MONTARA WATER AND SANITARY DISTRICT AGENDA

For Meeting Of: **November 19, 2026**

TO: BOARD OF DIRECTORS

FROM: Clemens Heldmaier, General Manager

SUBJECT: Review and Possible Action Concerning Sewer System Management Plan

All sanitary agencies are required to file a Sewer System Management Plan (SSMP) with the regulatory agency, the State Department of Water Resources. The overall purpose for the document is to file a plan of how to manage the operations of the sewer system, define reactions to events in the system and periodically review the performance of this agency.

A combination of routine annual internal audits and review of collection system performance, cleaning schedules, emergency response performance and equipment, and updated to the CIP program have provided input for this SSMP revision. This updated SSMP documents were made available to the Board of Directors and the Public prior to this meeting for review and comment and will be filed with the State and posted on the MWSD website. The major changes for 2026-2027 are to update the following:

- Revise document elements to match the updated State Order
- Update the Spill Emergency Response Plan (formerly called OERP)
- Emergency Contact Lists for Staff and Emergency Contract Responders
- Verify SAM is current on Hot Spots, Monthly Cleaning Communications and uniform level of customer service
- Verify SAM: Is preparing emergency equipment in advance of “El Nino”
- Revise Update, Audit, and Review schedules to match State Order
- Revised Sewer Maps and Database in GIS for completed CIP work.

MWSD continues with its mission to *KEEP OUR LOCAL WATERS CLEAN* by combining the best possible service to the public with the stewardship and protection of the environment. Nute Engineering prepared these revisions to the SSMP and the GIS maps and will be available at the meeting to present and oral summary and comments on the updates.

RECOMMENDATION:

Adopt Resolution next in order of the Montara Water and Sanitary District approving and adopting the updated Sewer System Management Plan and related maps including the Sewer System Maps.

Attachments

RESOLUTION NO. ____

RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING THE UPDATED SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, Updated Sewer System Management Plan documents have been submitted to and reviewed by this Board in accordance with the California State Water Resources Control Board Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems WQ 2022-0103-DWQ; and

WHEREAS, this Board has reviewed said documents and desires to approve said documents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTARA WATER AND SANITARY DISTRICT, A PUBLIC AGENCY IN THE COUNTY OF SAN MATEO, CALIFORNIA, AS FOLLOWS:

1. The documents, including the Updated Sewer System Management Plan and related maps including the Sewer System Maps are hereby approved and recertified.

2. The General Manager, as the Legally Responsible Official, is hereby authorized and directed to provide to the State of California and post on the District Website.

_____
President, Montara Water and Sanitary District

COUNTERSIGNED:

_____
Secretary, Montara Water and Sanitary District

* * * *

I HEREBY CERTIFY that the foregoing Resolution No. _____ was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, San Mateo County, California, at a meeting thereof held on the 19th day of November 2026, by the following vote:

AYES, Directors:

NOES, Directors:

ABSENT, Directors:

_____
Secretary, Montara Water and Sanitary District

Montara Water and Sanitary District

Keeping Our Local Waters Clean

SEWER SYSTEM MANAGEMENT PLAN

Update Prepared November 2026

RESOLUTION ____

Montara Water and Sanitary District
Providing Water and Sanitary Sewer Service to Montara and Moss Beach, CA.

8888 CABRILLO HWY
MONTARA, CA 94037

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Appendix (Separate Attachment Documents) .....

- SAM JPA
- SAM Ordinance 19-1, FOG, Non Domestic Waste Source Control Program (NDWSCP)
- MWSD Lafco Map (Sanitary Boundary)
- SPILL EMERGENCY RESONSE PLAN (SERP, formerly OERP)
    - Handbook guidelines
    - Handbook Pump Station Flow Chart and Spill Response Org Chart
    - Handboon Pump Station Inspections

    - Handbook Site Specific Pump Station Spill Containment
    - Handbook Sewer Vicinity Map
- STATE SPILL TABLE CATEGORY 1
- STATE SPILL TABLE CATEGORY 2
- STATE SPILL TABLE CATEGORY 3, 4
- STATE WATER BOARD ORDER WQO_2022-0193-dqw
- SANITARY SEWER SYSTEM MAPS

Montara Water and Sanitary District

Document Control

Document	Sewer System Management Plan
District	Montara Water and Sanitary District
Current Update	2026
Original SSMP	2007
Previous Update	2017, OERP 2023 (Internal w SAM)
Prepared By	Montara Water and Sanitary District
District Management (Legal Authority)	Clemens Heldmaier
Maintenance Management	Sewer Authority Mid-Coastside (SAM)
District Engineer	Nute Engineering, San Rafael
Legal Counsel	Christine Fitzgerald
Adoption	Resolution No. 2026-__

Document Revision Log

Revision	Date	Description
Original	2007	Initial SSMP (With SAM)
Update	2014	MWSD SSMP separate from SAM, Pump Station Spill Response and Spill Risk Assessment w/ Sewer System overflow and backup response plan
Update	2017	Comprehensive update, remove RWQCB requirements, including updated system review and OERP w/ Lock-out Tag-Out
Update	2026	Updated to reflect current CA WDR new Element Categories and updated audit schedule and spill documentation procedures, uniform service to all customers, emergency operations, and revise OERP to now be referred to as the SERP by the current WDR Order.

LIST OF ACRONYMS

ADWF	Average Dry Weather Flow
ASBS	Areas of Special Biological Significance
AWWF	Average Wet Weather Flow
BACWA	Bay AREA Clean Water Agencies
BMP	Best Management Practice
Cal EMA	California Emergency Management Agency
CCTV	Closed-Circuit Television
CFR	Code of Federal Regulations
CIP	Capital Improvements Program or Plan
CIWQS	Capital Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CDFW	California Department of Fish and Wildlife
EHS	Environmental Health Services
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GIS	Geographical Information System
GPM	Gallons per Minute
GCSD	Granada Community Services District
HMB	Half Moon Bay
I/I or I&I	Inflow & Infiltration
IPS	Inter-tie Pipe System (SAM Pump Stations, Force Mains and Express Gravity Pipes)
JPA	Joint-Power Authority (i.e.: SAM is a JPA consisting of GCSD, HMB, & MWSD)

LIP	Lateral Inspection Program
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program
MWSD	Montara Water and Sanitary District
NASSCO	National Association of Sewer System Companies
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services
PACP	Pipeline Assessment and Certification Program
POTW	Public-Owned Treatment Works
RWQCB	Regional Water Quality Control Board
SAM	Sewer Authority Mid-Coastside
SERP	Spill Emergency Response Plan (Also called the OERP)
SIP	Sewer Improvement Project
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Over Flow
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
WWTP	Waste Water Treatment Plant

LIST OF TERMS

Groundwater Induced Infiltration (GWI) – Infiltration attributed to groundwater entering the sewer system.

Infiltration – The seepage of groundwater into a sewer system, including service connections. Seepage frequently occurs through defective or cracked pipes, pipe joints, connections or manhole walls and joints.

Inflow – Water discharged into a sewer system from such sources as roof leaders, cellars, yard and area drains, foundation drains, through holes in manhole covers, cross connections from the storm system or street wash waters. Inflow differs from infiltration in that it is a direct discharge into the sewer rather than a leak through defects in the sewer.

Lateral or Private Lateral – The privately-owned sewer pipeline and related appurtenances that convey wastewater from the premises of a user to the District's sewer system. The upper lateral extends from the building to property line (or easement line). The lower lateral extends from the property or easement line to the connection of the District owned facility.

Monitoring and Reporting Program – The program used by the District to monitor, maintain records, report issues and complete needed public notifications.

Overflow Emergency Response Plan – OERP, also called the SERP. This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

Preventive Maintenance (PM) – Regularly scheduled servicing of machinery, infrastructure or other equipment using appropriate tools, tests, and lubricants.

R-Value – The amount of rainfall that reaches the collection system via infiltration and inflow. This value is typically expressed as a percentage of total rainfall volume that reaches the collection system.

Rainfall Dependent Infiltration and Inflow – Infiltration and Inflow that is attributed directly to rainfall R-Value.

Regional Water Quality Control Board – San Francisco Bay Area Regional Water Quality Control Board, also known as the Regional Board or Region 2, Subset of Water Boards, CA.

Rehabilitation and Replacement Plan (also referred to as a Capital Improvement Plan) – Identifies and prioritizes system deficiencies and implements short-term and long-term rehabilitation actions to address each deficiency.

San Francisco Bay Regional Water Quality Control Board – Also known as Region 2 or RWQCB. This regulatory agency preserves, enhances and restores the quality of California's water resources, and ensures their proper allocation and efficient use for the benefit of present and future generations. Website: http://www.waterboards.ca.gov/sanfranciscobay

Sanitary Sewer Overflow (SSO) – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system, including overflows or releases that reach or do not reach waters of the United States, and backups into private property caused by conditions within the publicly owned portion of the sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the wastewater treatment plant.

Satellite Collection System – The portion, if any, of a sanitary sewer system that is owned or operated by a different public agency or private user or users serving one or multiple properties.

Sewer System Management Plan – A series of written programs that address how a collection system owner/operator conducts daily business. Each SSMP is unique for an individual discharger and their system. The plan includes provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit.

State Water Resources Control Board – Also called the State Board. This agency developed and passed the Statewide Waste Discharge Requirements for collection systems and maintains the SSO reporting web site.

System Evaluation and Capacity Assurance Plan – A required component of an agency's SSMP that provides hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.

Statewide Waste Discharge Requirements – The Statewide General Waste Discharge Requirements for Sanitary Sewer Systems was adopted by the SWCRB in 2006 to provide a structure and guidance for SSMP development. Also known as Order No. 2006-0003-DWQ, and subsequent orders.

Wastewater Collection System – See Sanitary Sewer System.

Executive Summary

Montara Water and Sanitary District owns and maintains the public wastewater collection system serving approximately 6,100 residents in Montara and Moss Beach, CA. This Sewer System Management Plan (SSMP) has been prepared in accordance with the State Water Resources Control Board General Waste Discharge Requirements for Sanitary Sewer Systems. The SSMP documents the District's management, operation, maintenance, emergency response, and capital improvement practices to protect public health and the environment while minimizing sanitary sewer overflows. The SSMP serves as the District's regulatory compliance document as well as its primary operational guidance document.

The 2026 update reflects the District's current operations, including management and cleaning services provided through a contract with Sewer Authority Mid-coastside, updated operations and maintenance practices providing uniform service to all customers, and inclusion of the Overflow Emergency Response Plan by reference. The District remains committed to proactive maintenance, regulatory compliance, and long-term capital planning. Furthermore, the District is committed to continuous improvements based on information obtained from its maintenance activities and annual system evaluations.

How to Use this Document

This SSMP serves as both a regulatory compliance document in accordance with State Water Resource Control Boards (SWRCB, or Water Boards) Order 2006-0003-DWQ, and updated to comply with the most recent Order 2022-103-DWQ and as an operational reference. Administrative information may be updated as needed, while substantive policy changes should be approved by the Board of Directors.

System Facts

Population Served	Approximately 6100
Square Miles	Approximately 7 mi^2
Gravity Sewer	25 miles
Pump Stations	12
Force Mains	5.5 miles
Siphons	1 siphon, double pipe, ~900 ft long
Treatment Agency	Sewer Agency Mid-coastside (SAM)
General Manager	Clemens Heldmaier
District Engineer	Nute Engineering
Legal Counsel	Christine C. Fitzgerald
Preventive Cleaning	Entire system bi-annually (SAM)
Hot Spot Areas	Semi-annually (SAM)
SSMP Audit	Every three years

ELEMENT I:
GOAL AND INTRODUCTION

Requirements: General Order Attachment D.I

(I) GOALS: The SSMP shall establish the goals of the Sewer System Management Plan to:

(1) properly manage, operate, and maintain the sanitary sewer system

(2) reduce and prevent sanitary sewer overflows (SSOs),

(3) contain and mitigate any SSOs that do occur.

District Response

The District has established the following goals:

D.I.1: Manage, Operate and Maintain the public sewer system - District Overview:

The Montara Water and Sanitary District (MWSD) was formed in 1958 to provide sewage collection and treatment services for the unincorporated areas of Montara and Moss Beach. Its primary goas is to protect public health and the environment by minimizing the occurrence of sanitary sewer spills.

MWSD serves an estimated 2025 population of 6,100 in about a 7-square mile area and provides sewerage collections services to approximately 2400 sewer connections, privates homes and businesses. The sewer collection system includes gravity sewer mains, pumping facilities, force mains, and associated facilities and appurtenances, together with connections from individual properties through sewer laterals and related facilities. MWSD once operated its own wastewater treatment plant at the District offices of 8888 Cabrillo Highway and discharged through a shallow water discharge pipe in the heart of what is now known as the Fitzgerald Marine Reserve.

The MWSD sewer service area is located 30 miles south of San Francisco, 40 miles north of San Jose, and lies on the most western edge of the County of San Mateo in the western sector or SWQCB Region 2, North of the City of Half Moon Bay and the community of El Granada. The service area is roughly 3 square miles inside the urban-rural boundary (urban developed areas) and 4 square miles of rural (partially developed) areas of San Mateo County.

Today, MWSD is one of three member agencies of Sewer Authority Mid-Coastside (SAM), the agency that collects and cleans our Coastside community's wastewater before it enters the ocean. SAM is a joint-power authority (JPA) that was formed in 1976 by the City of Half Moon Bay (City of HMB or HMB), Granada Community Services District (GCSD), and Montara Water and Sanitary District (MWSD, Formerly known as Montara Sanitary District, MSD) and provides wastewater treatment services to three coastal communities in the Mid-Coast region: the City of HMB, Granada, and Montara. The JPA Agreement creating SAM is included as an Attachment. MWSD and the

other member agencies of SAM work diligently to protect ocean water quality by preventing sewer spills and recognize the importance of working toward MWSDs goal of *keeping our local waters clean.*

The SAM regional system includes three main pumping stations, an ~8-mile transmission Intertie Pipeline System (IPS) with pipes and three large transmission pump stations, several holding tanks and the SAM wastewater treatment plant (WWTP), and an ocean outfall, where final effluent is dispersed to the Pacific Ocean and a part of the Monterey Bay National Marine Sanctuary. Each of the member agencies owns and operates its individual collection systems including local pump/lift stations. There are no individual connections to the SAM system in the MWSD region and SAM provides contract services to its member agencies to operate and maintain the collection systems. The SAM conveyance system has 1.9 miles of express gravity pipeline and 5.8 miles of force main, and other pipes and appurtenances.

The SAM WWTP and collection system is permitted for 4.0 MGD average dry weather flow (ADWF), and currently the ADWF is 1.60-1.75 MGD. Treatment processes at the SAM WWTP include primary sedimentation, activated sludge, secondary clarification, disinfection and anaerobic sludge digestion. All the MWSD sewage is pumped through the IPS by SAM's northern pump station, often referred to as the Montara Pump Station because it is situated at the site of the old Montara treatment plant. The MWSD flows at the pump stations range from an ADWF of approximately 0.185 million gallons per day (mgd) to an AWWF of approximately 0.9 mgd.

MWSD provides approximately 18-20 percent share of the sewage flow to SAM and therefor participates a similar amount in the operating and capital costs of the SAM Treatment Plant and IPS. In addition, MWSD contracts SAM staff with an Agreement to clean and maintain the District's collection system and Pump Stations. *Figure 1* shows the Water Board Bay area regions.

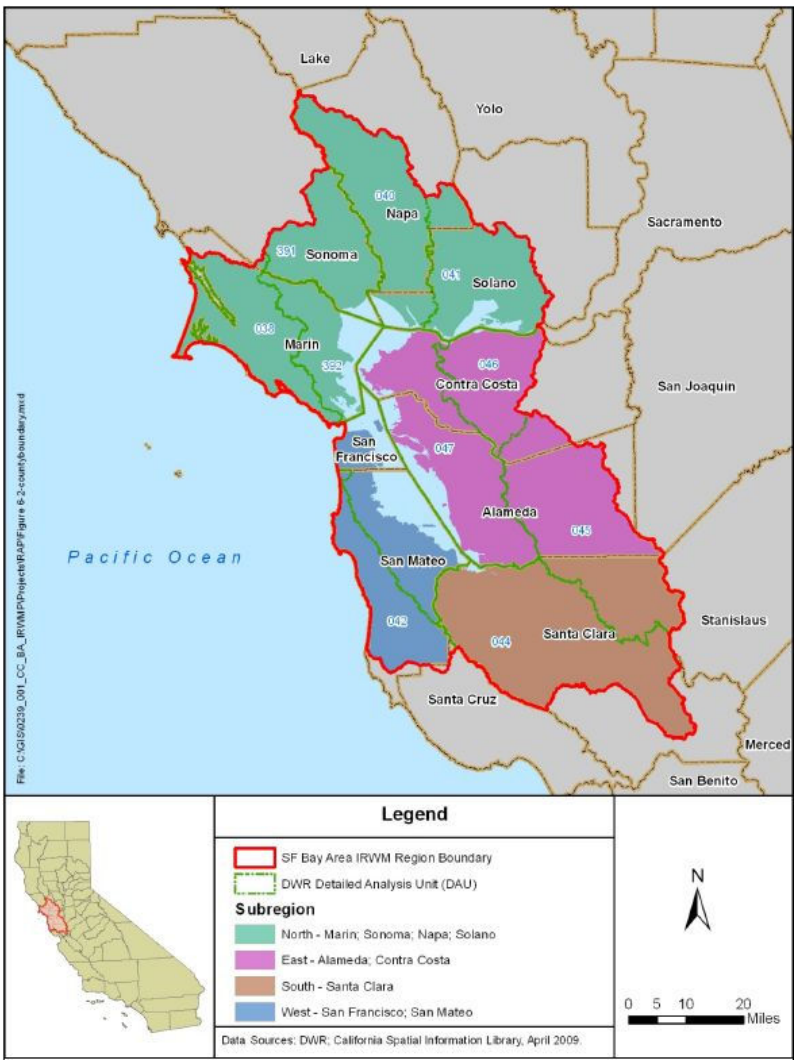


Figure 1: State Water Quality Control Board Region 2, San Francisco Bay Region

D.I.2: Prevent SSO's:

Operate and maintain the wastewater collection system in a safe, reliable, and cost-effective manner.

- Maintain compliance with all applicable State Water Resources Control Board orders, reporting requirements, permits, and regulations.
- Implement a preventive maintenance program that emphasizes routine inspection, and condition assessment of sewer mains and manholes.
- Implement a preventive maintenance program that emphasizes routine inspection, and condition assessment of sewer mains and manholes.
- Identify and prioritize rehabilitation and replacement projects through ongoing system evaluation and capital improvement planning.

- The SSMP and District performance shall be evaluated at different levels from once per month for spill/no-spill reports, to annual system evaluations to once every three years, and major views every six years and described in Element X.

D.I.3: Contain and Mitigate any SSO's:

Respond promptly and effectively to sewer emergencies and minimize impacts to the public and the environment in the Montara Sanitary District Special District boundary as defined by LAFCO (Local Agency Formation Commission). The District also maintains a current GIS map system of the District service area and infrastructure elements. The population, and basic system elements is listed above and in the table of System Facts as part of the executive summary above. The District maintains adequate financial resources to support operation, maintenance, rehabilitation, replacement, and emergency response activities. Reduce inflow and infiltration through maintenance activities, sewer lateral requirements, and timely rehabilitation of aging infrastructure. They provide appropriate training, resources, equipment, and support for personnel and contractors responsible for operating and maintaining the wastewater collection system. They periodically review and update this SSMP to ensure it reflects current regulatory requirements, organizational structure, and District operating practices, See Element X.

ELEMENT II: ORGANIZATION

Requirements General Order Attachment D.II

(II) Organization: The SSMP shall identify:

(1) The name of the responsible or authorized representative.

(2) The names and telephone numbers for management, administrative, and maintenance personnel responsible for implementing the SSMP, including an organization chart showing lines of authority.

(3) The chain of communication for reporting sanitary sewer overflows (SSOs), including the person responsible for regulatory reporting and notifications.

District Response

The MSWD District Manager is the representative responsible for all applications, reports, and information associated with this SSMP. MWSD has a publicly elected Board of Directors. SAM has a Board of Directors made up of directors from each member agency and separate general manager with their own SSMP. Additional representatives responsible for overseeing their own SSMPs in the region are the Director of Public Works, City of HMB; the General Manager, GCSD. The names, roles, and contact information for all of the parties responsible for implementing different measures of this SSMP can be found in emergency contacts list. The following defines the management levels from public down to workers:

D.II.1: Name of Authorized Representative and Oversite Categories:

Board of Directors

The Montara Water and Sanitary District is governed by a five-member elected Board of Directors. The Board establishes District policies, adopts the annual budget, approves capital improvement projects, and provides overall policy direction for the operation and maintenance of the wastewater collection system.

District Manager

Under administrative direction from the Board of Directors, the District Manager plans and manages the affairs of the District and directs the staff in all functions and operations. The General Manager of the District (Listed in table of System Facts) represents Board policy and programs with employees, community organization, and the general public. The District General Manager reviews budget requests and makes recommendations to the Board on final expenditure levels, oversees all labor/management activities, and performs all related work as required.

Administrative Assistant (Clerk)

Under direction and supervision of the District Manager, the Administrative Assistant (or Clerk) performs secretarial, receptionist and administrative tasks, some of which are complex and confidential in nature. The Administrative Assistant provides technical assistance to the general

public and public agencies regarding implementing District procedures for development review and permit issuance.

Superintendent of Operations
Working cooperatively with the District Manager under direction from the Board, the Superintendent of Operations over-sees sewer cleaning and repairs the activities with planed by the General Manager and performed by the SAM Maintenance staff for sewer facilities. The SAM Staff maintains, cleans, and performs minor repairs, and contracts repairs of the District's wastewater collection system, pump stations, and related appurtenances.

Field Technicians
Under general supervision of the Superintendent and Assistant Superintendent, the Field Supervisor directs, leads, and personally performs a variety of tasks related to the maintenance, cleaning, and repair of the District's water system. MWSD has a Facilities Supervisor does not maintain any Sewer Technicians at this time; the Contract Responder is SAM.

***Maintenance Workers* (may be a *Contract Responder*, see below)**
Under supervision of the Field Supervisor, the Maintenance Worker performs a variety of tasks related to the maintenance, cleaning, and repair of the District's water system. MWSD does not maintain any Sewer Maintenance Workers at this time; the Contract Responder is SAM.

Authorized Representatives
The District Manager is the District's authorized representative registered with the San Francisco Bay Regional Water Quality Control Board SSO e-Reporting Program (on-line) and the California Integrated Water Quality System (CIWQS) to certify SSO reports. The SAM Technical Services Supervisor, the SAM Head Technician and the MWSD General Manager are authorized to prepare and submit electronic reports.

***Legal* Counsel**
Legal counsel provides legal advice to the Board of Directors and District Manager regarding District operations, regulatory compliance, contracts, and other legal matters.

D.II.2: Organization Chart & Responsible Parties

Figure 2, below, is a graphic representation of MWSD staff organization. Similarly, each member of the JPA has their own staff organization. The City of Half Moon Bay (City of HMB) and Granada Community Services District (GCSD) formed the Sewer Authority Mid-Coastside (SAM) in a Joint Exercise of Powers Agreement (JPA) dated February 3, 1976. MWSD and GCSD are empowered under the sanitary district provisions of the California Health and Safety Code, and the City of HMB is empowered under the California Government Code. SAM is an independent public agency and is not financially responsible for any other governmental entity nor is it a component unit of another governmental entity. SAM is governed by a six-member Board of Directors, which is comprised of two representatives of each member agency, appointed by their respective agencies. Members of the Board elect a chair, customarily for a one-year term of office. Historically, the tenure of directors

has generally been long, thereby enabling SAM to maintain continuity and stability in policies and service. The Board of Directors appoints the SAM Manager, who is responsible for overseeing the general administration of the SAM system. Including the SAM Manager, there are currently a total of 12 employees budgeted for SAM Operations, Source Control, Collections and Administration. Figure 3, below, is a graphic representation of SAM staff organization.

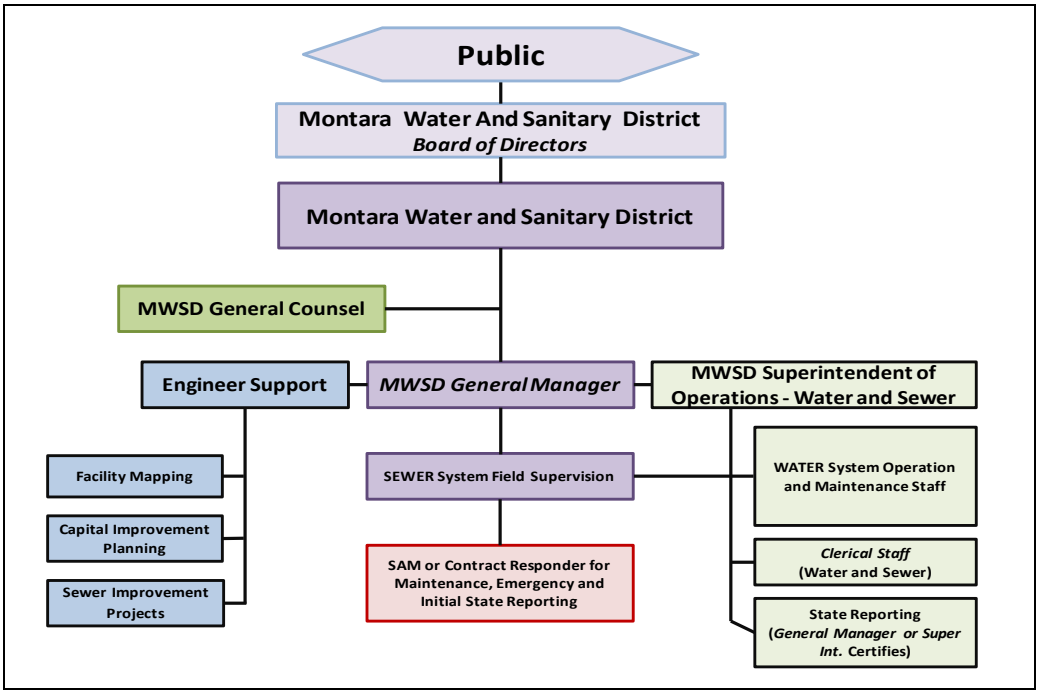


Figure 2: MWSD Organizational Chart

The District Manager is responsible for overseeing the overall implementation of the SSMP. He is also responsible for overseeing the implementing the separate SSMP elements. Table 1 lists responsible parties and related staff.

Contract Responder

Sewerage Agency Mid-Coastside (SAM) is the initial contract responder. They respond to SSOs during non-business hours and during business hours. If response requirements exceed SAM and District staff capabilities, the SERP, list additional responders specializing in sewer emergencies. SAM also provides wastewater collection, treatment, reclamation and disposal for JPA members, provides backup SSO Emergency response staff and equipment as a first responder for sewer emergencies, cleaning of the Sewer collection systems and maintenance of the Pump Stations through a Maintenance Agreement. Figure 3 is the SAM organization chart.

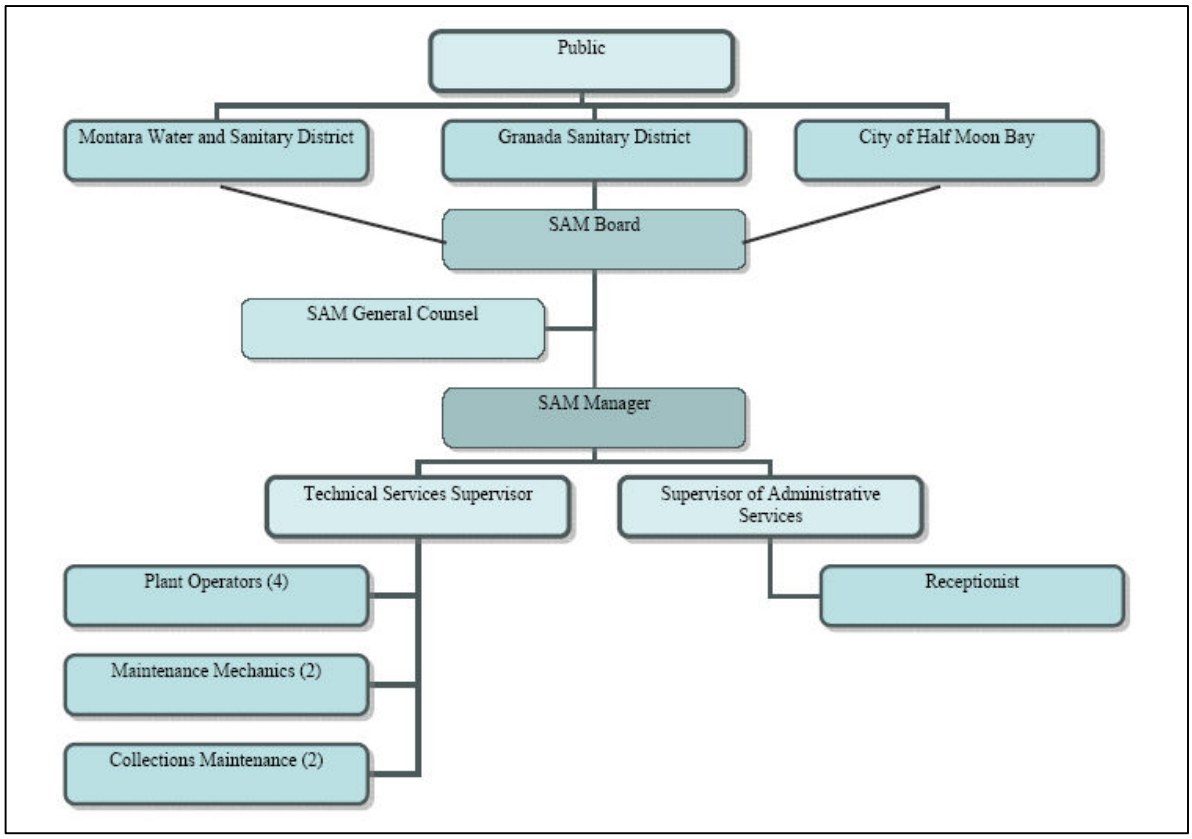


Figure 3: SAM Organizational Chart, MWSD Participation in SAM management, JPA.

Table 1: SSMP Responsible Parties and Related Staff

Name	Title	Responsibility	Contact Information
Clemens Heldmaier	MWSD District Manager	Receives alerts regarding SSOs from residents within MWSD service area; reports SSOs to SAM Receptionist, SAM Manager, or SAM Technical Services Supervisor (Staff)	(650) 728-3545 Clemens@mwsd.net
Julian Martinez	MWSD District Superintendent of Operations	Head Sewer and Water System field management, first responder coordination for District Staff, Reports SSOs to SAM Staff	(650) 728-3545 Cell: (650)766-6986 Julian@mwsd.net
Tracy Beardsley	MWSD Clerk	District Receptionist, Permit Processing, Reports SSOs to SAM Staff	(650) 728-3545 Tracy@mwsd.net

Kishen Prathivadi	SAM Manager	Receives reports from HMB, GCSD, and MWSD JPA members and Staff regarding SSOs in their respective service areas; receives alerts from the public regarding SSOs; notifies field crew to address the spill	(650) 726-0124.106 kishen@samcleanswater.org
Tim Costello	SAM Technical Services Supervisor, Superintendent of Operations	Receives reports from HMB, GCSD, and MWSD regarding SSOs in their respective service areas; receives alerts from the public regarding SSOs; notifies field crew to address the spill	(650) 726-0124.105 Cell: (650) 176-7833 timc@samcleanswater.org
Tony Young Carlos Mendez	Field Technician Pump Technician	Clean-up Response and Reporting	(650) 726-0124 Cell (650) 773-3450 Carlos (650) 430-9210 tyoung@samcleanswater.org Carlos@samcleanswater.org
Office Admin.	SAM Receptionist	Receives reports from HMB, GCSD, and MWSD regarding SSOs in their respective service areas; receives alerts from the public regarding SSOs; notifies field crew to address the spill	(650) 726-0124 (650) 726-7833 susan@samcleanswater.org

D.II.3 Chain of Communication

The chain of responsibilities for reporting SSOs to the various regulatory agencies is with MWSD and where by contract with SAM, to be Signed Off the by the legally responsible official. Response will be in compliance with State SSO reporting requirements, discussed in Overflow Emergency Response Plan. *Table 2* shows responsibility by SSMP element, and *Table 1* lists responsible parties. *Figure 4* shows the chart for the chain of communication from public noticing a spill to the District and Contract Responders. See Executive Summary and System Facts (above) for the current name of the Legally Responsible Official (LRO), who is also the MWSD General Manager.

Table 2: Responsibility for SSMP Implementation by Element

Element	Responsible Party
1- Goals	District Manager
2- Organization	District Manager
3- Legal Authority	District Manager
4- Operations and Maintenance Program	District Manager, Superintendent of Operations, and SAM Technical Services Representative
5- Design and Performance	District Manager, Superintendent of Operations

6- Overflow and Emerg. Response Plan	District Manager, Superintendent of Operations, and SAM Technical Services Representative
7- Fog Control Prog and Non-Domestic Discharge Control	District Manager, Superintendent of Operations, and SAM Technical Services Representative
8- System Evaluation and Capacity Assurance Program	District Manager
9- Monitoring, Measurement and Program Modifications	District Manager, Superintendent of Operations
10 – SSMP Audits	District Manager
11 – Communication Plan	District Manager, Administrative Assistant

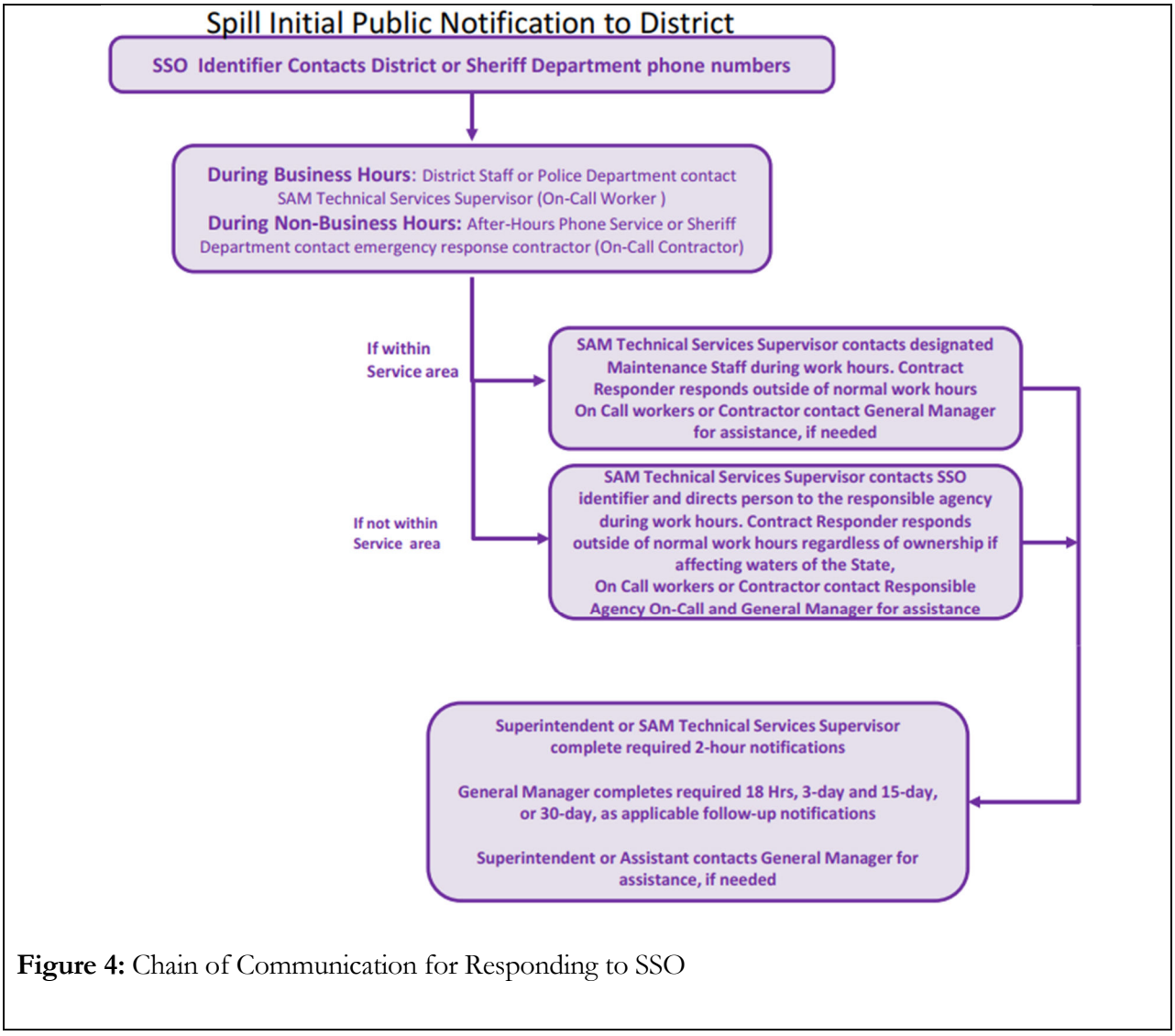


Figure 4: Chain of Communication for Responding to SSO

ELEMENT III:
LEGAL AUTHORITY

Requirements: General Order Attachment D.III

D.III) Legal Authority: The SSMP shall demonstrate that the District has the legal authority to:

(1) Prevent illicit discharges, infiltration and inflow (I&I), stormwater, debris, and other prohibited materials from entering the wastewater collection system.
(2) Collaborate with Storm Sewer agencies to coordinate emergency responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure and storm sewer infrastructure.
(3) Require sewers, service connections, and appurtenances to be properly designed, constructed, installed, tested, and inspected.
(4) Ensure access for maintenance, inspection, monitoring, or repair of those portions of the sewer system owned or maintained by the District.
(5) Limit the discharge of fats, oils, grease (FOG), and other materials that may contribute to blockages or sanitary sewer overflows.
(6) Enforce violations of the District's sewer ordinances, standards, permits, and other applicable requirements.

Response
D.III.1: Legal Authority

The District is an independent special district organized under the laws of the State of California and governed by a publicly elected Board of Directors. The District has the authority to own, operate, maintain, and regulate its wastewater collection system in accordance with applicable State law and has the legal authority to:

- Assign responsibility for private laterals and connections,
- Prevent illicit discharges,
- Require proper design and construction of sewers and connections,
- Access facilities for maintenance, inspection and repairs,
- Limit the discharge of fats, oils and grease, and debris
- Enforce the provisions of their Sanitary Code.

D.III.2: Collaboration with Storm Sewer Agencies

The District routinely has contact with the San Matao Public Works Department who is in charge of the local storm water system. This communication includes seasonal communication about keeping SD pipe clear to try to prevent flooding which would increase unwanted I&I into the sewer system. Also construction plans for proposed projects are shared with the other agency pre-construction to help ensure reduced conflicts and eliminate cross connection mistakes.

D.III.3: Design and Construction: Sanitary Code including Private Responsibility

The Montara Water and Water and Sanitary Code (https://www.mwsd.net/documents-links#docaccess-37605ae5474383743c7664f44eb75c78d2f4f4fcbfed9912dc02d9d03cb977d1) and Ordinances (along with SAM ordinances) for sewer construction both public and private. Sanitary Code Chapter 3, includes several provisions that establish the District's legal authority to control discharges and maintain their sanitary sewer system. A full copy of the District's Sanitary Code is available at the MWSD office and on its website and is summarized as follows:

> *Chapter III: Regulation of Public and Private Sewers and Drains; Installation and Connection of Building Sewers; Installation of Sewer Laterals and Public Sewer Main Extensions; Permits and Fees for Installation and Connection of Sanitary Sewers; Charges for Subdivisions; Regulating the Discharge of Waters and Wastes into Public Sewer System; Penalties.*

Responsibility for Maintenance of Laterals and Connections to Public Sewer

Chapter III of the District's Sanitary Code establishes the responsibilities of property owners for side sewers, lateral sewers and building sewers as follows:

> ***3-5.900. Connection to Public Sewer**. All construction of Lateral Sewers and connections to Public Sewers shall be at the expense of the Applicant.*
>
> ***3-5.1100 Maintenance of Side Sewers. (a) Maintenance**. The construction, installation, maintenance, repair and replacement of Side Sewers, Lateral Sewers, and Building Sewers shall be, and are, the responsibility, at no cost to the District, of the owner of the Parcel served thereby.*
>
> ***3-1.100. Definitions.***
> *d) "Building Sewer" means that portion of any Sewer beginning at the plumbing or drainage outlet of any building or industrial facility and running to the property line or to a Private Sewer.*
> *l) "Lateral Sewer" means the portion of a Sewer lying within a public street or Sewer right-of-way connecting a Building Sewer to the Main Sewer.*
> *dd) "Side Sewer" means the Sewer line beginning at the foundation wall of any building and terminating at the Main Sewer and includes the Building Sewer and Lateral Sewer together.*

3-2.700: Plumbing and Sewers on Private Property. The installation, use, maintenance, repair and inspection of all plumbing and Sewers inside private property shall be subject to and be governed by the Plumbing Ordinance of the County, now existing or as hereafter amended.

Proper Design and Construction of Sewers and Connections

Design and construction standards provides for the following:

3-4.700. Design Requirements. The type, capacities, specifications and locations of a Private Sewer shall comply with requirements of the County Health Official, the District Engineer, the District's hydrologist or hydrogeologist, the Department of Public Health of the State of California and any other agency or officer having jurisdiction over such matters. No Private Sewer shall discharge, either directly or indirectly, into a Public Sewer, Storm Drain, road, or surface or subterranean pond, pool, stream, creek, river, or other watercourse or aquifer. (Amended12/06/07 by Ord. 146)

D.III.4: Access for Maintenance, Inspection and Repairs

Inspection and correction of inflow and infiltration in lateral sewers provides for the elimination of excessive flows from private sewers.

3-4.600. Inspection Required. A Permit for a Private Sewer issued hereunder shall not become effective until the installation of the Private Sewer has been inspected by, and completed to, the satisfaction of the County Health Official and the District Engineer.

And:

3-4.1100. Inspections. The District Engineer is hereby authorized, and shall have the authority, to inspect any Private Sewer to determine whether said Sewer is maintained and operated in a manner endangering the public health, or sanitation, or safety, or creating a public nuisance. The owner of the Parcel upon which such Sewer is located shall, upon direction by the District Engineer, take all necessary remedial measures to protect the public health, sanitation and safety, and to avoid a public nuisance, or otherwise to comply with the requirements of this Article or of any Permit issued hereunder.

And:

3-5.1200. Testing. All Side Sewers shall be tested in the presence of the District Inspector by filling the line with water and inspecting for excessive leakage. The Person constructing the Sewer shall furnish fittings, plugs, water and labor for testing. All lines showing excessive leakage shall be repaired or replaced at the expense of the Person doing the work and shall be done at the direction and to the satisfaction of the District Inspector.

D.III.5: Limit Discharges of Fats, Oils and Grease, and Debris

Fats, Oils and Grease Control Program, the District has the legal authority to control the discharge of fats, oils and grease (along with other substances) to the public sewer.

> *3-7.300. Objectionable Wastes. No Person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Engineer that such wastes can harm either the Sewers, Sewage treatment process, or equipment, have an adverse effect on the receiving waters, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the Engineer will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the Sewers, materials of construction of the Sewers, nature of the Sewage treatment process, capacity of the Sewage Treatment Plant, degree or treatability of wastes in the Sewage Treatment Plant, and other pertinent factors. The substances prohibited are:*
>
> > *(2) Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of fifty (50) mg/l or containing substances which may solidify or become viscous*

Additional requirements included in Code.

Installation of grease interceptors, allows for the District to require installation of grease interceptors at non-residential buildings as follows:

> *3-8.200. Interceptors Required. Grease, oil and sand interceptors shall be provided when, in the opinion of the District Engineer, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Engineer and shall be located as to be readily and easily accessible for cleaning and inspection. Failure to comply upon written request of the District shall be considered as a violation of Section 3-7.300 above and treated accordingly.*

Maintenance of grease interceptors delegates maintenance of grease interceptors to the owners as follows:

> *3-8.300. Maintenance of Interceptors. The owner, at his expense, shall maintain all grease, oil and sand interceptors in continuously efficient operation at all times.*

SAM also has a FOG ordinance included in the Non Domestic Discharge Ordinance No. 19-01 and historical revisions like Resolution No. 2-94, found at https://samcleanswater.org/services/

Prevention of Illicit Discharges

Drainage and other none household sewage into sanitary sewers prohibited, prohibits yard drainage or illegal dumping to the District's sanitary sewers as follows:

3-3.300. Unlawful Disposal. Except as herein provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for the disposal of Sewage.

