



PUBLIC WORKS DEPARTMENT

June 2023

SPILL EMERGENCY RESPONSE PLAN

CITY OF BURBANK

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Spill Emergency Response Plan

1. Introduction

The Public Works Department is responsible for the maintenance of all City of Burbank owned pipelines and appurtenances in the sanitary sewer system. The sanitary sewer system conveys wastewater to the appropriate publicly owned treatment works. Failure at any point within the sanitary sewer system can cause sewage to spill onto public and/or private property and/or waterways, thereby increasing the risk of a possible public health hazard and contamination of the environment.

This Spill Emergency Response Plan is a tool to be used to assist/train employees to ensure that appropriate action is taken in the event of a spill.

2. Objectives

The first crew responding to a spill must protect public health and the environment from the effects of the spilled sewage.

3. Initial Contact Procedures

a. Initial Contact

The initial point of contact – where the City is first notified of a spill – can vary. The notification route during working hours and non-working hours will be different.

Working Hours

A call received by the City regarding a possible spill may be received by any City Department. This information is immediately routed to the Public Works Field Office at (818) 238-3800.

After Hours

A call received by the City regarding a possible spill is typically received either by the Police Department or the Burbank Water and Power (BWP) Guard House. Should the Police receive the call first, they should notify the BWP Guard Shack. The guard shack should immediately notify the Sewer Crew using the pager list contained in this binder.

Any calls from the media should be directed to the Assistant Public Works Director – Wastewater (APWD). If the APWD is not available, media inquiries should be directed to the Public Works Director.

b. Initial Report

Upon the receipt of any complaint the Public Works Field Office will complete a Telephone Inquiry form detailing the location and a description of the discharge. The information will then be immediately forwarded to the Sewer Crew to investigate the spill.

4. Traffic and Crowd Control

Traffic control requirements vary depending on the location and the risk to operating personnel and the public. The City uses the following traffic and crowd control devices, as appropriate:

- Traffic cones clearly delineating traffic lanes and directions;
- Warning signs (signs with the symbol for person working are preferred);
- One or more flaggers utilized to control and direct traffic where visibility is limited or the possibility of collision exists; and,
- Directional arrow signs..

Place warning signs, cones, barricades and caution tape as needed to keep vehicles and pedestrians away from contact with spilled sewage.

5. Site Assessment

a. Required Response

The Sewer Crew will investigate every reported spill.

b. Visual Inspection

i. *Unusual Discharge*

If the spill has an unusual color or odor, the Sewer Crew should contact the Fire Department to alert them of the condition and await their instruction. The Sewer Crew should also contact the BWRP Project Manager to have a sample taken.

ii. *No Obvious Sewage Spill*

The Sewer Crew will do a visual inspection of the site and the upstream manholes to determine the nature and potential cause of the problem. The Sewer Crew will contact the reporting party to obtain further information if necessary. If the problem is not sewer related, the site investigation information will be sent to the Public Works Field Office to redirect to the appropriate personnel. The Sewer Crew will complete Sections A and B of the Sewer Response / Spill Report.

iii. *Obvious Spill*

In the case of an obvious sewage spill, the Sewer Crew will follow the Spill Response Procedures.

6. Spill Response Procedures

a. Site Assessment

The Sewer Crew will assess the site for any immediate hazards or safety concerns. Any immediate threat to the safety of persons is the first priority. Proper traffic control shall be set up before any work is done in the street.

b. Assistance Request

The Sewer Crew will contact the Public Works Field Office for additional assistance if it is needed. Additional contract numbers are listed in **Appendix A**. The Public Works Field Office will contact the necessary parties for assistance. The following parties may be contacted:

i. *Public Works Engineering Division*

Public Works Engineering serves as a resource for field direction in unusual circumstances. The Sewer Crew must call engineering if a spill reaches the channel.

ii. Suez Environmental Services

Suez Environmental Services is trained and ready to assist in helping to reduce flow especially from industrial/commercial/retail users. Can also go door to door upstream of the spill to inform residents and request cooperation. Any spill reaching the channel and exceeding 50,000 gallons will require the implementation of a water quality monitoring program.

iii. BWRP Operations

The BWRP operators should be called anytime plant operations could be affected, or could help reduce the overflow. Also a possible resource for pumps or hoses.

iv. Street Maintenance Crew

Resource for traffic control equipment or available personnel.

v. City of Glendale Sewer Department

A potential resource of additional pumps or other equipment.

c. Clear Blockage

Based on the site assessment, the Sewer Crew will determine the whether the spill is of sufficient size to focus first on redirection of sewage back into another manhole or clearing the blockage. Except in the event of very large spills, the first priority will be to clear the blockage. Where feasible, a trap should be placed in the downstream manhole to capture and identify the cause of the blockage.

d. Containment

The Sewer Crew should immediately redirect the sewage spill back into the sewage collection system. The following steps should be taken:

- Close vehicle/pedestrian traffic through spill areas.
- Place absorbent socks, sandbags or other material to reroute the sewage spill into a nearby manhole.
- Block/tarp all storm drain inlets to prevent sewage from entering storm drain system.
- Bypass pumps should be used to divert any sewage flow into a nearby manhole or upstream of a blockage to reduce the flow of the sewage spill.

e. Clean Site

After the sewage at the site has been returned to the sewer system, cleaning of the area must be accomplished.

i. Possible Pedestrian Contact

If the overflow occurs in an area where there is potential for pedestrian contact, chlorine should be spread at the location to disinfect the area. Following the placement chlorine, the site must be sprayed down with all washdown water collected by the vacuum truck and returned to the sewer system.

ii. Storm Drain System

If sewage enters the storm drain system, plug the outlet to prevent any sewage from reaching the Burbank Western Channel or Los Angeles River. A vacuum truck should remove the sewage as soon as feasible. Following the removal of sewage, the storm drain should be rinsed down with all washdown water collected by the vacuum truck and returned to the sewer system.

