

CITY OF SOLANA BEACH

SEWER SYSTEM MANAGEMENT PLAN (SSMP)

Updated May 2026

Prepared For:



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Attachment 2	Spill Emergency Response Plan

Acronyms

ADWF	Average Dry Weather Flow
BMP	Best Management Practices
Cal OES	California Office of Emergency Services
CASQA	California Stormwater Quality Association
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIPP	Cured In-place Pipe
City	City of Solana Beach
CIWQS	California Integrated Water Quality System
CWA	Clean Water Act
CWEA	California Water Environment Association
DEHQ	San Diego County Department of Environmental Health and Quality
EDU	Equivalent Dwelling Unit
EPA	Environmental Protection Agency
FGE	FOG Generating Establishment
FHSZ	Fire Hazard Severity Zone
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
FY	Fiscal Year
GCD	Grease Control Device
GIS	Geographic Information System
GPD	Gallons per Day
GPM	Gallons per Minute
GPS	Global Positioning System
Greenbook	Standard Plans and Specifications for Public Works Construction
IAPMO	International Association of Plumbing and Mechanical Officials
I/I	Inflow and Infiltration
JPA	Joint Powers Authority
LF	Linear Feet
LRO	Legally Responsible Official

MGD	Million Gallons per Day
MOU	Memorandum of Understanding
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies
NIMS	National Incident Management System
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
PACP	Pipeline Assessment Certification Program
PDWF	Peak Dry Weather Flow
PLDS	Private-Lateral Sewer Discharge
PVC	Polyvinyl Chloride Pipe
PW	Public Works
PWWF	Peak Wet Weather Flow
SBMC	Solana Beach Municipal Code
SEJPA	San Elijo Joint Powers Authority
SEMS	Standardized Emergency Management System
SEWC	San Elijo Water Campus
SERP	Spill Emergency Response Plan
SDRSD	San Diego Regional Standard Drawings
SDRWQCB	San Diego Regional Water Quality Control Board (San Diego Water Board)
SOP	Standard Operating Procedures
SSMP	Sewer System Management Plan
SWRCB	State Water Resources Control Board (State Water Board)
VCP	Vitrified Clay Pipe
WDRs	Waste Discharge Requirements

1 Introduction and Sewer System Management Plan Goals

This chapter provides a summary of the regulations that require the development of a Sanitary Sewer Management Plan (SSMP) for the City of Solana Beach (City), outlines the goals of the SSMP, describes the document's organization, and offers an overview of the City's service area and sanitary sewer collection system.

On May 2, 2006, the State Water Resources Control Board (SWRCB or "Board") issued the Statewide General Waste Discharge Order for Sewer Systems (General Order or Order) No. 2006-0003-DWQ. The intent of the Order was to regulate all wastewater collection systems greater than one (1) mile in length within the State to reduce or eliminate the number of sanitary sewer overflows, which by their nature pollute the environment and may affect public health. Subsequently, the San Diego Regional Water Quality Control Board amended the Order with R9WQCB Order No. 2007-0005 that requires mandatory reporting of private property spills. In response to the Order, the City submitted an application for permit coverage with the Board and was issued a wastewater discharge permit WDID# 9SSO11172. The City's SSMP was certified and uploaded to the California Integrated Water Quality System (CIWQS) on March 3, 2012. On December 6, 2022, the Board adopted Order Number 2022-0103-DWQ, replacing the 2006 Waste Discharge Requirements (WDR) for sanitary sewer systems, which became effective on June 5, 2023.

The 2022 Order builds upon and supersedes the previous WDRs adopted under Order No. 2006-0003-DWQ and amendments thereafter. Additionally, agencies within the San Diego Region must continue to comply with region-specific requirements, including those issued under the San Diego Regional Water Quality Control Board (San Diego Water Board) Order Number R9-2007-0005. These requirements are collectively referred to herein as the "WDRs." The City has prepared this SSMP to ensure compliance with the Order. This SSMP pertains to the management, operation, and maintenance of the collection systems. This was done to facilitate document management and to provide a program that is easier to understand for the general public and for City staff.

The SSMP is divided into chapters, with each chapter dedicated to a specific element of the WDR (Table 1). Within each chapter, the City's compliance efforts are listed. Each chapter contains the requirement from the WDR and the plan the City uses to comply with it. The Compliance Summary for each chapter outlines the programs or activities the City uses to ensure compliance. Where applicable, the Compliance Documents section lists the supporting documents and their location that the City has developed as part of its SSMP.

The organization of this document is consistent with the State Water Board requirements (2022 Order, Attachment D) and includes the following eleven (11) mandatory WDRs elements:

- I. Introduction and Goals
- II. Organization
- III. Legal Authority
- IV. Operation and Maintenance Program
- V. Design and Performance Provisions
- VI. Spill Emergency Response Plan
- VII. Sewer Pipe Blockage Control Program
- VIII. System Evaluation, Capacity Assurance, and CIP Plan

- IX. Monitoring, Measurement, and Plan Modifications
- X. SSMP Program Audits
- XI. Communication Program

Each element of the SSMP is described in the corresponding chapter shown in Table 1, as noted in Attachment D of the WDRs. The additional plans included in the appendices support the City's efforts to meet the WDRs and formally document its implementation. These plans include information on the City's specific policies and procedures for reducing sewage spills and managing the sanitary sewer system. The plans are included as appendices to facilitate updates as they are implemented, refined, and modified.

Table 1: Waste Discharge Requirements and Chapter Location

WDRs Element	Element Description	Chapters	Expanded Context
(i)	Goals and Objectives	1, 10	Appendix B
(ii) and (xi)	Organization	2	Attachment 2
(iii)	Legal Authority	3, 7	
(iv)	Operation and Maintenance Program	4	Appendix C
(v)	Design and Performance Provisions	5	
(vi)	Spill Emergency Response Plan	6	Attachment 2
(vii)	Sewer Pipe Blockage Control Program	7, 11	Appendices D, E, and F
(viii)	System Evaluation and Capacity Assurance Plan	8, 4	Appendix G
(ix)	Monitoring, Measurement, and Plan Modifications	9	Appendix G and Attachment 2
(x)	SSMP Program Audits	10, 1	Appendix G
(xi)	Communication Program	11, 7	

1.1 Goal of SSMP

The SSMP provides a documented plan that describes all collection system activities and programs employed by the City to ensure proper management of all collection system assets. Implementing an SSMP ensures proper management, operation, and maintenance of all parts of the sanitary sewer system, ultimately helping to reduce and prevent, as well as contain and mitigate, any sewage spills that do occur while meeting all applicable regulatory notification and reporting requirements. Commitment to continual improvement will ensure that the SSMP is a living planning document that is continually updated, revised, and tailored towards the City's needs (Appendix B).

More specifically, the goals of Solana Beach's SSMP are:

- Properly manage, operate, and maintain all parts of the City's sanitary sewer system
- Reduce and prevent sewage spills
- Contain and mitigate sewage spills if they occur
- Allocate resources to comply with regulatory requirements, as needed
- Protect the public health, safety, and property, the environment, and water quality by responding swiftly to potential spills and other incidents

- Allocate sufficient resources for the operation, maintenance, and repair of its sanitary sewer system by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures
- Ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess the necessary knowledge, skills, and abilities
- Review and implement emerging technology and equipment for productivity and efficiency
- Implement a long-range planning and improvement plan
- Control odors and the effects of corrosion on the sanitary sewer system infrastructure
- Provide adequate capacity to convey base and peak flows, including flows resulting from wet weather events
- Minimize the frequency and volume of sewage spills
- Inform and educate the public on programs, projects, and issues related to the sanitary sewer system

1.2 Regulatory Context

On May 2, 2006, the State Water Resources Control Board (SWRCB or “Board”) issued the Statewide General Waste Discharge Order for Sewer Systems (General Order or Order) No. 2006-0003-DWQ that requires all publicly owned sanitary sewer systems greater than one mile in length to develop an SSMP to reduce or eliminate the number of sanitary sewer overflows. On December 6, 2022, the Board reissued the 2006 WDRs and adopted Order No. 2022-0103-DWQ, which went into effect on June 5, 2023, and established updated WDRs. This SSMP has been developed to comply with the current WDRs established under State Water Board Order WQ 2022-0103-DWQ. This SSMP builds on and updates the SSMPs completed in 2010 and 2023.

Order WQ 2022-0103-DWQ includes, but is not limited to, new provisions on:

- Regulatory context, assets, updated sewer map(s),
- Notification, monitoring, reporting, and record keeping,
- Comprehensive training on WDRs, spill response drills, spill volume estimations,
- Spill categorization and reporting,
- SSMP internal audit intervals: to be completed every 3 years (vs. every 2 years),
- SSMP update intervals: to be completed every 6 years (vs. every 5 years),
- System performance metrics and public access,
- Adaptive management and implementation effectiveness,
- Updating plan procedures/activities based on monitoring/performance evaluations,
- Enhanced documentation and certification by a Legally Responsible Official (LRO), and
- Annual update of the City’s Spill Emergency Response Plan (SERP).

The City is located within Region 9, which is under the jurisdiction of the San Diego Regional Water Quality Control Board (SDRWQCB). The SDRWQCB enforces additional region-specific sanitary sewer requirements, as specified in Order R9-2007-0005, including the following:

- **Mandatory Private Lateral Reporting:** Requires reporting of private lateral spills that equal or exceed 1,000 gallons, result in a discharge to a drainage channel and/or surface water, and/or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system, whereas this is voluntary under the WDRs.

- **24-Hour Regional Notification:** Direct notification is required to the San Diego Regional Board for Category 1 sewage spills and private lateral spills within 24 hours of becoming aware of the spill.

1.3 SSMP Update Schedule

Pursuant to Order WQ 2022-0103-DWQ, the City of Solana Beach will implement the following schedule for updates and internal audits of this SSMP:

- **SSMP Recertification:** The SSMP will be reviewed and updated as necessary to reflect changes in regulatory requirements, City practices, staffing, and infrastructure, and at a minimum of once every six (6) years. Following any update, the SSMP will be recertified by the City's LRO and submitted to the California Integrated Water Quality System (CIWQS) database.
- **SSMP Internal Audit:** An internal audit will be conducted at least once every three (3) years. The purpose of the audit is to evaluate the effectiveness of the SSMP elements, confirm implementation, and identify areas for improvement. Each audit will include findings, recommended corrective actions (if any), and an implementation schedule. Audit reports will be retained for a minimum of five years and uploaded to CIWQS within six months of the end of the audit period.
- **Performance Milestones:** Updates and audits will include an assessment of performance milestones, including metrics related to the prevention and reduction of sewage spills. These may include sewage spills frequency and volume trends, improvements to Operations and Maintenance (O&M) practices, capital project delivery, staff training participation, and updates to Standard Operating Procedures (SOPs).

The schedule for auditing and updating this SSMP is provided in Table 2.

Table 2: SSMP Audit and Update Schedule

Activity	Due Date
2028 SSMP Audit	October 1, 2028
2031 Next SSMP Update	August 2, 2031
2031 SSMP Audit	October 1, 2031

1.4 Service Area and Sewer System Asset Overview

The City of Solana Beach is located in north coastal San Diego County, and is bounded on the west by the Pacific Ocean, the south by the Cities of Del Mar and San Diego, the east by the County of San Diego, and on the north by the City of Encinitas. Approximately 80 percent of the development within the City is single-family residential, and the estimated population served by the City is 13,900 people.

Land uses within the service area generally fall into the following categories:

Residential (55%)

- Estate
- Low Density
- Low to Medium Density
- Medium Density
- Medium to High Density
- High Density

Commercial and Industrial (8%)

- Special Commercial
- Light Commercial
- Light Industrial
- Office and Professional

Public and Open Space (18%)

- Public and Institutional (Schools)
- Open Space and Recreational

Roads and Right of Way (18%)**Vacant/Underdeveloped (1%)**

The City of Solana Beach operates and manages its own sanitary collection system. All sewage collected in the City is treated at the San Elijo Water Campus (SEWC), which is operated by the San Elijo Joint Powers Authority (SEJPA). The collection system is comprised of three drainage basins (Figure 1). Most of the system consists of gravity lines, but there are also four pump stations, each with a dedicated force main, and one inverted siphon connection that conveys all the sewage generated in the City's service area to the SEWC reclamation facility.

The City owns approximately 51.2 miles (270,656 linear feet) of wastewater conveyance pipelines ranging in diameter from 4 to 24 inches, consisting of 259,838 LF of gravity pipeline and 10,818 LF of force main. Gravity pipe materials include asbestos-cement (AC), polyvinyl chloride (PVC), and vitrified clay (VC) pipe. As a part of the system, the City owns approximately 1,300 manholes throughout its service area. All gravity sewer lines and force mains are serviced and maintained by outside contractors, and all pump stations and the inverted siphon are operated and maintained by the SEJPA Operations Division. There are also two stormwater diversion stations, the Fletcher Cove and Seascape Sur Low Flow Diverters, that direct dry weather runoff and first flush stormwater away from the beach storm drain conveyances and into the sanitary sewer system. The diversion stations are located at Fletcher Cove Park (near Fletcher Cove pump station) and at Seascape Sur beach, approximately 0.5 mi from Fletcher Cove pump station. These assets are owned by the City and operated and maintained by SEJPA.

The service area boundary encompasses the entire City of Solana Beach and connects to the Cities of San Diego, Del Mar, and Encinitas, as shown in Figure 2 and summarized in Table 3.

1.4.1 Summary of connections with the City of Del Mar

Per the 2014 Agreement for the Lease of Wastewater Transmission Capacity between the City of Del Mar and the City of Solana Beach, the City leases wastewater transmission capacity to the City of Del Mar so Del Mar's flows can be conveyed through Solana Beach's Cedros Trunk Sewer, Solana Beach Pump Station, and Force Main to the SEWC. The agreement between the City and Del Mar allows the following flow capacities from Del Mar to Solana Beach: up to 0.6 MGD annual average, with a summer seasonal allowance of up to 1.0 MGD, and a momentary peak of 75,000 gallons per hour (gph). The City of Del Mar targets an average minimum of 0.3 MGD for transmission to SEWC.

The sewer lines located in the following areas are owned, operated, and maintained by the City of Solana Beach, but are within the City of Del Mar's jurisdiction.

- Via de la Valle (westbound) between S. Cedros Ave. and Valley Ave.

- Via de la Valle (eastbound) between Camino del Mar and Interstate-5
- Jimmy Durante Blvd. between Via de la Valle and Hilton Del Mar entrance
- Border Ave. between S. Sierra Ave. and Camino del Mar
- Camino del Mar (northbound) between Via de la Valle and Brigantine Seafood Restaurant entrance

1.4.2 Summary of connections with the City of San Diego

Historically, the City of San Diego has been allowed to connect up to 300 Equivalent Dwelling Units (EDUs) into Solana Beach's sanitary sewer system. This number has recently increased to 405 EDUs. These connections are located on the north and south sides of Via de la Valle, from San Andres Dr on the east to Jimmy Durante on the west of Interstate 5.

City of Solana Beach routes sewage from 64 EDUs in Solana Beach to its own system through City of San Diego's sewer lines at San Andres Dr, north of Via de la Valle. This is a pass-through arrangement that allows Solana Beach to use a short segment of San Diego's sewer network for conveyance and does not affect any City of San Diego EDU number caps allowed to be connected to Solana Beach's system.

Per agreements between the two Cities, the City of San Diego shall maintain, repair, replace, and/or reconstruct all connections and appurtenances to the Solana Beach sewer system.

1.4.3 Summary of connections with the City of Encinitas

The City of Encinitas leases capacity to Solana Beach to transport Solana Beach's sewage flow to the SEWC via the Olivenhain Pump Station. The flow from Solana Beach is transmitted to the Olivenhain Pump Station, which is located outside Solana Beach's jurisdiction, at the intersection of Manchester Ave and I-5.

The maximum transmission capacity leased to Solana Beach is 0.20 MGD, as measured over any continuous 30-day dry weather flow period. This capacity could be revised with a formal amendment. The maximum instantaneous flow permitted is 0.37 MGD and shall occur for a length of time approximately 30 minutes in any 24-hour period. Table 3 summarizes the service area and the system asset review.

Table 3: Service Area and System Asset Summary

Drainage Basins	Pump Stations	Gravity Mainlines/ Force Mains (miles)	Ownership/ Operation Responsibilities	Overlapping boundaries and connections
San Elijo Hills	San Elijo Hills ¹	49.2/ 2.0	Solana Beach/SEJPA	Encinitas (as part of flow transmission from City to Olivenhain)
	Olivenhain ²		Encinitas/SEJPA	City of Solana Beach (as part of flow transmission from City to Olivenhain)
Eden Gardens	Eden Gardens ¹		Solana Beach/SEJPA	Del Mar and City of San Diego
Solana Beach	Solana Beach ¹		Solana Beach/SEJPA	Del Mar and City of San Diego
	Fletcher Cove ¹			

¹ Pump stations within City limits and owned by the City

² Pump station outside City limit and owned by City of Encinitas

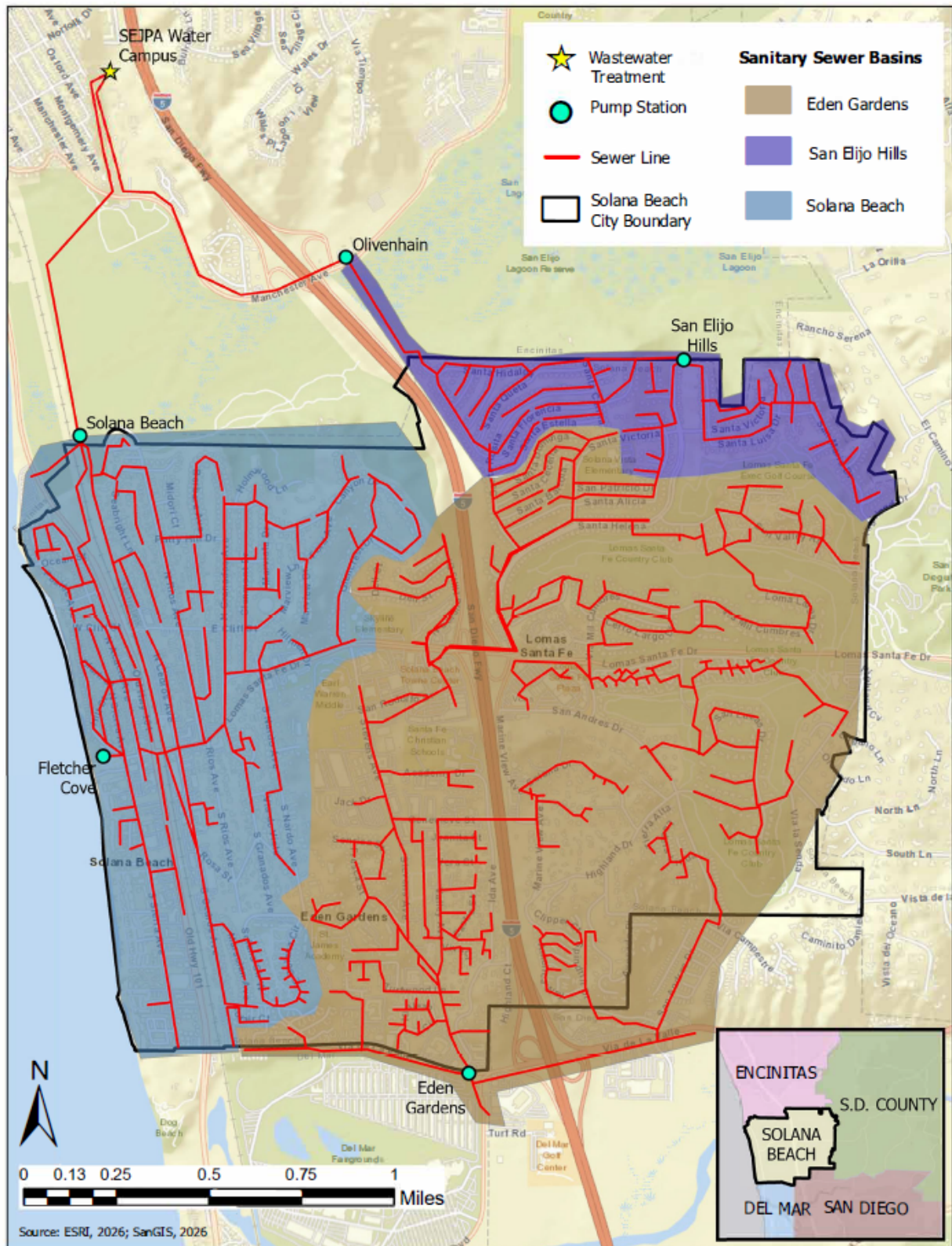
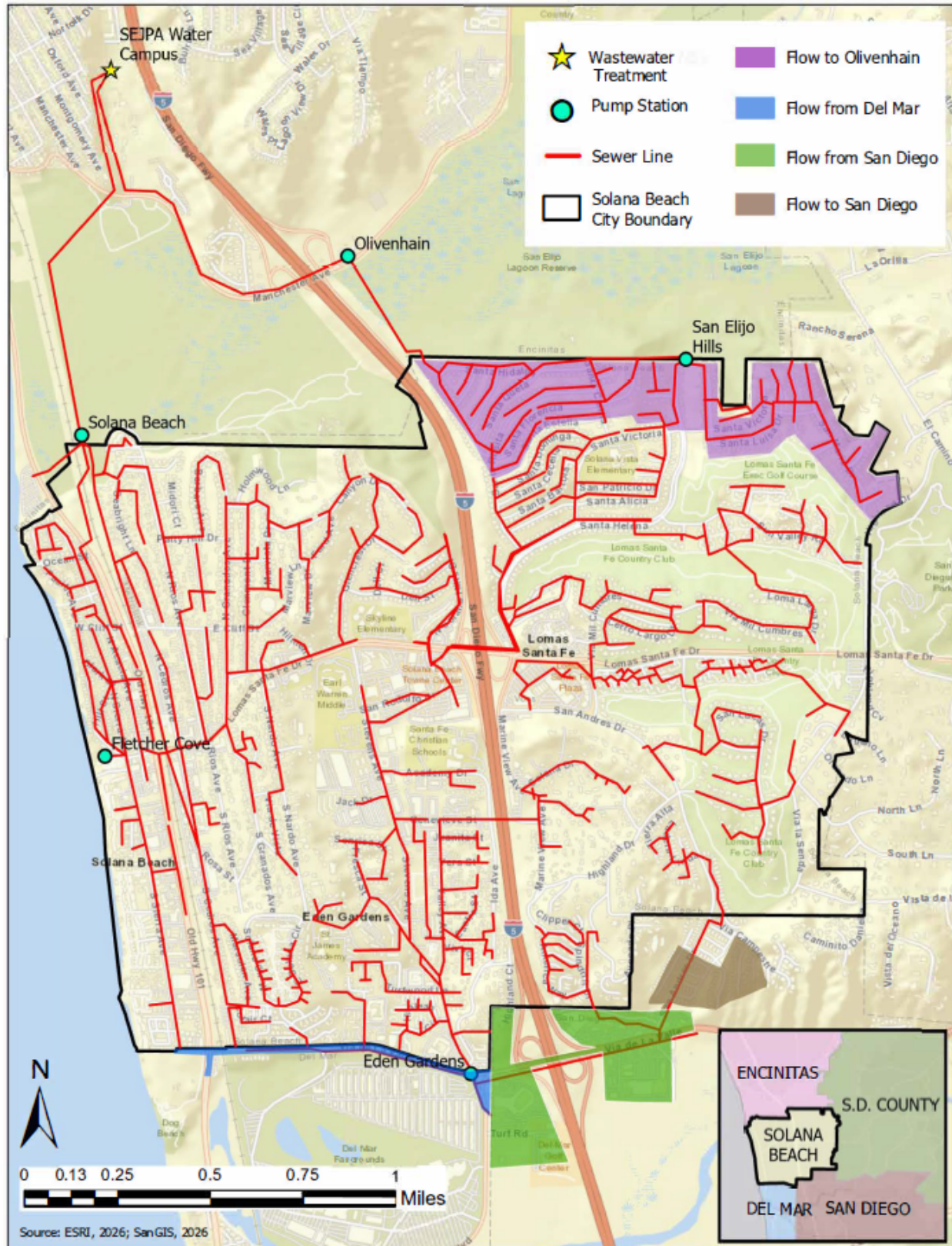


Figure 1: City of Solana Beach Service Area, Collection System, and Sanitary Sewer Drainage Basins



2 Organization

This chapter identifies the City staff responsible for implementing the plans and procedures included in the SSMP, responding to sewage spills, and meeting spill reporting requirements.

The communication plan defines the role of each position to ensure that all elements of this SSMP are addressed and the staff is properly informed. A specific sewage spill response and notification plan is included in the Spill Emergency Response Plan (SERP), included in Attachment 2. The SERP identifies the staff positions responsible for managing the sewage spill response, investigating the cause of the spill, and reporting the spill to the appropriate parties. The SERP also includes a list of key personnel and contractors who are responsible for responding to sewage spills. The sequence of communication for reporting sewage spills and the appropriate agencies to be notified is also included.

2.1 Regulatory Requirements for the Organization and Communication Element

It is required by the WDRs (Attachment D Section 2) that the City's SSMP identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

**WDRs Attachment D
Section 2**

- a) The name of the City's Legally Responsible Official (LRO);
- b) The names, telephone numbers, and email addresses of management, administrative, and maintenance positions responsible for implementing specific measures of the SSMP program;
- c) Identification of lines of authority through an organization chart or similar document with a narrative explanation; and
- d) The chain of communication for reporting sewage spills, from receipt of a complaint or other information, including the person(s) responsible for reporting sewage spills to the State and Regional Water Board, the California Office of Emergency Services (Cal OES), and other agencies if applicable (such as County Health Officer and County Environmental Health Agency).

2.2 Identification of the LRO

The City Manager is the City's LRO and authorized representative registered with the State of California to sign and certify sewage spill reports submitted via CIWQS, the state's online reporting system. The City Engineer and Director of Public Works¹ are also delegated authority as LROs through signature authority. The LROs are responsible for certifying the SSMP milestones.

2.3 Organizational Lines of Authority

The City's organizational structure for the Engineering & Public Works Department, which is responsible for implementing and overseeing the SSMP and the related plans and procedures, is shown in Figure 3. This chart also indicates the lines of authority within the organization. Organizational charts are periodically reviewed and updated, as needed, to reflect changes.

¹ Director of Public Works is synonymous with Director of Engineering & Public Works

A narrative description of each position's involvement in the development and implementation of the SSMP, in addition to collaborating agencies, is included in section 2.4.

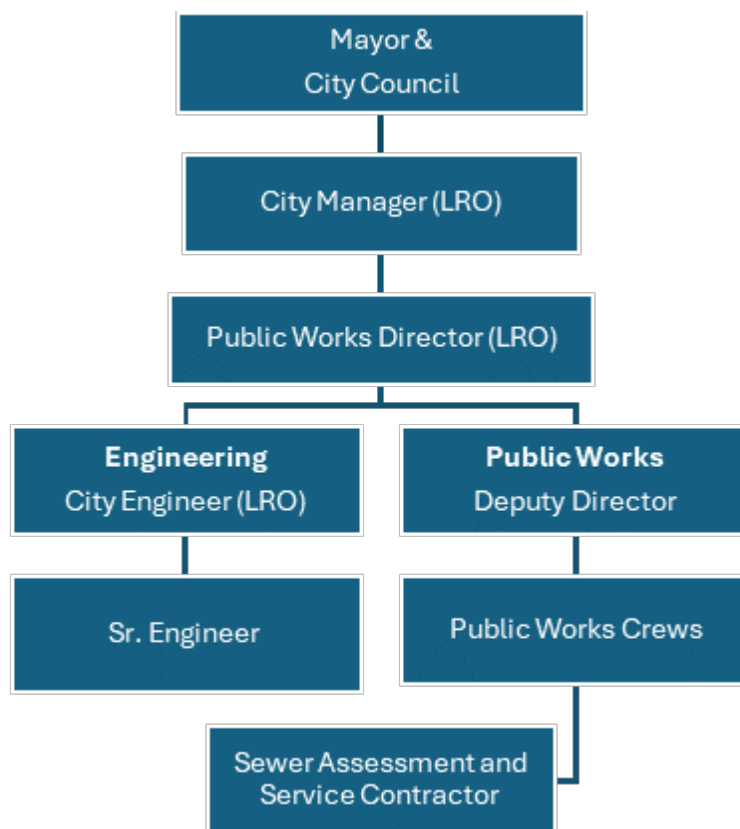


Figure 3: Organizational Chart of Positions Supporting the Sanitary Sewer System

2.4 Description of Roles and Responsibilities

The following information provides a summary of the roles and responsibilities of City staff and collaborating agencies supporting the sanitary sewer system:

- **Mayor & City Council:** Approving SSMP updates to ensure compliance with orders issued by the State Water Resources Control Board and the Region 9 Water Quality Control Board.
- **City Manager (LRO):** Responsible for delegation of responsibility and general oversight.
- **Director of Public Works (LRO):** Responsible for providing overall direction, delegating authority, and facilitating coordination between all facets of the City of Solana Beach Sanitation System. Certifies reports and submits data to the online database.
- **City Engineer (LRO):** Certifies reports and submits data to the online database.
- **Senior Engineer:** Responsible for managing capital projects related to the City's sanitation system, reporting any sewage spills, and managing the City's Sewer Pipe Blockage Control Program.
- **Deputy Director of Public Works:** The Deputy Director of Public Works is responsible for operations and maintenance of the City's sanitation system, implementation of the emergency response plan, and directing mitigation/clean-up efforts. This position also oversees any

contractors retained by the City for maintenance and repair support as required, including the sewer system maintenance and closed-circuit television (CCTV) services. The Deputy Director of Public Works implements and measures the effectiveness of SSMP, coordinates and schedules field activities, including training/safety practices, and communicates SSMP effectiveness to the Director of Public Works.

- **Public Works Sanitary Sewer Facilities Crew:** This crew performs daily activities, executes plans and procedures, assesses SSMP plans and procedures, manages sewer assessment and service contractor(s), and communicates SSMP effectiveness to the Deputy Director of Public Works, ensures safety procedures are implemented, monitors and manages parts inventory, and performs operations and maintenance as needed/applicable.
- **Sewer Assessment and Service Contractor:** External contractors are hired by the City for closed-circuit television (CCTV) video inspection of the municipal sewer system and to clean the City's sanitary sewer and storm drain systems. Providing a 24-hour emergency response within one hour of notification for all sewage spills is also part of the contracted services.

In addition, the following support the sanitary sewer system:

- **San Elijo Joint Powers Authority (SEJPA):** The San Elijo Joint Powers Authority (SEJPA) operates and manages the publicly owned treatment works that process waste for its member agencies, including the City of Solana Beach. Certain agreements provide for SEJPA to manage remote facilities on behalf of its member agencies. Under these agreements, SEJPA manages four pump stations and the inverted siphon station. Part of managing these pump stations includes maintaining current emergency response plans, maintenance schedules, equipment inventories, providing contracted maintenance and CIP services, and other duties as required.
- **City of Del Mar:** The City has an informal agreement with the City of Del Mar to use their jetting equipment to address immediate system blockages during a Sanitary Sewer Emergency Response.

2.5 Administrative and Maintenance Positions

Table 4 provides names and contact information for key management, administrative, and maintenance positions responsible for SSMP implementation. The information in Table 4 is updated as needed.

Table 4: Key Personnel Contact Information

Position Title	Name	LRO	Data Submitter	Telephone Number	Email Address
City Manager	Alyssa Muto	Yes	No	(858) 720-2431	amuto@cityofsolanabeach.ca.gov
Director of Public Works	Orelia DeBraal	Yes	Yes	(858) 720-2473	odebraal@cityofsolanabeach.ca.gov
City Engineer	Austin Frisby	Yes	Yes	(858)720-2474	afrisby@cityofsolanabeach.ca.gov
Deputy Director of Public Works	Luis Carrillo	No	No	(858) 720-2481	lcarrillo@cityofsolanabeach.ca.gov

2.6 Chain of Communication for Sewage Spill Response and Reporting

The Order requires a chain of communication for reporting sewage spills, from the receipt of a complaint or other information, including the person responsible for reporting the sewage spill, to the State and Regional Water Board and other agencies, if applicable.