D.III.6: Enforcement Measures

The District's Water and Sanitary Code Section 11 provides for the following enforcement.

Violation

3-11.100. Violation. Any Person found to be violating any provision of this or any other Code, Ordinance, rule or regulation of the District, except Section 3-11.100 hereof, shall be served by the District Inspector or other authorized Person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall not be less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All Persons shall be held strictly responsible for any and all acts of Agents or employees done under the provisions of this or any other Code, rule or regulation of the District. Upon being notified by the District Inspector of any defect arising in any Sewer or of any violations of this Code, the Person or Persons having charge of said work shall immediately correct the same.

Disconnection

3-11.300. Disconnection. As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of the District, the Board shall have the power to disconnect the user or subdivision system from the Sewer mains of the District. Agreements with Other Agencies.

More specific details follow in the Code, specific circumstances and procedures included.

The Joint Powers Authority

The District is a member agency of SAM, a joint-powers agency that provides treatment and disposal of wastewater flows through a deep-water outfall in the pacific ocean. SAM is comprised City of HMB, GCSD and MWSD and the wastewater treatment facility was commissioned in 1976. A copy of the SAM Exercise of Joint Powers Agreement is Attachment and available at the District office and the SAM website. SAM also has a FOG ordinance included in the Non Domestic Discharge Ordinance No. 19-01 and revisions in Resolution No. 2-94, found at https://samcleanswater.org/services/

ELEMENT IV:
OPERATIONS AND MAINTENANCE PROGRAM

Requirements: ***General Order Attachment D.IV***

(iv) Operation and Maintenance Program

The SSMP shall include an operation and maintenance program that provides for:
(1) Maintenance of an up-to-date map of the wastewater collection system.
(2) Routine preventive operation and maintenance activities, including scheduling and documentation which feeds information into the Capital Improvement Program (CIP.

(3) Appropriate training for staff and contractors responsible for operation and maintenance.
(4) An inventory of equipment and replacement resources.

Response

D.IV.1: Updated Mapping of the Sanitary Sewer System

The District and SAM each maintain an GIS based map system and can transfer data to CAD and work orders. Map data include manholes with identifying number, pipe diameters, material, age and callouts for inverted siphons, pump stations, valve boxes, street names, and gravity or forced pipe operation. The District, District Engineer, and Superintendent of Operations are responsible for collaborating on the updating maps as facilities are added, rehabilitated, and as corrections are identified through field work. Field personnel use a hard-copy map sets that contain the entire sewer system. Each crew carries a copy of the maps in their truck. The District and SAM share GIS data with SAM for maintenance, asset management and capital needs review.

D.IV.2: Preventative Operations and Maintenance

The District has equipment and staff and contract services needed to clean all mainlines. The District cleans the approximately half of 24-mile gravity system every 12 months, and cleans specific portions of the system with known problems or HOTSPOTS on a 3-month or 6-month basis and is currently managed in the field by SAM.

All pump stations are checked between daily and twice per week by the pump station crew and are monitored continuously with trouble alarms. Additionally SMART Covers monitor three separate flow basis for collection system backups. Emergency and routine repairs, including installation of new manholes and cleanouts, are performed by the crew or a contractor.

District service calls generate work orders, and follow-up callout reports. District on-call staff and an after-hours answering service are available to receive customer phone calls 24 hours a day, 7 days a week. All customer messages are recorded and a work order is generated to address the customer's

complaint or request. If the issue is Private, they are notified, and it is noted in the report, and if a spill has occurred or is actively occurring, SAM contacts the County Health Department.

SAM performs CCTV of the main, performs a cleaning if needed, and if cleaning reveals any issues or changes in performance it is noted for follow up response. Also, CIP projects utilize available contractors for additional pipe CCTV under each project.

Closed circuit television (CCTV) inspection of sewers in the system is performed after problems have been identified through system maintenance or as a result of SSOs. CCTV inspection also performed on various segments of the system annually by SAM Staff or Contractors to routinely get updates on pipe conditions.

Results of CCTV inspections are generally provided in the form of written or printed reports and videotapes. Each Fiscal Year, the District performs CCTV inspection both with SAM staff, and in each capital project to continue ongoing assessments of the condition of their gravity sewer system Follow up inspections have been made by SAM staff during cleaning. Inspection of each pipe segment are recorded and reviewed. Review rating information will be used as a tool to evaluate the District's rehabilitation projects and maintenance actions. Figure 5 shows the MWSD sewer system. SAM divides up the neighborhoods such that they clean 1/24 of the district every month on regular cleaning such that after two years the entire system has been cleaned. Some hot spot areas are cleaned more often, either quarterly or semi-annually as required. Larger trunk sewers on the California Rout 1, Cabrillo State Highway, an outside contractor in is brought in to help cleaning and traffic control because the work is required to be completed during nighttime hours.



MWSD Sewer System: SAM cleans ~60% of the system every year, with all pipes being cleaned every two years, and some pipes being cleaned more several times per year if they have need. Examples: Pipe Siphon, or end of line pipe near food establishments (possible FOG accumulation). FM Mains are flushed by full power pumping between weekly and monthly.

The State of California SSO Public Report can be seen in online. District performance for spill trends are decreasing with recently a 12-month period of no spills.

A portion of the gravity sewer system lines are on the six-month priority maintenance schedule or more frequent for flushing or both flushing and rodding, with some of these lines identified as grease problems. The grease generators are notified of issues through the MWSD/SAM FOG program.

MWSD works with SAM to take the MWSD critical pipes and update the cleaning and monitoring HOTLIST for frequent cleaning. Where feasible, and MWSD had made CIP improvements to hotspot areas to reduce the SSO risks and cleaning needs.

As part of the District's rehabilitation CIP plan, the District is performing additional CCTV work throughout the system. The CCTV work helps to identify and verify causes of root and grease problems. Lines with known poor grade or cleaning issues, or oldest previous CCTV data are prioritized for CCTV inspection. With information on the causes of root or grease problems, maintenance activities and schedules can be modified, or sewer repairs made to better control grease buildup and minimize grease-related SSOs. Moreover, in evaluating sewer system conditions and determining appropriate inspection, maintenance, rehabilitation, and replacement activities, the District considers available information concerning site-specific conditions, including geologic instability, ground movement, for which the district is aware of and can monitor soil movement effects on their facilities, and other environmental factors that may affect sewer facilities.

The District prepares an annual budget during the spring for the following fiscal year. The annual budget includes funds for operations (e.g. pump station maintenance, sewer line maintenance, and administration) and capital improvements (e.g. sewer line replacement, pump station replacement, force main replacement, and miscellaneous equipment).

For Fiscal Year 5-year plan, the District's Operations budget is typically $1.5-1.7 million and the District's Sewer Capital Funds budget ranges about $0.75-85 million with the potential of another $0.8-0.9 million to be available from reserves if targeted capital projects obtain necessary permits for construction during this fiscal year. The Capital budget includes funds for sewer, pump station improvement projects, CCTV and spot repairs as well as routine equipment repairs, some of which are performed and managed by SAM with the Maintenance Agreement. The next 5 Year Capital Improvement Budget outlines recommended capital improvement funds on an annual basis. SAM IPS repairs could draw down the CIP budget $0.2M to $4M per year, depending on external factors not controlled by MWSD, related to the maintenance budget as part of the JPA.

Over the past decade, the District has completed various sewer rehabilitation and replacement projects and maintains a list of identified sewer rehabilitation needs. The budgeted repairs include about 3,000 feet of mainline sewers per year and 5 to 10 spot repairs. The 5-year capital plan attempts to continue the replacement rate, adjusting the dollar amount to follow inflation and as the

current MWSD sewer rates will allow. As budget and favorable construction prices allow, additional CIP work may be completed. Currently the overall approach it to try to address the CIP at a rate of ~2.5% of the collection system or better per year.

D.IV.3: Training

The District conducts safety training in accordance with OSHA requirements. When new equipment is acquired, the District utilizes the equipment supplier to provide training to appropriate crew members.

The District maintains a log of safety training activities that is kept at the District maintenance office. The District is exploring opportunities for a more formalized training process in cooperation with other local agencies (e.g. SAM) or through industry groups such as the California Water Environment Association (CWEA). The SAM staff and District follow a continued strategic training plan that includes regular refreshers in sanitary sewer operations and maintenance classes to ensure workers have collection system knowledge and safety training. Training also includes review of calculations for spill volume estimates, CIWQS required calculations, reporting and documentation.

MWSD/SAM Outreach to Plumbers and Building Contractors

The District utilizes contractor and plumber outreach materials and guidelines being developed by the Bay Area Clean Water Agencies (BACWA) as permit counter handouts.

The District also works closely with the San Mateo County Building Department to inform Contractors of Sanitary District requirements and standards.

SAM has recently advertised for a "Prequalification of local plumbers and contractors" in an effort to be able to mobilize more help if emergencies require. Any time work is required that is above the skill level of the available staff, contractors with the appropriate training (eg: electrical certifications for example.) are called above to perform the work.

D.IV.4: Equipment Inventory

The District and SAM Staff have the following equipment available for regular maintenance and repairs, and to respond to an SSO event:

Items Kept at SAM plant and/or MWSD corps. Yard include:
Combination Cleaner/Disinfectant
Service Trucks with Containment Tools and Materials
Traffic control devices
Trash pump with 1000+ feet of hose (for emergency bypass)
Clamps (for force mains and pipes, various sizes, adjustable diameters to fit various pipes)
Repair bands in all required sizes

Spare portable pumps (for manhole evacuation)
Vactor Truck
CCTV Camera
Portable Emergency Generators
Spare Pump Station Pumps, various appropriate sizes, Boom Truck and Tools
Spare pump station control panel parts, including communication parts
Emergency Notification Signs in event of a sewer spill

ELEMENT V:
DESIGN AND PERFORMANCE PROVISIONS

Requirements: *General Order Attachment D.V*
(v) Design and Performance Provisions

> The SSMP shall identify design and construction standards and specifications for the installation, rehabilitation, and repair of the wastewater collection system and shall include:
> (1) Standards for installation, rehabilitation, and repair of collection system facilities.
> (2) Procedures and standards for inspecting and testing newly installed and rehabilitated facilities.
> (3) Procedures to ensure construction conforms to the District's standards and specifications.

Response
D.V.1: Updated Design Criteria and Construction Standards and Specifications

The District maintains Standard Specifications and Details (Standards): Montara Water and Sanitary Standard Specifications and Drawings, current version and Sanitary Code, current version which are available for review at the District Office or On-Line at https://www.mwsd.net/ website. The Standard Sewer Specification: Attachment A: Specifications for Lateral Sewers, referred to here and in the SERP, is a special hand-out for excerpted from the Standard Specifications and Drawings to help plumbers and homeowners more quickly find relevant design and construction standards for reference include information on repair, construction and inspection of sewer laterals and force mains, private pumps and alarms, and related appurtenances. Specifications for large district pump stations have historically been developed on a case-by-case basis as needed for construction of specific pump station facilities or for improvements to facilities and follow the highest explosion proof and corrosion proof design standards. With limited development in the District's service area, new pump stations built by private developers are seldom required, and as such specific published standards may not be warranted. Section VIII reviews system capacity in the event of population expansion.

D.V.2 Procedures and Standards: Inspection, Testing of New and Rehabilitated Facilities

Installation, Rehabilitation, and Repair

Criteria for the design of new sewer lines and manholes are detailed in the District's Standards. Criteria include design flows, pipe materials, minimum pipe sizes and slopes, pipe depths and clearance with other utilities, and required fittings. The District's Standards also includes design requirements for private laterals including minimum slopes and cleanouts any privately owned discharge pumps and appurtenances. Detailed technical requirements for pipe materials and appurtenances are included in the Standard Specifications and Drawings.

Criteria for the construction of new sewer lines and force mains are detailed the District's Standards including trench widths, pipe jointing, connections to existing systems, and trench-less installations.

Improvements are constructed in accordance with approved plans and specifications. Any paving restoration or work within the public right-of-way shall also comply with applicable San Mateo County standards and permit requirements.

Criteria for testing and inspecting new and rehabilitated sewers and force mains are detailed in the Montara Water and Sanitary Standard Specifications, current version, of the District's Standard Specifications including water tests, air tests, infiltration tests, deflection tests, cleaning and CCTV inspection.

Construction Oversight

Construction inspection is performed by qualified inspection personnel retained by the District such as the District Engineer. Wastewater collection system improvements are accepted only after required inspections and testing have been satisfactorily completed and the District Engineer has determined the work to be in substantial conformance with the approved plans and specifications. Record drawings (as-builts) and other project documentation are maintained, as appropriate, following project completion.

ELEMENT VI:
SPILL EMERGENCY RESPONSE PLAN

Requirements: *General Order Attachment D.VI*
(vi) Spill Emergency Response Plan (SERP) (also called the Overflow Emergency Response Plan (OERP)): The District shall maintain an SERP (formerly OERP) that identifies procedures for responding to, reporting, documenting, investigating, and mitigating sanitary sewer overflows (SSOs) in accordance with State Water Resources Control Board requirements.

Response
The complete District SERP is summarized in the sections below is available as a complete standalone document. The SERP is incorporated into this Sewer System Management Plan (SSMP) by reference. The District reviews the SERP periodically and updates it as necessary to reflect changes in regulatory requirements, emergency response procedures, organizational responsibilities, and District operations.

D.VI.1 Summary of the SERP/OERP

The SERP/OERP includes procedures for:

- Notification and responding to and mitigating sanitary sewer overflows.
- Notification of affected entities and protecting public health and the environment.
- Comply with General Order, State Law and Regulations
- Overflow containment, Site Specific Containment
- Cleanup, follow up, and service restoration.
- Notification and reporting to regulatory agencies, County Department of Public Health.
- Documentation, investigation, and recordkeeping.
- Public notification, when required.
- Emergency response responsibilities and contact information.
- Training and periodic review of emergency response procedures, including Worker Safety with Lock-out-Tag-out.
- Implement practices and technologies to reduce SSOs and improve spill containment and recovery
- Post spill assessments
- Annually review effectiveness, make corrections as needed, and upload report to CIWQS in accordance with the Order.

SSO Notification

Section 2 of the SERP covers Spill Detection including the procedure for getting the first responder to the site of a potential SSO. The District receives phone calls at one main telephone number that is staffed 24 hours a day by either District Staff or an Answering Service. The District publishes the main telephone number in the local telephone books and on the District website (http://mwsd.montara.org/). Other local agencies, including the police and fire departments, have instructions to call the main telephone number if they receive a report of a problem with the sewer system. When District staff members notice an SSO during the course of their regular activities, they are instructed to call in and notify their supervisor and to begin responding to the situation, if applicable.

Figure 6 is flowcharts show the District's notification processes during business hours and non-business hours. This flowchart is also included in the SERP and is a summary of the actions needed to respond to a spill. These documents are intended to coincide with the SAM SSMP SERP because they are contracted to be are the primary responder and maintenance contractor for MWSD.

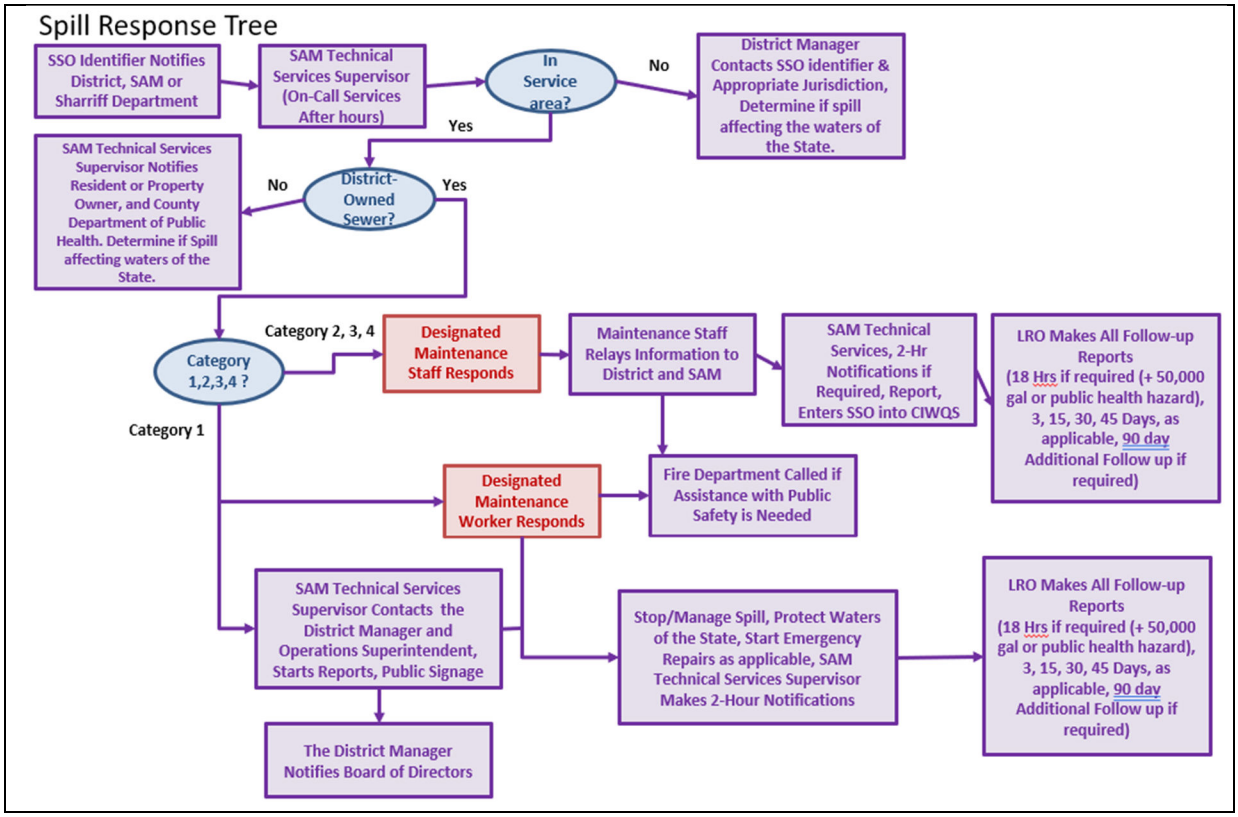


Figure 6: SSO Notification Process Spill Response Tree

Normal Working Hours

During normal working hours, which include Monday through Thursday and alternating Fridays from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., except holidays, the District staff member that receives the call will dispatch the call directly to the Streets and Sewers Supervisor.

Alternatively, the Sheriff Department forwards the information to the SAM Supervisor who then contacts the maintenance staff. If contractor support is required, the Streets and Sewers Supervisor contacts the contract responder.

If the SSO is Category 1 (1000 gallons or greater, discharging or threatening to discharge to surface waters, enters waterway or could significantly impact public health and safety) the SAM Technical Services Supervisor contacts the MWSD General Manager, who notifies the MWSD Board of Directors. The SAM Technical Services Supervisor also contacts the Operations Superintendent who makes the initial (2-hour) notifications, and maintenance staff for field response. The MWSD General Manager makes follow-up with a maximum 18 hours and 3-day, 15 day, 45 day reports, and 90 day amendments if needed. See WQ Order for detailed Category response time tables.

For Category 2 SSOs, the Contract Responder contacts maintenance staff for field response. SSO information is provided to the SAM Staff who enters the information in the California Integrated Water Quality System (CIWQS) database. The MWSD General Manager makes the follow-up report no later than 30 days past the last day of the month in which the SSO occurred. See WQ Order for detailed Category response time tables including lesser Cat 3 and Cat 4 spills.

Outside of Normal Working Hours

After normal working hours, all calls that are received through the MWSD or SAM's main number are routed to SAM dispatch. The SAM dispatcher (or the Sherif Department, if contacted directly) takes essential information and then notifies the Contract Responder (SAM). The contract responder responds to the incident. For Category 1 SSOs, the Contract Responder staff notifies the Supervisor, who makes the initial (2-hour) notification. The Contract Responder also contacts Coast-Side Fire Department if assistance is needed to protect public safety, and the MWSD General Manager. For Category 2 SSOs, the Contract Responder provides documentation to the SAM Field Technician who enters the SSO in CIWQS. The Technical Superintendent (SAM) and the MWSD General Manager makes all follow-up reports in the timelines described above.

SSO Response

Section 3 of the SERP covers Spill Response including response priorities, safety, and initial containment measures. During regular business hours, District office staff initiates one or more District Maintenance Workers to respond to a potential SSO notification. The District goal for responding to an SSO during business hours is 45-minutes from receipt of call (30-minutes or less where practical) to arrival at the scene of the problem. During non-business hours, the Answering

Service representative pages and calls the on-call District Maintenance Worker to respond to a potential SSO notification. The District goal for responding to an SSO during non-business hours is 60-minutes (30-minutes or less when practical), including the on-call Maintenance Worker arriving at the SAM office to retrieve response equipment and then arrive at the scene of the problem. The Maintenance Worker(s) become the SSO First Responder and are responsible for mitigation, documentation, most reporting, and follow-up.

Contract Responder

The Contract Responder will take necessary measures to clear the cause of the overflow and document the incident, even if the overflow is on private property. For blockages on private property, the Contract Responder will clear the blockage and invoice the property owner. SAM and the District Superintendent of Operations maintenance workers later return to the site to verify the contractor's initial response and videotape the sewer main, if appropriate.

Notification from Pump Station Dialer/SCADA Alarms

The District's pump stations are monitored using a Supervisor Control and Data Acquisition (SCADA) system. Alarm conditions and other pump station issues are monitored and response is provided by SAM staff. SAM Staff responds as described above and reports these issues to the MWSD General Manager. Signal is transmitted from most stations by either radio or dialer. A few of the smaller stations only have the dialer communication at this time.

In a non-emergency response situation, a Work Order to address the issue is provided by SAM.

Staff and Contractor Training

All District and SAM personnel and contractor employees who may have a role in responding to, reporting and/or mitigating a sewer system overflow receive training on the contents of the SERP. All new employees receive training before they are placed in a position where they may have to respond. Current employees receive annual refresher training on this plan and the procedures to be followed.

Records are kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event include date, time, place, content, name of trainer(s) and names of attendees.

Response Program Goals

Currently, the following positions are responsible for responding to SSOs:

The First Responder's priorities are as follows:

- To follow safe work practices, including those related to traffic control, confined space, and employee and public safety
- To respond promptly with the appropriate equipment
- To evaluate the cause of spill and determine responsibility
- To restore the flow as soon as possible
- To contain the spill whenever feasible
- To minimize public access to and/or contact with the spilled sewage

Initial Response

The First Responder should report to the location within 60 minutes (30 minutes when practical) of the initial SSO report with the objective of minimizing and/or eliminating an overflow. The appropriate response measure will vary based on the circumstances and nature of the SSO and the information provided by the caller. Actions related to external and internal SSOs are summarized below. If it's a private lateral spill, SAM calls San Mateo Department of Public Health to indicate it's a private responsibility.

The SAM staff uses SWRCB compliant SSO reporting forms to internally document the contact and response for each SSO that occurs. This form, labeled the SSO Field Report Form, and is submitted to the District Manager.

Available Equipment

The SAM Staff has a variety of equipment available for clearing blockages and impact mitigation and cleanup activities, including but not limited to the following:

- Combination vactor/hydro jet truck
- Mainline video camera
- Spill Containment
- Spare Pipe and Repair Clamps
- Emergency Response truck or trailer (contains pumps, hose, flood lights, general toolbox, absorbent materials and containment berms, cones and signage, generator and an air compressor)

In addition, the third-party contractors have additional equipment readily available to maintains an emergency response trailer and an inventory of spare parts. Equipment lists are prepared and maintained by SAM. SAM is in process to purchase a new larger vactor/flusher with more capabilities. On call SAM and/or MWSD can obtain support from additional Contract Responders for:

- Truck-mounted rodder
- Hand rodder
- Lateral video camera
- Excavation Equipment

External SSO

Upon arrival at the site, the First Responder should complete the following:

- Note arrival time at spill site and include the time in the SSO Field Report Form that is included in the SERP. Record basic incident information on site and complete the form after finishing the response.
- Verify the existence of the SSO.
- Field verify the address and nearest cross street and confirm that the SSO is part of the sewer conveyance system, Determine Responsible Party if possible.
- Conduct visual monitoring to determine immediate actions, starting with documentation of SSO volume using the methods included in the SERP.
- Identify and clearly assess the affected area and extent of spill, including possible impacts on surface water. Where it is safe and practical, visually inspect surface water in the vicinity of the SSO & record observations on the SSO Field Report Form. Signs of receiving water impacts include clear signs of sewage (solids, grease, paper), abnormal color, fish kills, etc.
- Notify the Technical Field Supervisor and the District General Manager if the spill appears to be large (over 1000 gallons), in a sensitive area, may imminently and substantially endanger human health, results in fish kills, if there is doubt regarding the extent, impact, or how to proceed, or if additional help is needed for line cleaning or repair, containment, recovery, lab analysis, and/or site cleanup.
- Contain, mitigate, and minimize impacts from the SSO. If the SSO is the result of a blockage, and the blockage cannot be cleared within a reasonable time, containment and/or bypass pumping must be initiated.

- Where safe and feasible, take necessary water quality samples at the point of discharge and at upstream and downstream locations. Use best judgment and consult with the Streets and Sewers Supervisor if uncertain. Water quality monitoring is not given precedence over stopping the SSO or protecting public health. However, if sufficient personnel are available, monitoring is conducted in parallel with these activities or with the cleanup effort.

- Comply with all safety precautions (traffic, confined space, etc.)

- Contact caller, if time permits. Identify SSO cause, including conducting CCTV inspection as appropriate.

- Document all activities through photos and written documentation.

- Contact the County Department of Public Health, indicate if it's a private spill or District spill.

The First Responder should provide the completed SSO response form to the SAM Technical Supervisor for input into the SSO database and to the MWSD General Manager. Contact information, including a comprehensive Emergency Contact List, are included in the SERP.

Internal SSO (Inside Building)

Upon arrival at the location of a spill into a house or a building, the First Responder should evaluate and determine if the spill was caused by a blockage in the lateral (and is a private issue) or in the District-owned sewer main. If a blockage is found in a property owner's lateral, it should be clearly communicated that response and repair of laterals is not the District's responsibility, and the First Responder must contact County Department of Public Health. The homeowner is responsible for clearing any blockage in the home's plumbing system or private lateral and for any resulting flood damage to the structure. The homeowner is also responsible for damage that happens because a lateral was not properly installed. If the spill is affecting the waters of the State, the District may take actions to protect the waters of the state and back charge the private property owner.

If a backup in the main line is found to have caused the SSO in a house or building, the First Responder should take steps to address the issue as described above. The First Responder should provide a copy of the residential sewage contamination flyer in the SERP to the property owner, and instruct the property owner to follow the following guidelines:

- Keep all family members and pets away from the affected area

- Place towels, rags, blankets, wet dry shop vac. if possible and safe, etc. between areas that have been affected and areas that have not been affected, and move any uncontaminated property away from the overflow area

- Move any uncontaminated property away from the overflow area. Do not remove any contaminated items

- Turn off the HVAC system, and house power if water level is severe.

The First Responder should follow these steps to assist the homeowner:

- Gather information and fill out the Sewer Backup Summary Report

- Call a restoration company as described below (contact numbers are included in the SERP), and wait for the restoration firm to arrive

- Forward incident reports and related documents to SAM Technical Supervisor and the District General Manager

- Contact the County Public Health Office, indicate if it's a private spill or District spill

Pump Station SSO

The First Responder to a potential pump station or force main failure should determine whether flow can be restored within a reasonable time. If it appears that flow cannot be restored within a reasonable time or if the conveyance system facility requires construction and/or repairs, then the First Responder should employ a pump station contingency plan covering containment, bypass pumping, contractual assistance. The District and SAM have a formalized emergency contingency plan for the pump stations with Site Specific spill prevention plans, emergency power and emergency pumping criteria outlined in the SERP and additionally in the SAM SSMP.

In addition, response activities discussed above should be implemented where applicable.

Recovery and Cleanup

The recovery and clean up phase begins when the flow has been restored and the spilled sewage has been contained to the extent possible. Spilled sewage shall be vacuumed or pumped and discharged to the extent possible back into the sanitary sewer system.

Follow-up and Disinfection

Clean up and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process should be de-chlorinated prior to use.

Where cleanup is beyond the capabilities of District staff, the Streets and Sewers Supervisor will contact a cleanup contractor to complete the work.

Spills inside houses or buildings should be cleaned by a professional cleaning company. Contact information for professional cleaning companies can be found in the Section 5 of the MWSD SERP or additional contacts can be found in the "Water Damage Restoration" section of the Yellow Pages. Claims by homeowners should be forwarded to the General Manager, and the SAM General Manager should be notified.

Guidelines for Cleanup and Follow-up Inspections

On hard surface areas, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Take reasonable steps to contain and vacuum up the wastewater. Disinfect all areas that were contaminated from the SSO using a SAM-supplied disinfectant solution. Apply minimal amounts of the disinfectant solution using a hand sprayer. Document the volume and application method of disinfectant that is employed. Allow area to dry. Repeat the process if additional cleaning is required.

On landscaped or unpaved areas, collect all signs of sewage solids and sewage-related material either by hand or with the use of rakes and brooms. Allow the area to dry. Repeat the process if additional cleaning is required.

If the SSO has reached the storm drain system, the combination sewer cleaning truck should be used to vacuum/pump out the catch basin, and any other portion of the storm drain that may contain sewage. In the event that an overflow occurs at night, the location should be re-inspected as soon as possible the following day. The operator should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Water Quality Sampling

Water quality sampling and testing is required whenever the spilled sewage enters a water body. The purpose of testing is to determine the extent and impact of the SSO. The following guidelines must be followed:

- The First Responder should arrange for collection of samples. Samples should be collected as soon as possible after the discovery of the SSO event.

- Spills to be reported to San Mateo of County Department of Public Health.

- The water quality sampling procedures should follow OES/EHS procedures as follows:

- Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim.

- Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm's length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur.

- Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface

- Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100 ml. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward.)

- Immediately place cap securely on bottle to avoid leaks and contamination

- Dry the bottle

- Label container with distinctive sample site name, date, and time collected

- Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.

- Samples should be tested for fecal coliform, total coliform and enterococcus.

- Samples should be stored and shipped by placing the water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.

Water samples may be taken to a certified water quality testing lab for processing.

Records of monitoring information shall include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.

Containment or Bypass

The first responder should attempt to contain as much of the spilled sewage as possible using the following steps:

- Determine the immediate destination of the overflowing sewage

- Plug storm drains using available equipment and materials to contain the spill, where feasible. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.

- Contain/direct the spilled sewage using dike/dam or sandbags

- Pump around the blockage/pipe failure/pump station or vacuum flow from upstream of the blockage and dispose of downstream of the blockage to prevent further overflow

- If an SSO reaches a water body, follow the requirements below for posting and SSO notification signage. Also conduct water quality sampling as discussed above.

SSO Notification Signage

Barriers shall be installed to prevent the public from having contact with the sewage. Signs should be posted to keep vehicles and pedestrians away from contact with spilled sewage. Signs should remain in place until removal of the signs is directed by the Streets and Sewers Superintendent. A sample warning sign is included in the SERP.

If a creek, stream and/or beach has been contaminated as a result of an SSO, notifications should be posted at visible access locations until the risk of contamination has subsided to acceptable background levels. The warning signs, once posted, should be checked every day to ensure that they are still in place. "Closed" signs should be posted at the outfall and a minimum of 100 feet upstream and 100 feet downstream of the discharge. If there is a large volume of sewage, more signs must be posted downstream.

Signs must remain posted until least two consecutive days of sampling meet the Public Beach Sanitation and Ocean Water-Contact Sports standards that are described above. The removal of signs must be approved by Cal OES and the County Department of Public Health.

The SERP Handbook includes a full copy of the District's Sanitary Sewer Emergency Response Plan, which also serves as the SSMP Overflow Response Plan, and site-specific pump station maps. The information in this document will change from time to time, and the SERP may have been superseded. Please contact the General Manager for the most recent updates to the SERP

SSO Reporting

Section 4 of the SERP covers Spill Reporting including internal District reporting and external state and local agency reporting and summarizes the reporting requirements in the SERP. It includes the current contact information for the agencies requiring reporting and includes an example of the District Blockage Card which is used for internal SSO record keeping. See general order 2022, Attachment E2 for the detailed SSO Spill Category's, reporting and notification requirements, they are summarized below in Table 3.

All Call Outs and Spills shall have an incident reported filled out by the staff or contractor responding, which is scanned, typed in, and sent to the District Manager and Engineering as soon as possible after the event.

Table 3: Summary of Reporting Requirements by SSO Type

California Sewer Spill Categories and Requirements

Spill Category	Volume & Destination Definition	Response & Reporting Requirements
Category 1	**Any volume** of sewage that results in a discharge to **surface water** (including dry water bodies/creeks) or a drainage conveyance system that discharges to surface waters (unless fully captured and returned or routed to a dedicated infiltration basin). Includes enrollee-owned/operated lateral spills reaching surface water.	• **Immediate Notification:** Within **2 hours** of becoming aware (for 1,000+ gallons or high-risk discharges to surface waters) to Cal OES at (800) 852-7550. Start Spill Specific Monitoring. If greater than 50,000 gallons, monitoring with in 18 hrs. of knowledge. Submit Draft Spill Report within three (3)business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and

		Submit Amended Spill Report within 90 calendar days after the spill end date.
Category 2	Spills of **1,000 gallons or greater** that **do not** discharge to surface water (includes main-line failures or blockages affecting laterals). (Or grater than **50,000 gallons**)	• **Immediate Notification:** Within **2 hours** if threatening waters of the State. Submit Draft Spill Report within three (3)business days of the Enrollee's knowledge of the spill; Submit Certified Spill Report within 15 calendar days of the spill end date; and Submit Amended Spill Report within 90 calendar days after the spill end date. • **Draft/Certified Reporting:** Submit draft/certified reports through the online CIWQS Sanitary Sewer System Database per General Order timelines.
Category 3	Spills **equal to or greater than 50 gallons and less than 1,000 gallons** that **do not** discharge to surface water (includes main-line failures or blockages affecting laterals).	• **Notification:** Cal OES immediate phone-in not generally required unless hitting state waters. Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendars days after the end of the month in which the spills occur; and

		Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date.
Category 4	Spills of **less than 50 gallons** that **do not** discharge to surface water.	• **Reporting:** Tracked internally If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. Upload and certify a report, in an acceptable digital format, of all 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 occur.

All spill and call out reports should include:

- Name of person notifying Cal OES and direct return phone number.
- Verification of Calling County Department of Public Health
- Estimated SSO volume discharged (gallons).
- If ongoing, estimated SSO discharge rate (gallons per minute).
- SSO Incident Description:
    - Brief narrative.
    - On-scene point of contact for additional information (name and cell phone number).

    - Date and time enrollee became aware of the SSO.
    - Name of sanitary sewer system agency causing the SSO.
    - SSO cause (if known).
- Indication of whether the SSO has been contained.
- Indication of whether surface water is impacted.
- Name of surface water impacted by the SSO, if applicable.
- Indication of whether a drinking water supply is or may be impacted by the SSO.
- Any other known SSO impacts.
- SSO incident location (address, city, state, and zip code).

SSO Impact Mitigation

The SERP covers Spill Mitigation and Cleanup including procedures for handling a prolonged SSO situation. The SERP and the SAM SERP also covers SSO response for different situations including wet weather overflows, pump station failures, and force main breaks. Mitigation efforts include instructions for setting up perimeters and control zones to contain an SSO and prevent sewage from reaching surface waters, storm drains, or other sensitive environments. The SERP and the SAM SERP both covers Public Notification procedures to an SSO for endangering the public health.

ELEMENT VII:
SEWER PIPE BLOCKAGE CONTROL PROGRAM

Requirements : *General Order Attachment D.VII*
(vii)(1) The SSMP must include procedures to determine whether a sewer blockage control program is needed in addition to regular cleaning and root cutting: this is usually referring to Fats, Oils, and Grease Control Program (or FOG for short). If a formal FOG Control Program is not required, the SSMP shall provide the basis for that determination. If FOG is determined to be a problem, the SSMP shall include an appropriate source control program.

Response

D.VII.1: **FOG Program**

MWSD, along with SAM and their member agencies, has the legal authority to prohibit discharges to its collection system through their Non-Domestic Wastewater Source Control Program (NDWSCP) Ordinances. In the early 1990s, SAM began developing its NDWSCP Ordinance as a basis for monitoring upstream non-domestic sources to ensure SAM could consistently meet its NPDES permit requirements. MWSD adopted its NDWSCP Ordinance No. 95 in 1991, subsequently amended by Ordinance 101 in 1994. SAM's Non-Domestic Wastewater Source Control Program Ordinance went into effect November 1991 with SAM Resolution 01-91, and subsequently amended by Resolution 2-94 and Resolution 2019-05 (adopting Ordinance 19-01) and Resolution 21-01, found at https://samcleanswater.org/services/. The Ordinance grants SAM the power to permit, inspect, and set forth pre-treatment and pre-separation requirements for non-domestic dischargers. NDWSCP documentation is included in the SAM SSMP. This program incorporates FOG inspections and permits for businesses which may discharge such contaminants.

Currently, the District's Contract Responder (SAM) performs preventive sewer cleaning for identified grease hot spots and has the legal authority to require installation of grease interceptors at non-residential locations. The elements of the District's FOG control program and planned FOG control activities are described below.

- Authority to inspect grease producing facilities, enforce requirements, and permits, inspects and enforces the FOG ordinance

- An identification of sewer system sections subject to FOG blockages and the establishment of a cleaning maintenance schedule for each section

- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system, for each sewer system section identified as subject to blockages.

- Any sanitary sewer subject to repeated FOG accumulation remain on the Hot Spot list for semi-annual or quarterly cleaning as needed. See Legal Authority below.

- All permitted establishments must have a source control program, source pre-collection of FOG before it enters the collection system. See Source Control Below.

Public Education Plan Public Outreach

The majority of FOG occurrences in the collection system is the result of residential FOG generation. Therefore, the District is developing a program to use a variety of educational outreach materials to inform residents about the impacts of grease waste on the sewer system, in terms of contributing to SSOs, impacting public health, and creating water quality concerns. Planned materials include introductory brochures and door hangers. The District also plans to participate in regional FOG control efforts.

The District has approximately 40 food service establishments (FSE). The outreach program will include a component designed to educate the District's FSE owners and employees about minimizing FOG disposal into the sewer system. This component will include information about best management practices for minimizing FOG.

The District's program will use materials developed by the State Water Recourse Control Board workgroups, or similar material from other sources. This information is found on the website, through the following url: https://www.waterboards.ca.gov/water_issues/programs/

The District Contracts with SAM Technical Services team to review, Permit, monitor and inspect the Non-Domestic dischargers including those which may discharge FOG.

Information regarding keeping FOG out of the sewer system has been included in the Town's newsletter and provides FOG information flyers to homeowners and contractors at its permit counter. The District performs additional public education outreach activities as part of the SAM source control program.

FOG Disposal Plan

Currently, grease haulers dispose of grease pumped from interceptors at a grease collection facility located outside of the service area. At this time, there does not appear to be a need for additional grease disposal facilities to collect grease from the District's service area. However, the District may choose to evaluate this need further, should the need for additional grease disposal facilities become an issue in the future.

Preventative Maintenance

The District has a grease hotspot GIS database and three-month priority maintenance schedule for flushing and/or rodding these problem sewer lines. Additional sewer lines can be added to the three-month priority maintenance schedule after an SSO event or if closed circuit television inspection (CCTV) indicates grease buildup.

The District's Code provides the basis for the legal authority to prohibit SSO's and Blockages caused by FOG discharge which is included provides the legal framework for enforcing illicit discharges to the collection system. Specifically, the Code allows the General Manager to make and enforce regulations to protect the sewer system and the public health. Under this authority, the District and SAM developed the FOG policy. The FOG policy requires the following:

- All FSEs shall have a bin or drum for collecting waste kitchen grease and used cooking oil. Receipts or other documentation of the cleaning service for the bin or drum shall be retained at the FSE and presented to District staff or the County inspector on request.

- The FSE shall maintain adequate employee training and/or kitchen signage to assure that the container is used and maintained in an appropriate manner

- FSEs shall not discharge or create a situation that results in discharge of FOG or other wastes to storm water drainage

- Newly constructed FSEs shall install an interceptor of a size that meets Uniform Plumbing Code, and shall plumb all fixtures and equipment which may receive FOG to the interceptor

- The District reserves the right to require installation of an interceptor or grease trap when an FSE completes a major remodel, and to determine the requirements on a case by case basis

- Existing FSEs that do not currently have a grease trap or interceptor installed must implement the Best Management Practices (BMPs) for grease handling and disposal that are defined in the FOG policy

The FOG policy also includes requirements for the cleaning and maintenance of any installed grease interceptors and grease traps, for the submittal of documentation for review and District approval, and for provision of access for equipment inspection. The County of San Mateo Department of Public Works conducts regular inspections of the coast-side businesses. These inspections include evaluating grease collection and disposal practices.

Legal Authority

Through the Montara Water and Sanitary District Code Sections 3-4, 3-5, 3-6 and Article 10 and Article 11, the District has legal authority to:

- Limit types of wastes discharged to public sewers
- Require installation of grease interceptors
- Require maintenance of grease interceptors

It further allows regulation of types of wastes discharged to public sewers.

> *3-7.300. Objectionable Wastes. No Person shall discharge or cause to be discharged the following described substances, materials, waters, or wastes if it appears likely in the opinion of the Engineer that such wastes can harm either the Sewers, Sewage treatment process, or equipment, have an adverse effect on the receiving waters, or can otherwise endanger life, limb, public property, or constitute a nuisance. In forming his opinion as to the acceptability of these wastes, the Engineer will give consideration to such factors as the quantities of subject wastes in relation to flows and velocities in the Sewers, materials of construction of the Sewers, nature of the Sewage treatment process, capacity of the Sewage Treatment Plant, degree or treatability of wastes in the Sewage Treatment Plant, and other pertinent factors. The substances prohibited are:*
>
> *(1) Any liquid or vapor having a temperature higher than one hundred fifty (150)degrees F (65 degrees C).*
>
> *(2) Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of fifty (50) mg/hr containing substances which may solidify or become viscous27at temperatures between thirty-two degrees(32) and one hundred fifty (150) degrees F (0 and 65 degrees C).*

Installation of grease interceptors: 3-8.200 allows for the District to require installation of grease interceptors at non-residential buildings as follows:

> *3-8.200. Interceptors Required. Grease, oil and sand interceptors shall be provided when, in the opinion of the District Engineer, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Engineer and shall be located as to be readily and easily accessible for cleaning and inspection. Failure to comply upon written request of the District shall be considered as a violation of Section 3-7.300 above and treated accordingly.*

Maintenance of grease interceptors. 3-8.300 delegates maintenance of grease interceptors to the owners as follows:

> *3-8.300. Maintenance of Interceptors. The owner, at his expense, shall maintain all grease, oil and sand interceptors in continuously efficient operation at all times.*

While the District has the legal authority to require installation and maintenance of grease interceptors, the District has not inspected these facilities nor actively enforced these sections of the Sanitary Code, it may begin doing so in the near future if warranted(see FOG Source Control).

FOG Source Control

SAM has a process of a FOG Control Program (See SAM SSMP) for use throughout the JPA service area, which includes the MWSD. SAM is regulating targeted Food Service Establishments (FSE) through source control activities, including developing a database of FSEs.

SAM has developed and implemented source control measures for all FOG sources that may be discharged to the sewer system. Source control includes the installation of grease removal devices (such as traps or, preferably, interceptors), installation of pre-treatment devices, and implementation of maintenance, best management practices, and reporting requirements. Permits are issued to all dischargers who SAM determines to require monitoring for ensured compliance. The permitted dischargers are categorized based on types of discharge.

