CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Sanitary Commissioners and Directors

FROM: Sanitary Department Manager and General Manager JB

SUBJECT: SSMP Update and Recertification

DATE: May 26, 2026

The Sanitary Sewer Management Plan (SSMP) originally adopted by Resolution No. 07/08-03 on October 24, 2007, guides the Crockett and Port Costa Sanitary Departments in managing their respective collection systems. The State Water Resources Control Board (State Water Board) requires a 6-year update and recertification of our SSMP, as well as a Triennial Internal Audit. On April 22, 2020 the Board, by Resolution No. 19/20-19, adopted the SSMP. The triennial audit with an audit period of August 3, 2022, to August 2, 2025, was performed. Elements 6 and 9 were updated in May 2023.

Staff and our District Consultant V.W. Housen & Associates have reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP completed in April 2026, were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures. The triennial audit was completed and the SSMP was updated in April 2026. The SSMP can be found on our website https://www.town.crockett.ca.us/sewer-system-management-plan. The 2025 Triennial Internal Audit was prepared and submitted into the online CIWQS Sanitary Sewer System Database per requirements in section 3.10 of Attachment E1 of Order WQ 2022-0103-DWQ. Specifically, staff and District consultant evaluated the following:

- Evaluate the implementation and effectiveness of the District's Sewer System Management Plan in preventing spills;
- Evaluate the District's compliance with the Statewide WDR;
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Board is asked to consider adoption of Resolution No. 25/26-09 for the updated SSMP.

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7.e

Crockett Community Services District

Crockett CSD

Crockett Sanitary Department and
Port Costa Sanitary Department

SEWER SYSTEM MANAGEMENT PLAN

April 2026

WDID: 2SSO10145, 2SSO11607

Prepared by

V.W. HOUSEN
& ASSOCIATES

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TABLE OF CONTENTS

TABLES

FIGURES

APPENDICES

LIST OF ACRONYMS

BACWA	Bay Area Clean Water Agencies
BMP	Best Management Practice
C&H	C&H Sugar Company
CCCFCD	Contra Costa County Flood Control District
CCCSD	Central Contra Costa Sanitary District
CCSD	Crockett Community Services District
CCTV	Closed-Circuit Television
CDFW	California Department of Fish and Wildlife
CFR	Code of Federal Regulations
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
Crockett SD	Crockett Sanitary Department
CWA	Clean Water Act
EHS	Environmental Health Services Division of the Contra Costa Health Services Department
FOG	Fats, Oils and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GM	General Manager
GPS	Global Positioning System
GWDR	Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems

I/I or I&I	Inflow & Infiltration
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies
NSU	National Systems Utilities
OES	California Office of Emergency Services
PACP	Pipeline Assessment and Certification Program
Port Costa SD	Port Costa Sanitary Department
RWQCB	San Francisco Bay Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition (for pump station control)
SDM	Sanitary Department Manager
SERP	Spill Emergency Response Plan
SPILL	Previously known as Sanitary Sewer Overflow
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board
WCWD	West County Wastewater District
WDR	General Waste Discharge Requirements
WWTP	Wastewater Treatment Plant

LIST OF TERMS

Bay Area Clean Water Agencies (BACWA) – Local government agency created by a joint powers agreement in 1984. BACWA represents the interests of public wastewater agencies in regulatory matters and to support the exchange of information. Website: http://www.bacwa.org

Blockage– An object that partially or fully hinders flow through a sewer pipeline. The blockage can be caused by debris in the sewer, grease buildup, root intrusion, or a partial or full collapse of the pipeline. Also known as a stoppage.

California Integrated Water Quality System (CIWQS) – A computer system used by the State and Regional Water Quality Control Boards to track information about spills, among other information. CIWQS is the tool used for online submittal of Spill details, which are then made available to the public. Website: http://www.swrcb.ca.gov/ciwqs/

FOG Control Program –Program implemented at the discretion of the agency, based on the identified causes of sewer overflows, to reduce the discharge of fats, oils and grease into the sewer system.

Geographic Information System (GIS) – A database linked with mapping that records sewer system information. The GIS database could include sewer features such as pipe location, diameter, material, condition, or last date cleaned or repaired. GIS maps also typically contain base information such as streets and parcels.

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

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

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

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

Spill Emergency Response Plan (SERP) – This document identifies measures that are needed to respond to sanitary sewer overflows in a way that maximizes the protection of public health and the environment.

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

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

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

Spill (previously known as Sanitary Sewer Overflow) – A discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure.

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

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

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

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

Statewide Waste Discharge Requirements (WDR) – The Statewide General Waste Discharge

Requirements for Sanitary Sewer Systems was adopted by the SWCRB in 2006 to provide a structure and guidance for SSMP development; Monitoring and Reporting requirements were amended in 2013. Also known as Order No. 2006-0003-DWQ, as amended by Order No. 2013-0058-EXEC. It should be noted that Order 2006-0003-DWQ / 2013-0058-EXEC was superseded by Order No. 2022-0103-DWQ effective June 5, 2023. Element 6 has been updated in this version as required by the new Statewide WDR.

Wastewater Collection System – See Sanitary Sewer System.

ELEMENT 1 – GOALS AND INTRODUCTION

1.1 INTRODUCTION

On July 7, 2005, the San Francisco Bay Region (Region 2) Regional Water Quality Control Board (RWQCB) issued a letter to Region 2 sewer collection system agencies requiring the agencies to prepare an SSMP. The recipients included the Crockett Community Services District (CCSD or District), which manages two sewer systems through the Crockett Sanitary Department and the Port Costa Sanitary Department. At the same time, the RWQCB released an SSMP Development Guide that was prepared in cooperation with the Bay Area Clean Water Agencies (BACWA). The 2005 directive stated that the District must also comply with RWQCB spill electronic reporting requirements issued in November 2004.

Similarly, on May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under General Waste Discharge Requirements (Statewide WDR). The SWRCB action also mandated the development of an SSMP and the reporting of spills using an electronic reporting system.

The SWRCB amended the Statewide WDR Monitoring and Reporting Requirements through Order No. 2013-0058-EXEC, which became effective on September 9, 2013. This Order, also called the Amended Monitoring and Reporting Program (Amended MRP), established the Statewide WDR as the governing document for SSMP development, replacing the RWQCB guidelines. All prior Orders were then superseded by the new Statewide WDR, Order 2022-0103-DWQ on June 5, 2023. This SSMP includes updates to Element 6, as required by the new Statewide WDR.

The California Integrated Water Quality System (CIWQS) waste discharger identification number (WDID) for Crockett Community Services District and Port Costa Sanitary District are 2SSO10145 and 2SSO11607, respectively.

1.2 PURPOSE

The purpose of this section is to identify the goals that the District has established for sewer collection system operations and maintenance provided by the Crockett SD and Port Costa SD, and for this SSMP. These goals are intended to define a program that promotes continuous improvement in CCSD's existing collection system management and maintenance processes.

This program provides a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer systems to help reduce and prevent spills and mitigate any that occur. The plan has no ending; it simply cycles annually to provide enough system correction to maintain the collection system at a safe and functional level of service to the community.

1.3 SWRCB REQUIREMENTS

The SWRCB requires that the District develop a plan and schedule to properly manage, operate, and maintain all parts of its sanitary sewer system in order to reduce and prevent spills, as well as to contain and mitigate any spills that occur.

1.4 CROCKETT COMMUNITY SERVICES DISTRICT GOALS

The goals of the District for Crockett SD and Port Costa SD are to accomplish the following:

- To properly manage, operate, and maintain all parts of the wastewater collection system, so as to preserve and protect the public's investment in that system
- To provide adequate capacity to convey peak flows to the respective WWTPs
- To minimize the frequency and duration of spills, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or spills
- To mitigate the impact of spills on public health and the environment
- To respond quickly and respectfully to public notifications of spills or other collection system issues
- To collect complete and accurate information regarding spills for reporting to the appropriate regulatory agencies
- To uphold CCSD standards and specifications on newly constructed public and private sewers
- To provide a safe working environment for CCSD employees
- To provide CCSD employees with the tools and training needed to perform their work effectively and achieve the District's goals

1.5 SSMP OBJECTIVES

The objectives of the SSMP are to accomplish the following:

1. Establish goals that align the District sewer collection system operation, management and capacity assurance activities in a manner that achieves the goals stated in Element 1.
2. Comply with the Statewide WDR and Amended MRP through provision of the following:
    - Elements I through XI, following the outline of the Statewide WDR, including a description of the regulatory requirements and a summary of existing and planned documents and plans related to each element, and
    - Appendices that are amended over time to reflect changes in contact personnel, job descriptions, policies, procedures and programs.

Table 1-1 identifies the objectives that must be addressed to comply with each SSMP element.

Table 1-1. SSMP Objectives

Element	Objective
I. Goals and Introduction	• Properly manage, operate, and maintain all parts of the wastewater collection system • Reduce and prevent Spills • Contain and mitigate any Spills that occur • Regulatory context • Schedule for SSMP updates and audits • Sewer system asset overview
II. Organization	• Identify agency staff responsible for the SSMP, including the Legally Responsible Office (LRO) • List names, telephone numbers, and email addresses for the identified staff • Organizational lines of authority • Identify chain of communication for responding to and reporting Spills
III. Legal Authority	• Prevent illicit discharges, including inflow and infiltration, into the wastewater collection system • Require proper design and construction of sewers and connections • Ensure access for maintenance and inspection for responsible service lateral and obtain easement accessibility agreements for locations requiring sewer system operations and maintenance • Have the authority to enforce violations of the District's sewer ordinances
IV. Operation and Maintenance Program	• Maintain up-to-date maps • Describe preventive O&M activities including a system for regular maintenance and cleaning, more frequent cleaning of problem areas, as well as regular CCTV inspection of manholes and sewer pipes • Provide staff training on a regular basis • Provide equipment and replacement part inventories; identify critical replacement parts
V. Design & Performance Provisions	• Have design and construction standards and specifications for the installation of new facilities, and for rehabilitation and repair of existing sewer systems.
VI. Spill Emergency Response Plan (SERP)	• Notify primary responders, appropriate local officials, regulatory agencies, and other potentially affected entities of spills. • Respond to spills in a timely manner that minimizes water quality impacts and nuisance by: ▪ Immediately stopping the spill and preventing/minimizing a discharge to waters of the State

Element	Objective
	▪ Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State ▪ Recovering, cleaning up and disposing of sewage and wash down water ▪ Cleaning publicly accessible areas while preventing toxic discharges to waters of the State
VII. Sewer Pipe Blockage Control Program	• Develop a sewer pipe blockage control program to control fats, oils, grease, rags, and debris, if needed
VIII. System Evaluation, Capacity Assurance, and Capital Improvements	• Routine evaluation and assessment of system conditions • Capacity assessment and design criteria • Prioritization of corrective actions • Implement a capital improvement plan and implementation schedule to address hydraulic deficiencies
IX. Monitoring, Measurement and Program Modifications	• Maintain relevant information to establish and prioritize SSMP activities • Monitor the implementation and measure the effectiveness of each SSMP element, identify and illustrate Spill trends, and assess the success of the preventive maintenance program • Update SSMP elements as necessary
X. Internal Audits	• Conduct and file internal audit that evaluates compliance with SSMP requirements, and identifies deficiencies and steps to correct them
XI. Communication Program	• Communicate with the public on SSMP development, implementation, and performance, and create a plan for communication with tributary/satellite sewer systems if applicable

1.6 REGULATORY CONTEXT

1.6.1 State Water Resource Control Board Order No. 2022-0103-DWQ

The District's SSMP has been updated in compliance with the State Water Resource Control Board (SWRCB) pursuant to Order No. 2022-0103-DWQ, "Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems" (GWDR). The SSMP is maintained on the District's website and is available to the public upon request. The GWDR requires all public entities that own or operate a wastewater collection system greater than one mile in length to comply with the elements of the GWDR. Noncompliance with the Order constitutes a violation of the California Water Code and is grounds for enforcement action. Generally, the GWDR requires that:

- In the event of a spill, all feasible steps shall be taken to control the released volume and prevent untreated wastewater from entering storm drains and water bodies.
- If a spill occurs, it must be reported to the SWRCB using California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB.

- An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the wastewater collection system. The SSMP must include provisions to provide proper and efficient management, operation and maintenance of the sanitary sewer system.

A copy of this Order can be found through the State Water Resources Control Board's website: https://www.waterboards.ca.gov/water_issues/programs/sso/

1.6.2 Additional Regulatory Requirements

The following regulatory requirements also establish the need for the District to maintain and implement a comprehensive SSMP, follow procedures to minimize the potential of spills and demonstrate the proper and efficient management, operation and maintenance of its wastewater collection systems.

California Water Code Section 13271, California Code of Regulations: Section 13271 of the California Water Code, Title 23 of the California Code of Regulations, prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of a spill. Entities which do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

Clean Water Act, Section 1251 of Chapter 33 of the United States Code: In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court.

1.7 SCHEDULE FOR SSMP UPDATES AND AUDITS

Table 1-2 presents a schedule for SSMP update, including the schedule of internal audit. The due dates shown in the table are based on the Crockett sewer system (WDID: 2SSO10145) as listed in the SWRCB database, which has the earlier reporting deadline of the District's two sewer systems.

