

SEWER SYSTEM MANAGEMENT PLAN

(SSMP)

UPDATE

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SAM MIGUEL COMMUNITY SERVICES DISTRICT



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Chapter 1 List of Acronyms and Abbreviations

Cal-EMA	California Emergency Management Agency (formerly State OES)
CAP	Capacity Assurance Plan
CCTV	Closed Circuit Television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
EH	Environmental Health, San Luis Obispo County
FLSA	Fair Labor Standards Act
FOG	Fats, Oil and Grease
FRM	Fluid Resource Management
FSE	Food Service Establishment
HMA	High Maintenance Area
LRO	Legally Responsible Official
MGD	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (County)
O&M	Operation and Maintenance
PG&E	Pacific Gas and Electric
PLSD	Private Lateral Sewage Discharge
PPE	Personal Protective Equipment
RWQCB	Regional Water Quality Control Board
SHECAP	Sewer Hydraulic Evaluation and Capacity Assurance Plan
SMCSD	San Miguel Community Services District
SSMP	Sewer System Management Plan
SSOR	Sanitary Sewer Overflow Report (for CIWQS)
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirement

Chapter 2 Introduction

Background

On May 2, 2006, the SWRCB adopted Water Quality Order No. 2006-0003-DWQ (herein after General WDR), requiring all public wastewater collection system agencies in California with greater than one mile of sewers to be regulated under this General WDR. The SWRCB action mandates the development of a SSMP and the reporting of SSO using an electronic reporting system.

The State Water Board Executive Officer issued revised Monitoring and Reporting Program requirements (MRP) for the SSS WDRs on February 20, 2008 to rectify notification deficiencies that occurred early in program implementation and to ensure that first responders (e.g., Water Boards, California Office of Emergency Services, and County Health Departments) were notified in a timely manner for SSOs discharged to surface waters. Based on over six years of implementation of the SSS WDRs, the State Water Board concluded that the February 20, 2008 revised MRP was no longer adequate to advance the Sanitary Sewer Overflow Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs.

The SWRCB addressed these deficiencies with the adoption of amendments made to the MRP requirements in State Water Board Executive Order 2013-0058-EXEC. The MRP requirements set forth in Order 2013-0058-EXEC are incorporated by reference into this SSMP.

Document Organization

This SSMP is intended to meet the requirements of both the RWQCB and the Statewide General WDR. The SSMP includes eleven elements:

1. **Goals**
2. **Organization**
3. **Legal Authority**
4. **Operation and Maintenance**
5. **Design and Performance Standards**
6. **Overflow Emergency Response Plan**
7. **Fats, Oils & Grease Control Program**
8. **System Evaluation and Capacity Assurance Plan**
9. **Monitoring, Measurement and Program Modifications**
10. **Sewer System Management Plan Audits**
11. **Communication Plan**

Each element is organized into sub-sections as follows:

- Summary of Regulatory Requirement for the element identified
- Identification of the associated appendices and/or references for the element.
- Discussion of the required element. The discussion may be split into multiple sub-sections depending on the length and complexity of that element.

Supporting information for each element will be included in the appendix associated with that section. In general, information expected to require relatively frequent updates (such as names

and phone numbers) are included in the appendices, as well as sample forms, schedules and lists.

Regulatory Requirement:

An SSMP Draft Plan Schedule is required to be certified by The San Miguel Community Services District (SMCSD or District) Board. The Draft Plan Schedule is included in **Appendix A**. The development of the SSMP is to be completed in phases as follows:

Phase 1 of the SSMP consists of an Introduction followed by Goals and Organization. Phase 1 is required to be certified by the District Board to be in compliance with the requirements set forth above and must be presented to the District Board for approval at a public meeting. This Phase I was approved at the April 24, 2008 meeting by the District Board in agenda item VII.14, prior to the May 2, 2008 deadline.

Phase 2 consists of Legal Authority, Operation and Maintenance, Overflow Emergency Response Plan, and Fats, Oils & Grease Control Program. Phase 2 is to be completed by November 2, 2009. Phase 2 is not required to be approved by District Board but is required to be kept on-site and certified complete on the CIWQS website.

Phase 3 is to be completed by August 2, 2010. Design and Performance Standards; System Evaluation and Capacity Assurance Plan; Monitoring, Measurement, and Program Modifications; SSMP Program Audits; and Communication Program are all part of Phase 3. The draught SSMP was substantially complete by August 2, 2010; however, final completion and review was completed late August 2010, and was adopted by the District Board at the September 24, 2010 SMCSD Board Meeting.

The final document is required to be approved by District Board at a public meeting and reported on the State CIQWS database. The SSMP is considered a living document and is to be kept on-site and reviewed regularly.

The SSMP is considered a living document and is to be kept on-site and reviewed regularly. As part of the SSMP, the District is required to conduct periodic internal audits. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them. The District is required to report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District's SSMP should be completed as needed. The last SSMP Audit and review of the SSMP was completed in July 2014.

System Overview

The San Miguel Community is an unincorporated community located in the San Luis Obispo County (County). In February 2000, the San Miguel Community Services District (District) was formed, to include fire protection, lighting, and water utility services once served by the San Miguel Fire Protection District, the San Miguel Lighting District, and the County Waterworks District #1, respectively. In April of 2001 the San Miguel Sanitary District (which provided Sewer and Solid Waste services) was also consolidated with the newly formed District, adding sewer collection/treatment and solid waste services to the District's services.

Today, the District encompasses a total area of 1,530 acres of land and is located adjacent to Highway 101 seven miles north of the City of Paso Robles. The District's Service area shown in

blue is illustrated below in **Figure 1-1**. Most of the District population and the entire collection system are located to the west of the Salinas River.

In the main zone (i.e. west side of the Salinas River), there are currently six (6) onsite wastewater treatment systems (OWTS), on the east side of the Salinas River, in an area designated the San Lawrence Terrace (SLT), there are a total of 65 OWTS systems. At this time, it is not expected that the SLT residents will be served in the near future by public sanitary sewer collection infrastructure, however, there are provisions to accommodate a carrier pipe for a new sanitary sewer in the future River Road bridge crossing of the Salinas River, should the need arise in the future. As for the six (6) OWTS systems in the main zone, it is planned that these will be connected to the District's sanitary sewer system in the future.

The District owns and operates the local wastewater treatment plant, which currently provides sewer service to an estimated 2,600 residents. The District provides water service; street lighting; wastewater collection and treatment; solid waste services; and fire protection to its residents.

The District also operates and maintains an effective collection and treatment system which includes the following:

- Over 46,960 linear feet (8.9 miles) of sewer mains
- 140 manholes
- Sewage Lift Station with two submersible pumps that serves 60 homes in Tract 2527.
- WWTP influent wet well with two submersible pumps with standby emergency generator
- Wastewater Treatment Plant including four aerated lagoons rated at 200,000 gpd capacity (currently treating approximately 146,000 gpd).
- 704 sewer connections (primarily residential w/ approximately 65 commercial / industrial)

Land use in the District is a combination of agriculture, residential, commercial, professional office, industrial, public facilities, parks, and open space. Residential land uses make up the single largest land use category and produces the majority of the wastewater flows in the District.

Commercial and industrial land uses in the District are located primarily in the vicinity of downtown San Miguel. The District contracts with PG&E to provide for the operation and maintenance of existing streetlights. The County maintains and constructs roads, is responsible for drainage improvements, provides for land use planning, and general government services. The County also provides Law Enforcement, Parks and Recreation, and Health and Building Inspection Services. No annexations to the District have occurred since the District was established in 2000.

The current treatment facility consists of grinder pumps followed by aerated lagoons. Final disposal of treated wastewater is by discharge to percolation beds (evaporation and percolation).

The RWQCB Central Coast Region 3 oversees the water quality and sanitary sewer system requirements as defined in its WDR Order No. 99-046. The SWRCB has requested that the RWQCB administer compliance of its State Water Quality Order No. 2006-0003-DWQ.

The District retains ownership and direct responsibility of wastewater collection and transport systems up to the point of discharge from the wastewater treatment facility. It is incumbent upon the District to protect the environment to the greatest degree possible and ensure the collection system is protected and utilized properly. The responsibility includes preventing overflows and

may include restricting or prohibiting the volume, type, or concentration of wastes added to the system.

Chapter 3 Element 1 – Goals

This element identifies goals the District has established for the management and maintenance of the sewer collection system and discusses the role of the SSMP in supporting these goals. These goals provide focus for the District staff to continue high-quality work and to implement improvements in the management of the wastewater collection system.

Element 1: Goals Appendix

Supporting information for Element 1 is included in **Appendix A** which contains the following document:

- SSMP Development Plan and Schedule

1.1 Regulatory Requirements for Goals Element

The summarized requirements for the Goals element of the SSMP are as follows:

The Collection system agency must develop goals to manage, operate, and maintain all parts of the collection system. The goals should address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of SSO and the mitigation of their impacts.

1.2 Goals Discussion

The District has developed the following SSMP goals which will contribute to the proper management of the system and will assist in minimizing the frequency and impacts of SSO. This task will be accomplished through providing proper guidance for appropriate maintenance, District management, and emergency response.

The District's SSMP goals are as follows:

1. Continue with the proactive approach to minimize the likelihood of a SSO (current practices in place have prevented an SSO incident since the District was formed in 2001). If an SSO occurs, the goal of the District is to perform a comprehensive analysis to determine if any changes to the process/management of the collection system are warranted.
2. Prevent public health hazards through proper notification, emergency response, and spill containment and clean up procedures.
3. Minimize inconveniences by responsibly and quickly handling interruptions in service.
4. Protect large investments in collection system by maintaining adequate capacities and extending useful life.
5. Use available funds for sewer operations in the most efficient manner. Identify, prioritize, and continuously upgrade and replace sewer system facilities to maintain reliability and adequacy of service to customers.
6. Convey wastewater to the treatment facility with a minimum of infiltration and inflow.
7. Provide adequate capacity to convey peak flows.
8. Remain proactive in capacity assurance through continual system evaluations so that the District can ensure proper wastewater collection to accommodate future growth.
9. Perform all operations in a safe manner to avoid personal injury and property damage.

