CITY OF LA MESA
SEWER SYSTEM MANAGEMENT PLAN

Adopted July 2009

Updated February 2014

Prepared For:

City of La Mesa
8130 Allison Avenue
La Mesa, California 91941

Prepared By:

9275 Sky Park Court, Suite 200
San Diego, California 92123
858.874.1810

PBS&J Project No.: 491261

Certification

I certify under penalty of law that this Sewer System Management Plan, and the subparts contained herein, comply with the requirements set forth in the General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. 2006-0003 within the time frames identified in the schedule provided in WDRs and as amended by a Memorandum of Agreement executed on June 27, 2006 between the Executive Director of the State Water Resources Control Board and the California Water Environment Association. I further certify that this document and all attachments were prepared under the City's direction and supervision in accordance with its policies and procedures to assure that qualified personnel properly provided, evaluated, and incorporated the information reflected in this document, that the information included in this document is, to the best of my knowledge and belief, true, accurate, and complete, and that this document has been duly presented to and approved by the City Council on the 28th day of July, 2009.

Greg Humora
Director of Public Works/City Engineer

6/28/09
Date

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Acknowledgements

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City of La Mesa:

Gregory Humora	Director of Public Works/City Engineer
Hamed Hashemian	Engineering Project Manager
Rod Hamilton	Superintendent of Public Works
Erin Bullers	Senior Management Analyst
John Hill	Wastewater Crew Leader

PBS&J:

Dean Gipson	Project Manager and WDR Compliance
Cynthia Peraza	Engineering Support

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Acronyms

AC	Acre
BMP	Best Management Practices
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
City	City of La Mesa
CIWQS	California Integrated Water Quality System
CMMS	Computer Asset Management System
CPC	California Plumbing Code
CWA	Clean Water Act
CWEA	California Water Environment Association
DPW	Director of Public Works
EPA	Environmental Protection Agency
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
GPD	Gallons per Day
GPDC	Gallons per Day per Capita
HFMS	High Frequency Maintenance Sites
I/I	Inflow and Infiltration
LRO	Legally Responsible Official
MRP	Monitoring and Reporting Program
MGD	Millions of Gallons per Day
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
O&M	Operations and Maintenance
PACP	Pipeline Assessment and Certification Program

SDRWQCB	San Diego Regional Water Quality Control Board
SPPWC	Standard Plans for Public Works Construction
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOERP	Sanitary Sewer Overflow Emergency Response Plan
SWRCB	State Water Resources Control Board
WDR	Waste Discharge Requirements

Executive Summary

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Waste Discharge Requirements (WDRs), which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to develop and implement a system specific Sewer System Management Plan (SSMP). An SSMP must document how an agency manages its wastewater collection system. Each agency must present the Development Plan and Schedule to its governing body at a public meeting prior to certifying the document. The City of La Mesa (City) must certify its SSMP on or before August 2, 2009. The City performed an update of the SSMP in February 2014 in order to comply with Order No. WQ 2013-0058-EXEC, which amended the monitoring and reporting program.

This SSMP, prepared by the City in compliance with the requirements of the WDRs, documents the City's system specific plans and programs to operate, maintain, and manage its wastewater collection system. Goals of the SSMP include:

- Minimizing the frequency and impact of sanitary sewer overflows (SSOs);
- Effectively and efficiently mitigating the impacts of SSOs should they occur;
- Providing adequate sewer capacity to convey peak flows;
- Maintaining and improving the condition of the collection system infrastructure to provide continual reliable service; and
- Engaging and educating the public regarding programs and issues related to the wastewater collection system.

The Table ES-1 includes a summary of the mandatory components required by the WDRs and included in the City's SSMP. Each element of the SSMP is described in detail in the corresponding chapter shown in the table.

Several elements detailing policies and procedures to reduce SSOs and manage the collection system were developed as part of the City of La Mesa's Wastewater Collection System Master Plan update, completed in October 2008. These elements include:

- Legal Authority
- Operations and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- Fats, Oils, and Grease Control Program
- System Evaluation and Capacity Assurance Plan

These plans are in conformance with the WDRs and formally document the City's current efforts. These plans, which are included as appendices in the Master Plan, are summarized in this document to avoid duplicating information. When applicable, reference to the Master Plan and/or appendices will be made to show compliance with the respective chapter of the SSMP.

Table ES-1
WDR Requirements and Chapter Location

WDR Element	Element Description	Chapter
(i)	Goals	2
(ii)	Organization	3
(iii)	Legal Authority	4
(iv)	Operations and Maintenance Program	5
(v)	Design and Performance Provisions	6
(vi)	Overflow Emergency Response Plan	7
(vii)	Fats, Oils, and Grease (FOG) Control Program	8
(viii)	System Evaluation and Capacity Assurance Plan	9
(ix)	Monitoring, Measurement and Program Modifications	10
(x)	SSMP Program Audits	11
(xi)	Communication Program	12

This document satisfies the WDRs requirement to complete an SSMP.

Chapter 1
Introduction

The State of California's Waste Discharge Requirements (WDRs) include requirements for owners and operators of wastewater collection systems to illustrate adequate and efficient management, operation, and maintenance of their systems. To comply with the WDRs, every public wastewater collection system agency must develop a Sewer System Management Plan (SSMP) and the various plans and programs that make up the SSMP by the specified dates noted in the WDRs, and as revised by a memorandum of agreement between the State and the California Water Environment Association (CWEA). The WDRs also require agencies to develop and maintain a sanitary sewer overflow (SSO) response plan that establishes standard procedures for immediate recovery and remediation of an SSO. This chapter includes background information on the WDRs, a description of the required Development Plan and Schedule, a summary of the elements of the City's SSMP that are completed and were included with this Master Plan.

This Sewer System Management Plan (SSMP) has been prepared in compliance with the requirements of the State Water Resources Control Board (SWRCB), Order 2006-0003, Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems. The goal of the WDRs is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSO). This chapter includes a brief overview of the City of La Mesa's (City's) service area and sanitary sewer system, a summary of the regulations that serve as the impetus for the development of this SSMP, and the purpose and organization of this SSMP.

1.1 Service Area and Sewer System

The City of La Mesa is located directly east of the City of San Diego. As illustrated in Figure 1-1, it is bordered on the northeast by the City of El Cajon, on the southwest by the City of Lemon Grove, and on the southeast by the County of San Diego. The City encompasses approximately nine (9) square miles and is approximately 95% built out. Future development in the City will mainly consist of infill developments or redevelopment. According to SANDAG, the City's current population is estimated to be 58,000 and is forecasted to be nearly 64,500 people in the year 2030, an increase of approximately 11.3 percent from the current census.

The City provides sanitary sewer service for all areas within the City limits and owns, operates, and maintains approximately 165 miles of sewer main and several interagency connection facilities located in the County of San Diego. The City's collection system is divided into four (4) major sewer drainage basins including the Alvarado, University, Spring Valley, and Lemon Grove Sewer Basins. The City's wastewater ultimately flows into the City of San Diego's Metropolitan Wastewater System (Metro System) for treatment and disposal.

Existing land uses within the study area are categorized as single-family residential, multi-family residential, commercial, industrial, institutional, parks, underdeveloped land, and right-of-way. Table 1-1 summarizes the existing land uses within the study area.

Figure 1-1
City Boundary

Table 1-1
City of La Mesa Existing Land Use

Land Use	Units	
Single-family Residential	11,124	Dwelling Units
Multi-family Residential	13,262	Dwelling Units
Commercial	449	Acres
Institutional	332	Acres
Industrial	44	Acres
Park	264	Acres
Underdeveloped Land	200	Acres
ROW	1,430	Acres

Source: SANDAG Land Use

1.2 Waste Discharge Requirements

On May 2, 2006, the SWRCB adopted Order 2006-0003, the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a sanitary sewer system greater than one mile in length to comply with the elements of the WDRs. The WDRs serve to provide a unified statewide approach for reporting and tracking SSOs, establishing consistent and uniform requirements for SSMP development and implementation, establishing consistency in reporting, and facilitating consistent enforcement for violations.

On June 27, 2006, the Executive Director of the SWRCB executed a memorandum of agreement with the California Water Environment Association (CWEA), outlining a strategy and time schedule for CWEA to provide training on the (1) adoption of the program, (2) SSO database electronic reporting, and (3) SSMP development. This agreement also extended the completion dates for most tasks by six (6) months from the dates shown in the adopted WDRs.

The WDRs include directives for owners and operators of sanitary sewer systems to demonstrate adequate and efficient management, operation, and maintenance of the sanitary sewer system. Generally, the WDRs require that:

a) In the event of an SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.

b) If an SSO occurs, it must be reported to the SWRCB using California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB. The City completed its enrollment into the program and the demographic questionnaire, and electronic reporting commenced in January 2007.

c) An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the sanitary sewer system. The SSMP must include provisions to provide proper and efficient management, operation, and maintenance of the sanitary sewer system.

The SWRCB Order 2006-003 requires the City to complete its SSMP and present it to the City Council for approval at a public meeting and subsequently certify it no later than August 2, 2009.

1.3 Purpose

The City recognizes the importance of preventing sewage spills for the mutual protection of our surface waters and the overall environment to safeguard public health and safety. Therefore, in a proactive approach to achieve WDR compliance, the City has prepared this SSMP. This SSMP is designed to ensure continuous improvement of system performance, response, monitoring, data recording, and documentation for future system assessments. The completeness and practicality of the SSMP is a critical component for the City's long range plans to comply with all applicable regional, State, and Federal requirements under the CWA, the San Diego Regional Water Quality Control Board (SDRWQCB) and the WDRs.

This SSMP provides a summary of the action plan implemented by the City to comply with the sanitary sewer system requirements imposed by the WDRs and other governing agencies. As well, it includes references to where the specific details of the activities and procedures that personnel follow to implement the various programs encompassed in its overall efforts to efficiently manage, operate, and maintain its sanitary sewer system and facilitate the reduction and potential elimination of SSOs.

1.4 SSMP Elements and Organization

This SSMP includes information demonstrating the City's efforts to comply with each of the mandatory and applicable elements required for its SSMP. The organization of this document is consistent with the SWRCB guidelines and includes the following eleven (11) mandatory WDR elements:

(i) Goals

(ii) Organization

(iii) Legal Authority

(iv) Operations & Maintenance Program

(v) Design and Performance Provisions

(vi) Overflow Emergency Response Plan

(vii) Fats, Oils, and Grease Control Program

(viii) System Evaluation and Capacity Assurance Plan

(ix) Monitoring, Measurement and Plan Modifications

(x) SSMP Program Audits

(xi) Communication Program

As part of the Master Plan development, completed in October 2008, the City prepared written procedures that document its operations and maintenance (O&M) efforts, Sanitary Sewer Overflow (SSO) response and reporting efforts, Fats, Oils, and Grease (FOG) reduction and control, capacity assurance and analysis, and a capital improvement plan. References to the Master Plan are made throughout this document and refer the reader to the Master Plan for specific WDR elements.

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Chapter 2
Goals

The following sections include a summary of the City's goals reflect its commitment to continue its effort towards ensuring the effective and efficient management, operation and maintenance of the sanitary sewer system.

2.1 Regulatory Requirements for Goals Element

Establishing goals to properly manage, operate, and maintain all parts of its sanitary sewer system allows the City to achieve its ultimate goal of reducing and preventing SSOs and to properly mitigate any SSO that may occur. To achieve the goals established by the City, it becomes imperative for City staff to consistently maintain quality working procedures and continue efforts towards identifying and implementing improvements in managing the sanitary sewer system.

The WDRs require that the City, at a minimum, develop goals that incorporate and achieve the following:

- Proper management, operation, and maintenance of all parts of the sanitary sewer system;
- Provide adequate capacity to convey peak flows;
- Minimize the frequency and volume of SSOs;
- Mitigate the impacts of SSOs if they occur;
- Inform and educate the public on programs, projects, and issues related to the sanitary sewer system; and
- Proper implementation of regulatory notification and reporting requirements.

2.2 Goals for City System Maintenance and Management

The City has establish several core objectives to allow City staff to focus on complying with the WDRs, and develop strategies and procedures to achieve successful overall management and maintenance of the sanitary sewer system. Goals promote unified efforts towards implementing improvements as they affect the operations, maintenance, and management of the sanitary sewer system. They may also reflect performance, safety, levels of service, resource use, and other criteria.

The City's ultimate goal is to operate and maintain all portions of the City's wastewater collection system in a manner that minimizes the potential for SSOs and quickly and effectively mitigates the impacts associated with an SSO, if one were to occur, to protect life, environment, and property while adhering to regulatory requirements. The City's goal statement is:

To provide safe, effective, and efficient operation of the City's wastewater collection and conveyance system through:

- *Proper management, operation, and maintenance of all parts of the system*
- *Reduced occurrence of and potential for SSOs*
- *An effective FOG control program*
- *Assurance of adequate capacity to convey peak wastewater flows*
- *A current long-range planning and improvement plan*
- *Compliance with all regulatory requirements*
- *Protection of the public's health and safety*
- *Effective public information and education efforts*

Chapter 3
Organization

An organizational chart for the City's Department of Public Works serves to identify the administrative, maintenance, and management positions responsible for implementing, managing, and updating the overall measures included in this SSMP. This chapter identifies the City's staff that is responsible for implementing the plans and progress included in the SSMP, responding to SSO events, and meeting the SSO reporting requirements.

The communication plan that accompanies the organizational chart serves to define the role of each position to ensure that all elements of this SSMP are addressed on a regular basis and that all appropriate staff is properly informed. A specific response and notification plan to document the sanitary sewer overflow emergency response and reporting procedures was developed and is included in the City of La Mesa Sanitary Sewer Overflow Emergency Response Plan (SSOERP) included in Appendix G of the Master Plan. The response procedure identifies the staff positions responsible for managing the SSO response, investigating the SSO cause, and reporting the SSO to the appropriate parties. The SSOERP also includes a consolidated list of contact information of key personnel with regard to SSOs. The sequence of communication for reporting SSOs, and the appropriate agencies to be notified, is also included.

3.1 Regulatory Requirements for the Organization and Communication Element

It is required that the City's SSMP clearly identify the staff responsible for implementing measures outlined in this SSMP. The WDRs require that the City identify the following:

a) The name of the responsible or authorized representative;

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

c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the persons responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, and/or State Office of Emergency Services).

3.2 Discussion on Organizational Structure

The City's organizational structure for the Department of Public Works staff, who is responsible for implementing and overseeing the SSMP program, is described in the following sections. Additionally, the general responsibilities of the personnel and chain of communication is included.

3.2.1 Governance

The City's elected governing body is composed of five (5) elected officials including the mayor and four (4) City council members. Each member is elected to a four-year term, with terms overlapping. The City Council develops the policies of the City and is responsible for appointing the City Manager to oversee the daily operations of the City. The City Manager is directly responsible to the City Council for the administration and daily operations of all City functions. The City Council must approve the SSMP and ultimately share the responsibility that the sanitary sewer system is managed efficiently, prior to certifying its completion.

Under policy direction of the City Council, the City Manager, oversees and leads the daily overall City government services, long-term operating strategy, master planning and Capital Improvement Program (CIP) and budget. Figure 3-1 illustrates the organizational chart for the City's Department of Public Works.

