Yorba Linda Water District

SEWER SYSTEM MANAGEMENT PLAN

June 25, 2025

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Appendix E – Key Positions Contact List

LIST OF ACRONYMS

AGM	Assistant General Manager
AMP	Asset Management Plan
BMP	Best Management Practice
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program
CIPP	Cast-in-Place Pipe
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
CWEA	California Water Environment Association
EMA	Enhanced Maintenance Area
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GM	General Manager
GPM	Gallons per Minute
GRD	Grease Removal Device
I/I	Infiltration and Inflow
LRO	Legally Responsible Official
MGD	Million Gallons per Day
MRP	Monitoring and Reporting Program effective 9/9/13
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
OCHCA	Orange County Health Care Agency
OCSD	Orange County Sanitation District
OES	Office of Emergency Services, State of California

PACP	Pipeline Assessment Certification Program
RWQCB	Regional Water Quality Control Board
SARWQCB	Santa Ana Regional Water Quality Control Board
SERP	Spill Emergency Response Plan
SPPWC	Standard Plans for Public Works Construction
SSMP	Sewer System Management Plan
SSS WDR	Statewide General WDR for Sanitary Sewer Systems
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements
WWSMP	Wastewater System Master Plan
WWTP	Wastewater Treatment Plant
YLWD	Yorba Linda Water District

GLOSSARY OF TERMS

Best Management Practice (BMP) - Refers to the procedures employed in commercial kitchens to minimize the quantity of grease that is discharged to the sanitary sewer system. Examples include scraping food scraps into the garbage can and dry wiping dishes and utensils before washing.

California Integrated Water Quality System (CIWQS) - Refers to the State Water Resources Control Board online electronic reporting system that is used to report spills, certify completion of the SSMP, and provide information on the sanitary sewer system.

Collection System (also Wastewater Collection System) – Generic term for any system of pipes or sewer lines used to convey wastewater to a treatment facility.

District – Refers to the Yorba Linda Water District.

Enrollee – A public entity that owns or operates a sanitary sewer system and has submitted a complete and approved application for coverage under the SSS WDR.

Lateral (or Sewer Lateral) – A segment or segments of pipe that connect a building to the District's sewer main.

Private Sewer Disposal System – Includes septic tank system, cesspool, seepage pit, leach drain/field, or other sewer disposal system appurtenance(s).

Spill – Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. spills include:

i. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
ii. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
iii. Wastewater backups into buildings and on private property caused by blockages or flow conditions within the publicly-owned portion of a sanitary sewer system.

Sanitary Sewer System – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a WWTP head works and which is comprised of more than one mile of pipes and sewer lines, used to collect and convey wastewater to a publicly owned treatment facility.

Sewer Lateral – See Lateral.

Waste Discharge Requirements (WDR) - Refers to the State Water Resources Control Board General Order No. WQ 2022-0103-DWQ, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, dated December 6, 2022, including all future revisions.

ELEMENT 1- SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

This element of the SSMP describes how the District's goals coincide with those described in the WDR regulatory requirements.

The goals of the District's SSMP are to:

1. Properly operate, maintain and manage the District's wastewater collection system to prevent and minimize the occurrence of sanitary sewer spills;
2. Comply with current regulatory requirements;
3. When spills do occur, implement response measures to adequately mitigate impacts on receiving waters, public health and safety, and the environment;
4. Promptly report spills to the appropriate regulatory authorities and adequately notify the public within the required time frames;
5. Document all spill events, system deficiencies and remedial actions;
6. Provide a safe working environment for District staff;
7. Provide District staff with the tools and training needed to perform their work effectively to achieve the District's goals;
8. Protect public health and safety, and the environment;
9. Prepare for emergencies;
10. Be a part of the community and be a responsive public agency; and
11. Maintain wastewater collection system reliability by identifying and mitigating areas with excessive root growth.
12. Identify and remedy design, construction and operational deficiencies and plan system improvements to meet capacity needs.

1.1 REGULATORY CONTEXT

On May 2, 2006 the California State Water Resources Control Board (SWRCB) promulgated Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. 2006-0003, to regulate sanitary sewer systems greater than one mile in length. On July 30, 2013 SWRCB Order No. WQO 2013-0058-EXEC, also known as Attachment A, was promulgated amending the Monitoring and Reporting Program (MRP) for the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems. On December 6, 2022, SWRCB General Order No. WQ 2022-0103-DWQ was adopted and supersedes the previous SWRCB Order 2006-0003 and amendments thereafter. This order became effective on June 5, 2023 and is included as Appendix A herein.

The SSS WDR prohibits sanitary sewer spills, but if a spill occurs, reporting is required using the statewide electronic reporting system. In efforts to reduce, prevent and mitigate any spills, local public wastewater collection system agencies referred to as "Enrollees," are required under the SSS WDR to develop, maintain and implement a

Sewer System Management Plan (SSMP). The SSMP should provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system.

This SSMP has been prepared by Yorba Linda Water District (District) staff in compliance with the requirements of the SSS WDR. The SSMP addresses the following elements:

1. Sewer System Management Plan Goal and Introduction
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Spill Emergency Response Plan (SERP)
7. Sewer Pipe Blockage Control Program
8. System Evaluation, Capacity Assurance and Capital Improvements
9. Monitoring, Measurement, and Program Modifications
10. Internal Audits
11. Communication Program

1.2 Sewer System Management Plan Update Schedule

Per SWRCB General Order WQ 2022-0103-DWQ, the first plan update is due August 2, 2025. Subsequent SSMP updates will be required at a frequency of six (6) years thereafter. The first internal audit under General Order WQ 2022-0103-DWQ was due February 1, 2025. Subsequent audits will be required at a frequency of three (3) years thereafter. Milestones and activities to prevent spills are scheduled in the CMMS and are described in Element 4.

1.3 SEWER SYSTEM ASSET OVERVIEW

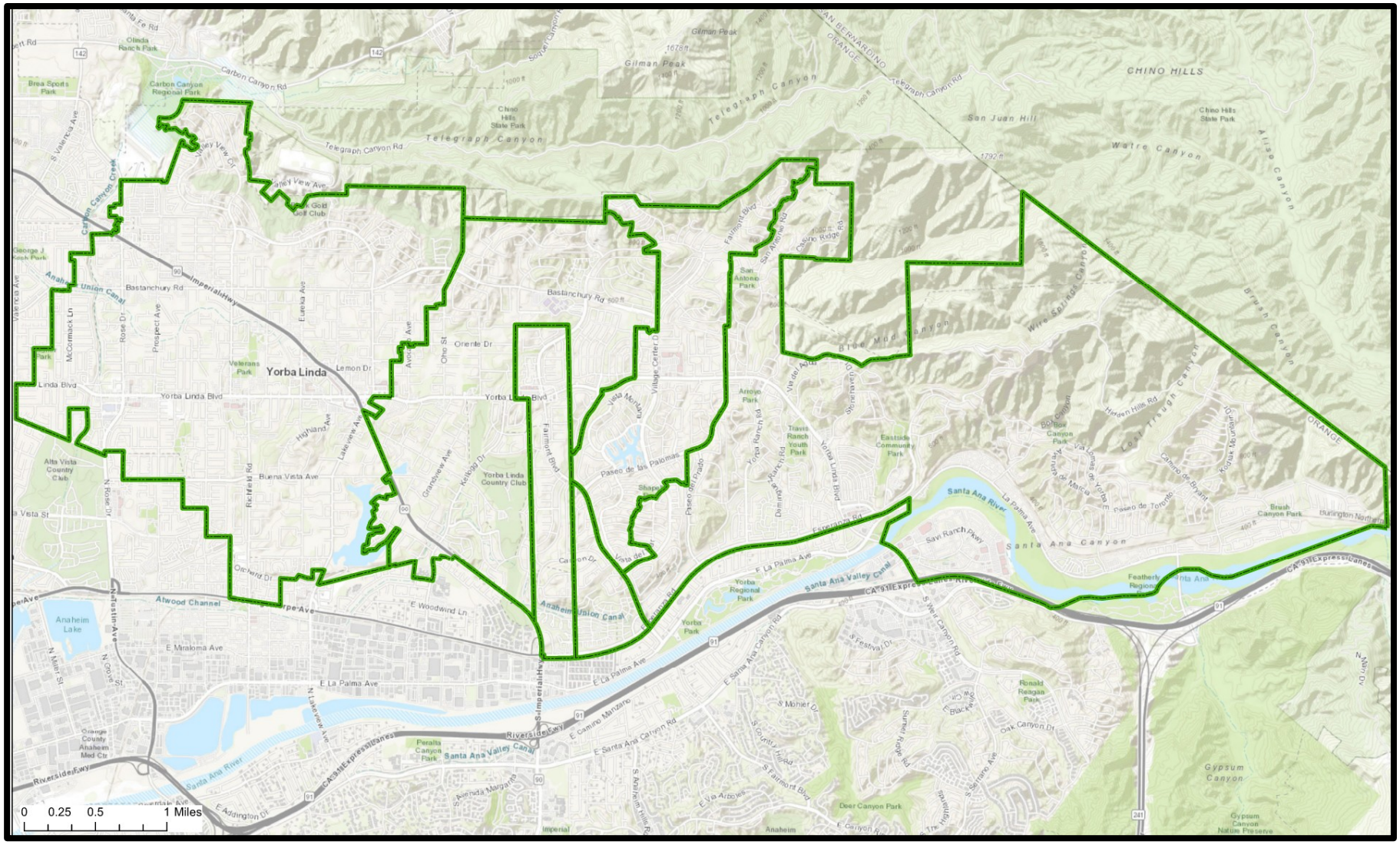
Yorba Linda Water District is a public agency serving residents and businesses of Orange County. Within the County of Orange, the Yorba Linda Water District serves Yorba Linda and portions of Placentia, Anaheim, and unincorporated Orange County. The population served by the Yorba Linda Water District's sanitary sewer system is approximately 76,000. Yorba Linda Water District is a special district, independent of all city and county governments. The District was formed in 1959 and incorporated under the California water code.

The District owns and maintains approximately 269 miles of gravity mainlines, approximately 0.20 miles of force mains, 16 siphons, and one (1) sewer lift station within its service area. The collection system consists primarily of vitrified clay pipes (VCP) with a small portion of polyvinyl chloride pipes (PVC), ductile iron pipes (DIP), cast iron pipes (CIP), and asbestos cement pipes (ACP). Pipe diameters range in size from 4-inch to 24-inch, with the majority of pipes being 8-inches in diameter. The YLWD Wastewater Collection System Service Area is shown in **Figure 1-1**. The District maintains this database and system records through GIS, CMMS and the Asset Management Plan.

Per the Yorba Linda Water District's Rules and Regulations for Sewer Service, upper and lower sewer laterals are owned by the property owner and shall be maintained, repaired, and/or replaced by the property owner. The Yorba Linda Water District's service area consists primarily of residential sewer connections that make up approximately 98% of the service connections. The remaining 2% represents commercial/industrial service connections.

Wastewater generated within the system flows by gravity to the Orange County Sanitation District trunk sewers. These trunk sewers route the flow to the Orange County Sanitation District water treatment plants in Fountain Valley and Huntington Beach.

Figure 1-1: YLWD Wastewater Collection System Service Area



ELEMENT 2- ORGANIZATION

The intent of the Organization Element is to identify the Legally Responsible Official (LRO) and persons responsible for developing and implementing specific measures of the SSMP.

2.1 REGULATORY REQUIREMENTS

The SSMP must identify the following in order to comply with the waste discharge requirements (WDR).

a) *The name of the Legally Responsible Official as required in Section 5.1 (Designation of a Legally Responsible Official) of this General Order.*
b) *The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific SSMP elements.*
c) *Organizational lines of authority; and*
d) *The chain of communication for reporting spills, from receipt of a complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).*

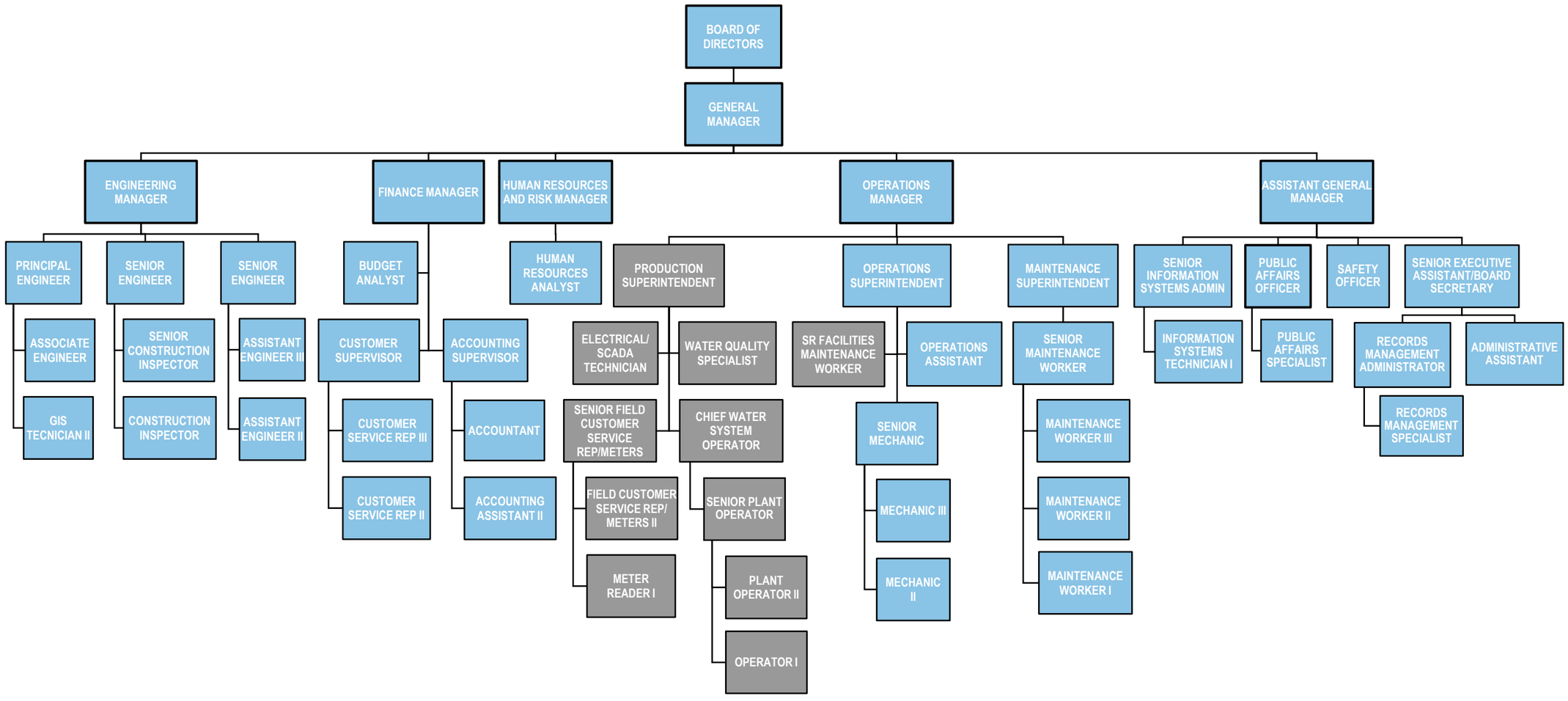
2.2 AUTHORIZED REPRESENTATIVE

The Districts' Operations Manager is the responsible or authorized representative, also known as the Legally Responsible Official (LRO). In order to ensure continuous coverage in the event the LRO is unavailable, alternate LRO's have been assigned. Alternate LRO's include the Operations Assistant, Maintenance Superintendent, and Senior Maintenance Worker. The LRO's have been registered with the State of California to officially sign and certify spill reports submitted via California Integrated Water Quality System (CIWQS) electronic reporting system.

