



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Sewer System Management Plan

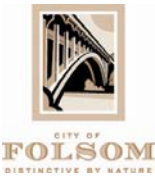


May 2009

CITY OF
FOLSOM
CALIFORNIA

UTILITIES
D E P A R T M E N T





Sewer System Management Plan

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Sewer System Management Plan

Introduction

On May 2, 2006 the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (GWDR) for Sanitary Sewer Systems, herein referred to as the “General Order”. The purpose of this General Order is to insure that wastewater collection systems are properly operated and maintained by the municipalities that are in charge of their operations. The General Order applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines and convey untreated wastewater to a publicly owned treatment facility. The principal elements of the order include requiring each agency to prepare a Sewer System Management Plan (SSMP) which outlines how the municipality operates and maintains the collection system, and reporting of all Sanitary Sewer Overflows (SSOs) to the SWRCB’s online SSO database (CIWQS). The Sanitary Sewer Order, Monitoring and Reporting Program, the City’s Notice of Intent, Legally Responsible Official and Data Submitter documents can be viewed in *Appendix A*.

Prior to the issuance of the Order, the City of Folsom was operating their collection system in accordance with an individual collection system permit issued to the City by the Regional Water Quality Control Board (RWQCB) on March 1, 2002. This individual permit contained many of the same elements as the General Order, which allowed the City to have many of the program elements in place well ahead of the timelines required in the General Order. On August 3, 2007 the RWQCB rescinded the City’s individual collection system permit, which was replaced with the General Order .

The City of Folsom operates and maintains 264 miles of (6 inch to 33 inch diameter) pipelines and 9 active pump stations. The City of Folsom’s primary customers are residential, industrial, and commercial customers. Most of the wastewater generated within the City originates from residential users. The residential population as of January 2006 was approximately 66,100. This value does not include 3,400 inmates at the Folsom State Prison. Significant commercial and industrial wastewater generators include Intel, Kikkoman Soy Sauce, as well as the Folsom State Prison.

In addition to the City’s system, the City has one satellite agency, the Folsom State Prison. The Folsom State Prison sewer systems is greater than 1 mile and have been informed that they must comply with the General Order.

Purpose

The purpose of the SSMP is to provide the City with a document that describes the activities that the City will use to manage its wastewater collection system effectively. Effective management of a wastewater collection system includes:

- Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future

- Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows
- Minimizing the number and impact of SSOs that occur

Application for Permit Coverage

The City of Folsom's Notice of Intent (NOI) for coverage under the Sanitary Sewer Order was received by the SWRCB on March 2nd, 2007. WDID #5SSO10893 was issued by the SWRCB to the City of Folsom.

City Council SSMP Development Plan & Schedule Approval

Waste Discharge Requirement Water Quality Order Number 2006-0003 requires that publicly owned sewer collection systems must have the governing board's approval at a public meeting of the agency's SSMP Development Plan and Schedule. City Council by Resolution No. 8160 approved the City's Sanitary Sewer Management Plan (SSMP) Development Plan and Schedule on October 23, 2007. *Appendix B* contains a scanned copy of Resolution No. 8160.

Goals

On October 23rd, 2007 City Council formally adopted the City's SSMP goals. The City of Folsom Utilities Department's SSMP goals are:

- Provide uninterrupted sewer service to meet customers' desired service levels
- Minimize the risk of Sanitary Sewer Overflows (SSOs) by reducing the impact and probability of SSOs
- Mitigate any unforeseen SSOs to minimize water quality and environmental impacts
- Ensure adequate sewer capacity to address the City's growth and storm flows
- Sustain aging sewer infrastructures by implementing asset management program to extend asset lifecycle
- Ensure adequate funding support and resources to sustain long-term asset management

Organization

Legally Responsible Official

On October 23rd, 2007 City Council certified **Utilities Director Ken Payne**, as the City's responsible or authorized representative per the requirements listed in Section J of the Waste Discharge Requirement Water Quality Order Number 2006-0003-DWQ.

Certified Organization Structure Element

Figure 1 and Table 1 below, identify the agency staff that is responsible for implementing, managing and updating the SSMP.

Figure 1: Department Organization

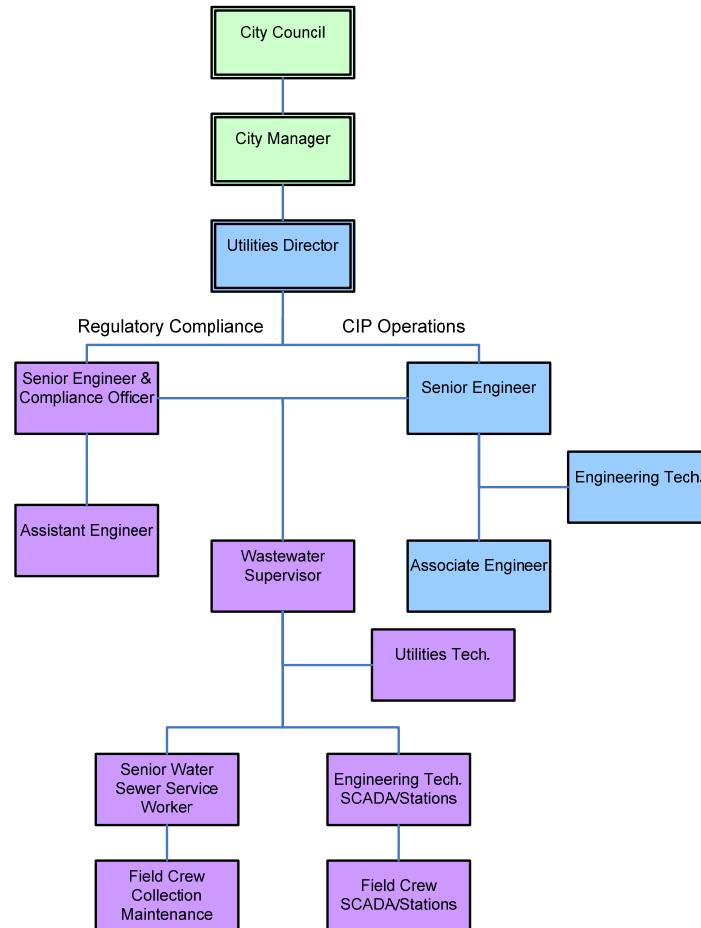


Table 1 – Agency Staff Responsible for SSMP Elements

Goals		
Activities	Due	Responsible
1. Formally adopt SSMP goals	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
2. Communicate SSMP goals to City staff	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
3. Have City Council review and adopt SSMP goals.	11/07	Kyle Ericson, Senior Engineer & Compliance Officer

Goals		
4. Submit new SSMP goals to the Regional Water Quality Control Board (RWQCB).	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
Organization		
Activities	Due	Responsible
1. Completed SSMP organizational chart. Completed roles and responsibilities of SSMP organizational chart. Completed Overflow Emergency Response Plan organizational chart. Completed implementation and communication of new SSMP and Emergency Response Plan organizational charts. Submit new SSMP organization to the RWQCB.	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
Overflow Emergency Response Plan		
Activities	Due	Responsible
1. Develop a formal overflow emergency response plan business process for work and off work hours. Modify overflow emergency response plan to address lower service lateral SSOs. <ul style="list-style-type: none"> a. Document existing overflow emergency response plan business process. b. Modify or optimize existing overflow emergency response plan business process if necessary. Modify overflow emergency response plan to address lower service lateral SSOs. c. Implement and communicate overflow emergency response plan business process. 	5/09	Brian Conyers, Wastewater Supervisor
2. Integrate business process with formal responsibilities and contacts in the SSMP organization.	5/09	Brian Conyers, Wastewater Supervisor
3. Communicate & train new overflow emergency response plan.	5/09	Brian Conyers, Wastewater Supervisor
Legal Authority		
Activities	Due	Responsible
1. Monitor and measure effectiveness of enforcement procedures such as: <ul style="list-style-type: none"> a. Notice of violations, civil actions, disconnections, and criminal actions. 	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Update legal authority as necessary to achieve compliance with GWDR. If the City in establishing a FOG ordinance, the City's ordinance must reflect that legal authority.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer

Legal Authority		
Activities	Due	Responsible
3. Update legal authority to define the customer's and City's responsibilities of the service lines. The customer is responsible for maintaining the service line to the main line. The City will be responsible for the physical structure of the service line.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
Operations and Maintenance		
Activities	Due	Responsible
1. Perform risk and criticality assessments to prioritize cleaning schedules, repairs and rehabilitation projects. Utilize asset management principles to prioritize maintenance and rehabilitation efforts.	5/09	Brian Conyers, Wastewater Supervisor
2. Optimize maintenance program (i.e. advancing its CMMS and potentially integrating the CMMS with mobile solutions & customer information systems). Improving the City's CMMS is critical to advancing its operation and maintenance program.	5/09	Brian Conyers, Wastewater Supervisor
3. Assess current CMMS practices. (Partially completed) <ul style="list-style-type: none"> a. Document existing CMMS practices. b. Identify CMMS functionalities to advance. 	5/09	Ginger Stark, Engineering Technician
4. Meet with user groups to identify CMMS needs and business processes. (Partially completed) <ul style="list-style-type: none"> a. Facilitate users need assessment workshops to document users' requirements. b. Facilitate business process mapping of CMMS functionalities (i.e. service request, work order, preventive maintenance, parts inventory, new assets, condition assessment). Map existing and develop optimized business processes for the CMMS. c. Validate users' need requirements and business process maps. 	5/09	Ginger Stark, Engineering Technician
5. Configure CMMS to fit the City's needs and business processes. <ul style="list-style-type: none"> a. Develop configuration requirements based on users' needs and business processes. Validate configuration requirements with stakeholders. b. Configure the CMMS per requirements. c. Test configurations with pilot users. Modify configurations based on pilot users' comments. 	5/09	Ginger Stark, Engineering Technician

Operations and Maintenance		
Activities	Due	Responsible
<p>6. Implement mobile technology to improve field data capture and O&M efficiency.</p> <ul style="list-style-type: none"> a. Identify appropriate mobile technology for the City based on needs. b. Configure the mobile devices. c. Test mobile devices in the field with pilot users. Modify configurations based on pilot users' comments. 	5/09	Brian Conyers, Wastewater Supervisor
<p>7. Train and deploy newly configured CMMS to establish consistent practices.</p> <ul style="list-style-type: none"> a. Develop training materials and program. b. Train staff on the business processes and software. 	5/09	Ginger Stark, Engineering Technician
<p>8. Generate key performance metrics and reports to support O&M and SSMP.</p> <ul style="list-style-type: none"> a. Develop performance reports in the CMMS based on desired O&M and SSMP metrics. b. Monitor O&M and SSMP performance metrics and adjust the O&M program as needed. 	5/09	Ginger Stark, Engineering Technician
<p>9. Optimize Preventive Maintenance (PM) program</p> <ul style="list-style-type: none"> a. Continue to update the City's PM program manual. b. Reaffirm the frequencies and activities of PM 	5/09	Brian Conyers, Wastewater Supervisor
<p>10. Document some of the standard O&M procedures in the CMMS as part of the work order procedures or tasks.</p>	5/09	Ginger Stark, Engineering Technician
<p>11. Continue to develop GIS map of the collection system.</p> <ul style="list-style-type: none"> a. Export static asset information (i.e. size, material, length, and slope) from the CMMS into the GIS. Static asset information will be stored in the GIS. Only dynamic O&M information will be stored in the CMMS. 	5/09	Ginger Stark, Engineering Technician
<p>12. Coordinate the GIS with the CMMS to avoid duplicate and conflicting databases.</p> <ul style="list-style-type: none"> a. Develop a high level integration plan during the CMMS implementation project that resolves coordination issue and rules between GIS and CMMS. b. Integrate the GIS with CMMS when it is completed. 	5/09	Ginger Stark, Engineering Technician