3.2.2 Wastewater Maintenance Organization

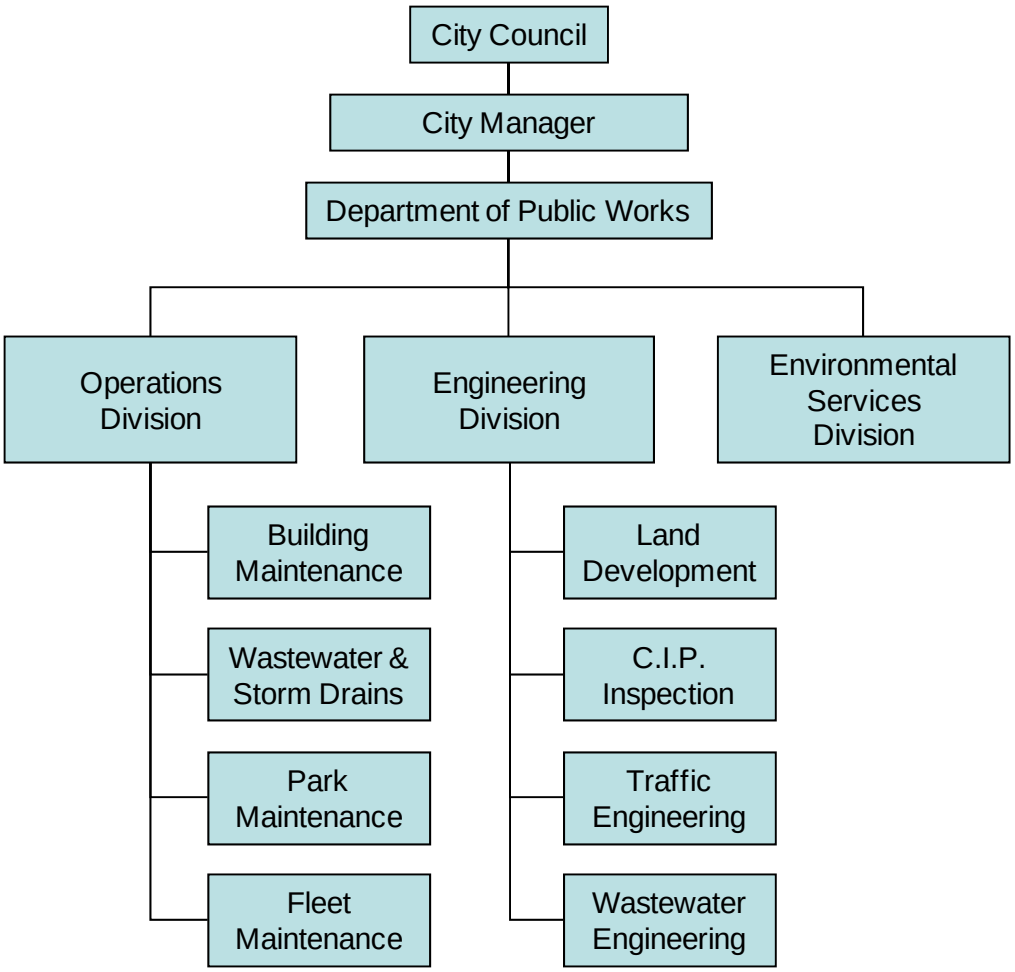
The Director of Public Works, who reports directly to the City Manager, oversees three (3) Divisions which include the Operations, Engineering, and Environmental Divisions. Within the Public Works Operations Division there are five (5) primary sections that include:

- Building Maintenance
- Fleet Maintenance
- Wastewater & Storm Drains
- Street Maintenance
- Park Maintenance

Within the Engineering Division there are four (4) sections including:

- Land Development
- CIP & Inspection
- Traffic Engineering, and
- Wastewater Engineering

Figure 3-1
Department of Public Works Organizational Chart



The organizational chart presented in Figure 3-2 shows the divisions, departments, and positions identified within the City's current organization that are responsible for concurrently implementing and managing various components of plans and procedures required to satisfy the elements of the SSMP.

Highlighted on the organizational chart is the department that is primarily responsible for operating and maintaining the sanitary sewer system. The boxes shown in dashed lines identify divisions and departments that provide some day-to-day support of the sanitary sewer system, but these divisions also have other, unrelated duties.

The organizational chart will be revised to reflect the updated key staff positions, responsibilities between the divisions that support the Public Works Operations activities, changes in the restructuring of chains-of-command made to better align responsibilities and the ability of staff to comply with the WDRs, and to include changes and additions to positions for activities needed to successfully implement the SSMP.

3.2.3 Authorized Representative

The Director of Public Works is the City's Legally Responsible Official (LRO) and authorized representative registered with the State of California to officially sign and certify SSO reports submitted via CIWQS. As well, the LRO is responsible for certifying the SSMP milestones. The City has identified the Engineering Project Manager in the Wastewater Engineering Division and the Wastewater Maintenance Supervisor in the Operations Division as alternate LROs to serve as a back up in the event the Director of Public Works is unavailable.

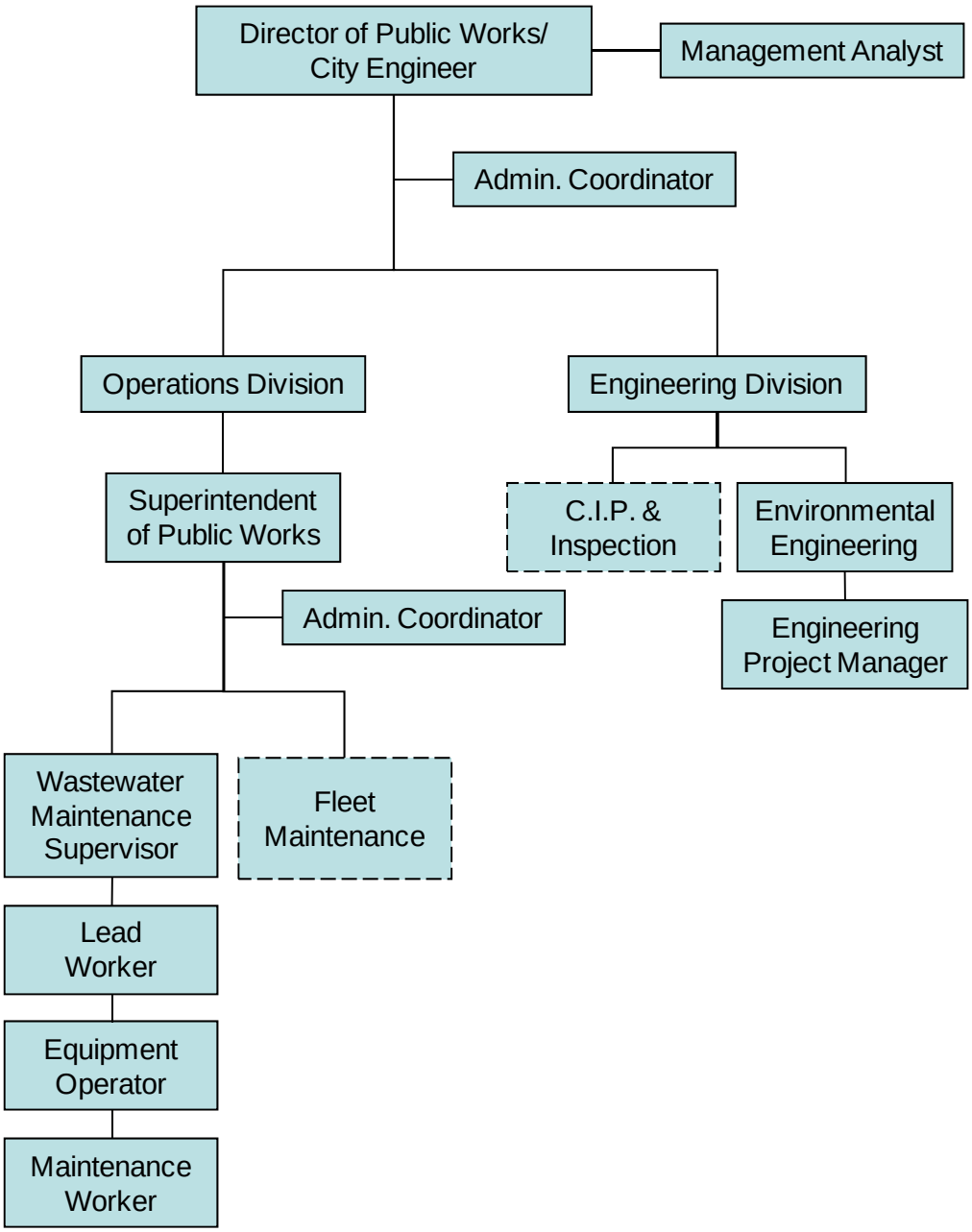
3.3 City Communication Structure for Collection System Issues

Communication of activities is important in order to keep managerial staff informed of successes and potential problems. Additionally, implementation of the various elements of the SSMP will require constant coordination between the various sections identified in the organizational chart. Therefore, clearly identifying the specific positions and staff as well as establishing communication protocols is necessary to ensure the appropriate personnel are properly informed to respond to sanitary sewer system related issues in the most effective and efficient manner.

3.3.1 SSMP Communication Structure

Continual communication among the Public Works Operations and Engineering Divisions as well as along the levels of hierarchy facilitates and supports activities that allow the Public Works Operations Division to inform the appropriate staff about the operation and management of the collection system.

Figure 3-2
Organizational Chart of Positions Supporting the Sanitary Sewer System



Generally the communication plan will follow the chain of command identified in the organizational chart. Specific levels of authority will be required to facilitate implementation and enforcement of the plans and procedures developed for the SSMP. As the various plans and procedures are implemented, an assessment as to the effectiveness of the plans will best be determined by the labor force that executes and evaluates the immediate impacts of the plans and procedures. Efficient and timely responses will be essential to ensure that the adopted plans and procedures are effective for the management and operation of the wastewater system. Figure 3-3 shows the communication protocol that the City should follow for the SSMP. Figure 3-3 also provides a summary of general responsibilities among the staff as it affects the management, operation, and maintenance of the City's sanitary sewer system. The responsibilities listed are to illustrate the overall importance of continual communication among the organization regarding wastewater related issues.

3.3.2 SSO Response and Communication Structure

A communication structure related specifically to SSO responding and reporting is thoroughly documented in Appendix G of the Master Plan, which contains a copy of the City's Sanitary Sewer Overflow Emergency Response Plan (SSOERP).

Specifically, Chapter 2 of the City's SSOERP includes the City's strategy for mobilizing labor, materials, tools, and equipment to contain, mitigate, and clean-up residuals from a sewer overflow and correct or repair any condition which may cause or contribute to an SSO The plan presented is applicable to potential system failures that could create an SSO. Figure 2-1 included in the City's SSOERP summarizes the process and offers a concise overview of the steps required to quickly respond to an actual or possible SSO event and clearly delineates responsibilities for First Responders and ultimate sewer maintenance crew and/or contractor assignments.

Table 2-2 of the SSOERP includes a description of the SSO notification requirements, procedures, timeline, and the regulatory agencies that are to be notified as soon as practical without impeding containment or other emergency response measures. Attachment E of the SSOERP lists the specific names and contact information of the individuals holding the positions identified.

3.4 Summary and Continuing Efforts

When the City updates its plans and procedures, and/or revises the SSMP, the SSMP should be updated as necessary to include the specific responsibilities associated with each position. To maintain compliance with the WDRs, the City organizational chart must include the administrative, maintenance, and management positions responsible for implementing, managing, and updating the overall measures contained in this SSMP.

Figure 3-3
Communication Plan for SSMP Implementation

Position	Responsibilities
City Council Members	Adopt policies Approve SSMP
City Manager	Direct implementation and updates of policies Allocate funding resources Approve CIP contracts Coordinate activities between divisions Monitor and manage development and implementation of programs Monitor and manage administration of policies and procedures Assist in preparation of budgets
Director of Public Works/City Engineer	Coordinate support with Engineering Division Manage and monitor SSMP implementation and effectiveness Provide updates on policy and SSMP effectiveness Primary Legally Responsible Officer for CIWQS certification
Engineering Project Manager/Superintendent Public Works	Manage policy implementation Manage SSMP implementation Monitor SSMP implementation and effectiveness Ensure adequate resources are available for policy and SSMP activities Communicate updates on policy and SSMP effectiveness Recommend and initiate SSMP updates
Wastewater Maintenance Supervisor	Implement SSMP Measure SSMP effectiveness Oversee field operations Coordinate and schedule field activities Communicate SSMP effectiveness to Operations Manager Recommend improvements to SSMP procedures
Lead Worker/Equipment Operator	Monitor SSMP plans and procedures Facilitate field operations Assess SSMP plans and procedures Communicate SSMP effectiveness to Supervisor Solicit and provide feedback on effectiveness of plans
Maintenance Workers	Perform daily activities Execute plans and procedures Provide feedback on effectiveness of plans

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Chapter 4
Legal Authority

To prevent SSOs and meet state and federal requirements, each governing agency must ensure that its existing codes, ordinances, policies and procedures include the necessary requirements to implement and fulfill the specific needs of the agency, and to protect the health and safety of people, property, and environment. This chapter of the SSMP includes a discussion of the City's current legal authority for the collection and conveyance of wastewater.

4.1 Regulatory Requirements for Legal Authority Provisions

The WDRs require that the City show, through ordinances, service agreements, or other legally binding procedures, that the City possesses the legal authority to:

a) Prevent illicit discharges into its sanitary sewer system including, but not limited to, inflow and infiltration, storm water, chemical dumping, unauthorized debris, and cut roots, etc.;

b) Require that sewers and connections be properly designed and constructed;

c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the City;

d) Limit the discharge of fats, oils, grease, and other debris that may cause blockages; and

e) Enforce any violation of its sewer ordinances.

4.2 Background for Legal Authority

The California Water Code of the California Code of Regulations, the Federal Clean Water Act of the United States Code, and the California Waste Discharge Requirements grant the City the authority to establish codes, agreements, policies, and procedures for the construction, operation, and maintenance of a wastewater collection system, and the ability to enforce the necessary requirements. Below is a discussion of the relevant sections granting this authority.

California Water Code Section 13271, California Code of Regulations: Section 13271 of the California Water Code, Title 23 of the California Code of Regulations, prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of an SSO. Entities which do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

Clean Water Act, Section 1251 of Chapter 33 of the United States Code: In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the

Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees.

Code of Federal Regulations, Title 40, Protection of the Environment: The Environmental Protection Agency (EPA), in its general pretreatment regulations (40 CFR Part 403) prohibits any user from discharging solid or viscous pollutants, such as fats, oils, and grease (FOG) wastes, in amounts which will cause obstructions (blockages) to the flow in the wastewater system and interfere with the operation of the wastewater system.

California Waste Discharge Requirements: On May 2, 2006, the SWRCB adopted the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003. The WDRs are applicable to 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 publicly owned treatment facilities in the state of California. Specifically, the WDRs require all affected agencies, municipalities, counties, districts, and other public entities to take a proactive approach to ensure a system-wide operation, maintenance, and management plan is established to effectively reduce the potential, quantity, and frequency of SSOs that may occur and impact surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

4.3 Summary and Evaluation of the City's Existing Legal Authority

The WDRs require that the City demonstrate, through wastewater collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to require, implement, and enforce compliance with the elements of the SSMP, all applicable regional, State, and Federal requirements under the Clean Water Act, the Regional Water Quality Control Board (RWQCB), and WDRs.

The City's legal authority and powers pertaining to the City's wastewater collection system originate from the powers granted by the State and Federal governments. Requiring compliance with its existing codes, regulations, ordinances, and permitting procedures allows the City to require and enforce various measures for ensuring the proper and efficient operation, management, and maintenance of the City's wastewater collection system. These mechanisms include, but are not limited to, limiting the types of substances allowed to be discharged into the City's wastewater collection system, establishing requirements for the proper design, construction and connections to the City's collection system, ensuring access to City sewer pipelines for inspecting, monitoring and enforcing activities, limiting the discharge of fats, oils, grease, and other types of debris that cause blockages, and enforcing violations of its sewer related ordinances, codes, and laws.

The municipal code sections governing the City's wastewater collection system at the time the Master Plan was prepared are included in Appendix H of the Master Plan. Since the completion of the Master Plan, the City has identified and refined additional codes necessary for compliance with the WDRs.

On April 14, 2009, the City adopted additional municipal codes to ensure the City possesses the necessary legal authority to require, implement, and enforce compliance with the SSMP elements. As elements of the SSMP evolve and are further refined, the legal authority necessary to implement the provisions and require compliance by its residents and rate payers must also be addressed.

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Chapter 5
Operations and Maintenance Program

This chapter of the SSMP discusses the City's operations, maintenance and other related measures and activities as they pertain to its sanitary sewer system.