In addition to requiring identified establishments to comply with source control measures, SAM launched a public outreach campaign regarding the awareness of FOG in the sewer system. SAM distributes the message of FOG control at public fairs and festivals and in schools through informational pamphlets, which is included in the SAM SSMP.

Facility Inspection

SAM maintains Non Domestic Waste Source Control Program (NDWSCP) (including FOG discharge control) and permits for dischargers inspects grease-producing facilities and implements source control enforcement actions, as required. Inspection methods include site visits, phone interviews, and waste manifest monitoring; the frequency of inspections for each facility is based on water usage. In the event a discharger falls out of compliance, the NDWSCP Ordinance specifies sanctions to establish compliance. In order to track new, potential FOG dischargers, SAM staff receives business license application reports from San Mateo County for all businesses in the service area. The NDWSCP inspector visits a new establishment and determines if they meet the criteria for inclusion in the NDWSCP.

Dischargers are invoiced annually after the SAM Board of Directors approves a fee schedule, which is based on the water usage and number of inspections. SAM staff handles all aspects of the fee collection, and when the fees are paid, the annual permit is renewed. SAM does not accept grease hauled from restaurant grease traps within their service area at this time, but may consider it after a plant process evaluation is completed.

ELEMENT VIII:
SYSTEM EVALUATION AND CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

Requirements: ***General Order Attachment D.VIII***
(viii) System Evaluation and Capacity Assurance Plan

The SSMP shall include a plan to:
(1) Routine Evaluations.
(2) Identify and prioritize capacity-related deficiencies.
(3) Provide for the design and implementation of capacity enhancement measures, as necessary.
(4) Ensure rehabilitation and replacement projects are coordinated with system evaluation efforts.

Response
D.VIII.1: Routine Evaluations and Assessments of System Conditions

Previous Master Plan work developed a two-dimensional model of the sewer system for the purpose of compiling the length and age of sewers pipes. This capacity would continue the population of the current model with elevation and loading data. Model runs were conducted to evaluate system performance.

Data Collection and Entry

Previously rainfall studies have gathered field data for actual storms and set some design limits for design storms. More recently, the rims and inverts on the manholes of pipes 10 inches in diameter and larger have be surveyed on the primary express sewer with modeling in mind. All sewers have been CCTV inspected several times now since the first complete inspection project in 2007. The existing CCTV has been updated with this new data. The overall approach moving forward it to try to address the CIP at a rate of 2-2.5% of the collection system or better per year and to CCTV 5% or better per year to reduce I&I to limit the need for additional wet weather capacity. Not all manhole data were recorded initially; manholes have subsequently been reviewed by staff for supplemental information if repairs are needed. Initial manhole location and size information will be based on the existing block maps.

Facility verification data and been collected during project designs and a comprehensive GPS program is underway of all facilities. The data was recorded in NAD 83 horizontal coordinates and NGVD 29 vertical elevations. Initial inventories of sewer connections were made to establish number, location and category of connections. Flows from the various categories of users was estimated. A value for connections was assigned to each pump station and/or manhole identified in the survey. Flow Monitoring and Peak Flow in various basins is checked by field installed manhole flow level and volume estimating tools.

CCTV Inspections

As stated above and else ware in this SSMP, the District and SAM maintenance contractor both execute CCTV inspection of pipes each year. The SAM CCTV is based on cleaning results, system blockage concerns, and requests from Engineering. The MWSD CCTV is completed along with the CIP program to evaluate additional pipes and remain current on system condition and aging of pipes.

Capacity Evaluation

The capacity evaluation extends to performance evaluations with SAM considering different drainage basins through the collection system. In this process the weaknesses in the collection system are identified. Nute Engineering's experience helped to apply the findings of problems in the system occurring during wet weather simulations to the CIP. The major question from past rainstorm studies of I&I is the level at which the wet weather conditions are deemed critical. The corollary question is, "Is this level actual or caused by the assumptions implicit in computer modeling?" The purpose of the Capacity Evaluation is to bring the District up to the understanding of the location of the potential problems. The potential solutions and ultimately recommended projects are the subject of the CIP.

The primary efforts for flow analysis and capacity evaluation was performed in northern Montara (the oldest sections of town) as part of a larger study with SAM completed some years ago, along with an update IPS capacity analysis. Its primary outcome was expected: peak rain I&I was more than desirable in early studies, but more recent flow analysis shows the District has reduced I&I and thus its share usage of SAM WWTP by updates made with the CIP program.

D.VIII.2: Capacity Assessment and Design Criteria

In 1999 the MWSD began a comprehensive effort to develop a long-range CIP which included Capacity Management as one element. The current County Costal Plan adopted by San Mateo County does not allow for significant additional development (See Anticipated Growth below.) If development does occur, MWSD is using far less than the allowable portion of the SAM treatment plant under the JPA. Additionally with conservation the MWSD is using only about 2/3 of its calculated flows compared to other users in the State of California.

I&I peak flow management and capacity have been the primary topics reviewed across all members of the JPA with a Walker Tank, two underground storage tanks, and typically three large storage portable tanks (e.g.: rental Baker Tanks) used each wet season. CIP and Lateral inspections and required improvements have significantly reduced peak flows during rain events. The following discusses elements of project that pertain to this element. The District review rainstorms, I&I real time flow data from basins and pumps stations and evaluates Flood risk and impacts with County of San Mateo to continue to reduce and eliminate I&I into the sewers. CIP evaluations are updated annually based on any capacity changes, along with CCTV and cleaning evaluations. All rehabilitation is performed consistent with the District Code and Sewer Standard Specifications and Drawings.

D.VIII.3: Prioritize Corrective Actions

Field Measurement Recommendations

Based on the analysis of the conditions and capacity of major pipes and express sewers of the sewer system Nute Engineering anticipated that several lines would be identified as either overloaded or critical. Combined with their locations in or near Cabrillo Highway and their proximity to the ASBS of the Fitzgerald Marine Reserve, the rehabilitation of the trunk/express sewers has been prioritized as more urgent to relieve risk of damage to the environment from and SSO in these truck sewers.

Capacity Documentation

The information from this phase of the study was summarized in a technical memorandum. The memorandum includes the mapping, logs of the inspection, location of problem areas, size of replacement lines, and recommendations for appropriate materials and construction methods guided the final design.

Existing Condition Evaluation

During the previous CIP reviews the condition of the various pump stations were evaluated and recommendations were made for repair, rehabilitation or replacement. Recent projects to improve reliability and redundancy at pump stations have been completed and are underway. SAM personnel were available to assist in the inspections and provide records of maintenance for the pump stations and force mains and their appurtenances.

Sewer main and lateral inspection program as part of the SIPs were also identified as a target to reduce I&I. In addition, the District contractors are encouraged to provide District Sponsored CCTV on laterals connected to the CIP project pipes where feasible and to provide quotations of private lateral replacements paid for by the private owners. Homeowners are also required to inspect their lateral pipe when remodeling or adding sewer fixtures to the property. The priority of the work was used to indicate the ability to move the project in time to accommodate budget and funding constraints. In part, the priority assigned reflects the risk of a catastrophic failure of the component prior to replacement.

Anticipated Growth

The County and Coastal general plan for areas currently within the District was also reviewed to determine internal growth potential is limited at this time to the remainder of undeveloped lots. Flows based on this growth will be projected but are expected to be small. At this time, it is not expected that major changes in flow will result from these calculations. It is recognized that wet

weather flows are the most significant factor in determining the existing system size. Ongoing maintenance and rehabilitation will assist in controlling the peak wet weather. Therefore, increasing facility size due to growth is not expected. If growth is expected District engineer may identify a nexus between wet weather flow reduction measures and capacity availability to allow the District to collect funds from the new development for use on sewer rehabilitation / replacement projects.

D.VIII.4 Capital Improvement Plan

Capital Improvement Plan (Also discussed under Element IV above)

The District's existing 5-year Capital Improvement Plan was reviewed and was revised so that it reflects the addition of the projects identified during the capacity and condition evaluations and possible growth projections. An essential part of this task was assigning a construction cost to each of the various projects that were included in the plan. This capital improvement plan considers timing of the work to level out the capital expenditures in light of the priorities for repair and replacement. As part of this effort, recommendations for a detailed study of components or sub-components may be made in the future. This plan was prepared in a draft form for review by the District prior to acceptance.

As noted above the District is maintaining a 2-2.5% or better replacement rate for the collection system and actively maintaining or rehabilitating its pump stations. This means that the district will replace the infrastructure on a 40-year plan (and will be completed with most of the system in about 25 years). This replacement rate is about twice the average Sanitary Districts or Sanitation Agency's in Northern California.

ELEMENT IX: MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

Requirements: *General Order Attachment D.IX*

(ix) Monitoring, Measurement, and Program Modifications

The SSMP shall include a program to:
(1) Maintain relevant information including audits and prioritization plans
(2) Monitor the effectiveness of the SSMP.
(3) Measure the success of maintenance activities and system improvements.
(4) Update the SSMP and operational practices as needed to improve performance and reduce sanitary sewer overflows.

Response

D.IX.1: Maintaining Relevant Information

The District and SAM keep records of cleaning results, SSO's, discovered capacity issues, changes in pipe condition identified by CCTV, flows, and rain data, among other performance metrics to plan for changes to the SSMP and the CIP repair, and cleaning activities.

D.IX.2: Monitoring

The District reviews complaint and blockage records in a hardcopy and spreadsheet format, maintains hard copy logs of cleaning and other preventive maintenance activities, and records problems (e.g., excessive debris, observed manhole defects) identified through regular sewer maintenance activities on special forms. Since 2005, the MWSD and SAM Staff began using the CIWQS system electronic SSO reporting system which records the number, volume, locations, and causes of SSOs.

D.IX.3: Assessment Success

The District is currently developing the sewer inventory, mapping, and maintenance database, to more efficiently track and utilize records related to any segment of pipe in their system. In addition, SAM enters all complaints and service calls logged into their database which is accessible to MWSD, all preventive and corrective maintenance activities will be recorded, and the sewer inspection history of any segment of pipe will be retrievable electronically and the data used to develop condition ratings that will aid in prioritizing future sewer rehabilitation projects, maintenance activities, and updating other SSMP program elements, as applicable. This data is linked to the GIS maps and incorporate the pipe and manhole statistics and can link condition rating methodologies. The preferred standard for the ratings is the NASCO system.

With the information available in the SAM and MWSD Data and the SSO reporting system, the District will be able to measure the effectiveness of the SSMP by tracking various parameters related

to service calls, maintenance and inspection activities, as well as by comparing SSO trends from previous years and identifying system components that continually contribute to system failures. Specifically, the District tracks the following parameters with which to measure the effectiveness of the SSMP and its effectiveness in reducing SSOs:

- Number of SSOs per year
- Volume of SSOs per year
- Number of dry weather SSOs per year
- Number of SSOs per year by cause (e.g., roots, grease, pipe failure, I/I, pump failure or other deficiency, etc.)
- Response time to SSOs and other service calls (time from call received to first responder arriving on site)
- Length of gravity sewers cleaned annually
- Actual versus scheduled cleaning dates for gravity sewers
- Length of gravity sewers CCTV inspected annually
- Record of pump station maintenance work orders completed annually

The system will be evaluated annually, this above data is updated the CIWQS with required information at minimum once per year and updated periodically Audited in accordance with the general order, as described in Element X and updated to maintain its current effectiveness.

D.IX.4: Updating Plans and Program Modifications

The District reviews and updates its SSMP, maintenance practices, and Capital Improvement Program as needed based on operational experience, inspection findings, regulatory changes, and engineering evaluations. The District Manager, District Engineer, and maintenance contractors periodically review operational information and recommend modifications to maintenance practices and capital improvements, as appropriate. Program modifications are made to improve system reliability, reduce the potential for SSOs, and maintain compliance with applicable regulatory requirements.

The CIP program will be modified as conditions, CCTV data and capacity evaluations determine new priorities.

D.IX.5: Spill Trends

If any trends become apparent, for example repeat system spills, root problems, grease problems, etc., the SAM Staff and District staff will determine how to best change the maintenance program to eliminate spills, and to change the capital program if structural corrections could help alleviate the problem. The CIP program will be modified as conditions and spill trend evaluations determine new priorities.

ELEMENT X:
SSMP AUDITS

Requirements: ***General Order Attachment D.X***

D(X) SSMP Program Audits and Communication Program

The SSMP shall include:
(1) Periodic audits of the SSMP at least once every three years.

Response
D.X.1

SSMP Program Audits, Updates and Evaluations

The District completes annual audits of their SSMP beginning in December 2008. The audit is completed internally, involves the sewer system operators and evaluates the following:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies

The SSMP Update:

- The SSMP will receive a major review and update every 6 years, taken to the District Board of Directors for adoption, and updates in CIWQS.

The audit will be completed every three years and shall include:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.
- Submittal of the audit results will be made into CIWQS.

The annual review of the SERP and District Operational Performance:

- The District will review the annual performance and complete the required questionnaires and forms and submit them into CIWQS.

The monthly Spill/No-Spill Certification review of the District Operational Performance:

- The District will review system performance monthly and submit the required certification of any Spills or the No-Spill report of not sewer spills have occurred, submitted into CIWQS.

The District Manager at SAM submitted a report of the audit along the annual report to the CIWQS. MWSD has developed and is maintaining a fully independent SSMP, MWSD collaborates with SAM for elements pertaining to MWSD in the SAM SSMP, as they are a Contract Responder for MWSD, under the State compliance requirement that each Agency maintain their own independent SSMP. The SSMP and audit verifications will be submitted both my MWSD and SAM. Immediate issues can be addressed dynamically with SAM Staff.

ELEMENT XI:
COMMUNICATION PROGRAM

Requirement**: *General Order Attachment D.XI***
The Plan must include procedures for the Enrollee to communicate with:
(1) The public for:
Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
(2) Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
System operation, maintenance, and capital improvement-related activities.

Response
Communication Program

D.XI.1: For the Public
The District maintains a website () and publishes a quarterly activities newsletter and a monthly email update to inform the public about their activities. Information on the development and implementation of SSMP elements has and will continue to be included in these periodicals. SAM also has a very informative website (www.samcleanswater.org). District staff reports on the progress of SSMP development and implementation periodically at District Board Meetings, which are held twice monthly and open to the public. Minutes from the Board Meetings are also available on the website. As a member of the SAM joint-powers authority, the District communicates with other member wastewater agencies on a monthly basis.

D.XI.2 Owners and Operators
The District is committed to keeping the public informed regarding the management and operation of its wastewater collection system. The District Manager is responsible for coordinating preparation of SSMP audits, updates, and public communication in consultation with the District Engineer and maintenance contractors. The SSMP and significant updates shall be considered at public meetings of the Board of Directors and made available to the public through the District's website or by request. Information regarding sanitary sewer overflows, capital improvement projects, maintenance activities, and other wastewater system matters is communicated, as appropriate, through Board meetings, public records, and the District's website.

Technical Advisory Meeting are held between staff, engineering, management and contract staff (typically SAM) on a bi-monthly basis to be sure cleaning, pump station maintenance updates and problems discovered are communicated effectively. No spill reports are checked with SAM and submitted by MWSD when monthly.

In addition, informative bill stuffers are sent out in the water billing about District activities. And a newsletter is issued with detailed activities. When important actions by the public are required, additional notification is made by ads in the Half Moon Bay Review, Coastside Buzz, on the MWSD Website and other means as available.

AN AGREEMENT CREATING THE SEWER AUTHORITY MID-COASTSIDE*

* as of July 1, 2006 (includes revisions resulting from amendments 1 through 6 to the original agreement)

AN AGREEMENT CREATING
THE SEWER AUTHORITY MID-COASTSIDE

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Exhibit A – Service Area Boundary A-1

AN AGREEMENT CREATING THE SEWER AUTHORITY MID-COASTSIDE*

THIS AGREEMENT, dated February 3, 1976, is made and entered into by and between the City of Half Moon Bay, hereinafter referred to as "Half Moon Bay", and the Montara Sanitary District, hereinafter referred to as "Montara", and the Granada Sanitary District, hereinafter referred to as "Granada";

W I T N E S S E T H:

WHEREAS, the parties hereto have in common the power to plan for, acquire, construct, reconstruct, alter, enlarge, replace, repair, maintain, manage, operate and control facilities for the collection, transmission, treatment and disposal of wastewater for the benefit of the lands and inhabitants within their respective boundaries; and

WHEREAS, it would be in the best interest of each of the parties hereto, each of which is located within the Half Moon Bay Basin, and the lands and inhabitants within the boundaries of said parties, for a single representative organization to be established, composed of elected officials from said parties, which would be capable of developing a joint waste collection, transmission, treatment disposal and management plan herein "wastewater plan") for the Half Moon Bay Basin, and capable of acquiring, constructing, maintaining, managing, operating and controlling facilities for the joint collection, transmission, treatment and disposal of wastewater within said basin; and

WHEREAS, it has been determined that an area wide wastewater plan for said basin and the providing of facilities for joint collection, transmission, treatment and disposal of wastewater within said basin may best be undertaken and achieved by cooperative action of the parties hereto and in the manner provided for in this agreement; and

WHEREAS, Title 1, Division 7, Chapter 5 of the Government Code of the State of California authorizes the joint exercise by agreement of two or more public agencies of any power common to them;

NOW, THEREFORE, in consideration of the mutual terms, covenants and conditions herein contained, the parties hereto agree as follows:

I. DEFINITIONS

Unless the context otherwise requires, for the purposes of this agreement, the following words shall have the following meanings:

(a) "The Authority" or "SAM" means the Authority formed pursuant to this agreement.

(b) "Agreement" means this Joint Exercise of Powers Agreement.

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* as of July 1, 2006 (includes revisions resulting from amendments 1 through 6 to the original agreement)

(c) "Board" or "Board of Directors" means the governing body of the Authority.

(d) "Construction" includes acquisition, reconstruction, alteration, enlargement, replacement or reparation as well as construction.

(e) "Disposal" includes reclamation as well as discharge to a receiving body of water.

(f) "Facility" or "Facilities" means any buildings, works, improvements or property acquired, constructed, maintained, managed, operated or controlled by SAM.

(g) "Fiscal Year" means July 1st to and including the following June 30th.

(h) "General Budget" means the approved budget applicable to the expenses of administration of the Authority and operation and maintenance of the facilities.

(i) "Half Moon Bay Basin" means hydrographic sub-unit #9 as defined in the ABAG report entitled "Population, Employment and Land Use Projections, San Francisco Bay Region, 1970–2000"; generally the lands between Tunitas Creek and Devil's Slide bounded on the eastern side by the ridgeline defining the coastal watersheds.

(j) "Member Agency" or "Party" means either Half Moon Bay, Granada or Montara. "Member Agencies" or "Parties" means Half Moon Bay, Granada and Montara.

(k) "Participating Member Agency" means a member agency that has or will acquire rights and assume obligations in connection with a particular project of the Authority.

(l) "Project" may include a study, a plan, or a facility.

(m) "Project Budget" means the approved budget applicable to a particular study, plan or facility.

II. PURPOSE AND POWERS

(A) Authority Created. There is hereby created a public entity to be known as the "SEWER AUTHORITY MID-COASTSIDE". The Authority is formed by this Agreement pursuant to the provisions of Title 1, Division 7, Chapter 5 of the Government Code of the State of California. The Authority shall be a public entity separate from the parties hereto.

(B) Purpose of the Agreement. The parties hereto have in common the power to plan for, acquire, construct, reconstruct, alter, enlarge, replace, repair, maintain, manage, operate and control facilities for the collection, transmission, treatment and disposal of wastewater for the benefit of the lands and inhabitants within their respective boundaries. The purpose of the Agreement is to jointly exercise the forgoing common power in the manner set forth herein.

(C) Powers of the Authority. The Authority shall have the power, in its own name, to do any or all of the following:

(1) to make and enter into contracts;

(2) to contract for the services of engineers, attorneys, planners, financial consultants, and separate and apart therefrom to employ such other persons as it deems necessary;

(3) to make plans and conduct studies;

(4) to acquire, construct, reconstruct, alter, enlarge, replace, repair, maintain, manage, operate and control any buildings, works or improvements;

(5) to acquire, hold and dispose of property;

(6) to incur debts, liabilities or obligations subject to limitations herein set forth;

(7) to sue and be sued in its own name;

(8) to apply for and accept grants, advances and contributions under any federal, state, or local programs for assistance in developing any of its projects;

(9) to establish rates, tolls, fees, rentals, or other charges in connection with the facilities and services provided by the Authority;

(10) to plan for, construct, operate, or maintain member agencies' sole-use facilities when specifically requested by that member agency, or when necessary to meet joint discharge requirements, subject to the provisions of Article VIII, Section D and E hereof.

(11) the Authority shall have the additional power and authority to issue revenue bonds in accordance with the following laws:

(a) Article 2, Chapter 5, Title 1, Division 7 of the California Government Code, commencing with Section 6540.

(b) Chapter 6, Title 5, Division 2 of the California Government Code, commencing with Section 54300.

(c) Chapter 5, Part 3, Division 5 of the California Health and Safety Code, commencing with Section 4950.

(12) to adopt regulations establishing uniform wastewater treatment standards and regulations throughout the jurisdictions of the member agencies in order to enable the Authority to comply with its NPDES permit and the federal and state regulations applicable to facilities constructed under the Clean Water Grant Program; when authorized by a member agency, implement, and enforce through civil or criminal means, such standards and regulations on behalf of said authorizing member agency; and, on its own behalf, implement, and enforce through civil or criminal means, such standards and regulations.

The above powers are subject to the restrictions, upon the manner of exercising said powers, set forth in the Sanitary District Act of 1923, as amended, being Sections 6400 *et seq.* of the California Health and Safety Code.

(D) Boundaries. The boundary of the Authority shall be the consolidated boundaries of the member agencies. In conjunction with the consolidated San Mateo County mid-coastside wastewater treatment and disposal system Plan F), being the project authorized to be undertaken by this Authority, the service area boundaries are defined as the current corporate City limits of the City and all lands within the Districts not zoned RM Resource Management). Said boundaries shall be set forth and depicted on Exhibit "A" as amended or supplemented from time to time, attached hereto and by this reference made a part hereof. In the event of withdrawal from this Agreement by a member agency, the boundaries shall be revised to exclude the area under sole jurisdiction of said withdrawing member agency.

(E) Overlapping Service Areas. The member agencies recognize that certain lands are within the boundaries of the City of Half Moon Bay as well as, at the same time, within the boundaries of the Granada Sanitary District, and vice versa. To the extent that future sewer service is provided to all or any portion of said lands by any member agency electing and empowered to do so, that member agency shall provide said service from its own facilities or from its own share of capacity of any jointly owned facilities, without in any way demanding that said provision of service shall diminish the share of capacity owned by any other member agency.

III. ORGANIZATION

(A) Membership. The members of the Authority shall be each public entity which has executed this Agreement, or any addenda, amendment or supplement thereto, and which has not, pursuant to the provisions hereof, withdrawn therefrom. A list of the members shall be available to each member.

(B) Designation of Directors. Within fifteen 15) days after execution of this Agreement, the member agencies shall designate and appoint, by resolution of their respective governing bodies, representatives to act as their directors on the Board. Each member agency shall appoint two representatives to SAM, and these six representatives shall constitute the Authority's full Board of Directors. Each member agency shall also appoint one alternate director whose name shall be on file with the Board and who may assume all rights and duties of an absent director representing the appointing member agency. Each director and alternate shall hold office from the first meeting of the Board after his appointment by the governing body which he represents until his successor is selected. Directors and alternates shall serve at the pleasure of the governing body of the appointing member agency and may be removed at any time, with or without cause at the sole discretion of said member agency's governing body. A director or alternate must be a member of the governing body of the appointing member agency. A director may be reimbursed by the Authority for expenses incurred by such director in the conduct of the business of the Authority, and may be compensated not to exceed fifty dollars $50.) per day for each day's attendance at meetings of the Board, or for each day's

service rendered as a director by request of the Board, not to exceed a total of four 4) days in any calendar month.

(C) Principal Office. The principal office of the Authority shall initially be the Half Moon Bay City Hall. The Board is hereby granted full power and authority to change said principal office from one location to another within its boundary. Any change shall be noted by the Secretary under this Section but shall not be considered an amendment to this Agreement.

(D) Meetings. The Board shall meet at the principal office of the Authority or at such other place as may be designated by the Board. The time and place of regular meetings of the Board shall be determined by resolution adopted by the Board. A copy of such resolution shall be furnished to each party hereto. Regular, adjourned and special meetings shall be called and held in the manner as provided in Chapter 9, Part 1, Division 2, Title 5 of the Government Code of the State of California Section 54950 *et seq.*).

(E) Quorum. That number of Board members representing a simple majority of the votes on the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn from time to time.

(F) Powers of the Board and Limitations Thereon. All of the powers and authority of SAM shall be exercised by the Board subject to the following conditions and limitations:

(1) each director from Half Moon Bay shall be entitled to two votes; each director from Montara and Granada shall be entitled to one vote;

(2) unless otherwise provided by law or elsewhere herein, a quorum of directors may, by five 5) affirmative votes, adopt any motion and take any other action they deem appropriate to carry forward the objectives of the Authority. Passage of any resolution shall require six 6) affirmative votes;

(3) final approval of any general budget or project budget shall require the consent of every member agency or participating member agency as provided in Section G) hereof, and Article V, Sections A), B), and C), thereof;

(4) no project shall be commenced without consent of every participating member agency.

(G) Consent of Members. In any matter prescribed herein to require the consent of member agencies, said consent shall be evidenced by a certified copy of the resolution of the governing body of such member agency filed with the Authority.

(H) Officers. The Authority shall have three officers: Chairman, Vice Chairman and Secretary. The directors of the Board shall select from the Board these three officers who shall hold office for a period of one year, commencing January 1 of each year; provided, however, that the current officers appointed shall hold office until December 31, 2003, and provided further that, in the event that a member agency removes from the Board a director serving as an officer, the Board shall appoint another director to fill the vacant office for the remainder of that fiscal year.

(1) The Chairman shall preside at the meetings of the Board. The Chairman's duties shall be to call meetings to order, adjourn meetings, announce the business before the Board in the order in which it is to be acted upon, recognize directors and non-directors entitled to the floor, put to vote all questions moved and seconded, announce results of votes, maintain the rules of order, execute documents on behalf of the Board when duly approved for action, and carry out other duties set forth in the bylaws. The Chairman shall be entitled to exercise his full voting rights on all questions before the Board and need not relinquish the chair to discuss a question before the Board.

(2) A Vice Chairman shall be selected and hold office in the same manner as the Chairman and in the absence of the Chairman shall preside and hold the same powers as if he were the Chairman.

(3) A Secretary shall also be selected from the Board by its directors.

(I) Staff. General staff functions to serve the administrative needs of the Authority shall initially be provided by employees of the member agencies, and credited towards said respective member agencies' financial contributions or obligations as provided in Article V, Section D) below. The staff positions shall be as follows:

(1) Manager. The authority shall employ or contract for the services of a manager who may or may not be a staff member of one of the member agencies. The manager shall answer to the Board and be responsible for all administrative needs of the Authority. The manager shall also be responsible for the general execution of all Authority policies as set by the Board.

(2) Treasurer. The Authority shall appoint one of its officers to be the depositary and have custody of all the money the Authority from whatever source.

The treasurer so designated shall:

(a) Receive and receipt for all money of the Authority and place it in the treasury of the treasurer to the credit of the Authority.

(b) Be responsible upon his official bond for the safekeeping and disbursement of all Authority money so held by him.

(c) Pay, when due, out of money of the Authority so held by him, all sums payable on outstanding bonds and coupons of the Authority.

(d) Pay any other sums due from the Authority from Authority money, or any portion thereof, only upon checks drawn against the Authority, duly authorized by the Board and executed by two directors or by one director and the manager.

(e) Verify and report in writing on the first day of July, October, January and April of each year, to the Authority, and to each of the member

agencies, the amount of money he holds for the Authority, the amount of receipts since his last report, and the amount paid out since his last report.

(f) Perform other services as directed by the Board.

(3) Others. The Board may employ or contract for the services of individuals or other staff positions as necessary to assist in the administration and execution of the functions of the Authority.

(J) Charges for Services. Charges for the services of the manager, the treasurer, and other administrative or operating personnel supplied by any member agency shall be jointly agreed upon with the member agency or member agencies furnishing the services in advance of receipt of said services.

(K) Officers, Employees and Agents. Any officer, employee or agent of the Authority may also be an officer, employee, or agent of any member agency. The appointment or employment by the Board of such a person shall constitute a determination that the two positions are compatible. Notwithstanding the above, the Manager and the Treasurer, shall not be employees of the same member agency without the unanimous consent of the complete Board of Directors.

All privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen's compensation, and other benefits which apply to the activities of officers, agents, or employees of a member agency when performing their respective functions shall apply to them to the same degree and extent while engaged in the performance of any of the functions and other duties under this agreement.

None of the officers, agents, or employees directly employed by the Authority shall be deemed by reason of their employment by the Authority, to be employed by any member agency or to be subject to any of the requirements of any member agency.

(L) Accounting and Audits. There shall be a strict accountability of all Authority funds and report of all receipts and disbursements in compliance with Article I, Chapter 5, Division 7, Title I of the Government Code Section 6500 *et seq.*). The Board, acting as controller, shall contract with a certified public accountant or public accountants to make an annual audit of the accounts and records of the Authority. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the Government Code and shall conform to generally accepted auditing standards. The records and accounts of the Authority shall be audited annually, and a report thereof shall be filed as a public record with the Authority and with each of its member agencies and the San Mateo County Auditor, not later than six 6) months following the end of the fiscal year under examination. Any costs of the audit, including contracts with or employment of, a certified public accountant or public accountants shall be borne by the Authority and shall be charged against its general fund.

(M) Access to Property. The manager and treasurer are hereby designated as the persons who have charge of, handle, and have access to the property of the Authority. Each such

person shall file with the Authority an official bond in an amount to be fixed by the Board. Cost of said bond shall be paid by the Authority.

(N) Minutes. The secretary of the Authority shall cause to be kept minutes of regular, adjourned regular and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each director and to each of the member agencies hereto within a reasonable time which shall be fixed by the Board.

(O) Rules. The Board may adopt from time to time such rules and regulations for the conduct of its affairs as may be required. Parliamentary rules and procedures shall be those prescribed in Roberts Rules of Order. Any documents required to be executed by the Authority shall be signed by the Chairman and countersigned by the Secretary, except that the board may, by resolution, authorize other officers or employees to sign on behalf of the Authority.

IV. PLANNING AND PRESENT PROJECT

(A) Planning Policy. In keeping with the purpose of this Agreement, the member agencies hereby authorize and direct the Board to undertake such studies and planning relative to the combined service areas of the member agencies as may be necessary, to provide for the joint collection, transmission, treatment, and disposal of sewage of each of the member agencies, The specific objective of such studies shall be to develop regional solutions to the wastewater treatment and management problems which will be in accordance with all applicable federal, state and regional water quality control requirements, consistent with demographic studies applicable within the jurisdiction of Authority, and planned so as not to result in unreasonable financial burdens on the member agencies whatever course future development of the area might take. It is understood by the parties that this agreement shall not affect the rights or powers of any member agency to plan and/or construct sewer facilities independently.

The studies may include proposals for construction of joint collection systems, trunk and interceptor lines, treatment plans, and disposal systems. The studies may also include proposals to be used in conjunction with facilities not within the Authority's jurisdiction. Any studies shall consider all phases of planning, design, construction, maintenance and operation of facilities proposed by the Authority, and allocation to benefited member agencies of capital, maintenance and operating costs.

(B) Present Project. The Present Project shall be a secondary wastewater treatment and disposal system, divided into four components, to service the combined needs of the member agencies to the year 2000.

(1) Phase I

(a) Components. Phase I of the system is composed of the following three components, with capacity rights, construction costs, and operation and maintenance expenses being shared as specified below, until otherwise determined pursuant to Section 4) hereafter:

(i) An intertie pipeline and attendant pumping facilities, connecting the Montara and Granada systems to a new ocean outfall, shared equally between Montara and Granada;

(ii) An ocean outfall pipeline and attendant pumping facilities, discharging the combined treated effluents from the three member agencies' treatment systems into the ocean adjacent to the existing but presently inoperative Half Moon Bay outfall line, shared one-half ½) by Half Moon Bay, one-quarter ¼) by Montara and one-quarter ¼) by Granada.

(iii) A reclamation pipeline and attendant pumping facilities, to carry secondarily treated effluent from the treatment plant at the Half Moon Bay site south to the golf course and adjacent agricultural and floricultural lands, and being solely assigned to Half Moon Bay.

(b) Possible Modification of Intertie Pipeline Component. To ensure the accomplishment of the objective of the Present Project, it is the intent of the Authority to seek to increase the gravity sections of the intertie pipeline one pipe size diameter 3 inches) from the existing design, and in pursuit of same, the Authority shall immediately process an application with the California Coastal Commission, Central Coast Regional Commission, for amendment of Coastal Development Permit No. P-79-93. Any modification of said component, pursuant to the cost-effectiveness study mentioned hereinafter or otherwise, shall be accomplished subject to the approval of the State Water Resources Control Board.

(c) Estimated Construction Costs. The estimated construction costs of Phase I components of the Present Project, including administrative, legal, engineering, and contingency expenditures, are: for the intertie pipeline and attendant pumping facilities, $3,000,000.00; for the ocean outfall and attendant pumping facilities, $3,600,000.00; and for the reclamation pipeline and attendant pumping facilities, $600,000.00.

(d) Implementation of Phase I of Present Project.

(i) Authorization to Construct. This Amendment to the Agreement constitutes approval for Phase I of the Present Project and of the budget therefor. The member agencies hereby authorize the Authority to immediately pursue and complete all planning and design efforts, including all requirements of State and Federal law, and to promptly commence construction and to accept State and Federal Grant Agreements therefor.

(ii) Construction Schedule. Construction of Phase I of the Present Project shall proceed on the time schedule as set forth in the Santa Clara County Superior Court's preliminary injunction in case No. 424949, or as said injunction may be amended or modified.

(iii) Utilization, Operation and Maintenance. Each member agency hereby agrees to utilize the Phase I components as said components are completed and available for use, and to ensure the proper operation and maintenance of same in accordance with the requirements of the Regional Water Quality Control Board for the useful life thereof. Pursuant to Article VII of this Agreement, it is hereby determined that the Authority shall have the ultimate responsibility for the maintenance and operation of the Facilities constructed as a part of the Present Project, either with its own personnel or pursuant to contract therefor.

As to any component of the Project not utilized by all member agencies, the member agency or agencies utilizing said component shall have the initial right and responsibility for maintenance and operation of said component.

Service charges shall be established consistent with the Clean Water Grant Program by the Authority or by the member agencies.

It is further hereby agreed that decisions of the Authority with respect to operations and maintenance of Phase I components including the budgets therefor, shall be made based on six affirmative votes, or failing that, five affirmative votes including no less than one vote from each member agency. A member agency shall be entitled to vote only with respect to the operation and maintenance of a facility utilized by said agency.

(2) Phase II

(a) Alternate Treatment Facilities. Phase II of the Present Project will be composed of the fourth component of the system, being treatment facilities as envisioned in one of the following two alternatives:

(i) Single Plant. One single secondary activated sludge treatment plant located at the site of the existing Half Moon Bay treatment plant facilities, and designed to treat the combined flows from the individual collection systems of the member agencies.

(ii) Multiple Plants. Three separate treatment plants as follows:

Half Moon Bay. An upgraded treatment plant located at the site of the present plant.

Montara. An upgraded treatment plant located at the site of the present plant.

Granada. A new treatment plant located in the vicinity of the present plant and pumping facilities.

(b) Determination of Phase II Treatment Facilities. The determination of the Phase II treatment facilities and their capacity, together with the allocation of said capacity and all construction costs and operation and maintenance expenses pertaining thereto, shall be made within the time schedule established in the aforementioned preliminary injunction, or as said injunction may be amended or modified, and after consideration of the following:

(i) A cost-effectiveness study, prepared in accordance with applicable State and Federal regulations governing grant funding for the construction of water pollution control facilities; and

(ii) The Land Use Plan portions of the Local Coastal Programs applicable to the respective member agencies and an analysis of the member agencies' respective sewer service needs pertinent thereto, in relation to the objectives of the Present Project.

(c) Implementation of Phase II of Present Project. This Amendment to the Agreement constitutes approval and authorization for the further planning, designing and the construction of Phase II of the Present Project.

(3) Funding.

Only those components, referred to above, which are fundable under the Clean Water Grant Program, shall be constructed by the Authority.

(4) Allocation and Reallocation of Rights, Costs and Expenses.

In the event the member agencies choose to construct a single consolidated treatment plant facility, capacity rights and construction costs pertaining thereto shall be allocated in proportion to the member agencies' respective service needs as determined by the Land Use Plan portions of the initial pertinent Local Coastal Programs adopted by the California Coastal Zone Conservation Commission; and capacity rights and construction costs previously allocated in the Phase I components shall be reallocated to be consistent with the treatment plant facility allocations, except that no member agency shall receive any capacity in, or ultimately be required to have paid any portion of, the cost of any Phase I component not utilized by that member agency. The total expenses of operation and maintenance of all of the components of the Present Project shall be shared in a manner based on flows into the single consolidated treatment plant facility.

In the event the member agencies choose to construct separate treatment plant facilities, reallocation of capacity rights and construction costs shall occur as immediately above, except that: i) no member agency shall be allocated less capacity in any Phase I component than the amount of capacity necessary to accommodate the present design capacity of said agency's treatment facility; ii) no member agency shall be required to pay more than the proportionate share of its capacity in said component; and iii) no reallocation shall occur with respect to

the reclamation component. The expenses of operation and maintenance of the various components of the Present Project under the separate treatment plant concept shall be borne solely by those member agencies using said components and shall be shared in a manner based on flows into the components.

(5) Goal of the Authority.

In the event the single treatment plant concept is selected as the fourth component under Phase II, it is the intent of the Authority to further consolidate sewer functions within the service areas of the three member agencies, and to establish a uniform system of sewer service charges, levied throughout the entire jurisdiction of the Authority, with which to pay expenses of operations and maintenance.

(6) Credit for Existing Usable Facilities.

It is the intent of the member agencies to integrate existing facilities to the extent possible into all components of the Present Project. Credit shall be given any member agency for any of said agency's facilities so integrated. The credit is to be the lesser of the member agency's actual local costs, or replacement cost, less straight-line depreciation. For purposes hereof, replacement cost means the total replacement cost as distinguished from the total replacement cost less any grant which may be available therefor. Such credit shall be added to the total local share cost of the applicable component into which the existing facilities are integrated, before allocation of local share component costs is made to respective member agencies.

(7) Completion of Present Project.

The member agencies agree to complete the Present Project no later than July 1, 1983, in accordance with the requirements of the Clean Water Grant Program, in a manner that meets the stated objectives of the Present Project, and in a manner that makes maximum utilization of the immediately available funding opportunities under the Program.

(8) Member Agencies' Responsibilities.

Each member agency hereby guarantees its aliquot share of performance under this Agreement, including reimbursement to EPA and the State Water Resources Control Board, as provided by and to the extent set forth in State and Federal statutes and regulations.

(9) Wastewater Treatment Standards and Regulations.

Each member agency hereby agrees to adopt wastewater treatment standards and regulations consistent with wastewater treatment standards and regulations adopted by the Authority.

Such standards and regulations shall include provisions related to industrial waste in which there shall be established criteria for, and restrictions on, the nature and quality of industrial waste discharged either directly or indirectly into the Authority's facilities.

The industrial waste standards and regulations shall authorize the issuance of industrial waste discharge permits thereunder and provide that such permits will be issued by the Authority, shall authorize field inspectors or other employees of the Authority to act as enforcement agents of the member agency with the power to inspect and issue notices for violations of the standards and regulations, and shall confer upon, and empower the Authority to seek civil injunctive relief or criminal prosecution, or both, for noncompliance with, or violation of, such standards and regulations by any discharger.

V. BUDGETS AND PAYMENTS

(A) General Budget. Within sixty 60) days after the first meeting of the Board, a general budget shall be prepared for the balance of the fiscal year. Thereafter at or prior to each March meeting of the Board, a general budget shall be prepared for the ensuing fiscal year. The initial budget and each succeeding general budget shall include the following:

(1) the general administrative expenses of the Authority to be incurred during the period covered by the budget. Each member agency shall, within thirty days of execution of this Agreement, deposit into the general fund an amount obtained by applying to the sum of initial general administrative expenses the percentage of that member agency's voting rights;

(2) the expenses of operating and maintaining any improvements operated or maintained by the Authority;

(3) all revenues accruing to the Authority, including the assessments allocated among the member agencies to cover the general administrative, operating and maintenance expenditures;

(4) at the time of its preparation a general budget shall be submitted immediately to the governing bodies of the member agencies for approval pursuant to Article III, Section G) above, final approval of a general budget shall require the prior consent of all member agencies. Final approval shall be made by the Board within thirty 30) days after preparation of the initial general budget and by July 1st following preparation of each succeeding budget. A copy of the general budget shall be filed with each member agency.

(5) Each member agency hereby agrees to include in each annual budget approved by the governing body of such member agency amounts estimated to be sufficient to pay all such charges and to pay to the Authority within thirty days of receipt of a statement of the member agency's allocated share of the actual general budget expenses for the billing period as determined by the Board. The Authority is hereby

authorized to take any or all legal actions necessary and permitted by law to enforce the collection of such charges or any other compliance with this agreement, including, but not limited to, actions or proceedings in mandamus to require each member agency to include the amounts estimated to be necessary in each such estimated annual budget, or to collect such charges from the taxpayers, landowners, or users of any of the facilities of the Authority.

(B) Project Budgets. In addition to the General Budget, the Board shall, prior to its initiation of a project, approve the project in concept and have a project budget prepared. Each Project Budget may include the following:

(1) the Authority's administrative expenses allocated to the project;

(2) the cost of studies and planning for the project;

(3) the cost of the engineering and construction of the project;

(4) the allocation among the participating member agencies of the total project costs including but not necessarily limited to administration, planning, design, construction and operation and maintenance;

(5) any revenues accruing to the Authority for the project from whatever source.

After the preparation of a Project Budget, it shall be submitted immediately to each member agency proposed by the Board to be a participant and to be obligated for the payment of any amount thereunder. The Authority shall not incur any expense for the project until the Project Budget has been approved by the governing body of each of the proposed participating member agencies. Consent of the participating member agencies shall be required within a reasonable length of time, said time to be determined by the Board when the Project Budget is prepared. Upon approval by all of the participating member agencies, the Board shall adopt the Project Budget and file a copy of same with each of the participating member agencies.

(C) Effect of Failure of Approval of Budgets.

(1) General Budget. If a general budget fails to attain the approval required by Section A) hereof, the director s) of consenting member agencies may treat the refusal of a dissenting member agency to approve the budget as a request for withdrawal from the Authority and the remaining members may thereafter, upon giving the non-consenting member agency thirty 30) days notice, proceed with the adoption of a revised budget and the non-consenting member agency shall not be obligated for future debts of the Authority nor shall it receive any benefits therefrom.

Pertaining to past debt obligations, however, the non-consenting member agency shall continue to be obligated for the operation and maintenance costs, under the original allocation formula, of any project in which it continues to derive benefits.

(2) Project Budget. If a Project Budget fails to attain the approval required by Section B) hereof, the director s) of consenting participating member agencies may treat the refusal of a dissenting member agency to approve the budget as a request for withdrawal from the project concerned, but not from the Authority, and the remaining participating member agencies may thereafter, upon giving the non-consenting member agency thirty 30) days notice, proceed with the adoption of a revised budget and the non-consenting member agency shall not be obligated for future debts of the project concerned nor shall it receive any benefits therefrom. The cost of preparing the Project Budget shall be divided among the proposed participating member agencies in proportion to allocation of costs to said members in the current general budget.

(D) Contributions; Payments and Advances; Use of Personnel, Equipment or Property; Exchange of Services. It is hereby agreed that:

(1) contributions from a member agency's treasury may be made for the purpose set forth in the Agreement;

(2) payments of public funds of a member agency may be made to defray the cost of such purpose;

(3) each of the member agencies may make advances of public funds, to be repaid as set forth in the Agreement;

(4) personnel, equipment or property may be used in lieu of other contributions or advances, however, all member agencies must agree upon the value to be assigned the personnel, equipment, property or services, with respect to any said contributions or advances;

(5) The member agencies may exchange services without payment of any consideration other than such services.

