CITY OF POMONA
SPILL EMERGENCY RESPONSE PLAN

Revised May 2023

Prepared For:

City of Pomona
148 North Huntington Street
Pomona, California 91768

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Chapter 1
Introduction

Because Sanitary Sewer Spills of various volumes occur from time to time in spite of concerted prevention efforts, the City of Pomona (City) has prepared this Spill Emergency Response Plan (SERP). Spills may occur from blocked sewers, pipe failures, mechanical malfunctions, and other natural or man-made causes. City crews are constantly on alert and ready to respond upon notification and confirmation of a spill.

This SERP establishes the formal procedures for City staff to respond to, contain, correct, and clean up spills, and it is intended to minimize the effects of spills on the environment while protecting the public's health and safety. Chapter 1 provides an overview of the City's wastewater collection system, the purpose and goals of the SERP, the regulatory authority requiring this plan, an overview of this document's organization, and definitions of terms contained in this document.

1.1 Wastewater Collection System Overview

The City provides sewer service throughout the City and to a limited area outside the City limits. The City's wastewater collection system consists of approximately 317 miles of gravity sewer, four (4) pump stations, 1.4 miles of force mains, 6,360 manholes, and two (2) siphons. Sewage collected by the City's wastewater collection system is conveyed to the Pomona Water Reclamation Plant (PWRP) for treatment and disposal under the authority of the Los Angeles County Sanitation Districts (LACSD). The four pump stations are owned, maintained, and operated by the LACSD under the terms of a new agreement located in Appendix H, *Sewage Lift and Force Main Transfer*.

1.2 Purpose and Goals

The City recognizes the importance of protecting the health and safety of the public as well as the environment by preventing sewer flows from reaching surface waters and waters of the United States. The City also understands the necessity to implement procedures to minimize the impact of a spill if one were to occur and comply with the requirements of state regulations. The primary goal in establishing an official SERP is to ensure that City staff responds appropriately and efficiently to all known spills immediately.

The objectives of the SERP can be summarized as:

- Protect public health and safety, and the environment;
- Minimize the effects of spills;
- Satisfy regulatory and discharge permit conditions;
- Notify appropriate regulatory agencies and other affected entities;

- Protect private and public property;
- Protect City personnel; and
- Protect all City owned assets.

This SERP is intended to supplement and be consistent with existing emergency plans and standard operating procedures currently implemented by the City. The overall plan will facilitate coordination and mobilization of necessary facilities and personnel in an organized and efficient manner when responding to a spill.

1.3 Organization of this SERP

This document provides the necessary guidelines for City staff to respond to a spill event. This SERP contains the following elements:

- Introduction
- Spill Emergency Response Procedures
- Public Advisory Of Sewage Contamination Procedures
- Spill Reporting Requirements
- Training Requirements
- SERP Updating Requirements
- Various Attachments

1.4 Regulatory Requirements

The following regulatory requirements establish the impetus for the City to develop and follow procedures to minimize the potential and impact of spill occurrences.

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

California Waste Discharge Requirements: On December 6, 2023, the State Water Resources Control Board adopted the Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. WQ 2022-0103-DWQ, and update to Order No. 2006-0003. The WDRs are applicable to all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to publicly owned treatment facilities in the state of California. Specifically, the WDRs, as part of the Monitoring and Reporting Program and Order No. WQ 2022-0103-DWQ, require that the City

update monitoring, record keeping, reporting, and public notification requirements for spills, including on-line reporting requirements through the State's California Integrated Water Quality System (CIWQS) web-site. The WDRs require that the City continue on-line reporting established January 2, 2007 and that the City prepares an updated Emergency Response Plan by June 5, 20023. This SERP fulfills the second requirement and documents the City's efforts to comply with the on-line reporting.

Clean Water Act, Section 1251 of Chapter 33 of the United States Code: In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees. The City of Pomona is not currently subject to an NPDES permit or any legal action initiated by the federal government.

1.5 Definition of Terms

Category 1 Spill: A spill of sewage of **any volume** from or caused by an enrollee's sanitary sewer system 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 (e.g., infiltration pit, percolation pond).
- A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water.

Category 2 Spill: A discharge of sewage:

- That is **1,000 gallons** or greater.
- That **does not** discharge to a surface water.
- That enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

Category 3 Spill: A discharge of sewage:

- That is equal to or greater than **50 gallons** and less than **1,000 gallons**.
- That **does not** discharge to a surface water.
- That enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

Category 4 Spill: A discharge of sewage:

- That is less than **50 gallons**.
- That **does not** reach a surface water.
- That enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

First Responder: The City's Wastewater Maintenance Section staff person who is initially notified of a possible spill and arrives first at the reported location of the possible spill.

Private Lateral Sewage Discharge: Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Public Waters: Any body of water such as the ocean, bay, lake, pond, river, stream, or creek where there is the potential for human contact as defined by the County Department of Environmental Health.

Spill: A sanitary sewer spill is any overflow, spill, release, discharge, or diversion of sewage from a wastewater collection system. Spills include:

- Release of untreated or partially treated sewage that reach waters of the United States;
- Release of untreated or partially treated sewage that do not reach waters of the United States; and
- Sewage backups into buildings and private property that are caused by blockages or flow conditions in a wastewater collection system, other than a building lateral. Sewage backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned is a spill when sewage is discharged off a private property into streets, storm drains, or waters of the State.

Sewage: Any liquid waste and water borne solid waste resulting from residential, commercial, industrial, or institutional activities or uses.

Standby Person: A designated Wastewater Maintenance Section staff person who is on call to perform his or her assigned duties outside of his or her regularly assigned working shift.

Surface Waters: All permanent and intermittent drainage ways, lakes, and reservoirs, either public or private, which are not man-made for the treatment of municipal, agricultural, or industrial waste, and wholly or partially within the boundaries of the City of Pomona. Spills to storm drains tributary to surface waters shall be reported as discharges to surface waters.

Untreated or Partially Treated Wastewater: Any volume of sewage discharged from the wastewater collection system upstream of a wastewater treatment plant.

Wastewater Collection System: Any system of pipes, pump stations, sewer lines, etc., used to collect and convey sewage to a treatment plant. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments,

tanks, high-lines, etc.) are considered to be part of the sanitary sewer system, and discharges of sewage to these facilities are not spills.

Waters of the United States: All waters of the United States as defined in the Code of Federal Regulations, Volume 40, Section 122.2 (40 CFR 122.2) such as navigable waters, rivers, streams, lakes, natural ponds, wetlands, etc., including tributaries to traditional navigable waters.

Chapter 2
Spill Response Procedures

Spills are caused by a blockage or a restriction in the wastewater collection system, pipe failures, flows exceeding the capacity of the system, and other natural or man-made causes. In the event of a spill, the City's wastewater staff must respond and be prepared to:

- Contain the Spill;
- Control the Spill;
- Clean up the contaminated area; and
- Notify the appropriate authorities.

This section presents a strategy for the Wastewater Maintenance Section to mobilize labor, materials, tools, and equipment to contain, mitigate, and clean-up residuals from a sewer overflow and correct or repair any condition which may cause or contribute to an un-permitted sewage discharge. This plan is applicable to a wide range of potential system failures that could create a spill. Figure 2-1 summarizes the process presented in this chapter and offers a concise overview of the following steps required to quickly respond to an actual or possible spill event.

2.1 Receiving Information about a Possible Spill

A spill may be detected by City employees or the public. Suspicious circumstances, such as foul odors, backed up plumbing, unusual flooding, unusually low flows entering a pump station or treatment plant, and so on, may also indicate the possibility of an actual or impending spill. This section describes how the City's Wastewater Maintenance Section staff is notified of possible spills.

2.1.1 Notifications of Possible Spills

Notifications of possible spills may be received via telephone calls or the City's GovQA notification system currently in place. The GovQA system allows the public to notify the City of various issues via e-mail. The e-mails are received, tracked, and disseminated to the appropriate staff for resolution. Although City staff is required to respond to issues received via the GovQA system within a specific period of time, messages received regarding potential spills require immediate response, and therefore notification of a potential spill via the GovQA system is not recommended or typical. Calls or complaints received via telephone for actual or possible spills are routed to the Distribution/Wastewater Supervisor from either the City's Customer Services Section or the Pomona Police Dispatch Center. If the Supervisor is not available or non-responsive, then the designated back-up person is notified. Figure 2-2 shows how a possible spill will be reported to the Wastewater Collection System Supervisor.