7. Notification and Documentation

The Reporting Requirements Flow Chart shall be followed (**see Appendix B**). The following documentation and notifications must be made:

a. Sewer Crew

i. *Sewer Response / Spill Report Form*

The Public Works Field Crew will complete Sections A and B of the Sewer Response / Spill Report (**see Appendix C**).

ii. *Receiving Water Samples*

In the event of a 50,000 gallon spill that reaches the waters of the State, a water quality monitoring program (**see Appendix D**) must be implemented in which water quality sampling, at a minimum, must occur for the following constituents:

- Nutrients, including total nitrogen, total phosphorus and ammonia; and
- E. Coli, as the bacterial indicator.

a. During working hours, the Sewer Crew shall call the Lab Manager, Plant Manager or the Assistant Plant Manager for someone to collect samples.

b. After working hours, the Sewer Crew will call the Lab Manager, Plant Manager or the Assistant Plant Manager to collect samples.

b. Public Works Engineering Division

i. *No spills for a Month*

If no spills occur in a month, a final certified "No Spill" report must be filed on California Integrated Water Quality System (CIWQS) within 30 days after the end of the month when no spills occurred.

ii. *Private Lateral spills*

If the lateral was from a private lateral, was not caused by a blockage in the public sewer main and did not reach waters of the State, no reporting is necessary.

iii. *Public Exposure to spill*

If the spill has exposure to the public, the RWQCB must be notified within 24 hours.

iv. *Spill that Reaches Water of the State (CAT-1) or is Over 1000 gallons (CAT-2)*

If the spill reaches the water of the State or is over 1,000 gallons, the following actions must be taken:

- Call LA County Health (within 15 minutes of confirmation of the spill)
- Call RWQCB (within 2 hours)
- Call Cal OES (within 2 hours)
- Contact LA County dispatch as soon as possible when a CAT-1 spill occurs.

- Report on CIWQS as soon as possible but not later than three business days
- Send e-mail to RWQCB within 24 hours with verification of Cal OES and LAC DEH contact
- Send draft report to CIWQS within 3 business days of the enrollee becoming aware of the spill by citizen complaint or discovery.
- Send final certified report to CIWQS within 15 days of spill. At a minimum, mandatory information shall be reported for a certified Category 1 spill report, including all items listed in Section E1.3.1.1 and E1.3.1.2 of the Statewide General Order. For a Certified Category 2 spill report, reporting will include all items listed in Section E1.3.2.1 and E1.3.2.2 of the Statewide General Order. **See Appendix E** for an excerpt of the Statewide General Order listing the items required for reporting.
- Submit final technical report on CIWQS within 45 days (CAT-1) of the spill end date for any spill in which 50,000 gallons or greater are spilled to surface waters. See Appendix E, section E1.3.1.3.

v. *Spill Under 1,000 gallons and greater than or equal to 50 gallons that DO NOT Reach Surface Waters (CAT-3)*

Although not legally required, call Department of Public Health to report sewer spill. If the SPILL is less than 1,000 gallons and greater than or equal to 50 gallons and does not reach surface waters, a final certified report must be submitted on CIWQS within 30 days after the end of the calendar month when the SPILL occurred. At a minimum, the following mandatory information shall be reported for a certified Category 3 SPILL report:

1. Items listed in Appendix E, Section E1.3.3.

vi. *Spill Under 50 gallons that DO NOT Reach Surface Waters (CAT-4)*

Although not legally required, call Department of Public Health to report sewer spill. If the SPILL is less than 50 gallons and does not reach surface waters, a final certified report must be submitted on CIWQS within 30 days after the end of the calendar month when the SPILL occurred reporting the estimated total spill volume and total number of Category 4 spills. Annually upload and certify a report, in appropriate digital format, all recordkeeping of Category 4 spills to the online CIWQS Sanitary Sewer System Database by February 1st after the end of the calendar year in which the spills occurred. At a minimum, the following mandatory information shall be reported for a certified Category 4 SPILL reporting:

1. Reporting as described in Appendix E, Section E1.3.4.
2. Reporting as described in Appendix E, Section E1.3.6

c. Correction/Repair

If the cause of the blockage is determined to be a broken sewer main:

- Bypass pumping should continue as necessary to relieve any flow at the location of the break.
- Traffic control should remain in place to ensure the safety of pedestrians and vehicles.
- If an outside contractor is necessary, the Sewer Crew should call the Public Works Engineering Division to arrange for the repair.

- The Contractor must call an emergency Dig Alert for the repair. The Sewer Crew will delineate the project location.
- If the sewage spill is caused by a blocked or broken sewer lateral, the property owner will be responsible for the repair of the broken lateral.

8. Preparedness

a. Training

The spill Emergency Response Plan will be distributed to all personnel in the Water Reclamation and Sewer Division. The information contained herein will be reviewed regularly to ensure that staff is appropriately aware of the response procedures.

b. Equipment and Materials

The Sewer Crew should have the following equipment and materials in their vehicles:

- Spill Emergency Response Plan
- Sewer Response / Overflow Report Forms
- A boom to block catch basins

Appendix A

Contact Numbers



Help Protect Public Health and the Environment

Los Angeles County Department of Public Health
 Environmental Health Division
 5050 Commerce Drive
 Baldwin Park, CA 91706



