
Sewer Overflow Response Plan (SORP)

SEWER OVERFLOW RESPONSE PLAN (SORP)

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NO.</u>
I. AUTHORITY	1
II. GENERAL	1
A. Objectives	
B. Organizational Elements of SORP	
III. OVERFLOW RESPONSE PROCEDURE.....	2
A. Receipt of Information Regarding an SSO	
B. Dispatch of Sewer Maintenance Personnel to Site of Sewer Overflow	
C. Overflow Correction, Containment, and Clean Up	
D. Sewer Overflow Report	
E. Customer Satisfaction	
IV. PUBLIC ADVISORY PROCEDURE	9
A. Temporary Signage	
B. Other Public Notification	
V. REGULATORY AGENCY NOTIFICATION PLAN	10
A. Sanitary Sewer Overflow Reporting Categories	
B. SSO Reporting Timeframes	
VI. Maintenance of SORP	12
VII. Attachments.....	A, B, C, D

SEWER OVERFLOW RESPONSE PLAN (SORP)

I. AUTHORITY

This Sewer Overflow Response Plan (SORP) is prepared pursuant to State Water Resources Control Board Order No. 2006-0003-DWQ termed the General Waste Discharge Requirements (GDWR).

II. GENERAL

The Sewer Overflow Response Plan (SORP) is designed to ensure that every report of a sewage overflow incident is immediately dispatched to the appropriate Valley Center Municipal Water District personnel for containment, clean-up and repair. Quick response will minimize the effects of the overflow with respect to impacts on public health, beneficial uses and water quality of surface waters and on customer service. The SORP further includes provisions to ensure safety of District personal and the public pursuant to the directions provided by the State Water Resources Control Board (SWRCB) and that notification and reporting is made to the County of San Diego Department of Health (DEH) when applicable. For purposes of this SORP, "confirmed sewage spill" is also sometimes referred to as "sewer overflow," "overflow," or "Sanitary Sewer Overflow" or "SSO."

A. Objectives

The primary objective of the SORP is to protect public health and the environment, satisfy regulatory agencies and waste discharge permit conditions which address procedures for managing sewer overflows, and minimize risk of enforcement actions against the Valley Center Municipal Water District, sewer system owner.

Additional objectives of the SORP are as follows:

- Protect collection system personnel and wastewater treatment plant
- Protect the collection system, wastewater treatment facilities, and all appurtenances
- Protect private and public property beyond the collection and treatment facilities

B. Organizational Elements of SORP

The key elements of the SORP are addressed individually as follows:

Section III - Overflow Response Procedure

Section IV - Public Advisory Procedure

Section V - Regulatory Agency Notification Procedure

SEWER OVERFLOW RESPONSE PLAN (SORP)

Section VI – Maintenance of SORP
Section VII – Attachments

III. OVERFLOW RESPONSE PROCEDURE

The Overflow Response Procedure presents a strategy for the District to mobilize labor, materials, tools and equipment to correct or repair any condition, which may cause or contribute to an unpermitted discharge. The plan considers a wide range of potential system failures that could create an overflow to surface waters, land or buildings.

A. Receipt of Information Regarding an SSO

An overflow may be detected by District employees or by others. The District is responsible to act based on received phone calls or reports on possible sewage overflow from the wastewater disposal system, and to provide immediate response to investigate and/or correct reported sewer overflow.

Generally, telephone calls from the public reporting possible sewer overflows are received at the District Office and directed to the Wastewater Division of the Field Operations Department. The contact information for the District office is provided in the SSMP Appendix B. The District maintains a 24 hour answering service that can direct SSO notifications to the wastewater duty officer after normal business hours.

1. The Field Operation receptionist obtains all relevant information available regarding the overflow including:
 - a. Time and date call was received;
 - b. Specific location;
 - c. Description of problem;
 - d. Time possible overflow was noticed by the caller;
 - e. Caller's name and phone number;
 - f. Observations of the caller; and
 - g. Other relevant information that will enable the response personnel to quickly locate, assess and stop the overflow.

If the notification call is received after hours by the answering service, the wastewater duty officer will contact the caller and obtain the above information. The telephone operator records initial information on the Initial Contact Checklist (Attachment D) and notifies District's Wastewater Division.

SEWER OVERFLOW RESPONSE PLAN (SORP)

2. The Wastewater Division Supervisor dispatches sewer maintenance personnel to confirm the overflow report. After hours the wastewater duty officer will confirm the overflow report.