Figure 2-1
Spill Response Procedure

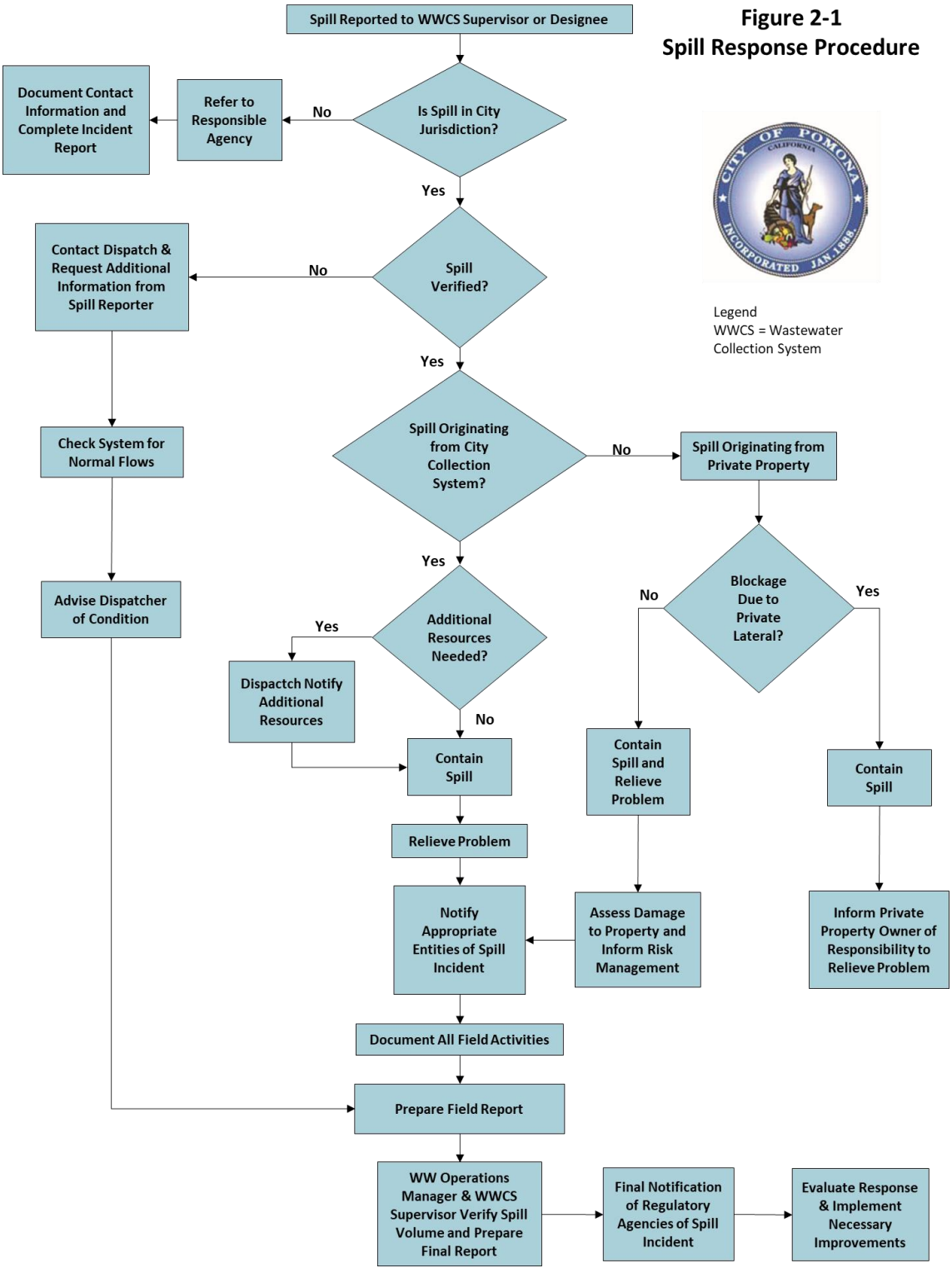
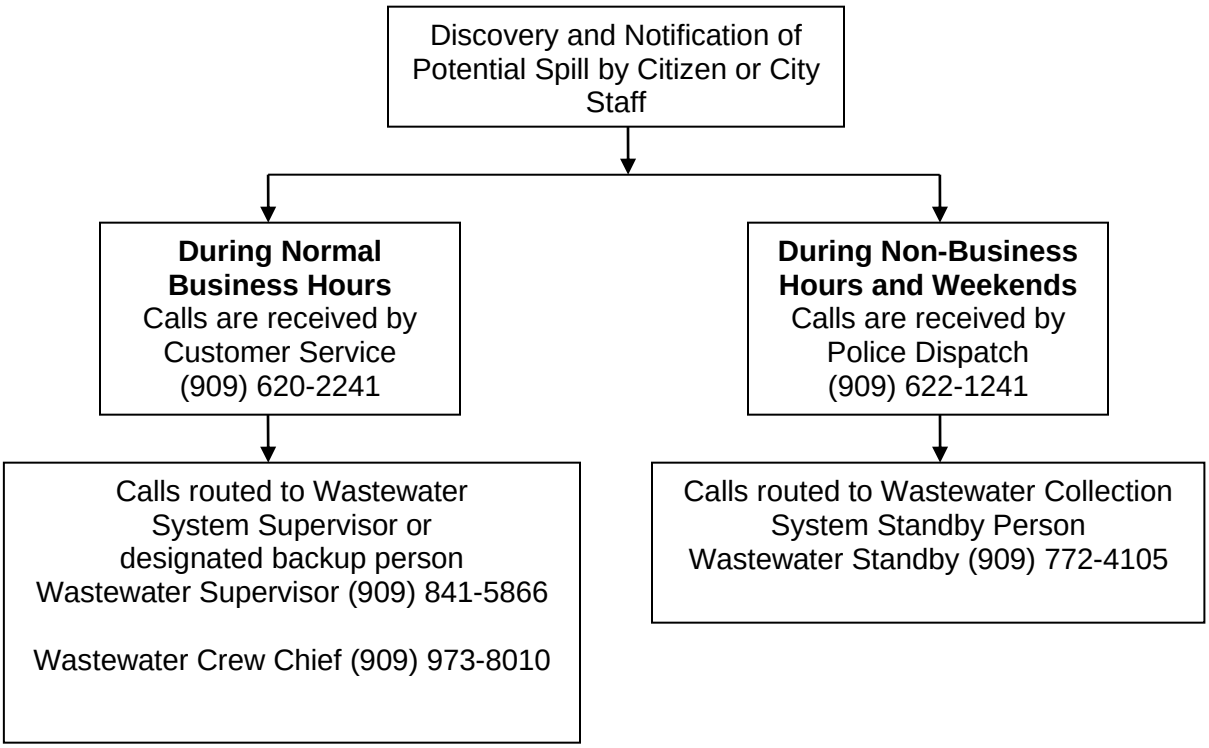


Figure 2-2
Process for Alerting Staff of a Possible Spill



As illustrated in Figure 2-2, notification of a potential spill will be routed directly to the Wastewater System Supervisor from City Hall's Customer Service Section, during normal business hours. During non-business hours, weekends, and designated City holidays, calls will be received by the City of Pomona Police Dispatch Center and forwarded to the Wastewater Collection System Standby person in the City's Wastewater Maintenance Section.

Upon receipt of a notification of a potential spill, the Wastewater System Supervisor or the designated back-up will obtain as much information as possible from the reporting entity. The relevant information that should be collected includes:

- Time and date the call/spill report was received;
- Specific location (address, cross streets, etc.,);
- Description of problem;
- Time the possible spill was noticed by the caller;
- Caller's name and telephone number;
- Observations of the caller (e.g. odor, magnitude of flow, duration, back or front of property, etc.,); and

- Other relevant information that will enable the responding City staff personnel and crews, if required, to quickly locate, assess, contain, and relieve the spill.

The *Spill Field Report* form in Attachment A can be used by the Wastewater Collection System Supervisor or designated back-up person to capture the relevant information needed to respond to a report of a possible spill as well as be useful for initiating the work order assignment.

2.1.2 Wastewater Collection System Personnel Notifications of Possible Spills

Possible and actual spills detected by wastewater collection system personnel in the course of their normal duties are reported immediately to the ~~Distribution~~Wastewater System Supervisor or designated back-up. Personnel on-site observing the spill should begin efforts to contain and minimize the effects of the spill as further described in sub-section 2.5 below.

2.1.3 Pump Station Alarm Notifications Possible Spills

Since the City's four pump stations are owned, operated, and maintained by the LACSD under a contract between the City and LACSD created in 2013, the City is no longer responsible to respond first to any possible or actual spill reported at a pump station. Each pump station has telemetry to monitor certain events and activate alarms. The City will not be notified if a pump alarm is transmitted as it will go directly to the LACSD.

Table 2-1
Pump Station Alarms

Alarm	PS1	PS2	PS3	PS4
Pump Control Failure	X	X		
Power Failure	X	X	X	X
High Water Level in the Wetwell	X	X	X	
Low Water Level in the Wetwell	X	X		
High Water Level in the Drywell	X	X		X

2.2 First Responder Responsibilities

Based on the information provided during the notification of a possible spill, the Wastewater System Supervisor or the designated back-up person shall proceed to the spill location to assess the cause and extent of the spill. The City staff person to arrive first at the location is considered the First Responder. The First Responder will determine whether to direct a wastewater crew, other City personnel, and/or approved contractors to the spill location if the spill cannot be fully contained or recovered or if it has reached public waters. The information obtained during the initial notification of a possible spill may warrant the First Responder, in his best professional judgment, to dispatch crews or other City personnel before proceeding to the reported spill location.

It is the responsibility of the first City staff person who arrives at the site of a sewer spill to protect the health and safety of the public by mitigating the impacts of the spill to the extent possible. Areas where public contact with sewage is possible shall be isolated using barricades, signs, or other effective means. Upon determining the spill originated in the City's jurisdiction, the First Responder will perform the following:

- Determine the cause of the spill, e.g. sewer line blockage, or pipeline break, etc.;
- Identify and request, if necessary, additional personnel, materials, and equipment necessary to minimize, contain, or isolate the impact of the spill;
- Control public access to affected area; and
- Implement efforts to stop the spill.

If the First Responder determines the spill is not within the City's jurisdiction, he or she should notify the responsible agency to respond to the spill. If the spill poses an imminent danger to the public, public health, property, or to public waterways of the Unites States, then the First Responder should take prudent emergency actions to mitigate the spill until staff of the responsible party arrives.

If the First Responder cannot locate the spill or the reported problem, he shall attempt to obtain additional information from the initial caller or Police Dispatch Operator to clarify reported data and to locate the problem. If the spill or reported problem still cannot be located, the First Responder shall check the system for normal flows, advise dispatch of the non-condition, and prepare the final field report.

2.3 Dispatch of Crew(s) to Spill Location

Failure of any element within the wastewater collection system that threatens or causes a spill triggers an immediate response to isolate and correct the problem. City Wastewater Collection System crews and equipment are stationed at the City's Water Yard, from where they are dispatched. The equipment is available 24-hours a day and staff are placed on "standby" on a rotational schedule to respond to any site of a reported spill. Also, additional City maintenance personnel from the Water Section are also placed on "standby" in case additional resources are necessary. Attachment B contains the names and contact information for the on-call Wastewater Collection System personnel. All departments that may be required to provide resources in the event of a spill should ensure that standby lists are prepared and distributed to

all affected departments to facilitate communications as necessary. Standby lists for each department should be updated on a routine basis.