Operations and Maintenance		
Activities	Due	Responsible
13. Implement an Asset Management program that integrates O&M, CIP, condition assessment, funding, risk and service levels.	5/09	Ginger Stark, Engineering Technician
14. Develop a maintenance plan to address the sewer lines that are not easily accessible.	5/09	Brian Conyers, Wastewater Supervisor
Fats, Oils and Grease (FOG) Control Program		
Activities	Due	Responsible
1. Coordinate with Sacramento Regional County Sanitation District's FOG program. a. Coordinate commercial outreach program	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Formally establish a FOG ordinance to enforce the FOG program.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
3. Implement a FOG educational program for multifamily facilities focusing both on property managers and on tenants.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
Design and Construction Standards		
Activities	Due	Responsible
1. Involve O&M staff early in the planning, design and construction to include operational and maintenance issues.	8/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Update design and construction standards for Best Management Practices.	8/09	Kyle Ericson, Senior Engineer & Compliance Officer
System Evaluation and Capacity Assurance Plan		
Activities	Due	Responsible
1. Continue to monitor flows and evaluate in the City's hydraulic model for capacity based on growth. Identify areas with capacity issues to prevent overflows.	8/09	Brian Conyers, Wastewater Supervisor

Monitoring, Measurement and Program Modifications

Activities	Due	Responsible
1. Identify performance metrics for the SSMP and SSOs. <ul style="list-style-type: none"> a. Establish SSMP performance metrics to support SSMP goals. b. Configure the CMMS to capture the data to support the performance metrics. c. Train or communicate performance metrics to staff. d. Monitor performance metrics 	8/09	Todd Eising, Senior Engineer

Internal Management Audits

Activities	Due	Responsible
1. Annual update and review of progress of the SSMP.	8/09 (ongoing)	Kyle Ericson, Senior Engineer & Compliance Officer

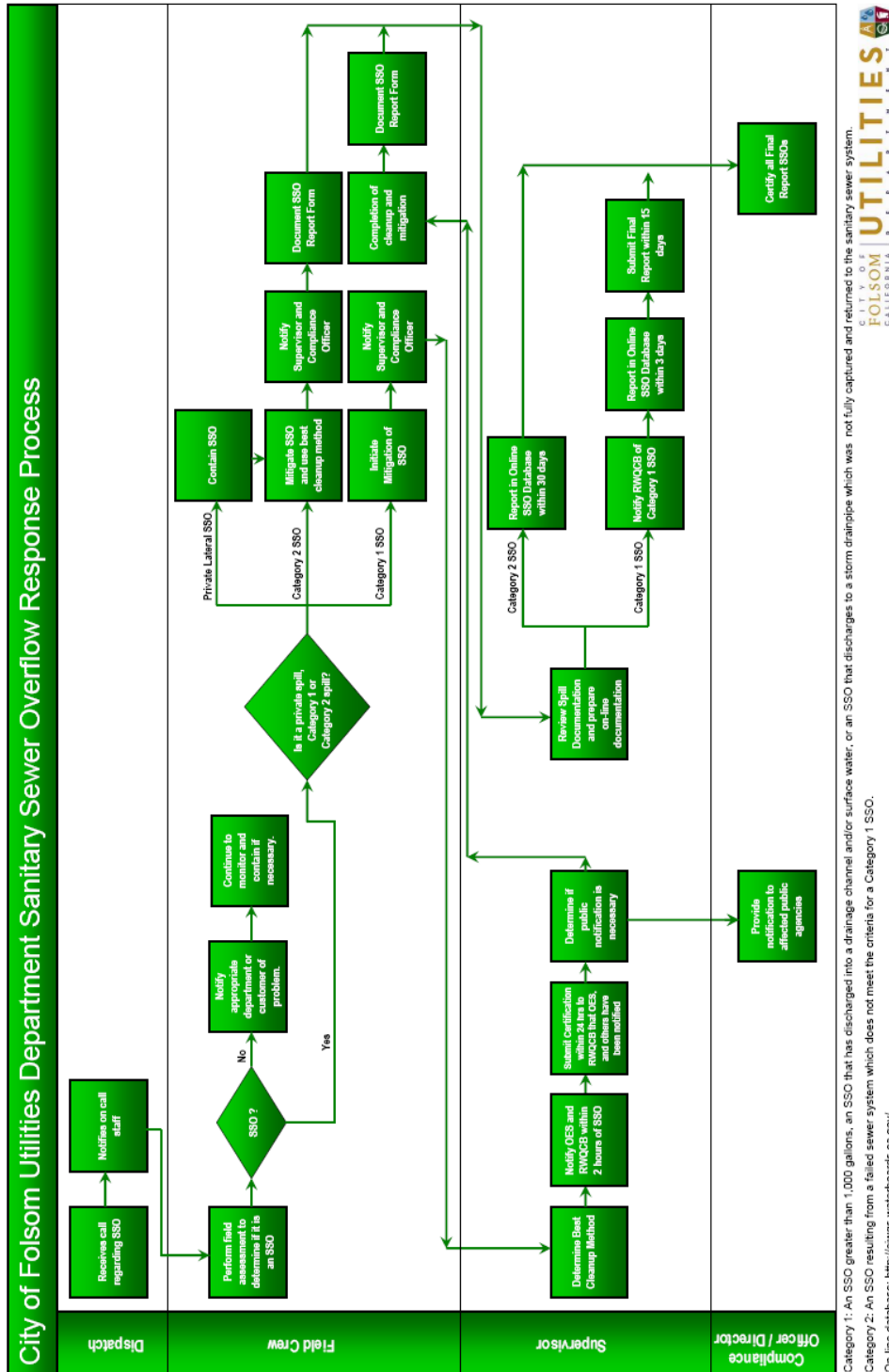
Communication Program

Activities	Due	Responsible
1. Communicate with stakeholders <ul style="list-style-type: none"> a. Continually educate political decision makers and customers about how money is being spent to sustain the wastewater infrastructure, protect public health, and the environment. 	8/09 (ongoing)	Ken Payne, Utilities Director

Emergency Overflow Response Organizational Responsibilities

The chain of communication for reporting SSOs is shown in Figure 2 below.

Figure 2: City of Folsom Chain of Communication for Reporting SSOs



Legal Authority

Folsom Municipal Code Title 13, provides the City with the Legal Authority to:

- Prevent illicit discharges into the sanitary sewer system
- Require proper design and construction of sewers and connections
- Ensure access for maintenance, inspection and repairs to publicly owned portions of laterals
- Limit the discharge of FOG and other debris that may cause blockages
- Enforce violations of its sewer ordinances

The Folsom Municipal Code is available on the City's website at www.folsom.ca.us

Operation & Maintenance Program

Sanitary Sewer System Maps

The City utilizes a Geographic Information System (GIS) to display location and some asset information in regards to the sanitary sewer system. The computerized map shows pipe locations, pipe sizes, manhole rim elevations, pipe materials, manhole depths, pump station locations, force main locations, and sewer lateral locations.

Preventive Operation and Maintenance Activities

The City maintains a detailed and up to date Preventive Maintenance Manual. This manual describes routine sewer operation and maintenance activities. The goal of this document is to clearly define a routine maintenance schedule and describe the activities that the City is performing in order to ensure that each component of the City's sewer collection system is inspected, cleaned, and repaired as necessary.

Between 2002 and 2007, the City fully inspected, cleaned and performed condition assessment of its collections system. Based upon this condition assessment, the City has developed Standard Operating Procedures and continues to perform follow up inspections and routine maintenance on the system on a scheduled basis.

Rehabilitation and Replacement Plan

Sewer infrastructure rehabilitation and replacement projects are identified in adopted sewer master plans and through ongoing condition assessment programs. Condition assessment programs include CCTV inspections, manhole inspections, smoke testing, sewer flushing/cleaning, etc. Once these tasks have been performed, each item inspected is ranked on a scale from 0 (No defects) to 5 (Emergency). Through these efforts any item resulting in a 3 and

above is then placed on a list for monitoring and further assessment for rehabilitation or replacement. From this list, a multi-year, comprehensive plan is then developed for the rehabilitation and replacement of these aging systems. Once this plan has been developed, they are identified within the Capital Improvement Plan (CIP). The CIP is a statement of the City's policy regarding long-range physical development and consists of a multi-year plan that forecasts spending for all anticipated capital projects and is considered to be the link between the City's development and fiscal planning process. The City's CIP is prepared with the following goals:

- Ensure that existing infrastructure is maintained and replaced.
- Provide for new capital projects to help meet the highest priority community growth needs.
- Ensure that the CIP will be the blueprint for economic development in the community.
- Develop and maintain recreational facilities.
- Continue to form partnerships with citizens and businesses to leverage public funds and make Folsom a community of choice for living, working, and enjoying leisure activities.

The CIP is published as a part of the City's Annual Budget and is available on the City's website at www.folsom.ca.us

Training

Training within the City's Wastewater Department is an important element of the job. Training helps to increase job knowledge, provides the necessary skills to perform tasks safely and helps build moral with other employees. The City's ongoing training program addresses competency in the following areas: operations and maintenance, emergency response, and safety practices. Training to all wastewater staff is provided bi-monthly and is documented and signed by each attendee.

Equipment & Parts Inventory

To help assure uninterrupted service, the City has compiled an equipment and replacement parts inventory. Components that present the highest risk of failure and greatest potential to harm public safety in the event of a failure have been itemized and identified on the City's list. Items include such things as pumps, generators, valves, emergency portable bypass pumps, etc.

Design & Performance Provisions

The City maintains Standards and Specifications for the installation, inspection and testing of new sanitary sewer systems, pump stations, etc. and for the rehabilitation and repair of existing sanitary sewer systems. The City's Standards and Specifications are available on the City's website at www.folsom.ca.us

Overflow Emergency Response Plan

In the event of a Sanitary Sewer Overflow (SSO), it is important to limit the liability, severity of damage, and protect the environment. The SSO should be stopped, contained, and returned to the Collection System as soon as possible. In addition to cleanup procedures, the City is responsible for notifying affected residents, property owners, and agencies (Office of Emergency Services, Regional Water Quality Control Board, etc) that could be impacted by an SSO. The City's Overflow Emergency Response Plan is intended to provide staff with procedures to follow for SSO response and notification and is in compliance with the SSMP Overflow Emergency Response Plan requirements which are:

- Provide proper notification so that primary responders and regulatory agencies are informed of all SSOs in a timely manner.
- Ensure appropriate response to all overflows
- Ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Region Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach water of the State.
- Ensure appropriate staff is aware of and follow the Emergency Response Plan and are appropriately trained.
- Address emergency operations, such as traffic and crowd control and other necessary response activities.
- Ensure that all reasonable steps are taken to contain and prevent wastewater from entering waters of the United States and to minimize or correct any adverse impact of overflows in case they occur.

FOG Control Program

The City of Folsom recognizes the importance of clean water and the necessity of effective wastewater collection and disposal. The deposits of fats, oils and grease into the City's sanitary sewer collection system causes or contributes to blockages in the sanitary sewer collection system; thus, creating a threat to the health, safety, and welfare of the citizens of the City. Food Service Establishments (FSEs) are known to generate notable amounts of grease waste that, if improperly disposed of, may create a threat to the proper operation of the City's sanitary sewer collection system and result in Sanitary Sewer Overflows (SSOs). SSOs are a major issue of concern as this is the condition whereby raw sewage, which can have a major impact on public health and safety, is discharged from the sanitary sewer collection system.

The proper disposal of FOG by FSEs within the City will decrease the likelihood of maintenance problems in the City's sanitary sewer collection system and associated SSOs as a result of grease blockages. Residential discharges of FOG are significantly less in volume and more appropriately controlled by a proactive public outreach program. To accomplish this objective,

the City together with the City of Sacramento, City of West Sacramento and Sacramento Area Sanitation District (formerly known as County Sanitation District No. 1) are all active participants in Sacramento Regional County Sanitation District's FOG program which has developed outreach information materials for distribution at public events. In addition, the City's Household Hazardous Waste Division has a program to collect frying oil from residents using turkey fryers throughout the year.