Wastewater Division personnel shall complete the Sewer Overflow Report (Attachment A) within 24 hours of the sewer overflow confirmation and provides the information orally to the RWQCB.

If the overflow will affect surface waters of the state or public drinking water intakes, the District shall call the RWQCB contact person, the DEH contact person, and the OES within two hours of becoming aware of the discharge.

Wastewater Division Supervisor is responsible for reviewing, updating and certifying the final Sanitary Sewer Overflow Report. Sewer overflow response tracking protocol is summarized in Attachment C.

B. Dispatch of Sewer Maintenance Personnel to Site of Sewer Overflow

Failure of any element within the wastewater disposal system that threatens to cause or causes a SSO must trigger an immediate response to isolate and correct the problem. Personnel and equipment must be available to respond to any SSO location. Additional maintenance personnel shall be “on call” in the event extra manpower is needed.

1. Dispatching Maintenance Personnel
 - When the District receives notification of a potential sewer overflow outlined in Section A, Wastewater Division dispatches maintenance personnel with appropriate resources as required.
2. Maintenance Personnel Instructions
 - Dispatch maintenance personnel by telephone or radio. Assign and appropriate personnel, materials, supplies and equipment needed.
 - The telephone operator must verify that the entire message has been received and acknowledged by the maintenance personnel who were dispatched. All personnel being dispatched to the site of an SSO proceed immediately to the site of the overflow. Report any delays or conflicts in assignments immediately for resolution.
 - In all cases response maintenance personnel report their findings, including possible damage to private and public property, to the

SEWER OVERFLOW RESPONSE PLAN (SORP)

Wastewater Division Supervisor immediately upon making their investigation. If the District Superintendent has not received findings from the field crew within one (1) hour, the Wastewater Supervisor contacts the response maintenance personnel to determine the status of the investigation.

3. Additional Resources

The Wastewater Supervisor receives and conveys to appropriate parties requests for additional personnel, material, supplies, and equipment for maintenance personnel working at the site of a sewer overflow.

4. Preliminary Assessment of Damage to Private and Public Property

The District maintenance personnel shall use discretion in their actions as reasonably as they can. They must be aware that the District could face increased liability for any further damages inflicted to private property during such assistance. The District maintenance personnel shall not enter private property for purposes of assessing damage unless authorized by the property owner or the Wastewater Supervisor. The District maintenance personnel shall take appropriate still photographs and/or video footage, if possible, of the sewer overflow impacted area in order to thoroughly document the nature and extent of impacts. Photographs shall be retained for filing with the Overflow Report.

5. Field Supervision and Inspection

- The Wastewater Supervisor visits the site of the sewer overflow to ensure that provisions of this Overflow Response Plan and other directives are met.
- The Wastewater Supervisor is responsible for verbally notifying RWQCB, DEH and OES within the specified time and submitting the Overflow Report to RWQCB.

6. Coordination with Hazardous Material Response

- Upon arrival at the scene of a sewer overflow, should a suspicious substance (e.g., oil sheen, foamy residue) be found on the ground surface, or should a suspicious odor (e.g., gasoline) not common to the sewer system be detected, the District sewer maintenance crew shall immediately contact the Wastewater Supervisor or Director of Field Operations for guidance before taking further action.

SEWER OVERFLOW RESPONSE PLAN (SORP)

- Should the Director of Field Operations determine the need to alert the hazardous material response team, the maintenance personnel awaits the contracted hazardous waste team response.
- Contact the Office of Emergency Services 24-hour Spill Hotline at 1-(800) 852-7550
- Upon arrival of the hazardous material response team, the District's wastewater maintenance personnel will take direction from the person with the lead authority of that team. Only when that authority determines it is safe and appropriate for the District wastewater maintenance personnel to proceed under the SORP with the containment, clean-up activities and correction.

C. Overflow Correction, Containment, and Clean-Up

This section describes specific actions to be performed by the District's wastewater maintenance personnel during a SSO.

The objectives of these actions are:

- To protect public health, environment and property from sewage overflows and restore surrounding area back to normal as soon as possible;
- To establish perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills, berms);
- To promptly notify the regulatory agency with preliminary overflow information and potential impacts;
- To contain the sewer overflow to the maximum extent possible including preventing the discharge of sewage into surface waters; and
- To minimize the District's exposure to any regulatory agency penalties and fines.

Under most circumstances, the District can handle all response actions with its own maintenance forces. They have the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that the temporary actions necessary to divert

SEWER OVERFLOW RESPONSE PLAN (SORP)

flows and repair the problem do not produce a problem elsewhere in the system.

