

**Appendix C.**  
**Standard Operating Procedure for Sanitary Sewer**  
**Overflow Notification**

Reviewed by: \_\_\_\_\_  
Approved by: *JLF*  
Date: *9/27/2016*  
\*Contacts updated May 2019

**Environmental & Regulatory Compliance**  
**Standard Operating Procedure**

SUBJECT: **SANITARY SEWER OVERFLOW (SSO) NOTIFICATION**

**1. Purpose**

- 1.1 To provide clear and complete instructions for accurate and timely reporting to regulatory agencies in the event of a sanitary sewer overflow (SSO).
- 1.2 To supplement existing SSO procedural documents and to provide the regulatory guidelines for spill reporting.

**2. Authority**

- 2.1 General Manager
- 2.2 Assistant General Manager of Operations and Maintenance
- 2.3 Director of Environmental and Regulatory Compliance (ERC)

**3. Policy**

- 3.1 It is the policy of the District to comply with all environmental and regulatory agency requirements, including the timely and accurate documentation and reporting of spills in accordance with specific reporting criteria established by said regulatory agencies.
- 3.2 It is the policy of the District to ensure that reasonable and effective corrective actions are implemented to prevent or minimize the potential for future occurrences of spills which result from sanitary sewer overflows.

**4. Governing Directive(s)**

- 4.1 State of California Division of Drinking Water - California Health and Safety Code-Section 5411.5.
- 4.2 State of California Regional Water Quality Control Boards - California Water Code - Section 13271, and State Water Resources Control Boards (SWRCB) Orders No. 2006-0003 & 2008-0002-EXEC and MRP WQ 2013-0058- EXEC.
- 4.3 Unified Sanitary Sewer Spill Response Procedure by the Riverside County Flood Control and Water Conservation District, July 15, 2013.
- 4.4 Santa Ana Watershed Project Authority, Ordinance No. 7, Oct. 15, 2013.
- 4.5 EMWD, Regulations for Non-Reclaimable Waste Line Use, Ord. No. 91.2, Jan. 22, 2014.

Effective and/or revised date: **October 9, 2016**  
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\*Contacts Updated May 2019

## 5. Definitions

- 5.1 **Sanitary Sewer Overflow (SSO)<sup>1</sup>:** Any overflow, spill, release discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
- 5.1.1 Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
  - 5.1.2 Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
  - 5.1.3 Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
- 5.2 **SSO Category 1<sup>1</sup>:** All discharges of sewage resulting from a failure of the sanitary sewer system that:
- 5.3.1. Equal or exceed 1000 gallons, or
  - 5.3.2. Result in a discharge to a drainage channel and/or surface water; or
  - 5.4.3. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
- 5.3 **SSO Category 2<sup>1</sup>:** All other discharges of sewage, not defined in SSO Category 1, from a failure in the sanitary sewer system.
- 5.4 **Sanitary Sewer System<sup>1</sup>:** Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impounds, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.
- 5.5 **Municipal Separate Storm Sewer System (MS4)<sup>2</sup>:** A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, natural drainage features or channels, modified natural channels, man-made channels, or storm drains):
- 5.6.1 Owned or operated by a State, city, town, borough, county, parish, district, association or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law, or designated and approved management agency under section 208 of the CWA that discharges to Waters of the U.S.;
  - 5.6.2 Designated or used collecting or conveying storm water;
  - 5.6.3 Which is not a combined sewer;
  - 5.6.4 Which is not of the POTW as defined at 40 CFR 122.2.
- 5.6 **Water of the United States<sup>2</sup>:** Waters of the United States can be broadly defined as the navigable surface waters and all tributary waters to navigate surface water.
- 5.7 **Sewage<sup>2</sup>:** The waste and wastewater produced by residential and commercial establishments and discharged into sewers.