All employees dispatched to a spill location shall proceed immediately to the site. Spills within the City's jurisdiction that enter into areas outside the City's authority will continue to be contained and the affected agency will be notified of the spill to ensure proper cleaning and notifications are completed.

2.4 Requesting Additional Resources

If the First Responder determines that notification of additional staff beyond the "on-call" spill response crews is required and/or City approved contractors are necessary to fully contain and recover the spill, the Distribution/Wastewater Supervisor or designated back-up will mobilize the additional resources necessary. In the case of contractors, staff would be subject to the emergency procurements provision established by the Finance Department.

The City has access to additional resources from its own staff as well as outside on call contractors that can be mobilized in case of an emergency or major spills. A LACSD list of contractors and equipment rental vendors are provided in Attachment C.

2.5 Spill Containment, Correction, and Clean-up

This section describes specific actions to be performed by Wastewater Maintenance Section staff and additional crews responding during a spill. The objectives of the following actions are to:

- Protect public health, the environment, and property from spills and restore the surrounding area back to its original condition;
- Contain the sewage discharged to the maximum extent possible and prevent the discharge of sewage into surface waters;
- Establish perimeters and control zones with cones, barricades, sign postings, caution tape, vehicles, and/or terrain;
- When appropriate, promptly notify regulatory agencies of preliminary spill information and potential impacts; and
- Minimize the City's exposure to any regulatory agency penalties and fines.

Under most circumstances, the City will oversee, manage, and perform the tasks necessary to properly and effectively correct, contain, and clean up spills. The City shall respond with its own staff, equipment, and/or contractors. These personnel have the skill and experience to respond rapidly and in the most appropriate manner. Of critical importance with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and fix the problem do not produce a problem elsewhere in the system. If the matter is not handled properly, subsequent sewer system back-ups may occur and create other spills.

The Spill Response Flowchart shown in Figure 2-1 above illustrates emergency response procedures including notification and request of additional resources as required in the event of a large spill.

2.5.1 Initial Measures and Containment

The following are initial measures to contain the spill and recover, where possible, sewage that has already spilled in order to minimize impact to the public or environment. The City crew responding to the incident shall:

- Initiate measures to contain the overflowing sewage and to recover as much spilled sewage as possible;
- Determine the immediate destination of the spill (e.g. street curb gutter, storm drain, drainage channel, creek bed, body of water, etc.,);
- Identify and request, if necessary, assistance or additional resources (materials and equipment) to contain or isolate the spill;
- Take immediate steps to contain the spill (e.g. block storm drain, recover sewage with a vacuum truck, dig or construct a containment pond, divert flow into a downstream manhole, etc.).

2.5.2 Additional Measures for Prolonged Spill Conditions

In the event of a prolonged sewer line blockage or sewer line collapse, the responding City crew shall establish a portable by-pass pumping operation around the obstruction, continuously or periodically monitor the by-pass pumping operation, and perform emergency repairs to stop the spill. Table 2-2 can be used as a guide to select the appropriate pump.

Table 2-2
Pump Capacity Estimating Table

Pump Size (inches)	Estimated Capacity (GPM)	Equivalent Gravity Sewer Flow (half full sewer)
2 X 2	200	6 inch diameter
3 X 3	450	8 inch diameter
4 X 4	600	10 inch diameter
6 X 6	1,000	12 inch diameter
8 X 8	1,600	15 inch diameter
10 X 10	2,800	18 inch diameter

2.5.3 Correction of Spill Cause

Once the spill has been contained and the cause determined, efforts to correct the cause of the spill should commence. These efforts may involve, but not be limited to, removing the pipe blockage by flushing or rodding, repairing a damaged pipeline or manhole, and manually operating pump station controls. Care must be taken to prevent additional spills from occurring as a result of the corrective action taken to resolve the identified problem.

2.5.4 Clean-up

All spill sites must be thoroughly cleaned as soon as possible after an overflow. No readily identifiable residue (e.g., sewage solids, papers, plastics, etc.) is to remain. Clean-up of all spills will be handled according to the following procedures:

- The spill site must be secured to prevent contact by members of the public until the site has been thoroughly cleaned;
- Where practical, the area shall be thoroughly flushed and cleaned of any sewage or wash-down water using high-pressure water hose or Vactor truck; wash-down water shall be contained and recovered; solids and debris shall be flushed, swept, raked, or picked-up by hand, and hauled away for proper disposal;
- Where appropriate (typically in areas with hard surfaces), areas that came in contact with the sewage shall be disinfected and deodorized; proper contact time for proper disinfection must be ensured;
- Where sewage has resulted in ponding, the pond must be pumped dry and the residue removed and disposed of properly; and
- If sewage has discharged into a body of water that may contain fish or other aquatic life, disinfection will not be performed and the appropriate agency will be contacted.

2.6 Traffic and Crowd Control

The purpose of traffic and crowd control is to limit public access to areas potentially impacted by un-permitted discharges of sewage. The following traffic and crowd control recommendations may be used as a guide for the various types of spills.

Small Spill (Up to 1,000 gallons)

i. Set up cones to direct traffic away from spill area; and

ii. Use City personnel to control traffic and pedestrians.

Medium Spill (1,000 to 10,000 gallons)

i. Contact regulatory agencies as required;

ii. Perform lane closures as necessary;

iii. Place proper signage for any lane closures and contaminated area signs;

iv. Close affected entrances or exits from public and private facilities; and

v. Place caution tape and barricades to protect pedestrians from contaminated area.

Large Spill (greater than 10,000 gallons)

i. Assess spill situation;

ii. Contact regulatory agencies as required;

iii. Inform City Police Department of any law enforcement assistance necessary for roadway closures and traffic control;

iv. Delegate responsibility to County Health Department of informing public of hazards;

v. Place signage to inform public of potential hazards to public health and safety; and

vi. Block public access to hazard using barricades, cones, and caution tape.

2.7 Preliminary Assessment of Damage to Private and Public Property

Initial assessment of the spill site is performed by the First Responder, who is either the Distribution/Wastewater Supervisor or the designated back-up person. The First Responder will determine whether the spill originated from the City's collection system or a private business or residence. Once the source of the spill is determined, containment and cleanup procedures are executed, and a *Spill Field Report* (see Attachment A) will be completed.

2.7.1 Public Source Spill

If it is determined that the source of the spill is from the City's wastewater collection system, containment and cleanup procedures are executed to prevent the spill from reaching adjacent private properties, local water bodies, and the storm drain system. Once the spill is contained and cleaned, proper documentation utilizing the appropriate forms will be completed.

If it is determined that the spill has reached a private residence or business, the spill is reported to the City's Risk Management personnel prior to Wastewater Collection System personnel leaving the site. A *Damage Report to Private Property* (see Attachment D) is completed and forwarded with the *Spill Field Report* to the City's Risk Management. Photographs and/or video footage shall be taken of the overflow and area impacted by the spill. Photographs and/or video footage shall be collected with the Survey123 digital *Sewer Field Report* smart form.

2.7.2 Private Source Spill

If it is determined that the source of the spill is from a sewer lateral, the responding supervisor and crew will use discretion in assisting the property owner/occupant as reasonably as they can. Contact will also be made with the City's Risk manager to explain the situation and to determine a joint course of action. City staff is cautioned that the City and the Wastewater Maintenance Section may be liable for further damages inflicted to private property during such assistance. If City staff enters private property it needs to be with the expressed permission of the owner/occupant of the property. The City crew should not enter private property for the purpose of assessing damage. Staff is directed to take appropriate still photographs and video footage, if possible, of the surrounding and impacted area in order to thoroughly document the nature and extent of the impacts. Photographs and/or video footage shall be filed with the *Spill Field Report*.

In the event that flow from a spill that originated from a sewer lateral extends into the public right of way, City staff will execute containment and cleanup procedures to prevent the spill from reaching adjacent private properties, local water bodies, and the storm drain system. Once the spill is contained and cleaned, proper documentation utilizing the appropriate forms will be completed. Staff is directed to take appropriate still photographs and video footage, if possible, of the surrounding and impacted area in order to thoroughly document the nature and extent of the impacts. Photographs and/or video footage should be filed with the *Spill Field Report*.

2.8 Notification Requirements

The volume, impact, and location of a spill determine the level of notifications required to comply with City and regulatory requirements. Table 2-3 provides a summary of the officials and agencies who should be informed of a spill as soon as practicable without impeding containment or other emergency response measures. Attachment E lists the specific names and numbers of the individuals holding these positions. The City is not required to send reports to the Los Angeles Regional Water Quality Control Board; this reporting is now achieved using the web-based on-line spill reporting system, CIWQS, which is further described in Chapter 4. In the event that the CIWQS reporting system is not available, the information should be reported to the LARWQCB via phone at (213) 576-6600 via fax at (213) 576-6640.

2.9 Monitoring and Mitigation

The First Responder who confirmed the spill must ensure that the provisions of this SERP and other directives are met. City staff shall conduct an assessment of the impacts following a spill. Appropriate mitigation and monitoring measures shall be implemented following the assessment to monitor the site for potential future spills and to prevent spills from re-occurring.

Spill-Specific Monitoring Requirements (All Spills):

- Assess spill location and spread using photography, GPS, and other tools.
- Document critical spill locations, including origin, entry points, discharge locations, extent of spread, and cleanup areas.
- Estimate spill volume using updated techniques and reporting.