The detailed procedures and chain of communication utilized by the City for sewage spill reporting are provided in the City of Solana Beach SERP (Chapter 6 and Attachment A), and a summary of that reporting structure follows here:

Sewer spill notifications may be received via telephone calls or the City's website. During normal business hours, calls or complaints about actual or potential sewage spills are received by Public Works and routed to Public Works staff or designated backup. Spill response is initiated by the City staff member who arrives first at the location (the first responder). Outside of normal business hours, calls are received by North County Joint Power Authority (JPA) dispatch, also known as North Comm, then routed to an on-call Public Works duty staff member. Spill response is then initiated by the first responder. The First Responder will determine whether to direct additional Public Works staff, other City personnel, and/or approved contractors to the sewage spill location. The information obtained during the initial notification of a possible sewage spill may warrant the First Responder, in their best professional judgment, to dispatch other City personnel before proceeding to the reported sewage spill location. Notifications to the following staff members and agencies will be performed as required:

- City's Director of Public Works
- County Department of Environmental Health and Quality (DEHQ)
- Governor's Office of Emergency Services (as needed)
- San Diego County Sheriff's Department (as needed)
- Solana Beach Fire Department (as needed)
- San Diego Regional Water Quality Control Board (as required)
- Solana Beach Risk Management (when a public sewage spill enters a home or business)

Other staff that will be notified, especially if the sewage spill cannot be fully contained or recovered, or if it reaches public waters or poses a risk to public health, safety, or the environment, include:

- City Manager
- City Attorney
- Public Information Officer (Public Relations)

Generally, the communication plan will follow the organizational lines of authority (Figure 4). The following flowchart shows the City's line of communication for responding to and reporting spills. This flowchart also summarizes general staff responsibilities for the management, operation, and maintenance of the City's sanitary sewer system.

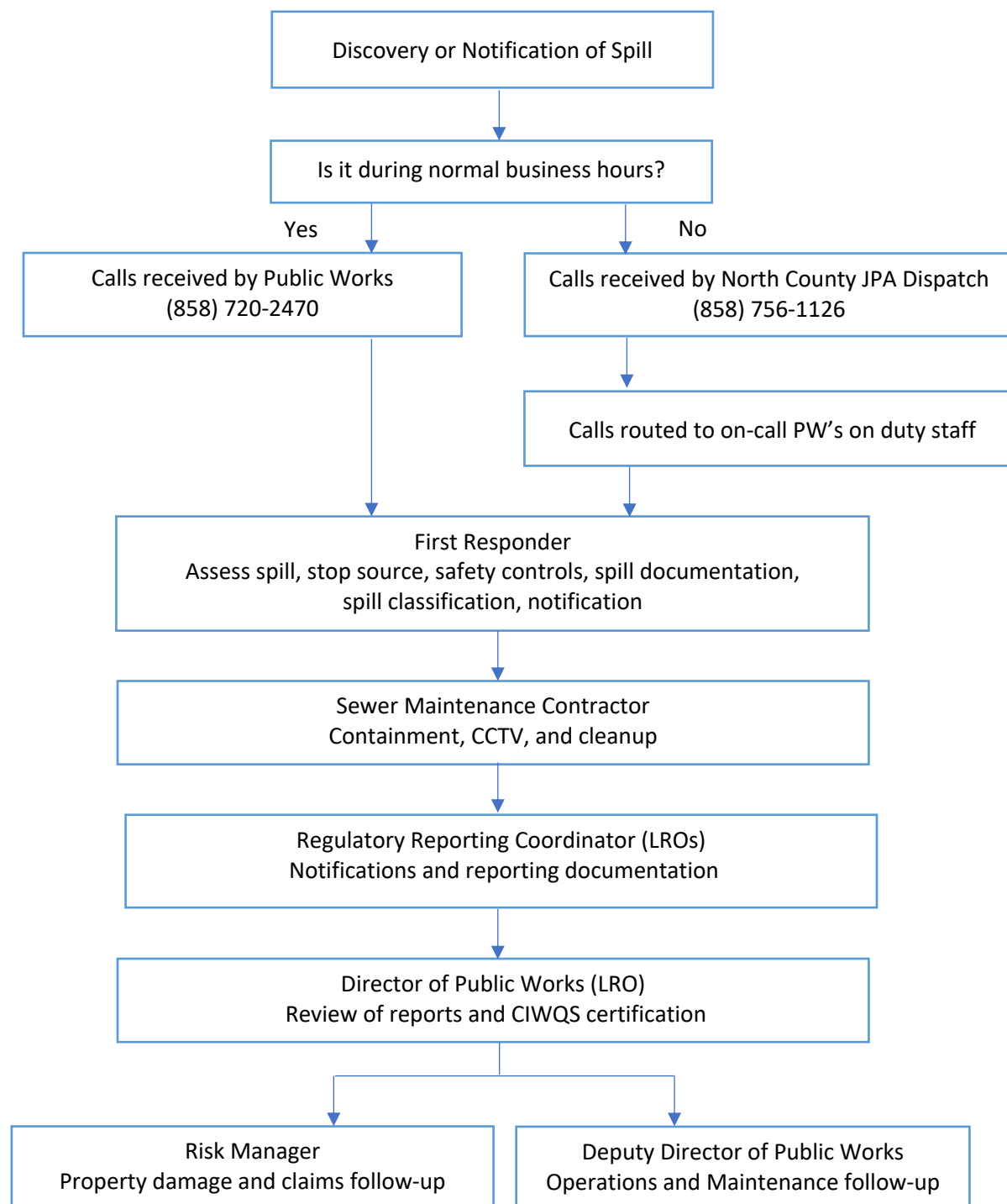


Figure 4: Chain of Communication Flow Chart

3 Legal Authority

This chapter of the SSMP discusses the City's current legal authority for the collection and conveyance of wastewater.

3.1 Regulatory Requirements for Legal Authority Provisions

The WDRs (Attachment D Section 3) require that the City's SSMP include copies or an electronic link to the Enrollee's current sewer system use ordinances, service agreements, and/or other legally binding procedures to demonstrate the Enrollee possesses the necessary legal authority to:

**WDRs Attachment D
Section 3**

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

3.2 Background for Legal Authority

The Federal Clean Water Act, the California Water Code, related federal and state regulations, and the WDRs mandate that the City establish the necessary legal authority to regulate the construction, operation, and maintenance of a sanitary sewer system. As a general law city, the City of Solana Beach does not have its own charter but instead derives its authority from California state law. These regulations require the City to implement and enforce ordinances, agreements, policies, and procedures to ensure compliance with applicable water quality and discharge standards. Below is a discussion of the relevant sections requiring this authority.

California Water Code Section 13271 and Title 23 of the California Code of Regulations

Section 13271 of the California Water Code requires the reporting of sewage and hazardous substance spills to the State Water Resources Control Board and other authorized agencies. Additionally, Title 23, Division 3, Chapter 9 of the California Code of Regulations establishes prohibitions and reporting requirements related to discharges into state waters. Entities that do not comply with these regulations may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

Clean Water Act, Section 1251 of Title 33 of the United States Code

The Clean Water Act (CWA), codified under Section 1251 of Title 33 of the United States Code, was enacted by Congress in 1972 as the Federal Water Pollution Control Act. The CWA regulates the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to take legal action to ensure adherence to the CWA's provisions. Compliance is enforced through mechanisms such as National Pollutant Discharge Elimination System (NPDES) permits, administrative orders, and consent decrees. The State and Regional Water Boards implement the CWA in California per Water Code sections 13000 and 13160.

Code of Federal Regulations, Title 40, Protection of the Environment

The Environmental Protection Agency (EPA), under its General Pretreatment Regulations (40 CFR Part 403), and the City, through SBMC, title 60, prohibit the discharge of solid or viscous pollutants, such as Fats, Oils and Grease (FOG) wastes, in quantities that may cause blockages or obstruct wastewater flow. Such discharges are also prohibited if they interfere with the operation and performance of the wastewater system.

California Waste Discharge Requirements

On December 6, 2022, the SWRCB adopted the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2022-0103-DWQ (WDRs), replacing the previous 2006 Order No. 2006-0003-DWQ. Water Code Section 13263(i) authorizes the SWRCB to prescribe statewide general WDRs for categories of discharges that involve the same or similar operations and the same or similar types of waste. The updated WDRs are applicable to all federal and state agencies, municipalities, counties, cities, 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 require all affected agencies, municipalities, counties, cities, and other public entities to take a proactive approach to ensure a system-wide operation, maintenance, and management plan is established to effectively reduce the potential, quantity, and frequency of sewage spills that may occur and impact surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

3.3 Summary and Evaluation of the City's Existing Legal Authority

The City's legal authority and powers pertaining to its sanitary sewer system originate from the powers granted by the State and Federal governments and are codified primarily in the Solana Beach Municipal Code (SBMC), Title 14. The City also enacts ordinances and implements service agreements or other legally binding measures necessary to operate in accordance with jurisdictional regulatory agencies.

All applicants for sewer service or sewer connections are required to accept such conditions of connection and service as may be provided by the City. The construction, installation, or repair of sewer service laterals and connections to the sewer system shall be completed to the satisfaction of the City Engineer and in accordance with all existing laws, ordinances, and rules of the City, County of San Diego, and the State of California or any department thereof. The type of sewage discharged into the sewer system must meet the requirements and restrictions of the San Elijo Joint Powers Authority. The City is a member of the SEJPA and has adopted provisions for governing industrial wastewater discharges per its pretreatment ordinance. These regulations are addressed in [Chapter 14.24 of the SBMC](#). Industrial wastewater permits are co-issued by the City and the SEJPA in accordance with this code and SEJPA

regulations. All influent or discharges into the sewer system must meet the requirements and restrictions of the SEJPA. (Ord. 338 § 1, 2005)

Overall governance and management of the municipal wastewater collection system are regulated under Title 14 of the SBMC, which establishes procedures and regulations for the use and protection of the City's sanitary sewer system. (Ord. 338 § 1, 2005)

The provisions of SBMC Title 14 and sewer regulation Ordinance 338 authorize the City to enforce measures to prevent illicit discharges into the sewer system, such as pollution, chemical dumping, unauthorized debris, cut roots, etc.; require that sewers and connections be properly designed and constructed to minimal standards; ensure access for the maintenance, inspection, or repairs for public portions of laterals; limit the discharge of fats, oils, and grease, rags, and other debris that may cause blockages; and enforce any violation of sewer regulations.

City ordinances have been codified in Title 14 of the Municipal Code and Title 15 of the Development Code, providing the City with the legal authority to manage, operate, maintain, and fund its sanitary sewer system. These Titles and other Ordinances adopted, amend existing ordinances, and may be reviewed at the City of Solana Beach, located at 635 South Highway 101, Solana Beach, California 92075, or on the City's website www.cityofsolanabeach.org.

Title 6 – Health and Safety

[6.32 – Grease and Waste Discharges](#)

[Title 14 – Sanitary Sewer](#)

14.01 – General Provisions

14.04 – General Sewer Regulations

14.08 – Sewer Connection Fees and Sewer Service Charges

14.12 – Sewer Construction Reimbursement Connection Fee

14.16 – Sewer Construction Requirements

14.20 – Cost Recovery for Protective Sewer Services

14.24 – Industrial Wastewater Pretreatment Ordinance

Title 15 – Buildings and Construction

[15.16 – Plumbing Code](#)

4 Operation and Maintenance Program

This chapter of the SSMP provides an overview of the City's operations, maintenance, measures, and activities related to its sanitary sewer system.

4.1 Regulatory Requirements for Operation and Maintenance Program

The WDRs require that the SSMP include measures of the City of Solana Beach's O&M Program implemented by City staff to facilitate proper and efficient management and maintenance of the sanitary sewer system and its appurtenances. The WDRs require that the SSMP include each of the following components as they apply to the City's sanitary sewer system.

**WDRs Attachment D
Section 4**

- **Updated Map of Sanitary Sewer System:** An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.
- **Preventive Operation and Maintenance Activities:** A scheduling system and a data collection system for preventive operation and maintenance activities conducted by staff and contractors. The scheduling system must include:
 - Inspection and maintenance activities;
 - Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;
 - Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes.

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

- **Training:** In-house and external training is provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training includes all the following components:
 - The requirements of the WDRs;
 - The City's Spill Emergency Response Plan procedures and practice drills;
 - Skilled estimation of spill volume for field operators; and
 - Electronic CIWQS reporting procedures for staff submitting data.
- **Equipment Inventory:** An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

4.2 Updated Map of the Sanitary Sewer System

The City maintains up-to-date maps of sewer facilities. Hard copies of the maps are updated as needed and are available in the Engineering & Public Works Department. Updated GIS maps are also included in all the City's sewer response vehicles, including those of the sewer maintenance contractor. Since the City is mostly built out, it is rare for new publicly owned sewer lines to be installed. When new publicly owned sewer lines are installed, the City contracts with a consulting firm to update the GIS sewer maps. The GIS database includes sewer pipes and associated structures, such as gravity line segments, manholes, pumping facilities, pressure pipes, valves, and applicable stormwater conveyance facilities, within the sewer system service area boundaries. An electronic version of the current sewer system map can be provided to State or Regional Water Board staff upon request.

GIS Map Update Policy and Procedures

The City maintains a formal process for updating and verifying its sanitary sewer system GIS database to ensure the accuracy and reliability of system mapping used for operations, maintenance, and emergency response.

Triggers for GIS updates include, but are not limited to: construction and acceptance of new publicly owned sewer facilities; rehabilitation, replacement, or abandonment of existing sewer assets; emergency repairs; capital improvement projects; CCTV inspections; and field-identified discrepancies between mapped information and observed conditions.

Field staff, inspection personnel, and the sewer maintenance contractor document discrepancies identified during routine operations, maintenance, inspections, or emergency response activities. Discrepancies are documented using field notes, photographs, as-built markups, and/or work order records and are submitted to the Engineering & Public Works Department for review.

The Engineering & Public Works Department is responsible for reviewing documented discrepancies, determining whether GIS updates are warranted, and authorizing revisions to the sewer system GIS database. GIS updates are performed by the City's contracted GIS or engineering consultant in accordance with City data standards and approved mapping protocols.

GIS updates are completed within established timeframes, generally within 30 to 90 days following acceptance of record drawings, completion of construction activities, or verification of field discrepancies, depending on the nature and complexity of the update.

The City implements quality assurance and quality control (QA/QC) procedures for GIS updates, including review of revised features against record drawings, survey data, and field documentation prior to finalization.

The sanitary sewer GIS database is subject to periodic systemwide review, conducted at least once annually, to reconcile mapping data with available as-built drawings, CCTV inspection results, asset inventories, and maintenance records.

Historical GIS versions and change documentation are retained to provide version control and data traceability.

4.3 Preventive Operation and Maintenance Activities

The City of Solana Beach operates and maintains approximately 51.2 miles of sanitary collection system pipelines. The Public Works Department manages the cleaning and inspection program for the entire collection system.

Conveyance System

The collection system is divided into four geographic areas, each containing about 12 miles of collection pipes. The City contracts services to provide pipe assessment, cleaning, and maintenance for the system. The City cleans the entire collection system annually. The City has an Enhanced Maintenance Area program, which identifies pipes prone to blockage due to FOG, root intrusion or other debris (also referred to as “hotspots”) and cleans them quarterly. To verify maintenance effectiveness, CCTV inspections are performed before and after cleaning in these hotspot locations. All CCTV inspection records, routine inspections, cleaning and repair schedules and records are saved in the City’s SharePoint. The records include the following:

- Pipe diameter
- Length of pipe inspected/ maintained
- Date of completion
- Notes on the amount and type of debris observed/ removed
- Notes on any issues encountered during inspection/ cleaning

As part of its preventive operations and to assess conditions such as extended use beyond the life expectancy, debris accumulation, corrosion, and tree root intrusion, the City contracts for CCTV inspection of the pipes. Twenty percent of all sewer pipelines are inspected annually using Closed-Circuit Television (CCTV) technology, and the entire pipeline system is evaluated every five years. The videos and evaluations are saved on the City’s SharePoint. Furthermore, the City conducts inspections and CCTV assessments on an as-needed basis to address new or unanticipated issues.

Pump Stations

Per agreements with the City, SEJPA maintains the City’s facilities, including pump stations and the inverted siphon station. SEJPA conducts daily, weekly, biweekly, and monthly inspections and O&M activities for each pump station. SEJPA conducts intermittent condition assessments of the pump stations and assesses civil, electrical, instrumentation, controls, mechanical, and structural components. High-priority repairs are conducted by SEJPA on an as-needed basis. Other planned repair, rehabilitation, replacement, or upgrade improvements are conducted through the CIP process.

The City collaborates with SEJPA staff to ensure that documentation for routine preventive operations and maintenance management activities is complete and up to date.

Findings from inspections and maintenance activities are used to modify and improve the City’s preventive maintenance and to schedule targeted rehabilitation projects, typically through cured-in-place pipe (CIPP) lining or open-cut replacement where structural repair is needed.

4.4 Training

A comprehensive training program is in place for all Public Works employees. This program includes weekly meetings on emergency response, safety, and general work practices, as well as an updated

annual training program for personnel involved in sanitary sewer spill response. The updated annual training program covers, but is not limited to, the following topics (Appendix C):

- Practice drills
- Review of the SERP and response procedures
- Skilled estimation of spill volume for field operators
- The requirements of the WDRS
- Electronic CIWQS reporting procedures for staff submitting data

The annual training program is conducted by October 1st of each year. It includes formal classroom and on-the-job, hands-on training and uses the following resources, as applicable:

- **Internal City Resources:** SSMP, SERP, CCTV inspection results
- **State and Regulatory Guidance:** SSMP requirements, Order WQ 2022-0103-DWQ, and spill reporting requirements (CIWQS)
- **Professional Organizations & Industry Guidance:** California Water Environment Association (CWEA) maintenance guidance and educational materials, Water Environment Federation (WEF) educational materials, California Stormwater Quality Association (CASQA) for runoff/overflow interface topics
- **Contractor and Consultant Resources:** Annual training provided by the sewer maintenance contractor, Consultant-led training,
- **Incident-Based Material:** Post-incident reviews of spills, emergency response drills, or tabletop exercises

In addition, outside training workshops are utilized for more technical training topics, as-needed. Training courses are added or existing courses revised to comply with new requirements or to incorporate changing technologies, including computer-aided or online training programs. In addition, the City's sewer maintenance contractor holds regular training for their staff. This training includes weekly safety and technical training, as well as quarterly all-day training on equipment, traffic control, and other topics deemed necessary. The maintenance contractor also has several members of their company who are active in the California Water Environment Association (CWEA).

SEJPA separately maintains a similar program for remote facilities operators assigned to work on the City of Solana Beach system. Although voluntary, the City endorses the CWEA Operator Certification Program.

4.5 Equipment Inventory

All maintenance and cleaning of the City's sewer system's conveyances are performed by a service contractor, and all pump stations are maintained by SEJPA. Therefore, the City only maintains a very small inventory of replacement parts such as manhole adjustment rings and risers. The City does not have any vehicles equipped for sanitary sewer maintenance. The SEJPA separately maintains equipment inventories for the remote systems they manage on behalf of the City. Both the City and SEJPA inventories are available upon request.

4.6 Operation and Maintenance Compliance Documents

The O&M Program is inter-related to other SSMP components that support and provide data and information for its effective management and implementation:

- Tracking system for tracking sewer system maintenance and repair activity. This includes tracking Enhanced Maintenance Areas and video inspections of all pipes
- GIS files – located at the City of Solana Beach and available upon request
- Agreement with SEJPA or other agencies as applicable, available upon request
- Employee training records – located at the City of Solana Beach
- CWEA certifications for applicable SEJPA and service contractor staff – available upon request
- Sewer Pipe Blockage Control Program (7 and Appendices B, C, and E)
- Monitoring, Measurement, and Program Modifications (99 and Appendix G)
- System Evaluation and Capacity Assurance Plan (8)
- Design and Performance Provisions (55)
- City of Solana Beach inventory of replacement parts – available upon request

5 Design and Performance Provisions

This chapter of the SSMP discusses the City’s design and construction standards and serves to fulfill the Design and Performance Provisions required by the WDRs.

5.1 Regulatory Requirements for Design and Performance Element

The WDRs require that the SSMP address the following:

- a) Design and construction standards and specifications for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances; and
- b) Procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

**WDRs Attachment D
Section 5**

5.2 Design and Construction Standards and Specifications

To ensure consistency in the design and construction of collection system facilities, the City requires all design and construction work for the sewer system to comply with the latest edition of the Standard Specification for Public Works Construction (Greenbook), as prepared and published by Public Works Standards, Inc. The Greenbook provides the specifications for establishing standards for work materials and construction procedures for improvements to the sanitary collection system within the City of Solana Beach's jurisdiction. In addition, the City requires all design and construction work to comply with the San Diego Regional Standard Drawings (SDRSD) 2022 Update. These standard drawings provide details for commonly used sewer materials, including manholes, laterals, and pipe installations.

All design work for the City must be done by a California-licensed professional engineer, and all construction contractors must be properly licensed and insured.

Design and construction considerations for wastewater facilities that the City considers nonstandard, such as pump or lift stations, force mains, inverted siphons, internal sealing of existing sewers, treatment plants, outfall sewers, energy dissipaters, regulating devices, and/or flow measurement devices, are not included in the Greenbook or the SDRSDs and require prior approval from the City Engineer before design can begin.

5.3 Inspecting and Testing

All inspection and testing of newly installed sewer collection system facilities must meet the standards identified in the Greenbook before acceptance by the City.

Additionally, all the pipes and devices connected to the sewer at newly constructed Food Service Establishments (FSEs) undergo a post-construction inspection by the City Engineer to ensure compliance with City design and construction policies.

The contractor performing work on the City’s sewer facilities is responsible for conducting a CCTV inspection of all new and rehabilitated sanitary sewer systems and other appurtenances, and for submitting a copy of the CCTV report and inspection documentation to the City to ensure compliance with City design and construction policies.

6 Spill Emergency Response Plan

This chapter of the SSMP provides a summary of the City's sanitary sewer Spill Emergency Response Plan (SERP). A copy of the City's SERP is included as Attachment 2.

6.1 Regulatory Requirements for Spill Emergency Response Plan

The State Water Board and San Diego Water Board WDRs require that the City develop and implement a spill emergency response plan that identifies measures to protect public health and the environment from sewage spills. The Spill Emergency Response Plan must include procedures to:

**WDRs Attachment D
Section 6**

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach the waters of the State;
- Comply with the notification, monitoring, and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control, and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior to, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess the effectiveness of the Spill Emergency Response Plan and update the Plan as needed.

6.2 Compliance Summary of the Spill Emergency Response Plan

The SERP provides a strategy for the Wastewater Operations team to mobilize labor, materials, tools, and equipment to contain, mitigate, and clean up residuals from a sewage spill, and to correct or repair any condition that may cause or contribute to a sewage spill. The document provides the guidelines for City staff to respond to a sewage spill.

The City of Solana Beach responds to and reports all public sewage spills from the City's sanitary sewer system and all private property spills of which the City becomes aware.

The City's SERP works in conjunction with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) programs. When responding to a sewage spill, the first Public Works employee on scene evaluates the situation and communicates with the Deputy Director of Public Works to ensure ample resources are dispatched. City Public Works employees coordinate to contain any flow leaving the sewer collection system and are also available to ensure the public's well-being by keeping the public away from the area. In addition, the City has an informal agreement with the City of Del Mar to use their jetting equipment to address immediate system blockages.

The City's sewer maintenance contractor is contractually obligated to respond to any spill within one hour of receiving notice from the City. In most cases, the response time is significantly less than 60 minutes, as they typically have equipment nearby and readily available. When applicable, spill areas are cordoned off to prevent public contact. Local law enforcement is available for additional traffic or crowd control if needed.

The City's SERP provides detailed procedures for City employees responding to sewage spills during or after normal working hours. Contact information is included for all agencies and personnel that require notification in the event of a sewage spill. Posting of warning signs and sampling procedures are covered. Notification and reporting are important aspects of the City's response procedures. Compliant with the Order, the City notifies the Office of Emergency Services (OES), San Diego County Department of Environmental Health and Quality and the San Diego Regional Water Quality Control Board of any spills that discharge to a drainage channel or surface waters within two hours of becoming aware of the spill. The City certifies within 24 hours to the San Diego Regional Water Quality Control Board that the appropriate notifications have been completed. The City of Solana Beach reports all sanitary sewer spills, public and private, as per the monitoring and reporting requirements and SDRWQCB order R9-2007- 0005, to the online CIWQS Sanitary Sewer System Database. Additionally, all spills are reported to the San Diego County Department of Environmental Health and Quality.

City staff reviews the SERP annually to ensure procedures are adequate to quickly and efficiently respond to public and private sanitary sewer spills. Any necessary revisions are incorporated into the plan. The review procedure is outlined in Section 9 of the SERP.

The SERP is provided as Attachment 2 and contains the following elements:

- Introduction
- Spill Response Procedures
- Spill Response Monitoring
- First Responders Debrief
- Sewage Spill Reporting Preparation and Submittal
- Private Lateral Sewer Discharge
- Other Agency Sewer Discharge
- SERP Review, Updates, and Training
- Appendices

The SERP provides guidance to facilitate and ensure a proper response to any potential sewage spill. The SERP includes a strategy for the Wastewater Operations team to mobilize labor, materials, tools, and equipment to contain, mitigate, and clean up residuals from a sewage spill, and to correct or repair any

condition that may cause or contribute to a sewage spill. Appropriate mitigation measures to contain the sewage spill and recover spilled sewage to minimize the impact on the public or the environment are included. Additionally, City staff will implement monitoring measures and perform a thorough assessment of the site to determine potential future sewage spills and prevent them from re-occurring. The efforts aim to minimize and correct any adverse environmental impact that may result from a sewage spill. As different plans and procedures are implemented, the City staff responsible for them will also assess their effectiveness.

The SERP is kept updated by the Engineering & Public Works Department under the direction of the Director of Public Works and is executed and signed by the City Engineer/Director of Public Works.

6.3 Compliance Documentation

The compliance documents that detail the agency's Spill Emergency Response Plan are as follows:

- Spill Emergency Response Plan (SERP) – included in this SSMP (Attachment 2)
- CIWQS Incident Report Log – located at the City of Solana Beach
- Training Records – located at the City of Solana Beach (see Appendix C)

7 Sewer Pipe Blockage Control Program

This chapter of the SSMP provides an overview of the City's Sewer Pipe Blockage Control Program (SPBCP). It includes identifying enhanced maintenance areas for rags, debris, fats, oils, and grease (FOG), as well as source control.

7.1 Regulatory Requirements for a Sewer Pipe Blockage Control Program

To comply with the WDRs, the City is required to evaluate its service area to determine whether a Sewer Pipe Blockage Control Program is needed. If deemed necessary, the City is required to prepare and implement a Sewer Pipe Blockage Control Program to reduce the quantity of rags, debris, and FOG that is discharged into the City's sanitary sewer system. The Sewer Pipe Blockage Control Program shall include the following:

**WDRs Attachment D
Section 7**

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

7.2 Sewer Pipe Blockage Control Program Compliance Summary

To comply with the WDRS and establish a sound legal authority for the control of FOG generated, the City adopted [Chapter 6.32, Grease and Waste Discharge](#), of the Solana Beach Municipal Code. This section of the municipal code establishes the legal authority for the City's Fats, Oils, and Grease Control Program.

The FOG ordinance requires food service establishments (FSEs) to install grease removal devices, implement kitchen best management practices, and provides legal authority for inspections and enforcement. The City's Sewer Pipe Blockage Control Program has been designed in accordance with Chapter 6.32 of the municipal code and is implemented under the direction of the City Engineer. The City has a contract for grease trap inspections that provides onsite FOG and pipe blockage control inspections of FSEs.

In the City, approximately 90% of the FOG-generating establishments are FSEs, with a few others being commercial, such as car washing facilities and underground garage sumps with oil/water separators.

7.2.1 Public Education and Outreach Program

At the time the FOG ordinance was adopted, there was an 18-month phase-in period that allowed businesses required to install grease collection devices enough time to determine the best device for their establishment. The City used this phase-in period for public outreach and education on the new ordinance. Letters were sent to each establishment, and educational materials were distributed during the stormwater inspections.

Facility inspections are often the best opportunity for education, as they allow for one-on-one interactions and address specific requirements and practices directly related to the business. During regularly performed site inspections, City staff or City contract inspectors provide informative and practical recommendations and outline mandatory requirements for reducing the quantity of pipe-blocking substances, including rags and debris, discharged into the City's sanitary sewer system. The City will continue to ensure that proficiently trained inspectors educate its business and residential communities and distribute the appropriate materials (Appendix D). Additional educational opportunities will be introduced as they become available. To date, the City's efforts to educate FSE staff have been effective in attaining the desired results from the FSEs.

7.2.2 Disposal of Pipe Blocking Material

Waste Grease and Debris BMPs and Disposal at FSEs

The City does not provide FOG disposal services for private businesses and property owners. It is the responsibility of the private business and property owner to hire a licensed grease hauler as needed. However, the City will keep a list of licensed grease haulers and will provide this information to FSEs and residents as needed during inspections and site visits.

To prevent the introduction of pipe blocking material to the sanitary sewer system, the City requires the following BMPs and disposal practices by FSEs:

- Dry-wiping/scraping food waste into trash,
- Using drain screens,
- Proper storage and recycling of used cooking oil
- Cleaning mats and hoods only in drains connected to grease removal devices,
- Posting BMP signage
- Clearly identify and label sinks and/or drains that are not connected to a grease control device.

All companies doing business in California that transport inedible kitchen grease must obtain a registration sticker for each of their trucks from the Department of Food and Agriculture pursuant to provisions of the Food and Agriculture Code as well as the Vehicle Code. Companies doing business in Solana Beach must also obtain a business certificate issued by the City. All waste removed from a grease control device must be disposed of at a facility permitted by the County of San Diego or applicable regulatory agencies to receive such waste. The material shall not be returned to the public sewer system or manhole, any private wastewater system, or storm drains. In addition, the City requires and inspects the use and servicing of food service kitchen equipment (e.g., deep fryers) and the proper disposal of FOG in containers or bins. FOG disposal containers or bins must be properly maintained with adequate

secondary containment and rain protection. The FSE shall make the following available for the purpose of inspections:

- Access to grease pretreatment devices;
- Manifests, receipts, and invoices of grease pretreatment device maintenance; and
- Documents identifying the waste hauler.

Pipe Blocking Material Disposal from the Collection System

Cleaning and maintenance of the collection system is conducted by a contractor, and the pipeline material and debris can include sludge, dirt and sand, rocks, grease, roots, and other solid or semi-solid materials. The contractor is responsible for removing all debris from the pipeline at the downstream manhole. Debris may not be passed downstream from manhole to manhole. Material must be removed daily, and accumulation on site beyond one workday is prohibited.

For disposal purposes, liquids must be decanted and drained back into the sewer. Solids and semi-solids (including grease, sludge, roots, sand, etc.) must be transported by the contractor to the SEJPA Treatment Facility. The City pays treatment costs while the contractor pays all transportation and off-loading costs.

7.2.3 Legal Authority

The City is required by WDRs Attachment D, Section 7, to have the legal authority to prohibit discharge to the sanitary sewer system and identify measures to prevent sewage spills and blockages caused by FOG and other pipe-blocking substances. Solana Beach Municipal Code Chapter 6.32 (Grease and Waste Discharges) establishes the legal authority for the City's FOG Control Program. Food service establishments are required to control their FOG, debris, and rags discharge by using drain screens on all drains, grease removal devices, and best management practices, per SBMC Sections 6.32.050 and 6.32.140. Design and maintenance requirements for grease control devices are established in SBMC Section 6.32.090 and 6.32.100. Compliance is enforced through various inspection requirements and legal remedies as specified in the SBMC Section 6.32.150. and include administrative citations, misdemeanor complaint, civil penalties, or criminal penalties.

7.2.4 Requirements for Installation of Pretreatment Devices

The City of Solana Beach Municipal Code, Sections 6.32.090-6.32.130, specifically sets forth the design standards and requirements for grease control devices installed within the City. All grease interceptors must be certified by the International Association of Plumbing and Mechanical Officials (IAPMO) or another listing agency approved by the Director of Public Works, and plumbed in accordance with the California Plumbing Code. The type, capacity, and construction of all grease control devices should comply with the requirements of the Uniform Plumbing Code. All grease control devices must be adequately maintained at the owner's expense, so that the grease control device is in proper working order at all times. A maintenance log indicating each pumping of a grease control device for the previous twelve months, and any other pertinent information, shall be maintained by each establishment. This log shall include, but not be limited to, date, time, amount pumped, hauler, and disposal site. The log shall be kept in a conspicuous location for inspection by the City or an authorized inspector during normal business hours.

7.2.5 Facility Inspection, Record Keeping, and Reporting

Section 6.32.150 of the City of Solana Beach Municipal Code provides the City with the legal authority to inspect grease control devices. Section 6.32.100 of the City of SBMC provides that food service establishments shall be open and available for inspection by an authorized inspector at all times during normal business hours to ensure that the operation and maintenance of the food service establishment comply with the requirements of this chapter. City contract inspectors conduct inspections at FSEs to ensure grease control devices are maintained and in proper working order, and that maintenance records are available (Appendix E). FSEs are required to maintain all appropriate records of their FOG-related activities, including the maintenance of their grease control devices, for a minimum of three years. and make them available to the Director of Public Works or the Director's designee for review upon inspection of the facility.

Additionally, Solana Beach Municipal Code Chapter 6.32 requires employees to be trained twice a year in Best Management Practices and document their attendance (Appendix F). These training records must be kept on-site and available for presentation to the City or an authorized representative.