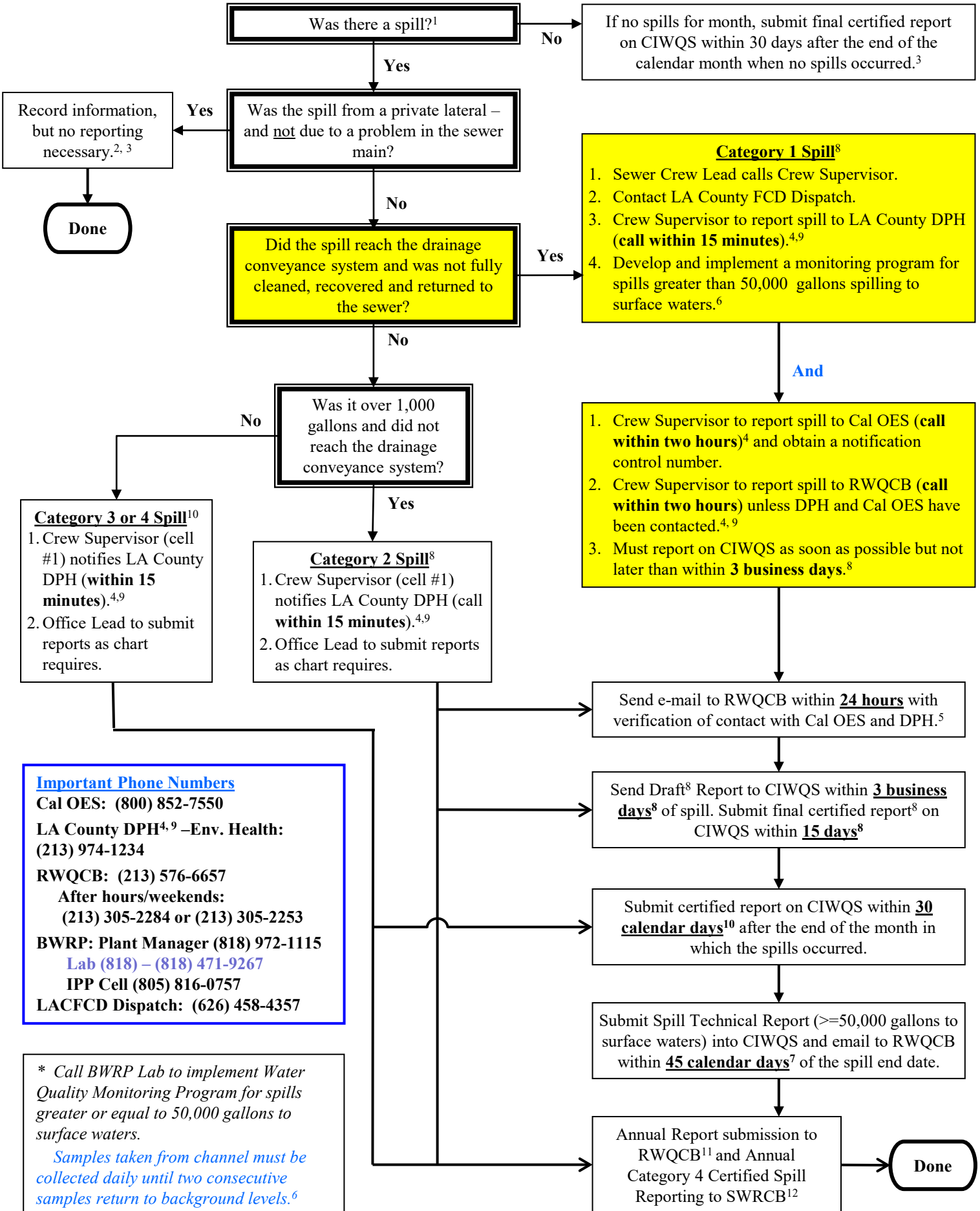
<p>California Office of Emergency Services</p> <p>(800) 852-7550 (24-hour reporting)</p>	<p>Los Angeles County Public Health</p> <p>(213) 974-1234 (24-hour reporting)</p>	<p>Los Angeles Regional Water Quality Control Board</p> <p>(213) 576-6657 (business hours)</p> <p>(213) 305-2253 (non-business hours)</p>
<p>Report sewage discharges greater than 1,000 gallons which have entered, or may enter the waters of the state. (discharge has passed the curb into the gutter, flowing towards the storm drain)</p>	<p>Report sewage discharges which have entered, or may enter the waters of the state. (discharge has passed the curb into the gutter, flowing towards the storm drain)</p>	<p>Report all sewage discharges when public contact is likely.</p>
<p>Immediate notification Immediate notification to the OES as soon as that person has knowledge of the discharge, notification is possible and notification can be provided without substantially impeding clean-up or other emergency measures.</p>	<p>Notification within 15 minutes Fifteen minutes after an agency confirms that a sanitary sewer overflow has occurred or is occurring from the agency's sewer collection system.</p>	<p>Notification within 2 hours Applies only to Los Angeles County Publicly Owned Treatment Works (POTW) NPDES permittees.</p>
<ol style="list-style-type: none"> 1. Contact information 2. Location of the discharge 3. Amount of the discharge 4. Start time and end time of the discharge 5. Disposition of the discharge (contained, sent into a storm drain or waterway, soaked into the ground etc.) 	<ol style="list-style-type: none"> 1. Contact information 2. Location of the discharge 3. Amount of the discharge 4. Start time and end time of the discharge 5. Disposition of the discharge (contained, sent into a storm drain or waterway, soaked into the ground etc.) 	<ol style="list-style-type: none"> 1. Contact information 2. Location of the discharge 3. Amount of the discharge 4. Start time and end time of the discharge 5. Disposition of the discharge (contained, sent into a storm drain or waterway, soaked into the ground etc.)
<p>Authority California Water Code Section 13271</p>	<p>Authority California Health & Safety Code, Section 5411.5</p>	<p>Authority Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems and NPDES permits applicable.</p>

Appendix B

Reporting Requirements Flowchart

Reporting Requirements for City of Burbank

Includes Compliance with SSS-WDRs and BWRP 2017 NPDES Permits



Footnotes for Spill Reporting Requirements

¹ **Spill** - A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

See Statewide ORDER WQ 2022-0103-DWQ, page A-4.

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

Category 1 Spill

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

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

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

Category 2 Spill

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

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

Category 2 Spill

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

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

Category 4 Spill

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

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

See Statewide ORDER WQ 2022-0103-DWQ, page 24 and 25.

² **Private Lateral Sewage Discharges** – Private Lateral Sewage Discharges – Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee’s sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Sewer System Database.

³ If there are No Spills or Category 4 Spills during the calendar month, the Enrollee will provide, within 30 calendar days after the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 Spills that will be reported annually for the designated month. Although monthly reporting of individual Category 4 spills is not required, the City is required to report the total spill volume and spill count associated with Category 4 spills. For more information, see footnote 10 for monthly reporting requirements.

See Statewide ORDER WQ 2022-0103-DWQ, page E1-16 and E1-17.

- ⁴ In accordance with the requirements of Health and Safety Code section 5411.5, the Discharger shall provide notification to the local health officer or the director of environmental health with jurisdiction over the affected water body of any unauthorized release of sewage or other waste that causes, or probably will cause, a discharge to any waters of the State as soon as possible, but no later than two (2) hours after becoming aware of the release.

See BWRP NPDES Permit, page 19.

In accordance with the requirements of CWC section 13271, the Discharger shall provide notification to the California Office of Emergency Services (Cal OES) of the release of reportable amounts of hazardous substances or sewage that causes, or probably will cause, a discharge to any waters of the State as soon as possible, but not later than two (2) hours after becoming aware of the release. The California Code of Regulations, Title 23, section 2250, defines a reportable amount of sewage as being 1,000 gallons. The phone number for reporting these releases to the Cal OES is (800)852-7550.

See BWRP NPDES Permit, page 19 and 20.

The Discharger shall notify the Regional Water Board of any unauthorized release of sewage from its POTWs that causes, or probably will cause, a discharge to a water of the State as soon as possible, but not later than two (2) hours after becoming aware of the release. This initial notification *does not need to be made if the Discharger has notified Cal EMA and the local health officer* or the director of environmental health with jurisdiction over the affected waterbody. The phone number for reporting these releases of sewage to the Regional Water Board is (213) 576-6600. The phone numbers for after hours and weekend reporting of releases of sewage to the Regional Water Board are (213) 305-2284 and (213) 305-2253.

See BWRP NPDES Permit, page 20.

At a minimum, the following information shall be provided to the Regional Water Board:

- (i) The location, date, and time of the release.
- (ii) The water body that received or will receive the discharge.
- (iii) An estimate of the amount of sewage or other waste released and the amount that reached a surface water at the time of notification.
- (iv) If ongoing, the estimated flow rate of the release at the time of the notification.
- (v) The name, organization, phone number and email address of the reporting representative.

See BWRP NPDES Permit, page 20.

