaminated soil or drainage ways is only performed when directed by the Placer County Environmental Health or California Department of Fish and Wildlife. Any water that is used in the cleanup process should be de-chlorinated before using.

City staff will post signs, place barricades, and other traffic control devices as needed to keep vehicles and pedestrians away from the spill area. Additionally, all posted warning signs in critical public areas, such as parks and creeks, shall be left in place until the Placer County Environmental Health or Regional Board staff authorizes removal.

As soon as the spill has been stopped, City crews will assess any damages that have occurred as a result of the spill. It is important to document these areas with photographs and/or video footage before and after to demonstrate the mitigation efforts taken by the City to restore the area to its previous condition.

Procedures for cleaning affected areas after a spill are as follows:

### A. Backups in Building

- If the backup is due to a blockage or failure in the City's system, the City has restoration and remediation companies for clean-up services. All claims should go through the City's Risk Management Department.

- If the backup and spill are due to a failure in the City of Lincoln’s sewer system, but the resident declines any clean-up services, politely ask the resident to sign a Declination of Cleaning Services letter.

**B. Street, Curb or Gutter or Hardscape**

- Remove all debris and solids with broom, shovels and wash down water
- Before removing any contaminated soil and plants, photograph the area and speak to the property owner.
- Wash pavement, curb and gutter area, with the high-pressure wand, then vacuum all wash water with a hydro-vac.
- Photograph the entire area after cleanup is completed.

**C. Open Area/ Landscape**

- In an open area that is primarily dirt, response crews shall use either a hydro-vac vacuum nozzle or dig and remove dirt until a dry layer is visible.
- If the area is a grass landscaped area, flush the spill area with copious amounts of water and vacuum the area thoroughly.

**D. Natural and Man-Made Waterways**

- Contain contaminated creeks where feasible. Remove all contaminated water by pumping to the collection system or vacuuming using a vacuum truck and return all collected water to the sewer system. Introduce additional wash water to flush contaminated areas towards the containment area.
- Photograph the area(s) cleaned to confirm the spill has been thoroughly cleaned, and document the locations on the Field Spill Report form

**8.0 REMOVE SEWAGE FROM DRAINAGE CONVEYANCE**

*WDR General Order 2022-0103-DWQ Section 5.12 & Section D-6, 6.8 & 6.9*

On-Call Personnel and cleaning crews must take photographs or videos to verify the conditions before and after cleaning activities. Response crews shall remove all sewage that has entered the drainage conveyance system by vacuuming all water, debris, solids, and paper in the drainage conveyance system. The City will use GIS mapping to establish the flow direction within the Drainage Conveyance System (DCS) and set up containment below where evidence of the sewer spill has ended. With containment in place, either hydro-jet the storm drain or flush the affected area with water to the containment location and vacuum water and debris.

The City will determine the condition of the DCS when deciding to hydro-jet. If the pipe condition may damage the hydro-vac equipment, flushing to the containment point is the best option. Once thoroughly cleaned, remove the containment and flush and vacuum the remaining area, capturing all wash down water.

All captured water, including washdown water, must be either returned to the sewer system or disposed of at the wastewater plant for treatment. Pumping back into the collection system should be monitored so as not to create a blockage in the system.

## 9.0 REGULATORY NOTIFICATION/REPORTING REQS.

*WDR General Order 2022-0103-DWQ Section D-6, 6.3*

The notification requirements of this section apply to all spills resulting from a failure or blockage in The City of Lincoln’s owned and /or operated sanitary sewer system regulated under this Order. Table 2 will aid field staff, data submitters and the LRO (s) in meeting the requirements for notification and reporting in the re-issued general order. Once the event is complete, Collection staff will provide the draft event summary to be submitted into the CIWQS within the required timeframe (See Table 2).

*Table 2 - Monitoring and Reporting*

Spill Category	OES Notification	Monitoring	Draft Report	Certified Report
<p>Category 1</p> <p>Any volume of sewer discharging to surface water</p>	<ul style="list-style-type: none"> <li>• Within 2 hours of the Agency’s knowledge of the spill of 1,000 gallons or greater discharging or threatening to discharge to surface waters.</li> <li>• Obtain a Control number from OES</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct spill-specific monitoring.</li> <li>• Conduct water quality sampling within 18 hours of knowledge of a spill 50,000 gallons or greater to surface waters</li> </ul>	<ul style="list-style-type: none"> <li>• Due within 3 business days of knowledge or self-discovery of Category 1 spill.</li> </ul>	<ul style="list-style-type: none"> <li>• Due within 15 calendar days of the spill end date. Upon completion, the CIWQS will issue final spill event ID number.</li> <li>• Submit Technical Report within 45 calendar days after the spill end date for spill greater than 50,000 gallons.</li> <li>• Submit the Amended Report within 90 calendar days after spill end date</li> </ul>
<p>Category 2</p> <p>Spills of 1,000 gallons or greater that do not discharge to waters of the State</p>	<ul style="list-style-type: none"> <li>• Within 2 hours of the Agency’s knowledge of the spill of 1,000 gallons or greater discharging or threatening to</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct spill-specific monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Due within 3 business days of the Agency’s knowledge of the spill</li> </ul>	<ul style="list-style-type: none"> <li>• Due within 15 calendar days of the spill end date. Upon completion, the CIWQS will issue final spill event ID number.</li> </ul>

Spill Category	OES Notification	Monitoring	Draft Report	Certified Report
	discharge to surface waters. <ul style="list-style-type: none"> <li>Obtain a Control number from OES</li> </ul>			<ul style="list-style-type: none"> <li>Submit Amended reports within 90 calendar days of Certified Report due date</li> </ul>
<b>Category 3</b> Spills of equal to or greater than 50 gallons to less than 1,000 gallons that don't discharge to surface waters	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Conduct spill-specific monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Due 30 calendar days after the end of the month in which the spills occurred. After LRO certifies the spill, CIWQS will issue a spill identification number for each spill.</li> <li>Submit Amended reports within 90 calendar days of Certified Report due date</li> </ul>
<b>Category 4</b> Spills less than 50 gallons that don't discharge to surface waters	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Conduct spill-specific monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Within 30 calendar days after the end of the month in which the spills occurred, certify monthly the volume spilled and the total number of spills.</li> <li>Upload and certify a digital report of all Category 4 spills in CIWQS by 1 FEB after the end of the calendar year in which the spills occur.</li> </ul>

## 10.0 REGULATORY NOTIFICATION PROCEDURES

*WDR General Order 2022-0103-DWQ Section D-6, 6.1 & 6.2*

If a spill that discharged in or on the waters of the State or discharged to a location where it will probably be discharged to the waters of the State, the City of Lincoln shall notify the Office of Emergency Services (OES) and obtain a control number as soon as possible, but no later than 2 hours after becoming aware of the discharge; and notification can be provided without substantially impeding clean-up or emergency measures. Tables 3 and 4 below provide the required contacts for complying with the regulatory notification requirements. The Wastewater Supervisor or Data Submitter will make the required notifications to regulatory agencies.

*Table 3 - Internal Regulatory Notification Contacts*

Agency	Name	Number	Notes
City of Lincoln	Matthew Medill - Public Works Director	530-789-4791	
City of Lincoln	TBD - Manager/Superintendent		
City of Lincoln	Wastewater Supervisor – Aaron Hookins	916-316-6034	LRO
City of Lincoln	Human Resources – Risk Management, Claims Representative	916-434-2496	Property Damage/Claims
City of Lincoln	SGS Laboratories, Inc.	916-543-4445 916-938-0519	Water Quality Sampling and Analysis

**Table 4- External Regulatory Notification Contacts**

Agency	Number	Notes
CA Office of Emergency Services	(800) 852-7550	Obtain a control number and contact name
Regional Water Quality Control Board (RWQCB) Region 5	916-464-3291 <a href="mailto:RB5sSpillReports@waterboards.ca.gov">RB5sSpillReports@waterboards.ca.gov</a>	Leave a voicemail with date/time. Send follow up email.
Placer County Environmental Health	530-745-2300 - Main Line 530-745-2306 – After Hours Supervisor <a href="mailto:EnvHealth@smcgov.org">EnvHealth@smcgov.org</a>	Environmental Compliance, Private Spills
CA Department of Fish and Wildlife- Region 2	916-385-2900 <a href="mailto:R2Info@wildlife.ca.gov">R2Info@wildlife.ca.gov</a>	Guidance for Sensitive Riparian areas
City of Lincoln Police Dispatch	916-645-4040	Non-Emergency

## 11.0 RECEIVING WATER SAMPLING

WDR General Order 2022-0103-DWQ Section E-1, 2.3

For sewage spills in which an estimated 50,000 gallons or greater are discharged into surface water, the City of Lincoln shall conduct water quality sampling no later than 18 hours after the knowledge of a potential discharge to a surface water. Notify SGS Laboratories to conduct field sampling related to spills greater than 50,000 gallons in a waterway. SGS Laboratory staff will collect and preserve samples using established field sampling standard operating procedures. If the spill occurs after hours, contact the laboratory at the start of business hours the following morning.

In addition, the City shall gather information during and after the spill event to assess the spill magnitude and update its notification and estimated spill volume. The water quality sampling results will enable the division to prioritize areas of concern regarding water quality impacts.

### A. Spill Assessment

Through visual observation, spill volume-estimating and field calculation techniques, the City shall gather and document the following information for spills discharging into receiving waters:

1. Estimated spill travel time to receiving water; for spills entering a drainage system
  - Estimated travel time from point of entry to point of discharge into receiving water
2. Spill travel time can be calculated by:
  - Travel time based on standard pipe design slope/velocity (2 feet per second, fps)
  - Timed field flow test (water/marker released in clean flowing pipe timed/measured over total distance traveled)
3. Estimated spill volume entering receiving water
4. Photographs:
  - Waterbody bank erosion
  - Floating matter
  - Water surface sheen (potentially from oil and grease)
  - Discoloration of receiving water
  - Impact to the receiving water
  - Other

## B. Water Quality Sampling and Analysis

Surface water samples will be collected using a grab sample technique. Employees must wear clean, new nitrile laboratory gloves when collecting all samples.

1. Trigger for Sampling: Water quality sampling is required within 18 hours of initial spill notification for Category 1 spills in which 50,000 gallons or greater are spilled into a surface water.
2. Safety and Access: Water quality sampling should only be performed if it is safe to do so and access is not restricted or unsafe. Unsafe conditions include traffic, heavy rains, slippery or steep creek banks, visibility issues, high-flowing creeks, and limited access due to soil conditions or poor terrain. If access restrictions or unsafe conditions prevent compliance with these monitoring requirements, the City shall provide documentation of the access restriction or safety hazards in the required report.
3. Where to Sample: The City must use the best professional judgement to determine the upstream and downstream distances based on receiving water flow, accessibility to waterbody banks, and size of visible plume. Collect one sample each day for the duration of the spill. In addition, the City shall collect receiving water samples from the following locations.
  - A point in the drainage conveyance system before the flow discharges into the receiving water. Label this sample DCS-001
  - Point of Discharge into the receiving water where sewage initially enters the receiving water. Label this sample RSW-001
  - Upstream Sample – A point in the receiving water upstream of the point of sewage discharge. Label this sample RSW-001U
  - Downstream Sample – A point in the receiving water downstream of the point of discharge where the spill is thoroughly mixed with the receiving water. Label this sample RSW-001D

Determine the water velocity in the stream or body of water during the spill. Dropping debris in the stream and timing how long the debris takes to travel a known distance is a good indicator of the water velocity present. Use this information to determine the next downstream sampling point. Then, multiply the water velocity by the spill duration to determine the furthest point downstream to sample.