To ensure that new FSEs are equipped with appropriately designed and located FOG, rags, and debris removal equipment, the City has implemented a development review and inspection process. This process applies to all new FSEs, facility remodels, and operational modifications that may result in new or increased FOG discharges. Applicants are required to submit plans for City review and approval prior to construction or modification. The City Engineer, or designee, conducts post-construction inspections to ensure compliance with submitted plans and the SBMC.

7.2.6 Maintenance Schedule for Enhanced Maintenance Areas

The City has an Enhanced Maintenance Area Program for areas of the collection system that require maintenance above the normal scheduled maintenance (also referred to as hotspots). These areas are identified through regular inspections, CCTVs, or other monitoring efforts and are cleaned every three months or more frequently if required.

7.2.7 Implementation of Source Control Measures

The primary focus of the City's Sewer Pipe Blockage Control Program has been on source control, with a concentrated effort on educating staff at FOG-generating establishments (FGEs) on the BMPs applicable to their specific operations and the negative impacts of disposing of FOG and other pipe-blocking substances down facility drains and into the sanitary sewer system. During regularly performed site inspections, City staff or City contract inspectors provide informative and practical recommendations and outline mandatory requirements for reducing the quantity of pipe-blocking substances discharged into the City's sanitary sewer system. Proactively engaging FGE staff in reducing FOG-related sewage spills is a key component of the City's Sewer Pipe Blockage Control Program. In addition, BMPs to eliminate illegal discharges to the storm drain system (e.g., outdoor mat washdown) are recommended as part of a comprehensive environmental protection approach. As necessary, the City will require an increase in the cleaning frequency of the pretreatment devices or FOG-removing equipment to ensure the FSE complies with the City's code and the Sewer Pipe Blockage Control Program requirements. To date, the City's efforts to educate FGE staff have been effective in attaining the desired results from the FGEs.

8 System Evaluation, Capacity Assurance Plan, and Capital Improvements

Identified as an element of the SSMP, the WDRs require each agency's SSMP to include procedures and activities for system evaluation, condition assessment, and capital improvements. This chapter discusses the City's procedures for evaluating and assessing system conditions, determining capacity and design criteria, prioritizing corrective actions, and developing a capital improvement plan. It includes methods for system evaluation, capacity assessment, prioritization of corrective actions based on severity, and coordination of capital improvement projects.

8.1 Regulatory Requirement for System Evaluation, Capacity Assurance Plan, and Capital Improvements

The WDRs require that the City's SSMP include procedures and activities for routine evaluation and assessment of system conditions and capacity, assessment and design criteria, prioritization of corrective actions, and a capital improvement plan (CIP).

**WDRs Attachment D
Section 8**

System Evaluation and Condition Assessment

The WDRs require the City's SSMP to include procedures to:

- a) Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;
- b) Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- c) Prioritize the condition assessment of system areas that:
 - i. Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
 - ii. Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
 - iii. Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- d) Assess the system conditions using visual observations, video surveillance, and/or other comparable system inspection methods;
- e) Utilize observations/evidence of system conditions that may contribute to the exiting of sewage from the system, which can reasonably be expected to discharge into waters of the State;
- f) Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- g) Identify system assets vulnerable to the direct and indirect impacts of climate change, including, but not limited to, sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

Capacity Assessment and Design Criteria

The WDRs require that the City's SSMP include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- a) Dry-weather peak flow conditions that cause or contribute to spill events;
- b) The appropriate design storm(s) or wet weather events that cause or contribute to spill events;
- c) The capacity of key system components; and
- d) Identify the major sources that contribute to the peak flows associated with sewage spills.

The capacity assessment must consider:

- a) Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- b) Capacity of flood-prone systems subject to increased infiltration and inflow under normal local and regional storm conditions;
- c) Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- d) Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- e) Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- f) Necessary redundancy in pumping and storage capacities.

Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of potential spill consequences.

Capital Improvement Plan

Additionally, the City's CIP must include the following items:

- a) Project schedules, including completion dates for all portions of the capital improvement program;
- b) Internal and external project funding sources for each project; and
- c) Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

8.2 System Evaluation and Condition Assessment

To ensure that the City's sanitary collection system meets the needs of the population served, the City commissions a Sewer Master Plan to review the operational needs of the collection system. A complete Sewer Master Plan was completed in January 2000 and revised in 2001. The next Sewer Master Plan to

evaluate the capacity and condition of the City's sanitary sewer system is planned for Fiscal Year (FY) 2027.

The 2000 Master Plan included a list of capital improvement projects (CIPs) for major structures, such as pump stations and force mains. The prioritization considered the age of the facilities, construction materials used, current use capacity, and known conditions. All recommendations in the Master Plan were implemented, with the two major repairs being the construction and upgrades to Eden Garden Pump Station and the replacement of the San Elijo force main, which connects Solana Beach Pump Station to SEWC.

Additionally, the City has contracted with an outside consultant to assess the sewer collection pipeline system and to provide a prioritized listing of capital improvement projects for the pipeline system. Since the City is substantially built out, there is minimal need to provide additional capacity to the system. The only capacity increasing projects result from pipelines identified in the master plan as being undersized and upsizing six-inch pipes to eight-inch pipes when work is done to an existing six-inch line.

The City contracts with an outside contractor to conduct a comprehensive CCTV video inspection and assessment of the City's sewer collection system. Data from this inspection is being integrated into the City's maintenance scheduling and tracking system for easy access by the City staff. This data is utilized to create a priority list for the City's CIP program. Twenty (20) percent of the City's entire collection system is inspected annually using CCTV technology (approximately 52,000 feet). The CCTV program also helps to determine defects and sources of unwanted inflow and infiltration.

8.3 Capacity Assessment and Design Criteria

Evaluation

In 2000, a system evaluation was performed as part of a Sanitary Sewer Master Plan to identify improvements necessary to convey existing peak wastewater discharges adequately. As part of the system evaluation, a hydraulic wastewater model using the *Hydra* software was conducted, and an Average Dry Weather Flow (ADWF) of 1.45 million gallons per day (MGD), equivalent to 200 gallons per day per (GPD) per Equivalent Dwelling Unit (EDU), was determined to be used for planning and facility sizing purposes in the model. This value accounted for the Peak Dry Weather Flow (PDWF) of 1.32 MGD, which is observed due to the increased summer flow from the City of Del Mar into Solana Beach and is referred to as the "Del Mar Effect" in the master plan.

Future flow projections were developed to determine the recommended upgrades to the existing collection system to adequately serve the City's wastewater collection and conveyance needs under completely "built-out" conditions. These flows were based on the redevelopment of all residential and commercial properties of more than one acre. This redevelopment to the "highest and best" use represents densities that are consistent with the currently adopted General Plan. Under this scenario, wastewater production in the City's service area is projected to increase by approximately 10 percent. Based on the projected growth within the City, the ultimate ADWF is projected to be approximately 1.61 MGD, which can be accommodated by the existing system.

The system does not experience peak flows during wet weather. Based on the review of flow records at SEJPA-Water Reclamation Facility (now, SEJPA Water Campus), it has been determined that the PDWF should be multiplied by a Peak Wet Weather Flow (PWWF) factor of 1.05 to account for additional wet weather flows in the gravity sub-systems. This reflects a very low increase in flow during wet weather as

compared to many other agencies. This excellent wet-weather performance likely results from a general lack of high groundwater and from the location of manholes in areas not subject to inundation during rainfall events. According to the Master Plan, this minimal flow response to rainfall events is also evidence that the city has minor inflow and infiltration problems. Table 5. summarizes the average and PWWF estimates used in the model.

Table 5. Estimated Existing and Projected Wastewater Flows (MGD)

Average Dry Weather Flow	Peak Dry Weather Flow	Peak Wet Weather Flow	Projected Ultimate Average Dry Weather Flow
1.22	1.32	1.39	1.61

The Master Plan analyzed the system capacity for gravity mains, pump stations, and force mains based on design criteria and estimated existing peak dry-weather and wet-weather flows. The analysis identified capacity deficiencies, and recommendations included adding 25% contingency capacity to two pump stations, making structural improvements to the pump station buildings, replacing electrical panels and power supplies, and replacing pipe segments in five areas of the collection system. All required repairs and maintenance have been implemented as CIPs, and the City is currently conducting condition assessments.

The City is considered completely built out, with little to no anticipated future population growth. However, the City has continued to review population growth, changes in the collection system characteristics, and changes in businesses in the City and is planning to complete a Sanitary Sewer Master Plan in FY 2027 to better understand and assess the system's capacity and performance.

Design Criteria

The 2000 Master Plan established several design criteria for hydraulic evaluations, identified deficiencies, and provided CIP recommendations. These design criteria were based on the existing local standards and past City planning practices and were utilized to assess:

- Pipe criteria:
 - Gravity line depth/flow criteria at peak dry flows
 - Minimum slope requirements
- Force main criteria:
 - Established for each individual pump station based on pipeline length, needed capacity, and pump curves
- Population density per capita sewage generation
 - 200 GPD per EDU was selected as the planning level design flow
- Pump station criteria:
 - Established through capacity targets and redundancy, equipment upgrades, and force main diameter determined by system curve and alignment.

8.4 Climate Change Vulnerability and Adaptation

As required per Attachment D, Section 8.1 of the WDRs, the City has identified system assets that may be vulnerable to direct and indirect impacts of climate change, including flooding, wildfire, and more frequent or prolonged power disruptions.

As of the time of the SSMP update, there are no active or planned projects for the wastewater collection system related to weather or climate vulnerabilities. This section summarizes the City's efforts in conjunction with SEJPA's to identify and assess climate-related vulnerabilities affecting wastewater infrastructure. As discussed in Section 8.3, the system has excellent wet-weather performance, likely due to a general lack of high groundwater and the location of manholes in areas not subject to inundation during rainfall events. Impacts of sea level rise, flooding, and erosion resulting from increased storm volumes will be assessed as part of the next Sanitary Sewer Master Plan, or other studies that City might be conducting.

The following summarizes the City's efforts in conjunction with SEJPA's to identify and assess climate-related vulnerabilities affecting wastewater infrastructure:

- Cal Fire's Fire Hazard Severity Zone (FHSZ) Assessment:** The City of Solana Beach has completed a recent assessment of wildfire vulnerability as part of the CAL FIRE Fire Hazard Severity Zone (FHSZ) update finalized on March 24, 2025. The updated mapping identifies localized "High" and "Very High" Fire Hazard Severity Zones (FHSZs) within the northeastern quadrant of the City, replacing the 2009 FHSZ boundaries. Under the 2025 Cal Fire mapping, approximately 560 housing units are within designated wildfire hazard areas. There are 227 units in "High" zones and 333 units in "Very High" zones—representing a 16% reduction in total housing exposure compared to 2009. The 2025 mapped area covers 0.43 square miles, roughly 28% smaller than the previous 0.55-square-mile 2009 zone SR- Fire Maps. These designations primarily affect hillside neighborhoods and properties adjacent to open spaces and the San Elijo Lagoon Ecological Reserve.
 The City's collection system infrastructure in or near mapped wildfire zones consists primarily of underground pipelines that are not susceptible to direct fire damage but may experience indirect impacts such as heat-related stress, access restrictions during an event, or increased debris inflow. To address topography and pressure variations during emergencies, the system is hydraulically modeled to ensure adequate flow redundancy and protection of low-lying infrastructure.
- Generators and back-up power:** One pump station in the High Fire Risk zone is equipped with an emergency generator and multiple pumps. SEJPA maintains backup power generation at Eden Gardens, San Elijo Hills, and Solana Beach Pump Stations and conducts regular generator testing and annual service inspections to ensure operational continuity during power shutoffs or wildfire events.
- Coordination with SDG&E and other agencies:** The City maintains a multi-agency coordination framework involving the Solana Beach Fire Department, San Diego County Office of Emergency Services (OES), Sheriff, SEJPA, and SDG&E. Emergency planning includes communication protocols, evacuation coordination, and utility support during wildfire and power outage events. Emergency interconnections and mutual aid are available through regional agreements.

- **Impact of climate change on pump stations:** SEJPA’s assessment of climate change impacts on pump stations conveying flow from Solana Beach has concluded that both the Solana Beach and Olivenhain pump stations are protected against 100-year flood events for the near term. The City completed rehabilitation work on the Solana Beach Pump Station in 2019. In parallel with the rehabilitation work, several improvements to the hydraulics of San Elijo Lagoon have been implemented as part of the San Elijo Lagoon Restoration Project. The hydraulic improvements to the west basin (where the Solana Beach Pump Station is located) will help to mitigate against future climate-related impacts on the pump station.

SEJPA’s Climate Change Action Plan requires future site-specific analyses to address long-term (e.g., beyond year 2050) sea level rise and coastal flooding effects on pump stations and conveyance facilities that contribute flow to the SEWC. Facilities warranting such analysis include conveyance facilities located near coastal bluffs or in low-elevation coastal areas.

8.5 Prioritization of Corrective Actions and Capital Improvement Plan

In coordination with SEJPA, the City tracks inflow and infiltration (I/I) through flow monitoring and remote monitoring systems at three pump stations (Eden Gardens, Solana Beach and Olivenhain), CCTV inspections, and manhole surveys. Rehabilitation and lining projects are prioritized in areas where excessive I/I has been identified.

A formal five-year inspection cycle is in place to ensure that approximately 20% of the gravity collection system (roughly 52,000 linear feet) is inspected each year using closed-circuit television (CCTV). The inspection cycle rotates through the following quadrants.

- Northwest
- Southwest
- Southeast
- Northeast

In addition to CCTV inspections, above-ground assets such as manholes are inspected annually for structural integrity, infiltration, corrosion, and accessibility. Field observations are reported and reviewed for repair and capital planning. The City employs a proactive maintenance program emphasizing regular cleaning and follow-up inspection:

- Areas with a history of blockages, root intrusion, or debris accumulation (“hotspots”) are cleaned quarterly.
- To verify maintenance effectiveness, CCTV inspections are performed before and after cleaning in these hotspot locations.
- Findings from inspections and maintenance activities are used to schedule targeted rehabilitation projects, typically through cured-in-place pipe (CIPP) lining or open-cut replacement where structural repair is needed.

The system condition and inspection data directly inform the City’s CIP, which invests approximately \$300,000 annually in sewer pipeline rehabilitation and replacement. Projects are prioritized based on CCTV and field inspection findings.

The Sanitation Fund budget for Fiscal Year 2026/27 is approximately \$7.4 million and includes costs for staff, administrative support costs, maintenance and operations, and CIP. The largest portion of the

budget (\$3.0M) is for professional services related to routine maintenance and operations. The CIP has two main components:

- Solana Beach Annual Sewer Pipeline Rehabilitation: In 2009, the City performed a condition assessment of the pipeline conveyance system and addressed all major capital projects. Approximately 100% of the City's sewer CIP, \$300K (FY 2027), is directed toward corrective maintenance, renewal, and replacement of aging pipelines and manholes.
- SEJPA Wastewater Capital Program Funding (inclusive of WW and Pump Stations):

FY26	\$884,414
FY27	\$1,200,000

The City's CIP is updated annually and is projected out 5 years. The current CIP was adopted as part of the FY26 and FY27 Budget Adoption in June 2025, with 5-year projections through FY2030. The City prioritizes projects based on assessed needs, available funding, and strategic goals. Each fiscal year, projects are scheduled and updated based on their priority level and the reallocation of resources, as determined by the City's overall CIP budget. Funding sources, both internal and external, are identified and tracked for each project to ensure timely and efficient delivery. Close coordination occurs between operations and maintenance staff and engineering staff, including consultants, to align technical evaluations with practical implementation. This collaborative approach ensures that project schedules are updated, including milestone and completion dates, and that improvements are effectively integrated into the City's overall wastewater management strategy.

8.6 Compliance Documentation

The documents used for system evaluation and capacity assurance are as follows:

- Sewer System Master Plan – located at the City of Solana Beach
- City of Solana Beach CIP Program – located at the City of Solana Beach
- Collection System CCTV Inspection Videos – located at the City of Solana Beach
- City's inspection and maintenance tracking system (comprehensive listing of facilities and maintenance records) – located at the City of Solana Beach
- Sewer system GIS – located at the City of Solana Beach and available upon request
- City of Solana Beach annual budget – located at the City of Solana Beach

9 Monitoring, Measurement, and Program Modifications

This chapter of the SSMP discusses the parameters the City will use to track and monitor the implementation of SSMP elements, assess their effectiveness, and update and revise the SSMP to keep it current.

9.1 Regulatory Requirements for Monitoring, Measurement, and Program Modifications

The WDRs require the City to include a Monitoring, Measurement, and Program Modifications component in the SSMP. The minimum requirements for this component are:

**WDRs Attachment D
Section 9**

- a) Maintaining relevant information, including audit findings, to establish and prioritize appropriate SSMP activities;
- b) Monitoring the implementation and measuring the effectiveness of each SSMP element;
- c) Assessing the success of the preventive operation and maintenance activities;
- d) Updating SSMP procedures and activities, as appropriate, based on the results of monitoring or performance evaluations; and
- e) Identifying and illustrating spill trends, including spill frequency, location, and estimated volume.

9.2 Discussion of Monitoring, Measurement, and Program Modifications

The City effectively manages and maintains information on wastewater infrastructure by recording preventive maintenance activities and documenting notifications of potential and actual sewage spills. The City tracks performance measures through logs and reports, including, but not limited to, the length of pipe cleaned and televised, the quantity, cause, and location of stoppages, sewage spills, and the scheduled maintenance of “hotspots”. The City will continue to monitor the performance measures it currently tracks.

The following subsections provide a summary of the procedures to be implemented to properly monitor program progress and implement necessary modifications, as required by the WDRs.

9.2.1 Maintain Information Pertaining to SSMP Activities

The City has designated the Director of Public Works as the individual responsible for continually monitoring the SSMP provisions to ensure that the information is maintained in conformance with the document. As improvements or modifications are identified, the City will implement the necessary adjustments to the program as practicable.

9.2.2 Monitor and Measure SSMP Elements

The City has several tools to monitor and measure progress on its SSMP. Data from the system-wide CCTV inspection, routine collection system cleaning and maintenance, and enhanced maintenance areas (hotspots) are tracked and reviewed annually, and also every three years for SSMP update purposes. Performance indicators, particularly quantity and volume of spills, are used to evaluate the long-term effectiveness of the SSMP. Appendix G lists the quantitative indicators that are currently tracked. The following performance parameters may also be utilized, along with other typical industry and EPA performance indicators, to evaluate the City’s system:

1. Pipe age
2. O&M cost/mile/year
3. O&M staff/100 miles
4. Percent of system maintained, repaired, and/or replaced each year
5. Total annual percentage cleaned
6. System cleaning cycle frequency
7. FOG program activities
8. Percent CCTV'd per year
9. I&I monitoring

9.2.3 Assessment of Preventive Maintenance Program

The City's O&M Program includes a summary of the City's current procedures and practices as they pertain to O&M activities. On a regular basis, at least once every three (3) years, the City evaluates the effectiveness of the O&M Program elements and staffing levels. Recommendations for appropriate adjustments and an implementation schedule are developed as necessary. Implementation of any changes is based on the urgency of the need, coordination with other program elements, and management goals and approvals.

9.2.4 Update Program Elements

The City reviews this SSMP regularly and updates it with any significant changes. The SSMP is reviewed, updated, and recertified at least once every six (6) years in accordance with Order 2022-0103-DWQ. The City's process includes distributing the SSMP to appropriate City staff for review to ensure the most current legal authority, response plans, organizational charts, equipment lists, and contact/notification information are included. Once the City implements operational, maintenance, management, and administrative changes, the City may consider distributing the SSMP to other agencies for a peer review of the document. Once recommendations are incorporated into the document, the SSMP will be ready for public dissemination and, ultimately, for recertification by the City Council.

9.2.5 Identify and Illustrate Sewage Spill Trends

The City submits sewage spill information on the CIWQS website, which is accessible to the public. Spill reports and responses are analyzed by management annually and every 3 years to develop strategies to prevent future occurrences and to assess spill response efficiency and effectiveness. Spill frequencies, locations, and volumes, along with onsite inspection data, are recorded and tracked and used to monitor the progress of the City's pipe blockage control program and the effectiveness of the SSMP.

9.3 SSMP Modifications

The City updates the SSMP periodically to include new information and modify the programs as necessary to ensure program effectiveness and continual compliance with the WDRs. Performance indicators (Appendix G) are used annually to assess the SSMP's effectiveness and to implement necessary changes and updates based on observed trends. Information routinely updated includes, but is not limited to, contact names and phone numbers for City staff responsible for implementing specific SSMP programs, staff on standby for sewage spill response, and approved contractors and vendors.

As modifications to elements of this SSMP are deemed necessary, the City will implement them as soon as practical. However, changes will be officially made to this SSMP during the six-year update to the

document. A comprehensive SSMP update and recertification will occur every six (6) years or as necessary and will include any significant program changes.

9.4 Compliance Documentation

The compliance documents are as follows:

- Sanitary sewer spill reports – located on the online CIWQS and at the City of Solana Beach
- Spill tracking data, including spill frequencies, locations, and volume
- City of Solana Beach Annual Work Plan – located at the City of Solana Beach
- Inspection and maintenance tracking system (comprehensive listing of facilities and maintenance records) – located at the City of Solana Beach
- Sewer system GIS – located at the City of Solana Beach
- City of Solana Beach annual budget (includes CIP) – located at the City of Solana Beach

10 Internal Audits

This chapter of the SSMP discusses the City's SSMP Auditing Program. The SSMP Audit Program is part of the SSMP Administration component.

**WDRs Attachment D
Section 10**

10.1 Regulatory Requirements for SSMP Audits

The WDRs require that the City conduct periodic internal audits appropriate to the size of the system and the number of sewage spills (performance). At a minimum, these audits must occur every three (3) years, and an audit report must be submitted to CIWQS within six months after the end of the required 3-year audit period. The audit must be submitted by the LRO to the online CIWQS Sanitary Sewer System Database. The audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified in WDRs Section 5.4, including identifying any deficiencies in the SSMP and the steps taken to correct them.

10.2 Discussion of SSMP Program Audits

The City must complete triennial audits of its SSMP. Any modifications identified during monitoring of this SSMP will be officially noted during the SSMP triennial audit to ensure it remains up to date. The audit may include, but not be limited to:

- Reviewing the status of the SSMP programs implemented
- Reviewing the status of implementation of the previous audit's recommendations and corrective actions
- Identifying the success of various SSMP programs implemented
- Identifying the improvements necessary to various SSMP programs
- Describing system improvements within the three (3) year audit period
- Describing system improvements planned for the upcoming three (3) years
- Reviewing data related to sewage spill occurrences

Audits will review the City's SSMP activities since the last audit and summarize the data accumulated through its monitoring, measurement, and program modification efforts. Attention will be paid to each program's effectiveness in meeting its goals, objectives, and priorities, while ultimately tied to the budgetary process. The audit process will include reviewing additions or improvements made to the collection system during the current audit period. The audit process will also describe planned additions and improvements for the upcoming audit period. Supporting documents will be reviewed to ensure they are up to date and that the most recent documents are available and referenced. This process will also ensure that historical documents are kept for future reference. Employee training will be reviewed to ensure programs and mechanisms are in place to provide necessary training and that all staff are up to date with required training.

Upon completion of the audit, the City must memorialize the process and results in a written audit report. The City must retain the audit report on file in compliance with the WDRs. The LRO must submit the audit report to the online CIWQS Sanitary Sewer System Database.

The most recent SSMP audit was completed by MOE in October 2025. The audit included a review of program implementation and effectiveness and provided recommendations for enhancements and adjustments to support continued improvement of the SSMP. The next audit will be completed by October 1, 2028, as shown in Table 2 in Section 1.3.

11 Communication Program

The primary objective of a Communication Program is to increase public awareness of sanitary sewer system issues, to promote a sense of stewardship for the City's system, and to facilitate its efforts toward the effective and efficient management, operation, and maintenance of the sanitary sewer system. This chapter of the SSMP discusses the City's efforts in communication, outreach and public education to inform the public and affected agencies regarding the proper use of the City's sanitary sewer system.

11.1 Regulatory Requirements for Communication Program

The Plan must include procedures for the Enrollee to communicate with:

**WDRs Attachment D
Section 11**

- a) The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- b) Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

The City must implement a plan and schedule for a public education and outreach program that promotes the proper disposal of pipe-blocking substances. The communication system shall allow the public to provide input to the City as the program is developed and implemented.

11.2 Communication, Public Education, and Outreach

The City communication efforts will serve to educate, inform, and engage key stakeholders. These include agencies that are served by the City's sanitary sewer system, or that may be affected by a sewage spill, as well as businesses, developers, contractors, vendors, and plumbers whose business could be impacted by specific requirements or elements of this SSMP.

The Solana Beach City Council encourages public participation in all City activities. Time is allowed at each City Council meeting for public comment. The City maintains a website where information regarding city matters is publicly available. The City also posts various city documents for public review on the City website. The City's Municipal and Development codes, which provide the legal authority to manage, operate and maintain the sanitary collection system, are also online as is the Adopted Budget, which contains the CIP project list.

The City utilizes e-mail alerts, newsletters, specialized publications, participation in community events and local community groups to disseminate information and solicit feedback on its programs (Appendix D). City staff or contractors also provide verbal or printed information to emphasize how the actions of FGE and non-FGE staff directly contribute to protecting the community's health, preserving the local environment, and maintaining the reliability of the City's sanitary sewer system.

Outside public relations consultants are used as needed. In addition, there are monthly meetings with the San Elijo Joint Powers Authority Member Agencies at which matters related to the collection and treatment of wastewater are discussed.

The City communicates with customers via its website, construction notices, direct mailers, and public meetings. Emergency alerts are coordinated through the regional notification system. The City also has a weekly email newsletter and app for residents to report issues which allows City staff to review data and track resolution.

Public alerts during emergencies are issued through the regional system, the City's website, and social media channels. These communication tools are designed to function during disruptions of normal communication networks. The City also maintains a public education program on wildfire awareness and defensible space compliance, particularly targeting neighborhoods within or adjacent to the updated 2025 FHSZ boundaries.

The City Manager's office will be responsible for preparing and providing pertinent information for news releases, articles, and the website. Additionally, the Director of Public Works communicates with the City Manager's office to assist in promoting an open and frequent exchange of information necessary for the systematic and effective implementation of the various SSMP elements. The City also coordinates with the County of San Diego to provide public notices regarding spills and discharges that result in closures of public areas or that enter a source of drinking water.

The following summarizes the City's efforts to educate, inform, and engage the public in supporting and participating in the proper use of the City's sanitary sewer system and in complying with the WDRs.

City of Solana Beach Official Website

The City's outreach efforts include maintaining a website (<http://www.cityofsolanabeach.org>) to inform the public about City activities. The City's website is an effective communication channel for providing alerts and news to the public. The website's main page provides access to various City departments. It includes links to information, important announcements, and agendas for City Council meetings, as well as other key information for City residents. The City uses the website to publish its SSMP and provides the public with the opportunity to view and provide input on its elements. The City also utilizes the website to notify the public of important upcoming activities related to sewer system management.

City of Solana Beach Sewer Pipe Blockage Control Program

The public outreach element of the Sewer Pipe Blockage Control Program is designed to educate both FGE and non-FGE staff on proper management of on-site FOG and other practices to help prevent sewer blockages. During the site inspections, City staff or contractors provide verbal or printed information to emphasize how the actions of FGE and non-FGE staff directly contribute to protecting the community's health, preserving the local environment, and maintaining the reliability of the City's sanitary sewer system. These efforts reduce the risk of sewer overflows and sewage spills.

Education and outreach materials, including brochures and fliers tailored for FGEs, non-FGEs, and residents, are available on the City's website to encourage ongoing awareness and foster a shared commitment to maintaining a safe and resilient sewer system for the entire community.

City of Solana Beach Spill Emergency Response Plan

The SERP includes a Public Advisory on Sewage Contamination Procedures chapter, which describes the actions City staff must take to limit public access to surface waters and other areas that may have been impacted by a sewage spill, as well as to notify the public of potentially hazardous conditions. In coordination with the San Diego County Department of Environmental Health and Quality (DEHQ), the City follows established protocols for public notification regarding sewage contamination.

Public Meetings

Public meetings to discuss City-related issues are held regularly at City Hall, located at 635 S. Highway 101. The City encourages residents to attend City Council meetings to become better informed about how the City is managed and operated and to learn about various issues. Copies of the Council Agenda are made readily available to the public through the City's website. The City Council is required to certify the SSMP as an agenda item during a public City Council meeting, where time will be scheduled for commenting on the SSMP updates.

Project-specific meetings may also be convened with community leaders and other citizens to discuss the impacts, schedule, and criteria of sewer-related projects and efforts. These meetings give citizens a forum to learn about the City's activities, voice their concerns, and receive clarification on various issues. Often, the project managers arrange these meetings.

11.3 Communication with Owners/Operators of Systems that Connect into the City's System

11.3.1 General Communication Discussion

The City has established procedures for communicating with the City of Del Mar and the City of San Diego in the event of a spill or potential spill, as outlined in the City's SERP (Attachment 2). In addition, the City routinely coordinates with agencies that share system connections with Solana Beach to ensure they are notified in advance of any scheduled CCTV inspections, cleaning, or maintenance activities that could affect their systems. The City also promptly reports any observed conditions that originate from or could impact neighboring agency systems.

Pursuant to the agreements between the City and the City of San Diego, San Diego is required to obtain prior plan and specification approval from Solana Beach before performing any non-emergency connection work or capital projects, including installation, construction, repair, replacement, or reconstruction activities.

Where Solana Beach's force main crosses City of Encinitas property under an easement, the City of Encinitas is required to coordinate with Solana Beach before undertaking certain subsurface activities, such as dredging or deep excavation, that could affect the pipeline. This coordination ensures that Solana Beach can protect its infrastructure during maintenance or capital improvement projects.

Additionally, the agreements between the City and the Cities of Del Mar, San Diego, and Encinitas define the frequency, methodology, and documentation requirements for calculating and communicating annual operations and maintenance costs, capacity shares, and metered flow data among the participating agencies.

11.3.2 Designated Points of Contact for Communication between Agencies

City of Encinitas

The 2015 Sewer Transmission Capacity Lease between the City and the City of Encinitas identifies the City of Encinitas (Cardiff Sanitary Division) Director of Public Works and the City of Solana Beach Director of Engineering² as the POCs for notices regarding breaches, capacity exceedances, flow violations, and operational and contractual issues.

City of Del Mar

Per the 2014 Transmission Capacity Agreement between the City and the City of Del Mar, all notices must be delivered to the City of Del Mar's City Manager and the City of Solana Beach's Director of Engineering².

City of San Diego

The City's Director of Public Works communicates all notices, concerns, or requests to the City of San Diego's Deputy Director of Public Works and/or Assistant Deputy Director for the Public Utility Department's Wastewater Collection Division (WCD), as identified positions responsible for implementation of the communication program in the City of San Diego.

The City receives updates on the City of San Diego's sanitary sewer system through the City of San Diego Public Utilities Department's monthly meetings with its satellite collection system agencies, as well as through the Metropolitan Wastewater Joint Powers Authority Technical Advisory Committee (Metro TAC) meetings. Metro TAC meetings address issues affecting the Metro System, which conveys sewage from municipalities and special districts to the City's regional wastewater facilities.

SEJPA

The City holds a Memorandum of Understanding (MOU) with SEJPA that states all notices, statements, demands, requests, consents, approvals, authorizations, agreements, appointments, and designations shall be given in writing. The MOU designates the Director of Public Works and SEJPA General Manager as the points of contact for the City and SEJPA, respectively.

11.4 Communication Program Compliance Documentation

The compliance documents are as follows:

- Education and outreach material available on the City of Solana Beach website and social media channels
- Education and outreach during community and special events
- Pipe blockage control education material
- Records of public meeting held at City Hall
- Spill Emergency Response Plan (Attachment 2: Outlines communication procedures with the public in case of a spill and communication procedures with sanitary sewer systems connecting to the City's system)
- Interagency agreements that outline the responsibilities and obligations of each system's owner and operator

² Director of Engineering & Public Works

12 References

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Solana Beach Sanitation District, & City of San Diego. (1974). *Agreement between the Solana Beach Sanitation District and the City of San Diego providing for the transportation, treatment, and disposal of sewage and the collection of connection fees and sewer service charges.*

Solana Beach Sanitation District, & City of San Diego. (1975). *1975 amendment to agreement between the Solana Beach Sanitation District and the City of San Diego providing for the transportation, treatment and disposal of sewage and the collection of connection fees and sewer service charges* (County Contract No. 1953-2123-R)

Appendix A:

City Council Approval

RESOLUTION 2026-062

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLANA BEACH, CALIFORNIA, APPROVING UPDATES TO THE SEWER SYSTEM MANAGEMENT PLAN IN ACCORDANCE WITH THE STATE WATER RESOURCES CONTROL BOARD WASTE DISCHARGE REQUIREMENTS

WHEREAS, on May 2, 2006, the California State Water Resources Control Board adopted the Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, requiring local agencies to develop and implement a system-specific Sewer System Management Plan (SSMP); and

WHEREAS, on December 6, 2022, the State Water Resources Control Board issued updated WDR Order No. 2022-0103-DWQ, effective June 5, 2023, superseding the 2006 Order and introducing new SSMP requirements; and

WHEREAS, the City of Solana Beach (City) maintains a sanitary sewer collection system (WDID 9SSO11172) conveying wastewater to the San Elijo Joint Powers Authority (SEJPA) for treatment and disposal; and

WHEREAS, adoption of the SSMP does not result in any operational change; funding is included in the FY 2025/26 and 2026/27 budgets, with individual expenditures brought forward for City Council approval through the regular budget process; and

WHEREAS, this action is exempt from CEQA pursuant to Section 15378 of the CEQA Guidelines as an organizational and administrative activity with no direct or indirect physical changes to the environment; and

NOW, THEREFORE, the City Council of the City of Solana Beach, California, does resolve as follows:

1. That the above recitations are true and correct.
2. That the City Council approves updates to the Sewer System Management Plan in accordance with the State Water Resources Control Board Waste Discharge Requirements.
3. That the City Manager, or designee, is authorized to submit the approved SSMP to the State Water Resources Control Board and take all actions necessary to maintain compliance with Order No. 2022-0103-DWQ.