Table 1-2. Required Elements and Dates of SSMP Update

Update	Required Submittal Date	Actual Completion Date
3-Year SSMP Audit ending May 2, 2025	Nov 2, 2025	December 11, 2025
2026 SSMP Update including audit findings	May 2, 2026	May 2, 2026
3-Year SSMP Audit ending May 2, 2028	Nov 2, 2028	
3-Year SSMP Audit ending May 2, 2031	Nov 2, 2031	
2032 SSMP Update including audit findings	May 2, 2032	
3-Year SSMP Audit ending May 2, 2034	Nov 2, 2034	

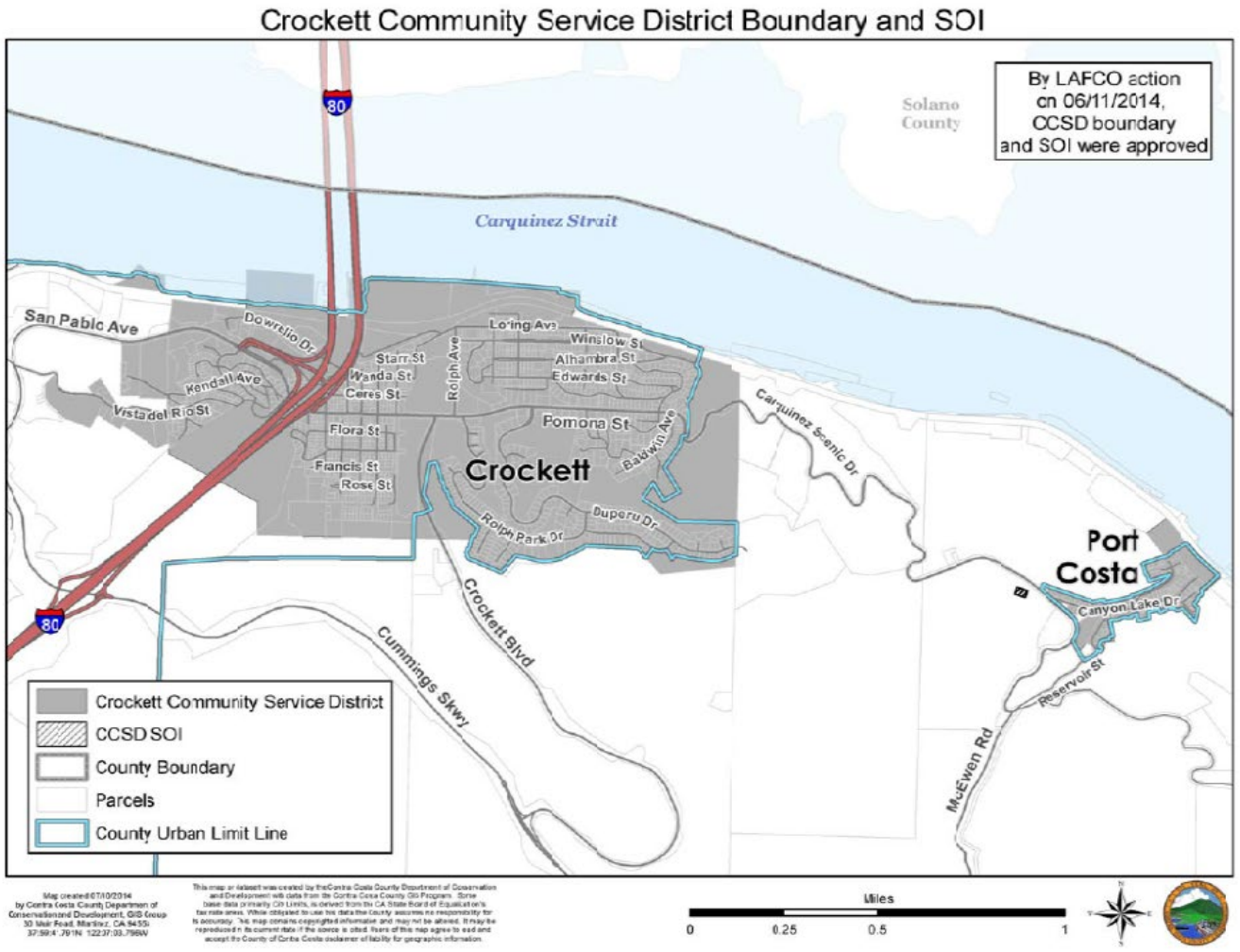
1.8 SEWER SYSTEM ASSET OVERVIEW

1.8.1 District Service Location and Service Area Boundary

The Crockett Community Services District is located in Contra Costa County, on the southern side of the Carquinez Strait, where the Carquinez Strait meets the San Pablo Bay. CCSD encompasses approximately 686 acres service area and serves two sanitary systems through the Crockett Sanitary Department (Crockett SD) and the Port Costa Sanitary Department (Port Costa SD). Crockett SD provides sewage collection, treatment and disposal service to 1,176 properties in the Town of Crockett. Crockett SD flows are conveyed to the Philip F. Meads Wastewater Treatment Plant operated by C&H Sugar; C&H Sugar provides treatment services under a Joint Use Agreement signed in 1976. Port Costa SD was established in 2008 to provide these same services to 86 properties in the Town of Port Costa. Prior to 2008, these flows were managed by County Sanitation District No. 5. Port Costa flows are conveyed to the Port Costa Wastewater Treatment Plant for treatment. Both Crockett and Port Costa sanitary systems are managed by the Sanitary Department Manager (SDM).

Figure 1-1 on the following page shows the Crockett Sanitary Department and Port Costa Sanitary Department Service Areas. The district boundary and map is also kept on the District website: https://www.town.crockett.ca.us/district-boundaries.

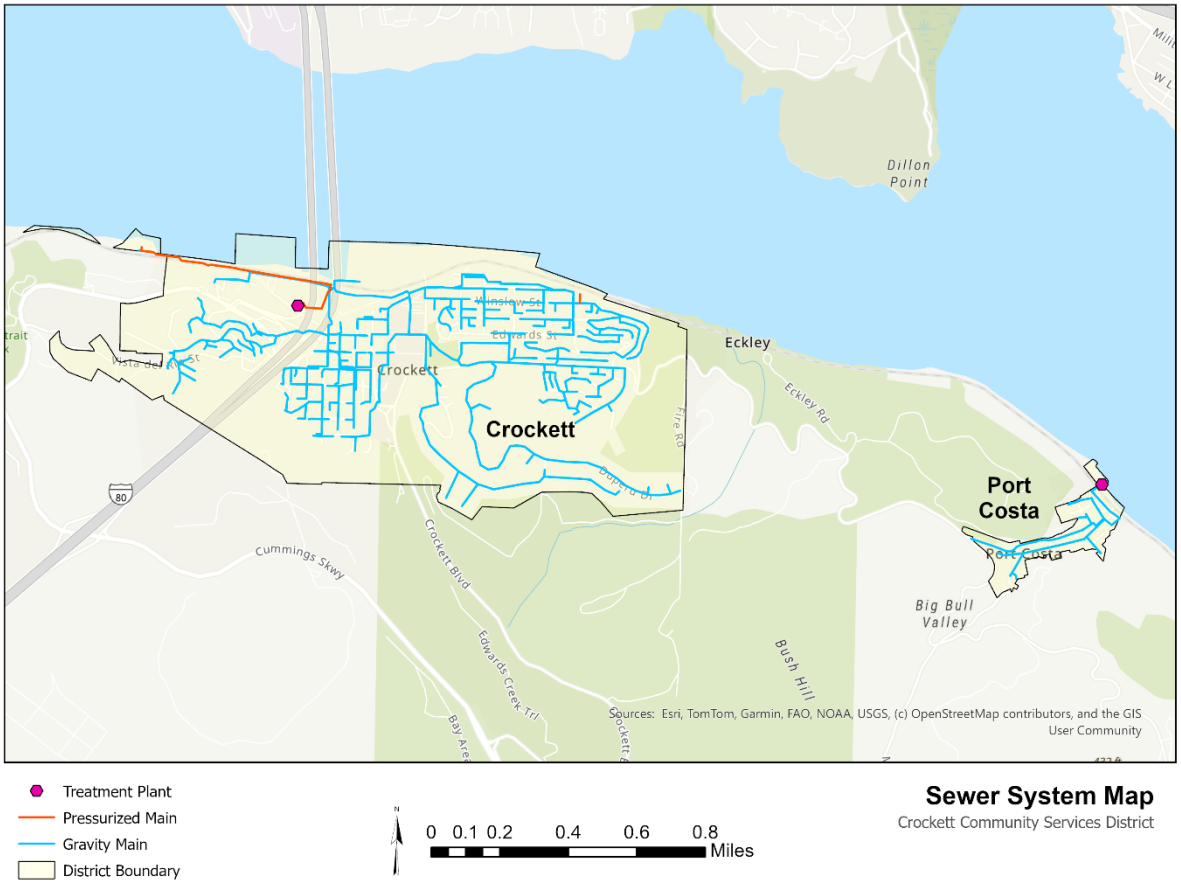
Figure 1-1. Crockett Community Services District Service Area



1.8.2 Sewer System Map

The District manages two primary sewer systems: the Crockett Sewer System and the Port Costa Sewer System. Wastewater from the Crockett Sewer System flows to the Philip F. Meads Water Treatment Plant located at 830 Loring Avenue in Crockett, with C&H Sugar Company as the designated operator. Wastewater from the Port Costa Sewer System flows to the Port Costa Wastewater Treatment Plant located at Canyon Lake Drive. The plant is operated and maintained by an outside contractor. The secondary effluent from the two systems is discharged to Carquinez Strait. A map of the District's sanitary sewer system, showing all gravity main and pressure main, is provided as Figure 1-2

Figure 1-2. Map of Sewer System Lines



1.8.3 Population and Community Served

The District provides sanitary sewer service to the communities of Crockett and Port Costa. Crockett has a population of 3,242 with 1,537 households, while Port Costa has a population of 190 with 104 households (as of the 2020 Census). These communities are historically linked to the late 19th and early 20th century industries, including wheat and sugar production, with the C&H Sugar Company continuing operations in Crockett today.

1.8.4 Sewer System Overview

The District owns and operates two sanitary sewer systems serving the Crockett and Port Costa communities. System components include gravity sewers, pump stations where applicable, and associated appurtenances. Treated effluent from both systems is ultimately discharged to the Carquinez Strait.

Table 1-3 and 1-4 summarize the sewer system accounts, size, and key infrastructure components.

Table 1-3. Sewer System Components Overview From 2023 Annual Report and CIWQS

	Crockett	Port Costa
Sewer Service Accounts	1623	86
Sewer Gravity Pipelines Length	15.4 miles	1.4 miles
Pump Stations	2	0
Forced Mains Length	0.7 miles	0.0 miles
Treatment Plant	Philip F. Meads Water Treatment Plant (joint used w/ C&H)	Port Costa Wastewater Treatment Plant
Treatment Plant Design Capacity	1.78 mgd (shared w/ C&H)	0.033 mgd

Table 1-4. Sewer Pipe Size by Percent of System from 2023 Annual Report

Pipe Diameter (“)	Percentage of Gravity System		Percentage of Force Main System	
	Crockett	Port Costa	Crockett	Port Costa
6 or less	37	95	0	N/A
8	51	5	0	
9 to 18	11	0	100	
19 to 36	1	0	0	
Total	100	100	0	

1.8.5 Structures Diverting Stormwater to the Sewer System

At the time of this evaluation, no structures diverting stormwater to the sewer system were identified within the District.

1.8.6 Data Management System

The District maintains multiple data management systems to support collection system operations and asset management. Key systems include:

- **ICOM3** for scheduling and tracking cleaning frequency and maintenance activities

- **ESRI ArcGIS** for mapping pipe segments, manholes, pump stations, and associated infrastructure.
- **CCTV inspection records** for assessing pipe condition and identifying needed repairs through National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) defect codes. Further details on the prioritization procedures are provided in Section 4.2.
- **CIWQS Database** for regulatory reporting of spills and permit violations.

Together, these systems provide a framework for documenting, monitoring, and prioritizing collection system maintenance and repair activities. Further details on these systems and their use are provided in subsequent sections of this SSMP.

1.8.7 Ownership and Operation Responsibility for Private Laterals

Lateral pipelines, up to and including the connection to the District's sewer mainlines, are considered private property. Based on the 2023 Annual Report from CIWQS database:

- **Crockett** Sanitary Sewer System has 1,263 connected laterals. Of these, the District owns and operates 6 laterals, covering both upper and lower portions; the remaining laterals are private.
- **Port Costa** Sanitary Sewer System has 86 connected laterals, all considered private.

This clarifies the ownership and operational responsibilities between the District and private entities for all lateral pipelines.

1.8.8 Service Connection

The Crockett Community Services District serves approximately 1,623 sewer accounts in the Crockett community. Of these, approximately 57 percent are single-family residential accounts, 40 percent are apartment accounts, 2 percent are non-residential accounts, and the remaining 1 percent are mixed-use accounts. Detailed service connection counts for the Port Costa system are limited due to its small size and prior ownership; however, the system primarily serves residential properties.

1.8.9 Unique Challenge

At this time, no unique challenges affecting the District were identified.

ELEMENT 2 - ORGANIZATION

The purpose of this section is to identify District staff responsible for implementing this SSMP, responding to spill events and meeting the spill reporting requirements. This section also includes the designation of the Legally Responsible Officials (LRO) or Authorized Representatives to meet Statewide WDR requirements for completing and certifying spill reports.

2.1 SWRCB REQUIREMENTS

The Organization element should identify organizational staffing responsible and integral for implementing the local SSMP that includes:

- The name of the legally responsible official;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific SSMP elements. Include lines of authority as shown in an organization chart or similar document with a narrative explanation;
- The chain of communication for reporting spills, from receipt of a complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, Environmental Health Services Division of the Contra Costa Health Services Department (EHS), Regional Board, and/or Office of Emergency Services (OES)).

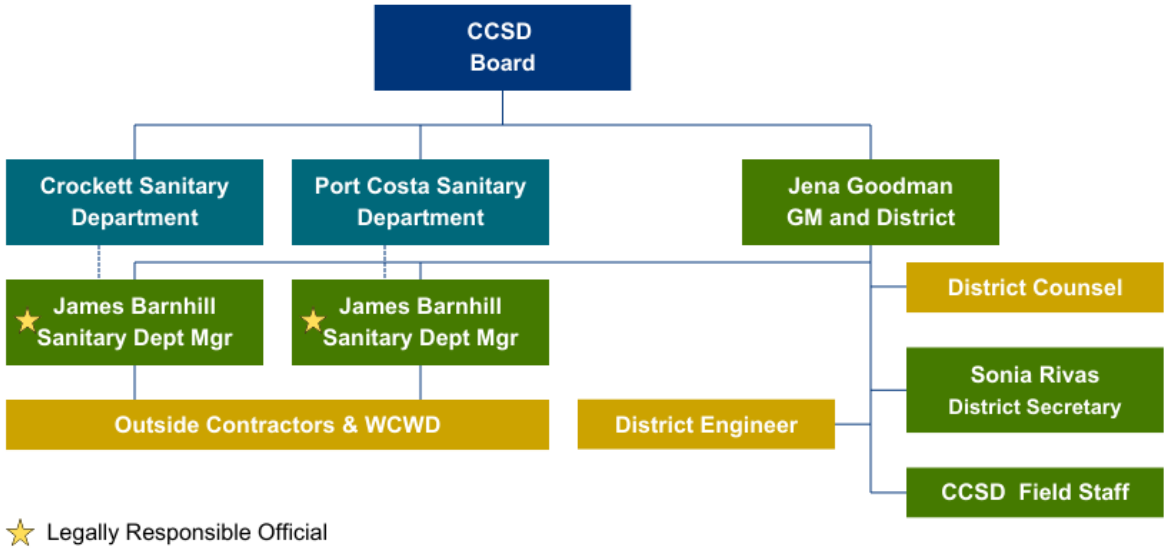
2.2 ORGANIZATION CHART AND SSMP RESPONSIBILITIES

The District operates and maintains two sewer systems, named the Crockett SD and Port Costa SD. CCSD staff responds to sewer emergencies including spills, and utilize L.R. Paulsell Consulting and/or West County Wastewater District (WCWD) for backup or after-hours response. The District also contracted with Natural Systems Utilities (NSU) for operations at the Port Costa Treatment Plant and the Crockett Pump Station.

