


Appendix J.
Sanitary Sewer System Operations & Maintenance Plans

EASTERN MUNICIPAL WATER DISTRICT

PERRIS, CALIFORNIA

Maintenance Services Standard Operating Procedures Manual	Date: September 17, 2019
Subject: Sanitary Sewer Overflow Response Plan (SSORP)	Approved by:  _____

PURPOSE

The purpose of the Sanitary Sewer Overflow Response Plan (SSORP) is to minimize the impact of sanitary sewer overflows (SSO's) to the public and the environment. All sanitary sewer overflows must be responded to with minimal delay to begin the necessary steps to mitigate the overflow. Spill containment will be our highest priority, taking into consideration public health concerns. This document will be the guideline and standard operating procedures to follow in the event of a sanitary sewer overflow. This document will be reviewed on a regular basis and changes will be made when they are necessary.

1. To establish standard operating procedures for District Wastewater Collections staff in the event of a sanitary sewer overflows (SSO).
2. To provide clear and concise notification procedures to the appropriate District staff that will assist them in reporting SSO's to the appropriate regulatory agencies.

AUTHORITY

1. Assistant General Manager Operations and Maintenance
2. Wastewater Collection Manager

POLICY

1. It is the policy of the District to comply with all regulatory agency requirements in regards to reporting and cleanup procedures in the event of a SSO.

2. It is the policy of the Wastewater Collection Division to report all spills regardless of size or origin to the Integrated Operations Center as soon as possible.

DEFINITIONS

1. SSO (Sanitary Sewer Overflow)
2. IOC (Integrated Operations Center)
3. SSMP (Sewer System Management Plan)
4. ERC (Environmental and Regulatory Compliance)

NOTIFICATION PROCEDURES

1. The Wastewater Collection crew will respond immediately to the location of the SSO with the appropriate equipment needed to eliminate and contain the SSO.
2. After the Wastewater Collection staff arrives at the location of a SSO, the person in charge for the Wastewater Collection Division they will report to the IOC and give a condition assessment. After the IOC receives the information on the SSO they will begin the notification procedures.

SPILL RESPONSE PROCEDURES

1. Upon notification during working hours from the IOC Wastewater Collection staff will respond to the site of the problem with Combination Machine.
2. During non-working hours, the Wastewater Collection Division will have two properly trained employees on stand-by ready to respond to a SSO or other emergency within 20 minutes of notification from the IOC.
3. While performing stand-by duty Wastewater Collection staff will take a District vehicle home so that they are able to respond directly to the source of the problem or SSO.
4. The person in acting in the lead position will assess the problem and begin to direct the crew as how to correct the problem or eliminate the overflow. Digital or regular photographs will be taken of the SSO at the point of release whenever possible. This will aid in GPM estimation.

5. If the spill is from a private lateral, the person in charge will contact the IOC and obtain a 124# to bill the private party so that the District can be reimbursed for all cost associated with the SSO.
6. If the problem has evolved to a situation that emergency contractor support is needed for repair or traffic control, we will use the following approved contractors:

Street Sweeping

Wagner Water Works
PH: (951) 943-1199

Construction Services

EL-CO Contractors
Contact: John Wiles
PH: (909) 887-2610 or (909) 887-1013
Fax: (909) 880-9091
Cell: (909) 322-4635

Jeff Carpenter Inc.
PH: (951) 657-5115
After Hour Emergency: (213) 216-2117

J.R. Filanc Construction Company
Contact: David Kiess
PH: (760) 941-7130

Earthwork & Grading

Dependable Equipment Rental & Grading
Contact: Shane Copenhaver
PH: (951) 440-8507

Scorpion Backhoe, Inc.
Contact: James Scott
PH: (951) 325-2208

Sewer Line Inspection, Vactoring & Inspection Services

Innerline Engineering
Contact: Jim Aanderud
PH: (951) 658-8541
Cell: (800) 209-0000

Houston and Harris
Contact: Steve
PH: (909) 422-8990

Morris Tested
Contact: Jeff
PH: (714) 713-9411

National Plant Services, Inc.
PH: (800) 445-3614 or (562) 436-7600

Roto Rooter
Contact: Richard Rainey
PH: (951) 658-8541
24 Hour: (800) 491-7686

Starlite Reclamation
Contact: Chris Jaramillo
PH: (800) 576-9278
Cell: (951) 232-9312

Tunnel Vision
Contact: Starla Hylesworth
PH: (760) 269-5199

Wright Pumping
PH: (951) 654-4840

Restoration Services

Industrial Hygiene Mgmt., Inc.
PH: (626) 447-5237
Contact: Tom Harman Cell (626) 375-6142
Mark Hammer Cell (818) 237-0363

Pipe Rental (for Break By-Pass)

Godwin Pumps of American, Inc.
Contact: Nate
PH: (951) 681-3636
Cell: (951) 317-8250

Rain for Rent
Contact: L. Young
PH: (951) 653-2171

Xylem Pump Rental
PH: (951) 681-3636

EMERGENCY TRAFFIC CONTROL

In the event that the spill is located in a high traffic area, the District will contact the respective municipality for assistance. The following is a list of contacts for each city within the District's sewer service area. This list will be reviewed and updated as needed.