10. Be available and responsive to the needs of the public, and work cooperatively with local, state, and federal agencies to reduce, mitigate and properly report SSO.
11. Implement regular, practical maintenance of the sewer collection system to remove roots, debris, sand, and FOG in areas prone to blockages that may cause SSO or sewer backups.
12. Provide high quality and cost-effective wastewater collection for customers served by meeting these goals.

The SSMP supplements and supports the District's existing O&M Program and goals by providing high level, consolidated guidelines and procedures for all aspects of the District's sewer collection system management.

Chapter 4 Element 2 - Organization

The intent of Element 2 is to identify the District staff that is responsible for implementing this SSMP, responding to SSO events, and meeting the reporting requirements. This section also includes the designation of the LRO to comply with the SWRCB requirements for completing and certifying spill reporting.

Element 2: Organization Appendix

Supporting information for Element 2 is included in **Appendix B** which contains the following documents:

- Current Board Members (update as needed)
- Current District Contact Information (update as needed)
- Agency Contact Numbers for Reporting SSOs (update as needed)
- District Consultants

2.1 Regulatory Requirements for Organization Element

The summarized requirements for the Organization element of the SSMP are as follows.

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative;
- The names and telephone numbers for management, administration, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation; and
- The chain of communication for reporting an SSO, from receipt of a complaint or other information, including persons responsible for reporting the SSO to the State and RWQCB and other agencies if applicable (such as EH, RWQCB, and Cal-EMA).

2.2 District Organization

The Organization chart for the management, operation, and maintenance of the District's wastewater collection system is illustrated in **Figure 2-1**. The names and telephone numbers of staff filling these positions are included in **Appendix B**.

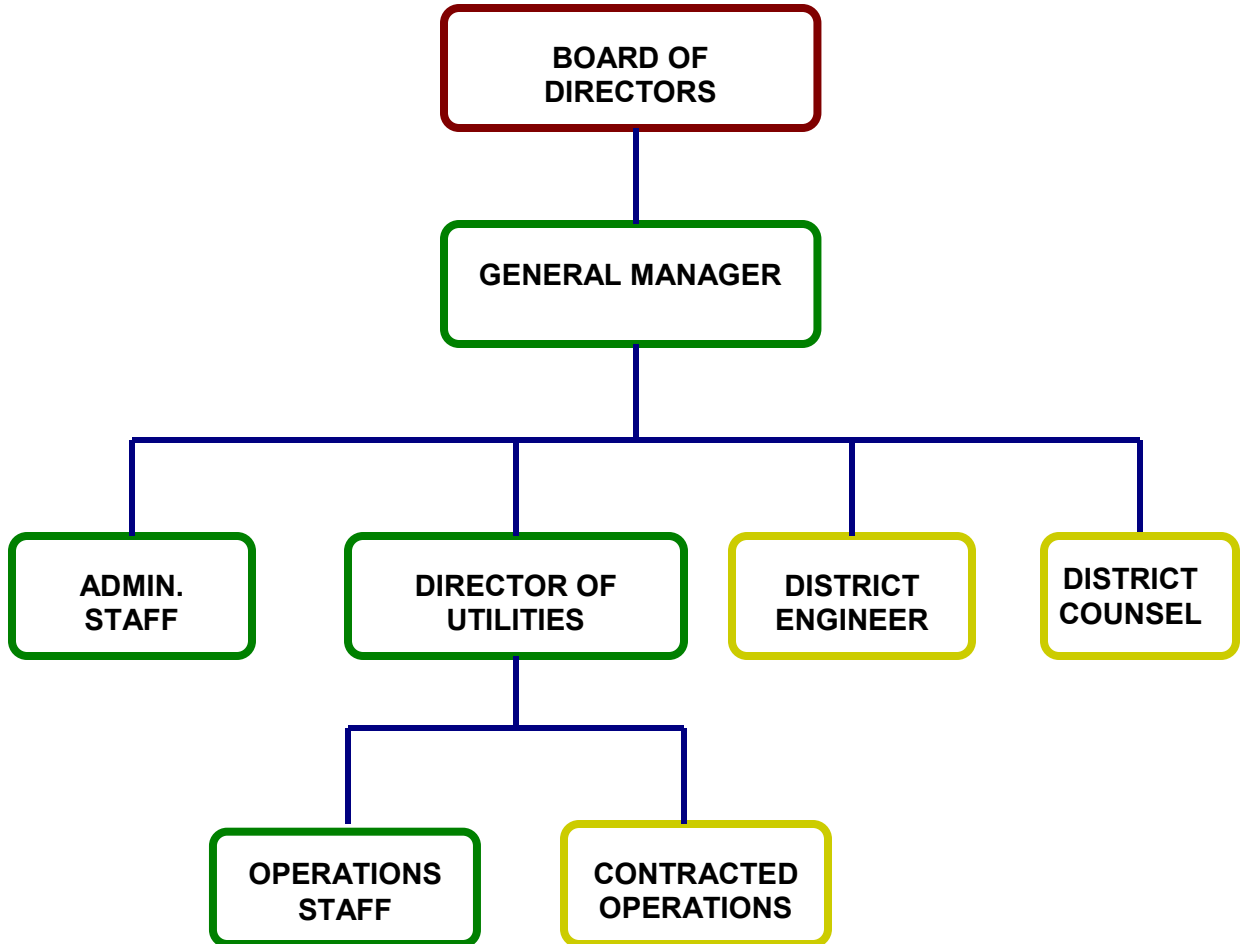
The Director of Utilities is authorized representatives responsible for implementation of the SSMP and CIWQS reporting.

The Director of Utilities will be responsible for, and has the authority for, the maintenance and operations of the sewer system. The Wastewater and Water Division staff also works under the direction of the General Manager and Director of Utilities.

The Director of Utilities or responsible operations staff is on-call twenty four (24) hours per day. The General Manager is also on-call, and available for emergencies, twenty four (24) hours per day. The District also utilizes the services of Fluid Resource Management (FRM) on an "as-needed" basis, to provide the District with water and wastewater operators and technicians assistance for the purpose of covering vacation and other staffing needs.

The District's complete wastewater organizational chart, as follows in **Figure 2-1**, shows the lines of authority of all the administrative and field staff.

Figure 2-1 District Organization Chart



2.3 Description of General Responsibilities

This section includes a brief description of the job title, authority and respective responsibilities associated with each position.

General Manager

The General Manager is the Executive Officer of the District and for the Board of Directors. Appointed by the Board of Directors, the position has a full time management status, and is FLSA exempt. The position administers the District and has exclusive management and control of the finance, operation and works of the District, subject to the approval of the Board of Directors, and provides day-to-day leadership for the District. The General Manager also has general charge, responsibility and control over all property of the District.

District Legal Counsel

The District Counsel reports to the General Manager and analyzes the legal posture and interests of the District and its subsidiaries. District Counsel works to ensure that the business practices, policies, and dealings of the District and its subsidiaries, affiliates, and members meet regulatory requirements to protect the District and its related entities from legal action and interprets and prepares legal documents on the supervision of the Board of Directors and General Manager.

District Engineer

The District Engineer ensures compliance with State regulatory requirements. In general, the District Engineer oversees utilities general design performance parameters, prioritizes capital improvements and assists with construction activities associated with wastewater and other utility facilities and systems of the District. The District Engineer may also address the Board of Directors on matters of District wastewater needs, concerns and/or recommendations.

Director of Utilities

The Director of Utilities is an exempt position under the FLSA. The position works under the direction of the District's General Manager, administers and supervises the operations, maintenance, repair and construction activities of the water, wastewater, and other utility facilities and systems of the District. The current Director of Utilities maintains a Class II Water Distribution (D-2), Water Treatment (T-2), and a Wastewater Treatment Grade 2 Operator Certifications.

Utility Operator

The District's Utility Operator is a non-exempt position under the FLSA. This position works under the direction of the Director of Utilities. The individual performs a variety of general maintenance and operational duties relating to the District's water production/distribution and wastewater collection treatment system. The position requires an individual to perform skilled and unskilled operations and maintenance tasks while in the performance of day-to-day duties. The current Utility Operator maintains a Class I Water Distribution (D-1), Water Treatment (T-2), and a Grade 1 Wastewater Treatment Operator Certifications.

Utility Worker

The District's Utility Worker is a non-exempt position under the FLSA. This position works under the direction of the Director of Utilities. The individual performs a variety of general maintenance and operational duties relating to the District's water production/distribution and wastewater

collection treatment system. The position requires an individual to perform skilled and unskilled operations and maintenance tasks while in the performance of day-to-day duties. The District's Utility Worker position is currently vacant.

Administrative Staff

The District currently maintains a staff of three (3) administrative personnel that provide administrative support to the District and reports directly to the General Manager. Administrative Staff performs secretarial, receptionist, billing, customer service, bookkeeping and related administrative tasks. Staff provides technical assistance to the general public and public agencies regarding the District procedures.

2.4 Responsibility for SSMP Implementation

The District's SSMP identifies staff responsible for implementing measures outlined in the SSMP, including management, administration, and maintenance positions. **Table 2-1** summarizes the roles and responsibilities for each SSMP element.

Table 2-1 Responsibility for the SSMP Implementation by Element

Element	SSMP Description	Responsible Person(s)
1	Goals	General Manager, Director of Utilities
2	Organization	Director of Utilities, Administrative Staff
3	Legal Authority	General Manager, Legal Counsel
4	Operation and Maintenance Program	General Manager, District Engineer, Director of Utilities
5	Design and Performance Provisions	General Manager, District Engineer, Director of Utilities
6	Overflow Emergency Response Plan	General Manager, Director of Utilities
7	FOG Control	General Manager, Director of Utilities
8	System Evaluation and Capacity Assurance Plan	General Manager, District Engineer, Director of Utilities
9	Monitoring, Measurement, and Program Modifications	General Manager, District Engineer, Director of Utilities
10	SSMP Audits	District Engineer, Director of Utilities
11	Communication Plan	Director of Utilities, Administrative Staff

Responsibility for Element 1 – Goals

The General Manager and Director of Utilities are responsible for leading staff in the implementation of the SSMP goals.

Responsibility for Element 2 – Organization

The Director of Utilities, with the support of Administrative Staff, is responsible for updating the organizational structure & charts, SSMP implementation assignments, and SSO responding and reporting chain of communication, as needed.

Responsibility for Element 3 – Legal Authority

The General Manager and Legal Counsel are responsible for upholding the District's ordinances and for drafting ordinance amendments and program policies, as needed.