Circumstances may arise when the District could benefit from the support of private-sector construction assistance. This may be true in the case of large diameter pipes buried to depths requiring sheet piling and dewatering should excavation be required. The District may also choose to use private contractors for open excavation operations that might exceed one day to complete.

1. Responsibilities of District Wastewater Maintenance Personnel Upon Arrival

It is the responsibility of the first personnel who arrive at the site of a sewer overflow to protect the health and safety of the public by mitigating the impact of the overflow to the maximum extent possible. Should the overflow not be the responsibility of the District but there is imminent danger to public health, public or private property, or to the quality of waters of the state, then the Wastewater Maintenance Personnel shall take prudent emergency action until the responsible party assumes responsibility and provides actions.

Upon arrival at a SSO, the District wastewater maintenance personnel performs the following:

- Determines the cause of the overflow, e.g. sewer line blockage, pump station mechanical or electrical failure, sewer line break, etc.;
- Identifies and requests assistance or additional resources to correct the overflow or to assist in determination of its cause;
- Takes immediate steps to stop the overflow, e.g. relieves pipeline blockage, manually operates pump station controls, repairs pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an overflow running off of private property into the public right-of-way); and
- Requests additional personnel, materials, supplies, or equipment that will expedite and minimize the impact of the overflow.

SEWER OVERFLOW RESPONSE PLAN (SORP)

2. Initial Measures for Containment

Initiate measures to contain the overflowing sewage and recover where possible sewage, which has already been discharged, minimizing impact to public health or the environment.

- Determine the immediate destination of the overflow, e.g. storm drain, street curb gutter, body of water, stream bed, etc.;
- Identify and request the necessary materials and equipment to contain or isolate the overflow, if not readily available; and
- Take immediate steps to contain the overflow, e.g., block or bag storm drains, recover through vacuum truck, divert into downstream manhole, etc.

3. Additional Measures Under Potentially Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or a sewer line collapse, set up a portable by-pass pumping operation around the obstruction.

- Take appropriate measures to determine the proper size and number of pumps required to effectively handle the sewage flow.
- Implement continuous or periodic monitoring of the by-pass pumping operation as required.
- Address regulatory agency issues in conjunction with emergency repairs.

4. Cleanup

Clean sewer overflow sites thoroughly after an overflow. No readily identified residue (e.g., sewage solids, papers, rags, plastics, and rubber products) is to remain.

- Whenever possible, digital photos should be taken of the area before and after cleanup.
- Where practical, thoroughly flush the area and clean of any sewage or wash-down water. Solids and debris are to be flushed, swept, raked, picked-up, and transported for proper disposal.

SEWER OVERFLOW RESPONSE PLAN (SORP)

- Secure the overflow area to prevent contact by members of the public until the site has been thoroughly cleaned.
- Where appropriate, disinfect and deodorize the overflow site.
- Where sewage has resulted in ponding, pump the pond dry and dispose of the residue in accordance with applicable regulations and policies.
- If a ponded area contains sewage, which cannot be pumped dry, it may be treated with bleach. If sewage has discharged into a body of water that may contain fish or other aquatic life; do not use bleach. Contact the RWQCB for specific instructions.

D. Sewer Overflow Report

The Sewer Overflow Report in Attachment A contains information which is required to be reported to RWQCB and possibly to the DEH depending upon the nature of the spill.

The Wastewater Maintenance Personnel shall complete a Sewer Overflow Report (Attachment A). The Wastewater Supervisor promptly notifies the District Office and RWQCB when the overflow is eliminated. Information regarding the sewer overflow includes the following:

- Determination if the sewage overflow had reached surface waters, i.e., all overflows where sewage was observed running to surface waters, or there was obvious indication (e.g. sewage residue) that sewage flowed to surface waters; and
- Determination that the sewage overflow had not reached surface waters by describing conditions at the sewage overflow, which support this determination.
- Determination of the start time of the sewer overflow by one of the following methods:
 - a. Date and time information received and/or reported to have begun and later substantiated by District sewer maintenance personnel;
 - b. Visual observation;
- Determination of the stop time of the sewer overflow by one of the following methods:

SEWER OVERFLOW RESPONSE PLAN (SORP)

- a. When the blockage is cleared or flow is controlled or contained; or
 - b. The arrival time of the District sewer maintenance personnel, if the overflow stopped between the time it was reported and the time of arrival.
- Visual observations

An estimation of the rate of sewer overflow in gallons per minute (GPM) by one of the following criteria:

- a. Direct observations of the overflow; or
 - b. Measurement of actual overflow rate from the sewer main.
- Determination of the volume of the sewer overflow
 - Photographs of the event, when possible.
 - Assessment of any damage to the exterior areas of public/private property. District wastewater maintenance personnel shall not enter private property for purposes of estimating damage to structures, floor and wall coverings, and other personal property without authorization from the Wastewater Supervisor.