The City of Temecula
Brad Buron
Maintenance Superintendent – Public Works
During Working Hours: (951) 694-6411
After Hours: Temecula Police Department (951) 696-3000

The City of Murrieta

Maintenance Superintendent

During Working Hours: (951) 304-9273

After Hours: Murrieta Police Department (951) 304-2677

The City of Perris

Public Works Superintendent

During Working Hours: (951) 657-3280

Pager Number (951) 830-8599

Emergency Answering Service: (951) 359-2987

After Hours: Perris Police Department (951) 955-2444

The City of Hemet

Street Department Supervisor

During Working Hours: (951) 765-3712

After Hours: Hemet Police Department (951) 765-2400

The City of San Jacinto

Water and Sewer Division Supervisor

During Working Hours: (951) 487-7381

After Hours: San Jacinto Police Department (951) 654-2702

The City of Moreno Valley

Director of Transportation

During Working Hours: (951) 413-3140

After Hours: Moreno Valley Police Department (951) 275-2444

EMERGENCY RESPONSE EQUIPMENT

Vehicles

#600 Vactor Combination unit

#603 Vac-Con Combination unit

#21 Vactor PD unit

#604 Vactor Combination unit

#384 Vactor Combination unit

#377 High pressure hydro flusher

#165 Spill response trailer

#119 Easement cleaner

#290 6" Pump

#528 6" Pump

#112 6" Hose reel trailer & 1,200' of hose

Equipment

2" Trash pump & 100' of hose

3" Trash pump & 100' of hose

(2) Lateral cameras with mainline capabilities

BYPASS PROCEDURES

If proper flow is not restored within 5 minutes it is critical that the bypass procedures are followed immediately.

1. Locate the nearest manhole that can accept the additional flow.
2. Set up the 3-inch pump for collection lines and the 6-inch pump for transmission lines. This is just a guideline; larger pumps may be needed. The pump discharge hose should be secured or placed far enough into the manhole that it cannot come out during pumping. The pump and pump hose should be protected from traffic by barricades. If additional pumps are needed, they may be obtained by contacting the Mechanical Services Division or the Fleet Services Division.
3. Bypass should be conducted with a vacuum truck by pulling water from the overflowing manhole and discharging it into a downstream manhole.

CONTAINMENT PROCEDURES

Containment of the SSO is the top priority. The District's crew will attempt to keep the SSO in as small an area as possible. If reasonable, the crew should attempt to keep the SSO in the street and out of the storm drain. To insure that the SSO is contained, the crew will use the following methods:

1. Block the storm drain openings or divert the flow with sand or soil. If reasonable, we should keep the flow contained on the street.
2. Should the overflow take place in an area not normally accessible to the public (i.e. fields, etc.), the crew will use any reasonable means to pool the flow in that area for recovery.
3. Should the flow be too much to be contained on the street and is identified as a danger to the public, the crew will allow the flow to enter the storm drain or catch basin. The crew will make every reasonable attempt to dam up the spill in the storm drain or catch basin and recover it from that point.

REPORTING AND NOTIFICATION

Reporting and notification will be given to the proper authorities per the Environmental and Regulatory Compliance Division's SSORP by the IOC. The District's ERC Division will be responsible for all reporting to local and state regulatory agencies.

During working hours, reporting and notification will be made by the IOC by contacting ERC. In addition, the Community Involvement Division will be contacted regardless of the size of the SSO.

After hours, the person in charge of the stand-by crew will notify the IOC that there has been a SSO. The IOC will then contact the **Administrator on call**, on-duty personnel for the Community Involvement Division and the on-duty personnel for ERC.

The Wastewater Collections Division staff will be responsible for submitting a Daily Shift report, SSO Field report and any photographs taken to the Wastewater Collections Supervisor or Manager by the beginning of the next shift. This information will be supplied to ERC as soon as possible. A copy of all items related to the SSO will be kept on file with the Collection System Supervisor for two calendar years.

POSTING PROCEDURES

1. Public health and safety is of great concern to this Division and the District. We will do everything reasonable to ensure that areas of contamination are posted to warn the public of the potential hazards.
2. Posting locations of contamination will be done in all cases where the ground is still wet or pooled water is present and accessible by the public.
3. Signs will be placed in locations with high visibility so that they can be seen from all routes that the public might take to enter an area.
4. Signs will remain posted for a period of not less than five days unless directed by the Department of Environmental Health. Laboratory tests may be conducted to indicate appropriate site remediation has taken place.