The CCSD General Manager serves as the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations. The CCSD Sanitary Department Manager serves as the manager and LRO for Sanitary Port Costa and Sanitary Crockett. The LRO reports spills to the Regional Board through CIWQS, and makes additional required reports to the SWRCB, RWQCB, County, EHS, Contra Costa County Flood Control District (CCCFCD), California Department of Fish and Wildlife (CDFW), and OES as appropriate.

An organizational chart for the District is shown in Figure 2-1. This organization chart also identifies the Legally Responsible Officials.

Figure 2-1. CCSD Sewer Collection System Organization Chart



SSMP responsibilities are as follows:

CCSD Board of Directors. Approve and adopt the Sewer System Management Plan and associated policies and budgets. Provides general direction and support to the General Manager related to implementation of the SSMP. The Board has given authority to Crockett Sanitary Commission and Port Costa Sanitary Commission to approve formal bid contracts for projects within the limits of approved budget appropriations.

General Manager (GM). Reports to the Board of Directors. Responsible for District administration, operations, and enforcement. Supervises the Sanitary Department Manager, Field Workers, District Engineers, and ensures compliance with SSMP regulatory, financial, and policy requirements.

Sanitary Department Manager (SDM). Reports to the General Manager. Manages the Crockett Sanitary Department and the Port Costa Sanitary Department, and is responsible for the design, construction, management and maintenance of Crockett and Port Costa sewer infrastructure. Supervises preparation of the SSMP, monitors SSMP budget and performance, and allocates needed resources. Interfaces with the General Manager and Crockett and Port Costa Sanitary Commission in communications related to the SSMP. Coordinates activities by the District Engineer. Administers the Crockett and Port Costa computerized maintenance management system (CMMS). Serves as the Legally Responsible Official for the Crockett Sanitary Department and the Port Costa Sanitary Department.

CCSD Field Workers. Report to the General Manager. Perform limited field duties including inspections and field support not provided by outside contractors.

District Engineer. Currently a contract position that reports to the General Manager and coordinates with the Sanitary District Manager. Responsible for advising on and assisting with sewer operations, maintenance, documentation, and implementation of capital improvement projects. Provides technical reviews and develops technical documents as requested, including the SSMP.

Outside Resources. CCSD utilizes outside consulting and contracting support for sewer cleaning and televising activities, construction inspection, project design, and emergency response, as well as other activities as needed.

Table 2-1 on the following page presents individual responsibilities for each section of the SSMP.

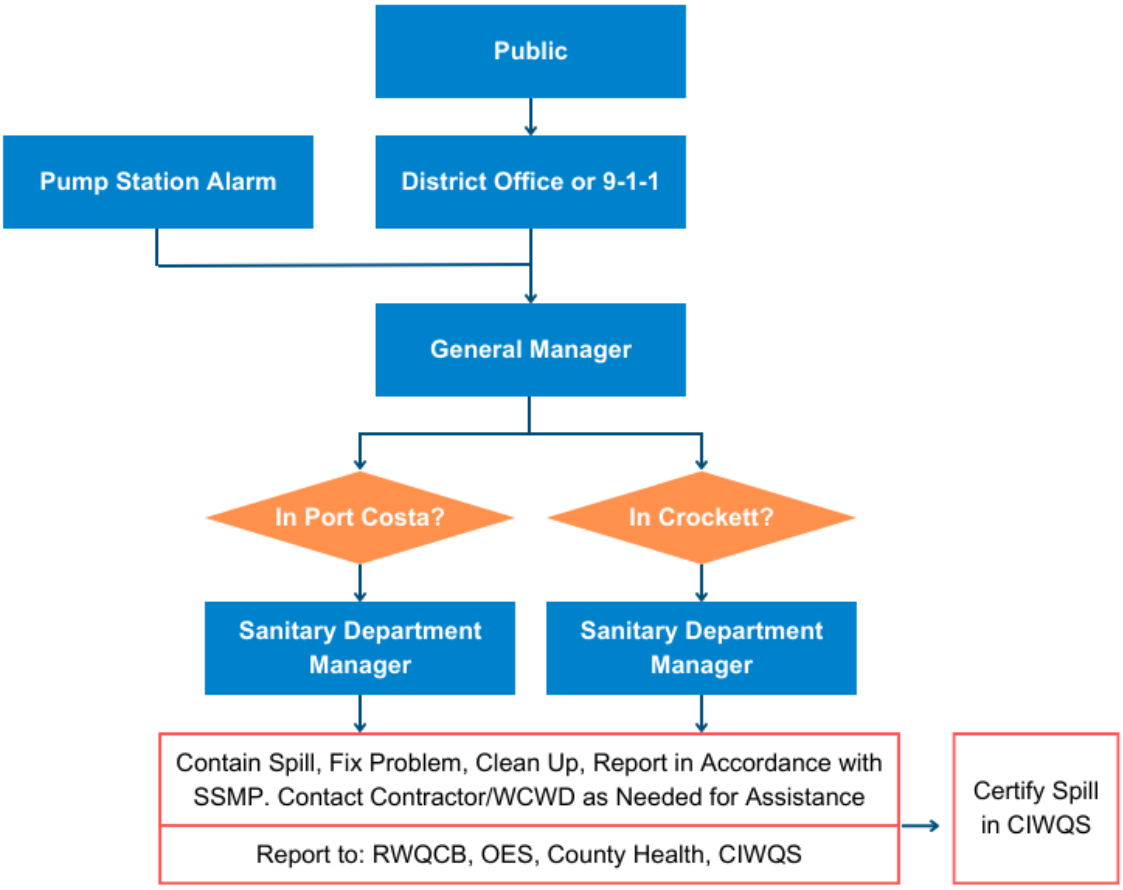
Table 2-1. SSMP Responsibilities

SSMP Element	Responsible Position
• Goals	• The General Manager leads staff in the implementation of the District's goals.
• Organization	• The General Manager updates the organizational structure, manages SSMP implementation, and amends spills response and reporting chains of communication, as needed.
• Legal Authority	• The General Manager upholds the District Ordinance and drafts new ordinances as needed.
• Operations & Maintenance	• The Sanitary Department Manager manages the Crockett and Port Costa Sanitary Department resources and budget, preventive maintenance, contingency equipment and replacement inventories, training, collection system map, project inspections, and condition assessments.
• Design and Construction Standards	• The Sanitary Department Manager or District Engineer review design and construction documents to ensure that all construction projects meet the District's standards. The District Engineer recommends standards installation, rehabilitation and repair, as needed. The Crockett and Port Costa Sanitary Department Manager assure inspection services on new installations to ensure the District's construction standards have been followed.
• Spill Emergency Response Plan	• The Sanitary Department Manager implements the Spill Emergency Response Plans, make revisions to the plan, and conduct regular training for District staff and contractors.
• Sewer Pipe Blockage Control Program	• The Sanitary Department Manager identifies pipe-blocking substance hot spots, and through contractors, maintain an effective cleaning program for grease problem areas. The EHS also conducts FOG inspection and enforcement for businesses.
• System Evaluation and Capacity Assurance	• The General Manager, in conjunction with the District Engineer, establishes and assesses capacity requirements for the collection system and manages implementation of the System Evaluation and Capacity Assurance Plan. The General Manager also endorses the Capital Improvement Plan, including updating CIP budgets and schedules.
• Monitoring, Measurement and Program Modifications	• The Sanitary Department Manager monitors implementation and assess success of the SSMP program elements, including identifying trends in spills, and reporting progress to the respective Sanitary Commissions and CCSD Board.
• SSMP Audits	• The Sanitary Department Manager oversees annual SSMP audits.
• Communication Plan	• The Sanitary District Manager communicates with the public and nearby agencies of the SSMP.

2.3 CHAIN OF COMMUNICATION FOR REPORTING

The following chain of communication for responding to and reporting spills is shown in the diagram on Figure 2-2.

Figure 2-2. SSMP Chain of Communication



2.3.1 During Normal and Non-Business Hours

- During normal business hours, which are from Monday to Friday, 8:30 a.m. to 5:00 p.m., and/or non-business hours, telephone calls reporting spills are received at the District office or 9-1-1. 9-1-1 calls are received by the Sheriff's Dispatch or Highway Patrol and are transferred directly to the District's office number, which is (510) 787-2992. The after-hours emergency number is (510) 303-2313.
- The Sanitary Department Manager responds to the spill site within a target range of 30 to 60 minutes and evaluates the severity of the spill.
- The Sanitary Department Manager engages the support of L. R. Paulsell Consulting and/or WCWD for supplemental response.

2.3.2 Regulatory Reporting

The CCSD Sanitary Department Manager is the Manager of both Crockett Sanitary Department and Port Costa Sanitary Department, and is the LRO responsible for Crockett SD spill reporting and Port Costa SD spill reporting. If the two departments are managed by two individuals, each manager can back up the other sanitary department and act as LRO for spill reporting for either department if needed.

APPENDIX A – ELEMENT 2 DOCUMENTS

Appendix A includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix A may have been superseded. Please contact the General Manager for the most recent updates to the Appendix A documents.

- First Responder and Contract Responder Names and Contact Numbers
- Emergency Contact List

ELEMENT 3 - LEGAL AUTHORITY

This element of the SSMP discusses the District's Legal Authority provided through the Crockett Community Services District Code (District Code), as described herein.

3.1 SWRCB REQUIREMENTS

The District must include copies or an electronic link to the District's current sewer system use ordinances, service agreements and/or other legally binding procedures to demonstrate the District possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system from inflow and infiltration (I&I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils, and grease; and trash, including rags and other debris that may cause blockages;
- Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;
- Require that sewer system components and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the service lateral owned and/or operated by the District;
- Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.

3.2 LEGAL AUTHORITY TO ENFORCE SSMP REQUIREMENTS

The District Code sections that address the SSMP requirements are described below. The District Code can also be accessed through the following URL: *https://www.town.crockett.ca.us/district-code.*

3.2.1 Prevention of Illicit Discharges

Chapter 10.08 of the District Code provides the primary authority governing the prevention of illicit discharges into the sanitary sewer system. Specifically:

- Section 10.08.010 defines permissible discharges
- Section 10.08.020 states general discharge prohibitions, including any wastes that interfere with the operation or performance of District facilities, and any pollutant or wastewater as set forth in this chapter of the District Code

- Section 10.08.030 describes the prohibited effects of flow that may not be discharged to the sewer system
- Section 10.08.040 further defines prohibited substances or characteristics
- Section 10.08.050 prohibits discharge to any manhole or opening in the District sewage system other than through sewer laterals or other approved sewer connections
- Section 10.08.070 lists specific pollutant limitations
- Section 10.08.100 prohibits excessive discharge
- Section 10.08.110 prohibits slug discharges
- Section 10.08.120 prohibits hazardous waste discharges

Further, Section 10.12.010 of the District Code states, "It shall be unlawful to discharge without a District permit, or permit contract, to any District facility any wastewater except as is authorized by the provisions of this Title."

Control of fats, oils, and grease is addressed separately, through Chapter 10.32, Grease, Oil, and Sand Interceptor Program. This chapter of the District Code is described further in Element 7.

3.2.2 Procedures for Collaboration with Storm Sewer Agency

Contra Costa County is the lead agency for stormwater in the CCSD service boundaries. During a sanitary sewer spill that may affect or involve storm drainage facilities, the District coordinates with the County as needed. The District has County storm system blueprints for Crockett. Port Costa has a single, known and visible outlet that dumps town stormwater into the Straits, The District knows where the drainage ditches, piping, and "creek" are located as well. If a sanitary spill reaches a waterway, CCSD staff or representative will evaluate the extent of the spill and remediate. If the spill cannot be fully traced, remediate, or need immediate attention from the County, staff would call the Public Works Maintenance Department at (925) 313-2000.

3.2.3 Proper Design and Construction of Sewers and Connections

CCSD utilizes design and construction standards that were developed from historical Central Costa County Sanitary District (CCCSD) Standards. CCCSD changes its standards on a regular basis, and CCSD updates its own standards from time to time to track CCCSD changes.

The most current CCSD standards were updated in March 2018, and adopted by Ordinance No. 18-1, Resolution No. 18/19-24. These standards can be accessed through the following URL: *https://www.town.crockett.ca.us/standard-specifications*. Items that are not addressed through the CCSD standards are found in the CCCSD standards, which can be accessed through the following URL: *https://www.centralsan.org/standard-specifications*.

In addition, the following sections of the District Code establish the requirement that sewers and connections must be properly designed and constructed:

- Chapter 9.08 defines requirements for design and construction of public sewers
- Section 9.08.030 requires installation and maintenance of backwater overflow prevention devices
- Section 9.08.050 establishes requirements for tapping into the District's existing sewer pipelines

3.2.4 Access for Maintenance, Inspection & Repairs

CCSD has established the authority to enter buildings and property for the purpose of protecting the public sewer system and enforcing provisions of the District Code through Chapter 10.12.08, Rights of Entry. Chapters 10.16 and 10.32.040, both titled, "Enforcement," provide the District with the authority to inspect grease producing facilities and enforce requirements.

3.2.5 Limit Discharge of Fats, Oils & Grease and Debris

Chapter 10.32 of the District Code describes the District's authority related to the limitation of discharge of fats, oils, grease, and debris to the public sewer system.

3.2.6 Enforcement Measures

Enforcement measures are described in detail in Chapter 10.16, Enforcement, and further described in Chapter 10.32.040 of the District Code. The various enforcement measures available to the District to enforce the terms of the governing code sections, in ascending order of severity, are as follows:

- Informal administrative action
- Administrative orders and compliance schedules
- Noncompliance with permit and/or permit contract requirements and other applicable fees
- Assessment of charges for obstruction or damage to District facilities or operations
- Suspension or termination of services
- Administrative civil penalties
- Civil action
- Criminal action

3.2.7 Enforcement Activities

The District received a Staff Enforcement Letter from the SWRCB on October 12, 2023, followed by the 2023 audit. The letter cited that the reported pipe age or size percentages in the annual report did not sum to 100%. No further follow-up or enforcement action has been received by the District.