2.3 DEVELOPMENT, IMPLEMENTATION & MAINTENANCE RESPONSIBILITIES

The Operations Manager and Engineering Manager are responsible for the overall development and maintenance of the SSMP. The Operations Manager is also responsible for the implementation of the SSMP. District staff will be assigned to carry out the various tasks under the SSMP. **Figure 2-1** identifies the SSMP lines of authority organizational chart. **Table 2-1** provides positions and a narrative description of the employee's role in the SSMP.

Figure 2-1: YLWD SSMP Lines of Authority Organizational Chart



Responsible for one or more elements of SSMP

Table 2-1: YLWD SSMP Lines of Authority Narrative Description

POSITION		DESCRIPTION
ADMINISTRATION	Board of Directors	Reviews, approves, and adopts ordinances, policies, and procedures, including the SSMP, FOG Ordinance, and Rules and Regulations for Sewer Service.
	General Manager	As Chief Executive Officer of the District, receives broad policy direction from the Board of DirectorsResponsible for managing, directing and reviewing the activities and operations of the District; coordinating District services and activities among District Departments and with outside agencies; and providing detailed information to the public regarding District programs and projects.
	Assistant General Manager	Acts in the absence of the General Manager and has direct responsibility for Administration (including Records Management and Administrative Services), Safety, Information Technology/Systems Administration, and Public Affairs.
	Public Affairs Officer	Responsible for public communication, outreach, and maintaining the District website and social media. Stays abreast of legislative issues potentially impacting the District and coordinates with other departments to meet applicable laws, regulations, and District policies.
	Public Affairs Specialist	
	Senior Executive Assistant/ Board Secretary,	Provides factual information to District staff, other organizations and the public regarding District functions, policies, rules, procedures and ordinances; distributes materials and information to customers. Provides support with the preparation of project management reports.
	Administrative Assistant	
	Records Management Administrator	Responsible for organizing and archiving District records, including sewer system record documents, contract and insurance renewals. Ensures compliance with California Public Records Act regulations and timelines.

POSITION		DESCRIPTION
ENGINEERING	Engineering Manager	Responsible for the day-to-day operation of the Engineering Department and for the development and update of the SSMP. Oversees land development and planning, design and construction of wastewater capital improvement projects and is responsible for updating the FOG Ordinance and Rules and Regulations for Sewer Service.
	Principal Engineer	Plans and oversees capital improvements and asset management for the District's sewer system.
	Senior Engineer	Manages and designs projects and reviews/approves designs for new and repaired sewer lines and pump stations. Assists in preparation of SSMP updates and other deliverables as required by the SWRCB General Order.
	Senior Engineer	Manages land development division for developer sewer system improvement projects.
	Associate Engineer	Manages sewer improvement projects to construct new facilities or rehabilitate existing wastewater facilities.
	Assistant Engineer III	Manages projects and conducts plan check reviews. Assists with District FOG Ordinance and program.
	Assistant Engineer II	Manages sewer projects and conducts plan check reviews.
	GIS Technician II	Maintains GIS, electronic mapping, and closed-circuit television (CCTV) inspection records of the sewer system.

POSITION		DESCRIPTION
	Senior Construction Inspector,	Conducts field inspections to ensure proper construction of new and rehabilitated sewer lines.
	Construction Inspector	Conducts field inspections to ensure proper construction of new and rehabilitated sewer lines.
FINANCE	Finance Manager	Responsible for operation of the Finance and Customer Service Departments. Responsible for establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure adequate measure of reserves and expenditures are available for the operation, maintenance, and repair of the sewer system.
	Customer Service Supervisor,	Relays customer calls within the District regarding the sewer system. Initiates service requests to address customer-reported operation and maintenance issues.
	Customer Service Rep. III,	Relays customer calls within the District regarding the sewer system. Initiates service requests to address customer-reported operation and maintenance issues.
	Customer Service Rep. II	Relays customer calls within the District regarding the sewer system. Initiates service requests to address customer-reported operation and maintenance issues.
	Accounting Supervisor,	Provides assistance with long-term financial planning, budget development, implementation and policy formulation. Creates monthly reports to support District management and decision making across the organization.
	Accountant	Responsible for analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to District staff regarding accounting practices and procedures and reconciling general ledger accounts; assists in preparing the District's annual and mid-year budgets; prepares year-end audit reports and schedules.
	Accounting Assistant II,	Responsible for providing financial and accounting support in the preparation, maintenance, and processing of accounting records and financial transactions.

POSITION		DESCRIPTION
	Budget Analyst	Responsible for managing program budgets, developing, summarizing, and maintaining administrative and fiscal records.
HR	Human Resources/ Risk Manager	Oversees, directs and participates in all activities related to labor relations, affirmative action, recruitment and selection, job analysis, classification and compensation, and benefits administration. Coordinates the procurement of general liability, and property insurance. Administers the District's comprehensive health and risk management programs to include workers' compensation, claims handling, general liability, and property insurance.
	Human Resources Analyst	Performs complex and varied analytical, professional, and confidential work required to administer human resources programs, including job analysis and classification, compensation, benefits administration, training and development, and employee and labor relations; performs research and analysis; provides consulting services to District departments related to all aspects of human resources programs and activities; performs related work as required.
INFORMATION SYSEMS	Senior Information Systems Administrator,	Responsible for installing and supporting personal computer based information systems, communications, and peripheral devices for the District, along with related operating systems and application software; assists in training users, maintains tape libraries and system backups.

POSITION		DESCRIPTION
	Information Systems Technician I	Responsible for installing and supporting personal computer based information systems, communications, and peripheral devices for the District, along with related operating systems and application software; assists in training users, maintains tape libraries and system backups.
OPERATIONS	Operations Manager	Responsible for the development, implementation, and maintenance of the SSMP. Supervises the preparation of the SSMP, monitors SSMP budget and performance. Allocates needed resources. Also, the authorized LRO who can officially sign and certify spill reports. Responsible for the day-to-day operation of the Operations Department.
	Safety Officer	Responsible for the development, implementation, and coordination of safety and training programs, and emergency management and response programs.
	Maintenance Superintendent	An alternate LRO who can officially sign and certify spill reports. Responsible for the day-to-day operation and maintenance of the wastewater collection system. Also responsible for supervision of the field crews. Responsible for planning, organizing, coordinating and directing the District's SSMP under the overall direction of the Operations Manager.
	Senior Maintenance Worker	An alternate LRO who can officially sign and certify spill reports. Responsible for carrying out the tasks assigned by the Maintenance Superintendent, including assigning specific tasks to crews. Maintains and operates the District's sewage collection system and sewer lift stations on a day-to-day basis.
	Maintenance Worker III,	Responsible for the ongoing electrical and mechanical maintenance of the City's sewer lift stations. Conduct maintenance activities, including sewer cleaning, response to service calls, and regular inspections of the sanitary sewer system.
	Maintenance Worker II,	
	Maintenance Worker I	
	Operations Superintendent, Operations Assistant	An alternate LRO who can officially sign and certify spill reports. Responsible for assisting Operations, including assistance in emergency planning and readiness. Responsible for maintaining equipment and replacement part inventories which would be

POSITION		DESCRIPTION
		needed in the event of a spill or sewer system repair/replacement.
	Senior Mechanic,	Responsible to ensure District automobiles, trucks, diesel engines, small gasoline engines, and other power driven equipment which would be needed in the event of a spill or sewer system repair/replacement are operating in a safe and efficient manner.
	Mechanic III,	
	Mechanic II	

Table 2-2: Contacts Responsible for Implementing SSMP

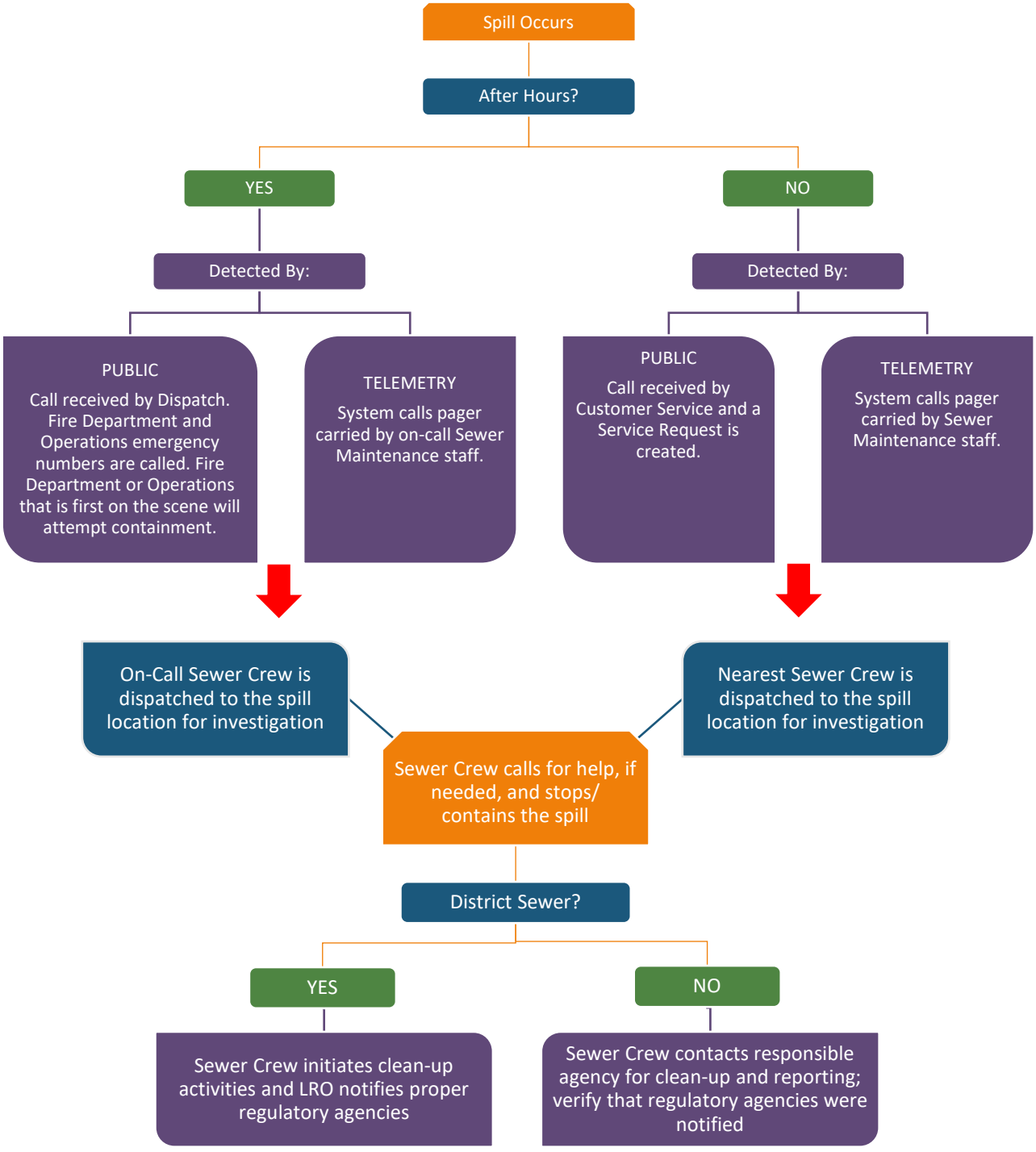
SSMP Element		Responsible Party
1	Sewer System Management Plan Goal and Introduction	Operations Manager
2	Organization	Operations Manager
3	Legal Authority	Board of Directors, General Manager/Assistant General Manager
4	O&M Program	Senior Maintenance Worker
5	Design & Performance Provisions	Engineering Manager/Principal Engineer
6	Spill Emergency Response Plan	Senior Maintenance Worker
7	Sewer Pipe Blockage Control Program	Senior Maintenance Worker/Assistant Engineer III
8	System Evaluation, Capacity Assurance and Capital Improvements	Senior Maintenance Worker/Principal Engineer/Senior Engineer
9	Monitoring, Measurement and Program Modifications	Senior Maintenance Worker
10	Internal Audits	Engineering Manager/Senior Engineer/Operations Manager/Maintenance Superintendant/Senior Maintenance Worker
11	Communication Program	Public Affairs Manager
	Change Log	Senior Maintenance Worker/Senior Engineer
	Appendices	Senior Engineer

District staff can be contacted by phone at (714) 701-3000.

2.4 Chain of Communication for Reporting Spills

The following chart shows the order of communication to respond to a spill. The Incident Commander at the scene will be the person to report the spill to the appropriate authorities, unless the Maintenance Superintendent is also on site. The Incident Commander can also appoint this task to someone he/she deems capable.

Figure 2-2: YLWD Spill Reporting Chain of Communication



ELEMENT 3- LEGAL AUTHORITY

The intent of this Element is to demonstrate the District has the legal authority needed to comply with the SSMP requirements.

3.1 REGULATORY REQUIREMENTS

Each enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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

3.2 DISTRICT LEGAL AUTHORITY

The District is organized and existing under Division 12 of the County Water District Act, which is found at Water Code 30000 et seq. ("Act"). Section 31105 of the Water Code states the District "*may adopt ordinances relating to the provision of services and facilities … and the regulation of those services and facilities.*"

The District's Board of Directors has legal authority to set policies, adopt resolutions, and ordinances for the District. These policies, resolutions and ordinances ensure compliance with the legal authority requirements of the WDR.

In addition, to the legal authorities mentioned above, the District also has legal agreements in place with other agencies. The District also has agreements in place with the Orange County Sanitation District that receives and treats wastewater discharged by the District's wastewater collection system service area.