⁵ As soon as possible, but not later than twenty four (24) hours after becoming aware of an unauthorized discharge of sewage or other waste from its wastewater treatment plant to a water of the state, the discharger shall submit a statement to the Regional Water Board by email at VCUEVAS@waterboards.ca.gov. If the discharge is 1,000 gallons or more, this statement shall certify that Cal OES has been notified of the discharge in accordance with CWC section 13271. The statement shall also certify that the local health officer or director of environmental with jurisdiction over the affected water bodies has been notified of the discharge in accordance with Health and Safety Code section 5411.5. The statement shall also include at a minimum the following information:

- (i) Agency, NPDES No., Order No., and MRP CI No., if applicable.
- (ii) The location, date, and time of the discharge.
- (iii) The water body that received the discharge.
- (iv) A description of the level of treatment of the sewage or other waste discharged.
- (v) An initial estimate of the amount of sewage or other waste released and the amount that reached a surface water.

- (vi) The Cal OES control number and the date and time that notification of the incident was provided to Cal OES.
- (vii) The name of the local health officer or director of environmental health representative notified (if contacted directly); the date and time of notification; and the method of notification (e.g., phone, fax, email).

See BWRP NPDES Permit, page 20 and 21.

⁶To comply with Attachment E1, Section 2.3.2 of the Statewide ORDER WQ 2022-0103-DWQ, for sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, the City is required to conduct the water quality sampling **no later than 18 hours** after knowledge of a potential discharge to a surface water. See Appendix D for details on the Water Quality Monitoring Program.

See Statewide ORDER WQ 2022-0103-DWQ, page E1-6 and E1-7.

⁷Spill Technical Report (General Order, Attachment E1, Section 3.1.3)

For any spill in which 50,000 gallons or greater discharged into a surface water, within 45 calendar days of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the information required in Attachment E1, Section 3.1.3 of the Statewide Sanitary Sewer Systems General Order (See Appendix E).

See Statewide ORDER WQ 2022-0103-DWQ, page E1-10.

⁸Category 1 & Category 2 Spills – All spills for Category 1 or Category 2 spills shall be reported to the CIWQS Sanitary Sewer Database:

- a. Draft reports for Category 1 & Category 2 spills shall be submitted to the CIWQS

CIWQS Sanitary Sewer Database within 3 business days of the enrollee becoming aware of the spill by citizen complaint or discovery. Minimum information that shall be reported in a draft Category 1 spill report shall include all information identified in General Order, Attachment E1, Section 3.1.1. Minimum information that shall be reported in a Category 2 spill draft report shall include all information identified in section General Order, Attachment E1, Section 3.2.1.

- b. A final Category 1 or Category 2 spill report shall be certified through the CIWQS

CIWQS Sanitary Sewer Database within 15 calendar days of the end date of the spill. Minimum information that shall be certified in the final Category 1 spill report shall include all information identified in General Order, Attachment E1, Section 3.1.2. Minimum information that shall be certified in a final Category 2 spill report shall include all information identified in section General Order, Attachment E1, Section 3.2.2.

See Statewide ORDER WQ 2022-0103-DWQ, pages E1-8 thru E1-10 & E1-12 thru E1-14.

⁹The Department of Public Health (DPH) has requested that the City of Burbank also report any Category 2, Category 3 and Category 4 spills to their office. Public Works has informed DPH that we will make every effort to report all sewer spills from public sewer mains to their office.

See Letter from DPH dated January 8, 2008, and letter from the City of Burbank dated February 5, 2008.

¹⁰Category 3 or Category 4 Spills – All spills that meet the above criteria for Category 3 spills shall be reported to the CIWQS Online Database and certified within 30 calendar days after the end of the calendar month in which the spill occurs (e.g., all Category 3 spills occurring in the month of February shall be entered into the database and certified by March 30th). Minimum information that shall be certified in a Category 3 spill report shall include all information identified in General Order, Attachment E1, Section 3.3. Minimum information that shall be certified in a monthly Category 4 spill report shall include all information identified in General Order, Attachment E1, Section 3.4.

See Statewide ORDER WQ 2022-0103-DWQ, pages E1-14 thru E1-16.

- ¹¹ The Discharger shall include a certification in the annual summary report (due according to the schedule in the MRP) that states—the sewer system emergency equipment, including alarm systems, backup pumps, standby power generators, and other critical emergency pump station components were maintained and tested in accordance with the Discharger’s Preventive Maintenance Plan. Any deviations from or modifications to the Plan shall be discussed.

See BWRP NPDES Permit, page 21.

The Discharger shall develop and maintain a record of all spills, overflows or bypasses of raw or partially treated sewage from its collection system or treatment plant. This record shall be made available to the Regional Water Board upon request and a spill summary shall be included in the annual summary report. The records shall contain:

- a. The date and time of each spill, overflow or bypass;
- b. The location of each spill, overflow or bypass;
- c. The estimated volume of each spill, overflow or bypass including gross volume, amount recovered and amount not recovered, monitoring results as required by section VI.C.6.b;
- d. The cause of each spill, overflow or bypass;
- e. Whether each spill, overflow or bypass entered a receiving water and, if so, the name of the water body and whether it entered via storm drains or other man-made conveyances;
- f. Mitigation measures implemented;
- g. Corrective measures implemented or proposed to be implemented to prevent/minimize future occurrences; and,
- h. The mandatory information included in SSO online reporting for finalizing and certifying the SSO report for each spill, overflow, or bypass under the SSO WDR.

See BWRP NPDES Permit, page 21 and 22.

- ¹² Category 4 Annual Reporting (General Order, Attachment E1, Section 3.6) - For all Category 4 spills that do not discharge to a surface water, the City is required to:

- Maintain records per General Order, Attachment E1, Section 4.4;

The City is required to provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

See Statewide ORDER WQ 2022-0103-DWQ, pages E1-16.

Appendix C

Sewer Response / Spill Report Form

**City of Burbank, Public Works Department
Sewer Response/Spill Report**

County Health Ticket #:	Time of Call: AM PM	Date:
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Instructions: Sections A, B & C for Sewer Crew Use; and Sections D & E for Office Staff Use

Section A: (For Sewer Crew Use)

Received by:	Date:	Time: AM PM
Caller's Name:	Phone No.:	Address:
Location of Complaint:	Cross St:	
Time Caller First Noticed Spill: AM PM		
Date and Time the enrollee was notified of, or self-discovered, the spill: (Date) (Time) AM PM		
Description of complaint:		

Section B: Field Response Report (For Sewer Crew Use)

Crew member name:	Time arrived: AM PM
Crew member name:	Time arrived: AM PM
Crew member name:	Time arrived: AM PM
Crew member name:	Time arrived: AM PM
Upstream MH No.:	Downstream MH No.:
Diameter of line:	Length of the line:
Was there a blockage in the public main? If Yes, was it located in the (circle one): Street or Easement If No, explain situation.	
Obstruction location:	Cause of obstruction:
Describe spill cause:	
Extent of spill and spill boundaries:	
Observations at site:	
Remedial measures taken:	
Time cleared: AM PM	Did a spill occur?
Was property damaged?	
Field Report completed by:	Date:

Section C: Spill Report (Sewer Crew to complete the following sections, *only if a spill has occurred*)

Was this a private lateral spill?	If yes, name & phone #, and address of responsible party:
Time overflow started: AM PM	Time overflow stopped: AM PM
Source of spill (manhole, cleanout, etc.):	
Spill duration: (Minutes)	Spill flow rate: (Gal/Min)
Initial estimate of spill quantity: (Gal)	
Describe how spill quantity was calculated:	

Out of the total Estimated Spill Volume, how much reached.....