PASSED AND ADOPTED this 27th day of May, 2026, at a regular meeting of the City Council of the City of Solana Beach, California by the following vote:

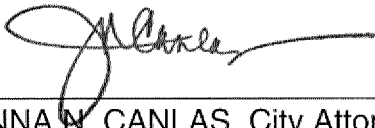
AYES: Councilmembers – Heebner, MacDonald, Zito, Edson, Becker
NOES: Councilmembers – None
ABSTAIN: Councilmembers – None
ABSENT: Councilmembers – None



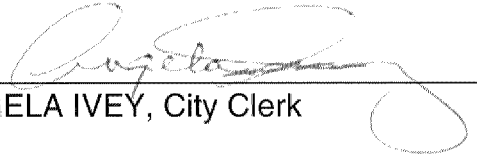
LESA HEEBNER, City Mayor

APPROVED AS TO FORM:

ATTEST:



JOHANNA N. CANLAS, City Attorney



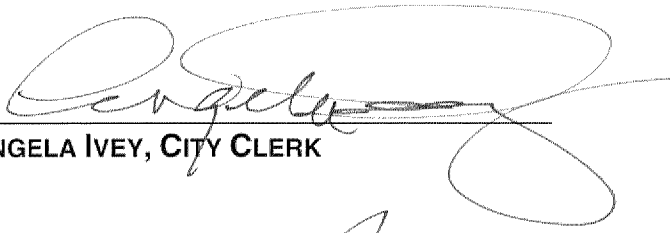
ANGELA IVEY, City Clerk



RESOLUTION CERTIFICATION

STATE OF CALIFORNIA }
COUNTY OF SAN DIEGO } SS.
CITY OF SOLANA BEACH }

I, ANGELA IVEY, City Clerk of the City of Solana Beach, California, **DO HEREBY CERTIFY** that the foregoing is a full, true and correct copy of **Resolution 2026-062** *approving Updates to the Sewer System Management Plan in Accordance with the State Water Resources Control Board Waste Discharge Requirements* as duly passed and adopted at a Regular Solana Beach City Council meeting held on the 27th day of May, 2026 and is the original on file in the City Clerk's Office.


ANGELA IVEY, CITY CLERK

CERTIFICATION DATE:  11, 2026

Appendix B:

Change Log

City of Solana Beach SSMP Change Log

[illegible]

Appendix C:
SSMP Staff Training Log Sheet



City of Solana Beach

Sanitary Sewer Management Plan (SSMP) Staff Training Log

Date:	
Trainer(s):	
Training Location:	

Training Topics Covered	
	Review and Discussion of SSMP and Goals
	Regulatory Background
	Operations and Maintenance Program
	Design and Performance Provision
	Spill Emergency Response Plan (SERP) and SERP Procedures
	Spill Response Practice Drill
	Spill Volume Estimation
	CIWQS Reporting and Submittal Procedures
	Spill Water Quality Monitoring and Reporting
	Sewer Pipe Blockage Control Program
	System Evaluation, Capacity Assurance and Capital Improvements
	Monitoring, Measurement, and Program Modifications
	Communication Program

Attendee Name	Title	Signature

[illegible]

Appendix D:

Pipe Blockage Control Education Material

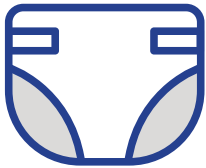


NO WIPES DOWN THE PIPES

Even if a product says it is flushable!

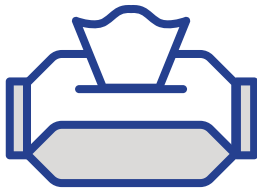


Flush only toilet paper down the toilet.



No Diapers

(including cloth, cotton, disposable, or plastic)



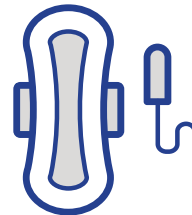
No Wipes

(including flushable, disposable, cleaning, or baby wipes)

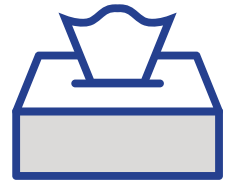


No Paper Towels

(including cloth towels, or any type of rag)



No Feminine Hygiene Products



No Facial Tissues

Place items listed above in a trash can.

Flushing these items down toilets may plug sewers and cause RAW sewage to back up into YOUR HOME.

Questions?

Please call the City of Solana Beach Public Works
(858) 720-2470





Are there FROGs in your sewer line? YES! Fats, Roots, Oil & Grease!

Fats, Roots, Oils & Grease (FROGs), get into every sewer line, including the private line that connects your home or business to the public sewer system. FROGs block pipes, causing sewage to back up onto property, into the street, down the storm drains, and into the ocean. FROGs are the #1 cause of sewage spills that close our beaches.

What WE, the City of Solana Beach, do to keep the public sewer system "FROG-free:"

We video inspect the public sewer lines periodically. We clean 100% of the public sewer lines every five years.

We make repairs and improvements to prevent sewer spills.

What YOU can do to keep your private sewer line "FROG-free:" Don't put fats, oils, or grease down the drain.

Don't plant trees over your private sewer line.

Talk to a licensed plumber about inspecting & cleaning your line.

Appendix E:

FSE Inspection Forms



City of Solana Beach

www.cityofsolanabeach.org

635 South Highway 101 | Solana Beach, CA 92075 | (858) 720-2400 | Fax (858) 720-2455

General Site Description					
Site ID		Business		Staff Inspector	
Date		Time		Inspection Type	
GCD Type		GCD Location		% Level of Solids	
GCD Type (2 nd ?)		GCD Location (2)		% Level of Solids (2)	

General Housekeeping	Yes	No	N/A	Comments
Trash/Dumpster area clean?	☐	☐	☐	
Trash/Dumpster properly covered?	☐	☐	☐	
Are storm drain inlets free of food or other debris?	☐	☐	☐	
Grease Control Device (GCD) Maintenance				
Documentation of GCD Maintenance and up to date?	☐	☐	☐	
Are all GCDs appropriately maintained?	☐	☐	☐	
Is the waste oil container stored outside?	☐	☐	☐	
GCD and waste oil area(s) clean, free of spills?	☐	☐	☐	
Are all food grinders removed?	☐	☐	☐	
Are all sinks, floor drains and all fixtures that contribute grease into the sewer connected to the GCD?	☐	☐	☐	
Do all drains have food screens and clear of food products?	☐	☐	☐	
Are all kitchen exhaust filters cleaned at least 1x per month?	☐	☐	☐	
Are all employees trained in proper grease control BMPs and documented?	☐	☐	☐	

Inspection Findings:	
Violations	
☐	No violations have been noted at this time.
☐	No violations have been noted, but required corrective actions are described below.
☐	Violation of municipal code or applicable regulations were found.
	Comments:
Corrective Actions	
	Corrective action needed? ☐ Yes ☐ No Follow-up inspection needed? ☐ Yes ☐ No
	Corrective action to be completed by:
1	
2	
3	
4	
5	
Owner/operator has been notified of corrective actions by: ☐ Copy ☐ Fax ☐ Email	

Signature Section

Facility Contact Signature: _____	Date: _____
Print Name: _____	Title: _____ Phone No: _____
Inspector Signature: _____	Date: _____
Inspector Name: _____	

Appendix F:

Pipe Blockage Control Training Log



PIPE BLOCKAGE CONTROL EMPLOYEE TRAINING LOG



Instructions: Solana Beach Municipal Code Chapter 6.32 requires employees to be trained twice a year in Best Management Practices (BMPs) and document their attendance. Training materials can be found at [Food Establishments 2021-02-25 Web \(sandiegocounty.gov\)](https://www.sandiegocounty.gov) or by using the smart tag above. **This form may be used to document training.**

Facility Name:	Bi-annual employee training is mandatory
Facility Address:	Trainer:

Date (MM/DD/YYYY)	Employee Name (print)	Employee Signature	Supervisor Initials

Solana Beach Municipal Code Chapter 6.32.140.D.3. Training records shall be available for review at any reasonable time by the authorized inspector.

Appendix G : SSMP Performance Indicators

SSMP Performance Indicators

Indicator	Year 1	Year 2	Year 3
1. Number of spills (by fiscal year)			
A. Wet Season (Oct 1 to April 30)			
B. Dry Season			
2. Number of spills (by volume not recovered)			
A. < 10 gal			
B. 10 - 99 gal			
C. 100 - 999 gal			
D. > 1000 gal			
3. Spill Volume			
A. Total			
B. Recovered			
4. Number of spills (by cause)			
A. Blockages			
1. Roots			
2. Grease			
3. Debris			
4. Debris from Laterals			
5. Animal Carcass			
6. Construction Debris			
7. Rags (including disposable wipes)			
8. Multiple Causes			
B. Pump Station			
1. Electrical Failure			
2. Mechanical Failure			
C. Natural Disaster			
D. Bypass system failure during a construction project			
E. Cause Unknown			
5. Number of spills in "hotspot" areas			
6. Number of spills per mile of sewer per year			
7. Volume of spills per mile of sewer per year			
8. Average Emergency Response Time			
9. Spills during Business Hours			
10. Spills Non-Business hours			
11. Maintenance activities (linear ft/yr)			
12. CCTV inspection			
13. Root Control program (linear ft)			

Attachment 1:

SWRCB Order WQ 2022-0103-DWQ

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ
STATEWIDE WASTE DISCHARGE REQUIREMENTS
GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.

This Order shall become effective **180 days after the Adoption Date of this General Order**, on June 5, 2023.

The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

This General Order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, protect the Enrollee from liability under federal, state, or local laws, nor create a vested right for the Enrollee to continue the discharge of waste.

CERTIFICATION

I, Jeanine Townsend, Clerk to the Board, do hereby certify that this Order with all attachments is a full, true, and correct copy of the Order adopted by the State Water Board on December 6, 2022.

AYE: Chair E. Joaquin Esquivel
Vice Chair Dorene D'Adamo
Board Member Sean Maguire
Board Member Laurel Firestone
Board Member Nichole Morgan

NAY: None

ABSENT: None

ABSTAIN: None



Jeanine Townsend for
Clerk to the Board

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

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STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

1. INTRODUCTION

This General Order regulates sanitary sewer systems designed to convey sewage. For the purpose of this Order, a sanitary sewer system includes, but is not limited to, pipes, valves, pump stations, manholes, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks. A sanitary sewer system includes:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

Sewage is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system. Sewage contains high levels of suspended solids, non-digested organic waste, pathogenic bacteria, viruses, toxic pollutants, nutrients, oxygen-demanding organic compounds, oils, grease, pharmaceuticals, and other harmful pollutants.

For the purpose of this General Order, a spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Sewage and its associated wastewater spilled from a sanitary sewer system may threaten public health, beneficial uses of waters of the State, and the environment.

This General Order serves as statewide waste discharge requirements and supersedes the previous State Water Resources Control Board (State Water Board) Order 2006-0003-DWQ and amendments thereafter. All sections and attachments of this General Order are enforceable by the State Water Board and Regional Water Quality Control Boards (Regional Water Boards). Through this General Order, the State Water Board requires an Enrollee to:

- Comply with federal and state prohibitions of discharge of sewage to waters of the State, including federal waters of the United States;
- Comply with specifications, and notification, monitoring, reporting and recordkeeping requirements in this General Order that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Board Basin Plans) and policies;
- Proactively operate and maintain resilient sanitary sewer systems to prevent spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, track, and analyze spills for ongoing system-specific performance improvements; and
- Report noncompliance with this General Order per reporting requirements.

STATEWIDE SANITARY SEWER SYSTEMS GENERAL ORDER

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
 - greater than one (1) mile in length (each individual sanitary sewer system);
 - one (1) mile or less in length where the State Water Board or a Regional Water Board requires regulatory coverage under this Order; or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Board or a Regional Water Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

For the purpose of this Order, a sanitary sewer system includes only systems owned and/or operated by the Enrollee.

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

To continue regulatory coverage from previous Order 2006-0003-DWQ under this General Order, **within the 60-days-prior-to the Effective Date of this General Order**, the Legally Responsible Official of an existing Enrollee shall electronically certify the Continuation of Existing Regulatory Coverage form in the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database. The Legally Responsible Official will receive an automated CIWQS-issued Notice of Applicability email, confirming continuation of regulatory coverage under this General Order. All regulatory coverage under previous Order 2006-0003-DWQ will cease on the Effective Date of this Order.

An Enrollee continuing existing regulatory coverage is not required to submit a new application package or pay an application fee for enrollment under this General Order. The annual fee due date for continued regulatory coverage from previous Order 2006-0003-DWQ to this General Order remains unchanged.

A previous Enrollee of Order 2006-0003-DWQ that fails to certify the Continuation of Existing Regulatory Coverage form in the online CIWQS database by the Effective Date of this Order is considered a New Applicant, and will not have regulatory coverage for its sanitary sewer system(s) until:

- A new application package for system(s) enrollment is submitted per section 2.2 (Requirements for New Regulatory Coverage) below; and
- The new application package is approved per section 2.2.2 (Approval of Application Package (For New Applicants Only)).

2.2. Requirements for New Regulatory Coverage

No later than 60 days prior to commencing and/or assuming operation and maintenance responsibilities of a sanitary sewer system, a duly authorized representative that

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maintains legal authority over the public or private sanitary sewer system is required to enroll under this General Order by submitting a complete application package as specified below and as provided in Attachment B (Application for Enrollment Form) of this General Order.

Unless required by a Regional Water Board, a public agency that owns a combined sewer system subject to the Combined Sewer Overflow Control Policy (33 U.S. Code § 1342(q)), is not required to enroll, under this Order, the portions of its sanitary sewer system(s) that collects combined sanitary wastewater and stormwater.

2.2.1. Application Package Requirements

The Application for Enrollment package for new applicants must include the following items:

- **Application for Enrollment Form.** The form in Attachment B of this General Order must be completed, signed, and certified by a Legally Responsible Official, in accordance with section 5.1 (Designation of a Legally Responsible Official) of this General Order. If an electronic Application for Enrollment form is available at the time of application, a new applicant shall submit its application form electronically; and
- **Application Fee.** A fee payable to the “State Water Resources Control Board” in accordance with the Fee Schedule in the California Code of Regulations, Title 23, section 2200, or subsequent fee regulations updates.

The application fee for this General Order is based on the sanitary sewer system’s threat to water quality and complexity designations of category 2C or 3C, which is assigned based on the population served by the system. The current Fee Schedule for sanitary sewer systems is listed under subdivision (a)(2) at the following website: [Fee Schedule](https://www.waterboards.ca.gov/resources/fees/water_quality/) (https://www.waterboards.ca.gov/resources/fees/water_quality/).

2.2.2. Approval of Application Package (For New Applicants Only)

The Deputy Director of the State Water Board, Division of Water Quality (Deputy Director) will consider approval of each complete Application for Enrollment package. The Deputy Director will issue a Notice of Applicability letter which serves as approved regulatory coverage for the new Enrollee.

If the submitted application package is not complete in accordance with section 2.2.1 (Application Package Requirements) of this General Order, the Deputy Director will send a response letter to the applicant outlining the application deficiencies. The applicant will have 60 days from the date of the response letter to correct the application deficiencies and submit the identified items necessary to complete the application package to the State Water Board.

2.2.3. Electronic Reporting Account for New Enrollee

Within 30 days after the date of the Approval of Complete Application Package for System Enrollment, a duly authorized representative for the Enrollee shall obtain a CIWQS Sanitary Sewer System Database user account by clicking the “User Registration” button and following the directions on the [CIWQS Login Page](#)

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(<https://ciwqs.waterboards.ca.gov>). If additional assistance is needed to establish an online CIWQS user account, contact State Water Board staff by email at CIWQS@waterboards.ca.gov. The online user account will provide the Enrollee secure access to the online CIWQS database for electronic reporting.

2.3. Regulatory Coverage Transfer

Regulatory coverage under this General Order is not transferable to any person or party except after an existing Enrollee submits a written request for a regulatory coverage transfer to the Deputy Director, at least 60 days in advance of any proposed system ownership transfer. The written request must include a written agreement between the existing Enrollee and the new Enrollee containing:

- Acknowledgement that the transfer of ownership is solely of an existing system with an existing waste discharge identification (WDID) number;
- The specific ownership transfer date in which the responsibility and regulatory coverage transfer between the existing Enrollee and the new Enrollee becomes effective; and
- Acknowledgement that the existing Enrollee is liable for violations occurring up to the ownership transfer date and that the new Enrollee is liable for violations occurring on and after the ownership transfer date.

The Deputy Director will consider approval of the written request. If approved, the Deputy Director will issue a Notice of Applicability letter which serves as an approved transfer of regulatory coverage to the new Enrollee.

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

The objective of the Clean Water Act is to restore and maintain the chemical, physical, and biological integrity of the waters of the United States (33 U.S.C. 1251). The Water Code authorizes the State Water Board to implement the Clean Water Act in the State and to protect the quality of all waters of the State (Water Code sections 13000 and 13160).

3.1.2. Discharge of Sewage

A discharge of untreated or partially treated sewage is a discharge of waste as defined in Water Code section 13050(d) that could affect the quality of waters of the State and is subject to regulation by waste discharge requirements issued pursuant to Water Code section 13263 and Chapter 9, Division 3, Title 23 of the California Code of Regulations. A discharge of sewage may pollute and alter the quality of the waters of the State to a degree that unreasonably affects the beneficial uses of the receiving water body or facilities that serve those beneficial uses (Water Code section 13050(l)(1)).

3.1.3 Water Boards Authority to Require Technical Reports, Monitoring, and Reporting

Water Code sections 13267 and 13383 authorize the Regional Water Boards and the State Water Board to establish monitoring, inspection, entry, reporting, and recordkeeping requirements. Water Code section 13267(b), authorizes the Regional Water Boards to “require any person who has discharged, discharges, or is suspected of having discharged or discharging, or who proposes to discharge waste within its region... or is suspected of having discharged or discharging, or who proposes to discharge, waste outside of its region that could affect the quality of water within its region shall furnish, under penalty of perjury, technical or monitoring reports which the regional board requires...In requiring those reports, the regional board shall provide the person with a written explanation with regard to the need for the reports and shall identify the evidence that supports requiring that person to provide the reports.” Water Code section 13267(f) authorizes the State Water Board to require this information if it consults with the Regional Water Boards and determines that it will not duplicate the efforts of the Regional Water Boards. The State Water Board has consulted with the Regional Water Boards and made this determination.

The technical and monitoring reports required by this General Order and Attachment E (Notification, Monitoring, Reporting and Recordkeeping Requirements) are necessary to evaluate and ensure compliance with this General Order. The effort to develop required technical reports will vary depending on the system size and complexity and the needs of the specific technical report. The burden and cost of these reports are reasonable and consistent with the interest of the state in protecting water quality, which is the primary purpose of requiring the reports.

Water Code section 13383(a) authorizes the Water Boards to “establish monitoring, inspection, entry, reporting, and recordkeeping requirements... for any person who discharges, or proposes to discharge, to navigable waters, any person who introduces pollutants into a publicly owned treatment works, any person who owns or operates, or proposes to own or operate, a publicly owned treatment works or other treatment works treating domestic sewage, or any person who uses or disposes, or proposes to use or dispose, of sewage sludge.” Section 13383(b) continues, “the state board or the regional boards may require any person subject to this section to establish and maintain monitoring equipment or methods, including, where appropriate, biological monitoring methods, sample effluent as prescribed, and provide other information as may be reasonably required.”

Reporting of spills from privately owned sewer laterals and systems pursuant to section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) of this General Order is authorized by Water Code section 13225(c) and encouraged by the State Water Board, wherein a local agency may investigate and report on any technical factors involved in water quality control provided the burden including costs of such reports bears a reasonable relationship to the need for the report and the benefits to be obtained therefrom. The burden of reporting private spills under section 5.15 (Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems) is minimal and is outweighed by the benefit of providing Regional Water Boards an opportunity to respond to these spills

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when an Enrollee, which in many cases has a contractual relationship with the owner of the private system, has knowledge of the spills.

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

Water Code section 13263(i) provides that the State Water Board may prescribe general waste discharge requirements for a category of discharges if the State Water Board finds or determines that:

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

Since 2006, the State Water Board has been regulating over 1,100 publicly owned sanitary sewer systems (See section 3.1.5 (Previous Statewide General Waste Discharge Requirements) of this General Order). California also has a large unknown number of unregulated privately owned sanitary sewer systems. All waste conveyed in publicly owned and privately owned sanitary sewer systems (as defined in this General Order) is comprised of untreated or partially treated domestic waste and/or industrial waste. Generally, sanitary sewer systems are designed and operated to convey waste by gravity or under pressure; system-specific design elements and system-specific operations do not change the common nature of the waste, the common threat to public health, or the common impacts on water quality. Spills of waste from a sanitary sewer system prior to reaching the ultimate downstream treatment facility are unauthorized and enforceable by the State Water Board and/or a Regional Water Board. Therefore, spills from sanitary sewer systems are more appropriately regulated under general waste discharge requirements.

As specified in Water Code sections 13263(a) and 13241, the implementation of requirements set forth in this Order is for the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each Regional Water Board and take into account the environmental characteristics of sewer service areas and hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect water quality, costs associated with compliance with these requirements, the need for developing housing within California, and the need to protect sources of drinking water and other water supplies.

3.1.5. Previous Statewide General Waste Discharge Requirements

On May 2, 2006, the State Water Board adopted Order 2006-0003-DWQ serving as Waste Discharge Requirements pursuant to Article 4, Chapter 4, Division 7 of the Water Code (commencing with section 13260) for inadvertent discharges to waters of the State. Order 2006-0003-DWQ prohibited discharges of untreated or partially treated sewage. Order 2006-0003-DWQ also required system-specific management, operation, and maintenance of publicly owned sewer systems greater than one mile in length.

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To decrease the impacts on human health and the environment caused by sewage spills, the previous Order required enrollees to develop a rehabilitation and replacement plan that identifies system deficiencies and prioritizes short-term and long-term rehabilitation actions. The previous Order also required enrollees to:

1. Maintain information that can be used to establish and prioritize appropriate Sewer System Management Plan activities; and
2. Implement a proactive approach to reduce spills.

The previous Order required Sewer System Management Plan elements for “the proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management.”

On July 30, 2013, the State Water Board amended General Order 2006-0003-DWQ with Order WQ 2013-0058-EXEC, Amending Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems.

Many enrollees of Order 2006-0003-DWQ have already implemented proactive measures to reduce sewage spills. Other enrollees, however, still need technical assistance and funding to improve sanitary sewer system operation and maintenance for the reduction of sewage spills.

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

The California Water Environment Association is a nonprofit organization dedicated to providing water industry certifications, training, and networking opportunities. The Association’s Technical Certification Program provides accredited sanitary sewer system operator certification for collection system operators and maintenance workers.

On February 10, 2016, the State Water Board entered into a collaborative agreement with the Association titled *Memorandum of Agreement Between the California State Water Resources Control Board and the California Water Environment Association - Training Regarding Requirements Set Forth in Statewide General Waste Discharge Requirements for Sanitary Sewer Systems*. The Memorandum sets forth collaborative training necessary for regulated sanitary sewer system personnel to operate and maintain a well operating system and ensure full compliance with statewide sewer system regulations.

On March 15, 2018, the State Water Board and the California Water Environment Association amended the existing Memorandum of Agreement to include collaborative outreach and expand training needs associated with further updates to Water Board regulations for sanitary sewer systems. The State Water Board encourages further Agreement updates as necessary to support improved sewer system operations and the professionalism of collection system operators.

3.2. General

3.2.1. Waters of the State

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

3.2.2. Sanitary Sewer System Spill Threats to Public Health and Beneficial Uses

Sewage contains high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. Sewage spills may cause a public nuisance, particularly when sewage is discharged to areas with high public exposure such as streets and surface waters used for drinking, irrigation, fishing, recreation, or other public consumption or contact uses.

More specifically, sanitary sewer spills may:

- Adversely affect aquatic life and/or threaten water quality when reaching receiving waters;
- Inadvertently release trash, including plastics;
- Impair the recreational use and aesthetic enjoyment of surface waters by polluting surface water or groundwater;
- Threaten public health through direct public exposure to bacteria, viruses, intestinal parasites, and other microorganisms that can cause serious illness such as gastroenteritis, hepatitis, cryptosporidiosis, and giardiasis;
- Negatively impact ecological receptors and biota within surface waters; and
- Cause nuisance including odors, closure of beaches and recreational areas, and property damage.

Sanitary sewer system spills may pollute receiving waters and threaten beneficial uses of surface water and groundwater. Potentially threatened beneficial uses include, but are not limited to the following (with associated acronym representations as included in statewide water quality control plans and Regional Water Boards' Basin Plans):

- Municipal and Domestic Supply (MUN)
- Water Contact Recreation (REC-1) and Non-Contact Water Recreation (REC-2)
- Cold Freshwater Habitat (COLD)
- Warm Freshwater Habitat (WARM)
- Native American Culture (CUL)
- Wildlife Habitat (WILD)
- Rare, Threatened, or Endangered Species (RARE)
- Spawning, Reproduction, and/or Early Development (SPWN)
- Wetland Habitat (WET)
- Agricultural Supply (AGR)
- Estuarine Habitat (EST)

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- Commercial and Sport Fishing (COMM)
- Subsistence Fishing (SUB)
- Tribal Tradition and Culture (CUL)
- Tribal Subsistence Fishing (T-SUB)
- Aquaculture (AQUA)
- Marine Habitat (MAR)
- Preservation of Biological Habitats of Special Significance (BIOL)
- Migration of Aquatic Organisms (MIGR)
- Shellfish Harvesting (SHELL)
- Industrial Process Supply (PROC)
- Industrial Service Supply (IND)
- Hydropower Generation (POW)
- Navigation (NAV)
- Flood Peak Attenuation/Flood Water Storage (FLD)
- Water Quality Enhancement (WQE)
- Fresh Water Replenishment (FRSH)
- Groundwater Recharge (GWR)
- Inland Saline Water Habitat (SAL)

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

Finding 3 of the previous Order, 2006-0003-DWQ, states: “Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO [sanitary sewer overflow]. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.”

Many spills are preventable through proactive attention on sanitary sewer system management using the best practices and technologies available to address major causes of spills, including but not limited to:

- Blockages from sources including but not limited to:
 - Fats, oils and grease;
 - Tree roots;
 - Rags, wipes and other paper, cloth and plastic products; and
 - Sediment and debris.
- Sewer system damage and exceedance of sewer system hydraulic capacity from identified system-specific environmental, and climate-change impacts, including but not limited to:

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- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.
- Infrastructure deficiencies and failures, including but not limited to:
 - Pump station mechanical failures;
 - System age;
 - Construction material failures;
 - Manhole cover failures;
 - Structural failures; and
 - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
 - Excessive and/or increased storm or groundwater inflow/infiltration;
 - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
 - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
 - Power outages;
 - Vandalism; and
 - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

Portions of some sanitary sewer systems may leak, causing underground exfiltration (exiting) of sewage from the system. Exfiltrated sewage that remains in the underground infrastructure trench and/or the soil matrix, and that does not discharge into waters of the State (surface water or groundwater) may not threaten beneficial uses.

Underground exfiltrated sewage may threaten beneficial uses if discharged to waters of the State. Exfiltrated sewage that discharges to groundwater may impact beneficial uses of groundwater and pollute groundwater supply. Additionally, if in close proximity, exfiltrated sewage may enter into a compromised underground drainage conveyance system that discharges into a water of the United States, or into groundwater that is hydrologically connected to (feeds into) a water of the United States, thus potentially causing: (1) a Clean Water Act violation, (2) threat and impact to beneficial uses, and/or (3) surface water pollution.

3.2.5. Proactive Sanitary Sewer System Management to Reduce Inflow and Infiltration

Excessive inflow (stormwater entering) and infiltration (groundwater seepage entering) to sanitary sewer systems is preventable through proactive sewer system management using the best practices and technologies available. The efficiency of the downstream wastewater treatment processes is dependent on the performance of the sanitary sewer system. When the structural integrity of a sanitary sewer system deteriorates, high volumes of inflow and infiltration can enter the sewer system. High levels of inflow and infiltration increase the hydraulic load on the downstream treatment plant, which can reduce treatment efficiency, lead to bypassing a portion of the treatment process, cause illegal discharge of partially treated effluent, or in extreme situations make biological treatment facilities inoperable (e.g., wash out the biological organisms that treat the waste).

3.3. Water Quality Control Plans, Policies and Resolutions

The nine Regional Water Boards have adopted region-specific water quality control plans (commonly referred to as Basin Plans) that designate beneficial uses, establish water quality objectives, and contain implementation programs and policies to achieve those objectives. The State Water Board has adopted statewide water quality control plans, policies and resolutions establishing statewide water quality objectives, implementation programs and initiatives.

3.3.1. State Water Board Antidegradation Policy

On October 28, 1968, the State Water Board adopted Resolution 68-16, titled Statement of Policy with Respect to Maintaining High Quality of Waters in California, which incorporates the federal antidegradation policy. Resolution 68-16 requires that existing water quality be maintained unless degradation is justified based on specific findings.

The continued prohibition of sewage discharges from sanitary sewer systems into waters of the State aligns with Resolution 68-16. A sewage discharge from sanitary sewers to waters of the State is prohibited by this Order. Therefore, this Order does not allow degradation of waters of the State. In addition, this Order: (1) further expands the existing prohibition of sewage discharges to include waters of the State, in addition to waters of the United States as provided in previous Order 2006-0003-DWQ, and (2) enhances the ability for Water Board enforcement of violations of the established prohibitions.

3.3.2. State Water Board Sources of Drinking Water Policy

On May 19, 1988, the State Water Board adopted Resolution 88-63 (amended on February 1, 2006), titled Sources of Drinking Water, establishing state policy that all waters of the State, with certain exceptions, are suitable or potentially suitable for municipal or domestic supply.

3.3.3. State Water Board Cost of Compliance Resolution

On September 24, 2013, the State Water Board adopted Resolution 2013-0029, titled Directing Actions in Response to Efforts by Stakeholders on Reducing Costs of

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Compliance While Maintaining Water Quality Protection. Through this resolution, the State Water Board committed to continued stakeholder engagement in identifying and implementing measures to reduce costs of compliance with regulatory orders while maintaining water quality protection and improving regulatory program outcomes.

3.3.4. State Water Board Human Right to Water Resolution

On February 16, 2016, the State Water Board adopted Resolution 2016-0010, titled Adopting the Human Right to Water as a Core Value and Directing its Implementation in Water Board Programs and Activities, addressing the human right to water as a core value and directing Water Board programs to implement requirements to support safe drinking water for all Californians.

On November 16, 2021, the State Water Board adopted Resolution 2021-0050 titled Condemning Racism, Xenophobia, Bigotry, and Racial Injustice, and Strengthening Commitment to Racial Equity, Diversity, Inclusion, Access, and Anti-racism. Among other actions, through Resolution 2021-0050, the State Water Board, in summary as corresponding to this General Order, reaffirms its commitment to its Human Right to Water resolution, upholding that every human being in California deserves safe, clean, affordable, and accessible water for human consumption, cooking, and sanitation purposes. Resolution 2021-0050 provides the State Water Board commitment to:

- Protect public health and beneficial uses of waterbodies in all communities, including communities disproportionately burdened by wastes discharge of waste to land and surface water;
- Restore impaired surface waterbodies and degraded aquifers; and
- Promote multi-benefit water quality projects.

Through Resolution 2021-0050, the State Water Board also commits to expanding implementation of its Climate Change Resolution to address the disproportionate effects of extreme hydrologic conditions and sea-level rise on Black, Indigenous, and people of color communities, prioritizing:

- The right to safe, clean, affordable, and accessible drinking water and sanitation;
- Sustainable management and protection of local groundwater resources;
- Healthy watersheds; and
- Access to surface waterbodies that support subsistence fishing.