3.3 Prevent Illicit Discharges and Spill Responses

The legal authority to prevent illicit discharges into the sanitary sewer system is addressed per Resolution No. 2023-21, which adopts the Rules and Regulations for Sewer Service. Section 11 of the Rules and Regulations for Sewer Service addresses the prevention of illicit discharges into the sanitary sewer system, including the discharge of fats, oils and grease (FOG). This section states discharge into the public sewer shall follow the latest adopted Ordinance of the Board of Directors of Orange County Sanitation District Establishing Wastewater Discharge Regulations. This section also states the Fats, Oils, and Grease Control regulation shall follow the latest adopted District Ordinance for Fats, Oils, and Grease Control Regulations, as applicable to food service establishments (FSE's), currently Ordinance No. 04-01.

In addition, in order to prevent illicit discharges the Board adopted Resolution No. 2024-10 which adopted FOG fees for non-compliance and mitigation.

The District maintains relationships with storm sewer agencies within the service area with quarterly coordination meetings to discuss all utilities and projects. Per the District's SERP, interagency cooperation and contractors may be utilized to assist in spill response if sufficient District staff is unable to respond.

3.4 Sewer Design & Construction

The District requires that sewers and connections are properly designed and constructed and that sewer improvements are designed and constructed per the latest version of the following District documents:

1. Standard Specifications and Drawings for Construction of Domestic Water and Sewer Facilities
2. Application and Agreement with the Yorba Linda Water District for Sewer Service
3. Yorba Linda Water District Terms and Conditions for Water and Sewer Service
4. Rules and Regulations for Sewer Service
5. Standard Plans for Public Works Construction (Greenbook)

All extensions of public sewer mains require the Terms and Conditions to be approved by the District's Board of Directors. Terms and Conditions and Sewer Agreements are reviewed by the District's legal counsel and Engineering Manager and reviewed and executed by the General Manager. Sewer plans and specifications are reviewed and approved by the Principal Engineer or Senior Engineer, and the Engineering Manager.

3.5 Access for Maintenance, Inspection or Repairs

Section 13 of the District's Rules and Regulations for Sewer Services provide the District with the authority of access for maintenance, inspection, or repairs. The General Provisions included as part of the District's construction agreements also stipulate providing access for inspection purposes. When access onto private property is required an easement is obtained by the owner.

3.6 VIOLATION ENFORCEMENT

The District possesses the legal authority to enforce any violation of its sewer ordinances through Section 14 of the District's Rules and Regulations for Sewer Service.

3.7 REFERENCES

The following documents can be found on the District's website at www.ylwd.com

- Resolutions and Ordinances
- Sewer Standard Drawings and Specifications
- Rules and Regulations for Sewer Service

ELEMENT 4- OPERATION AND MAINTENANCE PROGRAM

The District recognizes the importance of a properly designed and implemented Operational and Preventative Maintenance Program and maintaining proper compliance with various regulatory requirements. Proper wastewater collection system maintenance plays an important role in keeping our community and our environment healthy. The intent of this Element is to describe the District's Operations and Maintenance Program.

4.1 REGULATORY REQUIREMENTS

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

a) *An up-to-date map of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map. The map must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities within the sewer system service area boundaries;*
b) *A scheduling system and a data collection system for preventative operation and maintenance activities conducted by staff and contractors. The scheduling system must include:*
    i. *Inspection and maintenance activities;*
    ii. *Higher frequency inspections and maintenance of known problem areas, including areas with tree root problems;*
    iii. *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes*
c) *In-house training and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors.*
    i. *The requirements of this General Order;*
    ii. *The Enrollee's Spill Emergency Response Plan procedures and practice drills;*
    iii. *Skilled estimation of spill volume for field operators; and*
    iv. *Electronic CIWQS reporting procedures for staff submitting data.*
d) *An inventory of sewer system equipment, including identification of critical replacement and spare parts.*

4.2 UPDATED MAP OF SANITARY SEWER SYSTEM

The District maintains an up-to-date map of the sanitary sewer system using Geographic Information System (GIS) technology. The GIS map shows all gravity line segments, force main segments, manholes, clean-outs, chimneys, fittings, grease interceptors, lift stations, sewer easements, and valves. The GIS map provides facility information such as ownership, year of installation, pipe diameter, material, slope, manhole depth, upstream, downstream and rim elevations as well as the status of the

facility and other relevant information. Stormwater conveyance facilities from other agencies are also available in the GIS map.

The GIS map is regularly updated to account for changes in the wastewater collection system, such as new installations or abandonments. The GIS map is maintained through the Engineering Department. The GIS map is accessible electronically by all field staff.

4.3 Preventive Operation and Maintenance Activities

The District maintains a robust Operational and Preventative Maintenance Program. This program consists of weekly, monthly and quarterly scheduled activities as well as annual preventative maintenance goals. Service Requests, Work Orders, and Inspections for various wastewater system infrastructure are all managed through a Computerized Maintenance Management System (CMMS). Weekly activities include a physical systems check of the District's Green Crest sewage lift station and vehicle maintenance. Monthly scheduled activities include cleaning sewer gravity main segments that have been identified as Enhanced Maintenance Areas, such as siphons and areas prone to grit accumulation. The quarterly maintenance cycle includes cleaning additional sewer gravity main segments that have been identified as Enhanced Maintenance Areas, but that do not warrant being on a monthly schedule. Annually contracted services include trenchless point-repairs and other structural rehabilitations, vector control in sanitary sewer manholes, and chemical root treatment applications in root-prone areas.

The District recognizes the value of visual pipeline assessment data and operates an aggressive inspection-focused program. Operators are dispatched daily to pre-clean sewer lines scheduled for inspection using hydro-jetting equipment. Closed-Circuit Television (CCTV) inspections are generally conducted on those same pipelines within 30 days of being cleaned. The District utilizes the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) standard for defect identification and assessment. Based on the findings of the inspection, Operators may generate additional work activities including but not limited to, additional cleaning, root clearing, recommendations to adjust the maintenance frequency, and pipeline repairs to address a wide range of conditions. All work activities are tracked and managed using the District's CMMS. User selectable search parameters allow all District staff to view the detailed work history on each asset. The current Operational and Preventative Maintenance Program has a targeted, recurring cycle of four years to complete visual inspections on all of the District's pipelines. Many small structural defects are addressed by District crews using trenchless point-repair technologies. In some cases, excavation may be required to replace a segment of pipe. The District also utilizes contracted services to perform other trenchless point-repairs, manhole-to-manhole CIPP rehabilitation, manhole rehabilitation, chemical root treatment, and sewer manhole roach abatement.The performance of the District's Operational and Preventative Maintenance Program can be assessed by tracking the

number of preventable spills per year per 100 miles of sewer gravity main. The CMMS platform can be queried to view the maintenance history of a particular asset. CCTV can be utilized to determine the cause of the spill, providing District staff with the information needed to adjust inspection or cleaning frequencies, repair structural defects, or address other anomalies.

4.4 TRAINING

A combination of conferences, seminars, classes, bi-weekly tailgate meetings, and on-the-job training is used to provide training regularly to all Operations and Maintenance employees. Annually, the District conducts SERP-specific training that includes a lecture portion and a hands-on portion. The hands-on portion includes simulated exercised that teach Operators how to operate equipment, mitigate the effects of spills, and take detailed field measurements for volume estimation calculations. Professional certification from the California Water Environment Association (CWEA) in the field of Collection System Maintenance is desirable for certain Maintenance Worker positions.

Contractors working on District sewer projects are also required to have training and experience working on sanitary collection systems. Contractors are required to provide references. These references are checked during the selection process of each project.

4.5 EQUIPMENT AND REPLACEMENT PART INVENTORIES

In efforts to minimize downtime in the event of an unplanned failure, the District maintains an inventory of equipment and replacement parts. Equipment and replacement part inventories include but are not limited to:

- Two sewer combination-trucks
- Two CCTV inspection trucks
- Crew/Utility truck with crane
- Zoom camera
- Confined Space entry equipment
- Bypass Pumps
- Backup Generator
- PVC pipe
- VCP Pipe
- Fittings & Couplings
- Manhole frames and covers
- Manhole grade adjustment rings

ELEMENT 5- DESIGN AND PERFORMANCE PROVISIONS

The intent of this Element is to describe the District's Design and Performance Provisions.

5.1 REGULATORY REQUIREMENTS

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

a) *Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances.*

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

5.2 UPDATED DESIGN CRITERIA AND CONSTRUCTION STANDARDS AND SPECIFICATIONS

The District has developed design and construction standards and specifications for the rehabilitation of existing sanitary sewer systems and the installation of new sanitary sewer systems and appurtenances. The Engineering Department is responsible for maintaining and updating the Standard Specifications and Standard Drawings. The adopted standards are evaluated regularly to account for any industry improvements and changes and updated as needed. The District has also adopted and uses the Standard Specifications for Public Works Construction as well as the Standard Plans for Public Works Construction (Greenbook).

The Standard Specifications provide design criteria for sewer facilities such as; pipe size, material, design slope, flow design criteria, location, alignment, minimum cover, manhole spacing, location, type, size, and depth location size. The Standard Specifications also include construction criteria, such as material submittal requirements, handling of pipe, and other appurtenant installation requirements. The Standard Drawings are to be used in conjunction with the Standard Specifications for the design and construction of sewer facilities. The latest Standard Specifications and Standard Drawings may be found on the Districts website at www.ylwd.com.

5.3 PROCEDURES AND STANDARDS

The District Standard Specifications and General Provisions address inspection requirements for Engineering Department projects. Prior to construction, material submittals are required to be submitted to the Engineering Department for review and

approval to confirm compliance with District standards. Before installation, an inspection is made to confirm that the materials match what was submitted and approved. Inspection is performed throughout construction to observe the progress and quality of the work and to ensure compliance with all applicable regulations and standards.

Testing standards are listed and described in the Standard Specifications. Testing requirements include but are not limited to; trench excavation compaction testing, mandrel test for PVC gravity sewers, leakage and infiltration testing, deflection testing, manhole testing, and closed-circuit television inspection (CCTV).

In general all testing shall be made in the presence of the District's Representative/ Inspector. Connections to the sewer mainline shall also be made in the presence of the District's Representative/Inspector. Upon completion of the work and notice by the contractor, a final inspection is performed and any defects found must be corrected by the contractor before final acceptance.

ELEMENT 6- SPILL EMERGENCY RESPONSE PLAN

The intent of this Element is to describe the District's Spill Emergency Response Plan (SERP).

6.1 REGULATORY REQUIREMENTS

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

6.2 SPILL EMERGENCY RESPONSE PLAN

See Appendix D herein for a copy of the District's Spill Emergency Response Plan.

ELEMENT 7- SEWER PIPE BLOCKAGE CONTROL PROGRAM

Spills are sometimes caused by a build-up of Fats, Oils, Grease (FOG), roots, rags and debris. The District has implemented a FOG Control Program to prevent spills. A copy of the FOG Control Program can be obtained through the District's website at www.ylwd-ca.nextrequest.com. The intent of this element is to describe the District's FOG Control Program. As the regulatory requirements in this Element remain the same from the previous SWRCB Order No. 2006-0003, all references to the District's FOG Control Program represent the Sewer Pipe Blockage Control Program named in this Element.

7.1 REGULATORY REQUIREMENTS

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, roots, rags and debris.

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

7.2 PUBLIC OUTREACH

Public education is important for a successful FOG Program. The District provides public outreach and education through various forms such as the YLWD website (www.ylwd.com) and social media, which has information regarding the FOG Program, including proper disposal of fats, oils and grease (FOG). Utility bill inserts are also occasionally provided by direct mail with a simple set of guidelines for sewer lateral maintenance, and various options to dispose of FOG rather than pouring down the

sinks. Public outreach extends to the Food Service Establishments (FSEs) by providing printed information in the form of a comprehensive notebook regarding the proper disposal and control of FOG. The printed information addresses the importance of containment and disposal of FOG, as well as a list of grease control products available from local hardware stores. FSEs can also view kitchen best management practices videos on the District's website.

Under the District's FOG Control Program, District representatives (Representative) visit new and existing restaurants and provides the FOG Notebook to the restaurant owner or manager. During the initial visit, the Representative explains the contents of the Notebook which include Kitchen Best Management Practices (BMP) training, cooking oil recycling/hauling and gravity grease interceptor (if the restaurant has one) maintenance and cleaning. Kitchen BMP training includes watching a seven-minute video located on the District's website, (www.ylwd.com/services/your-sewer/fog/food-service-control/), reading the BMP section of the FOG Notebook and review of the BMP kitchen signage.

7.3 FOG Disposal

FOG generated within the District's wastewater collection system service area are required to be removed by the FSE and disposed of during regular maintenance. FOG collected from FSEs is vacuumed by locally licensed grease haulers and taken to the Orange County Sanitation District for disposal. See Table 7-1 for a list of local grease haulers.

Table 7-1: Local Licensed Grease Haulers

Company	Phone Number
Baker Commodities Inc.	323-268-2801
Darling International Inc.	714-556-7867
SMC Grease Specialist, Inc.	951-788-6042

7.4 Legal Authority

Element 3 of this document discusses the District's legal authority to prohibit discharges of pipe blocking substances into the sewer system.

Measures to prevent spills and blockages caused by pipe blocking substances have been identified in the District's Rules and Regulations for Sewer Service by prohibiting FSEs from discharging pipe blocking substances in the sewer system.

7.5 Grease Removal Devices

FSEs are required to install, operate and maintain approved grease control devices or interceptors per the District's FOG Control Program under Ordinance 04-01. The Grease interceptor and grease trap design shall conform to the current edition of the Uniform Plumbing Code and shall be constructed in accordance with the design approved by the Engineering Department.

The District's FOG Control Program lists the maintenance requirements, which include inspection and removal of the full contents of the interceptor. At a minimum, gravity grease interceptors are required to be serviced no less than every 6 months to ensure the combined FOG and solids accumulation does not exceed 25 percent of the total liquid depth of the grease interceptor. Where a maintenance frequency has not been established, quarterly maintenance is required until sufficient data have been obtained to establish an average frequency. The District may increase or decrease the maintenance frequency requirements based on the actual generation of FOG from the FSE.

Kitchen BMPs are provided as part of the District's FOG Control Program. The BMPs include, how to keep FOG from entering the sewer, how to properly handle and dispose of FOG, prohibitions and expected practices, employee training requirements and an employee training log.

The District's FOG Control Program lists record keeping and reporting requirements. Logs are provided in the FOG Notebook for accurate recording. The following is a list of records required;

1. Maintenance inspections, grease level monitoring, and grease interceptor hauling and cleaning with associated manifests.
2. Recycling of waste cooking oil, with associated manifests
3. Employee training log documenting the name of the employee and the date they were trained on the District's FOG Control Program.

Records are required to be kept for a minimum of 2 years and the District representative may request records at any time.

7.6 Authority to Inspect and Enforce

Element 3 of this document discusses the District's legal authority to inspect and enforce.