5.1 Regulatory Requirements for Operations and Maintenance Program

The WDRs require that the SSMP contain descriptive measures of the City's Operations and Maintenance (O&M) Program that are implemented by City staff to facilitate proper and efficient management and maintenance of the sanitary sewer system and the affected appurtenances. The WDRs require that the SSMP include a description of each of the following components as they apply to the City's sanitary sewer system:

a) Maintenance of up-to-date sanitary sewer system map showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;

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

c) Development of 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;

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

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

5.2 City's Preventative Maintenance Program

The City's Operations Division is responsible for the operation and maintenance of the City's wastewater collection system within the public right-of-way and easements. Operations Division

personnel regularly perform preventative maintenance (PM) activities on the sewer system including inspection of all manholes. The staff also continues to perform some system repair, such as raising manholes, but typically the work is contracted out.

The City's goal is to clean the entire sewer system in a 14-month cycle. The existing sewer system is divided into four (4) sewer drainage basins which are named according to the trunk sewer into which they discharge. The basins include the Alvarado, Spring Valley, University, and Lemon Grove basin. Cleaning is scheduled and performed by basin in the direction of flow toward convergence locations on a daily basis.

The City has utilized Cartagraph™ for several years as its maintenance management system to track work orders and to provide inventory management capabilities. Currently, scheduling and performance of maintenance activities is performed by the existing staff. Documentation and reporting of cleaning efforts is provided in a daily report. The daily report includes lineal footage cleaned, pipe size, pipe condition, pipe length, names of cleaning staff, and any additional comments provided by the maintenance crews. Daily progress is recorded by highlighting a large wall map maintained at the City's Public Works office. Additionally, the Wastewater Maintenance Supervisor enters the total length of pipe cleaned into an Excel™ spreadsheet from which monthly totals are compiled.

The City uses the Cartagraph™ application to manage its work orders. Work orders and information obtained from the customers are provided to the Wastewater Maintenance Supervisor. The Wastewater Maintenance Supervisor performs a site inspection. Based on the results of the site inspection, an appropriate response is implemented. A copy of the work order is stored in a file on site at the Public Works office by the Administrative Assistant.

With the use of Cartagraph™, the City has a procedure in place to provide City staff a means to retrieve and organize information documented as it pertains to the O&M of the City's wastewater collection system. Although a significant amount of information continues to be maintained in hard copy format. The procedures for documenting scheduled and completed maintenance activities do allow for producing status reports.

5.2.1 Mechanical Cleaning

The City's cleaning schedule includes two (2) crews consisting of two (2) staff members assigned to perform daily cleaning efforts. One (1) crew performs power flushing of one-half of the sewer system while the second crew performs mechanical rodding on the other one-half of the sewer system. Therefore, the entire system is either power flushed or rodded once every 14 months. When this cycle is completed, the cleaning schedule is reversed. The one-half of the system that was flushed is then scheduled to be rodded and the one-half of the system that was rodded is then scheduled to be flushed. Cleaning of primary intersections is scheduled during night time and low flow hours. Where traffic control is required, additional City staff is used to provide traffic control.

Maintenance of high frequency maintenance locations are tracked and scheduled manually by the Wastewater Maintenance Supervisor. High frequency maintenance locations are routinely cleaned on a monthly basis, typically during the first week of each month. High frequency maintenance locations include areas with high root concentrations, areas with sewer pipelines

having minimal slope, and locations that have been identified to have chronic grease accumulation.

5.2.2 Root Treatment

The City currently has a root treatment program in place. The target sites include the older developed areas with large mature trees, particularly easements, as well as sites identified via the CCTV inspections. The areas that include heavy root concentrations are divided into three (3) sections. One (1) section per year is treated for roots. Therefore, by the fourth year, the program begins again on the initial section. Locations identified to contain heavy root concentrations via the CCTV inspections are added to the program and scheduled according to the section in which they are located.

5.3 Sanitary Sewer System Inspection and Condition Assessment Program

Regular and systematic inspection and assessment of sanitary sewer system facilities provides a means to monitor the condition of the facilities, the effectiveness of the maintenance operations, and provides a basis for identifying and scheduling capital improvements. As well, the overall assessment can be used to determine the funding required to repair, rehabilitate, and replace an aging collection system and to prioritize the allocation of funds and optimize the expenditure and efforts to operate a sewer collection system.

5.3.1 System Inspection and Assessment

Closed Circuit Television (CCTV) inspections provide necessary condition assessment data to allow rehabilitation and replacement decisions to be made in the future and will lead to cleaning efforts based upon the need and condition of the sewer mains. As part of ongoing projects, the City retained PBS&J to perform CCTV inspections of the City's wastewater collection system. The City's CCTV inspection program was initiated in 2003 and will televise the City's entire sewer system in phases. Defect codes used to document system conditions include codes incorporated by WinCan™ as well as several codes established by the City.

The City's wastewater collection system was televised in phases, the last of which was completed in 2009. A CCTV documentation process includes transferring the recorded data onto an external hard drive that is routinely updated with CCTV information for future reference as needed. The inspection information is kept by the Wastewater Maintenance Supervisor. Assessment of the sewer system's condition is performed by PBS&J, currently retained by the City.

City staff also performs CCTV inspections on an as needed basis. When necessary, it is performed by two (2) Wastewater Division staff members using the City's only CCTV truck equipped with RST (WinCan™) equipment. The CCTV inspections are performed after the pipeline has been cleaned and the debris has been removed, and in response to specific requests such as SSO responses, root problems, and high frequency maintenance locations. Information obtained from the CCTV inspections is included in daily reports. Information from

the initial assessment is either retained for Operations Division staff to address or forwarded to the Engineering Division for review and recommendations.

The City updated its wastewater collection system master plan in October 2008. The master plan includes an analysis of the collection system and a summary of existing and future hydraulic deficiencies identified. Also included is a recommended CIP for the City to consider implementing.

Information essential to establishing a comprehensive rehabilitation and replacement plan for the City's sewer collection system, including SSMP activities, should include methods to collect data for and regularly report results for the following activities:

- Tracking special projects;
- Maintaining an up-to-date list of High Frequency Maintenance locations;
- Monitoring contract work assignments;
- Completing and logging SSO reports;
- Preparing and submitting monthly SSO reports to the RWQCB;
- Maintaining the maintenance database;
- Developing forms for special projects, chemical treatment, field reports, daily maintenance report, and spill reports;
- Generating department reports to the Director of Public Works / City Engineer;
- Preparing community information and notification bulletins;
- Managing asset inventory; and
- Maintaining data in the CMMS.

5.3.2 Repair and Rehabilitation Projects

The City's Public Works Operations Division is responsible for ensuring that immediate "unscheduled" repairs and/or rehabilitation improvements of various types and pertaining to wastewater facilities are adequately performed. The repairs and/or rehabilitation work performed by City staff may be identified via the CCTV inspections and primarily includes point repairs but does not include work requiring the replacement of entire pipe segments between manholes. Repairs that require resources beyond those available within the Public Works Operations Division or require further prioritization and planning are coordinated and scheduled with the City's Engineering Division.

5.3.3 CIP Development

Several factors determine the priority of projects identified during the assessment process, although the condition of the pipe is usually the primary factor. Additional factors may include goals to reduce sanitary sewer overflows, providing sufficient system capacity, reducing

infiltration and inflow in pipes located below the water table, or reducing maintenance efforts by improving the pipe condition. Other considerations include coordinating surface and utility improvements with the other agencies that may be impacted by improvements. Integrating the results of the inspection and assessment efforts, with the capacity modeling efforts, the City will pursue a proactive and comprehensive long-range planning effort.

5.4 Training Program

The City is committed to the training and certification of its Operations Division staff. They encourage participation in a continuing education program geared to train every management, administration, and field staff member.

The Operations Division staff is required to be certified to provide traffic control type of services necessary to perform the routine maintenance and cleaning of the sewer system. The City does not currently require staff to be certified to perform CCTV inspection and assessment, which is governed by programs such as the National Association of Sewer Service Companies (NASSCO) and the Pipeline Assessment and Certification Program (PACP). The City offers training for several subjects including, but not limited to, safety related issues, relevant regulations, operation of heavy equipment. Additionally, staff participates in weekly and bi-weekly “tailgate” meetings, which are short meetings to discuss safety issues and are often held before crews are dispatched to work sites. As well, the City supports a tuition reimbursement program for staff.

Possible subjects to consider for the City’s training program include:

- Requiring NASSCO and/or PACP criteria to evaluate and rate the sewers;
- Requiring staff performing CCTV inspections to be NASSCO and PACP certified;
- Requiring contractors that the City engages for sewer system activities to be properly trained and certified; and
- Requiring certifications and documentation for each individual employed by a contractor that performs work for the City.

As necessary and determined by appropriate managerial staff, training programs may also include supplemental technical training required to efficiently and safely perform specific job related duties.

5.5 Equipment and Replacement Part Inventories

The Operations Division keeps repair equipment and materials on site in the storage yard including pumps, fittings, pipes, and hoses. A detailed inventory list of the City’s existing sewer maintenance and repair equipment and replacement parts and materials is maintained and includes adequate sizes and types of the critical repair and replacement parts. Additionally, it includes a resource list of contractors and vendors who stock materials and are available for emergency and short notice deliveries.

5.6 Summary and Continuing Efforts

To further comply with the Operations and Maintenance element of the SSMP, the City is continuing to document and formalize comprehensive O&M procedures that include:

- Maintaining up-to date maps of the City's wastewater collection system;
- Scheduling and performing routine preventative O&M activities including regular maintenance and high frequency locations;
- Developing a rehabilitation and replacement plan to identify and prioritize system deficiencies for short term and long term planning;
- Training for staff in wastewater collection system operations and maintenance; and
- Maintaining equipment and replacement part inventories.

Chapter 6
Design and Performance Provisions

This chapter of the SSMP discusses the City's design and construction standards and serves to fulfill the Design and Performance Provisions required by the WDRs.

6.1 Regulatory Requirements for Design and Performance Element

The WDRs require that the SSMP address the following:

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; and

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

6.2 Discussion on Design and Performance Provisions

The WDRs require that the SSMP include provisions to require compliance with appropriate design and construction standards and specifications for the installation of new wastewater collection systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing wastewater collection systems and appurtenances. Also required to be included are procedures and standards for inspecting new and rehabilitated wastewater facilities.

The City's current sewer design criteria are documented in Section V of the City's Design Criteria Manual, which was adopted by City Council Resolution 15579 on July 28, 1987. The Sewer Design Technical Standards include guidelines for design flow rates, gravity sewer design, sewer pipe materials and appurtenances, sewer pipeline installation, technical provisions for house laterals, special sewer appurtenances, and sewer pipeline testing requirements. Additionally, the City references the latest edition of the Greenbook for standardized construction and inspection specifications for the wastewater collection systems, SDRSD for sewer details, and Uniform Plumbing Code.

As part of the Master Plan update, the City's existing sewer design criteria were updated to include rehabilitation standards, an approved materials list, and the recently approved standard details. Included in Appendix I of the Master Plan are the updated sewer design criteria presented to the City adoption consideration. The criteria include minimum design standards for sewer mains, sewer manholes, sewer laterals, and general guidelines for common sewer rehabilitation options.

Chapter 6 of the Master Plan provides a summary of the City's existing sewer design criteria and methodology for determining design capacity. The chapter also includes recommendations for the City to consider implementing to ensure that any additions or modifications to the

wastewater collection system are appropriately designed and constructed and that the system can accommodate potential future development.

The Master Plan addresses the components listed in Section 8.1 and as required by the WDRs, More detailed descriptions of the design and performance requirements are included in the Master Plan.

Chapter 7
Overflow Emergency Response Plan

This chapter of the SSMP provides a summary of the City's SSOERP. A copy of the City's SSOERP is included in Appendix G of the Master Plan.

7.1 Regulatory Requirements for Overflow Emergency Response Plan

The WDRs require that the City develop and implement an overflow emergency response plan which identifies measures to protect public health and the environment. At a minimum, the plan must include the following:

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

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

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 Monitoring and Reporting Program (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;

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

e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and

f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

7.2 Discussion of Overflow Emergency Response Plan

In an effort to comply with the WDRs, included with the update of this Master Plan, the City also updated its Sewer Overflow Response Plan (SORP). The newly titled Sanitary Sewer Overflow Emergency Response Plan (SSOERP) reflects updated SSO response and reporting procedures. The SSOERP includes detailed procedures to guide trained personnel to effectively respond, control, contain, and clean up sewage discharged from the wastewater collection system that is under the control and maintenance of the City of La Mesa. It also includes 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. A copy of the SSOERP is included in Appendix G of the Master Plan.

The SSOERP includes a strategy for the Sewer Maintenance Section to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition which may cause or contribute to an SSO. The document provides the necessary guidelines for City staff to respond to an SSO event and contains the following elements:

- Introduction and Regulatory Requirements
- Sanitary Sewer Overflow Emergency Response Plan
- Public Advisory of Sewage Contamination Procedures
- SSO Reporting Requirements
- Training Requirements
- SSOERP Updating Requirements
- Various Attachments

The SSOERP addresses the components listed in Section 7.1 and as required by the WDRs, Further detailed descriptions of the policies and procedures as they pertain to responding to SSOs are included in the SSOERP document included in Appendix G of the Master Plan.

CITY OF LA MESA
SANITARY SEWER OVERFLOW
EMERGENCY RESPONSE PLAN

Adopted October 2008

Updated February 2014

Prepared For:

City of La Mesa
8130 Allison Avenue
La Mesa, CA 91941

Prepared By:

9275 Sky Park Court, Suite 200
San Diego, CA 92123
858.874.1810

PBS&J Project No.: 491261

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Abbreviations

BMP	Best Management Practices
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CIWQS	California Integrated Water Quality System
CMMS	Computerized Maintenance Management System
EPA	Environmental Protection Agency
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
GIS	Geographic Information System
I&I	Inflow and Infiltration
LRO	Legally Responsible Officer
MRP	Monitoring and Reporting Program
NASSCO	National Association of Sewer Service Companies
NPDES	National Pollutant Discharge Elimination System
OES	Office of Emergency Services
O&M	Operations and Maintenance
PACP	Pipeline Assessment and Certification Program
PM	Preventative Maintenance
SDRWQCB	San Diego Regional Water Quality Control Board
SOP	Standard Operating Procedures
SSMP	Sewer System Management Plan
SSO	Sanitary Sewer Overflow
SSOERP	Sanitary Sewer Overflow Emergency Response Plan
SWRCB	State Water Resources Control Board
WDRs	Waste Discharge Requirements

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Chapter 1
Introduction

Because Sanitary Sewer Overflows (SSOs) of various volumes occur from time to time in spite of concerted prevention efforts, the City of La Mesa (City) has prepared this Sanitary Sewer Overflow Emergency Response Plan (SSOERP). SSOs may occur from blocked sewers, pipe failures, mechanical malfunctions, and other natural or man-made causes. City crews are constantly on alert and ready to respond upon notification and confirmation of an SSO.

This SSOERP establishes the formal procedures for City staff to respond to, contain, correct, and clean up SSOs, and it is intended to minimize the effects of SSOs on the environment while protecting the public's health and safety. Chapter 1 provides an overview of the City's wastewater collection system, the purpose and goals of the SSOERP, the regulatory authority requiring this plan, an overview of this document's organization, and definitions of terms contained in this document.

1.1 Wastewater Collection System Overview

The City provides sewer service for all areas within the City limits. Additionally, it owns, operates, and maintains approximately 165 miles of sewer main and several interagency connections facilities located in the County of San Diego. The City also owns, operates, and maintains approximately 165 miles of gravity sewer and 4,545 manholes. The sewer mains convey wastewater flows generated within four (4) major drainage basins to connections to sewerage facilities located along Interstate 8 to the north and Highway 94 to the south. Flows are ultimately conveyed to transmission and treatment facilities operated by the City of San Diego's Metropolitan Wastewater Department (MWWD).

1.2 Purpose and Goals

The City recognizes the importance of protecting the health and safety of the public as well as the environment by preventing sewer flows from reaching surface waters and waters of the United States. The City also understands the necessity to implement procedures to comply with the requirements of state regulations. The primary goal in establishing a SSOERP is to ensure that City staff responds appropriately and efficiently to all known SSOs immediately.

The objectives of the SSOERP can be summarized as:

- Protect public health and safety, and the environment;
- Minimize the effects of SSOs;
- Satisfy regulatory and discharge permit conditions;
- Protect private and public property;
- Protect City personnel; and
- Protect all City owned assets.