(E) Expenditures for the Approved Budgets. All expenditures within the designations and limitations of approved general and project budgets shall be made on the authorization of a majority of the directors present at a meeting during which budget expenditures are approved. No expenditures in excess of those budgeted shall be made without the unanimous consent and approval of all of the directors representing the member agencies affected by the budget under consideration.

(F) Payments of Amount Due; Interest; Surplus. Amounts required to be paid by any member agency shall be due and payable thirty-five 35) days from the date of billing by the Authority. If such amount is not paid in full by the due date, interest will be added from that date at the rate charged by the bank where the Authority maintains its principal account, based on such rate in effect on the first day of the month for which the computation is made on a 30-day $100,000 certificate of deposit. Interest shall not be compounded.

After completion of the purpose for which funds were provided to the Authority by a member agency, any surplus money shall be returned to that member agency in proportion to the funds excluding interest) so provided.

(G) Reimbursement of Funds. Grant funds received by the Authority from any federal, state or local agency to pay for budgeted expenditures for which the Authority has received monies from a member agency shall be remitted to that member based upon the ratio of the member agency's advance to the total cost of the project for which the Authority has received the grant.

VI. AUTHORITY PROJECTS

(A) Project Members. The directors representing those members determined by the Board to be participating members of a project shall, upon consent to the proposed project by the participating members, constitute a subcommittee of the Board referred to as the "_____ Project Committee." All actions by a project committee shall be deemed actions of the Authority and shall be taken in the name of the Authority; however, only the participating members of a project shall have rights and obligations in said project as herein provided.

(B) Authority Construction Projects. No project shall be constructed by the Board without the consent of every participating member. Approval of a construction project budget by all of the participating members shall constitute their consent for the construction of the project by the Authority.

VII. MAINTENANCE AND OPERATION OF FACILITIES

(A) Maintenance and Operation of Facilities. The Board shall determine, prior to the construction of any project, whether or not the Authority shall maintain and/or operate such facilities. If the Authority is to maintain and/or operate such facilities, it shall do so in an efficient and economical manner, and in a manner not detrimental to the member agencies. It is the intent of the parties that any project may be maintained and operated in the name of the Authority. If it is determined that one or more of the member agencies shall maintain and/or operate said facilities, said member agencies shall by written agreement consent thereto prior to the construction thereof.

VIII. PROPERTY RIGHTS

(A) Project Facilities. All facilities constructed by the Authority shall be held in the name of the Authority for the benefit of the membership of the Authority in accordance with the terms of this Agreement. Capacity rights in respect to project facilities shall be held for the benefit of the participating member agencies in proportion to each member agency's agreed percentage of capacity rights in such project facility. It is the intent of the foregoing provision that the Authority shall not acquire any unallocated capacity rights in any facility for disposal or use, except for the benefit of the participating member agencies in proportion to their percentage of capacity rights in said facility. Capacity rights may not be reallocated, sold, leased, assigned, or in any way transferred, whether voluntarily, or pursuant to litigation and/or administrative proceedings initiated by, in concert with, with the consent of, or on behalf of the member agency or agencies seeking any such transfers, unless the member agency or agencies, whose capacity rights may be so diminished thereby, shall give written consent to such transfer. In conjunction

with the consolidated San Mateo County mid-coastside wastewater treatment and disposal system Plan F), being the project authorized to be undertaken by this Authority, .3 mgd treatment plant capacity shall be reserved, for the first ten years of the twenty-year design of said project, for recreational flows. In addition to flows from public recreational facilities such as parks, beaches, marinas, and marine reserves, the term 'recreational' includes recreationally related commercial facilities such as restaurants, motels, golf courses, and stables. Said recreational capacity shall be allocated to the member agencies as they may determine.

(B) Distribution of Assets and Termination of the Authority. To the extent that any funds or property in lieu of funds) received from any member agency are used for the construction of facilities, the same shall be allocated annually on the books of the Authority to the credit of said contributing member agency. Upon termination or dissolution of the Authority herein created, the facilities, and any funds, in possession of the Authority at such time shall be distributed in kind or sold, and the proceeds thereof distributed to the member agencies at the time of termination and in proportion as their interests appear on the books of the Authority.

(C) Liabilities. Any liability incurred by the Authority during the course of its existence shall be discharged by payments hereby agreed to be made to the Authority by each of the parties hereto in proportion to their contribution or approved participation in facilities of the Authority for which the liability is attributable. Except as hereinabove provided, the debts, liabilities, and obligations of the Authority shall be the debts, liabilities or obligations of the Authority alone and not of the parties to this Agreement.

(D) Failure to Meet Discharge Requirements—Separate Effluent Discharge. The Authority shall cause the effluent of each member agency to be monitored to determine whether or not Federal and/or State discharge requirements are being met. The member agency or agencies responsible for the violation shall be solely responsible for any fines levied or criminal sanctions imposed as a result thereof.

(E) Failure to Meet Discharge Requirements—Combined Effluent Discharge. If the effluent of the member agencies is combined, and the combined effluent at the point of ultimate discharge into the receiving water fails to meet discharge requirements, the member agency or agencies responsible for the violation shall be solely responsible for any fines levied or criminal sanctions imposed. In this regard, the member agency or agencies responsible for the violations shall hold harmless the Authority and the other non-violating member agencies from all liability and/or damages incurred by said Authority and/or member agencies as a direct and proximate result of said violation, including, but not limited to, legal, engineering, and administrative expense and direct or indirect damages incurred by the Authority or the member agency as a result of a cease and desist order or court injunction from any State or Federal agency restricting construction within the jurisdictional limits of said Authority or member agency. In the event two or more member agencies are responsible for failure of the combined effluent to meet discharge requirements as above provided, the member agencies responsible for the violation shall be jointly and severally responsible to the Authority and to the other non-violating member agencies. Upon notification of such violation, the member agency or agencies shall take prompt, corrective action as necessary to meet said discharge requirements. If any member agency fails to take such action, the Authority by unanimous vote of the Board excluding those members of

the Board who are representatives of the member agency or agencies who are in violation of the discharge requirements) may elect to do either one or both of the following:

(a) Have undertaken at the cost and expense of the violating member agency or agency the construction of such additional treatment facilities as are necessary to meet said discharge requirements.

(b) Impose a prohibition of additional connections to the collection system of the member agency or agencies in violation.

Nothing in this Sections hall preclude one or more agencies from providing additional levels of treatment to insure meeting waste discharge requirements in the combined effluent. In the event that one or more member agencies are obligated to provide additional levels of treatment to meet waste discharge requirements for the combined effluent, all member agencies requiring the additional levels of treatment shall participate in the costs of such treatment based on their relative contribution of waste characteristics to be treated and the costs of providing such treatment.

IX. SETTLEMENT OF DISPUTE OR CONTROVERSY

Should any dispute or controversy arise in connection with the books, records or accounts of any party to this Agreement or in connection with the acquisition, construction, maintenance, operation, repair, reconstruction or enlargement of the Joint System or in connection with any of the affairs or operation thereof, or the execution of the term of this Agreement, the governing bodies of the parties to this Agreement may elect to arbitrate the dispute or controversy in accordance with the rules of the American Arbitration Association or by any other mutually agreeable method of settlement.

X. MISCELLANEOUS PROVISIONS

(A) Duration. The Authority shall continue until this Agreement is rescinded as herein provided.

(B) Rescission and Termination. This Agreement may be rescinded and the Authority terminated by written agreement of all member agencies. Upon termination of the Authority, its assets and liabilities shall be divided among the then member agencies in proportion to their then ownership interests.

(C) Withdrawal. Any member agency may withdraw from the Authority at any time upon giving each of the other member agencies one hundred and twenty 120) days written notice prior to the end of the fiscal year; provided, however, in the event the withdrawing member agency has any rights in any facility of the Authority or obligations to the Authority, said member agency cannot sell, lease or transfer said rights or be relieved of its obligations, without the execution of a written agreement executed by it and another member agency. The term "obligations" as used herein shall include, but not be limited to, bonded indebtedness and capital

replacement costs. Upon termination, a withdrawn member agency will be treated like all the other member agencies in regard to the provisions of Article VIII B) hereof.

(D) Amendments. Exhibit "A" hereto shall be amended or supplemented upon a member agency filing with the Authority a certified copy of the member agency's resolution ordering a change of its boundary or service area boundary or resolution determining to withdraw from the Authority. The other provisions of this Agreement may be amended only by the consent of all member agencies.

(E) Severance. If any section, subsection, sentence, clause or phrase of this Agreement, or the application thereof to any of the member agencies or any other persons or circumstances, is for any reason held invalid, the validity of this Agreement, or the application of such provision to the other member agencies or to any other person or circumstances, shall not be affected thereby. Each of the member agencies hereby declares that it would have entered into this Agreement, and each section, subsection, sentence, clause or phrase thereof, regardless of the fact that one or more sections, subsections, sentences, clauses or phrases, or the application thereof, to any member agency or any other person or circumstances be held invalid.

(F) Filing with the Secretary of State. The Secretary of the Authority shall file with the Secretary of State a notice in accordance with Government Code Section 6503.5, and shall file notices, as appropriate, in accordance with Government Code Section 53051.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the day and year first above written.

CITY OF HALF MOON BAY

By s/ Lloyd T. Cardoni
Mayor

Attest:

By s/ Barbara K. Driscoll
Deputy City Clerk

seal)

MONTARA SANITARY DISTRICT

By s/ L. Paul Leger
President Pro Temp)

Attest:

By s/ Susan C. Muth
Secretary Pro Temp)

seal)

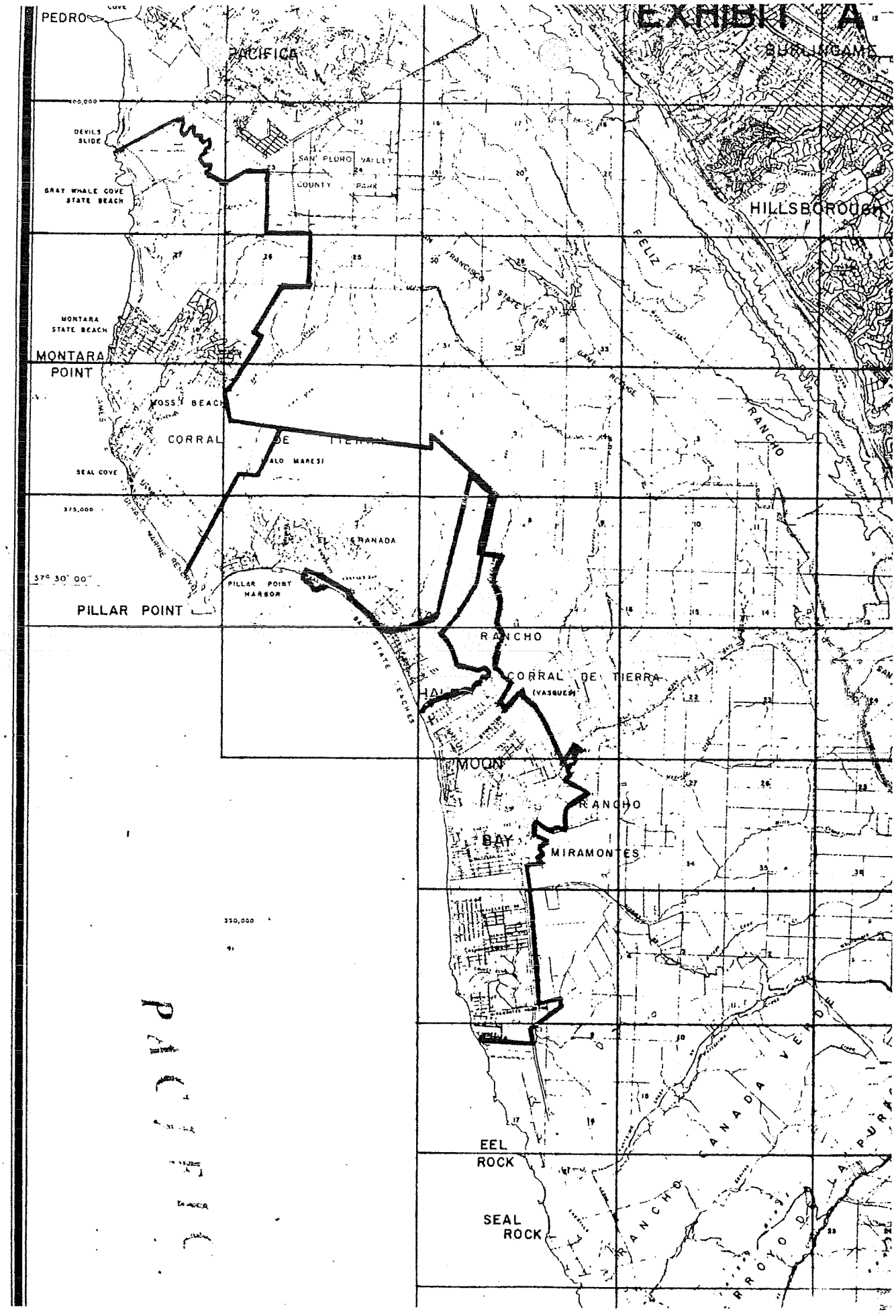
GRANADA SANITARY DISTRICT

By s/ William L. Sawrey
President

Attest:

By s/ Larry Pollard
Secretary

seal)


EXHIBIT A
PEDRO
PACIFICA
BURLINGAME
DEVILS SLIDE
GRAY WHALE COVE STATE BEACH
SAN PEDRO VALLEY COUNTY PARK
HILLSBOROUGH
FELIZ
MONTARA STATE BEACH
MONTARA POINT
MOSS BEACH
CORRAL DE TIERRA
SEAL COVE
EL GRANADA
PILLAR POINT HARBOR
PILLAR POINT
RANCHO CORRAL DE TIERRA (VASQUEZ)
MOON BAY
RANCHO MIRAMONTES
EEL ROCK
SEAL ROCK
RANCHO CANADA DE RAYMUNDO
ARROYO DE LA PURISIMA
PACIFIC
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15

ORDINANCE OF THE BOARD OF DIRECTORS OF THE SEWER AUTHORITY MID-COASTSIDE, COUNTY OF SAN MATEO, CALIFORNIA

ORDINANCE NO. 19-01

ORDINANCE AMENDING SEWER AUTHORITY MID-COASTSIDE ORDINANCE REGULATING SEWAGE AND NON-DOMESTIC WASTES DISCHARGED INTO THE SEWER AUTHORITY MID-COASTSIDE SYSTEM AND REPEALING CONFLICTING ORDINANCES

The Board of Directors of the Sewer Authority Mid-Coastside, County of San Mateo, California does ordain that its Non-Domestic Wastewater Source Control Program is hereby amended to read as follows:

NON-DOMESTIC WASTEWATER SOURCE CONTROL PROGRAM

ARTICLE I. GENERAL

1.0 Purpose
1.1 Definitions
1.2 Non-domestic Wastewater Source Control Program

ARTICLE II. PROHIBITIONS

2.0 General prohibitions.
2.1 Storm drainage and groundwater.
2.2 Unpolluted water.
2.3 Garbage grinders.
2.4 Point of discharge.
2.5 Holding tank waste.
2.6 Radioactive wastes.
2.7 Water softening waste.
2.8 Wastewater strength.
2.9 Additional limitations.
2.10 Specific discharge limitations.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

3.0 Permits.
3.1 Application for permit.
3.2 Permit conditions.
3.3 Duration of permits.
3.4 Non-assignability of permit.
3.5 Refusal to issue permit.
3.6 Discharge reports.
3.7 Protection against accidental discharges.
3.8 Public information.
3.9 Special agreements.
3.10 Fees and deposits.
3.11 Collection of fees.

3.12 Delinquent fees.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

4.0 Monitoring facilities.
4.1 Inspection and sampling.
4.2 Pretreatment.
4.3 Grease trap/grease interceptors.
4.4 Wastewater volume determination.

ARTICLE V. ENFORCEMENT

5.0 Responsibility.
5.1 Unauthorized discharges.
5.2 Cease and desist orders.
5.3 Time schedules.
5.4 Emergency corrections.
5.5 Damages to sewage facilities.
5.6 Termination of service.
5.7 Revocation of permits.
5.8 Falsification of information.
5.9 Public nuisance.
5.10 Misdemeanor.
5.11 Remedies nonexclusive.
5.12 Appeals.

ARTICLE I. GENERAL

Section 1.0 Purpose.
The purpose of these Regulations are to:

(a). Establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities as parties to the certain joint exercise of powers agreement entitled “An Agreement Creating the Sewer Authority Mid-Coastside,” dated February 3, 1976, as amended, whereby there was established the Sewer Authority Mid-Coastside (herein, Authority), by and between the Montara Sanitary District, Granada Sanitary District and the city of Half Moon Bay (each referenced herein as Agency);

(b). Provide for and regulate the disposal of non-domestic wastewater into the sanitary sewer system of each Agency in such a manner and to such extent as may be reasonably necessary to maintain and to increase the ability of such system to handle and dispose of non-domestic wastewater without decreasing the ability of such system to handle and dispose of all sanitary sewage;

(c). Improve opportunities to recycle and reclaim treated effluent and wastewater sludge, gases, and other byproducts of the treatment process;

(d). Protect the physical structures of said sanitary sewer system and the efficient functioning of its component parts;

(e). To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;

(f). To comply with all applicable State and Federal laws, including the Clean Water Act (Title 33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the Code of Federal Regulations [CFR] Part 403);

(g). Provide for the assessment and collection of various fees and other charges reasonably necessary for the implementation, administration and enforcement of the non-domestic wastewater source control program;

(h). To enable the Authority to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject;

(i) To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters or atmosphere, or otherwise be incompatible with the Publicly Owned Treatment Works;

(j) To prevent the introduction of pollutants into the Authority and Agencies' facilities that will interfere with their operation.

Section 1.1 Definitions

(a). General.

Words, phrases or terms not specifically defined in this section, and having a technical or specialized meaning shall be defined as set forth in the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

References to waste constituents and characteristics shall have the meanings ascribed thereto in the aforesaid "Standard Methods for the Examination of Water and Wastewater," and measurements thereof shall be as set forth in such publication, or as established by federal or state regulatory agencies.

(b). Specific definitions. The following words or phrases wherever used in this Ordinance shall have the following meanings unless the context otherwise requires:

(1) Agency. Refers to Montara Water & Sanitary District, Granada Community Services District or the City of Half Moon Bay, each of which entered into the "Agreement Creating the Sewer Authority Mid-Coastside" dated February 3, 1976, as amended, to establish uniform requirements for non-domestic discharges into the wastewater interceptor, treatment and disposal system used and owned jointly with other public entities.

(2) Authority. The Sewer Authority Mid-Coastside, a public entity established by that certain agreement entitled "An Agreement Creating the Sewer Authority Mid-Coastside," dated February 3, 1976, as amended, and any successor entity thereof.

(3) Best Management Practices (BMPs). Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Article II of this Ordinance. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage

(4) Building sewer. A sewer conveying the wastewater of a User from a residence, building, or other structure to a community sewer (and thereby the sanitary sewer system) owned by an Agency, including direct connections to such a community sewer (and sanitary sewer system). Building sewers, or portions thereof, are sometimes referred to as “service laterals.” Ownership and maintenance of the building sewer is the responsibility of the property owner.

(5) Discharger. Any person discharging non-domestic waste.

(6) Domestic wastewater. Any waterborne waste of the type naturally resulting from flushing and washing waste products from residences (including but not limited to: kitchens, bath and laundry facilities) and from personal sanitary conveniences (toilets, showers, bathtubs, fountains, non-commercial lavatories, and similar fixtures), provided that the discharge concentrations are below the limits set forth below under the heading ‘Domestic Wastewater Maximum Concentration Limits.’ Examples of wastewater excluded from this definition are wastewater from commercial, industrial, or agricultural facilities, and wastewater from institutional laundries or food service/preparation facilities.]

(7) Domestic Wastewater - Maximum Concentration Limits. Used to characterize wastewater as non-domestic if discharge concentrations are above the limits. All values except settleable solids and pH are expressed in mg/L.

Constituent	**Concentration**
Solids, total	1200
Dissolved, total	850
Fixed	525
Volatile	325
Suspended, total	350
Fixed	75
Volatile	275
Settleable solids, mL/L-hr	20
Biochemical oxygen demand, 5-day, 20ºC	400
Total Organic Carbon (TOC)	290
Chemical Oxygen Demand (COD)	1000
Nitrogen (total as N)	85
Organic	35
Free Ammonia	50

Nitrites	0
Nitrates	0
Phosphorus (total as P)	15
Organic	5
Inorganic	10
Chlorides	350
pH	6 to 9
Oil and grease (animal or vegetable origin)	200
Oil and grease (mineral or petroleum origin)	100

(8) Fats, Oils, and Grease. Grease, oil, fat or other ether soluble matter derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules, and shall include each of the following two types:

A. Dispersed grease, which means grease which is not floatable grease;

B. Floatable grease, which means grease which floats on the surface of quiescent sewage water or other liquid or which floats upon dilution of the liquid with water.

(9) Holding tank waste. Any waste from sewage or waste disposal holding tanks such as are associated with vessels, chemical toilets, campers, trailers, motor homes, septic tanks and vacuum pump tank trucks.

(10) Interference. A discharge that, alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and therefore, is a cause of a violation of the Authority's NPDES permit or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act..

(11) Manager. The manager of Sewer Authority Mid-Coastside, or his/her designated representative.

(12) Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

(13) National Pretreatment Standards. Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307 (b) and (c) of the Act,

which applies to Users. This term includes both the general and specific prohibitions found in 40 CFR 403.5 and the National Categorical Standards.

(14) Non-Domestic Source. Any residential or commercial Discharger which discharges or could potentially discharge nondomestic wastewater, and any industrial Discharger.

(15) Non-Domestic Wastewater. Wastewater from a residential, industrial, or commercial Discharger which exceeds domestic wastewater maximum concentration limits as defined in this section, prohibited wastewater as defined by Article II of this Ordinance, wastewater classified in Section 1.2 below, or wastewater from an industrial Discharger.

(16) Pass-through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Authority's NPDES permit, including an increase in the magnitude or duration of a violation..

(17) Person. Any individual, firm, company, partnership, association, private corporation, trust, estate, public corporation or governmental entity, authority or agency, and the officers, agents, or employees thereof.

(18) pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.

(19) Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, industrial, municipal, and agricultural wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, biological oxygen demand, chemical oxygen demand, toxicity, or odor).

(20) Premises. The location of the process, storage, discharge, or business actions of any person creating wastewater and/or discharging to the POTW as defined below.

(21) Publicly Owned Treatment Works or POTW. A treatment works, as defined by section 212 of the Act (33 U.S.C. section 1292), which is owned by Sewer Authority Mid-Coastside. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, which convey wastewater to a treatment plant.

(22) Requirement of law or other requirements of law. Any pertinent provision of the Federal Water Pollution Control Act as amended by the Federal Water Pollution Control Act Amendments of 1972 (Public Law 92-500, 33 U.S.C. 1151 et seq.), or of any statute, ordinance, rule, regulation, order, directive, or of the Authority's National Pollutant Discharge Elimination System (NPDES) permit, or of any amendments thereto.

(23) Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).

(24) Total Suspended Solids or Suspended solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

(25) Unpolluted water. Water to which no constituent has been added, either intentionally or accidentally, which would render such water unacceptable to an Agency or to the Authority for disposal to storm or natural drainages, or directly to surface waters.

(26) User. A source who contributes or causes a contribution of wastewater, including domestic waste, into the sanitary sewer system.

(27) Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

(28) Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.

Section 1.2 Non-domestic wastewater source control program.

The Authority shall have the authority to regulate all discharges to, and other uses of, the POTW in order to ensure compliance with the National Pretreatment Standards and all provisions of this Ordinance. Users shall be classified for wastewater disposal purposes in accordance with the activities conducted upon their premises, as determined by the Authority. The purpose of classification is to facilitate the regulation of Users on the basis of each User's waste quality, quantity and flow, and the recovery of equitable and appropriate fees. Categories of Users addressed are:

(a). Any User meeting the definition of a Significant Industrial User as defined in 40 CFR 403.3(v).

(b). Any User who, in the opinion of the Authority, may have an impact on the Authority's ability to meet the objectives of this Ordinance and who is not appropriately classified in (a), (c) or (d) of this section. The following criteria shall be used to determine if a User meets this classification and the term of the permit:

(i) wastewater flow rate;

(ii) wastewater characteristics, actual and/or potential;

(iii) quantity and type of hazardous wastes generated at the facility;

(iv) potential for spills to the sanitary sewer system from the facility and the impact of such spills if they should occur; and

(v) size and complexity of the facility, to the degree that this affects the effort required to verify compliance with Authority requirements.

(c). Any User performing business activity which has been designated by the Authority as a category of concern. This designation shall be based on the criteria listed above in (b), taking into consideration the cumulative effect of all Users in the category under

consideration. Examples of business activities that may be designated are dental offices, agricultural activities discharging wastewater into a building sewer, or vehicle maintenance and repair facilities.

(d) Dischargers of contaminated groundwater and similar discharges.

(e) Discharger that exceeds domestic wastewater maximum concentration limits.

ARTICLE II. PROHIBITIONS

Section 2.0 General prohibitions.
No User shall discharge wastes or wastewater into the sanitary sewer system if it contains substances or has characteristics which cause, threaten to cause or are capable of causing, either alone or by interaction with other substances:

(a). A fire or explosion hazard;

(b). Obstruction of flow in, or injury to, the sanitary sewer system, or any portion thereof;

(c). Danger to life or safety of persons;

(d). Conditions inhibiting or preventing the effective maintenance or operation of the sanitary sewer system;

(e). Strong or offensive odors, air pollution, or any noxious, toxic or malodorous gas or substance, or gas-producing substances;

(f). Interference with the wastewater treatment process or overloading of the sanitary sewer system,;

(g). Interference with any wastewater reclamation process which does or may operate in conjunction with the sanitary sewer system, or overloading or a breakdown of such process, or excessive reclamation costs, or any product of the treatment process which renders such reclamation process impracticable or not feasible under normal operating conditions;

(h). A detrimental environmental impact, or a nuisance wherever located, or a condition unacceptable to any public agency having regulatory jurisdiction over operation of the sanitary sewer system;

(i). Discoloration, or any other adverse condition in the quality of the effluent from the sanitary sewer system such that receiving water quality requirements established by any statute, rule, regulation, ordinance or permit condition cannot be met by the Agency or Authority;

(j). Conditions at or near the sanitary sewer system, or any portion thereof, which cause, or may cause, the Agency or the Authority to be in violation of the requirements of law;

(k). Pollutants introduced into the sanitary sewer system which cause Pass-Through or Interference with the operation or performance of the POTW.

(l). Damage to SAM facilities.

Section 2.1 Storm drainage and groundwater.
No User shall discharge, cause to be discharged or permit to be discharged, any storm water, groundwater, rainwater, street drainage, subsurface drainage or yard drainage, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority. Authority may issue such permit only upon receiving authorization of the Agency and a finding by the Manager that no reasonable alternative method of disposal of such water is available.

Section 2.2 Unpolluted water.
No User shall discharge, cause to be discharged or permit to be discharged any unpolluted water, including, but not limited to, cooling water, process water or blow-down water from cooling towers or evaporative coolers, either directly or indirectly into the sanitary sewer system, unless a permit therefor is issued by the Authority and upon authorization of the Agency.

Section 2.3 Garbage grinders.
No User shall discharge, cause to be discharged or permit to be discharged waste from garbage grinders into the sanitary sewer system, provided, however, that:

(a). Waste generated in preparation of food normally consumed on the premises which cannot be disposed of as solid waste may be so discharged;

(b). Except as provided in subsection A of this section, discharge from a garbage grinder may only be made pursuant to a permit issued by the Manager;

(c). No food waste disposal unit shall be connected to or discharged into any grease trap or grease interceptor. Garbage grinders from which wastes are permitted under either subsection A or B of this section, shall be of such design and capacity to shred wastes used therein such that all waste particles shall be carried freely under normal flow conditions into and through the sanitary sewer system.

Section 2.4 Point of discharge.
No User shall discharge, cause to be discharged or permit to be discharged any wastes or wastewater, or any object, material or other substance directly into a manhole or other opening in the sanitary sewer system other than wastes or wastewater through an approved building sewer; provided, however, that wastes or wastewater may be discharged into the sanitary sewer system by means other than through an approved building sewer pursuant to a permit therefor issued by the Authority and upon authorization of the Agency.

Section 2.5 Holding tank waste.
No User shall discharge, cause to be discharged or permit to be discharged any holding tank waste into the sanitary sewer system; provided, however, that:

(a). Such discharges may be made into facilities designed to receive such wastes and approved by the Authority;

(b). Such discharges shall be made pursuant to a permit issued by the Authority and authorized by the Agency. Unless otherwise provided by the Authority and authorized

by the Agency, a separate permit shall be required for each separate holding tank waste discharge.

Section 2.6 Radioactive wastes.
No User shall discharge, cause to be discharged or permit to be discharged, any radioactive wastewater into the sanitary sewerage system, except when the User is authorized to use radioactive material by the Nuclear Regulatory Commission or other governmental agency empowered to regulate the use of radioactive materials and when the wastewater is discharged in strict conformity with current Nuclear Regulatory Commission regulations and recommendations for safe disposal and in compliance with all rules and regulations of State and local regulatory agenciesand a permit therefor has been issued by the Manager.

Section 2.7 Water softening waste.
Any discharge from any water conditioning device equipment or system serving an industrial discharger or commercial discharger which discharges salts or dissolved salts or solids into the sanitary sewer system is prohibited unless a permit is issued by the Authority and upon authorization of the Agency.

Section 2.8 Wastewater strength.
No User shall cause to be discharged or permit to be discharged into the sanitary sewer system, any wastewater containing any of the following constituents in excess of the maximum allowable concentrations established in this section:

Pollutant	**Maximum Concentration**
Arsenic	0.10 mg/1
Cadmium	0.11 mg/1
Chromium	2.77 mg/1
Copper	3.88 mg/1
Lead	0.69 mg/1
Mercury	0.01 mg/1
Nickel	3.98 mg/1
Silver	0.43 mg/1
Zinc	2.61 mg/1
Cyanide	1.20 mg/1
Phenolic Compounds (non-chlorinated)	5.0 mg/1
Chlorinated Phenolics	1.20 ug/1
Aldrin and Dieldrin	0.72 ug/1
Chlordane and related compounds	1.08 ug/1
DDT and Derivatives	0.36 ug/1
Endrin	0.72 ug/1
HCH	1.44 ug/1
PCBs	1.08 ug/1
Toxaphene	2.52 ug/1

Section 2.9 Additional limitations.
No User shall discharge, cause to be discharged or allow to be discharged into the sanitary sewer system:

(a). Any wastewater or any part thereof, any liquid, solid, vapor, gas or thing having or developing a temperature of 150ºF (65ºC) or more, or which may cause the temperature at the sewage treatment plant to exceed 104ºF (40ºC);

(b). Any wastewater or other waste containing more than 200 mg/1 of oil or grease of animal or vegetable origin;

(c). Any wastewater or other waste containing more than 100 mg/1 of oil or grease of mineral or petroleum origin;

(d). Any wastewater or other waste containing a pH lower than 6.0 ,or having a corrosive property capable of causing damage or hazard to structures or equipment of the sanitary sewer system or any portion thereof, or greater than 12.5 (any discharge having a pH of 12.5 or more is considered a hazardous waste);

(e). Any sand, grit, straw, metal, glass, rags, feathers, paper, tar, plastic, wood, leaves, garden clippings, manure, dead animals, offal or any other solid or viscous substance capable of causing obstruction to the flow in the sanitary sewer system, or which in any way interferes with the proper operation of the sanitary sewer system;

(f). Any wastewater or other waste containing a toxic or poisonous substance, not otherwise specifically prohibited in this Ordinance, in sufficient quantities to constitute a hazard to humans or animals, or to create a hazard in the sanitary sewer system, or to injure or interfere with the operation thereof;

(g). Any wastewater containing suspended solids, not otherwise specifically prohibited under the provisions of this Ordinance, the characteristics or quantity of which require unusual attention, treatment or expense in handling or treating such material in the sanitary sewer system, or any portion thereof;

(h). The use of diluting waters to meet the requirements or limitations on wastewater strength of this section or Section 2.8 is prohibited.

(l) Medical Wastes, except as specifically authorized by the Manager in an individual wastewater discharge permit.

Section 2.10 Specific discharge limitations.
Notwithstanding the limitations upon the characteristics or quantity of wastewater discharged, caused to be discharged or permitted to be discharged into the sanitary sewer system pursuant to this article, the Authority may, in connection with the issuance of permits pursuant to the provisions of Article IV of this Ordinance, establish additional or different specific limitations on wastewater strength upon a finding by the Authority, that:

(a). The limitations set forth in this article may not be sufficient to protect the operation of the sanitary sewer system, or any portion thereof, or that the waste or wastewater proposed to be discharged otherwise constitutes a hazard to, or an

unreasonable burden upon, such operation or otherwise causes or significantly contributes to violation of the Authority's NPDES permit; or

(b). The limitations set forth in this article may be unreasonably restrictive when applied to a specific industry; imposing a less stringent limitation will not cause or contribute to violation of any state or federal requirement of law; and the less stringent limitation will not result in a pass through, interference or prevention of sludge disposal or use; or

(c). State or federal pretreatment standards are established more stringent than the standards set forth in this article; or

(d). Specific standards have been established by the state or federal government for a specific category of industrial discharger, more stringent than the standards set forth by this article, which would supersede the limitations set forth in this article, with respect to such category.

Section 2.11 Best Management Practices. The Manager may require best management practices (BMPs) as an alternative to numeric limits that are developed to protect the POTW, water quality and sewage sludge.

ARTICLE III. PERMITS, REPORTS AND ADMINISTRATION

Section 3.0 Permits.

Users may be subject to wastewater discharge permit requirements depending on the volume, characteristics, and/or origin of their wastewater discharge. The Manager may require Users to obtain individual wastewater discharge permits as necessary to carry out the purposes of this ordinance. When requested by the Manager, a User must submit information on the nature and characteristics of its wastewater within 30 days of the request. The Manager is authorized to prepare a form for this purpose and may periodically require Users to update this information.

Permits required or authorized pursuant to the provisions of this article shall be subject to reasonable fees and conditions determined necessary or appropriate by the Authority and the Agency in order to carry out the provisions of, and ensure compliance with, this Ordinance, or of any other requirements of law. No such permit shall be issued by the Manager until all applicable fees and charges established pursuant to this Ordinance have been paid.

Section 3.1 Application for permit.

(a). All Dischargers required to obtain an individual wastewater discharge permit must submit a permit application. The application shall be in writing in such form as the Manager shall require, shall be submitted to the Manager, and may include the following:

(i). The name and address of the applicant;

(ii). The name and address of the discharging facility including the name of the operator and owners;

(iii). The name and address of the property owner, if other than the owner of the discharging facility;

(iv). List of any environmental control permits held by or for the facility;

(v). A brief description of the nature, average rate of production and standard industrial classification of the operation(s) carried out by the Discharger;

(vi). Flow measurement showing the average daily and maximum daily flow from each process stream;

(vii). Wastewater constituents and characteristics, including, but not limited to, those categories thereof described in Article II of this Ordinance, the presence and amount of which shall be determined by a state-approved laboratory competent to test and describe such constituents and characteristics, and approved by the manager;

(viii). The time, duration and volume of the proposed wastewater discharge;

(ix). The average and daily peak wastewater flow rates proposed to be discharged, including weekly, monthly and seasonal variations, if any;

(x). The numbers of employees per shift and shift schedules;

(xi). Hours of operation;

(xii). Site plans, floor plans, mechanical and plumbing plans, in detail necessary or appropriate to show and to describe all sewers and appurtenances by size, location and elevation;

(xiii). A description of the activities, facilities and plant processes conducted, or proposed to be conducted on the premises, including, but not necessarily limited to, all materials manufactured, fabricated or processed, and the types of materials which are or could be discharged into the sanitary sewer system;

(xiv). Identification of permitted discharge standards applicable to each process and type of product;

(xv). A statement, reviewed by an authorized representative of the Discharger and certified to be a qualified professional in the field of wastewater pretreatment, indicating whether permitted standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O and M) and/or additional pretreatment is required for the Discharger to meet the permitted discharge standards and requirements;

(xvi). If additional pretreatment and/or O and M will be required to meet the permitted discharge standards, the schedule by which the industrial discharger will provide such additional pretreatment and/or O and M. The completion date in this schedule shall not be later than the compliance date established for the applicable permitted discharge standard;

(xvii). Such other information deemed necessary by the Manager to determine the effect upon the sanitary sewer system of the proposed discharge or activities

related thereto, or otherwise reasonably necessary to enable the manager to carry out the provisions of this Ordinance or any other requirements of law.

(d). The Manager will evaluate the data furnished by the Discharger and may require additional information. Within 30 days of receipt of a complete permit application, the Manager will determine whether to issue a wastewater discharge permit. The Manager may deny any application for a wastewater discharge permit. The Agency shall be notified of all permits issued.

Section 3.2 Permit conditions.

(a). Permits authorized under this article shall be subject to all provisions and requirements set out in this Ordinance, and to all other requirements of law.

(b). Permits authorized under this article may include any or all of the following:

(i). The allowable average and maximum wastewater constituents and characteristics thereof permitted to be discharged into the sanitary sewer system (the permitted discharge standards);

(ii). Limitations upon time and rate of wastewater discharge, or requirements for flow regulations and equalization thereof;

(iii). Requirements for the installation and maintenance of inspection, sampling or testing facilities, including Authority and Agency access to such facilities;

(iv). Pretreatment requirements, including device specifications and maintenance schedule;

(v). Specifications for monitoring programs which may include, but shall not necessarily be limited to, sampling locations, frequency and method of sampling, number, types and standards for tests, and reporting schedule;

(vi). Requirements for submission of technical or wastewater discharge reports;

(vii). Requirements for maintaining plant records relating to the wastewater discharge as specified by the manager, and providing for access of the manager thereto; provisions that such records shall be made available for copying and inspection;

(vii). Compliance schedules;

(ix). Requirements for notifying the Manager of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituents being introduced into the wastewater stream;

(x). Requirements and plans for protection against accidental, unanticipated or non-routine discharges;

(xi). Requirements for notification of accidental discharge;

(xii). Requirements for notification of change of any information applicable to the permit or permit application;

(xiii) Installation of technology, as specified by the Manager;

(xiv) Requirements to implement best management practices.

(xv). Such other conditions, requirements or provisions deemed appropriate by the manager to ensure compliance with the provisions of this Ordinance or other requirements of law.

Section 3.3 Duration of permits.
A permit authorized under this article shall be effective for the period described therein, but, in any event, for no longer than five years. Such period described in the permit may be for a term less than a year, may be expressed in years or may be stated to expire on a specific date.

A Discharger with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 3.1 of this ordinance, a minimum of 60 days prior to the expiration of the Discharger's existing wastewater discharge permit. Issuance of a new permit will be subject to a permit renewal fee.

A permittee shall notify the manager in the event of any change in the information previously supplied on the permit application form. In the event any such change could alter the permittee's quality or quantity of discharge, the permittee shall notify the manager in writing of such proposed change or changes at least thirty days prior to the making of such change or changes. Failure to do so shall be deemed a violation of the permit and this Ordinance.

Every permit shall be subject to modification, amendment or other change by the Manager during the term of the permit, as determined necessary by the Manager, in order to obtain compliance by the Discharger with the requirements of this Ordinance, or other requirements of law. To the extent practicable, the Manager shall give written notice to a permittee of any proposed modifications, changes or amendments to the Discharger's permit not less than thirty days prior to the effective date of such change, modification or amendment. To the extent reasonably necessary or appropriate, the Manager may specify a time schedule for compliance with any new conditions, provisions or requirements established by modification, change or other amendment to a permit. The Manager may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons: Failure to notify the Manager of significant changes to the wastewater prior to the changed discharge; Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application; Falsifying self-monitoring reports and certification statements; Tampering with monitoring equipment; Refusing to allow the Manager timely access to the facility premises and records; Failure to meet effluent limitations; Failure to pay fines; and Failure to pay sewer charges.

Permittees must retain all records and documentation pertinent to permit monitoring, sampling, etc., for no less than five years.

Section 3.4 Non-assignability of permit.
A permit shall be personal to each permittee, and shall relate only to the use or operation described therein.

No Discharger shall, and it shall be unlawful to, assign, reassign, transfer, sell, lease, sublet or otherwise transfer a permit, or any interest therein, to any person other than the permittee, or to use, cause to be used or permit to be used, such permit in connection with a different premises, a different operation than that specified in such permit or a new expanded, modified operation.

Section 3.5 Refusal to issue permit.
The Manager may refuse to issue a permit if any one or more of the following conditions exist:

(a). The application is not accompanied by the appropriate fee;

(b). The application for a permit contains misleading or false information;

(c). The issuance of the permit would result in the endangerment of public health or safety;

(d). The issuance of the permit would cause the Authority to violate any permit conditions or regulations of the state and/or federal government;

(e). The applicant has not provided sufficient safeguards to prevent accidental discharge to the sanitary sewer system.

If the Manager refuses to issue a permit, the Manager shall notify the applicant and Agency and set forth the reasons for such refusal.

Section 3.6 Discharge reports.
Upon a determination by the Manager that such information is necessary or appropriate in order to reasonably carry out the provisions of this Ordinance, the Manager may require that any Discharger discharging, causing to be discharged, permitting to be discharged or proposing to discharge wastewater into the sanitary sewer system shall file a periodic discharge report, the cost of which shall be borne by such Discharger. Such report may include, but shall not necessarily be limited to, information relating to the nature of manufacturing, fabricating or other processes, potable or recycled water volumes, wastewater volumes, rates of flow, mass emission rates, production quantities, hours of operation, number and classification of employees or other information relating to the generation of waste, including wastewater constituents and characteristics, of the pertinent wastewater discharge. The Manager may also require that such reports include the chemical constituents and quantity of liquid or gaseous materials stored on the premises relating to such discharge, even though such materials are not normally discharged into, or become a part of the wastewater in, the sanitary sewer system. Such reports shall be in addition to self-monitoring reports required by regulatory agencies other than the Authority or the Agency. The reports authorized

and required under this section shall be filed with the Manager at periods specified in the issued permit.

Section 3.7 Protection against accidental discharges.
Every Discharger shall provide protective measures against accidental or unauthorized discharges into the sanitary sewer system of those prohibited wastes, wastewater constituents or characteristics, or volumes set forth in Article II of this Ordinance, or as may be otherwise set forth in any permit issued pursuant to this Ordinance. Such measures shall consist of operational or other procedures and/or facilities as determined reasonably necessary or appropriate by the Manager. All costs of such measures shall be borne by the Discharger.

The Manager may specify standard procedures and/or facilities for each classification of Discharger, and, to the extent so specified, the Manager is authorized and directed to require the institution and use of such procedures, and the installation and construction of such facilities for each such classification. Alternatively, the Manager may require any Discharger to propose standard procedures and/or facilities, which proposals shall be submitted to the Manager for review, with such supporting plans, specifications, data, explanations or other matters as may reasonably be required by the Manager in order to ascertain the effectiveness of the procedures and/or facilities proposed. The Manager may require such revisions, amendments, modifications or other changes to such proposals, or approval, or reject the same, as the Manager deems reasonably necessary or appropriate in order that such proposals ensure protection against accidental or unauthorized discharge.

Section 3.8 Public information.
All information and data a Discharger obtained from reports, questionnaires, permit applications, permits, monitoring programs, inspections or from other sources provided or required under the provisions of this Ordinance shall be available to the public or other governmental agencies without restriction unless the Discharger requests in writing that such information be maintained confidential, and establishes to the satisfaction of the manager that the disclosure of the information to other persons would result in unfair competitive disadvantage to the Discharger. In no event shall wastewater constituents, characteristics, or other effluent data, as defined at 40 CFR 2.302 be deemed confidential information.