### **C. Required Water Quality Analyses**

All samples will be immediately transported for sample analysis. Analysis, at a minimum, will include the following:

1. Ammonia
2. pH
3. Electrical Conductivity
4. Bacterial indicators, such as total and fecal coliform enterococcus, and e-coli, per the regional Basin Plan or as directed by SWRCB
5. Temperature

### **D. Equipment and Supplies**

The following items and PPE are required for sampling:

1. Cooler with Ice Packs
2. Clean sampling bottles, appropriate for parameters – Coliform samples bottles must be sealed up to the point of sample collection
3. Nitrile gloves
4. Safety glasses
5. Marking pen
6. Field log forms for notes and observations
7. Chain of Custody for lab samples
8. Portable meter, if available, to record Temperature, pH and EC in the field (if a meter is not available, collect samples to be run in laboratory)

## E. Sampling Procedures

Put on the required PPE prior to sampling (safety glasses and nitrile gloves)

1. Drainage Conveyances: sample in drainage conveyance system before wastewater source flow discharging into receiving water. Field staff should collect this sample before starting to clean up spill
  - Label this sample DCS-001 and take pictures of sampling location
  - Avoid any debris or scum layer from the drainage system
  - Fill bottle against direction of flow, replace the cap, and secure sample to avoid contamination
  - Use a thermometer to measure sample temperature and record results
2. Receiving Water: sample approximately 100 feet upstream of wastewater source flow
3. Point of Discharge: sample approximately 10 feet downstream of the location where the spill enters the receiving stream.
  - Label the bottle RSW-001 and take a pictures of sampling location.
  - Sample away from the bank and avoid any debris or scum layer from the surface.
  - Fill the bottle against the direction of flow, replace the cap, and secure the sample to avoid contamination.
  - Use a thermometer to measure the temperature, pH and EC of the source sample location and record the results.
4. Downstream Sample: sample approximately 100 feet downstream of the source.
  - Label the bottle RSW-001 and take a pictures of sampling location.
  - Sample away from the bank and avoid any debris or scum layer from the surface.
  - Fill the bottle against the direction of flow, replace the cap, and secure the sample to avoid contamination.
  - Use a thermometer to measure the temperature, pH and EC of the source sample location and record the results.
5. Following Collection: store all samples in a cooler with ice packs until delivered to laboratory and ensure all information is properly completed on Chain of Custody (COC) with signatures for laboratory staff.

## 12.0 FINAL SPILL VOLUME ESTIMATION

*WDR General Order 2022-0103-DWQ Section E-1, 2.3*

The final spill volume estimation is critical for CIWQS reporting and determines whether additional reporting to regulatory agencies is required. Additionally, the City shall update its notification and reporting of estimated spill volume to OES, including spill volume recovered, as further information is gathered during and after a spill event. To assess the approximate spill magnitude and spread, the City shall estimate the total spill volume using updated volume estimation techniques, calibration, and documentation for CIWQS reporting.

The City trains on the following methods for volume estimations:

### A. Measured Area/Volume

- The spill volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and depth of the contained wastewater are needed. This information is used to calculate the area and volume of the spills. Measured volume is not an appropriate estimation matrix if the spill occurs during a rain event.

### B. Duration and Flow

- The spill volume can be estimated by multiplying the spill duration by the spill rate. The spill rate can be determined by pick hole or vent hole spill height, flow meter data, SCADA information, and pump data from lift stations.

### C. Upstream Connections/EDU

- This method can be used for spills from residential properties when enough information has been gathered through interviewing the resident. Be clear with your questions and explanation for the interview. Only interview residents from the household contributing to the spill. See Attachment 6 for EDU Estimation Chart

### D. Estimated Flowcharts

- The City utilizes charts developed by the City of San Diego to estimate the spill volume from manhole covers. These estimates are based on the water volume observed spilling from the manhole cover and a flow rate is assigned in GPM. By comparing the spill in the field to the provided chart, the City estimates the most accurate flow rate spilling from the manhole. To estimate the spill volume, the GPM factor associated with the chosen is multiplied by the total spill time in minutes.

## 13.0 SPILL EVENT DOCUMENTATION

*WDR General Order 2022-0103-DWQ Section D-6, 6.13*

Prompt and thorough communication is essential when a possible spill is reported to the City. It is important to record pictures, time of events, weather conditions, and any other measurable data or observations. Additionally, statements from witnesses, residents, and other individuals involved should be obtained to establish reliable records of discharge volume and response activities for reporting purposes.

Public Works Administrative staff, usually the initial recipients of such calls during regular hours, must log all relevant details on a Work Request, recording the caller's identity, contact information, and initial observation time. If multiple reports come in, each is documented separately. All actions, conversations, and incidents must be meticulously documented, with photographs taken from arrival to resolution and property damage assessed. The City's Risk Management/ Claims Representative initiates any necessary claims processing, following City guidelines.

Following an incident, thorough documentation is crucial. On-Call Personnel responding must complete the Work Request detailing spill estimation, providing a location map, and including photographs. In addition, the On-Call Personnel will complete the Spill Response Field Form, documenting the spill event according to the General Order. Upon completion, the On-Call Personnel will deliver the Spill Response Field Report, Work Request Form, event photos, and any necessary additional forms to the Wastewater Supervisor for review and evaluation. Once the information is reviewed and verified, the Data Submitter submits it into the CIWQS for certification.

All activities, conversations, and incidents must be logged, and photographs must be taken from arrival to resolution, ensuring comprehensive event documentation.

After reviewing the draft report and the documentation, the Wastewater Supervisor will certify the spill report in the CIWQS. The City will create a specific file containing the following information for each spill.

- SPILL Field Report
- CIWQS-certified reports
- All incident correspondence, field notes, and customer interviews.
- Volume estimate calculations of spilled and recovered volumes.
- Appropriate maps showing the spill location, sampling, and signage location if applicable.
- Photographs of spill location.
- Water quality sampling and test results, if relevant.

(For additional references, refer to SERP PART 1 (COMPLIANCE GUIDE).

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## Element X. Sewer System Management Plan (SSMP) Audit

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### Section 10.1 Overview

The purpose of this Sewer System Management Plan (SSMP) Audit is to evaluate the effectiveness of the City's SSMP, to identify deficiencies, if any, and steps to correct deficiencies. The audit is a critical element of the SSMP to ensure its effectiveness and allow for updates in practices, policies and procedures based on best management practices (BMPs).

As part of this Audit each element of the SSMP is reviewed and a determination made if it is meeting the goals established and compliance with General Waste Discharge Requirements (GWDR) 2022-0103 DWQ Order. The Audit shall be performed at least every other year and shall be available to the public for review if requested.

The SSMP audit template and completed audit records are in **Appendix 4**.

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## Element XI. Communication Program

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### Section 11.1 Overview

This describes the communications plan that the City uses to communicate the key messages of the Sewer System Management Plan (SSMP) to the stakeholders. The stakeholders include the City Council, City of Lincoln ratepayers and regulatory agencies including the State Water Resources Control Board (SWRCB.)

Included in this plan is a description of the benefits and objectives of the communications plan, a listing of the key messages to be delivered, and the communications methods to be used to deliver the key messages to the stakeholders.

Many aspects of the SSMP require approval or cooperation from stakeholders. The City Council must certify the program. The program requires funding, and ratepayers can be required to approve rate increases to pay for the program(s) and improvements being made. Residents and businesses are also asked to cooperate with the fats oil, and grease (FOG) control and other efforts to reduce sanitary sewer overflows (SSO's).

- Good communications promote cooperation from stakeholders and will make it easier to implement the City's SSMP policies and complete goals;
- Communications is the key to elected officials and the public's acceptance of an SSMP program and the key to obtaining the funds to develop and implement that program; and
- A communications plan is required by the General Waste Discharge Requirements (GWDR) and is intended to provide an opportunity for interested stakeholder to give input to the City's SSMP during audits, workshops or other forums.

## **Section 11.2 Objective**

The communications plan has the following objectives:

- To communicate with enough frequency and information so that the SSMP is supported by the City Council, the ratepayers, and other agencies;
- To inform internal and external stakeholders of strategies to reduce SSO's; and
- To inform the City Council and the ratepayers of ongoing work and successes with the SSMP implementation and goals.

## **Section 11.3 The Key Messages**

For the SSMP the key messages focus on the actions taken by the City to reduce the number and volume of SSO's. This includes the achievement of stated goals and improved cost effective operations.

The following key messages are conveyed to the public:

- The SSMP protects property and the environment to include the water quality of the region;
- Wastewater collection system improvements are continually needed to replace existing infrastructure and to construct new infrastructure;
- Wastewater collection systems that are properly operated, maintained and consistently improved will reduce the risk of SSO's;
- The City has adopted a process of continuous improvement to reduce SSO's; and
- Adequately maintaining the system of sewer pipes and pump stations is critical to homeowners and businesses in the area served.

## **Section 11.4 Methods and Strategy for Communication**

It is critical to monitor and measure the effectiveness of the communication strategy on an ongoing basis. With good communication, the public should be more willing to accept the program and/or elected officials will be more willing to provide funds for the program over public protest.

Communication with the stakeholders happens in several ways as shown below:

- Press Release;
- Public Hearing;
- Information on the City's website;

- A copy of the SSMP at the Public Works front counter;
- Reports that summarize how the Agency has performed in completing preventive maintenance activities that have led to a reduction in SSO's; and
- Presentations to the City Council on the status of SSMP implementation and progress in reducing SSO's in the system.

### **Section 11.5 Communications with City Council**

The Public Works management and Wastewater Division staff provide periodic reports to the City Council as strategies are implemented and goals are achieved. Staff also make periodic reports on the success of the Operations and Maintenance Program on meeting performance measures related to SSO reduction. These may include progress on line cleaning and closed circuit television (CCTV) inspection activities, completion of spot repairs to fix hot spots, root control measures, FOG control measures, and response times to reduce the quantity of spills and improve customer satisfaction.

### **Section 11.6 Communications with the Ratepayers**

The City provides a copy of the most current SSMP on the public website.

### **Section 11.7 Communications with Other Agencies**

The City has a plan for communications with the State and regional regulatory agencies. Reports to the regional board address the number and size of SSO's, the causes for SSO's, and what specific steps are being taken to reduce SSO's using the California Integrated Water Quality System (CIWQS) database reporting method.