This SSOERP is intended to supplement and be consistent with existing emergency plans and standard operating procedures currently implemented by the City. The overall plan will facilitate coordination and mobilization of necessary facilities and personnel in an organized and efficient manner when responding to an SSO.

1.3 Organization of SSOERP Document

This document provides the necessary guidelines for City staff to respond to an SSO event. This SSOERP contains the following elements:

- Introduction
- Sanitary Sewer Overflow Response Procedures
- Public Advisory Of Sewage Contamination Procedures
- SSO Reporting Requirements
- Training Requirements
- SSOERP Updating Requirements
- Various Appendices

1.4 Regulatory Requirements

The following regulatory requirements establish the impetus for the City to develop and follow procedures to minimize SSOs.

California Water Code Section 13271, California Code of Regulations: Section 13271 of the California Water Code, Title 23 of the California Code of Regulations, prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of an SSO. Entities which do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

California Waste Discharge Requirements: On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted the Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. 2006-0003. The WDRs are applicable to 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 publicly owned treatment facilities in the state of California. Specifically, the WDRs, as part of the Monitoring and Reporting Program, require that the City establishes monitoring, record keeping, reporting, and public notification requirements for SSOs, including on-line reporting requirements through the State's California Integrated Water Quality System (CIWQS) web-site. The WDRs required that the City begin the on-line reporting by January 2, 2007 and that the City prepare an Emergency Response Plan by May 2, 2009. This SSOERP fulfills the later requirement and documents the City's efforts to comply with the on-line reporting.

Clean Water Act, Section 1251 of Chapter 33 of the United States Code: In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees. The City of La Mesa is not currently subject to an NPDES permit or any legal action initiated by the federal government.

Waste Discharge Requirements for Sewage Collection Agencies in the San Diego Region: The General Waste Discharge Requirements for Sanitary Sewer Systems, adopted by the State Board on May 2, 2006, establishes minimum requirements for publicly owned/operated sanitary sewer system and allows each regional board to issue more stringent or more prescriptive WDRs for sanitary systems within their respective jurisdiction. On February 14, 2007, the San Diego Regional Water Quality Control Board (SDRWQCB) adopted Order R9-2007-0005. The Order includes additional reporting requirements for wastewater collection agencies within Region 9, including notification of all private lateral sewage discharges for which the agencies become aware of, to the SDRWQCB. The City of La Mesa is located within Region 9.

Amendment Monitoring and Reporting Program for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems: The August 6, 2013 Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order 2006-0003-DWQ.

1.5 Definition of Terms

Category 1 Sanitary Sewer Overflow: All discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

Category 2 Sanitary Sewer Overflow: Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed properly.

Category 3 Sanitary Sewer Overflow: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

Private Lateral Sewage Discharge (PLSD): Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

First Responder: The City Operations Division staff person who is initially notified of a possible SSO and/or arrives first at the reported location of the possible SSO.

Public Waters: Any body of water such as the ocean, bay, lake, pond, river, stream, or creek where there is the potential for human contact as defined by the County Department of Environmental Health.

Sanitary Sewer Overflow: A sanitary sewer overflow (SSO) is any overflow, spill, release, discharge, or diversion of sewage from a wastewater collection system. SSOs include:

- Release of untreated or partially treated sewage that reach waters of the United States;
- Release of untreated or partially treated sewage that do not reach waters of the United States; and
- Sewage backups into buildings and private property that are caused by blockages or flow conditions in a wastewater collection system, other than a building lateral. Sewage backups into buildings caused by a blockage or other malfunction of a building lateral that is privately owned is an SSO when sewage is discharged off a private property into streets, storm drains, or waters of the State.

Sewage: Any liquid waste and water borne solid waste resulting from residential, commercial, industrial, or institutional activities or uses.

Surface Waters: All permanent and intermittent drainage ways, lakes, and reservoirs, either public or private, which are not man-made for the treatment of municipal, agricultural, or industrial waste, and wholly or partially within the boundaries of the City of La Mesa. SSOs to storm drains tributary to surface waters shall be reported as discharges to surface waters.

Wastewater: Any volume of untreated or partially treated sewage discharged from the wastewater collection system upstream of a wastewater treatment plant.

Wastewater Collection System: Any system of pipes, pump stations, sewer lines, etc., used to collect and convey sewage to a treatment plant. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, high-lines, etc.) are considered to be part of the sanitary sewer system, and discharges of sewage to these facilities are not sanitary sewer overflows.

Waters of the State: Any surface water or groundwater (including saline waters) within the boundaries of the state.

Waters of the United States: All waters of the United States as defined in the Code of Federal Regulations, Volume 40, Section 122.2 (40 CFR 122.2) such as navigable waters, rivers,

streams, lakes, natural ponds, wetlands, etc., including tributaries to traditional navigable waters.

Chapter 2
SSO Response Procedures

SSOs are caused by a blockage or a restriction in the wastewater collection system, pipe failures, flows exceeding the capacity of the system, and other natural or man-made causes. In the event of an SSO, the City's wastewater staff must respond and be prepared to:

- Contain the SSO;
- Control the Overflow;
- Mitigate and clean up the contaminated area; and
- Notify the appropriate authorities.

This chapter presents a strategy for the City Operations Division to mobilize labor, materials, tools, and equipment to contain, mitigate, and clean-up residuals from a sewer overflow and correct or repair any condition which may cause or contribute to an un-permitted sewage discharge. This plan is applicable to a wide range of potential system failures that could create an SSO. Figure 2-1 summarizes the process presented in this chapter and offers a concise overview of the following steps required to quickly respond to an actual or possible SSO event.

2.1 Receiving Information about a Possible SSO

An SSO may be detected by City employees or the public. Suspicious circumstances, such as foul odors, backed up plumbing, unusual flooding, and so on, may also indicate the possibility of an actual or impending SSO. This section describes how the City's Operations Division staff is notified of possible SSOs.

Telephone Notifications of Possible SSOs

All telephone calls or complaints for actual or possible SSOs are routed to the Wastewater Maintenance Supervisor from either the City's Public Works office or the La Mesa Police Dispatch Center. If the Wastewater Maintenance Supervisor is not available or non-responsive, then the designated back-up person is notified. Figure 2-2 shows how a possible SSO will be reported to the Wastewater Maintenance Supervisor.

As illustrated in Figure 2-2, notification of a potential SSO will be routed directly to the Wastewater Maintenance Supervisor in the City's Operations Division, during normal business hours. During non-business hours, weekends, and designated City holidays, calls will be received by the City of La Mesa Police Dispatch Center and forwarded to the Wastewater Maintenance Supervisor or the designated back-up in the City's Operations Division.

Upon receipt of a notification of a potential SSO, the Wastewater Maintenance Supervisor or the designated back-up will obtain as much information as possible from the reporting entity. The relevant information that should be collected includes:

- Time and date the call/SSO report was received;
- Specific location (address, cross streets, etc.);
- Description of problem;
- Time the possible SSO was noticed by the caller;
- Caller's name and telephone number;
- Observations of the caller (e.g., odor, duration, back or front of property, etc.); and
- Other relevant information that will enable the responding City staff personnel and crews, if required, to quickly locate, assess, contain, and relieve the SSO.

The *Sanitary Sewer Overflow Field Report* form in Attachment A can be used by the Wastewater Maintenance Supervisor or designated back-up person to capture the relevant information needed to respond to a report of a possible SSO as well as be useful for initiating the work order assignment.

Operations Division Personnel Notifications of Possible SSOs

Possible and actual SSOs detected by maintenance personnel in the course of their normal duties are reported immediately to the Wastewater Maintenance Supervisor or designated back-up. Personnel on-site observing the SSO should begin efforts to contain and minimize the effects of the SSO as further described in sub-section 2.5 below.

2.2 First Responder Responsibilities

Based on the information provided during the notification of a possible SSO, the Wastewater Maintenance Supervisor or the designated back-up person shall proceed to the SSO location to assess the cause and extent of the SSO. The City staff person to arrive first at the location is considered the First Responder. The First Responder will determine whether to direct a wastewater crew, other City personnel, and/or approved contractors to the SSO location if the SSO cannot be fully contained or recovered or if it has reached public waters. The information obtained by the First Responder during the initial notification of a possible SSO may warrant the First Responder, in his best professional judgment, to immediately dispatch crews or other City personnel to the SSO location prior to proceeding to the reported SSO location.

Figure 2-1
Sanitary Sewer Overflow Response Procedure

Figure 2-1
Sanitary Sewer Overflow Response Procedure

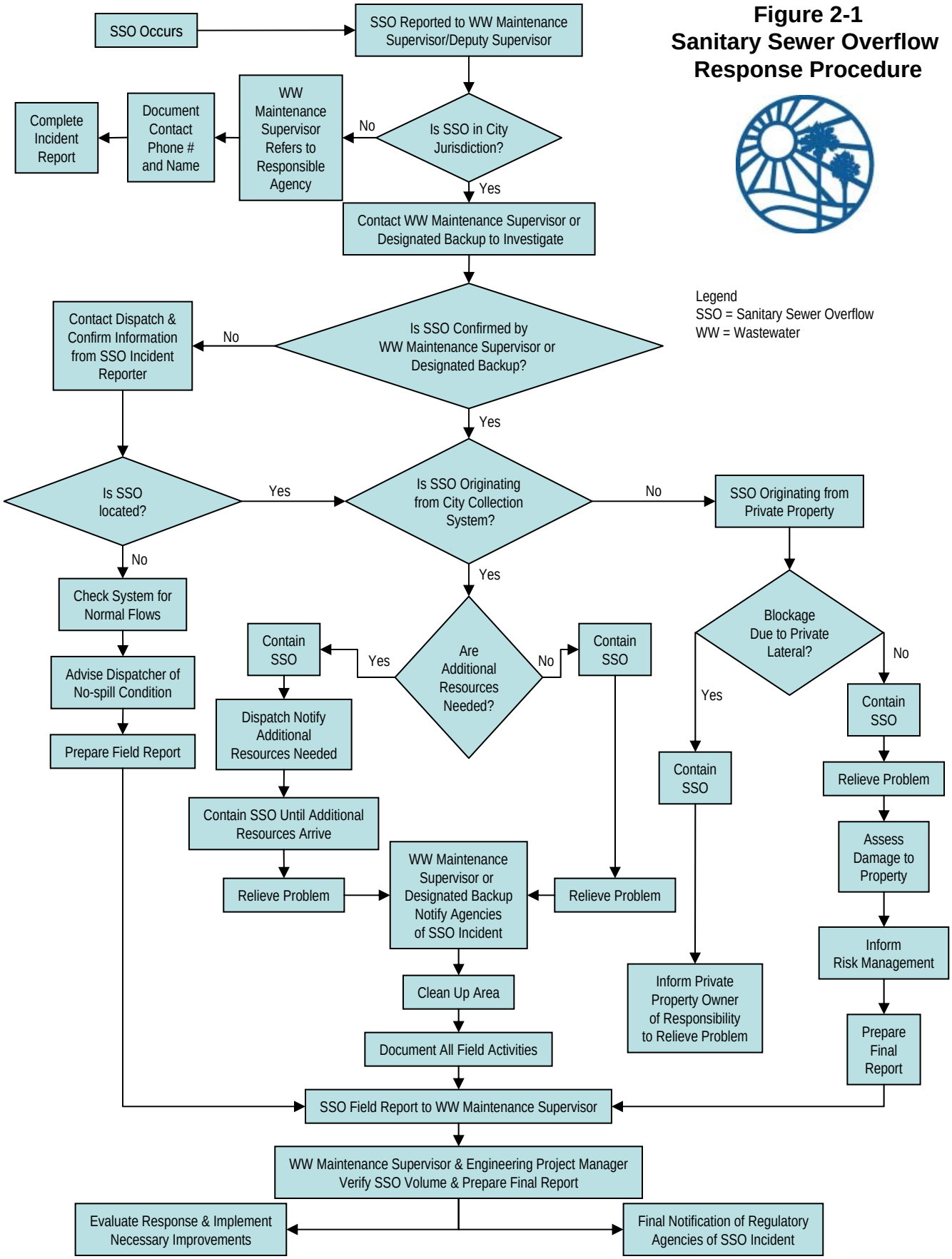

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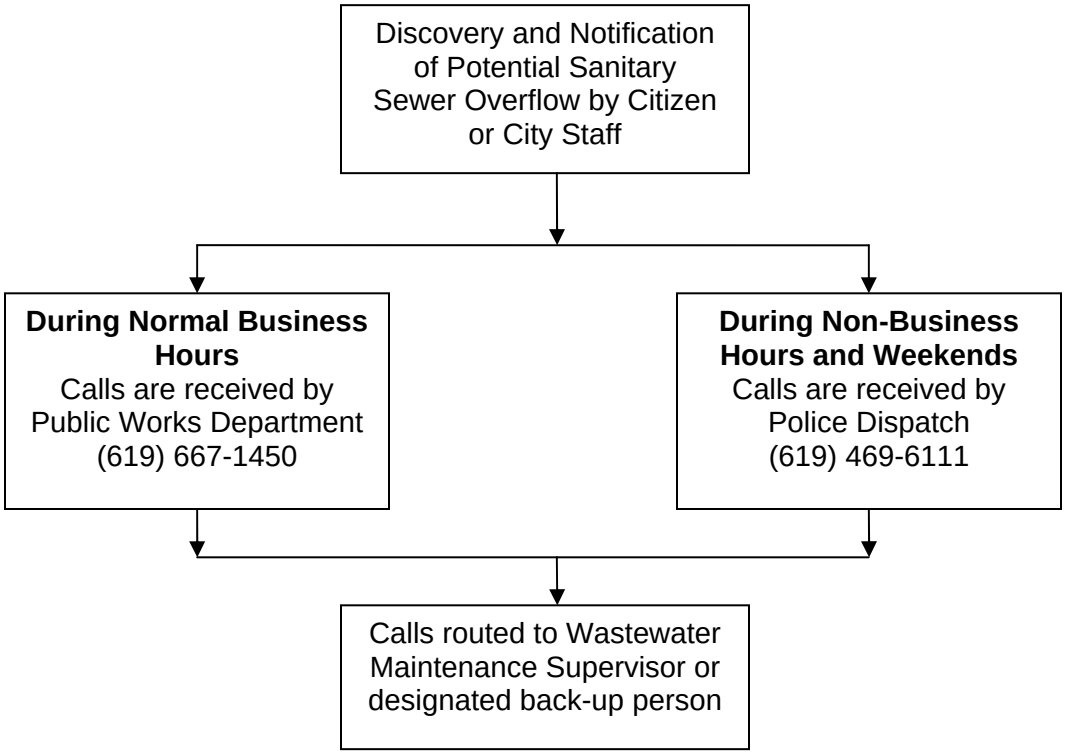
Figure 2-2
Process for Alerting Staff of a Possible Sanitary Sewer Overflow



It is the responsibility of the First Responder to protect the health and safety of the public by mitigating the impacts of the SSO to the maximum extent possible. Areas where public contact with sewage is possible shall be isolated using barricades, signs, or other effective means. Upon determining the SSO originated in the City's jurisdiction, the First Responder will perform the following:

- Determine the cause of the SSO, e.g., sewer line blockage, or pipeline break, etc.;
- Identify and request, if necessary, additional personnel, materials, and equipment necessary to minimize, contain, or isolate the impact of the SSO;
- Control public access to affected area; and
- Implement efforts to stop the overflow.

If the First Responder determines the SSO is not within the City's jurisdiction, the City should notify the responsible agency to respond to the overflow. If the SSO poses an imminent danger to the public, public health, property, or to public waterways of the Unites States, then the First

Responder should take prudent emergency actions to mitigate the SSO until staff of the responsible agency arrives.

If the First Responder cannot locate the SSO or the reported problem, he shall attempt to obtain additional information from the initial caller or Police Dispatch Operator to clarify reported data and to locate the problem. If the SSO or reported problem still cannot be located, the First Responder shall check the system for normal flows, advise dispatch of the status, and prepare the final field report.