On March 13th, 2007 through Ordinance No. 1071 City Council adopted the FOG ordinance. This ordinance gives the City the legal authority to prohibit and control the discharge of fats, oils and grease by FSEs or other commercial establishments into the City's sanitary sewer collection system; to ensure appropriate enforcement procedures and penalties for violations; and to provide for the recovery of administrative and regulatory costs incurred by the City. This ordinance establishes criteria such as new construction, renovation or remodeling in excess of \$100,000, etc. whereby all FSEs must install, operate and maintain grease interceptors. As part of this ordinance, the Utilities Director is given authority to grant conditional waiver of the requirement for a grease interceptor.

Ordinance No. 1071 establishes regulations for the disposal of FOG by FSEs into the City's sanitary sewer system and accomplishes the following goals:

1. To meet the regulatory requirements of the Waste Discharge Requirement Water Quality Order Number 2006-0003 which requires development and implementation of a grease control program.
2. To reduce and control the discharge of FOG by FSEs that may cause or contribute to blockages within the sanitary sewer collection system, and to reduce the number of associated SSOs in the sanitary sewer system.
3. To protect the physical integrity and function of the City's sanitary sewer collection system from the effects of FOG.
4. To establish appropriate enforcement procedures to protect the health, safety and welfare of the citizens of Folsom.

System Evaluation and Capacity Assurance Plan

The City's Wastewater Collection System Capacity Analysis Plan is updated approximately every two to three years. The Wastewater Collection System Capacity Analysis Plan is two-fold. First, the existing wastewater system is evaluated and areas within the system that have capacity restraints are identified. Second, the plan identifies potential areas that can act as relief projects to those areas of the sewer system that currently have capacity restraints.

Monitoring, Measurement & Program Modifications

Accurate and consistent data keeping is vital to effectively manage the City's wastewater system. Because of this, the City will take the following steps to ensure that the City's wastewater system runs effectively and efficiently.

- Items identified within the SSMP that require further action are logged and assigned a priority and a proposed schedule for implementation
- The effectiveness of the SSMP is tracked through the annual audit and reported in the annual summary report
- The effectiveness of the preventative maintenance program is tracked through the City's Computerized Maintenance Management Software (CMMS), by reviewing scheduled and completed preventive maintenance work and corrective maintenance work orders
- Elements within the SSMP are updated as needed based on the results of the annual audit
- SSO events are reported through California Integrated Water Quality System (CIWQS). The frequency, volume, location and trends are tracked by the City and assessed on an annual basis

SSMP Program Audits

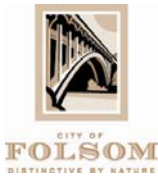
As part of the SSMP, the City will conduct periodic internal audits which will focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements. The following steps will be taken to ensure that all programs associated with the SSMP are being implemented and managed appropriately.

- Internal audits will be performed on an annual basis to determine relevance and effectiveness of each element of the SSMP. Audits will include a review of progress on deficiencies identified in the previous year audit report. A summary of the audit results and significant findings from the Monitoring, Measurement and Program Modification Section will be created and shared with those directly involved within the City.
- If deficiencies or modification are identified as part of the annual audit, the SSMP shall be updated accordingly. A log will be created to document and track progress on recommended program improvements

Communications Program

The City has communicated and will continue to communicate on a regular basis with the public on the development, implementation and performance of the City's SSMP.

The City of Folsom developed a link to the City of Folsom website (www.folsom.ca.us) where the public can view and comment on the SSMP. Comments are addressed and corrected accordingly. All applicable comments during the annual audit and review process and discussion regarding the incorporation of comments and suggestions will be taken into consideration. The City of Folsom's website provides a list of the SSMP Sections, PDF files for the SSMP sections and a link for customers to provide feedback and comments on the sections.



In addition to the City's system, the City has one satellite agency, the Folsom State Prison. The Folsom State Prison sewer systems is greater than 1 mile and have been informed that they must comply with the General Order.

SSMP Completion & Certification

Per WDR Order No. 2006-0003 subsection D.14, both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance and must be presented to the Enrollee's governing board for approval at a public meeting. To date all elements of the SSMP have been certified within the time frames identified in the time schedule which is outlined in subsection D.15 of the WDR Order No. 2006-003. The remaining items listed need to be completed and certified by August 2009.



Appendix A – Sanitary Sewer Order, Monitoring and Reporting Program & Notice of Intent

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD

ORDER NO. WQ 2008-0002-EXEC

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

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

1. The State Water Board is authorized to prescribe statewide general waste discharge requirements for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code 13263, subdivision (i).
2. The State Water Board on May 2, 2006, adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, pursuant to that authority.
3. The State Water Board on May 2, 2006, adopted Monitoring and Reporting Requirements to implement the General Waste Discharge Requirements for Sanitary Sewer Systems.
4. State Water Board Order No. 2006-0003-DWQ, paragraph G.2., and the Monitoring and Reporting Requirements, both provide that the Executive Director may modify the terms of the Monitoring and Reporting Requirements at any time.
5. The time allowed in those Monitoring and Reporting Requirements for the filing of the initial report of an overflow is too long to adequately protect the public health and safety or the beneficial uses of the waters of the state when there is a sewage collection system spill. An additional notification requirement is necessary and appropriate to ensure the Office of Emergency Services, local public health officials, and the applicable regional water quality control board are apprised of a spill that reaches a drainage channel or surface water.
6. Further, the burden of providing a notification as soon as possible is de minimis and will allow response agencies to take action as soon as possible to protect public health and safety and beneficial uses of the waters of the state.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Resolution No. 2002-0104 and Order No. 2006-0003-DWQ, the Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems No. 2006-0003-DWQ is hereby amended as shown in Attachment A, with new text indicated by double-underline.

Dated:

February 20, 2008

Dorothy Rice

Dorothy Rice
Executive Director

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ (AS REVISED BY ORDER NO. WQ 2008-0002-EXEC)

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

NOTIFICATION

Although State and Regional Water Board staff do not have duties as first responders, this Monitoring and Reporting Program is an appropriate mechanism to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the Discharger 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, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.
2. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements are in addition to do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in

accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

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

9. Category 2 SSOs:

- A. Location of SSO by entering GPS coordinates;
- B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
- C. County where SSO occurred;
- D. Whether or not the SSO entered a drainage channel and/or surface water;
- E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.

[2. Omitted.]

3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical technique or method used; and,
 - f. The results of such analyses.


C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board. The notification requirements added by Order No. WQ 2008-0002-EXEC will become effective upon issuance by the Executive Director.

CERTIFICATION

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



Jeanne Townsend
Clerk to the Board

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

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

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

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

SEWER SYSTEM MANAGEMENT PLANS

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

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

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

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

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

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

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

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

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

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

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

A. DEFINITIONS

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

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

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

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

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

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

C. PROHIBITIONS

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

D. PROVISIONS

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

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

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

(vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.

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

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

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

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

Sewer System Management Plan (SSMP)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sewer System Management Plan Time Schedule

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

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

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

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

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

E. WDRs and SSMP AVAILABILITY

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

F. ENTRY AND INSPECTION

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

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

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

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

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

H. CHANGE IN OWNERSHIP

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

I. INCOMPLETE REPORTS

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

J. REPORT DECLARATION

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

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

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

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

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

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

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

STATE WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local

County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee’s discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a “Username” and “Password” by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the “Collection System Questionnaire”, which collects pertinent information regarding an Enrollee’s collection system. The “Collection System Questionnaire” must be updated at least every 12 months.

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

9. Category 2 SSOs:
 - A. Location of SSO by entering GPS coordinates;
 - B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
 - C. County where SSO occurred;
 - D. Whether or not the SSO entered a drainage channel and/or surface water;
 - E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical technique or method used; and,
- f. The results of such analyses.

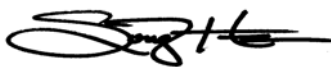
C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board.

CERTIFICATION

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



Song Her
Clerk to the Board

State Water Resources Control Board
NOTICE OF INTENT
TO COMPLY WITH THE TERMS OF THE STATEWIDE GENERAL WASTE DISCHARGE
REQUIREMENTS FOR SANITARY SEWER SYSTEMS
(WATER QUALITY ORDER NO. 2006 – 0003 – DWQ)

D

I. Notice of Intent (NOI) Status

Mark Only One Item 1. New Permittee 2. Change of Information WDID #: 558010893

II. Agency Information

A. Legally Responsible Official <u>KENNETH PAYNE</u>			
B. Agency <u>CITY OF FOLSOM, UTILITIES DEPT</u>		C. Title <u>DIRECTOR OF UTILITIES</u>	
D. Mailing Address <u>50 NATOMA ST</u>		E. Address (Line 2)	
F. City <u>FOLSOM</u>	State <u>CA</u>	G. Zip <u>95630</u>	H. County <u>SACRAMENTO</u>
I. Phone <u>(916) 351-3573</u>	J. FAX <u>(916) 351-5603</u>	K. Email Address <u>KPAYNE@FOLSOM.CA.US</u>	
L. Sanitary Sewer System <u>CITY OF FOLSOM</u>		M. Regional Water Quality Control Board <u>REGION 5 - SACRAMENTO</u>	
N. Agency Type (check one) 1. <input checked="" type="checkbox"/> City 2. <input type="checkbox"/> County 3. <input type="checkbox"/> State 4. <input type="checkbox"/> Federal 5. <input type="checkbox"/> Special District 6. <input type="checkbox"/> Government Combination			
O. Population of Community Served (check one) <input type="checkbox"/> Less than 50,000 <input checked="" type="checkbox"/> Greater than or equal to 50,000			

III. Billing Information

A. Agency <u>CITY OF FOLSOM - UTILITIES DEPT</u>			
B. Contact Person <u>KENNETH PAYNE</u>		C. Title <u>DIRECTOR OF UTILITIES</u>	
D. Mailing Address <u>50 NATOMA ST.</u>		E. Address (Line 2)	
F. City <u>FOLSOM</u>	State <u>CA</u>	G. Zip <u>95630</u>	H. County <u>SACRAMENTO</u>
I. Phone <u>(916) 351-3573</u>	J. FAX <u>(916) 351-5603</u>	K. Email Address <u>KPAYNE@FOLSOM.CA.US</u>	

The annual fee, which is required by the California Water Code (section 13260), is based on the daily population served by the sanitary sewer system. Additionally, an ambient water monitoring surcharge of 9 percent is required for each annual fee. The total fee is the sum of the annual fee and ambient water monitoring surcharge. Please see the instructions on completing this NOI for a detailed explanation of the fee structure.

- L. Total Fee (check one)
- Population served < 50,000 – total fee submitted is \$ 872.00
 - Population served ≥ 50,000 – total fee submitted is \$ 4,676.00

A check for the appropriate total fee amount should be made payable to SWRCB and mailed with this completed NOI to the following address:

State Water Board Accounting Office
P O Box 1888
Attn: SSO Fees
Sacramento, CA 95812-1888

SWRCB Tax ID is: 68-0281986

60005892

IV. Electronic Submittal Authorization

I, KENNETH V. PAYNE, certify that I am the legally responsible official for
print name
CITY OF FOLSOM UTILITIES DEPT. My signature on this form certifies that, I
agency
 agree, my California Integrated Water Quality System (CIWQS) user ID and password
 constitute my electronic signature and any information I indicate I am electronically certifying
 contains my signature. I understand that I am legally bound, obligated, and responsible by use
 of my electronic signature as much as by a hand-written signature.

I agree that I will protect my electronic signature from unauthorized use, and that I will contact
 the State Water Resources Control Board, within 24-hours of discovery, if I suspect that my
 electronic signature has been lost, stolen, or otherwise compromised. I certify that my
 electronic signature is for my own use, that I will keep it confidential, and that I will not delegate
 or share it with any other person.

V. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. Additionally, I certify that the provisions of the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, including electronic reporting of all sanitary sewer overflows and development and implementation of a sewer system management plan, will be complied with."

A. Printed Name: KENNETH V. PAYNE
 B. Title: DIRECTOR OF UTILITIES
 C. Signature: _____ D. Date: _____

NOTE: Mail completed and signed form with a check for fee payment to the address below.

State Water Board Accounting Office
 P O Box 1888
 Attn: SSO Fees
 Sacramento, CA 95812-1888



Sewer System Management Plan

Appendix B – Approved Plan & Schedule

DATE: October 15, 2007
TO: Mayor and City Council Members
FROM: Utilities Department
SUBJECT: **RESOLUTION NO. 8160 - A RESOLUTION ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN**

BACKGROUND / ISSUE

In 2002, the California Regional Water Quality Control Board Central Valley Region (RWQCB) issued a Cease and Desist Order, Cleanup and Abatement Order and National Pollution Discharge Elimination System (NPDES) permit for the operation and maintenance of the City of Folsom's wastewater collection system. The NPDES permit was issued for a term of five years, and in June 2007 the permit was up for renewal.

During the term of the City's permit, the State Water Resources Control Board (SWRCB) determined that all municipal wastewater collection systems within the State were in need of collection system permits. The purpose of the permit is to insure proper operation and maintenance of wastewater collection systems throughout the State, and reduce the number of sanitary sewer over flows. In 2007, the State issued General Waste Discharge Requirements (GWDR's) permit, which includes development and implementation of a Sanitary Sewer Management Plan (SSMP) for collection systems.

Since the City's individual wastewater collection system permit came due at the same time the GWDR's were being adopted and both permits are very similar, the RWQCB chose to rescind the City's individual permit and have the City adopt and implement the new GWDR's. On August 2, 2007, a public hearing was held by the RWQCB, and the City's Cease and Desist Order, and the City's NPDES permit were rescinded. A condition of this action is that the City would enroll for coverage under the new GWDR's.

POLICY / RULE

In accordance with the SWRCB, the work plan, organization chart and schedule must be presented and adopted by the City Council for approval on or before November 2, 2007.

ANALYSIS

The SWRCB adoption of the Statewide GWDR on May 2, 2006, requires all public collection system agencies in California, including the City of Folsom to prepare an SSMP. The SSMP is a plan to manage the City's sewer collection system. As part of the City's previous permit, many of the elements have been completed and only minimal updating is needed for compliance with the GWDR.

There are key milestones within the GWDR that the SWRCB adopted in which the City is required to adhere to. The first milestone focuses on the Plan and Schedule, Goals and Organization, which are due November 2, 2007. The second milestone focuses on the Emergency Response Plan, Legal Authority, Operation and Maintenance Plan and the Fats, Oils, and Grease Plan, which are due May 2, 2009. The last key milestone focuses on Design and Performance Standards, System Capacity Plan, Monitoring and Program Modifications, Program Audits, Communications Program, and Final SSMP and Certification, which are due August 2, 2009. Attached for your consideration is the Sewer System Management Plan Report (see attachment 1). Adoption of this report fulfills the compliance requirements of the initial milestone required by the SWRCB.

FINANCIAL IMPACT

Adoption of the SSMP is consistent with current practices and budgets adopted for compliance with the previous permit; therefore, there are no additional fiscal impacts on the City's wastewater collection budget.

ENVIRONMENTAL REVIEW

A project involving only feasibility or planning studies for possible future actions which the agency, board, or commission has not approved, adopted, or funded does not require the preparation of an EIR or Negative Declaration. It does however, require consideration of environmental factors. (Ref. California Code of Regulations, Title 14, Chapter 3, Article 18 -Statutory Exemptions, Section 15262 - Feasibility and Planning Studies). The proposed feasibility study includes consideration of environmental factors; therefore, this agreement is statutorily exempt from the environmental review process.

ATTACHMENT

1. Resolution No. 8160 – A Resolution Adopting the Sewer System Management Plan
2. Sewer System Management Plan Report

RECOMMENDATION/CITY COUNCIL ACTION

The Utilities Department recommends that the City Council adopt the Sewer System Management Plan which includes the Plan and Schedule, Goals and Organization which allows the City to implement the SSMP elements to minimize sanitary sewer overflow and be in compliance with the GWDR.

Submitted,

Kenneth V. Payne, UTILITIES DIRECTOR

RESOLUTION NO. 8160

A RESOLUTION ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN PROJECT

WHEREAS, since June of 2002 the City has been under a Cease and Desist Order, a Cleanup and Abatement Order and a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Regional Water Quality Control Board (RWQCB) for Operations and Maintenance of the Waste Water Collection System; and

WHEREAS, the City has complied with all elements of the order issued by the RWQCB; and

WHEREAS, the State Water Resources Control Board (SWRCB) has mandated all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility is responsible for preparing a Sewer System Management Plan (SSMP) as required by the (SWRCB) adoption of the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006; and

WHEREAS, the RWQCB has rescinded the Cease and Desist Order, and the NPDES Permit; and

WHEREAS, the City is required to enroll under the GWDR; and

WHEREAS, the City has developed a SSMP Plan and Schedule, Goals, and Organization in accordance with the requirement of the GWDR:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom adopts the Sewer System Management Plan dated September 2007.

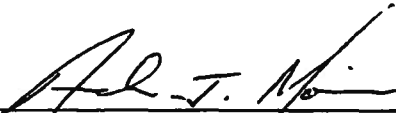
PASSED AND ADOPTED on this 23rd day of October 2007, by the following roll-call vote:

AYES: Council Members: Miklos, Starsky, Howell, King, Morin

NOES: Council Members: None

ABSENT: Council Members: None

ABSTAIN: Council Members: None



Andrew J. Morin, MAYOR

ATTEST:



Christa Schmidt, CITY CLERK

Attachment 1

RESOLUTION NO. 8160

A RESOLUTION ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN PROJECT

WHEREAS, since June of 2002 the City has been under a Cease and Desist Order, a Cleanup and Abatement Order and a National Pollutant Discharge Elimination System (NPDES) Permit issued by the Regional Water Quality Control Board (RWQCB) for Operations and Maintenance of the Waste Water Collection System; and

WHEREAS, the City has complied with all elements of the order issued by the RWQCB; and

WHEREAS, the State Water Resources Control Board (SWRCB) has mandated all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility is responsible for preparing a Sewer System Management Plan (SSMP) as required by the (SWRCB) adoption of the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006; and

WHEREAS, the RWQCB has rescinded the Cease and Desist Order, and the NPDES Permit; and

WHEREAS, the City is required to enroll under the GWDR; and

WHEREAS, the City has developed a SSMP Plan and Schedule, Goals, and Organization in accordance with the requirement of the GWDR:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom adopts the Sewer System Management Plan dated September 2007.

PASSED AND ADOPTED on this 23rd day of October 2007, by the following roll-call vote:

AYES: Council Member(s):

NOES: Council Member(s):

ABSENT: Council Member(s):

ABSTAIN: Council Member(s):

Andrew J. Morin, MAYOR

ATTEST:

Christa Schmidt, CITY CLERK

Attachment 2

Report



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

Sewer System Management Plan Report

Prepared for
City of Folsom

50 Natoma Street
Folsom, CA 95630

September 2007



2150 River Plaza Drive, Suite 345
Sacramento, CA 95833

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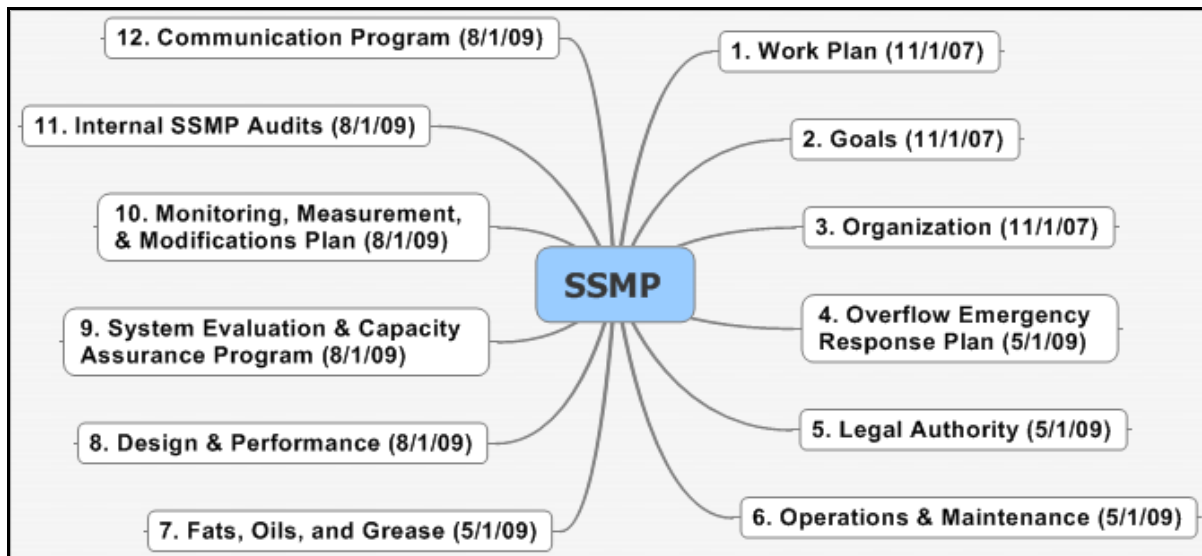
Executive Summary

Statewide General Waste Discharge Requirement

The State Water Resources Control Board (SWRCB) adoption of the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006, applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, and requires each agency to prepare a Sewer System Management Plan (SSMP). Figure 1 presents the 12 required SSMP elements and its respective deadlines specific to the City of Folsom (City).



FIGURE 1. SSMP REQUIRED ELEMENTS AND DEADLINES



Online Sanitary Sewer Overflows Reporting

The GWDR has a Monitoring and Reporting Program (MRP) that requires the City to report all Sanitary Sewer Overflows (SSO) on the California Integrated Water Quality System (CIWQS). The SSO reporting requirements are specific to the SSO categories as presented in Table 1.

TABLE 1. SSO REPORTING REQUIREMENTS

SSO Category	Reporting Requirements
1) Category 1 SSO - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that: a) Equal or exceed 1000 gallons or b) Discharge to a drainage channel and/or surface water; or c) Discharge to a storm drainpipe that was not fully captured.	Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO.
2) Category 2 SSO - All other discharges of sewage.	Report within 30 days after the end of the calendar month in which the SSO occurs.
3) Category 3 SSO - Private Lateral Sewage Discharges	Report at the City's discretion.

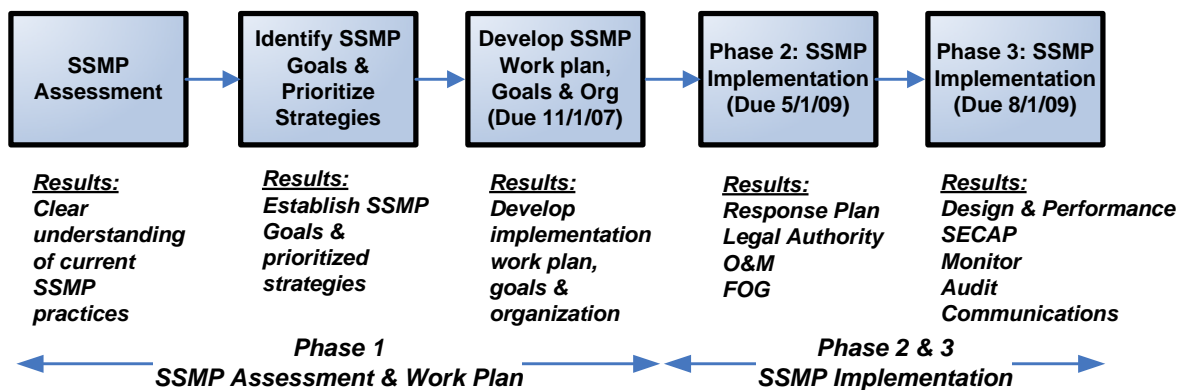
Compliance Approach

The City of Folsom (City) was under compliance with the California Regional Water Quality Control Board Central Valley Region (RWQCB) Order Number R5-2002-0042, NPDES Number CA0084816 Waste Discharge Requirement for its Sanitary Sewer Collection System. After a detailed comparison between the NPDES permit and the GWDR's SSMP requirements and based on the City's SSMP assessment results, it was recommended that the City migrate to the GWDR's SSMP requirements. Since August of 2007, the RWQCB has rescinded the permit and the City is working to comply with the GWDR.