District personnel is responsible for inspection and enforcement of the FOG ordinance. Currently there is sufficient staffing to inspect and enforce the FOG ordinance.

7.7 Cleaning Maintenance Schedule

Sanitary sewer system sections subject to FOG blockages have been identified through years of maintenance records and CCTV data. The sewer problem areas have been

compiled into a list titled “Enhanced Maintenance Areas” (EMA). The EMA list identifies each line, issue(s) and the frequency of cleaning required.

7.8 Source Control Measures

The FOG Control Program provides source control measures in efforts to minimize or prevent FOG from entering the sanitary sewer system. A copy of the FOG Control Program can be obtained through the District’s website at www.ylwd-ca.nextrequest.com.

ELEMENT 8- SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

This Element provides a summary of the District's program to evaluate the capacity of its system to address current and future capacity requirements.

8.1 REGULATORY REQUIREMENTS

The Plan must include procedures and activities for:

a) *Routine evaluation and assessment of system conditions;*
b) *Capacity assessment and design criteria;*
c) *Prioritization of corrective actions; and*
d) *A capital improvement plan.*

8.2 SYSTEM EVALUATION AND CONDITION ASSESSMENT

The District evaluates the maintenance, repair, and replacement of the wastewater collection system assets by utilizing the Asset Management Plan, the Wastewater System Master Plan, and operation and maintenance data.

Asset Management Plan

The Asset Management Plan (AMP) was prepared in 2018. This report provided an updated forecast and analysis of the needs for the existing wastewater asset portfolio. The AMP encompassed the current state/condition of the existing infrastructure assets, risk profile, and future capital needs to sustain the delivery of service to customers.

The District's AMP was developed on a risk-based asset renewal (or reinvestment) prioritization. Where risk corresponds to each asset's potential to impact the District's service. Risk determinations were based on the results of site visits and visual condition assessments. The risk and need for replacement for below ground pipeline assets were determined by a GIS-based model using the Innovyze InfoMaster software. The AMP is updated periodically to include new assets and improvements to existing assets. The AMP can be found on the District's website at www.ylwd.com.

Wastewater System Master Plan

The District maintains a Wastewater System Master Plan and updates the plan periodically to include significant changes in the District's wastewater collection system. In June 2022, the District completed an update to its 2010 YLWD Sewer Master Plan and hydraulic model. The update identified system improvements to address capacity issues and operational efficiencies, as well as a plan for implementation of recommended improvements.

The 2022 Wastewater System Master Plan (WWSMP) includes an update to the previous plan and hydraulic model of the system utilizing the District's Geographic Information System (GIS) geodatabase and flows described below. The GIS database incorporates system physical characteristics such as pipe size, material, length, slope, etc.

The average dry weather flows were allocated and calibrated in the wastewater model based on historical metered water sale records, land use data, and the results of a flow monitoring program conducted from October 15 to November 6, 2020. Peak dry weather flows were determined using a peaking equation which was developed based on an analysis of the average and peak dry weather flows monitored during the temporary flow monitoring program.

The District's existing wastewater collection system was evaluated using existing water meter data and return-to-sewer ratios to generate flows. These flows were then calibrated to the wastewater flow monitoring data and compared to existing pipeline system capacity using the design criteria discussed above.

Operations Inspection and Condition Assessment

Operators are dispatched daily to perform Closed-Circuit Television (CCTV) inspections of strategically assigned areas and record their findings. The District utilizes the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) standard for defect identification and assessment. The current Operational and Preventative Maintenance Program has a targeted, recurring cycle of four years to complete visual inspections on all of the District's sewers; roughly 25% of the sewer system is assessed each year. Pictures, videos and a condition assessment report taken at the time of the inspection are saved in the CMMS for reference. Structural defects and any other anomalies are also noted by the Operators and logged into CMMS.

8.3 Capacity Assessment and Design Criteria

Wastewater System Master Plan

As part of the WWSMP, a hydraulic model of the wastewater collection system (sewer model) was constructed from the District's sewer Geographic Information System (GIS) geodatabase. The hydraulic modeling software identified for the computer model is InfoSewer, which runs inside of Esri's ArcGIS Software. The average dry weather flows (ADWF) were allocated and calibrated in the wastewater model based upon land use data and the results of a flow monitoring program conducted from October through November 2020. Peak dry weather flows (PDWF) were determined using a peaking equation which was developed based on an analysis of the average and peak dry weather flows monitored during the flow monitoring program. Wet weather events captured during the flow monitoring program did not indicate a significant increase in

flow. Therefore, PDWF was used to identify pipes for capacity enhancement. The conservative d/D ratio utilized will allow for sufficient capacity for wet weather flow.

The District's existing wastewater collection system was evaluated using land use data to generate flows. These flows were then calibrated to the wastewater flow monitoring data and compared to existing pipeline system capacity using the design criteria discussed below. An analysis of existing conditions identified 44 capacity enhancement segments (manhole to manhole) in the existing collection system facilities totaling approximately 12,634 linear feet (LF) in length in the West Area and 461 LF in the East Area for a combined existing and buildout system-wide total of 13,095 LF. An analysis under buildout conditions revealed nine additional capacity enhancement segments in the West Area totaling an additional 1,502 LF for a combined system-wide total of approximately 14,136 LF. Buildout conditions assumed all undeveloped parcels, including currently unsewered parcels, will eventually be connected to the sewer system, which is a conservative assumption for the purpose of developing recommended sewer sizes.

Design Criteria

The peaking equation below was developed based on an analysis of the PDWF and ADWF monitored during the flow monitoring program conducted for the SSWMP.

$$Q(peak) = 2.4 \times Q\ (avg)^{0.95}$$

Using the peak flow determined from the equation above, the Continuity Equation and Manning's Equation are used for gravity sewer hydraulic calculations.

Design peak flows in pipelines 12-inches in diameter and smaller are to be limited to a flow depth over pipe diameter ratio (d/D) of 50%. Pipes over 12-inches are to be limited to a flow depth over pipe diameter ratio (d/D) of 75%.

- Pipe Size ≤ 12-inches: d/D ≤ 50%
- Pipe Size > 12-inches: d/D ≤75%

The maximum design velocity shall be limited to 10 ft/sec and a minimum design velocity of 2 ft/sec at PDWF.

8.4 PRIORITIZATION OF CORRECTIVE ACTIONS

The District develops and updates its Capital Improvement Plan (CIP) utilizing historical information from its CMMS, CCTV data, and reports such as the AMP and the WWSMP. Potential projects are identified in the AMP and WWSMP, which are prioritized based on likelihood of failure, consequence of failure and capacity assessment.

8.5 CAPITAL IMPROVEMENT PLAN

The District has prepared a 5-year CIP, which includes projects and implementation schedules. From time to time, the CIP may be modified to reflect changing conditions and priorities, and is updated at least annually for approval by the Board of Directors. The 5-Year CIP is available on the District's website at www.ylwd.com.

ELEMENT 9- MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

The District will regularly track and monitor the effectiveness of the SSMP and document significant revisions and/or updates as a result. This Element describes the District's monitoring and measurement criterion as well as the program modification process.

9.1 REGULATORY REQUIREMENTS

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

a) *Maintaining relevant information, including audit findings, to establish and prioritize appropriate SSMP activities;*
b) *Monitor the implementation and measuring the effectiveness of each Plan element;*
c) *Assessing the success of the preventative operation and maintenance activities;*
d) *Update Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
e) *Identify and illustrate spill trends, including: frequency, location, and volume.*

9.2 MONITORING

The District maintains relevant information in order to establish and prioritize appropriate SSMP activities. Data collected in the District's GIS database and CMMS is used in conjunction with the State Water Resources Control Board CIWQS database to monitor and measure the effectiveness of the SSMP and its elements. Spill frequency, location and volume are also tracked in the CIWQS online database.

SSMP key performance indicators include;

- Total number of spills per year
- Number of spills per 100 miles of sewer per year
- Number of spills by cause
- Number of locations with more than one spill in the past year
- Percentage of total system designated as an Enhanced Maintenance Area (EMA).
- Percentage of EMAs cleaned on schedule
- Footage of main lines rehabilitated or replaced annually
- Footage of main lines and percentage of system inspected by CCTV annually
- Annual number of FSE inspections and number of enforcement actions on FSEs
- Average spill response time (from call to arrival) and clean up time (from arrival to completion)

9.3 PROGRAM MODIFICATIONS

The District will review this SSMP regularly and update the document based on the results of the monitoring and measurement of the SSMP effectiveness. All significant changes will be documented in the form of a Change Log. The Change Log will provide a brief description of the change, the date the change was made, and who authorized the change/update. Records documenting all changes made to the SSMP since the last certification have been included in Appendix B.

The SSMP will be reviewed, updated and re-certified at least once every six (6) years, or whenever significant changes are made. Prior to re-certification, the SSMP will be distributed to appropriate District staff for review. The SSMP will then be updated and ready for public dissemination and ultimately for re-certification by the District's Board of Directors.

ELEMENT 10- INTERNAL AUDITS

This Element presents the District's SSMP Auditing Program.

10.1 REGULATORY REQUIREMENTS

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

a) *Evaluate the implementation and effectiveness of the Enrollee's SSMP in preventing spills;*
b) *Evaluate the Enrollee's compliance with this General Order;*
c) *Identify SSMP deficiencies in addressing ongoing spills and discharges to the waters of the state; and*
d) *Identify necessary modifications to the SSMP to correct deficiencies*

10.2 AUDIT PROCEDURE

The District will perform an SSMP audit every three (3) years. During the audit, the SSMP will be evaluated for compliance with the latest SSS WDR and the District's latest practices. The audit will also be used to identify any improvements needed in the SSMP. Once the audit has been completed, an audit report will be prepared and kept on file for five (5) years. Audits performed since the last certification have been included in Appendix B.

ELEMENT 11- COMMUNICATION PROGRAM

The District utilizes various means to communicate and receive public input. The intent of this Element is to outline the District's communication process with interested parties regarding the development, implementation and performance of the SSMP.

11.1 REGULATORY REQUIREMENTS

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

a) *Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and*
b) *The development, implementation, and update of its Plan, including opportunities for public input to Plan implementation and updates.*

11.2 PUBLIC COMMUNICATION

The District maintains communication with the City of Anaheim, the City of Placentia and Orange County Sanitation District through quarterly Orange County Waste Discharge Requirements Steering Committee and general meetings.

Members of the public are invited to attend all Board monthly meetings, which are held at the District's Administration building at 1717 East Miraloma Avenue in Placentia unless otherwise noted on the agenda. Meeting agendas are posted at the District's Administration building and the District's website a minimum of 72 hours in advance for regular meetings and 24 hours for special meetings. During the meeting, there is a Public Comments section where members of the public may address the Board of Directors or Committee members and provide comments and/or input.

Status updates on the implementation and development may also be requested by contacting the District via email at info@ylwd.com by phone at (714) 701-3000 or by mail at the following:

General Manager
Yorba Linda Water District
P.O. Box 309
Yorba Linda, 92885-0309

The District also manages and maintains an online email notification service where members of the public can subscribe to receive email notifications on a variety of topics.

In the event of a spill in a public area, the District's Public Affairs department will provide information via geo-targeted social networking application and the District's website (www.ylwd.com). The Public Affairs department will monitor the social networking application to provide responses to comments and post updates as available. In

response to a spill in a public area, our Operations department will follow notification procedures as dictated in the SERP.

APPENDICES

Appendix A - SWRCB General Order No. WQ 2022-0103-DWQ

Appendix B – SSMP Change Log & Audits

Appendix C – SSMP Adoption & Certification

Appendix D – Spill Emergency Response Plan (SERP)

Appendix E – Key Positions Contact List

Appendix A

SWRCB General Order No. WQ 2022-0103-DWQ

STATE WATER RESOURCES CONTROL BOARD
1001 I Street, Sacramento, California 95814
ORDER WQ 2022-0103-DWQ

STATEWIDE WASTE DISCHARGE REQUIREMENTS

GENERAL ORDER FOR SANITARY SEWER SYSTEMS

This Order was adopted by the State Water Resources Control Board on December 6, 2022.
This Order shall become effective **180 days after the Adoption Date of this General Order,** on June 5, 2023. The Enrollee shall comply with the requirements of this Order upon the Effective Date of this General Order.

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

CERTIFICATION

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

AYE:	Chair E. Joaquin Esquivel Vice Chair Dorene D'Adamo Board Member Sean Maguire Board Member Laurel Firestone Board Member Nichole Morgan
NAY:	None
ABSENT:	None
ABSTAIN:	None

Courtney Tyler for
Jeanine Townsend
Clerk to the Board

Table of Contents

Table of Attachments

1. INTRODUCTION

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

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

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

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

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

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

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

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

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

2. REGULATORY COVERAGE AND APPLICATION REQUIREMENTS

2.1. Requirements for Continuation of Existing Regulatory Coverage

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

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

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

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

2.2. Requirements for New Regulatory Coverage

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

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

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

2.2.1. Application Package Requirements

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

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

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

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

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

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

2.2.3. Electronic Reporting Account for New Enrollee

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

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

2.3. Regulatory Coverage Transfer

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

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

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

3. FINDINGS

3.1. Legal Authorities

3.1.1. Federal and State Regulatory Authority

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

3.1.2. Discharge of Sewage

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

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

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

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

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

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

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

3.1.4. Water Board Authority to Prescribe General Waste Discharge Requirements

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

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

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

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

3.1.5. Previous Statewide General Waste Discharge Requirements

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

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

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

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

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

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

3.1.6. Existing Memorandum of Agreement with California Water Environment Association

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

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

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

3.2. General

3.2.1. Waters of the State

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

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

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

More specifically, sanitary sewer spills may:

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

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

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

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

3.2.3. Proactive Sanitary Sewer System Management to Eliminate Spill Causes

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

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

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

- Sea level rise impacts including flooding, coastal erosion, seawater intrusion, tidal inundation and submerged lands;
- Increased surface water flows due to higher intensity rain events;
- Flooding;
- Wildfires and wildfire induced impacts;
- Earthquake induced damage;
- Landslides; and
- Subsidence.

- Infrastructure deficiencies and failures, including but not limited to:
  - Pump station mechanical failures;
  - System age;
  - Construction material failures;
  - Manhole cover failures;
  - Structural failures; and
  - Lack of proper operation and maintenance.
- Insufficient system capacity (temporary or sustained), due to factors including but not limited to:
  - Excessive and/or increased storm or groundwater inflow/infiltration;
  - Insufficient capacity due to population increase and/or new connections from industrial, commercial and other system users; and
  - Stormwater capture projects utilizing a sanitary sewer system to convey stormwater to treatment facilities for reuse.
- Community impacts, including but not limited to:
  - Power outages;
  - Vandalism; and
  - Contractor-caused or other third party-caused damages.