On June 7, 2022, the State Water Board adopted a Resolution, titled Authorizing the Executive Director or Designee to Enter into One or More Multi-Year Contracts Up to a Combined Sum of \$4,000,000 for a Statewide Wastewater Needs Assessment, supporting the equitable access to sanitation for all Californians and implementation of Resolutions 2016-0010 and 2021-0050.

This General Order supports the State Water Board priority in collecting a comprehensive set of data for California's wastewater systems, including sanitary sewer systems. Data reported per the requirements of this Order will be used with data from other Water Boards' programs, to further develop criteria and create a statewide risk

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framework to prioritize critical funding and infrastructure investments for California's most vulnerable populations, including disadvantaged or severely disadvantaged communities with inadequate or failing sanitation systems and threatened access to healthy drinking water supplies.

3.3.5. State Water Board Open Data Resolution

On July 10, 2018, the State Water Board adopted Resolution 2018-0032, titled Adopting Principles of Open Data as a Core Value and Directing Programs and Activities to Implement Strategic Actions to Improve Data Accessibility and Associated Innovation, directing regulatory programs to assure all monitoring and reporting requirements support the State Water Boards' Open Data Initiative.

3.3.6. State Water Board Response to Climate Change

On March 7, 2017, the State Water Board adopted Resolution 2017-0012, titled Comprehensive Response to Climate Change, requiring a proactive response to climate change in all California Water Board actions, with the intent to embed climate change consideration into all programs and activities.

3.4. California Environmental Quality Act

The adoption of this Order is an action to reissue general waste discharge requirements that is exempt from the California Environmental Quality Act (Public Resources Code section 21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment (Cal. Code Regs., Title 14, section 15308). In addition, the action to adopt this Order is exempt from CEQA pursuant to Cal. Code Regs., Title 14, section 15301, to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in sections 15301 and 15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

3.5. State Water Board Funding Assistance for Compliance with Water Board Water Quality Orders

The State Water Board, Division of Financial Assistance administers the implementation of the State Water Board financial assistance programs, per Board-adopted funding policies. Among other funding areas, the Division administers loan and grant funding for the planning and construction of wastewater and water recycling facilities per funding program-specific policies and guidelines. Applicants may apply for Clean Water State Revolving Fund low-interest loan, Small Community Wastewater grant funding assistance, and other funding available at the time of application, for some of the costs associated with complying with this General Order.

Funding applicants may obtain further information regarding current funding opportunities, and Division of Financial Assistance staff contact information at the following website: [Financial Assistance Funding - Grants and Loans | California State Water Resources Control Board](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/).

(https://www.waterboards.ca.gov/water_issues/programs/grants_loans/)

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Section 13477.6 of the Water Code authorizes the Small Community Grant Fund. The Small Community Grant Fund allows the State Water Board to provide grant funding assistance to small, disadvantaged communities and small severely disadvantaged communities that may not otherwise be able to afford a loan or similar financing for projects to comply with requirements of this General Order. The State Water Board also considers loan forgiveness on a disadvantaged community-specific basis.

For disadvantaged communities' wastewater needs, the State Water Board places priority on the funding of projects that address:

- Public health;
- Violations of waste discharge requirements and National Pollutant Discharge Elimination System (NPDES) permits;
- Providing sewer system service to existing septic tank owners; and
- High priority public health and water quality concerns identified by a Regional Water Board.

3.6. Notification to Interested Parties

On January 31, 2022, the State Water Board notified interested parties and persons of its intent to reissue Sanitary Sewer Systems General Order 2006-0003-DWQ by issuing a draft General Order for a 60-day public comment period. State Water Board staff conducted extensive stakeholder outreach and encouraged public participation in the adoption process for this General Order. On March 15, 2022, the State Water Board held a public meeting to hear and consider oral public comments. The State Water Board considered all public comments prior to adopting this General Order.

THEREFORE, IT IS HEREBY ORDERED, that pursuant to Water Code sections 13263, 13267, and 13383 this General Order supersedes Order 2006-0003-DWQ, Order WQ 2013-0058-EXEC, and any amendments made to these Orders thereafter, except for enforcement purposes and to meet the provisions contained in Division 7 of the Water Code (commencing with section 13000) and regulations adopted thereunder, and the provisions of the Clean Water Act and regulations and guidelines adopted thereunder, the Enrollee shall comply with the requirements in this Order.

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

Any discharge from a sanitary sewer system that has the potential to discharge to surface waters of the State is prohibited unless it is promptly cleaned up and reported as required in this General Order.

4.2 Discharge of Sewage to Waters of the State

Any discharge from a sanitary sewer system, discharged directly or indirectly through a drainage conveyance system or other route, to waters of the State is prohibited.

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4.3. Discharge of Sewage Creating a Nuisance

Any discharge from a sanitary sewer system that creates a nuisance or condition of pollution as defined in Water Code section 13050(m) is prohibited.

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

The Enrollee shall designate a Legally Responsible Official that has authority to ensure the enrolled sanitary sewer system(s) complies with this Order, and is authorized to serve as a duly authorized representative. The Legally Responsible Official must have responsibility over management of the Enrollee's entire sanitary sewer system, and must be authorized to make managerial decisions that govern the operation of the sanitary sewer system, including having the explicit or implicit duty of making major capital improvement recommendations to ensure long-term environmental compliance. The Legally Responsible Official must have or have direct authority over individuals that:

- Possess a recognized degree or certificate related to operations and maintenance of sanitary sewer systems, and/or
- Have professional training and experience related to the management of sanitary sewer systems, demonstrated through extensive knowledge, training and experience.

For example, a sewer system superintendent or manager, an operations manager, a public utilities manager or director, or a district engineer may be designated as a Legally Responsible Official.

The Legally Responsible Official shall complete the electronic [CIWQS "User Registration" form](https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>). A Legally Responsible Official that represents multiple enrolled systems shall complete the electronic CIWQS "User Registration" form for each system.

The Enrollee shall submit any change to its Legally Responsible Official, and/or change in contact information, to the State Water Board within 30 calendar days of the change by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.2. Sewer System Management Plan Development and Implementation

To facilitate adequate local funding and management of its sanitary sewer system(s), the Enrollee shall develop and implement an updated Sewer System Management Plan. The scale and complexity of the Sewer System Management Plan, and specific elements of the Plan, must match the size, scale and complexity of the Enrollee's sanitary sewer system(s). The Sewer System Management Plan must address, at minimum, the required Plan elements in Attachment D (Sewer System Management Plan – Required Elements) of this General Order. To be effective, the Sewer System Management Plan must include procedures for the management, operation, and maintenance of the sanitary sewer system(s). The procedures must: (1) incorporate the

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prioritization of system repairs and maintenance to proactively prevent spills, and (2) address the implementation of current standard industry practices through available equipment, technologies, and strategies.

For an existing Enrollee under Order 2006-0003-DWQ that has certified its Continuation of Existing Regulatory Coverage, per section 2.1 (Requirements for Continuation of Existing Regulatory Coverage) of this General Order:

Within six (6) months of the Adoption Date of this General Order:

- The Legally Responsible Official shall upload the Enrollee's existing Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

For a new Enrollee:

Within twelve (12) months of the Application for Enrollment approval date:

- The governing entity of the new Enrollee shall approve its Sewer System Management Plan; and
- The Legally Responsible Official shall certify and upload its Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database.

5.3. Certification of Sewer System Management Plan and Plan Updates

The Legally Responsible Official shall certify and upload its Sewer System Management Plan and all subsequent updates to the online CIWQS Sanitary Sewer System Database.

5.4. Sewer System Management Plan Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. **Within six months after the end of the required 3-year audit period**, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order.

Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

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

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- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.

The Enrollee shall submit a complete audit report that includes:

- Audit findings and recommended corrective actions;
- A statement that sewer system operators' input on the audit findings has been considered; and
- A proposed schedule for the Enrollee to address the identified deficiencies.

A new Enrollee of this General Order (that did not have a sanitary sewer system enrolled in the previous State Water Board Order 2006-0003-DWQ) shall conduct its first internal Sewer System Management Plan audit for the time period between the date of submittal of its certified Sewer System Management Plan and the third subsequent December 31st date. The audit report must be submitted into the online CIWQS Sanitary Sewer System Database **by July 1 of the following calendar year.**

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

	Audit Period	Audit Due Date
New Enrollee	Certified Sewer System Management Plan Submittal Date through the third subsequent December 31 st date	July 1 st date after audit period
<i>Example</i>	<i>Certified Sewer System Management Plan Submittal Date of August 2, 2025 Audit Period of August 2, 2025 through December 31, 2027</i>	<i>July 1, 2028</i>

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Initial Audit Period for Transition from 2-Year Audit Required in Previous Order 2006-0003-DWQ to 3-Year Audit Required in this General Order

	Audit Period	Audit Due Date
An Enrollee previously regulated by Order 2006-003-DWQ	A 3-year period starting from the end of last required 2-year Audit Period	Within six months after end of 3-year Audit Period
<i>Example</i>	<i>Last required Audit Period start date of August 2, 2021; Audit Period of August 2, 2021 through August 1, 2024</i>	<i>February 1, 2025</i>

Three-Year Ongoing Audit Period

	Audit Period	Audit Due Date
Each Enrollee	A 3-year period starting from the end of last required Audit Period	Within six months after end of 3-year Audit Period

5.5. Six-Year Sewer System Management Plan Update

At a minimum, the Enrollee shall update its Sewer System Management Plan every six (6) years after the date of its last Plan Update due date. (For an Enrollee previously regulated by Order 2006-0003-DWQ, the six-year period shall commence on the due date identified in section 3.11 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this Order. The Updated Sewer System Management Plan must include:

- Elements required in Attachment D (Sewer System Management Plan – Required Elements) of this Order;
- Summary of revisions included in the Plan update based on internal audit findings; and
- Other sewer system management-related changes.

The Enrollee's governing entity shall approve the updated Plan. The Legally Responsible Official shall upload and certify the approved updated Plan in the online CIWQS Sanitary Sewer System Database in accordance with section 3.11 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order. During the time period in between Plan updates, the Enrollee shall continuously document changes to its Sewer System Management Plan in a change log attached to the Plan.

5.6. System Resilience

The Enrollee shall include and implement system-specific procedures in its Sewer System Management Plan to proactively prioritize: (1) operation and maintenance, (2) condition assessments, and (3) repair and rehabilitation, to address ongoing system resilience, as specified in Attachment D (Sewer System Management Plan – Required Elements) of this General Order.

5.7. Allocation of Resources

The Enrollee shall:

- Establish and maintain a means to manage all necessary revenues and expenditures related to the sanitary sewer system; and
- Allocate the necessary resources to its sewer system management program for:
 - Compliance with this General Order,
 - Full implementation of its updated Sewer System Management Plan,
 - System operation, maintenance, and repair, and
 - Spill responses.

5.8. Designation of Data Submitters

The Legally Responsible Official may designate one or more individuals as a Data Submitter for reporting of spill data. The Legally Responsible Official shall authorize the designation of Data Submitter(s) through the online [CIWQS database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>) prior to the individuals establishing a [CIWQS user account](https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp) (<https://ciwqs.waterboards.ca.gov/ciwqs/newUser.jsp>) and entering spill data into the online CIWQS Sanitary Sewer System Database.

The Legally Responsible Official shall submit any change to its Data Submitter(s), and/or change in Data Submitter contact information, to the State Water Board within 30 calendar days of the change, by emailing ciwqs@waterboards.ca.gov and copying the appropriate Regional Water Board as provided in Attachment F (Regional Water Quality Control Board Contact Information) of this General Order.

5.9. Reporting Certification

The Legally Responsible Official shall electronically certify, on the Enrollee's behalf, all applications, reports, the Sewer System Management Plan(s) and corresponding updates, and other information submitted electronically into the online CIWQS Sanitary Sewer System Database, as follows:

"I certify under penalty of perjury under the laws of the State of California that the electronically submitted information was prepared under my direction or supervision. Based on my inquiry of the person(s) directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete, and complies with the Statewide Sanitary Sewer Systems General Order. I am aware that there are significant penalties for submitting false information."

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Hardcopy submittals to the State Water Board must be accompanied by the above certification statement.

5.10. System Capacity

The Enrollee shall maintain the system capacity necessary to convey: (1) base flows during dry weather conditions, and (2) wet weather peak flows consistent with designated local historic storms. Design storms must take into account system-specific stormwater contributions via inflow and infiltration, and location-specific depth of groundwater and storm frequencies. The Enrollee shall implement capital improvements to provide adequate hydraulic capacity to:

- Meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance element of its Sewer System Management Plan; and
- Prevent system capacity-related spills, and adverse impacts to the treatment efficiency of downstream wastewater treatment facilities.

5.11. System Performance Analysis

The Enrollee shall include a running 10-year system performance analysis in its Annual Report. The analysis must include two CIWQS-generated graphs presenting the following information:

Graph 1 – Total Spill Volume per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total spill volume, per Spill Category, for each calendar year.

Graph 2 – Total Number of Spills per Year:

X axis: A 10-year period which includes the current calendar year and the nine previous calendar years;

Y axis: The total number of spills, per Spill Category, for each calendar year.

The current calendar year is the calendar year covered in the Annual Report.

The Enrollee shall generate the graphs in CIWQS, using the existing data in the online CIWQS Sanitary Sewer System Database at the following graph generation link: (https://ciwqs.waterboards.ca.gov/ciwqs/readOnly/PublicReportSSOServlet?reportAction=criteria&reportId=sso_operation_report).

5.12. Spill Emergency Response Plan and Remedial Actions

For Existing Enrollees (with regulatory coverage under Order 2006-0003-DWQ):

Within six (6) months of the Adoption Date of this General Order, the Enrollee shall update and implement its Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

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For New Enrollees:

Within six (6) months of the Application for Enrollment approval date, the Enrollee shall develop and implement a Spill Emergency Response Plan, per Attachment D, section 6 (Spill Emergency Response Plan) of this General Order.

The Enrollee shall certify, in its Annual Report, that its Spill Emergency Response Plan is up to date.

The Spill Emergency Response Plan shall include measures to protect public health and the environment. The Enrollee shall respond to spills from its system(s) in a timely manner that minimizes water quality impacts and nuisance by:

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

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

The Enrollee shall comply with notification, monitoring, reporting, and recordkeeping requirements in Attachment E1 of this General Order.

5.13.1. Spill Categories

Individual spill notification, monitoring and reporting must be in accordance with the following spill categories:

- **Category 1 Spill**

A Category 1 spill is a spill of any volume of sewage from or caused by a sanitary sewer system regulated under this General Order that results in a discharge to:

- A surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when the sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any spill volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

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A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

- **Category 2 Spill**

A Category 2 spill is a spill of 1,000 gallons or greater, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of 1,000 gallons or greater that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system, is a Category 2 spill.

- **Category 3 Spill**

A Category 3 spill is a spill of equal to or greater than 50 gallons and less than 1,000 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of equal to or greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 3 spill.

- **Category 4 Spill**

A Category 4 spill is a spill of less than 50 gallons, from or caused by a sanitary sewer system regulated under this General Order that does not discharge to a surface water.

A spill of less than 50 gallons that spills out of a lateral and is caused by a failure or blockage in the sanitary sewer system is a Category 4 spill.

5.13.2. Annual Report

The Enrollee shall submit an Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

For new Enrollees: Within 30 days of obtaining a CIWQS account, a new Enrollee shall submit its initial Annual Report, as specified in section 3.9 (Annual Report) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

For continuing enrollees, starting on July 1, 2025, and no later than December 31, 2025:

For new enrollees – no earlier than July 1, 2025, or within 12 months of the Application for Enrollment approval date, whichever date is later:

The Legally Responsible Official shall submit, to the State Water Board, geospatial data detailing the locations of the Enrollee's sanitary sewer system service area boundary, per the required content and specifications in section 3.8 (Electronic Sanitary Sewer System Service Area Boundary Map) of Attachment E1 of this General Order, for each system identified by a WDID number.

An Enrollee of a disadvantaged community that may need assistance developing an electronic map to comply with this requirement, may contact State Water Board staff for assistance at SanitarySewer@waterboards.ca.gov.

5.15. Voluntary Reporting of Spills from Privately-Owned Sewer Laterals and/or Private Sanitary Sewer Systems

Within 24 hours of becoming aware of a spill (as described below) from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to report the following observations to the online CIWQS Sanitary Sewer System Database at the following link:

<https://ciwqs.waterboards.ca.gov>:

- A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; **or**
- Any volume of sewage that discharges (or has a potential to discharge) to surface waters.

In the CIWQS module, the Enrollee is encouraged to identify:

- Time of observation;
- Description of general spill location (for example, street name and cross street names);
- Estimated volume of spill;
- If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
- If known, name of private system owner/operator.

The CIWQS database will make the name and contact information of the entity voluntarily reporting a private spill, accessible to State and Regional Water Board staff only. The CIWQS database will only make information regarding the actual spill, accessible to the public.

5.16. Voluntary Notification of Spills from Privately-Owned Laterals and/or Systems to the California Office of Emergency Services

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the Enrollee, the Enrollee is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- A spill of any volume to surface waters.

5.17. Unintended Failure to Report

If an Enrollee becomes aware that they unintentionally failed to submit relevant facts in any report required in this General Order, the Enrollee shall promptly notify Regional Water Board and State Water Board staff. Regional Water Board contact information is included in Attachment F of this Order. State Water Board staff shall be contacted by email at SanitarySewer@waterboards.ca.gov for assistance in formally amending the corresponding report(s) in the online CIWQS Sanitary Sewer System Database.

5.18. Duty to Report to Water Boards

In accordance with Water Code section 13267 and/or section 13383, upon request by the State Water Board Executive Director (or designee) or a Regional Water Board Executive Officer (or designee), the Enrollee shall provide the requested information which the State or Regional Water Board deems necessary to determine compliance with this General Order.

5.19. Operation and Maintenance

To prevent discharges to the environment, the Enrollee shall maintain in good working order, and operate as designed, any facility or treatment and control system designed to contain sewage and convey it to a treatment plant.

6. PROVISIONS

6.1. Enforcement Provisions

The following enforcement provisions are based on existing federal and state regulations, laws and policies, including the federal Clean Water Act, the state Water Code and the State Water Board Enforcement Policy.

6.1.1. Enforceability of Clean Water Act and Water Code Violations

Noncompliance with requirements of this General Order or discharging sewage without enrolling in this General Order constitutes a violation of the Water Code and a potential

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violation of the Clean Water Act and is grounds for an enforcement action by the State Water Board or the applicable Regional Water Board. Failure to comply with the notification, monitoring, inspection, entry, reporting, and recordkeeping requirements may subject the Enrollee to administrative civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement. Discharging waste not in compliance with the requirements of this General Order or the Clean Water Act may subject the Enrollee to administrative civil liabilities up to \$10,000 a day per violation and additional liability up to \$10 per gallon of discharge not cleaned up after the first 1,000 gallons of discharge; up to \$5,000 a day per violation pursuant to Water Code section 13350 or up to \$20 per gallon of waste discharged; or referral to the Attorney General for judicial civil enforcement.

6.1.2. Monetary Penalties

The Water Code provides the State and Regional Water Boards the authority to pursue formal enforcement actions, including imposing administrative liability and civil monetary penalties, for non-compliance with the requirements of this General Order and violations of the Clean Water Act.

6.1.3. Falsifying or Failure to Report

The Water Code provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this General Order, or falsifying any information provided in the technical or monitoring reports is subject to administrative liability and civil monetary penalties. Any person who knowingly fails or refuses to furnish technical or monitoring program reports or falsifies any information provided in reports required by this General Order is subject to criminal penalties.

6.1.4. Severability of General Order

The provisions of this General Order are severable; if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances and the remainder of this Order shall not be affected thereby.

6.1.5. Indirect Discharges

In the event that a spill enters into a drainage conveyance system, the Enrollee shall take all feasible steps to prevent discharge of sewage into waters of the State by blocking or redirecting the flow in the drainage conveyance system, removing the sewage from the drainage conveyance system, and cleaning the system in a manner that does not inadvertently impact beneficial uses of the receiving water body.

6.1.6. Water Boards' Considerations for Discretionary Enforcement

Consistent with the State Water Board Enforcement Policy, when considering Water Code section 13327 factors, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to contain, control, clean up, and mitigate spills. In assessing the factors, the State Water Board or the applicable Regional Water Board will consider:

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- The Enrollee's compliance with this General Order with a focus on compliance with reporting requirements;
- The Enrollee's provision of adequate funding to implement the requirements of this General Order;
- The Enrollee's compliance with providing a complete and updated Sewer System Management Plan;
- The Enrollee's compliance with implementing its Sewer System Management Plan;
- The overall effectiveness of the Enrollee's Sewer System Management Plan with respect to:
 - System management, operation, and maintenance,
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent spills (e.g. adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc.),
 - Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures,
 - Implementation of backup equipment,
 - Inflow and infiltration prevention and control,
 - Appropriate sanitary sewer system capacity to prevent spills, and
 - The Enrollee's responsiveness to stop and mitigate the impact of the discharge;
- The Enrollee's compliance with identifying the cause of the spill;
- The Enrollee's use of available information and observations to accurately estimate the spill volume and identify the affected or potentially affected receiving waters;
- The Enrollee's thoroughness of cleaning up sewage in drainage conveyance systems after the spill(s);
- The Enrollee's use of water quality and biological monitoring and assessment to determine the short-term and long-term impacts to beneficial uses and the environment;
- The Enrollee's follow up actions to improve system performance;
- The Enrollee's implementation of feasible alternatives to prevent spills, such as:
 - Use of temporary storage or waste retention,
 - Reduction of system inflow and infiltration,
 - Collection and hauling of waste to a treatment facility,
 - Prevention of and/ or containment of spills due to a design storm event identified in the Enrollee's Sewer System Management Plan,

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- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and
- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

Consistent with the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts to comply with spill reporting requirements when determining compliance with Water Code section 13267 and section 13383. When assessing Water Code section 13227 factors, the State Water Board or the applicable Regional Water Board will consider:

- The Enrollee's diligence to comply with all reporting requirements in this General Order;
- The use of best available information for the Enrollee's reporting of spill start date and start time in which the release of sewage from the sanitary sewer system initiated;
- The Enrollee's reporting of spill end date, and end time to be the date and time in which the release of sewage from the sanitary sewer system was stopped;
- The Enrollee's diligence to accurately estimate and report spill volumes;
- The Enrollee's subsequent verification and/or updates to initial Draft Spill Reports in accordance with this General Order; and
- The Enrollee's timely certification of required spill reports.

Consistent with Water Code section 13267 and section 13383, the State Water Board or a Regional Water Board may require an Enrollee to report the results of a condition assessment of a specified portion of the Enrollee's sanitary sewer system.

6.2. Other Regional Water Board Orders

It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with federal and state regulations. This Order will not be interpreted or applied:

- In a manner inconsistent with the federal Clean Water Act;
- To authorize a spill or discharge that is illegal under either the Clean Water Act, the Water Code, and/or an applicable Basin Plan prohibition or water quality standard;
- To prohibit a Regional Water Board from issuing an individual National Pollutant Discharge Elimination System (NPDES) permit or individual waste discharge requirements superseding an Enrollee's regulatory coverage under this General Order for a sanitary sewer system authorized under the Clean Water Act or Water Code;

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- To supersede any more specific or more stringent waste discharge requirements or enforcement orders issued by a Regional Water Board; or
- To supersede any more specific or more stringent state or federal requirements in existing regulation, an administrative/judicial order, or Consent Decree.

6.3. Sewer System Management Plan Availability

The Enrollee's updated Sewer System Management Plan must be maintained for public inspection at the Enrollee's offices and facilities and must be available to the public through CIWQS and/or on the Enrollee's website, in accordance with section 3.8 (Sewer System Management Plan Reporting Requirements) of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

The Enrollee shall allow State and Regional Water Board staff, upon presentation of credentials and other documents as may be required by law, to:

- Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the requirements of this General Order;
- Have access to and reproduce any records required to be maintained by this General Order;
- Inspect any facility and/or equipment (including monitoring and control equipment), practices, or operations required in this General Order; and
- Sample or monitor substances or parameters for assuring compliance with this General Order, or as otherwise authorized by the Water Code.

6.4.2. Pre-Inspection Questionnaire

The Enrollee shall provide pre-inspection information to State and Regional Water Board staff through the completion of a Pre-Inspection Questionnaire provided by Water Board staff.

ATTACHMENT A - DEFINITIONS

Annual Report

An Annual Report (previously termed as Collection System Questionnaire in Order 2006-0003-DWQ) is a mandatory report in which the Enrollee provides a calendar-year update of its efforts to prevent spills.

Basin Plan

A Basin Plan is a water quality control plan specific to a Regional Water Quality Control Board (Regional Water Board), that serves as regulations to: (1) define and designate beneficial uses of surface and groundwaters, (2) establish water quality objectives for protection of beneficial uses, and (3) provide implementation measures.

Beneficial Uses

The term “Beneficial Uses” is a Water Code term, defined as the uses of the waters of the State that may be protected against water quality degradation. Examples of beneficial uses include but are not limited to, municipal, domestic, agricultural and industrial supply; power generation; recreation; aesthetic enjoyment; navigation; and preservation and enhancement of fish, wildlife, and other aquatic resources or preserves.

California Integrated Water Quality System (CIWQS)

CIWQS is the statewide database that provides for mandatory electronic reporting as required in State and Regional Water Board-issued waste discharge requirements.

Data Submitter

A Data Submitter is an individual designated and authorized by the Enrollee's Legally Responsible Official to enter spill data into the online CIWQS Sanitary Sewer System Database. A Data Submitter does not have the authority of a Legally Responsible Official to certify reporting entered into the online CIWQS Sanitary Sewer System Database.

Disadvantaged Community

A disadvantaged community is a community with a median household income of less than eighty percent (80%) of the statewide annual median household income.

For the purpose of this General Order, there is no differentiation between a small and large disadvantaged community.

Drainage Conveyance System

A drainage conveyance system is a publicly- or privately-owned separate storm sewer system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Enrollee

An Enrollee is a public, private, or other non-governmental entity that has obtained approval for regulatory coverage under this General Order, including:

- A state agency, municipality, special district, or other public entity that owns and/or operates one or more sanitary sewer systems:
 - greater than one (1) mile in length (each individual sanitary sewer system);
 - one mile or less in length where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order, or
- A federal agency, private company, or other non-governmental entity that owns and/or operates a sanitary sewer system of any size where the State Water Resources Control Board or a Regional Water Quality Control Board requires regulatory coverage under this Order in response to a history of spills, proximity to surface water, or other factors supporting regulatory coverage.

Environmentally Sensitive Area

An environmentally sensitive area is a designated agricultural and/or wildlife area identified to need special natural landscape protection due to its wildlife or historical value.

Exfiltration

Exfiltration is the underground exiting of sewage from a sanitary sewer system through cracks, offset or separated joints, or failed infrastructure due to corrosion or other factors.

Flood Control Channel

A flood control channel is a channel used to convey stormwater and non-stormwater flows through and from areas for flood management purposes.

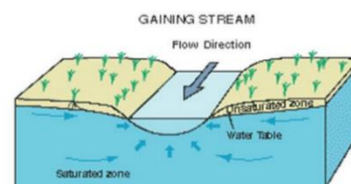
Governing Entity

A governing entity includes but is not limited to the following:

- A publicly elected governing board, council, or commission of a municipal agency;
- A Department or Division director of a federal or state agency that is not governed by a board;
- A governing board or commission of an organization or association; and
- A private system owner/manager that is not governed by a board.

Hydrologically Connected

Two waterbodies are hydrologically connected when one waterbody flows, or has the potential to flow, into the other waterbody. For the purpose of this General Order, groundwater is hydrologically connected to a surface water when the groundwater feeds into the surface water. (The surface waterbody in this example is termed a gaining stream as it gains flow from surrounding groundwater.)



Lateral (including Lower and Upper Lateral)

A lateral is an underground segment of smaller diameter pipe that transports sewage from a customer's building or property (residential, commercial, or industrial) to the Enrollee's main sewer line in a street or easement. Upper and lower lateral boundary definitions are subject to local jurisdictional codes and ordinances, or private system ownership.

A lower lateral is the portion of the lateral located between the sanitary sewer system main, and either the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations.

An upper lateral is the portion of the lateral from the property line, sewer clean out, curb line, established utility easement boundary, or other jurisdictional locations, to the building or property.

Legally Responsible Official

A Legally Responsible Official is an official representative, designated by the Enrollee, with authority to sign and certify submitted information and documents required by this General Order.

Nuisance

For the purpose of this General Order, a nuisance, as defined in Water Code section 13050(m), is anything that meets all of the following requirements:

- Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property;
- Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal; and
- Occurs during, or as a result of, the treatment or disposal of wastes.

Private Sewer Lateral

A private sewer lateral is the privately-owned lateral that transports sewage from private property(ies) into a sanitary sewer system.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Potential to Discharge, Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Receiving Water

A receiving water is a water of the State that receives a discharge of waste.

Resilience

Resilience is the ability to recover from or adjust to adversity or change, and grow from disruptions. Resilience can be built through planning, preparing for, mitigating, and adapting to changing conditions.

Sanitary Sewer System

A sanitary sewer system is a system that is designed to convey sewage, including but not limited to, pipes, manholes, pump stations, siphons, wet wells, diversion structures and/or other pertinent infrastructure, upstream of a wastewater treatment plant headworks, including:

- Laterals owned and/or operated by the Enrollee;
- Satellite sewer systems; and/or
- Temporary conveyance and storage facilities, including but not limited to temporary piping, vaults, construction trenches, wet wells, impoundments, tanks and diversion structures.

For purpose of this Order, sanitary sewer systems include only systems owned and/or operated by the Enrollee.

Satellite Sewer System

A satellite sewer system is a portion of a sanitary sewer system owned or operated by a different owner than the owner of the downstream wastewater treatment facility ultimately treating the sewage.

Sewer System Management Plan

A sewer system management plan is a living document an Enrollee develops and implements to effectively manage its sanitary sewer system(s) in accordance with this General Order.

Sewage

Sewage, and its associated wastewater, is untreated or partially treated domestic, municipal, commercial and/or industrial waste (including sewage sludge), and any mixture of these wastes with inflow or infiltration of stormwater or groundwater, conveyed in a sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Training

Training is in-house or external education and guidance needed that provides the knowledge, skills, and abilities to comply with this General Order.

Wash Down Water

Wash down water is water used to clean a spill area.

Waste

Waste, as defined in Water Code section 13050(d), includes sewage and any and all other waste substances, liquid, solid, gaseous, or radioactive, associated with human habitation, or of human or animal origin, or from any producing, manufacturing, or processing operation, including waste placed within containers of whatever nature prior to, and for purposes of, disposal.

Waste Discharge Identification Number (WDID)

A waste discharge identification number (WDID) identifies each individual sanitary sewer system enrolled under this General Order. A WDID number is assigned to each enrolled system upon an Enrollee's approved regulatory coverage.

Waters of the State

Waters of the State are surface waters or groundwater within boundaries of the state as defined in Water Code section 13050(e), in which the State and Regional Water Boards have authority to protect beneficial uses. Waters of the State include, but are not limited to, groundwater aquifers, surface waters, saline waters, natural washes and pools, wetlands, sloughs, and estuaries, regardless of flow or whether water exists during dry conditions. Waters of the State include waters of the United States.

Waters of the United States

Waters of the United States are surface waters or waterbodies that are subject to federal jurisdiction in accordance with the Clean Water Act.

Water Quality Objective

A water quality objective is the limit or maximum amount of pollutant, waste constituent or characteristic, or parameter level established in statewide water quality control plans and Regional Water Boards' Basin Plans, for the reasonable protection of beneficial uses of surface waters and groundwater and the prevention of nuisance.

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

☐ New Enrollee with previous regulatory coverage under Order 2006-0003-DWQ
(that failed to certify continuation of coverage in CIWQS per Order 2022-XXXX-DWQ)
Existing WDID Number: _____

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee: _____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

The application fee, as required by Water Code section 13260, is based on the daily population served by the sanitary sewer system. See updated [Fee Schedule](https://www.waterboards.ca.gov/resources/fees/water_quality/).
(https://www.waterboards.ca.gov/resources/fees/water_quality/)

Check one of the following and enter fee amount:

☐ Population Served < 50,000 – Total Fee submitted: \$ _____

☐ Population Served ≥ 50,000 – Total Fee submitted: \$ _____

Make the fee payment payable to the State Water Resources Control Board and mail the complete application package to:

State Water Resources Control Board, Accounting Office

P. O. Box 1888

Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge and belief, the information in the submitted application package is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Print Name: _____

Title: _____

Signature: _____ Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No: _____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

Sanitary Sewer System Name(s) or Unique Identifier(s): _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

2. Basis of Termination

Explanation of termination, including subsequent regulatory coverage and subsequent owner/operator of enrolled sanitary sewer system, as applicable:

[illegible]

3. Regulatory Coverage Termination Certification

I certify under penalty of perjury under the laws of the State of California that to the best of my knowledge: 1) the sanitary sewer system I officially represent is not required to be regulated under the Statewide Waste Discharge Requirements for Sanitary Sewer Systems Order 2022-XXXX-DWQ, and 2) the information submitted in this Notice of Termination is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. Additionally, I understand that the submittal of this Notice of Termination does not release sanitary sewer system agencies from liability for any violations of the Clean Water Act.

