Crockett Community Services District



Crockett Sanitary Department and Port Costa Sanitary Department

# SEWER SYSTEM MANAGEMENT PLAN

March 2020 (Element 6 and Element 9 Updated 05/31/2023)



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## 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
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
I/I or I&I	Inflow & Infiltration
LRO	Legally Responsible Official
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies

## Crocket CSD

SERP	Spill Emergency Response Plan
OES	Office of Emergency Services (formerly California Emergency Management Agency)
PACP	Pipeline Assessment and Certification Program
Port Costa SD	Port Costa Sanitary Department
RWQCB	Regional Water Quality Control Board
SCADA	Supervisory Control and Data Acquisition (for pump station control)
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

<u>Bay Area Clean Water Agencies (BACWA)</u> – 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: <u>http://www.bacwa.org</u>

<u>Blockage</u>– 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.

<u>California Integrated Water Quality System (CIWQS)</u> – 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: <u>http://www.swrcb.ca.gov/ciwqs/</u>

<u>FOG Control Program</u> –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.

<u>Geographic Information System (GIS)</u> – 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.

<u>Infiltration</u> – 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.

<u>Inflow</u> – 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.

<u>Lateral or Private Lateral</u> – 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.

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

<u>Spill Emergency Response Plan (SERP)</u> – 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.

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

<u>San Francisco Bay Regional Water Quality Control Board (RWQCB)</u> – 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: <u>http://www.waterboards.ca.gov/sanfranciscobay</u>

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

<u>Spill (previously known as Sanitary Sewer Overflow)</u> – 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.

<u>Sanitary Sewer System</u> – 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.

<u>Sewer System Management Plan (SSMP)</u> – 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.

<u>State Water Resources Control Board (SWRCB)</u> – 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.

<u>System Evaluation and Capacity Assurance Plan (SECAP)</u> – 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 will be 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.

<u>Wastewater Collection System</u> – See Sanitary Sewer System.

## **EXECUTIVE SUMMARY**

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the State Water Resources Control Board (SWRCB) 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 will be superseded by Order No. 2022-0103-DWQ effective June 5, 2023. This version includes updates to Element 6 as required by the new Statewide WDR.

### ES-1 BACKGROUND

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 will be 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.

#### ES-2 DISTRICT SERVICE AREA

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 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 C&H Sugar Wastewater Treatment Plant; C&H Sugar provides treatment services under a Joint Use Agreement signed in 1976. The District General Manager serves as the Crockett SD Manager. 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. The Port Costa SD Manager reports to the CCSD General Manager.

Figure ES-1 on the following page shows the Crockett Sanitary Department and Port Costa Sanitary Department Service Areas.

#### ES-3 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 ES-1 on Page ES-4 identifies the objectives that must be addressed to comply with each SSMP element.

## Figure ES-1. Crockett SD and Port Costa SD Service Areas



#### Table ES-1. SSMP Objectives

Element	Objective
I. Goals	• Properly manage, operate, and maintain all parts of the wastewater collection system
	Reduce and prevent Spills
	Mitigate any Spills that occur
II. Organization	Identify agency staff responsible for the SSMP, including the Legally     Responsible Office (LRO)
	List names and telephone numbers for the identified staff
	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
	• Limit the discharge of fats, oils, grease, and other debris that may cause blockages
	Have the authority to enforce violations of the District's sewer ordinances
IV. Operation and	Maintain up-to-date maps
Maintenance Program	• Describe preventive O&M activities including a system for regular maintenance and cleaning, as well as more frequent cleaning of problem areas
	Document scheduled and conducted activities
	• Plan and prioritize rehabilitation actions, and maintain a CIP list and schedule to address deficiencies. Include regular CCTV inspection and a system for ranking pipe condition.
	Provide staff training on a regular basis
	<ul> <li>Provide equipment and replacement part inventories; identify critical replacement parts</li> </ul>
V. Design & Construction Standards	• 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	<ul> <li>Respond to spills in a timely manner that minimizes water quality impacts and nuisance by:</li> </ul>
(SERP)	<ul> <li>Immediately stopping the spill and preventing/minimizing a discharge to waters of the State</li> </ul>
	<ul> <li>Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State</li> </ul>
	<ul> <li>Recovering, cleaning up and disposing of sewage and wash down water</li> </ul>
	<ul> <li>Cleaning publicly accessible areas while preventing toxic discharges to waters of the State</li> </ul>