3.2.4. Underground Sanitary Sewer System Leakage

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

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

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

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

3.3. Water Quality Control Plans, Policies and Resolutions

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

3.3.1. State Water Board Antidegradation Policy

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

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

3.3.2. State Water Board Sources of Drinking Water Policy

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

3.3.3. State Water Board Cost of Compliance Resolution

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

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

3.3.4. State Water Board Human Right to Water Resolution

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

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

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

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

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

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

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

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

3.3.5. State Water Board Open Data Resolution

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

3.3.6. State Water Board Response to Climate Change

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

3.4. California Environmental Quality Act

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

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

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

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

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

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

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

3.6. Notification to Interested Parties

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

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

4. PROHIBITIONS

4.1 Discharge of Sewage from a Sanitary Sewer System

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

4.2. Discharge of Sewage to Waters of the State

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

4.3. Discharge of Sewage Creating a Nuisance

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

5. SPECIFICATIONS

5.1. Designation of a Legally Responsible Official

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

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

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

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

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

5.2. Sewer System Management Plan Development and Implementation

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

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

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

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

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

For a new Enrollee:

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

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

5.3. Certification of Sewer System Management Plan and Plan Updates

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

5.4. Sewer System Management Plan Audits

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

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

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

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

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

The Enrollee shall submit a complete audit report that includes:

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

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

See the following tables for clarification:

Initial Audit Period and Audit Due Date for New Enrollees

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

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

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

Three-Year Ongoing Audit Period

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

5.5. Six-Year Sewer System Management Plan Update

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

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

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

5.6. System Resilience

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

5.7. Allocation of Resources

The Enrollee shall:

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

5.8. Designation of Data Submitters

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

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

5.9. Reporting Certification

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

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

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

5.10. System Capacity

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

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

5.11. System Performance Analysis

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

Graph 1 – Total Spill Volume per Year:

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

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

Graph 2 – Total Number of Spills per Year:

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

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

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

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

5.12. Spill Emergency Response Plan and Remedial Actions

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

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

For New Enrollees:

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

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

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

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

5.13. Notification, Monitoring, Reporting and Recordkeeping Requirements

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

5.13.1. Spill Categories

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

- **Category 1 Spill**

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

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

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

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

- **Category 2 Spill**

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

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

- **Category 3 Spill**

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

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

- **Category 4 Spill**

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

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

5.13.2. Annual Report

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

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

5.14. Electronic Sanitary Sewer System Service Area Boundary Map

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

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

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

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

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

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

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

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

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

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

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

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

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

5.17. Unintended Failure to Report

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

5.18. Duty to Report to Water Boards

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

5.19. Operation and Maintenance

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

6. PROVISIONS

6.1. Enforcement Provisions

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

6.1.1. Enforceability of Clean Water Act and Water Code Violations

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

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

6.1.2. Monetary Penalties

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

6.1.3. Falsifying or Failure to Report

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

6.1.4. Severability of General Order

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

6.1.5. Indirect Discharges

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

6.1.6. Water Boards' Considerations for Discretionary Enforcement

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

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

- Implementation of available equipment, technologies, strategies, and recommended industry practices for maintaining and managing sewer systems to prevent spills, and contain and eliminate discharges to waters of the State; and

- The spill duration and factors beyond the reasonable control of the Enrollee causing the event.

6.1.7. Enforcement Discretion Based on Reporting Compliance

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

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

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

6.2. Other Regional Water Board Orders

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

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

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

6.3. Sewer System Management Plan Availability

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

6.4. Entry and Inspection

6.4.1. Entry and Availability of Information

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

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

6.4.2. Pre-Inspection Questionnaire

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

ATTACHMENT A - DEFINITIONS

Annual Report

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

Basin Plan

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

Beneficial Uses

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

California Integrated Water Quality System (CIWQS)

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

Data Submitter

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

Disadvantaged Community

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

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

Drainage Conveyance System

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

Enrollee

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

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

Environmentally Sensitive Area

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

Exfiltration

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

Flood Control Channel

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

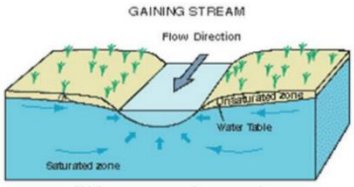
Governing Entity

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

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

Hydrologically Connected

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



Lateral (including Lower and Upper Lateral)

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

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

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

Legally Responsible Official

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

Nuisance

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

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

Private Sewer Lateral

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

Private Sanitary Sewer System

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

Potential to Discharge, Potential Discharge

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

Receiving Water

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

Resilience

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

Sanitary Sewer System

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

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

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

Satellite Sewer System

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

Sewer System Management Plan

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

Sewage

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

Spill

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

Training

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

Wash Down Water

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

Waste

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

Waste Discharge Identification Number (WDID)

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

Waters of the State

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

Waters of the United States

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

Water Quality Objective

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

ATTACHMENT B – APPLICATION FOR ENROLLMENT

1. Enrollment Status: (Mark only one item)

☐ New Enrollee

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

2. Applicant Information:

Legally Responsible Official Submitting Application

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

System Owner/Operator Name: _____

Mailing Address:_____

City, State, Zip:_____

County:_____

Sanitary Sewer System Name: _____

Regional Water Quality Control Board(s): _____

Signature and Date: _____

3. Applicant Type (Check one):

☐ City ☐ County ☐ State ☐ Federal ☐ Special District

☐ Government Combination ☐ Private ☐ Other Non-governmental Entity

4. Wastewater Treatment Plant Receiving Sanitary Sewer System Waste:

Wastewater Treatment Plant Permittee:_____

WDID No.: _____

5. Billing Information

Billing Address: _____

City, State, Zip: _____

Billing Contact Person and Title: _____

Phone and Email Address: _____

6. Application Fee:

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

Check one of the following and enter fee amount:

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

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

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

State Water Resources Control Board, Accounting Office
P. O. Box 1888
Sacramento, CA 95812-1888

Attention: Statewide Sanitary Sewer System Program

7. Application Submittal Certification

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

Print Name: _____

Title: _____

Signature: _____Date: _____

ATTACHMENT C - NOTICE OF TERMINATION

1. Enrollee Information

Enrollee Name: _____

WDID No:_____

Legally Responsible Official Requesting Termination of Coverage: _____

First and Last Name: _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

City, State, Zip: _____

County: _____

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

Regional Water Quality Control Board(s): _____

Signature and Date:_____

2. Basis of Termination

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

_____

_____

_____

_____

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_____

3. Regulatory Coverage Termination Certification

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

Print Name: _____

Title: _____

Signature: _____Date: _____

For State Water Board Use Only

☐ Approved for Termination ☐ Denied and Returned to Enrollee

Deputy Director of Water Quality Signature: _____

Date: _____Notice of Termination Effective Date: _____

ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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ATTACHMENT D – SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS

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

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

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

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

1. SEWER SYSTEM MANAGEMENT PLAN GOAL AND INTRODUCTION

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

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

1.1. Regulatory Context

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

1.2. Sewer System Management Plan Update Schedule

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

1.3. Sewer System Asset Overview

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

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

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

2. ORGANIZATION

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

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

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

3. LEGAL AUTHORITY

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

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

4. OPERATION AND MAINTENANCE PROGRAM

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

4.1. Updated Map of Sanitary Sewer System

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

4.2. Preventive Operation and Maintenance Activities

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

The scheduling system must include:

- Inspection and maintenance activities;

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

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

4.3. Training

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

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

4.4. Equipment Inventory

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

5. DESIGN AND PERFORMANCE PROVISIONS

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

5.1. Updated Design Criteria and Construction Standards and Specifications

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

5.2. Procedures and Standards

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

6. SPILL EMERGENCY RESPONSE PLAN

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

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

7. SEWER PIPE BLOCKAGE CONTROL PROGRAM

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

The procedures must include, at minimum:

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

8. SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

The Plan must include procedures and activities for:

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

8.1 System Evaluation and Condition Assessment

The Plan must include procedures to:

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

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

8.2. Capacity Assessment and Design Criteria

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

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

The capacity assessment must consider:

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

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

8.3. Prioritization of Corrective Action

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

8.4. Capital Improvement Plan

The capital improvement plan must include the following items:

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

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

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

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

10. INTERNAL AUDITS

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

11. COMMUNICATION PROGRAM

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

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

ATTACHMENT E1 – NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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ATTACHMENT E1– NOTIFICATION, MONITORING, REPORTING AND RECORDKEEPING REQUIREMENTS

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

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

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

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

1. NOTIFICATION REQUIREMENTS

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

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

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

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

1.2. Spill Notification Information

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

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

1.3. Notification of Spill Report Updates

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

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

2. SPILL-SPECIFIC MONITORING REQUIREMENTS

2.1 Spill Location and Spread

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

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

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

2.2 Spill Volume Estimation

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

2.3. Receiving Water Monitoring

2.3.1. Receiving Water Visual Observations

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

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

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

2.3.2. Receiving Water – Water Quality Sampling and Analysis

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

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

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

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

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

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

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

2.3.3. Water Quality Analysis Specifications

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

Sufficiently Sensitive Methods

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

Environmental Laboratory Accreditation Program-Accredited Laboratories

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

2.3.4. Receiving Water Sampling Locations

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

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

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

Receiving Surface Water Sampling (RSW)[1]

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

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

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

2.4. Safety and Access Exceptions

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

3. REPORTING REQUIREMENTS

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

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

3.1. Reporting Requirements for Individual Category 1 Spill Reporting

3.1.1. Draft Spill Report for Category 1 Spills

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

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

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

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

3.1.2. Certified Spill Report for Category 1 Spills

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

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

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

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

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

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

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

- Photographs illustrating the spill origin, the extent and reach of the spill, drainage conveyance system entrance and exit, receiving water, and post-cleanup site conditions;
- Diagram showing the spill failure point, appearance point(s), the spill flow path, and ultimate destinations;
- Detailed description of the methodology employed, and available data used to calculate the discharge volume and, if applicable, the recovered spill volume;
- Detailed description of the spill cause(s);
- Description of the pipe material, and estimated age of the pipe material, at the failure location;
- Description of the impact of the spill;
- Copy of original field crew records used to document the spill; and
- Historical maintenance records for the failure location.

2. Enrollee's response to the spill:
   - Chronological narrative description of all actions taken by the Enrollee to terminate the spill;
   - Explanation of how the Sewer System Management Plan Spill Emergency Response Plan was implemented to respond to and mitigate the spill; and
   - Final corrective action(s) completed and a schedule for planned corrective actions, including:
     - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable,
     - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences, and
     - Necessary modifications to the Emergency Spill Response Plan to incorporate lessons learned in responding to and mitigating the spill.
3. Water Quality Monitoring, including at minimum:
   - Description of all water quality sampling activities conducted;
   - List of pollutant and parameters monitored, sampled and analyzed; as required in section 2.3 (Receiving Water Monitoring) of this Attachment;
   - Laboratory results, including laboratory reports;
   - Detailed location map illustrating all water quality sampling points; and
   - Other regulatory agencies receiving sample results (if applicable).
4. Evaluation of spill impact(s), including a description of short-term and long-term impact(s) to beneficial uses of the surface water.

3.1.4. Amended Certified Spill Reports for Individual Category 1 Spills

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

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

3.2. Reporting Requirements for Individual Category 2 Spill Reporting

3.2.1. Draft Spill Report for Category 2 Spills

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

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

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

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

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

11. Estimated total spill volume recovered.

3.2.2. Certified Spill Report for Category 2 Spills

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

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

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

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

3.2.3. Amended Certified Spill Reports for Individual Category 2 Spills

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

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

3.3. Monthly Certified Spill Reporting for Category 3 Spills

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

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

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

- Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.

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

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

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

3.4. Monthly Certified Spill Reporting for Category 4 Spills

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

3.5. Amended Certified Spill Reports for Category 3 Spills

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

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

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

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

- Maintain records per section 4.4. of this Attachment;

  The Enrollee shall provide records upon request by State Water Board or Regional Water Board staff.

- Annually upload and certify a report, in an appropriate digital format, of all recordkeeping of spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occurred.

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

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

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

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

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

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

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

3.8. Electronic Sanitary Sewer System Service Area Boundary Map

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

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

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

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

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

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

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

- Population served;

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

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

3.10. Sewer System Management Plan Audit Reporting Requirements

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

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

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

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

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

3.11. Sewer System Management Plan Reporting Requirements

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

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

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

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

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

Less than 2,500: August 2, 2010

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

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

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

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

Less than 2,500: August 2, 2026

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

4. RECORDKEEPING REQUIREMENTS

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

4.1. Recordkeeping Time Period

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

4.2. Availability of Documents

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

4.3. Spill Reports

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

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

- Date and time the complainant first noticed the spill, if available,
- Narrative description of the complaint, including any information the caller provided regarding whether the spill has reached surface waters or a drainage conveyance system, if available,
- Complainant's contact information, if available, and
- Final resolution of the complaint;

- Records documenting the steps and/or remedial action(s) undertaken by the Enrollee, using all available information, to comply with this General Order, and previous General Order 2006-0003-DWQ as applicable;
- Records documenting how estimate(s) of volume(s) and, if applicable, volume(s) of spill recovered were calculated;
- All California Office of Emergency Services notification records, as applicable; and
- Records, in accordance with the Monitoring Requirements in this Attachment.

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

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

Recordkeeping of Individual Category 4 Spill Information:

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

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

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

Recordkeeping of Individual Lateral Spill Information:

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

Total Annual Spill Information:

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

4.5. Sewer System Telemetry Records

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

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

4.6. Sewer System Management Plan Implementation Records

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

4.7. Audit Records

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

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

4.8. Equipment Records

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

4.9. Work Orders

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

ATTACHMENT E2 – SUMMARY OF NOTIFICATION, MONITORING AND REPORTING REQUIREMENTS

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

Table E2-1

Spill Category 1: Spills to Surface Waters

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

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

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

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

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

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

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

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

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

ATTACHMENT F – REGIONAL WATER QUALITY CONTROL BOARD CONTACT INFORMATION

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

Region 1 -- North Coast Regional Water Quality Control Board:
Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Modoc, Siskiyou, Sonoma, and Trinity counties.

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

Region 2 -- San Francisco Bay Regional Water Quality Control Board:
Alameda, Contra Costa, San Francisco, Santa Clara (Northern most part of Morgan Hill), San Mateo, Marin, Sonoma, Napa, Solano counties.

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

Region 3 -- Central Coast Regional Water Quality Control Board:
Santa Clara (most of Morgan Hill), San Mateo (Southern portion), Santa Cruz, San Benito, Monterey, Kern (small portions), San Luis Obispo, Santa Barbara, Ventura (Northern portion) counties.

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

Region 4 -- Los Angeles Regional Water Quality Control Board:
Los Angeles, Ventura counties (small portions of Kern and Santa Barbara counties).