The City may choose to exchange information on SSO reduction measures and the SSMP implementation. This is not a requirement of the GWDR Order but may be helpful in developing "best management practices (BMPs)" with review and discussion with other neighboring agencies and to develop mutual aid agreements for emergency response where possible.

Exhibit 11-1 depicts the communication needs, method, and actions.

## Exhibit 11-1 – Communication Needs, Methods and Actions

Stakeholder	Areas of Interest	Method/action	Who	Timeline
City Council	Environmental Stewardship	Council information updates and workshops	Management	Annually or as needed
	Rates and fees	Briefings and workshops with Council	Management	Annually or as needed
	SSO Performance Targets	Briefings to the Council , City Manager and Department heads	Operations Staff	As needed
	Policies	City website, Municipal code and administrative policies, briefings Program Web Site	Management	Annually or as needed
Ratepayers	Ordinances	Council mtgs,briefings	Management	Annually or as needed
	SSO's	Program Web Site	Management and Operations Staff	Semi Annually or as needed
	Feedback to SSO Reduction process	Public Education brochures and utility inserts		
	Service levels and targets			
Other Agencies	Rates and fees			
	Number and Volume of SSO's, Causes of SSO's	CIWQS database Spill reports and mitigation actions	Operations Staff	Monthly or as needed
Regional Board or State Board				
Other Contributing Agencies	Sharing of Resources	Support during large events	Operations and Maintenance Staff	Seasonal or emergency event

## **Appendix 1: City of Lincoln Sewer Use Ordinance**

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## CHAPTER 13.08 SEWAGE FACILITY REGULATIONS<sup>1</sup>

### *Article I. Definitions and Abbreviations*

#### **13.08.010 Applicability of article.**

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter shall be as set out in this article.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.20 Applicant.**

"Applicant" means the owner or the agent of the owner of the property for which sewer service is being requested.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.21 Authorized or duly authorized representative of the user.**

"Authorized or duly authorized representative of the user" means:

- (a) If the user is a corporation:
  - (1) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or;
  - (2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

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<sup>1</sup>Editor's note(s)—Ord. No. 992B , § 1, adopted June 25, 2019, amended in its entirety the former Chapter 13.08., §§ 13.08.010—13.08.700, and enacted a new Chapter 13.08 as set out herein. The former Chapter 13.08 pertained to similar subject matter and derived from Ord. 314B Art. I (part), 1976; Ord. 314B §§101—128, 201—212, 301—308, 401—411, 501-511 1976; Ord. 322B §1, 1977; Ord. 412B §§ 8, 10(5)(part), 1982; Ord. 420B §2(part), 1982; Ord. 501B §3, 1988; Ord. No. 888B, § 3, Nov. 12, 2013; Ord. No. 985B , § 8, May 14, 2019.

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- (c) If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
  - (d) The individuals described in subsections (a) through (c), above, may designate a duly authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.22 Best management practices or BMPs.**

"Best management practices or BMPs" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 13.08.810(a) and (b). BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. BMPs also include alternative means (i.e., management plans) of complying with, or in place of certain established categorical pretreatment standards and effluent limits.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.030 Biochemical oxygen demand or B.O.D.**

"B.O.D." (denoting biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, usually expressed as a concentration (e.g., mg/l).

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.040 Building drain.**

"Building drain" means that part of the lowest piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer beginning two feet outside the building wall.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.050 Building sewer.**

"Building sewer" means that part of the horizontal piping of a drainage system which extends from the end of the building drain and which receives the discharge of the building drain and conveys it to a public sewer, private sewer, individual sewage-disposal system or other point of disposal.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.52 Categorical pretreatment standard or categorical standard.**

"Categorical pretreatment standard or categorical standard" means any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Clean Water Act (33 U.S.C.

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section 1317) that apply to a specific category of users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405.471.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.53 Categorical industrial user.**

"Categorical industrial user" means an industrial user subject to a categorical pretreatment standard or categorical standard.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.060 City inspector.**

"City inspector" means the individual designated by the public works director as the inspector of sewer service, or his authorized representative.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.070 Combined sewer.**

"Combined sewer" means a public sewer which is designed to carry both sanitary and storm flows.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.080 Commercial service.**

"Commercial service" means provision of sewer service to any structure, facility or premises which is neither residential or industrial in character and which is used for business, trade, manufacturing or processing activities. "Commercial service" includes hotels, motels, rest homes, schools and all other service not otherwise defined as "domestic service" or "industrial service."

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.082 Daily maximum.**

"Daily maximum" means the arithmetic average of all effluent samples for a pollutant collected during a calendar day.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.084 Daily maximum limit.**

"Daily maximum limit" means the maximum allowable discharge limit of a pollutant during a calendar day. Where daily maximum limits are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where daily maximum limits are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

( Ord. No. 992B, § 1, 6-25-2019 )

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**13.08.090 Domestic service.**

"Domestic service" means provision of sewer service for household residential purposes to either single-family or multiple-family dwelling units.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.092 Environmental Protection Agency or EPA.**

"Environmental Protection Agency or EPA" means the U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of said agency.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.094 Existing source.**

"Existing source" means any source of discharge that is not a "New source."

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.100 Garbage.**

"Garbage" means solid wastes from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.102 Grab sample.**

"Grab sample" means a sample that is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed 15 minutes.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.105 Indirect discharge or discharge.**

"Indirect discharge or discharge" means the introduction of pollutants into the POTW from any nondomestic source.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.110 Industrial service.**

"Industrial service" means provision of sewer service to any structure, premises or facility used for manufacturing, processing or similar industrial uses, and shall include all uses permitted only within an industrial zone by the zoning ordinance, except residential and commercial uses.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.120 Industrial wastes.**

"Industrial wastes" means the liquid wastes from industrial processes as distinct from sanitary sewage.  
( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.121 Instantaneous limit.**

"Instantaneous limit" means the maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.  
( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.122 Interference.**

"Interference" means a discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the city's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Clean Water Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.  
( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.124 Local limit.**

"Local limit" means specific discharge limits developed and enforced by the city upon industrial or commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).  
( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.130 Mains.**

"Mains" means collection pipelines located in streets, highways, public ways or private rights-of-way which are used to serve the general public.  
( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.132 Medical waste.**

"Medical waste" means isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.  
( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.134 Monthly average.**

"Monthly average" means the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.136 Monthly average limit.**

"Monthly average limit" means the highest allowable average of "daily discharges" over a calendar month, calculated as the sum of all "daily discharges" measured during a calendar month divided by the number of "daily discharges" measured during that month.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.138 National pretreatment standard or pretreatment standard.**

"National pretreatment standard or pretreatment standard" means any regulation containing pollutant discharge limits promulgated by the EPA in accordance with section 307(b) and (c) of the Act, which applies to industrial users. This term includes prohibitive discharge limits established pursuant to 40 CFR 403.5.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.140 Natural outlet.**

"Natural outlet" means any outlet into a watercourse, ditch, pond, lake or other body of surface water or groundwater.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.142 New source.**

"New source" means:

- (a) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under section 307(c) of the Clean Water Act that will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:
  - (1) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
  - (2) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
  - (3) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.

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- (b) Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of subsections (a)(2) or (3) of this section, but otherwise alters, replaces, or adds to existing process or production equipment.
  - (c) Construction of a new source as defined under this section has commenced if the owner or operator has:
    - (1) Begun, or caused to begin, as part of a continuous onsite construction program
      - a. Any placement, assembly, or installation of facilities or equipment; or
      - b. Significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or
    - (2) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this section.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.144 NPDES permit.**

"NPDES permit" means the current National Pollutant Discharge Elimination System permit for the WWTRF.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.145 Pass through.**

"Pass through" means a discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the city NPDES permit, including an increase in the magnitude or duration of a violation.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.150 Person.**

"Person" means any individual, firm, company, association, society, partnership, corporation, organization or group, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all federal, state, and local governmental entities.

( Ord. No. 992B, § 1, 6-25-2019 )

#### **13.08.160 pH.**

"pH" means the logarithm of the reciprocal of the hydrogen-ion concentration in grams per liter of solution.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.162 Pretreatment.**

"Pretreatment " means the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of discharging or otherwise introducing such pollutants into a POTW. The reduction or alteration may be obtained by physical, chemical or biological processes, process changes or by other means, except as prohibited by 40 CFR 403.6(d). Appropriate pretreatment technology includes control equipment, such as equalization tanks or facilities, for protection against surges or slug loadings that might interfere with or otherwise be incompatible with the POTW. However, where wastewater from a regulated process is mixed in an equalization facility with unregulated wastewater or with wastewater from another regulated process, the effluent from the equalization facility must meet an adjusted pretreatment limit calculated in accordance with 40 CFR 403.6(e).

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.164 Pretreatment requirements.**

"Pretreatment requirements" means any substantive or procedural requirement related to pretreatment, other than a national pretreatment standard, imposed on an industrial user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.166 Pretreatment standards or standards.**

"Pretreatment standards or standards" means prohibited discharge standards, categorical pretreatment standards, and local limits.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.170 Premises.**

"Premises" means buildings, establishments, parcels of land or lots which are improved and benefited by drainage, or the integral property or area, including improvements thereon, to which sewer service is or will be provided.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.171 Prohibited discharge standards or prohibited discharges.**

"Prohibited discharge standards or prohibited discharges " means absolute prohibitions against the discharge of certain substances; these prohibitions appear in Section 13.08.810.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.180 Properly shredded garbage.**

"Properly shredded garbage" means the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half inch in any dimension.

( Ord. No. 992B, § 1, 6-25-2019 )

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**13.08.190 Public sewer.**

"Public sewer" means any sewer which is controlled by the city or other public agency operating a sanitary sewer within the city.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.092 Public works director.**

"Public works director" means the employee of the city designated as the public works director, or his authorized representative.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.194 Publicly owned treatment works or POTW.**

"POTW" means a treatment works, as defined by Section 212 of the Clean Water Act (33 U.S.C. section 1292), which is owned by the city. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.200 Sanitary sewage.**

"Sanitary sewage" means any waste discharging into the sewage system and which contains human or animal excreta, ofal or any feculent matter.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.210 Sanitary sewer.**

"Sanitary sewer" means any sewer which carries sanitary sewage or industrial wastes, and to which storm waters, surface waters and groundwaters are not intentionally admitted.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.220 Service connection.**

"Service connection" means the pipe or other conduit by means of which sewage is conducted from the premises to a main.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.230 Sewage.**

"Sewage" means a combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwaters, surface waters and storm waters as may be present.