Print Name: _____

Title: _____

Signature: _____ Date: _____

For State Water Board Use Only

☐ Approved for Termination

☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____ Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

A Sewer System Management Plan (Plan) is a living planning document that documents ongoing local sewer system management program activities, procedures, and decision-making – at the scale necessary to address the size and complexity of the subject sanitary sewer system(s). This Plan may incorporate other programs and other plans by reference, to address short-term and long-term system resilience through:

- Proactive planning and decision-making;
- Local government ordinances;
- Updated operations and maintenance activities and procedures;
- Implementation of capital improvements;
- Sufficient local budget to support staff resources, contractors, equipment, and training; and
- Updated training of staff and contractors.

The Enrollee's development, update, and implementation of a Sewer System Management Plan addressing the requirements of this Attachment is an enforceable component of this General Order. As specified in Provision 6.1 (Enforcement Provisions) of this General Order, consistent with the Water Code and the State Water Board Enforcement Policy, the State Water Board or a Regional Water Board may consider the Enrollee's efforts in implementing an effective Sewer System Management Plan to prevent, contain, control, and mitigate spills when considering Water Code section 13327 factors to determine necessary enforcement of this General Order.

This Attachment includes the following required elements that the Enrollee shall address in its Plan and subsequent updates. The Enrollee shall identify any requirement in this Attachment that is not applicable to the Enrollee's sewer system and shall explain in its Plan why the requirement is not applicable.

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to: (1) properly manage, operate, and maintain all parts of the Enrollee's sanitary sewer system(s), (2) reduce and prevent spills, and (3) contain and mitigate spills that do occur.

The Plan must include a narrative Introduction section that discusses the following items:

1.1. Regulatory Context

The Plan Introduction section must provide a general description of the local sewer system management program and discuss Plan implementation and updates.

1.2. Sewer System Management Plan Update Schedule

The Plan Introduction section must include a schedule for the Enrollee to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for incorporation of activities addressing prevention of sewer spills.

1.3. Sewer System Asset Overview

The Plan Introduction section must provide a description of the Enrollee-owned assets and service area, including but not limited to:

- Location, including county(ies);
- Service area boundary;
- Population and community served;
- System size, including total length in miles, length of gravity mainlines, length of pressurized (force) mains, and number of pump stations and siphons;
- Structures diverting stormwater to the sewer system;
- Data management systems;
- Sewer system ownership and operation responsibilities between Enrollee and private entities for upper and lower sewer laterals;
- Estimated number or percent of residential, commercial, and industrial service connections; and
- Unique service boundary conditions and challenge(s).

Additionally, the Plan Introduction section must provide reference to the Enrollee's up-to-date map of its sanitary sewer system, as required in section 4.1 (Updated Map of Sanitary Sewer System) of this Attachment.

2. ORGANIZATION

The Plan must identify organizational staffing responsible and integral for implementing the local Sewer System Management Plan through an organization chart or similar narrative documentation that includes:

- The name of the Legally Responsible Official as required in section 5.1 (Designation of a Legally Responsible Official) of this General Order;
- The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific Sewer System Management Plan elements;
- Organizational lines of authority; and
- Chain of communication for reporting spills from receipt of complaint or other information, including the person responsible for reporting spills to the State and Regional Water Boards and other agencies, as applicable. (For example, county

health officer, county environmental health agency, and State Office of Emergency Services.)

3. LEGAL AUTHORITY

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

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

4. OPERATION AND MAINTENANCE PROGRAM

The Plan must include the items listed below that are appropriate and applicable to the Enrollee's system.

4.1. Updated Map of Sanitary Sewer System

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

4.2. Preventive Operation and Maintenance Activities

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

The scheduling system must include:

- Inspection and maintenance activities;

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

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

4.3. Training

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

- The requirements of this General Order;
- The Enrollee's Spill Emergency Response Plan procedures and practice drills;
- Skilled estimation of spill volume for field operators; and
- Electronic CIWQS reporting procedures for staff submitting data.

4.4. Equipment Inventory

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

5. DESIGN AND PERFORMANCE PROVISIONS

The Plan must include the following items as appropriate and applicable to the Enrollee's system:

5.1. Updated Design Criteria and Construction Standards and Specifications

Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.

5.2. Procedures and Standards

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

6. SPILL EMERGENCY RESPONSE PLAN

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

- Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner;
- Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State;
- Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders;
- Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained;
- Address emergency system operations, traffic control and other necessary response activities;
- Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system;
- Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State;
- Remove sewage from the drainage conveyance system;
- Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters;
- Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery;
- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

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

The procedures must include, at minimum:

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

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

- Routine evaluation and assessment of system conditions;
- Capacity assessment and design criteria;
- Prioritization of corrective actions; and
- A capital improvement plan.

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

- Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;

- Identify and justify the amount (percentage) of its system for its condition to be assessed each year;
- Prioritize the condition assessment of system areas that:
 - Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies;
 - Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas;
 - Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;
- Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods;
- Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State;
- Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities; and
- Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to: sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

8.2. Capacity Assessment and Design Criteria

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- Dry-weather peak flow conditions that cause or contributes to spill events;
- The appropriate design storm(s) or wet weather events that causes or contributes to spill events;
- The capacity of key system components; and
- Identify the major sources that contribute to the peak flows associated with sewer spills.

The capacity assessment must consider:

- Data from existing system condition assessments, system inspections, system audits, spill history, and other available information;
- Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions;

- Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change;
- Increases of erosive forces in canyons and streams near underground and above-ground system components due to larger and/or higher-intensity storm events;
- Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and
- Necessary redundancy in pumping and storage capacities.

8.3. Prioritization of Corrective Action

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the severity of the consequences of potential spills.

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

- Project schedules including completion dates for all portions of the capital improvement program;
- Internal and external project funding sources for each project; and
- Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

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

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

10. INTERNAL AUDITS

The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order.

11. COMMUNICATION PROGRAM

The Plan must include procedures for the Enrollee to communicate with:

- The public for:
 - Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and
 - The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.
- Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:
 - System operation, maintenance, and capital improvement-related activities.

**ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND
RECORDKEEPING REQUIREMENTS**

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

The Notification Requirements (section 1), Spill-specific Monitoring Requirements (section 2), Reporting Requirements (section 3) and Recordkeeping Requirements (section 4) in this Attachment are pursuant to Water Code section 13267 and section 13383, and are an enforceable component of this General Order. For the purpose of this General Order, the term:

- Notification means the notifying of appropriate parties of a spill event or other activity.
- Spill-specific Monitoring means the gathering of information and data for a specific spill event to be reported or kept as records.
- Reporting means the reporting of information and data into the online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.
- Recordkeeping means the maintaining of information and data in an official records storage system.

Failure to comply with the notification, monitoring, reporting and recordkeeping requirements in this General Order may subject the Enrollee to civil liabilities of up to \$10,000 a day per violation pursuant to Water Code section 13385; up to \$1,000 a day per violation pursuant to Water Code section 13268; or referral to the Attorney General for judicial civil enforcement.

Water Code section 13193 et seq. requires the Regional Water Quality Control Boards (Regional Water Boards) and the State Water Resources Control Board (State Water Board) to collect sanitary sewer spill information for each spill event and make this information available to the public. Sanitary sewer spill information for each spill event includes but is not limited to: Enrollee contact information for each spill event, spill cause, estimated spill volume and factors used for estimation, location, date, time, duration, amount discharged to waters of the State, response and corrective action(s) taken.

1. NOTIFICATION REQUIREMENTS

1.1. Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the Enrollee shall notify the California Office of Emergency Services and obtain a California Office of Emergency Services Control Number as soon as possible **but no later than two (2) hours** after:

- The Enrollee has knowledge of the spill; and
- Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from an Enrollee-owned and/or operated laterals, to a water of the State.

1.2. Spill Notification Information

The Enrollee shall provide the following spill information to the California Office of Emergency Services before receiving a Control Number, as applicable:

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

1.3. Notification of Spill Report Updates

Following the initial notification to the California Office of Emergency Services and until such time that the Enrollee certifies the spill report in the online CIWQS Sanitary Sewer System Database, the Enrollee shall provide updates to the California Office of Emergency Services regarding substantial changes to:

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

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

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

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

2.2 Spill Volume Estimation

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

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

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

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

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

2.3.2. Receiving Water – Water Quality Sampling and Analysis

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

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

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

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

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

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

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

2.3.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

Environmental Laboratory Accreditation Program-Accredited Laboratories

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

2.3.4. Receiving Water Sampling Locations

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

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

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

Receiving Surface Water Sampling (RSW)¹

Sampling Location	Sampling Location Description
RSW-001 Point of Discharge	A point in the receiving water where sewage initially enters the receiving water.
RSW-001U: Upstream of Point of Discharge	A point in the receiving water, upstream of the point of sewage discharge, to capture ambient conditions absent of sewage discharge impacts.

Sampling Location	Sampling Location Description
RSW-001D: Downstream of Point of Discharge	A point in the receiving water, downstream of the point of sewage discharge, where the spill material is fully mixed with the receiving water.

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

2.4. Safety and Access Exceptions

If the Enrollee encounters access restrictions or unsafe conditions that prevents its compliance with spill response requirements or monitoring requirements in this General Order, the Enrollee shall provide documentation of access restrictions and/or safety hazards in the corresponding required report.

3. REPORTING REQUIREMENTS

All reporting required in this General Order must be submitted electronically to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>), unless specified otherwise in this General Order. Electronic reporting may solely be conducted by a Legally Responsible Official or Data Submitter(s) previously designated by the Legally Responsible Official, as required in section 5.8 (Designation of Data Submitters) of this General Order.

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

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;

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

3.1.2. Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database. Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.1.1 (Draft Spill Report for Category 1 Spills) above:

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

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

3.1.3. Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the Enrollee shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

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

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- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
 - Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - Detailed description of the spill cause(s);
 - Description of the pipe material, and estimated age of the pipe material, at the failure location;
 - Description of the impact of the spill;
 - Copy of original field crew records used to document the spill; and
 - Historical maintenance records for the failure location.
2. Enrollee's response to the spill:
- Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
 - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
 - Final corrective action(s) completed and a schedule for planned corrective actions, including:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
 - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
- Description of all water quality sampling activities conducted;
 - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
 - Laboratory results, including laboratory reports;
 - Detailed location map illustrating all water quality sampling points; and
 - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

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

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

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;

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

- Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the Enrollee shall submit a Certified Spill Report for the Category 2 spill, to the online [CIWQS Sanitary Sewer System Database](https://ciwqs.waterboards.ca.gov) (<https://ciwqs.waterboards.ca.gov>). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 3.2.1 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;
11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and

14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

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

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

3.3. Monthly Certified Spill Reporting for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
 - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
 - Description of the drainage conveyance system transporting the spill;
 - Photographs of the drainage conveyance system entry locations(s);
 - Estimated spill volume fully recovered from the drainage conveyance system; and

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- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
- 10. Estimated total spill volume recovered;
- 11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
- 12. Spill end date and time;
- 13. Description of how the spill volume estimations were calculated, including, at minimum:
 - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
- 14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- 15. System failure location (for example, main, pump station, etc.);
- 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
- 17. Description of the impact of the spill;
- 18. Whether or not the spill was associated with a storm event;
- 19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
- 20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
 - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - Adjusted schedule/method of preventive maintenance,
 - Planned rehabilitation or replacement of sanitary sewer asset,
 - Inspected, repaired asset(s), or replaced defective asset(s),
 - Capital improvements,
 - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - Description of spill response activities,

- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

3.4. Monthly Certified Spill Reporting for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

3.5. Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the Enrollee may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The Enrollee shall certify the amended report.

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

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

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

- Maintain records per section 4.4. of this Attachment;
The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.
- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

A spill from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 spill; the Enrollee shall report all Category 1 spills per section 3.1 of Attachment E1 (Notification, Monitoring, Reporting and Recordkeeping Requirements) of this General Order.

3.7. Monthly Certification of “No-Spills” or “Category 4 Spills” and/or “Non-Category 1 Lateral Spills”

If either (1) no spills occur during a calendar month or (2) only Category 4, and/or Enrollee-owned and/or operated lateral spills (that do not discharge to a surface water) occur during a calendar month, the Enrollee shall certify, within 30 calendar days after

the end of each calendar month, either a “No-Spill” certification statement, or a “Category 4 Spills” and/or “Non-Category 1 Lateral Spills” certification statement, in the online CIWQS Sanitary Sewer System Database, certifying that there were either no spills, or Category 4 and/or Non-Category 1 Lateral Spills that will be reported annually (per section 3.6 of this Attachment) for the designated month.

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

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

If the Enrollees has spills from its owned and/or operated laterals during a calendar month, the Enrollee shall not certify “no spills” for that calendar month.

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

The Legally Responsible Official shall submit, to the State Water Board, an up-to-date electronic spatial map of its sewer system service area boundaries. The map must be in accordance with section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order and the specification provided on the statewide Sanitary Sewer Systems program website. The map must include the location of wastewater treatment facility(ies) that treats the sewer system waste, if in the same sewer service boundary.

By the Effective Date of this General Order, specifications for the electronic sanitary sewer service area boundary map format will be provided on the statewide Sanitary Sewer Systems Order program website.

3.9. Annual Report (Previously termed as Collection System Questionnaire in General Order 2006-0003-DWQ)

A new Enrollee shall complete and submit its first certified Annual Report into the online CIWQS Sanitary Sewer System Database, **within 30 days of obtaining a CIWQS account**; Subsequent Annual Reports are due by April 1 of each year.

All enrollees shall update their previous year’s Annual Report, **by April 1 of each year after the Effective Date of this General Order**, for each calendar year (January 1 through December 31).

The Annual Report must be entered directly into the online CIWQS Sanitary Sewer System Database. The Enrollee’s Legally Responsible Official shall certify the Annual Report as instructed in CIWQS;

The Annual Report must address, and update as applicable, the following items:

- Population served;

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- Updated sewer system service area boundary map, if service area boundary has changed from original map submitted per section 5.14 (Electronic Sanitary Sewer System Service Area Boundary Map) of this General Order;
- Number of system operation and maintenance staff:
 - Entry level (less than two years of experience),
 - Journey level (greater than two years of experience),
 - Supervisory level, and
 - Managerial level;
- Number of operation and maintenance staff certified as a certified collection system operator by the California Water Environmental Association (CWEA), with:
 - Corresponding number of certified collection system operator grade levels (Grade I, II, III, IV, and V);
- System information:
 - Miles of system gravity and force mains,
 - Number of upper and lower service laterals connected to system,
 - Estimated number of upper and lower laterals owned and/or operated by the Enrollee,
 - Portion of laterals that is Enrollee's responsibility,
 - Average age the major components of system infrastructure,
 - Number and age of pump stations, and
 - Estimated total miles of the system pipeline not accessible for maintenance;
- Name and location of the treatment plant(s) receiving sanitary sewer system's waste;
- Name of satellite sewer system tributaries;
- Number of system's gravity sewer above or underground crossings of water bodies throughout system;
- Number of force main (pressurized pipe) above or underground crossings of water bodies throughout system;
- Number of siphons used to convey waste throughout the sewer system;
- Miles of sewer system cleaned;
- Miles of sewer system video inspected, or comparable (i.e., video closed-circuit television or alternative inspection methods);
- System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order;
- Major spill causes (for example, root intrusion, grease deposition);

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- System infrastructure failure points (for example, main, pump station, lateral, etc.);
- Ongoing spill investigations; and
- Actions taken to address system deficiencies.

3.10. Sewer System Management Plan Audit Reporting Requirements

The Enrollee shall submit its Sewer System Management Plan Audit and other pertinent audit information, in accordance with section 5.4 (Sewer System Management Plan Audits) of this General Order, to the online CIWQS Sanitary Sewer System Database **by six (6) months after the end of the 3-year audit period.**

If a Sewer System Management Plan Audit is not conducted as required: the Enrollee shall:

- Update the online CIWQS Sanitary Sewer System Database and select the justification for not conducting the Audit; and
- Notify its corresponding Regional Water Board (see Attachment F (Regional Water Quality Control Board Contact Information)) of the justification for the lapsed requirements.

The Enrollee's reporting of a justification for not conducting a timely Audit does not justify non-compliance with this General Order. The Enrollee shall:

- Submit the late Audit as required in this General Order; and
- Comply with subsequent Audit requirements and due dates corresponding with the original audit cycle.

3.11. Sewer System Management Plan Reporting Requirements

For an Existing Enrollee previously regulated by Order 2006-0003-DWQ: **Within every six (6) years after the required due date of its last Plan Update**, the Legally Responsible Official shall upload and certify a local governing entity-approved Sewer System Management Plan Update to the online CIWQS Sanitary Sewer System Database. If the electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its updated Sewer System Management Plan posted on its own website.

Order 2006-0003-DWQ required each enrollee to develop its initial Sewer System Management Plan per the following schedule, with required Plan updates at a frequency of 5-years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2009

Between 100,000 and 10,000: August 2, 2009

Between 10,000 and 2,500: May 2, 2010

Less than 2,500: August 2, 2010

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This Order carries forth the previously-required Plan Update schedule per Order 2006-0003-DWQ. Per the six-year Plan Update frequency required in this Order, the Enrollee shall upload and certify its first Plan Update, to the online CIWQS Sanitary Sewer System Database by the following due dates, with subsequent Plan Updates at the frequency of six years thereafter:

Systems serving populations: Greater than 100,000: May 2, 2025

Between 100,000 and 10,000: August 2, 2025

Between 10,000 and 2,500: May 2, 2026

Less than 2,500: August 2, 2026

For a New Enrollee: **Within twelve (12) months of its Application for Enrollment Approval date**, the Legally Responsible Official of a new Enrollee shall upload and certify a local governing entity-approved Sewer System Management Plan to the online CIWQS Sanitary Sewer System Database. If electronic document format or size capacity prevents the electronic upload of the Plan, the Legally Responsible Official shall report an electronic link to its Sewer System Management Plan posted on its own website. The due date for subsequent 6-year Plan updates, is six (6) years from the submittal due date of the new Enrollee's first Sewer System Management Plan.

4. RECORDKEEPING REQUIREMENTS

The Enrollee shall maintain records to document compliance with the provisions of this General Order, and previous General Order 2006-0003-DWQ as applicable, for each sanitary sewer system owned, including any required records generated by an Enrollee's contractor(s).

4.1. Recordkeeping Time Period

The Enrollee shall maintain records of documents required in this Attachment, including records collected for compliance with this General Order, and records collected in accordance with previous General Order 2006-0003-DWQ, for five (5) years.

4.2. Availability of Documents

The Enrollee shall make the records required in this General Order readily available, either electronic or hard copies, for review by Water Board staff during onsite inspections or through an information request.

4.3. Spill Reports

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

- Spill event complaint, including but not limited to records documenting how the Enrollee responded to notifications of spills. Each complaint record must, at a minimum, include the following information:
 - Date, time, and method of notification,

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- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;
- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

4.4. Recordkeeping of Category 4 Spills and Non-Category 1 Lateral Spills

An Enrollee must maintain the following records for each individual Category 4 spill and for each individual non-Category 1 Enrollee-owned and/or operated lateral spill, and report in accordance to section 3.6 (Annual Certified Spill Reporting of Category 4 and/or Lateral Spills) of this Attachment.

Recordkeeping of Individual Category 4 Spill Information:

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

- The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
- The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;

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

Recordkeeping of Individual Lateral Spill Information:

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

Total Annual Spill Information:

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

4.5. Sewer System Telemetry Records

The Enrollee shall maintain the following sewer system telemetry records if used to document compliance with this General Order, and previous General Order 2006-0003-DWQ as applicable, including spill volume estimates:

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

4.6. Sewer System Management Plan Implementation Records

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

4.7. Audit Records

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

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

4.8. Equipment Records

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

4.9. Work Orders

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

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

This Attachment provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only.

Table E2-1

Spill Category 1: Spills to Surface Waters

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

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

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

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

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

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

Spill Requirements	Due	Method
Notification	Not Applicable	Not Applicable
Monitoring	Conduct spill-specific monitoring.	(Section 2 of Attachment E1)
Reporting	- If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. - Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.	(Section 3.4, 3.6, 3.7 and 4.4 of Attachment E1)

Table E2-5**Enrollee Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters**

Spill Requirements	Due	Method
Notification	Within two (2) hours of the Enrollee's knowledge of a spill of 1,000 gallons or greater, from an enrollee-owned and/or operated lateral, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number. Not applicable to a spill of less than 1,000 gallons.	California Office of Emergency Services at: (800) 852-7550 (Section 1 of Attachment E1)
Monitoring	Conduct visual monitoring.	(Section 2 of Attachment E1)
Reporting	• Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. • Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.	(Sections 3.6, 3.7 and 4.4 of Attachment E1)

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

This Attachment provides a map, list of counties, and contact information to assist the Enrollee in identifying the corresponding Regional Water Quality Control Board office, for all Regional Water Board notification requirements in this General Order.



Region 1 -- North Coast Regional Water Quality Control Board:

Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

Region 2 -- San Francisco Bay Regional Water Quality Control Board:

Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

RB2SpillReports@waterboards.ca.gov or (510) 622-2369

Region 3 -- Central Coast Regional Water Quality Control Board:

Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

CentralCoast@waterboards.ca.gov or (805) 549-3147

Region 4 -- Los Angeles Regional Water Quality Control Board:

Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

rb4-ssswdr@waterboards.ca.gov or (213) 576-6600

Region 5 -- Central Valley Regional Water Quality Control Board:

Rancho Cordova (Sacramento) Office: Colusa, Lake, Sutter, Yuba, Sierra, Nevada, Placer, Yolo, Napa, (North East), Solano (West), Sacramento, El Dorado, Amador, Calaveras, San Joaquin, Contra Costa (East), Stanislaus, Tuolumne counties.

RB5sSpillReporting@waterboards.ca.gov or (916) 464-3291

Fresno Office: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties, and small portions of San Benito and San Luis Obispo counties.

RB5fSpillReporting@waterboards.ca.gov or (559) 445-5116

Redding Office: Butte, Glen, Lassen, Modoc, Plumas, Shasta, Siskiyou, and Tehama counties.

RB5rSpillReporting@waterboards.ca.gov or (530) 224-4845

Region 6 -- Lahontan Regional Water Quality Control Board:

Lake Tahoe Office: Alpine, Modoc (East), Lassen (East side and Eagle Lake), Sierra, Nevada, Placer, El Dorado counties.

RB6sSpillReporting@waterboards.ca.gov or (530) 542-5400

Victorville Office: Mono, Inyo, Kern (East), San Bernardino, Los Angeles (North East corner) counties.

RB6vSpillReporting@waterboards.ca.gov or (760) 241-6583

Region 7 -- Colorado River Basin Regional Water Quality Control Board:

Imperial county and portions of San Bernardino, Riverside, San Diego counties.

RB7SpillReporting@waterboards.ca.gov or (760) 346-7491

Region 8 -- Santa Ana Regional Water Quality Control Board:

Orange, Riverside, San Bernardino counties.

RB8SpillReporting@waterboards.ca.gov or (951) 782-4130

Region 9 -- San Diego Regional Water Quality Control Board:

San Diego county and portions of Orange and Riverside counties.

RB9Spill_Report@waterboards.ca.gov or (619) 516-1990

End of Order 2022-0103-DWQ

Attachment 2:
Spill Emergency Response Plan

CITY OF SOLANA BEACH

SPILL EMERGENCY RESPONSE PLAN (SERP)

Updated May 2026

Prepared For:



City of Solana Beach
Engineering & Public Works
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Updated By:



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Appendix C	Spill Response Procedure Summary
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Definitions (from Order 2022-0103-DWQ, Section 5.13.1)**Category 1 Spill**

Sewage discharges, of any volume, resulting from a failure in the City's collection system that:

- ▶ Results in a discharge to a drainage conveyance system and/or surface water; or
- ▶ Discharges to a drainage conveyance system and were not fully captured and returned to the sanitary sewer collection system.

Category 2 Spill

Sewage discharges, 1,000 gallons or greater, resulting from a failure in the City's collection system that does not discharge to a surface water or a drainage conveyance system that reaches surface waters.

Category 3 Spill

Sewage discharges equal to or greater than 50 gallons and less than 1,000 gallons, resulting from a failure in the City's collection system that does not discharge to a surface water or a drainage conveyance system that reaches surface waters.

Category 4 Spill

Discharges less than 50 gallons resulting from a failure in the City's collection system that does not discharge to a surface water or a drainage conveyance system that reaches surface waters.

Drainage Conveyance System

A drainage conveyance system is the City of Solana Beach's or privately-owned storm drain system, including but not limited to drainage canals, channels, pipelines, pump stations, detention basins, infiltration basins/facilities, or other facilities constructed to transport stormwater and non-stormwater flows.

Potential to Discharge/ Potential Discharge

Potential to Discharge, or Potential Discharge, means any exiting of sewage from a sanitary sewer system which can reasonably be expected to discharge into a water of the State based on the size of the sewage spill, proximity to a drainage conveyance system, and the nature of the surrounding environment.

Private Sanitary Sewer System

A private sanitary sewer system is a sanitary sewer system of any size that is owned and/or operated by a private individual, company, corporation, or organization. A private sanitary sewer system may or may not connect into a publicly owned sanitary sewer system.

Spill

A spill is a discharge of sewage from any portion of a sanitary sewer system due to a sanitary sewer system overflow, operational failure, and/or infrastructure failure. Exfiltration of sewage is not considered to be a spill under this General Order if the exfiltrated sewage remains in the subsurface and does not reach a surface water of the State.

Surface Water/Receiving Water

A waterbody into which treated or untreated water/wastewater is discharged. In Solana Beach, this includes the Pacific Ocean, San Dieguito Lagoon, River or River Mouth, or the San Elijo Lagoon.

1 Introduction

The City of Solana Beach (City) recognizes the importance of protecting public health, safety, and the environment by preventing sanitary sewer flows from discharging to waters of the State and waters of the United States. In accordance with the Clean Water Act, the California Water Codes §13263 (Waste Discharge Requirements), §13267 (Monitoring and Reporting), and §13323–13385 (Enforcement and penalties), and the State Water Resources Control Board's (SWRCB) Statewide Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, the City implements and maintains procedures designed to minimize the occurrence and impacts of sanitary sewer spills. These procedures support compliance with applicable Regional Basin Plan and statewide water quality objectives and are intended to protect designated beneficial uses of receiving waters.

This document, the City's Spill Emergency Response Plan (SERP), serves to ensure City staff:

- ▶ Or contractor personnel respond to identified spills appropriately and efficiently,
- ▶ Appropriately provide regulatory agencies and other potentially affected entities with notifications of all spills in a timely manner and in accordance with the State General Order Number 2022-0103-DWQ for Sanitary Sewer Systems (Order),
- ▶ Conduct appropriate monitoring, notifications, and reporting,
- ▶ Conduct appropriate training of staff and contractors, as applicable
- ▶ Conducts post-spill assessments to review the effectiveness of the procedures described in this SERP, and make appropriate updates if necessary, and
- ▶ Conduct periodic reviews and updates of this SERP.

2 Spill Response Procedures

Engineering & Public Works (PW) staff are responsible for first responding to and coordinating the containment of active or potential spills. A Spill Response Form (Appendix A) guides spill response procedures and immediate notifications, i.e., within two hours of knowledge of spills.

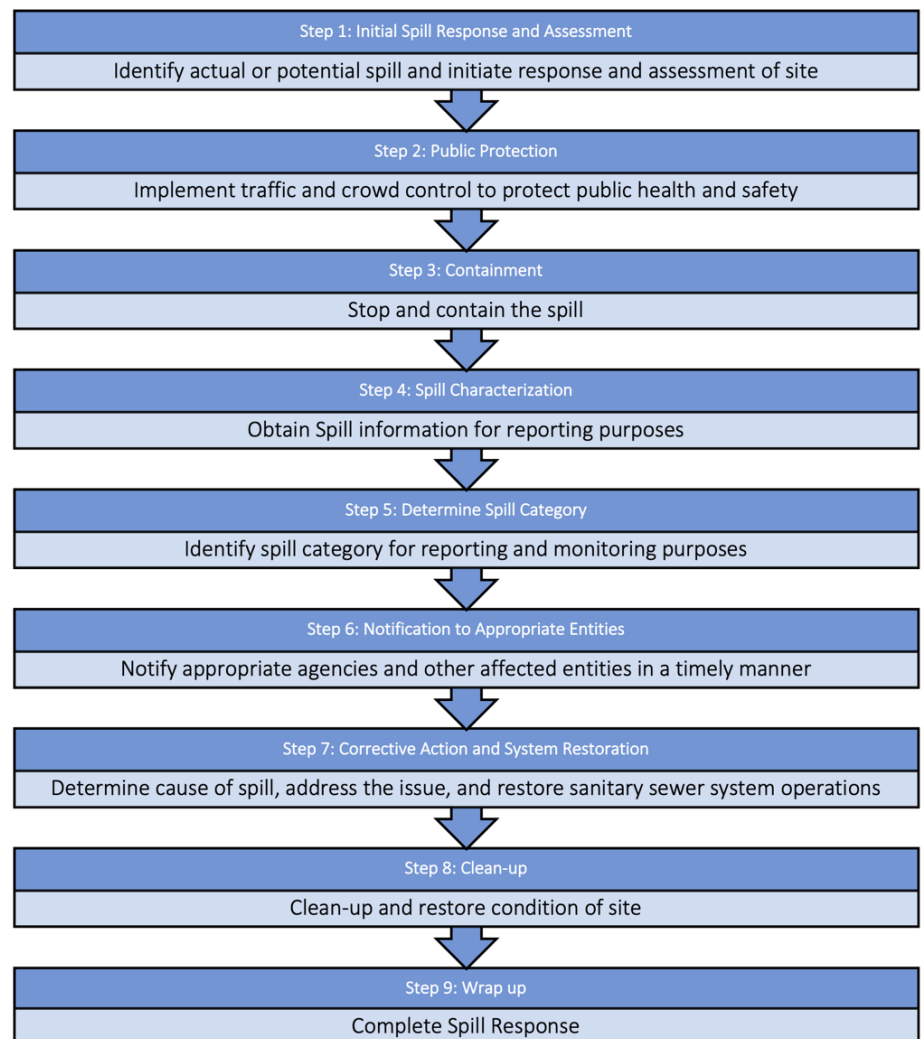


Figure 1: Spill Response Steps

The Spill Response Field Form:

- ▶ Guides first responders from the first awareness or notification of a sewage spill through final cleanup.
- ▶ Includes procedures for each of the steps outlined in Figure 1.
- ▶ Is placed in all City PW vehicles for staff reference and use.

In the event of a spill, the first responding Public Works staff (First Responders) are responsible for protecting the public's health and safety by mitigating the spill's impacts to the maximum extent possible.

Step 1: Initial Spill Response and Assessment

Suspicious circumstances, such as sewage flowing from a manhole, foul odors, backed-up plumbing, unusual flooding, and unusually low flows entering a pump station or treatment plant, may indicate a spill. A spill may be detected by City employees, the public, or via the City's pump station and lift station alarm systems.

Public detections of active or potential spills are received at the Public Works front desk and routed to the PW Operations and Maintenance Staff. If a PW Operations and Maintenance staff member is unavailable or nonresponsive, a designated backup PW staff member is notified. The PW staff member who first responds to a spill is referred to as the First Responder.

After-hours calls are routed to North County Dispatch Joint Powers Authority (JPA), also known as North Comm, and then to the designated 24-hour contact point for the Public Works Department. Figure 2 provides a typical procedure for spill detection.

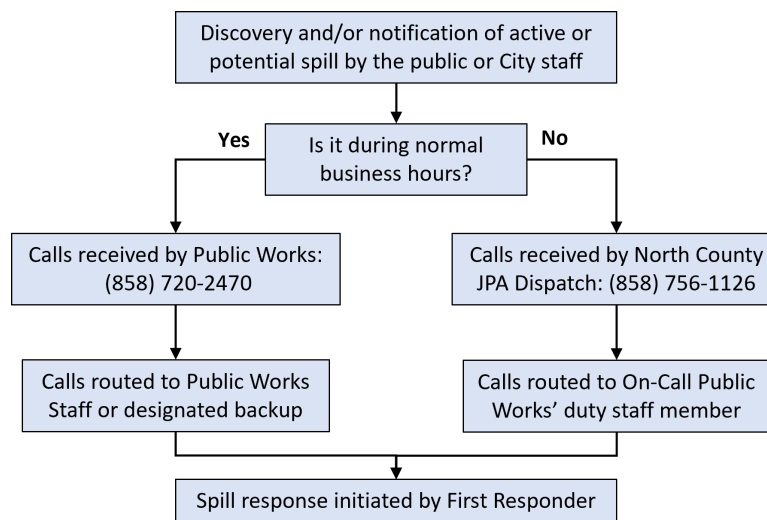


Figure 2: Procedure for Spill Detections

Alarm systems in the San Elijo JPA's sewer system pump stations (i.e., Fletcher Cove PS, Solana Beach PS, Eden Gardens PS, and San Elijo Hills PS) are triggered when there is a power failure or a high/low water level is detected in the wet well(s). When triggered, an alarm signal is transmitted via the San Elijo JPA's system or Rancho Dispatch, depending on whether it occurs outside business hours.