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

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

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

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

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

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

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

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

Region 6 -- Lahontan Regional Water Quality Control Board:

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

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

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

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

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

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

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

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

Orange, Riverside, San Bernardino counties.

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

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

San Diego county and portions of Orange and Riverside counties.

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

End of Order 2022-0103-DWQ

Appendix B

SSMP Change Log & Audits

SSMP CHANGE LOG

Revision Date	SSMP Element/Section	Description of Change/Revision Made	Change Authorized By
7/13/2021	Goals	Expanded on goals.	Operations & Engineering
7/13/2021	Organization	Organizational chart was updated and additional organizational information was added.	Operations & Engineering
7/13/2021	Legal Authority	Updated to reference latest legal authorities.	Operations & Engineering
7/13/2021	Operation and Maintenance Program	Updated to reference latest operation and preventative maintenance program.	Operations & Engineering
7/13/2021	Design and Performance Provisions	Expanded on design and performance provisions.	Operations & Engineering
7/13/2021	Overflow Emergency Response Plan	Updated to reference latest Overflow Response Plan.	Operations & Engineering
7/13/2021	FOG Control Program	Updated per latest FOG Program.	Operations & Engineering
7/13/2021	System Evaluation and Capacity Assurance Plan	Added new element per latest requirements.	Operations & Engineering
7/13/2021	Monitoring, Measurement and Program Modifications	Added new element per latest requirements.	Operations & Engineering
7/13/2021	SSMP Program Audits	Expanded on program audit information.	Operations & Engineering
7/13/2021	Communication Program	Expanded on communication program.	Operations & Engineering
7/13/2021	Appendices	Added appendices; Appendix A – SWRCB Order No. 2013-0058-Exec Appendix B – SSMP Change Log & Audits Appendix C – SSMP Adoption & Certification	Operations & Engineering

SSMP CHANGE LOG

Revision Date	SSMP Element/Section	Description of Change/Revision Made	Change Authorized By
5/19/2025	Entire Document	Changed all references from "SSO" to "Spill"	Operations & Engineering
5/19/2025	Element 1 – Goals & Introduction	Combined Goals and Introduction section from previous SSMP to conform to Attachment D of the General Order WQ 2022-0103-DWQ	Operations & Engineering
5/20/2025	Element 1 – Section 1.2 & 1.3	Updated SSMP update schedule, system quantities and added other minor information required by Attachment D of the General Order WQ 2022-0103-DWQ	Operations & Engineering
5/21/2025	Element 2 - Organization	Updated organization chart and added contact info as Appendix E as required by Attachment D of the General Order WQ 2022-0103-DWQ	Operations & Engineering
5/21/2025	Element 3 – Legal Authority	Updated requirements, verified references to resolutions/ordinances referenced in the section as required by Attachment D of the General Order WQ 2022-0103-DWQ	Operations & Engineering
5/22/2025	Element 7 – Sewer Pipe Blockage Control Program	Revised name "FOG Control Program" to "Sewer Pipe Blockage Control Program" per General Order WQ 2022-0103-DWQ	Operations & Engineering
5/28/2025	Element 8 – System Evaluation, Capacity Assurance and Capital Improvements	Added section for Operations condition assessments via CCTV. Updated references and criteria from the now-complete, WWSMP.	Operations & Engineering
6/2/2025	Element 9 – Monitoring, Measurement, and Program Modifications	Minor updates to regulatory requirements; revised SSMP update frequency as required per General Order WQ 2022-0103-DWQ	Operations & Engineering
6/2/2025	Element 10 – Internal Audits	Minor updates to regulatory requirements; revised Audit frequency as required per General Order WQ 2022-0103-DWQ	Operations & Engineering
6/2/2025	Element 6 – Spill Emergency Response Plan	Updated regulatory requirements; added Appendix D to include copy of updated SERP per the requirements of General Order WQ 2022-0103-DWQ	Operations & Engineering
6/2/2025	Element 5 – Design and Performance Provisions	Minor updates to regulatory requirements and headers	Operations & Engineering
6/23/2025	Element 4 – O & M Program	Updated procedures and information on current operational & preventative maintenance program	Operations & Engineering

6/24/2025	Element 11 – Communication Program	Added communication protocol in the event of a spill in public area	Operations & Engineering
6/24/2025	Appendices	Revised Appendices: Appendix A - SWRCB General Order No. WQ 2022-0103-DWQ Appendix B – SSMP Change Log & Audits Added Appendices: Appendix D – Spill Emergency Response Plan (SERP) Appendix E – Key Positions Contact List	Operations & Engineering

YORBA LINDA WATER DISTRICT

General Order No. 2022-0103-DWQ

Sewer System Management Plan

Internal Audit

January 31, 2025

Yorba Linda Water District

SEWER SYSTEM MANAGEMENT PLAN

Internal Audit

Audit Period: 8/2/2021 - 8/2/2024

1) Goal.

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. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Since the last audit in 2021, we have responded to 3 SSOs and 3 Private Lateral Sewer Discharges (PLSDs). The first spill was on 05/30/24 and was caused by pool plaster discovered in the mainline. This line was upgraded on our Enhanced Maintenance list from every 3 months cleaning to every month cleaning. The City of Yorba Linda contacts the District when new pool permits are issue that that these types of issues are mitigated; however, pool repairs are permitted and the City and District only become aware when plaster is found in the mainline. The second spill was on 09/08/24 and was caused by a broken private sewer lateral slip liner that lodged itself in the mainline channel causing a back-up. We performed confined space and removed the lodged slip liner to prevent further issues. The third spill was on 09/20/24 and was caused by a large root mass in the

line. The root mass was removed, and we had mainline sprayed with root foam.

When we respond to PLSDs we assist in containment as well as the clean up after the discharge has stopped.

We meet our system goals each year, televising one fourth of the system, cleaning the enhanced maintenance areas every month or quarterly, and the rest of the system as needed.

2) ORGANIZATION

a) The name of the responsible or authorized representative as described in Section J of this Order.

Nothing has changed. Personnel names may have changed but job title responsibilities remain the same.

b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through the organization chart or similar document with a narrative explanation.

Any changes in personnel information are recorded in the SSMP soon after they occur.

3) LEGAL AUTHORITY

The District's ordinances and Sewer Rules and Regulations provide the District with the authority to enforce proper operation and maintenance of its sewer system and to pursue enforcement measures for illegal discharges.

4) OPERATION AND MAINTENANCE PROGRAM

a) Maintain an up-to-date map of the sanitary sewer system showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities.

Our map books are concise and kept up to date. When inaccuracies are encountered, Operations staff will notify the GIS department to make updates to GIS/Cityworks. Hard copies of updated maps will be made and placed in Operations vehicles as a backup to Cityworks.

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

With the help of our two camera trucks, the sewer system cleaning is on track and all sewers continue to be cleaned as needed. Enhanced maintenance areas are cleaned on a more frequent basis; 71 are cleaned monthly and 60 are cleaned quarterly. All PM work is recorded daily and tabulated monthly. We track the percentage of the year we are at with the percentage of expected CCTV completed. This way we are able to ensure we are on track to meet our goals and make any needed adjustments to the program.

c) 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 a system for ranking the condition 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.

We are using our CCTV truck on a daily basis. Any defects we find that we consider to be severe enough to cause leaks or have the ability to compromise the integrity of the pipe, are repaired immediately. The decision on whether to replace the damaged section of pipe or to slip line from manhole to manhole is based on several factors. If the pipe is over ten feet deep we would slip line. If there is more than one break in a section we would slip line. If the main runs under property we would have difficulty accessing, we would slip line. We have been doing more slip lining in-house. This has allowed more in the budget for contracted manhole spraying for roaches as needed.

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

Staff regularly attend classes and seminars put on by CWEA and SARBS. They are encouraged to continue to educate themselves and to upgrade certification. Internal training is provided twice a year for staff to review procedures within the Sanitary Sewer Overflow Response Plan.

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

The District continues to maintain an inventory of equipment and replacement parts.

5) DESIGN AND PERFORMANCE PREVISIONS

a) 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.

Can be found in YLWD Standard Specifications.

b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Can be found in YLWD Standard Specifications.

6) OVERFLOW EMERGENCY RESPONSE PLAN

a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.

Our notification procedures have worked well in all SSOs we have experienced. All agencies have been informed of any spill within the required time. The system in place to get primary responders to any spill ASAP works well. Whether the call comes from the answering service or the District's customer service personnel, field operators are on scene within an acceptably short period of time.

b) A program to ensure an appropriate response to all overflows.

See comments above.

c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers etc.) of all SSOs that potentially affect public health or reach the waters of the State in

accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.

These procedures were put in place at the writing of the SSMP and are still active.

d) **Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.**

Copies of the Sanitary Sewer Overflow Response Plan are provided to all crew members and will have them read annually. Classes and internal training are provided to staff at least twice a year to review procedures.

e) **Provide emergency operations, such as traffic and crowd control and other necessary emergency response.**

Traffic control is practiced almost daily by our crews. This ranges from a single vehicle working on a manhole to multiple vehicles working on a major highway. We have had no need for crowd control other than pedestrian safety around the work area. Should the need arise I am confident we will take the correct action to ensure the safety of the public and our employees. We have a traffic control safety class annually.

f) **A program to ensure that all reasonable steps to contain and prevent the discharge of untreated and partially treated wastewater to waters in the United States and to 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.

This program is in place and is followed when we have an SSO. Every effort is made by the crews on site to contain the spill. Crews will debrief after SSOs to analyze the cause and determine if any preventative measures can be implemented to avoid similar occurrences in the future.

7) FOG CONTROL PROGRAM

a) An implementation plan and a schedule for a public education outreach program that promotes proper disposal of FOG.

We continue to operate our FOG program successfully. We have no major areas of grease build up in the sewer lines and no spills have been caused by this. We have met with
Orange County Sanitation District to review our FOG program and to clarify jurisdiction.

b) A plan and a schedule for the disposal of FOG generated within the sanitary sewer system area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.

The Orange County Sanitation District operates a disposal site for FOG generated within the District's sewer system area.

c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages by FOG.

Ordinance 04-01 is still in place and covers this. FOG management inspections are conducted at FSEs by District staff, new FSEs are

required to install grease interceptors or other devices to control FOG, and the District has a robust CCTV and sewer cleaning program.

d) Requirements to install grease removal devices (such as traps or interceptors); design standards for the removal devices, maintenance requirements, BMP requirements, record keeping, and reporting requirements.

Ordinance 04-01 covers this. New FSE's are required to submit plans on grease interceptors or other devices for District and City review prior to operation.

e) Authority to inspect grease producing facilities, enforcing authorities, and whether the enrolee has sufficient staff to inspect and enforce the ordinance.

Ordinance 04-01 covers this. The District conducts inspections of FOG management facilities and permits the facilities. The Sewer Group, Engineering, Finance and Administration Departments work together on program enforcement.

f) An identification of sanitary sewer system sections subject to FOG blockages, and establishment of a cleaning maintenance schedule for each section.

We have established a list of sewer mains subject to FOG discharge. These areas are cleaned on a regular basis. At present, we have 39 FSEs that discharge FOG into the sewer system on our Enhanced Maintenance list. Any new properties that may generate FOG are monitored to ensure compliance. Additional cleaning maintenance will occur as needed in response to customer inquiries regarding odor.

g) **Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified.**

The District maintains and implements a FOG Program that requires permittees to install FOG control devices to prevent discharge of FOG to the system. The District conducts FOG inspections.

8) SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

a) **Evaluation.**

The District's consultant completed the Wastewater Master Plan in June 2022 which evaluates the District's wastewater system capacity under existing and future buildout conditions.

b) **Design criteria.**

Established in Section 6 of the District's Wastewater Master Plan.

c) **Capacity enhancement measures.**

Capacity enhancement due to new and future development was included in the criteria for recommending Capital Improvement Projects in the District's Wastewater Master Plan.

d) **Schedule.**

The District' 5-year CIP plan includes budgets for completing sewer capacity and sewer rehabilitation projects. This plan is updated annually.

9) MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

Since implementation of this plan, it has been updated several times.

10) SSMP PROGRAM AUDITS

This is the seventh audit we have completed. Audits will now be completed every three years per the current requirements of the SWRCB General Order 2022-0103-DWQ.

11) COMMUNICATION PROGRAM

The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of the SSMP. The communication system shall provide the public the opportunity to provide input to the Enrolee as the program is developed and implemented.
The Enrolee shall create a plan of communication with systems that are tributary and/or satellite to the Enrolee's sanitary sewer system.

The District's public education and outreach programs are robust. Information on the proper disposal of FOG is included in social media posts and on the District's website. FSEs are provided with a notebook and access to information to prevent FOG discharges to the sewer system. Staff addresses customer questions and concerns when they communicate with the public.

12) SWRCB GENERAL ORDER 2022-0103-DWQ - SSMP PROGRAM AUDIT REQUIREMENTS

a) Evaluate the implementation and effectiveness of the enrollee's Sewer System Management Plan in preventing spills

Based on the few spills that occurred over the audit period, the District's SSMP and Operators are very effective in preventing spills.

The type of spills that did occur did not warrant significant changes to procedure.

b) Evaluate the Enrollee's compliance with this General Order

The District will be updating its SSMP by the due date of 8/2/2025 as required in the SWRCB General Order.

c) Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the state

Operators of the system have not noted any deficiencies in the procedure for addressing spills.

d) Audit findings and recommended corrective actions

District procedures and staff are found to be effective in preventing and addressing spills. Operators will make minor changes in the event of a spill (enhanced maintenance or monitoring, if any) but there is no indication that significant corrective actions are necessary.

e) A statement that sewer system operators' input on the findings has been considered

Input from the system operators was provided on every item in the audit in order to properly analyze the effectiveness of the SSMP procedures.

f) A proposed schedule for the Enrollee to address the identified deficiencies.

As mentioned, the District's Operators are very effective in preventing and addressing spills. Upon conferring with the operators, deficiencies

in the existing procedures have not been identified. Enhancing maintenance and monitoring are implemented on an as-needed basis.

The District's Wastewater Management Plan updated in 2022 indicates that the District's sewer system is in very good condition. Improvements for future buildout have been identified, which are scheduled in the District's 5-year CIP program. The CIP program is updated annually to include any capacity improvement projects and sewer rehabilitation projects. A comprehensive Cured-In-Place Piping and manhole rehabilitation program is scheduled every two years.

Appendix C

SSMP Adoption & Certification

RESOLUTION NO. 2025-17

RESOLUTION OF THE BOARD OF DIRECTORS OF THE YORBA LINDA WATER DISTRICT ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN

WHEREAS, on May 2, 2006, the California State Water Resources Control Board ("SWRCB") promulgated a waste discharge requirement permit on May 2, 2006 to regulate sanitary sewer systems. This permit is known as SWRCB Order No. 2006-0003-DWQ, Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems requiring all federal, and state agencies, municipalities, counties, districts and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California, to comply with the terms of said Order to eliminate Sanitary Sewer Overflows.