**6. Procedures**

- 6.1 **All sanitary sewer overflows (SSOs) shall be first reported immediately to the Integrated Operation Center (IOC) at extension 6265.**
- 6.2 The following reporting procedures must be followed for **ALL SSOs** including:
- 6.2.1 Brine spills and;
  - 6.2.2 Private lateral sewage discharges, which are sewage discharges that are caused by blockages or other problems within a privately owned lateral<sup>1</sup>, that EMWD staff responds to the scene of AND:
    - 6.2.2.1 That equals or exceeds 1,000 gallons, or
    - 6.2.2.2 Results in a discharge to a drainage channel and/or surface water, or
    - 6.2.2.3 Results in a discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
- 6.3 **During normal work hours** (08:00 to 17:00, Monday through Friday, except Holidays), the IOC shall notify the Environmental and Regulatory Compliance (ERC) Department as soon as possible but no later than 2 hours after learning of the SSO. Based on the spill category, ERC will notify appropriate agencies in **Table 2, Sanitary Sewer Overflow (SSO) Contact List**, within the required time window in **Table 1, Sanitary Sewer Overflow (SSO) Notification Timeframe**.
- 6.4 **After work hours**, the IOC (x-6265) will notify the on-call Administrator. Based on the spill category the on-call Administrator will notify the appropriate agencies (Table 2) within the required time window (Table 1).
- 6.5 If IOC is unable to contact a person from ERC or the on-call Administrator within 2 hours, the IOC will notify the appropriate agencies (Table 2) within the required time window (Table 1).
- 6.6 **For SSO Category 1 greater than 1,000 gallons:**
- 6.6.1 Notify within 2 hours:
    - California Office of Emergency Services (Cal OES)
  - 6.6.2 Notify within 24 hours:
    - County of Riverside Department of Environmental Health (RivCoDEH)
    - Appropriate Regional Water Quality Control Board (RWQCB)
    - Riverside County Flood Control and Water Conservation District (RCFC)
    - City where the SSO impacts (see Attachment C)
  - 6.6.3 In addition, ERC Staff will enter into the online spill report of the California Integrated Water Quality System (CIWQS) SSO within 3 days. If online reporting is unavailable, ERC Staff will submit the Sanitary Sewer Overflow (SSO) Follow-Up Notification Certification (See Attachment B) via e-mail or fax to the appropriate Regional Board.
  - 6.6.4 Within 15 calendar days, the final certified report must be approved through the Online SSO System by the Director of ERC or their designee.

**Table 1. Sanitary Sewer Overflow (SSO) Notification Timeframe**

Category	Condition	Cal OES	RWQCB	RivCoDEH	RCFC	City	Follow Up*
1	Greater than (>) 1,000 Gallons	<b>2 hours</b>	24 hours	24 hours	24 hours	24 hours	3 days
1 or 2	Reach Storm Drain or Drainage Channel	<b>2 hours</b>	<b>2 hours</b>	<b>2 hours</b>	<b>2 hours</b>	24 hours	24 hours
2	Less than (<) 1,000 Gallons		24 hours <sup>^</sup>	24 hours <sup>^</sup>	24 hours <sup>^</sup>	24 hours <sup>^</sup>	30 days

\*Follow Up to the Regional Board is required to confirm notification.

<sup>^</sup>Only notify if significant impact.

**Table 2. Sanitary Sewer Overflow (SSO) Contact List**

Code	Reporting Agency	Contact	Phone#	After Hr (Cell)
<b>Cal OES</b>	California Office of Emergency Services		(800) 852-7550	(800) 852-7550
<b>RWQCB</b>	Santa Ana RWQCB		(951) 782-4130	(951) 782-4130
	San Diego RWQCB		(619) 516-1990 or (619) 521-5899	(858) 822-8344 or (619) 521-5899
<b>RivCoDEH</b>	Riverside County Dept. Environmental Health	Matt Riha mriha@rivco.org	955-8980	951-538-5025
		Ryan Olney rolney@rivco.org	955-8980	
<b>RCFC</b>	Riverside County Flood Control and Water Conservation District	David Ortega	961-9574 (Direct) or 955-1200 (NPDES)	Mark L 955-1310 Jason Uhley 522-1213
<b>City</b>	Where SSO impacts		See Attachment C	
<b>Follow Up</b>	Santa Ana RWQCB	E-mail: spillreportR8@waterboards.ca.gov		Fax: (951) 781-6288
	San Diego RWQCB	E-mail: RB9SSO@waterboards.ca.gov		Fax: (619) 516-1994
<b>Brine Notification</b>	Orange County Sanitation District		(714) 593-7025	Source Ctrl: (714) 593-7410
	Western Municipal Water District		(951) 789-5100	789-5109
	Santa Ana Watershed Project Authority		(951) 354-4220	(951) 324-8680
<b>Optional</b>	Environmental & Regulatory Compliance (ERC)	Al Javier	Ext. 6327	(909) 229-3063
		Doug Edwards	Ext. 4511	(760) 845-3431
		Jim Schain	Ext. 6202	(951) 287-8633
		Admin	Ext. 6252	