Receiving Water Monitoring Requirements (Category 1 Spills):

- **Within 18 hours**, sample and analyze water quality for sewage spills of 50,000 gallons or more into surface water.
- Conduct visual observations to estimate spill travel time, volume, and impact on surface waters.
- Capture photographs of bank erosion, floating matter, water surface sheen, discoloration, and impact.

- Collect water samples at designated locations and analyze for ammonia and bacterial indicators.
- Ensure compliance with water quality objectives and bacterial standards specified in relevant Ocean, Bay, or Estuary plans.
- Perform additional sampling and analysis as directed by the Regional Water Board.

Water Quality Analysis Specifications:

- Ensure spill monitoring represents the activity being monitored.
- Use sufficiently sensitive test methods approved under federal regulations for sample analysis.
- Perform water quality analysis in laboratories accredited by the Environmental Laboratory Accreditation Program (ELAP).

Additional details on Spill Specific and Receiving Water monitoring requirements and methods are described in Attachment L.

Table 2-3
Spill Notification Requirements

Agency/Official	Reasons to Notify	When to Notify
Pomona Police Department, Emergency Services	Public Safety concerns, such as assistance with traffic control	Immediately
Governor's Office of Emergency Services (Cal OES)	Category 2 spill conditions	Immediately
	Category 1, any sewage discharge to a drainage channel and/or surface water, or a discharge to a storm drainpipe that is not fully recovered	Within 2 hours of becoming aware of discharge
Los Angeles County Public Health, Water Quality Section	A sewage discharge to a drainage channel and/or surface water, or a discharge to a storm drainpipe that is not fully recovered	Within 15 minutes of notification of Spill
Los Angeles Regional Water Quality Control Board	Category 2, or private lateral spill	As soon as practicable
	Category 1, any sewage discharge to a drainage channel and/or surface water, or a discharge to a storm drainpipe that is not fully recovered	Within 2 hours of becoming aware of discharge
Los Angeles County Sanitation Districts	A pump station alarm has sounded	Immediately
Los Angeles County Public	A spill impacts the County's facilities	As soon as practicable

Works		
Pomona Risk Management	Spill from City system enters private property or causes a spill on private property	Prior to leaving spill site
Environmental Compliance Officer	A sewage discharge to a drainage channel and/or surface water, or a discharge to a storm drain pipe that is not fully recovered	Within 24 hours of notification of spill
City of Pomona Code Compliance	A potential violation of City Codes is noted	As soon as practicable
Pomona Water Resources Director	Unusual circumstances resulting from spill	As soon as determined necessary
Pomona Public Works Director	Unusual circumstances resulting from spill in anticipation of media coverage or heightened scrutiny	As soon as determined necessary
Pomona Public Information Officer or the Deputy City Manager	Unusual circumstances resulting from spill in anticipation of media coverage or heightened scrutiny	As soon as determined necessary
Pomona City Manager	Unusual circumstances resulting from spill in anticipation of media coverage or heightened scrutiny	As soon as determined necessary

2.10 Spill Documentation

Documenting spills and their causes provide information for:

- Management for performance measurement and decision-making;
- Regulators to meet established reporting requirements;
- Planning future maintenance and repair activities;
- Engineering determinations regarding capacity, rehabilitation, or replacement; and
- Reference for historical performance or claims.

The First Responder shall ensure that the spill is properly investigated and documented. Information compiled during the investigation of the spill shall be recorded on the *Spill Report* as shown in Attachment F. Copies of supporting information shall be compiled. The minimum information required from the investigation is:

- Cause of spill;
- Volume of spill including volume released and volume recovered;
- Location of point of discharge, including Thomas Guide map page;
- Ultimate destination of the spill;
- Impact and extent of impact;
- Estimated start time of spill;

- Time City received notification of spill;
- Arrival time of crew(s) and time to correct the spill;
- End time of spill;
- Water body impacted and results of bacteriological monitoring, if applicable;
- Actions taken to mitigate the spill; and
- Notifications to regulators and others.

A variety of approaches exist for estimating spill volumes. Attachment G provides guidance on estimating the volume of sewage that escaped from the wastewater collection system and the amount of sewage recovered.

Once the results of the spill investigation are completely documented on the Spill Report, a copy of the form shall be provided to the Distribution/Wastewater Supervisor. The Distribution/Wastewater Supervisor shall follow up, in person or by telephone, with the person(s) initially reporting the spill. The cause of the spill and its resolution should be disclosed.

Chapter 3
Public Advisory of Sewage Contamination Procedures

This chapter describes the action the City must take to limit public access to surface waters and other areas potentially impacted by spills from the wastewater collection system.

The City has primary responsibility for determining when to post notices of polluted surface waters or ground surfaces that resulted from uncontrolled wastewater discharges from its facilities. The County Department of Public Health may also make a determination and direct the City to post notices. The postings do not necessarily prohibit the use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

The posting of notices shall be done as soon as practicable following the initial response to the spill. Signs should be posted on either side of the point of entry where sewage entered the body of water or public facility and the nearest public access point to that body of water or public facility. Examples of signs are included in Attachment H.

Staff shall regularly inspect the posted notices and replace any missing or damaged warning signs. Posted notices shall not be removed until it is determined that the threat to public health and safety is eliminated or at the direction of the County Department of Health.

Should additional notification of sewage contamination be deemed necessary, City staff shall, in cooperation with the City's public information officer, provide further notices through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures, such as door hangers. Examples of pre-scripted notices, which are included in Attachment I, should be modified to accurately reflect the conditions at the time of publication and/or airing. Information specific to the spill occurrence may be included where text is underlined or in parenthesis.

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Chapter 4
Spill Reporting Requirements

City staff shall monitor and report spills regardless of size and recovery that originate from the City's wastewater collection system. The City has the option of reporting any known spills that occur from private laterals. This chapter details the reporting procedures necessary to comply with State Water Resources Control Board and City requirements.

4.1 Spill Identification, Tracking, and Logging

A work order must be created to track and monitor each spill event. Using a completed *Spill Field Report* form (Attachment A) and a completed *Spill Report* form (Attachment F), the Distribution/Wastewater Supervisor can create the work order and enter the necessary data from the forms. All forms, documentation, and monitoring results should be kept with the work order.

4.2 Spill Category Classification

Spills are divided into five categories:

- **Category 1 Spill:** A spill of sewage of any volume from or caused by an enrollee's sanitary sewer system 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 (e.g., infiltration pit, percolation pond).
    - A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water.

- **Category 2 Spill:** A spill that is 1,000 gallons or greater:
    - That **does not** discharge to a surface water.
    - That enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

- **Category 3 Spill:** All discharges of sewage that:

    - Equal to or greater than 50 gallons and less than 1,000 gallons.
    - Spill that **does not** discharge to a surface water.
    - Spill that enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

- **Category 4 Spill:** All discharges of sewage that:

    - Less than 50 gallons.
    - Spill that **does not** reach a surface water.
    - Spill that enters a drainage conveyance system but **is fully recovered** and returned to the sanitary sewer system.

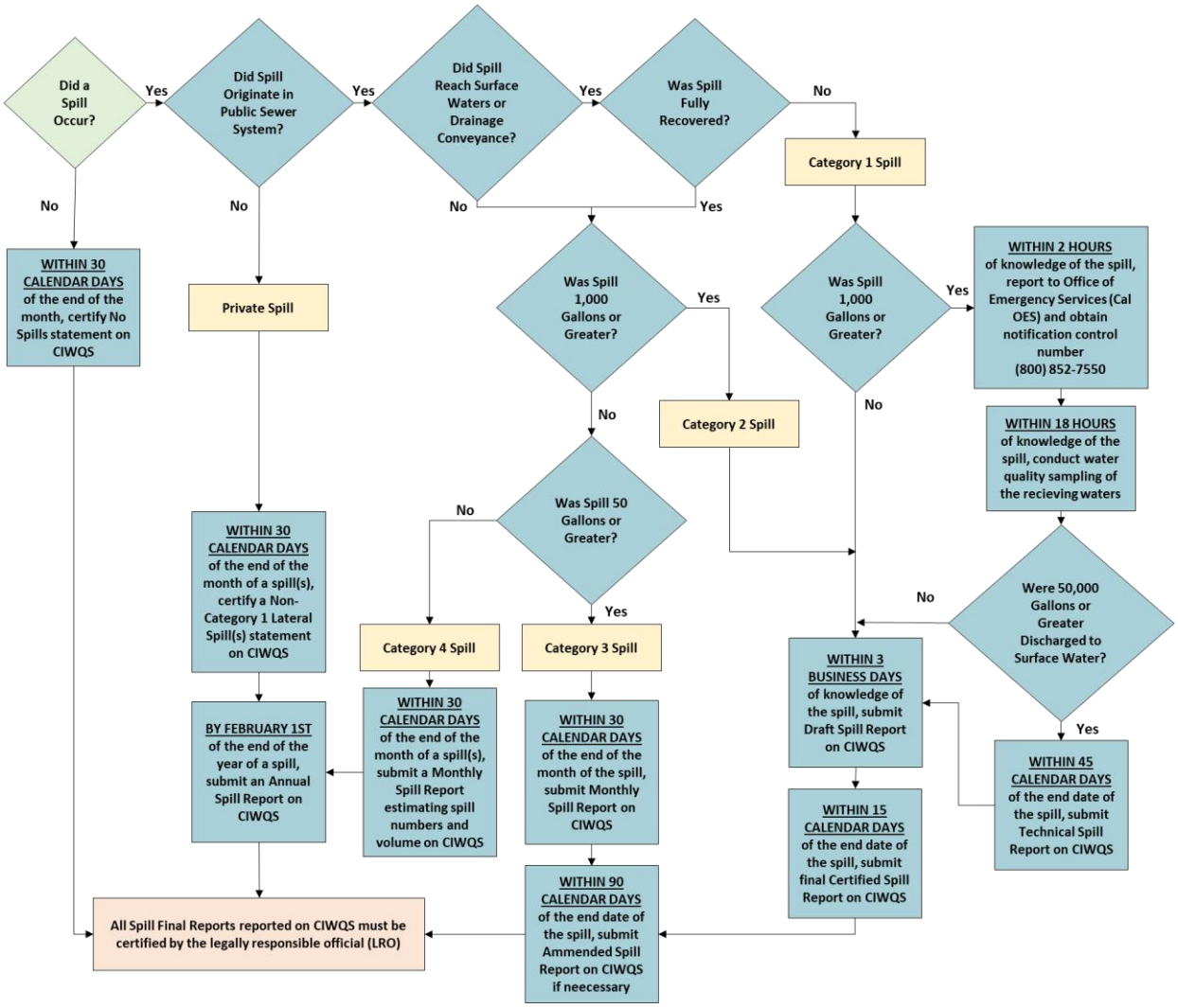
- **Private Lateral Spill:** Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

Figure 4-1 shows a flow chart that will guide City staff in determining the category classification of a spill, and the reporting requirements that are necessary.