Element	Objective
VII. FOG Control Program	Develop a Fats, Oil and Grease (FOG) control plan, if needed
VIII.System Evaluation and Capacity	<ul> <li>Implement a capital improvement plan and implementation schedule to address hydraulic deficiencies</li> </ul>
Assurance	Update the implementation schedule every two years
IX. Monitoring, Measurement and Program Modifications	<ul> <li>Maintain relevant information to establish and prioritize SSMP activities</li> <li>Measure the effectiveness of each SSMP element, identify and illustrate Spill trends, and assess the success of the preventive maintenance program</li> <li>Update SSMP elements as necessary</li> </ul>
X. SSMP Audits	<ul> <li>Conduct and file a bi-annual audit that evaluates compliance with SSMP requirements, and identifies deficiencies and steps to correct them</li> </ul>
XI. Communication Program	<ul> <li>Communicate with the public on SSMP development, implementation, and performance, and create a plan for communication with tributary/satellite sewer systems if applicable</li> </ul>

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## **ELEMENT 1 - GOALS**

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.

#### 1.1 SWRCB REQUIREMENTS

The SWRCB requires that the District develop goals to properly manage, operate, and maintain all parts of its wastewater collection system in order to reduce and prevent spills, as well as to mitigate any spills that occur.

#### 1.2 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

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## **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 requirements for the Organization element of the SSMP are as follows:

The SSMP must identify:

- The name of the legally responsible or authorized representative.
- The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. 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 sanitary sewer overflows, and utilize L.R. Paulsell Consulting and/or West County Wastewater District (WCWD) for backup or afterhours response.

The CCSD General Manager serves as the Crockett SD Manager and LRO. The CCSD Department Manager serves as the Port Costa SD Manager and LRO. Each 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:

<u>CCSD Board of Directors.</u> 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.

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

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

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

<u>District Engineer.</u> Currently a contract position that reports to the General Manager and coordinates with the Port Costa 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.

<u>Outside Resources</u>. 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
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SSMP Element	Responsible Position
Goals	• The General Manager leads staff in the implementation of the District's goals.
Organization	<ul> <li>The General Manager updates the organizational structure, manages SSMP implementation, and amends spills response and reporting chains of communication, as needed.</li> </ul>
Legal Authority	<ul> <li>The General Manager upholds the District Ordinance and drafts new ordinances as needed.</li> </ul>
<ul> <li>Operations &amp; Maintenance</li> </ul>	<ul> <li>The General Manager manages the Crockett Sanitary Department resources and budget, preventive maintenance, contingency equipment and replacement inventories, training, collection system map, project inspections, and condition assessments.</li> </ul>
	• The Port Costa Sanitary Department Manager manages these same components of Port Costa system operations and maintenance.
<ul> <li>Design and Construction Standards</li> </ul>	<ul> <li>The Crockett and Port Costa Sanitary Department Managers 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 Managers assure inspection services on new installations to ensure the District's construction standards have been followed.</li> </ul>
Overflow Emergency Response Plan	• The Crockett and Port Costa Sanitary Department Managers implement the Overflow Emergency Response Plans, make revisions to the plan, and conduct regular training for District staff and contractors.
FOG Control Program	<ul> <li>The Crockett and Port Costa Sanitary Department Managers identify FOG hot spots, and through contractors, maintain an effective cleaning program for grease problem areas. The EHS also conducts FOG inspection and enforcement for businesses.</li> </ul>
System Evaluation and Capacity Assurance	<ul> <li>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.</li> </ul>
<ul> <li>Monitoring, Measurement and Program Modifications</li> </ul>	• The Crockett and Port Costa Sanitary Department Managers monitor 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 Element	Responsible Position
SSMP Audits	<ul> <li>The Crockett and Port Costa Sanitary Department Managers oversee annual SSMP audits.</li> </ul>
Communication Plan	• The Crockett and Port Costa Sanitary District Managers communicate with the public and nearby agencies of the SSMP.

#### 2.3 CHAIN OF COMMUNICATION FOR REPORTING

The following chain of communication is also shown in the diagram on Figure 2.

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 respective Department Manager responds to the spill site within a target range of 30 to 60 minutes and evaluates the severity of the spill.
- The respective Manager engages the support of L. R. Paulsell Consulting or WCWD for supplemental response.

#### 2.3.2 Regulatory Reporting

The CCSD General Manager is also the Crockett Sanitary Department Manager, and is the LRO responsible for Crockett SD spill reporting. The Port Costa Sanitary Department Manager is the LRO responsible for Port Costa SD spill reporting. Each manager can back up the other sanitary department and act as LRO for spill reporting for either department if needed.