WHEREAS, on July 30, 2013, the SWRCB promulgated Order No. WQ 2013-0058-EXEC, amending the Monitoring and Reporting Program set forth in Order No. 2006-0003-DWQ.

WHEREAS, on December 6, 2022, the SWRCB promulgated General Order WQ 2022-0103-DWQ, which supersedes SWRCB Order No. 2006-0003-DWQ and amendments thereafter to serve as the statewide waste discharge requirements.

WHEREAS, the terms of General Order No. WQ-2022-0103-DWQ require owners of sanitary sewer systems to update their Sewer System Management Plan (SSMP) per the requirements of the current General Order.

WHEREAS, the Sewer System Management Plan (SSMP) must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, and must contain a spill emergency response plan that establishes standard procedures for immediate response to a Sanitary Sewer spill in a manner designated to minimize water quality impacts and potential nuisance conditions.

WHEREAS, the SSMP must be self-audited at least every three (3) years and updated every six (6) years from the original adoption date by the District's governing board.

WHEREAS, six-year SSMP updates and other significant plan updates must be adopted by the governing board. The SSMP, all references in the document, and the adoption documents by the governing board must be available on the District's website or submitted to the SWRCB upon adoption.

WHEREAS, the Yorba Linda Water District owns, operates, and maintains a sanitary sewer system approximately 269 miles in length and is subject to such Orders.

WHEREAS, the Board of Directors previously adopted Resolution No. 2021-32 on July 13, 2021.

WHEREAS, the Yorba Linda Water District has completed a Sewer System Management Plan update titled Sewer System Management Plan, dated July 25, 2025 to reflect the District's current sanitary sewer system management practices.

WHEREAS, the Sewer System Management Plan update must be approved by the Board of Directors.

NOW, THEREFORE, the Board of Directors of the Yorba Linda Water District hereby finds, determines, declares and resolves as follows:

SECTION 1. That the Sewer System Management Plan, attached as Exhibit A and by this reference incorporated herein, is hereby adopted.

SECTION 2. The Legally Responsible Official is hereby authorized and directed to certify the plan in accordance with State Water Resources Control Board General Order No. WQ 2022-0103-DWQ.

SECTION 3. That Resolution No. 2021-32 is hereby rescinded.

PASSED AND ADOPTED this 10th day of July 2025 by the following called vote:

AYES: Directors Barbre, DesRoches, Hernandez, Lindsey, and Scott
NOES: None
ABSTAIN: None
ABSENT: None

[redacted]

Trudi DesRoches, Director
Yorba Linda Water District

ATTEST:

[redacted]

Carole M. Wayman, Assistant Board Secretary
Yorba Linda Water District

Reviewed as to form by General Counsel:

[redacted]

Andrew B. Gagen, Esq.
Kidman Gagen Law, LLP

Appendix D

Spill Emergency Response Plan (SERP)

Yorba Linda Water District

Spill Emergency Response Plan

Revised:

May 21, 2025

TABLE OF CONTENTS

GENERAL

On December 6, 2022 the California State Water Resources Control Board (SWRCB) promulgated Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems (SSS), Order No. 2022-0103-DWQ, to regulate sanitary sewer systems greater than one mile in length. This General Order serves as statewide WDRs and supersedes the previous SWRCB Order 2006-0003-DWQ and amendments thereafter.

The SSS WDR prohibits any discharge from a SSS that have the potential to discharge – directly or indirectly through a drainage conveyance system or other routes – to waters of the State. Discharges from a sanitary sewer system that create a nuisance or condition of pollution as defined in Water Code section 13050(m) are also prohibited.

System owners are required to develop, update, and implement a Sewer System Management Plan (Plan) that documents the program activities, procedures, and decision-making components necessary to maintain all parts of the Enrollee's sanitary sewer system. The Sewer System Management Plan must include an up-to-date Spill Emergency Response Plan (SERP) to ensure prompt detection and response to spills to reduce spill volumes and collect information for the prevention of future spills. The SERP includes procedures to:

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

- Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments before, during, and after a spill event;
- Conduct post-spill assessments of spill response activities;
- Document and report spill events as required in this General Order; and
- Annually, review and assess the effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.

OBJECTIVES

The primary objective of the SERP is to establish a set of procedures designed to protect public health and the environment from any actual or potential discharge (spill) of sewage from the Yorba Linda Water District's (District) wastewater collection system.

Additional objectives include:

- Protection of District personnel;
- Protection of wastewater collection system facilities;
- Protection of public and private property beyond the collection system;
- Provide appropriate customer service;
- Minimize risk of enforcement actions against the District;
- Compliance with local, State, and Federal jurisdictional requirements.

These objectives will be accomplished by containing spills from the wastewater collection system, identifying and correcting the cause of the spill, recovering and cleaning up the spill and returning it to the wastewater collection system, and providing the appropriate notification and reporting to local, State, and Federal authorities. The procedures outlined in the SERP shall be carried out as expediently and safely as possible. All District personnel responding to a spill shall follow the procedures outlined in the SERP.

SECTION 1 – IMPLEMENTATION

This Response Plan shall be made available to all District personnel. The level of involvement and SERP training required will depend on individual position characteristics or responsibilities.

1.1 RESPONSIBILITIES

Refer to *Table 2-1* of the SSMP for a full list of detailed responsibilities as they relate to each District position.

1.2 TRAINING

Training specific to the SERP will be conducted annually for field personnel that are directly involved with the operation and maintenance of the District's wastewater collection system. Contractors that perform work on the wastewater collection system shall be informed of the District's Sewer System Management Plan and SERP before starting any work. Customer Service Representatives that respond to phone calls shall be instructed on the notification procedures outlined in Section 2 of the SERP on an annual basis. New hires shall receive SERP training as soon as possible.

SECTION 2 – NOTIFICATION PROCEDURES

This section of the SERP describes how the various notification requirements of the SWRCB General Order will be accomplished.

2.1 NOTIFICATION OF PRIMARY RESPONDERS

Anyone reporting a spill or any other discharge from the wastewater collection system within the District's jurisdiction may call the District's main telephone line:

Yorba Linda Water District: (714)701-3000

A call to the District's main telephone line – at any time of day – will initiate a chain of internal notifications so that the appropriate staff may investigate the spill.

During Normal Business Hours

1. Customer Service Representatives answering phone calls regarding actual or potential spills shall immediately notify the daytime Customer Service Technician and the Senior Maintenance Worker on the wastewater collections crew.
2. The daytime Customer Service Technician shall proceed directly to the spill location without delay and implement containment procedures and traffic control as needed (see Section 3.1 for Containment Procedures).

3. The Senior Maintenance Worker shall immediately coordinate a crew to operate a sewer combination truck and deploy any other containment or control devices or measures deemed appropriate based on the information provided.
4. The Senior Maintenance Worker and directed personnel shall proceed immediately to the spill location and assist with any additional containment or control measures (see Section 3.1 for Containment Procedures and Section 3.2 for Control Measures).

After-Hours, Weekends, and Holidays

1. The District Answering Service shall notify the Maintenance Standby Technician about any calls regarding actual or potential spills.
2. The Maintenance Standby Technician shall immediately notify the Senior Maintenance Worker on the wastewater collections crew and coordinate a crew to operate a sewer combination truck.
3. The Maintenance Standby Technician shall proceed directly to the spill location without delay and implement containment procedures and traffic control as needed (see Section 3.1 for Containment Procedures).
4. The responding crew shall report to the Operations Headquarters to pick up the required equipment and proceed directly to the spill location. The crew shall assist with any additional containment or control measures (see Section 3.1 for Containment Procedures and Section 3.2 for Control Measures).

SCADA/Telemetry

The Green Crest Sewer Lift Station is the only wastewater asset that utilizes remote telemetry information. Using the District's SCADA system, the Plant Operator on duty can relay information such as the liquid level inside the wet-well, the position of the H-O-A selector switches, and various alarm information. Plant Operators that receive an alarm at the lift station shall notify a representative from the Maintenance Department.

1. During normal business hours, Production staff shall contact the Senior Maintenance Worker on the wastewater collections crew (or their designee) to investigate the cause of the lift station alarm. The Senior Maintenance Worker may need to deploy resources to the lift station depending on the type of alarm received and the conditions observed.
2. Outside of normal business hours, Production staff shall contact the Maintenance Standby Technician to investigate the cause of the lift station alarm. The Maintenance Standby Technician may need to deploy resources to the lift station depending on the type of alarm received and the conditions observed. The District's towable 480-volt generator may be used to provide temporary power to the lift station in the event of a power failure in the area. Otherwise, the best approach to addressing lift station malfunctions is to vacuum and/or bypass the contents of the lift station until a knowledgeable member of the wastewater collections crew can troubleshoot the problem.

3. If a spill is observed at the time of arrival, the responding personnel shall immediately implement containment measures (Section 3) and notify the Senior Maintenance Worker of the wastewater collections crew.

In the event that the Senior Maintenance Worker of the wastewater collections crew cannot be reached:

- Leave a voicemail, and then contact the Maintenance Superintendent.
- If no response, leave a voicemail and then contact the Operations Manager.
- In the event of bodily injury or property damage, contact the Assistant General Manager.

2.2 NOTIFICATION OF LOCAL OFFICIALS

In the event of a confirmed spill – public or private – the responding District personnel shall adhere to the notification procedures established in the Orange County Santa Ana Region SSO Notification & Reporting Guidelines. *Table 2-1* outlines the notification procedures depending on the type of spill. *Table 2-2* provides contact information for the local jurisdictions.

Table 2-1: Notification Timeframe of Local Officials

Spill Category	Initial Notification Time	Agency to Notify by Phone
Category 1 SSO (≥1,000 gallons)	As soon as practical within 2 hours of becoming aware	• OES • OCHCA • OC Public Works • City/Local Jurisdiction
Category 1 SSO (< 1,000 gallons)	As soon as practical	• OCHCA
Category 2 SSO	As soon as practical	• OCHCA
Category 3 SSO	As soon as practical	• OCHCA
Category 4 SSO	As soon as practical	• OCHCA
Private Lateral	As soon as practical	• Property Owner • OCHCA • OC Public Works • City/Local Jurisdiction

Table 2-2: Local Officials Contact Information

Agency	Normal Hours	After Hours
OCHCA	(714) 433-6419 (714) 433-6287 (714) 433-6286	(714) 628-7008
OES (Office of Emergency Services)	(800) 852-7550	24 Hours
OC Public Works	(714) 955-0600 (877) 89-SPILL	(714) 628-7008 (specify water pollution incident notification)
OC Sheriff	(714)647-7000	
Orange County Fire Authority	(714)573-6000	
City of Yorba Linda Public Works	(714)961-7170	(714)237-7510
City of Placentia Public Works	(714)993-8131	
City of Placentia Police Department	(714)993-8164	
City of Anaheim Public Works	(714)765-6860	
City of Brea Public Works	(714)990-7691	(714)990-7600
PYLUSD	(714)962-2411	(866)996-2550

2.3 NOTIFICATION OF REGULATORY AGENCIES

In the event of a confirmed spill or a PLSD, the responding District personnel shall document all of the pertinent information necessary to complete a full and detailed report. A designated Data Submitter will enter the information about the spill into the California Integrated Water Quality System (CIWQS) online database. The notification, draft report, and certification timeframes shall be consistent with those established in the SWRCB General Order.

All spills are required to be reported and submitted to the CIWQS online database.

All PLSDs that the District has been made aware of will be voluntarily reported and submitted to the CIWQS online database.

2.4 NOTIFICATION OF PRIVATE SYSTEM OWNERS

In the event that a spill is positively identified as a PLSD, District personnel shall contact the owner of the property or persons responsible for the property maintenance. Containment measures (Section 3.1) should still be utilized to mitigate the effects of the PLSD until the private system owner has corrected the issue.

If a property owner fails to address an active PLSD, the District may choose to take the necessary steps to correct the issue, according to Section 10.3 of the District's Sewer Rules and Regulations.

SECTION 3 – RESPONSE MEASURES

The following response measures are designed to minimize or eliminate the impact that a spill may have on public health and the environment. District personnel shall immediately respond to any reported spill or discharge from the wastewater collection system. Responding personnel shall take any actions necessary to prevent spills from reaching waters of the State.

Pictures, videos, field measurements, and a record of the timing of events are important components of a detailed and accurate spill report. Responding personnel have cameras and tape measures available to record the physical characteristics of a spill at every stage.

3.1 CONTAINMENT MEASURES

The SWRCB General Order requires that the District take all feasible steps to contain and mitigate the impacts of a spill and prevent any untreated or partially treated wastewater from entering the storm drain network or flood control channels.

District personnel responding to a spill shall take any and all actions to prevent sewage from entering any storm drain catch basin, flood control channel, or stream to prevent/minimize discharge to waters of the State. Should it become necessary to contain a spill within the storm drain system, the affected areas should be thoroughly cleaned. The entire spill volume – including the washdown water – shall be collected and returned to the sanitary sewer system.

If a spill occurs on private property, efforts should be made to contain the discharge on the private property before it enters the public right of way.

Containment measures may include, but are not limited to, the following:

Barriers

- Rubber mats can be quickly deployed over a drain or catch basin opening to prevent spills from entering the storm drain network.
- Rubber mats are typically 48” wide by 96” long. Any vehicle that is regularly used for responding to customer service calls shall be equipped with rubber mats.

Berms/Dams

- Sandbags, native soil, or absorbent dams can be placed or constructed at a location to contain a spill to a specific area.

Pneumatic Plugs

- Inflatable plugs of various diameters can quickly be inserted into sanitary sewer lines or storm drain pipes (≤ 24” diameter) to stop the flow of sewage or create a temporary containment zone within a network of pipes.

3.2 CONTROL MEASURES / TERMINATING THE DISCHARGE

The cause of a spill will not always be immediately known. All spills should be treated as if the normal operation of the sanitary sewer system may not immediately resume. Additionally, spills appearing from private cleanouts may not always be PLSDs. Responding personnel shall implement containment and control measures while working to identify the cause of the spill.

Control measures may include specific equipment or procedures used to prevent additional wastewater from spilling into the environment. Diverting wastewater around a collapsed section of pipe with a bypass pump or hydro-jetting a sewer line to remove a blockage are some examples.

Control measures may include, but are not limited to, the following:

Bypass Pumping

- Portable pumping equipment and hoses can quickly be set up to route wastewater from the location of a spill to the closest fully operational downstream section of the wastewater collection system.
- Bypass pumping should be considered a primary response tool, second only to containment measures.