4.3 On-Line Reporting Requirements

As of January 2, 2007, the WDRs require that the City report spills using the California Integrated Water Quality System (CIWQS), an internet-based reporting system. This section describes the reporting procedures.

Figure 4-1
Sanitary Sewer Spill CIWQS Reporting Requirements



4.3.1 Reporting Authority and Access

At a minimum, the City is required to have one (1) Legally Responsible Official (LRO) who is registered with the State of California to officially sign and certify spill reports submitted via the CIWQS web-site. Currently, the Water Resources Director and the Wastewater System Supervisor are LROs. The Data Submitter for the City is Mike Moody. This individual is registered with the State to enter spill data, create and edit spill reports, and review data. Data Submitters cannot certify reports. Data Submitters are typically the First Responders to a spill location, or the person who collects the spill data for reporting. The City can identify and register as many Data Submitters as deemed necessary.

Each Agency is assigned a unique Waste Discharge Identification Number. The City of Pomona's number is WDID #4SSO10418. All LRO's and Data Submitters receive a unique logon and password. This information should be guarded and protected. If an authorized user suspects his or her logon and password has been lost, stolen, or otherwise compromised, that person shall contact the State Water Resources Control Board via the CIWQS help desk at 866-792-4977.

4.3.2 Mandatory Information to Report via CIWQS

Specific mandatory information must be included for each spill report submitted via CIWQS, prior to finalizing and certifying a spill report. Attachment K contains an outline of the required information needed to complete the on-line reporting.

The CIWQS reporting requirements are not in lieu of other reporting requirements. The City must also perform Regional Board reporting requirements, the Governor's Office of Emergency Services reporting, and notifications to the County Health Department.

Once the data is properly entered into the CIWQS database, and the SSO investigation is complete, the SSO report must be certified by the LRO based on Table 4-1.

Table 4-1
CIWQS Reporting Time Requirements

Spill Type	Initial CIWQS Report	Certification Requirements
Category I Spill	Within 3 business days	Within 15 days of the conclusion of the spill response and remediation
Category II Spill	Within 3 business days	Within 15 days of the conclusion of the spill response and remediation
Category III Spill	Prior to Certification	Within 30 days after the end of the month in which the spill occurred
Category IV Spill	Prior to Certification	Within 30 days after the end of the month in which the spill occurred
Private Lateral Spill	Prior to Certification	Within 30 days after the end of the month in which the spill occurred
No Monthly Spills	N/A	Within 30 days after the end of the month in which no spills occurred

4.3.3 Monthly Category 4, Non-Category 1 Private Lateral, or No Spill Certification

For each month that no spills, only Category 4, or Non-Category 1 Private Lateral Spills are identified and reported via CIWQS, the City's LRO must prepare and submit a statement in the CIWQS Spill Database, certifying that there were No Spills or a total estimate of Category 4 or Private Lateral Spill volume for the designated month. This report must be submitted within 30 days after the end of each calendar month with only Category 4/Lateral or no spills, as noted in Table 4-1.

4.3.4 Amending Certified Spill Reports

Within 90 calendar days of the certified Spill Report due date, updates or additional information may be added to a Certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database.

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

4.3.5 Alternative Reporting Procedures when On-Line Reporting is Unavailable

In the event that the CIWQS Spill On-line Database is not available to submit required reports or certify reports, City staff must fax all required information to the Los Angeles Regional Water Quality Control Board office in accordance with the time schedules identified in Table 4-1. The

City is also obligated to enter all required information into the On-line Spill Database as soon as practicable.

4.4 Record Keeping and Document Retention

The City must retain individual spill records for a minimum of five (5) years from the date of the spill occurrence. This period may be extended when requested by a Los Angeles Regional Water Quality Control Board Executive Officer. All records shall be made available for review upon State or Regional Board staff's request.

Specific records that must be retained include, but are not limited to:

- Certified reports as submitted on-line;
- Original recordings of continuous monitoring efforts;
- Spill call logs;
- Action(s) or planned action(s) to prevent future spills from recurring;
- Work orders, work completed, and maintenance records associated with responses and investigations of spill related problems;
- A list and description of complaints from customers or others; and
- Documentation of performance and implementation measures.

To facilitate the City's ability to report regularly on spills, the Wastewater System Supervisor maintains an Excel™ spreadsheet that contains information about each spill. Attachment J shows the data and attributes collected about each spill. The Wastewater System Supervisor should input data as soon as practicable after a spill event. This database can be queried for trends and used as a cross reference for the on-line spill reporting requirements.

Chapter 5
Training

Appropriate staff will participate in regularly scheduled training sessions to assist response crews in awareness of their responsibilities and executing their duties. These training sessions will be organized based on the latest SERP as well as other reference materials. Training sessions shall also incorporate hands-on field demonstrations to insure the preparedness of all response personnel to anticipated spill situations.

An overview of the Sewer System Management Plan (SSMP) and the SERP is provided to City staff. This will serve as a mode of instructing staff on the SSMP, spills, and required documentation. Field demonstrations will be performed to test equipment, response time, training effectiveness, resources, and manpower capabilities.

Additionally, City staff will make the SERP available to any contractor who may provide service to the City to ensure that the contractors are properly informed of the response procedures. In addition, the goal was to train the City's street maintenance staff should they be the first to come upon a spill in the field.

Training and event participation for wastewater and engineering at CWEA, WEFTEC, and Tri-State Seminars, annual conferences, vendor training on equipment, seminars will be documented and maintained. Although RWQCB does not require certification, the City has made this a requirement in wastewater staff's job description. However, certification requirements may be imposed in the future if deemed necessary by the RWQCB.

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Chapter 6
Updating this SERP

This SERP reflects the City's established procedures for responding to reports of possible and confirmed spills originating from its wastewater collection system. As policies change and response procedures are refined, the SERP will be reviewed and modified to reflect all necessary changes.

6.1 SERP Availability

The SERP will be reviewed annually to ensure that all information is updated. The amended SERP will be distributed to the appropriate staff, City Departments, RWQCB, and be made available to the public for review. Once the plan is re-certified by City Council, it will be posted on the City's web site. Staff shall ensure that this SERP is readily available to sewer system maintenance personnel, and that said personnel are familiar with the plan and comply with it at all times.

6.2 Review and Update of the SERP

City staff shall maintain this SERP, and amend or update it as necessitated by the addition of new facilities or changes in the operation or maintenance of the sewer system that may materially affect the potential for spills. At a minimum, the plan will be reviewed annually and will include updating telephone numbers and forms in the attachments and a review of procedures. The annual review of the plan will also ensure all provisions of the plan are being met and implemented. City staff shall review and amend this SERP to reflect intelligence learned as a result of experience managing a spill(s). SERP deficiencies and updates will be addressed and modified accordingly. The plan performance will be routinely evaluated, reviewed and updated.

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Attachment A
Spill Field Report

CITY OF POMONA
SANITARY SPILL FIELD REPORT

PART A: INITIAL NOTIFICATION Task Order #: _____

Date Reported: _____ Time Reported: _____ (00:00)

Reported by – Name: _____ Phone Number: _____

Address or Agency: _____

Location of Overflow: _____

Cross Street: _____

Reason for call-out: ☐ Spill ☐ Pump Station Alarm ☐ Other: _____

Stoppage in: ☐ Mainline ☐ Private Lateral

Cause of Stoppage: _____

Responsible Party: ☐ City ☐ Private ☐ Other: _____

PART B: INITIAL RESPONSE

Time Arrived at Site: _____ First Responder: _____

Crew Members: _____

Date Spill Started: _____ Date Spill Stopped: _____

Time Spill Started: _____ Time Spill Stopped: _____

Est. Spill Rate (gpm): _____ Est. Spill Volume (gal): _____

Duration of Flow: _____ Spill Volume Recovered: _____

Reach Storm Drain? ☐ Yes ☐ No Final Destination of Spill: _____

Reach Surface Water? ☐ Yes ☐ No If YES, Name of Surface Water: _____

Pictures/Video Taken? ☐ Yes ☐ No Samples Taken? ☐ Yes ☐ No

Location of Blockage: ☐ Main ☐ Manhole ☐ Private Lateral ☐ Other _____

From MH: _____ To MH: _____ Overflow Manhole: MH _____

Signs Posted? ☐ Yes ☐ No County Health Dept. Notified? ☐ Yes ☐ No

Site Barricaded? ☐ Yes ☐ No

Cause of Spill: (Check All that Apply)

☐ Blockage	☐ Grease	☐ Vandalism
☐ Roots	☐ Line Break	☐ Construction
☐ Rocks	☐ Flood/Rain	☐ Private Property Cause
☐ Debris	☐ Infiltration	☐ Other: _____

Containment Materials? _____ Responsible Party: _____

Cleanup Method: _____

*Sketch Area and Overflow Description on Back of Sheet

SKETCH OF AREA: **(Include manholes, intersections, location of blockage, etc.)**