Notwithstanding the foregoing, information approved by the Manager as confidential shall be available for use by the Agency, Authority, the state, the federal government or any agency of such entities, in connection with enforcement proceedings, or any judicial proceedings to which the Discharger is a party. Subject to the foregoing, information accepted by the manager as confidential shall not be transmitted to the general public, or to any governmental agency, until and unless prior written notification is given to the Discharger.

Section 3.9 Special agreements.
Notwithstanding anything in this Ordinance to the contrary, the Manager may enter into an agreement, and recover costs relating thereto, with any Discharger, relating to treatment, pretreatment or other matters in furtherance of the provisions and purposes of this Ordinance, when unique, unusual or extraordinary circumstances require such special agreement; provided, however, that no such agreement shall authorize an

extension of the final dates for compliance with required federal standards or waive such standards. All special agreements the Authority enters into shall be first authorized by the Agency.

Section 3.10 Fees and deposits.
The Agency and/or Authority, may, by resolution, establish a uniform schedule of fees and a method of establishing an estimated deposit to be imposed upon and collected from applicants or Dischargers to defray the costs of processing and issuing permits hereunder, and the costs of the following services:

(a). Permit application review (Section 3.1);

(b). Pretreatment device review (Section 4.2);

(c). Grease trap/grease interceptor review (Section 4.3);

(d). Review of proposals for protection against accidental discharges (Section 3.7);

(g). Special agreements (Section 3.9);

(h). Such other services as are required to be performed to implement permit;

(i). Such services as are required to be performed to insure that any terms and conditions in a permit have been complied with, including, but not limited to, monitoring, inspections, sampling and administration;

(j). Permit renewal fee;

(k). Inspections for compliance with Article II of this ordinance.

The fees adopted by the Authority Board of Directors from time to time pursuant to this section shall be adjusted by the Authority Manager, subject to the review of the Authority Board of Directors, as of July 1st of each fiscal year, commencing July 1, 2020, by the annual change in the Consumer Price Index, all urban consumers, all items for the San Francisco Bay Area, published by the United States Department of Labor, Bureau of Labor Statistics (the “Index”), in the manner described in the sentences that follow.

For each resolution establishing fees pursuant to this section on or after April 30, 2019, the Index published for the last day of April of the fiscal year immediately preceding the fiscal year the fees thus established will become effective shall be referred to as the “Beginning Index.”

The Index published for the last day of April immediately preceding the next annual adjustment date, commencing with the fiscal year after the fees became effective, shall be referred to as the “Extension Index.” The fee adjustment shall be set by multiplying the then current fees by a fraction, the numerator of which shall be the Extension Index and the denominator of which shall be the Beginning Index. Notwithstanding the foregoing, in no case shall any increase be less than 3% per year, rounded off to the nearest dollar. If the Index is discontinued by the Bureau of Labor Statistics, the index designated by the Bureau of Labor Statistics as replacing the Index shall be used.

Section 3.11 Collection of fees.
Fees imposed by the Authority and/or Agency's resolution shall be collected by Authority and the Agency by any means available to them. In addition, the Agency may collect such fees through the county property tax rolls pursuant to Section 5473 of the Health and Safety Code of the state of California.

Section 3.12 Delinquent fees.
Fees which are not paid when due shall be assessed a penalty for delinquent payment as follows:

A. A basic penalty of ten percent of the delinquent charges shall be assessed.

B. A penalty of one and one-half percent per month of the delinquent charges and unpaid basic penalty shall be assessed.

C. In addition to subsections A and B of this section, the Discharger may be subject to the additional enforcement action as identified in Article V of this Ordinance.

Penalties as described above will not be assessed if fees are collected through the county property tax rolls.

ARTICLE IV. MONITORING, INSPECTIONS AND PRETREATMENT

Section 4.0 Monitoring facilities.
The Manager may require a Discharger to construct, operate and maintain, at the Discharger's own expense, monitoring, sampling or metering facilities or other equipment to allow inspection, sampling and flow measurement of the Discharger's building sewer or internal drainage systems, or waste or wastewater discharges. Such monitoring, sampling or metering facilities or equipment shall be located on the Discharger's premises; provided, however, that the Manager may allow such equipment or facility to be constructed upon public property adjacent to the Discharger's premises upon a determination by the Manager that the location of such equipment or facilities upon the Discharger's premises would be impracticable or cause unnecessary or undue hardship. In the event that the Manager makes the foregoing determination, the Discharger shall obtain permission for such installation or construction, and for the maintenance and operation of such facilities or equipment, from the governmental agency having jurisdiction over such public property.

Monitoring, sampling or metering facilities or equipment to be provided, installed, maintained and operated pursuant to the provisions of this section shall be so situated and constructed and installed as to permit safe and immediate access by the Manager; provided, however, that the Manager may, at the option of the Discharger, secure such equipment or facilities with a lock furnished by the Authority, at the expense of the Discharger. The Discharger shall provide sufficient space, as determined by the Manager, at or near such equipment or facilities so as to allow ready and accurate monitoring, inspecting and sampling. Such equipment and facilities, and the sampling and measuring equipment to be maintained and operated in connection therewith, shall be so maintained and operated at all times in a safe and proper condition, by and at the expense of the Discharger.

Monitoring, sampling or metering equipment or facilities to be furnished pursuant to the provisions of this section shall be provided in accordance with all reasonable requirements of the Manager relating thereto, and all applicable construction standards and specifications of the Authority. Installation and construction of such facilities or equipment shall be completed and the facilities or equipment fully operational within ninety days following written notification requiring such installation or construction from the Manager.

Section 4.1 Inspection and sampling.
The Manager shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any wastewater discharge permit or order issued hereunder. Users shall allow the Manager ready access to all parts of the premises for the purposes of inspection, sampling, monitoring or performing any or all of the duties reasonably necessary or appropriate in carrying out or enforcing the provisions of this Ordinance, or any permit issued pursuant to this Ordinance.

The Manager shall have the right to set up on the Discharger's premises, or require installation of, such devices as are necessary to conduct sampling and/or metering of the Discharger's operations.

In the event a Discharger has established security measures requiring identification and clearance prior to entry onto such Discharger's premises, the Discharger shall furnish and provide such identification or clearance to the Manager so as to permit ready access of the Manager to the premises for the purposes described in this section.

Section 4.2 Pretreatment.
Dischargers shall provide wastewater treatment as necessary to comply with this ordinance and shall achieve compliance with all applicable Federal standards, local limits and the prohibitions under Article II of this Ordinance. Such pretreatment facilities shall be provided, operated and maintained at the Discharger's expense.

Detailed plans describing such facilities and operating procedures shall be submitted to the Manager for review, and such plans shall be in a form acceptable to the Manager before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the Discharger from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the Authority under the provisions of this ordinance.

Any proposed cessation of use, or alteration, modification or other change to approved pretreatment facilities or any portion thereof, or any change in method of operation thereof, shall be reported to the Manager prior to commencement thereof, and shall be subject to the approval of the Manager.

Section 4.3 Grease trap/grease interceptors.
(a). Any type of business or establishment where grease or other objectionable materials may be discharged into a public or private sewer main or disposal system shall have a grease interceptor of a size and design to be approved, first by the Agency, and by the Manager.

(b). Each grease interceptor shall be so installed and connected that it shall be at all times easily accessible for inspection, cleaning and removal of intercepted grease.

(c). The grease interceptor shall be situated on the Discharger's premises, but the Authority may, when such location would be impractical or cause undue hardship on the Discharger, allow the facility to be constructed in the public street or sidewalk area, subject to applicable city or county codes related thereto, and located so that it will not be obstructed by landscaping or parked vehicles.

(d). Buildings remodeled for use requiring grease interceptors shall be subject to these regulations.

(e). Waste discharge from fixtures and equipment in the above-mentioned types of establishments which may contain grease or other objectionable materials including, but not limited to, scullery sinks, pot and pan sinks, dishwashers, soup kettles and floor drains located in areas where such objectionable materials may exist, may be drained into the sanitary waste through the interceptor when approved by the Manager; provided, however, that toilets, urinals, wash basins and other fixtures containing fecal material shall not flow through the interceptor.

(f). The interceptor shall be maintained in efficient operating condition at all times by periodic removal of the accumulated grease. The use of chemicals to dissolve grease is specifically prohibited. No such accumulated grease shall be introduced into any drainage piping or public or private sewer.

(g). Abandoned grease interceptors shall be emptied and filled in accordance with applicable city or county requirements for abandoned septic tanks.

Section 4.4 Wastewater volume determination.

(a). General. For the purposes of this Ordinance, unless otherwise provided pursuant to the provisions of this article, volumes of wastewater produced by Non-domestic Dischargers shall be determined upon the basis of volumes of potable water, including all sources of nonwastewater, used by, or furnished to, a Discharger.

(b). Metering. Upon application of a Non-domestic Discharger, and upon a finding by the Manager that a significant portion of potable water or nonwastewater, received by the Discharger from any metered source does not flow into the sanitary sewer system because of the principal activity of the Discharger, or by reason of removal of wastewater by other means, the Manager may authorize determination of the volume of wastewater discharge to be made by an appropriate metering device. Upon such determination by the Manager, a metering device, of a type approved by the Manager and the Agency, shall be installed at the Discharger's expense. Such metering device shall measure either the amount of wastewater discharged into the sanitary sewer system or the amount of potable water or nonwastewater diverted from the sanitary sewer system. Upon installation, such meters shall be maintained and tested periodically for accuracy in accordance with requirements established by the Manager, all of which maintenance and testing shall be at the expense of the Discharger.

(c). Exceptions--Estimated Volume. In lieu of use of a metering device as specified in subsection B of this section and upon a determination by the Manager that it would be unnecessary or impracticable to install, maintain or operate such metering device,

wastewater volume discharged by a Discharger into the sanitary sewer system may be based upon an estimate thereof determined by the Manager. The determination of such estimated wastewater volume shall be based upon such factors as the number of fixtures through which wastewater flows into the sanitary sewer system from the Discharger's premises, seating capacity of buildings or improvements upon the premises, the population equivalent associated with the premises, annual production of goods and services related to the premises, or other factors reasonably relating to water use, wastewater volume calculations and/or diversions of wastewater flow from the sanitary sewer system. Wastewater volume based on potable water use may be adjusted based upon an estimate of the volume of potable water put to irrigation use as determined by the Manager.

ARTICLE V. ENFORCEMENT

Section 5.0 Responsibility.
The Authority, its officers, employees or agents, are authorized to act as enforcement agents of the Agency, for and on behalf of the Agency, with power to inspect and issue notices for violations of the provisions of this Ordinance, and to prosecute violations of any of the provisions of this Ordinance (including, without limitation, levying of fines, disconnection of service, revocation of permits and civil and criminal court actions).

The Authority shall bill the Agency for all costs and expenses incurred by the Authority in the implementation and enforcement of this article, and the Agency shall, within thirty days after the receipt of the bill from the Authority, pay same.

Section 5.1 Unauthorized discharges.
(a). Notification. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, including, but not limited to an accidental spill or a noncustomary batch discharge (sometimes called a "Slug Discharge" or "Slug Load"), that might cause Pass-Through, Interference, or other potential problems for the POTW, or in any other way violate this Ordinance, local limits, or the User's wastewater discharge permit conditions, the Discharger shall immediately telephone and notify the Manager of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.

(b) Within five (5) days following such discharge, the Discharger shall, unless waived by the Manager, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the Discharger to prevent similar future occurrences. Such report shall not relieve any Discharger of liability for any expense, loss or damage suffered or incurred by the Agency or Authority, directly or indirectly, by reason of such unauthorized discharge. Such report shall not relieve or absolve any Discharger from civil liabilities, or imposition of civil or criminal penalties in any manner whatsoever.

(c). Liability. A Discharger found by the Authority to be in violation as described in subsection (a) of this section shall be liable for the cost of all monitoring, inspection, sampling and other necessary services incurred at public expense as a result of the violation. The Discharger may also be liable for other public expenditures as described in this article.

(d). Notices to Discharger Employees. A notice shall be permanently posted on the Discharger's bulletin board or other prominent place advising employees who to call in the event of a discharge described in paragraph (a), above. Employers shall ensure that all employees, who could cause such a discharge to occur, are advised of the emergency notification procedure.

Section 5.2 Cease and desist orders.
Upon a determination by the Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur, in violation of any provision of this Ordinance or of any provision of any permit issued pursuant to this Ordinance, the Manager may issue an order to the Discharger to cease and desist such discharge or practice, or operation likely to cause such discharge, and further order such Discharger to:

(a). Immediately comply with all requirements; and

(c). Take appropriate remedial or preventative action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge. Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the Discharger.

Section 5.3 Time schedules.
Upon a determination by the Manager that a discharge of waste or wastewater has occurred, or is occurring, or is about to occur in violation of the provisions of this Ordinance, or in violation of any provision of a permit issued pursuant to this Ordinance, the Manager may require the Discharger to submit for approval subject to such modifications, and to such terms and conditions as the Manager reasonably deems necessary or appropriate, a detailed time schedule of specific actions which the Discharger shall take in order to eliminate or prevent such violation or violations.

Section 5.4 Emergency corrections.
The Authority is authorized to spend public funds and to enter upon private or public property in order to perform emergency corrections. Emergency corrections are those corrections which the Manager deems necessary in order to correct, eliminate or abate a condition upon such premises which threatens to cause, causes or caused damage to the sanitary sewer system, or which otherwise threatened to cause, causes or caused a violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, provided that the Manager first determines that such damage causes or will cause, an injury to the public health, safety or welfare. Before proceeding with emergency corrections, Authority will give the responsible Discharger and property owner, if other than the Discharger, an opportunity to do so.

In the event any such repairs, construction or other public work is performed by or caused to be performed by the Authority, on any such premises, the Discharger responsible for the occurrence or condition giving rise to such work, the occupant and the owner of the premises shall be liable, jointly and severally to the Agency and Authority for such public expenditures.

If such Discharger or property owner shall fail to pay the full amount of such public expenditures within thirty days after billing therefor by the Authority, Authority shall then

notify the property owner, and bill the Agency and the Agency shall, within thirty days after receipt of the bill from the Authority, pay same. The Agency may, hereafter, collect same in any manner available to it. Should the property owner fail to pay, the Agency may, by order entered upon its minutes, declare that such amount, and the administrative expenses incurred by the Agency or Authority, or both, incident to such expenditures, shall be transmitted to the county assessor and county tax collector by copy of the order so providing, certified by the Agency. Upon making such order, the unpaid amount shall constitute a lien upon the premises, and the amount thereof shall be added to the next succeeding tax bill against such property, and shall be collected at the same time and in the same manner as general property taxes are collected, and shall be subject to the same penalties and procedure in case of delinquency.

Section 5.5 Damages to sewage facilities.
In the event damages are caused to the sanitary sewer system or any portion thereof, by reason of a waste or wastewater discharge from any premises in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law, the Discharger responsible for the occurrence or condition giving rise to such damages, and the property owner shall be liable, jointly and severally, to the Agency and Authority for the full amount thereof.

If such Discharger or property owner shall fail to pay the full amount of such damages within thirty days of billing therefor by the Authority and/or Agency, Authority and/or the Agency may proceed in accordance with, and the Discharger shall be subject to, the provisions set forth in Section 5.4 of this Ordinance.

Section 5.6 Termination of service.
Subject to the provisions of this section, Authority may advise Agency to terminate sanitary sewage services to any premises from which waste or wastewater have been discharged, are being discharged or are threatened to be discharged in violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any other requirement of law. Termination of service shall be in accordance with the termination procedures of the Agency then in effect.

Section 5.7 Revocation of permits.
Authority may revoke any permit issued pursuant to the provisions of this Ordinance for good cause, including, but not limited to the following reasons:

(a). Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;

(b). Failure to report significant or substantial changes in the operations conducted upon the premises to which the permit pertains, or significant or substantial changes in wastewater constituents, characteristics, or volumes discharged from such premises;

(c). Refusing to permit, reasonable access to the premises to which the permit pertains; or

(d). Violation of any term, condition or provision of the permit or this Ordinance.

Section 5.8 Falsification of information.
It shall be unlawful for any person knowingly to make any false statement, representation, record, report, plan or other document filed with the Manager pursuant to the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or who knowingly tampers with or otherwise renders inaccurate any monitoring device or equipment installed and operated pursuant to the provisions of this Ordinance or of any permit issued pursuant to this Ordinance.

Section 5.9 Public nuisance.
Any discharge, or threatened discharge, or any condition which is in any manner in violation of the provisions of this Ordinance, or of any permit issued pursuant to this Ordinance, or of any order or directive of the Authority authorized by this Ordinance, shall be, and the same is declared to be unlawful and a public nuisance. Such nuisance may be abated, removed or enjoined, and damages assessed therefor, in any manner provided by law.

Section 5.10 Misdemeanor.
Any person violating or causing the violation of any provision of this Ordinance, or of any permit issued pursuant to this Ordinance, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than one thousand dollars, or by imprisonment in the county jail for a term not exceeding thirty days, or by both such fine and imprisonment. Every day such violation continues shall constitute a separate offense.

Section 5.11 Remedies Nonexclusive.
The remedies provided for in this Ordinance are not exclusive, and shall be in addition to any or all other remedies available to the Agency. The Manager is empowered to take more than one enforcement action against any noncompliant User.

Section 5.12 Appeals.
(a). Any Discharger, permittee, applicant, property owner or other person aggrieved by any decision, action, finding, determination, order or directive of the Manager, made and authorized pursuant to the provisions of this Ordinance, or any permit issued pursuant to this Ordinance, or interpreting or implementing the same, may file a written request with the Manager for reconsideration thereof within ten days of such decision, action, finding, determination or order, setting forth in detail the facts supporting such Discharger's or person's request for reconsideration. The Manager shall render a final decision within ten days of the receipt of such request for reconsideration.

(b). Any Discharger, permittee, applicant, property owner or other persons aggrieved by the final decision of the Manager who has sought reconsideration pursuant to paragraph (a) immediately preceding may appeal such decision to the Authority Board of Directors by filing a written notice of appeal with the Authority within ten days of notification by the Manager of the final decision. The written notice of such appeal shall set forth in detail the facts and reasons supporting the appeal. The appeal shall be heard by the Authority Board of Directors within thirty days from the date of filing of the notice of appeal. The appellant, the Manager and such other persons as the Authority Board of Directors may deem appropriate, shall be heard at the hearing on such appeal. Upon conclusion of the hearing, or within thirty days thereafter, the Authority Board of Directors may affirm, reverse, or modify the final decision of the

Manager as the Authority Board of Directors deems just and equitable, and in furtherance of the provisions, purposes and intent of this Ordinance. During the pendency of any such appeal the final decision of the Manager shall remain in full force and effect. The decision by the Authority Board of Directors on the appeal shall be final.

* * * * *

This Ordinance shall be published once in a newspaper published in the territory of the Authority and shall be effective upon expiration of the week of publication.

The foregoing Ordinance was introduced at a regular meeting of the Board of Directors of the Sewer Authority Mid-Coastside held on the 10th day of June, 2019, and passed and adopted at a regular meeting of the Board of Directors held on the 8th day of July, 2019, by the following vote:

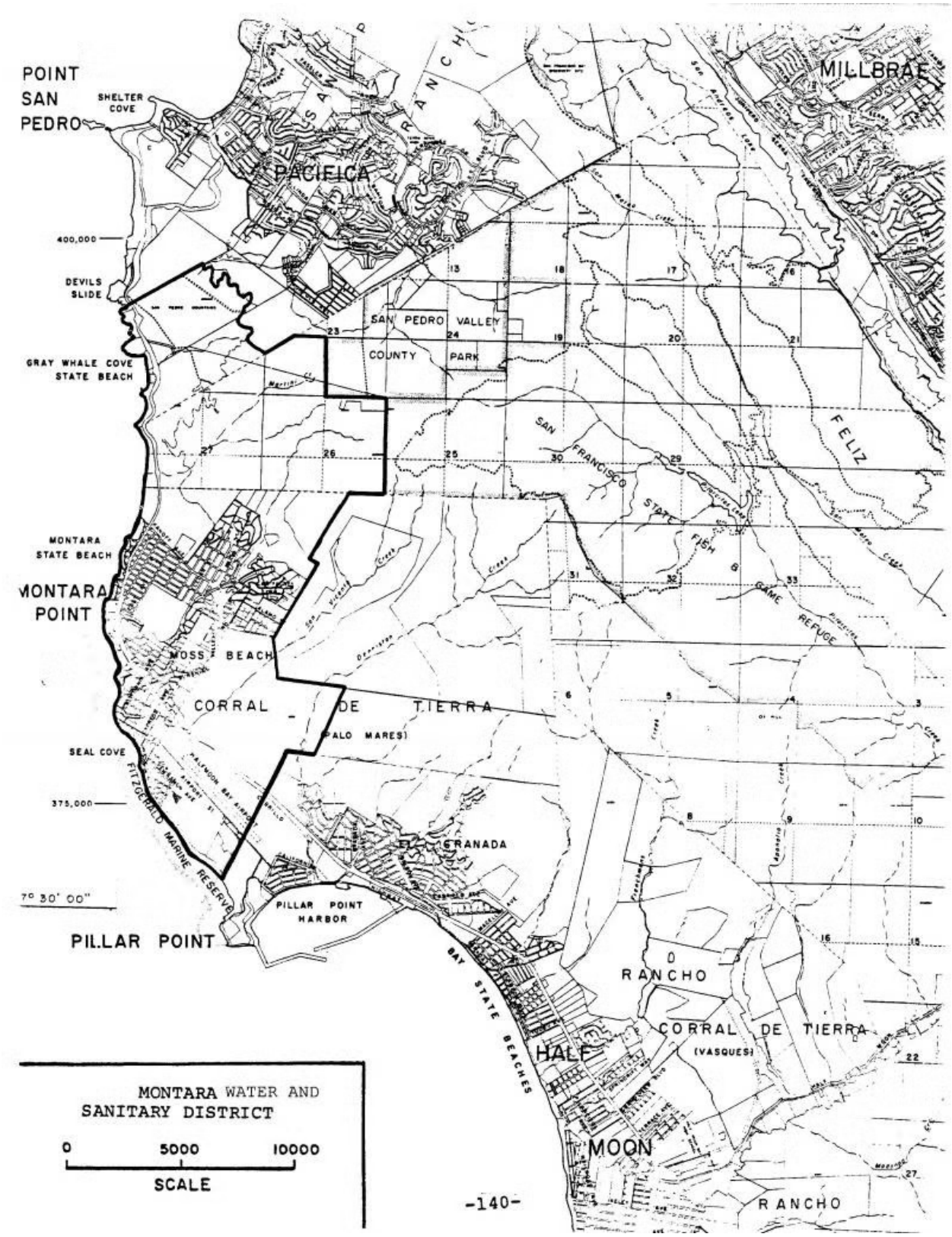
AYES
NOES
ABSTAIN

Chair of the Board of Directors
Sewer Authority Mid-Coastside
San Mateo County, California

Uniform Schedule of Fees

The charge payable to the Authority for every inspection, re-inspection for any reason including but not limited to non-compliance, sampling or re-sampling of a business for any reason including but not limited to non-compliance, and for every instance in which the District inspector is present at a business establishment to determine environmental compliance shall be as follows:

Inspection Type	Fee
Food Service Establishment Inspection	$135
Dental Facility Inspection	$135
Permitted Industrial User Inspection	$270
Permitted Industrial User Sampling	$270 plus lab processing costs
Auto Service Facility Sampling	$450



LACFO Boundary for Montara Water and Sanitary (Note the WATER boundary is different than shown.)

Montara Water and Sanitary District

SPILL EMERGENCY RESPONSE PLAN (SERP) HANDBOOK

(Formerly Called: OERP)

Updated November 2026

Slide 1

P1 REV 10/16/2017

Overflow Emergency Response Plan Handbook
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DEFINITIONS

SEWAGE OVERFLOW – any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.

LATERAL SEWER, also referred to as lateral, sewer lateral, side sewer or building sewer means a sewer connecting a building to a main sewer either directly or indirectly, per Section 21.04.010 of Title 21, and defined in the MWSD Sanitary District Code. The lateral sewer includes the pipe 2 feet from the exterior building foundation to the main, including the connection fitting to the main.

MWSD– Montara Water and Sanitary District

SAM – Sewer Authority Mid-coastside

SSO – Sanitary Sewer Overflow

CUSTOMER RELATIONS

It is important for employees to communicate effectively with homeowners or residents within MWSD, especially in sewage backup situations. How we communicate - on the phone, in writing, or in person – is how we are perceived. Good communication with the homeowner results in greater confidence in our ability to address the problem satisfactorily, less chance of having the homeowner prolong the claims process, and less chance of him/her exaggerating the damage done to the property.

As a representative of the District, you will occasionally have to deal with an irate homeowner. A calm reasonable homeowner can become unreasonable and irate should he/she perceive us as being indifferent, uncaring, unresponsive, or incompetent. Although sometimes difficult, effective management of a sewage backup situation is critical. If it is not managed well, the situation can get out of hand and the District can end up with a costly prolonged battle. We want the homeowner to be assured that the District is responsive and the homeowner's best interest is a top priority.

A FEW COMMUNICATION TIPS

1. Give the homeowner ample time to explain the situation, listen attentively to the homeowner's concerns, and take notes.

2. As soon as possible, let the homeowner know that you will find the source of the problem and will have it corrected as quickly as you can.

3. Acknowledge the homeowner's concerns. For example, if the homeowner seems angry or worried about property damage, say something like, "I understand you're concerned about the possible damage to your property, but we will have a professional clean-up crew restore the area, and our insurance company will take care of any repairs or losses you may have as a result of this incident."

4. Express regret, on behalf of the District, for any inconveniences caused by the incident.

5. As much as possible, keep the homeowner informed on what is being done and will be done to correct the problem.

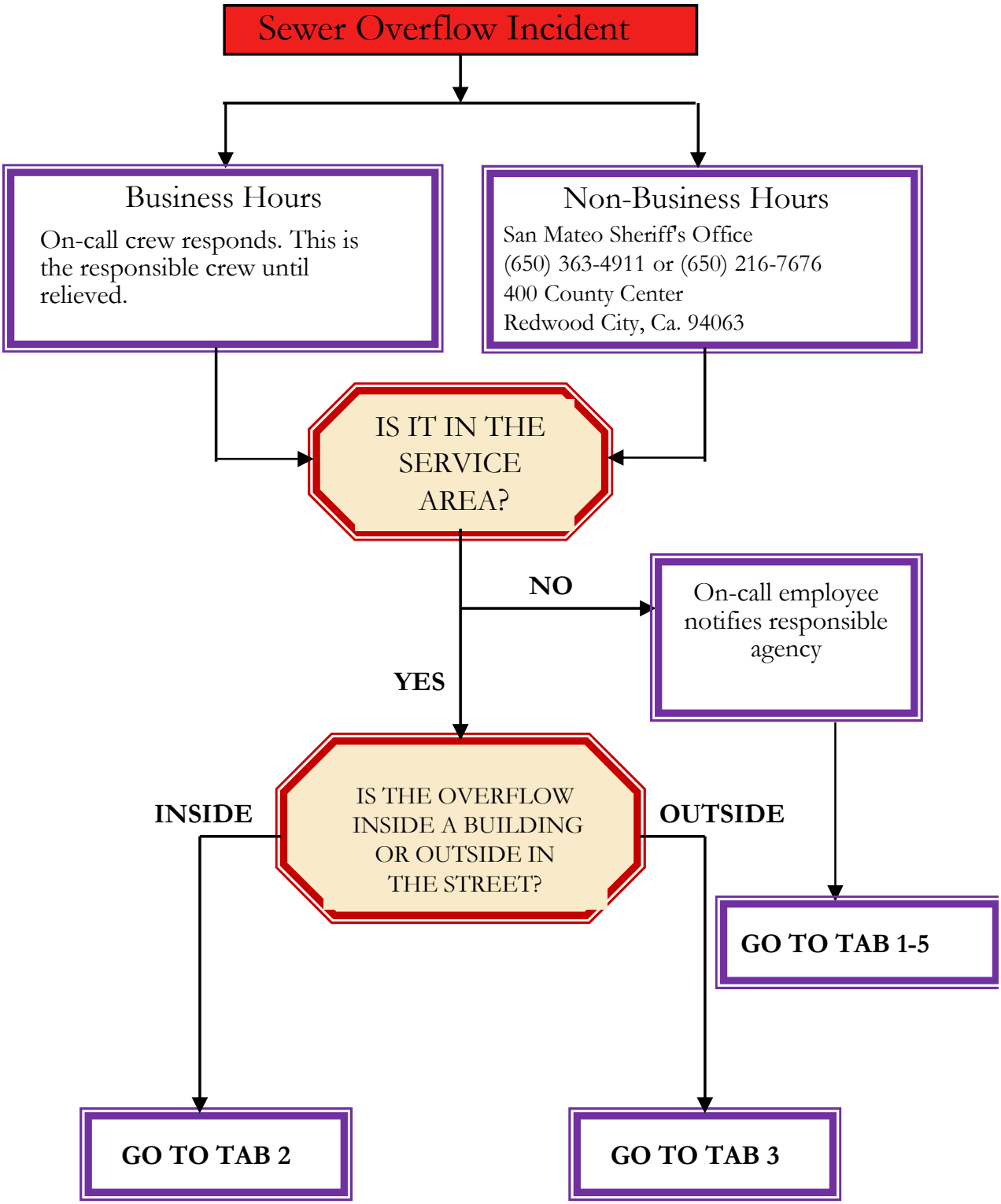
6. Keep focused on getting the job done in a very professional manner. Don't wander from the problem with too much unnecessary small talk.

7. Don't find fault or lay blame on anyone.

8. Make sure the homeowner has the name and telephone number of persons to contact at the District and SAM stand-by cell number, and SAM and MWSD web pages.

9. Make sure someone follows up with a telephone call to ensure everything is being handled as it should be.

Public Initial Call 1-3



Emergency Assistance Staff Call-Out List 1-4

Call stand-by duty assignee for assistance.

Employee	Phone No.	Email.
Tony Young	(650)-438-1938	**tyoung@samcleanswater.org**
Carlos Mendez	(650) 726-0124	**carlos@samcleanswater.org**

If there is no response when calling these numbers, please call the following employees who will decide how to handle the matter.

Tim Costello
Asst. SAM Technical Services Supervisor **timc@samcleanswater.org**
Phone (650) (650) 726-0124

Kishen **Prathivadi**
SAM General Manager **kishen@samcleanswater.org**
Phone (650) 726-0124

Clemens Heldmaier
Montara Water and Sanitary General Manager **clemens@mwsd.net**
Phone (650) 728-3545

Agencies to Contact within 2 Hours if SSO reaches a Drainage Channel or Surface Waters

1-5

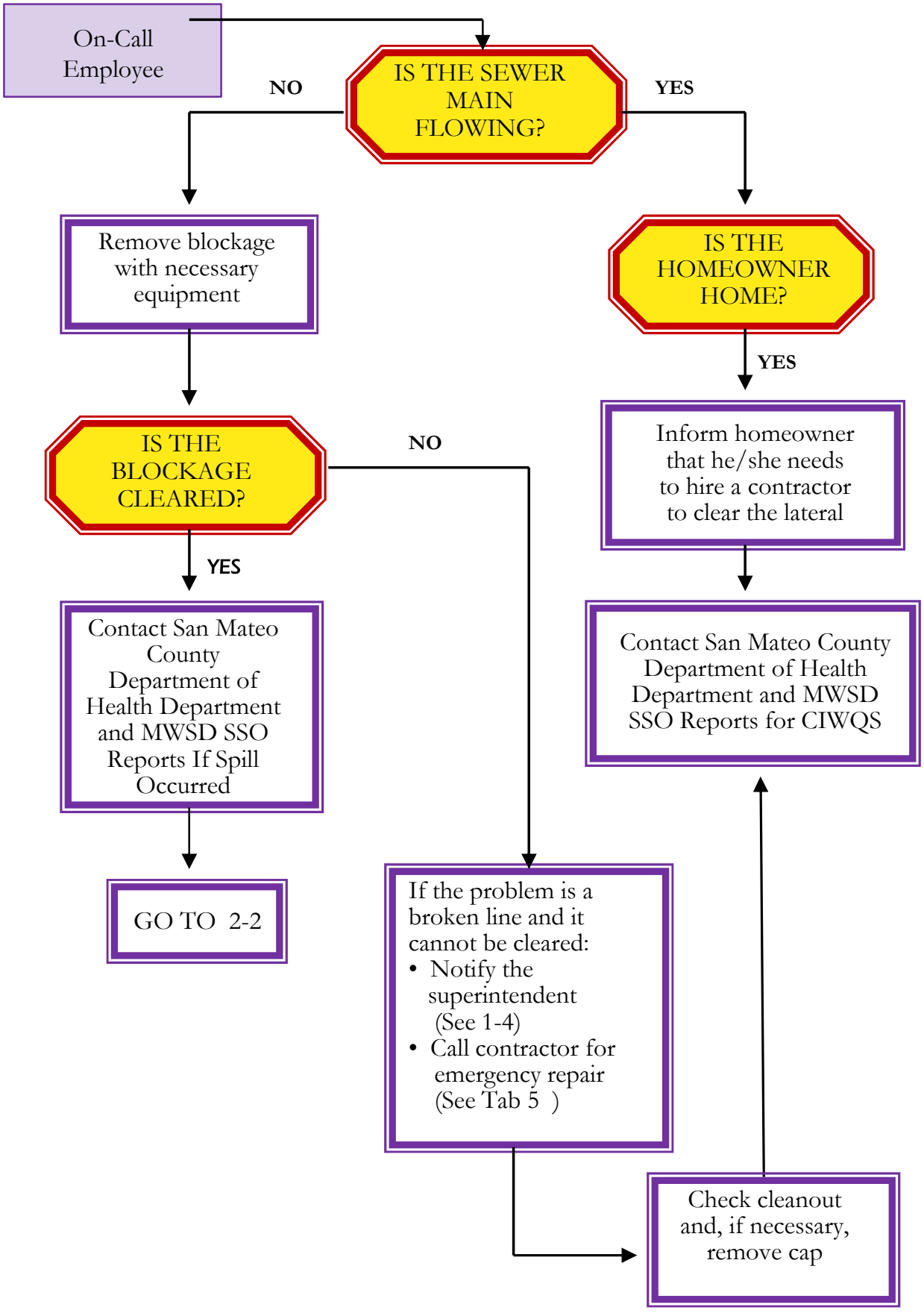
- Office of Emergency Services: 800-852-7550
  (916) 322-1400
  - Get and record a tracking number

- California Water Resources Control Board (RWQCB):
  - Via Internet at http://ciwqs.waterboards.ca.gov/ciwqs/

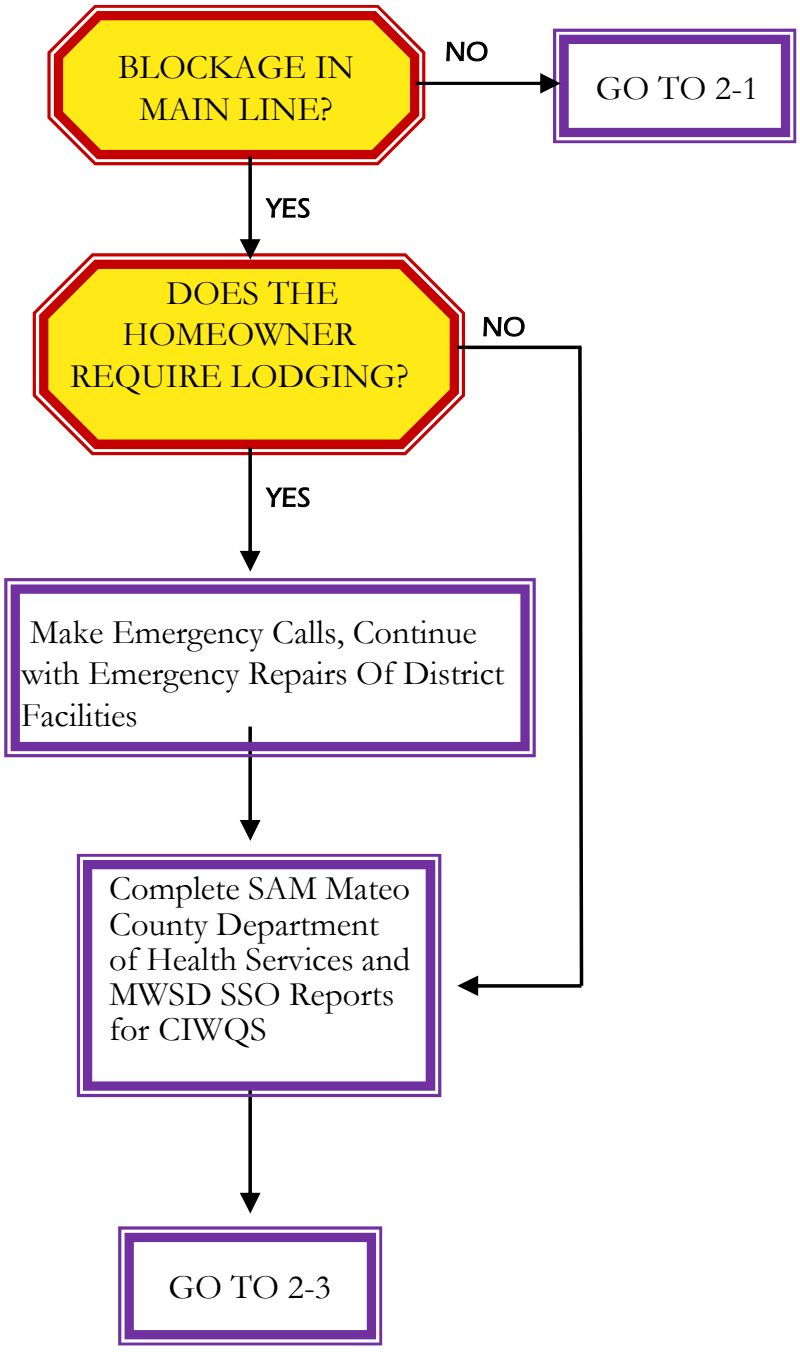
- County of San Mateo Public Safety Communications Center
  650-366-5773 - Dispatch Center 650-363-4915

  Alternate line: Public Health Officer 650 573-2346

Inside Initial Response 2-1



Inside Response 2-2



Whenever there is a possibility of property damage, have the homeowner contact the Montara Water and Sanitary District for a copy of the District's claim form:

Montara Water and Sanitary District
8888 Cabrillo Hwy
Montara, CA 94037
Phone number: 650-728-3545

Unless otherwise directed by the District Superintendent, whoever responds first to the sewer backup should complete the Sewer Overflow Report Form before leaving the site of the sewer backup, if at all possible. Take as many photos as needed to accurately represent the extent of the damage. The information requested on the form may be very important to a fair settlement of a claim.

If it is determined, after a sewer backup, that the homeowner does not have a Backflow Prevention Device (BPD), explain that one is needed to prevent future backups into the home. Tell the homeowner that when there is a blockage in the sewer system, it would normally rise through a manhole and flow to the surrounding area. Explain that if the house plumbing is below the level of an overflowing manhole it can back up through a lateral line and enter the home. After this explanation, do the following:

1. Tell the homeowner that he/she is responsible for having a BPD installed.

2. Explain that it's a plumber's job and the cost varies depending on the complexity of the job.

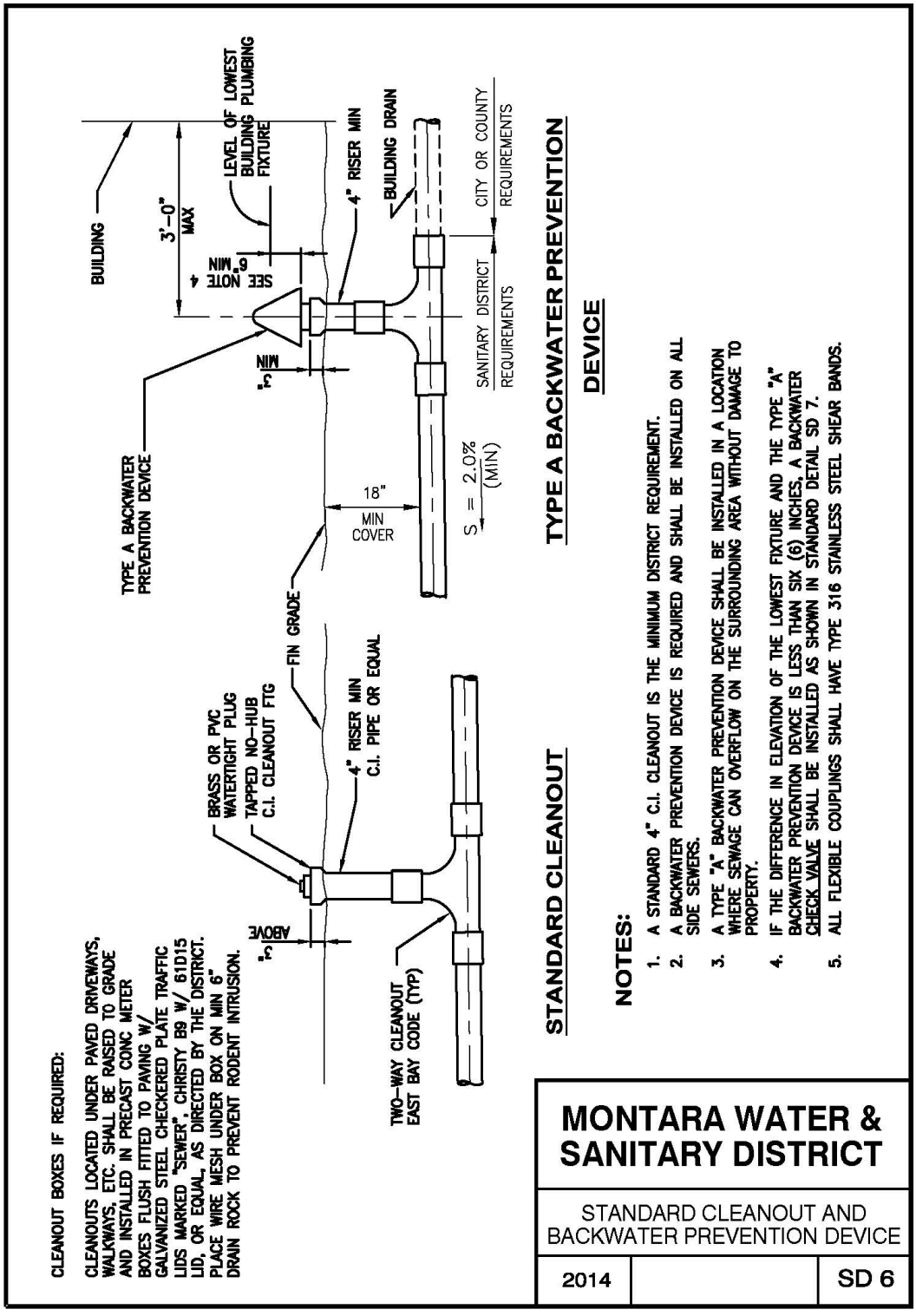
3. Tell the homeowner that the District has to approve the BPD and installation. Explain that the plumber should contact the District at 650-728-3545 to obtain a Sanitary Sewer Permit for approval prior to installation of the Backflow Prevention Device.