APPENDIX B – ELEMENT 3 DOCUMENTS

Appendix B includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix B may have been superseded. Please contact the General Manager for the most recent updates to the Appendix B documents.

- Crockett Community Services District Code

ELEMENT 4 - OPERATION AND MAINTENANCE PROGRAM

This section of the SSMP discusses the District's mapping, operations, preventive maintenance, inspection, training and outreach activities.

Requirements for this SSMP element contain multiple categories. Therefore, this summary is organized by category, with SWRCB requirements described for each category as applicable.

The categories that are addressed in this Element include:

- Updated Map of Sanitary Sewer System
- Preventive Operation and Maintenance Activities
- Training
- Equipment Inventory
- Resources and Budget

4.1 UPDATED MAP OF SANITARY SEWER SYSTEM

4.1.1 SWRCB Requirement

CCSD must maintain an up-to-date map of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.

4.1.2 CCSD Collection System Mapping

The District has mapped the separate wastewater collection systems of Crockett and Port Costa using ESRI ArcGIS. Currently available maps show pipe segments, manholes, pump stations, and associated force mains. Map pages are available in pdf, for use on a portable tablet when evaluating sewer system issues while in the field. Storm drains and their maps are maintained by the County and obtained for reference as available.

4.2 PRIORITIZED PREVENTIVE MAINTENANCE

4.2.1 SWRCB Requirement

A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors.

The scheduling system must include:

- Inspection and maintenance activities;

- Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
- Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.

4.2.2 CCTV Inspection Program Activities

The District has completed CCTV inspection of the entire Crockett Sanitary Department service area and partial CCTV of the Port Costa Sanitary Department service area. The District's ongoing CCTV inspection program includes full-system inspection on a 10-year cycle. CCTV information is gathered using National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) defect codes, including the root-intrusion codes for areas/components with root-intrusion. The Sanitary Department Manager reviews each video as compared to the list of defect codes, and define a repair priority for each pipe segment. The repair priorities range from "Emerg," followed by #1 through #7, with Priority #1 requiring action in the near-term. The current pipeline repair list includes no pipes designated with an "Emerg" code.

As new CCTV data is received, the Sanitary Department Manager reviews the new information in the context of existing priorities, and readjust priorities as needed. The priority ranking is used to define the Capital Improvement Plan and associated budget.

4.2.3 Prioritized Preventive Maintenance Activities

Every sewer mainline pipe has a cleaning schedule assigned through ICOM3. Cleaning frequencies range from two months to five years.

The Sanitary Department Manager communicates with L.R. Paulsell and WCWD each month regarding planned rodding and hydrocleaning activities. Generally, WCWD provides rodding support and L. R. Paulsell provides hydrocleaning of lines.

During cleaning operations, new issues are identified and documented. A CCTV inspection may be warranted to confirm issues that arise through cleaning. The Sanitary Department Manager reviews the issue and historical maintenance data for the pipe segment in question, and determines how to address the issue, either through repair or by changing the cleaning frequency for that pipe segment. Segments with root intrusion are on a higher frequency cleaning schedules. Any changes in cleaning frequency are documented in ICOM3.

4.3 SSMP REQUIREMENT FOR TRAINING

4.3.1 SWRCB Requirement

The District must provide in-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- The requirements of the Statewide WDR
- The District's Spill Emergency Response Plan procedures and practice drills
- Skilled estimation of spill volume for field operators
- Electronic CIWQS reporting procedures for staff submitting data

4.3.2 District Personnel and Contractors

The District has implemented a training program related to the SSMP and other matters. This program includes contractors as appropriate. The training program provides an annual review of the current General Order, SSMP, and SERP. Supplemental training is provided as needed when procedures are updated or when new staff or contractors are involved, including skilled estimation of spill volume for field operators and procedures for submitting data to the electronic CIWQS database. Further details of training as below:

Initial and Annual Refresher Training

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

Sanitary Sewer Spill Response Drills

Periodic training drills should be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills will be recorded and action items should be tracked to ensure completion.

Sanitary Sewer Spill Training Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each spill emergency response training event and will include date, time, place, content, name of trainer(s), and names of attendees. Contractors Working On District Sewer Facilities All contractors working on District sewer facilities will be required to

develop a project-specific SERP. All contractor personnel will be required to receive training in the contractor's SERP and to follow that SERP in the event that they cause or observe a spill.

The District will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. This will be verified through electronic testing, interviews and observations. The District will address, through additional training/instruction, any identified gaps in required core competencies. Through SWRCB Employee Knowledge Expectations training the employee should be able to answer the following:

- Please briefly describe your name and job title.
- Please describe for us approximately when you started in this field and how long you have worked for your agency.
- Please expand on your current position duties and role in responding in the field to any spill complaints.
- Please describe your SOPs used to respond/mitigate spills when they occur.
- Describe any training your agency provides or sends you to for conducting spill volume estimates.
- We are interested in learning more about how your historical spill response activities have worked in the field. We understand from discussions with management earlier that you use the SERP from the SSMP. Please elaborate on how you implement and utilize the procedures in the plan.
- Historically, before any recent changes, can you please walk us through how you would typically receive and respond to any spill complaints in the field?
- Can you tell us who is responsible for estimating spill volumes discharged? If it is you, please describe how you go about estimating the spill volume that you record on the work order/service request forms?
- What other information do you collect or record other than what is written on the work order form?
- Describe if and when you ever talk with people that call in spills (either onsite or via telephone) to further check out when the spill might have occurred based on what they or others know? If you do this, can you tell us where this information is recorded?
- We understand you may be instructed to take pictures of some sewer spills/backups into structures. Other than these spills, when else would you typically take any pictures of a spill?
- Please walk us through anything else you'd like to add to help us better understand how your field crews respond and mitigate spill complaints.

4.4 SSMP REQUIREMENT FOR CONTINGENCY EQUIPMENT

4.4.1 SWRCB Requirement

The District must provide an inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.4.2 Contingency Equipment and Replacement Inventories

Collection system maintenance is handled through contract forces. Therefore, the District does not stockpile many replacement materials. However, the District maintains a small inventory of sewer pipe supplies, for use if needed during emergency response.

4.5 RESOURCES AND BUDGET

4.5.1 CCSD Resources and Budget for Sewer System Management

The District prepares an annual budget for the fiscal year spanning from July 1 to June 30 of each period. The portions of the District adopted budget related to sewer system management are included in Appendix C. The District allocated funding through sewer service charges for annual operations and maintenance of the Crockett Sanitary Department and Port Costa Sanitary Department sewer collection systems.

The District strives to allocate adequate resources to the operation and maintenance of its collection system facilities and equipment. Such resources include the budget, staff, equipment, tools, consumables, contract services, and repair parts. Resources for planning, design, construction and inspection of new or rehabilitated facilities are also provided. Support facilities such as corporation yards and utility service centers are not applicable to this District.

Budgets for the two Sanitary Departments are adopted annually, providing speedy authorization for system operation, maintenance, repair, replacement, equipment and capital improvements. The current budgets were adopted on June 25, 2025 by Resolution No. 25/26-07.

All field work is handled by outside contractors. The District contracts with Natural Systems Utilities (NSU) to provide operation and maintenance services for the Port Costa Wastewater Treatment Plant and the Crockett Pump Station under a five-year agreement effective September 1, 2024. NSU may also be utilized to assist with collection system issues. L. R. Paulsell provides regular sewer maintenance and repair service, CCTV inspection service, and emergency response by request. WCWD is one of the contractors that provide backup support for emergency spill response and assist L. R. Paulsell or NSU on request.

With all field work handled by outside contractors, the Sanitary Departments do not stock equipment, tools, consumables or repair parts.

Similarly, facilities planning and design are completed by consultant engineers, and construction is completed by licensed contractors.

APPENDIX C – ELEMENT 4 DOCUMENTS

Appendix C includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix C may have been superseded. Please contact the General Manager for the most recent updates to the Appendix C documents.

- Most recent sewer-related budget

ELEMENT 5 - DESIGN AND PERFORMANCE PROVISIONS

This section of the SSMP discusses the District's design and construction standards. The District has Design and Construction Standards in effect to substantially meet the needs of the sewer utility. Minor review and updating for construction methods, including trenchless technology and associated standards are anticipated.

5.1 SWRCB REQUIREMENTS

CCSD must have updated design and construction standards and specifications for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. CCSD must also include the procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps and other equipment and appurtenances.

5.2 STANDARDS FOR INSTALLATION, REHABILITATION AND REPAIR

The CCCSD standards for the design and construction of sewer system components formed the basis of the District's adopted design standards for planned sewer repairs. Through District Ordinance No. 18-1, Resolution 18/19-24, CCSD adopted updated "Standard Specifications for Design, Construction and Use of Sanitary Sewers in Crockett, Valona, and Port Costa, California." This manual establishes minimum design and construction standards and specifications for the installation of new sewer systems, and for the rehabilitation and repair of existing sewer systems, including privately-owned building sewers. If the existing standards do not sufficiently describe work to be completed, then staff, in consultation with the District Engineer, could use CCCSD design standards as a basis for the needed repairs.

5.3 PROCEDURES AND STANDARDS FOR INSPECTION AND TESTING OF NEW AND REHABILITATED FACILITIES

CCSD standard specifications are followed when inspecting and testing new or rehabilitated sewers, pump stations, and other appurtenances.

APPENDIX D – ELEMENT 5 DOCUMENTS

Appendix D includes the Table of Contents from the District's Standards, and also a Table of Contents from the CCCSD Design and Construction Standards. The information in this document will change from time to time, and the document in Appendix D may have been superseded. Please contact the General Manager for the most recent updates to the District's Design Standards.

- Table of Contents from CCSD Standard Specifications
- Table of Contents from CCCSD Standard Specifications

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ELEMENT 6 - SPILL EMERGENCY RESPONSE PLAN

The purpose of the CCSD Spill Emergency Response Plan (SERP) is to support an orderly and effective response to sanitary sewer spills, with the primary goal of protecting public health and the environment. The SERP provides guidelines for responding to, cleaning, containing, and reporting spills that occur within the District's wastewater collection system. The District is required to respond to spills from its system in a timely manner that minimizes water quality impacts and nuisance by completing the following:

- Responding quickly to stop the spill and prevent/minimize a discharge to waters of the State;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water;
- Minimizing public contact and cleaning publicly accessible areas while preventing discharges to waters of the State; and
- Meeting regulatory monitoring and reporting requirements of the Statewide WDR

The District will annually review and access effectiveness of this SERP and update the Plan as needed.

6.1 SWRCB REQUIREMENTS

On May 2, 2006, the State Water Resources Control Board (SWRCB) issued a directive through Order No. 2006-0003-DWQ to require all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under the Statewide WDR. Portions of this Order related to monitoring and reporting were amended by Order No. 2013-0058-EXEC, dated July 30, 2013. All the previous SWRCB Orders were superseded by Order No. 2022-0103-DWQ, effective June 5, 2023, which is referenced in this document as the Statewide WDR.

The District's SSMP must include a SERP to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The SERP must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of the WDR, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the SERP and are appropriately trained;

- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in the WDR; and
- Annually, review and assess effectiveness of the SERP, and update the Plan as needed.

6.2 SPILL CATEGORIES

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system spill, operational failure, and/or infrastructure failure. Four categories of spills are defined in the Statewide WDR, as defined in Table 6.1 on the following page. For reporting purposes, the Statewide WDR also has requirements for a "No Spill" category.

All agencies that own or operate sanitary systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility are required to report all spills, excluding private lateral spills.

Table 6.1 Statewide WDR Spill Categories

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

Category 2	• A spill from a sewer main of 1,000 gallons or greater that does not discharge to a surface water.
Category 3	• A spill from a sewer main of equal to or greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water.
Category 4	• A spill from a sewer main of less than 50 gallons that does not discharge to a surface water.

6.3 INITIAL NOTIFICATION PROCESSES AND PROCEDURES

Notification means the notifying of appropriate parties of a spill event or other activity. This section summarizes how spill notifications are typically received or relayed to the District. Regulatory report is discussed later in this section.

Spills are reported to the District through the office phone number (510-787-2992), and received by the respective Sanitary Department Manager or District Staff. The Sanitary Department Manager dispatches a contract collections crew as necessary.

The number is published on the CCSD website (http://www.town.crockett.ca.us) and is answered by a live person during work hours. A message directs to the caller to the District emergency cell phone (510-303-2313) outside of normal business hours, the cell phone is forwarded to on-call staff.

Figure 6-1 on the following page provides the spill notification and reporting process. Beginning on June 5, 2023, if these procedures were not already in place at that time, the individual receiving the call has been required to attempt to collect information listed in Table 6.2, which follows Figure 6-1.