DESCRIPTION OF SPILL RESPONSE EFFORTS:

Completed by:_____ **Title:**_____ **Date:**_____

Attachment B
Contact List

City of Pomona
Wastewater On-Call Response Personnel

City Staff	Contact Name	Office Phone Number	Cell Phone Number
Wastewater System Supervisor	Romell Eutsey	(909) 620-7426	(909) 841-5866
Wastewater Collection System Crew Chief	Mike Moody	(909) 802-7433	-
Wastewater Maintenance Technician II	Carlos Velarde	(909) 802-7437	-
Wastewater Maintenance Technician I		(909) 802-7437	-
Water Distribution Supervisor	Danny Aceves	(909) 802-7476	(909) 268-6760
Water Resources Director	Chris Diggs	(909) 802-7412	(909) 557-4963
Environmental Compliance Supervisor	Julie Carver	(909) 620-3628	(909) 706-0220
City of Pomona Risk Management Office	Chris Millard	(909) 620-2280	
Public Works Director	Rene Guerrero	(909) 620-2440	
Public Works:	Main Line	(909) 620-2262	-
Streets	Jerry Perez	(909) 620-2482	(909) 524-8613
Street Lighting	Ron Chan	(909) 620-2286	-
Parks and Facilities	Danny Whaley	(909) 620-2481	(909) 731-7229
City Manager	James Makshanoff	(909) 620-2052	

Attachment C
Approved Contractors

Approved Contractors and Equipment Rental Vendors

Contractors:

Contractor Name	Address	Telephone	Contact Name	Services Provided
Duke's Rooted in Innovation	400 Airport Rd., Ste. E, Elgin IL 60123	(800) 447-6687	Thomas Edwards	Foaming Root Control
Golden Bell Products, Inc	952 N Batavia St., Orange CA 92867	(714) 363-3985	Michelle Webster	Annual Roach Control
WasteManagement	10633 Ruchti Rd., South Gate CA 90280	(310) 466-5248	Lisa Nash	Hazardous Waste

Equipment Vendors:

Vendor Name	Address	Telephone	Contact Name	Available Equipment
Haaker - Vactor	2070 N White Ave., La Verne CA 91750	(909) 598-2706	Santiago Luna	
United Water Works	1313 E Hunter Ave., Santa Ana CA 92705			General Maintnance and Repairs

Attachment D
Private Property Damage Form

Private Property
Initial Damage Assessment Form

The information requested on this form is for the purpose of documenting the possible impacts and extent of damage caused by a spill at, or as close to, the time of the event. By using this form, the City, its employees, elected officials, contract staff, and volunteers do not admit liability or culpability for the damage being documented.

INSTRUCTIONS: City staff at the spill location are instructed to write notes, take photographs, and, if possible, video record the visible area without entering the private property. Please complete as much of this form a possible. Keep a copy and submit this form to Risk Management.

SSO INFORMATION

Date of spill event: _____ Task Order #: _____

Location of Spill Event: _____
(ADDRESS)

Cross Street: _____

AFFECTED PROPERTY

Address of Private Property: _____

_____ Zip Code: _____

Owner/Occupant Name(s): _____

Owner/Occupant Telephone Number(s): _____

INITIAL DAMAGE ASSESSMENT

Brief Description of Damage: _____

_____

_____

_____

_____

_____

_____

Reported by (name and title): _____

Dated: _____
(attach sketches, photographs, and other items documenting the extent and impact of damage)

Attachment E
Notification List

City of Pomona
Sanitary Sewer Overflow Notification List

Contact List	Contact Name	Telephone Number
Regional Water Quality Control Board (RWQCB)	-	(213) 576-6650
The Governor's Office of Emergency Services Warning Center (OES)	-	(800) 852-7550
Los Angeles County Department of Environmental Health - Water Quality Program	-	(626) 430-5420
City of Pomona Risk Management Office	Chris Millard	(909) 620-2294
Pomona Police Department - Emergency Services	-	(909) 620-3741
Pomona Police Department - Dispatch during Non-Business Hours	-	(909) 622-1241
Pomona Fire Department - Battalion 15 Office	-	(909) 620-2087
City Hall Customer Service	Rozaluia Outley	(909) 620-2241
Wastewater System Supervisor	Romell Eutsey	(909) 602-7426
Wastewater Collection System Crew Chief	Mike Moody	(909) 802-7433
Distribution Supervisr	Danny Aceves	(909) 802-7476
Equipment Operator	Danny Aceves	(909) 802-7476
Los Angeles County Public Works	-	(800) 675-4357
Los Angeles County Sanitation Districts (LACSD)	-	(562) 699-7111 ext 2907
Los Angeles County Health Hazardous Materials Division	-	(323 -890-4000
National Response Center	-	(800) 424-8802
CHEMTREC	-	(800) 424-9300
City of Pomona Public Works Engineering Division	-	(909) 620-2261
City of Pomona Services -Environmental (NPDES) Storm Water Compliance	Julie Carver	(909) 620-3628
City of Pomona Code Compliance	-	(909) 620-2374
Water Resources Operations Manager		(909) 620-2255
Water Resources Director	Chris Diggs	(909) 802-7412
City Manager	James Makshanoff	(909) 620-2052
California Highway Patrol (CHP)	-	-
Caltrans	-	-

Attachment F
Spill City Report

CITY OF POMONA
SPILL REPORT

CIWQS Identifier: _____ **Task Order #**_____

This report is: ☐ Preliminary ☐ Final ☐ Revised

Reporting Details

Name & Title of Person Completing this Report:_____

Phone #_____ Date:_____ Time:_____(00:00)
(24-hour clock)

Name of Person First Reporting Spill:_____

Phone #_____ Date:_____ Time:_____(00:00)
(24-hour clock)

Location of Overflow

Street Address: _____Nearest Cross Street:_____

Thomas Brothers Grid:_____ Latitude of Spill:_____Longitude of Spill:_____

City: Pomona County: Los Angeles Zip:_____

Location of Potential Blockage or Problem Point: From MH#: _____ To MH#:_____

Spill Appearance Point: ☐Building ☐Force Main ☐Manhole ☐Sewer ☐Pump Station

☐Other:_____

Terrain at Spill Location: ☐Flat ☐Mixed ☐Steep

Diameter of Sewer:_____in Material of Sewer:_____ Estimated Age:_____yrs

Spill Details

Estimated Overflow **START**: Date:_____ Time:_____(00:00)
(24-hour clock)

Estimated **ARRIVAL** of Operator: Date:_____ Time:_____(00:00)
(24-hour clock)

Estimated Overflow **STOP**: Date:_____ Time:_____(00:00)
(24-hour clock)

Duration of Spill (in minutes) = _____ Minutes

Estimated Spill Rate: _____gpm Total Volume of Spill: _____gal

Spill Volume Recovered: _____gal Spill Volume Lost: _____gal

Spill Cause: ☐Debris ☐Flow Exceeded Capacity ☐FOG ☐Rainfall ☐Roots

☐Operator Error ☐Structural Problem ☐Pump Station Failure ☐Vandalism

☐Other:_____

If wet weather caused the spill, chose storm size:

☐1yr ☐2yr ☐5yr ☐10yr ☐50yr ☐100yr ☐>100yr ☐Unknown

Spill Destination Details

Spill Final Destination: ☐Beach ☐Building ☐Paved Surface ☐Unpaved Surface ☐Storm Drain ☐Curb & Gutter ☐Surface Water ☐Other:_____

If spill reached a storm drain, give street location (Specify N/S/E/W side):_____

Describe distance (feet) and path taken from spill to storm drain inlet:_____

_____

If spill reached surface waters, describe Receiving Waters:_____

If applicable, name and/or describe Secondary Receiving Water:_____

Response

Response Activities (Check ALL that Apply): ☐Contained All or Part of spill ☐Restored Flow ☐Returned All or Part of Spill to Sewer ☐Cleaned Up ☐CCTV ☐Other:_____

Responding City Personnel:	Time Arrived:	Time Departed:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment Used:_____

Other Responding Agency/Contractor:_____

_____

Spill Clean-up Details

Materials Used for Containment:_____

Washwater Disposal Method:_____

Volume of Washwater Used: _____gal

Combined Volume of Recovered Washwater and Sewage-Contaminated Water: _____gal

Combined Volume of Lost Washwater and Sewage-Contaminated Water: _____gal

Miscellaneous (*Attach photos, correspondence, or follow-up reports that provide detailed information.*)

Remarks:_____

_____

_____

_____

_____

Prevention Plan

Steps, taken or planned, to reduce or eliminate re-occurrence of spill:_____

_____

_____

Schedule of any MAJOR milestones or improvements:_____

_____

Steps, taken or planned, to mitigate the impacts of the spill:_____

_____

_____

Schedule of any MAJOR milestones or improvements:_____

_____

Notification Contact List (*Check all who were notified.*)

Name/Agency	Phone #	Time	Date
☐ Regional Board (RWQCB)	(213) 576-6650	_____	_____
☐ Office of Emergency Services (OES)	1 (800) 852-7550	_____	_____
☐ County Health Department	(323) 881-4147	_____	_____
☐ Risk Management	(909) 620-2294	_____	_____
☐ Police Dept-Emergency Services	(909) 620-3741	_____	_____
☐ Pomona Fire Department	(909) 620-2087	_____	_____
☐ City Hall Customer Service	(909) 620-2241	_____	_____
☐ Wastewater Supervisor	(909) 620-7426	_____	_____
☐ WWC Crew Chief	(909) 802-7433	_____	_____
☐ Equipment Operator	(909) 802-7476	_____	_____
☐ Water Operations Manager	(909) 620-2251	_____	_____
☐ Water Resources Director	(909) 802-7412	_____	_____
☐ City Manager	(909) 620-2051	_____	_____
☐ Other_____	_____	_____	_____

MUST notify OES, County Health Department, and RWQCB within **2 HOURS** of becoming aware of a spill reaching storm pipes, drainage channels, and/or surface waters

OES Control #_____

Report faxed to RWQCB? ☐Yes ☐No If yes, date and time of fax:_____

Public Use Closures

Were signs posted warning of contaminants? ☐Yes ☐No Dates Posted:_____

Location of Postings:_____

Were samples obtained of contaminated water? ☐Yes ☐No (Attach any and all results.)