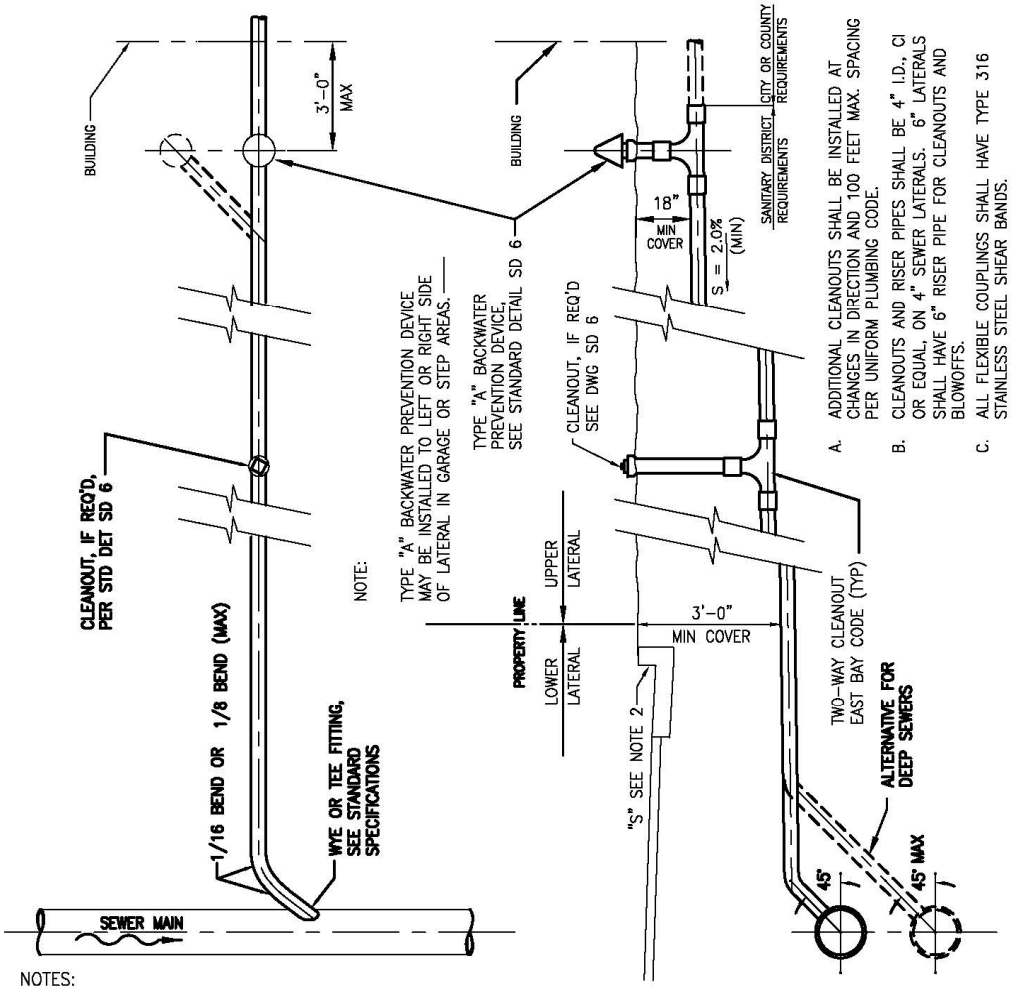
4. If necessary, use the BPD diagrams (2-5 and 2-6) to explain how the BPD works.

5. Answer whatever questions that come up as best you can, but refer the homeowner to the office of Montara Water and Sanitary District for additional information.

6. If the homeowner expresses interest in Backflow Prevention Devices have him or her contact the District office at 650-728-3545 for a copy. The same section for BPD can be viewed on Tab 2-8.

7. FATS OILS and GREASE also called FOG. All business with a food establishment or auto mechanics or other business with possible grease discharge are required to have a FOG permit and routine inspections. Contact Sewer Authority Mid Coast-Side for details. Phone (650) 726-0124


BUILDING
3'-0" MAX
LEVEL OF LOWEST BUILDING PLUMBING FIXTURE
SEE NOTE 4
6" MIN
4" RISER MIN
BUILDING DRAIN
CITY OR COUNTY REQUIREMENTS
SANITARY DISTRICT REQUIREMENTS
TYPE A BACKWATER PREVENTION DEVICE
4" MIN
S = 2.0% (MIN)
18" MIN COVER
FIN GRADE
BRASS OR PVC WATERTIGHT PLUG
TAPPED NO-HUB C.I. CLEANOUT FTG
4" RISER MIN C.I. PIPE OR EQUAL
4" ABOVE
TWO-WAY CLEANOUT EAST BAY CODE (TYP)
CLEANOUT BOXES IF REQUIRED:
CLEANOUTS LOCATED UNDER PAVED DRIVEWAYS, WALKWAYS, ETC. SHALL BE RAISED TO GRADE AND INSTALLED IN PRECAST CONC METER BOXES FLUSH FITTED TO PAVING W/ GALVANIZED STEEL CHECKERED PLATE TRAFFIC LIDS MARKED "SEWER", CHRISTY B9 W/ 61D15 LID, OR EQUAL, AS DIRECTED BY THE DISTRICT. PLACE WIRE MESH UNDER BOX ON MIN 6" DRAIN ROCK TO PREVENT RODENT INTRUSION.
STANDARD CLEANOUT
TYPE A BACKWATER PREVENTION DEVICE
NOTES:
1. A STANDARD 4" C.I. CLEANOUT IS THE MINIMUM DISTRICT REQUIREMENT.
2. A BACKWATER PREVENTION DEVICE IS REQUIRED AND SHALL BE INSTALLED ON ALL SIDE SEWERS.
3. A TYPE "A" BACKWATER PREVENTION DEVICE SHALL BE INSTALLED IN A LOCATION WHERE SEWAGE CAN OVERFLOW ON THE SURROUNDING AREA WITHOUT DAMAGE TO PROPERTY.
4. IF THE DIFFERENCE IN ELEVATION OF THE LOWEST FIXTURE AND THE TYPE "A" BACKWATER PREVENTION DEVICE IS LESS THAN SIX (6) INCHES, A BACKWATER CHECK VALVE SHALL BE INSTALLED AS SHOWN IN STANDARD DETAIL SD 7.
5. ALL FLEXIBLE COUPLINGS SHALL HAVE TYPE 316 STAINLESS STEEL SHEAR BANDS.
MONTARA WATER & SANITARY DISTRICT
STANDARD CLEANOUT AND BACKWATER PREVENTION DEVICE
2014
SD 6



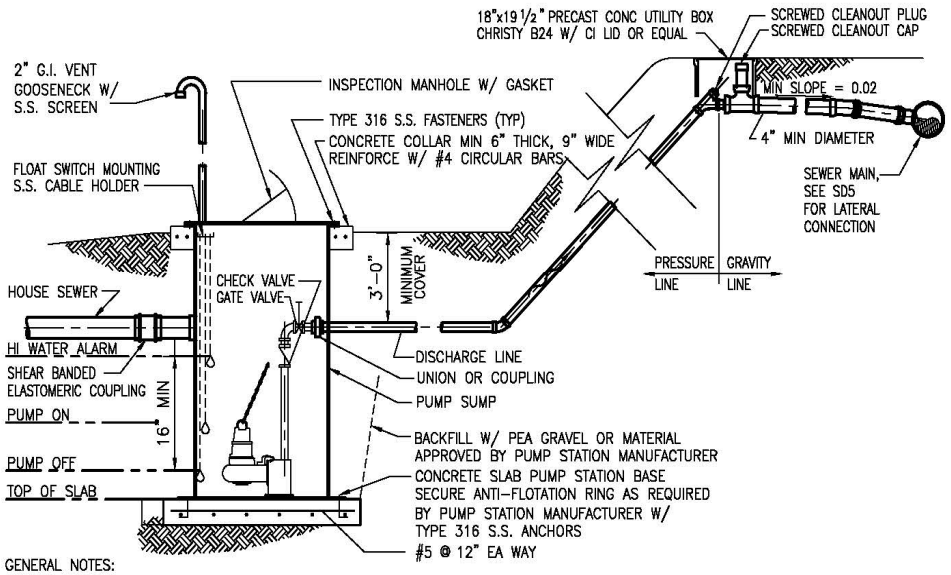
NOTES:

1. WHEN A LATERAL SEWER IS INSTALLED IN ADVANCE OF THE BUILDING SEWER, IT SHALL BE TERMINATED AT OR NEAR THE PROPERTY LINE. THE END OF THE LATERAL SHALL BE MARKED WITH A 4" x 4" REDWOOD STAKE, PAINTED GREEN, FROM THE TOP OF THE PIPE TO A MINIMUM OF 6" ABOVE THE FINISHED GROUND SURFACE.
2. WHERE CONCRETE CURBS AND GUTTERS EXIST OR ARE TO BE A PART OF AN IMPROVEMENT, EACH SIDE SEWER SHALL BE PERMANENTLY LOCATED BY IMPRINTING OR CHISELING AN "S" (3" size) IN THE FACE OF THE CURB VERTICALLY ABOVE THE SEWER PIPE.
3. BACKFILL SHALL NOT BE PLACED UNTIL PIPE INSTALLATION HAS BEEN INSPECTED AND APPROVED BY THE DISTRICT. PIPE BEDDING 3" AROUND PIPE ON PRIVATE PROPERTY MAY BE SAND WHERE REQUIRED BY COUNTY BUILDING PERMIT.
4. TYPE A BACKWATER PREVENTION DEVICE (CONTRA COSTA RELIEF VALVE, ALSO KNOWN AS MUSHROOM CAP) SHALL BE INSTALLED ON A 4" MINIMUM RISER PIPE NOT MORE THAN 3' FROM BUILDING WALL, PER STANDARD DETAIL SD6.
5. LATERAL TRENCHES IN AREA OF PUBLIC STREET CURB, GUTTER AND SIDEWALK SHALL BE COMPACTED THE SAME AS TYPICAL TRENCH DETAIL SD 4. AREAS AROUND NEW CONCRETE CLEAN-OUT BOXES SHALL BE SOILS TESTED TO 90% COMPACTED. CONTRACTOR IS TO USE WHATEVER MEANS NECESSARY TO ACHIEVE 90% COMPACTION.

MONTARA WATER & SANITARY DISTRICT

TYPICAL SIDE SEWER DETAILS

2014		SD 5



GENERAL NOTES:

THE MINIMUM REQUIREMENTS FOR A RESIDENTIAL SEWAGE PUMPING SYSTEM CONNECTING A SINGLE RESIDENCE OR EQUIVALENT TO THE DISTRICT'S SYSTEM ARE SPECIFIED BELOW. THE DISTRICT ACCEPTS NO RESPONSIBILITY FOR THE DESIGN, OPERATION OR MAINTENANCE OF SUCH PRIVATELY OWNED AND OPERATED SYSTEMS. ALL WORK SHALL COMPLY WITH THE UNIFORM PLUMBING AND BUILDING CODES.

MANUFACTURERS:
ALL EQUIPMENT AND ACCESSORIES SHALL BE INDUSTRY STANDARD MANUFACTURED ITEMS AND THOSE COMING IN DIRECT CONTACT WITH SEWAGE SHALL BE SPECIFICALLY MANUFACTURED FOR SEWAGE USE.

PUMPS:
PUMPS SHALL BE SUBMERSIBLE SOLIDS HANDLING OR GRINDER TYPE SEWAGE PUMPS. PUMP MOTORS FOR RESIDENTIAL SERVICE SHALL BE EXPLOSION PROOF OR MEET CLASS 1, DIVISION 2 REQUIREMENTS PER NEC. ALL COMMERCIAL INSTALLATIONS SHALL CONSIST OF DUPLEX EXPLOSION PROOF PUMPS EACH RATED FOR TOTAL LOADING. ALL PUMP MOTORS SHALL BE UL LISTED.

PUMP SUMP:
THE PUMP SUMP SHALL BE CONSTRUCTED OUT OF NON-CORROSIVE MATERIAL OF SUITABLE STRENGTH TO WITHSTAND HYDRAULIC AND EARTH LOADS. THE PUMP SUMP SHALL BE A MINIMUM 36" DEEP WITH A MINIMUM CAPACITY OF 200 GALLONS AND SHALL BE PROVIDED WITH A FOUR (4) INCH MINIMUM INLET. IN ANY CASE THE INLET I.D. SHALL BE EQUAL TO OR GREATER THAN THE BUILDING PLUMBING STUB. THE TOP OF THE PUMP SUMP SHALL BE SECURELY ANCHORED TO THE PUMP SUMP BY BOLTS, AND ALL JOINTS BETWEEN THE COMPONENT PARTS SHALL BE SEALED WITH A WATERPROOF MASTIC.

ELECTRIC POWER SERVICE:
THE POWER REQUIREMENTS SHALL BE AS RECOMMENDED BY PACIFIC GAS AND ELECTRIC COMPANY.

ELECTRICAL WORK AND CONTROLS:
ALL ELECTRICAL WIRING AND INSTALLED CABLING, CONDUIT AND CONTROLS SHALL MEET NEC CLASS 1, DIVISION 2 REQUIREMENTS AND CONFORM TO THE REQUIREMENTS OF THE CITY OR COUNTY. THE ELECTRICAL CONTROLS SHALL PROVIDE ADEQUATE PROTECTION FOR MOTOR AND EQUIPMENT. THE ELECTRICAL CONTROL PANEL SHALL MEET NEC AND UL STANDARDS FOR SAFETY. OUTDOOR PANELS SHALL BE WEATHER TIGHT NEMA 4X. INDOOR PANELS SHALL BE NEMA 1.

FLOAT SWITCH ASSEMBLY AND HIGH-WATER ALARM:
A VISIBLE RED LIGHT AND AUDIBLE HIGH WATER ALARM SHALL BE PROVIDED. THE HIGH WATER ALARM SHALL BE ACTIVATED BY A DEDICATED FLOAT AND SHALL HAVE BATTERY BACKUP. ALL FLOAT SWITCHES SHALL HAVE GAS-TIGHT MOUNTINGS.

VENT FOR PUMP SUMP:
WHERE SYSTEM IS LOCATED WITHIN THE DWELLING, A VENT TWO (2) INCHES OR LARGER SHALL BE PROVIDED. WHERE SYSTEM IS LOCATED OUTSIDE THE DWELLING, A TWO (2) INCH OR LARGER VENT SHALL BE EXTENDED TO A POINT TEN (10) FEET ABOVE THE PUMP SUMP COVER.

DISCHARGE LINE:
THE PRESSURE PORTION OF THE DISCHARGE LINE SHALL INCLUDE A CHECK VALVE, GATE VALVE AND FLEXIBLE COUPLINGS AND SHALL BE A MINIMUM 1/2" DIAMETER LARGER THAN THE PUMP DISCHARGE. ALL PIPE, VALVES AND COUPLINGS SHALL CONFORM TO THE STANDARD SPECIFICATIONS. THE GRAVITY PORTION OF THE DISCHARGE LINE SHALL BE FOUR (4) INCH MINIMUM DIAMETER PIPE, SHALL MEET THE DISTRICT REQUIREMENT FOR SIDE SEWERS AND SHALL PROVIDE A MINIMUM TWELVE (12) INCH VERTICAL DROP AT THE JUNCTION WITH THE PRESSURE LINE.

SHALLOW SEWER MAIN CONNECTION

MONTARA WATER & SANITARY DISTRICT

RESIDENTIAL SEWERAGE PUMPING SYSTEM

2014		SD 17.0

Note: *SD 17.1 details a different discharge pipe arrangement.*

Sanitary Code for Backflow Prevention Device (BPD)

2-8

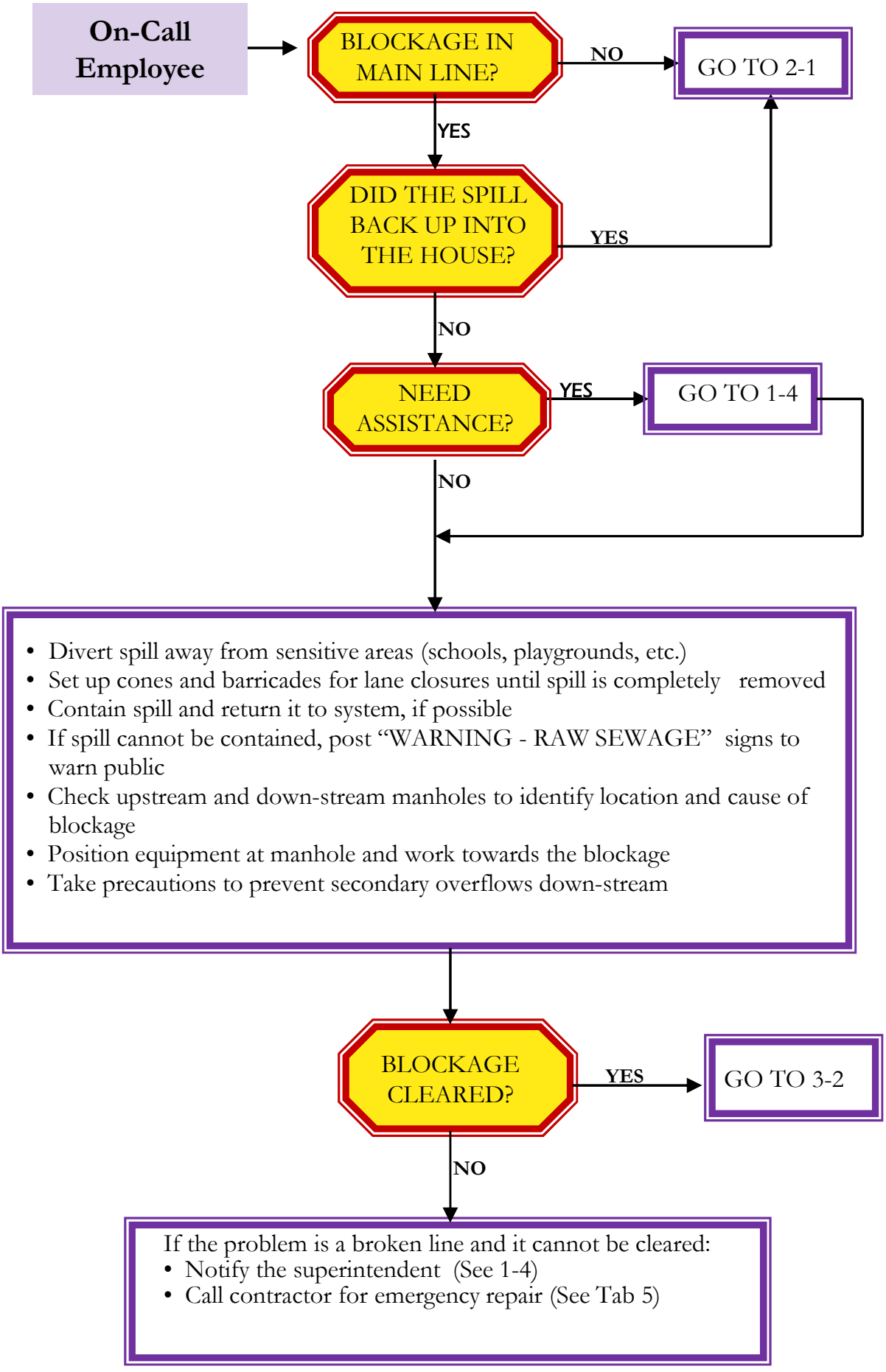
TITLE 21

Montara Water and Sanitary District

Code Section 3-5.800: BACKFLOW PREVENTION DEVICES

Backflow Prevention Device. A backflow prevention device ("check valve") shall be located and installed in accordance with the requirements, specifications and standards of the District in such manner as to be accessible for inspection and repair at all times, and, unless such device is readily accessible within a building, structure, or other enclosed improvement, it shall be enclosed in a watertight masonry pit fitted with a removable cover. The owner of the Parcel with respect to which a backflow prevention device has been installed shall be responsible, at no cost to the District, for the operation, maintenance, repair and replacement of said device

Outside Initial Response 3-1



RESPONSE CREW

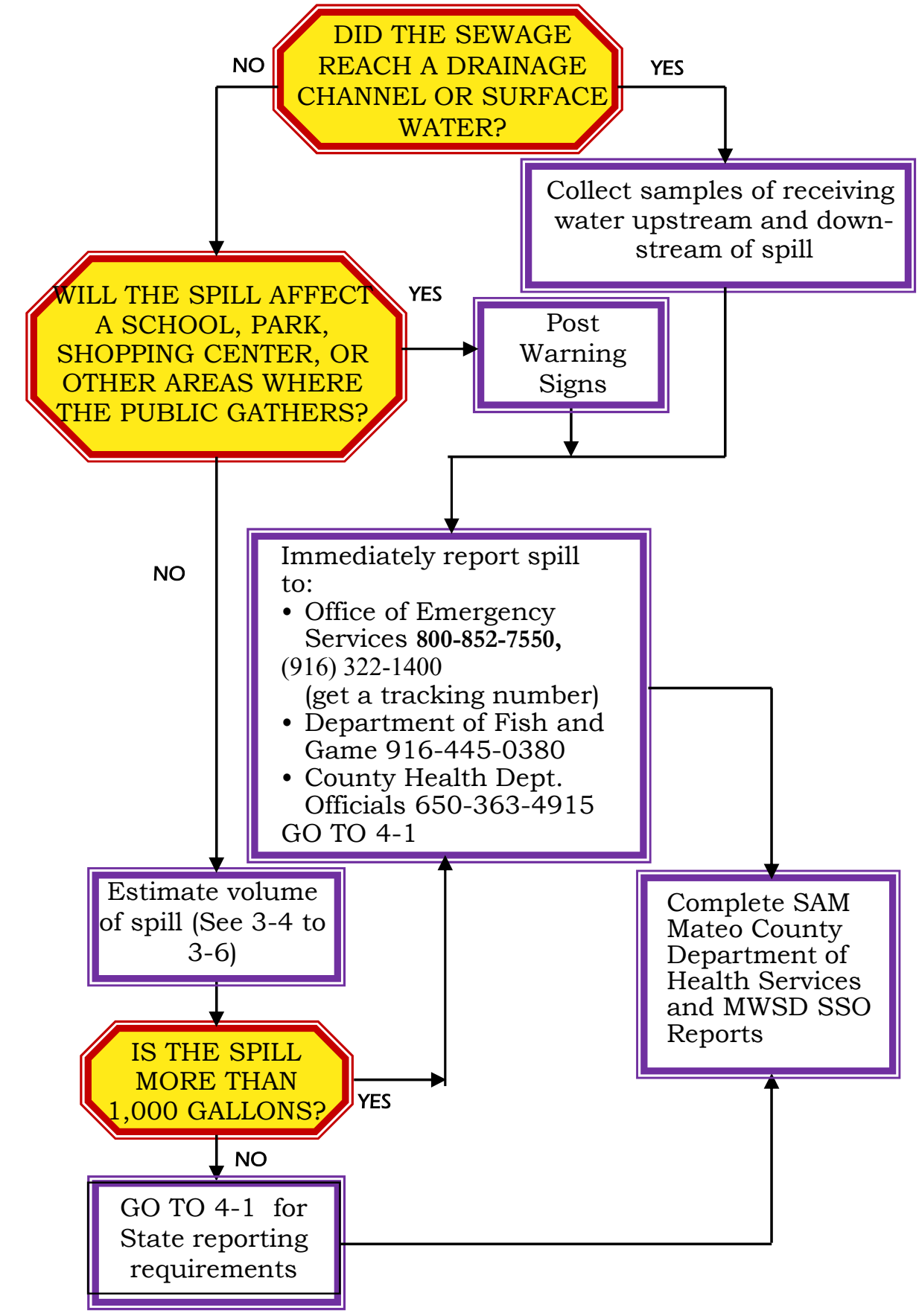
When normal flow is restored, begin cleanup

- Remove all signs of gross pollution (solids, grease, toilet paper, etc.)
- If needed, flush area with dechlorinated water only after obtaining approval from the Department of Fish and Game
- If needed, berm flush water so it can be removed with the vactor or delivered to the sewer system
- DO NOT USE DISINFECTANT that can enter the storm drain or other water supply

Evaluate Spill - Estimate volume of the spill and begin documentation (See 3-4 and 3-6)

Complete San Mateo County Department of Public Heath and MWSD SSO Reports

GO TO 3-3


DID THE SEWAGE REACH A DRAINAGE CHANNEL OR SURFACE WATER?
NO
YES
Collect samples of receiving water upstream and down-stream of spill
WILL THE SPILL AFFECT A SCHOOL, PARK, SHOPPING CENTER, OR OTHER AREAS WHERE THE PUBLIC GATHERS?
YES
Post Warning Signs
NO
Immediately report spill to:
• Office of Emergency Services 800-852-7550, (916) 322-1400 (get a tracking number)
• Department of Fish and Game 916-445-0380
• County Health Dept. Officials 650-363-4915
GO TO 4-1
Estimate volume of spill (See 3-4 to 3-6)
Complete SAM Mateo County Department of Health Services and MWSD SSO Reports
IS THE SPILL MORE THAN 1,000 GALLONS?
YES
NO
GO TO 4-1 for State reporting requirements

Estimating Volume

METHOD 1: EYEBALL ESTIMATE

This method can be useful for small spills up to 100 gallons. To use this method, imagine the amount of water that would spill from a bucket or barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the spill is larger than 50 gallons, try to break the standing water into barrels and multiply by 50 gallons.

METHOD 2: MEASURED VOLUME

Most small spills can be estimated with this method. The shape, dimensions, and depth of the spilled wastewater are needed. The shape and dimensions are used to calculate the area of the spill and the depth is used to calculate the volume.

Step 1 - Sketch the shape of the contained sewage
Step 2 - Measure or pace off the dimensions
Step 3 - Measure the depth at several locations
Step 4 - Convert the dimensions including depth to feet
Step 5 - Calculate the area using the following formulas:

Rectangle	Area = length x width
Circle	Area = diameter x diameter x 0 .785
Triangle	Area = base x height x 0.5

Step 6 - Multiply area times the depth to obtain volume in cubic feet
Step 7 - Multiply the volume by 7.5 to convert it to gallons

METHOD 3: DURATION AND FLOW

This is a tabulation method is used when it is difficult or impossible to measure area and depth of the spill. The volume of the spill is estimated by multiplying the duration (in hours or days) by the flow rate (in gallons per hour or gallons per day). Use of the system maps may be needed to count the homes and businesses which may be contributing to the sewage flow.

Duration

The time elapsed from the start of the spill to the time the spill has stopped. The following are some approaches that can be used to estimate duration.

Start time: (THIS MAY NOT BE THE NOTIFICATION TIME, it may be BEFORE the District was notified of the spill) Initially, there will be limited deposits of grease and toilet paper at the spill site. After a few days, the grease forms a light-colored residue. After a few weeks, the grease turns dark and the quantity of toilet paper and other materials will increase. These changes can be used to estimate start time in the absence of other information.

End time: The time is estimated by observing the "blow down" that occurs when the blockage has been removed, of the time the sewage flow or pumping is restored to normal and all sewage is contained is the sewer system.

Flow Rate

Flow rate is the average flow leaving the sewer system at the time the spill has stopped. Three ways to estimate the flow rate are:

San Diego Manhole Flow Rate Reference Sheet (See 3-5). This sheet shows the sewage flowing from a manhole cover for a variety of flow rates.

Changes in flows in the downstream flow meters can be used to estimate the flow rate during the spill (better for large SSOs).

Once the location of the spill is known, the number of upstream connections can be determined from the field maps. Multiply the number of connections by 150 gallons per day per connection (high winter estimate, or 80 gallons per day summer estimate, or 4-8 gallons per hour per connection, increasing for peak use hours.

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

INITIAL NOTIFICATION:

Any discharge of sewage that results in a discharge to a drainage channel or a surface water, District Staff shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, County Health Department Officers, and the Regional Water Quality Control Board.

State Order Tables E2-1, E2-2, E2-3, E2.4 provide reporting requirement details and timelines:

Table E2-1
Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Reporting Requirements 4-2

Table E2-2
Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all 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 occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

SSO ELECTRONIC REPORTING SYSTEM (ERS) (CIWQS)

After a SSO event staff must submit SSO reports through the State Water Board's web-based SSO ERS called CIWQS at https://ciwqs.waterboards.ca.gov/
The General Manager and Sam Technical Services Supervisor are authorized to report on the CIWQS.

NO SPILL REPORTS ARE DUE EACH MONTH WHEN NO SPILLS HAVE OCCURED

ANNUAL REPORT

An annual report for the January 1 to December 31 reporting year must be submitted no later than March 15 of the following year. At a minimum, the annual report must include the following (review the SSMP for more details):

One or more charts showing trends in the number, volume, and causes of SSOs, and by location of SSOs, experienced during the reporting year.

Discussion or any data and potential deficiencies/redundancies in the monitoring system of reporting program.

The report must be certified and signed by either a principal executive officer or a ranking elected official. The report must be certified with the following statement:

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

Submit one paper copy (required) of the report and one electronic PDF copy (requested but not required).

Contractors for Emergency Repairs 5-1

If the contracted services require more than one day of work, the expenditure must be authorized by the District Superintendent.

For Pipe Excavation and Force Main repair call:

SAM	650-726-0124
Andreini Bros, Half Moon Bay	650-726-2065
Dave Mossa Excavation	(C) 650-868-9673
Halfmoon Bay Grading and Paving	650-726-3588
Stoloski and Gonzales, Half Moon Bay	650-726-7119
Pacific Trenchelss Inc. Oakland Ca,	415-559-0983
BaysideTrenchless, Inc	510-806-5033

For Plumbers call: (Check the SAM certified list)

Rooter Rooter & Plumbing	650-726-5766
Miramar Plumbing	650-726-5524
Whistle Plumbing	415-412-3727
Bayshore Plumbers	650-323-6464
Certified Plumbing & Rooter	650-219-4788

For Electrical Technicians call

Calcon Systems, San Ramone	925-277-0665
Telstar, Inc.	925-671-2888

For Electrical and Pump Supplies call

Toshiba Supplier (VFD's)	925-671-2888
ABB VFD supplier	925-277-0665
Direct Logic PLC Supplier	925-277-0665
Shape Incorporated, Flygt supplier	925-485-9720

For welders call:

Princeton Welding, Inc	650-728-3600
Alliance Welding Supplies	888-414-6363

CONTINUED FOR PUMPING CONTRACTORS SEE NEXT PAGE

Contractors for Emergency Repairs (cont.)

For large (5,000 gallons) tank truck call :

Presidio Systems Inc.-Mike Schratz	925-456-8400
290 Rickenbacker Circle, Suite 100	(C) 925-575-0175
Livermore, CA 94551	

Universal Environment (Benicia)	707-747-6699
Synagrow Technologies (headquarters in Corona)	909-277-2662
Suisun City Office	707-438-3730
Daniel Miller	(C) 510-772-1837
Redwood Sanitary Service	707-762-1610

For small (2,000 gallon) tank truck call

Septic Pumping, near HMB	510-221-3955
Ryan's Pumping	408-763-0914
Castle Pumping and Hydro Jetting	408-417-3091
Roto-Rooter	415-898-2700
Roy's Sewer Service	707-763-0226

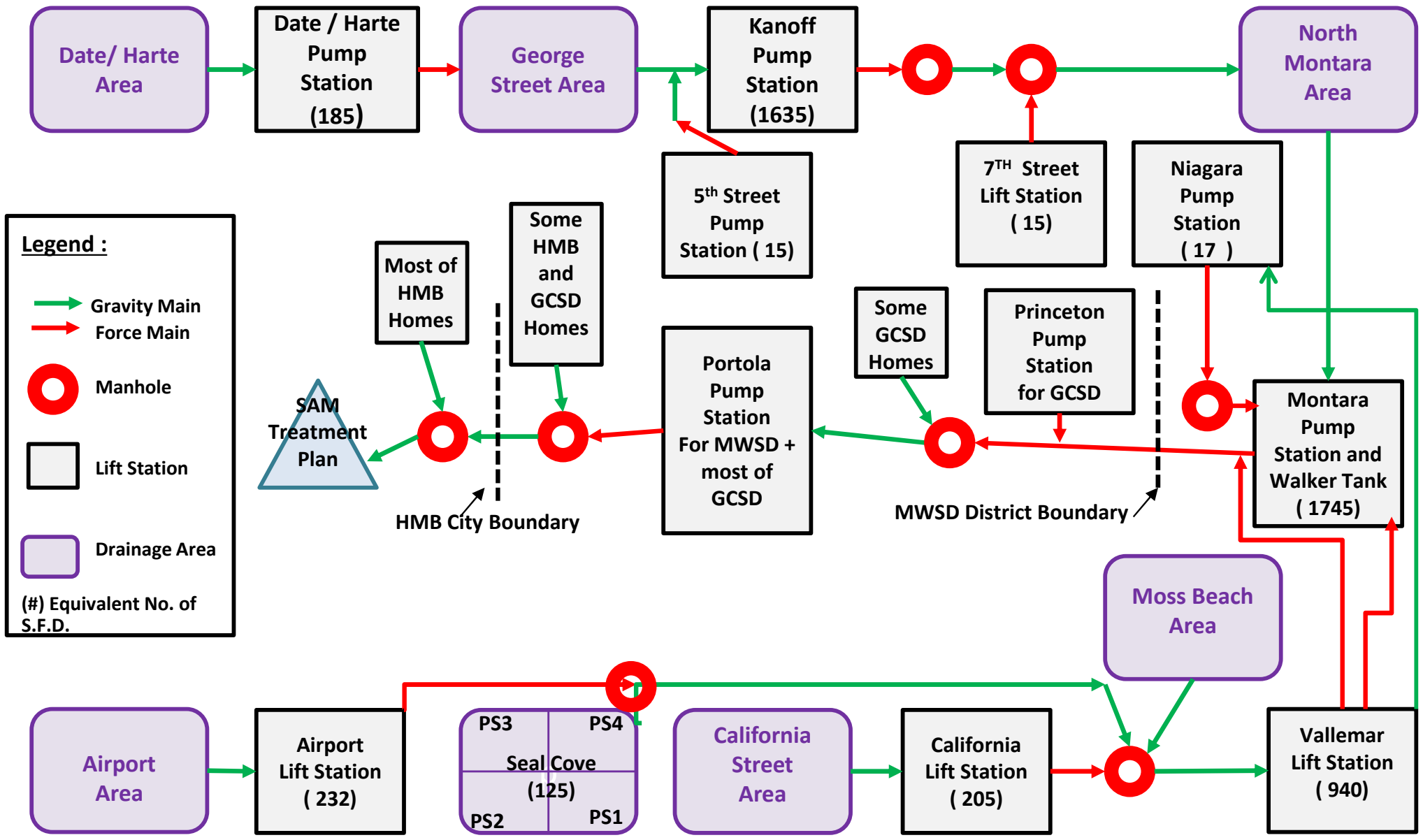
Rain For Rent Portable Pumps and Tanks	925-679-2803
Pace Machine Company, portable pumps and generators	925-277-0665

For diesel fuel call Royal Petroleum (24 hrs)	415-454-4066
or Bay Cities Oil	800-937-2266

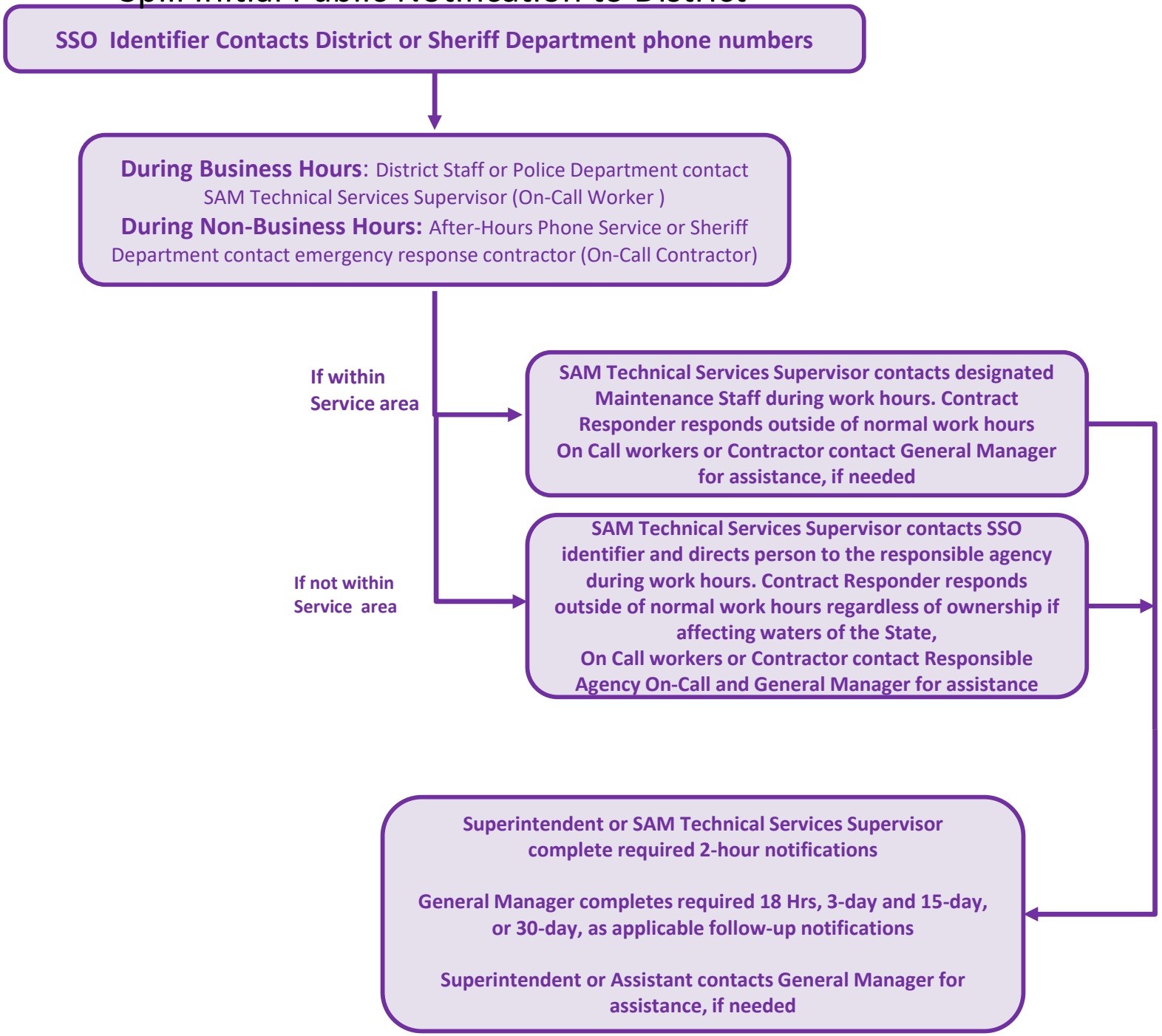
Site Specific Spill Containment 6-1

See Pump Station Site Specific maps for spill containment diagrams.