E. Customer Satisfaction

The Wastewater Supervisor shall follow up in person or by telephone with the entity who was reporting the overflow. The cause of the overflow and its resolution will be disclosed.

IV. PUBLIC ADVISORY PROCEDURE

This section describes the actions the District will take, in cooperation with the RWQCB and/or DEH, to limit public access to areas potentially impacted by unpermitted discharges of pollutants to surface water bodies from the wastewater collection system.

SEWER OVERFLOW RESPONSE PLAN (SORP)

A. Temporary Signage

The District has primary responsibility for determining when to post notices of polluted surface water bodies or ground surfaces that result from uncontrolled wastewater discharges from its facilities. The postings do not necessarily prohibit use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

The Wastewater Supervisor and General Manager determine if posting of a confirmed overflow is necessary.

B. Other Public Notification

Should the posting of surface water bodies or ground surfaces subjected to a sewer overflow be deemed necessary by the District, the Wastewater Supervisor determines the need for further public notification.

V. REGULATORY AGENCY NOTIFICATION PLAN

The Regulatory Agency Notification Plan establishes procedures, which the District follows to provide formal notice to the RWQCB as necessary in the event of a SSO.

Agency notifications will be performed in parallel with other internal notifications. Internal notification and mobilization of District wastewater maintenance personnel are established in Section III - Overflow Response Procedure.

Using data supplied during the verification process and updates from the maintenance personnel, the Wastewater Supervisor prepares notifications in accordance with the monitoring and reporting program of the General Waste Discharge Requirements.

A. Sanitary Sewer Overflow Reporting Categories

1. Category 1 – All discharges of sewage resulting from a failure in the District’s sanitary sewer system that:
 - a. Equal or exceed 1,000 gallons, or
 - b. Result in a discharge to a drainage channel and/or surface water; or
 - c. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
2. Category 2 – All other discharges of sewage resulting from a failure in the District’s sanitary sewer system.

SEWER OVERFLOW RESPONSE PLAN (SORP)

3. Private lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

B. SSO Reporting Timeframes

1. Category 1 SSOs – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the District’s Wastewater Division has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. This notification should occur within 2 hours of becoming aware of the SSO event and should be made by phone to the Regional Board, Department of Environmental Health, and the Office of Emergency Services. Initial reporting of Category 1 SSOs must be reported to the CIWQS Online SSO System as soon as possible but not later than 3 business days after the Wastewater Division Supervisor is made aware of the SSO. Minimum information that must be contained in the 3-day report is listed in the State’s monitoring and reporting requirements and indicated in Attachment A. A final certified report must be completed through the Online SSO System within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.
2. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the CIWQS Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs.
3. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for private lateral sewage discharges may be reported to the CIWQS Online SSO Database based upon the Wastewater Division Supervisor’s discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Wastewater Division Supervisor must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the District) should be identified, if known.
4. If there are no SSOs during the calendar month, the Wastewater Division Supervisor will provide, within 30 days after the end of each calendar month, a statement through the CIWQS Online SSO Database certifying that there were no SSOs for the designated month.
5. In the event that the CIWQS SSO Online Database is not available, all required information must be faxed to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such an event, the Wastewater Division Supervisor must also enter all required

SEWER OVERFLOW RESPONSE PLAN (SORP)

information into the Online SSO Database as soon as practical. A Regional Board Fax Report is included in Attachment A.

VI. MAINTENANCE OF SORP

The SORP will be reviewed on an annual basis to evaluate its effectiveness in responding to SSO events and reducing their impact. Possible amendments can include:

- Change in procedures
- Change in contact personnel
- Changes due to regulatory requirements

ATTACHMENTS

- Attachment A - Sanitary Sewer Overflow Report Form
- Attachment B - Sewer Overflow Notice Plan Flow Chart
- Attachment C - Sewer Overflow Response Tracking Protocol
- Attachment D - Sanitary Sewer Overflow – Initial Contact Checklist

SEWER OVERFLOW RESPONSE PLAN (SORP)

Attachment A

SANITARY SEWER OVERFLOW REPORT FORM

(*Denotes information required for Category 1, 3-day report)