Figure 6-1 Spill Notification Process

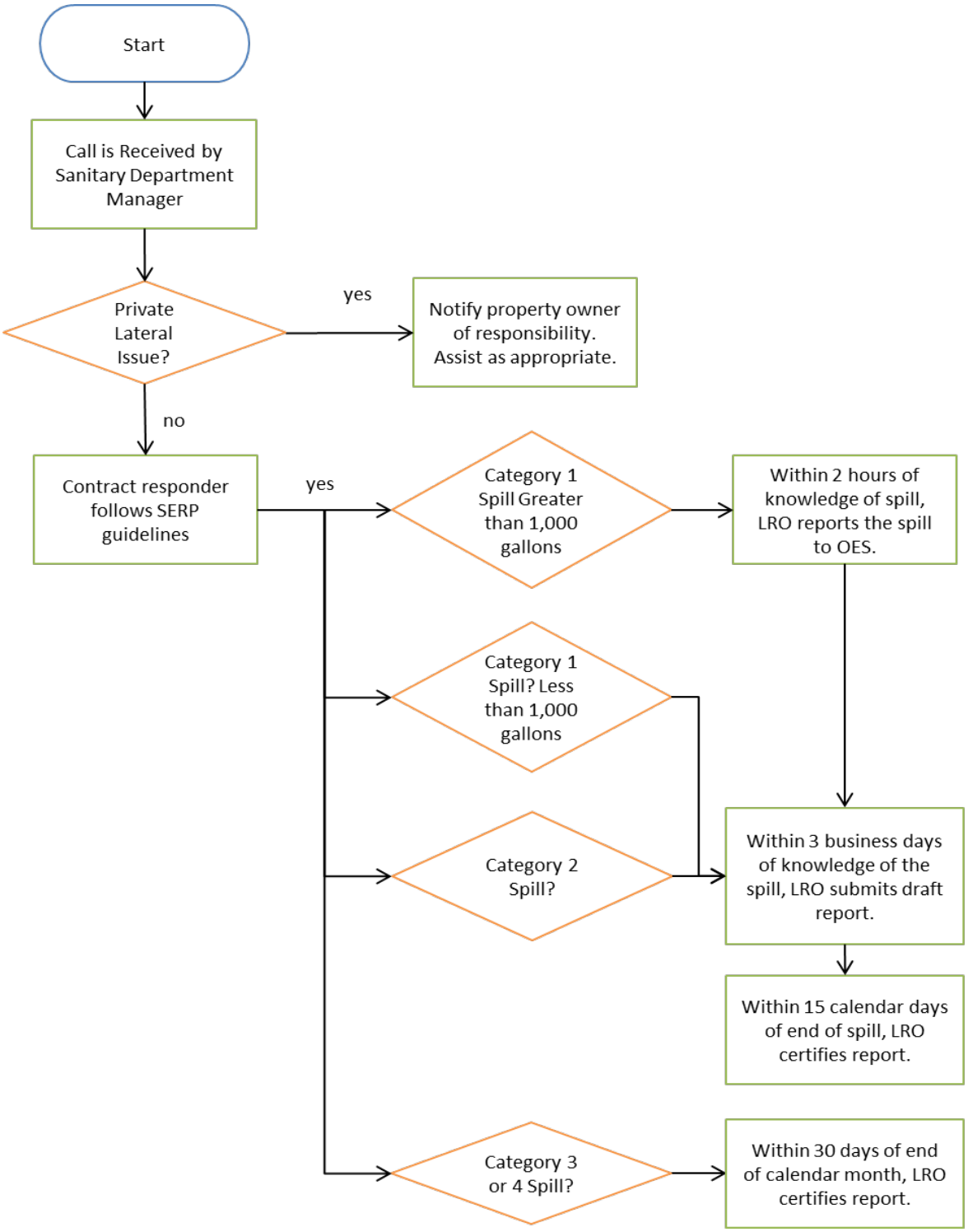

Table 6.2. Information to Gather from Caller of Potential Spill

Call Notes from Potential Spill – Conversation Checklist
• Date, time, and method of notification; • Date and time the caller first noticed the spill, if available; • Narrative description of the caller, including whether the spill has reached surface waters or a drainage conveyance system; • Caller's contact information, if available (e.g. name, telephone number, and email) • Additional supportive information that would be beneficial such as whether the caller smells any odor, or whether the appearance was at a cleanout or manhole. • The final resolution of the call. • Other relevant information

6.3.1 Notification during Normal Working Hours

During normal business hours of Monday through Friday, 8:30 a.m. to 5:00 p.m., CCSD staff field calls in the District office (510-787-2992). The recipient gathers information from the caller, respond to site, and dispatch a Collections Crew as needed.

6.3.2 Outside of Normal Working Hours

Outside of normal working hours, the call is directed to an alternate number appropriate at that time for reporting a spill in Crockett or Port Costa. The current alternate number is the mobile District emergency cell phone (510-303-2313); outside of normal business hours, the cell phone is forwarded to on-call staff.

The District contracts with the neighboring WCWD (510-222-6700) to provide emergency response services 24-hours a day. WCWD is authorized to use best management practices in handling the service call, and follows the District's SSMP. Other contractors may also be contacted as-needed, depending on the situation and location.

6.3.3 Lift Station Notifications

A packaged lift station on Loring Avenue has a warning light that alerts residents to phone the District's specific emergency number (510-303-2313) to report problems. In addition, an alarm will notify District staff cell phones by text if there is an alarm. The alarm has a battery backup to function in a power outage.

Spill notifications to OES, the Regional Board, and Department of Health Services are described further.

6.4 SPILL RESPONSE PROGRAM

The following list provides contact information for designated responders to a sewer spill:

- Sanitary Department Manager: 510-303-2313
- West County Wastewater District (WCWD): 510-222-6700
- In Case of Emergency: 911
- County Sheriff Dispatch: 925-646-2441
- County Sheriff Emergency Services Division: 925-655-0100
- L. R. Paulsell Consulting (Contractor): 805-340-7699
- Contra Costa County Public Works Department: 925-313-2000
- Regulatory Agencies:
    - State Water Resources Control Board (SWRCB): 866-79-CIWQS (24977)

      Email: ciwqs@waterboards.ca.gov

      Monday through Friday (excluding State holidays) 8:00 a.m. to 5:00 p.m.
    - San Francisco Bay Regional Water Quality Control Board: 510-622-2300
    - California Department of Fish and Wildlife - Bay Delta Region: 707-428-2002
    - Environmental Health Division of the Contra Costa Health Services Department: 925-608-5500
    - California Office of Emergency Services (CalOES): 800-852-7550
- U.S. Coast Guard: 510-437-5379

6.4.1 First Responder Priorities

The First Responder's priorities are as follows:

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

- To return the spilled sewage to the sewer system
- To restore the area to its original condition or as close as possible
- To photograph and document areas that are affected by the spill

6.4.2 Initial Response

The First Responder and field responders should complete the Sanitary Sewer Spill Report, OP-2, from the Overflow Packet. The First Responder strives to report to the location within 30 minutes, and must respond within 60 minutes of the initial spill report. The objective of this response is to minimize and/or eliminate the impacts of a spill. The appropriate response measure will vary based on the circumstances and nature of the spill and the information provided by the caller. Actions related to external and internal spill are summarized below.

When the First Responder cannot address the issue, the Department Manager proceeds through a series of phone calls until available support is found and dispatched. This support is provided by L. R. Paulsell, WCWD, Valley Operators, or other local sewer contractors. Work by the District's contractors follows the CCSD SERP.

6.4.3 External Spill Response

Upon arrival at the site, the First Responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or spills. The First Responder should:

- Note arrival time at the site of the spill/backup
- Verify the address and nearest cross street, and confirm that the spill is from the public sewer system within the District's sewer service area
- Determine if the spill or blockage is caused by an issue in/from a public or private sewer
- Identify and assess the affected area and extent of spill
- Mobilize contract spill response support
- Contact caller for more information if time permits
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:
    - Small spills (i.e., spills that are easily contained) – proceed with clearing the blockage
    - Moderate or large spill where containment is anticipated to be simple – proceed with the containment measures as 6.4.6
    - Moderate or large spills where containment is anticipated to be difficult – proceed with clearing the blockage; however, whenever deemed necessary, call for additional assistance and implement containment measures

- Restore flow

6.4.4 Internal Spill Response (Residential Sewage Backup)

Forms and supporting documents for use in responding to internal spills are located in the DKF Sanitary Sewer Backup Packet, which is included in Appendix E.

Upon arrival at the location of a spill into a house or a building, the First Responder should evaluate and determine if the spill was caused by a blockage in the lateral or in the District-owned sewer main.

If a blockage is found in a property owner's lateral, it should be clearly communicated that response and repair of private lateral is not the District's responsibility. The homeowner is responsible for clearing any blockage or addressing a failure in the home's plumbing system or private lateral and for any resulting flood damage to the structure.

The First Responder should complete the following:

1. Photograph & document all evidence that this spill is from private property.
2. If the resident is not home, complete the Customer Service door hanger included in Appendix E.
3. If the resident is home, provide them with the pamphlet – "Sewer Spill Reference Guide" in Appendix E.

   If the tenant or property owner is unable to unwilling to address the cause of the spill, immediately contact the General Manager and discuss whether Code Enforcement, EHS, or RWQCB should be notified

As a courtesy, the District will assist the homeowner in coordinating the repair. However, the District is not authorized to repair the private lateral at the District's cost.

If a backup in the main line is found to have caused the spill in a house or building, the First Responder takes steps to address the issue as described above.

The First Responder is aware of the following guidelines for spills on private property:

- Keep all family members and pets away from the affected area.
- Place towels, rags, blankets, etc. between areas that have been affected and areas that have not been affected
- Move any uncontaminated property away from the spill area. Do not remove any contaminated items.
- Turn off the HVAC system

The First Responder assists with cleanup when the property damage is minor in nature and is outside of private building dwellings and calls out and oversees a water damage restoration contractor to complete cleanup and restoration inside the property.

Spills inside houses or buildings should be cleaned by a professional cleaning company. In the event of a spill during nighttime hours, the incident must be re-inspected as soon as possible the following day. The site shall be inspected for any signs of sewer related debris/material that may warrant additional cleanup activities.

The property owner may submit a District claim form to the Department Manager for additional cost recovery. The claim form and other incident information are forwarded, as appropriate, by CCSD staff to:

Allied Public Risk, LLC (CA)
DBA: Allied Community Insurance Services, LLC
4507 North Front Street, Suite 200
Harrisburg, PA 17110
NetworkNewLoss@networkadjusters.com

The Sanitary Sewer Backup Response Packet includes additional forms, including a Lodging Authorization Form and claims submittal checklist.

6.4.5 Pump Station Spill Response

The District maintains a separate Spill Emergency Response Plans for the two pump stations located in the Crockett Sanitary Department service area. Pump Station spill response is provided by NSU staff both during and after regular office hours. The Port Costa Sanitary Department service area operates by gravity and has no pump stations.

6.4.6 Containment or Bypass

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

- Determine the immediate destination of the spilling sewage.
- During dry weather conditions, and when safe, plug storm drain manholes, catch basins, inlets and culverts using available equipment and materials, including sandbags, air plugs and plastic mats to contain the spill, where feasible. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drainage facilities.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Pump around the blockage or pipe failure or vacuum up flow from upstream of the blockage and dispose of downstream of the blockage to prevent further spills.

- If a spill reaches a water body, follow the requirements below for posting and spill notification signage and conduct water quality sampling described in Section 6.5.4.

6.4.7 Recovery and Cleanup

The recovery and cleanup phase must begin as soon as flow has been restored, and the spilled sewage has been contained to the extent possible. Where cleanup is beyond the capabilities of District staff, contact a cleanup contractor to complete the work. Phone numbers are provided in the emergency response list at the beginning of Section 6.4 in this SERP. The spill recovery and cleanup procedures are:

1. Estimate the Volume of Spilled Sewage: Methods outlined in the SERP Appendices should be used to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos of the spill site before and during the recovery operation. Before washing down and cleaning up affected areas, draw a sketch of the spill footprint and write the dimensions on the sketch. If possible, use at least two methods to confirm the accuracy of the estimated spill volume.
2. Recovery of Spilled Sewage: Vacuum up and/or pump the spilled sewage and rinse water and discharge it back into the sanitary sewer system as described in "Guidelines for Cleanup" below.
3. Clean Up and Disinfection: Implement clean up and disinfection procedures as required and appropriate to reduce the potential for human health issues and adverse environmental impacts that are associated with a spill event.

The guidelines described below are for dry weather conditions and should be modified as required for wet weather conditions. Clean up should proceed quickly in order to minimize negative impact. Any water that is used in the cleanup process that would enter the storm drain system or other waterway should be de-chlorinated prior to use.

Guidelines for Cleanup

On **hard surface areas**, collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes, brooms, and/or shovels. Before removing any contaminated soil and plants, photograph the area and speak to the property owner.

Wash pavement, curb, and gutter area with the high-pressure wand, and then capture all water with a hydro-vac vacuum nozzle. The flushing volume should be approximately three times the estimated volume of the spill.

The area should be allowed to dry and the process repeated if additional cleaning is required.

On **landscaped or unimproved natural vegetation**, Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Before removing any contaminated soil and plants, photograph the area and speak to the property owner.

a. If the area is primarily dirt, remove water using a hydro-vac vacuum nozzle and/or dig and remove dirt until a dry layer is visible.

b. If the area is a grass-landscaped area, flush the spill with water and vacuum the area thoroughly. The flushing volume should be approximately three times the estimated volume of the spill.

c. The area should be allowed to dry, and the process will be repeated if additional cleaning is required.

In **natural waterways**, the Department of Fish and Wildlife will be notified by CalOES for spills greater than or equal to 1,000 gallons. Contain contaminated creeks where feasible. Remove all contaminated water by pumping to the collection system or vacuuming using a vacuum truck. Introduce additional wash water to flush contaminated areas towards the containment area.

From **drainage conveyance systems**, remove all sewage that has entered the system by vacuuming all water, debris, solids, and paper in the drainage conveyance system. With containment still in place, and depending on the circumstance, either hydro-jet the affected drainage conveyance system or flush the affected area with water to the containment location and vacuum water and debris.

** Operators should be aware of the drainage system infrastructure. If the system is in poor condition, then flushing may be a better option in this case rather than hydro-jetting.**

Once thoroughly cleaned, remove the containment and flush and vacuum the remaining area, capturing all water. Local agency storm system maps are available in both electronic and hard copy versions; coordination between agencies should be discussed at the monthly inter-agency meetings that are coordinated on WBSD's behalf by the WBSD Projects Manager.

For **wet weather modifications**, flushing and sampling should be performed when it is safe to do so during heavy storm events (i.e., sheet of rainwater across paved surfaces).

6.5 IMPACT TO WATERS OF STATE

If a spill is confirmed to have entered waters of the State[1] or a drainage conveyance system that has the potential to discharge to surface waters, the Sanitary Department Manager must be immediately notified. The response team should proceed with the following additional activities:

- Complete assessments for spill location, spread, volume, and document visual observation discussed in this section

[1] Waters of the State include any surface water or groundwater, including saline waters, within the boundaries of the state as defined in Water Code section 13050(e), and are inclusive of waters of the United States.

- Determine the extent of the spill by investigating downstream until there is no evidence of sewage or debris along the creek or water body.
- Determine if the water body is safe to enter. During the winter storm season, cleaning the water body or taking samples may not be feasible or safe due to high water flows.
- If conditions are safe, water quality sampling and testing shall be completed for Category 1 spills of 50,000 gallons or greater to determine the extent and impact of the spill as discussed in section 6.5.4. The water quality sampling procedures must be implemented within **18 hours** of becoming aware of the spill and include the following:
    - Collect samples as soon as possible after the discovery and mitigation of the spill event
    - Perform follow-up sampling until posted signs can be removed. The Sanitary Department Manager, in conjunction with the health department, will determine when this happens; the LRO should also make any follow-up calls to affected agencies.
- Post contaminated water sign(s) and protects the water body from public access on all sides per Section 6.5.6. This activity should be in coordination with direction from the Department of Health Services.
- Photograph sign placement and evidence of the spill in and around the water body to the farthest point reached by the sewage.
- If feasible, block the water body downstream of the affected area in a location that is safe to enter and is accessible to set up a pump or utilize other sewer cleaning equipment.
- To the extent feasible, recover and return contaminated water to the collection system.