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( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.240 Sewage facilities.**

"Sewage facilities" means all facilities for collecting, pumping, treating and disposing of sewage, whether public or private.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.250 Sewage treatment plant.**

"Sewage treatment plant" means any arrangement of devices and structures used for the treatment of sewage.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.260 Sewer.**

"Sewer" means a pipe or conduit for carrying sewage.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.262 Significant industrial user (SIU).**

"Significant industrial user or SIU" means:

- (a) An industrial user subject to categorical pretreatment standards; or
- (b) An industrial user that:
  - (1) Discharges an average of 25,000 gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);
  - (2) Contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
  - (3) Is designated as such by the city on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.264 Slug load or slug discharge.**

"Slug load or slug discharge" means any discharge at a flow rate or concentration, which could cause a violation of the prohibited discharge standards in Section 13.08.810. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.270 Storm drain.**

"Storm drain" means a pipe or conduit for carrying the runoff from storm and surface drainage.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.280 Total suspended solids (TSS) or suspended solids.**

"Total suspended solids or suspended solids" means solids that either float on the surface of, or are in suspension in, water, sewage or other liquids, and which are removable by laboratory filtration, expressed in milligrams per liter.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.282 User or industrial user (IU).**

"User or industrial user" means a source of indirect discharge.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.290 Watercourse.**

"Watercourse" means a channel in which a flow of water, either groundwater or surface water, occurs, either continuously or intermittently.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.292 WWTRF.**

"WWTRF" means City of Lincoln Wastewater Treatment and Reclamation Facility.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.295 Abbreviations.**

The following abbreviations, when used in this chapter, shall have the designated meanings:

B.O.D. - Biochemical Oxygen Demand

BMP - Best Management Practice

BMR - Baseline Monitoring Report

CFR - Code of Federal Regulations

EPA - U.S. Environmental Protection Agency

gpd - gallons per day

IU - Industrial user

mg/l - milligrams per liter

NPDES - National Pollutant Discharge Elimination System

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POTW - Publicly Owned Treatment Works

RCRA - Resource Conservation and Recovery Act

SIU - Significant Industrial user

TSS - Total Suspended Solids

U.S.C. - United States Code

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article II. Use of Public Sewers***

### **13.08.300 Plumbing code applicability.**

The provisions of the Uniform Plumbing Code, 1973 Edition, as adopted by reference by the city, or the provisions or any subsequent edition of the Uniform Plumbing Code adopted by the city, shall apply unless otherwise specified in this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.310 Connection to proximate sewer required.**

Notwithstanding any other provision of this chapter, every building in which plumbing fixtures are installed and every premises having drainage piping thereon shall have a connection to a public sewer, provided that a sewer main is located 200 feet or less from the building or drainage facility.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.315 Continued use of private sewer system.**

Property owners using private sewer systems that are in compliance with applicable codes and regulations may continue to use the private system when new public sewer systems are constructed within 200 feet or less from the building or drainage facility. The construction or installation of a public sewer system will not cause property owners to abandon their private sewer systems.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.320 Deposit of waste.**

It is unlawful for any person to place, deposit or permit to be placed or deposited upon public or private property within the city any garbage, refuse, sewage or waste, except as provided by this chapter or applicable ordinances.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.330 Discharge of polluted waters to natural outlet.**

No person shall discharge or cause to be discharged to any natural outlet any garbage, sewage, industrial wastes or other polluted waters unless suitable treatment has been provided and approved in writing by the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.350 Unpolluted waters—Proper discharge—Interceptor maintenance.**

Storm waters and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as combined sewers or storm sewers, or to a natural outlet approved by the public works director. Industrial cooling water or unpolluted process waters may be discharged, upon written approval of the public works director, to a storm sewer, combined sewer or natural outlet. Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.370 Grease, oil and sand interceptors.**

Grease, oil and sand interceptors shall be provided when, in the opinion of the public works director, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients; except, that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the public works director, and shall be located so as to be readily and easily accessible for cleaning and inspection.

( Ord. No. 992B, § 1, 6-25-2019 )

Cross reference(s)—For provisions on the maintenance and operation of grease, oil and sand interceptors, see Section 13.08.350 of this code.

### **13.08.420 Agreement to accept wastes not prohibited.**

No provision of this chapter shall be construed to prevent the city from entering into an agreement with any discharger of industrial waste which exceeds the characteristics and limitations set forth in this chapter, upon payment by such discharger of such costs as may be determined by the city to be sufficient to provide for the receipt and treatment of such wastes.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article III. Private Sewers***

### **13.08.430 Connection to approved private system required when.**

When no public sewer is available as provided in this chapter, drainage piping from any building or facility shall be connected to an approved private sewage disposal system complying with the provisions of the Uniform Plumbing Code and the provisions of this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.440 Permit required—Application—Fee.**

Before commencement of construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the public works director. The application for such permit shall be made on a form furnished by the city, which the applicant shall supplement by any plans, specifications and other information deemed necessary by the public works director. A fee established by resolution of the city council shall be paid to the city treasurer at the time the application is filed for the purpose of defraying the cost of plan checks and inspection of the work.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.450 Inspections.**

A permit for a private sewage disposal system shall not become effective until the installation is completed to the satisfaction of the public works director. He shall be allowed to inspect the work at any state of construction and, in any event, the applicant for the permit shall notify the public works director when the work is ready for final inspection, and before any underground portions are covered. The applicant shall be responsible for all cost for permit and inspection.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.460 County health recommendations apply—Area for soil absorption—Septic tank or cesspool discharge.**

The type, capacities, location and layout of a private sewage disposal system shall comply with all recommendations of the county health department. No permit shall be issued for any private sewage disposal system employing subsurface soil absorption facilities where the area is less than 15,000 square feet. No septic tank or cesspool shall be permitted to discharge to any public sewer or natural outlet.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.470 Connection to available public sewer.**

At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in Section 13.08.310, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable material.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.480 Sanitary operation and maintenance.**

The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, at no expense to the city.

( Ord. No. 992B, § 1, 6-25-2019 )

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**13.08.490 Lines serving two or more structures.**

Private sanitary sewer lines servicing two or more buildings or structures located on the same lot, when such lines are not maintained by the city, shall be constructed to meet the standards for construction of public sewer lines.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.500 Private storm sewers.**

Private storm sewers which are not maintained by the city shall be constructed in accordance with standard specifications for public storm sewers.

( Ord. No. 992B, § 1, 6-25-2019 )

***Article IV. Building Sewers and Connections***

**13.08.510 Permit—Required.**

No person shall use, alter, connect to, uncover or discharge into any public sewer or appurtenance thereof without first obtaining a written permit from the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.520 Permit—Classes—Application—Fee.**

There shall be two classes of building sewer permits: (A) for residential and commercial service, and (B) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the city. The permit application shall be supplemented by such plans, specifications or other information required by the public works director. In addition to the connection charges imposed by Chapter 13.12, the applicant shall be responsible for all costs incurred by the city for plan check and inspection of the work.

In addition, for establishments producing industrial wastes, the city may require that the owner or his agent apply for an individual wastewater discharge permit as described in Article VIII. of this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.525 Expiration of permit.**

Every building sewer permit issued by the public works director under the provisions of Article IV shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new building sewer permit shall first be obtained so to do, and the fee therefor shall be the amount required for a new permit for such work with a credit being given for any fees previously paid to the city for the original building sewer permit. A credit for fees previously paid will be granted provided no changes have been made or will be made in the original plans and specifications for such work; and provided further that any failure to commence, suspension or abandonment of work has not exceeded one year.

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( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.530 Owner to bear costs and liability.**

All costs and expense incident to the installation and connection of the building sewer to the building drain and public sewer shall be borne by the property owner. The owner shall indemnify and hold harmless the city from and against any loss or damage that may directly or indirectly result by the installation or connection of the building sewer by employees of the city or its contractors.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.540 Existing sewers.**

No existing sewer may be used by any building or facility constructed after the effective date of the ordinance codified in this chapter unless the sewer is determined by the public works director to comply with the provisions of this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.550 Materials, size and slope.**

Building sewer materials shall be approved by the public works director. The size and slope of the building sewer shall be subject to the approval of the public works director, but in no event shall the diameter be less than four inches. The slope of such four-inch pipe shall be not less than one-quarter inch per foot. The slope of building sewers six inches and larger shall be not less than one-eighth inch per foot.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.560 Depth, course, grade and fittings.**

Whenever possible the building sewer shall be brought to the building at an elevation below the basement floor. No building sewer shall be laid parallel to or within three feet of any bearing wall which might thereby be weakened. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at a uniform grade and in straight alignment in so far as possible. Changes in direction shall be made only with properly curved pipe and fittings.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.570 Lift means.**

In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such drain shall be lifted by approved artificial means and discharged to the building sewer.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.580 Pipelaying and backfill.**

Pipelaying and backfill shall be subject to the approval of the public works director. Building sewer piping shall be laid on a firm bed throughout its entire length. No backfill shall be placed until after the work has been inspected.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.590 Connection—Specifications.**

- (a) Connections of building sewers to a public sewer shall be made by the owner under an encroachment permit issued by the city and inspected by the city inspector upon the payment of a connection fee as established by ordinance. The connection of the building sewer into the public sewer shall be made at the "Y" branch, if such branch is available at a suitable location. In addition to an encroachment permit, the work shall also require a construction agreement and posting of bonds as security for faithful performance and labor and materials in an amount not less than 100 percent of the estimated cost of the construction work, and a warranty bond guaranteeing the work against defect in materials and workmanship in an amount of not less than 20 percent of the estimated cost of the work for a period of one year following the acceptance of the work by the city council. Estimated cost of work shall be inclusive of all tasks necessary to be performed, to include trench shoring, traffic control, stormwater protection, trench restoration, and any other expenses incurred by the overall project for works of improvements within the public right-of-way.
- (b) If the public sewer is 12 inches in diameter or less, and no properly located "Y" branch is available, the owner at its sole expense shall install a "Y" branch in the public sewer at the location specified by the public works director under a properly issued encroachment permit and inspected by the city inspector.
- (c) If in the opinion of the public works director the following connections may be made to the public sewer without causing disruptions to the flow and operations of the sewer, where the public sewer is greater than 12 inches in diameter, and no properly located "Y" branch is available, a neat hole may be cut into the public sewer to receive the building sewer, with entry in the downstream direction at an angle of about 45 degrees. A 45-degree "L" may be used to make such connection, so that the spigot end does not extend past the inner surface of the public sewer.
- (d) The invert of the building sewer at the point of connection shall be at the same or at a higher elevation than the invert of the public sewer. A smooth, neat joint shall be made, and the connection made secure and watertight by encasement in concrete. Special fittings may be used for the connection only when approved by the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.600 Connection—Supervision by city.**

The applicant for the building sewer permit shall notify the public works director when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the public works director, or his representative.

( Ord. No. 992B, § 1, 6-25-2019 )

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**13.08.610 Excavation safety measures—Restoration of public property.**

All excavations for building sewer installations shall be adequately protected in accordance with applicable law and regulations. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city.