• <input type="checkbox"/> Drainage Conveyance System flowing to surface waters?	Entered:	Recovered:
• <input type="checkbox"/> Land? (Includes discharge directly to land; to drainage conveyance discharging into a storm water infiltration / retention structure, field, or other non-surface water location; backups to building structures)	Entered:	Recovered:
• <input type="checkbox"/> Directly to surface water body?	Entered:	Recovered:
If spill potentially 50,000 gallons or greater to surface waters, initiate Water Quality Monitoring Program (See Section E).		
Describe containment & cleanup method:		
Final spill destination:		
If reached surface waters, describe spill impacts:		
Were pictures taken? (attached pictures to this form if applicable)		
<input type="checkbox"/> System location where spill originated [Point closest to spill origin].		
<input type="checkbox"/> Drainage conveyance system entry locations		
<input type="checkbox"/> Location(s) of discharge into surface waters, as applicable		
<input type="checkbox"/> Extent of spill spread		
<input type="checkbox"/> Location(s) of clean up.		
<input type="checkbox"/> Receiving water visual observations		
Spill Category ¹ type (circle one): Category 1 or Category 2 or Category 3 or Category 4 or Private Spill		

¹ **Category 1**—Spill of any volume of sewage from or caused by the City sewer system that results in a discharge to: A surface water, including a surface water body that contains no flow or volume of water; A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly. Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

Category 2 - A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by the City's sewer system that does not discharge to a surface water.

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

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

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

Category 4—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 Spill—Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

² If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.

Section D: Complete this Section for Category 1, 2, 3, or 4 Spills (For Office Staff Use)

Spill Location Name(s) ² and GPS coordinates:	
Final estimate of spill quantity: _____ (Gal)	
Out of the total estimate spill volume, how much reached.....	
• <input type="checkbox"/> Drainage Conveyance System flowing to surface waters?	Entered: _____ Recovered: _____
• <input type="checkbox"/> Land? (includes discharge directly to land; to drainage conveyance discharging into a storm water infiltration / retention structure, field, or other non-surface water location; backups to building structures)	Entered: _____ Recovered: _____
• <input type="checkbox"/> Directly to surface water body?	Entered: _____ Recovered: _____

Regulatory Agencies notified:

Cal OES (Required only for <u>Category 1 Spill greater than 1,000 gal</u>)	Date/Time/Contact Name/Cal OES Control No:
RWQCB (Required for all Category 1 Spills)	Date/Time/Contact Name (if applicable):
County Health Officer (Required for all Spills)	Date/Time/Contact Name:
Others (Identify):	Date/Time/Contact Name:
Office report completed by:	Date:

Section E: For Category 1 Spill in which 50,000 gallons or greater may have been spilled to surface waters, must implement the Water Quality Monitoring Program (For Office Staff Use)

Description of impacted water bodies:	
Were health warning sign posted? NO YES	
Were samples not taken due to safety issues?	Date, Time and Location (Map) of samples:
Name of the sampling person:	Identify Regulatory Agencies received sample results:
Water quality monitoring for: Nutrients, including total nitrogen, total phosphorus, and ammonia; and Bacterial indicators, including total and fecal coliform, enterococcus, and e-coli.	
Describe property damage and affected area:	
Were neighbors notified?	
Corrective and follow-up measures:	
Last date preventive maintenance performed:	
Is there an ongoing investigation?	
Recommendations on how to eliminate future problems:	

Attach additional sheet for sketch of Area: (Include manholes, intersections, location of stoppage, etc.)

Appendix D

Water Quality Monitoring Program

CITY OF BURBANK
PUBLIC WORKS DEPARTMENT
WATER QUALITY MONITORING PROGRAM

To comply with of the State Water Resources Control Board Order No. WQ 2022-0103-DWQ, the City has developed and implemented this Water Quality Monitoring Program to assess impacts from spills.

SAFETY AND ACCESS EXEMPTIONS

All City staff shall be aware and follow all safety precautions to comply with this Water Quality Monitoring Program. Therefore, all staff needs to consider where monitoring will not be possible which may include:

1. Heavy rain / storm events where access points may be compromised.
2. Flooding around low areas; or
3. Moving waters.

City staff should evaluate and keep safety first when encountering these scenarios and are encouraged to exercise proper judgment to limit health risk.

If access restrictions or unsafe conditions are encountered that prevents compliance with spill response requirements or monitoring requirements, documentation of access restrictions and/or safety hazards shall be provided in the corresponding required report.

WATER QUALITY SAMPLING

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

- Collect one water sample, each day of the duration of the spill at:
 - The DCS-001 location as described in Table 1 below if sewage discharges to a surface water via a drainage conveyance system; and/or
 - Each of the three receiving water sampling locations in Table 2.

Table 1: Location for Sampling of Flow in Drainage Conveyance System (DCS) Prior to Discharge

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

Table 2: Locations for Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

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

If the receiving water has no flow during the duration of the spill, the staff must report “No Sampling Due to No Flow” for its receiving water sampling locations.

Per Order No. WQ 2022-0103-DWQ, monitoring for sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water (receiving waters) includes samples from the locations identified in Table 1, if feasible. Analysis of samples collected will include the following constituents:

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

The Basin Plan identifies the City of Burbank receiving waters as the Burbank Western Channel (BWC) and Los Angeles River (LAR). The BWC and LAR are further categorized as “REC-1” (“Fresh water designated for water contact recreation). Per the Basin Plan, REC-1 water bodies require E. coli monitoring only. The other bacterial indicators, total coliform, fecal coliform, and enterococcus are applicable to marine waters and do not apply to the BWC and LAR because they are freshwater bodies.

Therefore, in the event of a sewage spill in which an estimated 50,000 gallons or greater is discharged and reaches a designated water body of the State of California (receiving water), the City of Burbank shall monitor for:

- i. Ammonia
- ii. E.coli

Spill monitoring must be representative of the monitored activity as adhering to the following requirements:

Sufficiently Sensitive Methods

Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 ([eCFR :: 40 CFR 136.6 -- Method modifications and analytical requirements.](#)) for the sample analysis of pollutants. For the purposes of this General Order, a method is sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.