The City established a three phase approach to comply with the GWDR as presented in Figure 2. Phase 1 is focused on the SSMP assessment and work plan, which are due on November 1, 2007. Phase 2 is focused on implementing the SSMP elements due on May 1, 2009. Phase 3 is focused on implementing the SSMP elements due on August 1, 2009.

FIGURE 2. SSMP COMPLIANCE APPROACH



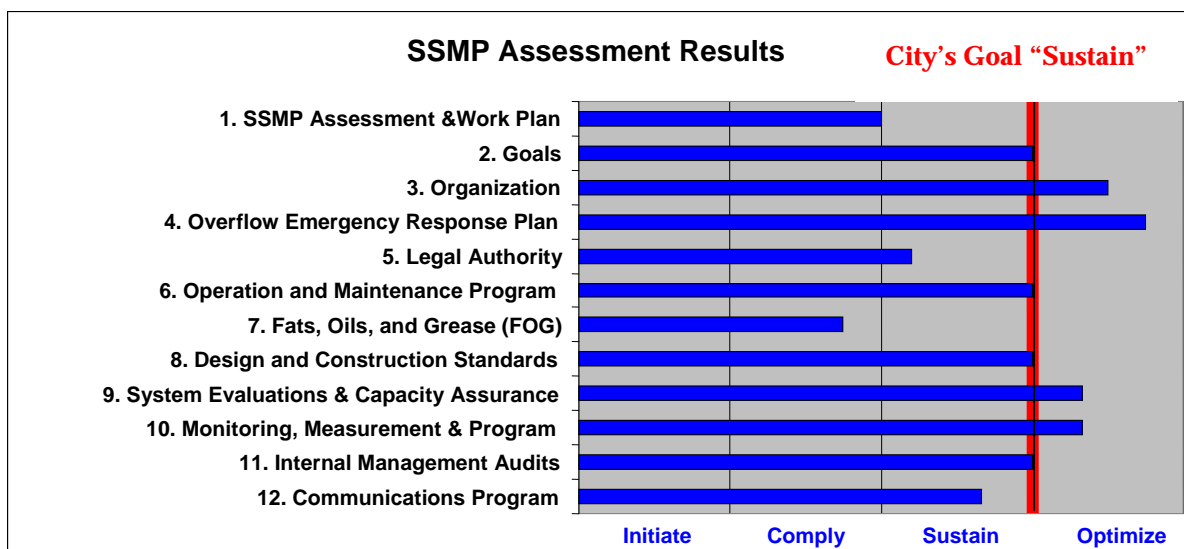
SSMP Assessment, Goals and Strategies

In Phase 1 of the project, the City assessed its current SSMP status and developed goals and strategies to be in compliance. The SSMP assessment was scored into four categories: initiate, comply, sustain and optimize. The minimum requirements are to be in compliance with the GWDR’s SSMP is the ‘comply’ level. The City could choose to set its SSMP Goal to be at ‘comply’ or higher targets such as ‘sustain’ and ‘optimize’. Each SSMP can have varying goals.

1. Initiate (0%-25%) - Minimum effort to initiate SSMP requirements (not in compliance)
2. Comply (26%-50%) - SSMP Compliance while implementing certain elements
3. Sustain (51%-75%) - Implementing & Sustaining SSMP (complete SSMP)
4. Optimize (76%-100%) - Continual Improvement & process optimization of SSMP elements

In collaboration with City staff, the SSMP assessment was completed utilizing the SSMP assessment questionnaire. Figure 3 presents the summary of the City’s current SSMP status.

FIGURE 3. RESULTS OF THE CITY’S GWDR SSMP ASSESSMENT



Given the City’s NPDES compliance requirements and the similarity between the NPDES and GDWR SSMP requirements, the City is ahead of the curve in terms of meeting the GDWR SSMP requirements. As a result, the assessment shows that the City scored in “sustain” in most elements with some exceptions where the City scored in the “optimize” category.

Based on the SSMP current status assessment, the City established their SSMP goals for each element. The City’s SSMP goals are generally targeted at the “sustain” level, where they are implementing and sustaining the completed SSMP. In some cases, the City may aim for the

The City has established SSMP goals in “sustain” and “optimize” categories.

“optimize” level where they see the benefits to do so. These goals will allow the City to determine the appropriate tactical plans to achieve their goals.

City's SSMP Work Plan

Table 2 presents the City's SSMP work plan for the 12 SSMP elements.

TABLE 2. CITY'S SUMMARY SSMP WORK PLAN

SSMP Elements	Activities
1. Work Plan	<ul style="list-style-type: none"> • Submit SSMP work plan to Regional Water Quality Control Board (RWQCB). (11/07)
2. Goals	<ul style="list-style-type: none"> • City Council adoption of SSMP Goals. (11/07) • Communicate and Review Goals with City staff and City Council. (11/07) • Submit new SSMP Goals to RWQCB. (11/07)
3. Organization	<ul style="list-style-type: none"> • Completed SSMP organizational chart. (11/07) • Completed roles and responsibilities of SSMP organizational chart. (11/07) • Completed Overflow Emergency Response Plan organizational chart. (11/07) • Completed implementation and communication of new SSMP and Emergency Response Plan organizational charts. (11/07) • Submit new SSMP organization to the RWQCB. (11/07)
4. Overflow Emergency Response Plan	<ul style="list-style-type: none"> • Develop a formal overflow emergency response plan business process for work and off work hours. (5/09) • Integrate business process with formal responsibilities and contacts in the SSMP organization. (5/09) • Communicate and train new Overflow Emergency Response Plan. (5/09)
5. Legal Authority	<ul style="list-style-type: none"> • Monitor and measure effectiveness of enforcement procedures. (5/09) • Work with Public Works Director and City Attorney to modify the City's ordinance to further describe the FOG program. (5/09) • Establish clear description of City's ownership of the assets. (5/09)
6. Operation and Maintenance	<ul style="list-style-type: none"> • Implement mobile technology. (5/09) • Train and deploy newly configured CMMS. (5/09) • Generate key performance metrics and reports. (5/09) • Develop a maintenance plan to address sewer lines that are not easily accessible. (5/09) • Continue to update the City's O&M program manual. (5/09) • Continue to develop GIS map of the collection system. (5/09) • Coordinate the GIS with the CMMS to avoid duplicate conflicting databases. (5/09) • Optimize Preventive Maintenance (PM) program. (5/09)
7. Fats, Oils, and Grease (FOG)	<ul style="list-style-type: none"> • Coordinate with Sacramento Regional County Sanitation District's FOG program. (5/09) • Formally establish a FOG ordinance to enforce the FOG program. (5/09) • Implement a FOG educational program for multifamily facilities. (5/09)

SSMP Elements	Activities
8. Design and Performance	<ul style="list-style-type: none"> • Involve O&M staff early in the planning, design and construction to include operational and maintenance issues. (8/09) • Update design and construction standards for Best Management Practices. (8/09)
9. System Evaluation & Capacity Assurance Program	<ul style="list-style-type: none"> • Continue to monitor flows and evaluate in the City's hydraulic model for capacity based on growth. Identify areas with capacity issues to prevent overflows. (8/09)
10. Monitoring, Measurement, & Modifications Plan	<ul style="list-style-type: none"> • Identify performance metrics for the SSMP and SSOs. (8/09)
11. Internal SSMP Audits	<ul style="list-style-type: none"> • Annual update and review of the SSMP. (8/09, ongoing)
12. Communication Program	<ul style="list-style-type: none"> • Communicate with stakeholders. (8/09, ongoing)

City's SSMP Goals

The City established the following SSMP goals:

- Uninterrupted service
- Minimize risk of preventable SSOs through the Preventive Maintenance Program
- Mitigate unforeseen SSOs
- Ensure adequate sewer capacity
- Sustain aging sewer infrastructures
- Ensure adequate funding support for long-term asset management



City's SSMP Organizational Structure

The organizational structure, roles and responsibilities of the Engineering & Compliance and Wastewater Division of the City of Folsom were established to address the implementation of the SSMP. There is also an emergency organizational structure setup to respond and report SSOs.

Introduction

The State Water Resources Control Board (SWRCB) adoption of the Statewide General Waste Discharge Requirement (GWDR) on May 2, 2006, applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility, and requires each agency to prepare a Sewer System Management Plan (SSMP).

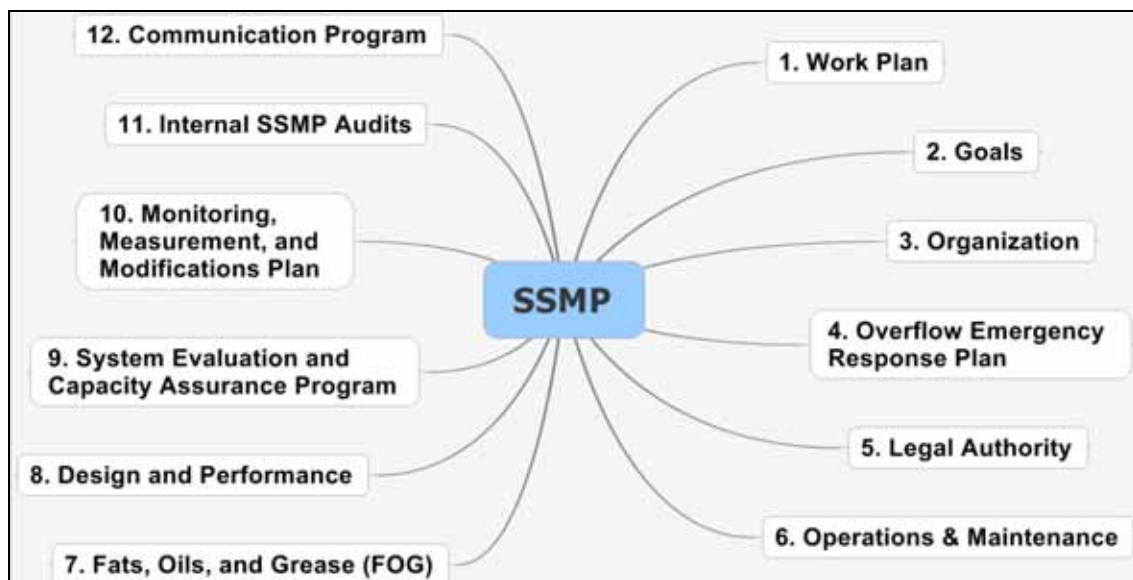


The SSMP is a document that describes the activities that the City will use to manage its wastewater collection system effectively. Effective management of a wastewater collection system can include the following:

1. Maintaining or improving the condition of the collection system infrastructure in order to provide reliable service into the future.
2. Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows; and
3. Minimizing the number and impact of sanitary sewer overflows (SSOs) that occur.

In order to achieve the above recommendations it is required that each wastewater collection system agency develop and implement an SSMP. A SSMP has 12 required elements as shown in Figure 4.

FIGURE 4. SSMP REQUIRED ELEMENTS



SSMP Compliance Approach

The City of Folsom (City) was under compliance with the California Regional Water Quality Control Board Central Valley Region (RWQCB) Order Number R5-2002-0042, NPDES Number CA0084816 Waste Discharge Requirement for its Sanitary Sewer Collection System. After a detailed comparison between the NPDES permit and the GWDR’s SSMP requirements and based on the City’s SSMP assessment results, it was recommended that the City migrate to the GWDR’s SSMP requirements. Since August of 2007, the RWQCB has rescinded the permit and the City is working to comply with the GWDR.