2.3 Dispatch of Crew(s) to SSO Location

Failure of any element within the wastewater collection system that threatens to cause or causes an SSO triggers an immediate response to isolate and correct the problem. City Operations Division crews and equipment are stationed at the City's Public Works Yard, from where they are dispatched. The equipment is available 24-hours a day and staff are placed "on-call" on a rotational schedule to respond to any site of a reported SSO. Also, additional City maintenance personnel are also "on call" if additional crews are necessary. Attachment B contains the names, contact information, and on-call schedule for City staff.

All employees dispatched to an SSO location shall proceed immediately to the site. All necessary precautionary measures to ensure staff safety shall be in place. Overflows within the City's jurisdiction that enter into areas outside the City's authority will continue to be contained and the affected agency will be notified of the SSO to ensure proper cleaning and notifications are completed.

2.4 Requesting Additional Resources

If the First Responder determines that notification of additional staff beyond the "on-call" SSO response crews is required and/or City approved contractors are necessary to fully contain and recover the overflow, the Wastewater Maintenance Supervisor or designated back-up will mobilize the additional resources necessary.

The City has access to additional resources from its own staff as well as outside on-call contractors that can be mobilized in case of an emergency or major SSOs. The list of City approved contractors and equipment rental vendors are provided in Attachment C.

2.5 Overflow Containment, Correction, and Clean-up

This section describes specific actions to be performed by the Operations Division staff and additional crews responding during an SSO. The objectives of the specific actions described in this section include:

- Protect public health, the environment, and property from SSOs and restore the surrounding area back to its original condition;

- Contain the sewage discharged to the maximum extent possible and prevent the discharge of sewage into surface waters;
- Control traffic and crowds to limit public access by establishing perimeters and control zones with cones, barricades, sign postings, caution tape, vehicles, and/or terrain;
- When appropriate, promptly notify regulatory agencies of preliminary SSO information and potential impacts; and
- Minimize the City's exposure to any regulatory agency penalties and fines.

Under most circumstances, the City will oversee, manage, and perform the tasks necessary to properly and effectively correct, contain, and clean up SSOs. The City shall respond with its own staff, equipment, and/or contractors. These personnel have the skill and experience to respond rapidly and in the most appropriate manner. Of critical importance with respect to an emergency response is to ensure that the temporary actions necessary to divert flows and fix the problem do not produce a problem elsewhere in the system. If the matter is not handled properly, subsequent sewer system back-ups may occur and create other SSOs.

The SSO Response Flowchart shown in Figure 2-1 above illustrates emergency response procedures including notification and request of additional resources as required in the event of a large SSO.

Initial Containment Measures

The following are initial measures to contain the SSO and recover, where possible, sewage that has already spilled in order to minimize impact to the public or environment. The City crew responding to the incident shall:

1. Determine the immediate destination of the overflow (e.g., street curb gutter, storm drain, drainage channel, creek bed, body of water, etc.);

2. Take immediate steps to contain and recover the overflow (e.g., block storm drain, recover sewage with a vacuum truck, dig or construct a containment pond, divert flow into a downstream manhole, etc.).

3. Identify and request, if necessary, assistance or additional City and/or Contractor resources (materials and equipment) to contain or isolate the overflow;

4. Large spills greater than 10,000 gallons include all of the above, a requirement to build additional emergency containment areas downstream of SSO, if possible, and the initiation of an access plan into storm or flood control channels to contain SSOs that enter the storm drain system.

Additional Measures for Prolonged Overflow Conditions

In the event of a prolonged sewer line blockage or sewer line collapse, the responding City crew shall establish a portable by-pass pumping operation around the obstruction, continuously or

periodically monitor the by-pass pumping operation, and perform emergency repairs to stop the overflow. Table 2-1 can be used as a guide to select the appropriate pump.

Table 2-1
Pump Capacity Estimating Table

Pump Size (inches)	Estimated Capacity (GPM)	Equivalent Gravity Sewer Flow (half full sewer)
2 X 2	200	6-inch diameter
3X3	450	8-inch diameter
4 X 4	600	10-inch diameter
6 X 6	1,000	12-inch diameter
8 X 8	1,600	15-inch diameter
10 X 10	2,800	18-inch diameter

Correction of SSO Cause

Once the SSO has been contained and the cause determined, efforts to correct the cause of the SSO should commence. These efforts may involve, but not be limited to, removing the pipe blockage by flushing or rodding and repairing a damaged pipeline or manhole. Care must be taken to prevent additional SSOs from occurring as a result of the corrective action taken to resolve the identified problem.

Clean-up

All SSO sites must be thoroughly cleaned as soon as possible after an overflow. No readily identifiable residue (e.g., sewage solids, papers, plastics, etc.) is to remain. Clean-up of all SSOs will be handled according to the following procedures:

- The SSO site must be secured to prevent contact by members of the public until the site has been thoroughly cleaned;
- Where practical, the area shall be thoroughly flushed and cleaned of any sewage or wash-down water using high-pressure water hose or Vactor truck; wash-down water shall be contained and recovered; solids and debris shall be flushed, swept, raked, or manually removed, and hauled away for proper disposal;
- Where appropriate (typically in areas with hard surfaces), areas that were in contact with the sewage shall be disinfected and deodorized; proper contact time for proper disinfection must be ensured;
- Where sewage resulted in ponding, the pond must be pumped dry and the residue removed and disposed of properly;
- If sewage discharged into a body of water that may contain fish or other aquatic life, disinfection will not be performed and the appropriate agency will be contacted; and

- Where appropriate, disinfect and deodorize the SSO site using liquid bleach, commercial sanitizers (such as HTH®), etc.

2.6 Traffic and Crowd Control

The purpose of traffic and crowd control is to limit public access to areas potentially impacted by un-permitted discharges of sewage. The following traffic and crowd control recommendations may be used as a guide for the various types of SSOs.

Small SSO (Up to 1,000 gallons)

i. Set up cones to direct traffic away from spill area; and
ii. Use City personnel to control traffic and pedestrians.

Medium SSO (1,000 to 10,000 gallons)

i. Perform lane closures as necessary;
ii. Place proper signage for any lane closures and contaminated area signs;
iii. Close affected entrances or exits from public and private facilities; and
iv. Place caution tape and barricades to protect pedestrians from contaminated area.

Large SSO (greater than 10,000 gallons)

i. Assess spill situation;
ii. Inform City Police Department of any law enforcement assistance necessary for roadway closures and traffic control;
iii. Delegate responsibility to County Department of Environmental Health of informing public of hazards;
iv. Place signage to inform public of potential hazards to public health and safety; and
v. Block public access to hazard using barricades, cones, and caution tape.

2.7 Preliminary Assessment of Damage to Private and Public Property

Initial assessment of the SSO site is performed by the First Responder, who is either the Wastewater Maintenance Supervisor or the designated back-up person. The First Responder will determine whether the SSO originated from the City's collection system or a private business or residence. Once the source of the SSO is determined, containment and cleanup procedures are executed, and a *Sanitary Sewer Overflow Field Report* (see Attachment A) will be completed.

Public Source SSO

If it is determined that the source of the SSO is from the City's wastewater collection system, containment and cleanup procedures are executed to prevent the SSO from reaching adjacent private properties, local water bodies, and the storm drain system. Once the SSO is contained and cleaned, proper documentation utilizing the appropriate forms will be completed.

If it is determined that the SSO has reached a private residence or business, the SSO is reported to the City's Risk Management personnel prior to Wastewater Maintenance personnel leaving the site. A *Damage Report to Private Property* (see Attachment D) is completed and forwarded with the *Sanitary Sewer Overflow Field Report* to the City's Risk Management. Photographs and/or video footage should be taken of the overflow and area impacted by the SSO. Photographs and/or video footage should be filed with the *Sanitary Sewer Overflow Field Report*.

Private Source SSO

If it is determined that the source of the SSO is from a private property, the First Responder and crew will use discretion in assisting the property owner/occupant as reasonably as they can. City staff is cautioned that the City and the Operations Division may be liable for further damages inflicted to private property during such assistance. If City staff enters private property it should be with the expressed permission of the owner/occupant of the property. The City crew should not enter private property for the purpose of assessing damage. Staff is directed to take appropriate still photographs and video footage, if possible, of the surrounding and impacted area in order to thoroughly document the nature and extent of the impacts. Photographs and/or video footage should be filed with the *Sanitary Sewer Overflow Field Report*.

2.8 Notification Requirements

The volume, impact, and location of an SSO determine the level of notifications required to comply with City and regulatory requirements. Table 2-2 provides a summary of the officials and agencies who should be informed of an SSO as soon as practicable without impeding containment or other emergency response measures. Attachment E lists the specific names and numbers of the individuals holding these positions. The City is not required to send reports to the SDRWQCB; this reporting is now achieved using the web-based on-line SSO reporting system, CIWQS, which is further described in Chapter 4.0 below.

2.9 Regulatory Agency Notification Plan

The Regulatory Agency Notification Plan establishes procedures that the City will follow to provide formal notice to the SDRWQCB, Environmental Protection Agency (EPA), Department of Environmental Health Division of San Diego County, and other City agencies as necessary in the event of an SSO. Written notification, when required, shall be made within five (5) business days.

Table 2-2
SSO Notification Requirements

Agency/Official	Reasons to Notify	When to Notify
La Mesa Police Department, Emergency Services	Public Safety concerns, such as assistance with traffic control	Immediately
Governor's Office of Emergency Services	Category 1 SSO conditions	Within 2 hours of notification of SSO
San Diego County Department of Environmental Health	A sewage discharge to a drainage channel and/or surface water, or a discharge to a storm drain pipe that is not fully recovered	Within 24 hours of notification of SSO
San Diego Regional Water Quality Control Board	Category 1, Category 2, or private lateral SSO	As soon as practicable
San Diego County Public Works	An SSO impacts the County's facilities	As soon as practicable
La Mesa Risk Management	SSO from City system enters private property or causes an SSO on private property	Prior to leaving SSO site
La Mesa Public Works Engineering Division	To begin a capital improvement solution to replace temporary repair	After SSO is stopped
La Mesa Wastewater Maintenance Supervisor	Unusual circumstances resulting from SSO	As soon as determined necessary
La Mesa Director of Public Works	Unusual circumstances resulting from SSO in anticipation of media coverage or heightened scrutiny	As soon as determined necessary
La Mesa Public Information Officer	Unusual circumstances resulting from SSO in anticipation of media coverage or heightened scrutiny	As soon as determined necessary
La Mesa City Manager	Unusual circumstances resulting from SSO in anticipation of media coverage or heightened scrutiny	As soon as determined necessary

Initial Notification

In the event of a significant overflow (any SSO greater than 10,000 gallons per day), the City must notify Federal and State Agency representatives no later than 2 hours of becoming aware of the spill. Table 2-2 identifies who should be notified and when based on the type and volume of SSO. The initial, and any updated overflow reports will then be faxed or mailed to the various agencies as identified in the Sanitary Sewer Overflow Notification List, provided as Attachment E. The supervisor in charge will contact the regulatory agencies.

Secondary Notification

After the appropriate parties on the SSO notification list (Table 2-2) have been contacted, the City will contact the other regulatory agencies (Attachment E) as required, as well as other impacted parties if there has been an overflow.

2.10 Monitoring and Mitigation

The First Responder who confirmed the SSO must ensure that the provisions of this SSOERP and other directives are met. City staff shall conduct an assessment of the impacts following an SSO. Appropriate mitigation and monitoring measures shall be implemented following the assessment to monitor the site for potential future SSOs and to prevent SSOs from re-occurring. For SSOs that reach surface waters, the City must conduct the following activities:

- Obtain water quality samples.
- Gather samples upstream and downstream of any location where SSO reached surface water.
- Log the sample location, time, and water temperature on the chain of custody form.
- Create a map of the sample locations so that follow-up testing can be performed.
- Collect samples at the location where the SSO entered the water. When taking the sample, submerge the bottle below the surface of the water with the cap on. Once the bottle is under the surface, remove the cap and fill the bottle. Gloves should be worn while sampling to avoid infecting any open wounds.
- Analyze the sample for at least the following constituents:
  - Ammonia Nitrogen;
  - Biochemical Oxygen Demand (BOD);
  - Dissolved Oxygen (DO);
  - Total Fecal Coliform;
  - Total Suspended Solids (TSS); and
  - Additional sampling requirements as imposed by the SDRWQCB.

2.11 SSO Documentation

Documenting SSOs and their causes provide information for:

- Management for performance measurement and decision-making;
- Regulators to meet established reporting requirements;
- Planning future maintenance and repair activities;
- Engineering determinations regarding capacity, rehabilitation, or replacement; and
- Reference for historical performance or claims.

The First Responder shall ensure that the SSO is properly investigated and documented. Information compiled during the investigation of the SSO shall be recorded on the *Sanitary Sewer Overflow Report* as shown in Attachment F. Copies of supporting information shall be compiled. The minimum information required from the investigation is:

- Cause of SSO;
- Volume of SSO including volume released and volume recovered;
- Location of point of discharge, including Thomas Guide map page;
- Ultimate destination of the SSO;
- Impact and extent of impact;
- Estimated start time of SSO;
- Time City received notification of SSO;
- Arrival time of crew(s) and time to correct the SSO;
- End time of SSO;
- Water body impacted and results of bacteriological monitoring, if applicable;
- Actions taken to mitigate the SSO; and
- Notifications to regulators and others.

A variety of approaches exist for estimating SSO volumes. Attachment G provides guidance on estimating the volume of sewage that escaped from the wastewater collection system and the amount of sewage recovered.

The First Responder shall follow up, in person or by telephone, with the person(s) initially reporting the SSO. The cause of the SSO and its resolution should be disclosed.

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Chapter 3
Public Advisory of Sewage Contamination Procedures

This chapter describes the action the City must take to limit public access to surface waters and other areas potentially impacted by SSOs from the wastewater collection system.

The City has primary responsibility for determining when to post notices of polluted surface waters or ground surfaces that resulted from uncontrolled wastewater discharges from its facilities. The County Department of Environmental Health may also make a determination and direct the City to post notices. The postings do not necessarily prohibit the use of recreational areas, unless posted otherwise, but provide a warning of potential public health risks due to sewage contamination.

The posting of notices shall be done as soon as practicable following the initial response to the overflow. Signs should be posted on either side of the point of entry where sewage entered the body of water or public facility and the nearest public access point to that body of water or public facility. Examples of signs are included in Attachment H.

Staff shall regularly inspect the posted notices and replace any missing or damaged warning signs. Posted notices shall not be removed until it is determined that the threat to public health and safety is eliminated or at the direction of the County Department of Environmental Health.

Should additional notification of sewage contamination be deemed necessary, City staff shall, in cooperation with the City's public information officer, provide further notices through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures, such as door hangers.

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Chapter 4
SSO Monitoring and Reporting Requirements

City staff shall monitor and report sanitary sewer overflows (SSOs) regardless of size and recovery that originate from the City's wastewater collection system. The City is also required to report any known SSOs that occur on private property from private laterals. This chapter details the reporting procedures necessary to comply with SWRCB and City requirements.

4.1 SSO Identification, Tracking, and Logging

A work order must be created to track and monitor each SSO event. Using a completed *Sanitary Sewer Overflow Field Report* form (Attachment A) and a completed *Sanitary Sewer Overflow Report* form (Attachment F), the Wastewater Maintenance Supervisor can create or update the work order and enter the necessary data from the forms. All forms, documentation, and monitoring results should be kept with the work order.

4.2 SSO Category Classification

SSOs are divided into three categories:

Category 1 Sanitary Sewer Overflow: All discharges of untreated or partially treated wastewater of <u>any volume</u> resulting from an enrollee's sanitary sewer system failure or flow condition that:

- Reach surface water and/or drainage channel tributary to a surface water; or
- Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).

- **Category 2 Sanitary Sewer Overflow:** Discharges of untreated or partially treated wastewater of <u>1,000 gallons or greater</u> resulting from an enrollee's sanitary sewer system failure or flow condition that <u>do not</u> reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed properly.
- **Category 3 Sanitary Sewer Overflow:** All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

- **Private Lateral Sewage Discharge (PLSD):** Discharges of untreated or partially treated wastewater resulting from blockages or other problems <u>within a privately owned sewer lateral</u> connected to the enrollee's sanitary sewer system or from other private

sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.