The City's Laboratory is ELAP certified for these tests identified above. The certification can be found on the last page of the Water Quality Monitoring Program.

Collect one water sample, each day of the duration of the spill. After collecting the samples, the samples should be tested at the City's Laboratory. Coordinate with the regional water board to determine if additional sampling is required, if the spill is beyond 50,000 gallons.

WATER QUALITY SAMPLING EQUIPMENT

The following guideline describes the equipment and supplies to be stocked and readily available for any water quality sampling event.

1. Ice chest with ice/ blue ice
2. Bleach to sterilize sampling equipment
3. Laminated copy of this form
4. Sterile sample bottles
5. Ammonia sampling bottles
6. Chain of custody forms
7. Ball point pens, sharpies and labeling tapes
8. Sampling pole
9. Gloves
10. Other PPE (i.e. rubber boots, safety glasses, apron, mask, etc.)
11. Reporting sheets

Laboratory staff should perform quarterly checks for adequate spill kits at all times.

WATER QUALITY SAMPLING PROCEDURE

During working hours, the Sewer Crew shall call the Lab Manager, Plant Manager or the Operation and Maintenance (O&M) Manager for someone to dispatch to the spill site and collect the required samples, if the monitoring sites are accessible and safe. After working hours, the Sewer Crew will call the Lab Manager, Plant Manager or the Operation and Maintenance (O&M) Manager to dispatch to the spill site and collect the required samples, if the monitoring sites are accessible and safe.

1. Disposable un-powdered gloves are recommended for sample collection to protect you and to assure the integrity of the samples. Disposable gloves should be changed at each sampling location.
2. Determine the correct location for sample collection.
3. Samples for bacteria/coliform analysis shall be collected in a sterile, container. Sampler will submerge container, midstream of the effluent, point top into the effluent, remove cap and fill container to fill line, or as close as possible in an effort to allow air space in the container for mixing. Label sample bottle with:
 - i. sampling site
 - ii. date and time sampled
 - iii. Initials
4. Keep the samples packed on blue ice or equivalent for delivery to the laboratory.
5. Deliver all samples to the laboratory within 4 hrs.
6. Fill out Chain of Custody (COC) with the same information to match the sample bottles. Complete the COC as thoroughly as possible with you and your supervisor's names and phone numbers. Be sure to relinquish the COC with your signature, printed name, date, and time.

WATER QUALITY ANALYSIS-PROTOCOLS

Typical monitoring parameters may include Ammonia, total and fecal coliform bacteria, or other analyses as required.

Laboratory:

All samples will be sent to the Laboratory. The laboratory methods will be performed according to the laboratory's Standard Operation Procedures (SOPs).

Maintenance and Calibration of Monitoring Instruments and Devices:

In order to be accredited and maintain their certification, the City's Laboratory follows stringent quality assurance and quality control protocols that includes regular monitoring, calibration and maintenance of their equipment. The frequency of monitoring and calibration varies based on equipment type and method requirements. Records of the calibration receipts are kept on file and readily available up on request.

REPORTING REQUIREMENTS

The City Laboratory Supervisor will provide reporting results to the LRO. The LRO is responsible for submitting water quality monitoring information with the certified respective spill report on CIWQS database within 15 calendar days of the spill end date.

The LRO is also responsible for submitting information related to the Technical Report in CIWQS database, which must be completed within 45 calendar days of the spill end date. The Spill Technical Report must include the following water quality monitoring information:

- Description of all water quality sampling activities.
- Analytical results and evaluation of the results; and
- Detailed location maps and photos depicting all water sampling points.



CALIFORNIA STATE

ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM

CERTIFICATE OF ENVIRONMENTAL LABORATORY ACCREDITATION

Is hereby granted to

City of Burbank Water Reclamation Plant Laboratory

740 North Lake Street
Burbank, CA 91502

Scope of the certificate is limited to the
"Fields of Accreditation"
which accompany this Certificate.

Continued accredited status depends on compliance with applicable laws and regulations,
proficiency testing studies, and payment of applicable fees.

This Certificate is granted in accordance with provisions of
Section 100825, et seq. of the Health and Safety Code.

Certificate No.: **1819**

Effective Date: **11/1/2022**

Expiration Date: **10/31/2024**

Sacramento, California
subject to forfeiture or revocation

Christine Sotelo, Program Manager
Environmental Laboratory Accreditation Program

Appendix E

***Statewide Waste Discharge
Requirements – General Order for
Sanitary Sewer Systems (ORDER WQ
2022-0103-DWQ)***

***Attachment E1 – Notification,
Monitoring, Reporting and
Recordkeeping Requirements***

ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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

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

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

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

1. NOTIFICATION REQUIREMENTS

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

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

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

1.2. Spill Notification Information

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

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

1.3. Notification of Spill Report Updates

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

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

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

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

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

2.2 Spill Volume Estimation

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

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

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

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

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

2.3.2. Receiving Water – Water Quality Sampling and Analysis

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

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

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

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

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

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

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

2.3.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

Environmental Laboratory Accreditation Program-Accredited Laboratories

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

2.3.4. Receiving Water Sampling Locations

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

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

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

Receiving Surface Water Sampling (RSW)¹

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

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

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

2.4. Safety and Access Exceptions

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

3. REPORTING REQUIREMENTS

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

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

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee’s knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

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

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

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

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

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

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

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

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

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

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

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- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
 - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - Detailed description of the spill cause(s);
 - Description of the pipe material, and estimated age of the pipe material, at the failure location;
 - Description of the impact of the spill;
 - Copy of original field crew records used to document the spill; and
 - Historical maintenance records for the failure location.
2. Enrollee's response to the spill:
- Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
 - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
- Description of all water quality sampling activities conducted;
 - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
 - Laboratory results, including laboratory reports;
 - Detailed location map illustrating all water quality sampling points; and
 - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

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

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

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

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

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

If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;

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

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

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

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

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

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

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

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

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

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

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

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

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

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

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

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

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

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

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

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

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

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

3.7. Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills”

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

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the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

If a spill starts in one calendar month and ends in a subsequent calendar month, and the Enrollee has no further spills of any category, in the subsequent calendar month, the Enrollee shall certify “no-spills” for the subsequent calendar month.

If the Enrollee has no spills from its systems during a calendar month, but the Enrollee voluntarily reported a spill from a private lateral or a private system, the Enrollee shall certify “no-spills” for that calendar month.

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

3.8. **Electronic Sanitary Sewer System Service Area Boundary Map**

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

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

3.9. **Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)**

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order**, for each calendar year (January 1 through December 31).