Responsibility for Element 4 – Operation and Maintenance Program

The General Manager, District Engineer, and Director of Utilities are responsible for:

1. Resources and Budget
2. Outreach to Plumbers and Building Contractors
3. Prioritizing Preventative Maintenance
4. Purchasing Contingency Equipment and Replacement Inventories
5. Training for Staff
6. Updating the Collection Systems Map
7. Scheduling Inspections and Condition Assessment

Responsibility for Element 5 – Design & Construction Standards

The General Manager, District Engineer, and Director of Utilities are responsible for reviewing design and construction documents to ensure that all construction projects meet industry standards and are responsible for updating standards for installation, rehabilitation and repair, as needed. They are also responsible for the inspection of construction projects to ensure industry standards have been followed.

Responsibility for Element 6 – Overflow Emergency Response Plan

The General Manager and Director of Utilities are responsible for implementation of the OERP, including revisions to the plan and annual training for maintenance crew members and staff.

Responsibility for Element 7 – Fats, Oils and Grease Control Program

The General Manager and Director of Utilities are responsible for identifying grease hot spots, maintaining an effective cleaning program for grease problematic sewers, and inspecting grease traps/interceptors that have been installed at non-residential locations.

Responsibility for Element 8 – System Evaluation and Capacity Assurance Plan

The General Manager, District Engineer, and Director of Utilities are responsible for establishing and assessing District requirements for the District's collection system. These positions are responsible for the development and implementation of the District's long-term Capital Improvement Plan (CIP), including updating budgets and schedules and for insuring that the District's Wastewater Masterplan is current.

Responsibility for Element 9 – Monitoring, Measurement and Program Modification

The General Manager, District Engineer, and Director of Utilities are responsible for monitoring the implementation of and assessing success of the overall SSMP, with the assistance of various staff. These positions are responsible for identifying trends in SSO occurrences and providing recommendations to the Elected Officials.

Responsibility for Element 10 – SSMP Audits

The Director of Utilities are responsible for overseeing the annual internal SSMP audits.

Responsibility for Element 11 – Communication Plan

The General Manager and the Director of Utilities, with the support of Administrative Staff, is responsible for communicating with the public and nearby regulatory agencies concerning the status of the District's SSMP.

2.5 Chain of Communication for Responding to SSO

A spill is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. A spill includes an unauthorized discharge to land that poses a public health threat. In the event of a SSO, the District's chain of communication is as follows:

A sewer spill will be reported to the District one of three ways:

- A call to the District Office/Fire Department,
- A call to the County Sherriff, or
- A call by radio from District Staff.

All calls are immediately reported to the Director of Utilities and General Manager. The Director of Utilities will begin to fill out a sewer overflow response report (Appendix D) and either responds to the overflow or delegates the first responder duties to another available District staff. The First Responder is responsible for assessing the spill and contacting the appropriate agencies as soon as the spill is under control or assistance has arrived.

In accordance with the requirements of State Water Board Executive Order 2013-0058-EXEC, the following chain of communications shall be followed when responding to an SSO.

1. For any Category 1 SSO greater than or equal to 1,000 gallons that results in a discharge to a surface water or spilled in a location where it probably will be discharged to surface water, either directly or by way of a drainage channel or MS4, the District shall, as soon as possible, but not later than two (2) hours after (A) the District has knowledge of the discharge, (B) notification is possible, and (C) notification can be provided without substantially impeding cleanup or other emergency measures, notify the Cal OES and obtain a notification control number.
2. To satisfy notification requirements for each applicable SSO, the District shall provide the information requested by Cal OES before receiving a control number. Spill information requested by Cal OES may include:
 - i. Name of person notifying Cal OES and direct return phone number.
 - ii. Estimated SSO volume discharged (gallons).

- iii. If ongoing, estimated SSO discharge rate (gallons per minute).
 - iv. SSO Incident Description:
 - a. Brief narrative.
 - b. On-scene point of contact for additional information (name and cell phone number).
 - c. Date and time District became aware of the SSO.
 - d. Name of sanitary sewer system agency causing the SSO.
 - e. SSO cause (if known).
 - v. Indication of whether the SSO has been contained.
 - vi. Indication of whether surface water is impacted.
 - vii. Name of surface water impacted by the SSO, if applicable.
 - viii. Indication of whether a drinking water supply is or may be impacted by the SSO.
 - ix. Any other known SSO impacts.
 - x. SSO incident location (address, city, state, and zip code).
3. Following the initial notification to Cal OES and until such time that the District certifies the SSO report in the CIWQS Online SSO Database, the District shall provide updates to Cal OES regarding substantial changes to the estimated volume of untreated or partially treated sewage discharged and any substantial change(s) to known impact(s).
4. PLSDs: The District will notify Cal OES of discharges greater than or equal to 1,000 gallons of untreated or partially treated wastewater that result or may result in a discharge to surface water resulting from failures or flow conditions within a privately owned sewer lateral or from other private sewer asset(s) if the District becomes aware of the PLSD.

Additional information regarding Spill Notification, Reporting, Monitoring, and Record Keeping Requirements are presented in Element 6 of this document.

Chapter 5 Element 3 - Legal Authority

The District Resolution 2001-10 and Ordinance 2000-49 provide the District the legal authority outlined in the California Government Code Section 61600 to oversee and operate a sanitary sewer collection system.

Element 3: Legal Authority Appendix

There is no appendix associated with Element 3; however, the following documents will be referenced:

2011 San Luis Obispo County Public Improvement Standards

Ordinance 02-05

Ordinance 02-01

Ordinance 2001-10

Ordinance 2000-49

Ordinance 1 June, 1973

3.1 Regulatory Requirements

The Agency will demonstrate, through its sewer ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

3.2 Requirement of Connection and Payment

The District requires the connection of any facilities within the District's service area west of the Salinas River, in which plumbing fixtures are installed, to connect to the District's collection system. Residents on the east side of the Salinas River are on OWTS.

Ordinance 02-01 Section 1 Amending Ordinance 1 June, 1973, Article 4, Section 4.1

The District requires payment for provided sewer connection and stipulates the payment structure in the following ordinances.

Fee Required: Ordinance 02-05 Section 2 Amending Ordinance 1 June, 1973, Section 8.1

Schedule of Fees: Resolution 2008-04 Exhibit A

3.3 Illicit Discharges Prohibited

The sections of the District's legal authority to prevent illicit discharges into the sewer system including I/I from laterals, storm water, unauthorized debris, etc. can be found in the District's Ordinances at:

Ordinance 1 June, 1973, Article 3

3.4 Design and Construction

The District generally relies on the San Luis Obispo County 2011 Public Improvement Standards as their own for the design and construction of sanitary sewer collection system, primarily due to the fact that most collection system components are installed in the County right-of-way.

San Luis Obispo County 2011 Public Improvement Standards Section 7

The District requires construction standards meet the approval of the General Manager according to the following section:

Ordinance 1 June, 1973 Article 4.4

3.5 Ensure Access to Publically Owned Portions of the Lateral

The District provides for access to all facilities directly or indirectly connected to the District's sewer system in the following section:

Ordinance 1 June, 1973, Article 13

3.6 FOG Control

The District's authority to require significant FOG dischargers to install trapping devices prior to connecting to the District collection system is given by the following ordinance.

Ordinance 02-01 Section 3

3.7 Enforce Violations of its Sewer Code

The authority to enforce violations of the Sewer Code is provided under District Ordinance:

Ordinance 1 June, 1973, Article 14

Chapter 6 Element 4 – Operations and Maintenance

The Operation and Maintenance of the District's sewer collection system is performed by District staff and periodically by a contracted operations provider.

Element 4: Operations and Maintenance Appendix

Supporting information for Element 4 is included in **Appendix C** which contains the following documents:

- **District Sanitary Sewer System Atlas Map (Updated and Adopted by District in September 2015) (Document is included by reference – available on District Website)**
- **Equipment Inventory List (updated annually)**

4.1 Regulatory Requirements

The SSMP must include those elements listed below that are appropriate and applicable to the Agency's system:

a. Collection System Map

Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water pumping and piping facilities.

b. Preventive Operation and Maintenance

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

c. Rehabilitation and Replacement Plan

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

d. Training

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

e. Critical Parts Inventory

Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Collection System Map

The District Engineer has developed atlas maps of the sewer collection system. The maps show manholes, cleanouts, and gravity lines with pipe diameter and material where known. These maps are updated on an as needed basis. The District's operate and maintains one (1) lift station which is located at and is a component of the WWTP (not the collection system) so is not covered by neither the Statewide General WDR nor this plan. Until 2017, there were no sewage lift stations installed in the SMCSD sanitary sewer collection system. With the development of Tract 2527, there was a requirement that the developers install a new sewage lift station to provide sanitary sewer service to the 60 new residential properties. It is anticipated that this lift station will become operational during the summer of 2018 and will begin discharging wastewater into the SMCSD collection system in the summer – fall of 2018 as the first residents begin to occupy homes in the development. There will be a short segment of force main installed between this lift station and it's connection point to the gravity sanitary sewer collection system. The only storm drain inlet that is in the position to receive SSO wastewater is located on Mission St between 14th St and 13th St. From that inlet the storm drain conveys its influent along 14th St and River Rd to be discharged into the Salinas River. The system atlas maps highlight any HMA. The accuracy of this map should be continuously monitored by staff and any changes or discrepancies should be noted for inclusion on future revisions.

4.3 Preventative Operation & Maintenance

4.3a Pipeline Maintenance

Each year all sanitary sewer pipelines are cleaned. Video inspection (CCTV) of the entire sanitary sewer system is programmed to be performed at 10 year intervals, based on available funds. The last full system video inspection performed was in 2002. Additional video inspection is performed as required on HMAs. There are several HMAs that require more frequent cleaning due primarily to proximity to local restaurants. The location and cleaning schedule of these areas is summarized as follows.

- The alley located west of Mission Street, between 12th Street and 14th Street. This segment is cleaned on an “as-needed” basis, but typically at least twice per year.
- “N” Street, between 11th Street and 14th Street. This segment is cleaned on an “as-needed” basis, but typically at least twice per year.

4.3b Manholes

All manholes are visually inspected and cleaned in conjunction with the sewer line cleaning activities described in section 4.3a. Any manholes with impaired condition receive more frequent monitoring and cleaning.