The City established a three phase approach to comply with the GWDR as presented in Figure 2. Phase 1 is focused on the SSMP assessment and work plan, which are due on November 1, 2007. Phase 2 is focused on implementing the SSMP elements due on May 1, 2009. Phase 3 is focused on implementing the SSMP elements due on August 1, 2009. Figure 5 presents the City’s three phase compliance approach.

FIGURE 5. SSMP COMPLIANCE APPROACH

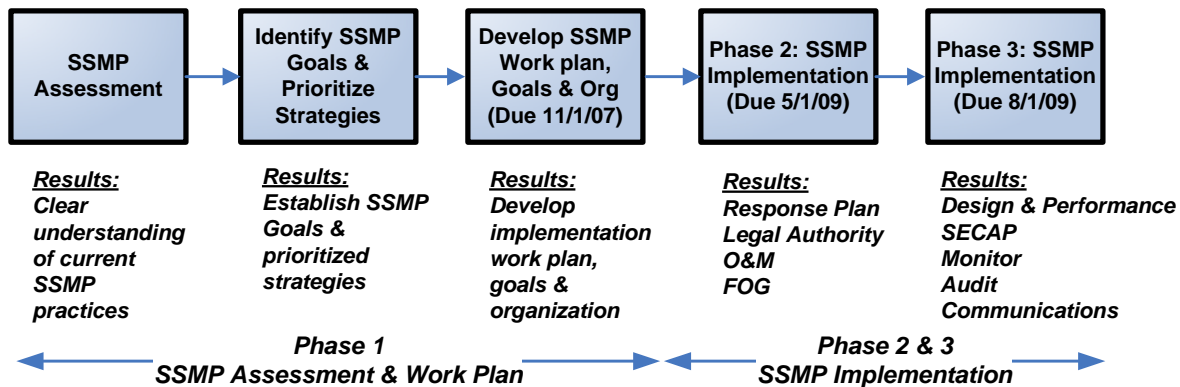


TABLE 1. SSMP PREPARATION DEADLINES

Completion Dates		
11/1/2007	5/1/2009	8/1/2009
1. SSMP Development Plan and Schedule	4. Overflow Emergency Response Plan	8. Design and Performance Provisions
2. Goals	5. Legal Authority	9. System Evaluation and Capacity Assurance Plan
3. Organization	6. Operation and Maintenance Program	10. Monitoring Measurements and Plan Modification
	7. FOG Control Program	11. SSMP Program Audits
		12. Communication Program

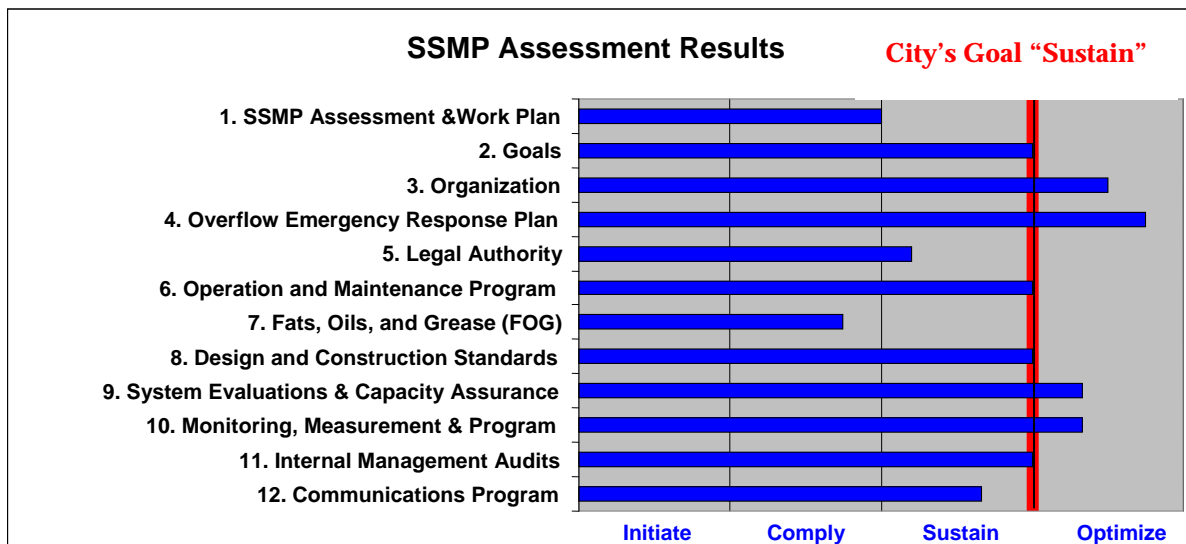
SSMP Assessment

Many of the City’s NPDES permit requirements are similar to the state GWDR’s SSMP requirements. Consequently, the City’s past efforts in complying with the NPDES has resulted in high scoring in the SSMP assessment. A SSMP assessment questionnaire with 12 elements was used to assess the City’s SSMP practices. The SSMP assessment provided the City a snapshot of its current status relative to the GWDR’s SSMP requirements. Each SSMP element was scored based on the City’s current practices. The SSMP assessment was scored into four categories: initiate, comply, sustain and optimize. The minimum requirements are to be in compliance with the GWDR’s SSMP is the ‘comply’ level. The City could choose to set its SSMP Goal to be at ‘comply’ or higher targets such as ‘sustain’ and ‘optimize’. Each SSMP can have varying goals.

1. Initiate (0%-25%) - Minimum effort to initiate SSMP requirements (not in compliance)
2. Comply (26%-50%) - SSMP Compliance while implementing certain elements
3. Sustain (51%-75%) - Implementing & Sustaining SSMP (complete SSMP)
4. Optimize (76%-100%) - Continual Improvement & process optimization of SSMP elements

In collaboration with City staff, the SSMP assessment was completed utilizing the SSMP assessment questionnaire. Figure 8 presents the summary of the City’s current SSMP status.

FIGURE 8. RESULTS OF THE CITY’S GWDR SSMP ASSESSMENT



Based on the current SSMP status assessment, the City established their SSMP goals for each element. The City’s SSMP goals are generally targeted at the “sustain” level, where they are

implementing and sustaining the completed SSMP. In some cases, the City may aim for the “optimize” level where they see the benefits to do so.

TABLE 2. SSMP ELEMENTS THAT ARE AND ARE NOT AT THE CITY'S GOALS

SSMP elements that are at or beyond the City's "sustain" goal	SSMP elements that are NOT at the City's "sustain" goal that require additional effort
<ol style="list-style-type: none"> 1. Goals 2. Organization 3. Overflow Emergency Response Plan 4. Operation and Maintenance Program 5. Design and Construction Standards 6. System Evaluations & Capacity Assurance 7. Monitoring, Measurement & Program 8. Internal Management Audits 9. Communication plan 	<ol style="list-style-type: none"> 1. SSMP work plan ("comply") 2. Legal Authority ("comply") 3. Fats, Oils and Grease Program ("comply")

The City's SSMP current status assessment showed that the City is in compliance with the GWDR's SSMP requirements. In most cases, the City is well into sustaining the SSMP requirements and in some cases optimizing the SSMP practices. The City established its SSMP goals, which are generally targeted at the “sustain” level. These SSMP goals will be used in the next phase of this project to develop the detailed SSMP implementation work plan.

The detailed SSMP assessment results are presented in Table 3.

TABLE 3. DETAIL RESULTS OF THE CITY'S GWDR SSMP ASSESSMENT

SSMP Elements	SSMP Current Assessment
1. SSMP Work Plan	
<i>Work Plan</i>	<ul style="list-style-type: none"> • Currently developing the SSMP work plan and will be complete by November 2007.

SSMP Elements	SSMP Current Assessment
2. Goals	
SSMP Goals	<p>The City established the following SSMP goals:</p> <ul style="list-style-type: none"> • Provide uninterrupted sewer service to meet customers' desired service levels. • Minimize the risk of Sanitary Sewer Overflows (SSOs) by reducing the impact and probability of SSOs. • Mitigate any unforeseen SSOs to minimize water quality and environmental impacts. • Ensure adequate sewer capacity to address the City's growth and storm flows. • Sustain aging sewer infrastructures to implementing asset management program to extend asset lifecycle. • Ensure adequate funding support and resources to sustain long-term asset management.



SSMP Elements	SSMP Current Assessment
3. Organization	
Organizational Structure for SSMP	<ul style="list-style-type: none"> • The City has established chain of communication for responding and reporting SSOs. • They have adopted SSO organizational structure and identified roles and responsibilities.
Communication for SSO reporting	<ul style="list-style-type: none"> • The City has an established communication process for reporting SSO.

SSMP Elements	SSMP Current Assessment
4. Overflow Emergency Response Plan	
Overflow Emergency Response Plan	<ul style="list-style-type: none"> • Completed SSO emergency response plan (Aug 2003). • Implemented public education program to report SSO. • Established plan to respond to private property SSO. • Ensured emergency response personnel are trained on OERP.
Internal & External SSO Notification Procedures	<ul style="list-style-type: none"> • The City has a formal internal SSO notification process. The City identifies the external agencies to notify in the event of a SSO.
SSO Response Procedures	<ul style="list-style-type: none"> • The City has a formal SSO response procedure. Established plan to respond to private property SSO.
SSO Emergency Response Training	<ul style="list-style-type: none"> • The City does periodic training that includes SSO training.

SSMP Elements	SSMP Current Assessment
5. Legal Authority	
Legal Authority	<ul style="list-style-type: none"> • Established legal authority and will provide more specific guidance in spring 2008. • Prevent illicit discharges into its wastewater collection system. • Require that sewers and connections be properly designed and constructed. • Ensure access for maintenance, inspection, and repairs of the lateral owned or maintained by the Public Agency. • Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages. • Implement prohibitions of national pretreatment program

SSMP Elements	SSMP Current Assessment
6. Operations and Maintenance Program	
Collection System Map	<ul style="list-style-type: none"> • The City has an update GIS of its collection system.
Preventive	<ul style="list-style-type: none"> • Completed a preventive maintenance manual (Mar 2003).

SSMP Elements	SSMP Current Assessment
6. Operations and Maintenance Program	
Maintenance	<ul style="list-style-type: none"> Completed Preventive Maintenance Plan & Schedule.
Prioritize Corrective & Preventive Maintenance	<ul style="list-style-type: none"> Developed detailed preventive maintenance plans for trouble lines. Preventive maintenance cycles range between 3 to 12 months. Corrective maintenance is prioritized based on asset criticality. Trained on equipment for the preventive maintenance (PM). Identified sewer lines that are not easily accessible.
Inspection Program	<ul style="list-style-type: none"> The City has inspected (CCTV) 100% of its entire collection system between 2002-2006. The City inspects its entire system on a 5 year cycle and is beginning the system inspections again. Through CCTV, identified & prioritized structural deficiencies & implemented short-term and long-term rehabilitation projects.
Assess Current Capacity	<ul style="list-style-type: none"> The City uses it hydraulic model and field meters to assess capacity.
Equipment & Replacement Parts for Critical Assets	<ul style="list-style-type: none"> The City has adequate equipment for its operations and maintenance. The City keeps adequate parts for critical assets.
O&M Training	<ul style="list-style-type: none"> Clearly defined and documented responsibilities of the Preventive Maintenance and O&M responsibilities in the City's Wastewater Collection Systems Manual. The City has a comprehensive standard operations and maintenance procedures documented for hydro cleaning, combination cleaning truck and maintenance hole inspections.
CMMS	<ul style="list-style-type: none"> The City uses GBA CMMS to manage its maintenance program. All the collection system assets (sewers, maintenance holes and pump stations) are identified in the CMMS. The physical asset data of sewers are identified in the CMMS. The CMMS is used to generate the work orders. All work orders are completed consistently and entered into the CMMS by clerical staff. The City does collect job costs for work orders and are entered into the CMMS. The preventive maintenance work orders are generated from the CMMS. The CCTV data is not currently uploaded to the CMMS due to compatability issues. The City would like to get more reports from the CMMS for asset management. The CMMS is currently used as a repository for asset data and history. The City is planning on advancing its CMMS functionalities to better support asset management.