6.7 For SSO of any volume that reaches a storm drain, drainage channel, or a surface water:

6.7.1 Notify within 2 hours:

- California Office of Emergency Services (Cal OES)
- County of Riverside Department of Environmental Health (RivCoDEH)

- Riverside County Flood Control and Water Conservation District (RCFC)
  - 6.7.2 Notify within 24 hours:
    - City where the SSO impacts (see Attachment C)
  - 6.7.3 In addition, ERC Staff will enter into the online spill report of the California Integrated Water Quality System (CIWQS) SSO within 3 days. If online reporting is unavailable, ERC Staff will submit the Sanitary Sewer Overflow (SSO) Follow-Up Notification Certification (See Attachment B) via e-mail or fax to the appropriate Regional Board.
  - 6.7.4 Within 15 calendar days, the final certified report must be approved through the Online SSO System by the Director of ERC or their designee.
- 6.8 For SSO Category 2 (less than 1,000 gallons):
- 6.8.1 Notify within 24 hours via email:
    - County of Riverside Department of Environmental Health (RivCoDEH)
  - 6.8.2 Only notify where the SSO impacts are significant:
    - Appropriate Regional Water Quality Control Board (RWQCB)
    - Riverside County Flood Control and Water Conservation District (RCFC)
    - City where the SSO impacts (see Attachment C)
  - 6.8.3 ERC Staff will enter, and the Director of ERC or their designee shall approve, the online spill report of the CIWQS SSO within 30 calendar days after the end of the calendar month in which the SSO occurred (e.g. all SSOs occurring in the month of November must be entered and approved into the database by December 30<sup>th</sup>).
- 6.9 For Brine Spills, follow reporting procedures for Category 1 SSO's referenced in Section 6.6 or 6.7 as applicable.
- 6.9.1 In addition, notify within 24 hours:
    - Orange County Sanitation District (OCSD)
    - Western Municipal Water District (WMWD)
    - Santa Ana Water Protection Agency (SAWPA)
  - 6.9.2 ERC Staff will submit a report to SAWPA within 5 days after the spill.
- 6.10 Community Involvement department and upper management may be notified based upon the severity of the spill and professional judgment.
- 6.11 See Attachment A for Sanitary Sewer Overflow Reporting Procedure Flow Diagram

## 7. References

- 7.1 <sup>(1)</sup> State Water Resources Control Boards (SWRCB) Order No. 2006-0003
- 7.2 <sup>(2)</sup> Unified Sanitary Sewer Spill Response Procedure by the Riverside County Flood Control and Water Conservation District, July 15, 2013

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**Sanitary Sewer Overflows  
Standard Operating Procedures**