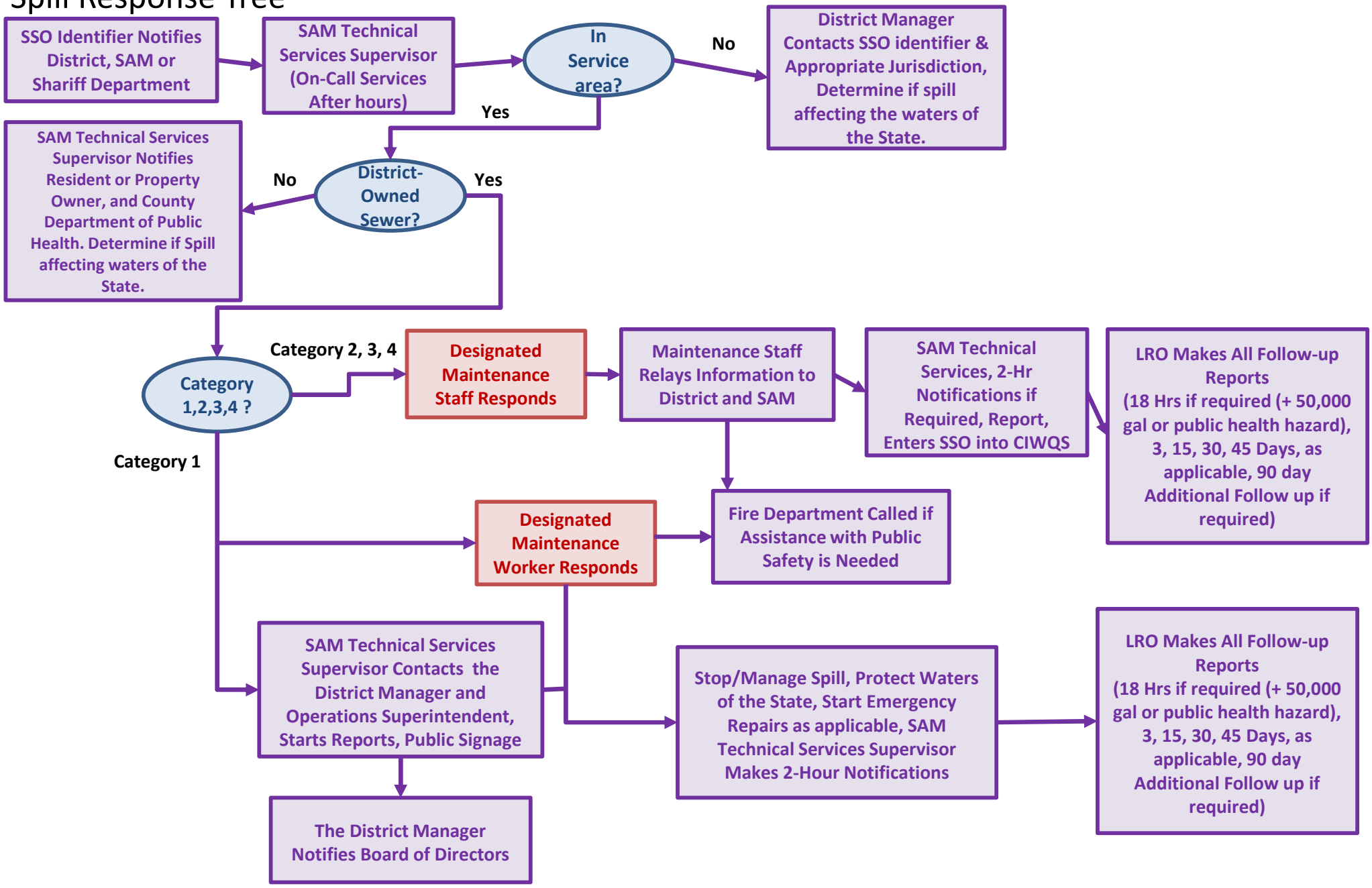
MWSD and SAM Pump Station Network

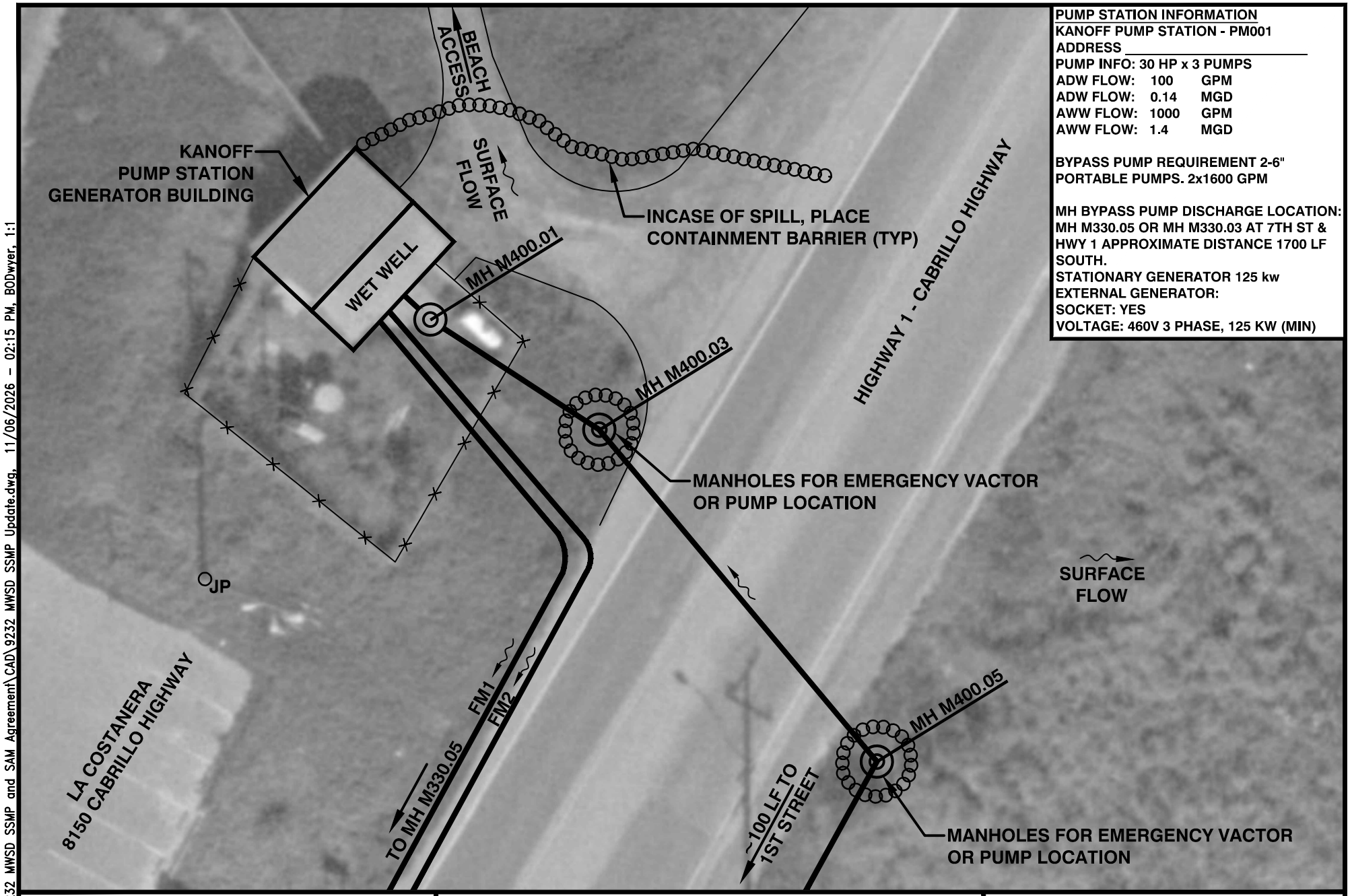


Spill Initial Public Notification to District



Spill Response Tree





PUMP STATION INFORMATION

KANOFF PUMP STATION - PM001
ADDRESS _____
PUMP INFO: 30 HP x 3 PUMPS
ADW FLOW: 100 GPM
ADW FLOW: 0.14 MGD
AWW FLOW: 1000 GPM
AWW FLOW: 1.4 MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2x1600 GPM

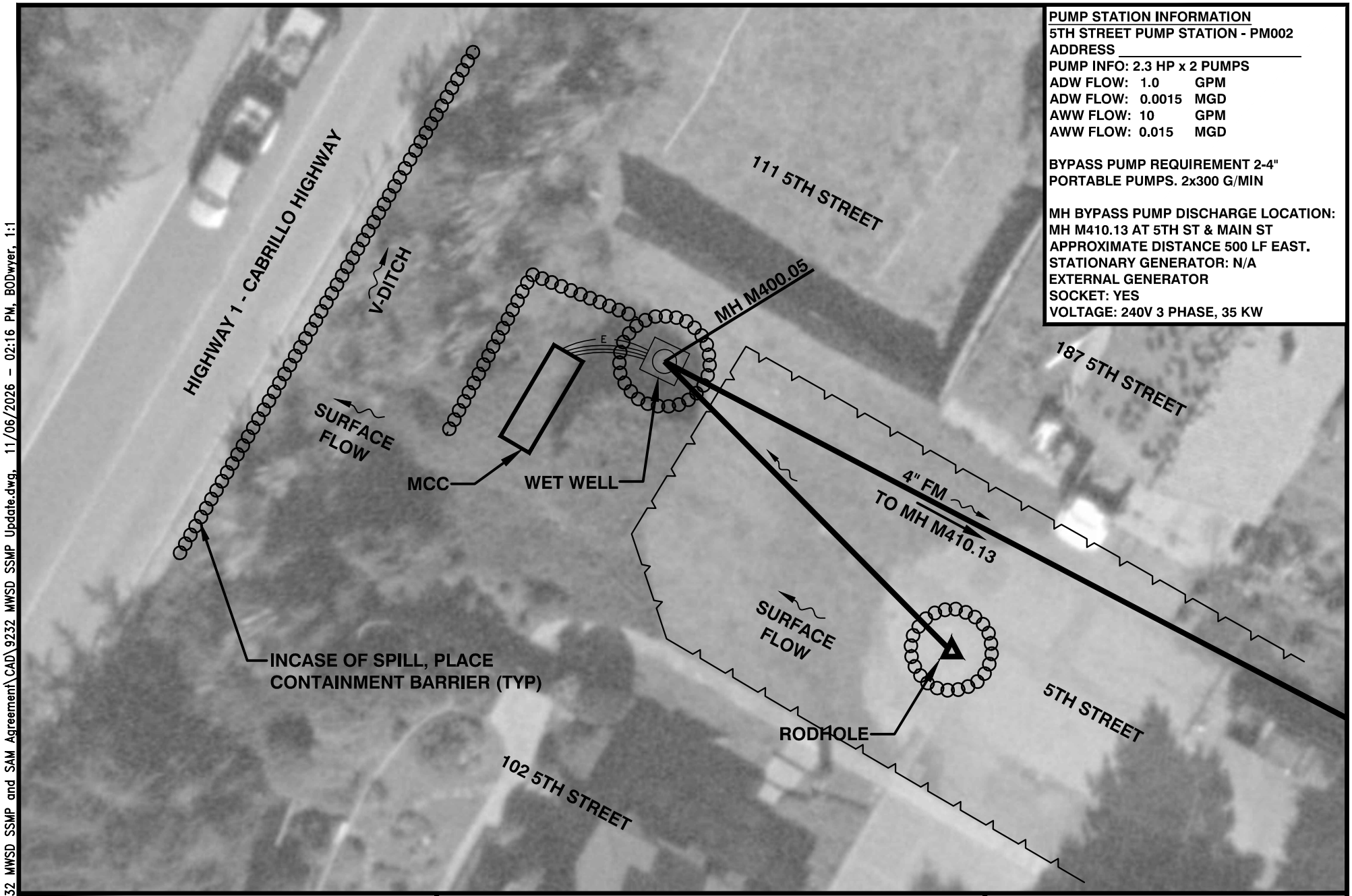
MH BYPASS PUMP DISCHARGE LOCATION: MH M330.05 OR MH M330.03 AT 7TH ST & HWY 1 APPROXIMATE DISTANCE 1700 LF SOUTH.
STATIONARY GENERATOR 125 kw
EXTERNAL GENERATOR:
SOCKET: YES
VOLTAGE: 460V 3 PHASE, 125 KW (MIN)

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	KANOFF PUMP STATION - PM001

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

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PUMP STATION INFORMATION

5TH STREET PUMP STATION - PM002

ADDRESS _____

PUMP INFO: 2.3 HP x 2 PUMPS

ADW FLOW:	1.0	GPM
ADW FLOW:	0.0015	MGD
AWW FLOW:	10	GPM
AWW FLOW:	0.015	MGD

BYPASS PUMP REQUIREMENT 2-4" PORTABLE PUMPS. 2x300 G/MIN

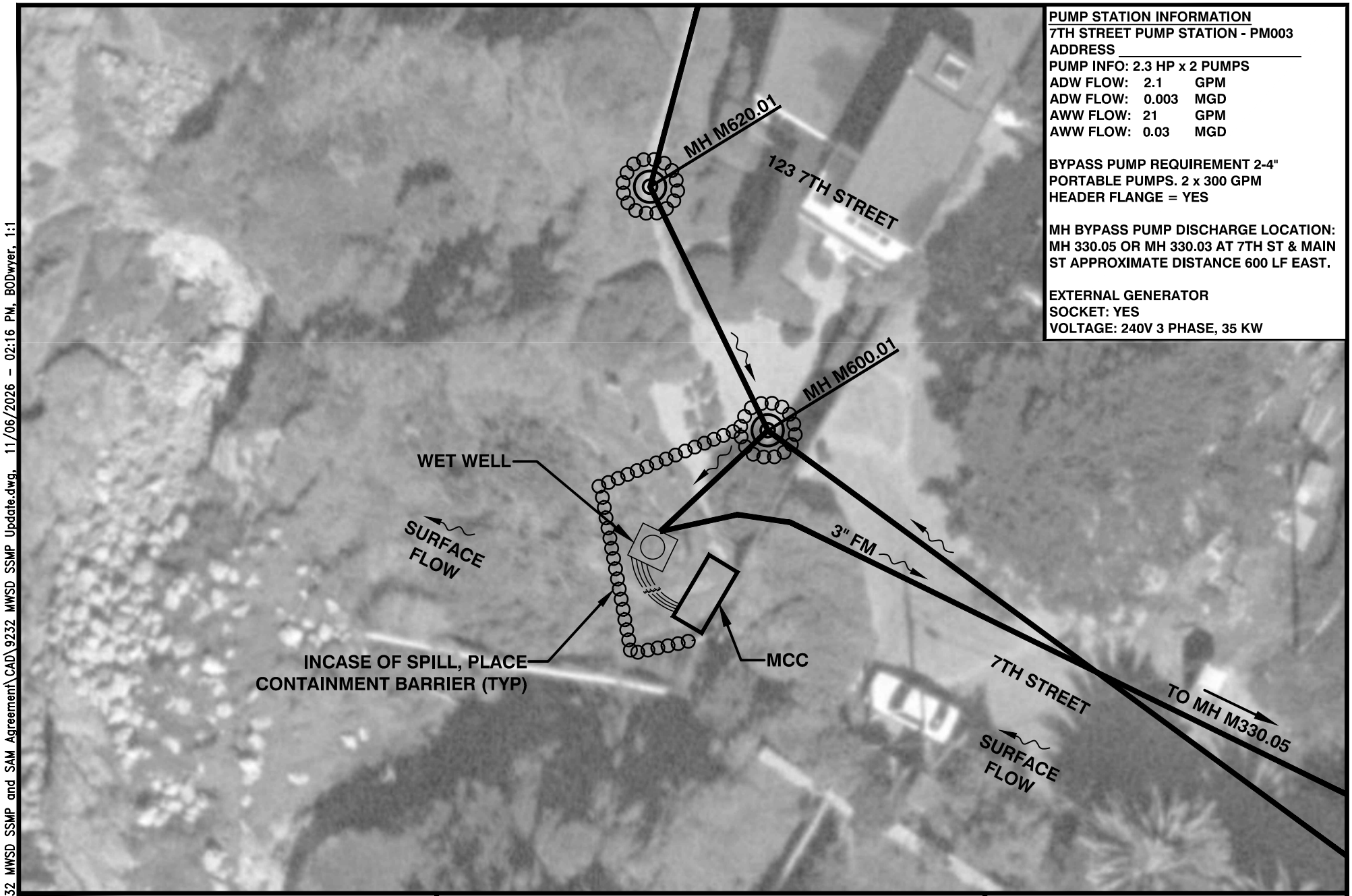
MH BYPASS PUMP DISCHARGE LOCATION:
MH M410.13 AT 5TH ST & MAIN ST
APPROXIMATE DISTANCE 500 LF EAST.
STATIONARY GENERATOR: N/A
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 240V 3 PHASE, 35 KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	5th STREET PUMP STATION - PM002

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

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PUMP STATION INFORMATION

7TH STREET PUMP STATION - PM003

ADDRESS _____

PUMP INFO: 2.3 HP x 2 PUMPS

ADW FLOW:	2.1	GPM
ADW FLOW:	0.003	MGD
AWW FLOW:	21	GPM
AWW FLOW:	0.03	MGD

BYPASS PUMP REQUIREMENT 2-4" PORTABLE PUMPS. 2 x 300 GPM

HEADER FLANGE = YES

MH BYPASS PUMP DISCHARGE LOCATION: MH 330.05 OR MH 330.03 AT 7TH ST & MAIN ST APPROXIMATE DISTANCE 600 LF EAST.

EXTERNAL GENERATOR SOCKET: YES

VOLTAGE: 240V 3 PHASE, 35 KW

MONTARA WATER AND SANTATION DISTRICT

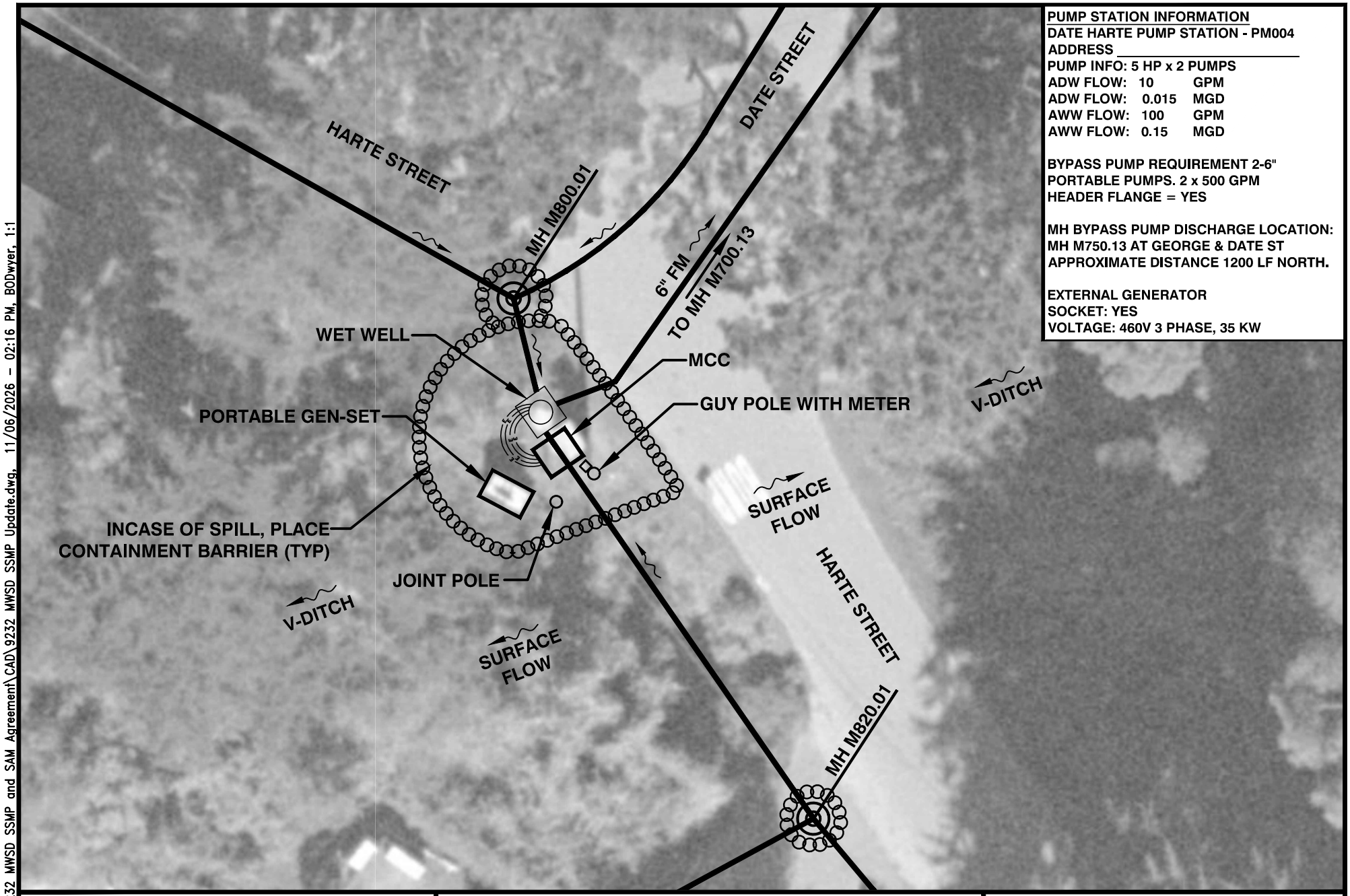
SEWER SYSTEM MANAGEMENT PLAN

7th STREET PUMP STATION - PM003

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

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PUMP STATION INFORMATION

DATE HARTE PUMP STATION - PM004
ADDRESS _____
PUMP INFO: 5 HP x 2 PUMPS
ADW FLOW: 10 GPM
ADW FLOW: 0.015 MGD
AWW FLOW: 100 GPM
AWW FLOW: 0.15 MGD

BYPASS PUMP REQUIREMENT 2-6"
PORTABLE PUMPS. 2 x 500 GPM
HEADER FLANGE = YES

MH BYPASS PUMP DISCHARGE LOCATION:
MH M750.13 AT GEORGE & DATE ST
APPROXIMATE DISTANCE 1200 LF NORTH.

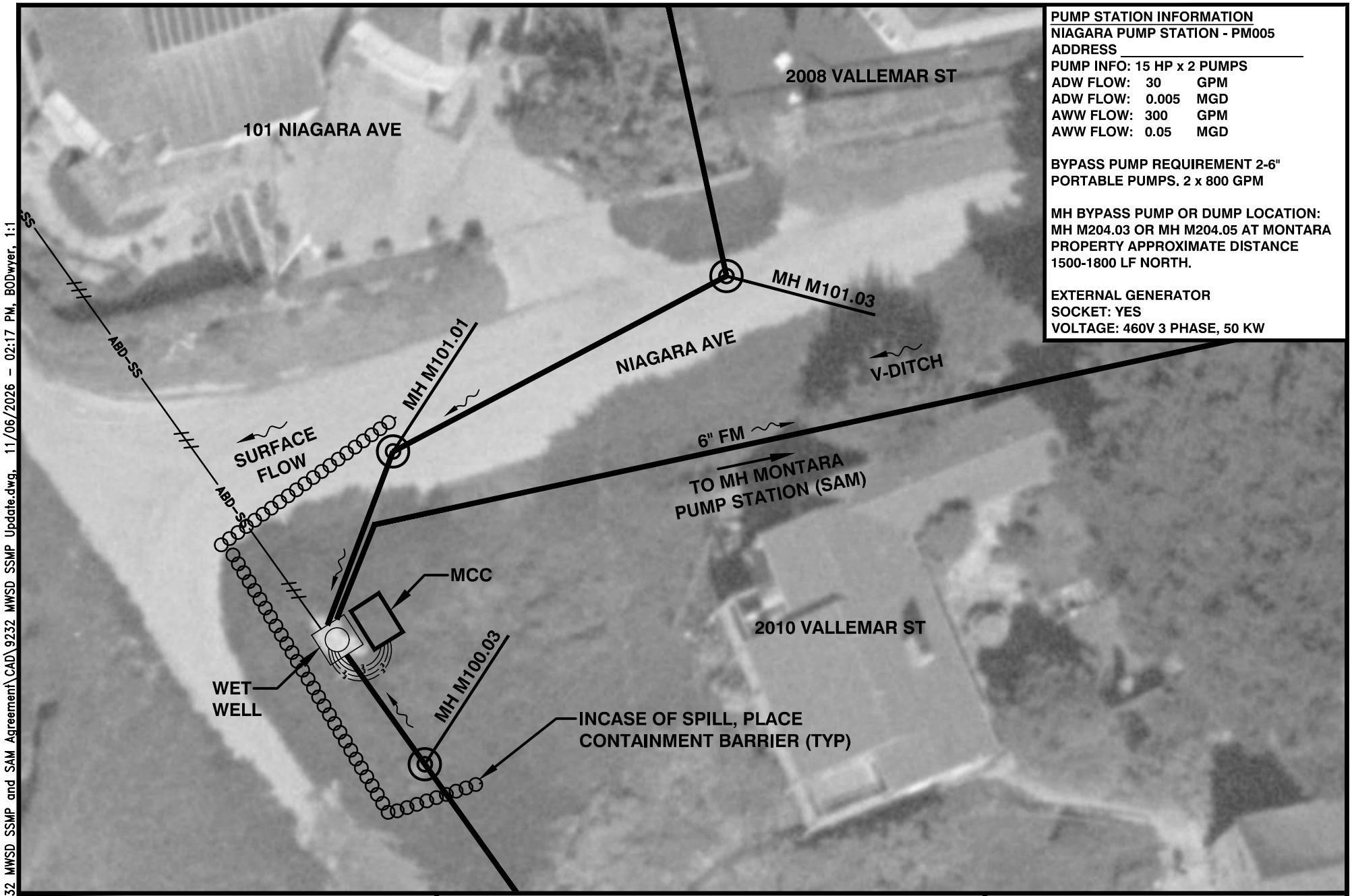
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 460V 3 PHASE, 35 KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	DATE HARTE PUMP STATION - PM004

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

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PUMP STATION INFORMATION
NIAGARA PUMP STATION - PM005
ADDRESS _____
PUMP INFO: 15 HP x 2 PUMPS
ADW FLOW: 30 GPM
ADW FLOW: 0.005 MGD
AWW FLOW: 300 GPM
AWW FLOW: 0.05 MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2 x 800 GPM

MH BYPASS PUMP OR DUMP LOCATION: MH M204.03 OR MH M204.05 AT MONTARA PROPERTY APPROXIMATE DISTANCE 1500-1800 LF NORTH.

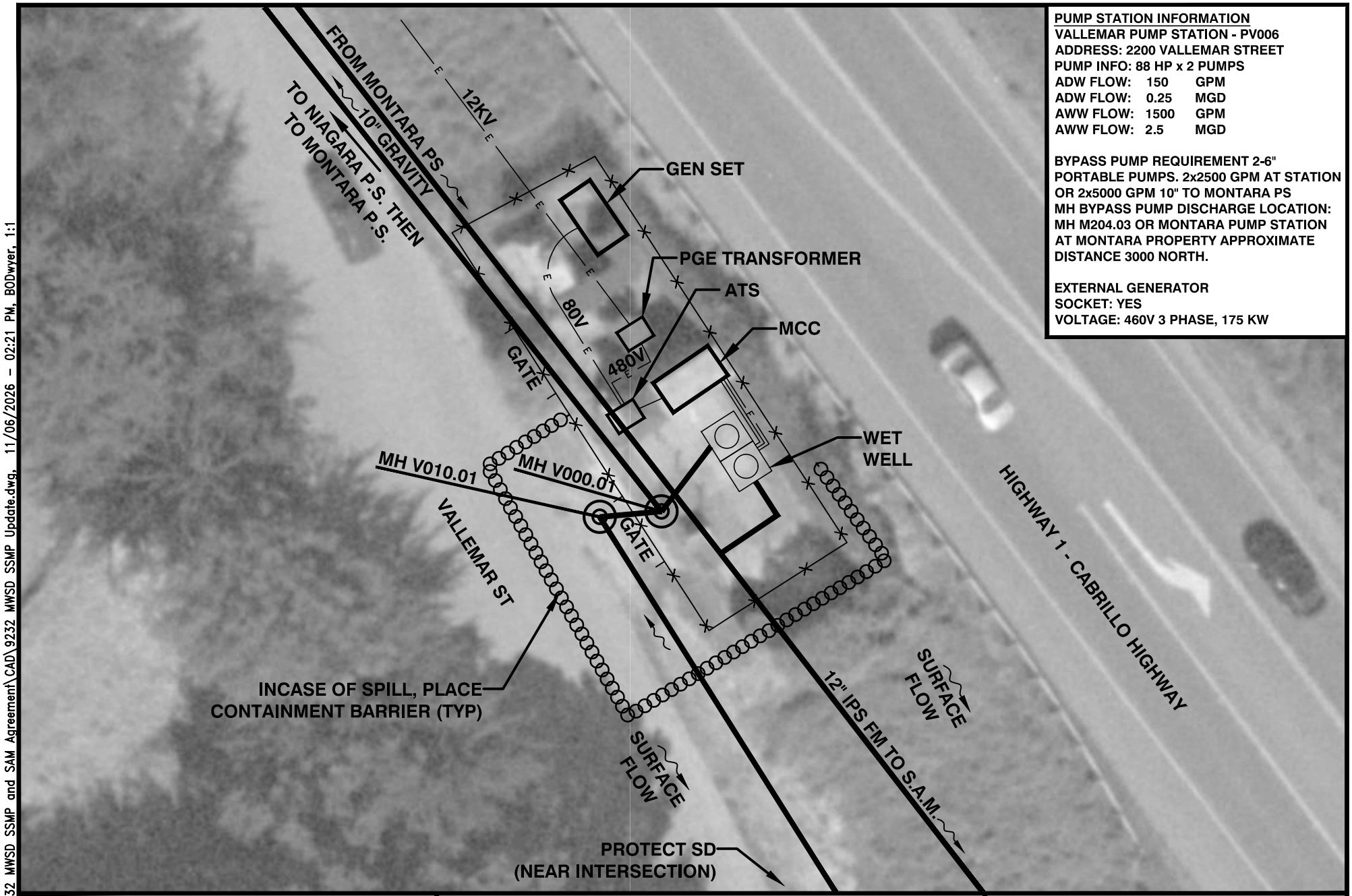
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 460V 3 PHASE, 50 KW

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:17 PM, BODwyer, 1:1

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	NIAGARA PUMP STATION - PM005

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'



PUMP STATION INFORMATION
VALLEMAR PUMP STATION - PV006
ADDRESS: 2200 VALLEMAR STREET
PUMP INFO: 88 HP x 2 PUMPS
ADW FLOW: 150 GPM
ADW FLOW: 0.25 MGD
AWW FLOW: 1500 GPM
AWW FLOW: 2.5 MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2x2500 GPM AT STATION OR 2x5000 GPM 10" TO MONTARA PS
MH BYPASS PUMP DISCHARGE LOCATION: MH M204.03 OR MONTARA PUMP STATION AT MONTARA PROPERTY APPROXIMATE DISTANCE 3000 NORTH.

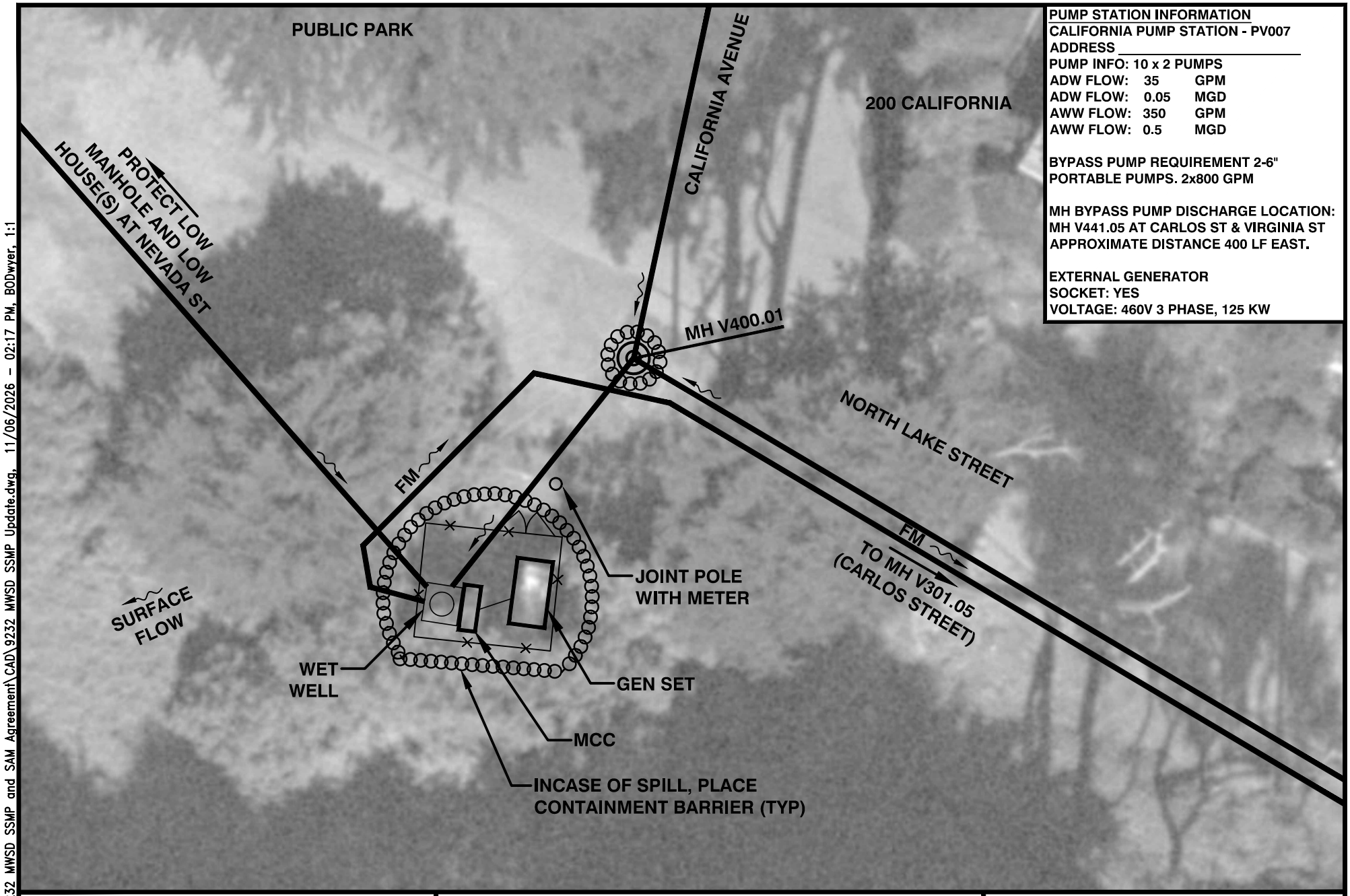
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 460V 3 PHASE, 175 KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	VALLEMAR PUMP STATION - PV006

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:21 PM, BODwyer, 1:1



PUMP STATION INFORMATION

CALIFORNIA PUMP STATION - PV007

ADDRESS _____

PUMP INFO: 10 x 2 PUMPS

ADW FLOW:	35	GPM
ADW FLOW:	0.05	MGD
AWW FLOW:	350	GPM
AWW FLOW:	0.5	MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2x800 GPM

MH BYPASS PUMP DISCHARGE LOCATION: MH V441.05 AT CARLOS ST & VIRGINIA ST APPROXIMATE DISTANCE 400 LF EAST.

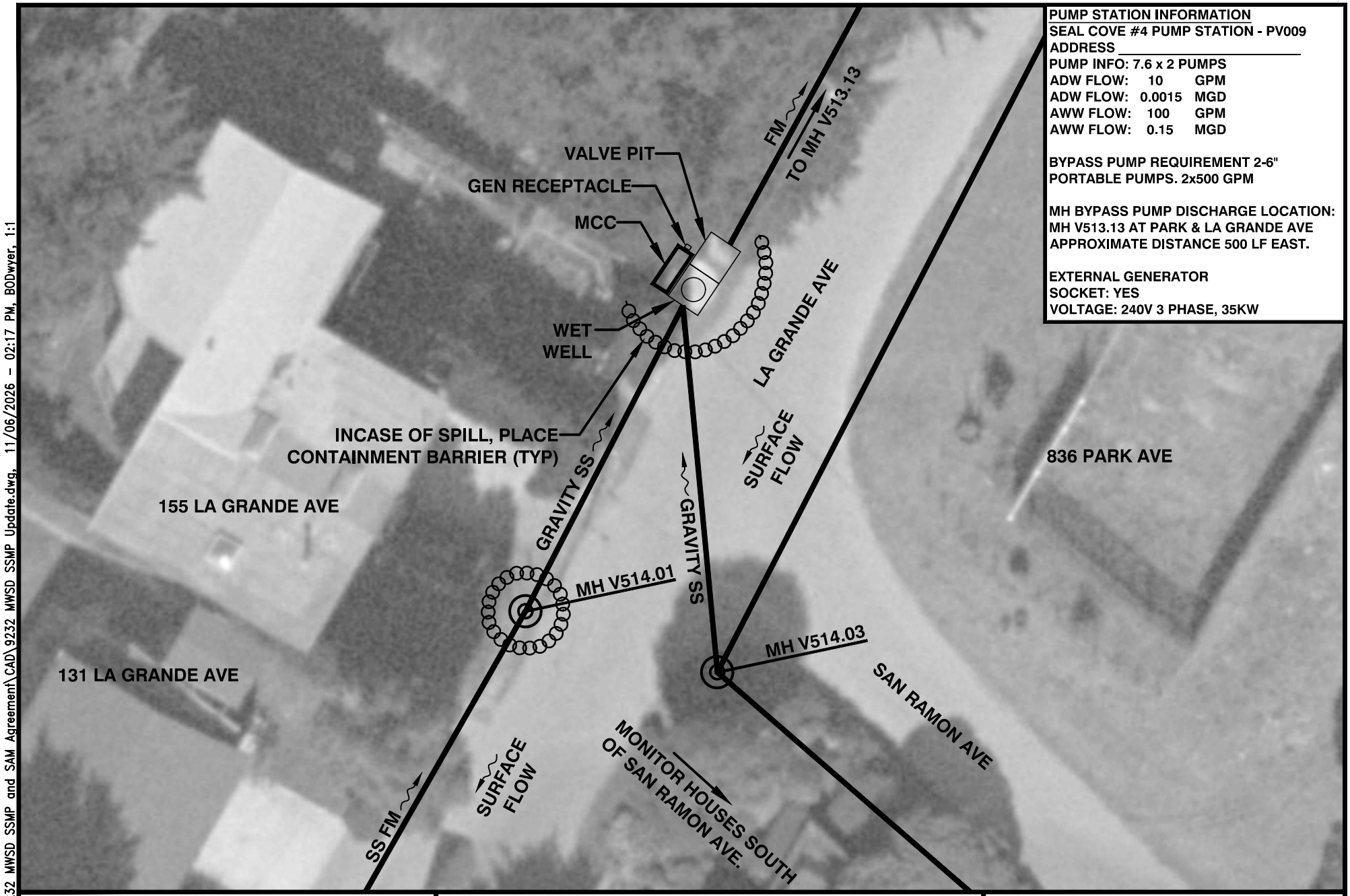
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 460V 3 PHASE, 125 KW

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:17 PM, BODwyer, 1:1

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	CALIFORNIA PUMP STATION - PV007

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'



PUMP STATION INFORMATION

SEAL COVE #4 PUMP STATION - PV009
ADDRESS _____
PUMP INFO: 7.6 x 2 PUMPS
ADW FLOW: 10 GPM
ADW FLOW: 0.0015 MGD
AWW FLOW: 100 GPM
AWW FLOW: 0.15 MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2x500 GPM

MH BYPASS PUMP DISCHARGE LOCATION: MH V513.13 AT PARK & LA GRANDE AVE APPROXIMATE DISTANCE 500 LF EAST.

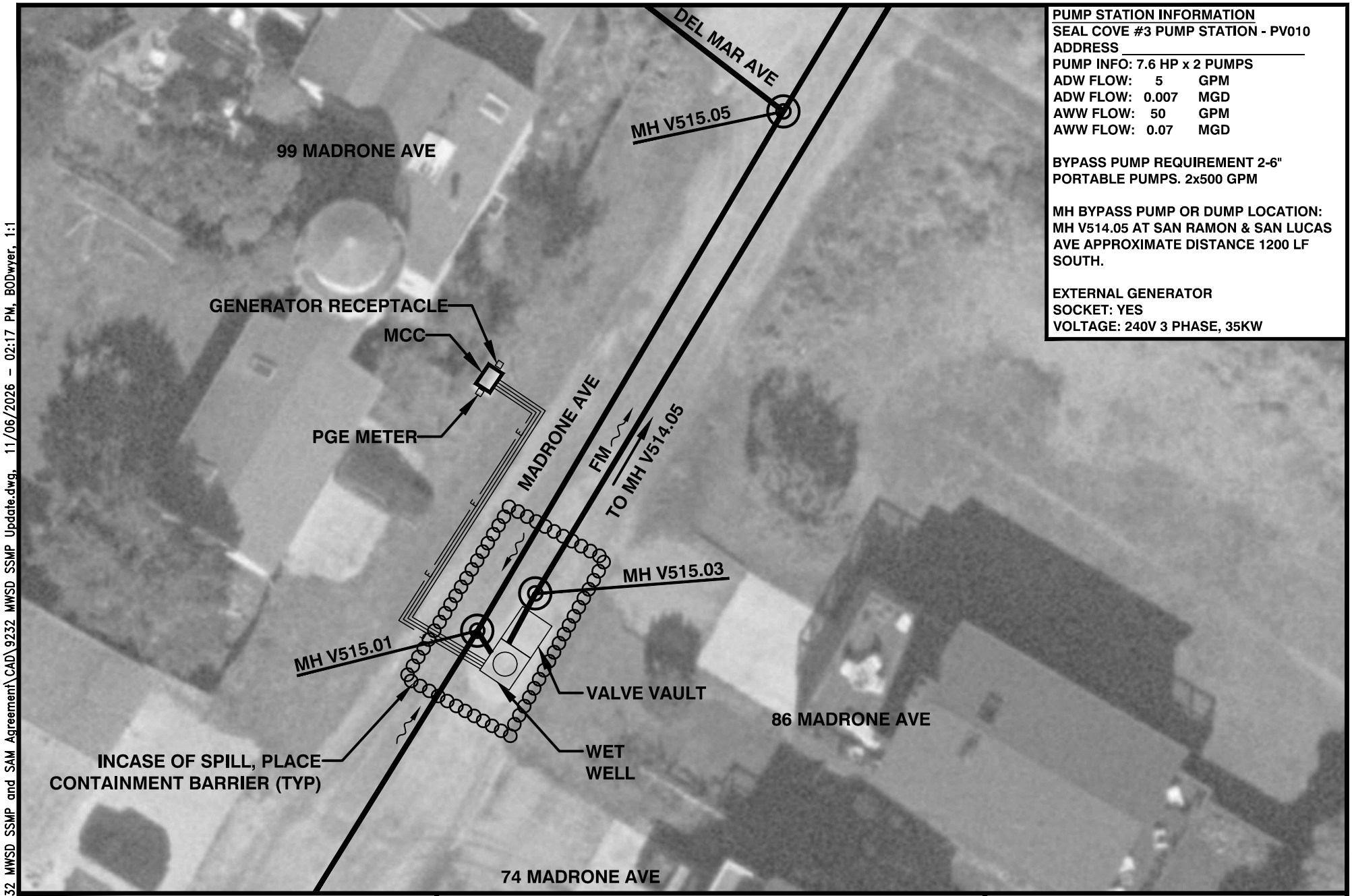
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 240V 3 PHASE, 35KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	SEAL COVE #4 PUMP STATION - PV008

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:17 PM, BODwyer, 1:1



PUMP STATION INFORMATION
SEAL COVE #3 PUMP STATION - PV010
ADDRESS _____
PUMP INFO: 7.6 HP x 2 PUMPS
ADW FLOW: 5 GPM
ADW FLOW: 0.007 MGD
AWW FLOW: 50 GPM
AWW FLOW: 0.07 MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS. 2x500 GPM

MH BYPASS PUMP OR DUMP LOCATION: MH V514.05 AT SAN RAMON & SAN LUCAS AVE APPROXIMATE DISTANCE 1200 LF SOUTH.

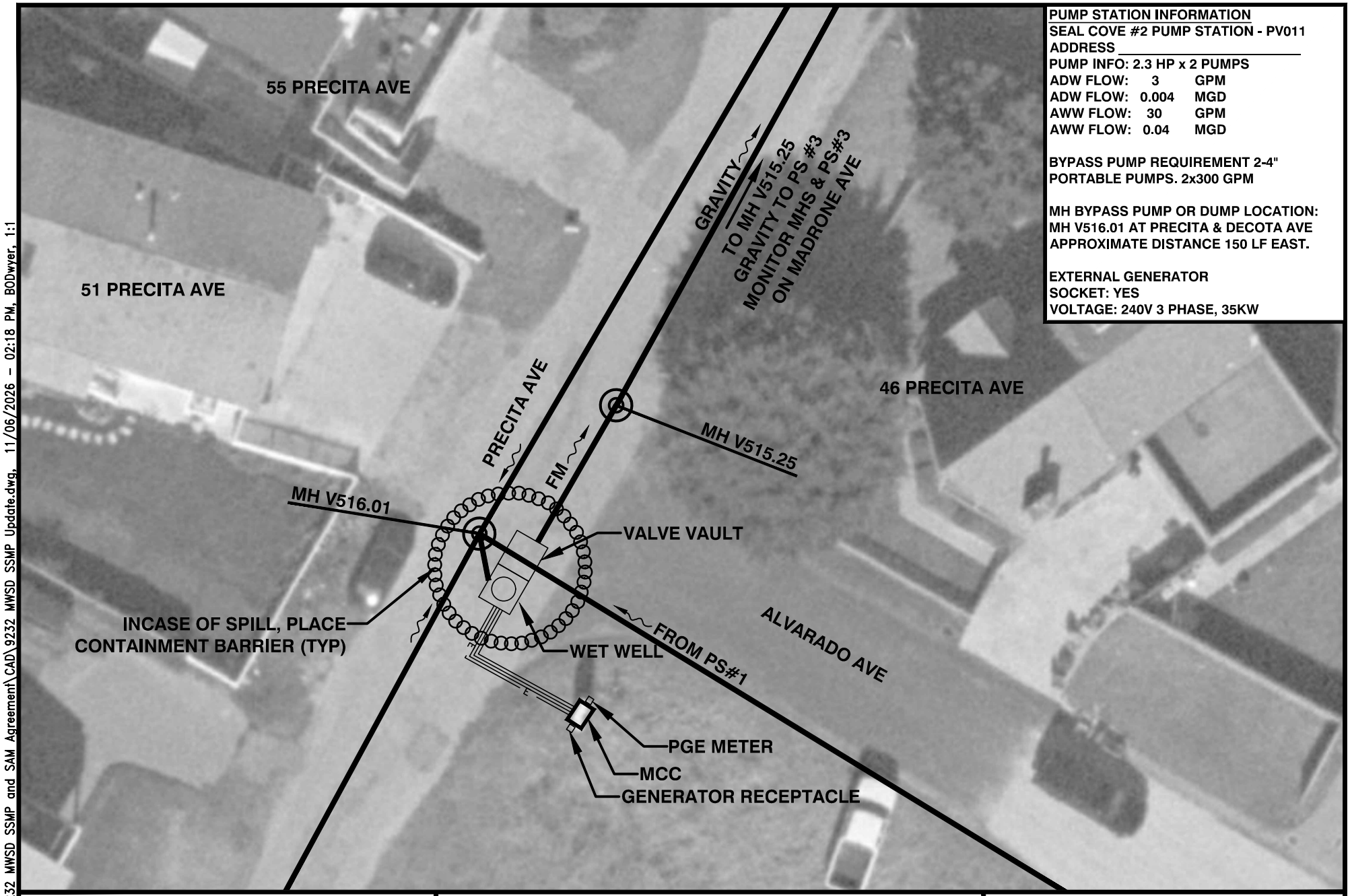
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 240V 3 PHASE, 35KW

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:17 PM, BODwyer, 1:1

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	SEAL COVE #3 PUMP STATION - PV009

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'



PUMP STATION INFORMATION

SEAL COVE #2 PUMP STATION - PV011
ADDRESS _____
PUMP INFO: 2.3 HP x 2 PUMPS
ADW FLOW: 3 GPM
ADW FLOW: 0.004 MGD
AWW FLOW: 30 GPM
AWW FLOW: 0.04 MGD

BYPASS PUMP REQUIREMENT 2-4" PORTABLE PUMPS. 2x300 GPM

MH BYPASS PUMP OR DUMP LOCATION:
MH V516.01 AT PRECITA & DECOTA AVE
APPROXIMATE DISTANCE 150 LF EAST.