6.5.1 Spill Location and Spread

The District will visually assess the spill location(s) and spread using photography, global positioning system (GPS), and other best available tools. In addition, as a best management practice, the response team will attempt to create a drawing of the spill spread and dimensions specific to the spill. The drawing should indicate the spill's final destination or containment point. The response team shall document the critical spill locations, including:

- Photography and GPS coordinates for:
    - The system location where spill originated. For multiple appearance points of a single spill event, the points closest to the spill origin.
    - Include GPS coordinates for the spill destination or containment point if available.
- Photography for:
    - Drainage conveyance system entry locations

- The location(s) of discharge into surface waters, as applicable
- Extent of spill spread
- The location(s) of clean up

6.5.2 Spill Volume Estimation

Appendix E provides tools for spill volume estimation. The District shall estimate the total spill volume using updated volume estimation techniques, calculations, and documentation for electronic reporting. The District shall update its notification and reporting of estimated spill volume (which includes spill volume recovered) as further information is gathered during and after a spill event, including:

- Initial service call information;
- Spill Report Form;
- Copies of the certified CIWQS report forms including volume estimates;
- CCTV inspection;
- Water quality sampling and test results; and
- Spill Technical Report.

6.5.3 Receiving Water Visual Observations

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

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

6.5.4 Water Quality Monitoring Plan

The District's Water Quality Monitoring Plan will be implemented **no later than 18 hours** after discovery of any Category 1 spills of 50,000 gallons or more in order to assess impacts from spills to surface waters. In addition, take samples for spills of less than 50,000 gallons as appropriate. The purpose of testing is to determine the nature and extent of the impact of the spill. The District follows the Water Quality Monitoring Program included in Appendix E. The program includes the following:

- Protocols for water quality monitoring
- Accounts for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
- Requires water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory
- Requires monitoring instruments and devices used to implement the Spill Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy

Water Quality Sampling Guidelines

Water quality sampling should only be performed if it is safe to do so and access is not restricted or unsafe. Unsafe conditions include traffic, heavy rains, slippery or steep creek banks, visibility issues, high-flowing creeks, and/or limited access due to soil conditions or poor terrain. If access restrictions or unsafe conditions prevent compliance with these monitoring requirements, the response team will provide documentation of the access restriction or safety hazard(s) in the required report. Water quality sampling should not be given precedence over stopping the spill or protection of public health.

- The First Responder arranges for collection of samples; WCWD is under contract with the District.
- Surface water samples will be collected using a grab sample technique. Employees must wear new sterile powder-free surgical gloves when collecting all samples.
- Records of monitoring information should include the date, exact place, and time of sampling or measurements, the individual(s) who performed the sampling or measurements, the date(s) analyses were performed, the individual(s) who performed the analyses, the analytical technique or method used, and the results of such analyses.
- When sampling a spill, take a minimum of four separate sample sets as described in Table 6.3. WCWD staff should use its best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to waterbody banks, and size of any visible plume. Collect one sample each day for the duration of the spill.

Table 6-3. Sampling of Flow for Spills 50,000 Gallons or Greater

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

- If the receiving water has no flow during the duration of the spill, report "No Sampling Due To No Flow" for the receiving water sampling locations.
- Analyze the collected receiving water samples for Ammonia and the appropriate other bacterial indicator(s) that include one or more of the following, unless directed otherwise by the Regional Water Board: Total Coliform Bacteria, Fecal Coliform Bacteria, E-coli, and/or Enterococcus.
- Collect and analyze additional samples as required by the applicable Regional Water Board Executive Officer or designee.
- Sample analysis must be conducted according to sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the sample analysis of pollutants. A method is considered sufficiently sensitive when the minimum level of the analytical method approved under 40 Code of Federal Regulations Part 136 is at or below the receiving water pollutant criteria.
- The analysis of water quality samples must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).
- Water samples shall be taken to:

WCWD Laboratory
2377 Garden Tract Road, Richmond, CA
510-237-6603

Backup Lab: CCCSD laboratory
5019 Imhoff Place, Martinez, CA
925-228-9500

The water samples must be brought to the laboratory for processing within 6 hours of collection.

- Additional follow-up samples are recommended to confirm the extent that the impact reverts back to baseline levels. Follow-up samples may be used to determine if posting of warning signs should be discontinued (if signs were posted).
- Collaboration with the County Health Department should continue until closure is obtained.
- Make sure to take into account Spill Travel Time. The follow methods are recommended to estimate spill travel time and direction:
    - Method 1: use a velocity probe if available to determine the rate of flow in the surface water
    - Method 2: drop debris in the water and timing how long in seconds the debris takes to travel a known distance in feet. Use these values to calculate the number of feet the debris would have covered in one second (XX feet in YY seconds = ZZ feet per second).

Water Quality Sampling Procedures

1. Required equipment includes:
    a. Cooler with ice
    b. Sterile sampling bottles: Use the 100 mL sterile container for coliform, 1-liter poly container for BOD and 500mL poly container for ammonia. Ammonia sample requires preservation with H_2SO_4
    c. Powder-free latex gloves
    d. Safety glasses
    e. Marking pen
    f. Field log forms and chain of custody forms
2. Put on all required personal protective equipment or PPE including latex/nitrile gloves and eye protection
3. General procedure for all samples:
    a. For #4 through #7 below:
        i. Rinse the sample collection container.

ii. Collect the sample in a safe manner away from the bank and in the middle of the flow, against the direction of water flow.

iii. Collect all grab samples approximately 3' - 6" below the surface (or if shallower, as close as possible to this depth) to avoid sampling debris or scum from the surface or bank.

iv. Fill the bottle agains the direction of flow, replace the cap, and secure the sample to avoid contamination

b. Transfer sample from sample collection container to individual sample bottle(s).

c. Leave approximately one inch of head space in individual sample bottles. Do not overfill.

d. Once the lid is opened for the individual sample bottle, do not touch the inside surface of the bottle or lid.

e. For the sample bottles that contain a preservative, take care to keep the preservation material in the container.

f. Immediately place all sample bottles on ice.

g. Complete Chain of Custody form and take samples to the lab

4. Collect DCS-001 Sample, at the point in the drainage conveyance system before the flow dicharges into receiving waters.
    a. Label this sample DCS-001 and take a picture of the location you are sampling
5. Collect RSW-001U Sample, up to 500 feet upstream.
    a. Label the bottle RSW-001U and take a picture of your sampling location
6. Collect RSW001 Sample approximately 10 feet below the point of discharge to the receiving water.
    a. Label the sample RSW-001 and take a picture of your sampling location
7. Collect RSW001D Sample, up to 1000 feet downstream of source.
    a. Label the bottle RSW-001D and take a picture of your sampling location

6.5.5 Spill Technical Report

If 50,000 gallons or greater from a spill reaches surface waters, a Spill Technical Report must be prepared and submitted to the CIWQS online spill database within 45 calendar days of the spill end date. A Spill Technical Report template is provided in Appendix E. The Spill Technical Report is prepared in collaboration with WCWD and must include, at a minimum, the following:

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

b. Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;

c. Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;

d. Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;

e. Detailed description of the spill cause(s);

f. Description of the pipe material, and estimated age of the pipe material, at the failure location;

g. Description of the impact of the spill;

h. Copy of original field crew records used to document the spill; and

i. Historical maintenance records for the failure location.

2. The District's response to the spill:

   a. Chronological narrative description of all actions taken by the District to terminate the spill;

   b. Explanation of how the SERP was implemented to respond to and mitigate the spill; and

   c. Final corrective action(s) completed and a schedule for planned corrective actions, including:

      i. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,

      ii. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and

      iii. Necessary modifications to the SERP to incorporate lessons learned in responding to and mitigating the spill.

3. Water Quality Monitoring, including at minimum:

   a. Description of all water quality sampling activities conducted;

   b. List of pollutant and parameters monitored, sampled and analyzed;

   c. Laboratory results, including laboratory reports;

   d. Detailed location map illustrating all water quality sampling points; and

   e. Other regulatory agencies receiving sample results (if applicable).

4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

6.5.6 Spill Notification Signage

Notification signage and barriers are installed where required to prevent the public from having contact with the sewage. Signs are posted with yellow "caution" tape to keep vehicles and pedestrians away from contact with spilled sewage. "Closed" signs are posted at the outfall of streams and a minimum of 100 feet upstream and 100 feet downstream of the discharge, including visible access locations. If there is a large volume of sewage, more signs may be posted downstream.

EHS instructions and directions regarding placement and language of public warnings are followed. Signs remain in place until EHS determines that the risk of contamination has subsided to acceptable levels and the General Manager approves removal of signs. Warning signs are checked every day in order to ensure that they are still in place. A sample warning sign is included in the Overflow Packet in Appendix E.

In the event that a spill occurs at night, the location is inspected first thing the following day. The field crew looks for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

When contact with the local media is deemed necessary, the General Manager will provide the media with all relevant information.

6.5.7 Post-Spill Assessment

For each Category 1 and 2 spill event, all participants involved in the response – from the person who received the call to the last person to leave the site – should meet, as soon as feasible, after the event to review and evaluate the incident and response procedures. The objective of the post-spill debrief is to determine actions necessary, if any, to reduce the recurrence and better mitigate the effects of future spills. The results of the debriefing should be recorded and tracked to ensure the action items are completed. The Overflow Packet in Appendix E includes a Failure Analysis form, OP-3 for use during this assessment.

6.6 REGULATORY REPORTING

This section describes the requirements that have been established for reporting of spills to the regulatory agencies.

Table 6.4 summarizes key deadlines to be aware of for spill reporting. Table 6.5 on the following page lists all regulatory reporting requirements and timelines that are also described further in this section. Table 6.6 provides contact and access information for regulatory reporting.

Table 6.4. Key Deadlines for Spill Reporting

2 HOURS of being aware of spill	**Call Office of Emergency Services & Health Department if sewer main spill is 1000 gallons or more**
3 BUSINESS DAYS of being aware of spill	Submit draft reports to CIWQS for Category 1 and sewer main or Category 2 sewer main spills
15 CALENDAR DAYS from spill end date	Certify Category 1 and Category 2 spills
30 CALENDAR DAYS from end of month if applicable	Certify Category 3 and/or Category 4 sewer main spills or submit "No Spill" report
45 CALENDAR DAYS from spill end date	Submit Spill Technical Report for spills 50,000 gallons or larger that reach Waters of the State
90 CALENDAR DAYS from spill end date (Cat 1 or 2) or certified spill report due date (Cat 3)	Submit amended spill report for Category 1 through 3 spills
FEBRUARY 1 of each year	Submit Category 4 spill summary report

Table 6.5 Spill Reporting Requirements

If Spill	Then Notify
Category 1 Spill: 1000 gallons or more reaching a surface water or with the potential to reach a surface water.	**2-Hour Notification to** Cal OES: (800) 852-7550. Ask for an OES Control Number (for RWQCB). Obtain a control number. County Health Officer (925) 313-6712 and Contra Costa County Environmental Health Services (EHS) (925) 608-5500 are also to be contacted. **Within 3 Business Days** of Notification report to SWRCB using CIWQS

	Within 15 Calendar Days of Conclusion of Response certify by LRO using CIWQS **Within 45 Calendar Days of Conclusion of Response** submit spill Technical Report via CIWQS online database if 50,000 gallons or more **Additional Notification as Needed** – California DFWS: (707)-944-5500
Category 2 Spill: 1,000 gallons or more without the potential to reach surface waters.	**2-Hour Notification to** Cal OES: (800) 852-7550. Ask for an OES Control Number (for RWQCB). County Health Officer (925) 313-6712 and Contra Costa County Environmental Health Services (EHS) (925) 608-5500 are also to be contacted. **Within 3 Business Days** of Notification report to SWRCB using CIWQS. **Within 15 Calendar Days** of Conclusion of Response certify by LRO using CIWQS.
Category 3 Spill: 50 gallons to 999 gallons without the potential to reach surface waters. Category 4 Spill: Under 50 gallons, not reaching surface waters.	**Within 30 Calendar Days** past End of Month with Spill Event, report to SWRCB and certify by LRO using CIWQS. **By February 1 of the Year Following the Year in Which Cat 4 Spills Occurred** submit annual report to SWRCB and Certify by LRO using CIWQS.
All certified spills	**Within 90 Calendar Days** of Certified Report due date, submit amended report(s)
No Spill Reporting: (no spills in month.	**Within 30 Calendar Days** past End of Month report by LRO to SWRCB using CIWQS.
Annual Report (Was Collection System Questionnaire)	**Update and certify April 1** beginning in 2024 (Submit Collection System Questionnaire on prior schedule in 2023)

Table 6.6 Contact and Access Information for Regulatory Reporting

California Integrated Water Quality System (CIWQS)

SWRCB REPORTING TIMEFRAMES DEPEND ON THE SIZE AND FINAL DESTINATION OF THE SPILL
• CIWQS must be used for reporting if the website is available (http://ciwqs.waterboards.ca.gov)
  ○ User Name: XXXX
  ○ Password: XXXX
  ○ Waste Discharge Identification Number (WDID):

▪ 2SSO10145 (Crockett CSD) ▪ 2SSO11607 (Port Costa) • The spill database will automatically generate an email notification with customized information about the spill upon initial reporting and final certification for all Category 1 spills. • Emails must be sent to the EHS and the San Francisco Bay RWQCB. • Fax the RWQCB if the website is down.
Two-Hour Notification
• State Office of Emergency Services (OES) Phone: (800) 852-7550. Make sure you ask for an "OES CONTROL NUMBER" • Contra Costa County Environmental Health Services o Health Officer (925) 608-5500 o Main Number (925) 608-5500 • RWQCB Region 2 (San Francisco Bay) o Phone – Day: (510) 622-2300 o Phone – Night: (510) 622-2369 o Online: RB2SpillReports@waterboards.ca.gov • US Fish & Wildlife Service (707) 944-5500
Other Contact Information
• County Sheriff's Office (925) 335-1500 • WCWD Laboratory (510) 237-6603

6.6.1 Multiple Appearance Points – Single Spill

For reporting purposes, if one spill event of whatever category results in multiple appearance points in a sewer system, a single spill report is required in CIWQS which includes the GPS coordinates for the location of the spill appearance point closest to the failure point, blockage or location of the flow condition that caused the spill, and descriptions of the locations of all other discharge points associated with the single spill event.