( Ord. No. 992B, § 1, 6-25-2019 )

***Article V. Appeals and Penalties***

**13.08.630 Appeal—Right.**

Any person adversely and directly affected by any determination made by the public works director or any other officer or employee of the city pursuant to the provisions of this chapter may appeal the determination to the city council.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.640 Appeal—Filing notice.**

The notice of appeal must be filed with the city clerk not later than 15 days following the determination of the public works director or 15 days following the date when the appellant is informed of the determination appealed, whichever is the last to occur. The notice of appeal shall specify the basis of the appeal and only grounds mentioned therein shall be considered by the council.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.650 Appeal—Hearing scheduling and notice.**

Within ten days of receipt of the appeal, the city clerk shall transmit it to the council with the request that it be set for hearing. The city council shall thereafter set the matter for hearing within 30 days of the date on which it receives the appeal and shall instruct the clerk to give the appellant written notice of the time, date and place of the hearing by mailing notice thereof to the address of the appellant as shown in the notice of appeal.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.660 Appeal—Hearing.**

At the time of the hearing, the council shall consider all testimony and evidence presented which is relevant to the subject of the appeal and shall within 15 days thereafter affirm, modify or reverse the determination of the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

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**13.08.670 Appeal—Stay of subject determination.**

Any appeal filed pursuant to this chapter shall stay the determination of the public works director; provided, however, that the filing of the appeal shall not stay any determination; made by the public works director and the determination shall remain in full force and effect unless and until modified or reversed by the city council.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.680 Violation—Misdemeanor.**

A violation of any provision of this chapter shall be a misdemeanor and subject to the penalties provided by law.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.690 Violation—Restraint or abatement action.**

In addition to any other remedy provided by law, the city attorney may institute appropriate actions or procedures in a court of competent jurisdiction to restrain or abate any violations of the provisions of this chapter as a public nuisance.

( Ord. No. 992B, § 1, 6-25-2019 )

**13.08.700 Violation—Disconnection.**

- (a) In addition to all of the remedies provided in this ordinance, discharge of prohibited waters or wastes shall result in disconnection of the premises from the public sewer.
- (b) Prior to such discontinuance of service the owner of the real property to which the service was rendered shall be served with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof.
- (c) When service has been disconnected as provided in this ordinance, public works director shall require that the person requesting that such service be reestablished furnish bond in the amounts specified by Chapter 13.08.590(a) for the full cost of reconnecting the service payable to the city and conditional upon compliance with the provisions of this chapter, before granting permission to make such connection. The person making application for such reestablishment of service shall pay all expenses incurred by the city in causing such disconnection and reconnection before such permission may be granted in accordance with the provisions specified by Article IV—Building and Sewer Connections.

( Ord. No. 992B, § 1, 6-25-2019 )

***Article VI. Pretreatment Program***

**13.08.800 General provisions.**

- (a) Purpose and policy. The provisions of this chapter set forth uniform requirements for users of the publicly owned treatment works (POTW) and enables the city to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.) and the General

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Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403). The objectives of this article are:

- (1) To prevent the introduction of pollutants into the POTW that will interfere with its operation;
- (2) To prevent the introduction of pollutants into the POTW that will pass through the POTW, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;
- (3) To protect both POTW personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- (4) To promote reuse and recycling of industrial wastewater and sludge from the POTW;
- (5) To enable the city to comply with its NPDES permit conditions, sludge use and disposal requirements, and any other federal or state laws to which the POTW is subject.

This chapter shall apply to all users of the POTW. This chapter authorizes the issuance of individual wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; and requires user reporting.

- (b) Administration. Except as otherwise provided herein, the public works director shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the public works director may be delegated by the public works director to an authorized representative.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.810 Prohibited discharge standards**

- (a) General prohibitions. No user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes Pass Through or Interference. These general prohibitions apply to all users of the POTW whether or not they are subject to categorical pretreatment standards or any other national, state, or local pretreatment standards or requirements.
- (b) Specific prohibitions. No user shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
  - (1) Pollutants that create a fire or explosive hazard in the POTW, including, but not limited to, wastestreams with a closed-cup flashpoint of less than 140 degrees F or 60 degrees C using the test methods specified in 40 CFR 261.21;
  - (2) Pollutants that will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0 or more than 12.5;
  - (3) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in Interference;
  - (4) Pollutants, including oxygen-demanding pollutants (B.O.D., etc.), released in a discharge at a flow rate or pollutant concentration which, either singly or by interaction with other pollutants, will cause Interference with the POTW;
  - (5) Heat in amounts that will inhibit biological activity in the POTW resulting in Interference, but in no case heat in such quantities that the temperature at the introduction into the treatment plant to exceed 104 degrees F (40 degrees C);
  - (6) Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through;

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- (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
  - (8) Any trucked or hauled pollutants, except at discharge points designated by the public works director in accordance with Section 13.08.826;
  - (9) Hazardous wastes in accordance with the federal Resource Conservation and Recovery Act (RCRA) and the California Code of Regulations, Division 4.5, Title 22.
  - (10) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
  - (11) Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent;
  - (12) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable state or federal regulations;
  - (13) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the public works director;
  - (14) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
  - (15) Medical wastes, except as specifically authorized by the public works director in an individual wastewater discharge permit;
  - (16) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
  - (17) Detergents, surface-active agents, or other substances which that might cause excessive foaming in the POTW;

Pollutants, substances, or wastewater prohibited by this Section shall not be processed or stored in such a manner that they could be discharged to the POTW.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.812 National categorical pretreatment standards.**

- (a) Users must comply with the categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471.
- (b) The city will recognize revised standards if a fundamentally different factors (FDF) variance has been granted by the EPA for a specific user based on 40 CFR 403.13. In that case, the users standards would be replaced by the revised FDF Standard.
- (c) When the limits in a categorical Pretreatment Standard are expressed only in terms of mass of pollutant per unit of production, the city may convert the limits to equivalent limitations expressed either as mass of pollutant discharged per day or effluent concentration for purposes of calculating effluent limitations applicable to individual Industrial users in accordance with 40 CFR 403.6(c)(2).
- (d) When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the city shall impose an alternate limit based on the combined wastestream formula in accordance with 40 CFR 403.6(e).

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( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.815 Local limits (Reserved)**

(a) The city is authorized to establish local limits pursuant to 40 CFR 403.5(c).

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.817 Right of revision.**

The city reserves the right to establish, by ordinance or in individual wastewater discharge permits, more stringent standards or requirements on discharges to the POTW consistent with the purpose of this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.818 Dilution.**

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The public works director may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article VII. Pretreatment of Wastewater***

### **13.08.820 Pretreatment facilities.**

Users shall provide wastewater treatment as necessary to comply with the provisions of this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in Section 13.08.810 within the time limitations specified by EPA, the state, or the city, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the user's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the public works director for review and shall be acceptable to the public works director before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the user from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the city under the provisions of this chapter.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.822 Additional pretreatment measures.**

(a) Whenever deemed necessary, the public works director may require users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage wastestreams from industrial wastestreams, and such other conditions as may be necessary to protect the POTW and determine the user's compliance with the requirements of this chapter.

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- (b) The public works director may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow. An individual wastewater discharge permit may be issued solely to require flow equalization.
  - (c) Grease, oil, and sand interceptors shall be provided when, in the opinion of the public works director, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential users. All interception units shall be of a type and capacity approved by the public works director and shall comply with Section 13.08.370 and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, maintained and repaired in accordance with Section 13.08.350.
  - (d) Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.824 Accidental discharge/slug discharge control plans.**

The public works director will determine whether each SIU needs an accidental discharge/slug discharge control plan or other action to control slug discharges. The public works director may require any user to develop, submit for approval, and implement such a plan or take such other action that may be necessary to control slug discharges. Alternatively, the public works director may develop such a plan for any user. An accidental discharge/slug discharge control plan shall address, at a minimum, the following:

- (a) Description of discharge practices, including non-routine batch discharges;
- (b) Description of stored chemicals;
- (c) Procedures for immediately notifying the public works director of any accidental or Slug Discharge, as required by Section 13.08.868; and;
- (d) Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.826 Hauled wastewater.**

- (a) Septic tank waste may be introduced into the POTW only at locations designated by the public works director, and at such times as are established by the public works director. Such waste shall not violate Section 13.08.810, or any other requirements established by the city. The public works director may require septic tank waste haulers to obtain individual wastewater discharge permits.
- (b) The public works director may require haulers of industrial waste to obtain individual wastewater discharge permits. The public works director may require generators of hauled industrial waste to obtain individual wastewater discharge permits. The public works director also may prohibit the disposal of hauled industrial waste. The discharge of hauled industrial waste is subject to all other requirements of this chapter.
- (c) Industrial waste haulers may discharge loads only at locations designated by the public works director. No load may be discharged without prior consent of the public works director. The public works director may

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collect samples of each hauled load to ensure compliance with applicable standards. The public works director may require the industrial waste hauler to provide a waste analysis of each load prior to discharge.

- (d) Industrial waste haulers must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the industrial waste hauler, permit number, truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article VIII. Individual Wastewater Discharge Permits***

### **13.08.830 Wastewater analyses.**

When requested by the city, a user must submit information on the nature and characteristics of its wastewater within 30 days of the request. The public works director is authorized to prepare a form for this purpose and may periodically require users to update this information.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.832 Individual wastewater discharge permit.**

- (a) No significant industrial user shall discharge wastewater into the POTW without first obtaining an individual wastewater discharge permit from the city, except that a significant industrial user that has filed a timely application pursuant to Section 13.08.834 may continue to discharge for the duration specified therein.
- (b) The public works director may require other users to obtain individual wastewater discharge permits as necessary to carry out the purposes of this chapter.
- (c) Any violation of the terms and conditions of an individual wastewater discharge permit shall be deemed a violation of this chapter and subjects the wastewater discharge permittee to the sanctions set out in Articles XIV and XV of this chapter. Obtaining an individual wastewater discharge permit does not relieve a permittee of its obligation to comply with all federal and state pretreatment standards or requirements or with any other requirements of federal, state, and local law.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.834 Individual wastewater discharge: existing connections.**

Any user required to obtain an individual wastewater discharge permit who was discharging wastewater into the POTW prior to the effective date of this chapter and who wishes to continue such discharges in the future, shall, within 60 days after said date, apply to the city for an individual wastewater discharge permit in accordance with Section 13.08.838, and shall not cause or allow discharges to the POTW to continue after 90 days of the effective date of the provisions of this chapter except in accordance with an individual wastewater discharge permit issued by the city.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.836 Individual wastewater discharge: new connections.**

Any user required to obtain an individual wastewater discharge permit who proposes to begin or recommence discharging into the POTW must obtain such permit prior to the beginning or recommencing of such discharge. An application for this individual wastewater discharge permit, in accordance with Section 13.08.838, must be filed at least 90 days prior to the date upon which any discharge will begin or recommence.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.838 Application contents.**

- (a) All users required to obtain an individual wastewater discharge permit must submit a permit application. The public works director may require users to submit all or some of the following information as part of a permit application:
- (1) Identifying information.
    - a. The name and address of the facility, including the name of the operator and owner.
    - b. Contact information, description of activities, facilities, and plant production processes on the premises;
  - (2) Environmental permits. A list of any environmental control permits held by or for the facility.
  - (3) Description of operations.
    - a. A brief description of the nature, average rate of production (including each product produced by type, amount, processes, and rate of production), and standard industrial classifications of the operation(s) carried out by such user. This description should include a schematic process diagram, which indicates points of discharge to the POTW from the regulated processes.
    - b. Types of wastes generated, and a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
    - c. Number and type of employees, hours of operation, and proposed or actual hours of operation;
    - d. Type and amount of raw materials processed (average and maximum per day);
    - e. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
  - (4) Time and duration of discharges;
  - (5) The location for monitoring all wastes covered by the permit;
  - (6) Flow measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined wastestream formula set out in Section 13.08.812(d) (40 CFR 403.6(e))
  - (7) Measurement of pollutants.
    - a. The categorical pretreatment standards applicable to each regulated process and any new categorically regulated processes for existing sources.
    - b. The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the public works director, of regulated pollutants in the discharge from each regulated process.