Figure 4-1 shows a flow chart that will guide City staff in determining the category classification of an SSO, and the reporting requirements that are necessary.

4.3 On-Line Reporting Requirements

As of January 2, 2007, the WDRs require that the City report SSOs using the California Integrated Water Quality System (CIWQS), an internet-based reporting system. This section describes the reporting procedures.

Reporting Authority and Access

At a minimum, the City is required to have one (1) Legally Responsible Official (LRO) who is registered with the State of California to officially sign and certify SSO reports submitted via the CIWQS web-site. It is advisable that the City identify at least one additional LRO to act as a back-up.

The City also must identify Data Submitters. These are individuals registered with the State to enter SSO data, create and edit SSO reports, and review data. Data Submitters cannot certify reports. Data Submitters are typically the First Responders to an SSO location, or the person who collects the SSO data for reporting. The City can identify and register as many Data Submitters as deemed necessary.

Each Agency is assigned a unique Waste Discharge Identification Number. The City of La Mesa's number is WDID #9SSO10652. All LROs and Data Submitters receive a unique logon and password. This information should be guarded and protected. If an authorized user suspects his or her logon and password has been lost, stolen, or otherwise compromised, that person shall contact the SWRCB via the CIWQS help desk at 866-792-4977.

Mandatory Information to Report via CIWQS

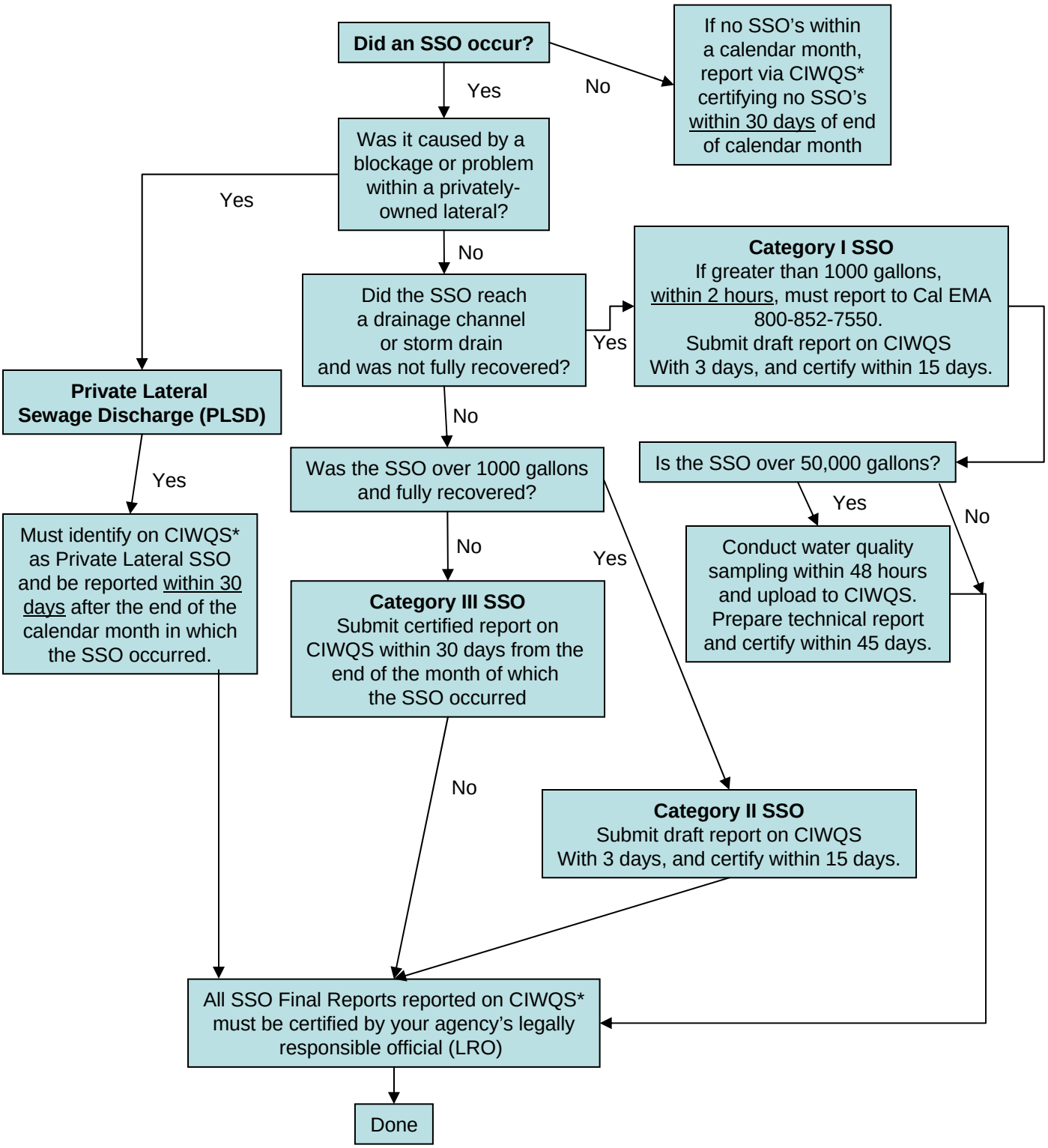
Specific mandatory information must be included for each SSO report submitted via CIWQS, prior to finalizing and certifying an SSO report.

The following information is required for all Category 2 SSOs:

1. Location of SSO using Global Positioning System (GPS) coordinates;
2. Regional Water Board 9;
3. San Diego County;
4. Whether the SSO entered a drainage channel and/or surface water;
5. Whether the SSO was discharged into a storm drain pipe that was not fully captured and returned to the wastewater collection system;
6. Estimated SSO volume in gallons;

7. SSO source (e.g., manhole, cleanout, pipeline, etc.);
8. SSO cause (e.g., mainline blockage, roots, grease, etc.);
9. Time of SSO notification or discovery;
10. Estimated operator arrival time;
11. SSO destination; and
12. Estimated SSO end time.

Figure 4-1
Sanitary Sewer Overflow Reporting Requirements



*California Integrated Water Quality System – If CIWQS is not available, you must FAX to San Diego Regional Water Quality Control Board: Fax 858-571-6972

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The following information is required for all Category 1 SSOs:

1. All information listed for Category 2 SSOs;
2. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
3. Estimated SSO volume recovered;
4. Response and corrective action taken;
5. If bacteriological samples were taken, identify which regulatory agencies received sample results; if no samples were taken, then N/A must be selected;
6. The parameters that samples were analyzed for (if applicable);
7. Whether health warning signs were posted;
8. Beach(es) impacted, if none then N/A must be selected;
9. Whether there is an ongoing investigation;
10. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the SSO and a schedule of major milestones for those steps;
11. OES control number (if applicable);
12. Date OES was initially called (if applicable);
13. Time OES was initially called (if applicable);

SDRWQCB requires that all private lateral SSOs brought to the attention of the City must be reported. The following information is required for Private Lateral Sewage Discharges:

1. All information listed for Category 2 SSOs;
2. Identification of sewage discharge as a private lateral sewage discharge; and
3. Responsible party contact information, if known.

The CIWQS reporting requirements are not in lieu of other reporting requirements. The City must also perform Regional Board reporting requirements, the Governor's Office of Emergency Services reporting, and notifications to the County Department of Environmental Health.

Once the data is properly entered into the CIWQS database, and the SSO investigation is complete, the SSO report must be certified by the LRO based on Table 4-1.

Monthly Reporting Requirement if no SSOs

For each month that no SSOs are identified and reported via CIWQS, the City's LRO must prepare and submit a statement in the CIWQS SSO Database, certifying that there were no SSOs for the designated month. This report must be submitted within 30 days after the end of each calendar month with no SSOs, as noted in Table 4-1.

Table 4-1
CIWQS Reporting Time Requirements

SSO Type	Initial CIWQS Report	Certification Requirements
Category I SSO	Within 3 business days	Within 15 days of the conclusion of the SSO response and remediation
Category II SSO	Within 3 business days	Within 3 days of becoming aware of the SSO and certify within 15 calendar days of the SSO.
Category III SSO	Within 30 calendar days	Within 30 calendar days of the end of the month.
Private Lateral SSO	Prior to Certification	Within 30 days after the end of the month in which the SSO occurred
SSO Technical Report	With 45 calendar days	Submit within 45 calendar days after the end date or any Category 1 SSO of 50,000 gallons or greater.
Collection System Questionnaire	N/A	Update and Certify every 12 months
No Monthly SSOs	N/A	Within 30 days after the end of the month in which no SSOs occurred

Alternative Reporting Procedures when On-Line Reporting is Unavailable

In the event that the CIWQS SSO On-line Database is not available to submit required reports or certify reports, City staff must fax all required information to the SDRWQCB office in accordance with the time schedules identified in Table 4-1. The City is also obligated to enter all required information into the On-line SSO Database as soon as practicable.

Water Quality Monitoring

Conduct water quality sampling within 48 hours after any initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.

4.4 Record Keeping and Document Retention

The City must retain individual SSO records for a minimum of five (5) years from the date of the SSO occurrence. This period may be extended when requested by a SDRWQCB Executive Officer. All records shall be made available for review upon State or Regional Board staff's request.

Specific records that must be retained include, but are not limited to:

- SSO Event Records
- Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.
- Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.
- Collection system telemetry records if relied upon to document and/or estimate SSO volume.

Chapter 5
Training

Appropriate staff will participate in regularly scheduled training sessions to assist response crews in awareness of their responsibilities and executing their duties. These training sessions will be organized based on the latest SSOERP, as well as other reference materials. Training sessions shall also incorporate hands-on field demonstrations to insure the preparedness of all response personnel to all anticipated situations.

An overview of the Sewer System Management Plan (SSMP) and the SSOERP should be provided to City staff. This will serve as a mode of instructing staff on the SSMP, SSOs, and required documentation. Field demonstrations will be performed to test equipment, response time, training effectiveness, resources, and manpower capabilities.

Training and event participation will be documented and maintained. Currently, certification is not required. However, certification requirements may be imposed in the future if deemed necessary by the SDRWQCB.

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Chapter 6
Updating this SSOERP

This SSOERP reflects the City's established procedures for responding to reports of possible and confirmed SSOs originating from its wastewater collection system. As policies change and response procedures are refined, the SSOERP will be reviewed and modified to reflect all necessary changes.

6.1 SSOERP Availability

The SSOERP will be reviewed annually to ensure that all information is updated. The amended SSOERP will be distributed to the appropriate staff, City Departments, SDRWQCB, and be made available to the public for review. Staff shall ensure that this SSOERP is readily available to wastewater maintenance personnel, and that said personnel are familiar with the plan and comply with it at all times.

6.2 Review and Update of the SSOERP

City staff shall maintain this SSOERP, and amend or update it as necessary by the addition of new facilities, or changes in the operation or maintenance of the wastewater collection system that may materially affect the potential for SSOs. At a minimum, the plan will be reviewed annually and will include updating telephone numbers and forms in the appendices and a review of procedures. The annual review of the plan will also ensure all provisions of the plan are being met and implemented. City staff shall also review and amend this SSOERP as appropriate after any SSO occurrence. SSOERP deficiencies and updates will be addressed and modified accordingly. The plan performance will be routinely evaluated, reviewed and updated.

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Attachment A
Sanitary Sewer Overflow Field Report Form

CITY OF LA MESA
SANITARY SEWER OVERFLOW REPORT

Prepared by: _____ CIWQS Identifier: _____ SR/WO# _____ Reviewed By: _____

Red text indicates fields that MUST by completed by field personnel.

Blue text indicates reference information

This report is: ☐ **Preliminary** ☐ **Final** ☐ **Revised**

Has Cartegraph Work Order been updated with details of the incident and closed? Yes☐ No☐

Has CIWQS report been completed and certified within allotted time? Yes ☐ No ☐

If the answer to either of the above questions are "no", this SSO event may not be closed.

SSO Details

Estimated Overflow START: **Date:**_____ **Time:**_____**(AM/PM)**

Estimated ARRIVAL of Operator: **Date:**_____ **Time:**_____**(AM/PM)**

Estimated Overflow STOP: **Date:**_____ **Time:**_____**(AM/PM)**

Duration of Spill (in minutes) = _____ **Minutes**

Estimated Overflow Rate: (1) _____**gpm** **Total Volume of SSO:** (2)_____**gal**

SSO Volume Recovered: (3) _____**gal** **SSO Volume Lost:** (4) _____**gal**

1. Use the manhole overflow pictures to estimate the rate of flow.
2. Multiply flow rate with the duration of spill in minutes
3. "Recovered" shall mean that no portion of the SSO has reached open water and has flowed downstream to the ocean/bay. Examples of SSO recovery could be diversion of flow away from storm drain system or open channel by any means such vacuuming, damming the SSO in or outside the storm drain system and flushing the flow into sewer system, diverting the flow into a planter or retention area; sun-drying of the flow and removing solid debris and in short any means to keep the SSO getting to the open waters.
4. This is the flow that reaches the open water directly or indirectly through the storm drain system. The goal is to keep this to zero.

SSO Cause: ☐**Debris** ☐**Flow Exceeded Capacity** ☐**FOG** ☐**Rainfall** ☐**Roots**

☐**Structural Problem** ☐**Pump Station Failure** ☐**Vandalism**

☐**Other:**_____

Private Lateral Spill: ☐**Yes** ☐**No**

If Spill Reached A Storm Drain, Was All Waste Water Fully Captured And Returned To The Sewer System? ☐**Yes** ☐**No**

Reporting Details

Name & Title of Person Completing this Report:_____

Phone #_____ Date:_____ Time:_____(AM/PM)

Name of Person First Reporting SSO:_____

Phone #_____ **Date:**_____ **Time:**_____**(AM/PM)**

Location of Overflow

Street Address: _____**Nearest Cross Street:**_____

Thomas Brothers Grid:_____ Latitude of SSO:_____Longitude of SSO:_____

City: _____ County: San Diego Zip: 91941 91942 (circle one)

Location of Potential Blockage or Problem Point: From MH#: _____**To MH#:**_____

SSO Appearance Point: ☐**Building** ☐**Force Main** ☐**Manhole** ☐**Sewer** ☐**Pump Station**

☐**Other:**_____

Where Did Failure Occur? ☐**Upper Lateral** ☐**Main** ☐ **Lower Lateral (Right of Way)**

☐**Other:**_____

Terrain at SSO Location: ☐**Flat** ☐**Mixed** ☐**Steep**

Diameter of Sewer:_____**in** **Material of Sewer:**_____ **Estimated Age:**_____**yrs**

SSO Destination Details

SSO Final Destination: ☐**Building** ☐**Paved Surface** ☐**Unpaved Surface** ☐**Storm Drain**

☐**Curb & Gutter** ☐**Surface Water** ☐**Other:**_____

If SSO reached a storm drain, give street location (Specify N/S/E/W side):_____

Describe distance (feet) and path taken from SSO to storm drain inlet:_____

_____

If SSO reached surface waters, describe Receiving Waters:

San Diego River ☐ Chollas Creek ☐ Sweetwater River ☐

Response

Response Activities (Check ALL that Apply): ☐ **Contained All or Part of SSO** ☐ **Restored Flow**

☐ **Returned All or Part of SSO to Sewer** ☐ **Cleaned Up** ☐ **CCTV**

☐ **Other:**_____

Responding City Personnel:	**Time Arrived:**	**Time Departed:**

Equipment Used:_____

Other Responding Agency/Contractor:_____

SSO Clean-up Details

Materials Used for Containment:_____

Washwater Disposal Method:_____

Miscellaneous (*Attach photos, correspondence, or follow-up reports that provide detailed information.*)

Remarks:_____

Prevention Plan

Steps, taken or planned, to reduce or eliminate re-occurrence of SSO:_____

Schedule of any MAJOR milestones or improvements:_____

Steps, taken or planned, to mitigate the impacts of the SSO:_____

Schedule of any MAJOR milestones or improvements:_____

Notification Contact List (*Check all who were notified.*)

Name/Agency	Phone #	Time	Date
☐ Regional Board (SDRWQCB)	858-822-8344	_____	_____
☐ Office of Emergency Services (OES)	800-852-7550	_____	_____
☐ County Dep. of Env. Health (DEH)	858-495-5579	_____	_____
☐ Risk Management	619-667-1178	_____	_____
☐ City's Claims Adjustor	619-895-0246	_____	_____
☐ Police Dept-Emergency Services	619-667-1416	_____	_____
☐ La Mesa Fire Department	619-667-1355	_____	_____
☐ Public Works	619-667-1450	_____	_____
☐ WW Maintenance Supervisor	619-954-5339	_____	_____
☐ Equipment Operator	619-204-3243	_____	_____
☐ Superintendant of Public Works	619-667-1484	_____	_____
☐ Director of Public Works/City Eng.	619-667-1146	_____	_____
☐ City Manager	619-667-1195	_____	_____
☐ Other_____	_____	_____	_____

MUST notify OES, County Department of Environmental Health, and RWQCB within **2 HOURS** of becoming aware of an SSO reaching drainage channels, and/or surface waters. **DO NOT CALL** if spill is 100% recovered.

