



CITY OF LAKEPORT, CALIFORNIA  
COMMUNITY DEVELOPMENT DEPARTMENT POLICY

Subject:  SEWER SYSTEM OVERFLOW (SSO) REPORTING REQUIREMENTS	Policy Number: U-2	Page Number: Page 1 of 9
	Date Adopted: 08/14/2008	Date Revised:

BACKGROUND:

Pursuant to statewide general waste discharge requirements (“GWDR”) for sanitary sewer systems and Central Valley Regional Water Quality Control Board waste discharge requirements (“WDR”), any prohibited discharge or spill (otherwise known as a sewer system overflow, or “SSO”) of untreated or partially treated sewage/wastewater from a public sewer system must be reported to state and local agencies responsible for oversight, abatement, public health and safety. Specifically, those agencies include:

- California State Water Resources Control Board (SWRCB)
- Central Valley Regional Water Quality Control Board (RWQCB)
- State Office of Emergency Services (OES)
- Lake County Environmental Health Department (EHD)

The purpose of this policy is to:

1. Clearly outline the reporting responsibilities and requirements for Department and City staff regarding SSOs;
2. Ensure compliance with federal, state, and local regulations; and
3. Mitigate the negative consequences faced by the Department and the City resulting from noncompliance.

POLICY:

1. Any active or inactive SSO which occurs within the City's sewer system (including the treatment plant) and is a result of, but not limited to, a blockage or obstruction, surge, equipment failure or malfunction, or inappropriate connection of a private lateral to a City main must be reported using the protocols and procedures outlined within this policy.
2. For purposes of this Policy, an active SSO shall refer to any spill that is in progress at the time identified or observed by City staff. An inactive SSO is any suspected spill positively determined to have occurred by the Utilities Superintendent, or designee.
3. Evidence of any suspected SSO reported to, or identified by, Department staff should be evaluated by the Utilities Superintendent, or designee. That

individual shall make a determination of whether an SSO did occur and, if so, the magnitude of the spill.

4. If evidence at a suspected SSO site suggests that a spill occurred, but an exact source, amount of discharge, and destination can not reasonably be substantiated, the Utilities Superintendent may report the incident to the Compliance Officer at his/her discretion.
5. Unless creating a nuisance (as determined by the Utilities Superintendent), any active, inactive or suspected SSO on private property, resulting from a blockage or failure of a sewer lateral from the property to the City right-of-way may not be reported to the Compliance Officer if the source and destination of the spill is determined to be localized to that property.
6. For purposes of this policy, a nuisance shall be defined as anything which meets all of the following criteria:
  - a. Is a health hazard or has the possibility of being a health hazard, or is indecent or offensive to the senses and restricts the free use of the property;
  - b. Affects the entire community, neighborhood, or any other reasonable number of persons; and
  - c. Occurs during, or as a result of, the treatment or disposal of sewage or wastewater.

7. Reporting of active or suspected SSOs on private property, deemed reportable by the Utilities Superintendent, shall include ownership information of that property and contact information for that owner.
8. If any active or suspected SSO (as determined by the Utilities Superintendent to be an inactive spill) is observed or suspected of reaching a drainage channel or surface water, the Compliance Officer must be notified immediately.
9. Any SSO deemed reportable by the Utilities Superintendent must be reported to the Compliance Officer using the SSO Report Form, herein referred to as Attachment A.
10. Any active or inactive SSO estimated to be over 1,000 gallons in volume must be reported to the Community Development/Utilities Director and the City Manager.
11. The Compliance Officer shall be responsible for all SSO regulatory reporting to state and local agencies (referred to herein) and is authorized to certify such reporting as a duly authorized representative of the City of Lakeport Municipal Sewer District.
12. Individual SSO records, including SSO Report Forms, shall be maintained and kept by the Department for five (5) years. The RWQCB may extend this period at their discretion.