1. General Information

- a. VCMWD #: _____
- b. Name of collection system: _____
- c. Authorized representative filing this form:
Name: _____
Title: _____
e-mail Address: _____
- d. Spill Category:
 - Category 1
 - Category 2
 - Private Lateral

2. Notification Details (See attached RWQCB Flow Chart)

- a. Overflow requiring 2-hour notification (Category 1)
 - Spill equal to or greater than 1,000 gallons, or
 - Spill reached surface water or drainage channel, or
 - Spill reached storm drain
 - Tributary to surface waters or drainage channel, and
 - Not completely from storm drain
- b. Overflow requiring 24-hour notification (Category 2)
 - All other releases of untreated or partially treated sewage.
- c. Office of Emergency Services (Category 1)
 - 2 Hour notification (Date/Time): ____/____/____; _____ (am) (pm)
 - OES Control Number: _____

SEWER OVERFLOW RESPONSE PLAN (SORP)

d. Regional Board (Category 1)

- 2-Hour notification (Date/Time): ___/___/___; _____ (am) (pm)
- Method of Notification: _____
- Name of Staff contacted: _____
- Phone number of staff contacted: _____
- 3-day faxed Draft Report sent (Date/Time): ___/___/___; _____ (am) (pm)
- 3-day CIWQS Draft Report entered (Date/Time): ___/___/___; _____ (am) (pm)
- 15-day CIWQS Certification (Date/Time): ___/___/___; _____ (am) (pm)

e. Department of Environmental Health (Category 1)

- 2-Hour notification (Date/Time): ___/___/___; _____ (am) (pm)
- Name of Staff contacted: _____

f. Regional Water Quality Control Board (Category 2)

- 24-Hour Notification (Date/Time): ___/___/___; _____ (am) (pm)
- Method of Notification: _____
- Name of Staff contacted: _____
- Phone number of staff contacted: _____
- 30-day CIWQS Certification (Date/Time): ___/___/___; _____ (am) (pm)

3. Overflow Physical Location Details

* a. Location Name: _____

* b. Latitude: _____

Longitude: _____

c. Street Address (if known): _____

d. City, State, Zip: _____

e. Cross Street: _____

SEWER OVERFLOW RESPONSE PLAN (SORP)

- * f. County: San Diego
- g. Spill Location Description: _____

- * h. Regional Water Quality Control Board: Region 9 – San Diego

4. Spill Details

- * a. Spill Appearance Point
 - Building or Structure
 - Force main or pressure sewer
 - Gravity sewer
 - Manhole
 - Other sewer system structure
 - Pump station
 - Bypass at treatment plant
 - Other _____
- * b. Discharge to Drainage Channel and/or Surface Water?
 - Yes
 - No
- * c. Did spill reach Storm Drain Pipe?
 - Yes
 - No
- * d. If spill reach a Storm Drain Pipe, was spill fully captured and returned to the collection system?
 - Yes
 - No
 - Not Applicable
- e. Private Lateral Spill?
 - Yes; Responsible Party (if known): _____
 - No

SEWER OVERFLOW RESPONSE PLAN (SORP)

f. Final Spill Destination:

- Building or Structure
- Paved Surface
- Storm Drain
- Street/curb and gutter
- Surface water
- Unpaved surface
- Other: _____

* g. Estimated spill volume (gallons): _____

h. Estimated volume of spill recovered (gallons): _____

i. Estimated current spill rate(gpm): _____

j. Method of estimating volume: _____

5. Time of Overflow/Bypass Incident

* a. When did the incident begin? Date: ____/____/____ ; Time _____(am) (pm)

* b. Agency notified of or discovered spill: Date: ____/____/____ ; Time _____(am) (pm)

* c. Estimated Operator Arrival: Date: ____/____/____ ; Time _____(am) (pm)

* d. Estimated spill end: Date: ____/____/____ ; Time _____(am) (pm)

e. Spill response completion date: ____/____/____

6. General Information about Overflow at this Location

a. Were digital photos taken: Yes No

* b. Spill response activities:

- Cleaned up (mitigated effects of spill)
- Contained all or portion
- Inspected sewer using CCTV to determine cause
- Removed blockage / restored flow

SEWER OVERFLOW RESPONSE PLAN (SORP)

- Repaired pump station
- Returned all or portion of spill to collection system
- Other: _____

c. Visual inspection results from impacted receiving water: _____

* d. Cause of overflow/bypass (select all those that apply):

- Debris - General
- Debris - Rags
- Flow exceeded capacity
- Grease deposition (FOG)
- Operator error
- Pipe structural problem/failure
- Pump station failure
- Rainfall exceeded design
- Vandalism
- Other: _____

e. Where did failure occur:

- Upper lateral
- Main
- Lower lateral
- Other _____

SEWER OVERFLOW RESPONSE PLAN (SORP)

- f. If spill caused by wet weather, choose size of storm:
(Circle One) 1, 2, 5, 10, 50, 100, >100 year, unknown
- g. Diameter of sewer pipe at the point of blockage or spill cause (if applicable): _____

- h. Material of sewer pipe at the point of blockage or spill cause (if applicable): _____

- i. Estimated age of sewer pipe at the point of blockage or spill cause (if applicable): _____

- j. Description of terrain surrounding the point of blockage or spill cause (if applicable):
- Not applicable
 - Flat
 - Mixed
 - Steep

7. Category 1 Spill – Additional Information

- a. Health warnings posted
- Yes
 - No
- b. Name of impacted surface water(s): _____
- c. Is there an ongoing investigation?
- Yes
 - No
- d. Water Quality Samples Analyzed for:
- Dissolved oxygen
 - Other chemical indicators (specify)
 - Biological indicators (specify)
 - No water quality samples taken
 - Not applicable to this spill
 - Other: _____

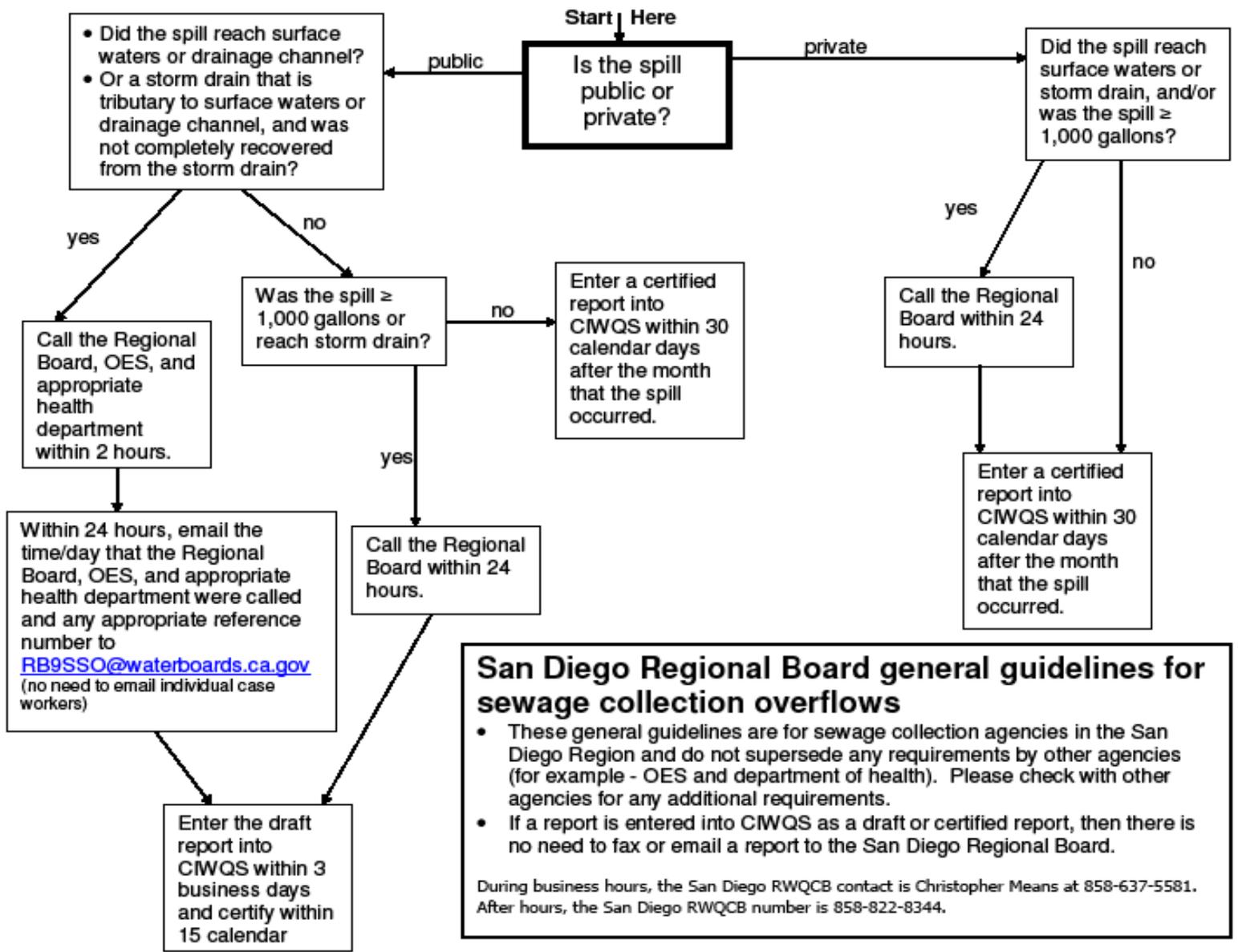
SEWER OVERFLOW RESPONSE PLAN (SORP)

e. Water Quality Sample Results Reported to:

- County Health Agency
- Regional Water Quality Control Board
- Water quality samples taken
- Not applicable to this spill
- Other: _____

f. Spill Corrective Action Taken:

- Added sewer to preventative maintenance program
- Adjusted schedule/method of preventative maintenance
- Enforcement action against FOG source
- Plan rehabilitation or replacement of sewer
- Repaired sewer
- Other: _____



SEWER OVERFLOW RESPONSE PLAN (SORP)

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD –
SANITARY SEWER OVERFLOW 24-HOUR NOTIFICATION REPORT FORM
FOR CATEGORY 1 SPILLS IN THE SAN DIEGO REGION
ORDER No. R9-2007-0005**

If CIWQS is not working, the 3-day draft report may be faxed in using this form. Please provide the following information, if available.

RWQCB STAFF CONTACT _____

DATE OF NOTIFICATION ___ / ___ / ___

TIME OF NOTIFICATION ___ : ___ AM / PM

REPORTED BY _____ PHONE: (_____) _____

REPORTING AGENCY: _____

AGENCY ADDRESS: _____

RESPONSIBLE PARTY (if not the Reporting Agency): _____

PUBLIC SPILL PRIVATE SPILL

ESTIMATED TOTAL SSO VOLUME (GALLONS): _____

ESTIMATED RECOVERED VOLUME (GALLONS): _____

LOCATION OF SSO: _____ START DAY/TIME: _____

CONTAINED ON-GOING

CITY: _____ END DAY/TIME: _____

ZIP: _____

WATERS OF STATE IMPACTED? YES NO

STORM DRAIN: _____

PRIMARY SURFACE WATER: _____

SECONDARY SURFACE WATER: _____

OTHER IMPACTED WATER: _____

BEACH CLOSURE? YES NO LOCATION: _____

LOCAL HEALTH AGENCY NOTIFIED IMMEDIATELY? YES NO DATE/TIME _____

OFFICE OF EMERGENCY SERVICES NOTIFIED? YES NO DATE/TIME _____

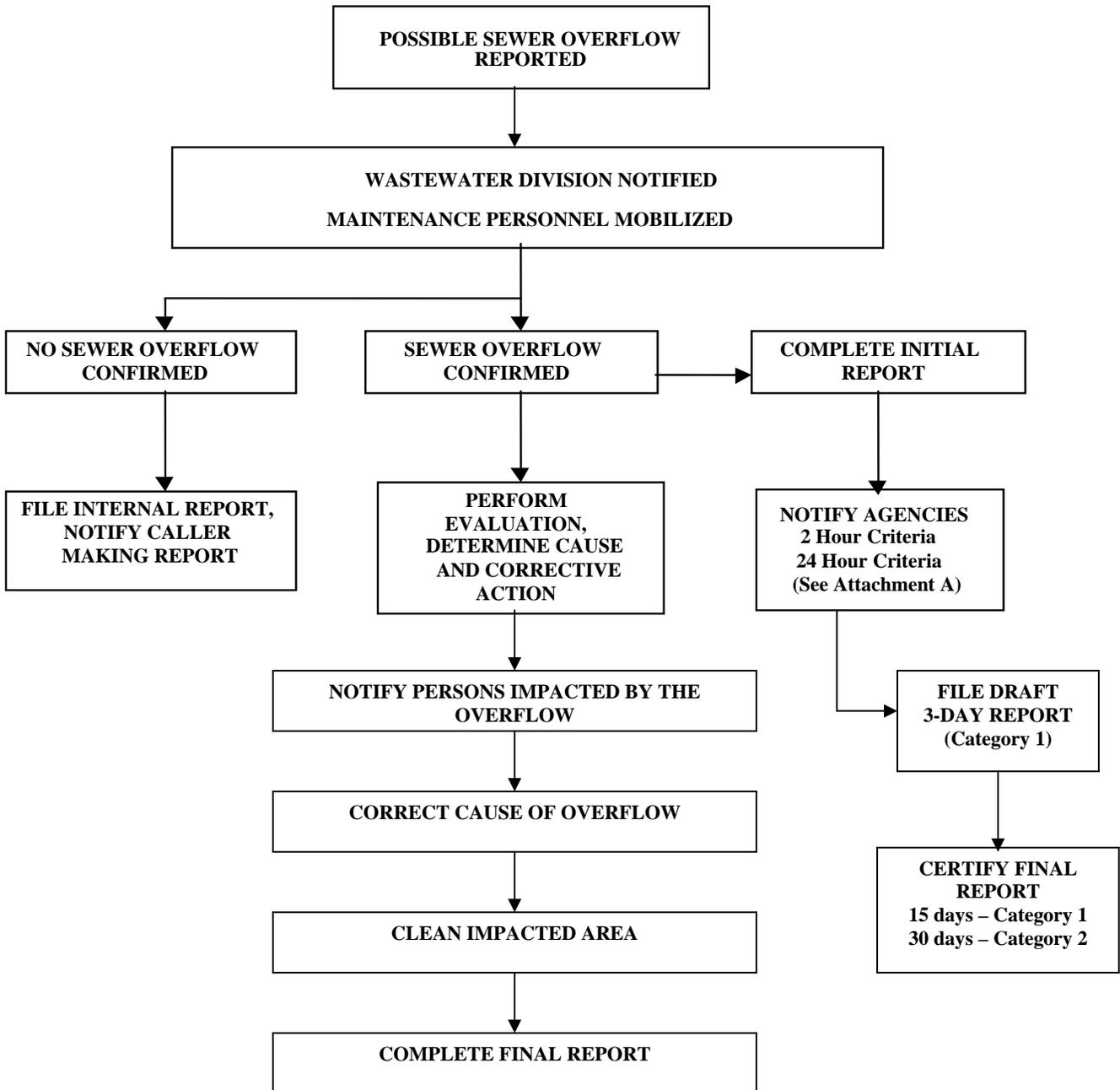
OES CONTROL # _____

CAUSE / COMMENTS / OTHER DETAILS:

SSO 24-HOUR NOTICE

Attachment B

**SEWER OVERFLOW NOTICE PLAN FLOW CHART –
VALLEY CENTER MUNICIPAL WATER DISTRICT WASTEWATER DIVISION**



SEWER OVERFLOW RESPONSE PLAN (SORP)

Attachment C