Upon receipt of a detected spill via a member of the public, a City employee, or an automated alarm system, the First Responder shall perform the following:

- Step 1-1** If spill is flowing to surface water or the City's drainage system (inlet, pipe, channel, etc.) IMMEDIATELY coordinate BMP implementation to block the spill from entering the drainage system.
- Step 1-2** Record spill detection information, such as the caller's information (name, contact number), the estimated start time and date of the spill, and relevant information that will enable staff to quickly locate, assess, and contain the spill.
- Step 1-3** Call Deputy Director of Public Works (Cell: 951-710-7993, Main: 858-720-2470)
- Step 1-4** If applicable, call Rancho Dispatch to confirm the response has been initiated.
- Step 1-5** Make an initial site assessment (via desktop analysis or, if needed, in-field investigation) to determine if the spill originated in the City's jurisdiction and whether a publicly- or privately-owned sewer line was the cause of the spill.
- If the spill originated in the City's jurisdiction and the cause is on a publicly owned sewer line, proceed with Step 2.
 - If the spill originated in the City's jurisdiction and is on a sewer line owned by either the City of Del Mar or the City of San Diego, see Section 8.
 - If the spill is not within the City's jurisdiction or resulted from blockages or other problems within a privately-owned sewer lateral, see Section 7.
 - If the spill or reported problem cannot be located, obtain additional information from the incident reporter or Rancho Dispatch to clarify the spill location and issue details. If the spill still cannot be located, the First Responder shall check the system for normal flows, advise the Emergency Dispatch Operator of the non-condition, and obtain approval from the Director of Public Works, the Public Works Deputy Director, or other designee before leaving the site.

Step 2: Public Protection

To protect public health and safety, City staff must control public access to all areas where contact with sewage is possible. All traffic control setups shall conform to the applicable standards to ensure crew safety. Depending on the location of the spill and the applicability, the traffic and crowd controls may be implemented as follows:

- Step 2-1** Initiate protective measures:
- ▶ Place cones to direct traffic away from the spill area.
 - ▶ Place caution tape and barricades to protect pedestrians from the contaminated area.
 - ▶ Use City personnel to control traffic and pedestrians.
 - ▶ Close affected entrances or exits from public and/or private facilities.
 - ▶ Perform lane closures as necessary.
 - ▶ If necessary, place signage to inform the public of potential hazards to public health and safety.
- Step 2-2** Inform the City Sheriff's Department (760-966-3500) of any law enforcement assistance necessary for roadway closures and traffic control.
- Step 2-3** To prevent public health impacts:

- a. Notify the Marine Safety Department (Lifeguards), (858-720-4444), and provide the location of the beach outfall that would be impacted if the sewer spill reached the outfall. Community Services will implement appropriate beach closure procedures.
- b. Notify the County of San Diego Department of Environmental Health Quality (DEHQ) (858-505-6657). DEHQ will implement appropriate beach advisories/warnings/closures.

Step 2-4. If after PW working hours and Lifeguards are NOT on duty and the spill has reached the Waters of the State (lagoon or beach), report the spill to the San Diego Department of Environmental Health and Quality (DEHQ), and/or Cal OES. Call County Communications at (858) 505-6657 and request an Environmental Health Specialist.

Note: The County of San Diego Department of Environmental Health and Quality (DEHQ) determines when to post notices of polluted surface waters or ground surfaces resulting from uncontrolled wastewater discharges from City facilities. Depending on the circumstances of the spill, the DEHQ may post notices or direct the City to do so. The postings warn of potential public health risks from sewage contamination and do not necessarily prohibit use of recreational areas, unless posted otherwise. Should additional notification of sewage contamination be deemed necessary, DEHQ will distribute news releases and advise the public of the affected areas.

Step 2-5. Residents will also be notified via email blasts and through the City's website and social media channels.

Step 3: Containment

If the spill was caused by a blockage or other problem in a City-owned sewer line, the First Responder should begin efforts to stop and/or contain the overflow immediately. Steps to stop and contain the spill are as follows:

- Step 3-1** Take photos and/or video footage to document the site and the spill spread before beginning containment.
- Step 3-2** Identify and, if necessary, request additional personnel, materials, and equipment to minimize, contain, or isolate the spill's impact. Refer to Step 6-1 for a list of contacts.
- Step 3-3** Stop and/or contain overflow by blocking the storm drain, recovering sewage with a vacuum truck, by digging or constructing a containment pond, diverting flow into a downstream manhole, etc.
- Step 3-4** Recover as much spilled sewage as possible.
- Step 3-5** Obtain spill Information and determine the cause of the spill.
 - a. Determine the destination of the overflow (e.g., street, curb, gutter, storm drain, drainage channel, estuary, or Pacific Ocean).
 - b. Obtain photographic documentation before and after overflow containment to document the area's condition and the extent of the spill's impact. Photographs and/or video footage shall be filed with all related report documentation.
- Step 3-6** Take photos and video:

- a. To capture the extent of the spill spread.
- b. Once overflow has been stopped/ contained.
- c. Of any damaged property.

Step 4: Spill Characterization

Information necessary for appropriate reporting shall be collected.

- Step 4-1** Using the best estimation technique for the spill situation, estimate the spill rate and volume (Appendix B).
- Step 4-2** Did the spill reach a drainage conveyance system? If yes, provide the information for the next five items:
 - a. Description of the drainage conveyance system transporting the spill, e.g., inlet, pipe, cobble gutter, etc.
 - b. Take photos of the drainage conveyance system entry location(s).
 - c. The estimated spill volume that has been fully recovered from the drainage conveyance system.
 - d. The estimated spill volume remaining within the drainage conveyance system.
 - e. The estimated spill volume discharged to a groundwater infiltration basin, if applicable.
- Step 4-3** If the spill is actively surface-flowing toward receiving waters (beach or lagoon) and has not yet reached it, estimate travel time to support downstream response.
- Step 4-4** Did the spill reach surface water? If yes, provide the information for the next three items:
 - a. Description and photographs of all discharge point(s) into the surface water.
 - b. Estimated spill volume that was discharged to surface waters.
 - c. Estimated total spill volume recovered.
- Step 4-5** Collect spill end date and time.
- Step 4-6** Identify the cause of the spill (root intrusion, grease deposition, etc.)
- Step 4-7** Identify system failure location (main, lateral, pump station, etc.)
- Step 4-8** Determine and describe pipe/infrastructure material.
- Step 4-9** Take photos and/or video of the following in receiving water if present:
 - ▶ Waterbody bank erosion,
 - ▶ Floating matter,
 - ▶ Water surface sheen (potentially from oil and grease),
 - ▶ Discoloration of receiving water, and
 - ▶ Impact to the receiving water.

Step 5: Determine Spill Category

It is critical to determine the spill category accurately for notifications, monitoring, and reporting.

- Step 5-1** Determine the volume (gallons) of the spill.
- Step 5-2** Use the flow diagram below to determine the Primary Spill Category.

DISCHARGE TO DRAINAGE CONVEYANCE SYSTEM, OR SURFACE WATER A discharge to a drainage conveyance system and/or surface water, that was not fully captured and returned to the sanitary sewer system.	SPILL TO PUBLIC LAND A spill that does not discharge to a surface water or a drainage conveyance system that reaches surface waters.			PRIVATE LATERAL SPILL Caused by blockage or other problem in a privately owned sewer lateral, and spill remains on Private Property. If spill enters Public ROW , it is no longer a Private Lateral Spill. Determine Spill Category 1, 2, 3, or 4.
	Was the spill equal to or over 1,000 gallons?	Was the spill under 1,000 gallons but equal to or greater than 50 gallons?	Was the spill under 50 gallons?	
CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	PRIVATE LATERAL SPILL

Step 6: Notification to Appropriate Entities

Timely notification to all appropriate parties allows the City to respond to the spill efficiently, ensure the health and safety of the public and responding crew, and minimize the potential impacts of the spill. Steps to notify appropriate staff, agencies, and other entities are as follows:

Step 6-1 If:

- ▶ Media is covering the spill
- ▶ There is damage to private property, OR
- ▶ The spill reaches the beach/ocean/lagoon

Contact Director of Public Works or Deputy Director of Public Works IMMEDIATELY.

To secure additional resources to fully contain and recover the spill, request support from additional City staff and/or request support from City's approved on-call contractor.

Table 1: City Staff Contact List

Role	Office	Cell Phone
Director of Public Works, LRO	(858) 720-2473	(619) 742-5389
Deputy Director of Public Works	(858) 720-2481	(951) 710-7993
City Engineer, LRO	(858) 720-2474	NA
Associate Management Analyst	(858) 720-2471	NA
Risk Management Analyst	(858) 720-2470	NA
Public Works Department	(858) 720-2470	NA
Public Works (after hours)	(858) 756 1126	NA

LRO: Legally Responsible Officer; NA: Not Applicable

Step 6-2 If Category 1 or 2 Spill is greater than or equal to 1,000 gallons, contact County DEHQ IMMEDIATELY and Cal OES (800-852-7550) within 2 hours of awareness of spill.

- ▶ See the back of the Spill Response Form for information requested by CAL-OES to obtain the CAL-OES Control Number.

Step 6-3 If the spill enters areas outside the City's jurisdiction, notify the affected agency immediately. Refer to Section 8: Other Sewer Agency Discharge for contact info.

Step 7: Corrective Actions and System Restoration

First Responders should perform corrective actions to restore sanitary sewer system operations, with care to prevent additional spills from occurring as a result of the corrective actions. Steps include:

- Step 7-1** Perform CCTV inspection, if needed, to determine the cause of the spill, assess the condition of the pipe or manhole, and identify the actions needed to restore operations.
- Step 7-2** Remove the pipe blockage by flushing or rodding.
- Step 7-3** Repair the damaged pipeline or manhole.
- Step 7-4** If applicable, manually operate pump/lift station controls.
- Step 7-5** In the event of a prolonged sewer line blockage or sewer line collapse, the responding City crew shall perform the following:
 - a. Establish a portable bypass pumping operation around the obstruction,
 - b. Continuously or periodically monitor the bypass pumping operation, and
 - c. Perform emergency repairs to stop the overflow.

Step 8: Cleanup

Cleanup procedures are executed as soon as possible to protect public health and safety and the environment. First Responders should be thorough and careful as clean up procedure is performed.

Steps to clean up and restore the condition of the site are as follows:

- Step 8-1** Take photographs and, if possible, video footage of the surrounding and impacted area to thoroughly document the nature and extent of the spill spread and impact.
- Step 8-2** If necessary, to access private property during cleanup, obtain expressed permission from private property owner/occupant.
- Step 8-3** Sweep, rake, or pick-up by hand, and properly dispose of any solids and debris.
- Step 8-4** Thoroughly flush and clean the area of any sewage using a high-pressure water hose or vactor truck.
- Step 8-5** Contain and recover all wash-down water.
- Step 8-6** Disinfect and deodorize hard surface areas that came in contact with sewage and ensure proper contact time for proper disinfection.
- Step 8-7** Where sewage ponding formed, pump dry the pond, and remove and properly disposed of any residue.
- Step 8-8** Once cleaned, take photos and video of the site and any affected manholes, storm drain inlets, etc.

Step 9: Wrap up

- Step 9-1** Review Spill Response Form for completeness and note the time and date of spill response completion.
- Step 9-2** Review estimate spill volume, volume discharged into surface waters or into a drainage system and impacts to receiving waters and beneficial uses. If there are substantial changes from the previously submitted information, provide updates to CAL-OES.
- Step 9-3** Provide additional information pertinent to the spill response.

3 Spill Response Monitoring

Receiving Water – Water Quality Sampling and Analysis

Water quality sampling must be performed for:

- 1) sewage spills in which an estimated 50,000 gallons or greater are discharged into a surface water, as per the State Water Resources Control Board (SWRCB) requirements, and;
- 2) any spills that reach surface water if County DEHQ staff indicates that sampling is necessary.

Water quality sampling will be performed by County DEHQ and will occur *no later than 18 hours* after knowledge of a potential discharge to a surface water. For each day of the duration of the spill, one sample must be collected at the following locations:

Table 2: Required Water Quality Sampling Locations

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.
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.

Sampling locations codes (e.g., RSW-001D) should be used on sample bottle labels and chain of custody documents along with City of Solana Beach name.

In the case that water quality sampling duties are formally transferred to City staff, the following must be implemented:

Sampling staff will use their best professional judgment to determine the upstream and downstream distances based on receiving water flow, accessibility to upstream/downstream waterbody banks, and the size of the visible sewage plume.

Sampling will occur for the following constituents:

- ▶ Ammonia
- ▶ Appropriate bacterial indicator(s) per the San Diego Basin Plan water quality objectives, including the following, unless directed otherwise by the Regional Water Board:
 - Total Coliform Bacteria
 - Fecal Coliform Bacteria
 - Enterococcus
 - E-coli

Water Quality Analysis Specifications

Sufficiently Sensitive Methods

Sample analysis must be conducted using sufficiently sensitive test methods approved under 40 Code of Federal Regulations Part 136 for the analysis of pollutants. Per Attachment E1 of the 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 by the General Order must be performed by a laboratory accredited 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).

Safety and Access Exceptions

Should City staff encounter access restrictions or unsafe conditions that prevent its compliance with spill response requirements or monitoring requirements as outlined in the General Order, responsible staff must provide documentation of access restrictions and/or safety hazards in the corresponding required reporting.

4 Post Spill Notifications

Notification of Spills of 1,000 Gallons or Greater to the California Office of Emergency Services

This notification is part of the Spill Response Form and spill response procedures. The First Responders are responsible for completing this notification, if applicable. The First Responders may enlist assistance to provide the notification. Still, ultimately, it is the First Responders' responsibility to ensure the notification is completed and a CAL-OES Control Number is received.

Per Water Code section 13271, for a spill that discharges in or on any waters of the State, or discharges or is deposited where it is, or probably will be, discharged in or on any waters of the State, the City shall notify the CAL-OES and obtain a CAL-OES Control Number as soon as possible **but no later than two (2) hours after:**

- ▶ The City has knowledge of the spill; and
- ▶ Notification can be provided without substantially impeding cleanup or other emergency measures.

The notification requirements in this section apply to individual spills of 1,000 gallons or greater, from City-owned and/or operated laterals to surface water.

The City shall provide the following spill information to the CAL-OES before receiving a Control Number, as applicable:

- ▶ Name and phone number of the person notifying the CAL-OES;
- ▶ Estimated spill volume (gallons);
- ▶ Estimated spill rate from the system (gallons per minute);
- ▶ Estimated discharge rate (gallons per minute) directly into waters of the State or indirectly into a drainage conveyance system;
- ▶ Spill incident description:
 - Brief narrative of the spill event, and
 - Spill incident location (address, city, and zip code) and closest cross streets and/or landmarks;
- ▶ Name and phone number of contact person on-scene;
- ▶ Date and time the City was informed of the spill event;

- ▶ Name of sanitary sewer system causing the spill;
- ▶ Spill cause or suspected cause (if known);
- ▶ Amount of spill contained;
- ▶ Name of receiving water body receiving or potentially receiving discharge; and
- ▶ Description of water body impact and/ or potential impact to beneficial uses.

Notification of Spill Report Updates

Following the initial notification to the CAL-OES and until such time that the City certifies the spill report in the online California Integrated Water Quality System Project (CIWQS) Sanitary Sewer System Database, the City shall provide updates to the California Office of Emergency Services regarding substantial changes to:

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

5 First Responders Debrief

It is important to gather accurate information and documentation for reporting to appropriate agencies.

City PW staff will conduct a debrief of the First Responders involved in implementing the Spill Response. The purpose of the debrief is to:

- ▶ Collect and document the data and information necessary for appropriate reporting, and
- ▶ Identify challenges in executing the procedures as written and opportunities to enhance the efficiency and effectiveness of the Spill Response Form and procedures.

The debrief shall include an assessment of the Spill Response Form and procedures described in Section 2. Management questions that should be used as part of the debrief include, but are not limited to:

- ▶ Did the Spill Response Form and procedures prevent harm to human health or the environment from sewage spills to the maximum extent practicable?
- ▶ Was there any confusion or challenges in implementing the Spill Response Form and procedures?
- ▶ Were appropriate immediate notifications made in a timely manner?
- ▶ If there was confusion or challenges, what were they, and how can the SERP or Spill Response Form and procedures be modified to eliminate or reduce the confusion?
- ▶ Was a complete report submitted within the required timelines?
- ▶ Were corrective actions required from the State Board after submitting the report?
- ▶ Does the current SERP need to be immediately updated to prevent harm to human health or the environment from sewage spills to the maximum extent practicable?

This post spill assessment process should be documented, and include:

- ▶ The date of the debrief
- ▶ Participants
- ▶ Responses to the assessment questions above

The City will immediately update this SERP if it is determined that the current plan is not sufficient to prevent harm to human health or the environment from sewage spills to the maximum extent practicable.

Documenting spills and their causes provides information for various purposes, including but not limited to:

- ▶ Measuring performance and informing decision-making;
- ▶ Comply with reporting requirements;
- ▶ Planning future maintenance and repair activities;
- ▶ Engineering determinations regarding capacity, rehabilitation, or replacement; and
- ▶ Reference for historical performance or claims.

City staff implements this SERP to ensure the spill is properly responded to and documented. Information collected during the spill response, including photographs and/or video footage taken of the spill, shall be recorded in the Spill Response Form (Appendix A). Copies of any supporting information or documentation shall also be compiled and saved with the spill event files. See Tables 3 and 4 in the following section for mandatory reporting information required for spill events.

6 Reporting Preparation and Submittal

6.1 Report Submittal Timing

Table 3 identifies the submittal timing for draft, certified, and technical reports for the various spill categories.

Table 3: Required Report Submittal Timing by Spill Category

Spill Category	Report submittal Timelines
Category 1: Spills of any volume to Surface Waters or a drainage conveyance system that discharges to surface waters when sewage is not fully captured and returned to the sanitary sewer system	▶ Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill; ▶ Submit Certified Spill Report within 15 calendar days of the spill end date; ▶ Submit Technical Report within 45 calendar days after the spill end date for a Category 1 spill in which 50,000 gallons or greater discharged to surface waters; and ▶ Submit Amended Spill Report within 90 calendar days after the spill end date.
Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters	▶ Submit Draft Spill Report within three (3) business days of the City's knowledge of the spill; ▶ Submit Certified Spill Report within 15 calendar days of the spill end date; and ▶ Submit Amended Spill Report within 90 calendar days after the spill end date.
Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons That Do Not Discharge to Surface Waters	▶ Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occur; and ▶ Submit Amended Spill Reports within 90 calendar days after the Certified Spill Report due date.

Spill Category	Report submittal Timelines
Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters	▶ If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the calendar month in which the spills occurred. ▶ Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.
City Owned and/or Operated Lateral Spills That Do Not Discharge to Surface Waters	▶ Upload and certify a report, in an acceptable digital format, of all lateral spills (that do not discharge to a surface water) to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur. ▶ Report a lateral spill of any volume that discharges to a surface water as a Category 1 spill.

6.2 Gathering Report Information

The following information is important to obtain from the Spill Response Field Form, City files, or from First Responders debrief if necessary for required report preparation:

- ▶ Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
- ▶ Spill end date and time;
- ▶ 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;
- ▶ Spill cause(s) (for example, root intrusion, grease deposition, etc.);
- ▶ System failure location (for example, main, lateral, pump station, etc.);
- ▶ Description of the pipe material, and estimated age of the pipe material, at the failure location;
- ▶ Description of the impact of the spill;
- ▶ Whether or not the spill was associated with a storm event;
- ▶ Description of spill response activities including description of immediate spill containment and cleanup efforts;
- ▶ 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;
- ▶ Spill response completion date;
- ▶ Detailed narrative of investigation and investigation findings of cause of spill;
- ▶ Reasons for an ongoing investigation (as applicable) and the expected date of completion;
- ▶ Name and type of receiving water body(s);
- ▶ 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.
- Whether or not the spill was located within 1,000 feet of a municipal surface water intake; and
- 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.

6.3 Required Report Information

Table 4 identifies the required information for each spill category, per the timing in Table 3.

Table 4: Required Report Information by Spill Category

Required Item	Category 1* Spill		Category 2 Spill		Category 3 Spill	Category 4 Spill
	Draft Spill Report	Certified Spill Report	Draft Spill Report	Certified Spill Report	Certified Spill Report	Certified Annual Spill Report
Spill contact information (name and phone number of contact)	✓	✓	✓	✓	✓	
Spill location name	✓	✓	✓	✓	✓	
Date and time the City was notified, or self-discovered, the spill	✓	✓	✓	✓	✓	
Operator arrival time	✓	✓	✓	✓	✓	
Estimated spill start date and time	✓	✓	✓	✓	✓	
Date and time California Office of Emergency Services was notified, and the assigned control number	✓	✓	✓	✓		
Description, photographs, and GPS coordinates of where spill originated: if multiple points, describe each appearance point and provide GPS coordinates for the appearance point closest to failure point	✓	✓	✓	✓	✓	
Estimated total spill volume exiting system	✓	✓	✓	✓	✓	✓
Description and photographs of the extent of the spill and spill boundaries	✓	✓	✓	✓	✓	
Did the spill reach a drainage conveyance system? If yes, provide the information for the next five items:	✓	✓	✓	✓	✓	
1. Description of the drainage conveyance system transporting the spill;	✓	✓	✓	✓	✓	
2. Photographs of the drainage conveyance system entry location(s);	✓	✓	✓	✓	✓	
3. Estimated spill volume fully recovered from the drainage conveyance system;	✓	✓	✓	✓	✓	
4. Estimated spill volume remaining within the drainage conveyance system;	✓	✓	✓	✓		
5. Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable			✓	✓	✓	
Description and photographs of all discharge point(s) into the surface water;	✓	✓				
Estimated spill volume that discharged to surface waters; and	✓	✓				

Required Item	Category 1* Spill		Category 2 Spill		Category 3 Spill	Category 4 Spill
	Draft Spill Report	Certified Spill Report	Draft Spill Report	Certified Spill Report	Certified Spill Report	Certified Annual Spill Report
Estimated total spill volume recovered.	✓	✓		✓	✓	
Description and GPS coordinates of spill event destinations		✓		✓	✓	
Spill end date and time		✓		✓	✓	
Description of how spill volume was calculated; including methodology, assumptions, type of data relied on		✓		✓	✓	
Description of how spill start and end times were determined; including methodology, assumptions, type of data relied on		✓		✓	✓	
Cause of spill (root intrusion, grease deposition, etc.)		✓		✓	✓	
System failure location (main, lateral, pump station, etc.)		✓		✓	✓	
Description of pipe/infrastructure material, and estimated age of the pipe/infrastructure material at failure location		✓		✓	✓	
Description of the impact of the spill		✓		✓	✓	
Weather or not spill was associated with a storm event		✓		✓	✓	
Description of spill response activities including description of immediate spill containment and clean up efforts		✓		✓	✓	
Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence, and a schedule of major milestones for those steps		✓		✓	✓	
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 (capital improvements, adjusted maintenance schedule/methods, inspected or repaired assets)					✓	
Spill response completion date		✓		✓		
Detailed narrative of investigation and findings of cause of spill		✓		✓		
Reason for ongoing investigation and expected completion date		✓		✓		
Name and type of receiving water body impacted		✓				
Observed impacts on aquatic life		✓				
Public closure, restricted public access, temporary restricted use, and/or posted health warnings due to spill		✓				
Number of days closed/restricted due to spill		✓				
Whether or not spill was located within 1,000 feet of a municipal surface water intake		✓		✓		
If water quality samples were collected, identify sample locations and parameters the water quality samples were analyzed for (NA if no samples were taken)		✓				
Total number of all Category 4 spills						✓

*Category 1 spills that have 50,000 gallons or greater discharged into a surface water also require a Spill Technical Report to be completed – see below in Section 6.3.3.

6.3.1 Draft Spill Report for Category 1 Spills

Within three (3) business days of the City's knowledge of a Category 1 spill, the City shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

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

6.3.2 Certified Spill Report for Category 1 Spills

Within 15 calendar days of the spill end date, the City shall submit a Certified Spill Report for Category 1 spills, to the online CIWQS Sanitary Sewer System Database.

Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 6.3.1 (Draft Spill Report for Category 1 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - ▶ The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and

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

6.3.3 Spill Technical Report for Individual Category 1 Spill in which 50,000 Gallons or Greater Discharged into a Surface Water

For any spill in which 50,000 gallons or greater discharged into a surface water, **within 45 calendar days** of the spill end date, the City shall submit a Spill Technical Report to the online CIWQS Sanitary Sewer System Database. The Spill Technical Report, at minimum, must include the following information:

1. Spill causes and circumstances, including at minimum:
 - ▶ Complete and detailed explanation of how and when the spill was discovered
 - ▶ Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
 - ▶ Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
 - ▶ Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
 - ▶ Detailed description of the spill cause(s);
 - ▶ Description of the pipe material, and estimated age of the pipe material, at the failure location;
 - ▶ Description of the impact of the spill;
 - ▶ Copy of original field crew records used to document the spill; and
 - ▶ Historical maintenance records for the failure location.

2. City's response to spill causes:
 - ▶ Chronological narrative description of all actions taken by the City 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 Sampling Results:
 - ▶ Description of all water quality sampling activities conducted;
 - ▶ List of pollutants and parameters monitored, sampled and analyzed; as required in section 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

6.3.4 Amended Certified Spill Reports for Individual Category 1 Spills

The City 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 City shall certify the amended report.

After **90 calendar days**, the City 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.

6.3.5 Draft Spill Report for Category 2 Spills

Within three (3) business days of the City's knowledge of a Category 2 spill, the City shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

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

6.3.6 Certified Spill Report for Category 2 Spills

Within 15 calendar days of the spill end date, the City shall submit a Certified Spill Report for the Category 2 spill, to the online CIWQS Sanitary Sewer System Database (<https://ciwqs.waterboards.ca.gov>). Upon completion of the Certified Spill Report, the online CIWQS Sanitary Sewer System Database will issue a final spill event identification number.

The Certified Spill Report must, at minimum, include the following mandatory information in addition to all information in the Draft Spill Report per section 6.3.5 (Draft Spill Report for Category 2 Spills) above:

1. Description of the spill event destination(s), including GPS coordinates if available, that represent the full spread and reach of the spill;
2. Spill end date and time;
3. Description of how the spill volume estimations were calculated, including at a minimum:
 - ▶ The methodology, assumptions and type of data relied upon, such as supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - ▶ The methodology(ies), assumptions and type of data relied upon for estimations of the spill start time and the spill end time;
4. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
5. System failure location (for example, main, pump station, etc.);
6. Description of the pipe/infrastructure material, and estimated age of the pipe material, at the failure location;
7. Description of the impact of the spill;
8. Whether or not the spill was associated with a storm event;
9. Description of spill response activities including description of immediate spill containment and cleanup efforts;
10. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of major milestones for those steps;

11. Spill response completion date;
12. Detailed narrative of investigation and investigation findings of cause of spill;
13. Reasons for an ongoing investigation (as applicable) and the expected date of completion; and
14. Whether or not the spill was located within 1,000 feet of a municipal surface water intake.

6.3.7 Amended Certified Spill Reports for Individual Category 2 Spills

The City 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 City shall certify the amended report.

After **90 calendar days**, the City 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.

6.3.8 Monthly Certified Spill Reporting for Category 3 Spills

The City shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 30th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of City contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the City was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:
If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
 - ▶ Description of the drainage conveyance system transporting the spill;
 - ▶ Photographs of the drainage conveyance system entry locations(s);
 - ▶ Estimated spill volume fully recovered from the drainage conveyance system; and
 - ▶ Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:

- ▶ The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
 - ▶ The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
 15. System failure location (for example, main, pump station, etc.);
 16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
 17. Description of the impact of the spill;
 18. Whether or not the spill was associated with a storm event;
 19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
 20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
 - ▶ Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
 - ▶ Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
 - Adjusted schedule/method of preventive maintenance,
 - Planned rehabilitation or replacement of sanitary sewer asset,
 - Inspected, repaired asset(s), or replaced defective asset(s),
 - Capital improvements,
 - Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
 - Description of spill response activities,
 - Spill response completion date, and
 - Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;
 21. Detailed narrative of investigation and investigation findings of cause of spill.

6.3.9 Monthly Certified Spill Reporting for Category 4 Spills

The City shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within **30 calendar days after the end of the month in which the spills occurred.**

6.3.10 Amended Certified Spill Reports for Category 3 Spills

Within 90 calendar days of the certified Spill Report due date, the City may update or add additional information to a certified Spill Report by amending the report or by adding an attachment to the Spill Report in the online CIWQS Sanitary Sewer System Database. The City shall certify the amended report.

After 90 calendar days, the Legally Responsible Official shall contact the State Water Board at

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

6.3.11 Monthly Certified Spill Reporting Statement for Category 4 Spills

The City shall certify, through a statement, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within **30 calendar days after the end of the month in which the spills occurred**.

6.3.12 Annual Certified Spill Reporting for Category 4 Spills

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

- Maintain records of each individual spill per section 4.4. of this Attachment E-1;
- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred

7 Private-Lateral Sewer Discharge

Private property owners are responsible for the private lateral to and including the connection to the City sewer main per Solana Beach Municipal Code Sections 14.04.10 and 14.04.110. If a spill is determined to be a private-lateral sewer discharge (PLSD), PW staff must use discretion when responding, as the City or the responding staff may be held liable for any damages to private property.

If the PLSD poses an imminent danger to the public, public health, property, or local waterways, then the First Responder shall perform the following steps.

- Step 1** Notify the responsible agency, homeowner, or business owner to respond to the spill, if not already present on site. Contact the City's Associate Management Analyst (858-720-2471) to obtain resident or business contact information.
- Step 2** Take emergency action to mitigate the spill until the responsible party arrives.
 - ▶ If the flow extends into the public right-of-way, execute spill response procedures in Section 2 and initiate completion of the Spill Response Form. Containment and cleanup procedures are at the property owner's expense to prevent the spill from reaching adjacent private properties, the storm drain system, and local water bodies.
- Step 3** In the event the property owner is not acting responsibly in response to the spill event, stop the delivery of water to the property by closing the water supply at the City meter.
- Step 4** If the Lateral Spill is equal to or exceeds 1,000 gallons, results in a discharge to a drainage conveyance system and/or surface water channel and/or surface water, and were not fully captured and returned to the sanitary sewer collection system notify CAL-OES within 2 hours of becoming aware of the spill and the San Diego Region Water Quality Control Board by phone or fax within 24 hours after becoming aware of the PLSD.
- Step 5** Complete Spill Response Form (Appendix A).

Private Lateral Sewer Discharge Reports

Mandatory Reporting Requirement by Regional Waste Discharge Requirements (WDRs)

The City is located within Region 9, which is under the jurisdiction of the San Diego Regional Water Quality Control Board (SDRWQCB). The SDRWQCB enforces additional region-specific sanitary sewer requirements, as specified in Order R9-2007-0005, including the following:

- ▶ **Mandatory Private Lateral Reporting:** Requires reporting of private lateral spills that equal or exceed 1,000 gallons, result in a discharge to a drainage channel and/or surface water, and/or discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system, whereas this is voluntary under the WDRs.
- ▶ **24-Hour Regional Notification:** Direct notification is required to the San Diego Regional Board for Category 1 sewage spills and private lateral spills within 24 hours of becoming aware of the spill.

Voluntary Reporting to the State

The City is encouraged to report all known PLSDs to the SWRCB via CIWQS Sanitary Sewer System Database within 24 hours of becoming aware of the spill (as described below):

- ▶ A spill equal or greater than 1,000 gallons that discharges (or has a potential to discharge) to a water of the State, or a drainage conveyance system that discharges to waters of the State; or
- ▶ Any volume of sewage that discharges (or has a potential to discharge) to surface waters.
- ▶ In the CIWQS module, City staff are encouraged to identify:
 - Time of observation;
 - Description of general spill location (for example, street name and cross street names);
 - Estimated volume of spill;
 - If known, general description of spill destination (for example, flowing into drainage channel, flowing directly into a creek, etc.); and
 - If known, name of private system owner/operator.

Upon observing or acquiring knowledge of any of the following from a private sewer lateral or private sanitary sewer system that is not owned/operated by the City, the City is encouraged to notify the California Office of Emergency Services (as provided by Health and Safety Code section 5410 et. seq. and Water Code section 13271), or inform the responsible party that State law requires such notification to the Office of Emergency Services by any person that causes or allows a sewage discharge to waters of the State:

- ▶ A spill equal to 1,000 gallons or more that discharges (or has a potential to discharge) to waters of the State, or a drainage conveyance system that discharges to waters of the State; or
- ▶ A spill of any volume to surface waters.

As required, 30 days after the end of the calendar month in which the PLSD occurs, the City shall complete a monthly certification. These reports identify the sewage discharge as occurring and caused by a private lateral. If known, a responsible party (other than the City) is identified. The City is not responsible for the cause, cleanup, or repair of PLSDs.