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- c. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported.
  - d. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.08.876. Where the pretreatment standard requires compliance with a BMP or pollution prevention alternative, the user shall submit documentation as required by the public works director or the applicable standards to determine compliance with the standard.
  - e. Sampling must be performed in accordance with procedures set out in Section 13.08.878.
- (8) Any other information as may be deemed necessary by the public works director to evaluate the permit application.
- (b) Incomplete or inaccurate applications will not be processed and will be returned to the user for revision.
- ( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.840 Application signatories and certifications.**

- (a) All wastewater discharge permit applications, user reports and certification statements must be signed by an authorized representative of the user and contain the certification statement in Section 13.08.882.
  - (b) If the designation of an authorized representative is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for environmental matters for the user, a new written authorization satisfying the requirements of this section must be submitted to the public works director prior to or together with any reports to be signed by an authorized representative.
- ( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.842 Permit decisions.**

The public works director will evaluate the data furnished by the user and may require additional information. Within 30 days of receipt of a complete permit application, the public works director will determine whether to issue an individual wastewater discharge permit. The public works director may deny any application for an individual wastewater discharge permit.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article IX. Individual Wastewater Discharge Permit Issuance***

### **13.08.850 Permit duration.**

An individual wastewater discharge permit shall be issued for a specified time period, not to exceed five years from the effective date of the permit. An individual wastewater discharge permit may be issued for a period less than five years, at the discretion of the city. Each individual wastewater discharge permit will indicate a specific date upon which it will expire.

( Ord. No. 992B, § 1, 6-25-2019 )

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### 13.08.852 Permit contents.

An individual wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the public works director to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- (a) Individual wastewater discharge permits must contain:
  - (1) A statement that indicates the wastewater discharge permit issuance date, expiration date and effective date;
  - (2) A statement that the wastewater discharge permit is nontransferable and provisions for furnishing the new owner or operator with a copy of the existing wastewater discharge permit;
  - (3) Effluent limits, including best management practices (if applicable), based on applicable pretreatment standards;
  - (4) Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or best management practice) to be monitored, sampling location, sampling frequency, and sample type based on federal, state, and local law;
  - (5) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable federal, state, or local law; and
  - (6) Requirements to control slug discharge (if determined by the public works director to be necessary).
- (b) Individual wastewater discharge permits may contain, but need not be limited to, the following conditions:
  - (1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
  - (2) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the POTW;
  - (3) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
  - (4) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
  - (5) The unit charge or schedule of user charges and fees for the management of the wastewater discharged to the POTW;
  - (6) Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
  - (7) A statement that compliance with the individual wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable federal and state pretreatment standards, including those which become effective during the term of the individual wastewater discharge permit; and

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- (8) Other conditions as deemed appropriate by the public works director to ensure compliance with this chapter, and state and federal laws, rules, and regulations.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.854 Permit modification.**

- (a) The public works director may modify an individual wastewater discharge permit for good cause, including, but not limited to, the following reasons:
  - (1) To incorporate any new or revised federal, state, or local pretreatment standards or requirements;
  - (2) To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of the individual wastewater discharge permit issuance;
  - (3) A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
  - (4) Information indicating that the permitted discharge poses a threat to the city's POTW, city personnel, the receiving waters or beneficial sludge use;
  - (5) Violation of any terms or conditions of the individual wastewater discharge permit;
  - (6) Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
  - (7) EPA revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13; or
  - (8) To correct typographical or other errors in the individual wastewater discharge permit.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.856 Permit revocation.**

The public works director may revoke an individual wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- (a) Failure to notify the public works director of significant changes to the wastewater prior to the changed discharge;
- (b) Failure to provide prior notification to the public works director of changed conditions pursuant to Section 13.08.867;
- (c) Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- (d) Falsifying self-monitoring reports and certification statements;
- (e) Tampering with monitoring equipment;
- (f) Refusing to allow the public works director timely access to the facility premises and records;
- (g) Failure to meet effluent limitations;
- (h) Failure to pay fines;
- (i) Failure to pay sewer charges;

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- (j) Failure to meet compliance schedules;
  - (k) Failure to complete a wastewater survey or the wastewater discharge permit application;
  - (l) Failure to provide advance notice of the transfer of business ownership of a permitted facility; or
  - (m) Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.

Individual wastewater discharge permits shall be voidable upon cessation of operations or transfer of business ownership. All individual wastewater discharge permits issued to a user are void upon the issuance of a new individual wastewater discharge permit to that user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.858 Permit reissuance.**

A user with an expiring individual wastewater discharge permit shall apply for individual wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 13.08.838, a minimum of 90 days prior to the expiration of the user's existing individual wastewater discharge permit.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article X. Reporting Requirements***

### **13.08.860 Baseline monitoring reports.**

- (a) Within either 180 days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, existing categorical industrial users currently discharging to or scheduled to discharge to the POTW shall submit to the public works director a report which contains the information listed in subsection (b), below. At least 90 days prior to commencement of their discharge, new sources, and sources that become categorical industrial users subsequent to the promulgation of an applicable categorical pretreatment standard, shall submit to the public works director a report which contains the information listed in subsection (b), below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- (b) Users described above shall submit the information set forth below:
  - (1) All information required in Section 13.08.838(a)(1), (2), (3) and (6) per 40 CFR 403.12(b)(1)–(7);
  - (2) Measurement of pollutants.
    - a. The user shall provide the information required in Section 13.08.838(a)(7) (a) through (d).
    - b. The user shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this section.
    - c. Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the user should measure the flows and concentrations necessary to allow use of the combined wastestream formula in 40 CFR 403.6(e) to evaluate compliance with the pretreatment standards. Where an

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alternate concentration or mass limit has been calculated in accordance with 40 CFR 403.6(e) this adjusted limit along with supporting data shall be submitted to the public works director;

- d. Sampling and analysis shall be performed in accordance with Sections 13.08.876 and 13.08.878;
  - e. The public works director may allow the submission of a baseline report which utilizes only historical data so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
  - f. The baseline report shall indicate the time, date and place of sampling and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
- (3) Compliance certification. A statement, reviewed by the user's authorized representative as defined in Section 13.08.021 and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
  - (4) Compliance schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out in Section 13.08.862.
  - (5) Signature and report certification. All baseline monitoring reports must be certified in accordance with Section 13.08.882 and signed by an authorized representative as defined in Section 13.08.021.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.862 Compliance schedule progress reports.**

The following conditions shall apply to the compliance schedule required by Section 13.08.860(b)(4):

- (a) The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- (b) No increment referred to above shall exceed nine months;
- (c) The user shall submit a progress report to the public works director no later than 14 days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule; and
- (d) In no event shall more than nine months elapse between such progress reports to the public works director.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.864 Reports on compliance with categorical pretreatment standard deadline.**

Within 90 days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the public works director a report containing the information described in Section 13.08.838(a)(6) and (7) and 13.08.860(b)(2). For users subject to equivalent mass or concentration limits established in accordance with the procedures in Section 13.08.812, this report shall contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified in accordance with Section 13.08.882. All sampling will be done in conformance with Section 13.08.878.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.866 Periodic compliance reports.**

- (a) Significant industrial users must submit reports indicating the nature, concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. The reports shall be submitted no less than twice per year in June and December unless required more frequently by the city. In cases where the pretreatment standard requires compliance with a best management practice (BMP) or pollution prevention alternative, the user must submit the documentation necessary to determine the compliance status of the user as required by the public works director and the pretreatment standard.
- (b) All periodic compliance reports must be signed and certified in accordance with Section 13.08.882.
- (c) All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and always maintained in good working order. The failure of a user to keep its monitoring facility in good working order shall not be grounds for the user to claim that sample results are unrepresentative of its discharge.
- (d) If a user subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the public works director, using the procedures prescribed in Section 13.08.878, the results of this monitoring shall be included in the report.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.867 Reports of changed conditions.**

Each user must notify the public works director of any significant changes to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least 90 days before the change.

- (a) The public works director may require the user to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 13.08.838.
- (b) The public works director may issue a new individual wastewater discharge permit under Article IX or modify an existing wastewater discharge permit under Section 13.08.854 in response to changed conditions or anticipated changed conditions.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.868 Reports of potential problems.**

- (a) In the case of any discharge, including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW, the user shall immediately telephone and notify the public works director of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the user.
- (b) A notice shall be permanently posted on the user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in subsection (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.
- (c) Significant industrial users must notify the public works director immediately of any changes at its facility affecting the potential for a slug discharge.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.870 Reports from unpermitted users.**

All users not required to obtain an individual wastewater discharge permit shall provide appropriate reports to the as the public works director may require.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.872 Notice of violation/repeat sampling and reporting.**

If sampling performed by a user indicates a violation, the user must notify the public works director within 24 hours of becoming aware of the violation. The user shall also repeat the sampling and analysis and submit the results of the repeat analysis to the public works director within 30 days after becoming aware of the violation. Resampling by the industrial user is not required if the city performs sampling at the user between the time when the initial sampling was conducted and the time when the user or the city receives the results of this sampling.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.876 Analytical requirements.**

All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable categorical pretreatment standard. If 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the EPA determines that the Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures, including procedures suggested by the public works director or other parties approved by EPA.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.878 Sample collection.**

Samples collected to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis performed during the period covered by the report, based on data that is representative of conditions occurring during the reporting period.

- (a) Except as indicated in subsections (b) and (c) of this section, the user must collect wastewater samples using 24-hour flow proportional composite sampling techniques, unless time proportional composite sampling or grab sampling is authorized by the public works director. Where time proportional composite sampling or grab sampling is authorized by the city, the samples must be representative of the discharge. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: for cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil and grease, the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the city, as appropriate. In addition, grab samples may be required to show compliance with instantaneous limits.
- (b) Samples for oil and grease, temperature, pH, cyanide, total phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- (c) For sampling required in support of baseline monitoring and 90-day compliance reports required in Sections 13.08.860 and 13.08.864, a minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the public works director may authorize a lower minimum. For the compliance reports required by Section 13.08.866 (per 40 CFR 403.12(e) and 403.12(h)), the industrial user is required to collect the number of grab samples necessary to assess and assure compliance by with applicable pretreatment standards and requirements.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.879 Date of receipt of reports.**

Written reports will be deemed to have been submitted on the date postmarked. For reports, which are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.880 Recordkeeping.**

Users subject to the reporting requirements of this chapter shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this chapter, and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three years. This period shall be automatically extended for the duration of any litigation concerning the user or the city, or where the user has been specifically notified of a longer retention period by the public works director.