6.6.2 2-Hour Notification to Regulatory Agencies of Spills

The First Responder or appropriate party shall notify Cal OES of a spill *greater than or equal to 1,000 gallons discharged to any waters of the State*. Notification must be made **no later than 2 hours** after knowledge of the spill. **A CalOES Number must be obtained.**

The Cal OES phone number is (800) 852-7550.

In addition, both the County Health Officer and Contra Costa Environmental Health (EHS) are to be contacted.

- During regular business hours, the Health Officer can be reached at (925) 608-5500.
- The EHS after-hours number is (925) 608-5500.
- During evenings/weekends, the County Sheriff's Office can also be reached at (925) 335-1500.

The following information should be reported to Cal OES, as applicable:

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

Following the initial notification to Cal OES and until the spill report is certified in the online SWRCB Sanitary Sewer Spill Database, the Legally Responsible Official (LRO) should provide updates (or provide direction for updates to be provided) to Cal OES regarding substantial changes to:

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

6.6.3 Detailed Reporting Requirements

Table 6.5, above, provides detail on CCSD's regulatory reporting process, which is also described below.

All reporting must be submitted electronically to the online CIWQS Sanitary Sewer System Database (https://ciwqs.waterboards.ca.gov). Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official.

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

CATEGORY 1 SPILLS

Spill Reporting for Category 1 Spills – 3 Business Days of Becoming Aware of Spill

As discussed above, Cal OES, EHS, and the County Health Officer shall receive notification of Category 1 spills greater than or equal to 1,000 gallons.

The Data Submitter, who is the Sanitary Department Manager, must then submit the initial draft report to the SWRCB's CIWQS Online Spill Database @ http://ciwqs.waterboards.ca.gov/ciwqs **within 3 business days of becoming aware of the spill**.

Table 6.7 on the following page lists information that is required in the draft spill report. The data provided in the draft spill must be supplemented further, during the certification process, as discussed further below.

Table 6.7 Category 1 and 2 CIWQS Draft Spill Report – Required Information

Required Information for Category 1 and 2 Draft Spill Reports
1. Contact information: Name and telephone number of contact person to respond to spill-specific questions; 2. Spill location name; 3. Date and time the District was notified of, or self-discovered, the spill; 4. Operator arrival time; 5. Estimated spill start date and time;

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

    ** Items 12 and 13 are required for Category 1 spills only **

12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered.

Spill Certification for Category 1 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online spill database @ http://ciwqs.waterboards.ca.gov/ciwqs.

The Certified Spill Report requires additional information to supplement the data provided in the Draft Spill Report. Table 6.8 on the following page summarizes information that is required during spill certification.

Table 6.8 Category 1 and 2 CIWQS Spill Certification – Required Information

Required Information for Category 1 and 2 Spill Certification
1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill; 2. Spill end date and time; 3. Description of how the spill volume estimations were calculated, including at a minimum: a. The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry

information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and

b. The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;

** Items 14 through 17 are required for Category 1 spills only **

14. Name and type of receiving water body(s);
15. Description of the water body(s), including but not limited to:
    a. Observed impacts on aquatic life;
    b. Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill;
    c. Responsible entity for closing/restricting use of water body; and
    d. Number of days closed/restricted as a result of the spill.
16. Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
17. If water quality samples were collected, identify sample locations and the parameters the water quality samples were analyzed for. If no samples were taken, "Not Applicable" shall be selected.

Spill Technical Report

If 50,000 gallons or greater from a spill reaches surface waters, a Spill Technical Report must be prepared and submitted to the CIWQS online spill database within 45 calendar days of the spill end date. The LRO is responsible for submitting the Spill Technical Report. The required contents of the Spill Technical Report are discussed in Section 6.5.5, above.

Spill Amendments for Category 1 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill

Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

CATEGORY 2 SPILLS

Spill Reporting for Category 2 Spills – 3 Business Days of Becoming Aware of the Spill

Within 3 business days of becoming aware of the spill, the LRO must submit the initial report to the SWRCB's CWIQS Online Spill Database @ http://ciwqs.waterboards.ca.gov/ciwqs. The draft report shall include Items 1 through 11 of the list provided above in Table 6.7 for the Category 1, 3-day draft report.

Spill Certification for Category 2 Spills – 15 Calendar Days of the Spill End Date

Within 15 calendar days of the spill end date, the LRO must review and certify the report in the CWIQS Online Spill Database @ http://ciwqs.waterboards.ca.gov/ciwqs. The Spill Certification must include, in addition to the information provided in the draft report, Items 1 through 13 of the list provided above in Table 6.8 for the Category 1 Spill Certification. *In addition, the Spill Certification must include a new Item 14 - Whether or not the spill was located within 1,000 feet of a municipal surface water intake.*

Amended Certified Spill Reports for Individual Category 2 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the spill end date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

CATEGORY 3 AND 4 SPILLS

Monthly Certified Spill Reporting for Category 3 Spills

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify a report to the SWRCB's CWIQS Online Spill database @ http://ciwqs.waterboards.ca.gov/ciwqs. For each spill, the report shall include the information shown in Table 6.9.

Table 6.9 Category 3 CIWQS Spill Certification – Required Information

Required Information for Category 3 Spill Certification
1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions; 2. Spill location name; 3. Date and time the Enrollee was notified of, or self-discovered, the spill; 4. Operator arrival time; 5. Estimated spill start date and time; 6. Description, photographs, and GPS coordinates where the spill originated: a. If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field; 7. Estimated total spill volume exiting the system; 8. Description and photographs of the extent of the spill and spill boundaries; 9. Did the spill reach a drainage conveyance system? If Yes: a. Description of the drainage conveyance system transporting the spill; b. Photographs of the drainage conveyance system entry locations(s); c. Estimated spill volume fully recovered from the drainage conveyance system; and d. Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable. 10. Estimated total spill volume recovered; 11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill; 12. Spill end date and time; 13. Description of how the spill volume estimations were calculated, including, at minimum: a. The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered); and b. The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time. 14. Spill cause(s) (for example, root intrusion, grease deposition, etc.); 15. System failure location (for example, main, pump station, etc.); 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location; 17. Description of the impact of the spill;

Required Information for Category 3 Spill Certification

18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    a. Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    b. Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
        i. Adjusted schedule/method of preventive maintenance;
        ii. Planned rehabilitation or replacement of sanitary sewer asset;
        iii. Inspected, repaired asset(s), or replaced defective asset(s);
        iv. Capital improvements;
        v. Documentation verifying immediately implemented system modifications and operating/maintenance modifications;
        vi. Description of spill response activities;
        vii. Spill response completion date; and
        viii. Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill.
21. Detailed narrative of investigation and investigation findings of cause of spill.

Amended Certified Spill Reports for Individual Category 3 Spills – 90 Calendar Days of the Spill End Date

The District shall update or add additional information to a Certified Spill Report within 90 calendar days of the certified Spill Report due date by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The LRO shall certify the amended report. After 90 calendar days, the District shall contact the State Water Board at SanitarySewer@waterboards.ca.gov to request to amend a certified Spill Report. The Legally Responsible Official shall submit justification for why the additional information was not reported within the Amended Spill Report due date.

Monthly Spill Reporting for Category 4 Spills

Within 30 calendar days of the end of the calendar month in which the spill occurred, the LRO must submit and certify the estimated total spill volume exiting the sanitary sewer system and the

total number of all Category 4 spills to the SWRCB's CWIQS Online spill database @ http://ciwqs.waterboards.ca.gov/ciwqs.

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

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

- Maintain records per section 6.7; The LRO shall provide records upon request by State Water Board or Regional Water Board staff.
- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from a District-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the LRO shall report all Category 1 spills per section 6.6.3.

Monthly Certification of "No-Spills" or "Category 4 Spills" and/or "Non-Category 1 Lateral Spills"

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or District-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the LRO shall certify, within 30 calendar days after the end of each calendar month, either a "No-Spill" certification statement, or a "Category 4 Spills" and/or "Non-Category 1 Lateral Spills" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually for the designated month.

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

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

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

6.6.4 CIWQS NOT AVAILABLE

In the event that the CIWQS online database is not available, the LRO shall e-mail all required information to the Spill Reduction Program at SanitarySewer@waterboards.ca.gov, and the Region 2 Regional Board at RB2SpillReports@waterboards.ca.gov. Region 2 can also be contacted at (510) 622-2369.

In such an event, the District will submit the appropriate reports using the CIWQS online database when it becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the spill document file.

6.7 SPILL RECORDKEEPING REQUIREMENTS

In accordance with the WDR, CCSD shall maintain spill-related records as follows:

1. Records are retained for at least five (5) years
2. Records are readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request
3. Records are retained for each of the following spill-related events and activities:
    a. Spill reports, including spill event complaint
    b. Volume estimate
    c. Map showing spill location
    d. Photographs showing spill location
    e. Field investigation results if available/applicable
    f. Water quality sampling and test results, if appropriate
    g. Spill event investigation results
    h. Category 4 Spills and Non-Category 1 Lateral Spills (individual Category 4 Spill , individual Lateral Spill, and total annual spill information)
    i. Sewer system telemetry records
    j. Sewer system management plan implementation records
    k. Audit records
    l. Equipment Records
    m. Work orders

Specific requirements for recordkeeping are listed below.

6.7.1 Spill Event Complaints

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

- Spill event complaint, including but not limited to records documenting how the District responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
    - Date, time, and method of notification;
    - Date and time the complainant first noticed the spill, if available;

- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available;
- Complainant's contact information, if available; and
- Final resolution of the complaint.

- Records documenting the steps and/or remedial action(s) undertaken by the District;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Water quality monitoring records.

6.7.2 Recordkeeping of Category 4 Spills

The District must maintain the following records for each individual Category 4 spill:

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

- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time.

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

6.7.3 Recordkeeping for Individual Lateral Spill Information

The District is not responsible for private lateral spills. However, if the following records are available, they should be retained as part of the spill documentation record:

1. Date and time the Enrollee was notified of, or self-discovered, the spill
2. Location of individual spill
3. Estimated individual spill volume if such an estimate was made
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.) if spill cause is known
5. Communications with the private property owner

6.7.4 Recordkeeping for Total Annual Spill Information

The District shall keep the following records summarizing annual spills:

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

6.7.5 Sewer System Telemetry Records

The District shall maintain the following sewer system telemetry records if used to document compliance with Statewide WDR, as applicable:

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

6.7.6 Sewer System Management Plan Implementation Records

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

6.7.7 Audit Records

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

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

6.7.8 Equipment Records

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

6.7.9 Work Orders

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

APPENDIX E – ELEMENT 6 DOCUMENTS

Appendix E includes supporting documents for the District's SERP, including:

- CCSD Overflow Emergency Response Plan
    - Response Plan Binder (PB)
    - Regulatory Notifications Packet
    - Sanitary Sewer Backup Packet (BP)
    - Sanitary Sewer Overflow Packet (OP)
    - FS, FG, and Supporting Forms for Customer Backups and Claims
- CCSD Loring and Main Pump Station Emergency Response Plans
- Water Quality Monitoring Program
- Template for Spill Technical Report
- Spill Volume Calculation Worksheet

ELEMENT 7 – SEWAGE PIPE BLOCKAGE CONTROL PROGRAM

The purpose of this section is to evaluate the extent and nature of spills related to Fats, Oils and Grease (FOG), rags, and debris, to determine the need for a Sewage Pipe Blockage Control Program, and to outline the elements of this program if required.

7.1 SWRCB REQUIREMENTS

The Sewer System Management Plan must include procedures for the evaluation of the District's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags and debris. If the District determines that a program is not needed, the District shall provide justification in its Plan for why a program is not needed . The procedure must include, at a minimum:

- An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances;
- A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area;
- The legal authority to prohibit discharges to the system and identify measures to prevent spills and blockages;
- Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practices requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforce authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- Implementation of source control measures for all sources of FOG reaching the sanitary sewer system for each section identified above

7.2 LEGAL AUTHORITY, REQUIREMENTS, AND DESIGN STANDARDS FOR SEWAGE PIPE BLOCKAGE CONTROL

The EHS inspects grease traps and interceptors for FSEs that hold a permit for a grease collection device.

The District does not have FOG-related issues within the sewer system. For example, from January 1, 2021 through December 31, 2025, the Districts reported no FOG-related spills, three debris-related spills, and six spill caused by roots. Although the District is not required to develop and implement a FOG control plan, the District assists EHS in managing FSEs using the District authority and standards related to the control of fats, oils, and grease that are provided by Title 10 of the Crockett Community Services District Code.

Title 10 of the Crockett Community Services District Code provides the District with necessary legal authority to prohibit spills and blockages caused by fats, oils, and grease discharge. Enforcement provisions are described in addition detail in the District Code, and in Element 3 of this SSMP. Specifically:

- Chapter 10.32, Grease, Oil, and Sand Interceptor Program, provides the requirements for the installation of grease removal devices
- Chapter 10.12.080, Rights of Entry, provides the District with the right of inspection
- Chapters 10.16 and 10.32.040, both titled, "Enforcement," provide the District with the authority to inspect grease producing facilities and enforce requirements

The District is currently evaluating whether the nine spills caused by debris or roots indicate issues that warrant a Pipe Blockage Control Program. The District plans to complete this evaluation by December 31, 2026. Any findings and recommendations from this evaluation will be included in a future update to the SSMP.

7.3 PUBLIC OUTREACH PROGRAM

The District has conducted outreach on a periodic basis to educate residents and facilities on proper disposal practices to prevent sewer blockages, as required. Outreach methods may include:

- Articles in the CCSD's newsletter
- Informational resources posted on the District's website

These materials promote best practices for preventing the discharge of FOG and non-dispersible items (e.g., wipes, rags, hygiene products) into the sanitary sewer system. The District emphasizes the importance of only flushing human waste and toilet paper and encourages residents to properly dispose of food waste and grease via solid waste or organics programs.

Examples of the District's current public education and outreach efforts related to proper disposal of pipe blocking substances are provided in Appendix F.

APPENDIX F – ELEMENT 7 DOCUMENTS

Appendix F includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix F may have been

superseded. Please contact the General Manager for the most recent updates to the Appendix F documents.

- Title 10 of the Crockett Community Services District Code – Source Control (Pretreatment)
- CCSD Outreach Newsletter Update Example

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ELEMENT 8 - SYSTEM EVALUATION, CAPACITY ASSURANCE, AND CAPITAL IMPROVEMENTS

This section of the SSMP discusses the District's activities related to capacity management.