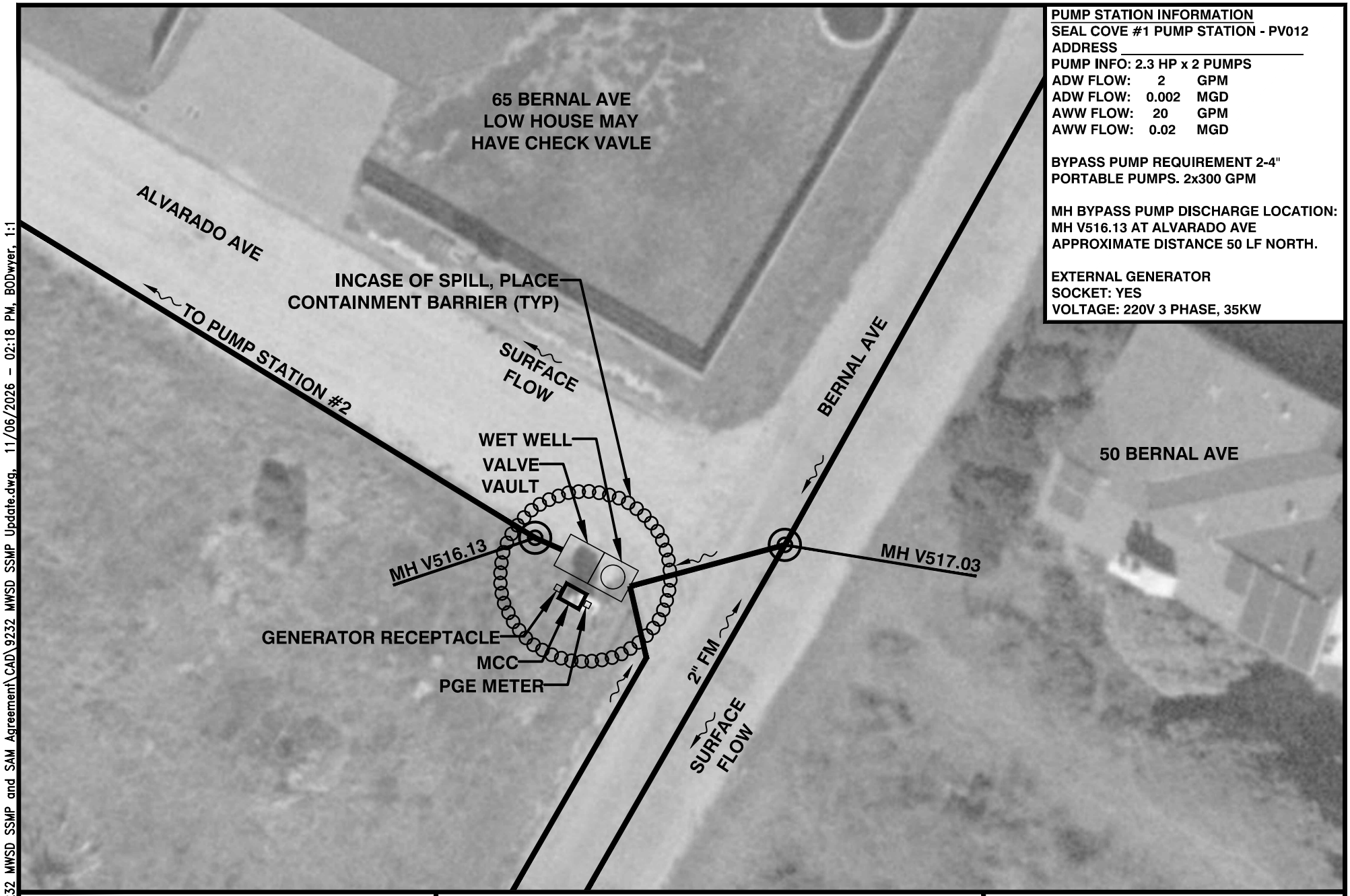
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 240V 3 PHASE, 35KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	SEAL COVE #2 PUMP STATION - PV010

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:18 PM, BODwyer, 1:1



PUMP STATION INFORMATION

SEAL COVE #1 PUMP STATION - PV012
ADDRESS _____
PUMP INFO: 2.3 HP x 2 PUMPS
ADW FLOW: 2 GPM
ADW FLOW: 0.002 MGD
AWW FLOW: 20 GPM
AWW FLOW: 0.02 MGD

BYPASS PUMP REQUIREMENT 2-4"
PORTABLE PUMPS. 2x300 GPM

MH BYPASS PUMP DISCHARGE LOCATION:
MH V516.13 AT ALVARADO AVE
APPROXIMATE DISTANCE 50 LF NORTH.

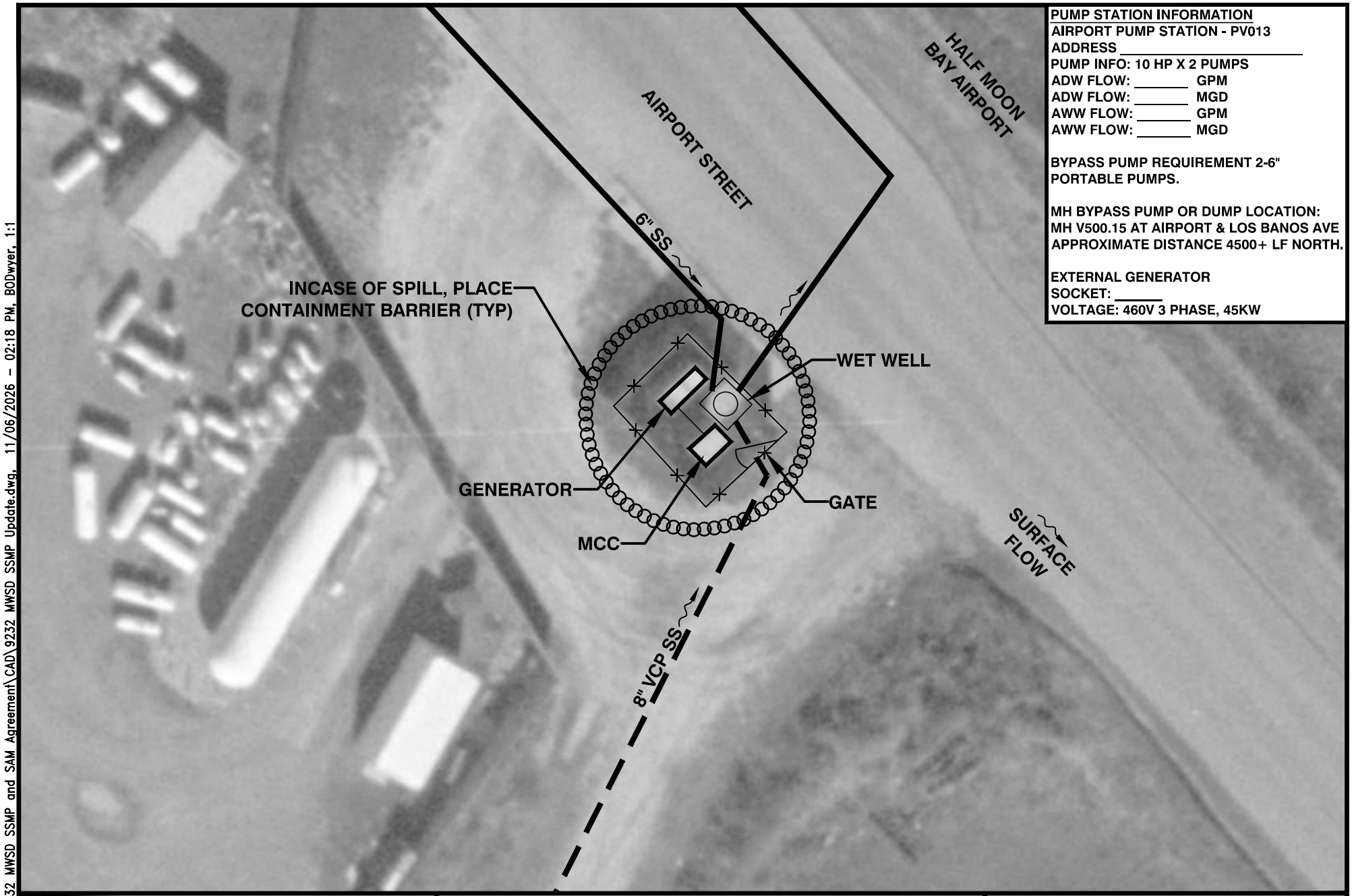
EXTERNAL GENERATOR
SOCKET: YES
VOLTAGE: 220V 3 PHASE, 35KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	SEAL COVE #1 PUMP STATION - PV011

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:18 PM, BODwyer, 1:1



PUMP STATION INFORMATION
AIRPORT PUMP STATION - PV013
ADDRESS _____
PUMP INFO: 10 HP X 2 PUMPS
ADW FLOW: _____ GPM
ADW FLOW: _____ MGD
AWW FLOW: _____ GPM
AWW FLOW: _____ MGD

BYPASS PUMP REQUIREMENT 2-6" PORTABLE PUMPS.

MH BYPASS PUMP OR DUMP LOCATION:
MH V500.15 AT AIRPORT & LOS BANOS AVE
APPROXIMATE DISTANCE 4500+ LF NORTH.

EXTERNAL GENERATOR
SOCKET: _____
VOLTAGE: 460V 3 PHASE, 45KW

MONTARA WATER AND SANTATION DISTRICT	SEWER SYSTEM MANAGEMENT PLAN	AIRPORT PUMP STATION - PV012

NUTE
907 MISSION AVENUE
SAN RAFAEL, CALIFORNIA
TEL 415-453-4480
FAX 415-453-0343

Drawn by: BEO	Job No.: 9232	Date: 11/6/2026
Checked by: PC		Scale: 1"=20'

P:_Projects\9232 MWSD SSMP and SAM Agreement\CAD\9232 MWSD SSMP Update.dwg, 11/06/2026 - 02:18 PM, BODwyer, 1:1

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table Sewer Spill Category 1: from State of California Water Quality Order 2022—013-dwq, Section E

Table E2-2
Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table Sewer Spill Category 2: from State of California Water Quality Order 2022—013-dwq, Section E

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all 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 occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table Sewer Spill Category's 3, 4: from State of California Water Quality Order 2022—013-dwq, Section E

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

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1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, 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. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form**. The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee**. A fee payable to the "State Water Resources Control Board" in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

  The application fee for this General Order is based on the sanitary sewer system's threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: Fee Schedule (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the "User Registration" button and following the directions on the CIWQS Login Page

(https://ciwqs.waterboards.ca.gov). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to "require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region… or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires…In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports." Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to "establish monitoring, inspection, entry, reporting, and recordkeeping requirements… for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge." Section 13383(b) continues, "the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required."

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general waste discharge requirements than individual waste discharge requirements.

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for "the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management."

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association's Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
  - Fats, oils and grease;
  - Tree roots;
  - Rags, wipes and other paper, cloth and plastic products; and
  - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19,1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of $4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board.
(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2. Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic CIWQS "User Registration" form (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;
- Evaluate the Enrollee's compliance with this General Order;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and

- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year**.

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31st date	July 1st date after audit period
Example	*Certified Sewer System Management Plan Submittal Date of August 2, 2025* *Audit Period of August 2, 2025 through December 31, 2027*	*July 1, 2028*

Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
Example	*Last required Audit Period start date of August 2, 2021;* *Audit Period of August 2, 2021 through August 1, 2024*	*February 1, 2025*

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
  - Compliance with this General Order,
  - Full implementation of its updated Sewer System Management Plan,
  - System operation, maintenance, and repair, and
  - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online CIWQS database (https://ciwqs.waterboards.ca.gov) prior to the individuals establishing a CIWQS user account (https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

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.

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.

- **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 3 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.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link: https://ciwqs.waterboards.ca.gov:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative 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. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to $10,000 a day per violation and additional liability up to $10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to $5,000 a day per violation pursuant to Water Code section 13350 or up to $20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
    - System management, operation, and maintenance,
    - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
    - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
    - Implementation of backup equipment,
    - Inflow and infiltration prevention and control,
    - Appropriate sanitary sewer system capacity to prevent spills, and
    - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
    - Use of temporary storage or waste retention,
    - Reduction of system inflow and infiltration,
    - Collection and hauling of waste to a treatment facility,
    - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee’s Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
  - greater than one (1) mile in length (each individual sanitary sewer system);
  - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

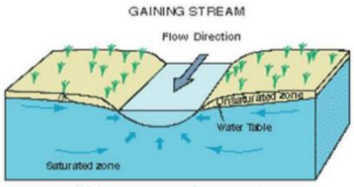
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

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.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated Fee Schedule. (https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: $ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: $ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

_____

_____

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_____

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

The Plan must include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, and/or repairs for portions of the service lateral owned and/or operated by the Enrollee;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.2. Preventive Operation and Maintenance Activities

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.3. Training

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

The Plan must include an up to date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed.

The procedures must include, at minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance;
- An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and
- Implementation of source control measures for all sources of fats, oils, and grease reaching the sanitary sewer system for each section identified above.

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
    - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
    - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
    - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

The Plan must include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations and estimated volumes.

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
  - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
  - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
  - System operation, maintenance, and capital improvement-related activities.

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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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),

- 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), 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;

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;

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;

- 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;

- 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). 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

- 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

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 Enrollees 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;

- 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);

- 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

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,

- 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:

- 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.

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

Spill Requirement	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.1 of Attachment E1)

Table E2-2
Spill Category 2: **Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.	(Section 3.2 of Attachment E1)

Table E2-3
Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Does Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.	(Section 3.3 and 3.5 of Attachment E1)

Table E2-4
Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all 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 occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5
Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters

Spill Requirements	Due	Method
Notification	**Within two (2) hours** of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.



Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ



MWSD Sewer System: SAM cleans ~60% of the system every year, with all pipes being cleaned every two years, and some pipes being cleaned more several times per year if they have need. Examples: Pipe Siphon, or end of line pipe near food establishments (possible FOG accumulation). FM Mains are flushed by full power pumping between weekly and monthly.

M01

M01

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Sewer System Maps

Montara Water and Sanitary District

M02

Montara North Beach Access

San Pedro Mountain Rd

Corona St

Aspen St

Edison St

2nd St

3rd St

4th St

5th St

6th St

Farallone Ave

East Ave

Le Conte Ave

Tamarind St

Seacliff Ct

1

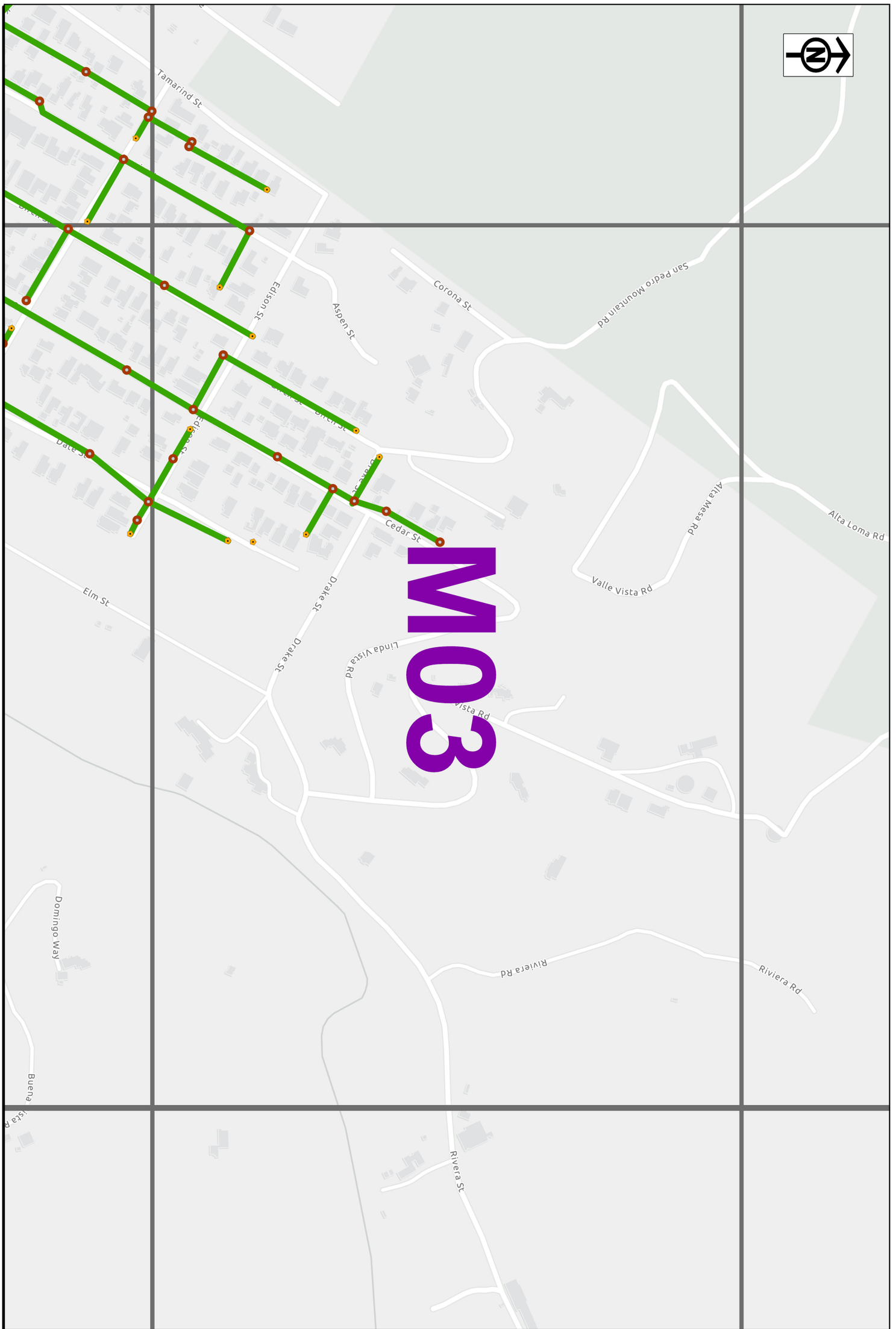
PS

M02

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Sewer System Maps

Montara Water and Sanitary District



Sewer System Maps

Montara Water and Sanitary District

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M03

M04

M04

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Sewer System Maps

Montara Water and Sanitary District



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M05

M06

M06

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Sewer System Maps

Montara Water and Sanitary District

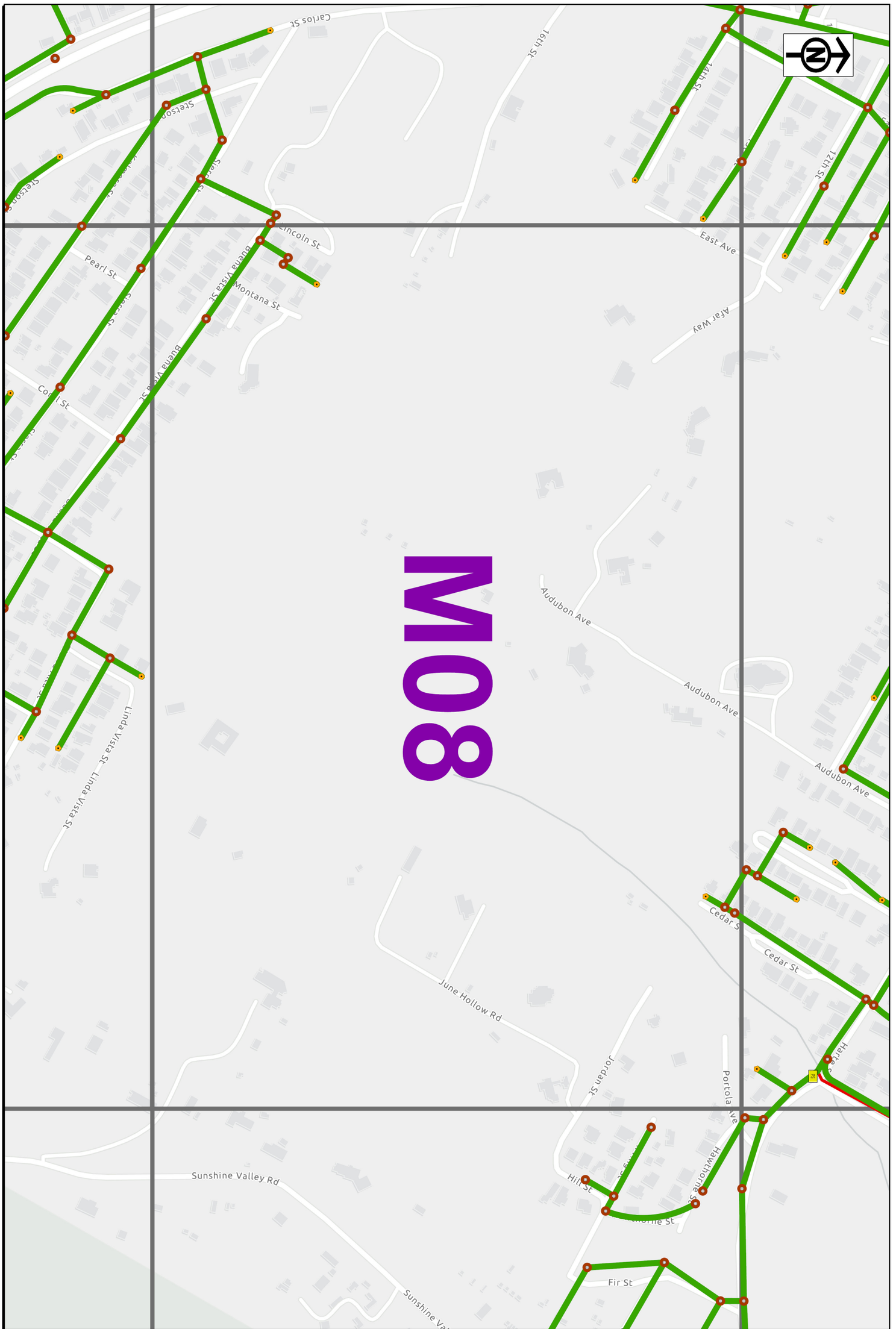
M07

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Sewer System Maps

Montara Water and Sanitary District



Sewer System Maps

Montara Water and Sanitary District

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M08

M09

Grant Rd
Grant Rd
Hermosa Rd
Cedar St
Cedar St
Portola Ave
Hawthorne St
Sunshine Valley Rd
Alamo St
Ivy St
Fir St
Jordan St
Hill St
Alamo St
Cypress AveCypress Ave
Averystery St
Alamo St
Temple St
June Hollow Rd
Sunshine Valley Rd
Jordan St
Sunshine Valley Rd
Park St
San Vicente Creek

M09

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Sewer System Maps
Montara Water and Sanitary District

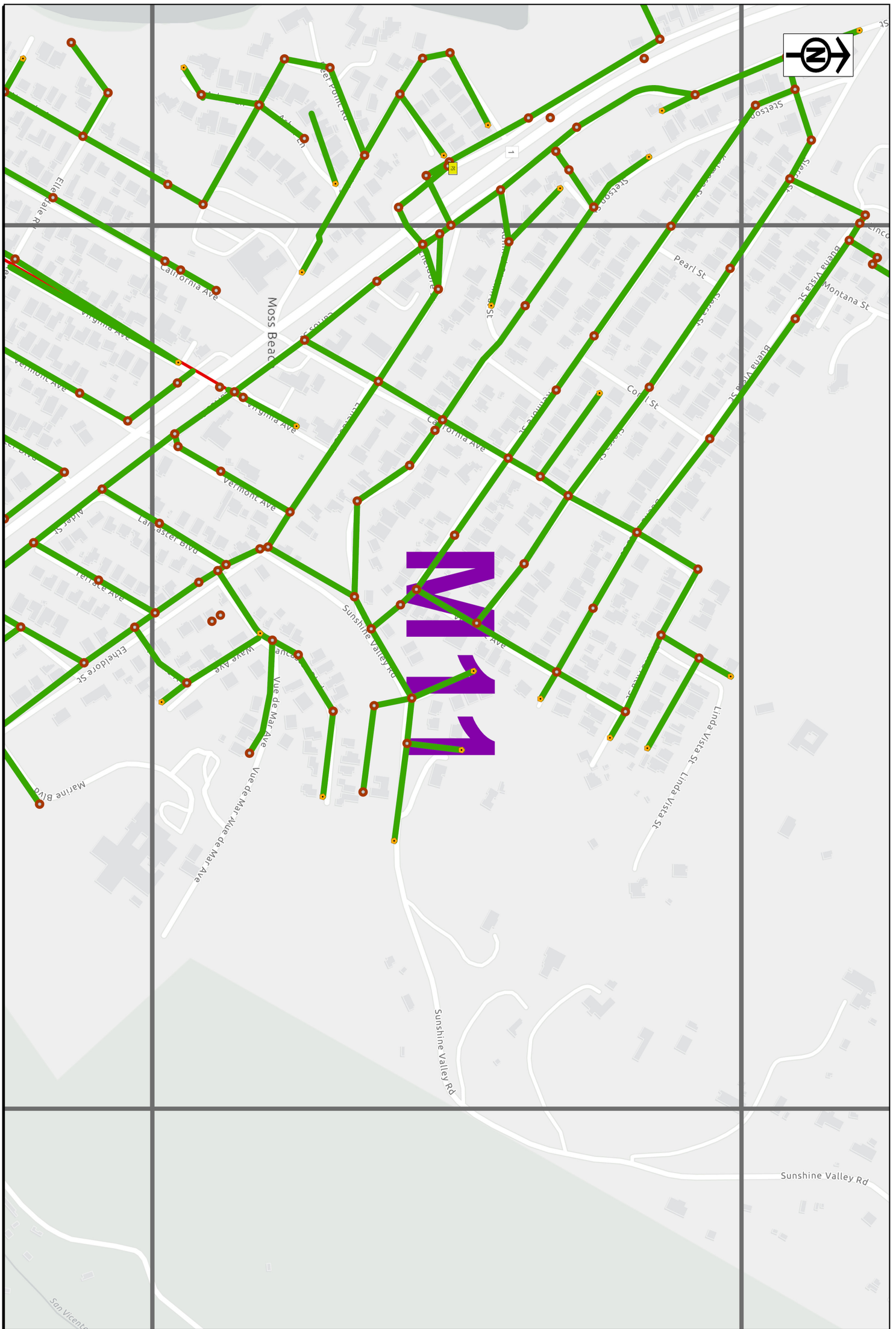
M10

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Sewer System Maps

Montara Water and Sanitary District

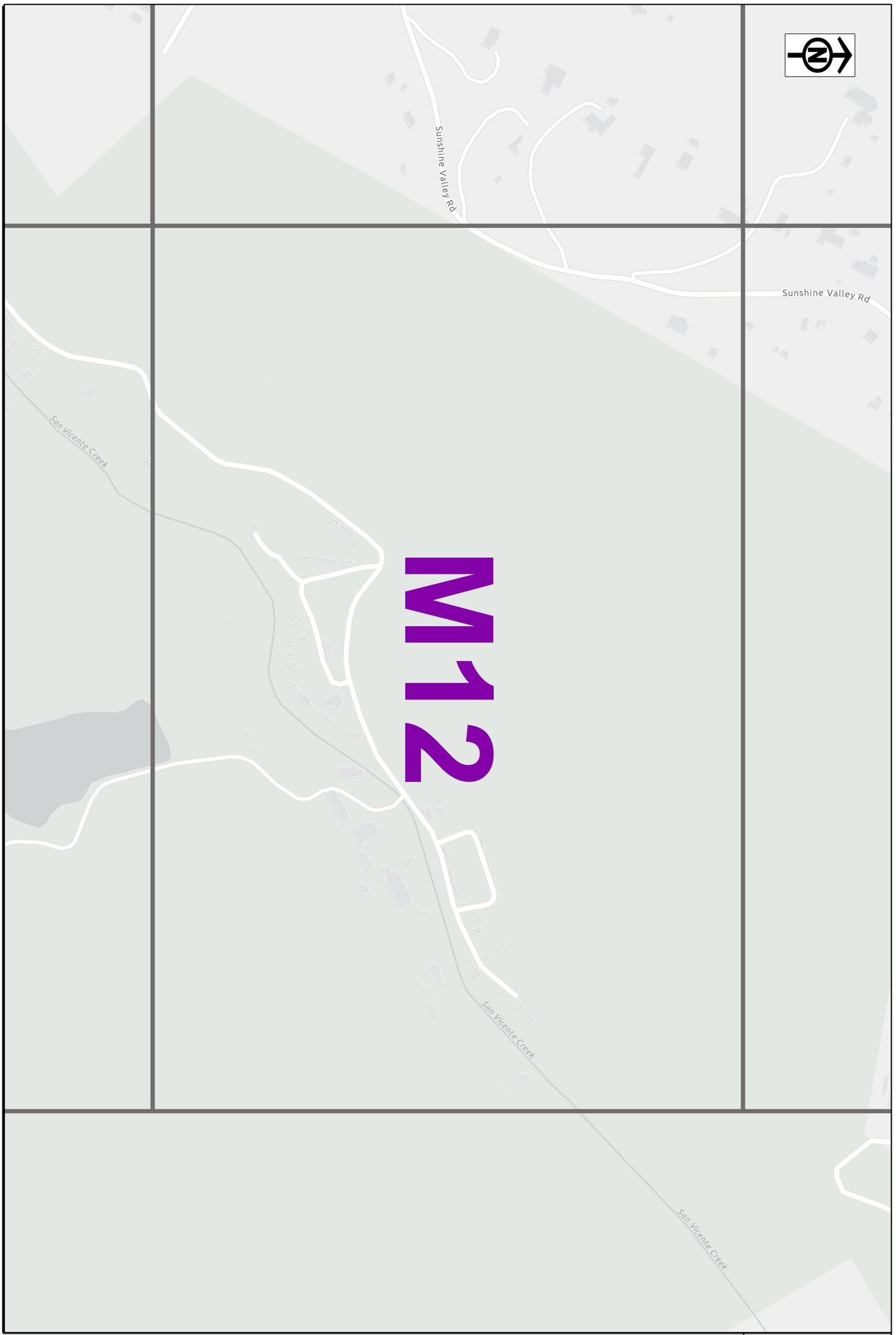


Sewer System Maps

Montara Water and Sanitary District

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M11



Sewer System Maps

Montara Water and Sanitary District

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M12

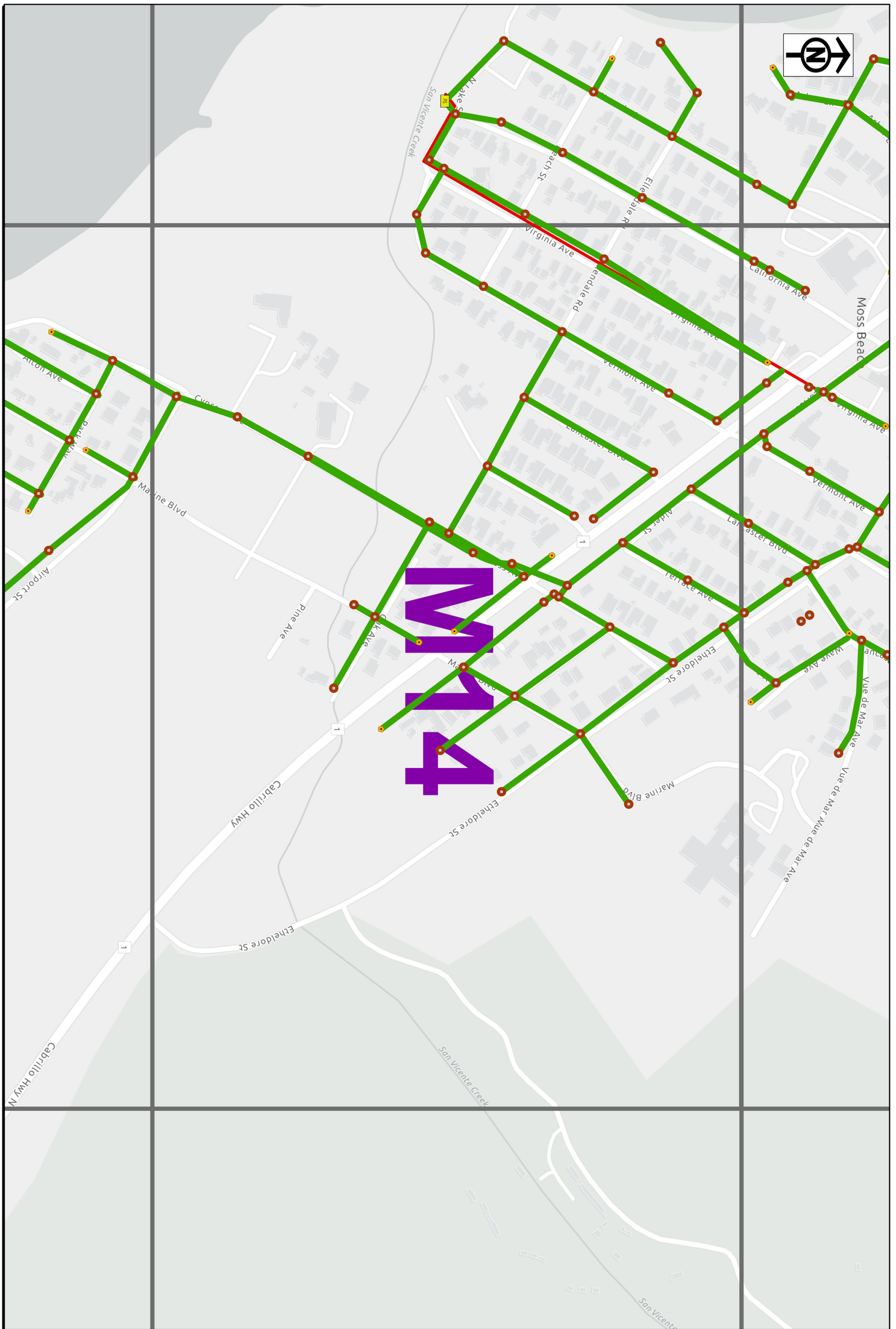
M13

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Sewer System Maps

Montara Water and Sanitary District

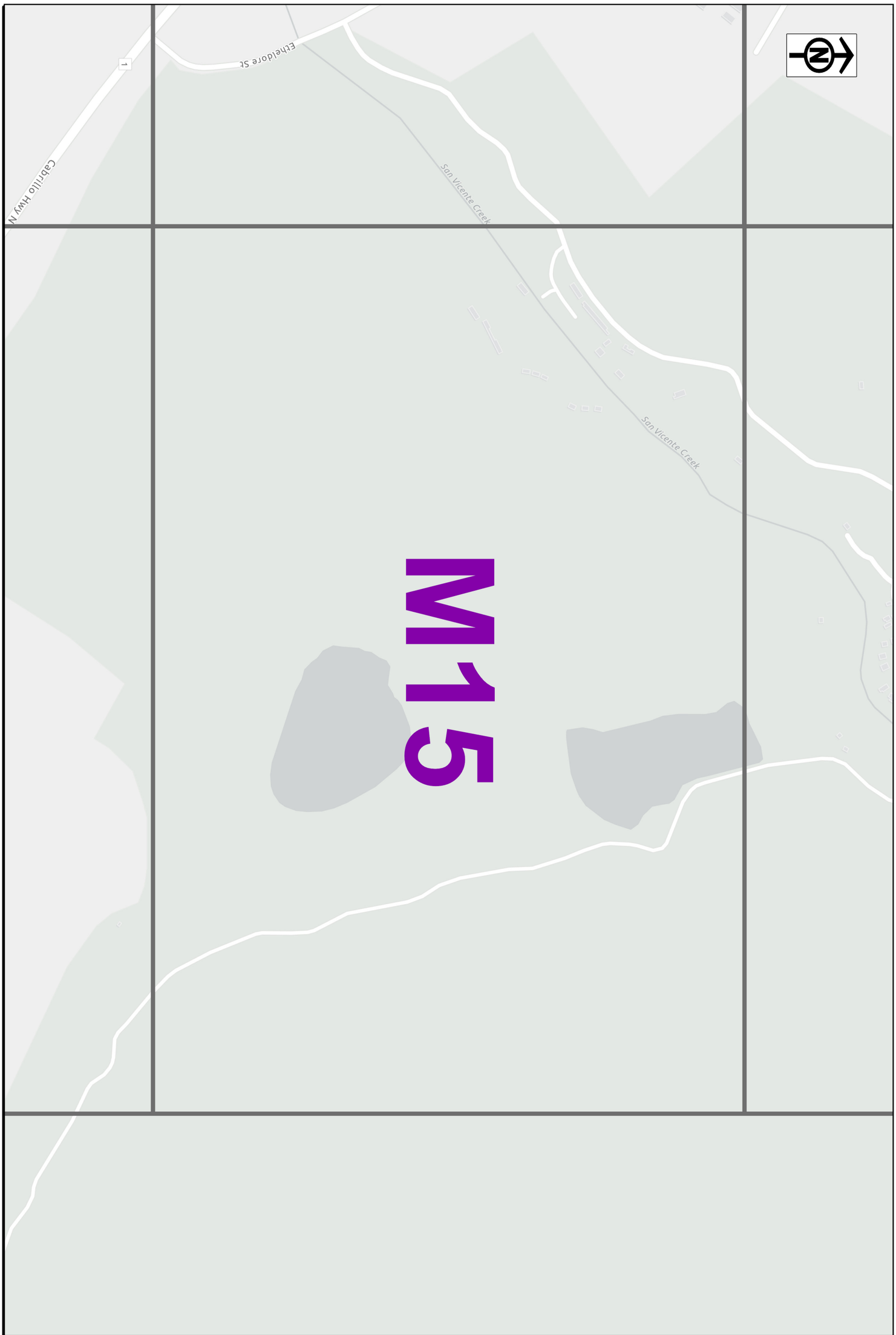


Sewer System Maps

Montara Water and Sanitary District

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M14

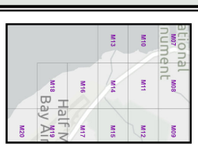


Sewer System Maps

Montara Water and Sanitary District

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M15



M16

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Sewer System Maps

Montara Water and Sanitary District

M17

Etheld

Cabrillo Hwy N

1

Airport St

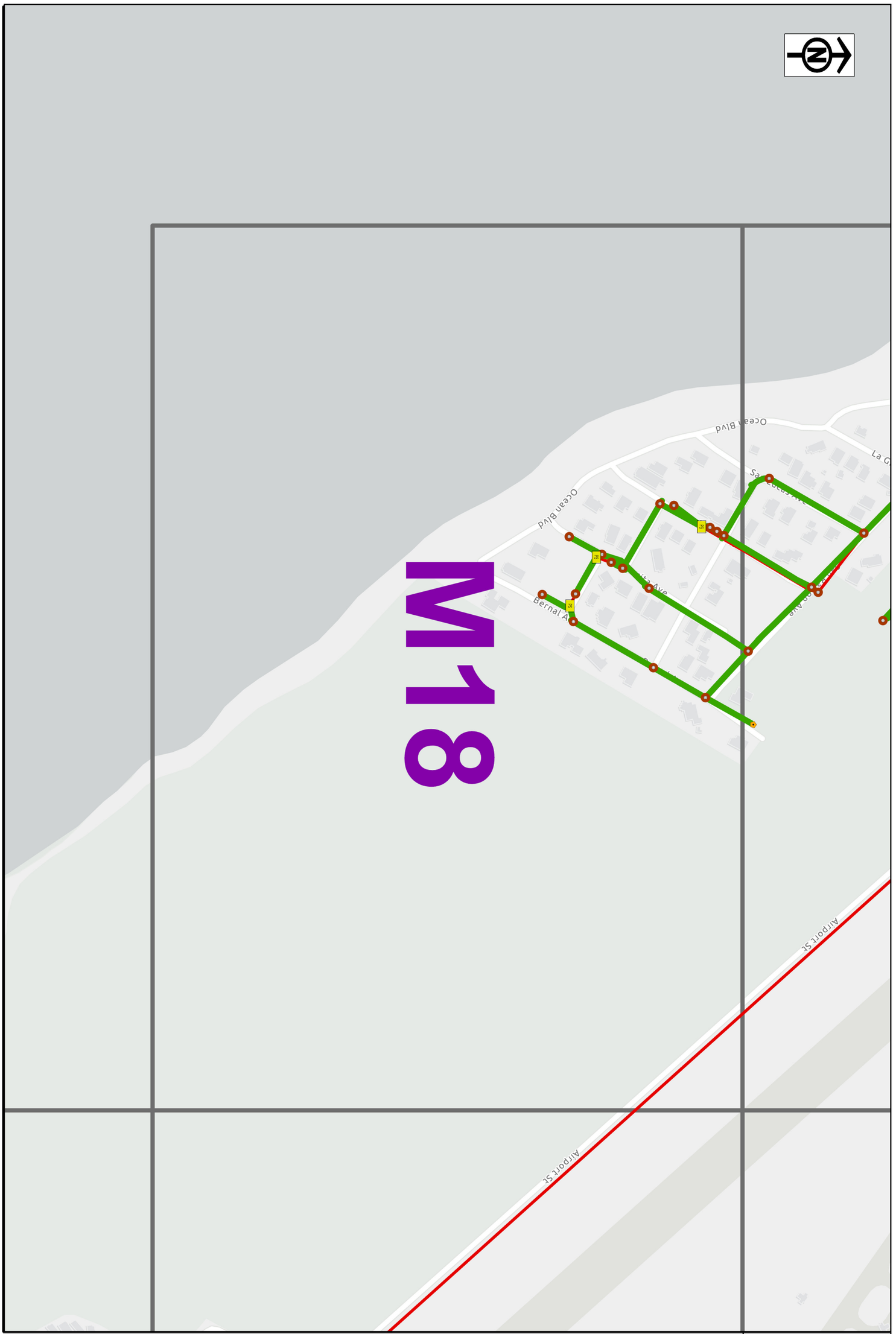
Denniston Creek Rd

M17

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Sewer System Maps

Montara Water and Sanitary District



Sewer System Maps

Montara Water and Sanitary District

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M18

M19

Airport St

Dennison Creek Rd

Culebra Ln

Corona Ln

Corona Ln

DerecDerecho Ln

Bonita Ln

Retiro Ln

Airport St

Airport St

1

1

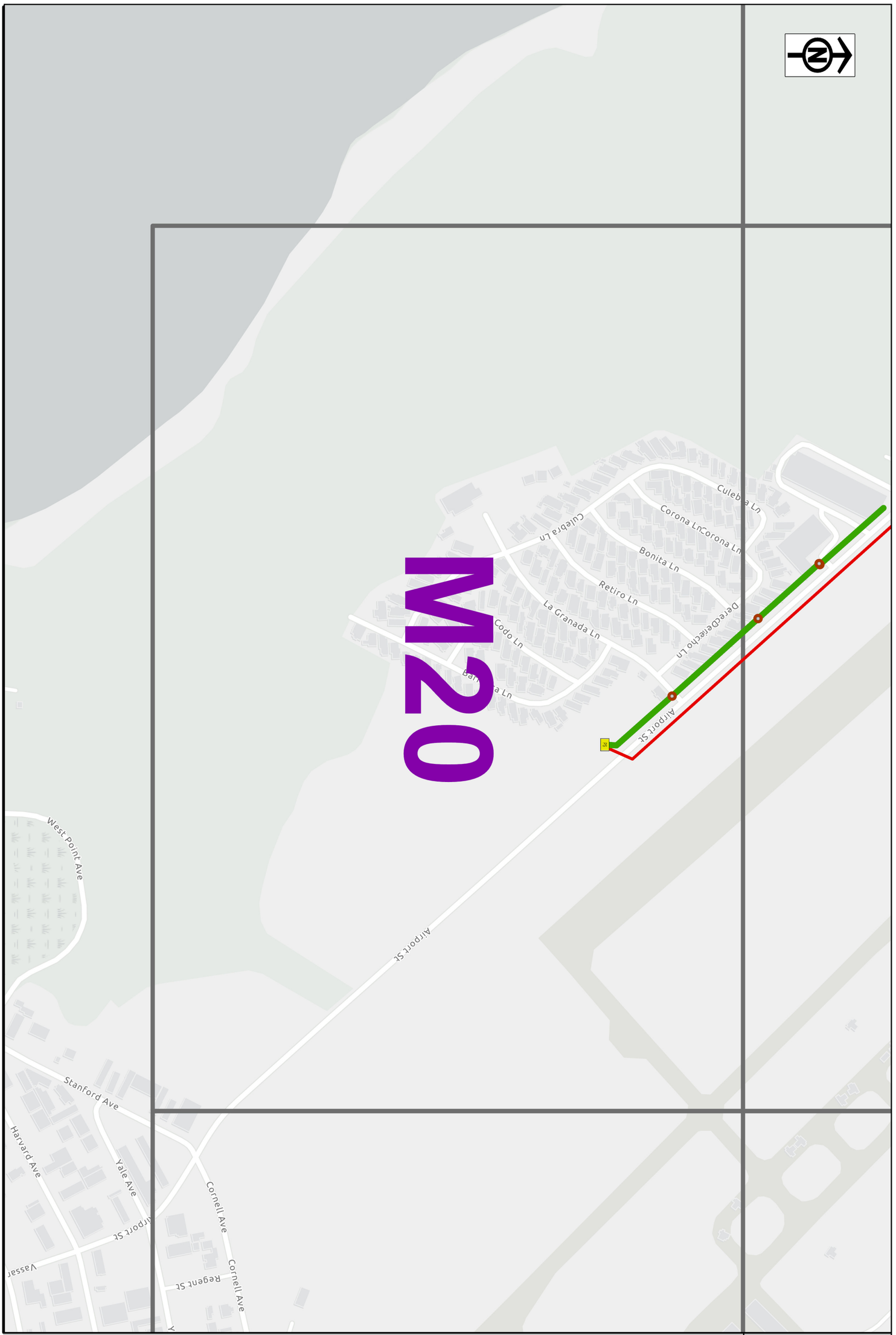
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Sewer System Maps

Montara Water and Sanitary District



Sewer System Maps

Montara Water and Sanitary District

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M20