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( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.882 Certification statements.**

Certification of permit applications and user reports. The following certification statement is required to be signed and submitted by users submitting permit applications in accordance with Section 13.08.840; users submitting baseline monitoring reports under Section 13.08.860 (b) (5); users submitting reports on compliance with the categorical Pretreatment Standard deadlines under Section 13.08.864; and users submitting periodic compliance reports required by Section 13.08.866 (a) and (d). The following certification statement must be signed by an Authorized Representative as defined in Section 13.08.021:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XI. Compliance Monitoring***

### **13.08.890 Right of entry: Inspection and sampling.**

The public works director shall have the right to enter the premises of any user to determine whether the user is complying with all requirements of this chapter and any individual wastewater discharge permit or order issued hereunder. Users shall allow the public works director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- (a) Where a user has security measures in force which require proper identification and clearance before entry into its premises, the user shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the public works director shall be permitted to enter without delay for the purposes of performing specific responsibilities.
- (b) The public works director shall have the right to set up on the user's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the user's operations.
- (c) The public works director may require the user to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall always be maintained in a safe and proper operating condition by the user at its own expense. All devices used to measure wastewater flow and quality shall be calibrated annually to ensure their accuracy.
- (d) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the user at the written or verbal request of the public works director and shall not be replaced. The costs of clearing such access shall be borne by the user.
- (e) Unreasonable delays in allowing the public works director access to the user's premises shall be a violation of this chapter.
- (f) The user shall provide ample room in or near the monitoring facilities to allow accurate sampling and preparation of samples and analysis whether the facility is constructed on public or private property. The monitoring facilities shall be provided in accordance with city requirements and constructed and

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maintained in such manner to enable the public works director to perform independent monitoring activities.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.892 Search warrants.**

If the public works director has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the city designed to verify compliance with this chapter or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, the public works director may seek issuance of a search warrant from a court of competent jurisdiction.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XII. Confidential Information***

### **13.08.894 User information.**

Information and data on a user obtained from reports, surveys, wastewater discharge permit applications, individual wastewater discharge permits and monitoring programs, and from the city inspection and sampling activities, shall be available to the public without restriction, unless the user specifically requests, and is able to demonstrate to the satisfaction of the public works director, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state law. Any such request must be asserted at the time of submission of the information or data. When requested and demonstrated by the user furnishing a report that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other effluent data, as defined at 40 CFR 2.302, shall not be recognized as confidential information and shall be available to the public without restriction.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XIII. Publication of Users in Significant Noncompliance***

### **13.08.896 Annual publication.**

The public works director shall publish annually a list of the users which, at any time during the previous 12 months, were in significant noncompliance with applicable pretreatment standards and requirements. The term significant noncompliance shall be applicable to all significant industrial users (or any other industrial user that violates subsections (c), (d) or (h) of this Section and shall mean:

- (a) Chronic violations of wastewater discharge limits, defined here as those in which 66 percent or more of all the measurements taken for the same pollutant parameter taken during a six month period exceed (by any magnitude) a numeric pretreatment standard or requirement, including instantaneous limits;

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- (b) Technical review criteria (TRC) violations, defined here as those in which 33 percent or more of wastewater measurements taken for each pollutant parameter during a six month period equals or exceeds the product of the numeric pretreatment standard or requirement including instantaneous limits multiplied by the applicable criteria (1.4 for B.O.D., TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
  - (c) Any other violation of a pretreatment standard or requirement (daily maximum, long term average, instantaneous limit, or narrative standard) that the public works director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the public;
  - (d) Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the city's exercise of its emergency authority to halt or prevent such a discharge;
  - (e) Failure to meet, within 90 days of the scheduled date, a compliance schedule milestone contained in an individual wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
  - (f) Failure to provide within 45 days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
  - (g) Failure to accurately report noncompliance; or
  - (h) Any other violation(s), which may include a violation of best management practices, which the public works director determines will adversely affect the operation or implementation of the local pretreatment program.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XIV. Administrative Enforcement Penalties***

### **13.08.900 Notification of violation.**

When the public works director finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the public works director may serve upon that user a written notice of violation. Within 30 days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to the public works director. Submission of such a plan in no way relieves the user of liability for any violations occurring before or after receipt of the notice of violation. Nothing in this section shall limit the authority of the public works director to take any action, including emergency actions or any other enforcement action, without first issuing a notice of violation.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.902 Consent orders.**

The public works director may enter into consent orders, assurances of compliance, or other similar documents establishing an agreement with any user responsible for noncompliance. Such documents shall include specific action to be taken by the user to correct the noncompliance within a time period specified by the

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document. Such documents shall have the same force and effect as the administrative orders issued pursuant to Sections 13.08.906 and 13.08.908 and shall be judicially enforceable.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.904 Show cause hearing.**

The public works director may order a user which has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, to appear before the public works director and show cause why the proposed enforcement action should not be taken. Notice shall be served on the user specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the user show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten days prior to the hearing. Such notice may be served on any authorized representative of the user as defined in Section 13.08.021 and required by Section 13.08.840(a). A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.906 Compliance orders.**

When the public works director finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the public works director may issue an order to the user responsible for the discharge directing that the user come into compliance within a specified time. If the user does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the user of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.908 Cease and desist orders.**

When the public works director finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, or that the user's past violations are likely to recur, the public works director may issue an order to the user directing it to cease and desist all such violations and directing the user to:

- (a) Immediately comply with all requirements; and
- (b) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the user.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.910 Administrative fines.**

- (a) When the public works director finds that a user has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the public works director may fine such user in an amount not to exceed \$1,000.00. Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other average discharge limits, fines shall be assessed for each day during the period of violation.
- (b) In additions to other remedies as provided by law, the city reserves the right to place a lien against the user's property for unpaid charges, fines, and penalties.
- (c) Users desiring to dispute such fines must file a written request for the public works director to reconsider the fine along with full payment of the fine amount within 30 days of being notified of the fine. Where a request has merit, the public works director may convene a hearing on the matter. In the event the user's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the user. The public works director may add the costs of preparing administrative enforcement actions, such as notices and orders, to the fine.
- (d) Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.912 Emergency suspensions.**

The public works director may immediately suspend a user's discharge, after informal notice to the user, whenever such suspension is necessary to stop an actual or threatened discharge, which reasonably appears to present, or cause an imminent or substantial endangerment to the health or welfare of persons. The public works director may also immediately suspend a user's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- (a) Any user notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a user's failure to immediately comply voluntarily with the suspension order, the public works director may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The public works director may allow the user to recommence its discharge when the user has demonstrated to the satisfaction of the public works director that the period of endangerment has passed, unless the termination proceedings in Section 13.08.914 are initiated against the user.
- (b) A user that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the public works director prior to the date of any show cause or termination hearing under Sections 13.08.904 or 13.08.914.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

( Ord. No. 992B, § 1, 6-25-2019 )

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### **13.08.914 Termination of discharge.**

In addition to the provisions in Section 13.08.856, any user who violates the following conditions is subject to discharge termination:

- (a) Violation of individual wastewater discharge permit conditions;
- (b) Failure to accurately report the wastewater constituents and characteristics of its discharge;
- (c) Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- (d) Refusal of reasonable access to the user's premises for inspection, monitoring, or sampling; or
- (e) Violation of the pretreatment standards in Section 13.08.810.

Such user will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 13.08.904 why the proposed action should not be taken. Exercise of this option by the public works director shall not be a bar to, or a prerequisite for, taking any other action against the user.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XV. Judicial Enforcement Remedies***

### **13.08.915 Injunctive relief.**

When the public works director finds that a user has violated, or continues to violate, any provision of this, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the public works director may petition a court of competent jurisdiction through the city's attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the individual wastewater discharge permit or other requirement imposed by this chapter on activities of the user. The public works director may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the user to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.920 Civil penalties.**

- (a) A user who has violated, or continues to violate, any provision of this chapter, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement shall be liable to the city for a maximum civil penalty of \$1,000.00 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
- (b) The public works director may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the city.
- (c) In determining the amount of civil liability, the court shall consider all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the user's violation, corrective actions by the user, the compliance history of the user, and any other factor as justice requires.

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- (d) Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a user.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.925 Criminal prosecution.**

- (a) A user who willfully or negligently violates any provision of this chapter, an individual wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than six months, or both.
- (b) A user who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of at least \$1,000.00 or be subject to imprisonment for not more than six months, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available under state law.
- (c) A user who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, individual wastewater discharge permit or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than six months, or both.
- (d) In the event of a second conviction, a user shall be punished by a fine of not more than \$1,000.00 per violation, per day, or imprisonment for not more than six months, or both.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.930 Remedies nonexclusive.**

The remedies provided for in this chapter are not exclusive. The public works director may take any, all, or any combination of these actions against a noncompliant user. Enforcement of pretreatment violations will generally be in accordance with the city's enforcement response plan. However, the public works director may take other action against any user when the circumstances warrant. Further, the public works director is empowered to take more than one enforcement action against any noncompliant user.

( Ord. No. 992B, § 1, 6-25-2019 )

## ***Article XVI. Affirmative Defenses to Discharge Violations***

### **13.08.935 Upset.**

- (a) For the purposes of this section, upset means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- (b) An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of subsection (c), below, are met.

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- (c) A user who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
- (1) An upset occurred, and the user can identify the cause(s) of the upset;
  - (2) The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
  - (3) The user has submitted the following information to the public works director within 24 hours of becoming aware of the upset. If this information is provided orally, a written submission must be provided within five days:
    - a. A description of the indirect discharge and cause of noncompliance;
    - b. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and
    - c. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- (d) In any enforcement proceeding, the user seeking to establish the occurrence of an upset shall have the burden of proof.
- (e) Users shall have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.
- (f) Users shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.940 Prohibited discharge standards.**

User shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 13.08.810(a) or the specific prohibitions in Sections 13.08.810(b)(3) through (17) if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- (a) A local limit exists for each pollutant discharged and the user was in compliance with each limit directly prior to, and during, the pass through or interference; or
- (b) No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the city was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

( Ord. No. 992B, § 1, 6-25-2019 )

### **13.08.945 Bypass.**

- (a) For the purposes of this section:
  - (1) Bypass means the intentional diversion of wastestreams from any portion of a user's treatment facility.
  - (2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural

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resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

- (b) A user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provision of subsections (c) and (d) of this section.
- (c) Bypass notifications.
  - (1) If a user knows in advance of the need for a bypass, it shall submit prior notice to the public works director, at least ten days before the date of the bypass, if possible.
  - (2) A user shall submit oral notice to the public works director of an unanticipated bypass that exceeds applicable pretreatment standards within 24 hours from the time it becomes aware of the bypass. A written submission shall also be provided within five days of the time the user becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. The public works director may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.
- (d) Bypass.
  - (1) Bypass is prohibited, and the public works director may take an enforcement action against a user for a bypass, unless:
    - a. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
    - b. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
    - c. The user submitted notices as required under subsection (c) of this section.
  - (2) The public works director may approve an anticipated bypass, after considering its adverse effects, if the public works director determines that it will meet the three conditions listed in subsection (d)(1) of this section.