OES Control #_____

Report faxed to RWQCB? ☐Yes ☐No If yes, date and time of fax:_____

Fax only if the CIWQS system is not working or No Answer at RWQCB. Fax # 858-571-6972

Attach a copy of any faxes or emails to any of the above contacts.

Public Use Closures

Were signs posted warning of contaminants? ☐Yes ☐No Dates Posted:_____

Location of Postings:_____

Were samples obtained of contaminated water? ☐Yes ☐No (Attach any and all results.)

SKETCH OF AREA: (Include manholes, intersections, location of blockage, etc. A marked-up copy of the sewer and storm drain map may be used to attach to the report.)

Completed by:_____ Date:_____

Attachment B
Sanitary Sewer Overflow On-Call Response Personnel

City of La Mesa
Sanitary Sewer Overflow
On-Call Response Personnel List

City Staff	Contact Name	Telephone Number	Pager Number
Crew Leader	John Hill	(619)-954-5339	-
Equipment Operator	Steve Lotze	(619) 954-5497	-
City of La Mesa Risk Management Office	Larry Costello	(619) 667-1178	-
Public Works Manager	Bryant Hill	(619) 667-1478	
Superintendent of Public Works	Rod Hamilton	(619) 667-1484	-

Attachment C
Approved Contractors and Equipment Rental Vendors

Approved Contractors and Equipment Rental Vendors

Contractors:

Contractor Name	Address	Telephone No.	Contact Name	Services Provided

Equipment Vendors:

Vendor Name	Address	Telephone No.	Contact Name	Available Equipment

Attachment D
Damage Report for Private Property

Private Property
Initial Damage Assessment Form

The information requested on this form is for the purpose of documenting the possible impacts and extent of damage caused by a sanitary sewer overflow at, or as close to, the time of the event. By using this form, the City, its employees, elected officials, contract staff, and volunteers do not admit liability or culpability for the damage being documented.

INSTRUCTIONS: City staff at the SSO location are instructed to write notes, take photographs, and, if possible, video record the visible area without entering the private property. Please complete as much of this form a possible. Keep a copy and submit this form to Risk Management.

SSO INFORMATION

Date of SSO event: _____ Task Order #: _____

Location of SSO Event: _____
(ADDRESS)

Cross Street: _____ Thomas Brothers Grid: _____

AFFECTED PROPERTY

Address of Private Property: _____

_____ Zip Code:_____

Owner/Occupant Name(s): _____

Owner/Occupant Telephone Number(s): _____

INITIAL DAMAGE ASSESSMENT

Brief Description of Damage: _____

_____

_____

_____

_____

Reported by (name and title): _____

Dated: _____
(attach sketches, photographs, and other items documenting the extent and impact of damage)

Attachment E
Sanitary Sewer Overflow Notification List

City of La Mesa
Sanitary Sewer Overflow Notification List

Contact List	Contact Name	Telephone No.
Regional Water Quality Control Board – General Information	-	858-467-2952
The Governor's Office of Emergency Services Warning Center (OES)	-	800-852-7550
San Diego County Department of Environmental Health	Ewan Moffit	858-495-5579
San Diego Regional Water Quality Control Board	Christopher Means	858-637-5581
San Diego Regional Water Quality Control Board – After Hours	-	858-822-8344
San Diego County Department of Public Works	-	858-514-4990
City of La Mesa Risk Management Office	Larry Costello	619-667-1178
La Mesa Police Department – Emergency Services	-	619-667-1342
La Mesa Police Department – Dispatch during Non-Business Hours	-	619-667-1400
La Mesa Fire Department	-	619-667-1355
City Hall Customer Service	-	619-463-6611
Wastewater Maintenance Crew Leader	John Hill	619-667-1392
Equipment Operator	Steve Lotze	619-204-3243
National Response Center	-	800-424-8802
City of La Mesa Public Works Engineering Division	Hamed Hashemian	619-667-1153
City of La Mesa Services – Environmental (NPDES) Storm Water Compliance	Joe Kuhn	619-667-1340
Superintendent of Public Works	Rod Hamilton	619-667-1484
Director of Public Works / City Engineer	Greg Humora	619-667-1146
Assistant City Manager	Yvonne Garret	619-667-1105
City Manager	David Witt	619-667-1105
California Highway Patrol (CHP)	-	-
Caltrans District 11	-	-
Hazardous Material Response Team (HMRT)	-	-

Attachment F
Possible Methods for Estimating Spill Volume

Possible Methods
for Estimating Spill Volume

A variety of approaches exist for the estimation of the volume of a sanitary sewer overflow. This appendix documents four methods that are most often employed. Other methods are also possible. The person preparing the estimate shall use the method most appropriate to the SSO in question using his/her judgment. Every effort shall be made to make the best possible estimate of the volume.

Method 1 Eyeball Estimate

The volume of very small SSOs can be estimated using an "eyeball estimate." To use this method imagine the amount of water that would spill from a bucket or a barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the SSO is larger than 50 gallons, try to break the standing water into barrels and then multiply by 50 gallons. This method is useful for contained spills up to 100 gallons.

Method 2 Measured Volume

The volume of some small SSOs can be estimated using this method if it is not raining. In addition, the shape, dimensions, and depth of the spilled sewage are needed. The shape and dimensions are used to calculate the area of the spill and the depth is used to calculate the volume.

Step 1 Sketch the shape of the contained sewage

Step 2 Measure or pace off the dimensions

Step 3 Measure the depth in several locations

Step 4 Convert the dimensions, including depth to feet.

Step 5 Calculate the area using the following formulas:

Rectangle	Area = length x width
Circle	Area = diameter x diameter x 0.785
Triangle	Area = base x height x 0.5

Step 6 Multiply the area times the depth

Step 7 Multiply the volume by 7.5 to convert it to gallons

Method 3 Duration and Flow Rate

Calculating the volume of SSOs where it is difficult or impossible to measure the area and depth requires a different approach. In this method separate estimates are made of the duration of the SSO and the flow rate. The methods of estimating duration and flow rate are:

Duration: The duration is the elapsed time from the start time to the end time, when the SSO stopped.

Start time is sometimes difficult to establish. Here are two approaches:

- For very large overflows, changes in flow on a downstream flow meter can be used to establish the start time. Typically the daily flow peaks are "cut off" or flattened by the loss of flow. This can be identified by comparing hourly flow data.

- Conditions at the SSO site change with time. Initially there will be limited deposits of grease and toilet paper. After a few days to a week, the grease forms a light colored residue. After a few weeks to a month the grease turns dark. In both cases the quantity of toilet paper and other materials of sewage origin increase in amount. These changes with time can be used to estimate the start time in the absence of other information.
- Sometimes it is simply not possible to estimate the start time.

End time is usually much easier to establish. Field crews on-site observe the "blow down" that occurs when the blockage has been removed. The "blow down" can also be observed in downstream flow meters.

Flow Rate: The flow rate is the average flow left in the sewer system during the time the SSO stopped. There are three ways to estimate the flow rate:

- San Diego Manhole Flow Rate Reference Sheet: This sheet, presented in Figure G-1, shows the sewage flowing from a manhole cover for a variety of flow rates. The observations of the field crew are used to select the approximate flow rate from the chart.
- Flow meter: Changes in flows in the downstream flow meters can be used to estimate the flow rate during the spill (better for large SSOs)
- Estimate based on up-stream connections: Once the location of the SSO is known, the number of upstream connections can be determined from system maps. Multiply the number of connections by 200 to 250 gallons per day per connection or 8 to 10 gallons per hour per connection, or other flow rates that are consistent with the City's data for its connections.

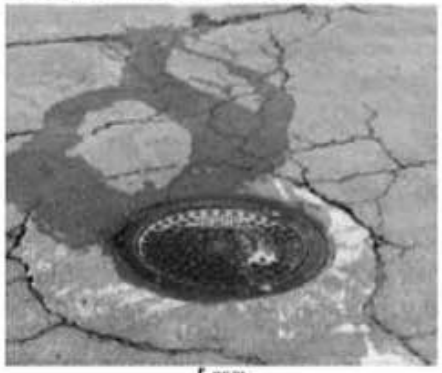
Once duration and flow rate have been estimated, the volume of the SSO is the product of the duration in hours or days times the flow rate in gallons per hour or gallons per day.

City of San Diego
Metropolitan Wastewater Department

Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes

All estimates are calculated in gallons per minute (gpm)

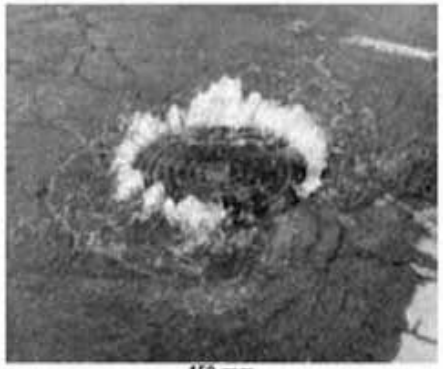
Wastewater Collection Division
(619) 654-4160

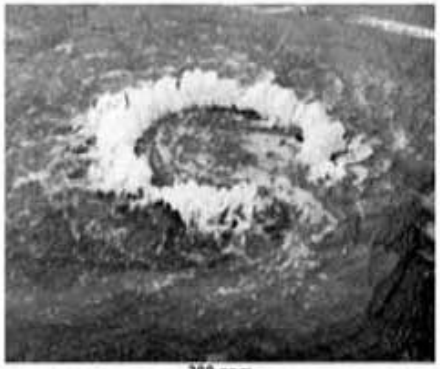

5 gpm

25 gpm

50 gpm

100 gpm


150 gpm


200 gpm

225 gpm

250 gpm

275 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

rev. 4/99

Attachment G
Warning Sign Samples

WARNING

RAW

SEWAGE

CITY OF LA MESA

(619) 667-1450

Attachment H
Sample SSO Database Tracking Spreadsheet

SSO TRACKING DATABASE
Recommended Headings

Task Order Number	CIWQS SSO Database ID	Date SSO is First Reported to City	Time SSO is First Reported to City	Reported By:		Reported to CIWQS On-line database		Reported to RWQCB		Person Completing Report	
				Name	Phone #	Date	Time	Date	Time	Name	Phone #

SSO TRACKING DATABASE
Recommended Headings

Responsible Party	SSO Estimated Start		SSO Estimated End		Did any Sewage Reach Storm Drain?	Did SSO Reach Surface Waters other than a Storm Drain?	Contain-ment Info.	Waswater Disposal Method	Estimated Overflow Rate	SSO Volume Lost
	Date	Time	Date	Time						

SSO TRACKING DATABASE
Recommended Headings

How was Volume Calculated?	Photo Documentation	Recovered SSO Volume	Volume of Recovered Washwater & Sewage	Volume of Lost Washwater & Sewage	Location				SSO Structure ID	Number of Overflows w/in 1000 ft of this Location	Dates of Overflows w/in 1000 ft of this Location
					Street	City	County	Zip			

SSO TRACKING DATABASE
Recommended Headings

Location of Potential Bolckage or Problem Point	Description of Component from which Spill Occurred	Overflow Cause - Detailed Description	Measurable Precipitation 72 Hours Prior to Overflow	Steps, Taken or Planned, to Reduce, or Eliminate, Reoccurance of SSO	Schedule of Major Milestones	Steps Taken or Planned to Mitigate the Impacts of the SSO	Schedule of Major Milestones	Any Additional Correspondence and Follow-up Reports as Necessary to Supplement the SSO Report Form and Provide Detailed Info

SSO TRACKING DATABASE
Recommended Headings

Name or Description of Initial Receiving Water	Name or Description of Secondary Receiving Water	Describe final destination of sewage	Was the Local Health Services Agency Notified?	If the SSO was > 1000 gal, was OES Notified?	Were Signs Posted to Warn of Contamination?	Location of Posting	Dates that Warning Signs were Posted	Were Samples Obtained of Contaminated Water?	Remarks

Chapter 8
Fats, Oils, and Grease (FOG) Control Program

This chapter of the SSMP discusses the City's FOG Control Program including identification of high frequency maintenance locations and source control.

8.1 Regulatory Requirements for a FOG Control Program

To comply with the WDRs, the City is required to evaluate its service area to determine whether a FOG Control Program is necessary. If deemed necessary, the City is required to develop and implement a FOG Control Program to effectively control the quantity of FOG that is discharged into the City's sanitary sewer system. The FOG Control Program shall include the following as appropriate:

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

b) A plan and schedule for the disposal of FOG 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 FOG generated within a sanitary sewer system service area;

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

d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMPs 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 establishment of a cleaning maintenance schedule for each section; and

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

8.2 Discussion of FOG Control Program

The WDRs require that the City evaluate its service area to determine the impacts of FOG on its wastewater collection system. Additionally, the City is required to establish the proper legal authority to prohibit discharges to the wastewater collection system and identify measures to prevent SSOs and blockages caused by FOG.

To comply with the WDRs, a characterization study was performed and concluded that wastewater discharges containing high concentrations of FOG originate from FSEs and are the

primary cause of blockages and overflows in the City's wastewater collection system. Chapter 7 of the Master Plan includes a detailed discussion of the characterization study results. Also included in Chapter 7 are recommended ordinances for the City to consider and adopt to establish the legal authority to implement and enforce the FOG Control Program, a discussion on staffing the FOG Control Program, and options to establish funding. Additionally, a FOG Control Program was prepared and is included in Appendix M of the Master Plan.

The FOG Control Program addresses the components required by the WDRs. The FOG Control Program provides the guidelines necessary for the City to implement a comprehensive FOG Control Program to effectively reduce the direct or indirect discharge of all wastewater or waste containing FOG into the City's wastewater collection system. The FOG Control Program was presented and approved by the City Council on April 14, 2009.

Chapter 9
System Evaluation and Capacity Assurance Plan

The WDRs require each agency to prepare a System Evaluation and Capacity Assurance Plan. This chapter of the SSMP discusses the City's capacity management measures to address the current and future capacity requirements of its collection system and the recommended capacity improvement projects.

9.1 Regulatory Requirements for System Evaluation and Capacity Assurance Plan

The WDRs require that the City prepare and implement a CIP that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates for the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

c) **Capacity Enhancement Measures**: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions for the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14 of the WDRs.

9.2 Discussion on System Evaluation and Capacity Assurance Plan

The City completed its most recent master plan in October 2008. The following is a discussion of the WDR elements for system evaluation and capacity assurance.

9.2.1 Evaluation

The City's Master Plan provides a comprehensive review and evaluation of the City's wastewater collection, conveyance capacity, and treatment capacity requirements under

existing and ultimate City build-out conditions. It also identifies regional treatment capacity needs. Based on findings of the evaluation, the Master Plan includes recommendations for facility improvements to ensure that aging infrastructure remains serviceable and to allow for the continued infill developments or redevelopment of the City. The recommended Capital Improvement Program (CIP) projects form the basis for capital facilities financing and can be used in sewer rate evaluations to be completed in separate financial studies.

The purpose of the Master Plan was to evaluate system capacity and develop a CIP for rehabilitation of the wastewater collection system facilities. Specific recommendations are made for the repair, upgrading, and build-out of wastewater collection and transmission facilities. The CIP includes the recommended system improvements to address existing and projected capacity constraints.