4.3c Tracking

The District tracks the condition of all manholes and sewer lines through performance and visual observations. If a sewer line or manhole begins to physically degrade or provide decreased performance it is marked as being impaired. Impaired facilities are flagged on the Preventive

Maintenance program, inspected every three months, and cleaned as needed. If the condition of the facilities continues to deteriorate the facilities will be marked as critical and added to the CIP list. The District currently tracks this operation and maintenance work by simple paper work order and operator logs.

4.4 Rehabilitation and Replacement Plan

4.4a Capital Improvement Program (CIP)

- The District's recommendations for Capital Improvement Projects for the wastewater system are summarized in the Wastewater Masterplan, which was updated in November 2017. The schedule of implementation for these CIP projects is dependent on available funding. **The District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website).**

4.5 Employee Training

District Staff who perform operations receive training as needed. The District does not have a formalized training program. Additional training is provided to the operations staff on an as needed basis. Contract operations firms are chosen on the basis of expertise in specific areas and the District's past experience in working successfully with such firms. These specially chosen contract operators can bolster the District's operations in any areas the District lacks expertise.

4.6 Equipment and Replacement Inventory

The District keeps a variety of critical back-up equipment available at the facilities yard and is listed in **Appendix C**. This equipment allows them to respond and control foreseeable emergencies. Any additional parts and equipment beyond that can be provided within 24 hours by distributors and cooperating agencies. Specifically, the District has an informal agreement with the City of Paso Robles to provide a Vector Truck when needed.

Chapter 7 Element 5 - Design and Performance Provisions

The District is responsible for reviewing design and construction documents to ensure that all construction projects meet the District standards. The District is responsible for updating standards for installation, rehabilitation and repair, as needed. The District retains the responsibility for inspections of construction projects to ensure District standards have been followed. This section fulfills the Design and Construction requirements for both the RWQCB and SWRCB.

Element 5 – Design & Standards Appendix

There is no Appendix for Element 5.

5.1 Regulatory Requirements

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

The SSMP must identify the procedures and standards for inspection and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards

The District generally relies on the most current version of the San Luis Obispo County Public Improvement Standards as their own for the design and construction of sanitary sewer collection system, primarily due to the fact that most collection system components are installed in the County right-of-way. In those cases where the County standards are not followed, the District staff and Engineer provide review and approval based on a determination that the proposed alternative is equal to or better than the comparable County standard.

5.3 Inspection Standards

The District standard procedure requires that all work to be inspected by and meets with the approval of the District Director of Utilities prior to being placed into service. The District's thorough inspection of new work to ensure proper installation is a key component to maintaining a properly operating system and maximizing collection system life cycle. Currently, the District inspection procedures for new gravity sewers, manholes and other appurtenances, etc. follow those set forth in the most current version of the SLO County Public Works Standards.

Chapter 8 Element 6 - Overflow Emergency Response Plan

A SSO is any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into surface waters or drainage channels that is not permitted or authorized by a regulatory agency. An SSO includes an unauthorized discharge to land that poses a public health threat.

Procedures are in place to respond to and report SSOs in accordance with state regulations. The OERP element delineates the District's SSO response procedure.

Element 6 - OERP Appendix

Supporting information for Element 6 is included in **Appendix D** which contains the following documents:

- **Sanitary Sewer Overflow Report (SSOR) for CIWQS**

6.1 Regulatory Requirements

The Agency will implement an OERP that identifies measures to protect public health and the environment. At a minimum, the plan will include the following:

- Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water purveyors, etc.) of all SSOs that potentially affect public health or reach the waters of the State. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements. The SSMP identifies the officials who will receive immediate notification;
- Procedures to ensure that appropriate staff and contract personnel are aware of and follow the OERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Sewer System Overflow Notification

As discussed in Element 2, a sewer spill is reported to the District in one of three ways. A call is received by District/Fire Department, the County Sheriff, or County or District staff calls in a report while in the field. All calls are immediately reported to the Director of Utilities and General Manager. The Director of Utilities will begin to fill out a sewer overflow response report (**Appendix D**) and either responds to the overflow or delegate the first responder duties to another available District staff. A First Responder is then dispatched to the site of the reported spill.

6.3 Sewer System Overflow Response

The First Responder is responsible for assessing the spill and beginning to stop and contain the spill. PPE is to be worn while working on the spill. This may include such gear as rubber gloves, rubber boots, goggles, and respiratory masks if needed. Spill berms, absorbents, and vacuum trucks may be used as needed to contain and clean up the spill. Temporary or permanent repair should be made to the sewer system if necessary. The final step is the disinfection of the effected area and cleanup equipment utilized which is to be completed as soon as possible.

6.4 Reporting Procedures

In accordance with the requirements of State Water Board Executive Order 2013-0058-EXEC, the Director of Utilities will contact Cal OES at (800) 852-7550 contact within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the and obtain a notification control number. The definitions of spill categories shall be as follows:

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee’s sanitary sewer system failure or flow condition that: <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee’s sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
CATEGORY 3	All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee’s sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

- **CIWQS Online SSO Database Account:** The District maintains a CIWQS Online SSO Database account and is registered through CIWQS. These accounts allow controlled and secure entry into the CIWQS Online SSO Database.
- **SSO Mandatory Reporting Information:** For reporting purposes, if one SSO event results in multiple appearance points in a sewer system asset, the District shall complete one SSO report in the CIWQS Online SSO Database which includes the GPS

coordinates for the location of the SSO appearance point closest to the failure point, blockage or location of the flow condition that caused the SSO, and provide descriptions of the locations of all other discharge points associated with the SSO event.

- **SSO Categories:**

- Category 1 – Discharges of untreated or partially treated wastewater of any volume resulting from the District’s sanitary sewer system failure or flow condition that:
 - Reach surface water and/or reach a drainage channel tributary to a surface water; or
 - Reach a MS4 and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
- Category 2 – Discharges of untreated or partially treated wastewater greater than or equal to 1,000 gallons resulting from the District’s sanitary sewer system failure or flow condition that does not reach surface water, a drainage channel, or the MS4 unless the entire SSO volume discharged to the storm drain system is fully recovered and disposed of properly.
- Category 3 – All other discharges of untreated or partially treated wastewater resulting from an enrollee’s sanitary sewer system failure or flow condition.

- **Sanitary Sewer Overflow Reporting to CIWQS - Timeframes**

- Category 1 and Category 2 SSOs – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information described below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information described below.
 - A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified below.
- Category 3 SSOs – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified below.

- “No Spill” Certification – If there are no SSOs during the calendar month, the District shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December.

If there are no SSOs during a calendar month but the District reported a PLSD, the District shall still certify a “No Spill” certification statement for that month.

- Amended SSO Reports – The District may update or add additional information to a certified SSO report within 120 calendar days after the SSO end date by amending the report or by adding an attachment to the SSO report in the CIWQS Online SSO Database. SSO reports certified in the CIWQS Online SSO Database prior to the adoption date of this MRP may only be amended up to 120 days after the effective date of this MRP. After 120 days, the District may contact the SSO Program Manager to request to amend an SSO report if the District also submits justification for why the additional information was not available prior to the end of the 120 days.

- **SSO Technical Reports**

The District shall submit an SSO Technical Report in the CIWQS Online SSO Database within 45 calendar days of the SSO end date for any SSO in which 50,000 gallons or greater are spilled to surface waters. This report, which does not preclude the Water Boards from requiring more detailed analyses if requested, shall include at a minimum, the following:

- Causes and Circumstances of the SSO:
 - Complete and detailed explanation of how and when the SSO was discovered.
 - Diagram showing the SSO failure point, appearance point(s), and final destination(s).
 - Detailed description of the methodology employed and available data used to calculate the volume of the SSO and, if applicable, the SSO volume recovered.
 - Detailed description of the cause(s) of the SSO.
 - Copies of original field crew records used to document the SSO.
 - Historical maintenance records for the failure location.
- District’s Response to SSO:
 - Chronological narrative description of all actions taken by District to terminate the spill.
 - Explanation of how the SSMP Overflow Emergency Response plan was implemented to respond to and mitigate the SSO.
 - Final corrective action(s) completed and/or planned to be completed, including a schedule for actions not yet completed.

- Water Quality Monitoring:
 - Description of all water quality sampling activities conducted including analytical results and evaluation of the results.
 - Detailed location map illustrating all water quality sampling points.

- **PLSDs**

Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the District's sanitary sewer system or from other private sanitary sewer system assets may be voluntarily reported to the CIWQS Online SSO Database.

- The District is also encouraged to provide notification to Cal OES when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water. For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the District is also encouraged to file a spill report as required by Health and Safety Code section 5410 et. seq. and Water Code section 13271, or notify the responsible party that notification and reporting should be completed as specified above and required by State law.
- If a PLSD is recorded in the CIWQS Online SSO Database, the District must identify the sewage discharge as occurring and caused by a private sanitary sewer system asset and should identify a responsible party (other than the District), if known. Certification of PLSD reports by the District is not required.

- **CIWQS Online SSO Database Unavailability**

In the event that the CIWQS Online SSO Database is not available, the District must fax or e-mail all required information to the Central Coast Regional Water Board office in accordance with the time schedules identified herein. In such event, the District must also enter all required information into the CIWQS Online SSO Database when the database becomes available.

- **Mandatory Information to be Included in CIWQS Online SSO Reporting**

The District shall maintain a CIWQS Online SSO Database account which is registered through CIWQS which can be reached at CIWQS@waterboards.ca.gov or by calling (866) 792-4977, M-F, 8 A.M. to 5 P.M. These accounts will allow controlled and secure entry into the CIWQS Online SSO Database. Additionally, within thirty (30) days of initial enrollment and prior to recording SSOs into the CIWQS Online SSO Database, the District must complete a Collection System Questionnaire (Questionnaire). The Questionnaire shall be updated at least once every 12 months.