( Ord. No. 992B, § 1, 6-25-2019 )

## **Appendix 2: City of Lincoln Capital Improvement Plan Projects**

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# Wastewater CIP List

## Wastewater CIP 2023/2025

### CIP#

657 Q st Sewer Lift Station Rehab Design  
477 UPRR Sewer Rehab  
658 Sewer Rehab- hot spots throughout City  
478 East Joiner Lift Station Rehab Design  
659 Q st Sewer Lift Station Rehab Design  
660 Markham ravine Sewer Line Project Ph1  
658 Sewer Rehab- hot spots throughout City

## CIP Projects Approved for 2025/2027

### CIP#

660 Markham ravine Sewer Line Project Ph1  
657 Q st Sewer Lift Station Rehab Design  
477 UPRR Sewer Rehab  
717 Flightline Lift Station SCADA and Rehab  
718 3rd St Lift Station Rehab  
719 Sewer System Rehab 25/26  
719 Sewer Sydstem Rehab 26/27

## Future CIPs

### CIP#

Aviation and Venture Sewer rehab  
CCTV Wastewater Collections System  
East Joiner Pkwy I&I Improvements  
High School Street Resurfacing and Sewer rehab  
Sewer Rehab 7th-F Street Alley  
Sewer Rehab J-I\_2nd St Alley  
Sewer Restriction- Lincoln Crossing  
Sewer Restriction-North East Avenue  
Sewer Restriction- NRPS Collection Shed  
Sewer Restriction- Old Town North  
Sewer Restriction- Old Town South (A)  
Sewer Restriction- Old Town South (B)  
Sewer Dump Station

## Appendix 3: SSO Volume Calculation Methods

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## Methods for Estimating Spill Volume

A variety of approaches exist for estimating the volume of a sanitary sewer spill. This appendix documents the three methods that are most often employed. The person preparing the estimate should use the method most appropriate to the sewer overflow in question and use the best information available.

### *Method 1: Eyeball Estimate*

The volume of small spills can be estimated using an "eyeball estimate". To use this method imagine the amount of water that would spill from a bucket or a barrel. A bucket contains five gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to approximately 200 gallons.

### *Method 2: Measured Volume*

The volume of most small spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

Step 1 Sketch the shape of the contained sewage (see Figure A).

Step 2 Measure or pace off the dimensions.

Step 3 Measure the depth at several locations and select an average.

Step 4 Convert the dimensions, including depth, to feet.

Step 5 Calculate the area in square feet using the following formulas:

Rectangle: Area = length (feet) x width (feet)

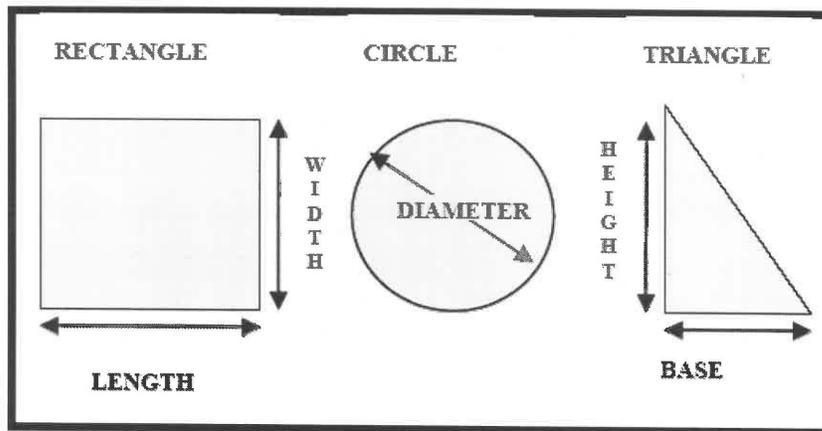
Circle: Area = diameter (feet) x diameter (feet) x 0.785

Triangle: Area = base (feet) x height (feet) x 0.5

Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.

Step 7 Multiply the volume in cubic feet by 7.5 to convert it to gallons.

**Figure A: Common Shapes and Dimensions used for Estimating Spill Size**



### *Method 3: Duration and Flow Rate*

Calculating the volume of larger spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flow rate. The methods of estimating duration and flow rate are:

#### **Duration**

The duration is the elapsed time from the time the spill started to the time that the flow was restored.

**Start time:** The start time is sometimes difficult to establish. Here are a few approaches:

- Local residents can be used to establish start time. Inquire as to their observations. Spills that occur in rights-of-way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes observations like odors or sounds (e.g. water running in a normally dry creek bed) can be used to estimate the start time.
- Conditions at the spill site change over time. Initially there will be limited deposits of toilet paper and other sewage solids. After a few days to a week, the sewage solids form a light-colored residue. From a few weeks to a month, the sewage solids turn dark. The quantity of toilet paper and other materials of sewage origin increase over time. These observations can be used to estimate the start time in the absence of other information. Taking photographs to document the observations can be helpful if questions arise later in the process.
- It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case, the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to

peak flows (in excess of capacity) will occur only during, and for a short period after, heavy rainfall.

**End time:** The end time is usually much easier to establish. On-site field crews observe the “blow down” that occurs when the blockage has been removed.

### **Flow Rate**

The flow rate is the average flow that left the sewer system during the time of the spill. Two common ways to estimate the flow rate are described below:

**1. San Diego Manhole Flow Rate Chart:** This chart, on page C-4, shows sewage flowing from manhole covers at a variety of flow rates. The observations of the field crew can be used to select the appropriate flow rate from the chart. If possible, photographs are useful in documenting the basis for the flow rate estimate.

**2. Counting Connections:** Once the location of the spill is known, the number of upstream connections can be determined from the sewer maps. Multiply the number of connections by 200 to 250 gallons per day per connection or eight to ten gallons per hour per connection.

For example:

$$\begin{aligned} & 22 \text{ upstream connections} \times 9 \text{ gallons per hour per connection} \\ & = 198 \text{ gallons per hour} \div 60 \text{ minutes per hour} \\ & = 3.3 \text{ gallons per minute} \end{aligned}$$

### **Spill Volume**

Once duration and flow rate have been estimated, the volume of the spill is the product of the duration (in hours or days) and the flow rate (in gallons per hour or gallons per day).

For example:

$$\begin{aligned} & \text{Spill Start Time} = 11:00 \\ & \text{Spill End Time} = 14:00 \\ & \text{Spill Duration} = 3 \text{ hours} \\ & 3.3 \text{ gallons per minute} \times 3 \text{ hours} \times 60 \text{ minutes per hour} = 594 \text{ gallons} \end{aligned}$$



City of San Diego  
Metropolitan Wastewater Department

reference sheet for Estimating Sewer spill  
from Overflowing Sewer Manholes  
All estimates are calculated in gallons per minute (gpm)

wastewater Collection 11 n  
(619) 654-4160



5 gpm



25 gpm



50 gpm



100 gpm



150 gpm



200 gpm



225 gpm



250 gpm



275 gpm

all photos were taken during a demonstration using metered water flow a hydram in cooperation with the city of San Diego water department.

## Appendix 4: Audit Records

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# Sewer System Management Plan (SSMP) Audit

**Directions:** Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the "Description of Scheduled Updates/Changes to the SSMP" section on Page 5 of this form.

		YES	NO
<b>ELEMENT 1 – GOALS</b>			
A.	Are the goals stated in the SSMP still appropriate and accurate?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 2 -- ORGANIZATION</b>			
A.	Is the Public Works Services Key Staff Telephone List current?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the Sanitary Sewer Overflow Responder Telephone List current?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is the organizational chart current?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Are the position descriptions and accurate portrayal of staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is Exhibit 2.2 of the SSMP, titled "SSO Chain of Communication" accurate and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 3 – LEGAL AUTHORITY</b>			
Does the SSMP contain excerpts from the current City Municipal Code documenting the City's legal authority to:			
A.	Prevent illicit discharges?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Require proper design and construction of sewers and connections?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Ensure access for maintenance, inspection or repairs for portions of the lateral owned or maintained by the City?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Limit discharges of fats, oil and grease (FOG)?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Enforce any violation of its sewer use ordinances?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 4 – OPERATIONS AND MAINTENANCE</b>			
<b>Collection System Maps</b>			
A.	Does the SSMP reference the current process and procedures for maintaining the City's wastewater collection system maps?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Resources and Budget</b>			
C.	Does the City allocate sufficient funds for the effective staffing, operation, maintenance and repair of the wastewater collection system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Prioritized Preventive Maintenance</b>			
D.	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Based upon information gathered on sewer system overflows, complaint calls, CCTV and cleaning reports, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scheduled Inspections and Condition Assessments</b>			
F.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are the current components of this program documented in the SSMP?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contingency Equipment and Replacement Inventory</b>			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures of inventory management?	<input type="checkbox"/>	<input type="checkbox"/>
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training</b>			
I.	Is the necessary training provided and budgeted for to include continuing education and certification?	<input type="checkbox"/>	<input type="checkbox"/>
J.	Does the SSMP document describe current training expectations and programs within the City's Wastewater Division?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Outreach to Plumbers and Building Contractors</b>			
K.	Does the SSMP document current outreach efforts to plumbers and building contractors?	<input type="checkbox"/>	<input type="checkbox"/>
		<b>YES</b>	<b>NO</b>
<b>ELEMENT 5 – DESIGN AND PERFORMANCE STANDARDS</b>			
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems, pump stations; and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN</b>			
A.	Does the City's Sanitary Sewer Overflow Response Plan establish procedures for the emergency response, notification, and reporting of sanitary sewer overflows (SSOs)?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is there adequate staffing of trained personnel in the wastewater division to respond promptly and appropriately to emergencies and to carry out the procedures of the Sanitary Sewer Overflow Response Plan?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Considering performance indicator data in the Annual SSO Report, is the Sanitary Sewer Overflow Response Plan effective in handling SSOs in order to safeguard public health and the environment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 7 – FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM</b>			
A.	Does the Fats, Oils, and Grease (FOG) Control Program include efforts to educate the public on the proper handling and disposal of FOG?	<input type="checkbox"/>	<input type="checkbox"/>

B.	Does the City's FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Are requirements for grease removal devices, best management practices (BMP), record keeping, and reporting established in the City's FOG Control Program?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Does the City have sufficient legal authority to implement and enforce the FOG Control Program?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN</b>			
A.	Does the City's Capital Improvement Program evaluate hydraulic deficiencies in the system, establish sufficient design criteria and recommend both short and long term capacity enhancement and improvement projects?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the City's Capital Improvement Program establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?	<input type="checkbox"/>	<input type="checkbox"/>
		<b>YES</b>	<b>NO</b>
<b>ELEMENT 9 – MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS</b>			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the City able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 10 – SSMP AUDITS</b>			
A.	Will the SSMP Audit be completed in a timely manner with thorough review by staff and available to the public by September of this year?	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELEMENT 11 – COMMUNICATION PROGRAM</b>			
A.	Does the City effectively communicate with the public and other agencies about the implementation of the SSMP and its goals?	<input type="checkbox"/>	<input type="checkbox"/>