9.2.2 Design Criteria

The City updated its hydraulic design criteria used in updating the Master Plan. Included in the update are design criteria for new and rehabilitated pipelines, new standard details, and clarifications on pertinent issues in the current criteria. Also included are the recommended wastewater unit generation rates for use in design of sewer improvements.

Unit wastewater generation rates were developed using two sources: 1) the City's current land use data; and 2) population projections compiled by SANDAG (Series 7), by comparison to the City's Metro flow meters at seven (7) locations. Table 9-1 summarizes the recommended unit generation rates used for estimating future wastewater flows.

Table 9-1
Recommended Unit Wastewater Generation Rate

Land Use / Population	Recommended Unit Generation Rate	
Land Use		
Single-Family Residential	270	gpd/DU
Multi-Family Residential	180	gpd/DU
Commercial	500	gpd/AC
Industrial	500	gpd/AC
Institutional	500	gpd/AC
Population		
Single-Family Residential	90	gpdc
Multi-Family Residential	15	gpdc

City growth rates were projected based on SANDAG residential and employment population estimates and projections and applying the recommended unit generation rates to these population estimates. Table 9-2 summarizes the City's estimated future flows based on SANDAG population projections and the assumed development absorption through 2030.

Table 9-2
City of La Mesa EDU Demand Projections

Year:	2000	2007	2010	2020	2030
Approved Project Sites[1]		0 EDU	818 EDU	0 EDU	0 EDU
Proposed Project Sites[2]		0 EDU	0 EDU	1,427 EDU	0 EDU
Redevelopment Areas[3]		0 EDU	200 EDU	700 EDU	700 EDU
Grossmont Center Redevelopment[4]		0 EDU	50 EDU	500 EDU	550 EDU
Total Dwelling Units		**0 EDU**	**1,068 EDU**	**2,627 EDU**	**1,250 EDU**
Cumulative Dwelling Units		0 EDU	1,068 EDU	3,695 EDU	4,945 EDU
Cumulative Demand (270 GPD/EDU)[5]		5.27 MGD	5.56 MGD	6.27 MGD	6.61 MGD
SANDAG Flow Projections (90/15 GDPC)		5.27 MGD	5.47 MGD	5.55 MGD	5.82 MGD
Re-Rated Metro Capacity	6.993 MGD	6.993 MGD	6.993 MGD	6.993 MGD	6.993 MGD
Existing Metro Capacity	6.634 MGD	6.634 MGD	6.634 MGD	6.634 MGD	6.634 MGD

(1) Assumes 100% of 2006 Approved Residential Development Projects are built by 2010.
(2) Assumes 100% of Proposed Projects are built by 2020.
(3) Projections for the Alvarado Creek (1,000 EDU), Civic Center (100 EDU) and Fletcher Parkway (500 EDU) Re-development Projects.
(4) Assumed Re-development Potential for Shopping Center, including Commercial Development and Hospital (100 EDU)
(5) Based on 270 GPDC; 3.0 people per unit

System Capacity Analysis

An evaluation of the available capacity in the City's existing wastewater collection system was completed to identify sewer reaches that may be undersized to accommodate existing and/or future wastewater flows. Based on findings of the evaluation, phased facility improvements were identified to reduce the potential for sanitary sewer overflows as well as to allow for projected growth within the City's service area.

The objectives of the sewer capacity evaluation included:

- Development of hydraulic models of the City's wastewater collection system (generally pipes 12-inch in diameter and larger or with a steady-state peaking factor less than 2.25)
- Capacity evaluation of the City's wastewater collection system (generally pipes with diameters less than 12-inches or with a steady-state peaking factor greater than or equal to 2.25) with steady-state calculations
- Identification of sewer reaches that may be overcapacity under existing and projected future peak wastewater loading conditions
- Recommendations for improvements to the existing collection system to reduce the potential for sanitary sewer overflows and to allow for planned growth within the City's service area

Detailed hydraulic models of the City's wastewater collection system were developed and used to simulate existing and build-out wet weather flow conditions in mains generally larger than 12-inch in diameter. The models were also calibrated to dry weather meter data provided by the City. City build-out assumed 100 percent development of existing vacant parcels in accordance with current zoning and land use designations.

Pipe reaches in which simulated wet-weather flows exceeded a flow depth to pipe diameter ratio of 0.75 were identified as potential improvement reaches. Improvements required to provide adequate capacity for projected flows were then determined through an iterative modeling process. The process consisted of simulating flow conditions after increasing the diameter of downstream portions of the identified reaches.

The capacity evaluation determined that the City has very few capacity-constrained sewers within the collection system, with the exception of the Alvarado Trunk Sewer. This is a testament to the City's judicious facility planning as the wastewater collection system appears to generally be of sufficient diameter to convey projected flows.

9.2.3 Capacity Enhancement Measures

A wastewater system CIP was developed based on the findings of the collection system capacity evaluation and pipeline rehabilitation and replacement analysis. The recommended CIP includes pipeline capacity improvements and continuation of the 6-inch concrete pipeline replacement projects. Additionally, the CIP includes annual budgetary allowances for pipeline rehabilitation and replacement improvements identified via the CCTV Inspection and Assessment Program.

The objectives of the CIP included:

- Identification of annual budgetary estimates to construct facility improvements required to mitigate existing and projected capacity constraints;
- Identification of annual budgetary estimates to construct improvements to existing facilities to address condition, operational, capacity, and/or regulatory deficiencies;

- Development of annual budgetary estimates for pipeline rehabilitation and replacement improvements; and
- Recommendation of a phased implementation schedule for facility improvements.

9.2.4 Schedule

Presented in Chapter 8 of the Master Plan is the five- (5) year CIP recommended to complete the improvements identified. The projects include improvements to address capacity and design deficiencies and rehabilitation and replacement projects identified in the CCTV Inspection and Assessment Program. The projects were prioritized by fiscal year and estimated construction costs were also included.

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Chapter 10
Monitoring, Measurement, and Program Modifications

This chapter of the SSMP discusses the parameters the City will utilize to track and monitor the progress of implementing elements of the SSMP, the effectiveness of the SSMP, and how the City intends to update and revise the SSMP to keep it current.

10.1 Regulatory Requirements for Monitoring, Measurement, and Program Modifications

The WDRs require the City to:

a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;

b) Monitor and implement and, where appropriate, measure the effectiveness of each element of the SSMP;

c) Assess the success of the Preventative Maintenance Program;

d) Update program elements, as appropriate, based on monitoring or performance evaluations; and

e) Identify and illustrate SSO trends, including: frequency, location, and volume.

10.2 Discussion of Monitoring, Measurement, and Program Modifications

To date, the City has effectively managed and maintained information pertaining to the wastewater infrastructure by means of manually recording preventive maintenance activities and documenting notifications received regarding potential and actual SSO occurrences. The City has tracked performance measures through logs and reports including, but not limited to, the length of pipe cleaned, the quantity, cause and location of stoppages, SSOs, and the scheduled maintenance of high frequency maintenance locations. The City will continue to monitor the performance measures it currently tracks.

To address the components listed in Section 11.1 and as required by the WDRs, the following subsections provide a summary of the procedures to properly monitor program progress and implement necessary modifications.

10.2.1 Maintain Information Pertaining to SSMP Activities

The City has designated the Public Works Engineering Project Manager as the individual responsible to continually monitor the SSMP provisions to ensure that the system is maintained in conformance with the document. As improvements or modifications are identified, the City will implement the necessary adjustments to the program at the earliest practical time.

10.2.2 Monitor and Measure SSMP Elements

As the SSMP elements are implemented and evolve, the City will modify the elements due to new technology, equipment, code changes, specific program enhancements, and the collection system's rehabilitation through implementation of the CIP. The Public Works Engineering Project Manager should identify and recommend updates to this SSMP as part of the City's regular performance measurement assessments.

The following performance parameters may be utilized along with other typical industry and EPA performance indicators for the City's system:

1) Pipe age
2) O&M cost/mile/year
3) O&M staff/100 miles
4) Percent of system maintained each year
5) Total annual percent cleaned
6) System cleaning cycle frequency
7) FOG program activities
8) Percent CCTV per year
9) I&I monitoring
10) Planning goals status

10.2.3 Assessment of Preventative Maintenance Program

The City is continuing its efforts to document its current O&M Program to include a summary of the City's current procedures and practices as they pertain to the O&M activities. On a regular basis, at least once every 14 months, the City should evaluate the effectiveness of the O&M Program elements and staffing levels. Recommendations for appropriate adjustments and an implementation schedule should be developed. Implementation of any changes should be based on urgency of the need, coordination with other program elements, and management approvals.

10.2.4 Update Program Elements

The City must review this SSMP on a regular basis and update it at least once every five (5) years. The City's process should include distributing the SSMP to appropriate City staff for review to ensure the most current legal authority, response plans, organizational charts, equipment lists and contact/notification information is included. Once recommendations are incorporated into the document, the SSMP will be ready for public dissemination. If any significant updates are made, the SSMP must be presented to the City Council for approval and recertified. The City is responsible for maintaining the SSMP program as required by the San Diego RWQCB and should make the SSMP accessible to the public.

10.2.5 Identify and Illustrate SSO Trends

The City currently maintains a spreadsheet with information pertaining to actual SSOs. The City also submits SSO information on the CIWQS website which is accessible to the public. The City will continue to document SSO trends. Finally, the City is efficiently and effectively implementing the measures to properly document and report any SSOs as required by the WDRs.

10.3 SSMP Modifications

The City must update the SSMP periodically to maintain current information, and modify the programs as necessary to ensure program effectiveness and continual compliance with the WDRs. Information that will be routinely updated includes, but is not limited to, contact names and phone numbers for City staff responsible for implementation of specific SSMP programs, staff on stand-by rotational schedule for SSO response, and approved contractors and vendors.

As modifications to elements of this SSMP are deemed necessary, the City will implement them at the earliest practical time. However, changes will be officially made to this SSMP during the annual or bi-annual update to the document. A comprehensive SSMP update and recertification will occur every five (5) years or as necessary and will include any significant program changes.

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Chapter 11
SSMP Program Audits

This chapter of the SSMP discusses the City's SSMP Auditing Program.

11.1 Regulatory Requirements for SSMP Program Audits

The WDRs require that the City conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two (2) years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified, including identification of any deficiencies in the SSMP and steps to correct them.

11.2 Discussion of SSMP Program Audits

The City must complete bi-annual audits of its SSMP. Any modifications identified while monitoring the implementation of this SSMP will be officially noted during the SSMP bi-annual audit to ensure this SSMP is up to date. The audit will be completed internally, and the City has the option to have the audit performed by an appropriate third party auditor or a neighboring agency. The audit may include, but not be limited to:

- Reviewing the progress made on the development of SSMP elements
- Reviewing the status of the SSMP programs implemented
- Identifying the success of various SSMP programs implemented
- Identifying the improvements necessary to various SSMP programs
- Describing system improvements within the two (2) year audit period
- Describing system improvements planned for the upcoming two (2) years
- Reviewing data related to SSO occurrences

Upon completion of the audit, the City must memorialize the process and results in a written document. The City must retain the audit report on file in compliance with the WDRs. A copy of the report must be submitted to the RWQCB and to the SWRCB.

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Chapter 12
Communication Program

The primary objective of a Public Education / Outreach Program is to increase public awareness of sanitary sewer system issues, to promote a sense of stewardship for the City's system and facilitate the City's efforts towards the effective and efficient management, operation, and maintenance of the sanitary sewer system. This chapter of the SSMP discusses the City's efforts to educate and inform the public and affected agencies regarding the proper use of the City's sanitary sewer system.

12.1 Regulatory Requirements for Public Education and Outreach

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

12.2 Discussion of Public Education and Outreach

The City's Public Education and Outreach Program to communicate its efforts to comply with the WDRs and address the development and implementation of this SSMP will serve to educate, inform, and engage key stakeholders, such as agencies that may be affected by an SSO, and businesses, developers, contractors, vendors, and plumbers whose business could be impacted by specific requirements or elements of this SSMP.

Through the City's Director of Public Works the City should coordinate external communications between the City and the public regarding the implementation and on-going development of this SSMP and its various elements. The Director of Public Works is responsible for preparing and providing pertinent information for news releases, articles, and the website. Additionally, the Director of Public Works can work closely with the City Council, City divisions, news media, the public and affected agencies to assist in promoting an open and frequent exchange of information necessary for the systematic and effective implementation of the various SSMP elements.

The following includes a summary of the City's efforts to educate, inform and engage the public's support and participation in the proper utilization of the City's sanitary sewer system and comply with the WDR requirements.

City of La Mesa Official Website

The City's current outreach efforts include maintaining a website (http://www.cityoflamesa.com/) to inform the public about City activities. The City's website is an effective communication channel for providing alerts and news to the public. The main page of the website provides

access to various City departments, and links to diverse information, important announcements, and agendas for City Council meetings, and other key information for City residents. The City can utilize the website to publish its SSMP to provide the public the opportunity to view and offer input to the City as the SSMP elements are implemented. As well, the City can utilize the website to notify the public of important upcoming activities related to sewer system management.

City of La Mesa FOG Control Program

The public outreach element included in the FOG Control Program includes a concentrated effort to educate FSE staff regarding proper management of FOG generated on site. During the regularly performed site inspections, City staff will provide information to FSE staff that results in the reduction of FOG discharged into the City's wastewater collection system. Additionally, providing information via various forms of media is an effective way to engage the public in recognizing the importance of reducing the quantity of FOG introduced to the sanitary sewer system and the threat of excessive quantities to the potential and actual occurrence of SSOs. The City held a FOG workshop to which all FSEs were invited. Additional information regarding the City's FOG Control Program can be found on the City's website and in its newsletter.

City of La Mesa Sanitary Sewer Overflow Emergency Response Plan

The SSOERP includes a Public Advisory of Sewage Contamination Procedures which includes a description of the action that City staff must take to limit public access to surface waters and other areas that may have been impacted by an SSO as well as notify the public of potential hazardous conditions. Additionally, pre-scripted notices are included in the SSOERP which may be modified to accurately reflect the conditions at the time of publication and/or airing.

Should additional notification of sewage contamination be deemed necessary, City staff can provide other notices through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures, such as door hangers.

Public Meetings

Public meetings to discuss City related issues are held regularly in the City Council Chambers located at La Mesa City Hall. The City encourages residents to attend City Council meetings to become better informed about how the City works and various issues. The council meetings provide the residents and concerned citizens a forum to provide the council with input on particular programs through the Public Hearing process, and through the Citizen Participation portion of each City Council meeting. During Citizen Participation, each person who wishes to address the City Council on an item not on the agenda may do so. Copies of the Council Agenda are made readily available to the public from the City's website or the City Clerk's Office.

Project specific meetings may also be convened with community leaders and other citizens to discuss the impacts, schedule and criteria of sewer related projects and efforts. These meetings give citizens a forum to learn about the City's activities, voice their concerns, and receive clarification on a variety of issues. Often, the project managers arrange these meetings.

12.3 Public Education and Outreach Media

A variety of means exist to educate and inform the public regarding impacts to the City's sanitary sewer system facilities. The following list identifies several forms of media available for the City to use to educate and inform the public:

- Press releases;
- Direct mailers;
- Door hangers;
- Brochures distributed at City locations and kiosks;
- Posters and flyers displayed prominently in public areas, such as on buses, libraries, recreational centers, and so on;
- Announcements and notices placed on the City's web site;
- Announcements and notices place in the City's newsletter; and
- Specific events to educate the public on the effects of SSOs to the public and environment such as at an earth day fair, open house events, and other appropriate venues.

Educating the public to reduce FOG is an important task that should have a specific amount of time dedicated to its success. Investment up front in educating the public, will reduce the financial expenditure in responding to and mitigating FOG related SSOs as they will be effectively reduced. Staff from the Public Works Department and other affected departments should work closely to develop appropriate messages and with which media the messages should be disseminated.

Additionally, the City intends to communicate on a regular basis with interested parties on the implementation and performance of this SSMP. The Public Education and Outreach Program will allow interested parties to provide input as the SSMP and its elements are developed and implemented.