Figure 2-2 shows the Chain of Communication for responding to and reporting overflows.

## Figure 2.2. SSMP Chain of Communication



#### **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 demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its wastewater collection system (examples may include infiltration and inflow (I&I), storm water, chemical dumping, unauthorized debris and cut roots, etc.)
- Require that sewers and connections be properly designed and constructed
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the public agency
- Limit the discharge of fats, oils, grease, and other debris that may cause blockages
- Enforce any violation of its sewer ordinances

#### 3.2 LEGAL AUTHORITY TO ENFORCE SSMP REQUIREMENTS

The District Code sections that address the SSMP requirements are described below.

#### 3.2.1 Prevention of Illicit Discharges

Section 10.08 of the District Code provides the primary authority governing the prevention of illicit discharges into the wastewater collection 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 characteristics of and negative effects of flow that may not be discharged to the sewer system
- Section 10.08.040 further defines prohibited substances
- Section 10.08.050 prohibits discharge to any manhole or opening in the wastewater collection system other than through sewer laterals or other approved connections
- Section 10.08.070 lists specific pollutant limitations
- Section 10.08.100 prohibits excessive process discharge
- Section 10.08.110 prohibits sludge 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 contact, 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 San Interceptor Program. This section of the District Code is described further in Element 7.

#### 3.2.2 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's governing 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 backwater overflow prevention devices on private lateral sewers
- Section 9.08.050 establishes requirements for connecting to the District's existing sewer pipelines

#### 3.2.3 Responsibility for Private Laterals

Lateral pipelines, up to and including the connection to the District's sewer mainlines, are considered private property.

#### 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

Article 10 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
- Institution of sampling and evaluation programs, enforcement compliance schedule agreements, and related administrative orders
- Assessment of charges for obstruction or damage to District facilities or operations
- Suspension or termination of services
- Administrative complaints for administrative and civil penalties
- Civil action
- Criminal action

#### 3.3 INTERAGENCY AGREEMENTS AND SATELLITE SYSTEMS

CCSD does not collect wastewater from satellite systems, and therefore does not have any agreements with satellite sewer collection agencies.

#### **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

https://www.town.crockett.ca.us/district-code

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## **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:

- Collection System Mapping
- Resources and Budget
- Prioritized Preventive Maintenance
- Scheduled Inspections, Condition Assessments and Replacement Planning
- Critical Equipment and Spare Parts
- Training

#### 4.1 COLLECTION SYSTEM MAPS

#### 4.1.1 SWRCB Requirement

CCSD must maintain an up-to-date map of the sanitary sewer system, e.g., gravity line segments, manholes, pumping facilities, pressure pipes, valves, and incorporate information from applicable stormwater conveyance facilities as maintained by the County.

#### 4.1.2 CCSD Collection System Mapping

The District has mapped the separate wastewater collection systems of Crockett and Port Costa using ICOM3. 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 RESOURCES AND BUDGET

#### 4.2.1 SWRCB Requirement

The District must plan for and secure resources needed to properly manage the wastewater collection system.

#### 4.2.2 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. In Fiscal Year 2022/23, the District allocated funding of approximately \$3.07M for annual operations and maintenance of the Crockett Sanitary Department and Port Costa Sanitary Department sewer collection systems. Funding is provided through sewer service charges.

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 24, 2019 by Resolution No. 18/19-23.

All field work is handled by outside contractors. WCWD, based in North Richmond, provides maintenance and repair service for the District's pump stations and other plant facilities in Crockett. WCWD is also one of the contractors that provide limited sewer maintenance services on request. L. R. Paulsell provides additional sewer maintenance and repair service, CCTV inspection service, and emergency response by request.

CCSD also has a service agreement with Valley Operators for Port Costa SD treatment plant operations and maintenance. 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.

#### 4.3 PRIORITIZED PREVENTIVE MAINTENANCE

#### 4.3.1 SWRCB Requirement

The SSMP must describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

#### 4.3.2 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 Department Managers communicate with WCWD and L.R. Paulsell 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 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. Any changes in cleaning frequency are documented in ICOM3.

#### 4.4 SCHEDULED INSPECTIONS, CONDITION ASSESSMENT AND REHABILITATION

#### 4.4.1 SWRCB Requirement

The District must develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan (CIP) that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

#### 4.4.2 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. The Department Managers review 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 Department Managers review 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.