- SSO Reports

At a minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report for each category of SSO:

- Draft Category 1 SSOs: At a minimum, the following mandatory information shall be reported for a draft Category 1 SSO report:

1. SSO Contact Information: Name and telephone number of enrollee contact person who can answer specific questions about the SSO being reported.
 2. SSO Location Name.
 3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow 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 SSO appearance point explanation field.
 4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure.
 5. Whether or not the SSO reached a municipal separate storm drain system.
 6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered.
 7. Estimate of the SSO volume, inclusive of all discharge point(s).
 8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain.
 9. Estimate of the SSO volume recovered (if applicable).
 10. Number of SSO appearance point(s).
 11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
 12. SSO start date and time.
 13. Date and time the enrollee was notified of, or self-discovered, the SSO.
 14. Estimated operator arrival time.
 15. For spills greater than or equal to 1,000 gallons, the date and time Cal OES was called.
 16. For spills greater than or equal to 1,000 gallons, the Cal OES control number.
- Certified Category 1 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to all fields listed above for Draft Category 1 SSOs:
 1. Description of SSO destination(s).
 2. SSO end date and time.
 3. SSO causes (mainline blockage, roots, etc.).
 4. SSO failure point (main, lateral, etc.).

5. Whether or not the spill was associated with a storm event.
 6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow; and a schedule of major milestones for those steps.
 7. Description of spill response activities.
 8. Spill response completion date.
 9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion.
 10. Whether or not a beach closure occurred or may have occurred as a result of the SSO.
 11. Whether or not health warnings were posted as a result of the SSO.
 12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA shall be selected.
 13. Name of surface water(s) impacted.
 14. If water quality samples were collected, identify which parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected.
 15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected.
 16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered.
 17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification (ID) number.
- Draft Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a Draft Category 2 SSO report:
 - Items 1-14 listed above for Draft Category 1 SSO.
 - Certified Category 2 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 2 SSO report:
 - Items 1-14 above for Draft Category 1 SSO and Items 1-9, and 17 listed above for Certified Category 1 SSO.
 - Certified Category 3 SSOs: At a minimum, the following mandatory information shall be reported for a certified Category 3 SSO report:
 - Items 1-14 listed above for Draft Category 1 SSO and Items 1-5, and 17 listed above for Certified Category 1 SSO.
 - Reporting SSOs to Other Regulatory Agencies
 - These reporting requirements do not preclude the District from reporting SSOs to other regulatory agencies pursuant to state law. In addition, these reporting requirements do not replace other Regional Water Board notification and reporting requirements for SSOs.

- Collection System Questionnaire
 - The required Questionnaire provides the Water Boards with site-specific information related to the District's sanitary sewer system. The District shall complete and certify the Questionnaire at least every 12 months to facilitate program implementation, compliance assessment, and enforcement response.
- SSMP Availability
 - The District shall provide the publicly available internet web site address to the CIWQS Online SSO Database where a downloadable copy of the District's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP is posted. If all of the SSMP documentation listed in this subsection is not publicly available on the Internet, the enrollee shall comply with the following procedure:
 - Submit an **electronic** copy of the District's approved SSMP, critical supporting documents referenced in the SSMP, and proof of local governing board approval of the SSMP to the State Water Board, within 30 days of that approval and within 30 days of any subsequent SSMP re-certifications, to the following mailing address:

State Water Resources Control Board
 Division of Water Quality
 Attn: SSO Program Manager
 1001 I Street, 15th Floor,
 Sacramento, CA 95814

6.5 Water Quality Monitoring Requirements

- To comply with the requirements of the SSS WDRs, the District shall develop and implement an SSO Water Quality Monitoring Program to assess impacts from SSOs to surface waters in which 50,000 gallons or greater are spilled to surface waters. The SSO Water Quality Monitoring Program, shall, at a minimum:
 - Contain protocols for water quality monitoring.
 - Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.).
 - Require water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory.
 - Require monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy.
 - Within 48 hours of the District becoming aware of the SSO, require water quality sampling for, at a minimum, the following constituents:
 - Ammonia

- Appropriate Bacterial indicator(s) per the applicable Basin Plan water quality objective or Regional Board direction which may include total and fecal coliform, enterococcus, and e-coli.

6.6 Record Keeping Requirements

- The following records shall be maintained by the District for a minimum of five (5) years and shall be made available for review by the Water Boards during an onsite inspection or through an information request:
 - General Records: The District shall maintain records to document compliance with all provisions of the SSS WDRs and the MRP for the District's sanitary sewer system including any required records generated by an District's sanitary sewer system contractor(s).
 - SSO Records: The enrollee shall maintain records for each SSO event, including but not limited to:
 - Complaint records documenting how the District responded to all notifications of possible or actual SSOs, both during and after business hours, including complaints that do not result in SSOs. Each complaint record shall, at a minimum, include the following information:
 - Date, time, and method of notification.
 - Date and time the complainant or informant first noticed the SSO.
 - Narrative description of the complaint, including any information the caller can provide regarding whether or not the complainant or informant reporting the potential SSO knows if the SSO has reached surface waters, drainage channels or storm drains.
 - Follow-up return contact information for complainant or informant for each complaint received, if not reported anonymously.
 - Final resolution of the complaint.
 - Records documenting steps and/or remedial actions undertaken by enrollee, using all available information, to comply with the requirements of the SSS WDRs.
 - Records documenting how all estimate(s) of volume(s) discharged and, if applicable, volume(s) recovered were calculated.
 - Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.
 - Electronic monitoring records relied upon for documenting SSO events and/or estimating the SSO volume discharged, including, but not limited to records from:

- Supervisory Control and Data Acquisition (SCADA) systems
- Alarm system(s)
- Flow monitoring device(s) or other instrument(s) used to estimate wastewater levels, flow rates and/or volumes.

A summary of the SSO Notification, Reporting, Monitoring, and Record Keeping Requirements is presented below:

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> ▪ Within two hours of becoming aware of any Category 1 SSO greater than or equal to <u>1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water</u>, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> ▪ Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. ▪ Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. ▪ Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. ▪ SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. ▪ "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. ▪ Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> ▪ Conduct water quality sampling <u>within 48 hours</u> after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> ▪ SSO event records. ▪ Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. ▪ Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. ▪ Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

6.7 Certification

- All information required to be reported into the CIWQS Online SSO Database shall be certified by a person designated as described in subsection J of the SSS WDRs. This designated person is also known as a Legally Responsible Official (LRO). The District may have more than one LRO.

- Any designated person (i.e. an LRO) shall be registered with the State Water Board to certify reports in accordance with the CIWQS protocols for reporting.
- Data Submitter (DS): Any District employee or contractor may enter draft data into the CIWQS Online SSO Database on behalf of the District if authorized by the LRO and registered with the State Water Board. However, only LROs may certify reports in CIWQS.
- The District shall maintain continuous coverage by an LRO. Any change of a registered LRO or DS (e.g., retired staff), including deactivation or a change to the LRO's or DS's contact information, shall be submitted by the District to the State Water Board within 30 days of the change by calling (866) 792-4977 or e-mailing help@ciwqs.waterboards.ca.gov.
- A registered designated person (i.e., an LRO) shall certify all required reports under penalty of perjury laws of the state as stated in the CIWQS Online SSO Database at the time of certification.

6.8 Training

All District staff who are in a position to respond to an SSO have received training in the proper response procedures. Occasional refresher training will be provided on an as needed basis.

6.9 Sewer System Overflow Impact Mitigation

After clean-up and reporting are completed it is important to communicate with all staff and any agencies that provided assistance to determine the cause of the spill and discuss how a similar incident can be avoided in the future. This may include stepped up preventative maintenance, repair or rehabilitation of the line. The response procedure should also be discussed to determine if it should be modified in any way to make it more efficient.

Element 7 - Fats, Oils & Grease Control Program

The Fats, Oils and Grease Control Program Section of the SSMP will describe the regulatory requirements being placed upon the District, the need for a program, and the review of this program's status in subsequent years.

Element 7 Operations and Maintenance Appendix

There is no appendix associated with Element 7.

7.1 Regulatory Requirements

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

- An implementation plan and schedule for public education outreach program that promotes proper disposal of FOG;
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSO and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

7.2 No Evidence of FOG Problems

The District's self evaluation concludes that at this time a FOG control program is not required for the following reasons.

- Since the District has been operating the sewer collection system, no SSOs have been caused by FOG (in fact, there have been no SSOs on record to date).
- The few restaurants in San Miguel have a minor impact on the larger system performance, and District Staff works with these restaurants to ensure that grease traps are installed and properly maintained.
- The existing FOG Ordinance No. 02-01 requires a trapping device meeting the District's standard to remove grease, hair, and lint and be installed at the owner's expense prior to connection to the sewer collection system.
- The District also provides the following requirements for new commercial construction as part of the "Will Serve" agreement:
 - All food service and/or processing uses are must obtain a wastewater discharge permit and install grease interceptors.

- A Wastewater Discharge permit may be required for other uses based on the information provided in the Wastewater Survey.

If the collection system grows, maintenance issues become more cumbersome, or SSOs begin to happen, the District will revisit its current informal FOG program and the SSMP for revisions. This component of the SSMP will be reviewed and considered annually.

Chapter 9 Element 8 – System Evaluation and Capacity Assurance Plan

This section of the SSMP discusses the evaluation and capacity enhancement of the collection system. Element 8 also discusses design criteria used and steps taken to correct any deficiencies found in the evaluation.

8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below.

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to a SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria; and
3. Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may identify sources of funding.
4. Schedule: The agency will develop a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

Element 8 –Capital Improvements Appendix

Supporting information for Element 8 is included in **Appendix E** which contains the following documents:

- **Capital Improvement Program Budget including estimated costs which is included in the District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website).**

8.2 Wastewater Master Plan

A Wastewater Master Plan was updated in 2017. The purpose of the Master Plan was to analyze the land uses; current and future wastewater flows; collection system capacity; and wastewater treatment plant capacity in order to create a prioritized capital improvement program. The plan included mapping, flow projections, hydraulic modeling, recommendations and a final report. The Sewer System Master Plan is used as a basis for CIP budget planning and identifying problem areas. The Master Plan is scheduled to be updated at least every 10 years.

Chapter 10 Element 9 - Monitoring, Measurement, and Program Modifications

This section of the SSMP discusses monitoring, measurement, and program modifications employed by the District. The District may prepare and implement program modifications as appropriate to address deficiencies, or as a preventative measure for improving the overall collection system. This section fulfills the Monitoring, Measurement, and Program Modification requirements for both the RWQCB and SWRCB.

9.1 Regulatory Requirements

The Agency shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventive maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, locations, and volume.