## PROCEDURE:

When reporting a SSO to the Compliance Officer, the following procedures shall be followed:

1. As soon as Department staff become aware of an active or inactive SSO (as determined by the Utilities Superintendent), and without substantially impeding cleanup or other emergency efforts, the Sewer System Supervisor, or designee, shall complete, sign and submit an SSO Report Form to the Compliance Officer.
2. If an active or inactive SSO results in discharge to a drainage channel or surface water, the Sewer System Supervisor shall immediately notify the Utilities Superintendent by phone.
3. Upon receipt of notification of an active or inactive SSO discharging to a drainage channel or surface water, the Utilities Superintendent shall immediately notify the Compliance Officer.
4. The Compliance Officer shall report SSOs to all appropriate state and local agencies based on the following criteria and protocols:

## SSO REPORTING PROTOCOLS

SSO Incident	Volume	Category	Notification	Certification
Discharge reaches drainage channel or surface water	Any	N/A	Within 2 hours of City becoming aware, notify State OES, Lake County Health Officer or Environmental Health, and RWQCB	<ol style="list-style-type: none"> <li>1. 24 hours after becoming aware, certify to the RWQCB that OES and Environmental Health were notified of discharge</li> <li>2. Send SSO Report Form to RWQCB and certification letter within 2 weeks</li> </ol>
Greater than or equal to 1,000 gallons, discharges to a drainage channel/surface water, or discharges to a storm drainpipe that was not fully recaptured	Greater than or equal to 1,000 gallons	Category 1	<p>SWRCB: Online SSO System no later than 3 business days after becoming aware of spill</p> <p>RWQCB: Notify by phone as soon as becoming aware</p>	<p>SWRCB: Online SSO System 15 days after response and remediation has been completed</p> <p>RWQCB: Send SSO Report Form and certification letter within 2 weeks</p>
All other discharges of sewage resulting from failure of sanitary sewer system	<1,000 gallons	Category 2	<p>SWRCB: Report to Online SSO System within 30 days after end of calendar month in which SSO occurred</p> <p>RWQCB: Notify by phone as soon as becoming aware of spill</p>	<p>SWRCB: None</p> <p>RWQCB: Send SSO Report Form and certification letter within 2 weeks</p>

Sewage discharges caused by blockages or other problems with a privately owned lateral	Any	Private Lateral Discharge (Category 3)	SWRCB: Report at discretion of District  RWQCB: If a nuisance is created, notify by phone as soon as becoming aware	SWRCB: If reported, must identify responsible party  RWQCB: Send SSO Report Form and certification letter within 2 weeks
Spill at the treatment plant	Any	N/A	Within 2 hours of City becoming aware, notify State OES, Lake County Health Officer or Environmental Health, and RWQCB	<ol style="list-style-type: none"> <li>1. 24 hours after becoming aware, certify to the RWQCB that OES and Environmental Health were notified of discharge</li> <li>2. Send SSO Report Form to RWQCB and certification letter within 5 business days</li> </ol>

These requirements are detailed within the following documents:

- a. California Regional Water Quality Control Board, Central Valley Region, Standard Provisions and Reporting Requirements for Waste Discharge Requirements (March 1, 1991)
- b. California Regional Water Quality Control Board, Central Valley Region, Order No. 98-207, Waste Discharge Requirements for City of Lakeport Municipal Sewer District
- c. State Water Resources Control Board, Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sanitary Sewer Systems

- d. State Water Resources Control Board, Order No. WQ 2008-0002-EXEC, Amended Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems
  - e. State Water Resources Control Board Mandatory Reporting Requirements for Wastewater Treatment Plant Spills letter, dated August 8, 2008
5. The Compliance Officer must update the "Collection System Questionnaire," found on the Online SSO Database, no later than August 31<sup>st</sup> of any given year.
  6. If no SSOs have been reported, identified, or substantiated in any given calendar month, the Compliance Officer shall submit a "No Spill Certification Report" to the SWRCB through the Online SSO System. This report must be submitted no later than 30 days after the end of the month in question.
  7. All reports and information submitted to the SWRCB shall be certified using the following statement:  
  

*"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."*
  8. The Compliance Officer shall be responsible for notifying the Community Development/Utilities Director of any spill over 1,000 gallons in volume; the Community Development/Utilities Director shall notify the City Manager.