#### 4.5 SSMP REQUIREMENT FOR TRAINING

#### 4.5.1 SWRCB Requirement

The District must provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained.

#### 4.5.2 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 SSMP and OERP

#### 4.6 SSMP REQUIREMENT FOR CONTINGENCY EQUIPMENT

#### 4.6.1 SWRCB Requirement

The District must provide equipment and replacement part inventories, including identification of critical replacement parts.

#### 4.6.2 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.

#### 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
- CCSD field forms (see Element 6, SERP)

## **ELEMENT 5 - DESIGN AND CONSTRUCTION STANDARDS**

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 design and construction standards and specifications for the installation of new sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sewer systems.

#### 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, 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 STANDARDS FOR INSPECTION AND TESTING OF NEW AND REHABILITATED FACILITIES

District design standards are followed when inspecting and testing new or rehabilitated sewers, pump stations, and other appurtenances.

#### **APPENDIX D – ELEMENT 5 DOCUMENTS**

Appendix D includes 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 Spill Emergency Response Plan (SERP) is to list measures that are in place to protect public health and the environment. 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:

- Immediately stopping the spill and preventing/minimizing a discharge to waters of the State<sup>1</sup>;
- Intercepting sewage flows to prevent/minimize spill volume discharged into waters of the State;
- Thoroughly recovering, cleaning up and disposing of sewage and wash down water; and
- Cleaning publicly accessible areas while preventing toxic discharges to waters of the State.

# 6.1 SWRCB REQUIREMENTS

The SSMP must include an up-to-date Spill Emergency Response Plan to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to:

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of the WDR, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;

<sup>&</sup>lt;sup>1</sup> 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.



- 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 Spill Emergency Response Plan, 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:

- <u>Category 1</u>: A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under the WDR 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.

- <u>Category 2</u>: A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under the WDR that does not discharge to a surface water.
- <u>Category 3</u>: A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under the WDR that does not discharge to a surface water.
- <u>Category 4</u>: A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under the WDR 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 the District Secretary, who then routes the call to the respective Sanitary Department Manager. 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 are not already in place, the individual receiving the call must attempt to collect the following information:

- Time and date of call
- Specific location of potential problem
- Nature of call
- In case of spill, estimated start time
- Caller's name and telephone number
- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

# 6.3.1 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

Figure 6.1 Spill Notification Process





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 **RESPONSE PROGRAM**

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

- Crockett SD Manager: 510-303-2313
- Port Costa SD Manager: 510-303-2313
- West County Wastewater District: 510-222-6700
- In Case of Emergency: 911
- County Sheriff Dispatch: 925-646-2441
- Office of Emergency Services: 800-852-7550
- L. R. Paulsell Consulting (Contractor): 805-340-7699
- Contra Costa County Public Works Maintenance Department: 925-313-2000
- Regulatory Agencies:
  - o California Regional Water Quality Control Board: 510-622-2300
  - California Department of Fish and Wildlife Bay Delta Region: 707-428-2002
  - Environmental Health Services Division of the Contra Costa Health Services Department: 925-692-2500
  - o California Office of Emergency Services: 800-852-7550
- U.S. Coast Guard: 510-437-3073

#### 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

# 6.4.2 Initial Response

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.

The District uses the Sanitary Sewer Spill Packet or Sanitary Sewer Backup Packet, both of which are included in this SERP, to document the contact and response for each spill that occurs.

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 the WCWD, L. R. Paulsell, 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 shall follow the steps outlined below:

- Note arrival time at the site of the spill/backup
- Verify the existence of a sewer system spill or backup
- Determine if the spill or blockage is from a public or private sewer
- Identify and assess the affected area and extent of spill
- Mobilize contract spill response support
- Contact caller 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



- 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)

Upon arrival at the location of a spill into a house or a building, the First Responder evaluates and determines 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 laterals 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 hangar included in the SERP
- 3. If the resident is home, provide them with the pamphlet "Sewer Spill Reference Guide" provided by the California Sanitation Risk Management Authority (CSRMA)
- 4. 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 for 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 spill 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.

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 <u>NetworkNewLoss@networkadjusters.com.</u>

The Sanitary Sewer Backup Response Packet in the SERP includes forms to use during a spill that affects private property, 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 WCWD 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 5.2.2.

# 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. Spilled sewage should be collected, hauled, and discharged to a nearby wastewater treatment plant.

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.

# 6.4.8 Clean Up and Disinfection

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

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 in the SERP Appendices.