Attachment G
Methods for Estimated Spill Volume

Methods for Estimating Spill Volume

A variety of approaches exist for the estimation of the volume of a sanitary sewer overflow. This appendix documents four methods that are most often employed. Other methods are also possible. The person preparing the estimate shall use the method most appropriate to the SSO in question using his/her judgment. Every effort shall be made to make the best possible estimate of the volume.

Method 1 Eyeball Estimate

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

Method 2 Measured Volume

The volume of some small spills can be estimated using this method if it is not raining. In addition, the shape, dimensions, and depth of the spilled sewage are needed. The shape and dimensions are used to calculate the area of the spill and the depth is used to calculate the volume.

Step 1 Sketch the shape of the contained sewage

Step 2 Measure or pace off the dimensions

Step 3 Measure the depth in several locations

Step 4 Convert the dimensions, including depth to feet.

Step 5 Calculate the area using the following formulas:

Rectangle	Area = length x width
Circle	Area = diameter x diameter x 0.785
Triangle	Area = base x height x 0.5

Step 6 Multiply the area times the depth

Step 7 Multiply the volume by 7.5 to convert it to gallons

Method 3 Duration and Flow Rate

Calculating the volume of spills where it is difficult or impossible to measure the area and depth requires a different approach. In this method separate estimates are made of the duration of the spill and the flow rate. The methods of estimating duration and flow rate are:

Duration: The duration is the elapsed time from the start time to the end time, when the spill stopped.

Start time is sometimes difficult to establish. Here are two approaches:

- For very large overflows, changes in flow on a downstream flow meter can be used to establish the start time. Typically the daily flow peaks are "cut off" or flattened by the loss of flow. This can be identified by comparing hourly flow data.
- Conditions at the spill site change with time. Initially there will be limited deposits of grease and toilet paper. After a few days to a week, the grease forms a light colored residue. After a few weeks to a month the grease turns dark. In both cases the quantity of toilet paper and other materials of sewage origin increase in amount. These changes with time can be used to estimate the start time in the absence of other information.
- Sometimes it is simply not possible to estimate the start time.

End time is usually much easier to establish. Field crews on-site observe the "blow down" that occurs when the blockage has been removed. The "blow down" can also be observed in downstream flow meters.

Flow Rate: The flow rate is the average flow left in the sewer system during the time the spill stopped. There are three ways to estimate the flow rate:

- San Diego Manhole Flow Rate Reference Sheet: This sheet, presented in Figure G-1, shows the sewage flowing from a manhole cover for a variety of flow rates. The observations of the field crew are used to select the approximate flow rate from the chart.
- Flow meter: Changes in flows in the downstream flow meters can be used to estimate the flow rate during the spill (better for large spills)
- Estimate based on up-stream connections: Once the location of the spill is known, the number of upstream connections can be determined from system maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection, or other flow rates that are consistent with the City's data for its connections.

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

City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

All estimates are calculated in gallons per minute (gpm)

Wastewater Collection Division
(619) 654-4160

5 gpm

25 gpm

50 gpm

100 gpm

150 gpm

200 gpm

225 gpm

250 gpm

275 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99

Attachment H
Warning Sign

WARNING:
KEEP OUT
RAW
SEWAGE

City of Pomona

(909) 620-2241

DANGER!

CONTAMINATED WATER
KEEP OUT

AGUA CONTAMINADA
ALEJESE

PELIGRO!

City of Pomona

(909) 620-2241

Attachment I
News Release Samples

SAMPLE PRE-SCRIPTED NEWS RELEASE – INITIAL NOTIFICATION

(City of Pomona, Wastewater Operations Division letterhead)

For Immediate Release

Date and Time

Cause of failure, such as mechanical breakdown or natural cause (lightning or local flooding) damage at sewage facility located near the intersection of street name and street name has caused sewage overflow into the surface water name in area name. A map showing the location of the sewage facility and areas impacted by the overflow is attached.

Although Wastewater Maintenance Section crews have begun to make temporary repairs and divert some of the flows to which plant and/or interim bypass pumping has begun, backups may occur in portions of the system. Consequently, residents (reference area or location on map) are urged to reduce water usage inside their homes as much as possible and to avoid coming into physical contact with standing waters in the street or using receiving surface water for any purpose until further notice.

Please note that the drinking water supply is not affected; however, the cooperation of residents to minimize water usage in order to reduce sewage flows is of the utmost importance.

CONTACT: Public Information Officer
Mark Gluba
(909) 620-2448

Wastewater System Supervisor
Romell Eutsey
(909) 620-7426

SAMPLE PRE-SCRIPTED NEWS RELEASE – REPAIR UPDATE

(City of Pomona, Wastewater Operations Division letterhead)

For Immediate Release

Date and Time

Cause of failure, such as mechanical breakdown or natural cause (lightning or local flooding) damage at sewage facility located near the intersection of street name and street name has caused sewage overflow into the surface water name in area name. Repair crews were dispatched to assess the extent of the damage and to initiate repairs. To date, the following actions have been taken:

[Description of work accomplished.]

It is anticipated that the repair work will be complete by day, date, and time. Additional advisories will be issued if the status of the repairs should change.

Residents are cautioned to refrain from visiting the area where the repair efforts are being conducted.

CONTACT: Public Information Officer
Mark Gluba
(909) 620-2448

Wastewater System Supervisor
Romell Eutsey
(909) 620-7426

SAMPLE PRE-SCRIPTED NEWS RELEASE – CLOSING STATEMENTS

(City of Pomona, Wastewater Operations Division letterhead)

For Immediate Release

Date and Time

Cause of failure, such as mechanical breakdown or natural cause (lightning or local flooding) damage at sewage facility located near the intersection of street name and street name has caused sewage overflow into the surface water name in area name. The leak caused the discharge of approximately number of thousand or million gallons of sewage into name of surface water, resulting in restricted public access to the .

A specially trained team of repair experts was mobilized to take immediate and effective action. The repairs were complete in time in hours and/or days and involved around-the-clock operations.

The City of Pomona Wastewater Operations Division worked in cooperation with the Los Angele County Health, Water, and Sewage Department in monitoring the environmental effects of the sewage discharge on name of surface water. The media assisted in issuing advisories to keep the public informed of the status of remedial actions. As a result, the impacts of accidental sewage discharged were minimized. The water quality in name of surface water is continuing to be monitored to ensure there are no threats to public health and the environment.

CONTACT: Public Information Officer
Mark Gluba
(909) 620-2448

Wastewater System Supervisor
Romell Eutsey
(909) 620-7426

SAMPLE PRE-SCRIPTED NEWS RELEASE – WATER CONSERVATION

(City of Pomona, Wastewater Operations Division letterhead)

For Immediate Release

Date and Time

Cause of failure, such as mechanical breakdown or natural cause (lightning or local flooding) damage at sewage facility located near the intersection of street name and street name has caused sewage overflow into the surface water name in area name. The leak has caused portions of surface water name to become polluted and necessitates reducing the discharge of sewage to the sewer system.

In order to prevent backups in the sewer system and sewage spills, residents are urged to reduce household water use. Residents should take the following actions:

1. Limit clothes washing
2. Limit showers and baths
3. Limit toilet flushing

It is necessary to restrict water use only for the period required to fix the leak. City of Pomona Wastewater Operations Division crews have already begun to make repairs. Advisories will be issued when the repairs are completed so normal water use may resume.

The break does not affect the water supply. The water is safe to drink, but please limit water use to reduce sewage flow as much as possible.

CONTACT: Public Information Officer
Mark Gluba
(909) 620-2448

Wastewater System Supervisor
Romell Eutsey
(909) 620-7426

Attachment J
Spill Monthly Report Spreadsheet

SSO TRACKING DATABASE
Recommended Headings

Task Order Number	CIWQS Spill Database ID	Date Spill is First Reported to City	Time Spill is First Reported to City	Reported By:		Reported to CIWQS On-line database		Reported to RWQCB		Person Completing Report	
				Name	Phone #	Date	Time	Date	Time	Name	Phone #

SSO TRACKING DATABASE
Recommended Headings

Responsible Party	Spill Estimated Start		Spill Estimated End		Did any Sewage Reach Storm Drain?	Did Spill Reach Surface Waters other than a Storm Drain?	Containment Info.	Waswater Disposal Method	Estimated Overflow Rate	Spill Volume Lost	How was Volume Calculated?
	Date	Time	Date	Time							

SSO TRACKING DATABASE
Recommended Headings

Photo Documentation	Recovered Spill Volume	Volume of Recovered Washwater & Sewage	Volume of Lost Washwater & Sewage	Location				Spill Structure ID	Number of Overflows w/in 1000 ft of this Location	Dates of Overflows w/in 1000 ft of this Location	Location of Potential Bolckage or Problem Point
				Street	City	County	Zip				

SSO TRACKING DATABASE
Recommended Headings

Description of Component from which Spill Occurred	Overflow Cause - Detailed Description	Measurable Precipitation 72 Hours Prior to Overflow	Steps, Taken or Planned, to Reduce, or Eliminate, Reoccurance of Spill	Schedule of Major Milestones	Steps Taken or Planned to Mitigate the Impacts of the Spill	Schedule of Major Milestones	Any Additional Correspondence and Follow-up Reports as Necessary to Supplement the Spill Report Form and Provide Detailed Info

SSO TRACKING DATABASE
Recommended Headings

Name or Description of Initial Receiving Water	Name or Description of Secondary Receiving Water	Describe final destination of sewage	Was the Local Health Services Agency Notified?	If the Spill was > 1000 gal, was OES Notified?	Were Signs Posted to Warn of Contamination?	Location of Posting	Dates that Warning Signs were Posted	Were Samples Obtained of Contaminated Water?	Remarks

Attachment K
CWIQS Data Required for Online Reporting

CIWQS – Required Data for Online Reporting

The California State Water Resources Control Board requires that all sanitary sewer overflows (spills) be reported via the on-line application, California Integrated Water Quality System (CIWQS). Certain information is required to properly document and submit a spill. This Attachment lists the information required for reporting spills.