**Attachment A**

**Procedure Flow Diagram**



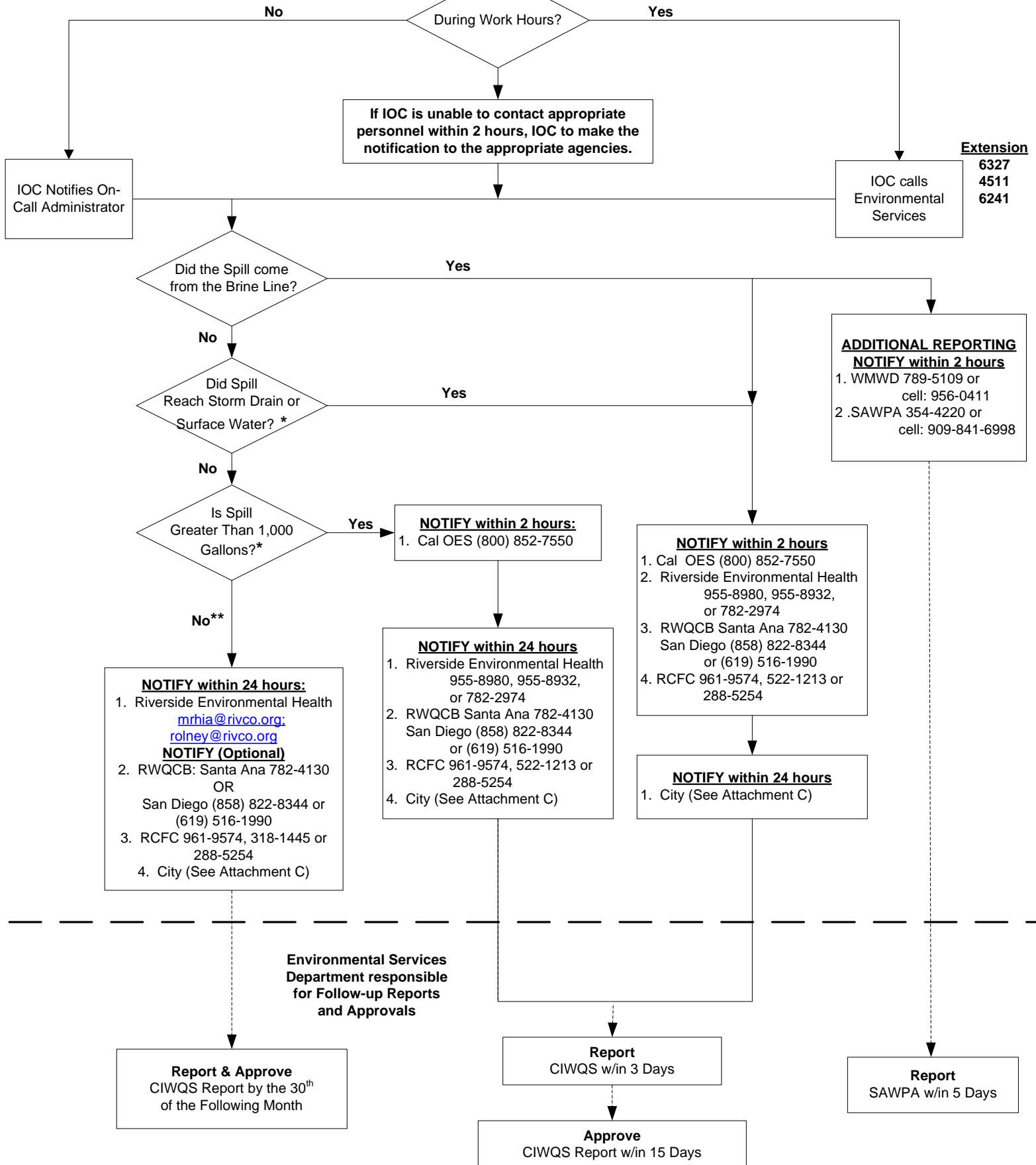
Date & Time  
Location  
Material  
Flow/Amount  
Cause  
Area Affected  
Contact & Phone

Call IOC Immediately



(951) 928-3777  
ext. 6265

# Sanitary Sewer Overflow Notification Procedures



\*Includes Private Spills if answer = "YES"

\*\*If "NO" answered for all questions for private spill ONLY, no notification required, only CIWQS report & approval by 30<sup>th</sup> of the following month.



**Sanitary Sewer Overflows  
Standard Operating Procedures**

**Attachment B**

**Notification Report Form**



# **Sanitary Sewer Overflows Standard Operating Procedures**

## **Attachment C**

### **City Notification**

# Unified Sanitary Sewer Spill Response Procedure

## Attachment C (MS4 Permittee Contact Roster)

### City of Beaumont

Mr. Aftab Hussain  
550 E. 6<sup>th</sup> Street  
Beaumont, CA 92223  
951.769.8520, Fax: 951.676.2054  
[ahussain@ci.beaumont.ca.us](mailto:ahussain@ci.beaumont.ca.us)

### City of Canyon Lake

Mr. Mike Borja  
31516 Railroad Canyon Road Canyon Lake,  
CA 92587  
951-244-2955, Fax: 951-246-2022  
[mborja@cityofcanyonlake.com](mailto:mborja@cityofcanyonlake.com)

### City of Eastvale

Mr. Kris Hanson  
6080 Hamner Avenue Ste., 103  
Eastvale, CA 91752  
951-361-0900  
[khanson@eastvaleca.gov](mailto:khanson@eastvaleca.gov)

### City of Jurupa Valley

Mr. Mike Waltz  
8304 Limonite Avenue, Suite M  
Jurupa Valley, CA 92509  
951-332-6464, Fax: 951-332-6995  
[mwaltz@jurupavalley.org](mailto:mwaltz@jurupavalley.org)

### City of Menifee

Rudy Luna  
29683 New Hub Drive, Suite C  
Menifee, CA 92586  
Office: 951-746-0450, Cell: 951-723-3728  
[rluna@cityofmenifee.us](mailto:rluna@cityofmenifee.us)

### City of Murrieta

Mr. Bill Woolsey  
1 Town Center  
Murrieta, CA 92562  
Direct 951.461.6073,  
Main (951)304-2489, Fax: 951-698-3416  
[wwoolsey@murrieta.org](mailto:wwoolsey@murrieta.org)