Spills inside houses or buildings should be cleaned by a professional cleaning company as discussed above. Contact information for professional cleaning companies can be found in the "Water Damage Restoration" section of the Yellow Pages and is also provided in the SERP Appendices.

Claims by homeowners should be forwarded to the District. In the event of a spill event during night time 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.

#### 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 and brooms. Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

On **landscaped or unpaved areas**, collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

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

# 6.5 IMPACT TO SURFACE WATERS

If a spill is confirmed to have entered waters of the State 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 then proceed with the following additional activities:

- Determine the extent of the spill by investigating downstream until there is no evidence of sewage or debris along the creek or water body.
- Conduct receiving water visual observations, as described in Section 6.5.1.
- If the spill is 50,000 gallons or greater, collect water quality samples within 18 hours of becoming aware of the spill.
- Post contaminated water sign(s) and protects the water body from public access on all sides. 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.
- 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 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.
- For spills 50,000 gallons or greater, 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.
- 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 the District requires immediate attention from the County during a spill event, they call the Public Works Maintenance Dept at 925-313-2000.

# 6.5.1 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),
  - o Discoloration of receiving water, and
  - Impact to the receiving water.

# 6.5.2 Water Quality Monitoring Plan

Water quality sampling and testing is required whenever 50,000 gallons or greater of spilled sewage enter a water body. The purpose of testing is to determine the extent and impact of the spill. The guidelines listed below must be followed.

- The District has coordinated with West County Wastewater District to complete the collection of samples. When WCWD is not available, Valley Operators is available to provide assistance. Valley Operations LLC can be found at 209-483-5525.
- Samples must be collected and tested within 18 hours of initial knowledge of the spill event.
- Water samples made by WCWD are taken to the WCWD Laboratory at 2377 Garden Tract Road, Richmond, CA (510-237-6603). If the WCWD laboratory is closed, the District utilizes the CCCSD laboratory, located at 5019 Imhoff Place, Martinez, CA (925-228-9500).
- Water samples made by Valley Operators are taken to Eurofins Calscience, 1534 Willow Pass Rd, Pittsburg, CA 94565 (925-689-9022) or McCampbell Analytical 1534 Willow Pass Rd, Pittsburg, CA 94565
- 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.
- The required water quality sampling procedures are as follows:
  - Collect one water sample, each day of the duration of the spill, upstream of the spill entry point if sewage discharges to a surface water via a drainage conveyance system, and/or
  - Three receiving water sampling locations (upstream, at the spill entry point, and downstream)



- 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 locations are described further in the table below.

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

# Sampling of Flow for Spills 50,000 Gallons or Greater

- 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 required per this General Order must be performed by a laboratory that has accreditation pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code. (Water Code section 13176(a).) The State Water Board accredits laboratories through its Environmental Laboratory Accreditation Program (ELAP).
- The Department of Health Services provides the following guidance regarding water quality sampling:
  - Keep the sterile collection bottle closed until it is to be filled. Do not contaminate inner surface of the lid or bottle rim.

- Collect water sample just below the surface in knee deep water, approximately 3 feet deep (full arm's length), without rinsing. If needed, extend the sampling pole to the fullest length to reach deeper water depth. Minimize contact with bank or beach bed as water fouling may occur.
- Remove cap and hold the bottle near its base and plunge it, neck downward, below the surface
- Turn bottle until neck points slightly upward and mouth is directed toward the current. Fill bottle leaving about 1 inch of air to allow lab to mix by shaking. Collect a minimum of 100 mL. (If applicable, insert sterile collection bottle into the holder on the sample pole. Extend the sample pole and plunge bottle end into the water, bottle opening downward.)
- Immediately place cap securely on bottle to avoid leaks and contamination
- Dry the bottle
- Label container with distinctive sample site name, date, and time collected
- Complete the laboratory requisition slip with requested information (site, bottle number, collector, date and time of collection, type of sample, test requested, name and phone number of responsible person for reporting purposes, and deliverer name). Note any field observations that may have occurred during the sampling.
- Samples should be stored and shipped by placing the water sample bottle in a cooler with frozen blue ice. Water sample must be kept cool. Ice may be used but care must be taken so water samples are not contaminated or diluted by the ice.

# 6.5.3 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 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.

# 6.6 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 SERP.

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.