RESTORATION PROCEDURES

We will make every effort to restore the environment to the condition that existed before the SSO occurred by using the following procedures:

1. If the SSO occurred in the street, we will apply bleach to the affected area, wash down and recover wash water or use a street sweeper to clean the asphalt.
2. Collect and dispose of any standing or pooled sewage that is accessible to the public.
3. Recover any sewage possible within storm drains/channels, curb, gutters, and culverts.
4. Clear surrounding area of paper, solids, and any other signs of a SSO.
5. We will replace vegetation, sidewalks, asphalt, fencing or any other items that were damaged as a result of the SSO or damage caused by the crews working to restore service.

6. In the event a building is flooded, the IOC will be directed to contact EMWD's Safety, Risk and Emergency Management Department. They will advise District crews as how to proceed with cleanup.

EASTERN MUNICIPAL WATER DISTRICT
PERRIS, CALIFORNIA

Regulatory Compliance Standard Operating Procedures Manual

SUBJECT: **SANITARY SEWER OVERFLOW RESPONSE PLAN FOR LIFT STATIONS**

1. Purpose

1.1 To provide clear and complete guidelines and instructions for implementing procedures in response to any equipment or process breakdown, which results in a sewer spill condition at a lift station.

1.2 Definition of SSO: Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system upstream of a treatment plant head-works. SSOs include:

1.2.1 Overflows or releases of untreated or partially treated wastewater that reach surface waters of the state. This includes all wastewater releases to storm drain pipes that are tributary to waters of the state that are not fully recovered.

1.2.2 Overflows or releases of untreated or partially treated wastewater that do not reach surface waters of the state.

1.2.3 Wastewater backups into buildings and on private properties that are caused by blockages or flow conditions within the Enrollee owned portion of a sanitary sewer.

2. Authority

2.1 General Manager

2.2 Deputy General Manager of Operations and Administration

2.3 Director of Maintenance

3. Policy

3.1 It is the policy of the District to comply with all applicable environmental regulations requiring that any incident of equipment or process breakdown that may result in a sanitary sewer overflow, shall be reported to Environmental Regulatory Compliance (ERC) Department immediately. Additionally the District will implement corrective actions to prevent future occurrences of sanitary sewer overflows. This SOP applies to all District employees and contractors tasked with operating or maintaining any equipment or process within the District.

3.2 This Standard Operating Procedure will be in conjunction with the Collections Department Sanitary Sewer Overflow Prevention and Response Plan SSOPRP.

4. Governing Directive

4.1 State of California Department of Health Services - California Health and Safety Code - Section 5411.5.

4.2 State of California Regional Water Quality Control Boards - California Water Code - Section 13271 and 2250, and Order No. 96-04 (for the San Diego Region only).

4.3 District Environmental Compliance Policy referenced in the General Manager's Regulatory Compliance Policy Memorandum dated July 22, 1998.

4.4 California State Water Resources Control Board.

5. Procedures

Anytime a breakdown of any equipment or process failure occurs which will result in a spill, District staff shall follow these procedures:

5.1 Response

5.1.1 Mechanic shall respond to emergency without delay, upon notification of potential problem.

5.1.2 Mechanic shall assess the problem and may request additional assistance from: Mechanical Services, Collections Department, or a Contracted Septage Pumper, to control the incident (provide additional pumping, vector service, provide damming around spill, diverting flow, etc).

5.1.3 Mechanic shall notify Integrated Operations Center (ICC), Supervisor or Manager, of the condition as soon as possible. Refer to **Section 5.5.1 Reporting and Notification** for further clarification.

5.1.4 Mechanic shall make the necessary repairs to remediate cause of equipment or process failure.

5.2 Posting

5.2.1 Posting of warning signs will be performed by the Collections Department in accordance with the SSOPRP.

5.3 Restoration

5.3.1 The Mechanical & Collections Department will make every attempt to restore the site as outlined within the SSOPRP.

5.4 Documentation

5.4.1 Mechanic shall initiate and assist with any or all of the documentation of events as they unfold. Documentation shall include the following information:

- A. Beginning and Ending time.
- B. Location
- C. Conditions causing problem.
- D. Did spill reach surface waters or storm drain?
- E. Estimated volume of spill.
- F. Estimated volume of spill recovered.
- G. Damage to structures or other facilities.
- H. Recommended follow-up.
- I. Photographs of the overflow structure and effected area(s).

5.5 Reporting and Notification

5.5.1 Employees are directed to contact the IOC regarding the spill. IOC shall immediately notify Environmental Regulatory Compliance (ERC) Department, and Regulating Agencies as directed.

6. References

- 6.1 Order No. 2006-0003-DWQ. Please see section 1.2 for definition of an SSO.
- 6.2 Sanitary Sewer Overflow Prevention and Response Plan (SSOPRP).
- 6.3 California Regional Water Quality Control Board - Sanitary Sewer Overflow Report.
- 6.4 E.M.W.D.'s Sanitary Sewer Overflow Report.

J: SWRRESP