Vacuum Equipment

- The District has two sewer combination trucks with vacuum capabilities. These trucks can be used to collect wastewater and transport it to the nearest operational downstream section of the wastewater collection system.
- Vacuum containment may be utilized for smaller spills or PLSDs.

Hydro-Jetting

- The District has two sewer combination trucks with specialized equipment designed for cleaning the interior of a sewer line. The majority of spills are caused by root intrusion, fats, oils, and grease (FOG), and accumulations of non-flushable items (wipes/rags). Start with a penetrating nozzle first to attempt to relieve the blockage.
- Anticipate a surge of wastewater once a blockage is relieved. A sewer grit basket should be used to collect the material that caused the blockage and prevent it from traveling further downstream.
- Do not use hydraulic root cutters, chain flails, or impact cutters unless the cause of the blockage can be positively identified with closed-circuit television (CCTV) equipment.

Isolating the Source

- Identifying and correcting sources of inflow or infiltration may be effective at relieving spills due to capacity issues downstream. Plugs and manhole insert dishes may be used to control sources of inflow from a manhole cover.
- Spills identified as PLSDs shall be reported to the property owner or persons responsible for property maintenance immediately. In some cases, shutting off the potable water source to a non-critical business may be required to terminate the PLSD. Responding personnel should use discretion when considering shutting off the potable water supply to critical businesses or infrastructure and multi-family domiciles.

3.3 CLEAN UP MEASURES

Spill sites are to be thoroughly cleaned leaving no readily identifiable residue (e.g., wastewater solids, paper, rags, plant roots, etc.) Surcharged manholes shall also be thoroughly washed down. All wastewater and washdown water shall be collected and returned to the wastewater collection system. Saturated solid materials and any other solids collected from the wastewater collection system shall be disposed of properly.

Washdown

- All spill sites shall be thoroughly cleaned. Solid materials shall be swept or vacuumed and collected for proper disposal. All wastewater and washdown water shall be vacuumed and returned to the wastewater collection system.
- Do not use chemicals or other disinfectants unless directed to do so by the on-site supervisor or a representative from a regulatory agency. The type of chemical, amount used, and dilution ratio should be recorded.
- Storm drains and other stormwater conveyance structures shall also be cleaned. The on-site supervisor will work with the local regulatory agencies to determine the extent of the cleanup activities.
- Saturated berm material and any other saturated permeable soil shall be collected and disposed of properly.

Solids Disposal

- Solids collected from the wastewater collection system, solids that were collected during the washdown of a site, and saturated berm material can be disposed of at the Orange County Sanitation District.
- Contact the Orange County Sanitation District's Control Center to schedule the offloading of materials.

  OC San Control Center: (714)593-7025

SECTION 4 – FIELD MEASUREMENTS

The District utilizes the methodologies and practices detailed in the *Sewer Spill Estimation Guide* developed by the Orange County Area Waste Discharge Requirements Steering Committee.

When responding to a spill, District staff shall record measurements and take pictures of any affected areas so that a reasonable estimation of spilled volume and/or flow rates can be determined.

SECTION 5 - RESOURCES AND EQUIPMENT

The District maintains an inventory of various types of resources and equipment that may be utilized in the event of a spill. All District-owned resources and equipment are stored at the Operations Headquarters. *Table 5-1* provides a summary of the available resources. This list is not comprehensive, and the District may have other resources available or resources that can be reallocated to respond to a spill.

Table 5-1: Resources and Equipment

Resource	Qty.	Description
Combo-Truck	2	Vactor 2100 combination sewer cleaning trucks
CCTV Truck	2	Envirosight Supervision/RovverX CCTV truck (~1,200' cable)
Crew/Utility Truck	1	Venturo crane, tools, air compressor, generator, arrow board, PPE
Support Truck	1	½-ton long-bed pickup
Easement Machine	1	Sewer cleaning easement machine with 1" x 600' hose
Dump Truck	3	Kenworth T370, Kenworth T440, Kenworth T880
Backhoe	4	John Deere 310 & 410 backhoes
Skid Steer	1	John Deere Skid Steer w/ bucket & sweeper attachments
4-inch Pump	1	Towable, diesel-driven trash pump, sound attenuated cabinet
4-inch Suction Hose	4	4" x 25' camlock suction hose
4-inch Discharge Hose	20	4" x 50' lay-flat camlock discharge hose
3-inch Pump	1	3" MQ3THX trash pump, quiet exhaust
3-inch Suction Hose	2	3" x 25' camlock suction hose
3-inch Discharge Hose	10	3" x 50' lay-flat camlock discharge hose
2-inch Pump	1	110v electric submersible pump
2-inch Suction Hose	2	2" x 25' camlock suction hose
2-inch Discharge hose	20	2" x 100' lay-flat camlock discharge hose
Bypass Plugs	3	6"-24" inflatable plugs with 4" bypass
Inflatable Plugs	8	6" – 18" inflatable plugs
Manhole Frames/Covers	20	24" Cast iron and composite assemblies available
SDR 35 PVC	-	4" – 12" pipe available for repairs/replacements
MaxAdaptor Couplings	10	4" – 12" repair couplings
Confined Space Equip.	2	Confined space rescue and air monitoring equipment
Cell Phones & Radios	-	Employee issued cell phones with cameras and truck radios
Traffic Control	-	Various road signs, cones, delineators, barricades

SECTION 6 – CONTRACTORS AND INTERAGENCY COOPERATION

In the event of a spill, the responding personnel shall make every effort to notify potentially affected entities.

Table 6-1: Interagency Contact Information

Agency	Phone	Notes
City of Yorba Linda Public Works 4751 Eureka Avenue Yorba Linda, CA 92886	(714)961-7170	After Hours: (714)237-7510
OC Sheriff's Dept. 20994 Yorba Linda Blvd Yorba Linda, CA 92887	(714)647-7000	
City of Placentia Public Works 401 E. Chapman Avenue Placentia, CA 92870	(714)993-8131	
City of Placentia Police Dept. 401 E. Chapman Avenue Placentia, CA 92870	(714)993-8164	
Orange County Fire Authority 1 Fire Authority Road Irvine, CA 92602	(714)573-6000	
PYLUSD 1301 E. Orangethorpe Avenue Placentia, CA 92870	(714)962-2411	After Hours: (866)996-2550
Orange County Sanitation District 10844 Ellis Avenue Fountain Valley, CA 92708	(714)962-2411	Control Center: (714)593-7025
City of Brea Public Works 1 Civic Center Circle Brea, CA 92821	(714)990-7600 (714)990-7691	After Hours: (714)990-7600
City of Anaheim Public Works 200 S. Anaheim Blvd., Ste. 276 Anaheim, CA 92805	(714)765-5176	

If a sufficient number of District staff cannot respond to a spill, it may be necessary to utilize interagency assistance (*Table 6-1*) or contracted resources (*Table 6-2*). Some local contractors possess the equipment needed to bypass and repair larger-diameter sewer lines.

Table 6-2: Contractor Information

Contractor	Phone	Notes
Empire Pipe Cleaning & Equipment	(714)639-8352	Cleaning and inspection services
National Plant Services, Inc.	(800)445-3614 (562)436-7600	Cleaning, inspection, vacuum, trenchless repairs, and excavation services
Houston & Harris	(909)422-8990	Cleaning, lateral inspections, trenchless repairs
Tunnelworks Services, Inc.	(562)553-2734 (562)201-4036	Cleaning, inspection, vacuum, bypass pumping, and trenchless repair services
Robotic Sewer Solutions	(310)505-4101 (818)970-2843	Trenchless repair services (< 18” diameter)

SECTION 7 – POST-SPILL ASSESSMENT

A post-spill assessment is used to identify areas that may need improvement so that we can respond appropriately to future spills. Notes and testimonies should be collected from all of the staff involved in a spill event and returned to the Senior Maintenance Worker on the wastewater collections crew. Notes and testimonies should include information on the response activities, cleanup operations, the status and functionality of equipment, and document any issues that occurred. The Senior Maintenance Worker will review all of the information and the overall effectiveness of the response activities. The Senior Maintenance Worker will then work with the Maintenance Superintendent to address any deficiencies. When a significant change is made, the Senior Maintenance Worker should coordinate training with the relevant staff as soon as possible. Changes to the SERP and training events should be documented in the appendices.

SECTION 8 – APPENDICES

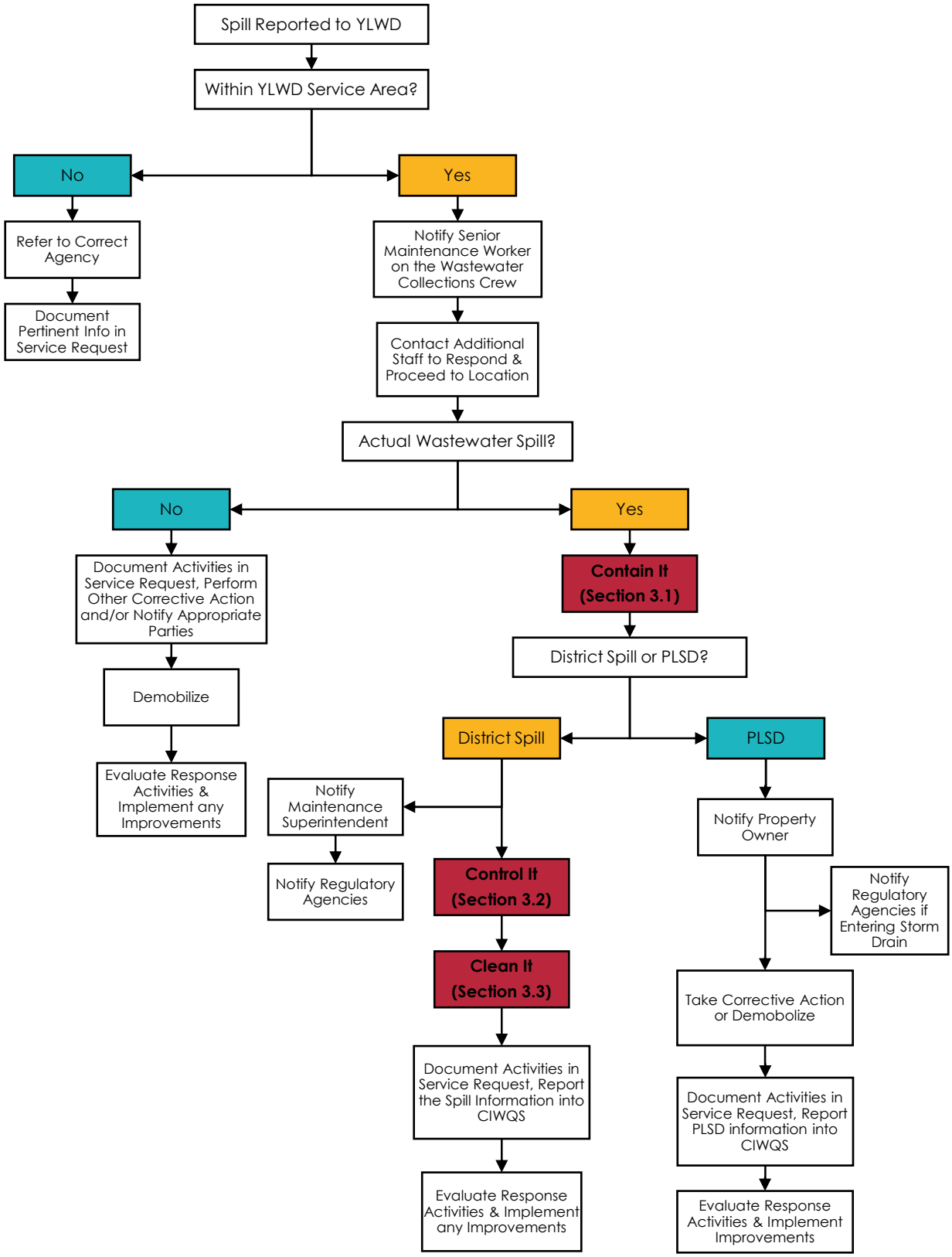
Appendix A: Spill Response Flowchart

Appendix B: Spill Incident Report Form

Appendix C: SERP Training History

Appendix D: SERP Update History

Appendix A: Spill Response Flowchart



Appendix B: Spill Incident Report Form

1. Name of Enrollee contact person to respond to spill-specific questions:	
1.a. Telephone number of Enrollee contact person to respond to spill-specific questions:	
2. Spill Location Name:	
3. Date and Time notified or discovered:	
4. Operator arrival time:	
5. Estimated spill start date and time:	
6. Date and time the enrollee notified Cal OES:	
6.a. Assigned control Number:	
7. Description, photographs, and GPS coordinates of the system location where the spill originated: If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field: (Attach photographs to the SR or WO)	
7.a. Lattitude:	
7.b. Longitude:	
7.c. Appearance Points:	
7.d. If other, describe:	
7.e. Additional spill appearance point(s) explanation:	
8. Estimated total spill volume:	
9. Description and photographs of the extent of the spill and spill boundaries: (Attach photographs to the SR or WO)	
10. Did the spill reach a drainage conveyance system?	
10.a. Description of the drainage conveyance system and photographs:	
10.b. Estimated volume fully recovered from the drainage conveyance system:	
10.b. Estimated spill volume remaining within the drainage conveyance system:	
11. Description and photographs of all discharge point(s) into the surface water: (Attach photographs to the SR or WO)	
12. Estimated spill volume that discharged to surface waters:	
13. Estimated total spill volume recovered:	

Appendix C: SERP Training History

Date	Items Covered	Staff Present
1/12/2023	Full SERP, Spill Estimation Guide, Hands-On Exercises	All Maintenance
2/1/2024	Full SERP, Spill Estimation Guide, Hands-On Exercises	All Maintenance
4/2/2025	Full SERP, Spill Estimation Guide, Hands-On Exercises	All Maintenance

Appendix D: SERP Update History

Date	Updated By:	Updates Performed:
4/1/2025	Nick Hollon	Minor grammatical changes, updated names and contact info
5/21/2025	Nick Hollon	Minor grammatical changes, updated training history, removed *Sewer Spill Estimation Guide* (will exist as standalone document)

Appendix E

Key Positions Contact List

YLWD Key Positions Contact List

POSITION	CONTACT NAME	Contact Information
Operations Manager/LRO	Fred Ojeda	fojeda@ylwd.com
Maintenance Superintendent*	Brian Vargas	bvargas@ylwd.com
Senior Maintenance Worker*	Nick Hollon	nhollon@ylwd.com
Engineering Manager	Rosanne Weston	rweston@ylwd.com
Senior Engineer	Ethan Nakano	enakano@ylwd.com
Assistant Engineer III	Ariel Bacani	abacani@ylwd.com
District Office & 24-Hour Emergency		(714) 701-3000

*Alternate Legally Responsible Official (LRO)