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

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

- Population served;

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

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

3.10. Sewer System Management Plan Audit Reporting Requirements

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

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

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

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

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

3.11. Sewer System Management Plan Reporting Requirements

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

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

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

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

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

Less than 2,500: August 2, 2010

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

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

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

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

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

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

4.1. Recordkeeping Time Period

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

4.2. Availability of Documents

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

4.3. Spill Reports

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

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

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

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

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

Recordkeeping of Individual Category 4 Spill Information:

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

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

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

Recordkeeping of Individual Lateral Spill Information:

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

Total Annual Spill Information:

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

4.5. Sewer System Telemetry Records

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

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

4.6. Sewer System Management Plan Implementation Records

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

4.7. Audit Records

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

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

4.8. Equipment Records

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

4.9. Work Orders

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

Appendix F

2017 BWRP NPDES Permit Requirements for Spills

character of pollutants from industrial discharges which were not included in the permit application. Pursuant to 40 CFR part 122.44(j)(1), the Permittee shall annually identify and report, in terms of character and volume of pollutants, any Significant Industrial Users discharging to the POTW subject to Pretreatment Standards under section 307(b) of the CWA and 40 CFR part 403.

- vi. The Permittee shall evaluate whether its pretreatment local limits are adequate to meet the requirements of this Order and shall submit a written technical report as required under section B.1 of Attachment H. The Burbank WRP is part of the Hyperion Treatment Plant (HTP) service area, consisting of the HTP and its collection system and three upstream water reclamation plants: the Donald C. Tillman WRP, Burbank WRP, and the Los Angeles-Glendale WRP. In the reevaluation of the local limits, the Permittee shall consider the effluent limitations contained in this Order, the contributions from the upstream WRPs in the HTP, and other relevant factors due to the interconnection of the City's WRPs within the HTP. The Permittee shall submit to the Regional Water Board revised local limits, as necessary, for Regional Water Board approval based on the schedule specified in the NPDES Permit issued to the HTP. In addition, the Permittee shall consider collection system overflow protection from such constituents as oil and grease, etc.
- vii. The Permittee shall comply with requirements contained in Attachment H – Pretreatment Reporting Requirements.

c. Collection System Requirements

- i. Collection System. The Discharger is subject to the requirements of, and must comply with, State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems as amended by State Water Board Order WQ 2013-0058-EXEC and any subsequent order.

6. Spill Reporting Requirements

a. Initial Notification

Although State and Regional Water Board staff do not have duties as first responders, this requirement is an appropriate mechanism to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and beneficial uses. For certain spills, overflows and bypasses, the Permittee shall make notifications as required below:

- i. In accordance with the requirements of Health and Safety Code section 5411.5, the Permittee shall provide notification to the local health officer or the director of environmental health with jurisdiction over the affected water body of any unauthorized release of sewage or other waste that causes, or probably will cause, a discharge to any waters of the state as soon as possible, but no later than two hours after becoming aware of the release.
- ii. In accordance with the requirements of CWC section 13271, the Permittee shall provide notification to the California Office of Emergency Services (OES) of the release of reportable amounts of hazardous substances or sewage that causes, or probably will cause, a discharge to any waters of the state as soon as possible, but not later than two hours after becoming aware of the release. The CCR, Title 23, section 2250, defines a reportable amount of sewage as

being 1,000 gallons. The phone number for reporting these releases to the OES is (800) 852-7550. In addition, the Permittee shall notify Heal the Bay of any such sewage spill.

- iii. The Permittee shall notify the Regional Water Board of any unauthorized release of sewage from its POTW that causes, or probably will cause, a discharge to a water of the state as soon as possible, but not later than two hours after becoming aware of the release. This initial notification does not need to be made if the Permittee has notified OES and the local health officer or the director of environmental health with jurisdiction over the affected waterbody. The phone number for reporting these releases of sewage to the Regional Water Board is (213) 576-6657. The phone numbers for after hours and weekend reporting of releases of sewage to the Regional Water Board are (213) 305-2284 and (213) 305-2253.

At a minimum, the following information shall be provided to the Regional Water Board:

- (a) The location, date, and time of the release.
- (b) The water body that received or will receive the discharge.
- (c) An estimate of the amount of sewage or other waste released and the amount that reached a surface water at the time of notification.
- (d) If ongoing, the estimated flow rate of the release at the time of the notification.
- (e) The name, organization, phone number and email address of the reporting representative.

b. Monitoring

For spills, overflows and bypasses reported under section VI.C.6.a, the Permittee shall monitor as required below:

- i. To define the geographical extent of the spill's impact, the Permittee shall obtain grab samples (if feasible, accessible, and safe) for all spills, overflows or bypasses of any volume that reach any waters of the state (including surface and ground waters). For spills that reach freshwaters, the Permittee shall monitor for E. coli density. For spills that reach marine waters, the permittee shall monitor for total coliform, fecal coliform and enterococcus density. For spills that reach fresh or marine waters, the permittee shall also monitor for relevant pollutants of concern, upstream and downstream of the point of entry of the spill (if feasible, accessible, and safe). This monitoring shall be done on a daily basis from the time the spill is known until the results of two consecutive sets of bacteriological monitoring indicate the return to the background level or the County Department of Public Health authorizes cessation of monitoring.

c. Reporting

The initial notification required under section VI.C.6.a shall be followed by:

- i. As soon as possible, but not later than twenty-four hours after becoming aware of an unauthorized discharge of sewage or other waste from its wastewater treatment plant to a water of the state, the Permittee shall submit a statement to the Regional Water Board by email at augustine.anijelo@waterboards.ca.gov. If the discharge is 1,000 gallons or more, this statement shall certify that OES has been notified of the discharge in

accordance with CWC section 13271. The statement shall also certify that the local health officer or director of environmental health with jurisdiction over the affected water bodies has been notified of the discharge in accordance with Health and Safety Code section 5411.5. The statement shall also include at a minimum the following information:

- (a) Agency, NPDES No., Order No., and MRP CI No., if applicable.
 - (b) The location, date, and time of the discharge.
 - (c) The water body that received the discharge.
 - (d) A description of the level of treatment of the sewage or other waste discharged.
 - (e) An initial estimate of the amount of sewage or other waste released and the amount that reached a surface water.
 - (f) The OES control number and the date and time that notification of the incident was provided to OES.
 - (g) The name of the local health officer or director of environmental health representative notified (if contacted directly); the date and time of notification; and the method of notification (e.g., phone, fax, email).
- ii. A written preliminary report five working days after disclosure of the incident is required. Submission to the Regional Water Board of the California Integrated Water Quality System (CIWQS) Sanitary Sewer Overflow event number shall satisfy this requirement. Within 30 days after submitting the preliminary report, the Permittee shall submit the final written report to this Regional Water Board. (A copy of the final written report, for a given incident, already submitted pursuant to a statewide General WDRs for Wastewater Collection System Agencies, may be submitted to the Regional Water Board to satisfy this requirement.) The written report shall document the information required in paragraph d below, monitoring results and any other information required in provisions of the Standard Provisions document including corrective measures implemented or proposed to be implemented to prevent/minimize future occurrences. The Executive Officer for just cause can grant an extension for submittal of the final written report.
 - iii. The Permittee shall include a certification in the annual summary report (due according to the schedule in the MRP) that states that the sewer system emergency equipment, including alarm systems, backup pumps, standby power generators, and other critical emergency pump station components were maintained and tested in accordance with the Permittee's preventive maintenance plan. Any deviations from or modifications to the plan shall be discussed.

d. **Records**

The Permittee shall develop and maintain a record of all spills, overflows or bypasses of raw or partially treated sewage from its collection system or treatment plant. This record shall be made available to the Regional Water Board upon request and a spill summary shall be included in the annual summary report. The records shall contain:

- i. The date and time of each spill, overflow, or bypass.
- ii. The location of each spill, overflow, or bypass.