8 Other Agency Sewer Discharge

There are sewer lines within the City's limits that carry flows from the City of Del Mar or City of San Diego. If a spill is determined to be at a sewer line owned by one of these agencies, the First Responder shall perform the following steps:

- Step 1** Take emergency action to mitigate the spill until the responsible party arrives. Deploy crew and vacuum truck to prevent environmental exposure and protect public health. Carry out Public Protection measures and spill Containment measures (Steps 2-2 and 2-3).
- Step 2** Notify the responsible agency:
 - ▶ If originating from the City of Del Mar, call Del Mar PW (858-755-3294) or Receptionist. If outside business hours, call North County Dispatch JPA (858-756-3006).
 - ▶ If originating from the City of San Diego, call 619-515-3525, available 24/7.
 - ▶ If originating from County of San Diego, call (858) 694-2212 or (858) 565-5262 if after hours.
- Step 3** Remain on site until the responsible party arrives.
- Step 4** Complete a Spill Response Form (Appendix A).

9 Plan Review, Updates, and Training

At a minimum, once per year, the City will assess the entire SERP. Program and related elements to be assessed include:

- ▶ Spill Response Field Form
- ▶ Processes for:
 - Notifications
 - Spill response
 - Spill monitoring
 - Documentation, and
 - Reporting procedures
- ▶ Spill reporting documents submitted to the State Board
- ▶ Post-spill assessments conducted after each spill (Step 8 in Section 2). Spill Response Procedures above
- ▶ New or emerging regulations related to the SERP
- ▶ New, proven technologies that may be incorporated into this SERP to support efficient and effective spill response efforts.

The City shall conduct annual SERP training for Public Works staff to include a review of response procedures, notifications, reporting, practice drills and spill volume estimation. In-house and external training (as-needed) will be provided on an annual basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover:

- ▶ The requirements of General Order;
- ▶ The City's SERP procedures and practice drills;

- ▶ Skilled estimation of spill volume for field operators; and
- ▶ Electronic CIWQS reporting procedures for staff submitting data.

Each element above shall be assessed to determine whether the current SERP is effective. Criteria and management questions for the assessment include, but are not limited to, can procedures be modified to:

- ▶ Reduce response times to get First Responders, proper equipment and necessary personnel to a spill site?;
- ▶ Reduce or eliminate sewage discharge human contact?;
- ▶ Reduce or eliminate sewage discharge from reaching surface waters, conveyance systems or the City's storm drain system?;
- ▶ Improve appropriate notifications to City or external entities?; and
- ▶ Improve reporting?

Based on a comprehensive review and the assessment above, the City may elect to update this SERP.

Appendix A:
Spill Response Form

Spill Response Form

Responder #1 Name: _____ Responder #2 Name (If Applicable): _____ Arrive onsite Time: _____ a.m. or p.m.	
Step 1: Initial Spill Response	
1	If spill is flowing to surface water or City's drainage system (inlet, pipe, channel, etc.) IMMEDIATELY implement BMPs to block the spill from entering the drainage system.
2	Record spill detection information, as applicable: Source of initial notification (Circle one): City Employee Public Pump Station Alarm Caller information, if applicable (name, phone number): _____ Date and time reported or identified: _____ a.m. or p.m. Estimated start date and time of the spill: _____ a.m. or p.m. Specific location (address, cross street, latitude, longitude, etc.): _____ _____ Description of problem: _____ _____ Observations of the caller (e.g., odor, duration, back or front of the property, etc.): _____ _____
3	Deputy Director of Public Works Cell: (951) 710-7993 or Public Works Department: (858) 720-2470
4	If applicable, call North County JPA Dispatch to confirm response has been initiated (858-756-3006)
5	Determine if the spill originated in the City's jurisdiction.
6	If spill is originating from City of Del Mar, call Del Mar PW (858-756-1126) or Receptionist (858-755-9313). If outside business hours, call North County JPA (858-756-3006). If spill is originating from City of San Diego, call City of San Diego (619-515-3525). If spill is originating from County of San Diego, call County of San Diego PW: (during business hours: 858-694-2212) or (after hours: 858-565-5262). <i>If applicable, enter City contacted and call time below, and continue to Step 2.</i> City Contacted: _____ Time of call: _____ a.m. or p.m.
7	If spill is affecting private property, call the Public Works Department (858-720-2470 or Deputy Director of Public Works Cell: 951-710-7993). <i>If applicable, Time of call: _____ a.m. or p.m.</i>
8	If spill is caused by an issue in a privately-owned sewer lateral, contact the responsible party. <i>If applicable: Time of call: _____ a.m. or p.m.</i> Contact made? (Circle one) Yes or No Contact Name: _____
9	If spill cannot be located, contact incident reporter or Rancho Dispatch to clarify info. If spill still cannot be located 1) check system for normal flows, 2) advise Emergency Dispatch Operator of the non-condition, 3) obtain approval from the Director of Public Works before leaving site.

City of Solana Beach Spill Response Form

10	Description of where spill originated: if multiple points, describe each appearance point and provide appearance point closest to failure point: Description:
11	Take photos and/or video footage of site before beginning containment for spill estimation. Take photos of where spill originated: if multiple points, take photos of each appearance point.
Step 2: Public Protection	
1	Set up traffic/crowd controls, such as cones or barricades to prevent public access to the spill site.
2	Call the Sheriff's Department (760- 966-3500) if traffic control is needed.
3	To prevent public health impacts: Notify the Marine Safety Department (Lifeguards) and provide the location of the beach outfall that would be impacted if the sewer spill reached the outfall. Marine Safety Department will implement appropriate beach closure procedures. If Lifeguards are ON DUTY : Ask lifeguards to check outlet pipes for evidence of spillage onto the beach, when appropriate. Lifeguards will assist with any labor or investigation issues that are needed. Lifeguards to post warning signs only after instructions are given to the City from County Department of Environmental Health Quality DEHQ. If sewage reaches the beach, notify DEHQ. DEHQ will implement appropriate beach advisories/warnings/ closures.
4	If after PW working hours and Lifeguards are NOT ON DUTY and spill has reached waters of the State (lagoon or beach), report spill to San Diego Department of Environmental Health and Quality (DEHQ) by calling County Communications (858 505-6657) and requesting Environmental Health Specialist and/or SDRWQCB (during business hours 858-637-5589), or (after hours: 858-822-8344), and/or Cal OES (800 852-7550).
Step 3: Containment	
1	Take photos and/or video footage to document site and spill spread before beginning containment.
2	Identify and request any additional personnel, materials, and equipment to minimize, contain, or isolate the spill's impact
3	Perform operations to contain and stop and/or contain the flow. i.e., blocking the storm drain, recovering sewage with a vacuum truck, by digging or constructing a containment pond, diverting flow into a downstream manhole, etc.
4	Recover as much spilled sewage as possible.
5	Determine the cause of the spill. Determine the destination of the overflow (e.g., street, curb, gutter, storm drain, drainage channel, estuary, or Pacific Ocean).
6	Take photos and/or video footage once overflow has been stopped/contained. Take photos and/or video footage of any damaged property. Photos to capture the extent of the spill spread.

Step 4: Spill Characterization

1	Using best estimation technique for the spill situation, estimate spill rate: _____ gallons/min
2	Did the spill reach a drainage conveyance system? If yes, provide the information for the next five items:
	1. Description of the drainage conveyance system transporting the spill, i.e., inlet, pipe, cobble gutter, etc.
	2. Take photos of the drainage conveyance system entry location(s)
	3. Estimated spill volume fully recovered from the drainage conveyance system: _____ gallons
	4. Estimated spill volume remaining within the drainage conveyance system: _____ gallons
5. Estimated spill volume discharged to a groundwater infiltration basin, if applicable: _____ gallons	
3	If spill is in the conveyance system or surface flowing towards surface water, provide estimated spill travel time to the receiving water: _____ minutes
4	Did the spill reach surface water? If yes, provide the information for the next three items:
	1. Description and photos of all discharge point(s) into the surface water
	2. Estimated spill volume that discharged to surface waters: _____ gallons
	3. Estimated total spill volume recovered: _____ gallons
5	Spill end date and time: Date _____ Time: _____ a.m. or p.m.
6	Cause of spill (root intrusion, grease deposition, etc.):
7	System failure location (main, lateral, pump station, etc.):
8	Description of pipe/infrastructure material:
9	Take photos and/or video of the following in receiving waters if present: ▶ Waterbody bank erosion, ▶ Floating matter, ▶ Water surface sheen (potentially from oil and grease), ▶ Discoloration of receiving water, and ▶ Impact to the receiving water.

Step 5: Determine Spill Category

1	Determine gallon size of the spill. Estimation of total spill volume exiting system: _____ gallons
2	Use the flow diagram below to determine the Primary Spill Category.
3	Did the spill originate from a private lateral or building structure? Circle one Y or N

City of Solana Beach Spill Response Form

DISCHARGE TO DRAINAGE CONVEYANCE SYSTEM, OR SURFACE WATER A discharge to a drainage conveyance system and/or surface water, that was not fully captured and returned to the sanitary sewer system.	SPILL TO PUBLIC LAND A spill that does not discharge to a surface water or a drainage conveyance system that reaches surface waters.			PRIVATE LATERAL SPILL Caused by blockage or other problem in a privately owned sewer lateral, and spill remains on Private Property. If spill enters Public ROW, it is no longer a Private Lateral Spill. Determine Spill. Category 1, 2, 3, or 4.
	Was the spill 1,000 gallons or greater?	Was the spill under 1,000 gallons but greater than 50 gallons?	Was the spill under 50 gallons?	
CATEGORY 1	CATEGORY 2	CATEGORY 3	CATEGORY 4	PRIVATE LATERAL SPILL

Spill Category: Circle one category below and PLS if private lateral spill.

Category 1 Category 2 Category 3 Category 4 PLS

Step 6: Notify Necessary Entities

1	If: - Media is covering the spill - There is damage to private property, OR - The spill reaches beach/ocean/lagoon Contact Director of Public Works at (858) 720-2473 or Deputy Director IMMEDIATELY (Main: 858-720-2481, Cell: 951-710-7993). Time of call to Director of Public Works / Deputy Director: _____ Secure additional resources to fully contain and recover the spill
2	If Category 1 or 2 Spill is greater than or equal to 1,000 gallons: Contact County DEHQ IMMEDIATELY (858-505-6657), and CAL-OES within 2 hours of awareness of spill (800-852-7550). See the end of this response form for the info requested by CAL-OES. DEHQ Notification Date and Time: _____ a.m. or p.m. CAL-OES Notification Date and Time: _____ a.m. or p.m. CAL-OES Control Number: _____
3	If the spill enters areas outside the City's jurisdiction, notify the affected agency immediately Agency Contacted: _____. Time of call: _____ a.m. or p.m.

Step 7: Corrective Actions and System Restoration

1	Perform CCTV inspection, if needed, to determine the cause of the spill, assess the condition of the pipe or manhole, and identify the actions needed to restore operations.
2	Remove the pipe blockage by flushing or rodding.
3	Repair the damaged pipeline or manhole.
4	If applicable, manually operate pump/lift station controls.
5	In the event of a prolonged sewer line blockage or sewer line collapse, the responding City crew shall perform the following: • Establish a portable bypass pumping operation around the obstruction, • Continuously or periodically monitor the bypass pumping operation, and • Perform emergency repairs to stop the overflow.

Step 8: Clean Up

1	Take photographs and, if possible, video footage of the surrounding and impacted area to thoroughly document the nature and extent of the spill spread and impacts.
2	If necessary, to access private property during clean up, obtain expressed permission from private property owner/occupant.
3	Sweep, rake, or pick-up by hand, and properly dispose of any solids and debris.
4	Thoroughly flush and clean the area of any sewage using a high-pressure water hose or vactor truck.
5	Contain and recover all wash-down water.
6	Disinfect and deodorize hard surface areas that came in contact with sewage and ensure proper contact time for proper disinfection.
7	If sewage ponded, pump dry the pond and properly dispose of any residue.
8	Once cleaned, take photos and video of the site and any affected manholes, storm drain inlets, etc.

Step 9: Wrap Up

1	Date and Time of spill response completion: Date:_____ Time:_____ a.m. or p.m.
2	Review estimate spill volume, volume discharged into surface waters or into a drainage system and impacts to receiving waters and beneficial uses. If there are substantial changes from the previously submitted information, provide updates to CAL-OES.
3	Additional Information

Notification Requirements for Spills to Surface Waters

The notification requirements below apply to individual spills of 1,000 gallons or greater, from a City-owned and/or operated laterals, to a surface water.

The City shall provide the following spill information to the CAL-OES before receiving a Control Number, as applicable:

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

Appendix B:

Skilled Spill Volume and Rate Estimate

Source: City of San Diego 2025 SSMP

Volume Estimation Computations & Examples

Miscellaneous Computations & Examples

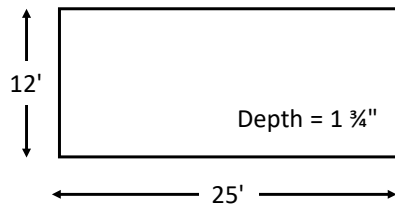
To convert inches to feet (NOTE: for the purposes of this worksheet, the unit of measurement will be in feet for formula examples)	Divide the inches by 12 or use the chart on the right. Example 1: 27" ÷ 12 = 2.25' Example 2: 1¾" = ? 1" (0.08') + ¾" (0.06') = 0.14'	Inches	Feet
		1/8"	0.01'
		1/4"	0.02'
		3/8"	0.03'
		1/2"	0.04'
		5/8"	0.05'
		3/4"	0.06'
		7/8"	0.07'
		1"	0.08'
		2"	0.17'
		3"	0.25'
		4"	0.33'
		5"	0.42'
Volume of one cubic foot	7.48 gallons of liquid	6"	0.50'
		7"	0.58'
		8"	0.67'
		9"	0.75'
		10"	0.83'
Area: Two-dimensional measurement represented in square feet (SQ/FT or ft²)	Square/rectangle: Area = Length x Width Circle: Area = π x r² (where π ≈ 3.14 and r = radius = ½ diameter) Triangle: Area = ½ (Base x Height)	11"	0.92'
		12"	1.00'
Volume: Three-dimensional measurement represented in cubic feet (CU/FT or ft³)	Rectangle/square footprint: Volume = Length x Width x Depth Circle footprint (cylinder): Volume = π x r² x Depth (where π ≈ 3.14 and r = radius = ½ diameter) Triangle footprint: Volume = ½ (Base x Height) x Depth		
Depth: Wet Stain on Concrete or asphalt surface	If the depth is not measurable because it is only a wet stain, use the following estimated depths: Depth of a wet stain on concrete surface: 0.0026' (1/32") Depth of a wet stain on asphalt surface: 0.0013' (1/64") These were determined to be a reasonable depth to use on the respective surfaces through a process of trial and error. One gallon of water was poured onto both asphalt and concrete surfaces. Once the area was determined as accurately as possible, different depths were used to determine the volume of the wetted footprint until the formula produced a result that (closely) matched the one gallon spilled. This process was repeated several times.		
Depth: Contained or “Ponded” sewage	Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. Use that number in your formula to determine volume.		

Volume Estimation Computations & Examples

Miscellaneous Computations & Examples (continued)

Area/Volume of a Rectangle or Square

Formula: Length x Width x Depth = Volume in **cubic feet**



$$\frac{25'}{\text{Length}} \times \frac{12'}{\text{Width}} \times \frac{0.14'}{\text{Depth}} = \underline{\underline{42 \text{ Cubic Feet}}}$$

Volume

Multiply the volume by 7.48 gallons to determine the volume in **gallons**:

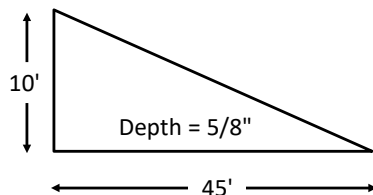
$$\frac{42 \text{ ft}^3}{\text{Volume}} \times \frac{7.48}{\text{gal/ft}^3} = \underline{\underline{314.16 \text{ gallons}}}$$

Volume

Convert Inches to Feet	
Inches	Feet
1/8"	0.01'
1/4"	0.02'
3/8"	0.03'
1/2"	0.04'
5/8"	0.05'
3/4"	0.06'
7/8"	0.07'
1"	0.08'
2"	0.17'
3"	0.25'
4"	0.33'
5"	0.42'
6"	0.50'
7"	0.58'
8"	0.67'
9"	0.75'
10"	0.83'
11"	0.92'
12"	1.00'

Area/Volume of a Right Triangle

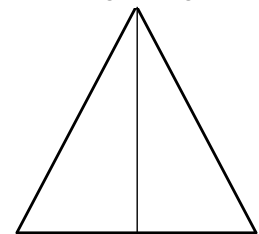
Formula: $\frac{1}{2} \times \text{Base} \times \text{Height} \times \text{Depth} = \text{Volume in cubic feet}$



$$0.5 \times \frac{45'}{\text{Base}} \times \frac{10'}{\text{Height}} \times \frac{0.05'}{\text{Depth}} \times \frac{7.48}{\text{gal/ft}^3} = \underline{\underline{84.15 \text{ gallons}}}$$

Volume

For isosceles triangles (two sides are equal lengths), break it down into two right triangles and compute area as you would for the right triangle.



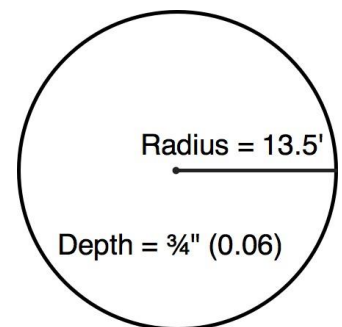
Area/Volume of a Circle

Formula: $\pi \times r^2 \times \text{Depth} = \text{Volume in cubic feet}$

The radius is $\frac{1}{2}$ the diameter, which is a straight line passing from side to side through the center of a circle.

$$\frac{13.5'}{\text{Radius}} \times \frac{13.5'}{\text{Radius}} \times \frac{3.14}{\pi} \times \frac{0.06'}{\text{Depth}} \times \frac{7.48}{\text{gal/ft}^3} = \underline{\underline{256.8 \text{ gallons}}}$$

Volume



Volume Estimation: Eyeball Estimation Method (for ≤100 gallons)

STEP 1: Position yourself so that you have a vantage point where you can see the entire sewer spill.

STEP 2: Imagine one or more buckets or barrels of water tipped over. Depending on the size of the spill, select a bucket or barrel size as a frame of reference. It may be necessary to use more than one bucket/barrel size.

STEP 3: Estimate how many of each size bucket or barrel it would take to make an equivalent spill. Enter those numbers in Column A of the row in the table below that corresponds to the bucket/barrel sizes you are using as a frame of reference.

STEP 4: Multiply the number in Column A by the multiplier in Column B. Enter the result in Column C.

	A	B	C
Size of bucket(s) or barrel(s)	How many of this size?	Multiplier	Estimated Spill Volume (gallons)
1 gallon water jug		x 1 gallons	
5 gallon bucket		x 5 gallons	
32 gallon trash can		x 32 gallons	
55 gallon drum		x 55 gallons	
Other: _____ gallons		x _____ gallons	
Estimated Total Spill Volume:			

STEP 5: Is rainfall a factor in the spill? ☐ Yes ☐ No

If yes, what volume of the observed spill volume do you estimate is rainfall? _____ gallons

If yes, describe how you determined the amount of rainfall in the observed spill?

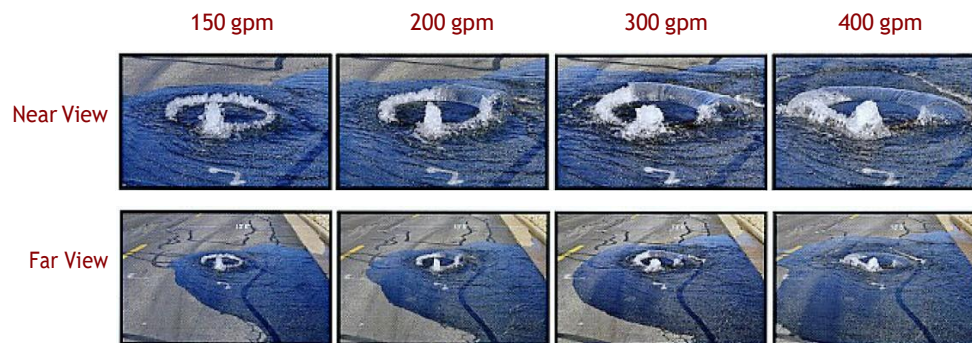
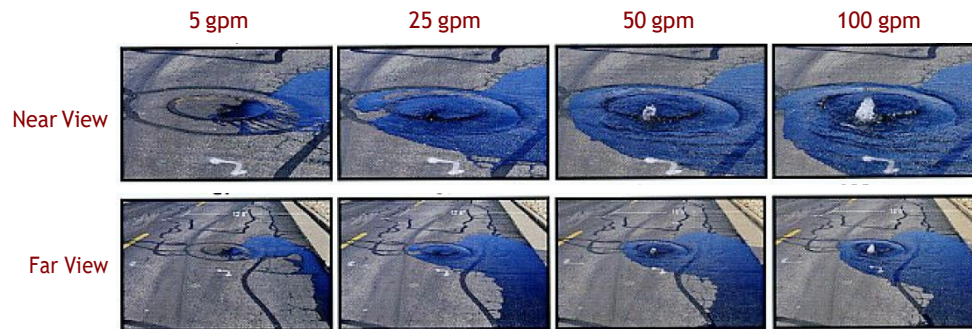
STEP 6: Calculate the estimated spill volume by subtracting the rainfall from the spill volume:

_____ gallons – _____ gallons = _____ gallons
Rainfall
Total Estimated Spill Volume

Volume Estimation: Duration and Flow Rate Comparison Method

Compare the sewer spill to reference images below to estimate flow rate of the current spill. **NOTE: If the manhole cover in your picture has vent holes or more than one pry hole, do not use these pictures for comparison.**

Describe which reference photo(s) were used and any additional factors that influenced applying the reference photo data to the actual sewer spill:



SSCSC Manhole Spill Gauge: CWEA Southern Section Collections Systems Committee Spill Simulation courtesy of Eastern Municipal Water District

Flow Rate Based on Photo Comparison: _____gallons per minute (gpm)

Start Date and Time	1.
End Date and Time	2.
Spill Event Total Time Elapsed (subtract Line 1 from Line 2. Show in minutes.)	3.
Average Flow Rate GPM (Account for diurnal flow pattern)	4.
Total Volume Estimated Using Duration and Flow Method (Line 3 x Line 4)	5.

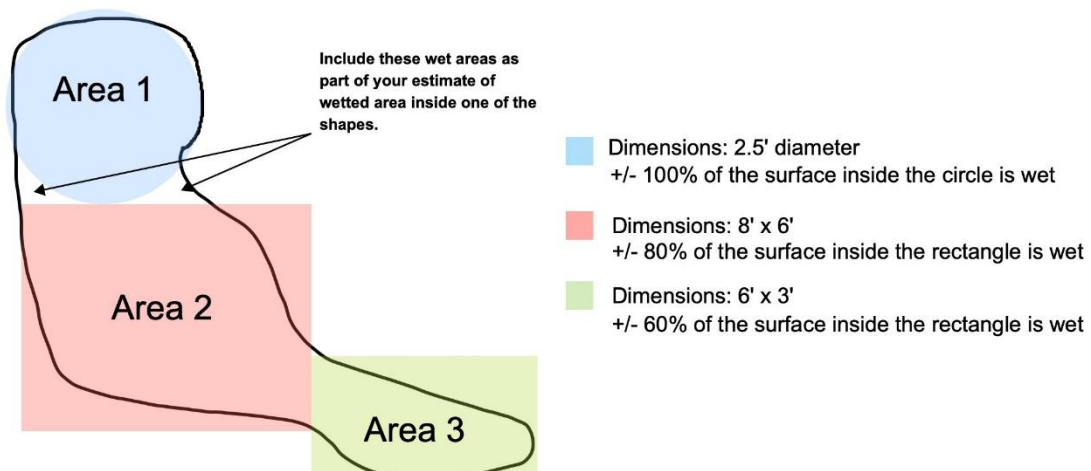
Volume Estimation: Area/Volume Method

Spill Date: _____ Location: _____

STEP 1: Describe spill area surface: Asphalt Concrete Dirt Landscape Inside Building
Other: _____

STEP 2: Draw/sketch the outline (footprint) of the spill. Then break the footprint down into rectangles and circles. Label each area. See example below.

EXAMPLE:



Volume Estimation: Area/Volume Method

STEP 3: Calculate the area of the footprint by completing the table below for each area in Step 2. Measure actual depth of standing sewage whenever possible. When depth varies, measure several representative sample points and determine the average. If the depth is not measurable because it is only a wet stain, use the following estimated depths:

- Depth of a wet stain on concrete surface: 0.0026' (1/32")
- Depth of a wet stain on asphalt surface: 0.0013' (1/64")

Rectangles:

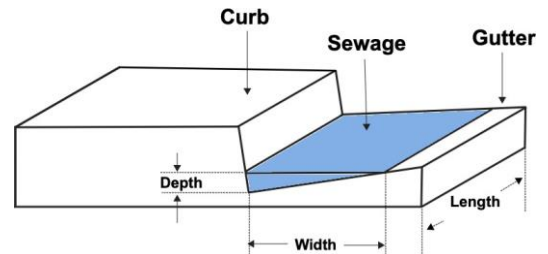
Area # (from labeled drawing)	Length	X	Width	X	% Wet	=	Area	X	Depth	=	Volume
	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³
	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³
	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³

Circles:

Area # (from labeled drawing)	π	X	Radius	X	Radius	X	% Wet	=	Area	X	Depth	=	Volume
	3.14	X	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³
	3.14	X	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³
	3.14	X	ft	X	ft	X	%	=	ft ²	X	ft	=	ft ³

STEP 4: If part of the spill is in a gutter, use the formula below to calculate the volume:

$$\frac{\text{Length}}{\text{Length}} \times \frac{\text{Depth}}{\text{Depth}} \times \frac{\text{Width}}{\text{Width}} \times 0.5 = \text{Volume} \text{ ft}^3$$



STEP 5: Calculate Total Spill Volume (sum of all of the volume calculations above): _____ ft³

STEP 6: Convert from cubic feet to gallons by multiplying by 7.48.

$$\frac{\text{spill volume in cubic feet}}{\text{spill volume in cubic feet}} \text{ ft}^3 \times 7.48 \text{ gallons} = \text{Total estimated volume} \text{ gallons}$$

Volume Estimation: Upstream Connections Method

Spill Date: _____ Location: _____

STEP 1: Determine the number of Equivalent Dwelling Units (EDUs) for this spill: _____ EDUs

NOTE: A single-family residential home = 1 EDU. For commercial buildings, refer to agency documentation.

STEP 2: This volume estimation method utilizes daily usage data based on flow rate studies of several jurisdictions in California. Column A shows how an average daily usage of 180 gallons per day is distributed during each 6-hour period. Adjust the table as necessary to accurately represent the actual data.

Complete Column E by entering the number of minutes the spill was active during each 6-hour time period. Multiply column D times Column E to calculate the gallons spilled during each time period. Add the numbers in Column F together for the Total Estimated Spill Volume per EDU.

Time Period	Flow Rate Per EDU				Sewer Spill	
	A	B	C	D	E	F
	Gallons per Period	Hours per period	$A \div B =$ Gallons per Hour	$C \div 60 =$ Gallons per Minute	Minutes spill was active during period	$D \times E =$ Gallons spilled per period
6am-noon	72	6	12	0.20		
noon-6pm	36	6	6	0.10		
6pm-midnight	54	6	9	0.15		
midnight-6am	18	6	3	0.05		
Total Estimated Spill Volume per EDU:						

STEP 3: Multiply the Estimated Spill Volume per EDU from Step 2 by the number of EDUs from Step 1.

$$\frac{\text{gallons}}{\text{Volume per EDU}} \times \frac{\text{\# of EDUs}}{\text{Estimated Spill Volume}} = \text{gallons}$$

STEP 4: Adjust spill volume as necessary considering other factors, such as activity that would cause a fluctuating flow rate (doing laundry, taking showers, etc.). Explain rationale below and indicate adjusted spill estimate (attach a separate page if necessary).

Total Estimated Spill Volume: _____ gallons

Appendix C:

Spill Response Procedure Summary



City of Solana Beach Spill Emergency Response Procedure Summary

Purpose

This procedure provides Public Works staff with a concise, field-ready summary of required actions for responding to sanitary sewer spills to protect public health, minimize environmental impacts, and ensure regulatory compliance.

Step 1 – Response, Safety, and Notification

1. Upon awareness of a spill, immediately initiate response actions.
2. If the spill is flowing or may flow to a storm drain or surface water, IMMEDIATELY coordinate BMP implementation to block the spill from entering the drainage system
3. Secure the area to prevent public access and contact with sewage; implement traffic and pedestrian control as needed.
4. Record date/time discovered, estimated start time, location, and source of notification.
5. Notify the Deputy Director of Public Works (Cell: 951-710-7993, Main: 858-720-2470).

Step 2 – Source Determination and Public Agency Coordination

1. Determine spill source:
 - o City-owned sewer
 - o Private lateral (refer to SERP Section 7)
 - o Other agency system (refer to SERP Section 8)
2. Notify the Sheriff's Department if traffic control assistance is required (760-966-3500)
3. If the spill may impact the beach, lagoon, or ocean, notify:
 - o Marine Safety (Lifeguards) (858-720-4444)
 - o County Department of Environmental Health and Quality (DEHQ) (858-505-6657)

Step 3 – Containment, Control, and Recovery

1. Document spill conditions with photographs and/or video prior to containment.
2. Stop or minimize the discharge using appropriate measures, including:
 - o Blocking storm drain inlets
 - o Diverting flows into a downstream manhole
 - o Vacuum recovery or temporary containment
3. Recover as much spilled sewage as practicable.
4. Document conditions after containment and recovery.

Step 4 – Spill Evaluation and Reporting

1. Estimate spill rate, duration, and total volume.
2. Determine whether the spill reached surface waters
3. Document spill destination, recovered volume, and spill cause (if known).
4. Assign spill category based on volume and destination:
 - o Category 1, 2, 3, 4, or Private Lateral Spill (PLSD)
5. For Category 1 or ≥1,000-gallon spills:
 - o Notify County DEHQ (858-505-6657)
 - o Notify Cal OES (800-852-7550) within **2 hours** and obtain a Control Number
6. Notify affected agencies if the spill leaves City jurisdiction.



Step 5 – System Restoration, Cleanup, and Closeout

1. Remove blockages; perform cleaning, repairs, CCTV, or bypass pumping as needed.
2. Remove solids and debris; clean and disinfect impacted areas.
3. Recover all wash-down water.
4. Record spill end time and final estimates.
5. Update Cal OES if volumes change and complete all required documentation.

Appendix D:

SERP Evaluation Checklist



City of Solana Beach SERP Evaluation Checklist for Annual SERP Review and Post-Incident Evaluation

A. Evaluation Trigger

- ☐ Annual scheduled SERP review
- ☐ Post-spill evaluation
- ☐ After spill exercise or drill
- ☐ After regulatory, staffing, or operational change

B. Spill Response Procedures

- ☐ First responders followed SERP response steps
- ☐ Response time was reasonable for spill conditions
- ☐ Personnel and equipment were sufficient
- ☐ Containment and recovery minimized impacts

C. Notifications & Communication

- ☐ Internal notification chain functioned as intended
- ☐ Public Works management notified in a timely manner
- ☐ Regulatory agencies notified within required timeframes
- ☐ Inter-agency coordination was effective

D. Public Health & Environmental Protection

- ☐ Public access controls were adequate
- ☐ Receiving waters were protected to the maximum extent practicable
- ☐ Water quality monitoring requirements were evaluated and
- ☐ Public advisory procedures were followed

E. Reporting & Documentation

- ☐ Spill Response Form was complete and accurate
- ☐ Spill categorization was correct
- ☐ Spill volume estimation was reasonable and documented
- ☐ CIWQS reporting met required timelines

F. Debrief & Lessons Learned

- ☐ Post-spill debrief was conducted
- ☐ Challenges or confusion were identified
- ☐ Opportunities for process improvement were noted

**G. Training & Preparedness**

- ☐ Staff demonstrated adequate SERP knowledge
- ☐ Spill response training/drills are current
- ☐ Additional training needs were identified

H. SERP Content Review

- ☐ Contact lists are current
- ☐ Roles and responsibilities remain accurate
- ☐ Response procedures reflect current practice

I. Overall SERP Assessment

- ☐ SERP effective as written (all boxes are checked in sections B-H)
- ☐ SERP effective with minor revisions (25-50% of boxes are unchecked in sections B-H)
- ☐ SERP requires updates (more than 50% of boxes are unchecked in sections B-H)

J. Action Items / Required Updates:

Action	Responsible Party	Target Date

Reviewed By: _____ Title: _____ Date: _____