Element 9 – Monitoring, Measurement & Program Modification Appendix

There is no Appendix for Element 9.

9.2 Monitoring and Measurement

Since the District's proactive maintenance techniques have prevented any SSO since its creation in 2001, the monitoring and measurement SSO is not possible. The District will collect qualitative results on the HMAs and frequency of cleanings to prevent any SSOs.

9.3 Program Modifications

If cleaning becomes more challenging or frequent prior to the CIPs planned to address the HMA, the approach to preventing SSO will be reanalyzed and this SSMP updated accordingly.

Chapter 11 Element 10 - Sewer System Management Plan Audits

This section discusses and outlines the procedure for conducting audits of the SSMP. Audits are to be performed every two years.

Element 10 – Program Audits Appendix

Supporting information for Element 10 is included in **Appendix F** which contains the following document:

- **Sewer System Management Plan Audit Report Form**

10.1 Regulatory Requirements

As part of the SSMP, the Agency shall conduct periodic internal audits, appropriate to the size of the system and number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Agency's compliance with the SSMP requirements including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Program Audits

The District shall perform an internal audit using the Sewer System Management Plan Audit Report Form (see **Appendix F**) to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the final certification date. The District will report the results of the audits, along with recommendations and suggested improvements, to the RWQCB in its annual reports. Updates for the District's SSMP will be completed as needed. The next review and update of the SSMP is due to be completed by May 24, 2020.

Chapter 12 Element 11 - Communication Plan

This section discusses the communication program employed by the District. It provides multiple opportunities for interested parties to provide the District with input as the SSMP and associated programs are being developed.

11.1 Regulatory Requirements

The Agency shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Agency as the program is developed and implemented.

The Agency shall also create a plan of communication with systems that are tributary and/or satellite to the Agency's sanitary sewer system.

Element 11 – Communication Plan Appendix

- There is no Appendix associated with this Element.

11.2 Communication Program

The District Board meets the 4th Thursday of each month at 1150 Mission (fire station) at 7:00 PM. The SSMP 2018 update will be discussed and adopted at the May 24, 2018 District Board meeting. Should the public have any further comments they are welcome to provide it at any time. In addition to discussion at the public meetings the Sewer System Management Plan will be posted on the District's website: www.sanmiguelcsd.org.

Annual reports are generated in January of each year. The annual report refers to the SSMP and any changes that have been made over the last year. These reports are submitted to the Regional Water Quality Control Board.

11.3 Staff Training and Communication

Staff will be trained in the use and implementation of the SSMP relative to any major changes that occur. Staff will also be kept informed regarding minor changes (i.e., phone numbers, staff changes, etc.) as they occur via staff meetings. In addition all new employees will receive SSMP training as part of their orientation. Records will be kept of who received training and when.

Chapter 13 Appendices

Appendix A – Element 1 - Goals

SSMP Plan and Schedule

Main Task/Sub-Task	Actions	Due Date / Status
(i) SSMP Development Plan and Schedule	Initial plan on how the agency intends to develop and implement their SSMP.	Due May 2, 2008
Board certification of Development Plan and Schedule	Present SSMP Development plan to District Board for approval.	Completed April 24, 2008
(ii) Element 1-Goals	The goal of the SSMP is to provide a plan and schedule to properly manage, operate and maintain all parts of the sanitary sewer system.	Due May 2, 2008
SSMP Goals	State goals for SSMP	Completed April 24, 2008
(iii) Element 2-Organization	Names and staff positions responsible for developing and implementing the SSMP.	Due May 2, 2008
Organizational Chart for District	Develop organizational chart of management, administration and maintenance personnel.	Completed April 24, 2008
SSO Chain of Communications	Develop the internal chain of communications for reporting SSOs.	Completed April 24, 2008
(v) Element 3-Legal Authority	Agency's legal authority to operate and maintain it's sewage collection system.	Due: November 2, 2009
Prevent Prohibited Discharges	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Require Proper Design and Construction	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Limit Fats, Oils and Grease (FOG)	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Enforcement	Develop/amend required ordinance to comply with Order.	Completed November 2, 2009
Ordinance Legal Review	Ordinances developed, amended, and reviewed by District's legal counsel.	Completed November 2, 2009
Ordinance Adoption	Adoption of required ordinances by District	Completed November 2, 2009
(vi) Element 4-Operation and Maintenance	Collection System operations program and procedures.	Due: November 2, 2009
Mapping	Up to date mapping of the sewage collection system facilities.	Completed November 2, 2009
Mapping Updates	Develop procedures for maintaining mapping data.	Completed November 2, 2009
Preventative Maintenance Program	Develop a written description of the preventative maintenance activities the District employs.	Completed November 2, 2009
Pipeline Maintenance	Develop a schedule for line cleaning and maintenance.	Completed November 2, 2009
Pumping and Other Facilities	Develop a schedule for maintenance of pumping and other facilities	Completed November 2, 2009
Problem Areas	Identify problem areas (high maintenance areas; HMA) and develop procedures for their maintenance.	Completed November 2, 2009
Rehabilitation and Replacement Program	Develop a short and long term plan for the rehabilitation or replacement of piping due to system deficiencies, including funding (CIP).	Completed November 2, 2009
Inspection Program	Develop a program and schedule for the regular visual inspection of the system.	Completed November 2, 2009
Work Orders	Develop a system to track and schedule all maintenance activities.	Completed November 2, 2009
Equipment and parts inventory	Develop an inventory of equipment and replacement parts.	Completed November 2, 2009
Critical parts	Develop an inventory of critical replacement parts including procedures for acquisition.	Completed November 2, 2009
(iv) Element 6-Overflow Emergency Response Plan	Written Procedures defining how the District responses to SSOs.	Due: November 2, 2009
Overflow Response Procedures	Develop standard operating procedures for SSO response.	Completed November 2, 2009
Notification Procedures	Develop notification procedures to ensure all required regulators (and others) are properly and timely notified of an SSO event.	Completed November 2, 2009
Emergency Response Training	Develop and implement Emergency Response Training Program for staff or contractors, if utilized.	Completed November 2, 2009
Traffic and Crowd Control	Develop procedures for traffic and crowd control to be utilized during an SSO event.	Completed November 2, 2009
Monitoring and Sampling	Develop procedures for monitoring and sampling, if required, for an SSO event.	Completed November 2, 2009
Follow-Up	Develop procedures for following up on an SSO event, including investigation for the cause or responsible party.	Completed November 2, 2009

Public Outreach	Develop an appropriate public education, outreach program and marketing materials designed to assist in the reduction of FOG.	Completed November 2, 2009
FOG Disposal	Develop a list of authorized FOG disposal sites.	Completed November 2, 2009
FOG Inspections	Develop and implement a FOG inspection program.	Completed November 2, 2009
(viii) Element 5-Design and Performance	Develop and Implement the Capital Improvement Plan that will provide for equipment and system replacements.	Due: August 2, 2010
Design Standards	Develop and/or adopt design and construction standards and specifications for the installation of new sewer systems	Completed August 12, 2010
Inspection and testing standards	Develop and/or adopt procedures and standards for inspecting and testing	Completed August 12, 2010
(ix) Element 8-System Evaluation and Capacity Assurance Plan (CAP)	Evaluate current capacity of Collection System and provide solutions to areas with needed improvement	Due: August 2, 2010
Inflow and Infiltration (I&I)	Develop procedures to detect and remediate I&I problems.	Completed August 12, 2010
Identify Deficiencies	Identify areas of the system that exhibit capacity deficiencies.	Completed August 12, 2010
Analyze Defects	Analyze and prioritize repairs/replacement of pipeline defects.	Completed August 12, 2010
Capital Improvement Projects	Capital Improvements: Five Year Planning: Ten (10) year Planning:	Completed August 12, 2010
(x) Element 9-Monitoring, Measurements and Plan Modifications	The ongoing evaluation of the performance of the SSMP document and it's ability to achieve its stated goals.	Due: August 2, 2010
Data Management	Develop procedures for accumulating and analyzing system maintenance, repairs, projects, reductions of SSOs, and any other pertinent data.	Completed August 12, 2010
Program Effectiveness	Develop procedures, report, etc. to measure the effectiveness of the SSMP.	Completed August 12, 2010
Program Changes	Develop procedures to initiate changes, provide enhancements, or correct deficiencies in the SSMP.	Completed August 12, 2010
(xi) Element 10SSMP Program Audits	Program audits are required every two years following the adoption of the final SSMP (May 2, 2012). Audits shall document the success of the SSMP and improvements made to it.	Due: August 2, 2010
Document Control	Develop procedure for SSMP document control.	Completed August 12, 2010
Key Individual(s)	Identify key individual(s) responsible for the SSMP audit (every 2 years). Development of an SSMP Adhoc Audit team consisting of local agencies for peer review and direction.	Completed August 12, 2010
Checklist	Develop a checklist to assist and ensure the SSMP is in compliance and effective.	Completed August 12, 2010
Reports	Develop reports to assist with analyzing the effectiveness of the SSMP.	Completed August 12, 2010
Milestones	Develop milestones (time, events, etc.) that denote program review.	Completed August 12, 2010
(xii) Element 11-Communication Program	The communication program is the agency's outreach to the community and satellite contributors about the public collection system and the SSMP document.	Due: August 2, 2010
Public Outreach	Develop a protocol for soliciting and responding to public input.	Completed August 12, 2010
Staff SSMP Awareness	Develop a program to ensure staff awareness of SSMP procedures, protocol, etc.	Completed August 12, 2010
FINAL SSMP CERTIFICATION	Final SSMP document, after all elements have been developed, documented and implemented.	Due: August 2, 2010
Review by District Counsel	Review of completed SSMP by the District Counsel.	Completed September 23, 2010
Adoption/Certification of SSMP by City Council	Adoption and certification of final SSMP document by City's governing body.	Completed September 23, 2010

Appendix B – Element 2 - Organization

Current Board Members

Title	Board Member
President	John Green
Vice President	Joseph Parent
Director	Gilbert Buckman
Director	Anthony Kalvans
Director	Ashley Sangster