SSMP Elements	SSMP Current Assessment
7. Fats, Oils, and Grease (FOG) Control Program	
FOG Program	<ul style="list-style-type: none"> Implemented FOG program that includes grease removal devices, standards and maintenance. Develop plan for alternative methods of FOG disposal & implementation. Established requirements of grease interceptors for all new restaurants. Developed a FOG outreach program with Sacramento Regional County Sanitation District.

SSMP Elements	SSMP Current Assessment
8. Design and Construction Standards	
<i>Standards & Procedures for Inspections of New or Repaired Sewers</i>	<ul style="list-style-type: none"> Field testing requirements added to standards. Inspector training included in standards. Developed design and construction standards for the installation of new sewers & for rehabilitation and repair of existing sewers. Developed standards & procedures for inspection & testing for new, repaired & rehabilitated sewers, pumps and other appurtenances. In process of developing a rehabilitation specification.

SSMP Elements	SSMP Current Assessment
9. System Evaluation and Capacity Assurance Plan	
<i>Hydraulic model to evaluate sewer capacity</i>	<ul style="list-style-type: none"> Developed hydraulic model to ensure adequate capacity.
<i>CIP to Address Hydraulic Deficiencies</i>	<ul style="list-style-type: none"> Implemented projects to ensure adequate capacity. CIP Project A completed.
<i>Update SECAP</i>	<ul style="list-style-type: none"> The City updates its hydraulic model routinely to monitor system capacity.

SSMP Elements	SSMP Current Assessment
10. Monitoring, Measurement and Program Modifications	
<i>Establish SSMP Performance Measurements</i>	<ul style="list-style-type: none"> The City has established broad goals to minimize SSOs. Detailed SSMP performance metrics have not been established yet.
<i>Update Program Based on Performance Evaluations</i>	<ul style="list-style-type: none"> The City adjusts its program as needed but not a formal annual performance review process to update the SSMP program.
<i>Monitor, Measure & Adjust to Reduce SSOs</i>	<ul style="list-style-type: none"> The City continuously monitors, measures and adjusts to reduce SSOs.

SSMP Elements	SSMP Current Assessment
11. Internal Management Audits	
<i>Internal Audits of SSOs & Effectiveness of SSMP</i>	<ul style="list-style-type: none"> Since the City is initiating its SSMP, it has not established a formal internal audit of its SSMP.

SSMP Elements	SSMP Current Assessment
12. Communications	

SSMP Elements	SSMP Current Assessment
Communicate with Public, Staff & Elected Officials on SSMP	<ul style="list-style-type: none"> • Since the City is initiating its SSMP, it has not established a formal communication plan with its public, staff and elected officials. • The City plans to use this SSMP assessment project to educate the elected officials, staff and public. • The City is currently collaborating with Sacramento Regional County Sanitation District (SRCSD) in implementing a FOG public outreach program for its customers.
Communicate with regulators	<ul style="list-style-type: none"> • Under the previous NPDES permit, the City had to submit annual reports, quarterly reports and monitoring plans to RWQCB.

The assessment shows that the City scored in “sustain” and “comply” in most elements with some exceptions where the City scored in the “initiate” category. The elements where the City scored in the “initiate” category were items that the City has addressed during the Phase 1 of the SSMP work plan or a future requirement.



Based on the SSMP current status assessment, the City will establish their SSMP goals for each element in the next task of this project. The City’s SSMP goals are generally targeted at the “sustain” level, where they are implementing and sustaining the completed SSMP. In some cases, the City may aim for the “optimize” level where they see the benefits to do so. These goals will allow the City to determine the appropriate tactical plans to achieve their goals.

The City’s SSMP current status assessment showed that the City is in compliance with majority of the GWDR’s SSMP requirements, with the exception of a few elements which will be addressed as part of this SSMP work plan project. In most cases, the City is well into complying and sustaining the SSMP requirements. In the next task, the City will be establishing SSMP goals, which will be used later in this project to develop the detailed SSMP implementation work plan.

The SSMP assessment showed that the City scored between “comply” and “sustain” in majority of categories.

Online Sanitary Sewer Overflows Reporting

The GWDR has a Monitoring and Reporting Program (MRP) that requires the City to report all Sanitary Sewer Overflows (SSO) on the California Integrated Water Quality System (CIWQS). The SSO reporting requirements are specific to the SSO categories. Table 4 presents the SSO reporting requirements.

The City must report all category 1 and 2 SSOs on the CIWQS.

TABLE 4. ONLINE SSO REPORTING REQUIREMENTS



SSO Category	Reporting Requirements
<p>1) Category 1 SSO - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:</p> <ul style="list-style-type: none"> a) Equal or exceed 1000 gallons or b) Result in a discharge to a drainage channel and/or surface water; or c) Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system. 	<p>All SSOs that meet the criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO.</p>
<p>2) Category 2 SSO - All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.</p>	<p>All SSOs that meet the criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs.</p>
<p>3) Category 3 SSO - Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.</p>	<p>All sewage discharges that meet the criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.</p>

City of Folsom SSMP Work Plan

The SSMP work plan is developed to support the City's SSMP goals and strategies. The work plan is a detailed tactical action plan with activities, schedule and resources to implement the SSMP. The SSMP work plan is also one of the first deliverables to be completed and certified to the Regional Water Quality Control Board (RWQCB) in November 2007 to satisfy the GDWR.

The City's SSMP work plan is one of the first requirements due by November 2007.

Goals

Table 3 presents the tactical action plans for the SSMP Goals.

TABLE 3. SSMP GOALS

Activities	Due	Responsible
1. Formally adopt SSMP goals	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
2. Communicate SSMP goals to City staff	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
3. Have City Council review and adopt SSMP goals.	11/07	Kyle Ericson, Senior Engineer & Compliance Officer
4. Submit new SSMP goals to the Regional Water Quality Control Board (RWQCB).	11/07	Kyle Ericson, Senior Engineer & Compliance Officer

Organization

Table 4 presents the tactical action plans for the SSMP Organizational Structure.

TABLE 4. SSMP ORGANIZATION

Activities	Due	Responsible
1. Completed SSMP organizational chart. Completed roles and responsibilities of SSMP organizational chart. Completed Overflow Emergency Response Plan organizational chart. Completed implementation and communication of new SSMP and Emergency Response Plan organizational charts. Submit new SSMP organization to the RWQCB.	11/07	Kyle Ericson, Senior Engineer & Compliance Officer

Overflow Emergency Response Plan

Table 5 presents the tactical action plans for the SSMP overflow emergency response plan.

TABLE 5. OVERFLOW EMERGENCY RESPONSE PLAN

Activities	Due	Responsible
2. Develop a formal overflow emergency response plan business process for work and off work hours. Modify overflow emergency response plan to address lower service lateral SSOs. <ol style="list-style-type: none"> Document existing overflow emergency response plan business process. Modify or optimize existing overflow emergency response plan business process if necessary. Modify overflow emergency response plan to address lower service lateral SSOs. Implement and communicate overflow emergency response plan business process. 	5/09	Brian Conyers, Wastewater Supervisor
3. Integrate business process with formal responsibilities and contacts in the SSMP organization.	5/09	Brian Conyers, Wastewater Supervisor
4. Communicate & train new overflow emergency response plan.	5/09	Brian Conyers, Wastewater Supervisor

Legal Authority

Table 6 presents the tactical action plans for the SSMP legal authority.

TABLE 6. LEGAL AUTHORITY

Activities	Due	Responsible
1. Monitor and measure effectiveness of enforcement procedures such as: <ol style="list-style-type: none"> Notice of violations Civil actions Disconnections Criminal actions. 	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Update legal authority as necessary to achieve compliance with GWDR. If the City in establishing a FOG ordinance, the City's ordinance must reflect that legal authority.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
3. Update legal authority to define the customer's and City's responsibilities of the service lines. The customer is responsible for maintaining the service line to the main line. The City will be responsible for the physical structure of the service line.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer

Operation and Maintenance Program

Table 7 presents the tactical action plans for the SSMP Operation and Maintenance Program.



TABLE 7. OPERATION AND MAINTENANCE PROGRAM

Activities	Due	Responsible
1. Perform risk and criticality assessments to prioritize cleaning schedules, repairs and rehabilitation projects. Utilize asset management principles to prioritize maintenance and rehabilitation efforts.	5/09	Brian Conyers, Wastewater Supervisor
2. Optimize maintenance program (i.e. advancing its CMMS and potentially integrating the CMMS with mobile solutions & customer information systems). Improving the City's CMMS is critical to advancing its operation and maintenance program.	5/09	Brian Conyers, Wastewater Supervisor
3. Assess current CMMS practices. (Partially completed) <ul style="list-style-type: none"> a. Document existing CMMS practices. b. Identify CMMS functionalities to advance. 	5/09	Ginger Stark, Engineering Technician
4. Meet with user groups to identify CMMS needs and business processes. (Partially completed) <ul style="list-style-type: none"> a. Facilitate users need assessment workshops to document users' requirements. b. Facilitate business process mapping of CMMS functionalities (i.e. service request, work order, preventive maintenance, parts inventory, new assets, condition assessment). Map existing and develop optimized business processes for the CMMS. c. Validate users' need requirements and business process maps. 	5/09	Ginger Stark, Engineering Technician
5. Configure CMMS to fit the City's needs and business processes. <ul style="list-style-type: none"> a. Develop configuration requirements based on users' needs and business processes. Validate configuration requirements with stakeholders. b. Configure the CMMS per requirements. c. Test configurations with pilot users. Modify configurations based on pilot users' comments. 	5/09	Ginger Stark, Engineering Technician
6. Implement mobile technology to improve field data capture and O&M efficiency. <ul style="list-style-type: none"> a. Identify appropriate mobile technology for the City based on needs. b. Configure the mobile devices. c. Test mobile devices in the field with pilot users. Modify configurations based on pilot users' 	5/09	Brian Conyers, Wastewater Supervisor

Activities	Due	Responsible
comments.		
7. Train and deploy newly configured CMMS to establish consistent practices. a. Develop training materials and program. b. Train staff on the business processes and software.	5/09	Ginger Stark, Engineering Technician
8. Generate key performance metrics and reports to support O&M and SSMP. a. Develop performance reports in the CMMS based on desired O&M and SSMP metrics. b. Monitor O&M and SSMP performance metrics and adjust the O&M program as needed.	5/09	Ginger Stark, Engineering Technician
9. Optimize Preventive Maintenance (PM) program a. Continue to update the City's PM program manual. b. Reaffirm the frequencies and activities of PM	5/09	Brian Conyers, Wastewater Supervisor
10. Document some of the standard O&M procedures in the CMMS as part of the work order procedures or tasks.	5/09	Ginger Stark, Engineering Technician
11. Continue to develop GIS map of the collection system. a. Export static asset information (i.e. size, material, length, and slope) from the CMMS into the GIS. Static asset information will be stored in the GIS. Only dynamic O&M information will be stored in the CMMS.	5/09	Ginger Stark, Engineering Technician
12. Coordinate the GIS with the CMMS to avoid duplicate and conflicting databases. b. Develop a high level integration plan during the CMMS implementation project that resolves coordination issue and rules between GIS and CMMS. c. Integrate the GIS with CMMS when it is completed.	5/09	Ginger Stark, Engineering Technician
13. Implement an Asset Management program that integrates O&M, CIP, condition assessment, funding, risk and service levels.	5/09	Ginger Stark, Engineering Technician
14. Develop a maintenance plan to address the sewer lines that are not easily accessible.	5/09	Brian Conyers, Wastewater Supervisor

Fats, Oils, and Grease (FOG) Control Program

Table 8 presents the tactical action plans for the SSMP Fats, Oils and Grease Control Program.