*Mark Brannigan*

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Mark Brannigan  
Community Development/Utilities Director

Date 8/14/2008

**ATTENTION:**  
**IN THE EVENT THAT A SPILL, OF ANY SIZE, REACHES A DRAINAGE CHANNEL OR SURFACE WATER, NOTIFY THE COMPLIANCE OFFICER IMMEDIATELY AT (707) 326-2149**

**THE CITY OF LAKEPORT  
MUNICIPAL SEWER DISTRICT No. 1  
SEWER SYSTEM OVERFLOW REPORT**

Date: \_\_\_\_\_

TO: Central Valley Regional Water Quality Control Board  
11020 Sun Center Drive, Ste. 200  
Rancho Cordova, CA. 95670-6114

Lake County Environmental Health  
922 Bevins Court  
Lakeport, CA 95453

Attention: Guy Childs

RE: **Sewer System Overflow**

1. Date of spill: \_\_\_\_\_ Date & Time Spill Reported: \_\_\_\_\_ am/pm

2. Reported By: \_\_\_\_\_  
*Name Phone Number*

3. Estimated Operator arrival time: \_\_\_\_\_ Name of Operator: \_\_\_\_\_

4. Estimated spill end time: \_\_\_\_\_

5. Location of spill: \_\_\_\_\_  
*Street Address Street & Cross Street GPS Coordinates*

6. Cause of spill: \_\_\_\_\_  
\_\_\_\_\_

7. Source of spill (manhole, cleanout, etc.): \_\_\_\_\_  
\_\_\_\_\_

8. Spill destination: \_\_\_\_\_

9. Did sewage reach drainage channel/surface water?  yes  no If so, how many gallons? \_\_\_\_\_  
If so, were any health warnings posted? \_\_\_\_\_

10. Did sewage reach Clear Lake?  yes  no If so, how many gallons? \_\_\_\_\_  
If so, were any beaches impacted? \_\_\_\_\_

11. Name of water course/body: \_\_\_\_\_  dry  wet  flowing

12. Coliform samples collected  yes  no  
Sample Results: Upstream \_\_\_\_\_ Downstream \_\_\_\_\_ Receiving Water \_\_\_\_\_

13. Nature of sewage (*check one*)  Untreated  Partially Treated  Treated
14. Estimated quantity of sewage spilled (in gallons): \_\_\_\_\_ Estimated quantity recovered: \_\_\_\_\_
15. Clean-up, mitigation actions taken at spill: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Corrective/preventative action(s) taken to prevent reoccurrence: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
17. Comments/discussion: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
18. Notified Utilities Superintendent  yes \_\_\_\_\_  
 Date/Time/By \_\_\_\_\_

**Note:** Please submit this SSO report to the Compliance Officer no later than 24 hours after identification of a spill except for situations involving discharge into a drainage channel or surface water, which require immediate notification of the Compliance Officer.

Completed by: \_\_\_\_\_

*I certify that the above information is true and accurate.*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY THE COMPLIANCE OFFICER**

19. Notified Guy Childs at Central Valley Regional Water Quality Control Board, (916) 464-4648 or (916) 255-3000. A follow up spill report is required within 14 days.

faxed to 916-464-4780  
 by telephone \_\_\_\_\_  
 Date/Time/By \_\_\_\_\_

20. If spill reached drainage channel or surface water, notified the Lake County Environmental Health Department, 263-1164 within 2 hours of becoming aware of spill.

faxed to 263-1681  
 by telephone \_\_\_\_\_  
 Date/Time/By \_\_\_\_\_

21. Notified Lake County Office of Emergency Services, 262-0862, within 2 hours of becoming aware of spill. Contacted Central Dispatch at 263-2331, if spill occurred after hours.

yes     no    \_\_\_\_\_  
Date/Time/By

22. Were pictures taken?  yes  no (*If yes, attach copies*)

**Note:** Spills shall be reported to the Central Valley Regional Water Quality Control Board, State OES, and the Lake County Environmental Health Department, if determined necessary by the Compliance Officer. Such determination will be based on established requirements issued by the SWRCB and RWQB.

Completed by: \_\_\_\_\_

*I certify that the above information is true and accurate.*

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

cc: OES, if notified per No. 9 and/or 10 above  
Lake County Environmental Health