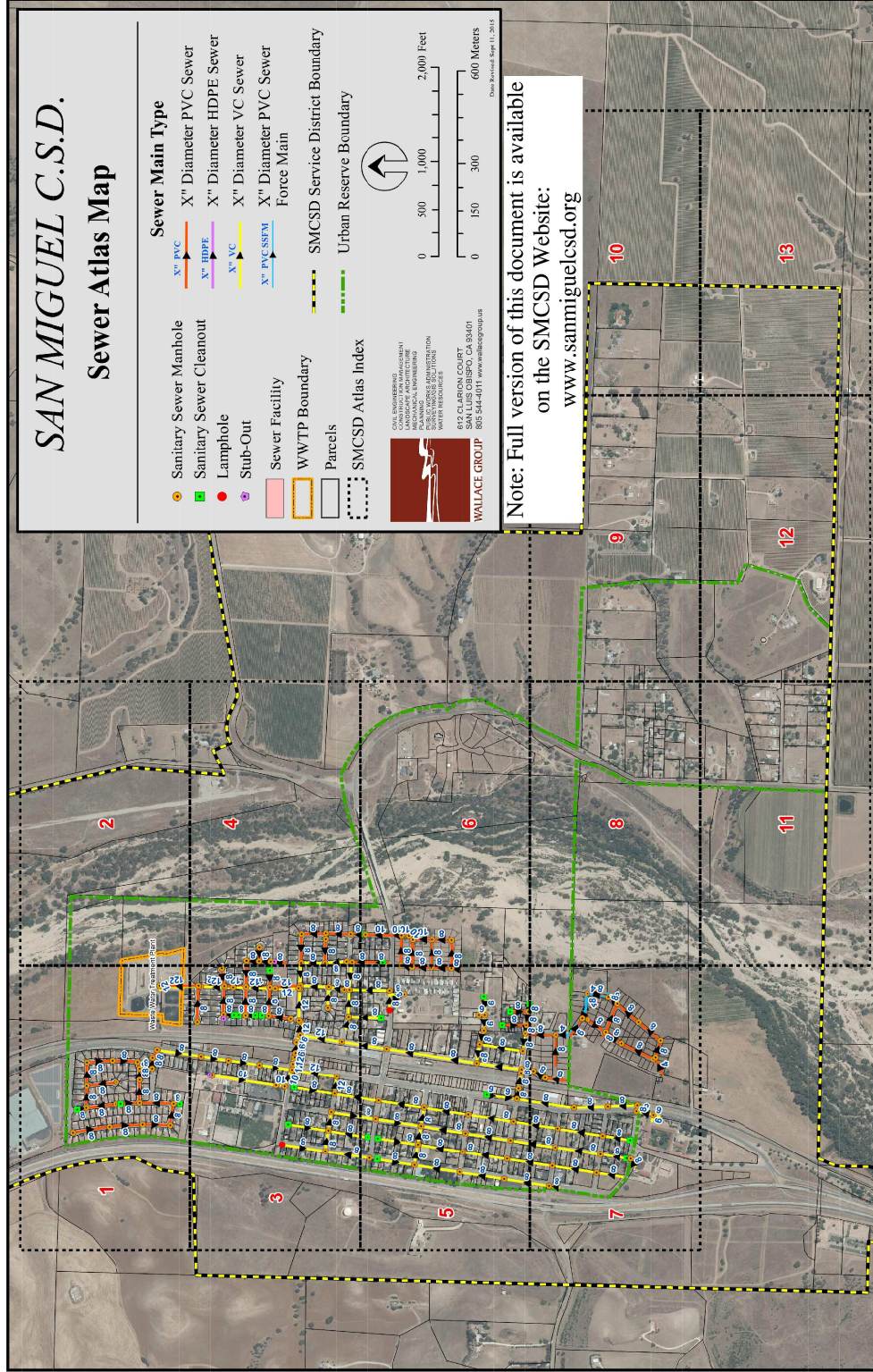
District Contact Information

District Office Telephone No.	805-467-3388	
Title	Staff Member	Mobile Phone Number
General Manager	Rob Roberson	805-441-4725
Director of Utilities	Kelly Dodds	805-291-0815
Utility Operator	Mike Sobotka	805-674-9183
Utility Worker	Vacant	N/A
District Engineer	Blaine Reely	805-280-1051
District Legal Counsel	Doug White	916-468-0950

Agency Contact Numbers for Reporting SSOs

Title	Office Phone Number
CA Regional Water Quality Control Board	805-549-3689
San Luis Obispo County Environmental Division	805-781-5544
San Luis Obispo County Office of Emergency Services	805-781-5011
Sherriff Watch Commander	805-781-4553
CAL EMA Warning Center	1-800-852-7550
Sherriff Watch Commander	805-781-4553
CA Department of Fish & Game (San Luis Obispo County)	805-649-2817

Appendix C – Element 4 – Operations and Maintenance
Sewer Collection System Atlas Map Excerpt



Current Inventory List (updated annually)

- Vactor Truck available through City of Paso Robles
- Two spare lift pumps for the WWTP headworks
- Two 8-inch mechanical plugs
- Sewer solvent for dissolving backups
- One 12-inch ball plug
- One 12-inch mechanical plug
- Bypass pump for manhole to manhole pumping
- 100-feet of 4-inch hose
- Manhole entry equipment
- Sewer rod and tools
- Bleach
- Sand
- Tractor
- Excavator
- Dump Trailer
- CCTV Sewer Camera

Appendix D – Element 6 – Overflow Emergency Response Plan

SSOR for CIWQS

SEWER OVERFLOW RESPONSE REPORT CIWQS - SSO FORM

DISCHARGER

San Miguel Community Services District
1150 Mission St San Miguel, CA 93451
(805)467-3388

SSO TYPE (Select Category 1 or 2)

1- Category 1 (>= 1000 Gals or reached a body of water)

2- Category 2 <1000 Gals, not discharged into a body of water)

SPILL NAME

NO SPILL CERTIFICATION

No Spill MM/DD/YY _____
Confirmation Number _____
Entered Date and Time MM/DD/YY _____ Time: _____

SSO DESCRIPTION

Estimated Spill Start Date/Time: MM/DD/YY _____ Time: _____
Date/Time Sewer System Agency was notified or discovered spill: MM/DD/YY _____ Time: _____
Estimated Operator Arrival Date/Time: MM/DD/YY _____ Time: _____
Estimate Spill End Date/Time: MM/DD/YY _____ Time: _____
Estimated Date/Time Clean-Up Began: MM/DD/YY _____ Time: _____
Estimate Date/Time Clean-Up Completed: MM/DD/YY _____ Time: _____

Estimated Spill Volume (Gals) _____
Estimated Spill Rate (Gals per minute) _____

SSO LOCATION

Physical Location Details _____
Latitude of Spill Location _____
Longitude of Spill Location _____
Street Number _____ Street Direction _____ Ste/Apt# _____
Street Name _____
City _____ State _____ Zip _____
Cross Street _____
County San Luis Obispo County

Spill Location Description & Path of Spill

SPILL DETAILS

Spill Appearance Point: *(Circle all which are applicable)*
 Building/Structure
 Force Main / Pressure system
 Gravity Sewer
 Manhole
 Other Sewer System Structure
 Pump Station
 Other (Specify)

If Other, required explanation:

Did Spill discharge to a drainage channel and/or surface water? _____

YES _____

NO _____

Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system? _____

YES _____

NO _____

Was this a Private Lateral Spill? _____

YES _____

NO _____

Name of responsible party (for private lateral spill only) _____

Final Spill Destination?
(Circle all which are applicable)

- Beach
- Building Structure
- Other Paved Surface
- Storm Drain
- Street/Curb and gutter
- Surface Water
- Unpaved surface
- Other (Specify)

If Other, required explanation: _____

Spill Cause:
(Circle all which are applicable)

- Debris
- Flow exceeded capacity
- Grease (FOG)
- Operator Error
- Pipe Structural problem/failure
- Pump Station Failure
- Rainfall exceeded design
- root intrusion
- vandalism
- Other (Specify)

If Other, required explanation: _____

Were Public Health Warnings Posted: _____

YES _____

NO _____

Number of SSO's in Same Location in past five (5) years: _____

If spilled caused by wet weather, choose size of storm:
1, 2, 5, 10, 50, 100 >100 year storm

Diameter of sewer pipe at the point of blockage or spill: _____

Material of sewer pipe at point of blockage or spill: _____

Estimated age of sewer pipe at point of blockage or spill: _____

Description of surrounding terrain:
(Circle all which are applicable)

- flat
- mixed
- steep

SPILL RESPONSE:

Spill Response Activities (Can Select Multiple Answers)

- cleaned Up (mitigation effects of the spill)
- contained all or portion of spill
- Inspected sewer using CCTV to determine cause
- restored flow
- returned all or portion of spill to sanitary sewer system
- Other (Specify)

If Other, required explanation:

Visual Inspection results from impacted receiving water:

Overall Spill Description:

NOTIFICATION DETAILS

OES Control Number (Required for Category 1: >= 1000 gallons and spilled reached surface water or storm drainpipe)

OES Called Date/Time: MM/DD/YY _____ Time: _____

RWQCB Notified Date/Time: MM/DD/YY _____ Time: _____

(Circle Applicable Notification Methods)

Fax Phone Letter

Other Agency Notified (OES, County Health, F&G, Other) _____

Was the Spill report submitted via fax to the RWQCB: Yes _____ NO _____

Date and Time Spill Report of faxed: MM/DD/YY _____ Time: _____

Reported By (NAME): _____

SSO Report Submitted to RWQCB Representative: _____

CIWQS REPORTING

Signature of Responding Operator: _____

Report Entered into CIWQS: DATE _____ TIME _____ INTLS: _____


CIWQS / SSO EVENT ID: _____

Signature of Reporting Personnel: _____

Date: _____

Appendix E – Element 8 – System Evaluation & Capacity Assurance Plan

The District Wastewater Masterplan (Updated and Adopted by District in November 2017) (Document is included by reference – available on District Website). This document includes the Districts Wastewater Capital Improvement Program and Cost Estimates




WATER & WASTEWATER MASTERPLAN

UPDATE


November 16, 2017

SAN MIGUEL COMMUNITY SERVICES DISTRICT



Prepared by:

Monsoon Consultants
San Luis Obispo, CA
www.monsoonconsultants.com



Blaine T. Rely
11-07-17

P.O. Box 180 1150 Mission Street San Miguel, CA 93451
Tel. 805-467-3388 Fax 805-467-9212

Note: Full version of this document is available on the SMCS D Website:
www.sanmiguelcsd.org

**Appendix F – Element 10 – Sanitary Sewer Management Plan Audits
SSMP Audit Form**

Sewer System Management Plan Audit Report

Name of Agency	SAN MIGUEL COMMUNITY SERVICES DISTRICT
Date of Audit	
Name of Auditor	
System Overview	
LF of gravity sewer mains	
LF of Public force mains	
Total LF of all Public sewer lines	
Number of pump stations	
LF of private sewer mains, excl. laterals	*
LF of private sewer laterals	*
Population served	
Current average monthly single family residential sewer rate	

*Source:

I. GOALS

- 1 Are the goals stated in the SSMP still appropriate and accurate? **Yes / No**
- 2 If you answered No to question 1, describe content and schedule for updates, or provide additional comments for Yes response at end of report.