# 6.7 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.

# 6.8 STAFF AND CONTRACTOR TRAINING

Following are the various training opportunities that are required for CCSD staff and spill response contractors:

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

# 6.9 SPILL REPORTING AND RECORDKEEPING

#### 6.9.1 Spill Documentation

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 event complaints
  - b. Category 4 spills (in addition to other Cat 1 3 documentation)
  - c. Sewer system telemetry records
  - d. Sewer system management plan implementation records
  - e. Audit records
  - f. Equipment Records



g. Work orders

Specific requirements for recordkeeping are listed below:

#### 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.

#### Recordkeeping of Category 4 Spills

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

- a. Contact information: Name and telephone number of District contact person to respond to spill-specific questions;
- b. Spill location name;
- c. Description and GPS coordinates for the system location where the spill originated;
- d. Did the spill reach a drainage conveyance system? If Yes:
  - a. Description of drainage conveyance system location;
  - b. Estimated spill volume fully recovered within the drainage conveyance system;
  - c. Estimated spill volume remaining within the drainage conveyance system; and
  - d. Estimated total spill volume exiting the sanitary sewer system.
- 3. Spill date and start time;



- 4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- 5. System failure location (for example, main, pump station, etc.);
- 6. Description of spill response activities including description of immediate spill containment and cleanup efforts;
- 7. Description of how the volume estimation was 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.
- 8. Description of implemented system modifications and operating/maintenance modifications.

#### 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:
  - a. Local regulatory enforcement action taken against the sewer lateral owner in response to a spill, as applicable; and
  - b. System operation, maintenance and program modifications implemented to prevent repeated spill occurrences at the same spill location.

#### 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.

#### 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.

#### 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.

#### Equipment Records

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

#### Work Orders

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

#### 6.9.2 Spill Specific Monitoring

Spill-specific monitoring means the gathering of information and data for a specific spill event to be reported or kept as records. The WDR requires the following assessments, as a component of data gathering following a spill.

#### Spill Location and Spread

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

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



- Extent of spill spread; and
- The location(s) of clean up.

#### 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.

# 6.10 REGULATORY REPORTING

Table 6.1 above summarizes regulatory reporting requirements, which are discussed further below.

#### 6.10.1 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.

#### 6.10.2 2-Hour Notification to Regulatory Agencies of Spills

The First Responder or appropriate party shall notify Cal OES of a Category 1 spill greater than or equal to 1,000 gallons discharged to surface waters. 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.
  - 1. The agency has knowledge of the spill;
  - 2. Notification can be provided without substantially impeding cleanup or other emergency measures.

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.

#### 6.10.3 Detailed Reporting Requirements

Table 6-1 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.

The draft spill report must contain the following:

- 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;
- 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 must, at minimum, include the following information in addition to the information provided in the Draft Spill Report:

- 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;
- 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, 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 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 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 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. The report shall include for each spill:

- 1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
- 2. Spill location name;
- 3. Date and time the Enrollee was notified of, or self-discovered, the spill;
- 4. Operator arrival time;
- 5. Estimated spill start date and time;
- 6. Description, photographs, and GPS coordinates where the spill originated:
  - 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, ongoing spill rate at time of arrival (if applicable), and the spill end time;
- 14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- 15. System failure location (for example, main, pump station, etc.);
- 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
- 17. Description of the impact of the spill;
- 18. Whether or not the spill was associated with a storm event;
- 19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
- 20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
  - 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 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.

#### 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 Spill Reporting for Category 4 Spills

Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1<sup>st</sup> after the end of the calendar year in which the spills occur.

#### MONTHLY CERTIFICATION OF "NO-SPILLS" OR "CATEGORY 4 SPILLS"

If either (1) no spills occur during a calendar month or (2) only Category 4 spills 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" certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 spills that will be reported annually for the designated month.



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

#### 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.

# **APPENDIX E – SPILL EMERGENCY RESPONSE PLAN DOCUMENTS**

Appendix E includes supporting documents for the District's Spill Emergency Response Plan, including:

- DKF Handouts to Support Spill Response
  - PB-2 Sewer Spill/Backup Response Summary
  - o PB-3 Receiving a Sewage Spill/Backup Report
  - PB-5 Contractor Orientation
  - PB-9 High Priority Assets
  - BP-1, CS-1, and Supporting Forms for Customer Backups and Claims
- CCSD Loring and Main Pump Station Emergency Response Plans
- Template for Spill Technical Report

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# Table 6.1. Regulatory Reporting Timelines and Actions