- iii. The estimated volume of each spill, overflow, and bypass including gross volume, amount recovered and amount not recovered, monitoring results as required by section VI.C.6.b.
- iv. The cause of each spill, overflow, or bypass.
- v. Whether each spill, overflow, or bypass entered a receiving water and, if so, the name of the water body and whether it entered via storm drains or other man-made conveyances.
- vi. Any mitigation measures implemented.
- vii. Any corrective measures implemented or proposed to be implemented to prevent/minimize future occurrences.
- viii. The mandatory information included in SSO online reporting for finalizing and certifying the SSO report for each spill, overflow, or bypass under the SSO WDR.

e. Activities Coordination

Although not required by this Order, Regional Water Board expects that the POTW's owners/operators will coordinate their compliance activities for consistency and efficiency with other entities that have responsibilities to implement: (i) this NPDES permit, including the Pretreatment Program, (ii) a Municipal Separate Storm Sewer Systems (MS4) NPDES permit that may contain spill prevention, sewer maintenance, reporting requirements and (iii) the SSO WDR.

f. Consistency with SSO WDRs

The CWA prohibits the discharge of pollutants from point sources to surface waters of the United States unless authorized under an NPDES permit. (33 United States Code sections 1311, 1342). The State Water Board adopted *General Waste Discharge Requirements for Sanitary Sewer Systems*, (WQ Order No. 2006-0003-DWQ; SSO WDR) on May 2, 2006, to provide a consistent, statewide regulatory approach to address sanitary sewer overflows. The SSO WDR requires public agencies that own or operate sanitary sewer systems to apply for coverage under the SSO WDR, develop and implement sewer system management plans, and report all SSO to the State Water Board's online SSOs database. Regardless of the coverage obtained under the SSO WDR, the Permittee's collection system is part of the POTW that is subject to this NPDES permit. As such, pursuant to federal regulations, the Permittee must properly operate and maintain its collection system (40 CFR part 122.41 (e)), report any non-compliance (40 CFR part 122.41(1)(6) and (7)), and mitigate any discharge from the collection system in violation of this NPDES permit (40 CFR part 122.41(d)).

The requirements contained in this Order in sections VI.C.3.b (SCCP Plan section), VI.C.4 (Construction, Operation and Maintenance Specifications section), and VI.C.6 (Spill Reporting Requirements section) are intended to be consistent with the requirements of the SSO WDR. The Regional Water Board recognizes that there may be some overlap between these NPDES permit provisions and SSO WDR requirements, related to the collection systems. The requirements of the SSO WDR are considered the minimum thresholds (see finding 11 of State Water Board Order No. 2006-0003-DWQ). To encourage efficiency, the Regional Water Board will accept the documentation prepared by the Permittees under the SSO WDR for compliance purposes as satisfying the requirements in sections VI.C.3.b, VI.C.4, and VI.C.6 provided the more stringent provisions contained in this NPDES permit

are also addressed. Pursuant to SSO WDR, section D, provision 2(iii) and (iv), the provisions of this NPDES permit supersede the SSO WDR, for all purposes, including enforcement, to the extent the requirements may be deemed duplicative.

7. Compliance Schedules – Not Applicable

VII. COMPLIANCE DETERMINATION

Compliance with the effluent limitations contained in section IV of this Order will be determined as specified below:

A. General

Compliance with effluent limitations for priority pollutants shall be determined using sample reporting protocols defined in the MRP and Attachment A of this Order. For purposes of reporting and administrative enforcement by the Regional and State Water Boards, the Permittee shall be deemed out of compliance with effluent limitations if the concentration of the priority pollutant in the monitoring sample is greater than the effluent limitation and greater than or equal to the reporting level (RL).

B. Multiple Sample Data

When determining compliance with a measure of central tendency (arithmetic mean, geometric mean, median, etc.) of multiple sample analyses and the data set contains one or more reported determinations of DNQ or ND, the Permittee shall compute the median in place of the arithmetic mean in accordance with the following procedure:

1. The data set shall be ranked from low to high, ranking the reported ND determinations lowest, DNQ determinations next, followed by quantified values (if any). The order of the individual ND or DNQ determinations is unimportant.
2. The median value of the data set shall be determined. If the data set has an odd number of data points, then the median is the middle value. If the data set has an even number of data points, then the median is the average of the two values around the middle unless one or both of the points are ND or DNQ, in which case the median value shall be the lower of the two data points where DNQ is lower than a value and ND is lower than DNQ.

C. Average Monthly Effluent Limitation (AMEL)

If the average (or when applicable, the median determined by subsection B above for multiple sample data) of daily discharges over a calendar month exceeds the AMEL for a given parameter, this will represent a single violation, though the Permittee may be considered out of compliance for each day of that month for that parameter (e.g., resulting in 31 days of non-compliance in a 31-day month). If only a single sample is taken during the calendar month and the analytical result for that sample exceeds the AMEL, the Permittee may be considered out of compliance for that calendar month. The Permittee will only be considered out of compliance for days when the discharge occurs. For any one calendar month during which no sample (daily discharge) is taken, no compliance determination can be made for that calendar month with respect to the AMEL.

If the analytical result of a single sample, monitored monthly, quarterly, semiannually, or annually, does not exceed the AMEL for a given parameter, the Permittee will have demonstrated compliance with the AMEL for each day of that month for that parameter.

If the analytical result of any single sample, monitored monthly, quarterly, semiannually, or annually, exceeds the AMEL for any parameter, the Permittee may collect up to four additional samples within the same calendar month. All analytical results shall be reported in the monitoring report for that month. The concentration of pollutant (an arithmetic mean or a

Appendix G

Bypass Procedures for the Burbank Water Reclamation Plant

Appendix H

Bypass Procedures for the Riverside Area & the Beachwood Pump Station

Control Copies

Location/Position	Copies
Public Works Engineering (SW, KK, LLR)	3
Public Works Director (KB)	1
Sewer Crew (OM)	5
IPP (OI, BD, LM)	3