II. ORGANIZATION

REFERENCE MATERIAL

- **Organization chart**
- **Phone list**

- 3 Is the SSMP up to date with agency organization and staffing contact information? **Yes / No**
- 4 If you answered No to question 3, describe content and schedule for updates, or provide additional comments for Yes response at end of report.

LEGAL AUTHORITY

REFERENCE MATERIAL

- **Ordinances**
- **Enforcement actions**

- 5 Does the SSMP contain up-to-date information about your agency's legal authority? **Yes / No**

Sewer System Management Plan Audit Report

- 6 Does your agency have sufficient legal authority to control sewer use and maintenance?
Yes / No
- 7 If you answered No to question 5 or 6 describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

IV. OPERATIONS AND MAINTENANCE

a. COLLECTION SYSTEM MAPS

REFERENCE MATERIAL

- **Summary of information included in mapping system**

- 8 Does the SSMP contain up-to-date information about your agency's maps?
Yes / No
- 9 Are your agency's collection system maps complete, up-to-date, and sufficiently detailed?
Yes / No
- 10 If you answered No to question 8 or 9, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

b. RESOURCES AND BUDGET

REFERENCE MATERIAL

- **Current Capital Improvement Plan (CIP)**
- **Current operating budget**

- 11 Does the SSMP contain up-to-date information about your agency's resources and budget?
Yes / No
- 12 Are your agency's resources and budget sufficient to support effective sewer system management?
Yes / No
- 13 Do your agency's planning efforts support long-term goals?
Yes / No
- 14 If you answered No to questions 11, 12 or 13, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

Sewer System Management Plan Audit Report

c. PRIORITIZED PREVENTIVE MAINTENANCE

REFERENCE MATERIAL

- Cleaning schedules
- List or map of hotspots
- Work orders
- Incidence Reports
- Customer feedback

Table 1. Anticipated Annual Preventive Maintenance Activities

Maintenance activities (lineal ft/yr)	2018	2019	2020	2021	2022
CCTV (video inspection)					
Cleaning with CCTV					
Cleaning					
Smoke testing					

- 15 Does the SSMP contain up-to-date information about your agency's preventive maintenance activities?
Yes / No
- 16 Based on O & M history are your agency's preventive maintenance activities sufficient and effective in reducing and preventing SSO's and blockages?
Yes / No
- 17 If you answered No to questions 15 or 16, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

d. SCHEDULED INSPECTIONS AND CONDITION ASSESSMENT

REFERENCE MATERIAL

- Inspection reports
- Infiltration and Inflow (I/I) monitoring studies and reports
- Pipe and manhole condition data

- 18 Does the SSMP contain up-to-date information about your agency's inspections and condition assessment?
Yes / No
- 19 Are your agency's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?
Yes / No

Sewer System Management Plan Audit Report

20 If you answered No to questions 18 or 19, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

e. CONTINGENCY EQUIPMENT AND REPLACEMENT INVENTORIES

REFERENCE MATERIAL

- Funds spent on equipment and materials
- Equipment and parts inventory

21 Does the SSMP contain up-to-date information about equipment and replacement inventories?

Yes / No

22 Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?

Yes/No

23 If you answered NO to question 21 and/or 22, describe content and schedule for necessary arrangements, or provide additional comments for Yes response at end of report.

f. TRAINING

REFERENCE MATERIAL

- Employee training records

24 Does the SSMP contain up-to-date information about your agency's training expectations and programs?

Yes /No

25 Do supervisors believe that their staff is sufficiently trained?

Yes/No

26 Are staff satisfied with the training opportunities and support offered to them?

Yes/No

27 If you answered NO to questions 24, 25 and/or 26, describe content and schedule for necessary improvements, or provide additional comments for Yes response at end of report.

g. OUTREACH TO PLUMBERS AND BUILDING CONTRACTORS

REFERENCE MATERIAL

- Flyers/mailings
- Mailing lists

Sewer System Management Plan Audit Report

- 28 Does the SSMP contain up-to-date information about your agency's outreach to plumbers and building contractors?
Yes /No
- 29 Has your agency conducted or participated in any outreach activities to plumbers and building contractors?
Yes/No
- 30 If you answered NO to questions 28 and/or 29, describe content and schedule for future activities, or provide additional comments for Yes response at end of report.

Table 2. Number of Permits issued to plumbers for work that could impact District facilities:

2018:	2022:	2026:
2019:	2023:	2027:
2020:	2024:	2028:
2021:	2025:	2029:

Permit process includes inspection by District staff.

V. DESIGN AND CONSTRUCTION STANDARDS

REFERENCE MATERIAL

- Design and construction standards
- Ordinances

- 31 Does the SSMP contain up-to-date information about your agency's maps?
Yes / No
- 32 Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?
Yes / No
- 33 If you answered NO to questions 31 and/or 32, describe content and schedule for necessary revisions, or provide additional comments for Yes response at end of report.

VI. OVERFLOW EMERGENCY RESPONSE PLAN

REFERENCE MATERIAL

- Data submitted to CIWQS
- Service call data

Sewer System Management Plan Audit Report

Table 3. Annual SSO Statistics

Indicator	2018	2019	2020	2021	2021
Number of SSO's (total)					
Wet season SSO's*					
Dry season SSO's*					
Number of SSO's (by volume range)					
< 10 gal					
10 – 99 gal					
100 – 999 gal					
1000 – 9999 gal					
≥ 10,000 gal					
Total SSO Volume					
Volume reaching waters of the State					
Volume not contained by not reaching waters of the State					
Volume recovered					
Net volume (total minus recovered)					
Number of SSO's per 100 mile of sewer per year					
Volume of SSO's per 100 mile of sewer per year					
Total Volume conveyed to the plant (million gal)					
Total volume SSO / Total volume conveyed, gallons / million gallons					
Number of SSO (by cause)					
Blockages:					
Roots					
Grease					
Debris					
Debris from Laterals					
Animal Carcass					
Construction Debris					
Multiple causes					
Infrastructure failure					
Inflow & Infiltration					
Electrical Power Failure					
Flow Capacity Deficiency					
Natural Disaster					
Bypass					
Cause Unknown					
Average Response Times, minutes					
Business Hours					
Notification to arrival on site					
Notification to complete clearance					

Form updated: 5/16/2018

Page 6 of 10

Sewer System Management Plan Audit Report

Non-business hours					
Notification to arrival on site					
Notification to complete clearance					
Number of locations with multiple SSO's					

*Wet season defined as _____, dry season _____. Season does not necessarily reflect conditions at the time of the SSO.

- 34 Does the SSMP contain up-to-date information of your agency's Overflow Emergency Response Plan?
Yes / No
- 35 Considering the information in Table 3, is the Overflow Emergency Response Plan effective in handling SSO's?
Yes / No
- 36 If you answered NO to questions 34 and/or 35, describe content and schedule for necessary revisions and implementation, or provide additional comments for Yes response at end of report.

VII. FATS, OILS, AND GREASE (FOG) CONTROL PLAN

REFERENCE MATERIAL

- List or map of FOG sources in service area
- List or map of hotspots
- Cleaning schedules
- Restaurant inspection reports or summaries
- Data submitted to CIWQS
- Service call data

Table 4. FOG Control Statistics

	2018	2019	2020	2021	2022
Number of SSO's caused by FOG					
Number of FOG inspections completed					

- 37 Does the SSMP contain up-to-date information about your agency's FOG control program?
Yes / No
- 38 Considering the information in Table 4, is the current FOG program effective in documenting and controlling FOG sources?
Yes / No
- 39 If you answered NO to questions 37 and/or 38, describe content and schedule for necessary changes, or provide additional comments for Yes response at end of report.

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VIII. CAPACITY MANAGEMENT

REFERENCE MATERIAL

- Capacity assessment reports
- CIP
- SSO data

Table 5. SSO's Caused by Hydraulic Limitations

	2018	2019	2020	2021	2022
Number of SSO's caused by capacity limitations					

- 40 Does the SSMP contain up-to-date information about your agency's capacity assessment?
Yes / No
- 41 Has your agency completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?
Yes / No
- 42 If you answered NO to questions 40 and/or 41, describe content and schedule for necessary activities, or provide additional comments for Yes response at end of report.

IX. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

- 43 Does the SSMP contain up-to-date information about your agency's data collection and organization?
Yes / No
- 44 Is your agency's data collection and organization sufficient to evaluate the effectiveness of your SSMP?
Yes / No
- 45 If you answered NO to questions 43 and/or 44, describe content and schedule for necessary improvements, or provide additional comments for Yes response at end of report.

X. SSMP AUDITS

- 46 Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board within the required timeframe?
Yes / No

XI. COMMUNICATION PROGRAM

REFERENCE MATERIAL

- Mailings and mailing lists

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- Website
- Other communications (newspaper ads or other outreach)
- Customer feedback

47 Does the SSMP contain up-to-date information about your agency’s public outreach activities? **Yes / No**

48 Does the SSMP contain up-to-date information about your agency’s communications with satellite and tributary agencies? **Yes / No**

49 Has your agency effectively communicated with the public and other agencies about the SSMP, and addressed feedback? **Yes / No**

50 If you answered NO to questions 47, 48, and/or 49, describe content and schedule for necessary improvements, or provide additional comments for Yes response at end of report.

51 If you have answered NO to any of the questions in this report or have any further questions or comments regarding this Audit Report please use the space provided.

Number:	Comments:
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