### City of Perris

Mr. Daryl Hartwill  
101 N. "D" Street  
Perris, CA 92570  
951-657-3280, After Hours: 951-359-2987, Fax: 951-943-1871  
[dhartwill@cityofperris.org](mailto:dhartwill@cityofperris.org)

### Riverside County Environmental Health

Mr. Keith Jones  
4065 County Circle Drive  
Riverside, CA 92503  
951-358-5055, Fax: 951-358-5017  
[kjones@rivco.org](mailto:kjones@rivco.org)

### Riverside County Flood Control District

Mr. David Ortega, Senior Engineering Technician  
1995 Market Street  
Riverside, CA 92501  
951-955-4390, Cell: 951-961-9574, Fax: 951-788-9965  
[DavidJOrtega@rcflood.org](mailto:DavidJOrtega@rcflood.org)  
After Hours: Mark L, Maintenance Superintendent,  
951-955-1310, Cell: 951-288-5254

### City of Temecula

951-694-6411 office  
Rodney Tidwell, Public Works Maint. Supervisor  
951-302-4102, Field: 951-303-5497  
[Rodney.tidwell@cityoftemecula.org](mailto:Rodney.tidwell@cityoftemecula.org)

### City of Calimesa

Ms. Lori Askew 908 Park  
Avenue Calimesa, CA 92320  
909-795-9801, Fax: 909-795-4399  
[Laskew@cityofcalimesa.net](mailto:Laskew@cityofcalimesa.net)

### City of Corona

Mr. Raul Arevalo  
400S. Vicentia Avenue  
Corona, CA 92882  
951-736-2248, After Hours: (951)736-2330,  
Fax: 951.736-2496  
[raul.avealo@coronaca.gov](mailto:raul.avealo@coronaca.gov)

### City of Hemet

Mr. Ron Proze or Mike Hefley  
3777 Industrial Avenue  
Hemet, CA 92545  
951-765-3712, Afterhours: 951-634-3112  
Fax: 951-765-2493,  
[rproze@cityofhemet.org](mailto:rproze@cityofhemet.org)

### City of Lake Elsinore

Mr. Rick DeSaniheo  
130 South Main Street  
Lake Elsinore, CA 92530  
951-674-5170 ext. 291, Fax: 951-674-8761  
[rdesaniheo@lake-elsinore.org](mailto:rdesaniheo@lake-elsinore.org)

### City of Moreno Valley

Mr. Mike Lloyd  
14177 Frederick Street  
Moreno Valley, CA 92552-0805  
951-413-3120, Fax: 951-413-3158  
After Hours: Emergency Stand-by group Cell: 619-917-4984  
[michaell@moval.org](mailto:michaell@moval.org)

### City of Norco

Mr. Sam Nelson  
1281 Fifth Street  
Norco, CA 92860  
951-270-5607, Fax: 951-270-5619  
Emergency: 951-371-1143  
[snelson@ci.norco.ca.us](mailto:snelson@ci.norco.ca.us)

### City of Riverside

Mr. Kevin Street  
5950 Acorn Street  
Riverside, CA 92504  
951-351-6140, Fax: 951-351-6267  
Alternate/after Hours- WQCP Dispatch: 951-351-6280  
City Call Center: 951-826-5311  
[kstreet@riversideca.gov](mailto:kstreet@riversideca.gov)

### Riverside County Executive Office

Mr. Scott Bruckner  
4080 Lemon Street, 4<sup>th</sup> Floor  
Riverside, CA 92501  
951-955-1110, Fax: 951-955-1105  
[sbruckner@rivco.org](mailto:sbruckner@rivco.org)

### City of San Jacinto

Mr. Arthur Mullen  
201 E. Main Street  
San Jacinto, CA 92583  
951-487-7330 Main; 951-487-7381 desk, Cell: 951-634-1033  
amullen@sanjacentoca.us  
951-487-7330, After Hours: 951-453-5318, Pager:  
951-765-8197 Fax: 951-487-7382, Cell: 951-634-1033  
[Membernton@sanjacintoca.us](mailto:Membernton@sanjacintoca.us) OR [Dmudrovich@sanjacintoca.us](mailto:Dmudrovich@sanjacintoca.us)

### City of Wildomar

Leave message  
23873 Clinton Keith Road, Suite 201  
Wildomar, CA 92595  
951-677-7751, Fax: 951-698-1463  
[wildomarpw@cityofwildomar.org](mailto:wildomarpw@cityofwildomar.org)