Element	Requirement	Meth
NOTIFICATION	<ul> <li>Category 1 Spill Greater than 1,000 Gallons:         <ul> <li>Notify OES within two hours of becoming aware of any Category 1 Spill (i.e., greater than or equal to 1,000 gallons discharged to surface waters</li> <li>Obtain an OES notification control number.</li> <li>Also notify Costa Environmental Health, and the County Health Officer</li> </ul> </li> </ul>	Call Cal OES at: (800) 852-7550, Contra Costa Environ Officer at (925) 313-6712.
REPORTING	<ul> <li>Category 1 Spill:         <ul> <li>Draft Report within three business days of becoming aware of the spill</li> <li>LRO certifies within 15 calendar days of spill end date</li> </ul> </li> <li>Category 2 Spill:         <ul> <li>Draft Report within 3 business days of becoming aware of the spill</li> <li>LRO certifies within 15 calendar days of the spill end date</li> </ul> </li> <li>Category 3 Spill:         <ul> <li>Certified report within 30 calendar days of the spill end date</li> </ul> </li> <li>Category 3 Spill:             <ul> <li>Certified report within 30 calendar days of the end of month in which the spill occurred</li> </ul> </li> <li>Category 4 Spill:             <ul> <li>Monthly the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills within 30 calendar days after the end of the calendar month in which the spills occurred</li> <li>LRO certifies annually a report of all Category 4 spills, by February 1 after the end of the calendar year in which the spills occurred</li> </ul> </li> <li>Category 1 Spill Greater than 50,000 Gallons:         <ul> <li>LRO submits a Spill Technical Report within 45 calendar days after the spill end date</li> <li>"No Spill" or "Category 4 Spill" certification :                 <ul> <li>LRO certifies that no Spill or only Category 4 spills occurred within 30 calendar days of the end of the month.</li> </ul> </li> <li>Collection System Questionnaire (to be changed to Annual Report in 2024):                 <ul> <li>District updates and certifies every 12 months, with the Annual Report deadline beginning on April 1, 2024.</li> </ul> </li> </ul></li></ul>	<ul> <li>Enter data into the CIWQS Online Spill Database (<u>http:/</u>Responsible Official(s).</li> <li>All information required by CIWQS should be captured in</li> <li>Certified Spill reports may be updated by amending the r calendar days after the Spill end date (for Category 1 and spills), as applicable. After 90 days, the State and Region report along with a justification for why the additional inf days.</li> </ul>
WATER QUALITY MONITORING	<ul> <li>Category 1 Spill Greater than 50,000 Gallons:         <ul> <li>District conducts water quality sampling within 18 hours after knowledge of the spill for Category 1 Spills in which 50,000 gallons or greater are spilled to surface waters.</li> </ul> </li> </ul>	Water quality results will be uploaded into CIWQS for C spilled to surface waters.

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nmental Health at (925) 608-5500, and the County Health

//ciwqs.waterboards.ca.gov/), certified by the Legally

the Spill report.

report or adding an attachment to the Spill report within 90 d 2 spills) or the date of the certified report (for Category 3 nal Board must be contacted to request to amend a Spill nformation was not available prior to the end of the 90

Category 1 Spills in which 50,000 gallons or greater are

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# ELEMENT 7 - FOG CONTROL PROGRAM

The purpose of this section is to evaluate the extent and nature of spills related to Fats, Oils and Grease (FOG), to determine the need for a FOG Control Program, and to outline the elements of the District FOG Control Program.

# 7.1 SWRCB REQUIREMENTS

The District shall evaluate its service area to determine whether a FOG control program is needed. If the District determines that a FOG program is not needed, justification must be provided for why it is not needed. If FOG is found to be a problem, the District must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The FOG source control program shall include the following as appropriate:

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

# 7.2 LEGAL AUTHORITY, REQUIREMENTS, AND DESIGN STANDARDS FOR FOG 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, 2015 through December 31, 2019, the Districts reported one FOG-related spill. 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

# 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)

# ELEMENT 8 - SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

This section of the SSMP discusses the District's activities related to capacity management. This section fulfills the Capacity Management requirements for the RWQCB and the SWRCB elements.

# 8.1 SWRCB REQUIREMENTS

The District must establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding. The District shall develop a schedule of completion dates for all portions of the CIP. This schedule shall be reviewed and updated at least every two years.

# 8.2 SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

The District has not had capacity-related spills since 2007, and as such, has not required a capacity improvement plan. 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 the District Monitoring, Measurement, and Program Modifications. This section fulfills the Monitoring, Measurement, and Program Modifications requirements for the RWQCB and the SWRCB elements.