The following information is required for all Category 1 Spill Reports:

Draft Report – Within three (3) business days of the knowledge of 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. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered

Certified Report – Within 15 calendar days of the spill end date.

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

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

Spill Technical Report – Within 45 calendar days of the spill end date, if the spill discharges 50,000 gallons or greater to a surface water.

1. Spill causes and circumstances, including at minimum:
    - Complete and detailed explanation of how and when the spill was discovered;
    - Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
    - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
    - Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
    - Detailed description of the spill cause(s);
    - Description of the pipe material, and estimated age of the pipe material, at the failure location;
    - Description of the impact of the spill;
    - Copy of original field crew records used to document the spill; and
    - Historical maintenance records for the failure location.
2. Enrollee's response to the spill:
    - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
    - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
    - Final corrective action(s) completed and a schedule for planned corrective actions, including:

- Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
- Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
- Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.

3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

The following information is required for all Category 2 Spill Reports:

Draft Report – Within three (3) business days of the knowledge of 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. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
    - Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
11. Estimated total spill volume recovered.

Certified Report – Within 15 calendar days of the spill end date.

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:

- The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;

4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, lateral, pump station, etc.);
6. Description of the pipe material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion;
14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

The following information is required for all Category 3 Spill Reports:

Monthly Report – Within 30 calendar days of the end of the month in which the spill occurred.

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 of the system location where the spill originated;
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
   - Description of the drainage conveyance system transporting the spill;
   - Photographs of the drainage conveyance system entry location(s);
   - Estimated spill volume fully recovered from the drainage conveyance system;
   - Estimated spill volume remaining within the drainage conveyance system;
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 reach of the spill;
12. Spill end date and time;

13. Description of how the spill volume estimations were calculated, including at a minimum:
    - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main, lateral, pump station, etc.);
16. Description of the pipe material, and estimated age of the pipe 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 action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
    - Adjusted schedule/method of preventive maintenance,
    - Planned rehabilitation or replacement of sanitary sewer asset,
    - Inspected, repaired asset(s), or replaced defective asset(s),
    - Capital improvements,
    - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
    - Description of spill response activities,
    - Spill response completion date, and
    - Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;
21. Spill response completion date;

The following information is required for all Category 4 Spill Reports:

Monthly Report – Within 30 calendar days of the end of the month in which the spill occurred.

1. Estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills.
2. If only Category 4 spills occur, a certification statement of "Category 4 Spills"

Annual Report – By Feb 1st after the end of the calendar year in which the spill occurred.

Recordkeeping of Category 4 spills must include:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;

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

The following information is required for all Lateral Spill Reports:

Monthly Report – Within 30 calendar days of the end of the month in which the spill occurred.

- If Lateral Spills occur that do not reach surface waters, a certification statement of "Non-Category 1 Lateral Spills"

Annual Report – By Feb 1st after the end of the calendar year in which the spill occurred.

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

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

The following information is required for all Non-Spill Reports:

Monthly Report – Within 30 calendar days of the end of the month in which the spill occurred.

- If No Spills occur, a certification statement of "No-Spill"

Amending Any Reports:

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

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

Attachment L
Spill Specific & Receiving Water Monitoring Requirements

ATTACHMENT L – SPILL SPECIFIC AND RECEIVING WATER MONITORING

1. SPILL-SPECIFIC MONITORING REQUIREMENTS

1.1 Spill Location and Spread

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

- Photography and GPS coordinates for:
  - The system location where spill originated.

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

1.2 Spill Volume Estimation

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

2 RECEIVING WATER MONITORING

2.1. Receiving Water Visual Observations

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

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

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

2.2. Receiving Water – Water Quality Sampling and Analysis

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

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

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

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

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

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

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

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

2.2. Receiving Water – Water Quality Sampling and Analysis

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

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

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

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

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

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

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

2.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

Environmental Laboratory Accreditation Program-Accredited Laboratories

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

Water Quality Constituent Analysis Methods

Constituents	Method	Container/ Preservative	Holding Time
Ammonia	SM 4500-NH_3H	Plastic pint with H_2SO4, on ice	28 Days
Total Coliform, Fecal Coliform, and E. coli	SM 9221-B,C,F	120 mL IDEXX sterile plastic bottle with $Na_2S_2O_3$	8 hours
Enterococcus	SM 9221-B,C,F	120 mL IDEXX sterile plastic bottle with $Na_2S_2O_3$	8 hours

2.4. Receiving Water Sampling Locations

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

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

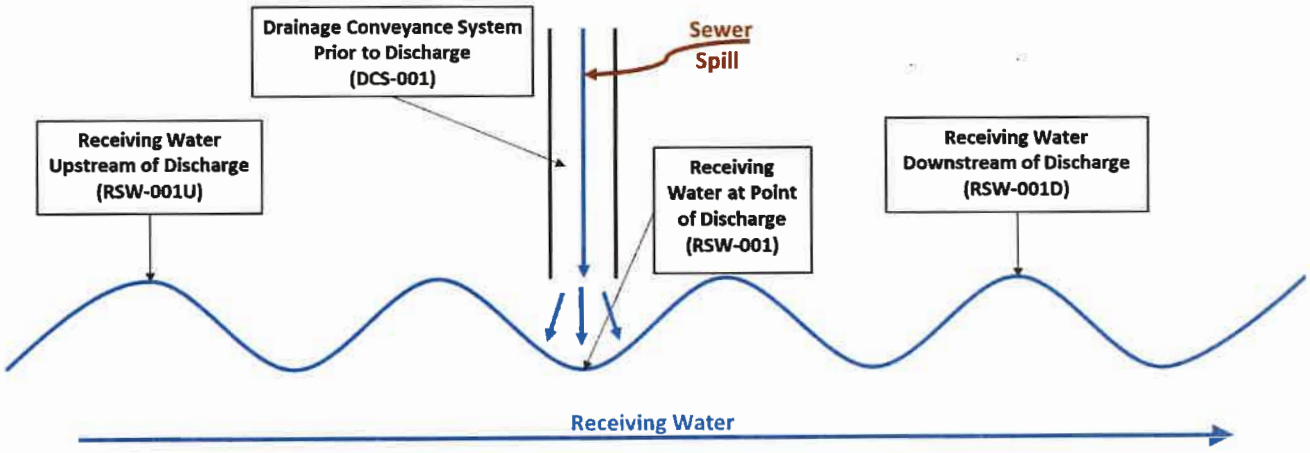
Sampling Location	Sampling Location Description
DCS-001	A point in a drainage conveyance system before the drainage conveyance system flow discharges into a receiving water.

Receiving Surface Water Sampling (RSW)[1]

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

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

Receiving Water Sampling Points



2.5. Safety and Access Exceptions

If access restrictions or unsafe conditions are encountered that prevent compliance with spill response requirements or monitoring requirements in this General Order, the City shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

2.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

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

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

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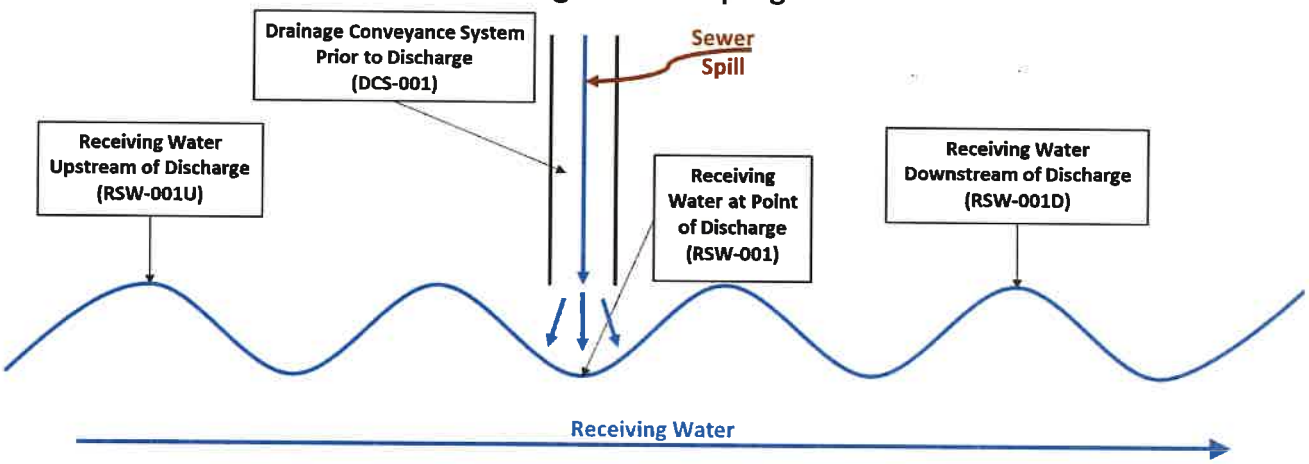
Receiving Surface Water Sampling (RSW)[1]

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

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

Receiving Water Sampling Points



2.5. Safety and Access Exceptions

If access restrictions or unsafe conditions are encountered that prevent compliance with spill response requirements or monitoring requirements in this General Order, the City shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.