TABLE 8. FATS, OILS, AND GREASE (FOG) CONTROL PROGRAM

Activities	Due	Responsible
1. Coordinate with Sacramento Regional County Sanitation District's FOG program. a. Coordinate commercial outreach program	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Formally establish a FOG ordinance to enforce the FOG program.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer
3. Implement a FOG educational program for multifamily facilities focusing both on property managers and on tenants.	5/09	Kyle Ericson, Senior Engineer & Compliance Officer

Design and Construction Standards

Table 9 presents the tactical action plans for the SSMP Design and Construction Standards.



TABLE 9. DESIGN AND CONSTRUCTION STANDARDS

Activities	Due	Responsible
1. Involve O&M staff early in the planning, design and construction to include operational and maintenance issues.	8/09	Kyle Ericson, Senior Engineer & Compliance Officer
2. Update design and construction standards for Best Management Practices.	8/09	Kyle Ericson, Senior Engineer & Compliance Officer

System Evaluations and Capacity Assurance Plan

Table 10 presents the tactical action plans for the SSMP System Evaluations and Capacity Assurance Plan.



TABLE 10. SYSTEM EVALUATIONS AND CAPACITY ASSURANCE PLAN

Activities	Due	Responsible
1. Continue to monitor flows and evaluate in the City's hydraulic model for capacity based on growth. Identify areas with capacity issues to prevent overflows.	8/09	Brian Conyers, Wastewater Supervisor

Monitoring, Measurement and Program Modifications

Table 11 presents the tactical action plans for the SSMP Monitoring, Measurement and Program Modifications.

TABLE 11. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS



Activities	Due	Responsible
1. Identify performance metrics for the SSMP and SSOs. <ol style="list-style-type: none"> a. Establish SSMP performance metrics to support SSMP goals. b. Configure the CMMS to capture the data to support the performance metrics. c. Train or communicate performance metrics to staff. d. Monitor performance metrics 	8/09	Todd Eising, Senior Engineer

Internal Management Audits

Table 12 presents the tactical action plans for the SSMP Internal Management Audits.

TABLE 12. INTERNAL MANAGEMENT AUDITS

Activities	Due	Responsible
1. Annual update and review of progress of the SSMP.	8/09 (ongoing)	Kyle Ericson, Senior Engineer & Compliance Officer

Communications Program

Table 13 presents the tactical action plans for the SSMP Communications Program.

TABLE 13. COMMUNICATIONS PROGRAM

Activities	Due	Responsible
1. Communicate with stakeholders <ol style="list-style-type: none"> a. Continually educate political decision makers and customers about how money is being spent to sustain the wastewater infrastructure, protect public health, and the environment. 	8/09 (ongoing)	Ken Payne, Utilities Director

SSMP Goals

The City of Folsom Utilities Department's Sewer System Management Plan (SSMP) goals are the following:

- Provide uninterrupted sewer service to meet customers' desired service levels.
- Minimize the risk of Sanitary Sewer Overflows (SSOs) by reducing the impact and probability of SSOs.
- Mitigate any unforeseen SSOs to minimize water quality and environmental impacts.
- Ensure adequate sewer capacity to address the City's growth and storm flows.
- Sustain aging sewer infrastructures to implementing asset management program to extend asset lifecycle.
- Ensure adequate funding support and resources to sustain long-term asset management.

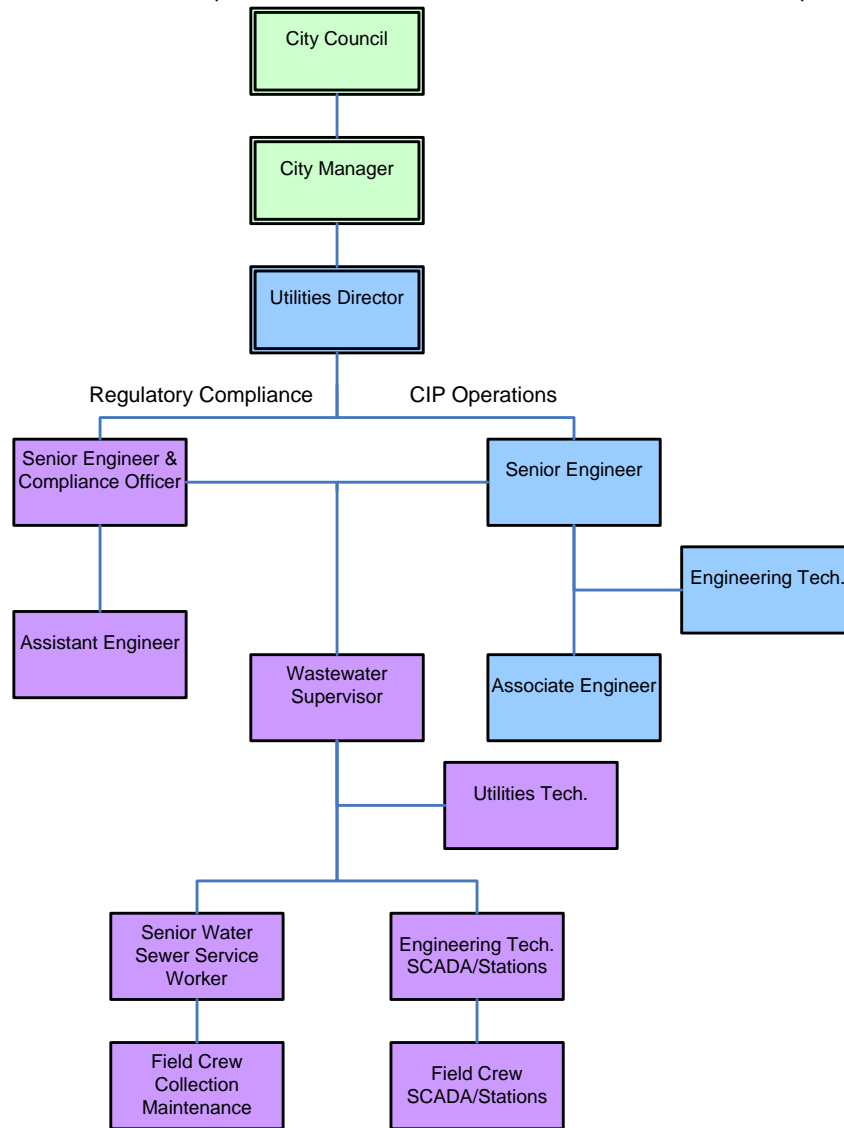
SSMP Organizational Structure

The organizational structure of the Engineering & Compliance and Wastewater Division of the City of Folsom can be seen in Figure 9. Their titles and responsibilities are described in the following section. There is also an emergency organizational structure setup for Sanitary Sewer Overflows (SSO's).

Organizational Structure

The following organization element shown in Figure 9 identifies those agency staff that are responsible for implementing, managing, and updating the SSMP.

FIGURE 9. DEPARTMENT ORGANIZATION (ENGINEERING & COMPLIANCE AND WASTEWATER DIVISION)



Titles and Responsibilities

City Council: Established policy.

City Manager: Plan, Organize and direct the overall administrative activities and operations of the City. Advises and assists the City Council, represents the City’s interest with other governmental agencies, business interests, and the community.

Utilities Director: Plans, directs, and review the activities, operations and programs of the Utilities Department, including those related to the wastewater collection system.

Senior Engineer & Compliance Officer: Plan, coordinate, supervise, and participate in the performance of profession engineering activities of a complex nature involving engineering planning and design, construction project management of utilities and plan check activities,

including those related to the wastewater collection system. As well as to provide professional and technical assistance to ensure utility department compliance with federal, state and local environmental regulations.

Senior Engineer: Plan, coordinate, supervise, and participate in the performance of professional engineering activities of a complex nature involving engineering planning and design, construction project management of utilities and plan check activities, including those related to the wastewater collection system.

Associate Engineer: Acts as project manager on utilities projects, including wastewater projects. Prepares plans, specifications, and preliminary cost estimates. Coordinates and confers with maintenance department on wastewater issues. Confers with contractors, consultants, and the public on engineering and construction matters. Prepares reports on wastewater and other projects related to the Utilities Department.

Assistant Engineer: Acts as project manager on utilities projects, including wastewater projects. Prepares plans, specifications, and preliminary cost estimates. Coordinates and confers with maintenance department on wastewater issues. Confers with contractors, consultants, and the public on engineering and construction matters. Prepares reports on wastewater and other projects related to the Utilities Department.

Engineering Technician: Provide engineering and technical support to the Utilities Department involving researching and collecting data, creating and maintaining a GIS mapping system in support of engineering and operational work activities, responsible for creating, collecting, compiling, manipulating and maintaining data for various GIS applications. Also responsible for managing the CMMS in order to help maintenance workers do their jobs more effectively and to help management make informed decisions. Specifically managing such things as work order, preventative maintenance, asset management, and inventory control as it relates to the wastewater collection system.

Wastewater Supervisor: Manages, directs, coordinates, and evaluates all aspects of the operation, maintenance, and construction of the Wastewater Division; coordinates assigned activities with other divisions and departments.

Senior Water/Sewer Service Worker: To lead a crew in the performance of duties related to wastewater maintenance operations; and to perform semi-skilled and skilled work related to maintenance, repair and operation of wastewater pumping stations or in wastewater collection systems.

Engineering Technician (SCADA, Stations, & Flow Monitoring): Perform technical office or field engineering work. Specifically managing SCADA to perform data collection and control, overseeing the day-to-day operation, maintenance and repair/replacement of pump stations, and managing flow monitoring activities for infiltration/inflow studies, capacity studies and wastewater flow monitoring.

Utilities Technician: Perform highly responsible, paraprofessional technical support duties related to specialized data management, data validation, contract administration and compliance, and assists in the preparation of professional reports as it relates to the wastewater collection system.



Field Crew (Collection System Maintenance): Performs semi-skilled and skilled labor in the construction, maintenance, repair, and inspections of wastewater collection systems. Cleans, unplugs, and repairs wastewater lines. Operates power equipment including hydraulic cleaning truck and sewer rodder.

Field Crew (SCADA & Stations): Performs semi-skilled and skilled labor in the construction, maintenance, repair, and inspections of wastewater collection systems. Specifically, repair/replacement of pump station and pump station components as well as the installation and maintenance of wastewater flow monitors.

Emergency Overflow Response Organizational Responsibilities

Dispatch: Receive call regarding Sanitary Sewer Overflow and then notify the on-call staff.

Field Crew: Determine if there is a Sanitary Sewer Overflow. If no, notify the appropriate department or customer of the problem. If yes, notify the Wastewater Supervisor. Mitigate the SSO using the best method given by the Wastewater Supervisor. Document the SSO Report Form.

Wastewater Supervisor: Establish the best method of clean up and mitigation of SSO and inform the field crew. Notify the Utilities Director and the City Manager within 48 hours of an SSO. Post public health warnings as necessary. Determine the severity of the SSO. If it is a Category 2, report in the Online SSO Database within 30 days. If it is a Category 1, determine if it is in a sensitive area. If no, report in online SSO Database within 3 days. If yes, notify the RWQCB of a Category 1 in a sensitive area. For a Private Lateral SSO, report in online SSO Database at Utilities discretion.

Utilities Director: Notified of an SSO.

City Manager: Notified within 48 hours of an SSO.

RWQCB: Notified of any Category 1 SSO in a sensitive area.

Online SSO Database: SSO Data captured in <http://ciwqs.waterboards.ca.gov/>

Conclusion

This report completes the Phase 1 of the SSMP implementation and assures that the City complies with the GWDR. In order for the City to continue to comply with the GWDR, the City needs to implement the SSMP in Phase 2 and 3 as presented in Figure 10.

FIGURE 10. CITY NEEDS TO CONTINUE WITH PHASE 2 AND 3 OF THE SSMP IMPLEMENTATION