# 9.1 SWRCB REQUIREMENTS

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

The District shall:

- Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP
- Assess the success of the preventive maintenance program
- Update program elements, as appropriate, based on monitoring or performance evaluations
- Identify and illustrate spill trends, including spill frequency, location, and volume

#### 9.2 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 will may be adjusted from time to time, and will be reviewed as part of the SSMP audit.

Sewer Maintenance	Metric
Success Factor	
System Pipes	Miles
Pipes Cleaned	Miles
Pipe Inspected (CCTV)	Miles
6-month Hot Spots Cleaned	<ul> <li>Number by Underlying Cause (Roots, Debris, FOG, Structural)</li> </ul>
• Spills	Number by Underlying Cause

#### **Table 9-1. Success Factors and Metrics**

V.W. HOUSEN & ASSOCIATES



Response Time	Minutes per Spill after Notification
Pump Station Overflows	Number by Cause
Pipe Rehabilitated	Miles/Year
Claims	#/Year and \$/Year/Incident

# 9.3 SPILL TRENDS – FREQUENCY, LOCATION AND VOLUME

General Spill trends are provided in Table 9-2 and Figure 9-1. All data was obtained from the California Integrated Water Quality System (CIWQS) public reports.

# Table 9-2. Spill Trends

	Year				
Parameters	2018	2019	2020	2021	2022
Number of dry weather Spills	2	3	6	2	5
Number of wet weather Spills (capacity-related)	0	0	0	0	0
Total number of Spills	2	3	6	2	5
Number of Spills per 100 miles of sewer per year <sup>a</sup>	11.4	17.1	34.3	11.4	28.6
Number of Spills < 100 gallons	0	0	3	2	1
Number of Spills 100 to 999 gallons	2	3	3	0	2
Number of Spills 1,000 to 9,999 gallons	0	0	0	0	2
Number of Spills > 10,000 gallons	0	0	0	0	0
Total volume of Spills (gallons)	635	332	1650	15	6155
Total volume recovered and returned to collection system (gallons)	0	1	1	0	303
Net volume of Spills (total minus recovered, gal)	635	331	1649	15	5852
Percent volume recovered (100 x Total volume recovered / Total volume of Spills)	0	30	6	0	5
Volume Reaching Water	0	278	450	0	31

Note: a) Total miles of pipe from CIWQS: 17.5 miles




Information on Spills by cause is presented in Table 9-3 and Figure 9-2.

## Table 9.3 Spills by Cause

Year	Total	Cause				
		Roots	FOG	Debris	Structural	Other
2018	2			1	1	
2019	3			2		1
2020	6	2	1	2		1
2021	2				2	
2022	5	3			1	1



Figure 9-2. Spills by Cause

## **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.

# ELEMENT 10 - SSMP PROGRAM AUDIT

This section of the SSMP discusses plans for required self-audits of the SSMP. This section fulfills the SSMP Audit requirement for the RWQCB and the SWRCB elements.

### 10.1 SWRCB REQUIREMENTS

The requirements for the SSMP Audits element of the SSMP are summarized below:

The District shall conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the 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

On April 30, 2016, the District had an outside consultant prepare a biannual SSMP audit, which is kept on file in accordance with the Statewide WDR requirements. The audit form that was used in 2016 is included in Appendix I. A subsequent audit was prepared in 2018 in advance of this SSMP update. The next audit will be completed in 2020. Up to three years of past audits will be included in this Appendix.

#### 10.3 SSMP PROGRAM MODIFICATION/UPDATE PROCESS

If the biannual 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 2018 biannual audit identified minor updates that were included in the February 2020 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. The next SSMP update is scheduled for April 2024.

#### APPENDIX I – SSMP PROGRAM AUDIT 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, and 2020 Biannual Audits
- Blank Audit Form

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# ELEMENT 11 - COMMUNICATION PLAN

This section of the SSMP discusses the District communication plan. This section fulfills the Communication Plan requirements for the SWRCB element.

#### 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 performance of its SSMP. The communication system shall provide the public the opportunity to provide input as the program is developed and implemented. The agency shall also create a plan of communication with systems that are tributary and/or satellite to the sanitary sewer system.

#### 11.2 COMMUNICATION PLAN

The District uses its publicly noticed Commission and Board meetings to discuss SSMP elements, performance, and updates. The SSMP is also included on the CCSD website to provide public access to the document (please see the following URL: https://www.town.crockett.ca.us/sewer-system-management-plan.

#### APPENDIX J – COMMUNICATION PLAN DOCUMENTS

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



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