SEWER OVERFLOW (SSO) RESPONSE TRACKING PROTOCOL VALLEY CENTER MUNICIPAL WATER DISTRICT WASTEWATER DISPOSAL SYSTEM

Step	Event
1	Report of possible SSO received by a telephone operator See Attachment D – Initial Contact Checklist
2	Telephone Operator enters received information into Sewer Overflow Report
3	Telephone Operator contacts the Wastewater Division Supervisor, which then deploys maintenance personnel to confirm reported SSO.
4	Maintenance personnel reports back to the Wastewater Division Supervisor reporting significance of the overflow.
5	Wastewater Supervisor completes initial Overflow Report and Notifies Agencies as required. See Attachment A Category 1 – 2-Hrs OES, RWQCB & DEH Category 2 – 24-Hr RWQCB
6	Wastewater Maintenance Personnel respond to overflow event <ul style="list-style-type: none">• Protect Health & Safety of Public• Stop/Contain SSO• Determine Cause• Repair Collection System• Clean Up Area and Mitigate Damage and Contamination• Complete SSO Report Forms
7	Wastewater Supervisor prepares and submits initial Draft Report as required. Category 1 – 3 days, Category 2 – Not Required
8	Wastewater Supervisor prepares final Overflow Report and files report as required (see Attachment A) Category 1 – 15 days, Category 2 – 30 days
9	Data from Overflow Report are entered into a permanent record on file at the Valley Center Municipal Water District.

SEWER OVERFLOW RESPONSE PLAN (SORP)

Attachment D

SANITARY SEWER OVERFLOW – INITIAL CONTACT CHECKLIST

1. Date/Time call received: ___/___/___; _____(am) (pm)
2. Caller's Name: _____
3. Phone No. _____
4. Spill Location: _____
5. Description of problem: _____

6. Time overflow noticed by caller: _____
7. Observations of caller: _____

8. Other relevant information to help:
 - Locate
 - Assess cause
 - Stop overflow_____

9. Date/Time contacted Wastewater Division personnel: ___/___/___; _____
By: _____