8.1 SWRCB REQUIREMENTS

This element of the SSMP requires procedures and activities for routine evaluation and assessment of system conditions, capacity assessment and design criteria, prioritization of corrective actions, and a capital improvement plan.

8.2 SYSTEM EVALUATION, CONDITION ASSESSMENT, AND CAPACITY ASSESSMENT

The District has not had capacity-related spills since 2007, and as such, has not required a capacity improvement plan. Further, during the severe wet weather event that occurred on December 31, 2022, the District had no recorded spills. The District has collected years of flow data from existing facilities and is planning to utilize this data in a capacity analysis for each of the sanitary departments. The capacity analysis is planned for completion within five years from the date of this SSMP update.

8.3 CAPITAL IMPROVEMENT PROGRAM BUDGET AND SCHEDULE

The District does not have planned improvements related to capacity improvement. As discussed above, neither of the CCSD sanitary departments have experienced capacity-related issues since 2007. If a future capacity assessment determines that projects are required, then these projects will be included in a future CIP.

APPENDIX G – ELEMENT 8 DOCUMENTS

Appendix G is a placeholder for future documents related to this section.

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ELEMENT 9 - MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

This section of the SSMP discusses District Monitoring, Measurement, and Program Modifications.

9.1 SWRCB REQUIREMENTS

The requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below.

The District shall include an Adaptive Management section that addresses Plan-implementation effectiveness and the steps for necessary Plan improvement, including:

- Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities;
- Monitoring the implementation and measuring the effectiveness of each Plan Element;
- Assessing the success of the preventive operation and maintenance activities;
- Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and
- Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.

9.2 ADAPTIVE MANAGEMENT

The District maintains the SSMP as a living document, and that it be regularly updated to reflect program or organizational changes, new regulatory requirements and other changing conditions. The District will update critical information in the SSMP and related documents (e.g. SERP), such as contact numbers and the spill response chain of communication, as they occur. Non-critical items will be updated on an annual basis or as needed. The District will perform a formal SSMP audit every three years and a comprehensive SSMP update will occur every 6 years, or more frequently as needed.

The audit findings are provided in Appendix I, including biannual audit findings from 2016 and the triennial audit from 2025. The audits and recommendations monitor the implementation and measure the effectiveness of each Element in the SSMP, as well as support the updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations.

The remaining information provides information on spill trends, frequency, locations, and estimated volumes to assess the success of the preventive operation and maintenance activities.

9.2.1 Utility Metrics to Measure Progress and Prioritize Activities

The District maintains complaint and blockage records, and records preventive maintenance activities in the ICOM3 CMMS. This information is used to establish and prioritize appropriate SSMP activities.

The District has established the preventive maintenance sewer metrics that are shown in Table 9-1 for use in monitoring, measuring and adjusting sewer maintenance activities. These metrics may be adjusted from time to time, and will be reviewed as part of the SSMP audit.

Table 9-1. Success Factors and metrics

Sewer Maintenance Success Factor	Metric
• System Pipes	• Miles
• Pipes Cleaned	• Miles
• Pipe Inspected (CCTV)	• Miles
• 6-month Hot Spots Cleaned	• Number by Underlying Cause (Roots, Debris, FOG, Structural)
• Spills	• Number by Underlying Cause
• Response Time	• Minutes per Spill after Notification
• Pump Station Overflows	• Number by Cause
• Pipe Rehabilitated	• Miles/Year
• Claims	• #/Year and $/Year/Incident

9.2.2 Spill Trends – Frequency, Location and Volume

General Spill trends are provided in Table 9-2 and Figure 9-1 in the following pages. All data was obtained from the California Integrated Water Quality System (CIWQS) public reports. Information on Spills by cause is presented in Table 9-3 and Figure 9-2, and information on Spills by location is presented in Table 9-4.

The District will compare the results of these trends against prior years' performance to evaluate the maintenance performance results and effectiveness of this SSMP. From 2021 to 2025, the total number of spills decreased and there are no capacity-related spills as shown in the tables on the following pages.

Table 9-2. Spill Trends

Parameters	Year				
	2021	2022	2023	2024	2025
Number of dry weather Spills	2	5	5	2	2
Number of wet weather Spills (capacity-related)	0	0	0	0	0
Total number of Spills	2	5	5	2	2
Number of Spills per 100 miles of sewer per year[a]	12.4	28.6	31.1	12.4	11.4
Number of Spills < 100 gallons	2	1	0	0	1
Number of Spills 100 to 999 gallons	0	2	2	1	1
Number of Spills 1,000 to 9,999 gallons	0	2	3	0	0
Number of Spills > 10,000 gallons	0	0	0	1	0
Total volume of Spills (gallons)	15	6,155	7,398	34,125	206
Total volume recovered and returned to collection system (gallons)	0	303	2,850	525	206
Net volume of Spills (total minus recovered, gal)	15	5,852	4,548	33,600	0
Percent volume recovered (100 x Total volume recovered / Total volume of Spills)	0	5	39	2	100
Volume Reaching Water	0	31	4,178	33,600	0

Note: a) Total miles of pipe from CIWQS

Figure 9-1. Spill Trends

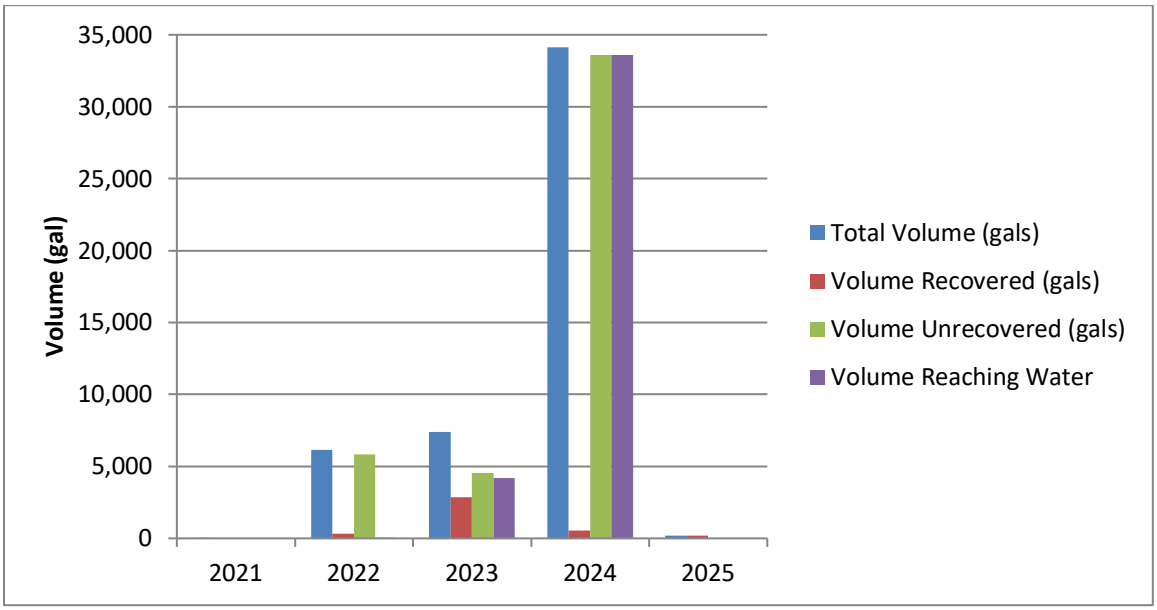

Table 9-3 Spills by Cause

Year	Total	Cause				
		Roots	FOG	Debris	Structural	Other
2021	2				2	
2022	5	3			1	1
2023	5	2			2	1
2024	2			2		
2025	2	1		1		

Figure 9-2 Spills by Cause

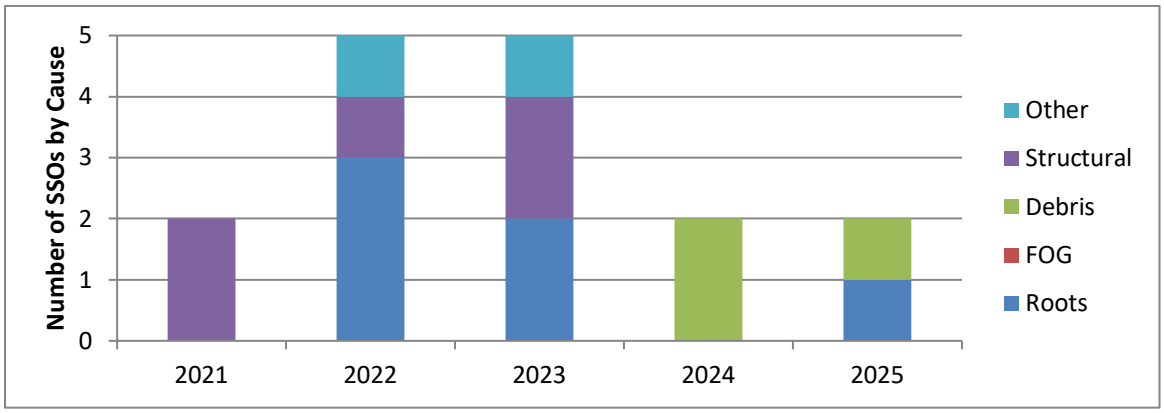

Table 9-4. Spills by Location

Year	Total	Spill Appearance Point				
		Lateral (Private)	Manhole	Gravity Mainline	Force Main	Backflow Prevention Device
2021	2		1			1
2022	5		1	3		1
2023	5		1	3	1	
2024	2	1	1			
2025	2	2				

APPENDIX H – ELEMENT 9 DOCUMENTS

There are no Appendix documents to accompany Section IX. However, this Appendix H is included as a placeholder for future documents.

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ELEMENT 10 – INTERNAL AUDITS

This section of the SSMP discusses plans for required self-audits of the SSMP.

10.1 SWRCB REQUIREMENTS

The District shall conduct periodic internal audits and include the internal audit procedures in this element, appropriate to the size and performance of the system. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 AUDIT PROCEDURES, ROLES AND RESPONSIBILITIES

The District audits its SSMP every three years, with the next audit due November 2, 2028. The SSMP audit considers any updates to the WDR or other regulatory requirements.

The SSMP audits provide an independent assessment of compliance and program effectiveness and identify needed improvements for updating SSMP. The audit is typically conducted in coordination with an outside consultant. The scope of the audit covers each of the sections of the SSMP (in addition to any changes to the SSMP guidelines). The Audit Report evaluates CCSD's success in implementing the most recent version of its SSMP elements and identifies revisions that may be needed for a more effective program. Changes made as a result of the 3-year Audits are re-adopted as part of the District's 6-year SSMP update.

10.3 SSMP PROGRAM MODIFICATION/UPDATE PROCESS

If the triennial audit identifies significant changes to be made to the SSMP, then the SSMP will be updated by June 30 of the same year in which the audit was submitted. The 2025 triennial audit identified minor updates that were included in the May 2026 revision. It is anticipated that the main SSMP document will remain generally unchanged in future updates as well, and that any changes will be reflected in the table that is included in Appendix I. A complete SSMP will be updated every 6 years and the next SSMP update is scheduled for April 2032.

APPENDIX I – ELEMENT 10 DOCUMENTS

Appendix I includes the following documents related to this section. The information in these documents will change from time to time, and the documents in Appendix I may have been superseded. Please contact the General Manager for the most recent updates to the Appendix I documents.

- SSMP Change Log
- 2016, 2018, 2020, and 2025 Internal Audit
- Blank Audit Form

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ELEMENT 11 - COMMUNICATION PROGRAM

This section of the SSMP discusses the District communication plan.

11.1 SWRCB REQUIREMENT

The requirements for the Communication Plan element of the SSMP are summarized below:

The District shall communicate on a regular basis with the public on the development, implementation, and update of its SSMP, including the opportunities for public input to Plan implementation and updates. The District shall inform the public about spills and discharges resulting in closures of public areas, or that enter a source of drinking water. The District shall also communicate system operation, maintenance, and capital improvement-related activities with the owners/operators of systems that connect into the District's system, including satellite systems.

11.2 PUBLIC OUTREACH

The District has several methods for keeping its residents and the general public up to date regarding the development, implementation, and updating of its SSMP, including:

- Commission and Board Meetings: the District uses this publicly noticed Commission and Board meeting to discuss SSMP elements, performance, and updates.
- District Website: The District maintains a website (https://www.town.crockett.ca.us/) to inform the public about its activities and news. Typical information available on the website includes general information about the District, sanitary sewer system, regulations, ordinances and codes, permit forms, pollution prevention materials, community links and general water education information. The District's website includes a Departments webpage that is the repository of all information related to the two sanitary departments, the SSMP, and sanitary sewer related considerations. The webpage also directs visitors to the District's Transparency website that shows information related to the Board, agency budget, and financial audits. Finally, the District's "Updates and Newsletters" page will be used for important sanitary sewer related announcements.
- Door Hangers: During a spill response, door hangers shall be left on customer's door when customer is not home. Further details regarding the District's procedures for notifying customers during a sanitary sewer overflow or backup are provided in the CCSD Overflow Emergency Response Plan (Appendix E).

11.3 PUBLIC INPUT

The SSMP is included on the CCSD website to provide public access to the document. The District has numerous methods for the public to comment on and communicate about the implementation and performance of the SSMP, including:

- Phone and Email: Customers can call the Sanitary Department (510) 787-2992 or email the District through the CCSD website (https://www.town.crockett.ca.us/contact-us) or directly to the District Secretary at districtsecretary@town.crockett.ca.us .
- Public Records Request: Public records can be review or obtain through the "Public Record Request" webpage (https://www.town.crockett.ca.us/public-records-request). Customers can also print the request form and submit it to the CCSD office at 850 Pomona Street, Crockett, CA 93402 or mail it to P.O. Box 579, Crockett, CA 94525. The District will respond to the request within 10 days from the time of receipt.
- Board Meetings: The District holds a monthly Board Meetings normally at 7:00 pm, on the fourth Wednesday of each month, at the Crockett Community Center at 850 Pomona Avenue. CCSD constituents have the opportunity to attend and speak at these public meetings.
- Commissions and Committees: Residents of Crockett and Port Costa may participate in District commissions or committees by submitting an application when a vacancy is available. Details are provided on the CCSD website under the Governance page.

11.4 TRIBUTARY AND/OR SATELLITE SYSTEMS

CCSD does not collect wastewater from any tributary or satellite sewer systems. Therefore, no communication plan with satellite sewer agencies is required.

APPENDIX J – ELEMENT 11 DOCUMENTS

There are no Appendix documents to accompany Section IX. However, this Appendix J is included as a placeholder for future documents.